



**Morton College**

**Public Regular Board Meeting**

**Wednesday, January 27, 2021, 11:00 AM**



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
COOK COUNTY, ILLINOIS  
Agenda for the Regular Meeting  
Wednesday, January 27, 2021

Agenda for the Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 11:00 AM on Wednesday, January 27, 2021, in the form of a Zoom 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 January 27, 2021. The Regular Meeting will be held electronically via Zoom call. 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.

[January Board Meeting Zoom Link](#)

Dial-in Number: 312-626-6799 US (Chicago)

Meeting ID: 960 5300 6548

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Citizen Comments

5. Reports

5.1. ICCTA - ACCT

6. President's Report

6.1. Strategic Plan

6.2. Strategic Enrollment Plan

6.3. Institutional Advancement

6.4. Capital Improvements

6.5. Higher Learning Commission (HLC)

6.6. Finance Review

7. Consent Agenda

7.1. Approval of the Minutes of the Regular Board Meeting held on December 16, 2020.

- 7.2. Approval and Ratification of Accounts Payable and Payroll, in the amount of \$3,207,112.00 and Budget Transfers in the amount of \$107,442.00, as submitted.
- 7.3. Approval of the Monthly Budget Report for fiscal year to date ending in December 2020 to be received and approved, as submitted.
- 7.4. Approval of the Monthly Treasurer's Report for December 2020 to be received and filed for audit, as submitted.
- 7.5. Approval of the continued Government Finance Officers Association annual membership for fy21, in the amount of \$500.00, as submitted.
- 7.6. Approval of a resolution adopting an Affiliation Agreement between Morton Community College District 527, and Advocate Health and Hospitals Corporation d/b/a Advocate Good Samaritan Hospital.
- 7.7. Approval of the resolution adopting an Affiliation Agreement between Morton Community College 527. and Blessing Corporate Service, INC.
- 7.8. Acceptance of the comprehensive Annual Financial Report for fy20 and the accompanying communication prepared by BKD, LLP Auditors.
- 7.9. Approval of the credit from the change order for the Toilet Room Upgrade Phase 3 by All Masonry Construction Company, in the amount of \$30,343.23, as submitted.
- 7.10. Approval of the purchase of Maxient software to use college-wide for the student appeals, student conduct process, and Title IX matters for five years, in the amount of \$37,000.00, as submitted.
- 7.11. Approval of the Morton College Full-Time Faculty Seniority list, as submitted.
- 7.12. Approval of a lane change, new salary per the Collective Bargaining Agreement, (CBA), for Bryant Manning, English Faculty, effective January 19, 2021, in the amount of \$61,692.00, as submitted.
- 7.13. Approval of a lane change, new salary per the Collective Bargaining Agreement, (CBA), for Cara Bonick, Nursing Faculty, effective January 19, 2021, in the amount of \$61,069.00, as submitted.
- 7.14. Approval of the Out of State Athletic Travel for the Women's Basketball Team to play two non-conference basketball games in Fort Myers and Fort Lauderdale, Florida from February 24, 2021 - March 1, 2021, with the approximate cost of \$12,912.00, as submitted.
- 7.15. Approval of disposition of obsolete and worn-out equipment, per the list submitted, and the disposal of the obsolete vehicle, Ford Crown Victoria 2011 squad car, Vin# 2FABP7BV4BX104409, due to excessive repairs needed.
- 7.16. Approval of Part-Time Employment
- 7.16.1. Ximena Pineda, Temporary Health Screener, \$15/hour, effective January 6, 2021.
  - 7.16.2. Ilse Rodriguez, Temporary Health Screener, \$15/hour, effective January 6, 2021.
  - 7.16.3. Maria Jimenez, Temporary Health Screener, \$15/hour, effective January 6, 2021.
  - 7.16.4. Maricela Sanchez, Temporary Health Screener, \$15/hour, effective January 7, 2021.
  - 7.16.5. Alejandra Melero, Temporary Health Screener, \$15/hour, effective January 11, 2021.
  - 7.16.6. Matthew Beck, Woodwind Adjunct Faculty, effective January 14, 2021.

7.16.7. Alexa Herrera, Student Aide for Dean of Student Services Department, effective January 28, 2021.

7.16.8. Ermina Ruano-Corral, Career Technical Education Department Adjunct Faculty, effective January 14, 2021.

7.16.9. Amy Elson, Adult, and Career Technical Education Department Adjunct Faculty, effective January 14, 2021.

7.17. Layoff Report, as submitted.

7.18. Approval of Updated Job Descriptions

7.18.1. Athletic Director

7.18.2. Assistant Athletic Director

7.18.3. Associate Dean of Learning Resources and Performing Arts Center

7.18.4. Director of Library

7.19. Approval of Resignation

7.19.1. Louis Stillo, Part-Time Campus Police, effective December 15, 2020.

7.19.2. Jaime Sandoval, CIS Adjunct Faculty, effective December 16, 2020.

7.19.3. John Treiber, Athletic Director, effective January 22, 2021.

7.19.4. Ana Macario, Custodian, effective January 22, 2021.

7.20. Approval of Retirement

7.20.1. Dixon Chin, Adult Education Adjunct Faculty, effective January 5, 2021.

7.20.2. Jody Davidson, Adult, and CTE Development Coordinator, effective February 26, 2021.

7.20.3. Steven Duhon, Human Resources Support Specialist, effective September 1, 2021.

7.21. Approval of Termination

7.21.1. Edison Cevallos, Part-Time Campus Police , effective January 5, 2021.

7.21.2. Authorization and Direction to schedule a Special Board Meeting for March 12 at 11:00 a.m. so that Frank Marzullo may have the opportunity to be heard by the Board of Trustees Relative to the Notification of Marzullo's Termination.

8. Adjournment





**Board Meeting**  
**January 27, 2020**  
**11:00 a.m.**





# Nursing and Health Science

## Nursing Department



# **MORTON COLLEGE NURSING GROWTH**

- **Potential Enrollment Timeline**
- **Tuition/ Fees Increase**
- **Financial Aid**
- **Revenue**
- **Associated Expenses**
- **Facility Needs**
- **Board Pass Rates**
- **Retention Rates**
- **Comparisons**

# Program Enrollment 2017-2022

300%  
increase in  
5 years

2017-2018  
**250** enrollments  
• 138 Fall  
• 112 Spring



2018-2019  
**296** enrollments  
• 147 Fall  
• 149 Spring



2019-2020  
**340** enrollments  
• 175 Fall  
• 165 Spring



2020-2021  
**525\*** enrollments  
• 275 Fall  
• 250\* Spring



2021-2022  
**760\*** enrollments  
• 318\* Fall  
• 442\* Spring



\* Projected numbers

# Tuition/Fees Increase

- Nursing is a very expensive program (supplies, labs, and cost of clinical rotations)
- Cost of nursing faculty required
- Surveyed and discussed variable tuition rates with other community colleges
- Proposal to increase nursing program tuition rate effective Fall 2021

| Cost                          | Current Rate   | Proposed Rate  |
|-------------------------------|--|--|
|                               | In-district<br>Out-of-district                                   |  |
| Tuition                       | In-District - \$108.00 p/c/h<br>Out-of-District - \$236.00 p/c/h | In District- \$216.00 p/c/h<br>Out of District- \$472.00 p/c/h |
| College Fees                  | \$50.00 p/c/h  | \$50.00 p/c/h  |
| Nursing Fees                  | \$3000   | \$3525   |
| Total Cost of Nursing Program | In District- \$9004<br>Out -of -District - \$13,868              | In-District – \$13,633<br>Out -of –District- \$23,361          |

# Financial Aid

- 71% of our current nursing students receive financial aid.
- 74% of our current nursing students were offered grants/scholarships/loans.
- 6% of our current nursing students were offered COVID emergency aid as their only grant and scholarship.



# Revenue



| Academic Year | Tuition<br>(In-District<br>only) | College Fees | Nursing<br>Program Fees | Total          |
|---------------|----------------------------------|--------------|-------------------------|----------------|
| 2016-2017     | \$88.00 p/c/h                    | \$44.00      | \$100.00                | \$388,816      |
| 2017-2018     | \$88.00 p/c/h                    | \$50.00      | \$1250.00               | \$519,520      |
| 2018-2019     | \$96.00 p/c/h                    | \$50.00      | \$2330.00               | \$638,118      |
| 2019-2020     | \$104.00                         | \$50.00      | \$2330.00               | \$760,926      |
| 2020-2021     | \$108.00                         | \$50.00      | \$3075.00               | \$1,688,694.00 |
| 2021-2022*    | \$216.00                         | \$50.00      | \$3525.00               | \$3,926,304.00 |
| 2022-2023*    | \$216.00                         | \$50.00      | \$3525.00               | \$3,926,304.00 |

\* Based off of fall and spring admissions

# Facility Needs

- Expansion of Classroom and lab spaces
- Simulation Suite
- Designated computer lab for admission testing
- Dedicated classrooms for tutoring and supplemental instruction
- Study group spaces
- Increase of Faculty offices
- Online Registration
- This could be accomplished within available areas of the third floor of our existing program or in available areas within the STEM center



# Associated Expenses

- Additional Supplies for Lab- \$20,000
- Faculty/Staff- \$800,000
- Additional labs- \$70,000
- Additional subscriptions for EXAMSOFTE- \$8000
- Additional IPADS and accessories i.e. cases, cords, chargers- \$40,000
- Additional cost for clinical sites - \$5000
- Increased recruitment efforts (advertisement, additional high school visits, zoom info meetings, giveaways, and tours)- \$20,000

# Board Exam Pass Rates

| Year | Board Pass Rate<br>(1 <sup>st</sup> attempt) |
|------|--|
| 2015 | 82%  |
| 2016 | 81%  |
| 2017 | 71%  |
| 2018 | 84%  |
| 2019 | 84%  |
| 2020 | *Not officially reported yet                 |



# 2-Year Program Retention Rates

| Graduating Class | Number of Original Students | Original Students Graduating | Retention Percentage |
|------------------|-----------------------------|------------------------------|----------------------|
| May 2016         | 56                          | 27                           | 48%                  |
| May 2017         | 76                          | 43                           | 57%                  |
| May 2018         | 80                          | 38                           | 48%                  |
| May 2019         | 80                          | 55                           | 69%                  |
| <b>May 2020</b>  | <b>81</b>                   | <b>73</b>                    | <b>90%</b>           |
| <b>May 2021</b>  | <b>93</b>                   | <b>83*</b>                   | <b>89%*</b>          |

\* Projected Numbers

About 90% of students starting the Nursing Program finish within 2 years.



Since start of CARE program

# Comparison to other Community Colleges

## Retention/Board Pass Rates

| College               | Board Pass Rates | Retention Rate | Graduation Rate | Tuition  |
|-----------------------|------------------|----------------|-----------------|--|
| Morton College        | 84%              | 95%            | 90%             | 9004 (In District)<br>\$13,196 (Out of District)     |
| Moraine Valley        | 97%              | 70%            | 29%             | \$9636 (In District)<br>\$11,196 (Out of District)   |
| College of DuPage     | 96%              | 72%            | 22%             | \$9636 (In District)<br>\$11,196 (Out of District)   |
| Joliet Junior College | 99%              | 65%            | 17%             | \$12,360 (In District)<br>\$13,140 (Out of District) |
| City Colleges         | 91%              | 65%            | 35%             | \$9636 (In District)<br>\$11,196 (Out of District)   |



# Thank you for your support



# Community and Continuing Education





# Commercial Driver's License



**MORTON COLLEGE**  
COMMUNITY AND CONTINUING  
EDUCATION



## CDL PROGRAM

**COMMERCIAL DRIVER'S LICENSE**  
**CLASSES BEGIN February 1**  
**MEC 004**  
AM Cohorts: M/T/Th/Sat 7AM-1PM  
PM Cohorts: M/T/Th 4-8PM, Sat 7AM-2PM  
\*WIOA and self-funded options available



For more information contact [irina.cline@morton.edu](mailto:irina.cline@morton.edu) or  
708-656-8000 x 2383

Morton.edu



# Career Training Programs



MORTON **MC** COLLEGE

## PREPARE YOUR CLIENTS FOR IN-DEMAND CAREERS

### FEATURES INCLUDE:

- Self-paced, start anytime
- 24/7 access
- Books and materials included
- Certificate of Completion
- Certification exam voucher may be included
- Student support services
- Industry-recognized certifications
- Career Services Available

### WORKFORCE PROGRAM MANAGERS

#### If You Have Questions

**Irina Cline**  
Director, Continuing Education  
708-656-8000 ext. 2383  
irina.cline@morton.edu

**Joy Jamerson**  
Workforce Development  
951-401-9161  
joy.jamerson@cengage.com

### WIOA ONLINE CAREER TRAINING PROGRAMS

These programs have been approved on the Eligible Training Provider List

#### APPROVED COURSES

CBCS Medical and Coding (Voucher Included)

CCA Medical Billing and Coding (Voucher Included)

Certified Bookkeeper

CompTIA Certification Training:  
A+, Network+, Security+ (Vouchers Included)

CPC Medical Billing and Coding (Voucher Included)

Freight Broker/Agent Training

Full Stack Software Developer

Human Resources Professional

Web Design Professional



Visit our site for a complete listing of our online Career Training Programs  
**morton.trainonline.cc**

## Get In. Get Out. Get Working.



### Need a New Career? We've Got Your Back!

Trusted by some of the largest and most respected names in healthcare, CareerStep, in partnership with Morton College, offers online training programs that teach you the skills employers need:

-  **Pharmacy Technician**
-  **Dental Assistant**
-  **Veterinary Assistant**

For online career training programs visit:  
[partner.careerstep.com/mortoncollege](https://partner.careerstep.com/mortoncollege)

### Join us for a FREE Webinar!

February 4th, 2021 | 6:00 pm

[Click to RSVP](#)



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Continuing Education  
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**Ranjani Venkatesh**  
Partner Success Manager  
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e Ranjani.Venkatesh@carruslearn.com





# Community Education

**MC**  
MORTON COLLEGE  
COMMUNITY AND CONTINUING  
EDUCATION

#StopTheSpread



**Contact  
Tracer**

Free self-paced  
online course



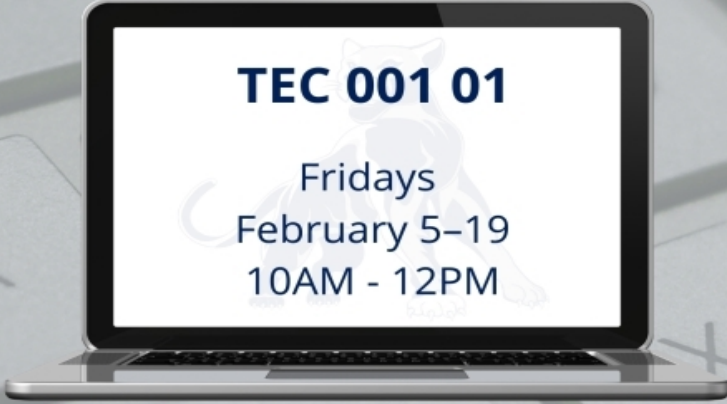
Offered in English and Spanish  
Certificate available upon completion

**Registration**  
Office of Admissions & Records. Email [admissions@morton.edu](mailto:admissions@morton.edu) Course code: HCE 005 01  
Online: <http://web-adv.morton.edu> Select Community Service Self-Service Course code: HCE 005 01

For more information contact Carla McKenzie at [carla.mckenzie@morton.edu](mailto:carla.mckenzie@morton.edu) Morton.edu

**MC**  
MORTON COLLEGE  
COMMUNITY AND CONTINUING  
EDUCATION

**COMPUTER  
BASICS CLASS**



**TEC 001 01**  
Fridays  
February 5-19  
10AM - 12PM

**REGISTRATION:**  
Online: <http://web-adv.morton.edu>. Select Community Service Self-Service. Click on Search, Register and Pay for Non-credit Community Service Classes. Input course code TEC 001 01. Active email address is required.

Office of Admissions & Records: email [admissions@morton.edu](mailto:admissions@morton.edu)

For more information contact Irina Cline, Director of Community and Continuing Education, at [irina.cline@morton.edu](mailto:irina.cline@morton.edu) Morton.edu

# Skills for Daily Living

## **FALL 2020 SKILLS FOR DAILY LIVING ZOOM**



Virtual Enrichment classes for adult students  
with mild to moderate intellectual disabilities.  
Academic, social and fitness components.

**MON-WED  
12:00-12:40PM**

|            |                                   |
|------------|-----------------------------------|
| SND 004 01 | Aug 24,25,26,31, Sept 1,2,8,9     |
| SND 004 02 | Sept 21,22,23,28,29,30, Oct 5,6,7 |
| SND 004 03 | Oct 19,20,21,26,27,28, Nov 2,3,4  |
| SND 004 04 | Nov 16,17,18,30, Dec 1,2,7,8,9    |

Fee: \$20 per session



All virtual classes will be presented using the Zoom format. Please make sure Mrs. Buongiorno has your correct email information to receive zoom invitations.

For more information, e-mail Mary Jo Buongiorno, Skills for Daily Living Program Coordinator, at [maryjo.buongiorno@morton.edu](mailto:maryjo.buongiorno@morton.edu)

Morton.edu



# Spring 2021

## COMMUNITY & CONTINUING EDUCATION

### SPRING 2021

#### REGISTRATION

**Office of Admissions & Records:**

email [admissions@morton.edu](mailto:admissions@morton.edu)

**Online:**

<http://web-adv.morton.edu>

Select Community Service Self-Service  
Insert Course Code

**For more information:**

Irina Cline,  
Director of Community and  
Continuing Education  
[irina.cline@morton.edu](mailto:irina.cline@morton.edu)  
708.656.8000 X 2383



**MORTON COLLEGE**  
COMMUNITY AND CONTINUING  
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**MORTON COLLEGE**

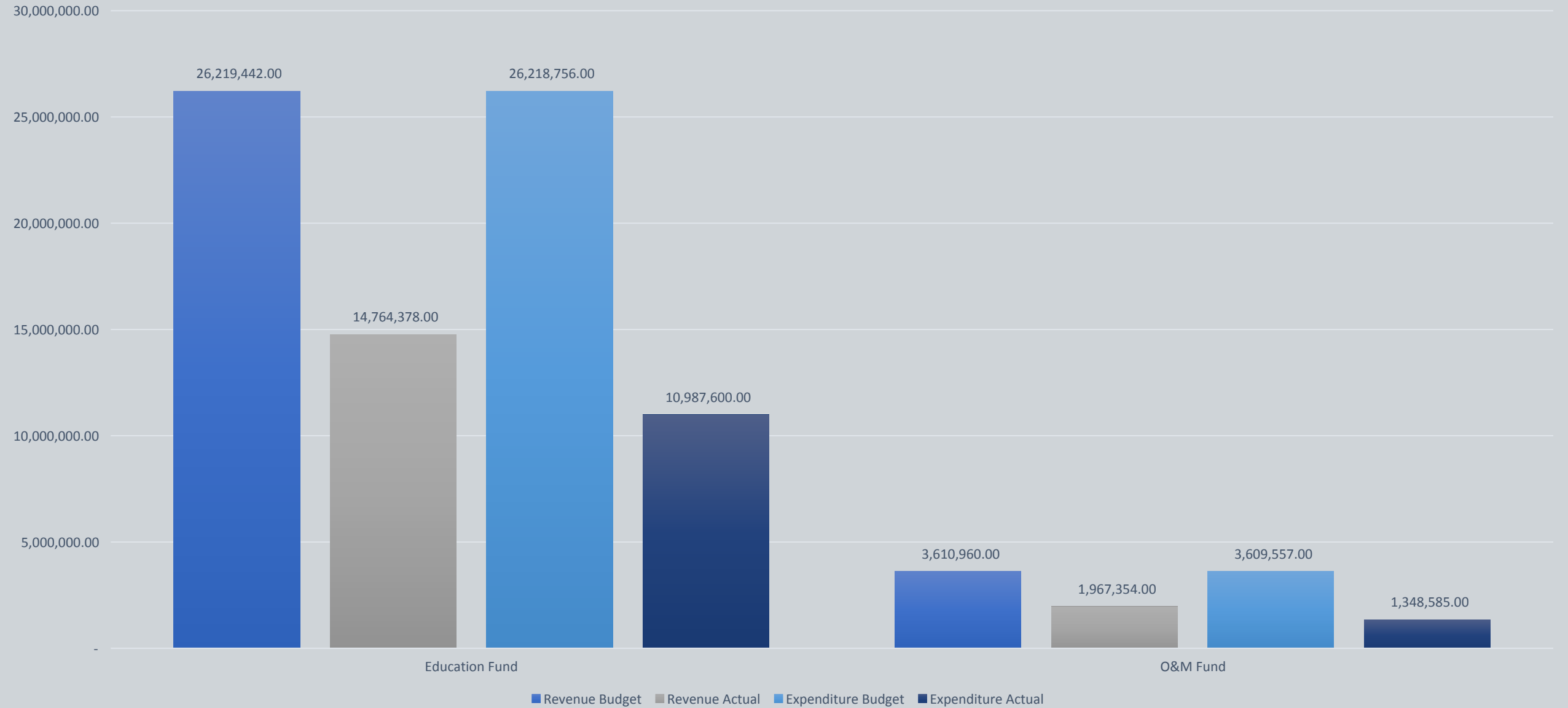
# **Monthly Finance Updates**

**Business Office**

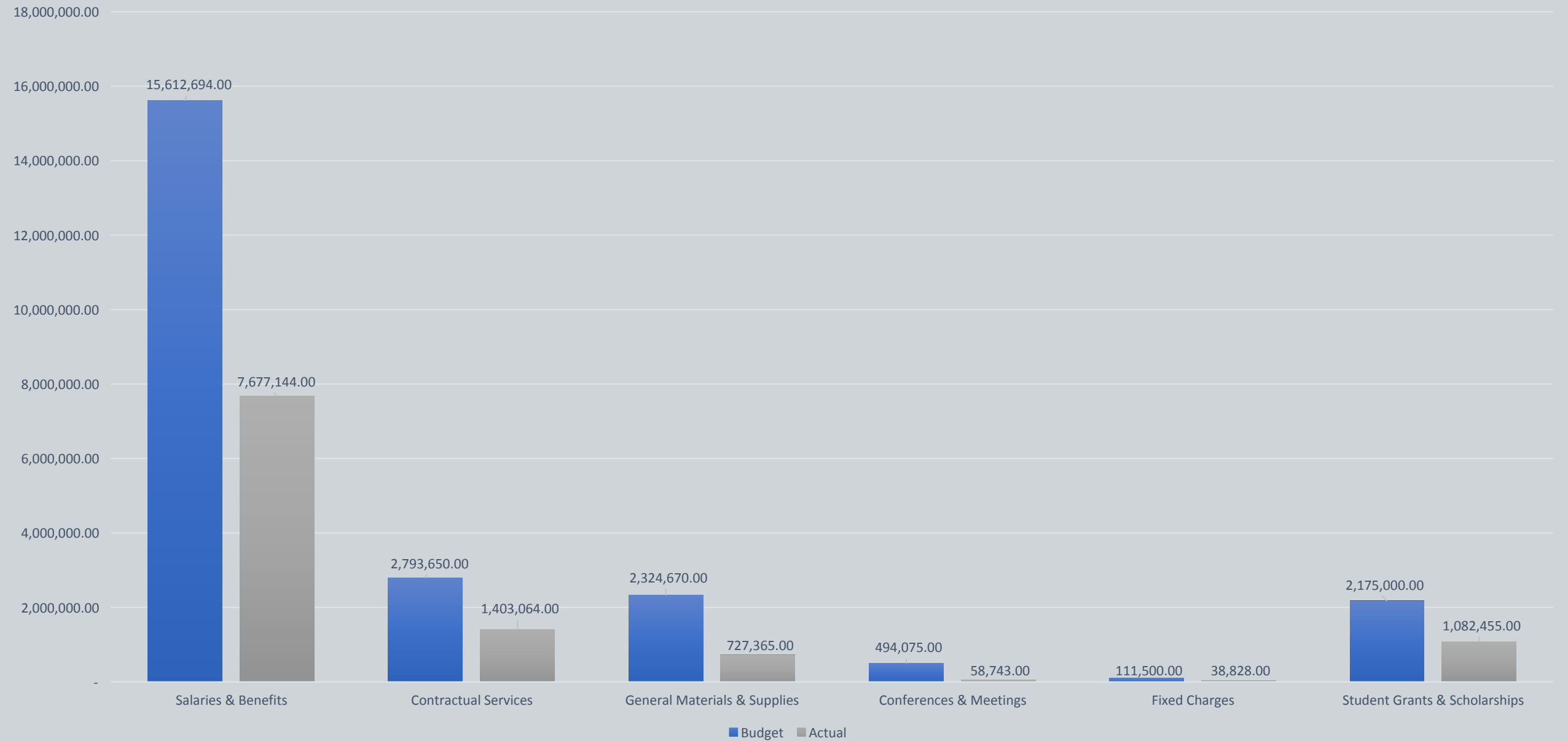
**Month ending December 2020**



## December 2020 - Operating Fund Revenues & Expenditures



## December 2020 - Education Fund Expenditures





**Board Meeting  
January 27, 2020  
11:00 a.m.**





**MORTON COLLEGE**  
**COMMUNITY COLLEGE DISTRICT NO. 527**  
**COOK COUNTY, ILLINOIS**  
**Minutes for the Regular Meeting**  
**Wednesday, December 16, 2020**

A Regular Meeting of the Board of Trustees of Morton College was held on Wednesday, December 16, 2020, beginning at 11:00 AM in the form of a teleconference call, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

**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 11:03 AM in the form of a teleconference.

**2.Pledge of Allegiance**

**3. Roll Call**

**Present:**

Frances F. Reitz, Trustee  
Anthony Martinucci, Trustee  
Jose Collazo, Trustee (by phone)  
Susan Banks, Trustee (by phone)  
Joseph Belcaster, Trustee (by phone)  
Susan Grazzini, Trustee (joined by phone at 11:45 AM)  
Oscar Montiel, Trustee (by phone)  
Andy Avalos, Student Trustee (by phone)

**Absent:**

None

**Also Present:**

Dr. Stan Fields, President  
Michael Del Galdo, Attorney (by phone)



#### **4. Citizen Comments**

NONE

#### **5. Recognition**

5.1. Morton College Physical Therapist Assistant Program was awarded by CAPTE, the status of accreditation.

Lydia Falbo, DNP, RN, Dean of Nursing and Health Sciences congratulated Alison Gehrke TP, DPT, Associate Dean of Health Science and Director of PTA, for the recently awarded status of accreditation status of the Morton College PTA Program by The Commission of Accreditation in Physical Therapy Education, CAPTE.

#### **6. Reports**

6.1. ICCTA – ACCT

None

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

7.1. Strategic Plan - Health Science Program Expansion

Lydia Falbo, D.N.P., RN, Dean of Nursing and Health Sciences, introduced Freshman student Vanessa Gutierrez and former nursing student Melissa Avila. Both students made a statement on their positive personal experience in the Nursing and Health Sciences Program.

Lydia also made a presentation on Nursing and Health Science. She talked about the growth in the nursing department from 2016 to the present, diversity in nursing, tuition/fees proposed increase and revenue, hiring more Faculty to support student increase, and C.A.R.E. program.

Lydia informed the Board that she would be talking about employment outlook in January's Board Meeting.

Trustee Reitz thanked the students for sharing their personal journeys with the Board, and the Nursing Department Faculty for helping the students to succeed in their nursing career.

Dr. Fields congratulated Lydia Falbo for her leadership on the program and thanked the students for their stories.

## 7.2. Strategic Enrollment Plan

Marisol Velazquez, Dean of Student Services, talked about the Spring 2021 Registration Call-A-Thon. We were able to reach 994 students, and we had 27 volunteers that made up to 110 hours volunteered. The purpose of the Call-A-Thon was to connect with students, to let them know that we care about them and inform them about open enrollment for the Spring semester. She thanked the College community and Dr. Fields for the support for this event. A video of Dr. Fields calling a student during the Call-A-Thon was featured. Marisol also shared that the enrollment team made a YouTube video to show the Morton College students step-by-step on how to register online. She also made a comment about on Mongoose, and how this is a company will further support our communication with students via text and replies.

## 7.3. Institutional Advancement

No Report

## 7.4. Capital Improvements

No Report

## 7.5. Higher Learning Commission (HLC)

No report

## 7.6. Finance Review

Mireya Perez, Chief Financial Officer/Treasurer, provided finance updates for November, Education Fund revenues are at 48%, and expenditures are at 35%. Operation and Maintenance Fund revenues are at 47%, and expenditures are at 34%. Expenses for the Education Fund broken down by object all were under the 42% mark except for contractual services and scholarships. She also stated that after the Board approves the 2020 Tax Levy, she will be submitting it online by the end of the week.

## **8. Consent Agenda**

8.1. Approval of the Consent Agenda-Items may be removed from the consent agenda at 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.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 8.1 to 8.32.2., as listed below.

Trustee Reitz seconded the motion

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

Nays: None    Absent: None

Motion Carried

Trustee Martinucci made a motion to approve the Consent Agenda, which includes Agenda items 8.1 to 8.32.2., as listed below.

Trustee Reitz seconded the motion

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

Nays: None    Absent: None

Motion Carried

8.2. Approval of the Minutes of the Regular Board Meeting held on November 18, 2020.

8.3. Approval and Ratification of Accounts Payable and Payroll, in the amount of \$2,887,470.00 and Budget Transfers, in the amount of \$519,962.00, for the month of November 2020, as submitted

8.4. Approval of the Monthly Budget Report for fiscal year to date ending November 2020 to be received and approved, as submitted

8.5. Approval of the Monthly Treasurer's Report for November 2020 to be received and filed for audit, as submitted.

8.6. Approval of the Regular Board Meeting Calendar for January 2021 through December 2021, as submitted.

8.7. Approval of the College Calendar for Academic Year 2021-2022, as submitted.

8.8. Approval of the changes in Curriculum, as submitted.

8.9. Approval of the Resolution authorizing the 2020 tax levy and certifying compliance with the Truth in Taxation Act, as submitted.

- 8.10. Approval of the Institutional Membership in the Illinois Community College Trustees Association (ICCTA) for fy21 in the amount of \$5,570.00 (2nd payment), as submitted.
- 8.11. Approval of the Institutional Membership with the Hispanic Association of Colleges and Universities (HACU) for FY21 in the amount of \$6,235.00, as submitted
- 8.12. Approval of the Adjunct Faculty Assignment/Employment Report for Fall Semester 2020, in the amount of \$550,339.19, as submitted, pending additional class cancellations and/or additions.
- 8.13. Approval of the Addendum Faculty Overload Report for Fall Semester 2020, in the amount of \$324,734.30, as submitted, pending additional class cancelations and/or additions.
- 8.14. Approval of the Compensation Report for Adjunct Faculty members teaching English 101, 102, 086, 088, 071, 076, 151, and 152 for Fall Semester 2020, in the amount of \$5,179.52, as submitted.
- 8.15. Approval of the Adjunct Faculty Consultation Hours Report for the Fall Semester 2020, in the amount of \$10,779.69, as submitted.
- 8.16. Approval of the Adult Education Adjunct Faculty Stipend Report for Fall Semester 2020, 2nd term, in the amount of \$88,428.81, as submitted.
- 8.17. Approval of the Adult Education Adjunct Faculty Consultation Hours Report for Fall Semester 2020, in the amount of \$4,162.23, as submitted.
- 8.18. Approval of the purchase of Ellucian Experience Software for fy21 - fy25, in the amount of \$115,192.00, as submitted.
- 8.19. Approval of the State University Retirement System (SURS), deferred compensation plan for Morton College eligible employees, at no cost to the College.
- 8.20. Approval of the purchase of Mongoose Candence Texting Platform to be used College-wide, in the amount of \$48,998.00 for two years,
- 8.21. Approval of the resolution adopting an Affiliation Agreement between Morton Community College District 527. and Berwyn South School District 100.
- 8.22. Approval of the change order for the Theater Project by Lo Destro Construction Company, in the amount of \$10,394.60, as submitted.
- 8.23. Approval of Chamberlain University MOU, as submitted.
- 8.24. Approval of the purchase of student memberships from SIMUCASE for the PTA Program, in the amount of \$2,314.00, funded by CARES grant.
- 8.25. Approval of the Employment Agreement of Chris Wido, Director of Fitness and Nutrition Center, in the amount of \$65,000.00, effective January 19, 2021.

#### 8.26. Approval of Full-Time Employment

8.26.1. Francisco Hernandez, Nursing Faculty, effective January 4, 2021.

8.26.2. Dr. Nicole Rousseau, Sociology Faculty for The Behavioral and Social Sciences Department, effective January 14, 2020.

#### 8.27. Approval of Part-Time Employment

8.27.1. Crystal Shannon, PTA Adjunct Faculty, effective January 19, 2021.

#### 8.28. Approval of New Job Descriptions

8.28.1. ICAPS Bilingual Aide, Adult Ed for Adult, Career & Technical Education

8.28.2. CTE Transition Specialist, Adult Ed for Adult, Career & Technical Education, Full-Time

8.28.3. College Health Support Registered Nurse, Part-Time

8.28.4. Health Screener - Service Aide, Community Health, Part-Time

#### 8.29. Approval of Revised Job Description

8.29.1. Blackboard Service Coordinator

#### 8.30. Approval of Retirement

8.30.1. Judy Bluemer, Biology Faculty, effective December 31, 2020.

#### 8.31. Approval of Resignation Employment

8.31.1. Gabriel Hwang, Music Adjunct Faculty, effective November 2, 2020.

8.31.2. Ashley Miranda, English Faculty, effective December 8, 2020.

#### 8.32. Approval of Termination Employment

8.32.1. Ronald Lullo, Director of Human Resources/Title IX Coordinator, effective December 18, 2020.

8.32.2. Rey Andujar, Humanities Adjunct Faculty, effective November 18, 2020.

### **9. Adjournment**

Trustee Martinucci made a motion to adjourn the Regular Meeting.

Trustee Reitz seconded the motion

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

Nays: None    Absent: None

Motion Carried

The meeting was adjourned at 11:55 AM.

The next Regular Board Meeting will be on Wednesday, January 27, 2021 at 11 AM in the new renovated Jedlika Theater.

/s/ Frances F. Reitz, Board Chair

/s/ Jose Collazo, Secretary of the Board

2. Approval and Ratification of Accounts Payable and Payroll, in the amount of \$3,207,112.00 and Budget Transfers in the amount of \$107,442.00, as submitted.

**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Sanchez Anderson](#); [Ana L Valdez](#)  
**Subject:** FW: Action Item 8.1 for 1/27/2021 Board Meeting  
**Date:** Wednesday, January 13, 2021 4:24:52 PM  
**Attachments:** [Board AS Totals 12.31.20.pdf](#)  
[BT 12.31.20.pdf](#)  
[Check Register 12.31.20.pdf](#)  
[Over 10k Dec 2020.pdf](#)

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Approved.

Let me know if you want me to send to board materials email instead.

*Thanks,*

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

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Wednesday, January 13, 2021 4:17 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.1 for 1/27/2021 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF DECEMBER 2020 IN THE AMOUNT OF \$3,207,112 AND BUDGET TRANSFERS IN THE AMOUNT OF \$107,442 AS SUBMITTED.

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

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

Thank you,

Suzanna Raigoza  
Senior Accountant  
Morton College  
3801 S Central Ave



BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of December 2020, be approved and/or ratified in the amount of \$3,207,112 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

|                      |            |                |
|----------------------|------------|----------------|
| Cash Disbursements - |            |                |
| Monthly              | 12/31/2020 | 737,911        |
| Payroll              | 12/15/2020 | 906,705        |
| Payroll              | 12/31/2020 | 796,557        |
| Student Refunds      | 12/31/2020 | <u>566,339</u> |
|                      |            | 3,007,512      |

O&M Restricted Fund (03)

|                      |            |                           |
|----------------------|------------|---------------------------|
| Cash Disbursements - |            |                           |
| Monthly              | 12/31/2020 | <u>199,600</u>            |
| TOTAL ALL FUNDS      |            | <u><u>\$3,207,112</u></u> |

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$107,442 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

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

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

|                  |   |                         |  |                             |
|------------------|---|-------------------------|--|-----------------------------|
| Morton College   |   |                         |  |                             |
| Budget Transfers |   |                         |  |                             |
| December 2020    |   |                         |  |                             |
|                  |   |                         |  |                             |
|                  |   |                         |  |                             |
|                  |   | GL Account Number       | Description  | Debit      Credit           |
|                  | 1 | 06-1060-99248-510200205 | Innovative Bridge & Transition: Para Professional PT | 10,500                      |
|                  |   | 06-1060-99248-510300100 | Innovative Bridge & Transition: Full-Time Faculty    | 8,876                       |
|                  |   | 06-1060-99248-510300200 | Innovative Bridge & Transition: Part-Time Faculty    | 26,376                      |
|                  |   | 06-1060-99248-510500130 | Innovative Bridge & Transition: Program Coordination | 7,000                       |
|                  |   |                         |  |                             |
|                  | 2 | 06-0000-99238-420101900 | State Basic Grant: Adult Ed-Performance Grants       | 28,487                      |
|                  |   | 06-1060-99238-540100200 | State Basic Grant: Instr Supplies                    | 23,487                      |
|                  |   | 06-1060-99238-590100200 | State Basic Grant: Other State Waiver                | 5,000                       |
|                  |   |                         |  |                             |
|                  | 3 | 06-0000-99240-420102100 | State Performance Grant: Adult Ed-Performance Grants | 50,829                      |
|                  |   | 06-1060-99240-510300200 | State Performance Grant: Part-Time Faculty           | 17,409                      |
|                  |   | 06-1060-99240-510500200 | State Performance Grant: Academic Support Staff-PT   | 5,250                       |
|                  |   | 06-1060-99240-510200100 | State Performance Grant: Professional/Tech           | 22,226                      |
|                  |   | 06-1060-99240-540100905 | State Performance Grant: Sup & Mat-Assessment        | 5,944                       |
|                  |   |                         |  |                             |
|                  | 4 | 06-0000-99212-420900000 | Preschool For All: Other IL Governmental Sources     | 1,750                       |
|                  |   | 06-4090-99212-550100015 | Preschool For All: Meal Money                        | 1,750                       |
|                  |   |                         |  |                             |
|                  |   |                         | <b>Total Budget Transfers</b>                        | <b>107,442      107,442</b> |

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID        | Voucher<br>Date      | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount  |
|-----------------|---------------|-----------------|--------------|--------------------------|----------------------|----------------------|------------------|-------------------|---------------------|------------------|
| 0094854         | 12/04/20      | Recon           | 0205799      | Christopher Buechner     | V0135920             | 09/08/20             |                  | 2,250.00          |                     | 2,250.00         |
|                 |               |                 |              |                          |                      |                      |                  | 2,250.00          |                     | 2,250.00         |
| 0094855         | 12/04/20      | Recon           | 0207230      | Juan A. Chavez           | V0138975             | 11/24/20             |                  | 150.00            |                     | 150.00           |
|                 |               |                 |              |                          |                      |                      |                  | 150.00            |                     | 150.00           |
| 0094856         | 12/04/20      | Recon           | 0000724      | Dr. Brian R. Gilligan    | V0139181             | 12/02/20             |                  | 140.00            |                     | 140.00           |
|                 |               |                 |              |                          |                      |                      |                  | 140.00            |                     | 140.00           |
| 0094857         | 12/04/20      | Recon           | 0204748      | Tibo Gobet               | V0139121             | 11/30/20             |                  | 392.00            |                     | 392.00           |
|                 |               |                 |              |                          |                      |                      |                  | 392.00            |                     | 392.00           |
| 0094858         | 12/04/20      | Recon           | 0002912      | Mr. Joseph Imburgia      | V0139118             | 11/30/20             |                  | 30.00             |                     | 30.00            |
|                 |               |                 |              |                          |                      |                      |                  | 30.00             |                     | 30.00            |
| 0094859         | 12/04/20      | Recon           | 0055604      | Ana L. Valdez            | V0139165             | 12/01/20             |                  | 38.45             |                     | 38.45            |
|                 |               |                 |              |                          |                      |                      |                  | 38.45             |                     | 38.45            |
| 0094860         | 12/04/20      | Outst           | 0200289      | Ms. Amanda L. Young      | V0138955             | 11/24/20             |                  | 300.00            |                     | 300.00           |
|                 |               |                 |              |                          |                      |                      |                  | 300.00            |                     | 300.00           |
| 0094861         | 12/04/20      | Recon           | 0170839      | Ms Cynthia D. Young      | V0138609             | 11/09/20             |                  | 494.92            |                     | 494.92           |
|                 |               |                 |              |                          |                      |                      |                  | 494.92            |                     | 494.92           |
| 0095150         | 12/10/20      | Recon           | 0205734      | Ms. Roseanne Aburto      | V0139491             | 12/08/20             |                  | 2,433.52          |                     | 2,433.52         |
|                 |               |                 |              |                          |                      |                      |                  | 2,433.52          |                     | 2,433.52         |
| 0095151         | 12/10/20      | Recon           | 0001042      | Arthur J Gallagher Risk  | V0139496             | 12/08/20             |                  | 100.00            |                     | 100.00           |
|                 |               |                 |              |                          |                      |                      |                  | 100.00            |                     | 100.00           |
| 0095152         | 12/10/20      | Recon           | 0197675      | Mr. Michael T. Brown     | V0138966             | 11/24/20             |                  | 190.00            |                     | 190.00           |
|                 |               |                 |              |                          |                      |                      |                  | 190.00            |                     | 190.00           |
| 0095153         | 12/10/20      | Recon           | 0000995      | Bureau Water/Sewer Town  | V0139513<br>V0139514 | 12/10/20<br>12/10/20 |                  | 191.34<br>448.91  |                     | 191.34<br>448.91 |
|                 |               |                 |              |                          |                      |                      |                  | 640.25            |                     | 640.25           |
| 0095154         | 12/10/20      | Recon           | 0001895      | Delta Dental of Illinois | V0139510             | 12/10/20             |                  | 946.40            |                     | 946.40           |

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2020 - 12/31/2020

Page 2

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                          | V0139511      | 12/10/20        |                  | 9,559.65          |                     | 9,559.65        |
|                 |               |                 |              |                          |               |                 |                  | 10,506.05         |                     | 10,506.05       |
| 0095155         | 12/10/20      | Recon           | 0207385      | Gabriel Garcia           | V0139492      | 12/08/20        |                  | 1,250.00          |                     | 1,250.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,250.00          |                     | 1,250.00        |
| 0095156         | 12/10/20      | Outst           | 0205401      | Glen Heffernan           | V0139497      | 12/09/20        |                  | 409.42            |                     | 409.42          |
|                 |               |                 |              |                          |               |                 |                  | 409.42            |                     | 409.42          |
| 0095157         | 12/10/20      | Outst           | 0002467      | Jered D. Montgomery      | V0139505      | 12/09/20        |                  | 16.35             |                     | 16.35           |
|                 |               |                 |              |                          |               |                 |                  | 16.35             |                     | 16.35           |
| 0095158         | 12/10/20      | Recon           | 0000862      | Ms. Elizabeth M. Napolet | V0139502      | 12/09/20        |                  | 24.75             |                     | 24.75           |
|                 |               |                 |              |                          |               |                 |                  | 24.75             |                     | 24.75           |
| 0095159         | 12/10/20      | Recon           | 0195558      | Mr. Andrew E. Pulaski    | V0139498      | 12/09/20        |                  | 385.00            |                     | 385.00          |
|                 |               |                 |              |                          |               |                 |                  | 385.00            |                     | 385.00          |
| 0095160         | 12/10/20      | Recon           | 0001909      | Reliance Standard Life I | V0139186      | 12/07/20        |                  | 8,347.67          |                     | 8,347.67        |
|                 |               |                 |              |                          |               |                 |                  | 8,347.67          |                     | 8,347.67        |
| 0095161         | 12/10/20      | Recon           | 0207270      | Monica Rickert-Bolter    | V0139489      | 12/08/20        |                  | 150.00            |                     | 150.00          |
|                 |               |                 |              |                          |               |                 |                  | 150.00            |                     | 150.00          |
| 0095162         | 12/10/20      | Recon           | 0205744      | Thaddeus M. Slowik, III  | V0139485      | 12/07/20        |                  | 637.48            |                     | 637.48          |
|                 |               |                 |              |                          |               |                 |                  | 637.48            |                     | 637.48          |
| 0095163         | 12/10/20      | Recon           | 0001327      | Vision Service Plan      | V0139509      | 12/10/20        |                  | 1,788.26          |                     | 1,788.26        |
|                 |               |                 |              |                          |               |                 |                  | 1,788.26          |                     | 1,788.26        |
| 0095164         | 12/10/20      | Recon           | 0000868      | Ms. Cynthia V. Walley    | V0139501      | 12/09/20        |                  | 160.00            |                     | 160.00          |
|                 |               |                 |              |                          |               |                 |                  | 160.00            |                     | 160.00          |
| 0095165         | 12/10/20      | Outst           | 0200289      | Ms. Amanda L. Young      | V0139503      | 12/09/20        |                  | 1,670.30          |                     | 1,670.30        |
|                 |               |                 |              |                          |               |                 |                  | 1,670.30          |                     | 1,670.30        |
| 0095166         | 12/15/20      | Recon           | 0001375      | AXA Equitable Equi-Vest  | V0139520      | 12/15/20        |                  | 2,106.00          |                     | 2,106.00        |
|                 |               |                 |              |                          |               |                 |                  | 2,106.00          |                     | 2,106.00        |

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2020 - 12/31/2020

Page 3

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095167         | 12/15/20      | Recon           | 0177469      | Bright Start College Sav | V0139521      | 12/15/20        |                  | 100.00            |                     | 100.00          |
|                 |               |                 |              |                          |               |                 |                  | 100.00            |                     | 100.00          |
| 0095168         | 12/15/20      | Outst           | 0001422      | CCCTU-Cope Fund          | V0139522      | 12/15/20        |                  | 130.00            |                     | 130.00          |
|                 |               |                 |              |                          |               |                 |                  | 130.00            |                     | 130.00          |
| 0095169         | 12/15/20      | Recon           | 0001374      | College & University Cre | V0139524      | 12/15/20        |                  | 200.00            |                     | 200.00          |
|                 |               |                 |              |                          |               |                 |                  | 200.00            |                     | 200.00          |
| 0095170         | 12/15/20      | Recon           | 0001371      | Colonial Life & Accident | V0139525      | 12/15/20        |                  | 12.00             |                     | 12.00           |
|                 |               |                 |              |                          |               |                 |                  | 12.00             |                     | 12.00           |
| 0095171         | 12/15/20      | Recon           | 0191845      | Metropolitan Alliance of | V0139527      | 12/15/20        |                  | 335.00            |                     | 335.00          |
|                 |               |                 |              |                          |               |                 |                  | 335.00            |                     | 335.00          |
| 0095172         | 12/15/20      | Outst           | 0101061      | Morton College Faculty   | V0139523      | 12/15/20        |                  | 91.74             |                     | 91.74           |
|                 |               |                 |              |                          |               |                 |                  | 91.74             |                     | 91.74           |
| 0095173         | 12/15/20      | Outst           | 0001372      | Morton College Teachers  | V0139529      | 12/15/20        |                  | 1,703.99          |                     | 1,703.99        |
|                 |               |                 |              |                          |               |                 |                  | 1,703.99          |                     | 1,703.99        |
| 0095174         | 12/15/20      | Outst           | 0001372      | Morton College Teachers  | V0139528      | 12/15/20        |                  | 3,026.39          |                     | 3,026.39        |
|                 |               |                 |              |                          |               |                 |                  | 3,026.39          |                     | 3,026.39        |
| 0095175         | 12/15/20      | Recon           | 0001513      | SEIU Local 73 Cope       | V0139530      | 12/15/20        |                  | 9.00              |                     | 9.00            |
|                 |               |                 |              |                          |               |                 |                  | 9.00              |                     | 9.00            |
| 0095176         | 12/15/20      | Recon           | 0001373      | Service Employees Intl U | V0139531      | 12/15/20        |                  | 457.81            |                     | 457.81          |
|                 |               |                 |              |                          |               |                 |                  | 457.81            |                     | 457.81          |
| 0095177         | 12/15/20      | Recon           | 0001563      | State Disbursement Unit  | V0139532      | 12/15/20        |                  | 125.00            |                     | 125.00          |
|                 |               |                 |              |                          | V0139533      | 12/15/20        |                  | 130.00            |                     | 130.00          |
|                 |               |                 |              |                          |               |                 |                  | 255.00            |                     | 255.00          |
| 0095178         | 12/15/20      | Recon           | 0001161      | State Univ Retirement Sy | V0139534      | 12/15/20        |                  | 73,433.76         |                     | 73,433.76       |
|                 |               |                 |              |                          |               |                 |                  | 73,433.76         |                     | 73,433.76       |

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2020 - 12/31/2020

Page 4

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095179         | 12/15/20      | Recon           | 0001370      | TIAA-CREF                | V0139526      | 12/15/20        |                  | 750.00            |                     | 750.00          |
|                 |               |                 |              |                          | V0139535      | 12/15/20        |                  | 2,857.14          |                     | 2,857.14        |
|                 |               |                 |              |                          |               |                 |                  | 3,607.14          |                     | 3,607.14        |
| 0095180         | 12/15/20      | Recon           | 0001376      | VALIC                    | V0139536      | 12/15/20        |                  | 2,273.55          |                     | 2,273.55        |
|                 |               |                 |              |                          |               |                 |                  | 2,273.55          |                     | 2,273.55        |
| 0095181         | 12/15/20      | Recon           | 0179876      | Voya Retirement Insuranc | V0139537      | 12/15/20        |                  | 1,184.28          |                     | 1,184.28        |
|                 |               |                 |              |                          |               |                 |                  | 1,184.28          |                     | 1,184.28        |
| 0095182         | 12/18/20      | Recon           | 0001375      | AXA Equitable Equi-Vest  | V0139631      | 12/18/20        |                  | 2,106.00          |                     | 2,106.00        |
|                 |               |                 |              |                          |               |                 |                  | 2,106.00          |                     | 2,106.00        |
| 0095183         | 12/18/20      | Recon           | 0177469      | Bright Start College Sav | V0139632      | 12/18/20        |                  | 100.00            |                     | 100.00          |
|                 |               |                 |              |                          |               |                 |                  | 100.00            |                     | 100.00          |
| 0095184         | 12/18/20      | Outst           | 0001422      | CCCTU-Cope Fund          | V0139633      | 12/18/20        |                  | 130.00            |                     | 130.00          |
|                 |               |                 |              |                          |               |                 |                  | 130.00            |                     | 130.00          |
| 0095185         | 12/18/20      | Outst           | 0001374      | College & University Cre | V0139635      | 12/18/20        |                  | 200.00            |                     | 200.00          |
|                 |               |                 |              |                          |               |                 |                  | 200.00            |                     | 200.00          |
| 0095186         | 12/18/20      | Outst           | 0001371      | Colonial Life & Accident | V0139636      | 12/18/20        |                  | 12.00             |                     | 12.00           |
|                 |               |                 |              |                          |               |                 |                  | 12.00             |                     | 12.00           |
| 0095187         | 12/18/20      | Recon           | 0191845      | Metropolitan Alliance of | V0139638      | 12/18/20        |                  | 170.00            |                     | 170.00          |
|                 |               |                 |              |                          |               |                 |                  | 170.00            |                     | 170.00          |
| 0095188         | 12/18/20      | Outst           | 0101061      | Morton College Faculty   | V0139634      | 12/18/20        |                  | 93.13             |                     | 93.13           |
|                 |               |                 |              |                          |               |                 |                  | 93.13             |                     | 93.13           |
| 0095189         | 12/18/20      | Void            | 0001372      | Morton College Teachers  |               |                 |                  |                   |                     |                 |
| 0095190         | 12/18/20      | Outst           | 0001513      | SEIU Local 73 Cope       | V0139641      | 12/18/20        |                  | 9.00              |                     | 9.00            |
|                 |               |                 |              |                          |               |                 |                  | 9.00              |                     | 9.00            |
| 0095191         | 12/18/20      | Recon           | 0001373      | Service Employees Intl U | V0139642      | 12/18/20        |                  | 457.81            |                     | 457.81          |
|                 |               |                 |              |                          |               |                 |                  | 457.81            |                     | 457.81          |

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2020 - 12/31/2020

Page 5

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095192         | 12/18/20      | Recon           | 0001563      | State Disbursement Unit  | V0139643      | 12/18/20        |                  | 50.00             |                     | 50.00           |
|                 |               |                 |              |                          | V0139644      | 12/18/20        |                  | 66.05             |                     | 66.05           |
|                 |               |                 |              |                          |               |                 |                  | 116.05            |                     | 116.05          |
| 0095193         | 12/18/20      | Recon           | 0001161      | State Univ Retirement Sy | V0139645      | 12/18/20        |                  | 70,771.37         |                     | 70,771.37       |
|                 |               |                 |              |                          |               |                 |                  | 70,771.37         |                     | 70,771.37       |
| 0095194         | 12/18/20      | Outst           | 0001370      | TIAA-CREF                | V0139091      | 11/30/20        |                  | 750.00            |                     | 750.00          |
|                 |               |                 |              |                          | V0139101      | 11/30/20        |                  | 2,857.14          |                     | 2,857.14        |
|                 |               |                 |              |                          | V0139637      | 12/18/20        |                  | 750.00            |                     | 750.00          |
|                 |               |                 |              |                          | V0139646      | 12/18/20        |                  | 2,857.14          |                     | 2,857.14        |
|                 |               |                 |              |                          |               |                 |                  | 7,214.28          |                     | 7,214.28        |
| 0095195         | 12/18/20      | Recon           | 0001376      | VALIC                    | V0139647      | 12/18/20        |                  | 2,273.55          |                     | 2,273.55        |
|                 |               |                 |              |                          |               |                 |                  | 2,273.55          |                     | 2,273.55        |
| 0095196         | 12/18/20      | Recon           | 0179876      | Voya Retirement Insuranc | V0139648      | 12/18/20        |                  | 1,159.28          |                     | 1,159.28        |
|                 |               |                 |              |                          |               |                 |                  | 1,159.28          |                     | 1,159.28        |
| 0095197         | 12/18/20      | Outst           | 0001372      | Morton College Teachers  | V0139640      | 12/18/20        |                  | 1,695.50          |                     | 1,695.50        |
|                 |               |                 |              |                          |               |                 |                  | 1,695.50          |                     | 1,695.50        |
| 0095198         | 12/18/20      | Outst           | 0001372      | Morton College Teachers  | V0139639      | 12/18/20        |                  | 3,060.63          |                     | 3,060.63        |
|                 |               |                 |              |                          |               |                 |                  | 3,060.63          |                     | 3,060.63        |
| 0095238         | 12/17/20      | Outst           | 0156097      | ACI Payments, Inc.       | V0139543      | 12/14/20        |                  | 5,665.74          |                     | 5,665.74        |
|                 |               |                 |              |                          |               |                 |                  | 5,665.74          |                     | 5,665.74        |
| 0095239         | 12/17/20      | Recon           | 0000749      | Ms Jennifer L. Angelilli | V0139516      | 12/10/20        |                  | 65.00             |                     | 65.00           |
|                 |               |                 |              |                          |               |                 |                  | 65.00             |                     | 65.00           |
| 0095240         | 12/17/20      | Outst           | 0000781      | Ms. Sandra Barajas       | V0139541      | 12/12/20        |                  | 76.71             |                     | 76.71           |
|                 |               |                 |              |                          |               |                 |                  | 76.71             |                     | 76.71           |
| 0095241         | 12/17/20      | Recon           | 0000995      | Bureau Water/Sewer Town  | V0139677      | 12/17/20        |                  | 191.34            |                     | 191.34          |
|                 |               |                 |              |                          |               |                 |                  | 191.34            |                     | 191.34          |
| 0095242         | 12/17/20      | Recon           | 0207419      | Maricela Busso           | V0139630      | 12/16/20        |                  | 154.25            |                     | 154.25          |
|                 |               |                 |              |                          |               |                 |                  | 154.25            |                     | 154.25          |

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| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095243         | 12/17/20      | Recon           | 0202383      | Flexible Benefit Service | V0139512      | 12/10/20        |                  | 280.00            |                     | 280.00          |
|                 |               |                 |              |                          |               |                 |                  | 280.00            |                     | 280.00          |
| 0095244         | 12/17/20      | Outst           | 0170244      | Jonathan S. Gomez        | V0139601      | 12/15/20        |                  | 550.00            |                     | 550.00          |
|                 |               |                 |              |                          |               |                 |                  | 550.00            |                     | 550.00          |
| 0095245         | 12/17/20      | Recon           | 0206558      | Ryan A. Gyrion           | V0138341      | 10/26/20        |                  | 1,500.00          |                     | 1,500.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,500.00          |                     | 1,500.00        |
| 0095246         | 12/17/20      | Recon           | 0003232      | Ms. Lisa A. Mathelier    | V0139538      | 12/11/20        |                  | 169.00            |                     | 169.00          |
|                 |               |                 |              |                          |               |                 |                  | 169.00            |                     | 169.00          |
| 0095247         | 12/17/20      | Recon           | 0205567      | Ms. Courtney O'Brien     | V0139589      | 12/15/20        |                  | 81.74             |                     | 81.74           |
|                 |               |                 |              |                          |               |                 |                  | 81.74             |                     | 81.74           |
| 0095248         | 12/17/20      | Recon           | 0000820      | Ms. Tsonka I. Pencheva   | V0139517      | 12/10/20        |                  | 52.97             |                     | 52.97           |
|                 |               |                 |              |                          |               |                 |                  | 52.97             |                     | 52.97           |
| 0095249         | 12/17/20      | Recon           | 0194866      | Randi Ploszaj            | V0139540      | 12/11/20        |                  | 163.39            |                     | 163.39          |
|                 |               |                 |              |                          |               |                 |                  | 163.39            |                     | 163.39          |
| 0095250         | 12/17/20      | Outst           | 0000848      | Ms. Nicole M. Pullia     | V0139542      | 12/12/20        |                  | 25.30             |                     | 25.30           |
|                 |               |                 |              |                          |               |                 |                  | 25.30             |                     | 25.30           |
| 0095251         | 12/17/20      | Outst           | 0001909      | Reliance Standard Life I | V0139588      | 12/15/20        |                  | 8,351.01          |                     | 8,351.01        |
|                 |               |                 |              |                          |               |                 |                  | 8,351.01          |                     | 8,351.01        |
| 0095252         | 12/17/20      | Recon           | 0195019      | Mr. David Roselund       | V0139539      | 12/11/20        |                  | 40.00             |                     | 40.00           |
|                 |               |                 |              |                          |               |                 |                  | 40.00             |                     | 40.00           |
| 0095619         | 12/18/20      | Outst           | 0190089      | 3OE Solutions            | V0139623      | 12/15/20        | B0003492         | 4,333.00          |                     | 4,333.00        |
|                 |               |                 |              |                          |               |                 |                  | 4,333.00          |                     | 4,333.00        |
| 0095620         | 12/18/20      | Recon           | 0166304      | A.W.E.S.O.M.E. Pest Serv | V0140476      | 12/17/20        | B0003443         | 120.00            |                     | 120.00          |
|                 |               |                 |              |                          |               |                 |                  | 120.00            |                     | 120.00          |
| 0095621         | 12/18/20      | Recon           | 0000962      | Airgas USA, LLC          | V0140514      | 12/17/20        | B0003575         | 107.36            |                     | 107.36          |



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| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name              | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|-------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                         |               |                 |                  | 107.36            |                     | 107.36          |
| 0095622         | 12/18/20      | Outst           | 0190802      | All-Types Elevators Inc | V0140490      | 12/17/20        | B0003454         | 665.00            |                     | 665.00          |
|                 |               |                 |              |                         |               |                 |                  | 665.00            |                     | 665.00          |
| 0095623         | 12/18/20      | Recon           | 0188188      | Amazon Capital Services | V0139603      | 12/15/20        | B0003697         | 472.84            |                     | 472.84          |
|                 |               |                 |              |                         | V0139609      | 12/15/20        | B0003568         | 60.35             |                     | 60.35           |
|                 |               |                 |              |                         | V0139665      | 12/16/20        | P0009661         | 25.96             |                     | 25.96           |
|                 |               |                 |              |                         | V0140457      | 12/17/20        | B0003697         | 827.08            |                     | 827.08          |
|                 |               |                 |              |                         | V0140458      | 12/17/20        | B0003568         | 932.10            |                     | 932.10          |
|                 |               |                 |              |                         | V0140459      | 12/17/20        | B0003568         | 69.75             |                     | 69.75           |
|                 |               |                 |              |                         | V0140464      | 12/17/20        | B0003568         | 627.75            |                     | 627.75          |
|                 |               |                 |              |                         | V0140488      | 12/17/20        | P0009639         | 584.07            |                     | 584.07          |
|                 |               |                 |              |                         | V0140489      | 12/17/20        | B0003568         | 76.77             |                     | 76.77           |
|                 |               |                 |              |                         | V0140492      | 12/17/20        | B0003525         | 300.05            |                     | 300.05          |
|                 |               |                 |              |                         | V0140505      | 12/17/20        | P0009611         | 514.50            |                     | 514.50          |
|                 |               |                 |              |                         | V0140520      | 12/17/20        | B0003568         | 101.12            |                     | 101.12          |
|                 |               |                 |              |                         |               |                 |                  | 4,592.34          |                     | 4,592.34        |
| 0095624         | 12/18/20      | Outst           | 0001490      | Arc One Electric        | V0139607      | 12/15/20        | B0003709         | 390.00            |                     | 390.00          |
|                 |               |                 |              |                         | V0139608      | 12/15/20        | B0003708         | 525.00            |                     | 525.00          |
|                 |               |                 |              |                         | V0140472      | 12/17/20        | B0003716         | 600.00            |                     | 600.00          |
|                 |               |                 |              |                         |               |                 |                  | 1,515.00          |                     | 1,515.00        |
| 0095625         | 12/18/20      | Recon           | 0198820      | Asure Software          | V0139684      | 12/17/20        | B0003584         | 94.50             |                     | 94.50           |
|                 |               |                 |              |                         | V0139685      | 12/17/20        | B0003584         | 94.50             |                     | 94.50           |
|                 |               |                 |              |                         | V0139720      | 12/17/20        | B0003584         | 94.50             |                     | 94.50           |
|                 |               |                 |              |                         | V0140448      | 12/17/20        | B0003584         | 100.50            |                     | 100.50          |
|                 |               |                 |              |                         |               |                 |                  | 384.00            |                     | 384.00          |
| 0095626         | 12/18/20      | Recon           | 0000973      | AT&T                    | V0140446      | 12/17/20        | B0003430         | 1,090.58          |                     | 1,090.58        |
|                 |               |                 |              |                         |               |                 |                  | 1,090.58          |                     | 1,090.58        |
| 0095627         | 12/18/20      | Recon           | 0001953      | AT&T Mobility           | V0140509      | 12/17/20        | B0003468         | 143.01            |                     | 143.01          |
|                 |               |                 |              |                         |               |                 |                  | 143.01            |                     | 143.01          |
| 0095628         | 12/18/20      | Recon           | 0183556      | Athletico               | V0140537      | 12/17/20        | P0009648         | 122.50            |                     | 122.50          |
|                 |               |                 |              |                         | V0140539      | 12/17/20        | P0009662         | 25,083.33         |                     | 25,083.33       |
|                 |               |                 |              |                         |               |                 |                  | 25,205.83         |                     | 25,205.83       |
| 0095629         | 12/18/20      | Outst           | 0002062      | Automotive Video Inc    | V0140538      | 12/17/20        | P0009658         | 1,200.00          |                     | 1,200.00        |
|                 |               |                 |              |                         |               |                 |                  | 1,200.00          |                     | 1,200.00        |

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| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095630         | 12/18/20      | Recon           | 0001401      | AZ Commercial            | V0139617      | 12/15/20        | B0003636         | 58.98             |                     | 58.98           |
|                 |               |                 |              |                          | V0139618      | 12/15/20        | B0003636         | 13.96             |                     | 13.96           |
|                 |               |                 |              |                          |               |                 |                  | 72.94             |                     | 72.94           |
| 0095631         | 12/18/20      | Outst           | 0206998      | Barbizon Light of New En | V0139967      | 12/17/20        | B0003689         | 78,750.00         |                     | 78,750.00       |
|                 |               |                 |              |                          |               |                 |                  | 78,750.00         |                     | 78,750.00       |
| 0095632         | 12/18/20      | Recon           | 0168998      | Bounce Sports Corp       | V0140541      | 12/17/20        | P0009650         | 1,000.00          |                     | 1,000.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,000.00          |                     | 1,000.00        |
| 0095633         | 12/18/20      | Recon           | 0166207      | BSA                      | V0139620      | 12/15/20        | B0003470         | 141.20            |                     | 141.20          |
|                 |               |                 |              |                          |               |                 |                  | 141.20            |                     | 141.20          |
| 0095634         | 12/18/20      | Outst           | 0196243      | Burlington English Propo | V0139653      | 12/16/20        | P0009667         | 19,200.00         |                     | 19,200.00       |
|                 |               |                 |              |                          |               |                 |                  | 19,200.00         |                     | 19,200.00       |
| 0095635         | 12/18/20      | Recon           | 0207419      | Maricela Busso           | V0140533      | 12/17/20        | P0009678         | 195.00            |                     | 195.00          |
|                 |               |                 |              |                          |               |                 |                  | 195.00            |                     | 195.00          |
| 0095636         | 12/18/20      | Recon           | 0206652      | Cajan Laundry II, LLC    | V0140535      | 12/17/20        | P0009657         | 210.00            |                     | 210.00          |
|                 |               |                 |              |                          |               |                 |                  | 210.00            |                     | 210.00          |
| 0095637         | 12/18/20      | Outst           | 0206877      | Carvertise Inc           | V0140524      | 12/17/20        | B0003698         | 2,395.00          |                     | 2,395.00        |
|                 |               |                 |              |                          |               |                 |                  | 2,395.00          |                     | 2,395.00        |
| 0095638         | 12/18/20      | Outst           | 0165266      | CASAS                    | V0140486      | 12/17/20        | P0009655         | 340.00            |                     | 340.00          |
|                 |               |                 |              |                          |               |                 |                  | 340.00            |                     | 340.00          |
| 0095639         | 12/18/20      | Recon           | 0001593      | CDW-Government, Inc      | V0140529      | 12/17/20        | P0009617         | 4,131.60          |                     | 4,131.60        |
|                 |               |                 |              |                          | V0140530      | 12/17/20        | P0009617         | 754.99            |                     | 754.99          |
|                 |               |                 |              |                          | V0140531      | 12/17/20        | P0009617         | 746.61            |                     | 746.61          |
|                 |               |                 |              |                          |               |                 |                  | 5,633.20          |                     | 5,633.20        |
| 0095640         | 12/18/20      | Outst           | 0001713      | Cicero Landscape Inc.    | V0139610      | 12/15/20        | B0003450         | 400.00            |                     | 400.00          |
|                 |               |                 |              |                          |               |                 |                  | 400.00            |                     | 400.00          |
| 0095641         | 12/18/20      | Recon           | 0001195      | Cintas Corporation       | V0139656      | 12/16/20        | B0003438         | 152.06            |                     | 152.06          |
|                 |               |                 |              |                          | V0139669      | 12/16/20        | B0003438         | 152.06            |                     | 152.06          |
|                 |               |                 |              |                          | V0140445      | 12/17/20        | B0003438         | 152.06            |                     | 152.06          |

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|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                          |               |                 |                  | 456.18            |                     | 456.18          |
| 0095642         | 12/18/20      | Recon           | 0001485      | Citibank, N.A.           | V0140462      | 12/17/20        |                  | 5.25-             |                     | -5.25           |
|                 |               |                 |              |                          | V0140526      | 12/17/20        | P0009706         | 240.00            |                     | 240.00          |
|                 |               |                 |              |                          |               |                 |                  | 234.75            |                     | 234.75          |
| 0095643         | 12/18/20      | Recon           | 0169016      | Clear Channel Outdoor    | V0140568      | 12/18/20        | P0009698         | 3,650.00          |                     | 3,650.00        |
|                 |               |                 |              |                          | V0140569      | 12/18/20        | P0009699         | 4,950.00          |                     | 4,950.00        |
|                 |               |                 |              |                          | V0140570      | 12/18/20        | P0009695         | 1,659.00          |                     | 1,659.00        |
|                 |               |                 |              |                          | V0140571      | 12/18/20        | P0009694         | 650.00            |                     | 650.00          |
|                 |               |                 |              |                          |               |                 |                  | 10,909.00         |                     | 10,909.00       |
| 0095644         | 12/18/20      | Recon           | 0201853      | Club Automation, LLC     | V0140493      | 12/17/20        | B0003597         | 872.92            |                     | 872.92          |
|                 |               |                 |              |                          |               |                 |                  | 872.92            |                     | 872.92          |
| 0095645         | 12/18/20      | Recon           | 0001752      | Comcast                  | V0140467      | 12/17/20        | B0003489         | 141.88            |                     | 141.88          |
|                 |               |                 |              |                          | V0140516      | 12/17/20        | B0003466         | 183.35            |                     | 183.35          |
|                 |               |                 |              |                          | V0140517      | 12/17/20        | B0003467         | 44.08             |                     | 44.08           |
|                 |               |                 |              |                          | V0140519      | 12/17/20        | B0003466         | 6.30              |                     | 6.30            |
|                 |               |                 |              |                          |               |                 |                  | 375.61            |                     | 375.61          |
| 0095646         | 12/18/20      | Recon           | 0001013      | ComEd                    | V0140471      | 12/17/20        | B0003460         | 12,324.04         |                     | 12,324.04       |
|                 |               |                 |              |                          |               |                 |                  | 12,324.04         |                     | 12,324.04       |
| 0095647         | 12/18/20      | Outst           | 0168196      | Concentra Health Service | V0140523      | 12/17/20        | P0009692         | 310.00            |                     | 310.00          |
|                 |               |                 |              |                          |               |                 |                  | 310.00            |                     | 310.00          |
| 0095648         | 12/18/20      | Recon           | 0207288      | Coursera, Inc            | V0140540      | 12/17/20        | P0009647         | 10,000.00         |                     | 10,000.00       |
|                 |               |                 |              |                          |               |                 |                  | 10,000.00         |                     | 10,000.00       |
| 0095649         | 12/18/20      | Outst           | 0201588      | CUT-WELD Supply, Inc.    | V0140484      | 12/17/20        | P0009362         | 690.00            |                     | 690.00          |
|                 |               |                 |              |                          | V0140485      | 12/17/20        | B0003679         | 44.00             |                     | 44.00           |
|                 |               |                 |              |                          |               |                 |                  | 734.00            |                     | 734.00          |
| 0095650         | 12/18/20      | Outst           | 0001676      | Del Galdo Law Group, LLC | V0140447      | 12/17/20        | B0003528         | 19,535.45         |                     | 19,535.45       |
|                 |               |                 |              |                          |               |                 |                  | 19,535.45         |                     | 19,535.45       |
| 0095651         | 12/18/20      | Outst           | 0001019      | Demco Inc                | V0139654      | 12/16/20        | P0009628         | 46.07             |                     | 46.07           |
|                 |               |                 |              |                          |               |                 |                  | 46.07             |                     | 46.07           |

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|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095652         | 12/18/20      | Recon           | 0205020      | DiaMedical USA Equipment | V0140515      | 12/17/20        | P0009446         | 110.94            |                     | 110.94          |
|                 |               |                 |              |                          | V0140528      | 12/17/20        | P0009614         | 246.50            |                     | 246.50          |
|                 |               |                 |              |                          | V0140548      | 12/17/20        | P0009546         | 2,390.00          |                     | 2,390.00        |
|                 |               |                 |              |                          |               |                 |                  | 2,747.44          |                     | 2,747.44        |
| 0095653         | 12/18/20      | Recon           | 0000989      | Dick Blick               | V0139624      | 12/15/20        | B0003523         | 74.71             |                     | 74.71           |
|                 |               |                 |              |                          | V0140450      | 12/17/20        | B0003523         | 481.53            |                     | 481.53          |
|                 |               |                 |              |                          |               |                 |                  | 556.24            |                     | 556.24          |
| 0095654         | 12/18/20      | Recon           | 0001333      | Direct Fitness Solutions | V0139652      | 12/16/20        | P0009688         | 115.00            |                     | 115.00          |
|                 |               |                 |              |                          |               |                 |                  | 115.00            |                     | 115.00          |
| 0095655         | 12/18/20      | Recon           | 0182724      | Dyopath LLC              | V0139613      | 12/15/20        | B0003445         | 7,750.00          |                     | 7,750.00        |
|                 |               |                 |              |                          |               |                 |                  | 7,750.00          |                     | 7,750.00        |
| 0095656         | 12/18/20      | Recon           | 0001508      | EBSCO                    | V0140542      | 12/17/20        | P0009651         | 178.88            |                     | 178.88          |
|                 |               |                 |              |                          |               |                 |                  | 178.88            |                     | 178.88          |
| 0095657         | 12/18/20      | Outst           | 0169651      | Essential Education      | V0140487      | 12/17/20        | P0009649         | 2,729.92          |                     | 2,729.92        |
|                 |               |                 |              |                          |               |                 |                  | 2,729.92          |                     | 2,729.92        |
| 0095658         | 12/18/20      | Recon           | 0204013      | Exxat, LLC               | V0139602      | 12/15/20        | P0009636         | 4,100.00          |                     | 4,100.00        |
|                 |               |                 |              |                          |               |                 |                  | 4,100.00          |                     | 4,100.00        |
| 0095659         | 12/18/20      | Recon           | 0001093      | FE Moran Security Soluti | V0140454      | 12/17/20        | B0003436         | 412.54            |                     | 412.54          |
|                 |               |                 |              |                          |               |                 |                  | 412.54            |                     | 412.54          |
| 0095660         | 12/18/20      | Recon           | 0001029      | Fed Ex                   | V0140511      | 12/17/20        | B0003527         | 22.94             |                     | 22.94           |
|                 |               |                 |              |                          | V0140566      | 12/18/20        | B0003527         | 23.51             |                     | 23.51           |
|                 |               |                 |              |                          |               |                 |                  | 46.45             |                     | 46.45           |
| 0095661         | 12/18/20      | Recon           | 0196370      | FHEG Morton College Book | V0139596      | 12/15/20        |                  | 648.36            |                     | 648.36          |
|                 |               |                 |              |                          | V0140480      | 12/17/20        | B0003564         | 16.37             |                     | 16.37           |
|                 |               |                 |              |                          | V0140481      | 12/17/20        | B0003695         | 88.50             |                     | 88.50           |
|                 |               |                 |              |                          |               |                 |                  | 753.23            |                     | 753.23          |
| 0095662         | 12/18/20      | Recon           | 0157592      | First Communications     | V0140466      | 12/17/20        | B0003433         | 983.27            |                     | 983.27          |
|                 |               |                 |              |                          |               |                 |                  | 983.27            |                     | 983.27          |

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GL Account No: 01-0000-00000-110000000

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095663         | 12/18/20      | Recon           | 0188213      | First Midwest Bank       | V0140549      | 12/17/20        | B0003678         | 330.00            |                     | 330.00          |
|                 |               |                 |              |                          | V0140550      | 12/17/20        | B0003535         | 164.30            |                     | 164.30          |
|                 |               |                 |              |                          | V0140551      | 12/17/20        | P0009575         | 532.00            |                     | 532.00          |
|                 |               |                 |              |                          | V0140552      | 12/17/20        | P0009562         | 654.88            |                     | 654.88          |
|                 |               |                 |              |                          | V0140553      | 12/17/20        | B0003677         | 40.00             |                     | 40.00           |
|                 |               |                 |              |                          | V0140554      | 12/17/20        | B0003678         | 111.56            |                     | 111.56          |
|                 |               |                 |              |                          | V0140555      | 12/17/20        | B0003434         | 20.00             |                     | 20.00           |
|                 |               |                 |              |                          | V0140556      | 12/17/20        | P0009615         | 134.95            |                     | 134.95          |
|                 |               |                 |              |                          | V0140557      | 12/17/20        | B0003678         | 45.00             |                     | 45.00           |
|                 |               |                 |              |                          | V0140558      | 12/17/20        | B0003714         | 8,090.13          |                     | 8,090.13        |
|                 |               |                 |              |                          | V0140559      | 12/17/20        | B0003434         | 20.00             |                     | 20.00           |
|                 |               |                 |              |                          | V0140560      | 12/17/20        | P0009616         | 137.06            |                     | 137.06          |
|                 |               |                 |              |                          | V0140561      | 12/17/20        | P0009618         | 20.00             |                     | 20.00           |
|                 |               |                 |              |                          | V0140562      | 12/17/20        | P0009693         | 26.89             |                     | 26.89           |
|                 |               |                 |              |                          | V0140563      | 12/17/20        | B0003551         | 44.98             |                     | 44.98           |
|                 |               |                 |              |                          | V0140564      | 12/17/20        | B0003536         | 26.70             |                     | 26.70           |
|                 |               |                 |              |                          | V0140565      | 12/17/20        | P0009700         | 716.67            |                     | 716.67          |
|                 |               |                 |              |                          |               |                 |                  | 11,115.12         |                     | 11,115.12       |
| 0095664         | 12/18/20      | Recon           | 0007936      | Ford Motor Company       | V0139619      | 12/15/20        | P0009605         | 1,950.00          |                     | 1,950.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,950.00          |                     | 1,950.00        |
| 0095665         | 12/18/20      | Recon           | 0202852      | Freepoint Energy Solutio | V0140078      | 12/17/20        | B0003474         | 28,055.53         |                     | 28,055.53       |
|                 |               |                 |              |                          |               |                 |                  | 28,055.53         |                     | 28,055.53       |
| 0095666         | 12/18/20      | Recon           | 0192360      | Fusion Cloud Services, L | V0140510      | 12/17/20        | B0003516         | 2,514.74          |                     | 2,514.74        |
|                 |               |                 |              |                          |               |                 |                  | 2,514.74          |                     | 2,514.74        |
| 0095667         | 12/18/20      | Recon           | 0205972      | Gas Plus DBA Buddy Bear  | V0140506      | 12/17/20        | B0003573         | 107.94            |                     | 107.94          |
|                 |               |                 |              |                          |               |                 |                  | 107.94            |                     | 107.94          |
| 0095668         | 12/18/20      | Recon           | 0001001      | Got Laundry Chicago?, In | V0140543      | 12/17/20        | P0009653         | 614.60            |                     | 614.60          |
|                 |               |                 |              |                          |               |                 |                  | 614.60            |                     | 614.60          |
| 0095669         | 12/18/20      | Outst           | 0205065      | GradUp, LLC              | V0139664      | 12/16/20        | P0009642         | 3,000.00          |                     | 3,000.00        |
|                 |               |                 |              |                          |               |                 |                  | 3,000.00          |                     | 3,000.00        |
| 0095670         | 12/18/20      | Recon           | 0205565      | The Graphic Edge, LLC    | V0139675      | 12/16/20        | B0003637         | 1,146.44          |                     | 1,146.44        |
|                 |               |                 |              |                          |               |                 |                  | 1,146.44          |                     | 1,146.44        |
|                 |               |                 |              |                          |               |                 |                  | 958.48            |                     | 958.48          |
|                 |               |                 |              |                          |               |                 |                  | 1,898.28          |                     | 1,898.28        |
|                 |               |                 |              |                          |               |                 |                  | 1,818.43          |                     | 1,818.43        |
|                 |               |                 |              |                          |               |                 |                  | 1,818.43          |                     | 1,818.43        |

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| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                          | V0140444      | 12/17/20        | B0003713         | 1,718.43          |                     | 1,718.43        |
|                 |               |                 |              |                          | V0140455      | 12/17/20        | P0009632         | 1,006.12          |                     | 1,006.12        |
|                 |               |                 |              |                          | V0140456      | 12/17/20        | B0003671         | 2,010.73          |                     | 2,010.73        |
|                 |               |                 |              |                          | V0140494      | 12/17/20        | B0003600         | 989.61            |                     | 989.61          |
|                 |               |                 |              |                          | V0140495      | 12/17/20        | B0003600         | 989.62            |                     | 989.62          |
|                 |               |                 |              |                          | V0140496      | 12/17/20        | B0003637         | 1,458.35          |                     | 1,458.35        |
|                 |               |                 |              |                          | V0140497      | 12/17/20        | B0003680         | 712.58            |                     | 712.58          |
|                 |               |                 |              |                          | V0140498      | 12/17/20        | B0003681         | 2,220.84          |                     | 2,220.84        |
|                 |               |                 |              |                          | V0140499      | 12/17/20        | B0003680         | 3,202.88          |                     | 3,202.88        |
|                 |               |                 |              |                          | V0140500      | 12/17/20        | B0003680         | 238.40            |                     | 238.40          |
|                 |               |                 |              |                          | V0140501      | 12/17/20        | B0003637         | 1,314.36          |                     | 1,314.36        |
|                 |               |                 |              |                          | V0140502      | 12/17/20        | B0003637         | 1,314.34          |                     | 1,314.34        |
|                 |               |                 |              |                          | V0140503      | 12/17/20        | B0003606         | 958.69            |                     | 958.69          |
|                 |               |                 |              |                          | V0140525      | 12/17/20        | B0003637         | 1,314.48          |                     | 1,314.48        |
|                 |               |                 |              |                          |               |                 |                  | 28,235.93         |                     | 28,235.93       |
| 0095671         | 12/18/20      | Outst           | 0001235      | HACU                     | V0140483      | 12/17/20        | P0009507         | 340.00            |                     | 340.00          |
|                 |               |                 |              |                          |               |                 |                  | 340.00            |                     | 340.00          |
| 0095672         | 12/18/20      | Outst           | 0158252      | ICCSAA                   | V0140477      | 12/17/20        | P0009702         | 100.00            |                     | 100.00          |
|                 |               |                 |              |                          |               |                 |                  | 100.00            |                     | 100.00          |
| 0095673         | 12/18/20      | Recon           | 0001848      | Jack Phelan Chevrolet    | V0139606      | 12/15/20        | B0003710         | 39.14             |                     | 39.14           |
|                 |               |                 |              |                          |               |                 |                  | 39.14             |                     | 39.14           |
| 0095674         | 12/18/20      | Recon           | 0001775      | Jostens                  | V0139614      | 12/15/20        | B0003651         | 61.47             |                     | 61.47           |
|                 |               |                 |              |                          |               |                 |                  | 61.47             |                     | 61.47           |
| 0095675         | 12/18/20      | Recon           | 0197745      | Kentwood Office Furnitur | V0140491      | 12/17/20        | P0009612         | 978.56            |                     | 978.56          |
|                 |               |                 |              |                          |               |                 |                  | 978.56            |                     | 978.56          |
| 0095676         | 12/18/20      | Recon           | 0001890      | Konica Minolta Bus Solut | V0140482      | 12/17/20        | B0003440         | 890.19            |                     | 890.19          |
|                 |               |                 |              |                          |               |                 |                  | 890.19            |                     | 890.19          |
| 0095677         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140468      | 12/17/20        | B0003441         | 125.17            |                     | 125.17          |
|                 |               |                 |              |                          |               |                 |                  | 125.17            |                     | 125.17          |
| 0095678         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140469      | 12/17/20        | B0003441         | 451.00            |                     | 451.00          |
|                 |               |                 |              |                          |               |                 |                  | 451.00            |                     | 451.00          |
| 0095679         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140470      | 12/17/20        | B0003441         | 140.00            |                     | 140.00          |

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GL Account No: 01-0000-00000-110000000

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                          |               |                 |                  | 140.00            |                     | 140.00          |
| 0095680         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140473      | 12/17/20        | B0003441         | 179.40            |                     | 179.40          |
|                 |               |                 |              |                          |               |                 |                  | 179.40            |                     | 179.40          |
| 0095681         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140474      | 12/17/20        | B0003441         | 197.00            |                     | 197.00          |
|                 |               |                 |              |                          |               |                 |                  | 197.00            |                     | 197.00          |
| 0095682         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140475      | 12/17/20        | B0003441         | 777.63            |                     | 777.63          |
|                 |               |                 |              |                          |               |                 |                  | 777.63            |                     | 777.63          |
| 0095683         | 12/18/20      | Recon           | 0002233      | Konica Minolta Premier F | V0140479      | 12/17/20        | B0003441         | 2,897.00          |                     | 2,897.00        |
|                 |               |                 |              |                          |               |                 |                  | 2,897.00          |                     | 2,897.00        |
| 0095684         | 12/18/20      | Outst           | 0186357      | Amanda M. LeVine         | V0139657      | 12/16/20        | P0009697         | 75.00             |                     | 75.00           |
|                 |               |                 |              |                          |               |                 |                  | 75.00             |                     | 75.00           |
| 0095685         | 12/18/20      | Recon           | 0204562      | Lo Destro Construction C | V0139621      | 12/15/20        | B0003712         | 16,989.00         |                     | 16,989.00       |
|                 |               |                 |              |                          | V0140463      | 12/17/20        | B0003572         | 199,600.60        |                     | 199,600.60      |
|                 |               |                 |              |                          |               |                 |                  | 216,589.60        |                     | 216,589.60      |
| 0095686         | 12/18/20      | Void            | 0001299      | McMaster-Carr            |               |                 | B0003572         |                   |                     |                 |
| 0095687         | 12/18/20      | Recon           | 0001289      | Menards                  | V0140507      | 12/17/20        | B0003463         | 48.82             |                     | 48.82           |
|                 |               |                 |              |                          |               |                 |                  | 48.82             |                     | 48.82           |
| 0095688         | 12/18/20      | Recon           | 0001339      | Minuteman Press of Lyons | V0140572      | 12/18/20        | P0009681         | 610.00            |                     | 610.00          |
|                 |               |                 |              |                          |               |                 |                  | 610.00            |                     | 610.00          |
| 0095689         | 12/18/20      | Recon           | 0206258      | Nebraska Scientific      | V0139673      | 12/16/20        | P0009418         | 13,168.80         |                     | 13,168.80       |
|                 |               |                 |              |                          | V0140544      | 12/17/20        | P0009559         | 3,082.00          |                     | 3,082.00        |
|                 |               |                 |              |                          |               |                 |                  | 16,250.80         |                     | 16,250.80       |
| 0095690         | 12/18/20      | Outst           | 0203073      | New England Flag and Ban | V0139658      | 12/16/20        | P0009672         | 2,984.15          |                     | 2,984.15        |
|                 |               |                 |              |                          | V0139659      | 12/16/20        | P0009673         | 1,163.66          |                     | 1,163.66        |
|                 |               |                 |              |                          |               |                 |                  | 4,147.81          |                     | 4,147.81        |
| 0095691         | 12/18/20      | Recon           | 0001121      | O'Brien Cleaners         | V0139661      | 12/16/20        | P0009638         | 972.00            |                     | 972.00          |
|                 |               |                 |              |                          |               |                 |                  | 972.00            |                     | 972.00          |

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| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095692         | 12/18/20      | Recon           | 0002406      | Paisans Pizza            | V0139615      | 12/15/20        | P0009602         | 480.00            |                     | 480.00          |
|                 |               |                 |              |                          | V0139660      | 12/16/20        | P0009677         | 1,248.00          |                     | 1,248.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,728.00          |                     | 1,728.00        |
| 0095693         | 12/18/20      | Outst           | 0001131      | Phi Theta Kappa          | V0139662      | 12/16/20        | P0009652         | 65.00             |                     | 65.00           |
|                 |               |                 |              |                          |               |                 |                  | 65.00             |                     | 65.00           |
| 0095694         | 12/18/20      | Recon           | 0206025      | Praxair Distribution, In | V0139650      | 12/16/20        | P0009389         | 1,296.00          |                     | 1,296.00        |
|                 |               |                 |              |                          | V0139651      | 12/16/20        | P0009389         | 22,560.00         |                     | 22,560.00       |
|                 |               |                 |              |                          |               |                 |                  | 23,856.00         |                     | 23,856.00       |
| 0095695         | 12/18/20      | Recon           | 0001835      | Ray O'Herron Co. of Oakb | V0140452      | 12/17/20        | B0003720         | 624.80            |                     | 624.80          |
|                 |               |                 |              |                          | V0140504      | 12/17/20        | B0003720         | 106.93            |                     | 106.93          |
|                 |               |                 |              |                          |               |                 |                  | 731.73            |                     | 731.73          |
| 0095696         | 12/18/20      | Recon           | 0205800      | Reading Plus LLC         | V0139672      | 12/16/20        | P0009265         | 5,555.00          |                     | 5,555.00        |
|                 |               |                 |              |                          |               |                 |                  | 5,555.00          |                     | 5,555.00        |
| 0095697         | 12/18/20      | Recon           | 0001137      | Regional Truck Equip Co  | V0139671      | 12/16/20        | B0003690         | 4,880.00          |                     | 4,880.00        |
|                 |               |                 |              |                          |               |                 |                  | 4,880.00          |                     | 4,880.00        |
| 0095698         | 12/18/20      | Recon           | 0002411      | Republic Services #551   | V0139622      | 12/15/20        | B0003702         | 2,123.56          |                     | 2,123.56        |
|                 |               |                 |              |                          | V0139683      | 12/17/20        | B0003702         | 2,155.41          |                     | 2,155.41        |
|                 |               |                 |              |                          |               |                 |                  | 4,278.97          |                     | 4,278.97        |
| 0095699         | 12/18/20      | Outst           | 0001495      | Sars Software Products I | V0140536      | 12/17/20        | P0009644         | 6,800.00          |                     | 6,800.00        |
|                 |               |                 |              |                          |               |                 |                  | 6,800.00          |                     | 6,800.00        |
| 0095700         | 12/18/20      | Outst           | 0195102      | Scariano, Himes and Petr | V0139666      | 12/16/20        | P0009640         | 90.00             |                     | 90.00           |
|                 |               |                 |              |                          |               |                 |                  | 90.00             |                     | 90.00           |
| 0095701         | 12/18/20      | Outst           | 0196722      | Sense Media LLC          | V0139663      | 12/16/20        | P0009641         | 432.00            |                     | 432.00          |
|                 |               |                 |              |                          |               |                 |                  | 432.00            |                     | 432.00          |
| 0095702         | 12/18/20      | Recon           | 0001967      | Shaw Media               | V0140513      | 12/17/20        | B0003534         | 1,199.00          |                     | 1,199.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,199.00          |                     | 1,199.00        |
| 0095703         | 12/18/20      | Outst           | 0207311      | Signs by Tomorrow        | V0140532      | 12/17/20        | P0009675         | 951.00            |                     | 951.00          |
|                 |               |                 |              |                          |               |                 |                  | 951.00            |                     | 951.00          |



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| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0095704         | 12/18/20      | Recon           | 0001156      | Smithereen Exterminating | V0140512      | 12/17/20        | B0003437         | 170.00            |                     | 170.00          |
|                 |               |                 |              |                          |               |                 |                  | 170.00            |                     | 170.00          |
| 0095705         | 12/18/20      | Recon           | 0001158      | SoftwareONE, Inc.        | V0140547      | 12/17/20        | P0009588         | 21,815.09         |                     | 21,815.09       |
|                 |               |                 |              |                          |               |                 |                  | 21,815.09         |                     | 21,815.09       |
| 0095706         | 12/18/20      | Outst           | 0001514      | Specialty Floors Inc     | V0140478      | 12/17/20        | P0009691         | 24,995.00         |                     | 24,995.00       |
|                 |               |                 |              |                          |               |                 |                  | 24,995.00         |                     | 24,995.00       |
| 0095707         | 12/18/20      | Recon           | 0157227      | Staples Advantage        | V0140545      | 12/17/20        | P0009656         | 70.99             |                     | 70.99           |
|                 |               |                 |              |                          | V0140546      | 12/17/20        | P0009656         | 22.49             |                     | 22.49           |
|                 |               |                 |              |                          |               |                 |                  | 93.48             |                     | 93.48           |
| 0095708         | 12/18/20      | Outst           | 0206891      | Swift River Online Learn | V0139674      | 12/16/20        | P0009569         | 19,350.00         |                     | 19,350.00       |
|                 |               |                 |              |                          |               |                 |                  | 19,350.00         |                     | 19,350.00       |
| 0095709         | 12/18/20      | Recon           | 0001107      | Symmetry Energy Solution | V0140449      | 12/17/20        | B0003461         | 11,700.52         |                     | 11,700.52       |
|                 |               |                 |              |                          |               |                 |                  | 11,700.52         |                     | 11,700.52       |
| 0095710         | 12/18/20      | Recon           | 0036650      | Richard Waszak           | V0140521      | 12/17/20        | P0009704         | 2,187.00          |                     | 2,187.00        |
|                 |               |                 |              |                          | V0140522      | 12/17/20        | P0009703         | 875.00            |                     | 875.00          |
|                 |               |                 |              |                          | V0140534      | 12/17/20        | P0009666         | 1,645.00          |                     | 1,645.00        |
|                 |               |                 |              |                          |               |                 |                  | 4,707.00          |                     | 4,707.00        |
| 0095711         | 12/18/20      | Recon           | 0001824      | Waukegan Roofing Co., In | V0139668      | 12/16/20        | B0003559         | 1,325.00          |                     | 1,325.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,325.00          |                     | 1,325.00        |
| 0095712         | 12/18/20      | Recon           | 0166312      | Wells Fargo Equiptment F | V0140518      | 12/17/20        | B0003444         | 1,248.00          |                     | 1,248.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,248.00          |                     | 1,248.00        |
| 0095713         | 12/18/20      | Recon           | 0001406      | Wex Bank                 | V0139649      | 12/16/20        | B0003632         | 89.00             |                     | 89.00           |
|                 |               |                 |              |                          | V0140465      | 12/17/20        | B0003488         | 788.37            |                     | 788.37          |
|                 |               |                 |              |                          |               |                 |                  | 877.37            |                     | 877.37          |
| 0095714         | 12/18/20      | Recon           | 0001093      | FE Moran Security Soluti | V0140575      | 12/18/20        | B0003436         | 426.92            |                     | 426.92          |
|                 |               |                 |              |                          |               |                 |                  | 426.92            |                     | 426.92          |
| 0095715         | 12/18/20      | Recon           | 0001775      | Jostens                  | V0140574      | 12/18/20        | B0003651         | 9.16              |                     | 9.16            |

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                          |               |                 |                  | 9.16              |                     | 9.16            |
| 0095716         | 12/18/20      | Recon           | 0001299      | McMaster-Carr            | V0139655      | 12/16/20        | P0009643         | 588.19            |                     | 588.19          |
|                 |               |                 |              |                          |               |                 |                  | 588.19            |                     | 588.19          |
| E0007727        | 12/03/20      | Outst           | 0191515      | Vinyette L. Carter       | V0138986      | 11/25/20        |                  | 45.00             |                     | 45.00           |
|                 |               |                 |              |                          |               |                 |                  | 45.00             |                     | 45.00           |
| E0007728        | 12/03/20      | Outst           | 0200047      | Mr. Carissa Davis        | V0138916      | 11/18/20        |                  | 400.00            |                     | 400.00          |
|                 |               |                 |              |                          | V0138917      | 11/18/20        |                  | 31.94             |                     | 31.94           |
|                 |               |                 |              |                          |               |                 |                  | 431.94            |                     | 431.94          |
| E0007729        | 12/03/20      | Outst           | 0079155      | Dr. Stanley S. Fields    | V0139164      | 12/01/20        |                  | 237.47            |                     | 237.47          |
|                 |               |                 |              |                          |               |                 |                  | 237.47            |                     | 237.47          |
| E0007730        | 12/03/20      | Outst           | 0000938      | Ms. Xiaoling Gan         | V0139169      | 12/02/20        |                  | 425.00            |                     | 425.00          |
|                 |               |                 |              |                          | V0139170      | 12/02/20        |                  | 700.00            |                     | 700.00          |
|                 |               |                 |              |                          |               |                 |                  | 1,125.00          |                     | 1,125.00        |
| E0007731        | 12/03/20      | Outst           | 0168430      | Mrs. Carolina Saldana-Hu | V0138989      | 11/25/20        |                  | 30.00             |                     | 30.00           |
|                 |               |                 |              |                          |               |                 |                  | 30.00             |                     | 30.00           |
| E0007732        | 12/03/20      | Outst           | 0181767      | Ms Maria Sanchez Anderso | V0139166      | 12/01/20        |                  | 50.98             |                     | 50.98           |
|                 |               |                 |              |                          |               |                 |                  | 50.98             |                     | 50.98           |
| E0007733        | 12/03/20      | Outst           | 0158266      | Mr. Christopher J. Wido  | V0138932      | 11/19/20        |                  | 115.53            |                     | 115.53          |
|                 |               |                 |              |                          |               |                 |                  | 115.53            |                     | 115.53          |
| E0007955        | 12/09/20      | Outst           | 0000835      | Ms Sandra Alcala         | V0139486      | 12/08/20        |                  | 72.86             |                     | 72.86           |
|                 |               |                 |              |                          |               |                 |                  | 72.86             |                     | 72.86           |
| E0007956        | 12/09/20      | Outst           | 0003208      | Ms. Lydia Falbo          | V0139483      | 12/07/20        |                  | 484.40            |                     | 484.40          |
|                 |               |                 |              |                          |               |                 |                  | 484.40            |                     | 484.40          |
| E0007957        | 12/09/20      | Outst           | 0061134      | Mrs. Jennifer R. Iniquez | V0139168      | 12/02/20        |                  | 199.00            |                     | 199.00          |
|                 |               |                 |              |                          |               |                 |                  | 199.00            |                     | 199.00          |
| E0007958        | 12/09/20      | Outst           | 0107686      | Mrs. Blanca E. Jara      | V0138952      | 11/24/20        |                  | 134.13            |                     | 134.13          |
|                 |               |                 |              |                          | V0139122      | 11/30/20        |                  | 12.13             |                     | 12.13           |

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2020 - 12/31/2020

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
|                 |               |                 |              |                          | V0139123      | 11/30/20        |                  | 89.83             |                     | 89.83           |
|                 |               |                 |              |                          |               |                 |                  | 236.09            |                     | 236.09          |
| E0007959        | 12/09/20      | Outst           | 0200701      | Mr. John W. Treiber      | V0139482      | 12/07/20        |                  | 71.68             |                     | 71.68           |
|                 |               |                 |              |                          |               |                 |                  | 71.68             |                     | 71.68           |
| E0007960        | 12/10/20      | Outst           | 0099077      | Guadalupe Melo           | V0139507      | 12/09/20        |                  | 550.00            |                     | 550.00          |
|                 |               |                 |              |                          |               |                 |                  | 550.00            |                     | 550.00          |
| E0007961        | 12/10/20      | Outst           | 0141355      | Max Melo                 | V0139508      | 12/09/20        |                  | 627.00            |                     | 627.00          |
|                 |               |                 |              |                          |               |                 |                  | 627.00            |                     | 627.00          |
| E0007985        | 12/16/20      | Outst           | 0000809      | Mr. Hernan Alonso        | V0139590      | 12/15/20        |                  | 250.03            |                     | 250.03          |
|                 |               |                 |              |                          |               |                 |                  | 250.03            |                     | 250.03          |
| E0007986        | 12/16/20      | Outst           | 0107686      | Mrs. Blanca E. Jara      | V0139591      | 12/15/20        |                  | 45.89             |                     | 45.89           |
|                 |               |                 |              |                          | V0139592      | 12/15/20        |                  | 4.09              |                     | 4.09            |
|                 |               |                 |              |                          | V0139593      | 12/15/20        |                  | 199.28            |                     | 199.28          |
|                 |               |                 |              |                          | V0139594      | 12/15/20        |                  | 57.92             |                     | 57.92           |
|                 |               |                 |              |                          |               |                 |                  | 307.18            |                     | 307.18          |
| E0007987        | 12/16/20      | Outst           | 0156123      | Mrs. Nancy N. Jeffries   | V0139484      | 12/07/20        |                  | 98.00             |                     | 98.00           |
|                 |               |                 |              |                          |               |                 |                  | 98.00             |                     | 98.00           |
| E0007988        | 12/16/20      | Outst           | 0206101      | Kevin W. McManaman       | V0136634      | 09/30/20        |                  | 1,500.00          |                     | 1,500.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,500.00          |                     | 1,500.00        |
| E0007989        | 12/16/20      | Outst           | 0099077      | Guadalupe Melo           | V0139518      | 12/11/20        |                  | 550.00            |                     | 550.00          |
|                 |               |                 |              |                          |               |                 |                  | 550.00            |                     | 550.00          |
| E0007990        | 12/16/20      | Outst           | 0141355      | Max Melo                 | V0139519      | 12/11/20        |                  | 660.00            |                     | 660.00          |
|                 |               |                 |              |                          |               |                 |                  | 660.00            |                     | 660.00          |
| E0007991        | 12/16/20      | Outst           | 0199309      | Jason Nichols Enterprise | V0136014      | 09/11/20        |                  | 4,250.00          |                     | 4,250.00        |
|                 |               |                 |              |                          |               |                 |                  | 4,250.00          |                     | 4,250.00        |
| E0007992        | 12/16/20      | Outst           | 0000953      | Ms. Liliana Raygoza      | V0139506      | 12/09/20        |                  | 63.73             |                     | 63.73           |
|                 |               |                 |              |                          | V0139629      | 12/16/20        |                  | 500.00            |                     | 500.00          |
|                 |               |                 |              |                          |               |                 |                  | 563.73            |                     | 563.73          |

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2020 - 12/31/2020

Page 18

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

| Check<br>Number | Check<br>Date | Check<br>Status | Vendor<br>ID | Payee Name               | Voucher<br>ID | Voucher<br>Date | PO/BPO<br>Number | Voucher<br>Amount | Cash Disc<br>Amount | Check<br>Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| E0007993        | 12/16/20      | Outst           | 0201530      | Matthew E. Saey          | V0135938      | 09/09/20        |                  | 2,000.00          |                     | 2,000.00        |
|                 |               |                 |              |                          |               |                 |                  | 2,000.00          |                     | 2,000.00        |
| E0007994        | 12/16/20      | Outst           | 0168430      | Mrs. Carolina Saldana-Hu | V0139490      | 12/08/20        |                  | 29.90             |                     | 29.90           |
|                 |               |                 |              |                          |               |                 |                  | 29.90             |                     | 29.90           |
| E0007995        | 12/16/20      | Outst           | 0181767      | Ms Maria Sanchez Anderso | V0139585      | 12/14/20        |                  | 108.95            |                     | 108.95          |
|                 |               |                 |              |                          |               |                 |                  | 108.95            |                     | 108.95          |
| E0007996        | 12/16/20      | Outst           | 0201801      | Michael R. Traversa      | V0139515      | 12/10/20        |                  | 1,408.00          |                     | 1,408.00        |
|                 |               |                 |              |                          | V0139604      | 12/15/20        |                  | 1,628.00          |                     | 1,628.00        |
|                 |               |                 |              |                          |               |                 |                  | 3,036.00          |                     | 3,036.00        |
| E0007997        | 12/16/20      | Outst           | 0166301      | Ms Wendy Vega-Huezo      | V0139586      | 12/14/20        |                  | 195.68            |                     | 195.68          |
|                 |               |                 |              |                          |               |                 |                  | 195.68            |                     | 195.68          |
| E0007998        | 12/17/20      | Outst           | 0201674      | Maamoun Hossayrami       | V0139597      | 12/15/20        | B0003647         | 177.08            |                     | 177.08          |
|                 |               |                 |              |                          | V0139598      | 12/15/20        | B0003647         | 177.08            |                     | 177.08          |
|                 |               |                 |              |                          |               |                 |                  | 354.16            |                     | 354.16          |
| E0007999        | 12/17/20      | Outst           | 0189276      | Alicia M. Lugo           | V0139599      | 12/15/20        | B0003646         | 419.32            |                     | 419.32          |
|                 |               |                 |              |                          | V0139600      | 12/15/20        | B0003646         | 419.32            |                     | 419.32          |
|                 |               |                 |              |                          |               |                 |                  | 838.64            |                     | 838.64          |
| E0008000        | 12/17/20      | Outst           | 0199309      | Jason Nichols Enterprise | V0139680      | 12/17/20        | P0009654         | 5,000.00          |                     | 5,000.00        |
|                 |               |                 |              |                          |               |                 |                  | 5,000.00          |                     | 5,000.00        |
| E0008001        | 12/17/20      | Outst           | 0207194      | DD's Operations LLC      | V0139667      | 12/16/20        | B0003721         | 1,925.00          |                     | 1,925.00        |
|                 |               |                 |              |                          |               |                 |                  | 1,925.00          |                     | 1,925.00        |
|                 |               |                 |              |                          |               |                 |                  | =====             | =====               | =====           |
|                 |               |                 |              |                          |               |                 |                  | 937,510.68        |                     | 937,510.68      |

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CHECK REGISTER SUMMARY REPORT  
Period 12/01/2020 - 12/31/2020

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| Bank Code           | Account Number          | Description                | Debit      | Credit     |
|---------------------|-------------------------|----------------------------|------------|------------|
| -----               | -----                   | -----                      | -----      | -----      |
| 01 General Checking | 01-0000-00000-230000000 | General : Accounts Payable | 937,510.68 | 0.00       |
|                     | 01-0000-00000-110000000 | General : Cash             | 0.00       | 937,510.68 |
|                     |                         |                            | -----      | -----      |
|                     |                         |                            | 937,510.68 | 937,510.68 |

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

| Vendor Name                        | Check Date | Check Number | Board Approved Date | Amount            | Item Description Line 1   |
|------------------------------------|------------|--------------|---------------------|-------------------|---------------------------|
| Athletico                          | 12/18/2020 | 0095628      | 7/22/2020           | \$25,205.83       | Athletic Training Service |
| Barbizon Light of New England, Inc | 12/18/2020 | 0095631      | 7/22/2020           | \$78,750.00       | Application 1             |
| Burlington English Proposal        | 12/18/2020 | 0095634      | EXEMPT              | \$19,200.00       | Burlington English Seats  |
| Clear Channel Outdoor              | 12/18/2020 | 0095643      | EXEMPT              | \$10,909.00       | Billboard                 |
| ComEd                              | 12/18/2020 | 0095646      | EXEMPT              | \$12,324.04       | Electricity Services      |
| Coursera, Inc                      | 12/18/2020 | 0095648      | EXEMPT              | \$10,000.00       | Coursera Teams 25seats    |
| Del Galdo Law Group, LLC           | 12/18/2020 | 0095650      | EXEMPT              | \$19,535.45       | Attorney Services         |
| Delta Dental of Illinois           | 12/10/2020 | 0095154      | EXEMPT              | \$10,506.05       | Delta Dental HMO          |
| First Midwest Bank                 | 12/18/2020 | 0095663      | EXEMPT              | \$11,115.12       | BVD Trail                 |
| Freepoint Energy Solutions, LLC.   | 12/18/2020 | 0095665      | 10/23/2019          | \$28,055.53       | Energy Services           |
| Lo Destro Construction Company     | 12/18/2020 | 0095685      | 5/27/2020           | \$216,589.60      | App 5-Theater Upgrades    |
| Nebraska Scientific                | 12/18/2020 | 0095689      | EXEMPT              | \$16,250.80       | INSTALLATION              |
| Praxair Distribution, Inc.         | 12/18/2020 | 0095694      | 8/26/2020           | \$23,856.00       | FLEXTEC 500X              |
| Reliance Standard Life Ins         | 12/10/2020 | 0095160      | EXEMPT              | \$8,347.67        | Life                      |
| Reliance Standard Life Ins         | 12/17/2020 | 0095251      | EXEMPT              | \$8,351.01        | LTD                       |
| SoftwareONE, Inc.                  | 12/18/2020 | 0095705      | EXEMPT              | \$21,815.09       | Acrobat Pro DC            |
| Specialty Floors Inc               | 12/18/2020 | 0095706      | 6/24/2020           | \$24,995.00       | Gym Floor Refinished      |
| State Univ Retirement Systems      | 12/15/2020 | 0095178      | EXEMPT              | \$73,433.76       | Payroll Deductions        |
| State Univ Retirement Systems      | 12/18/2020 | 0095193      | EXEMPT              | \$70,771.37       | Payroll Deductions        |
| Swift River Online Learning Corp   | 12/18/2020 | 0095708      | EXEMPT              | \$19,350.00       | Virtual Clinical Simulati |
| Symmetry Energy Solutions, LLC     | 12/18/2020 | 0095709      | EXEMPT              | \$11,700.52       | Gas Deliveries            |
| The Graphic Edge                   | 12/18/2020 | 0095670      | 7/22/2020           | \$28,235.93       | CC Uniforms Navy          |
| TIAA-CREF                          | 12/15/2020 | 0095179      | EXEMPT              | \$3,607.14        | Payroll Deductions        |
| TIAA-CREF                          | 12/18/2020 | 0095194      | EXEMPT              | \$7,214.28        | Payroll Deductions        |
|                                    |            |              | <b>Total Paid</b>   | <b>760,119.19</b> |                           |

3. Approval of the Monthly Budget Report for fiscal year to date ending in December 2020 to be received and approved, as submitted.

**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Sanchez Anderson](#); [Ana L Valdez](#)  
**Subject:** Re: Board Action - Monthly Budget Report December 31, 2020  
**Date:** Monday, January 18, 2021 2:21:41 PM  
**Attachments:** [MC- DEC 20 Budget.pdf](#)

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

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**Morton Community College**  
**FY21 Budget Report**  
**For 6 Month Ending December 31, 2020**



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

**50%**

| <u>Funds</u>  | <u>Actual</u> | <u>Budget</u>  | <u>%</u> | <u>Budget<br/>Remaining</u> |
|---|---------------|----------------|----------|-----------------------------|
| <u>Education Fund</u>                                 |               |                |          |                             |
| Revenue   | \$ 14,764,378 | \$ 26,219,442  | 56.3%    | \$ 11,455,064               |
| Expenditures  | (10,987,600)  | (26,218,756)   | 41.9%    | (15,231,156)                |
| Net   | \$ 3,776,778  | \$ 686         |          | \$ (3,776,092)              |
| <u>Operations &amp; Maintenance Fund</u>              |               |                |          |                             |
| Revenue   | \$ 1,967,354  | \$ 3,610,960   | 54.5%    | \$ 1,643,606                |
| Expenditures  | (1,348,585)   | (3,609,557)    | 37.4%    | (2,260,972)                 |
| Net   | \$ 618,769    | \$ 1,403       |          | \$ (617,366)                |
| <u>Restricted Purpose Fund</u>                        |               |                |          |                             |
| Revenue   | \$ 4,693,317  | \$ 19,746,244  | 23.8%    | \$ 15,052,927               |
| Expenditures  | (5,361,455)   | (19,746,244)   | 27.2%    | (14,384,789)                |
| Net   | \$ (668,138)  | \$ -           |          | \$ 668,138                  |
| <u>Audit Fund</u>                                     |               |                |          |                             |
| Revenue   | \$ 35,978     | \$ 71,567      | 50.3%    | \$ 35,589                   |
| Expenditures  | (73,760)      | (81,600)       | 90.4%    | (7,840)                     |
| Net   | \$ (37,782)   | \$ (10,033)    |          | \$ 27,749                   |
| <u>Liability, Protection &amp; Settlement Fund</u>    |               |                |          |                             |
| Revenue   | \$ 402,128    | \$ 801,734     | 50.2%    | \$ 399,606                  |
| Expenditures  | (1,061,178)   | (2,336,280)    | 45.4%    | (1,275,102)                 |
| Net   | \$ (659,050)  | \$ (1,534,546) |          | \$ (875,496)                |
| <u>General Bond Obligation Fund</u>                   |               |                |          |                             |
| Revenue   | \$ 467,065    | \$ 651,529     | 71.7%    | \$ 184,464                  |
| Expenditures  | (466,475)     | (645,950)      | 72.2%    | (179,475)                   |
| Net   | \$ 590        | \$ 5,579       |          | \$ 4,989                    |
| <u>Operations &amp; Maintenance (Restricted) Fund</u> |               |                |          |                             |
| Revenue   | \$ 3,145,406  | \$ 10,483,910  | 30.0%    | \$ 7,338,504                |
| Expenditures  | (3,307,094)   | (10,483,910)   | 31.5%    | (7,176,816)                 |
| Net   | \$ (161,688)  | \$ -           |          | \$ 161,688                  |
| <u>All Funds</u>                                      |               |                |          |                             |
| Revenue   | \$ 25,475,626 | \$ 61,585,386  | 41.4%    | \$ 36,109,760               |
| Expenditures  | (22,606,147)  | (63,122,297)   | 35.8%    | \$ (40,516,150)             |
| Net   | \$ 2,869,479  | \$ (1,536,911) |          | \$ (4,406,390)              |

**EDUCATION FUND REVENUE**  
**December 31, 2020**

|  | <u>Actual</u>        | <u>Budget</u>        | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|--|----------------------|----------------------|--------------|-----------------------------|
| <b>REVENUE</b>                           |                      |                      |              |                             |
| <b>LOCAL GOVERNMENT</b>                  |                      |                      |              |                             |
| Property taxes                           | \$ 3,777,009         | \$ 7,530,232         | 50.2%        | \$ 3,753,223                |
| Total Local Government                   | <u>\$ 3,777,009</u>  | <u>\$ 7,530,232</u>  |              | <u>\$ 3,753,223</u>         |
| <b>CORPORATE PERSONAL PROPERTY TAXES</b> | \$ 160,284           | \$ 650,000           | 24.7%        | \$ 489,716                  |
| <b>SURS HEALTH - ON BEHALF PAYMENTS</b>  | \$ -                 | \$ -                 | 0.0%         | \$ -                        |
| <b>STATE GOVERNMENT</b>                  |                      |                      |              |                             |
| ICCB credit hour grants                  | \$ 1,037,703         | \$ 2,314,560         | 44.8%        | \$ 1,276,857                |
| ICCB equalization grants                 | 2,175,019            | 5,220,045            | 41.7%        | 3,045,026                   |
| CTE formula grant                        | 83,286               | -                    | 0.0%         | (83,286)                    |
| Total State Government                   | <u>\$ 3,296,008</u>  | <u>\$ 7,534,605</u>  |              | <u>\$ 4,238,597</u>         |
| <b>STUDENT TUITION AND FEES</b>          |                      |                      |              |                             |
| Tuition                                  | \$ 6,191,275         | \$ 7,947,825         | 77.9%        | \$ 1,756,550                |
| Fees                                     | 1,313,178            | 2,023,480            | 64.9%        | 710,302                     |
| Total Tuition and Fees                   | <u>\$ 7,504,453</u>  | <u>\$ 9,971,305</u>  |              | <u>\$ 2,466,852</u>         |
| <b>MISCELLANEOUS</b>                     |                      |                      |              |                             |
| Sales and service fees                   | \$ 13,180            | \$ 253,300           | 5.2%         | \$ 240,120                  |
| Investment revenue                       | 13,445               | 250,000              | 5.4%         | 236,555                     |
| Nongovernmental gifts & scholarships     | -                    | 30,000               | 0.0%         | 30,000                      |
| Total Other Sources                      | <u>\$ 26,625</u>     | <u>\$ 533,300</u>    |              | <u>\$ 506,675</u>           |
| <b>Total Revenue</b>                     | <u>\$ 14,764,379</u> | <u>\$ 26,219,442</u> | <u>56.3%</u> | \$ 11,455,063               |
| Transfers in                             | <u>\$ -</u>          | <u>\$ -</u>          | <u>0.0%</u>  | <u>\$ -</u>                 |
| <b>Total Revenue and Transfers in</b>    | <u>\$ 14,764,379</u> | <u>\$ 26,219,442</u> | 56.3%        | <u>\$ 11,455,063</u>        |

# EDUCATION FUND EXPENDITURES

December 31, 2020

|  | Actual           | Budget           | %            | Budget<br>Remaining |
|--|------------------|------------------|--------------|---------------------|
| <b>EXPENDITURES</b>                        |                  |                  |              |                     |
| By Program:                                |                  |                  |              |                     |
| <b>Instruction</b>                         |                  |                  |              |                     |
| Salaries                                   | \$ 3,974,570     | \$ 7,393,818     | 53.8%        | \$ 3,419,248        |
| Employee benefits                          | 416,182          | 762,994          | 54.5%        | 346,812             |
| Contractual services                       | 39,706           | 307,150          | 12.9%        | 267,444             |
| Material and supplies                      | 138,336          | 518,150          | 26.7%        | 379,814             |
| Conferences and meetings                   | 994              | 33,785           | 2.9%         | 32,791              |
| Total Instruction                          | <u>4,569,788</u> | <u>9,015,897</u> | <u>50.7%</u> | <u>4,446,109</u>    |
| <b>Academic Support</b>                    |                  |                  |              |                     |
| Salaries                                   | 645,042          | 1,541,851        | 41.8%        | 896,809             |
| Employee benefits                          | 83,714           | 262,088          | 31.9%        | 178,374             |
| Contractual services                       | 175,821          | 287,000          | 61.3%        | 111,179             |
| Material and supplies                      | 82,314           | 317,970          | 25.9%        | 235,656             |
| Conferences and meetings                   | 1,683            | 29,340           | 5.7%         | 27,657              |
| Fixed charges                              | 28,126           | 75,000           | 37.5%        | 46,874              |
| Other Expenditures                         | (1,228.00)       | 1,000            | -122.8%      | 2,228               |
| Total Academic Support                     | <u>1,015,472</u> | <u>2,514,249</u> | <u>40.4%</u> | <u>1,498,777</u>    |
| <b>Student Services</b>                    |                  |                  |              |                     |
| Salaries                                   | 857,868          | 1,804,540        | 47.5%        | 946,672             |
| Employee benefits                          | 124,223          | 231,677          | 53.6%        | 107,454             |
| Contractual services                       | 54,390           | 215,000          | 25.3%        | 160,610             |
| Material and supplies                      | 12,399           | 162,550          | 7.6%         | 150,151             |
| Conferences and meetings                   | 13,585           | 76,450           | 17.8%        | 62,865              |
| Fixed charges                              | 9,654            | 19,000           | 50.8%        | 9,346               |
| Total Student Services                     | <u>1,072,119</u> | <u>2,509,217</u> | <u>42.7%</u> | <u>1,437,098</u>    |
| <b>Public Service/Continuing Education</b> |                  |                  |              |                     |
| Salaries                                   | 125,417          | 328,079          | 38.2%        | 202,662             |
| Employee benefits                          | 22,185           | 46,093           | 48.1%        | 23,908              |
| Contractual services                       | 31,573           | 217,000          | 14.5%        | 185,427             |
| Material and supplies                      | 59.00            | 29,700           | 0.2%         | 29,641              |
| Conferences and meetings                   | -                | 5,250            | 0.0%         | 5,250               |
| Other tuition/fee waiver                   | (120)            | 5,000            | -2.4%        | 5,120               |
| Total Public Service/Continuing Education  | <u>179,114</u>   | <u>631,122</u>   | <u>28.4%</u> | <u>452,008</u>      |
| <b>Auxiliary Services</b>                  |                  |                  |              |                     |
| Salaries                                   | 83,848           | 199,675          | 42.0%        | 115,827             |
| Employee benefits                          | 8,453            | 1,884            | 448.7%       | (6,569)             |
| Contractual services                       | 327,343          | 350,000          | 93.5%        | 22,657              |
| Material and supplies                      | 270,122          | 584,500          | 46.2%        | 314,378             |
| Conferences and meetings                   | 7,940            | 132,750          | 6.0%         | 124,810             |
| Fixed charges                              | 1,000.00         | 16,000           | 6.3%         | 15,000              |
| Total Auxiliary Services                   | <u>698,706</u>   | <u>1,284,809</u> | <u>54.4%</u> | <u>586,103</u>      |

**EDUCATION FUND EXPENDITURES**  
**December 31, 2020**

|   | <u>Actual</u>        | <u>Budget</u>        | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|---|----------------------|----------------------|--------------|-----------------------------|
| <b>EXPENDITURES</b>                                   |                      |                      |              |                             |
| <b>Institutional Support</b>                          |                      |                      |              |                             |
| Salaries  | \$ 1,113,294         | \$ 2,555,796         | 43.6%        | \$ 1,442,502                |
| Employee benefits                                     | 222,347              | 484,199              | 45.9%        | 261,852                     |
| Contractual services                                  | 774,231              | 1,417,500            | 54.6%        | 643,269                     |
| Material and supplies                                 | 224,135              | 711,800              | 31.5%        | 487,665                     |
| Conferences and meetings                              | 34,540               | 216,500              | 16.0%        | 181,960                     |
| Fixed charges   | 48                   | 1,500                | 3.2%         | 1,452                       |
| Other   | 45,794               | 140,000              | 32.7%        | 94,206                      |
| Total Institutional Support                           | <u>2,414,389</u>     | <u>5,527,295</u>     | <u>43.7%</u> | <u>3,112,906</u>            |
| <br><b>Scholarships, Student Grants &amp; Waivers</b> |                      |                      |              |                             |
| Student grants and scholarships                       | <u>1,038,009</u>     | <u>2,029,000</u>     | <u>51.2%</u> | <u>990,991</u>              |
| Total Scholarships, Student Grants & Waivers          | <u>1,038,009</u>     | <u>2,029,000</u>     | <u>51.2%</u> | <u>990,991</u>              |
| <br><b>Contingencies</b>                              | <u>-</u>             | <u>540,000</u>       | <u>0.0%</u>  | <u>540,000</u>              |
| <br><b>Total Expenditures</b>                         | <u>\$ 10,987,597</u> | <u>\$ 24,051,589</u> | <u>45.7%</u> | <u>\$ 13,063,992</u>        |
| <br>Transfers out                                     | <u>-</u>             | <u>2,167,167</u>     | <u>0.0%</u>  | <u>2,167,167</u>            |
| <br><b>Total Expenditures and Transfers out</b>       | <u>\$10,987,597</u>  | <u>\$ 26,218,756</u> | <u>41.9%</u> | <u>\$ 15,231,159</u>        |

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**  
**December 31, 2020**

|  | <u>Actual</u>       | <u>Budget</u>       | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|--|---------------------|---------------------|--------------|-----------------------------|
| <b>REVENUE</b>                             |                     |                     |              |                             |
| <b>LOCAL GOVERNMENT</b>                    |                     |                     |              |                             |
| Property taxes                             | <u>\$ 739,763</u>   | <u>\$ 1,481,960</u> | <u>49.9%</u> | <u>\$ 742,197</u>           |
| <b>CORPORATE PERSONAL PROPERTY TAXES</b>   | <u>160,284</u>      | <u>650,000</u>      | <u>24.7%</u> | <u>489,716</u>              |
| <b>STUDENT FEES</b>                        |                     |                     |              |                             |
| Fees                                       | <u>1,065,155</u>    | <u>1,450,000</u>    | <u>73.5%</u> | <u>384,845</u>              |
| Total Student Fees                         | <u>1,065,155</u>    | <u>1,450,000</u>    | <u>73.5%</u> | <u>384,845</u>              |
| <b>MISCELLANEOUS</b>                       |                     |                     |              |                             |
| Sales and service fees                     | -                   | 5,000               | 0.0%         | 5,000                       |
| Facilities                                 | -                   | 14,000              | 0.0%         | 14,000                      |
| Investment revenue                         | <u>2,153</u>        | <u>10,000</u>       | <u>21.5%</u> | <u>7,847</u>                |
| Total Miscellaneous                        | <u>2,153</u>        | <u>29,000</u>       | <u>7.4%</u>  | <u>26,847</u>               |
| Transfers in                               | <u>-</u>            | <u>-</u>            | <u>-</u>     | <u>-</u>                    |
| <b>Total Revenue</b>                       | <u>\$ 1,967,355</u> | <u>\$ 3,610,960</u> | <u>54.5%</u> | <u>\$ 1,643,605</u>         |
| <b>EXPENDITURES</b>                        |                     |                     |              |                             |
| By Program:                                |                     |                     |              |                             |
| <b>Operations and Maintenance of Plant</b> |                     |                     |              |                             |
| Salaries                                   | \$435,373           | \$774,098           | 56.2%        | \$338,725                   |
| Employee benefits                          | 81,663              | 147,459             | 55.4%        | 65,796                      |
| Contractual services                       | 489,609             | 1,373,000           | 35.7%        | 883,391                     |
| Material and supplies                      | 47,633              | 199,500             | 23.9%        | 151,867                     |
| Conferences and meetings                   | -                   | 6,500               | 0.0%         | 6,500                       |
| Utilities                                  | 294,308             | 770,000             | 38.2%        | 475,692                     |
| Capital outlay                             | -                   | 329,000             | 0.0%         | 329,000                     |
| Other                                      | -                   | 10,000              | 0.0%         | 10,000                      |
| Total Operations and Maintenance of Plant  | <u>1,348,586</u>    | <u>3,609,557</u>    | <u>37.4%</u> | <u>2,260,971</u>            |
| <b>Total Expenditures</b>                  | <u>\$ 1,348,586</u> | <u>\$ 3,609,557</u> | <u>37.4%</u> | <u>\$ 2,260,971</u>         |

**RESTRICTED PURPOSE FUND REVENUE**  
**December 31, 2020**

|                           | <u>Actual</u>       | <u>Budget</u>        | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|---------------------------|---------------------|----------------------|--------------|-----------------------------|
| <b>REVENUE</b>            |                     |                      |              |                             |
| <b>STATE GOVERNMENT</b>   |                     |                      |              |                             |
| ICCB - adult education    | \$218,317           | \$1,295,796          | 16.8%        | \$1,077,479                 |
| ISBE grant revenue- other | 133,330             | 266,451              | 50.0%        | 133,121                     |
| Other Sources             | 34,444              | 3,695,000            | 0.9%         | 3,660,556                   |
| Total State Government    | <u>386,091</u>      | <u>5,257,247</u>     | <u>7.3%</u>  | <u>4,871,156</u>            |
| <b>FEDERAL GOVERNMENT</b> |                     |                      |              |                             |
| Department of education   | 4,307,225           | 14,472,013           | 29.8%        | 10,164,788                  |
| Other                     | -                   | 16,984               | 0.0%         | 16,984                      |
| Total Federal Government  | <u>4,307,225</u>    | <u>14,488,997</u>    | <u>29.7%</u> | <u>10,181,772</u>           |
| <b>Total Revenue</b>      | <u>\$ 4,693,316</u> | <u>\$ 19,746,244</u> | <u>23.8%</u> | <u>\$ 15,052,928</u>        |

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**December 31, 2020**

|  | <b>Actual</b>  | <b>Budget</b>    | <b>%</b>     | <b>Budget<br/>Remaining</b> |
|--|----------------|------------------|--------------|-----------------------------|
| <b><u>EXPENDITURES</u></b>                 |                |                  |              |                             |
| By Program:                                |                |                  |              |                             |
| <b>Instruction</b>                         |                |                  |              |                             |
| Salaries                                   | \$ 522,205     | \$ 1,404,622     | 37.2%        | \$ 882,417                  |
| Employee benefits                          | 53,985         | 2,097,327        | 2.6%         | 2,043,342                   |
| Contractual services                       | 910            | 6,224            | 14.6%        | 5,314                       |
| Material and supplies                      | 105,580        | 247,970          | 42.6%        | 142,390                     |
| Conferences and meetings                   | 82             | 14,725           | 0.6%         | 14,643                      |
| Other Fixed Charges                        | 4,019          | 20,688           | 19.4%        | 16,669                      |
| Student grants and scholarships            | -              | 30,000           | 0.0%         | 30,000                      |
| Total Instruction                          | <u>686,781</u> | <u>3,821,556</u> | <u>18.0%</u> | <u>3,134,775</u>            |
| <b>Academic Support</b>                    |                |                  |              |                             |
| 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>              |
| <b>Student Services</b>                    |                |                  |              |                             |
| Salaries                                   | 65,362         | 384,379          | 17.0%        | 319,017                     |
| Employee benefits                          | 6,710          | 460,389          | 1.5%         | 453,679                     |
| Other Contract Services                    | 34,268         | 199,078          | 17.2%        | 164,810                     |
| Material and supplies                      | 244,162        | 743,017          | 32.9%        | 498,855                     |
| Conferences and meetings                   | 1,120          | 15,386           | 7.3%         | 14,266                      |
| Fixed charges                              | 2,460          | 20,995           | 11.7%        | 18,535                      |
| Student grants and scholarships            | 8,891          | 235,000          | 3.8%         | 226,109                     |
| Total Student Services                     | <u>362,973</u> | <u>2,058,244</u> | <u>17.6%</u> | <u>1,695,271</u>            |
| <b>Public Service/Continuing Education</b> |                |                  |              |                             |
| Salaries                                   | 87,521         | 203,238          | 43.1%        | 115,717                     |
| Employee benefits                          | 19,973         | 130,475          | 15.3%        | 110,502                     |
| Contractual services                       | 420            | 2,800            | 15.0%        | 2,380                       |
| Material and supplies                      | 903            | 7,388            | 12.2%        | 6,485                       |
| Conferences and meetings                   | 1,793          | 20,550           | 8.7%         | 18,757                      |
| Total Public Service/Continuing Education  | <u>110,610</u> | <u>364,451</u>   | <u>30.3%</u> | <u>253,841</u>              |



**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**
**December 31, 2020**

|   | <u>Actual</u>       | <u>Budget</u>        | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|---|---------------------|----------------------|--------------|-----------------------------|
| <b>Auxiliary Services</b>                               |                     |                      |              |                             |
| Employee benefits                                       | \$ -                | \$ 125,000           | 0.0%         | \$ 125,000                  |
| Total Auxiliary Services                                | <u>-</u>            | <u>125,000</u>       | <u>0.0%</u>  | <u>125,000</u>              |
| <b>Operations and Maintenance of Plant</b>              |                     |                      |              |                             |
| Employee benefits                                       | -                   | 450,000              | 0.0%         | 450,000                     |
| Total Operation and Maintenance of Plant                | <u>-</u>            | <u>450,000</u>       | <u>0.0%</u>  | <u>450,000</u>              |
| <b>Institutional Support</b>                            |                     |                      |              |                             |
| Employee benefits                                       | -                   | 450,000              | 0.0%         | 450,000                     |
| Contractual services                                    | 54,133              | 100,000              | 54.1%        | 45,867                      |
| Materials and supplies                                  | 282,910             | 704,286              | 40.2%        | 421,376                     |
| Student grants and waivers                              | 287,622             | 287,655              | 100.0%       | 33                          |
| Total Institutional Support                             | <u>624,665</u>      | <u>1,541,941</u>     | <u>40.5%</u> | <u>917,276</u>              |
| <b>Scholarships, Student Grants &amp; Waivers</b>       |                     |                      |              |                             |
| Salaries  | 29,204              | 131,529              | 22.2%        | 102,325                     |
| Student grants and scholarships                         | 3,547,222           | 11,003,523           | 32.2%        | 7,456,301                   |
| <u>Total Scholarships, Student Grants &amp; Waivers</u> | <u>3,576,426</u>    | <u>11,135,052</u>    | <u>32.1%</u> | <u>7,558,626</u>            |
| <b>Total Expenditures</b>                               | <u>\$ 5,361,455</u> | <u>\$ 19,746,244</u> | <u>27.2%</u> | <u>\$ 14,384,789</u>        |

AUDIT FUND REVENUE AND EXPENDITURES  
December 31, 2020

|  | <u>Actual</u>    | <u>Budget</u>    | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|--|------------------|------------------|--------------|-----------------------------|
| <b><u>REVENUE</u></b>                        |                  |                  |              |                             |
| <b><u>LOCAL GOVERNMENT</u></b>               |                  |                  |              |                             |
| Property taxes                               | <u>\$ 35,977</u> | <u>\$ 71,517</u> | <u>50.3%</u> | <u>\$ 35,540</u>            |
| <b><u>MISCELLANEOUS</u></b>                  |                  |                  |              |                             |
| Investment revenue                           | <u>1</u>         | <u>50</u>        | <u>2.0%</u>  | <u>49</u>                   |
| <b><u>Total Revenue</u></b>                  | <u>\$ 35,978</u> | <u>\$ 71,567</u> | <u>50.3%</u> | <u>\$ 35,589</u>            |
| <br><u>Transfers in</u>                      | <br>-            | <br>-            | <br>0.0%     | <br>-                       |
| <b><u>Total Revenue and Transfers in</u></b> | <u>\$ 35,978</u> | <u>\$ 71,567</u> | <u>50.3%</u> | <u>\$ 35,589</u>            |
| <br><b><u>EXPENDITURES</u></b>               |                  |                  |              |                             |
| By Program:                                  |                  |                  |              |                             |
| <b><u>Institutional Support</u></b>          |                  |                  |              |                             |
| Contractual services                         | <u>73,760</u>    | <u>81,600</u>    | <u>90.4%</u> | <u>7,840</u>                |
| <b><u>Total Expenditures</u></b>             | <u>\$ 73,760</u> | <u>\$ 81,600</u> | <u>90.4%</u> | <u>\$ 7,840</u>             |

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**December 31, 2020**

|  | <u>Actual</u>       | <u>Budget</u>       | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|--|---------------------|---------------------|--------------|-----------------------------|
| <b><u>REVENUE</u></b>                      |                     |                     |              |                             |
| <b><u>LOCAL GOVERNMENT</u></b>             |                     |                     |              |                             |
| Property taxes                             | \$ 402,121          | \$ 801,634          | 50.2%        | \$ 399,513                  |
| <b>MISCELLANEOUS</b>                       |                     |                     |              |                             |
| Investment revenue                         | 6                   | 100                 | 6.0%         | 94                          |
| <b>Total Revenue</b>                       | <u>\$ 402,127</u>   | <u>\$ 801,734</u>   | <u>50.2%</u> | <u>\$ 399,607</u>           |
| <b><u>EXPENDITURES</u></b>                 |                     |                     |              |                             |
| <b><u>By Program:</u></b>                  |                     |                     |              |                             |
| <b>Instruction</b>                         |                     |                     |              |                             |
| Salaries                                   | -                   | 215,848             | 0.0%         | 215,848                     |
| Employee benefits                          | 32,219              | 135,000             | 23.9%        | 102,781                     |
| Total Instruction                          | <u>32,219</u>       | <u>350,848</u>      | <u>9.2%</u>  | <u>318,629</u>              |
| <b>Academic Support</b>                    |                     |                     |              |                             |
| Employee benefits                          | <u>5,610</u>        | <u>16,500</u>       | <u>34.0%</u> | <u>10,890</u>               |
| <b>Student Services</b>                    |                     |                     |              |                             |
| Salaries                                   | 45,142              | 85,668              | 52.7%        | 40,526                      |
| Employee benefits                          | 12,285              | 28,501              | 43.1%        | 16,216                      |
| Total Academic Support                     | <u>57,427</u>       | <u>114,169</u>      | <u>50.3%</u> | <u>56,742</u>               |
| <b>Public Service/Continuing Education</b> |                     |                     |              |                             |
| Employee benefits                          | <u>1,048.00</u>     | <u>7,500</u>        | <u>14.0%</u> | <u>6,452</u>                |
| <b>Auxiliary Services</b>                  |                     |                     |              |                             |
| Employee benefits                          | <u>654.00</u>       | <u>4,500</u>        | <u>14.5%</u> | <u>3846</u>                 |
| <b>Operations and Maintenance of Plant</b> |                     |                     |              |                             |
| Salaries                                   | 460,351             | 1,031,006           | 44.7%        | 570,655                     |
| Employee benefits                          | 31,480              | 65,003              | 48.4%        | 33,523                      |
| Total Operations and Maintenance of Plant  | <u>491,831</u>      | <u>1,096,009</u>    | <u>44.9%</u> | <u>604,178</u>              |
| <b>Institutional Support</b>               |                     |                     |              |                             |
| Salaries                                   | 65,125              | 149,956             | 43.4%        | 84,831                      |
| Employee benefits                          | 56,090              | 61,711              | 90.9%        | 5,621                       |
| Contractual services                       | 94,851              | 200,000             | 47.4%        | 105,149                     |
| Other Fixed Charges                        | 256,323             | 335,087             | 76.5%        | 78,764                      |
| Total Institutional Support                | <u>472,389</u>      | <u>746,754</u>      | <u>63.3%</u> | <u>274,365</u>              |
| <b>Total Expenditures</b>                  | <u>\$ 1,061,178</u> | <u>\$ 2,336,280</u> | <u>45.4%</u> | <u>\$ 1,275,102</u>         |

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**  
**December 31, 2020**

|                                | <u>Actual</u>     | <u>Budget</u>     | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|--------------------------------|-------------------|-------------------|--------------|-----------------------------|
| <b><u>REVENUE</u></b>          |                   |                   |              |                             |
| <b><u>LOCAL GOVERNMENT</u></b> |                   |                   |              |                             |
| Property taxes                 | <u>\$ 467,059</u> | <u>\$ 651,429</u> | <u>71.7%</u> | <u>\$ 184,370</u>           |
| <b><u>MISCELLANEOUS</u></b>    |                   |                   |              |                             |
| Investment revenue             | <u>5</u>          | <u>100</u>        | <u>5.0%</u>  | <u>95</u>                   |
| <b>Total Revenue</b>           | <u>467,064</u>    | <u>651,529</u>    | <u>71.7%</u> | <u>184,465</u>              |
| <b><u>EXPENDITURES</u></b>     |                   |                   |              |                             |
| By Program:                    |                   |                   |              |                             |
| <b>Institutional Support</b>   |                   |                   |              |                             |
| Fixed charges                  | <u>466,475</u>    | <u>645,950</u>    | <u>72.2%</u> | <u>179,475</u>              |
| <b><u>TRANSFERS OUT</u></b>    | <u>-</u>          | <u>-</u>          | <u>0.0%</u>  | <u>-</u>                    |
| <b>Total Expenditures</b>      | <u>\$ 466,475</u> | <u>\$ 645,950</u> | <u>72.2%</u> | <u>\$ 179,475</u>           |

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**

**December 31, 2020**

|  | <u>Actual</u>       | <u>Budget</u>        | <u>%</u>     | <u>Budget<br/>Remaining</u> |
|--|---------------------|----------------------|--------------|-----------------------------|
| <b><u>REVENUE</u></b>                        |                     |                      |              |                             |
| <b>STATE GOVERNMENT</b>                      |                     |                      |              |                             |
| Capital Development Board                    | -                   | 4,881,800            | 0.0%         | 4,881,800                   |
| Total  | -                   | 4,881,800            | 0.0%         | 4,881,800                   |
| <b>OTHER SOURCES</b>                         |                     |                      |              |                             |
| Bonds  | 3,145,062           | 3,145,062            | 100.0%       | -                           |
| Investment Interest                          | 344                 | 289,881              | 0.0%         | 289,537                     |
| Total  | 3,145,406           | 3,434,943            | 91.6%        | 289,537                     |
| <b>TRANSFERS IN</b>                          | \$ -                | \$ 2,167,167         | 0.0%         | \$ 2,167,167                |
| <b><u>Total Revenue and Transfers in</u></b> | <u>\$ 3,145,406</u> | <u>\$ 10,483,910</u> | <u>30.0%</u> | <u>\$ 7,338,504</u>         |
| <b><u>EXPENDITURES</u></b>                   |                     |                      |              |                             |
| By Program:                                  |                     |                      |              |                             |
| <b>Operations and Maintenance of Plant</b>   |                     |                      |              |                             |
| Contractual services                         | 164,232             | 5,076,800            | 3.2%         | 4,912,568                   |
| Capital outlay                               | 3,142,862           | 5,407,110            | 58.1%        | 2,264,248                   |
| Total Operation and Maintenance of Plant     | 3,307,094           | 10,483,910           | 31.5%        | 7,176,816                   |
| <b>Total Expenditures</b>                    | <u>\$ 3,307,094</u> | <u>\$ 10,483,910</u> | <u>31.5%</u> | <u>\$ 7,176,816</u>         |

4. Approval of the Monthly Treasurer's Report for December 2020 to be received and filed for audit, as submitted.

**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Sanchez Anderson](#); [Ana L Valdez](#)  
**Subject:** FW: Action Item 8.3 for 1/27/2021 Board Meeting  
**Date:** Wednesday, January 13, 2021 4:27:08 PM  
**Attachments:** [TR 12.31.20.pdf](#)

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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, January 13, 2021 4:19 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** Action Item 8.3 for 1/27/2021 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR DECEMBER 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: December 2020*

| <i><b>Institution</b></i>              | <i><b>Purchased</b></i> | <i><b>Principal</b></i> | <i><b>Rate</b></i> | <i><b>Type</b></i> | <i><b>Maturity</b></i> |
|--|-------------------------|-------------------------|--------------------|--------------------|------------------------|
| <i>The Illinois Funds, Springfield</i> | 1-May-06                | \$10,639,767.35         | 0.0100%            | TIF Prime Fund     | 31-Dec-20              |
| <i>First Midwest Bank</i>              | 11-Mar-20               | \$ 251,348.77           | 1.0940%            | CD                 | 31-Dec-20              |
| <i>First Midwest Bank</i>              | 11-Mar-20               | \$ 251,348.77           | 1.0940%            | CD                 | 31-Dec-20              |
|  | Sum                     | <u>\$11,142,464.89</u>  |                    |                    |                        |
| <b>Grand Total</b>                     |                         | <b>\$ 11,142,464.89</b> |                    |                    |                        |



5. Approval of the continued Government Finance Officers Association annual membership for fy21, in the amount of \$500.00, as submitted.

**PROPOSED ACTION:**

**THAT THE BOARD APPROVE THE CONTINUED GOVERNMENT  
FINANCE OFFICERS ASSOCIATION ANNUAL MEMBERSHIP.**

**RATIONALE:**

[Required by Board Policy 2.10]

**COST ANALYSIS:**

\$500

**ATTACHMENT:**

Renewal notice

**From:** [estore@gfoa.org](mailto:estore@gfoa.org)  
**To:** [Mireya Perez](#)  
**Subject:** Agency Membership Dues Renewal Notice.  
**Date:** Friday, November 20, 2020 11:55:53 AM

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# Government Finance Officers Association

203 N LaSalle Street Suite 2700 Chicago IL 60601 | 312.977.9700 Main | 312.977.4806 Fax

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## Renewal Dues Notice

Notice #: 2052013  
Notice Date: 11/19/2020

Member ID: 136352013  
Current Paid Thru: 11/30/2020

**Membership renewal for the period of 12/01/2020 through 11/30/2021**

Mireya Perez  
Morton College - Illinois Community College District 527  
3801 South Central Avenue Cicero, IL 60804-4300 UNITED STATES

**Membership Dues Base Fee \$ 500.00**

### In-Base Member(s)

ID: 300186283 Name: Mireya Perez | ID: 300234692 Name: Suzanna Raigoza |

No. of In Base Membership Included in Base Fee: 2  
Current Number of In Base Members: 2

### Add-On Member(s)

NONE

**Total Add-on Memberships \$ 0.00**

**Total Amount Due: \$ 500.00**

### To pay online:

<https://estore.gfoa.org/iMIS15/Gfoamember/SignIn.aspx>

*Forgot your Username or Password? Sign In page provides reset links*

[Pay online Tutorial](#)

### To pay by Mail, Please Print and Remit to:

Government Finance Officers Association  
203 N. LaSalle Street, Suite 2700  
Chicago, IL 60601-1210

### To update your membership information

Visit <https://www.gfoa.org/updates>.

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*We are no longer accepting credit card renewals via mail, fax, email, or phone.*

6. Approval of a resolution adopting an Affiliation Agreement between Morton Community College District 527, and Advocate Health and Hospitals Corporation d/b/a Advocate Good Samaritan Hospital.

### **PROPOSED ACTION:**

**THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND ADVOCATE HEALTH AND HOSPITALS CORPORATION d/b/a ADVOCATE GOOD SAMARITAN HOSPITAL.**

### **RATIONALE:**

CAPTE and the State of Illinois require all PTA students to complete a certain amount of clinical education hours in order to graduate and obtain licensure. The more clinical affiliates that we have the more opportunity we have for our students to fulfill these requirements.

[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:**

Resolution  
Affiliation Agreement

**RESOLUTION ADOPTING AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527  
AND  
ADVOCATE HEALTH AND HOSPITALS CORPORATION  
D/B/A ADVOCATE GOOD SAMARITAN HOSPITAL**

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

**WHEREAS**, Section 10 of Article VII 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 individually to be exercised and enjoyed jointly with any other public agency in the State of Illinois; and

**WHEREAS**, Advocate Health and Hospitals Corporation d/b/a Advocate Good Samaritan Hospital, a community hospital (the “Facility”), 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 Assistant (“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**, Morton desires to enter into an Affiliation Agreement with the Facility to allow its students in the Program to do required clinical work (*i.e.* internship/s) with the Facility, and said Affiliation Agreement is attached hereto as Exhibit A and hereinafter referred to as the “Agreement”; and

**WHEREAS**, the Facility desires to enter into the Agreement with Morton to allow Morton students to do clinical work with the Facility; and

**WHEREAS**, based on the foregoing, the Board of Trustees of the Community College District No. 527 (the “Board”) has determined that it is in the best interest of Morton to enter into this Agreement with the Agency to allow the students to do the required clinical work with the Agency.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that:

1. The form, terms and provisions of this Agreement attached hereto as Exhibit A are hereby approved in substantially the same form as provided therein, with such insertions,

omissions and changes as shall be approved by the Board Chair, Morton President or Attorney executing the same, the execution of such document being conclusive evidence of such approval; and the Morton Board Chair and Morton President are hereby authorized and directed to execute and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such documents as may be necessary to carry out and effectuate the purpose of this Resolution.

2. The officers, employees and agents of Morton are hereby authorized and directed to take any and all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith.

3. Unless this Resolution is repealed by a majority vote of the Board, the Morton President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interest of Morton.

4. This Resolution shall be in full force and effect upon passage and approval.

Passed by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of January, 2021

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

Attest:

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

**AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE  
AND  
ADVOCATE HEALTH AND HOSPITALS CORPORATION,  
d/b/a ADVOCATE GOOD SAMARITAN HOSPITAL**

This Affiliation Agreement (the “**Agreement**”) is entered into on January 1, 2021 (“**Effective Date**”), by and between Advocate Health and Hospitals Corporation d/b/a Advocate Good Samaritan Hospital (“**Advocate**” or “**Facility**”), an Illinois not-for-profit corporation, and Morton College (the “**School**”).

**WHEREAS**, the School desires to utilize various Advocate sites, set forth in Exhibit A that may be available for the purpose of providing practical learning and clinical experiences for 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:

This Agreement is entered into to enable School to apply for clinical placements for School’s students at Advocate sites. This Agreement does not guarantee that any specific Advocate site will accept School’s students for requested placement(s) or that experiences for all programs will be available at all sites.

**I. SCHOOL RESPONSIBILITIES:**

**A. Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the practical learning and clinical 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.

**B. Insurance.**

1. Student professional and general liability insurance.

(a) Other Colleges and Universities

School shall (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the practicum to maintain a personal student professional liability insurance policy. Such policy shall have limits for professional liability insurance of not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

(b) State Colleges and Universities located in Illinois



If the School is a state college or university located within Illinois, the School shall (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the practical learning and clinical educational experience to maintain a personal student professional liability insurance policy. Such professional liability insurance policy shall have limits of not less than 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 program at the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience.

(i) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

(ii) In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

2. **Student Health Insurance.** School shall require students participating in the practical learning and clinical educational experience to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

3. **Facility Insurance.** Facility shall maintain during this Agreement professional liability insurance in amounts not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate, and general liability insurance in amounts not less than One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate. Further, Facility shall maintain workers compensation insurance in amounts not less than that required by statute. Facility may be self-insured.

**C. 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 practical learning and clinical experience 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.

**D. Evidence of student certifications, vaccinations, etc.** As required by the facility, the School shall provide evidence that each student has met all requirements, which may include, but are not limited to, CPR certification, proof of absence of TB, hepatitis B vaccination, Tdap vaccination, annual flu vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB and general HIPAA training. Facility may update these requirements upon written notice to School. Any student not meeting applicable requirements shall not be eligible to participate in a clinical rotation.

**E. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and a drug screen, as required by and acceptable to the Facility, are required of each placed student prior to participation in the practical learning and clinical educational experience. 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's policy.

**F. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

1. Follow the administrative policies, standards, and practices of the Facility.
2. 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.
3. Provide his/her own transportation and living arrangements.
4. Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
5. Conform to the standards and practices established by the School while functioning at the Facility.
6. Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.
7. 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.

**G. Accreditation.** As required by Facility, School represents that it is and, for the term of this Agreement, will be (a) approved by the Illinois Board of Higher Education, or similar body for the state in which the School is located, and (b) accredited by an accrediting body that is recognized by Council for Higher Education Accreditation or the U.S. Department of Education. School will provide Facility with copies of all accreditations upon request. In the event accreditation is lost, suspended, or otherwise restricted, School shall notify Facility, in writing, within three (3) business days. Facility may, at its sole discretion, suspend or terminate this Agreement if School fails to maintain its accreditation.

## **II. FACILITY RESPONSIBILITIES:**

**A. Provision of facilities for supervised clinical experiences.** Subject to the ability of Facility to accommodate School's request, which Facility shall determine in its sole discretion, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised practical learning and clinical educational experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Facility shall provide faculty and students with an orientation to Facility, including HIPAA training.

**B. 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 practical learning and clinical educational experience, 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.

**C. 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 practical learning and clinical 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.

**D. Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for practical learning and clinical educational experience 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.

**E. Designation of liaison to School; communications relating to practical learning and clinical educational experiences.** The Facility shall designate a liaison responsible for coordinating the practical learning and clinical educational experience. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the practical learning and clinical educational experience. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the practical learning and clinical educational experience.

**F. 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.

**G. 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 practical learning and clinical educational experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

**H. 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 practical learning and clinical educational experience.

**I. 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 or 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.

### **III. OTHER RESPONSIBILITIES:**

**A. 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. Further, School shall require that students and faculty de-identify all documents created and/or utilized for educational purposes outside of Facility. This shall include, at a minimum, removal of patient name, date of birth, address, medical record number, insurance information, social security number and other personal information that could be used to identify a patient.

**B. Determination of instructional period.** The course of the practical learning and clinical educational experience 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.

**C. Determination of number of participating students.** The number of students eligible to participate in the practical learning and clinical educational experience 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 practical learning and clinical educational experiences at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the practical learning and clinical educational experience 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.

**D. Evaluation of students' clinical experiences.** Evaluation of the practical learning and clinical educational experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current practical learning and clinical educational experiences offered to students.

**E. Removal of students.**

1. The School has the right to remove a student from a practical learning and clinical educational experience. The School shall notify the Facility of such removal in writing.

2. The Facility may immediately remove any student participating in a practical learning and clinical educational experience 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.

**IV. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on **January 1, 2021** and terminate on **December 31, 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 who are participating in the practical learning and clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

**V. ADDITIONAL TERMS:**

**A. 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.

**B. Qualifications of School faculty.** The School represents that relevant faculty members are appropriately qualified, certified and/or licensed. The School will provide the Facility with copies of evidence of qualifications, certifications or licensures, upon request.

**C. Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

**D. 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.

**E. 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.

**F. 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.

**G. Employment status.** No student, School employee or agent of School under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student, School employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

**H. 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: Advocate Good Samaritan Hospital  
3815 Highland Avenue  
Downers Grove, Illinois 60515  
Attention: President

With a Copy to: Advocate Aurora Health  
3075 Highland Parkway  
Suite 600  
Downers Grove, Illinois 60515  
Attention: Chief Legal Officer

If to the School: Morton College  
Office of the President  
3801 South Central Avenue  
Cicero, Illinois 60804

and

Morton College PTA Program  
3801 South Central Avenue  
Cicero, Illinois 60804  
Attention: Dr. Alison Gehrke, PT, DPT, Program Director  
[Alison.gehrke@morton.edu](mailto:Alison.gehrke@morton.edu)

With a Copy to: Del Galdo Law Group, LLC  
1441 South Harlem Avenue  
Berwyn, Illinois 60402

or to such other addresses as the parties may specify in writing from time to time.

**I. 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.

**J. 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.

**K. 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.

**L. 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.

**M. 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.

**N. 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.

**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.

**ADVOCATE HEALTH AND HOSPITALS D/B/A ADVOCATE GOOD SAMARITAN HOSPITAL**      **MORTON COLLEGE**

By: \_\_\_\_\_  
Nancy M. Tinsley  
President

Date: \_\_\_\_\_



By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**NAME/LOCATION OF FACILITY SITES**

Advocate Good Samaritan Hospital  
3815 Highland Avenue  
Downers Grove, Illinois 60515



**EXHIBIT B**

**NAMES OF PROGRAMS**

Physical Therapy Assistant

7. Approval of the resolution adopting an Affiliation Agreement between Morton Community College 527. and Blessing Corporate Service, INC.

**From:** [Alison Gehrke](#)  
**To:** [Board Materials](#)  
**Subject:** Blessing Contract Materials for PTA  
**Date:** Friday, January 15, 2021 12:33:36 PM  
**Attachments:** [Proposed Action Sheet Blessing Corporate Services.docx](#)  
[Resolution Blessing Corporate Services AA.docx](#)  
[Blessing Contract.pdf](#)

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Hello,

Attached please find all materials for the Blessing Affiliation Agreement for the PTA department for January Board approval.

#



**Ali Gehrke PT, DPT**

Associate Dean of Health Science

Director of Physical Therapist Assistant Program

**P:**  [\(708\) 656-8000, Ext. 2380](tel:(708)656-8000)

**E:** [Alison.gehrke@morton.edu](mailto:Alison.gehrke@morton.edu)

[www.morton.edu](http://www.morton.edu)

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### **PROPOSED ACTION:**

**THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND BLESSING CORPORATE SERVICES, INC.**

### **RATIONALE:**

CAPTE and the State of Illinois require all PTA students to complete a certain amount of clinical education hours in order to graduate and obtain licensure. The more clinical affiliates that we have the more opportunity we have for our students to fulfill these requirements.

[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:**

Affiliation Agreement  
Resolution

**RESOLUTION ADOPTING AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527  
AND  
BLESSING CORPORATE SERVICES, INC.**

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

**WHEREAS**, Section 10 of Article VII 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 individually to be exercised and enjoyed jointly with any other public agency in the State of Illinois; and

**WHEREAS**, Blessing Corporate Services, Inc., a not-for-profit Illinois corporation (the “Facility”) 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 Assistant (“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**, Morton desires to enter into a cooperative educational agreement with the Facility to allow its students in the Program to do required clinical work (*i.e.* internship/s) with the Facility, and said Affiliation Agreement is attached hereto as Exhibit A and hereinafter referred to as the “Agreement”; and

**WHEREAS**, the Facility desires to enter into the Agreement with Morton to allow Morton students to do clinical work with the Facility; and

**WHEREAS**, based on the foregoing, the Board of Trustees of the Community College District No. 527 (the “Board”) has determined that it is in the best interest of Morton to enter into this Agreement with the Agency to allow the students to do the required clinical work with the Agency.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that:

1. The form, terms and provisions of this Agreement attached hereto as Exhibit A are hereby approved in substantially the same form as provided therein, with such insertions, omissions and changes as shall be approved by the Board Chair, Morton President or Attorney executing the same, the execution of such document being conclusive evidence of such approval;

and the Morton Board Chair and Morton President are hereby authorized and directed to execute and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such documents as may be necessary to carry out and effectuate the purpose of this Resolution.

2. The officers, employees and agents of Morton are hereby authorized and directed to take any and all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith.

3. Unless this Resolution is repealed by a majority vote of the Board, the Morton President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interest of Morton.

4. This Resolution shall be in full force and effect upon passage and approval.

Passed by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of \_\_\_\_, 20\_\_

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

Attest:

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

## **Educational Affiliation Agreement**

**THIS AGREEMENT** (the "Agreement") is hereby entered into this \_\_14th\_\_ day of \_\_January\_\_, 2021\_\_, by and between **Blessing Corporate Services, Inc.**, an Illinois not-for-profit corporation, for and on behalf of its corporate affiliates and subsidiaries (the "Facility") and **Morton College, Community College District 527** (the "School"). (Sometimes referred to herein individually as a "Party" and collectively as the "Parties".)

**WHEREAS**, the School has established a Physical Therapist Assistant academic program and desires to use Facility for the purpose of providing practical learning and clinical experiences for School's students enrolled in that program; and

**WHEREAS**, Facility operates Blessing Hospital, which is licensed in the State of Illinois and has facilities suitable for these clinical learning experiences; and

**WHEREAS**, School and Facility desire to enter into an agreement for the use of Facility's clinical areas (listed in the attached Exhibit A) to provide educational opportunities for School's students.

**NOW, THEREFORE**, in consideration of the terms, conditions and covenants, mutual or otherwise, as hereinafter set forth, the Parties hereby agree to be bound to the following terms and conditions as stated herein:

1. **TERM:** This agreement shall be in effect on \_\_January, 14th\_\_, 2021\_\_ and shall continue for a period of four (4) years (the "Initial Term"), unless terminated earlier as defined within this Agreement, and may be thereafter renewed only upon mutual written agreement.
2. **SCHOOL RESPONSIBILITIES:** The School shall have total responsibility for the development and implementation of the educational curriculum for its students. School shall be responsible for the overall direction and adequacy of the educational experience of students and for the enforcement of all applicable requirements of any governmental authority or applicable accreditation body. The School's specific responsibilities shall also include:
  - A. Overall orientation of students to the program, requirements and expectations.
  - B. Provision of classroom theory and practical instruction, to include but not be limited to, basic skills, professional ethics, attitude and behavior, to students prior to their assignment to Facility.
  - C. Be responsible for the selection and assignment of students to Facility, and will assign only those students who have satisfactorily completed the prerequisite coursework. The number and level of training of students shall be agreed upon by School and Facility prior to each term. The School and Facility agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. Should Facility reduce the number of students eligible to participate in the clinical education program, notice shall be provided to School in adequate time for the School to reassign the student(s) to alternative clinical sites.
  - D. If required, ensure that all students assigned to Facility are properly licensed and provide documentation of licensure to Facility. The School also represents and warrants that relevant

faculty members are appropriately certified and/or licensed. Upon request, School will provide Facility with copies of certifications or licensures.

- E. Designate a faculty or other professional staff member to coordinate and act as its liaison to Facility. The assignments to be undertaken by the students participating in the educational program shall be mutually arranged and a regular exchange of information shall be maintained either by on-site visits or through oral or written communications. Communications shall also include information regarding student performance and evaluation, absences, and assignment of students. The School shall notify the Facility in writing of any change of the person(s) responsible for coordinating student placements with Facility.
- F. At the reasonable request of Facility, remove a student whose behavior is a threat or danger to Facility's patients, employees, visitors or operations and/or for exhibiting unprofessional behavior as outlined within this Agreement. The School also has the right to remove a student from the clinical education program for whatever reason/s it deems appropriate. School shall notify Facility of such removal in writing.
- G. The School shall provide or have students provide evidence that student have proper immunizations and CPR certification. School shall ensure the students have the ability to perform the requirements of the clinical experience, comply with OSHA/CDC for the prevention of transmission of blood borne pathogens, and agree to any necessary physical exam, as allowed by law and per Facility's requirements.
- H. The School shall ensure that a background check, including criminal history and drug screening has been completed prior to student's participation at Facility. Facility, at its discretion, may request a copy. School shall ensure that students with unacceptable results, as deemed by Illinois Healthcare Workers Background Check Act, do not participate at Facility.
- I. The School shall provide written proof to Facility of professional liability insurance policy of at least One Million Dollars (\$1,000,000) per occurrence or claim and Three Million Dollars (\$3,000,000) in the aggregate covering the acts of student(s), faculty, School and School employees while at Facility. If students are not covered by School's liability policy, School shall cause its students to purchase his/her own professional liability insurance in the minimum amounts described above and shall provide Facility with a certificate of insurance evidencing such coverage. In the event the insurance is canceled or not renewed, the School and/or student must provide a 30-day written notice to Facility. Facility may then choose to terminate the Agreement or the placement of student(s) at Facility.
- J. To the extent required by law, School shall secure and maintain at all times during the Term, at their sole expense, worker's compensation and employers' liability insurance covering their employees and agents. Such coverage may be afforded via commercial insurance or self-insurance fund.
- K. The School shall defend, indemnify and hold harmless Facility, its directors, officers, employees, affiliate corporations and agents from and against any and all losses, claims, damages, demands, suits, judgments, penalties, settlements and costs (including reasonable attorney's fees and expenses) for injuries, property damage, or professional and public liability, resulting from the negligent acts or omissions of School's students, employees or agents, and any breach by School of any law or provision of this Agreement. This indemnification obligation shall survive the termination of this Agreement.



L. The School shall provide all students with and advise all students about the following prior to their participation at Facility:

- 1) Students must comply with Facility's rules, policies, procedures and standards of practice, including meeting the ethical and professional standards required of Facility, the Facility's Code of Conduct, and applicable laws and regulations of the Joint Commission on the Accreditation of Healthcare Organizations, CMS, OIG, CDC, OSHA and other relevant accrediting or regulatory bodies.
- 2) Students are responsible for obtaining medical care at their own expense for any injuries, illnesses or exposures sustained as a result, direct or indirect, of their participation with the program at Facility. School shall make every reasonable effort to assure that students have health insurance coverage in effect during their period of assignment at Facility; however, each student is personally liable for any medical treatment received at Facility.
- 3) Student information and training about the hazards associated with blood and other potentially infectious materials, protective measures to be taken to minimize the risk of occupational exposure to blood borne pathogens, training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials and information as to the reasons students should participate in vaccinations and post-exposure evaluation and follow-up.
- 4) Students must Obtain necessary clothing (lab coats, scrubs, uniforms, identification badges, etc.) as required by Facility
- 5) Students must report to the Facility on time and provide his/her own transportation and living arrangements.
- 6) Students must maintain patient confidentiality and, at all times during the term of this Agreement and thereafter, School and students shall protect from unauthorized disclosure all information, records and data pertaining to Facility, its patients, staff, facilities and corporate affiliates. All patient medical records, protected health information, records pertaining to professional services rendered by students to Facility patients and internal business information, treated or observed by student or School, or otherwise utilized in the performance of this Agreement, whether copies or originals, are and shall remain at all times the sole property of Facility and may not be copied or removed from Facility by School or students without the express written consent of Facility.
- 7) Students must obtain prior written approval of Facility and School before publishing any material relating to the clinical education experience at Facility.

### **3. FACILITY RESPONSIBILITIES:**

- A. The Facility agrees to make the appropriate facilities available to 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 Facility's customary procedures.
- B. While students are to remain subject to the authority, policies and regulations imposed by School, during periods of clinical assignment, students will also be subject to all rules, regulations and policies of Facility. Facility shall provide an orientation to School and/or student regarding said rules, regulations and policies, training of systems used, and a tour of appropriate areas of Facility, and provide reasonable access to such policies, rules and

standards of practice.

- C. The Facility shall provide a reasonable number of qualified medical professionals to supervise the students assigned to Facility and provide decision making authority and control with respect to patient care. Any direct contact between a student and Facility's patients shall be under the supervision of a member of Facility's staff. Facility shall remain at all times responsible for patient care.
- D. The Facility shall designate a liaison responsible for coordinating the clinical placements. Said person shall maintain contact with the School's designated liaison person to assure mutual participation in and monitoring of the clinical program. Facility shall notify School in writing of any change of the person(s) responsible for coordinating the clinical placements. Facility shall also submit the name(s), professional and academic credentials of the individual(s) overseeing student experiences.
- E. The Facility shall allow access to patient records or portions of such records, supplies and equipment necessary to provide patient care, and all sources of information for educational purposes.
- F. While at Facility, students are not to replace or be used in lieu of licensed professionals or Facility staff and are NOT employees or agents of Facility. Students are not to render service except as identified for educational value and delineated in the jointly planned educational experiences.
- G. The Facility shall provide all reasonable accommodations necessary for students to satisfy the requirements of the clinical education and to serve as an additional resource to the student with respect to the student's clinical education.
- H. If the performance of a student is at any time considered to be unsatisfactory or unprofessional, Facility shall notify in writing, and provide documentation of such performance, to School and shall consult with School prior to any decision regarding removing the Student or taking other action. A plan for corrective action, if appropriate, shall be determined by School, in consultation with Facility. The Facility may immediately remove any student from Facility if Facility determines at its discretion that such removal is reasonably necessary for the immediate safety or welfare of the student, patients, Facility, staff, visitors or others, or to comply with any applicable regulation or law. The Facility shall notify School of its actions and the reasons for the removal in writing as soon as practicable.
- I. The Facility shall maintain all necessary licenses for the operation of Facility and will promptly notify School in writing of the results of any accreditation, licensing or certifications which is probationary or in which approval is denied or removed.
- J. The Facility shall make available as needed, emergency treatment in case of injury or illness to students while in Facility for clinical education. It is the student's or School's responsibility to bear the cost of any emergency treatment by Facility.
- K. The Facility shall defend, indemnify and hold harmless School, its directors, officers, employees, students, affiliate corporations and agents from and against any and all losses, claims, damages, demands, suits, judgments, penalties, settlements and costs (including reasonable attorney's fees and expenses) for injuries, property damage, professional and public liability, arising from or in connection with the negligent acts or omissions of Facility, including its employees and agents, the negligent acts or omissions of students taken at the direction of Facility, its employees or agents, and any breach by Facility of any law or provision of this Agreement. This indemnification obligation shall survive any termination of this Agreement.
- L. Facility shall secure and maintain at all times during the Term, at its sole expense, general

liability and professional liability insurance, afforded via commercial insurance, self-insurance with limits of at least One Million Dollars (\$1,000,000) per occurrence or claim and three Million Dollars (\$3,000,000) in the aggregate. Should such insurance cancel or be nonrenewable, Facility shall provide School with 30 days prior written notice. Upon request, Facility shall provide School with a certificate of insurance evidencing such coverage.

#### **4. OTHER RESPONSIBILITIES**

- A. 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 Health Insurance Portability and Accountability Act (HIPAA), and any future regulations promulgated hereunder, including but not limited to the Federal Privacy Regulations, Federal Security Regulations and the federal standards for electronic transactions, all contained in 45 C.F.R. All parties agree not to use or further disclose any Protected Health Information ("PHI") or Individually Identifiable Health Information, as defined in 45 C.F.R. and 42 U.S.C., other than as permitted by the HIPAA requirements and the terms of this Agreement. 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 immediately upon discovery if there are known or suspected breaches of patient confidentiality. If during the term of this Agreement the Department of Health and Human Services, Office of Inspector General, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal conduct an investigation to determine compliance with the Federal Privacy Regulations, the parties agree to make their internal practices, books and records relating to the use and disclosure of PHI available to the extent required. Facility may require a Business Associate Agreement be signed by School.
- B. The course of instruction will cover a period of time mutually agreed to by the School and Facility. The beginning dates and length of educational experience shall be mutually agreed upon by both Parties.
- C. 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 after the Initial Term, or is terminated prior to the end of the semester in effect at the time, students who are participating in the clinical education at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.
  - 1. This Agreement may be immediately terminated if School's or Facility's licenses, accreditations or certifications required to operate the clinical program are terminated or revoked, or any material disciplinary action is taken against School or Facility by an accreditation or regulatory agency that has an adverse impact upon that Party's ability to perform its obligation under this Agreement.
  - 2. Either Party may terminate this Agreement for cause upon not less than thirty (30) days prior written notice upon the other Party's material breach of any provision of this Agreement, provide that following written notice of such breach to the other Party, such violation is not corrected prior to the effective date of the termination stated in such notice.

- D. All students, School employees and faculty, in the performance of this Agreement, shall be,

at all times, unpaid by Facility without the expectation of or entitlement to compensation or benefits from Facility, including but not limited to Worker's Compensation, disability benefits, fringe benefits or other rights normally afforded to employees of Facility. No Party hereto shall have the right to bind the other, to transact any business in any other Party's name, or to make promises or representations on behalf of any other Party. The School and Facility expressly agree that the nature of their relationship is that of independent contractors, and not that of employer and employee, partners, joint ventures, or any other such legal relationship.

- E. Subject to applicable laws, neither Party to this Agreement shall be legally liable for the consequences, debts or obligations of any other Party hereto, including any bodily injury or property damage, occasioned by an act, omission or neglect chargeable to the other Party.
- F. This Agreement may not be assigned without the prior written consent of the other Party.
- G. 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 both Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by both Parties. No third parties shall be deemed to be beneficiaries of any provisions of this Agreement.
- H. If any part of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, such part will be treated as severable, leaving the remainder of this Agreement valid and enforceable to the fullest extent permitted by law, notwithstanding the part(s) found invalid or unenforceable.
- I. This Agreement shall be binding upon the parties hereto, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereafter.
- J. 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 and the Cook County Commission of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, age, national origin, ancestry, military status, sexual orientation, disability or other protected classification in either the selection and education of students or in the performance of this Agreement; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude a student's effective participation in the clinical education.
- K. Any notice, demand or request required or permitted under this Agreement shall be in writing, delivered personally, by certified or registered mail, return receipt requested, by facsimile (receipt confirmed), or by overnight courier, and shall be deemed to have been given when delivered personally or received when using overnight courier or facsimile or three (3) business days after being deposited in the United States mail, postage prepaid, addressed as follows:

If to School:

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

and to:

Morton College PTA Program  
Page 6 of 9

Attn.: Dr. Alison Gehrke, PT, DPT  
Program Director  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
(F)708-656-8031

Copy to:

The College's legal counsel at:  
DelGaldo Law Group, LLC.  
1441 S. Harlem Ave.  
Berwyn, IL 60402  
(P)708-222-7000  
(F)708-222-7001

|                 |                                   |
|-----------------|-----------------------------------|
| If to Facility: | Blessing Corporate Services, Inc. |
| Attn:           | Human Resources Department        |
| Address:        | 1025 Broadway, PO Box 7005        |
| City/State/Zip: | Quincy, IL 62301                  |
| Phone:          | 217-223-8400 ext. 6850            |
| Fax:            | 217-223-8539                      |

or to such other person(s) or place(s) as either party may designate from time to time by written notice to the other.

- L. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of law provisions thereof, and exclusive venue shall be vested in the federal and state circuit courts located in Cook County, Illinois.
- M. Both Parties shall fully comply with all applicable requirements of the Federal Education Rights and Privacy Act ("FERPA"), 20 USC 1232g, *et seq.*
- N. 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.
- O. 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.
- P. 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.
- Q. The descriptive headings/captions contained in this Agreement are for convenience of reference only and do not define, limit or describe the scope or intent of this Agreement.

**[SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto, duly authorized, will indicate their acceptance of this Agreement by affixing their signatures to this Agreement.

**SCHOOL:**

By: \_\_\_\_\_  
Signature

Printed Name: Dr. Stanley Fields

Title: President

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Printed Name: Dr. Alison Gehrke, PT, DPT

Title: Program Director

Date: \_\_\_\_\_

**FACILITY:**

By: Maureen A. Kahn  
Signature

Printed Name: Maureen A. Kahn

Title: President / CEO

Date: Jan 14, 2021

**EXHIBIT A**

**NAME AND LOCATION OF FACILITY SITE/S**

Blessing  
Corporate  
Services  
11<sup>th</sup> &  
Broadway  
Quincy, IL  
62301 (217)  
223-1200

8. Acceptance of the comprehensive Annual Financial Report for fy20 and the accompanying communication prepared by BKD, LLP Auditors.



**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Sanchez Anderson](#); [Ana L Valdez](#)  
**Subject:** Board action - Annual Audit  
**Date:** Thursday, January 7, 2021 11:56:01 AM  
**Attachments:** [MC SAS114 FY20.pdf](#)  
[MC SA FY20.pdf](#)  
[MC CAFR FY20.pdf](#)  
[Audit action sheet 2020.docx](#)

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Please include in January's board meeting. I am happy to announce that we did not have any findings for the FY20 Annual Audit.

*Thanks,*

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

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

**PROPOSED ACTION:** THAT THE BOARD ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2020 AND THE ACCOMPANYING COMMUNICATION PREPARED BY BKD, LLP AUDITORS.

**RATIONALE:**

(Required by Chapter 110 Act 805/3-22.1 of the *Illinois Compiled Statutes* and Board Policy #1.5.9)

Ms. Kimberly Marshall and Mr. Scott Termine, representatives of BKD, LLP, will be present at the meeting to answer any questions that may arise.

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

Fiscal Year 2020 Audit  
Communication from BKD, LLP

Board of Trustees and Management  
Morton College  
Cicero, Illinois

As part of our audits of the financial statements and compliance of Morton College (College) as of and for the year ended June 30, 2020, we wish to communicate the following to you.

## AUDIT SCOPE AND RESULTS

**Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards* Issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)**

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Uniform Guidance is designed to obtain reasonable, rather than absolute, assurance about the financial statements and about whether noncompliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on a major federal program occurred. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement and compliance audits that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

Audits of the financial statements and compliance do not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

## ***Qualitative Aspects of Significant Accounting Policies and Practices***

### ***Significant Accounting Policies***

The College's significant accounting policies are described in Note 1 of the audited financial statements. With respect to unusual accounting policies or accounting methods used by the College for Unusual Transactions, we call your attention to the following topics:

- No matters are reportable.

### ***Alternative Accounting Treatments***

We had discussions with management regarding alternative accounting treatments within accounting principles generally accepted in the United States of America for policies and practices for material items, including recognition, measurement and disclosure considerations related to the accounting for specific transactions as well as general accounting policies, as follows:

- No matters are reportable.

### ***Management Judgments and Accounting Estimates***

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant areas of such estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Allowance for uncollectable accounts
- Depreciation of capital assets

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

### ***Financial Statement Disclosures***

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Cash and investments
- Capital assets
- Long-term and short-term liabilities
- Retirement plan
- Other postemployment benefit plan

### ***Audit Adjustments***

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. A misstatement is a difference between the amount, classification, presentation or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework.

#### ***Proposed Audit Adjustments Recorded***

- No matters are reportable.

#### ***Proposed Audit Adjustments Not Recorded***

- No matters are reportable.

### ***Auditor's Judgments About the Quality of the College's Accounting Principles***

During the course of the audit, we made the following observations regarding the College's application of accounting principles:

- No matters are reportable.

### ***Other Material Communications***

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- Single audit reports
- We orally communicated to management other deficiencies in internal control identified during our audit that are not considered material weaknesses or significant deficiencies.

## **OTHER MATTERS**

### ***Financial Sustainability Services***

Campus leaders are seeking information about institutional performance to help plan for the future, make course corrections and understand the impact of those changes. The declining number of college students and concerns on affordability are disrupting higher education. Industry leaders are turning to data analytics to make data-informed decisions.

As competition intensifies, colleges need to align their strategic plans and academic portfolio to meet market demand. An essential step in this process is developing an integrated approach to assess your academic program portfolio. Most institutions perform annual program assessments using internal metrics. However, an integrated approach includes student and employment demand metrics along with financial performance. Assessing both academic and financial indicators

provides an awareness of individual program strengths allowing your institution to evaluate which academic programs to start, grow, sustain or stop.

BKD has developed a sophisticated modeling tool to assist institutions with understanding both program economics and market demand. Our interactive tool provides academic program dashboards displaying current market demand and financial contributions. If you are interested in learning, please contact your BKD advisor.

### ***Meeting the Increasing Challenges of Cybersecurity***

The increasing value of electronic protected health information (ePHI), payment card data and intellectual property (*e.g.*, trade secrets) is driving more organizations of all sizes to prepare for the potential of a cyberattack. Hackers and cyber-thieves have become adept at pilfering confidential information, using ransomware to extort money and leveraging social engineering techniques to trick employees into wiring funds.

As a first step to improving their cyber-readiness, companies need to perform a cybersecurity risk assessment to determine the current state of cybersecurity processes, controls and technology. This effort can determine how well the universities can prevent, detect and respond to cyber-attacks.

Key to the assessment process is choosing an appropriate framework against which the organization may be evaluated. In fact, two nationally recognized organizations have developed cybersecurity frameworks.

The National Institute of Standards and Technology (NIST) has developed a Cybersecurity Framework to assist organizations manage cybersecurity-related risk more effectively. The NIST Cybersecurity Framework provides a prioritized, flexible, repeatable and a cost-effective approach that can be used in any industry or organization.

Once the framework has been chosen, we recommend that management consider performing a cybersecurity risk assessment to gauge the overall readiness and maturity of existing controls and perform appropriate testing of the IT infrastructure and employee awareness.

### ***New Pronouncements***

#### ***GASB Statement No. 84, *Fiduciary Activities* (GASB 84)***

GASB 84 establishes criteria for identifying fiduciary activities. It presents separate criteria for evaluating component units, pension and other postemployment benefit arrangements and other fiduciary activities. The focus is on a government controlling the assets of the fiduciary activity and identification of the beneficiaries of those assets. Fiduciary activities are reported in one of four types of funds: pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds or custodial funds. Custodial funds are used to report fiduciary activities that are not held in a trust. The agency fund designation will no longer be used. GASB 84 also provides guidance on fiduciary fund statements and timing of recognition of a liability to beneficiaries.

GASB 84 is effective for financial statements for fiscal years beginning after December 15, 2019. Earlier application is encouraged.

## **Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases* (GASB 87)**

In June 2017, GASB published GASB 87. The standard was the result of a multi-year project to reexamine the accounting and financial reporting for leases. The new standard establishes a single model for lease accounting based on the principle that leases represent the financing of the right to use an underlying asset. Specifically, GASB 87 includes the following accounting guidance for lessees and lessors:

Lessee Accounting - A lessee will recognize a liability measured at the present value of payments expected to be made for the lease term, and an intangible asset measured at the amount of the initial lease liability, plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs. A lessee will reduce the liability as payments are made and recognize an outflow of resources for interest on the liability. The asset will be amortized by the lessee over the shorter of the lease term or the useful life of the asset.

Lessor Accounting - A lessor will recognize a receivable measured at the present value of the lease payments expected for the lease term and a deferred inflow of resources measured at the value of the lease receivable plus any payments received at or prior to the beginning of the lease that relate to future periods. The lessor will reduce the receivable as payments are received and recognize an inflow of resources from the deferred inflow of resources in a systematic and rational manner over the term of the lease. A lessor will not derecognize the asset underlying the lease. There is an exception for regulated leases for which certain criteria are met, such as airport-aeronautical agreements.

The lease term used to measure the asset or liability is based on the period in which the lessee has the noncancelable right to use the underlying asset. The lease term also contemplates any lease extension or termination option that is reasonably certain of being exercised.

GASB 87 does not apply to leases for intangible assets, biological assets (*i.e.*, timber and living plants and animals), service concession agreements or leases in which the underlying asset is financed with conduit debt that is reported by the lessor. Additionally, leases with a maximum possible term of 12 months or less are excluded.

The effective date is for fiscal years beginning after June 15, 2021. It is anticipated that leases would be recognized using the facts and circumstances in effect at the beginning of the period of implementation.

## **GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period* (GASB 89)**

GASB 89 requires that interest costs incurred before the end of a construction period be recognized as expenses in the period in which the costs are incurred. As a result, the interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

GASB 89 is effective for financial statements for fiscal years beginning after December 15, 2019. Earlier application is encouraged. GASB 89 will be applied prospectively to interest incurred after the date of adoption.

### **GASB Statement No. 91, *Conduit Debt Obligations* (GASB 91)**

GASB 91 establishes consistent recognition, measurement and disclosure between governments for conduit debt obligations. The guidance clarifies the existing definition of a conduit debt obligation, establishes a single method of reporting for issuers and enhances note disclosures.

GASB 91 is effective for reporting periods beginning after December 15, 2021.

### **GASB Statement No. 92, *Omnibus 2020* (GASB 92)**

GASB 92 addresses practice issues that have been identified during implementation and application of certain GASB statements. The statement addresses a variety of topics including issues related to leases, intra-entity transfers, fiduciary activities and fair value disclosures.

GASB 92 is effective for reporting periods based on individual topics discussed therein. Earlier application is encouraged and is permitted by individual topic to the extent that all requirements associated with an individual topic are implemented simultaneously.

### **GASB Statement No. 93, *Replacement of Interbank Offered Rates* (GASB 93)**

GASB 93 addresses the accounting and financial reporting implications that result from the replacement of an interbank offered rate (IBOR). As a result of global reference rate reform, LIBOR is expected to cease to exist in its current form at the end of 2021, prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates, by either changing the reference rate or adding or changing fallback provisions related to the reference rate.

GASB 93 is effective for reporting periods beginning after June 15, 2021. Earlier application is encouraged.

### **GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* (GASB 94)**

GASB 94 establishes the definitions of public-private and public-public partnership arrangements (PPPs) and availability payment arrangements (APAs). The statement also provides uniform guidance on accounting and financial reporting for transactions that meet those definitions.

GASB 94 is effective for reporting periods beginning after June 15, 2022. Earlier application is encouraged.

### **GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance* (GASB 95)**

In response to the challenges arising from COVID-19, on May 7, 2020, GASB approved GASB 95. GASB approved an 18-month postponement for GASB 87, *Leases*. All statements and implementation guides with a current effective date of reporting periods beginning after June 15, 2018, and later have a one-year postponement. This change is effective immediately. Early application is still encouraged. The effective dates on GASBs discussed above have already been adjusted to account for the postponements issued in GASB 95.



The new effective dates are listed below:

- Statement 83 – reporting periods beginning after June 15, 2019
- Statement 84 and Implementation Guide 2019-2 – reporting periods beginning after December 15, 2019
- Statement 87 and Implementation Guide 2019-3 – fiscal years beginning after June 15, 2021, and all reporting periods thereafter
- Statement 88 – reporting periods beginning after June 15, 2019
- Statement 89 – reporting periods beginning after December 15, 2020
- Statement 90 – reporting periods beginning after December 15, 2019
- Statement 91 – reporting periods beginning after December 15, 2021
- Statement 92, paragraphs 6 and 7 – fiscal years beginning after June 15, 2021
- Statement 92, paragraphs 8, 9, and 12 – reporting periods beginning after June 15, 2021
- Statement 92, paragraph 10 – government acquisitions occurring in reporting periods beginning after June 15, 2021
- Statement 93, paragraphs 13 and 14 – fiscal years beginning after June 15, 2021, and all reporting periods thereafter
- Implementation Guide 2017-3, Questions 4.484 and 4.491 – the first reporting period in which the measurement date of the (collective) net OPEB liability is on or after June 15, 2019
- Implementation Guide 2017-3, Questions 4.85, 4.103, 4.108, 4.109, 4.225, 4.239, 4.244, 4.245 and 5.1-5.4 – actuarial valuations as of December 15, 2018, or later
- Implementation Guide 2018-1 – reporting periods beginning after June 15, 2019
- Implementation Guide 2019-1 – reporting periods beginning after June 15, 2020

**GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (GASB 96)**

GASB 96 provides guidance on governments that are utilizing more cloud-based solutions for their information technology (IT) needs, and paying for the use of third-parties' IT software on a subscription basis. The accounting and financial reporting for what GASB refers to as subscription-based information technology arrangements (SBITAs) has been inconsistent because of a lack of authoritative guidance. The standard is effective for reporting periods after June 15, 2022, and all reporting periods thereafter, with early implementation encouraged. The statement would be applied retroactively, using the facts and circumstances that exist at the beginning of the fiscal year of implementation. Due to the COVID-19 pandemic, the effective date was delayed one year from that originally proposed.

***GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statement No. 14 and No. 84, and a supersession of GASB Statement No. 32 (GASB 97)***

GASB 97 amends guidance for determining financial accountability between the primary government and a potential component unit (PCU). The new guidance pertains to instances where the PCU does not have its own governing board and the primary government's board is effectively acting as the board of the PCU. In these instances, the primary government is considered to have the equivalent of the ability to appoint a voting majority of the PCU. However, this treatment would not apply to defined contribution pension/OPEB plans or defined contribution other employee benefit plans (such as IRC 457 plans). The requirements, as they relate to defined contribution pension/OPEB plans or other employee benefit plans, were effective upon issuance of GASB 97. For all other arrangements, the effective date is for fiscal periods beginning after June 15, 2021.

GASB 97 also amends the criterion that a financial benefit or burden relationship exists if the primary government is legally obligated or has otherwise assumed the responsibility to make contributions to a pension or OPEB plan. This criterion now only applies to contribution obligations to defined benefit pension or OPEB plans. This amended criterion was effective upon issuance of GASB 97.

\*\*\*\*\*

This communication is intended solely for the information and use of management and the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

*BKD, LLP*

Oakbrook Terrace, Illinois  
December 16, 2020



December 16, 2020

**BKD, LLP**  
Certified Public Accountants  
1901 S. Meyers Road, Suite 500  
Oakbrook Terrace, Illinois 60181

We are providing this letter in connection with your audits of our financial statements as of and for the years ended June 30, 2020 and 2019 and your audit of our compliance with requirements applicable to each of our major federal awards programs as of and for the year ended June 30, 2020. We confirm that we are responsible for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, operations and compliance, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our engagement letter dated May 6, 2020, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. We have reviewed and approved a draft of the financial statements and related notes referred to above, which you prepared in connection with your audit of our financial statements. We acknowledge that we are responsible for the fair presentation of the financial statements and related notes.



5. We have provided you with:
  - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.
  - (b) Additional information that you have requested from us for the purpose of the audit.
  - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - (d) All minutes of meetings of the governing body held through the date of this letter.
  - (e) All significant contracts and grants.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. We have informed you of all current risks of a material amount that are not adequately prevented or detected by entity procedures with respect to:
  - (a) Misappropriation of assets.
  - (b) Misrepresented or misstated assets, liabilities or net position.
8. We have no knowledge of any known or suspected:
  - (a) Fraudulent financial reporting or misappropriation of assets involving management or employees who have significant roles in internal control.
  - (b) Fraudulent financial reporting or misappropriation of assets involving others that could have a material effect on the financial statements.
9. We have no knowledge of any allegations of fraud or suspected fraud affecting the College received in communications from employees, customers, regulators, suppliers or others.
10. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America. We understand that the term related party refers to an affiliate; management,



and members of their immediate families, component units; and any other party with which the entity may deal if it can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with us.

11. Except as reflected in the financial statements, there are no:
  - (a) Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
  - (b) Material transactions omitted or improperly recorded in the financial statements.
  - (c) Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
  - (d) Events occurring subsequent to the balance sheet date through the date of this letter requiring adjustment or disclosure in the financial statements.
  - (e) Agreements to purchase assets previously sold.
  - (f) Restrictions on cash balances or compensating balance agreements.
  - (g) Guarantees, whether written or oral, under which the College is contingently liable.
12. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
13. We have no reason to believe the College owes any penalties or payments under the Employer Shared Responsibility Provisions of the Patient Protection and Affordable Care Act nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.
14. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.



15. Adequate provisions and allowances have been accrued for any material losses from:
  - (a) Uncollectible receivables.
  - (b) Reducing obsolete or excess inventories to estimated net realizable value.
  - (c) Sales commitments, including those unable to be fulfilled.
  - (d) Purchase commitments in excess of normal requirements or above prevailing market prices.
16. Except as disclosed in the financial statements, we have:
  - (a) Satisfactory title to all recorded assets, and they are not subject to any liens, pledges or other encumbrances.
  - (b) Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.
17. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.
18. With regard to deposit and investment activities:
  - (a) All deposit, repurchase and reverse repurchase agreements and investment transactions have been made in accordance with legal and contractual requirements.
  - (b) Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
  - (c) We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.



19. With respect to any nonattest services you have provided us during the year, including assistance in the preparation of the financial statements:
  - (a) We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
  - (b) We have established and monitored the performance of the nonattest services to ensure that they meet our objectives.
  - (c) We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
  - (d) We have evaluated the adequacy of the services performed and any findings that resulted.
20. We acknowledge that we are responsible for compliance with applicable laws, regulations and provisions of contracts and grant agreements.
21. We have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
22. We have identified and disclosed to you any violations or possible violations of laws, regulations and provisions of contracts and grant agreements whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
23. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts or violations of provisions of contracts or grant agreements that you or other auditors report.
24. We have a process to track the status of audit findings and recommendations.
25. We have identified to you any previous financial audits, attestation engagements, performance audits or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements or other studies.
26. With regard to federal awards programs:
  - (a) We have identified in the schedule of expenditures of federal awards all assistance provided (either directly or passed through other entities) by federal agencies in the form of grants, contracts, loans,





loan guarantees, property, cooperative agreements, interest subsidies, commodities, insurance, direct appropriations or in any other form.

- (b) We have identified the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* regarding activities allowed or unallowed; allowable costs/cost principles; cash management; eligibility; equipment and real property management; matching, level of effort, earmarking; period of performance of federal funds; procurement and suspension and debarment; program income; reporting; subrecipient monitoring; and special tests and provisions that are applicable to each of our federal awards programs. We have identified to you our interpretation of any applicable compliance requirements subject to varying interpretations.
- (c) We are responsible for complying, and have complied, with the requirements of Uniform Guidance.
- (d) We are responsible to understand and comply with the requirements of federal statutes, regulations and the terms and conditions of federal awards related to each of our federal awards programs and have disclosed to you any and all instances of noncompliance with those requirements occurring during the period of your audit or subsequent thereto to the date of this letter of which we are aware. Except for any instances of noncompliance we have disclosed to you, we believe the College has complied with all applicable compliance requirements.
- (e) We are responsible for establishing and maintaining effective internal control over compliance to provide reasonable assurance we have administered each of our federal awards programs in compliance with federal statutes, regulations and the terms and conditions of the federal awards.
- (f) We have made available to you all federal awards (including amendments, if any) and any other correspondence or documentation relevant to each of our federal awards programs and to our compliance with applicable requirements of those programs.
- (g) The information presented in federal awards program financial reports and claims for advances and reimbursements is supported by the books and records from which our financial statements have been prepared.
- (h) The costs charged to federal awards are in accordance with applicable cost principles.
- (i) The reports provided to you related to federal awards programs are true copies of reports submitted or electronically transmitted to the federal awarding agency, the applicable payment system or pass-through entity in the case of a subrecipient.
- (j) Amounts claimed or used for matching were determined in accordance with Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) regarding cost principles.





- (k) We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the applicable compliance requirements for each of our federal awards programs, including any communications received from the end of the period of your audit through the date of this letter.
  - (l) We have identified to you any previous compliance audits, attestation engagements and internal or external monitoring related to the objectives of your compliance audit, including findings received and corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements or other monitoring.
  - (m) The summary schedule of prior audit findings correctly states the status of all audit findings of the prior audit's schedule of findings and questioned costs and any uncorrected open findings included in the prior audit's summary schedule of prior audit findings as of the date of this letter.
  - (n) The reporting package does not contain any protected personally identifiable information.
27. The financial statements disclose all significant estimates and material concentrations known to us. Significant estimates are estimates at the balance sheet date which could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur which would significantly disrupt normal finances within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
28. The fair values of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.
29. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis, pension and other postemployment benefit information, has been prepared and is measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.



30. With regard to supplementary information:

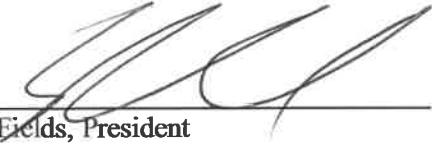
- (a) We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
- (b) We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
- (c) The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
- (d) We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
- (e) If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.

31. The special report required by the Illinois Community College Board (ICCB), consisting of Uniform Financial Statements, Certificate of Chargeback Reimbursement, Balance Sheet, Statement of Revenues, Expenditures, and Changes in Program Balances for State Audits Education and Family Literacy Grant Programs and Schedule of Enrollment Data, has been prepared and is measured and presented in conformity with the application ICCB guidelines, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions, and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or preparation of the information are reasonable and appropriate. There has been no change from the preceding period in methods of measurement and presentation.

32. We acknowledge the current protracted economic decline continues to present difficult circumstances and challenges for the governmental industry. Governmental entities are facing declines in the fair values of investments and other assets, declines in the volume of business, constraints on liquidity and difficulty obtaining financing. We understand the values of the assets and liabilities recorded in the financial statements could change rapidly, resulting in material future adjustments to asset values, allowances for accounts and notes receivable, etc. that could negatively impact the College's ability to meet debt covenants or maintain sufficient liquidity. We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the College's financial statements. Further, management and the Board are solely responsible for all aspects of managing the College, including questioning the quality and valuation of investments, and other assets, reviewing allowances for uncollectible amounts and evaluating capital needs and liquidity plans.



3801 South Central Avenue - Cicero, IL 60804

  
Dr. Stanley Fields, President

 12/16/20  
Mireya Perez, Chief Financial Officer/Treasurer



# MORTON COLLEGE

**District 527 | Cicero, Illinois**

## Comprehensive Annual Financial Report

**Fiscal Year Ended  
June 30, 2020 and 2019**



**MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NUMBER 527  
CICERO, ILLINOIS**

**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**FISCAL YEARS ENDED  
JUNE 30, 2020 AND 2019**

**Prepared by the Business Office**

**Morton College, Community College District 527**  
**Comprehensive Annual Financial Report**  
**June 30, 2020 and 2019**

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# INTRODUCTORY SECTION

**Comprehensive  
Annual Financial Report**

**Fiscal Year Ended  
June 30, 2020 and 2019**



## **Introductory Section**



December 16, 2020

To Members of the Board of Trustees of Morton College,  
Community College District No. 527:

The Comprehensive Annual Financial Report ("CAFR") of Morton College, ("the College"), Community College District No. 527, County of Cook, State of Illinois, for the fiscal year ended June 30, 2020, is hereby submitted. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rest with management of the College. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and changes in financial position of the College. All disclosures necessary to enable the reader to gain an understanding of the College's financial activities in relation to its mission have been included.

## **FINANCIAL STATEMENTS**

This letter of transmittal should be read in conjunction with the accompanying *Management's Discussion and Analysis*, which focuses on current activities, accounting changes, and currently known facts.

## **VISION, MISSION AND GOALS**

### ***The District's Vision Statement:***

Our Vision is to be the leader among 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.

### ***The District's Mission Statement:***

As a comprehensive Community College, recognized by the Illinois Community College Board ("ICCB"), 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 following strategic goals define the framework within the District's annual operating and capital budgets are formulated and considered for the next three to five years.

1. Make student success the core work of Morton College
2. Strengthen Efficiencies in Operations
3. Develop new academic programs and revitalize existing programs
4. Promote economic and community vitality through dynamic partnerships
5. Maximize the teaching and learning experience through innovative and leading edge facilities
6. Increase giving and financial strength through improved development operations

## 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.”

## GENERAL

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 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 incurred.

## ECONOMIC CONDITION AND OUTLOOK

The following table illustrates enrollments over the last five years:

| PROGRAM TYPE        | Student Enrollment Headcount |              |              |              |              |
|---------------------|------------------------------|--------------|--------------|--------------|--------------|
|                     | Fiscal Year                  |              |              |              |              |
|                     | <u>Fiscal Year</u>           |              |              |              |              |
|                     | <u>2020</u>                  | <u>2019</u>  | <u>2018</u>  | <u>2017</u>  | <u>2016</u>  |
| Transfer Program    | 2,057                        | 2,147        | 2,083        | 1,957        | 1,894        |
| Career Programs     | 1,645                        | 1,848        | 1,949        | 2,023        | 1,989        |
| Liberal Studies     | 889                          | 775          | 545          | 538          | 532          |
| Course Enrollees    | 944                          | 921          | 583          | 966          | 930          |
| Adult Education/ESL | <u>1,191</u>                 | <u>1,260</u> | <u>1,094</u> | <u>1,164</u> | <u>1,597</u> |
| Total               | <u>6,726</u>                 | <u>6,951</u> | <u>6,254</u> | <u>6,648</u> | <u>6,942</u> |
|                     |                              |              |              |              |              |
| Total FTE           | <u>2,620</u>                 | <u>2,749</u> | <u>2,673</u> | <u>2,716</u> | <u>2,996</u> |

## FINANCIAL INFORMATION

Internal Controls. Management of the College is responsible for establishing and maintaining internal controls designed to protect the assets of the College, prevent loss from theft or misuse and to provide adequate accounting data to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. Internal controls are designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Budgetary Controls. The objective of the College budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the College’s Board of Trustees.

Activities of the following fund groups and individual funds are included in the annual budget. These funds are required for ICCB reporting purpose only.

| <u>FUND GROUP</u>    | <u>FUND</u>  |
|----------------------|--|
| Current Unrestricted | Education<br>Operating and Maintenance<br>Auxiliary / Enterprise                     |
| Current Restricted   | Restricted Purpose<br>Working Cash<br>Liability, Protection, and Settlement<br>Audit |
| Plant and Other      | Bond and Interest<br>Investment in Plant<br>Operating and Maintenance (Restricted)   |

The level of budgetary control (that is, the level at which expenditures cannot exceed the appropriated amount) is established for each individual fund of the College. The College also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Encumbered amounts lapse at the end of each fiscal year.

As demonstrated by the statements included in the financial section of this report, the College meets its responsibility for sound financial management.

Property Taxes. The following table illustrates the College's final property tax levy rates over the last five years:

Levy Rates (Per \$100 of assessed valuations):

| Property Tax Year                           |               | <u>2019</u>   | <u>2018</u>   | <u>2017</u>   | <u>2016</u>   | <u>2015</u>   |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Assessed valuation (in millions)            |               | <u>1,640</u>  | <u>1,661</u>  | <u>1,721</u>  | <u>1,442</u>  | <u>1,393</u>  |
|   | Legal Limit   |               |               |               |               |               |
| <b>Tax Rates</b>                            |               |               |               |               |               |               |
| Education Fund                              | 0.7500        | 0.4596        | 0.4426        | 0.4168        | 0.4860        | 0.4999        |
| Operation and Maintenance Fund              | 0.1000        | 0.0900        | 0.0875        | 0.0815        | 0.0926        | 0.1000        |
| Operation and Maintenance Fund (restricted) | 0.0500        |               |               |               |               |               |
| Bond and interest                           | -             | 0.0414        | 0.0368        | 0.0354        | 0.0448        | 0.0463        |
| Life Safety Fund                            | 0.1000        |               |               |               |               |               |
| Liability Insurance Fund                    | -             | 0.0347        | 0.0337        | 0.0317        | 0.0370        | 0.0373        |
| Social Security Fund                        | -             | 0.0143        | 0.0138        | 0.0130        | 0.0150        | 0.0149        |
| Audit Fund                                  | <u>0.0050</u> | <u>0.0044</u> | <u>0.0042</u> | <u>0.0039</u> | <u>0.0046</u> | <u>0.0048</u> |
| Total                                       | <u>1.0050</u> | <u>0.6444</u> | <u>0.6186</u> | <u>0.5823</u> | <u>0.6800</u> | <u>0.7032</u> |

The assessed value of taxable property for 2019, for taxes collectible in 2020, is \$1,640,547,923.

The College's average collection rate over the past five years, including collection of back taxes, has been approximately 98.0%, as Cook County extends the College's levies up to 103.0% depending on the tax cap limitation.

## PROSPECTS FOR THE FUTURE

The College's financial outlook for the future continues to be stable. As illustrated in an earlier table, the College's student and adult education enrollment for 2020 did have a 3% decrease in student headcount and a 5% decrease in full-time equivalent compared to 2019. We do expect a decrease in enrollment for FY2021 due to the Coronavirus (COVID-19) pandemic.

The College implemented GASB 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This liability reflects the College's proportionate share of the estimated amount of the unfunded actuarial accrued liability of the College Insurance Program. As of June 30, 2020, a \$14.8M liability has been recorded in our financial statements.

Public Act 89-1 placed limitations on the annual growth of property tax collections of most local governments, including the College.

## DEBT ADMINISTRATION

The College had one General Obligation Bond during FY2020. As of June 30, 2020, \$8,335,000 was outstanding. See Note 5.

## OTHER INFORMATION

Awards. The Government Finance Officers Association of the United States and Canada ("GFOA") awarded a *Certificate of Achievement for Excellence in Financial Reporting* to the College for its comprehensive annual financial report for the fiscal year ended June 30, 2019. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial reports.

In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized CAFR whose contents conform to program standards. Such CAFR must satisfy both accounting principles generally accepted in the United States of America and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current report continues to conform to the Certificate of Achievement program requirements, and we are submitting it to the GFOA.

Independent Audit. State statutes require an annual audit by independent certified public auditors. The Morton College's Board of Trustees selected BKD, LLP as the College's auditors. The auditors' report on the financial statements and schedules is included in the financial section of the report.

Acknowledgements. The preparation of the CAFR was made possible by the dedicated service of the entire staff of the finance department. Each member of the department has our sincere appreciation for the contributions made in the preparation of this report.

Respectfully submitted,

/s/ Mireya Perez

Mireya Perez  
Chief Financial Officer

/s/ Dr. Stanley Fields

Dr. Stanley Fields  
President

# **Morton College, Community College District 527**

## **PRINCIPAL OFFICIALS**

June 30, 2020

## **BOARD OF TRUSTEES**

Frances F. Reitz, Chair  
Anthony Martinucci, Vice Chair  
Jose A. Collazo, Secretary  
Susan L. Banks, Trustee  
Joseph J. Belcaster, Trustee  
Susan K. Grazzini, Trustee  
Frank J. Aguilar, Trustee  
Vacant, Student Member

## **ADMINISTRATION**

Dr. Stanley Fields, President

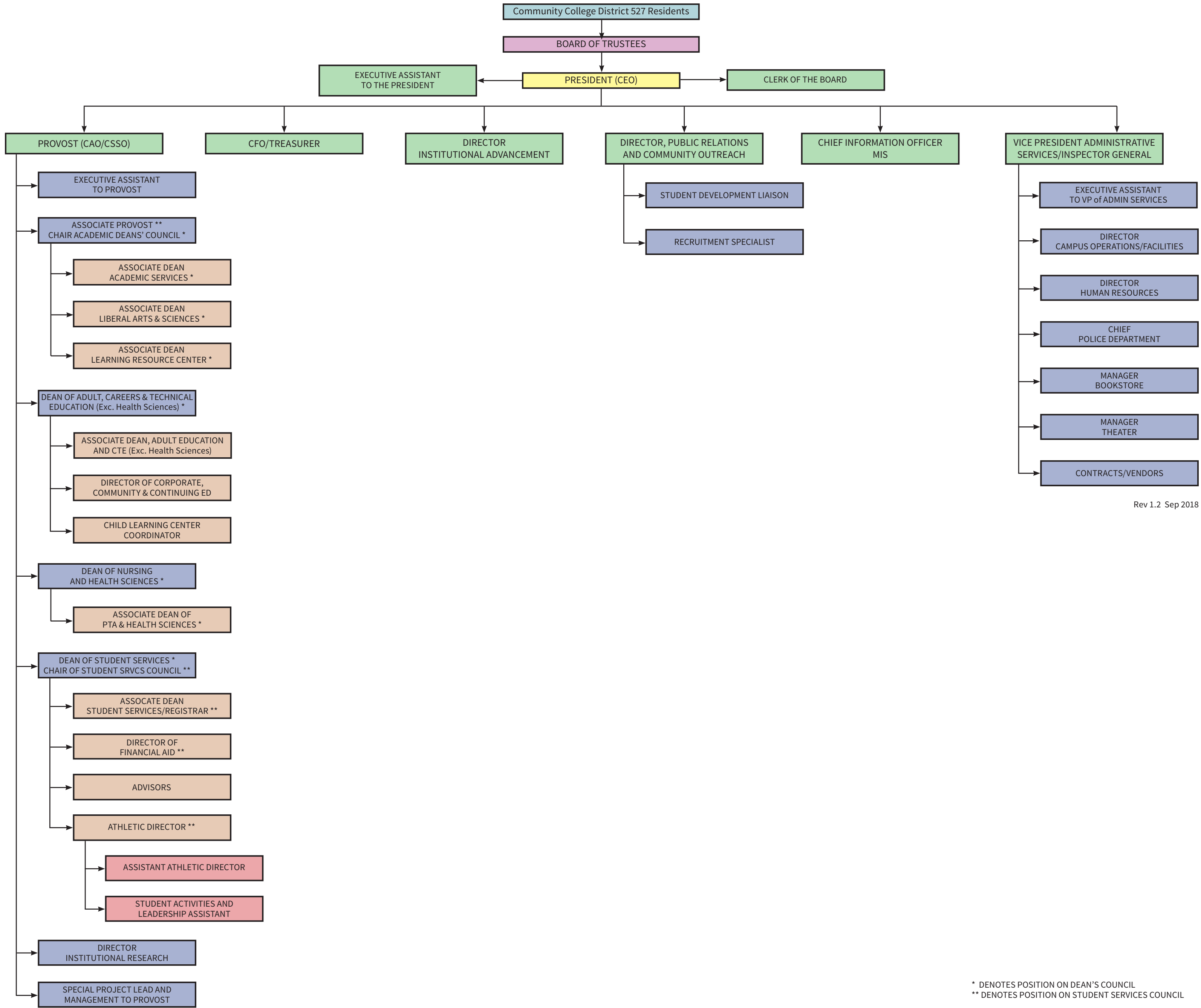
Dr. Keith McLaughlin – Provost  
Frank Marzullo – Vice President of Administrative Services  
Derek Shouba – Associate Provost

Mireya Perez, Chief Financial Officer/Treasurer

## **DEPARTMENT ISSUING REPORT**

Business Office

MORTON COLLEGE ORGANIZATIONAL CHART



Rev 1.2 Sep 2018

\* DENOTES POSITION ON DEAN'S COUNCIL  
\*\* DENOTES POSITION ON STUDENT SERVICES COUNCIL





Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Morton College - Illinois Community  
College District 527**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

June 30, 2019

*Christopher P. Morill*

Executive Director/CEO



# FINANCIAL SECTION

**Comprehensive  
Annual Financial Report**

**Fiscal Year Ended  
June 30, 2020 and 2019**

## **Financial Section**

## Independent Auditor's Report

Board of Trustees  
Morton College, Community College  
District No. 527  
Cicero, Illinois

### Report on the Financial Statements

We have audited the accompanying financial statements of Morton College, Community College District No. 527 (College), as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and in accordance with the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Morton College, Community College District No. 527 as of June 30, 2020 and 2019, and the respective changes in its financial position and cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension and other postemployment benefit information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise Morton College, Community College District No. 527's basic financial statements. The introductory section, statistical section and special reports section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The special reports section is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the special reports section is fairly stated, in all material respects, in relation to the basic financial statements as a whole. As discussed in the Special Reports Section – The Uniform Financial Statement Number 1, the beginning account balance at July 1, 2019, was restated to correct the Operation and Maintenance Fund and the adjustment for GAAP column. Our opinion was not modified with respect to this matter.

The introductory section and statistical section in the table of contents have not been subjected to the auditing procedures applied in the audits of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2020, on our consideration of Morton College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Morton College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Morton College's internal control over financial reporting and compliance.

*BKD, LLP*

Oakbrook Terrace, Illinois  
December 16, 2020

## **Management's Discussion and Analysis**

MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020 and 2019  
(UNAUDITED)

This section of Morton College's Financial Report presents Management's Discussion and Analysis of the College's financial activity during the fiscal years ended June 30, 2020 and June 30, 2019. Since this Management's Discussion and Analysis (MD&A) is designed to focus on current year's activities, resulting changes and currently known facts, it should be read in conjunction with the transmittal letter (pages i-iv), the College's basic financial statements (pages 10-13) and the footnotes (pages 14-42). Responsibility for the completeness and fairness of this information rests with the College.

### Using This Annual Report

The financial statements prepared under Governmental Accounting Standards Board (GASB) Statement No. 34 focus on the College as a whole. The College's basic financial statements (see pages 10-13) are designed to emulate corporate presentation models whereby all College activities are consolidated into one total column. The Statements of Net Position present information on all the College's assets and liabilities, with the difference between the two reported as net position. These statements combine and consolidate current and long-term financial resources and capital assets. The Statement of Revenues, Expenses and Changes in Net Position focus on both the gross costs and the net costs of College activities, which are supported mainly by property taxes, state and other revenues. This approach is intended to summarize and simplify the user's analysis of costs of various College services to students and the public.

**Financial Highlights**  
**Financial Analysis of the College as a Whole**  
**Net Position**  
**As of June 30, (In millions)**

|   | <u>2020</u>    | <u>2019</u>    | <u>Increase<br/>(Decrease)</u> | <u>2018</u>    | <u>Increase<br/>(Decrease)</u> |
|---|----------------|----------------|--------------------------------|----------------|--------------------------------|
| Current assets                            | \$ 30.0        | \$ 29.5        | \$ 0.5                         | \$ 31.5        | \$ (2.0)                       |
| Noncurrent assets:                        |                |                |                                |                |                                |
| Restricted cash and long-term investments | 4.4            | 9.1            | (4.7)                          | -              | 9.1                            |
| Capital assets, net of depreciation       | <u>28.2</u>    | <u>23.3</u>    | <u>4.9</u>                     | <u>23.7</u>    | <u>(0.4)</u>                   |
| Total assets                              | <u>62.6</u>    | <u>61.9</u>    | <u>0.7</u>                     | <u>55.2</u>    | <u>6.7</u>                     |
| Deferred outflows of resources            | <u>1.3</u>     | <u>0.9</u>     | <u>0.4</u>                     | <u>0.8</u>     | <u>0.1</u>                     |
| Current liabilities                       | 6.5            | 5.4            | 1.1                            | 5.8            | (0.4)                          |
| Noncurrent liabilities                    | <u>24.0</u>    | <u>23.7</u>    | <u>0.3</u>                     | <u>16.4</u>    | <u>7.3</u>                     |
| Total liabilities                         | <u>30.5</u>    | <u>29.1</u>    | <u>1.4</u>                     | <u>22.2</u>    | <u>6.9</u>                     |
| Deferred inflows of resources             | <u>7.8</u>     | <u>6.8</u>     | <u>1.0</u>                     | <u>6.4</u>     | <u>0.4</u>                     |
| Net position:                             |                |                |                                |                |                                |
| Investment in capital assets              | 21.6           | 22.7           | (1.1)                          | 20.5           | 2.2                            |
| Restricted                                | 7.4            | 14.0           | (6.6)                          | 12.7           | 1.3                            |
| Unrestricted                              | <u>(3.4)</u>   | <u>(9.8)</u>   | <u>6.4</u>                     | <u>(5.8)</u>   | <u>(4.0)</u>                   |
| Total net position                        | <u>\$ 25.6</u> | <u>\$ 26.9</u> | <u>\$ (1.3)</u>                | <u>\$ 27.4</u> | <u>\$ (0.5)</u>                |

This schedule was prepared from the College's Statement of Net Position (page 10-11), which is presented on an accrual basis of accounting.



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020 and 2019  
(UNAUDITED)

**2020**

Total net position, at June 30, 2020, decreased by \$1.3M compared to fiscal year 2019 bringing it to \$25.6M. The decrease is primarily due to the increase in the net other postemployment benefit liability of \$14,808,702, which increased by \$0.7M from the prior year. The following are key changes by fund: an increase in Academic Support for \$0.5M, increase in Student Services for \$0.4M, increase in Institutional Support of \$1.0M, increase in Operations and Maintenance of Plant of \$2.9M, a decrease in Instruction of \$1.3M and an increase in Scholarship and Fellowship of \$0.7M.

**2019**

Total net position, at June 30, 2019, decreased by \$0.5M compared to fiscal year 2018 bringing it to \$26.9M. The decrease is primarily due to the increase in the net other postemployment benefit liability of \$14,121,970, which increased by \$0.6M from the prior year. The following are key changes by fund: an increase in Academic Support for \$0.3M, and increase in Operations and Maintenance of Plant of \$0.8M, a decrease in Auxiliary enterprise of \$1.1M and an increase in Scholarship and Fellowship of \$0.7M.

The change in net position is explained on page 8 after the Analysis of Net Position schedule.

**Operating Results**  
**For the Years Ended June 30, (In millions)**

|                                     | <b>2020</b> | <b>2019</b> | <b>Increase<br/>(Decrease)</b> | <b>2018</b> | <b>Increase<br/>(Decrease)</b> |
|-------------------------------------|-------------|-------------|--------------------------------|-------------|--------------------------------|
| Operating revenues:                 |             |             |                                |             |                                |
| Tuition and fees                    | \$ 11.9     | \$ 11.3     | \$ 0.6                         | \$ 10.6     | \$ 0.7                         |
| Scholarship allowance               | (5.5)       | (5.1)       | (0.4)                          | (5.6)       | 0.5                            |
| Auxiliary and other                 | -           | 0.1         | (0.1)                          | 1           | (1.1)                          |
| Total                               | 6.4         | 6.3         | 0.1                            | 6.2         | 0.1                            |
| Less operating expenses             | 50.7        | 46.2        | 4.5                            | 45.5        | 0.7                            |
| Net operating loss                  | (44.3)      | (39.9)      | (4.4)                          | (39.3)      | (0.6)                          |
| Nonoperating revenues and expenses: |             |             |                                |             |                                |
| Property taxes                      | 9.8         | 9.8         | -                              | 10.0        | (0.2)                          |
| State grants and contracts          | 23.6        | 20.9        | 2.7                            | 19.9        | 1.0                            |
| Federal grants and contracts        | 9.6         | 8.6         | 1.0                            | 9.4         | (0.8)                          |
| Investment income                   | 0.3         | 0.5         | (0.2)                          | 0.3         | 0.2                            |
| Interest expense                    | (0.30)      | (0.4)       | 0.10                           | (0.20)      | (0.20)                         |
| Total                               | 43          | 39          | 3.6                            | 39.4        | -                              |
| Increase (decrease) in net position | (1.3)       | (0.5)       | (0.8)                          | 0.1         | (0.6)                          |
| Net position, beginning of year     | 26.9        | 27.4        | (0.5)                          | 27.3        | 0.1                            |
| Net position, end of year           | 25.6        | 26.9        | (1.3)                          | 27.4        | (0.5)                          |
| Total revenues                      | \$ 49.7     | \$ 46.1     | \$ 3.6                         | \$ 45.8     | \$ 0.3                         |
| Total expenses                      | \$ 51.0     | \$ 46.6     | \$ 4.4                         | \$ 45.7     | \$ 0.9                         |

MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020 and 2019  
(UNAUDITED)

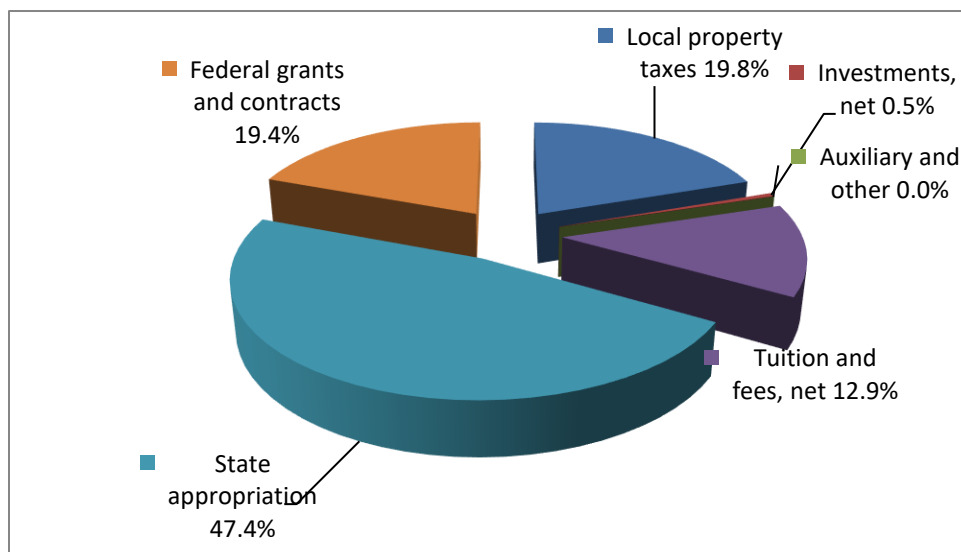
**2020**

Net operating loss, for the twelve months ended June 30, 2020, increased to \$44.3M from \$39.9M in 2019 mainly due to an increase in Academic Support for \$0.5M, increase in Student Services for \$0.4M, increase in Institutional Support of \$1.0M, increase in Operations and Maintenance of Plant of \$2.9M, a decrease in Instruction of \$1.3M and an increase in Scholarship and Fellowship of \$0.7M.

**2019**

Net operating loss, for the twelve months ended June 30, 2019, increased to \$39.9M from \$39.3M in 2018 mainly due to an increase in Academic Support of \$0.3M, and increase in Operations and Maintenance of Plant of \$0.8M, a decrease in Auxiliary enterprise of \$1.1M and an increase in Scholarship and Fellowship of \$0.7M.

**Revenues by Source (2020):**



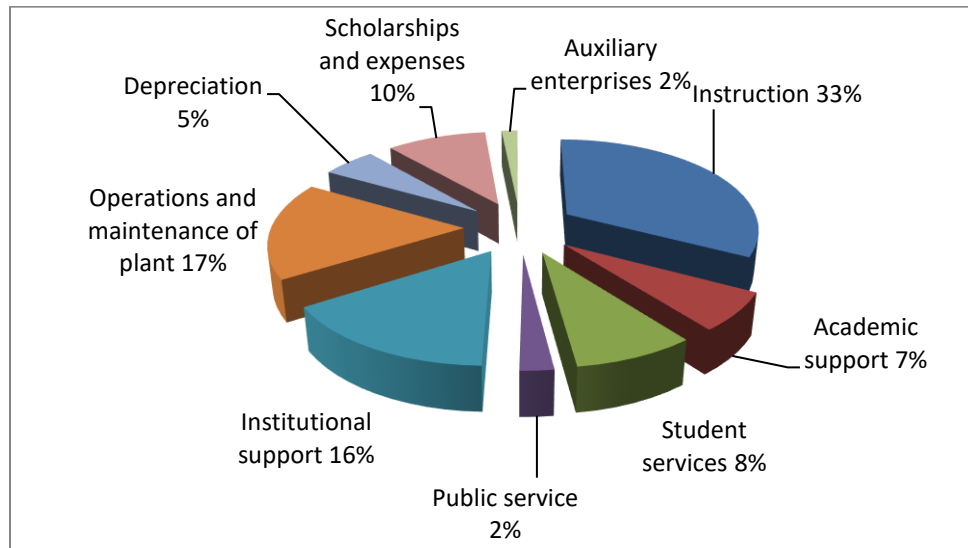
**Operating Expenses  
For the Years Ended June 30,  
(In millions)**

|                                     | 2020           | 2019           | Increase<br>(Decrease) | 2018           | Increase<br>(Decrease) |
|-------------------------------------|----------------|----------------|------------------------|----------------|------------------------|
| Instruction                         | \$ 16.6        | \$ 17.9        | \$ (1.3)               | \$ 18.0        | \$ (0.1)               |
| Academic support                    | 3.4            | 2.9            | 0.5                    | 2.6            | 0.3                    |
| Student services                    | 4.3            | 3.9            | 0.4                    | 3.7            | 0.2                    |
| Public service                      | 1.2            | 1.2            | -                      | 1.4            | (0.2)                  |
| Institutional support               | 8.0            | 7.0            | 1.0                    | 7.0            | -                      |
| Operations and maintenance of plant | 8.7            | 5.8            | 2.9                    | 5.1            | 0.7                    |
| Depreciation                        | 2.7            | 2.1            | 0.6                    | 2.0            | 0.1                    |
| Scholarships and fellowships        | 5.0            | 4.3            | 0.7                    | 3.6            | 0.7                    |
| Auxiliary enterprises               | 0.8            | 1.1            | (0.3)                  | 2.1            | (1.0)                  |
| Total                               | <u>\$ 50.7</u> | <u>\$ 46.2</u> | <u>\$ 4.5</u>          | <u>\$ 45.5</u> | <u>\$ 0.7</u>          |

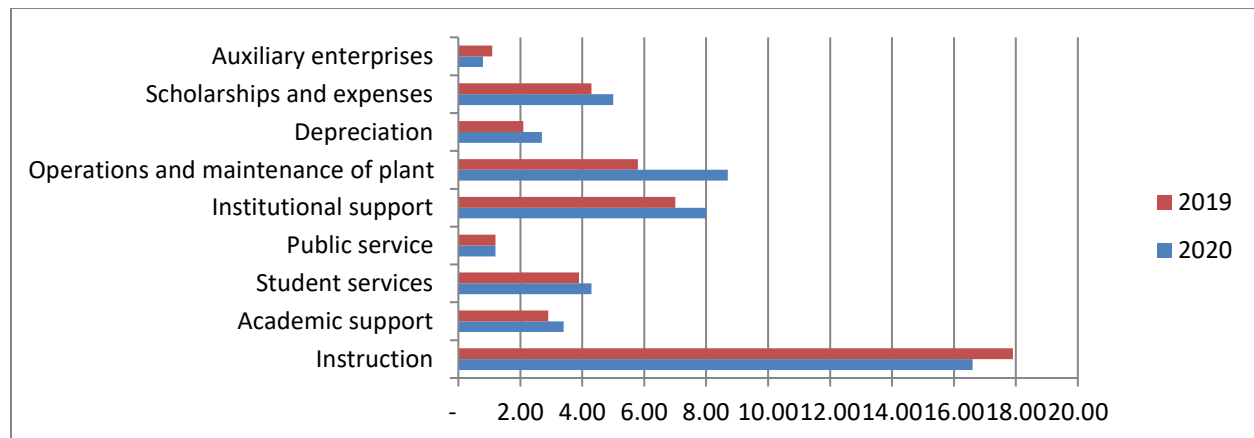
MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020 and 2019  
(UNAUDITED)

The following is a graphic illustration of operating expenses:

**Operating Expenses by Function (2020):**



**Comparison of Operating Expenses Fiscal Years 2020 and 2019 (in millions):**



**2020**

Total operating expenses increased to \$50.7M from \$46.2M mainly due to the following: an increase in Academic Support for \$0.5M, increase in Student Services for \$0.4M, increase in Institutional Support of \$1.0M, increase in Operations and Maintenance of Plant of \$2.9M, a decrease in Instruction of \$1.3M and an increase in Scholarship and Fellowship of \$0.7M.

**2019**

Total operating expenses increased to \$46.2M from \$45.5M mainly due to the following: an increase in Academic Support for \$0.3M, and increase in Operations and Maintenance of Plant of \$0.8M, a decrease in Auxiliary enterprise of \$1.1M and an increase in Scholarship and Fellowship of \$0.7M.

MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020 and 2019  
(UNAUDITED)

**Analysis of Net Position  
June 30,  
(In millions)**

|                                       | <b>2020</b>    | <b>2019</b>    | <b>Increase<br/>(Decrease)</b> | <b>2018</b>    | <b>Increase<br/>(Decrease)</b> |
|---------------------------------------|----------------|----------------|--------------------------------|----------------|--------------------------------|
| Net position:                         |                |                |                                |                |                                |
| Net investment in capital assets      | \$ 21.6        | \$ 22.7        | \$ (1.1)                       | \$ 20.5        | \$ 2.2                         |
| Restricted expendable                 | 7.4            | 14.0           | (6.6)                          | 12.7           | 1.3                            |
| Unrestricted (restated - See Note 11) | (3.4)          | (9.8)          | 6.4                            | (5.8)          | (4.0)                          |
| Net capital assets                    | <u>\$ 25.6</u> | <u>\$ 26.9</u> | <u>\$ (1.3)</u>                | <u>\$ 27.4</u> | <u>\$ (0.5)</u>                |

**2020**

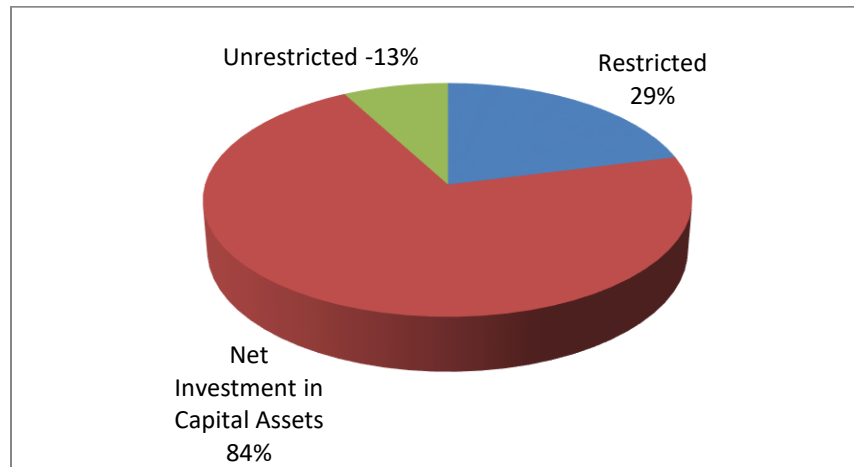
Total net position, at June 30, 2020 decreased by \$1.3M compared to fiscal year 2019 due to the increase in the net other postemployment benefit liability of \$0.7M.

**2019**

Total net position, at June 30, 2019 decreased by \$0.5M compared to fiscal year 2018 due to the implementation of GASB 75, which resulted in a net other postemployment benefit liability increase of \$0.6M.

The following is a graphic illustration of net position.

**Net Position  
June 30, 2020**



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2020 and 2019  
(UNAUDITED)

**Analysis of Capital Assets**  
**June 30, (In millions)**

|                                | <b>2020</b>    | <b>2019</b>    | <b>Increase<br/>(Decrease)</b> | <b>2018</b>    | <b>Increase<br/>(Decrease)</b> |
|--------------------------------|----------------|----------------|--------------------------------|----------------|--------------------------------|
| Capital assets:                |                |                |                                |                |                                |
| Land improvements              | \$ 2.6         | \$ 2.6         | \$ -                           | \$ 2.6         | \$ -                           |
| Construction in progress       | 3.6            | 0.7            | 2.9                            | 0.2            | 0.5                            |
| Building                       | 40.4           | 36.0           | 4.4                            | 35.4           | 0.6                            |
| Equipment                      | <u>8.7</u>     | <u>8.4</u>     | <u>0.3</u>                     | <u>7.9</u>     | <u>0.5</u>                     |
| Total                          | 55.3           | 47.7           | 7.6                            | 46.1           | 1.6                            |
| Less: accumulated depreciation | <u>(27.1)</u>  | <u>(24.4)</u>  | <u>(2.7)</u>                   | <u>(22.4)</u>  | <u>(2.0)</u>                   |
| Net capital assets             | <u>\$ 28.2</u> | <u>\$ 23.3</u> | <u>\$ 4.9</u>                  | <u>\$ 23.7</u> | <u>\$ (0.4)</u>                |

**2020**

Net capital asset decrease of \$4.9M mainly relates to the \$4.4M in Building and \$2.7M net increase in accumulated depreciation offset by \$2.9M increase in Construction in progress. For more detail information on capital asset activity, please see Note 4.

**2019**

Net capital asset decrease of \$0.4M mainly relates to the \$2.0M net increase in accumulated depreciation offset by \$1.6M increase in Construction in progress, Building and Equipment. For more detail information on capital asset activity, please see Note 4.

**Long Term Debt**  
**June 30,**  
**(In millions)**

|  | <b>2020</b>    | <b>2019</b>    | <b>Increase<br/>(Decrease)</b> | <b>2018</b>    | <b>Increase<br/>(Decrease)</b> |
|--|----------------|----------------|--------------------------------|----------------|--------------------------------|
| Long-term debt:                            |                |                |                                |                |                                |
| General obligations                        | \$ 9.3         | \$ 9.3         | \$ -                           | \$ 3.2         | \$ 6.1                         |
| Notes from direct borrowing and placements | 0.2            | 0.2            | -                              | 0.1            | 0.1                            |
| Net other postemployment benefit liability | <u>14.8</u>    | <u>14.1</u>    | <u>0.7</u>                     | <u>13.5</u>    | <u>0.6</u>                     |
| Total                                      | <u>\$ 24.3</u> | <u>\$ 23.6</u> | <u>\$ 0.7</u>                  | <u>\$ 16.8</u> | <u>\$ 6.8</u>                  |

**2020**

The \$0.7M increase in long-term debt is due to \$0.7M increase in net other postemployment benefit liabilities, which was recorded as part of the implementation of GASB 75 in fiscal year 2018 (see Note 8). For more detail information on long-term debt activity please see Note 5.

**2019**

The \$6.8M increase in long-term debt is due to the \$6.1M increase in general obligations and a \$0.6M increase in net other postemployment benefit liabilities, which was recorded as part of the implementation of GASB 75 in fiscal year 2018 (see Note 11). For more detail information on long-term debt activity please see Note 5.

**Other Factors**

We are currently undergoing a pandemic, Coronavirus (COVID-19). The pandemic did not have a huge impact on our financial statements ending fiscal year 2020, but will have a significant impact in enrollment in fiscal year 2021.

## **Basic Financial Statements**

**Morton College, Community College District No. 527**  
**Statements of Net Position**  
**June 30, 2020 and 2019**

**Assets**

|   | <b>2020</b>   | <b>2019</b>   |
|---|---------------|---------------|
| <b>Current Assets</b>   |               |               |
| Cash and cash equivalents   | \$ 19,890,967 | \$ 21,241,942 |
| Receivables, net  |               |               |
| Property taxes and corporate personal property replacement taxes, net allowances of \$871,186 in 2020 and \$892,503 in 2019, respectively | 4,759,379     | 4,430,879     |
| Government claims   | 1,980,975     | 889,685       |
| Tuition and fees, net of allowances for doubtful accounts of \$5,044,649 in 2020 and \$5,132,399 in 2019                                  | 2,384,511     | 2,494,125     |
| Other   | 185,568       | 326,676       |
| Investments   | 500,000       | -             |
| Prepaid expenses and other current assets   | 253,209       | 123,869       |
|   | <hr/>         | <hr/>         |
| Total current assets  | 29,954,609    | 29,507,176    |
|   | <hr/>         | <hr/>         |
| <b>Noncurrent Assets</b>  |               |               |
| Restricted cash and cash equivalents  | 4,457,055     | 9,112,867     |
| Long-term investments   | -             | 733           |
| Capital assets, net of accumulated depreciation, where applicable   | 28,170,468    | 23,296,518    |
|   | <hr/>         | <hr/>         |
| Total noncurrent assets   | 32,627,523    | 32,410,118    |
|   | <hr/>         | <hr/>         |
| Total assets  | 62,582,132    | 61,917,294    |
|   | <hr/>         | <hr/>         |

**Deferred Outflows of Resources**

|                               |           |         |
|-------------------------------|-----------|---------|
| Other postemployment benefits | <hr/>     | <hr/>   |
|                               | 1,350,380 | 919,331 |

(Cont.)

**Morton College, Community College District No. 527**  
**Statements of Net Position**  
**June 30, 2020 and 2019**

**Liabilities**

|  | <b>2020</b>       | <b>2019</b>       |
|--|-------------------|-------------------|
| <b>Current Liabilities</b>                       |                   |                   |
| Accounts payable                                 | \$ 1,310,438      | \$ 756,374        |
| Accrued salaries and vacation                    | 1,234,334         | 777,929           |
| Unearned revenue                                 |                   |                   |
| Tuition and fees                                 | 2,522,643         | 2,904,463         |
| Grants   | 249,054           | 149,427           |
| Other current liabilities                        | 398,511           | 365,819           |
| Long-term obligations - current                  |                   |                   |
| Current portion of capital lease payable         | 51,934            | 44,716            |
| Current portion of general obligation bonds      | 280,000           | -                 |
| Deposits held in custody for others              | 421,977           | 440,802           |
|  | <u>6,468,891</u>  | <u>5,439,530</u>  |
| <b>Total current liabilities</b>                 |                   |                   |
|  | <u>6,468,891</u>  | <u>5,439,530</u>  |
| <b>Noncurrent Liabilities</b>                    |                   |                   |
| Capital lease payable, net of current portion    | 156,304           | 173,022           |
| General obligation bonds, net of current portion | 9,060,262         | 9,371,438         |
| Net other postemployment benefit liabilities     | 14,808,702        | 14,121,970        |
|  | <u>24,025,268</u> | <u>23,666,430</u> |
| <b>Total noncurrent liabilities</b>              |                   |                   |
|  | <u>24,025,268</u> | <u>23,666,430</u> |
| <b>Total liabilities</b>                         | <u>30,494,159</u> | <u>29,105,960</u> |

**Deferred Inflows of Resources**

|  |                  |                  |
|--|------------------|------------------|
| Property taxes                             | 5,412,195        | 5,026,329        |
| Other postemployment benefits              | 2,417,911        | 1,799,652        |
|  | <u>7,830,106</u> | <u>6,825,981</u> |
| <b>Total deferred inflows of resources</b> |                  |                  |
|  | <u>7,830,106</u> | <u>6,825,981</u> |

**Net Position**

|                                  |                      |                      |
|----------------------------------|----------------------|----------------------|
| Net investment in capital assets | 21,602,244           | 22,674,183           |
| Restricted for                   |                      |                      |
| Capital projects                 | 5,658,557            | 1,559,071            |
| Working cash                     | -                    | 9,442,448            |
| Debt service                     | 77,289               | 1,447,845            |
| Specific purposes                | 1,701,251            | 1,618,288            |
| Unrestricted (deficit)           | (3,431,094)          | (9,837,151)          |
|                                  | <u>(3,431,094)</u>   | <u>(9,837,151)</u>   |
| <b>Total net position</b>        | <u>\$ 25,608,247</u> | <u>\$ 26,904,684</u> |



**Morton College, Community College District No. 527**  
**Statements of Revenue, Expenses and Changes in Net Position**  
**Years Ended June 30, 2020 and 2019**

|   | <u>2020</u>          | <u>2019</u>          |
|---|----------------------|----------------------|
| <b>Operating Revenues</b>   |                      |                      |
| Tuition and fees, net of scholarship allowances of<br>\$5,558,673 and \$5,154,470 for 2020 and 2019, respectively | \$ 6,392,476         | \$ 6,144,407         |
| Sales and services of auxiliary activities  | 53,378               | 108,327              |
| Total operating revenues  | <u>6,445,854</u>     | <u>6,252,734</u>     |
| <b>Operating Expenses</b>   |                      |                      |
| Instruction   | 16,652,880           | 17,949,000           |
| Academic support  | 3,359,257            | 2,940,227            |
| Student services  | 4,336,106            | 3,919,084            |
| Public service  | 1,272,212            | 1,189,860            |
| Auxiliary enterprises   | 810,214              | 1,071,096            |
| Operations and maintenance of plant   | 8,676,087            | 5,808,512            |
| Institutional support   | 7,976,278            | 6,898,008            |
| Scholarships and fellowships  | 4,976,378            | 4,347,856            |
| Depreciation  | 2,695,030            | 2,094,445            |
| Total operating expenses  | <u>50,754,442</u>    | <u>46,218,088</u>    |
| <b>Operating Loss</b>   | <u>(44,308,588)</u>  | <u>(39,965,354)</u>  |
| <b>Nonoperating Revenue (Expense)</b>   |                      |                      |
| Federal grants and contracts  | 9,621,196            | 8,568,350            |
| State grants and contracts  | 23,570,198           | 20,952,783           |
| Local grants and contracts  | -                    | 3,783                |
| Property taxes  | 9,844,059            | 9,861,485            |
| Interest expense on bonds   | (351,096)            | (439,285)            |
| Investment income   | 327,794              | 522,777              |
| Total nonoperating revenue  | <u>43,012,151</u>    | <u>39,469,893</u>    |
| <b>Decrease in Net Position</b>   | (1,296,437)          | (495,461)            |
| <b>Net Position, Beginning of Year</b>  | <u>26,904,684</u>    | <u>27,400,145</u>    |
| <b>Net Position, End of Year</b>  | <u>\$ 25,608,247</u> | <u>\$ 26,904,684</u> |

**Morton College, Community College District No. 527**  
**Statements of Cash Flows**  
**Years Ended June 30, 2020 and 2019**

|  | <b>2020</b>                   | <b>2019</b>                   |
|--|-------------------------------|-------------------------------|
| <b>Operating Activities</b>  |                               |                               |
| Tuition and fees   | \$ 6,120,270                  | \$ 6,179,481                  |
| Payments to suppliers  | (16,545,000)                  | (12,438,098)                  |
| Payments to employees  | (17,362,442)                  | (17,918,140)                  |
| Auxiliary enterprise charges, net  | 53,378                        | 108,327                       |
| Net cash used in operating activities  | <u>(27,733,794)</u>           | <u>(24,068,430)</u>           |
| <b>Noncapital Financing Activities</b>   |                               |                               |
| Local property taxes   | 9,901,425                     | 9,453,345                     |
| Grants and contracts   | 9,139,860                     | 8,555,630                     |
| State appropriations   | 10,817,947                    | 8,938,740                     |
| Net cash provided by noncapital financing activities                             | <u>29,859,232</u>             | <u>26,947,715</u>             |
| <b>Capital and Related Financing Activities</b>                                  |                               |                               |
| Purchase of capital assets   | (7,528,372)                   | (1,478,768)                   |
| Proceeds from issuance of capital debt   | -                             | 9,374,328                     |
| Payments on capital debt   | (81,284)                      | (3,196,063)                   |
| Interest paid on capital debt  | (351,096)                     | (439,285)                     |
| Net cash provided by (used in) capital and related financing activities          | <u>(7,960,752)</u>            | <u>4,260,212</u>              |
| <b>Investing Activities</b>  |                               |                               |
| Proceeds from sales and maturities of investments                                | (499,267)                     | (733)                         |
| Interest received on investments   | 327,794                       | 522,777                       |
| Net cash provided by (used in) investing activities                              | <u>(171,473)</u>              | <u>522,044</u>                |
| <b>Net Increase (Decrease) in Cash and Cash Equivalents</b>                      | (6,006,787)                   | 7,661,541                     |
| <b>Cash and Cash Equivalents, Beginning of Year</b>                              | <u>30,354,809</u>             | <u>22,693,268</u>             |
| <b>Cash and Cash Equivalents, End of Year</b>                                    | <u><u>\$ 24,348,022</u></u>   | <u><u>\$ 30,354,809</u></u>   |
| <b>Reconciliation of Operating Loss to Net Cash Used in Operating Activities</b> |                               |                               |
| Operating loss   | \$ (44,308,588)               | \$ (39,965,354)               |
| Adjustment to reconcile operating loss to net cash used in operating activities  |                               |                               |
| Depreciation   | 2,695,030                     | 2,094,445                     |
| State payment in kind for retirement   | 11,710,167                    | 11,176,883                    |
| State payment in kind for OPEB   | 672,865                       | 926,259                       |
| Deferred outflows of resources - other postemployment benefit                    | (431,049)                     | (203,697)                     |
| Deferred inflows of resources - other postemployment benefit                     | 618,259                       | 634,879                       |
| Net other postemployment benefit liability                                       | 686,732                       | 600,093                       |
| Changes in   |                               |                               |
| Tuition and fees receivable  | 109,614                       | 37,489                        |
| Inventories  | -                             | 534,427                       |
| Prepaid expenses   | (129,340)                     | 26,136                        |
| Accounts payable   | 554,064                       | 139,529                       |
| Accrued salaries and vacation  | 456,405                       | (13,527)                      |
| Unearned tuition and fees  | (381,820)                     | (2,415)                       |
| Other current liabilities  | 32,692                        | 139,336                       |
| Amounts held in custody for others   | (18,825)                      | (192,913)                     |
| Net cash used in operating activities  | <u><u>\$ (27,733,794)</u></u> | <u><u>\$ (24,068,430)</u></u> |
| <b>Noncash Capital and Related Financing Activities</b>                          |                               |                               |
| Capital lease acquisitions   | \$ 40,608                     | \$ 209,963                    |

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

#### **Note 1: Organization and Summary of Significant Accounting Policies**

Morton College, Community College District No. 527 is a separate taxing body created under the *Illinois Public Community College Act of 1965*, serving the towns of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. Established in 1924, it is the second oldest two-year college in Illinois providing baccalaureate-oriented, career-oriented and continuing education courses. The Board of Trustees, which is elected by residents of the District, is the College's governing body that establishes the policies and procedures by which the College is governed.

#### **Reporting Entity**

The accompanying financial statements include all entities for which the Board of Trustees of the College has financial accountability. In defining the financial reporting entity, the College has considered whether there are any potential component units. The decision whether to include a potential component unit in the reporting entity was made by applying the criteria set forth in Government Accounting Standards Board (GASB) Statement No. 39, *Determining Whether Certain Organizations are Component Units*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*. These statements amend Statement No. 14, *The Financial Reporting Entity*, to provide guidance to determine whether certain organizations for which the College is not financially accountable should be reported as a component unit based upon the nature and significance of the relationship with the College. Generally, it requires reporting as a component an organization that raises and holds significant economic resources for the direct benefit of a government unit. Based on the above criteria, the College does not have any significant component units.

#### **Basis of Accounting**

The College's financial statements have been prepared in accordance with generally accepted accounting principles as applicable to public colleges and universities outlined in GASB Statement No. 35 as well as those prescribed by the Illinois Community College Board (ICCB).

The College reports as a business-type activity, as defined by GASB Statement No. 35. Business-type activities are those that are financed in whole or in part by fees charged to external parties for goods or services.

#### **Accrual Basis**

The financial statements of the College have been prepared on the accrual basis of accounting, whereby revenue is recognized when earned and expenditures are recognized when the related liabilities are incurred and certain measurement and matching criteria are met.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

#### ***Investments***

Investments are reported at fair value, based upon quoted market prices. Changes in the carrying value of investments, resulting in unrealized gains or losses, are reported as a component of investment income in the statement of revenues, expenses and changes in net position. The Illinois Funds is an external investment pool administered by the Illinois State Treasurer. The fair value of the College's investment in the fund is the same as the value of the pool shares.

#### ***Capital Assets***

Capital assets are reported at cost at the date of acquisition or their estimated acquisition value at the date of donation. For movable property, the College's capitalization policy includes all items with a unit cost of \$5,000 or more. Renovations to buildings and land improvements that exceed \$50,000 and significantly increase the value or extend the useful life of the structure are capitalized.

Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. Capital assets are depreciated using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings and 5 years for equipment.

#### ***Noncurrent Liabilities***

Noncurrent liabilities include principal amounts of general obligation bonds and capital leases with contractual maturities greater than one year.

#### ***Unearned Tuition and Fee Revenue***

Tuition and fee revenues collected during the fiscal year which relate to the period after June 30, 2020 and 2019, have been recognized as unearned revenues. Unearned revenues arise when resources are received by the College before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the College has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet or statement of net position and revenue is recognized.

#### ***Bond Premium***

Bond premiums are capitalized and amortized over the term of the bonds using the effective interest method. Bond premiums are presented as an increase of the face amount of the bonds payable.

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

**June 30, 2020 and 2019**

### ***Net Investment in Capital Assets***

This represents the College's total investment in capital assets, net of accumulated depreciation and reduced by outstanding debt obligations related to acquisition, construction or improvement of those capital assets.

### ***Restricted Net Position***

Restricted expendable net position include resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties. Net position restricted for capital projects includes unspent bond or grant proceeds that are restricted by the bond documents or grantor for future capital projects. Net position for debt service is resources accumulated for retirement of debt service that is restricted via the College's annual property tax levy. Prior to April of 2020, the Working Cash subfund restriction represented the principal balance of the Working Cash subfund, which pursuant to College Board of Trustees resolution and Illinois law, was held in perpetuity. In April of 2020, the College Board of Trustees approved resolution abolishing the Working Cash subfund and transfer to the Education subfund for necessary infrastructure projects. The amounts restricted for specific purposes represent funds accumulated from taxes levied for restricted purposes (\$3,875), audit purposes (\$114,005), and liability, protection and settlement purposes (\$1,583,371). When both restricted and unrestricted resources are available for use, it is the College's policy to use restricted resources first, then unrestricted resources when they are needed.

### ***Unrestricted Net Position (Deficit)***

Unrestricted net position (deficit) represents net positions that are not subject to externally imposed constraints. Unrestricted net position may be designated for specific purposes by action of management or the governing board.

### ***Operating Revenues and Expenses***

Revenue and expense transactions are normally classified as operating revenue and expenses when such transactions are generated by the College's principal ongoing operations. However, most revenue that is considered to be nonexchange, such as tax revenue, federal Pell Grant revenue and state appropriations, is nonoperating revenue.

### ***Personal Property Replacement Taxes***

Personal property replacement taxes are recognized as revenue when these amounts are deposited by the State of Illinois in its Replacement Tax Fund for distribution.

### ***Revenue Recognition of Tuition and Fees***

The academic programs are offered in traditional fall and spring semesters. Revenue from tuition and student fees is recognized during the academic term. Revenue from the summer semester,

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

which commences in May and ends in August, is split and recognized proportionally to the number of days of the semester within the fiscal year. Tuition revenue is reported at established rates net of institutional financial aid and discounts provided directly by the College to students.

#### ***Scholarship Discounts and Allowances***

Financial aid to students is reported in the financial statements under the alternative method as prescribed by the National Association of College and University Business Officers (NACUBO). Certain aid, such as loans, funds provided to students as awarded by third parties and Federal Direct Lending, is accounted for as a third-party payment (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a university basis by allocating the cash payments to students, excluding payments for services, on the ratio of total aid to the aid not considered to be third-party aid.

#### ***Grant Revenue***

Revenue from grant and contract agreements is recognized as it is earned through expenditure in accordance with the agreement.

#### ***Federal Financial Assistance Programs***

The College participates in federally funded Pell Grants, SEOG Grants, Federal Work Study and Federal Direct Lending programs. Federal programs are audited in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the compliance supplement.

During the years ended June 30, 2020 and 2019, the College distributed \$418,939 and \$465,641, respectively, for direct lending through the U.S. Department of Education, which is not included as revenue and expenditures on the accompanying financial statements.

#### ***Income Taxes***

The College as a governmental body is not subject to state or federal income taxes.

#### ***Use of Estimates***

The preparation of financial statements requires management to make estimate and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

**June 30, 2020 and 2019**

### ***Deferred Outflows of Resources***

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future reporting period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The College only has one item that qualifies for reporting in this category. That is the deferred outflows of resources from Other Postemployment Benefits (OPEB) reported in the statement of net position. The deferred outflows of resources related to OPEB represents other postemployment benefits that will be recognized as expense (or as a reduction of net OPEB liability) in future periods.

### ***Deferred Inflows of Resources***

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future reporting period and so will not be recognized as an inflow of resources (revenue) until that time. The College has two items that qualify for reporting in this category: deferred revenue, which is derived from property tax and deferred inflows of resources related to other postemployment benefits. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available or as amortized as a reduction of OPEB expense.

### ***Retirement System - Pension***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the plan net position of the State Universities Retirement System (SURS or the System) and additions to/deductions from SURS' plan net position has been determined on the same basis as they are reported by SURS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For the purposes of financial reporting, the State of Illinois and participating employers are considered to be under a special funding situation. A special funding situation is defined as a circumstance in which a nonemployer entity is legally responsible for making contributions directly to a pension plan that is used to provide pensions to the employees of another entity or entities and either (1) the amount of the contributions for which the nonemployer entity is legally responsible is not dependent upon one or more events unrelated to pensions or (2) the nonemployer is the only entity with a legal obligation to make contributions directly to a pension plan. The State of Illinois is considered a nonemployer contributing entity. Participating employers are considered employer contributing entities.

### ***Cost-Sharing Defined Benefit Other Postemployment Benefit Plan***

The College participates in a cost-sharing multiple-employer defined benefit other postemployment benefit plan, Community College Health Insurance Security Fund, (the OPEB Plan). For purposes

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the OPEB Plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. See Note 8 additional disclosures.

#### **Note 2: Property Taxes**

The College's property taxes are levied each calendar year on all taxable real property located in the College's district. Property taxes are collected by the County Collector and are submitted to the County Treasurer, who remits to the units their respective shares of the collections. Taxes levied in 2019 become due and payable in two installments (March 1, 2020 and August 1, 2020). The first installment is an estimated bill and is one half of the prior year's tax bill. The second installment is based on the current levy, assessment and equalization.

Any changes from the prior year will be reflected in the second installment bill. Taxes must be levied by the last Tuesday in December for the following levy year. The levy becomes an enforceable lien against the property as of January 1 immediately following the levy year.

In accordance with the College Board resolution, 50% of property taxes extended for the 2019 tax year and collected in 2020 are recorded as revenue in the year ended June 30, 2020. The remaining revenue related to the 2019 tax year extension has been deferred and will be recorded as revenue in the subsequent fiscal year. However, for the Bond and Interest Fund, the levy is intended to pay for the principal and interest payments due during 2020. The deferred revenue is related to bonds and interest payments. Based upon collection histories, the College records real property taxes at approximately 50% of the 2019 extended levy.

A reserve of approximately \$871,000 and \$893,000 for the fiscal years 2020 and 2019, respectively, has been set up for the estimated amount of unpaid amounts related to prior years' taxes.



**Morton College, Community College District No. 527**  
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The statutory maximum tax rates and the respective rates for the 2019 and 2018 tax levies, per \$100 of assessed valuation, are as follows:

|  | Statutory<br>Maximum<br>Rate | Tax Levy Year |               |
|--|------------------------------|---------------|---------------|
|  |                              | 2019          | 2018          |
| Current                                    |                              |               |               |
| Education Fund                             | 0.7500                       | 0.4596        | 0.4426        |
| Operation and Maintenance Fund             | 0.1000                       | 0.0900        | 0.0875        |
| Bond and Interest                          | -                            | -             | 0.0368        |
| Limited Bonds                              | -                            | 0.0414        | -             |
| Life Safety Fund                           | 0.1000                       | -             | -             |
| Liability, Protection, and Settlement Fund | -                            | 0.0347        | 0.0337        |
| Social Security Fund                       | -                            | 0.0143        | 0.0138        |
| Audit Fund                                 | 0.0050                       | 0.0044        | 0.0042        |
|  | <u>0.9550</u>                | <u>0.6444</u> | <u>0.6186</u> |

**Note 3: Cash and Investments**

State statutes authorize the College to make deposits in commercial banks and savings and loan institutions, and to invest in obligations of the U.S. Treasury and U.S. agencies, obligations of states and their political subdivisions, savings accounts, credit union shares, repurchase agreements (under certain statutory restrictions), commercial paper rated within the three highest classifications by at least two standard rating services, the Illinois Funds and the Illinois School District Liquid Asset Fund Plus.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered within the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the *Investment Company Act of 1940*. Investments in Illinois Funds are valued at Illinois Funds' share price, which is the price at which the investment could be sold.

***Deposits***

As of June 30, 2020 and 2019, the carrying amounts of the College's deposits were \$16,151,651 (\$3,702,449 is restricted) and \$10,606,485 (\$9,112,867 is restricted), respectively, with bank balances of \$6,037,937 and \$11,468,963, respectively. These amounts do not include the petty cash on hand of \$518. It is the College's policy that 105% of the bank balances be collateralized by securities held in the pledging bank's trust department or by its agent in the College's name when not federally insured. At June 30, 2020 and 2019, none of the College's deposits were exposed to custodial credit risk. The Illinois Funds are not subject to collateralization.

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**Investments**

The investments which the College may purchase are limited by Illinois law to the following (1) securities which are fully guaranteed by the U.S. government as to principal and interest; (2) certain U.S. Government Agency securities; (3) certificates of deposit or time deposits of banks and savings and loan associations which are insured by a Federal corporation; (4) short-term discount obligations of the Federal National Mortgage Association; (5) certain short-term obligations of corporations (commercial paper) rated in the highest classifications by at least two of the major rating services; (6) fully collateralized repurchase agreements; (7) the State Treasurer's Illinois and Prime Funds and (8) money market mutual funds and certain other instruments.

The College's deposits and investments are included on the statement of net position under the following classifications at June 30, 2020 and 2019:

|                                      | <u>2020</u>                 | <u>2019</u>                 |
|--------------------------------------|-----------------------------|-----------------------------|
| Cash and cash equivalents            | \$ 19,890,967               | \$ 21,241,942               |
| Restricted cash and cash equivalents | 4,457,055                   | 9,112,867                   |
| Investments                          | <u>500,000</u>              | <u>733</u>                  |
| Total cash and investments           | <u><u>\$ 24,848,022</u></u> | <u><u>\$ 30,355,542</u></u> |

The amounts in the previous chart are classified in the following categories for disclosure purposes:

|   | <u>2020</u>                 | <u>2019</u>                 |
|---|-----------------------------|-----------------------------|
| Deposits  | \$ 16,151,651               | \$ 10,606,485               |
| Investments in securities and similar instruments | 8,695,853                   | 19,748,539                  |
| Petty cash on hand                                | <u>518</u>                  | <u>518</u>                  |
| Total cash and investments                        | <u><u>\$ 24,848,022</u></u> | <u><u>\$ 30,355,542</u></u> |

As of June 30, 2020, the College had the following investments and maturities:

| Investment Type         | Fair Value                 | Investment Maturities      |                    |                    |                    |
|-------------------------|----------------------------|----------------------------|--------------------|--------------------|--------------------|
|                         |                            | Less Than 1 Year           | 1 - 5 Years        | 6 - 10 Years       | More Than 10 Years |
| Certificates of deposit | \$ 500,000                 | \$ 500,000                 | \$ -               | \$ -               | \$ -               |
| State Treasurer         |                            |                            |                    |                    |                    |
| Illinois Funds          | <u>8,195,853</u>           | <u>8,195,853</u>           | <u>-</u>           | <u>-</u>           | <u>-</u>           |
|                         | <u><u>\$ 8,695,853</u></u> | <u><u>\$ 8,695,853</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> |

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As of June 30, 2019, the College had the following investments and maturities:

| Investment Type                | Fair Value           | Investment Maturities |             |              |                    |
|--------------------------------|----------------------|-----------------------|-------------|--------------|--------------------|
|                                |                      | Less Than 1 Year      | 1 - 5 Years | 6 - 10 Years | More Than 10 Years |
| GNMAs (government guaranteed)  | \$ 733               | \$ 733                | \$ -        | \$ -         | \$ -               |
| State Treasurer Illinois Funds | 19,747,806           | 19,747,806            | -           | -            | -                  |
|                                | <u>\$ 19,748,539</u> | <u>\$ 19,748,539</u>  | <u>\$ -</u> | <u>\$ -</u>  | <u>\$ -</u>        |

Interest rate risk by structuring the portfolio to provide liquidity for operating funds and maximizing yields for funds not needed within a two-period, the investment policy does not strictly limit the maximum maturity lengths of investments but limits long-term investment to 33.3%.

State Treasurer Illinois Funds are reported as cash and cash equivalents on the statement of net position. The credit rating is AAAM as described by the Standard & Poor's and Moody's at June 30, 2020 and 2019. The Government National Mortgage Association Pools (GNMAs) are explicitly guaranteed by the United States Government and are not considered to have credit risk. No disclosure of credit rating is necessary for these investments.

**Note 4: Capital Assets**

The following is a summary of changes in capital assets for the year ended June 30, 2020:

|  | Beginning Balance | Additions        | Transfers/ Disposals | Ending Balance    |
|--|-------------------|------------------|----------------------|-------------------|
| Capital assets not being depreciated       |                   |                  |                      |                   |
| Land and improvements                      | \$ 2,600,248      | \$ -             | \$ -                 | \$ 2,600,248      |
| Construction in progress                   | 697,860           | 3,637,850        | (697,860)            | 3,637,850         |
| Total capital assets not being depreciated | <u>3,298,108</u>  | <u>3,637,850</u> | <u>(697,860)</u>     | <u>6,238,098</u>  |
| Capital assets being depreciated           |                   |                  |                      |                   |
| Building and building improvements         | 36,016,067        | 4,331,644        | -                    | 40,347,711        |
| Furniture, fixtures and equipment          | 8,437,776         | 297,346          | -                    | 8,735,122         |
| Total capital assets being depreciated     | <u>44,453,843</u> | <u>4,628,990</u> | <u>-</u>             | <u>49,082,833</u> |
| Total                                      | <u>47,751,951</u> | <u>8,266,840</u> | <u>(697,860)</u>     | <u>55,320,931</u> |

**Morton College, Community College District No. 527**  
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|                                     | <b>Beginning<br/>Balance</b> | <b>Additions</b> | <b>Transfers/<br/>Disposals</b> | <b>Ending<br/>Balance</b> |
|-------------------------------------|------------------------------|------------------|---------------------------------|---------------------------|
| Less accumulated depreciation for   |                              |                  |                                 |                           |
| Buildings and building improvements | \$ 18,256,495                | \$ 2,042,630     | \$ -                            | \$ 20,299,125             |
| Furniture, fixtures and equipment   | 6,198,938                    | 652,400          | -                               | 6,851,338                 |
| Total accumulated depreciation      | 24,455,433                   | 2,695,030        | -                               | 27,150,463                |
| Capital assets, net                 | <u>\$ 23,296,518</u>         |                  |                                 | <u>\$ 28,170,468</u>      |

The following is a summary of changes in capital assets for the year ended June 30, 2019:

|  | <b>Beginning<br/>Balance</b> | <b>Additions</b> | <b>Transfers/<br/>Disposals</b> | <b>Ending<br/>Balance</b> |
|--|------------------------------|------------------|---------------------------------|---------------------------|
| Capital assets not being depreciated       |                              |                  |                                 |                           |
| Land and improvements                      | \$ 2,600,248                 | \$ -             | \$ -                            | \$ 2,600,248              |
| Construction in progress                   | 165,000                      | 697,860          | (165,000)                       | 697,860                   |
| Total capital assets not being depreciated | 2,765,248                    | 697,860          | (165,000)                       | 3,298,108                 |
| Capital assets being depreciated           |                              |                  |                                 |                           |
| Building and building improvements         | 35,441,975                   | 409,092          | 165,000                         | 36,016,067                |
| Furniture, fixtures and equipment          | 7,855,997                    | 581,779          | -                               | 8,437,776                 |
| Total capital assets being depreciated     | 43,297,972                   | 990,871          | 165,000                         | 44,453,843                |
| Total                                      | 46,063,220                   | 1,688,731        | -                               | 47,751,951                |
| Less accumulated depreciation for          |                              |                  |                                 |                           |
| Buildings and building improvements        | 16,745,295                   | 1,511,200        | -                               | 18,256,495                |
| Furniture, fixtures and equipment          | 5,615,693                    | 583,245          | -                               | 6,198,938                 |
| Total accumulated depreciation             | 22,360,988                   | 2,094,445        | -                               | 24,455,433                |
| Capital assets, net                        | <u>\$ 23,702,232</u>         |                  |                                 | <u>\$ 23,296,518</u>      |

**Note 5: Long and Short-Term Liabilities**

On May 29, 2019, Morton College issued \$8,335,000 of General Obligation Limited Tax Bonds, Series 2019. The 2019 Series bonds have interest rates ranging from 1.82% to 3.16% and are payable on December 15 and June 15 in each year. These bonds have annual maturities of \$280,000 to \$625,000 starting in 2020 and ending in 2038.

In fiscal year 2015, the College entered into three new notes from direct borrowings and direct placements, which have aggregate monthly payments of approximately \$787 and are due through March 2020. These agreements have approximate interest rates of 3.9%. The copier/printers were

# Morton College, Community College District No. 527

## Notes to Basic Financial Statements

### June 30, 2020 and 2019

recorded at a cost of \$42,824 and accumulated depreciation is \$42,824 as of June 30, 2020 and 2019.

In fiscal year 2016, the College entered into one new note from direct borrowings and direct placements, with monthly payments of \$179 that are due through December 2020. This agreement has an approximate interest rate of 8%. The copier/printer was recorded at a cost of \$8,848 and accumulated depreciation is \$8,848 as of June 30, 2020, and \$7,080 as of June 30, 2019.

In fiscal year 2017, the College entered into a note from direct borrowings and direct placements, with monthly payments of \$337 that are due through December 2021. This agreement has approximate interest rate of 7%. The copier/printer was recorded at a cost of \$16,846 and accumulated depreciation of \$13,476 as of June 30, 2020, and \$10,107 as of June 30, 2019.

In fiscal year 2019, the College entered into a note from direct borrowings and direct placements, with monthly payments of \$2,897 that are due through December 2024. This agreement has approximate interest rate of 7%. The copier/printer was recorded at a cost of \$146,165 and accumulated depreciation of \$58,466 as of June 30, 2020, and \$29,233 as of June 30, 2019.

In fiscal year 2019, the College entered into a note from direct borrowings and direct placements for a bus unit, with monthly payments of \$1,248 that are due through May 2024. This agreement has approximate interest rate of 7%. The bus was recorded at a cost of \$63,798 and accumulated depreciation of \$25,518 as of June 30, 2020, and \$12,759 as of June 30, 2019.

In fiscal year 2020, the College entered into a new note from direct borrowings and direct placements, with monthly payments of \$778 that are due through September 2024. This agreement has approximate interest rate of 6%. The copier/printer was recorded at a cost of \$40,608 and accumulated depreciation of \$8,121 as of June 30, 2020.

A summary of long-term liability activity for the year ended June 30, 2020, was as follows:

|  | Beginning<br>Balance | Additions           | Deletions           | Ending<br>Balance    | Current<br>Portion |
|--|----------------------|---------------------|---------------------|----------------------|--------------------|
| Bonds payable  |                      |                     |                     |                      |                    |
| Serial bonds, 2019 series                                | \$ 8,335,000         | \$ -                | \$ -                | \$ 8,335,000         | \$ 280,000         |
| Notes from direct borrowings and<br>direct placements    | 217,738              | 40,608              | 50,108              | 208,238              | 51,934             |
| Other long-term liabilities                              |                      |                     |                     |                      |                    |
| Unamortized bond premium                                 | 1,036,438            | -                   | 31,176              | 1,005,262            | -                  |
| Net other postemployment benefit<br>liabilities (Note 8) | 14,121,970           | 1,645,789           | 959,057             | 14,808,702           | -                  |
|  | <u>\$ 23,711,146</u> | <u>\$ 1,686,397</u> | <u>\$ 1,040,341</u> | <u>\$ 24,357,202</u> | <u>\$ 331,934</u>  |

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## Notes to Basic Financial Statements

### June 30, 2020 and 2019

A summary of long-term liability activity for the year ended June 30, 2019, was as follows:

|   | Beginning<br>Balance | Additions            | Deletions           | Ending<br>Balance    | Current<br>Portion |
|---|----------------------|----------------------|---------------------|----------------------|--------------------|
| Bonds payable   |                      |                      |                     |                      |                    |
| Serial bonds, 2006 series                                 | \$ 2,995,000         | \$ -                 | \$ 2,995,000        | \$ -                 | \$ -               |
| Serial bonds, 2014 series                                 | -                    | 8,335,000            | -                   | 8,335,000            | -                  |
| Notes from direct borrowings and<br>direct placements     | 37,438               | 209,614              | 29,314              | 217,738              | 44,716             |
| Other long-term liabilities                               |                      |                      |                     |                      |                    |
| Unamortized bond premium                                  | 267,578              | 1,039,329            | 270,469             | 1,036,438            | -                  |
| Net other postemployment benefit<br>liabilities* (Note 8) | 13,521,877           | 1,803,900            | 1,203,807           | 14,121,970           | -                  |
|   | <u>\$ 16,821,893</u> | <u>\$ 11,387,843</u> | <u>\$ 4,498,590</u> | <u>\$ 23,711,146</u> | <u>\$ 44,716</u>   |

Total principal and interest maturities on the bonds and notes from direct borrowings and direct placements payable as of June 30, 2020, is as follows:

| Year Ending<br>June 30, | Debt Obligation     |                     |                      |
|-------------------------|---------------------|---------------------|----------------------|
|                         | Principal           | Interest            | Total                |
| 2021                    | \$ 331,934          | \$ 378,208          | \$ 710,142           |
| 2022                    | 346,772             | 360,306             | 707,078              |
| 2023                    | 358,860             | 341,787             | 700,647              |
| 2024                    | 366,357             | 322,478             | 688,835              |
| 2025                    | 344,315             | 304,468             | 648,783              |
| Thereafter              | 6,795,000           | 2,167,175           | 8,962,175            |
|                         | <u>\$ 8,543,238</u> | <u>\$ 3,874,422</u> | <u>\$ 12,417,660</u> |

A computation of the legal debt margin of the College is as follows:

|   | 2020                 | 2019                 |
|---|----------------------|----------------------|
| Assessed valuation                              | \$ 1,640,547,923     | \$ 1,660,547,053     |
| Legal debt limit - 2.875% of assessed valuation | 47,165,753           | 47,740,728           |
| Debt applicable to debt limit                   | <u>(9,340,262)</u>   | <u>(9,371,438)</u>   |
| Legal debt margin                               | <u>\$ 37,825,491</u> | <u>\$ 38,369,290</u> |

The legal debt limit is imposed by the Illinois Community College Board.

#### ***Deceased Debt***

On May 29, 2019, the College refunded and defeased its remaining Series 2014 General Obligation Taxable Refunding Bonds with face value of \$2,550,000. Cash from the General Fund was placed in escrow to purchase government securities which will be sufficient to pay the outstanding balance of the Series 2014 General Obligation Refunding Bonds. As a result of the refunding, the

# Morton College, Community College District No. 527

## Notes to Basic Financial Statements

### June 30, 2020 and 2019

Series 2014 Bonds are considered defeased and the liability has been removed from the Statement of net position. At June 30, 2020, \$2,085,000 of the defeased 2014 Bonds remain outstanding.

#### ***Cash Paid for Interest***

Cash paid for interest for the fiscal year was approximately \$351,096 and \$406,134 for the years ended June 30, 2020 and 2019, respectively.

#### **Note 6: Compensated Absences**

Sick leave for classified staff members is continuously accumulated at the rate of one day per month; administrative personnel accumulate sick leave at the rate of 20 days per year. Accumulated sick leave is not subject to a maximum number of days and can be taken in the event of illness or doctor's appointments. Upon employee termination, the College has no commitment for accumulated sick leave and, therefore, no liability is recorded. Employees who retire are given credit for unused sick leave toward years of service in the State Universities Retirement System.

Vacation leave is accrued at a minimum rate of 5/6 day per month up to a maximum of 21 days. All vacation leave must be used by the end of the benefit year, except if written approval is obtained. All unused vacation leave is computed at the daily rate of compensation and is paid to the employee or beneficiary in the event of termination, retirement or death. Accumulated vacation leave is recorded as expenditure and as a liability.

The activity related to the accrued compensated absences for the years ending June 30, 2020 and 2019, is as follows:

|                   | <u>2020</u>       | <u>2019</u>       |
|-------------------|-------------------|-------------------|
| Beginning balance | \$ 217,044        | \$ 190,063        |
| Additions         | 344,184           | 217,044           |
| Deletions         | <u>(217,044)</u>  | <u>(190,063)</u>  |
| Ending balance    | <u>\$ 344,184</u> | <u>\$ 217,044</u> |

#### **Note 7: Retirement Plan**

##### ***Plan Description***

The College contributes to the State Universities Retirement System (SURS) of Illinois, a cost-sharing multiple-employer defined benefit plan with a special funding situation whereby the State of Illinois (State) makes substantially all actuarially determined required contributions on behalf of the participating employers. SURS was established July 1, 1941, to provide retirement annuities and other benefits for staff members and employees of state universities, certain affiliated

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

organizations, and certain other state educational and scientific agencies and for survivors, dependents and other beneficiaries of such employees. SURS is considered a component unit of the State of Illinois' financial reporting entity and is included in the State's financial reports as a pension trust fund. SURS is governed by Chapter 40, Act 5, Article 15 of the Illinois Compiled Statutes. SURS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by accessing the website at [www.SURS.org](http://www.SURS.org).

#### ***Benefits Provided***

A traditional benefit plan was established in 1941. Public Act 90-0448 enacted effective January 1, 1998, established an alternative defined benefit program known as the portable benefit package. The traditional and portable plan Tier I refers to members that began participation prior to January 1, 2011. Public Act 96-0889 revised the traditional and portable benefit plans for members who begin participation on or after January 1, 2011, and who do not have other eligible Illinois reciprocal system services. The revised plan is referred to as Tier 2. New employees are allowed six months after their date of hire to make an irrevocable election. A summary of the benefit provisions as of June 30, 2019, can be found in the System's comprehensive annual financial report (CAFR) notes to the financial statements.

#### ***Contributions***

The State of Illinois is primarily responsible for funding the System on behalf of the individual employers at an actuarially determined amount. Public Act 88-0593 provides a Statutory Funding Plan consisting of two parts: (i) a ramp-up period from 1996 to 2010 and (ii) a period of contributions equal to a level percentage of the payroll of active members of the System to reach 90% of the total actuarial accrued liability by the end of fiscal year 2045. Employer contributions from trust, federal and other funds are provided under Section 15-155(b) of the Illinois Pension Code and require employers to pay contributions which are sufficient to cover the accruing normal costs on behalf of applicable employees. The employer's normal cost for fiscal year 2019 and 2020 was 12.29% and 13.02%, respectively, of employee payroll. The normal cost is equal to the value of current year's pension benefit and does not include any allocation for the past unfunded liability or interest on the unfunded liability. Plan members are required to contribute 8.0% of their annual covered salary except for police officers and fire fighters who contribute 9.5% of their earnings. The contribution requirements of plan members and employers are established and may be amended by the Illinois General Assembly. Participating employers make contributions toward separately financed specific liabilities under Section 15.139.5(e) of the Illinois Pension Code (relating to contributions payable due to the employment of affected annuitants or specific return to work annuitants) and Section 15.155(g) (relating to contributions payable due to earning increases exceeding 6% during the final rate of earnings period), and Section 15-155(j-5) (relating to contributions payable due to earnings exceeding the salary set for the Governor). Contributions by the State for the years ended June 30, 2020 and 2019, were \$13,368,958 and \$11,106,495, respectively, which have been recognized as revenue and expense by the College. College contributions were \$0 for the same periods.



**Morton College, Community College District No. 527**  
**Notes to Basic Financial Statements**  
**June 30, 2020 and 2019**

***Net Pension Liability***

At June 30, 2020 and 2019, SURS reported a net pension liability (NPL) of \$28,720,071 and \$27,494,556,682, respectively. The 2020 net pension liability was measured as of June 30, 2019. The 2019 net pension liability was measured as of June 30, 2018.

***Employer Proportionate Share of Net Pension Liability***

The fiscal year 2020 and 2019 amounts of the proportionate share of the net pension liability to be recognized by the College is \$0. The fiscal year 2020 and 2019 proportionate shares of the State's net pension liability associated with the College are \$124,070,707 or 0.4320% and \$113,717,486 or 0.4136%, respectively. This amount is not recognized in the financial statement, due to the special funding situation. The net pension liabilities were measured as of June 30, 2019 and 2018, and the total pension used to calculate the net pension liabilities were determined based on the June 30, 2018 and 2017 actuarial valuations rolled forward. The basis of allocations used in the proportionate share of net pension liabilities are the actual reported pensionable earnings made to SURS during fiscal year 2019 and 2018.

***Pension Expense***

For the years ended June 30, 2020 and 2019, SURS reported a collective net pension expense of \$3,094,666,252 and \$2,685,322,700, respectively.

***Employer Proportionate Share of Pension Expense***

The employer proportionate share of collective pension expense is recognized as nonoperating revenue with matching expense (compensation and benefits) in the financial statements. The basis of allocation used in the proportionate share of collective pension expense is the actual reported pensionable earnings made to SURS during fiscal year 2018. As a result, the College recognized on-behalf revenue and pension expense of \$13,368,958 from this special funding situation for the fiscal year ended June 30, 2020, and \$11,106,495 for the fiscal year ended June 30, 2019.

***Deferred Outflows of Resources and Deferred Inflows of Resources***

No deferred outflows of resources or deferred inflows of resources related to pensions have been recorded at June 30, 2020 or 2019.

**Morton College, Community College District No. 527**  
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**June 30, 2020 and 2019**

***SURS Collective Deferred Outflows and Deferred Inflows of Resources by Sources***

|   | <b>As of June 30, 2020</b>                    |  |
|---|---|--|
|   | <b>Deferred<br/>Outflows of<br/>Resources</b> | <b>Deferred<br/>Inflows of<br/>Resources</b> |
| Difference between expected and actual experience                                   | \$ 160,132,483                                | \$ 80,170,745                                |
| Change in assumptions   | 773,321,300                                   | -  |
| Net difference between projected and actual earnings<br>on pension plan investments | -   | 55,456,660                                   |
|   | <u>\$ 933,453,783</u>                         | <u>\$ 135,627,405</u>                        |

|   | <b>As of June 30, 2019</b>                    |  |
|---|---|--|
|   | <b>Deferred<br/>Outflows of<br/>Resources</b> | <b>Deferred<br/>Inflows of<br/>Resources</b> |
| Difference between expected and actual experience                                   | \$ 65,521,614                                 | \$ 181,032,053                               |
| Change in assumptions   | 1,286,257,095                                 | 123,218,306                                  |
| Net difference between projected and actual earnings<br>on pension plan investments | 26,810,634                                    | -  |
|   | <u>\$ 1,378,589,343</u>                       | <u>\$ 304,250,359</u>                        |

***SURS Collective Deferred Outflows and Deferred Inflows of Resources by Year to be  
Recognized in Future Expenses as of June 30, 2020***

| <b>Year Ending<br/>June 30,</b> | <b>Amount</b>         |
|---------------------------------|-----------------------|
| 2020                            | \$ 786,021,133        |
| 2021                            | (11,534,848)          |
| 2022                            | (6,661,326)           |
| 2023                            | 30,001,419            |
| 2024                            | -                     |
| Thereafter                      | -                     |
|                                 | <u>\$ 797,826,378</u> |

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## Notes to Basic Financial Statements

### June 30, 2020 and 2019

#### **Actuarial Assumptions**

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period June 30, 2014-2017. The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                           |  |
|---------------------------|--|
| Inflation                 | 2.25%  |
| Salary increases          | 3.25% to 12.25%, including inflation                             |
| Investment rate of return | 6.75% beginning with the actual valuation<br>as of June 30, 2018 |

Mortality rates were based on the RP-2014 White Collar, gender distinct tables with projected generational mortality and a separate mortality assumption for disabled participants.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return were adopted by the plan's trustees after considering input from the plan's investment consultant(s) and actuary(s). For each major asset class that is included in the pension plans target asset allocation as of June 30, 2019, these best estimates are summarized in the following table:

| <b>Asset Class</b>                      | <b>Target Allocation</b> | <b>Long-Term Expected Real Rate of Return</b> |
|---|--------------------------|---|
| U.S. Equity                             | 23%                      | 5.25%   |
| Private Equity                          | 6%                       | 8.65%   |
| Non-U.S. Equity                         | 19%                      | 6.75%   |
| Global Equity                           | 8%                       | 6.25%   |
| Fixed Income                            | 19%                      | 1.85%   |
| Treasury-Inflation Protected Securities | 4%                       | 1.20%   |
| Emerging Market Debt                    | 3%                       | 4.00%   |
| Real Estate REITS                       | 4%                       | 5.70%   |
| Direct Real Estate                      | 6%                       | 4.85%   |
| Commodities                             | 2%                       | 2.00%   |
| Hedged Strategies                       | 5%                       | 2.85%   |
| Opportunity Fund                        | 1%                       | 7.00%   |
|   | <u>100%</u>              |   |

# Morton College, Community College District No. 527

## Notes to Basic Financial Statements

### June 30, 2020 and 2019

#### ***Discount Rate***

A single discount rate of 6.59% (6.65% in the prior year) was used to measure the total pension liability. This single discount rate was based on an expected rate of return on pension plan investments of 6.75% and a municipal bond rate of 3.13% (3.62% in the prior year) (based on the weekly rate closest to but not later than the measurement date of the 20-Year Bond Buyer Index as published by the Federal Reserve). The projection of cash flows used to determine this single discount rate were the amounts of contributions attributable to current plan members and assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the statutory contribution rates under the System's funding policy. Based on these assumptions, the pension plan's fiduciary net position and future contributions were sufficient to finance the benefit payments through the year 2075. As a result, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through the year 2075, and the municipal bond rate was applied to all benefit payments after that date.

#### ***Sensitivity of the System's Net Pension Liability to Changes in the Discount Rate***

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 6.59% (6.65% in the prior year), as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is 1-percentage-point lower or 1-percentage-point higher:

| <b>1% Decrease<br/>5.59%</b> | <b>Current Single<br/>Discount Rate<br/>Assumption 6.59%</b> | <b>1% Increase<br/>7.59%</b> |
|------------------------------|--|------------------------------|
| \$ 34,786,851,779            | \$ 28,720,071,173  | \$ 23,712,555,197            |

Additional information regarding the SURS basic financial statements including the plan net position can be found in the SURS comprehensive annual financial report by accessing the website at [www.SURS.org](http://www.SURS.org).

#### ***Changes of Benefit Terms***

There were no benefit changes recognized in the Total Pension Liability as of June 30, 2020 and 2019.

#### ***Changes of Assumptions***

In accordance with Illinois Compiled Statutes, an actuarial review is to be performed at least once every three years to determine the reasonableness of actuarial assumptions regarding the retirement, disability, mortality, turnover, interest and salary of the members and benefit recipients of SURS. An experience review for the years June 30, 2014 to June 30, 2017, was performed in February 2018, resulting in the adoption of new assumptions as of June 30, 2018.

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

- *Salary increase.* Decrease in the overall assumed salary increase rates, ranging from 3.25% to 12.25% based on years of service, with underlying wage inflation of 2.25%.
- *Investment return.* Decrease the investment return assumption to 6.75%. This reflects maintaining an assumed real rate of return of 4.50% and decreasing the underlying assumed price inflation to 2.25%.
- *Effective rate of interest.* Decrease the long-term assumption for the ERI for crediting the money purchase accounts to 6.75% (effective July 2, 2019).
- *Normal retirement rates.* A slight increase in the retirement rate at age 50. No change to the rates for ages 60-61, 67-74 and 80+, but a slight decrease in rates at all other ages. A rate of 50% if the member has 40 or more years of service and is younger than age 80.
- *Early retirement rates.* Decrease in rates for all Tier 1 early retirement eligibility ages (55-59).
- *Turnover rates.* Change rates to produce lower expected turnover for members with less than 10 years of service and higher turnover for members with more than 10 years of service.
- *Mortality rates.* Maintain the RP-2014 mortality tables with projected generational mortality improvement. Update the projection scale from the MP-2014 to the MP-2017 scale.
- *Disability rates.* Decrease current rates to reflect that certain members who receive disability benefits do not receive the benefits on a long-term basis.

#### **Note 8: Other Postemployment Benefit Plan**

##### ***Plan Description***

The College contributes and is part of the Community College Health Insurance Security Fund (CCHISF) [also known as the College Insurance Program, “CIP”] which was established under the *State Employees Group Insurance Act of 1971*, as amended, 5 ILCS 375/6.9 (f), which became effective July 1, 1999. The purpose of the CCHISF is to receive and record all revenues from the administration of health benefit programs under Article 15 of the Illinois Pension Code.

The OPEB Plan is a cost-sharing, multiple-employer, defined benefit OPEB Plan due to the following criteria:

1. Plan assets are pooled and may be used to pay employee benefits of any employer participating in the plan.
2. OPEB is provided to the employees of more than one employer.
3. Benefits plan members will receive at or after separation from employment are defined by specific benefit terms as noted in 5 ILCS 375/6 and 5 ILCS 375/6.1.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, paragraph 18, states, “special funding situations are circumstances in which a

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

**June 30, 2020 and 2019**

nonemployer entity is legally responsible for providing financial support for OPEB of the employees of another entity by making contributions directly to an OPEB plan that is administered through a trust that meets the criteria,” of trust fund reporting (GASB 75, paragraph 4), and either of the following criteria are met: (1) the amount of contributions or benefit payments for which the nonemployer entity legally is responsible is not dependent upon one or more events or circumstances unrelated to the OPEB or (2) the nonemployer entity is the only entity with a legal obligation to provide financial support directly to an OPEB plan that is used to provide OPEB to employees of another entity.

The CCHISF has a special funding situation as described in 40 ILCS 15/1.4. The State is required by statute to contribute a defined percentage of participant payroll directly to the OPEB plan, which is administered through a trust.

CCHISF has no component units and is not a component unit of any other entity. However, because CCHISF is not legally separate from the State of Illinois, the financial statements of the CCHISF are included in the financial statements of the State of Illinois as a pension (and other employee benefit) trust fund. This fund is a nonappropriated trust fund held outside the State Treasury, with the State Treasurer as custodian. Additions deposited into the trust are for the sole purpose of providing the health benefits to retirees, as established under the plan, and associated administrative costs.

The *State Employees Group Insurance Act of 1971* (5 ILCS 375/6.9) requires the Director of the Department to determine the rates and premiums for annuitants and dependent beneficiaries and establish the cost-sharing parameter, as well as funding. At the option of the Board of Trustees, the college districts may pay all or part of the balance of the cost of coverage for retirees from their district. Administrative costs are paid by the CCHISF.

### **Benefits Provided**

The CCHISF provides health, prescription, vision and dental coverage to eligible retirees and their dependents. A summary of postemployment benefit provisions, changes in benefit provisions, employee eligibility requirements including eligibility for vesting, and the authority under which benefit provisions are established are included as an integral part of the financial statements of the Department of Central Management Services. A copy of the financial statements of the Department may be obtained by writing to the Department of Central Management Services, 401 South Spring Street, Springfield, Illinois, 62706-4100.

### **Contributions**

Employers participating in a cost-sharing OPEB plan, and any nonemployer contributing entities that meet the definition of a special funding situation, are required to recognize their proportionate share of the collective OPEB amounts for OPEB benefits provided to members through the CCHISF plan.

The *State Employees Group Insurance Act of 1971* (5 ILCS 375/6.10) requires every active contributor of the State Universities Retirement System (SURS), who is a full-time employee of a community college district or an association of community college boards, to make contributions to

# Morton College, Community College District No. 527

## Notes to Basic Financial Statements

### June 30, 2020 and 2019

the plan at the rate of 0.5% of salary. The same section of statute requires every community college district or association of community college boards that is an employer under the SURS, to contribute to the plan an amount equal to 0.5% of the salary paid to its full-time employees who participate in the plan. The *State Pension Funds Continuing Appropriation Act* (40 ILCS 15/1.4) requires the State to make an annual appropriation to the fund in an amount certified by the SURS Board of Trustees.

For each of the years ended June 30, 2020 and 2019, the College contributed \$70,388 and \$65,415, respectively, to CCHISF.

#### ***OPEB Liabilities, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB***

At June 30, 2020, the College reported a liability for its proportionate share of the net OPEB liability that reflected a reduction for State OPEB support provided to the College. The amount recognized by the College as its proportionate share of the net OPEB liability, the related State support and the total portion of the net OPEB liability that was associated with the College were as follows:

|   | <b>2020</b>                 | <b>2019</b>                 |
|---|-----------------------------|-----------------------------|
| College's proportionate share of the net OPEB liability                         | \$ 14,808,702               | \$ 14,121,970               |
| State proportionate share of the net OPEB liability associated with the College | <u>14,808,702</u>           | <u>14,121,970</u>           |
| Total   | <u><u>\$ 29,617,404</u></u> | <u><u>\$ 28,243,940</u></u> |

The net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The College's proportion of the net OPEB liability was based on actual contributions made to the plan by the College compared to the total actual contributions made to the plan by all employers. At June 30, 2019, the College's proportion was 0.78%, which was an increase of 0.03% from its proportion as of June 30, 2019.

For the years ended June 30, 2020 and 2019, the College recognized OPEB expense of \$1,622,166 and \$2,020,232 respectively. The College also recognized on-behalf revenue for the State share amounting to \$672,865 in 2020 and \$926,259 in 2019. These amounts are included in the OPEB expense recognized by the College.

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**Notes to Basic Financial Statements**  
**June 30, 2020 and 2019**

At June 30, 2020 and 2019, the College reported deferred outflows or resources and deferred inflows of resources related to OPEB from the following sources:

|   | <b>2020</b>                                   |  |
|---|---|--|
|   | <b>Deferred<br/>Outflows of<br/>Resources</b> | <b>Deferred<br/>Inflows of<br/>Resources</b> |
| Differences between expected and actual experience  | \$ 173,556                                    | \$ 313,171                                   |
| Changes of assumptions  | -   | 2,063,197                                    |
| Net difference between projected and actual earnings<br>on OPEB investments   | -   | 654  |
| Changes in proportion and differences between the College's<br>contributions and proportionate share of contributions | 1,106,436                                     | 40,889                                       |
| College contributions subsequent to the measurement date  | 70,388  | -  |
|   | <u>\$ 1,350,380</u>                           | <u>\$ 2,417,911</u>                          |
|   | <b>2019</b>                                   |  |
|   | <b>Deferred<br/>Outflows of<br/>Resources</b> | <b>Deferred<br/>Inflows of<br/>Resources</b> |
| Differences between expected and actual experience  | \$ 207,559                                    | \$ 30,929                                    |
| Changes of assumptions  | -   | 1,767,654                                    |
| Net difference between projected and actual earnings<br>on OPEB investments   | -   | 461  |
| Changes in proportion and differences between the College's<br>contributions and proportionate share of contributions | 646,357                                       | 608  |
| College contributions subsequent to the measurement date  | 65,415  | -  |
|   | <u>\$ 919,331</u>                             | <u>\$ 1,799,652</u>                          |

The College's contribution of \$70,388 in 2020 and \$65,415 in 2019, are reported as deferred outflows of resources related to OPEB resulting from College's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability.



**Morton College, Community College District No. 527**  
**Notes to Basic Financial Statements**  
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Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB at June 30, 2020, will be recognized in OPEB expense as follows:

| <b>Year Ending<br/>June 30,</b> | <b>Amount</b>         |
|---------------------------------|-----------------------|
| 2021                            | \$ (290,075)          |
| 2022                            | (290,075)             |
| 2023                            | (290,048)             |
| 2024                            | (201,232)             |
| 2025                            | (66,489)              |
|                                 | <u>\$ (1,137,919)</u> |

***Actuarial Assumptions***

The total OPEB liability in the June 30, 2020 and 2019 actuarial valuations was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                                  |  |
|----------------------------------|--|
| Inflation                        | 2.25%  |
| Salary increases                 | Depends on service and ranges from 12.25% at less than 1 year of service to 3.25% at 34 or more years of service. Salary increase includes a 3.25% wage inflation assumption.  |
| Health care cost trend and rates | Actual trend used for fiscal year 2019. For fiscal year 2020, trend starts at 8.00% and 9.00% for non-Medicare cost and post-Medicare cost, respectively, and gradually decreases to an ultimate trend of 4.50%. Additional trend rate of 0.40% is added to non-Medicare cost on and after 2022 to account for the Excise Tax. |
| Investment rate of return        | 0%, net of OPEB plan investment expense, inflation, for all plan years.  |

Mortality rates were based on the following:

- Retirement and beneficiary annuitant – RP-2014 White Collar Annuitant Mortality Table
- Disabled annuitant – RP-2014 Disabled Annuitant Table
- Pre-retirement – RP-2014 White Collar Table

Tables are adjusted for SURS experience. All tables reflect future mortality improvements using Projection Scale MP-2014.

# Morton College, Community College District No. 527

## Notes to Basic Financial Statements

June 30, 2020 and 2019

### ***OPEB Plan Investment and Returns***

During plan year ended June 30, 2019, the trust earned \$48,000 in interest, and due to a significant benefit payable, the market value of assets at June 30, 2019, is negative \$74.9 million. Given the significant benefit payable, negative asset value and pay-as-you-go funding policy, the investment return assumption was set to zero.

### ***Discount Rate***

The State, community colleges and active members each contribute 0.50% of pay. Retirees contribute a percentage of the premium rate. The State also contributes an additional amount to cover plan costs in excess of contributions and investment income. Because plan benefits are financed on a pay-as-you-go basis, this single discount rate is based on a tax-exempt municipal bond rate index of 20-year general obligation bonds with an average AA credit rating as of the measurement date. A single discount rate of 3.62% at June 30, 2018, and 3.13% at June 30, 2019, was used to measure the total OPEB liability.

### ***Sensitivity of the College's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate and Health Care Cost Trend Rates***

The College's proportionate share of the net OPEB liability has been calculated using a discount rate of 3.13% (3.62% in the prior year). The following presents the College's proportionate share of the net OPEB liability calculated using a discount rate 1% higher and 1% lower than the current discount rate.

| <b>Current Single<br/>Discount Rate</b> |                         |                          |
|---|-------------------------|--------------------------|
| <b>1% Decrease 2.13%</b>                | <b>Assumption 3.13%</b> | <b>1% Increase 4.13%</b> |
| \$ 16,996,485                           | \$ 14,808,702           | \$ 12,951,818            |

The following table shows the College's share in the plan's net OPEB liability as of June 30, 2019, using current trend rates and sensitivity trend rates that are either one percentage point higher or lower. The key current trend rates are 8.00% in 2020 decreasing to an ultimate trend rate of 4.90% in 2027, for non-Medicare coverage, and 9.00% in 2020 decreasing to an ultimate trend rate of 4.50% in 2029 for Medicare coverage.

| <b>Healthcare Cost<br/>Trend Rates</b> |                   |                        |
|--|-------------------|------------------------|
| <b>1% Decrease (a)</b>                 | <b>Assumption</b> | <b>1% Increase (b)</b> |
| \$ 12,290,321                          | \$ 14,808,702     | \$ 18,136,597          |

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## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

- (a) One percentage point decrease in healthcare trend rates are 7.00% in 2020 decreasing to an ultimate trend rate of 3.90% in 2027 for non-Medicare coverage, and 8.00% in 2020 decreasing to an ultimate trend rate of 3.50% in 2029 for Medicare coverage.
- (b) One percentage point increase in healthcare trend rates are 9.00% in 2020 decreasing to an ultimate trend rate of 5.90% in 2027 for non-Medicare coverage, and 10.00% in 2020 decreasing to an ultimate trend rate of 5.50% in 2029 for Medicare coverage.

#### ***Payable to the OPEB Plan***

At June 30, 2020 and 2019, the College has no outstanding contributions payable the OPEB Plan.

#### **Note 9: Risk Management**

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees and natural disasters. The College participates in the Illinois Community College Risk Management Consortium, which was established in 1981 by several Chicago area community colleges as a means of reducing the cost of general liability insurance. The Consortium is a public entity risk pool currently operating as a common risk management and insurance program for the member colleges. The main purpose of the Consortium is to jointly self-insure certain risks up to an agreed upon retention limit and to obtain excess catastrophic coverage and aggregate stop-loss reinsurance over the selected retention limit.

As of June 30, 2020, the loss limits for the Consortium were \$150,000 for property, \$250,000 for liability and \$500,000 for workers' compensation for each occurrence. The members of the Consortium pool may share in the cost of losses and surpluses. The Consortium purchased excess insurance for \$500 million on the property and \$30 million on liability. The interest percentage calculated for each of the community colleges varies each year and is different for each type of coverage. One representative from each member serves on the Board of the Consortium, and each board member has one vote on the board. None of the members of the Consortium have any direct interest in the Consortium. The College, along with other members, has a contractual obligation to fund any deficit attributable to a membership year during which it was a member. Supplemental contributions may be required to fund these deficits, but none have been required in any of the past three fiscal years.

#### **Note 10: Commitments and Contingencies**

##### ***General Liability***

The College is subject to claims and lawsuits that arose primarily in the ordinary course of its activities. It is of the opinion of management the disposition or ultimate resolution of such claims and

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

lawsuits will not have a material adverse effect on the financial position, change in net assets and cash flows of the College. Events could occur that would change this estimate materially in the near term.

#### ***Other Commitments***

The College has capital project commitments totaling approximately \$9,200,000. The College completed projects totaling approximately \$3,000,000 in fiscal year 2020, with the remaining in progress.

Management is not aware of any claims or lawsuits against the College that are not covered by insurance or whose settlement would materially affect the financial statements at June 30, 2020.

#### **Note 11: Pronouncements to be Implemented in the Future**

##### ***GASB Statement No. 84, Fiduciary Activities (GASB 84)***

GASB 84 establishes criteria for identifying fiduciary activities. It presents separate criteria for evaluating component units, pension and other postemployment benefit arrangements and other fiduciary activities. The focus is on a government controlling the assets of the fiduciary activity and identification of the beneficiaries of those assets. Fiduciary activities are reported in one of four types of funds: pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds or custodial funds. Custodial funds are used to report fiduciary activities that are not held in a trust. The agency fund designation will no longer be used. GASB 84 also provides guidance on fiduciary fund statements and timing of recognition of a liability to beneficiaries.

GASB 84 is effective for financial statements for fiscal years beginning after December 15, 2019. Earlier application is encouraged.

##### ***GASB Statement No. 87, Leases (GASB 87)***

In June 2017, GASB published GASB 87. The standard was the result of a multi-year project to reexamine the accounting and financial reporting for leases. The new standard establishes a single model for lease accounting based on the principle that leases represent the financing of the right to use an underlying asset. Specifically, GASB 87 includes the following accounting guidance for lessees and lessors:

Lessee Accounting – A lessee will recognize a liability measured at the present value of payments expected to be made for the lease term, and an intangible asset measured at the amount of the initial lease liability, plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs. A lessee will reduce the liability as payments are made and recognize an outflow of resources for interest on the liability. The asset will be amortized by the lessee over the shorter of the lease term or the useful life of the asset.

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

Lessor Accounting – A lessor will recognize a receivable measured at the present value of the lease payments expected for the lease term and a deferred inflow of resources measured at the value of the lease receivable plus any payments received at or prior to the beginning of the lease that relate to future periods. The lessor will reduce the receivable as payments are received and recognize an inflow of resources from the deferred inflow of resources in a systematic and rational manner over the term of the lease. A lessor will not derecognize the asset underlying the lease. There is an exception for regulated leases for which certain criteria are met, such as airport-aeronautical agreements.

The lease term used to measure the asset or liability is based on the period in which the lessee has the noncancelable right to use the underlying asset. The lease term also contemplates any lease extension or termination option that is reasonably certain of being exercised.

GASB 87 does not apply to leases for intangible assets, biological assets (*i.e.*, timber and living plants and animals), service concession agreements or leases in which the underlying asset is financed with conduit debt that is reported by the lessor. Additionally, leases with a maximum possible term of 12 months or less are excluded.

The effective date is for periods beginning after June 15, 2021.

#### **GASB Statement No. 92, Omnibus 2020 (GASB 92)**

GASB 92 addresses practice issues that have been identified during implementation and application of certain GASB Statements. The statement addresses a variety of topics including issues related to leases, intra-entity transfers, fiduciary activities and fair value disclosures.

GASB 92 is effective for reporting periods based on individual topics discussed therein. Earlier application is encouraged and is permitted by individual topic to the extent that all requirements associated with an individual topic are implemented simultaneously.

#### **GASB Statement No. 95, Postponement of Effective Dates of Certain Authoritative Guidance (GASB 95)**

In response to the challenges arising from COVID-19, on May 7, 2020 GASB approved Statement 95. GASB approved an 18-month postponement for Statement 87, *Leases*. All statements and implementation guides with a current effective date of reporting periods beginning after June 15, 2018, and later have a one-year postponement. This change is effective immediately. Early application is still encouraged. The effective dates on GASBs discussed above have already been adjusted to account for the postponements issued in GASB 95.

#### **GASB Statement No. 96, Subscription - Based Information Technology Arrangements (GASB 96)**

GASB 96 provides guidance on governments are utilizing more cloud-based solutions for their information technology (IT) needs and paying for the use of third-parties' IT software on a subscription basis. The accounting and financial reporting for what the Governmental Accounting

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

### **June 30, 2020 and 2019**

Standards Board (GASB) refers to as subscription-based information technology arrangements (SBITAs) has been inconsistent because of a lack of authoritative guidance. The Standard is effective for reporting periods after June 15, 2022, and all reporting periods thereafter, with early implementation encouraged. The statement would be applied retroactively, using the facts and circumstances that exist at the beginning of the fiscal year of implementation. Due to the COVID-19 pandemic, the effective date was delayed one year from that originally proposed.

#### ***GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – An amendment of GASB Statement No. 14 and No. 84, and a supersession of GASB Statement No. 32 (GASB 97)***

GASB 97 amends guidance for determining financial accountability between the primary government and a potential component unit (PCU). The new guidance pertains to instances where the PCU does not have its own governing board and the primary government's board is effectively acting as the board of the PCU. In these instances, the primary government is considered to have the equivalent of the ability to appoint a voting majority of the PCU. However, this treatment would not apply to defined contribution pension/OPEB plans or defined contribution other employee benefit plans (such as IRC 457 plans). The requirements, as they relate to defined contribution pension/OPEB plans or other employee benefit plans, were effective upon issuance of Statement No. 97. For all other arrangements, the effective date is for fiscal periods beginning after June 15, 2021.

Statement No. 97 also amends the criterion that a financial benefit or burden relationship exists if the primary government is legally obligated or has otherwise assumed the responsibility to make contributions to a pension or OPEB plan. This criterion now only applies to contribution obligations to defined benefit pension or OPEB plans. This amended criterion was effective upon issuance of Statement No. 97.

Management has not currently determined what impact, if any, these Statements may have on its financial statements.

#### **Note 12: Subsequent Events**

In March 2020, Illinois Governor J.B. Pritzker enacted a Stay-At-Home order due to the COVID-19 Pandemic. The pandemic and ongoing mitigation efforts will significantly, negatively impact the national, regional and local economy. Some revenue sources will be negatively impacted, such as tuition revenue and investment income.

In November 2020, the Higher Learning Commission (HLC) extended the College's "Notice" period because the College remains at risk of noncompliance with the Criteria for Accreditation. The College must submit a Notice Report providing evidence that it is no longer at risk for non-compliance with the Criteria for Accreditation in advance of a HLC follow up visit scheduled to occur in September 2021. Following that visit, the HLC Board will meet in November 2021 to determine if the College has ameliorated the findings and is no longer at risk of noncompliance

# **Morton College, Community College District No. 527**

## **Notes to Basic Financial Statements**

**June 30, 2020 and 2019**

with the Criteria for Accreditation and thus whether Notice shall be removed, or if the College has not ameliorated the findings, or is no longer in compliance with the Criteria for Accreditation, whether other action should be taken under HLC policy, up to and including withdrawal of accreditation.

## **Required Supplementary Information**



**Morton College, Community College District No. 527**  
**Required Supplementary Information**  
**Pension**  
**June 30, 2020 and 2019**

**Components of Net Pension Liability and Related Ratios**

***Schedule of the College's Proportionate Share of the Net Pension Liability***

|   | <b>FY 2020</b>        | <b>FY 2019</b>        | <b>FY 2018</b>        | <b>FY 2017</b>        | <b>FY 2016</b>       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| (a) Proportion percentage of the collective net pension liability   | 0%                    | 0%                    | 0%                    | 0%                    | 0%                   |
| (b) Proportion of amount of the collective net pension liability  | \$ -                  | \$ -                  | \$ -                  | \$ -                  | \$ -                 |
| (c) Portion of nonemployer contributing entities' total proportion of collective net pension liability associated with employer | 124,070,707           | 113,717,486           | 104,396,091           | 104,137,848           | 93,240,864           |
| Total (b) + (c)   | <u>\$ 124,070,707</u> | <u>\$ 113,717,486</u> | <u>\$ 104,396,091</u> | <u>\$ 104,137,848</u> | <u>\$ 93,240,864</u> |
| Covered payroll   | \$ 15,572,814         | \$ 14,739,149         | \$ 14,419,344         | \$ 14,439,567         | \$ 14,278,533        |
| Portion of collective net pension liability associated with employer as a percentage of covered payroll                         | 796.71%               | 771.53%               | 724.00%               | 721.20%               | 653.01%              |
| SURS plan net position as a percentage of the total pension liability   | 40.71%                | 41.27%                | 42.04%                | 39.57%                | 42.37%               |

***Schedule of the College Contributions***

|   | <b>FY 2020</b> | <b>FY 2019</b> | <b>FY 2018</b> | <b>FY 2017</b> | <b>FY 2016</b> | <b>FY 2015</b> |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Federal, trust, grant and other contribution      | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           |
| Contribution in relation to required contribution | -              | -              | -              | -              | -              | -              |
| Contribution deficiency (excess)                  | -              | -              | -              | -              | -              | -              |
| Covered payroll                                   | 16,230,875     | 16,030,474     | 14,795,075     | 14,530,503     | 14,439,567     | 14,278,533     |
| Contribution as a percentage of covered payroll   | 0.00%          | 0.00%          | 0.00%          | 0.00%          | 0.00%          | 0.00%          |

*Note:* The Illinois State University Retirement System implemented GASB 68 in fiscal year 2015. The information above is presented for as many years as available. The Schedule is intended to show information for 10 years. The Net Pension Liability as a Percentage of Covered Employee Payroll Schedule comprised of both SURS and the District's information while the Federal, Trust, Grant and Other Contribution Schedule is only comprised of the District's information.

**Covered Employee Payroll**

The payroll of employees that are provided with pensions through the pension plan.

**Changes of Benefit Terms**

There were no benefit changes recognized in the total pension liability as of June 30, 2020.

**Changes of Assumptions**

In accordance with Illinois Compiled Statutes, an actuarial review is to be performed at least once every three years to determine the reasonableness of actuarial assumptions regarding the retirement, disability, mortality, turnover, interest and salary of the members and benefit recipients

**Morton College, Community College District No. 527**  
**Required Supplementary Information**  
**Pension**  
**June 30, 2020 and 2019**

of SURS. An experience review for the years June 30, 2014 to June 30, 2017, was performed in February 2018, resulting in the adoption of new assumptions as of June 30, 2018.

- *Salary increase.* Decrease in the overall assumed salary increase rates, ranging from 3.25% to 12.25% based on years of service, with underlying wage inflation of 2.2%.
- *Investment return.* Decrease the investment return assumption to 6.75%. This reflects maintaining an assumed real rate of return of 4.50% and decreasing the underlying assumed price inflation to 2.25%.
- *Effective rate of interest.* Decrease the long-term assumption for the ERI for crediting the money purchase accounts to 6.75% (effective July 2, 2019).
- *Normal retirement rates.* A slight increase in the retirement rate at age 50. No change to the rates for ages 60-61, 67-74 and 80+, but a slight decrease in rates at all other ages. A rate of 50% if the member has 40 or more years of service and is younger than age 80.
- *Early retirement rates.* Decrease in rates for all Tier 1 early retirement eligibility ages (55-59).
- *Turnover rates.* Change rates to produce lower expected turnover for members with less than 10 years of service and higher turnover for members with more than 10 years of service.
- *Mortality rates.* Maintain the RP-2014 mortality tables with projected generational mortality improvement. Update the projection scale from the MP-2014 to the MP-2017 scale.
- *Disability rates.* Decrease current rates to reflect that certain members who receive disability benefits do not receive the benefits on a long-term basis.

# Morton College, Community College District No. 527

## Required Supplementary Information Other Postemployment Benefit Obligations June 30, 2020 and 2019

### Schedule of the College's Proportionate Share of the Net OPEB Liability

|   | FY 2020       | FY 2019       |
|---|---------------|---------------|
| College's proportion of the net OPEB liability  | 0.7841%       | 0.7491%       |
| College's proportion of the net OPEB liability  | \$ 14,808,702 | \$ 14,121,970 |
| State's proportionate share of the net OPEB liability<br>associated with the College          | 14,808,702    | 14,121,970    |
| Total   | \$ 29,617,404 | \$ 28,243,940 |
| College's covered payroll   | \$ 16,230,875 | \$ 16,030,474 |
| College's proportionate share of the net OPEB<br>liability as a percentage of covered payroll | 182.48%       | 176.19%       |
| Plan fiduciary net position as a percentage of the<br>total OPEB liability                    | 0.00%         | 0.00%         |

*Note:* The State of Illinois through the Department of Central Management Services (CMS) implemented GASB 75 in fiscal year 2018. The information above is presented for as many years as available. The Schedule is intended to show information for 10 years. The OPEB Liability as a Percentage of Covered Employee Payroll Schedule comprised of both CMS and the District's information.

### Schedule of College Contributions

|   | 2020       | 2019       |
|---|------------|------------|
| Statutorily required contribution                                       | \$ 70,388  | \$ 65,415  |
| Contributions in relation to the actuarially<br>determined contribution | 70,388     | 65,415     |
| Contribution deficiency (excess)  | -          | -          |
| Covered payroll   | 16,230,875 | 16,030,474 |
| Contributions as a percentage of<br>covered payroll                     | 0.43%      | 0.41%      |

The information above is presented for as many years as available. The Schedule is intended to show information for 10 years. Contributions are defined by State statute and Actuarially Determined Contributions are not developed. Benefits are financed on a pay-as-you go basis, based on contribution rates defined by statute. For fiscal year end June 30, 2020, contribution rates are 0.50% of pay for active members, 0.50% of pay for community colleges, and 0.50% of pay for the State. Retired members

# Morton College, Community College District No. 527

## Required Supplementary Information

### Other Postemployment Benefit Obligations

#### June 30, 2020 and 2019

contribute a percentage of premium rates. The goal of the policy is to finance current year costs plus a margin for incurred but not paid plan costs.

### Notes to Schedule

Actuarial valuation date                      June 30, 2018

*Methods and assumptions used to determine contribution rates*

|                              |  |
|------------------------------|--|
| Actuarial cost method        | Entry-age normal   |
| Asset valuation method       | Market value   |
| Inflation                    | 2.25%  |
| Health care cost trend rates | Actual trend used for fiscal year 2019. For fiscal years on and after 2020, trend starts at 8.00% and 9.00% for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend of 4.50%. Additional trend rate of 0.40% is added to non-Medicare cost on and after 2022 to account for the Excise Tax. |
| Salary increases             | Depends on service and ranges from 12.25% at less than one year of service to 3.25% at 34 or more years of service. Salary increase includes a 3.25% wage inflation assumption.  |
| Investment rate of return    | 0%, net of OPEB Plan investment expenses, including inflation, for all plan years.   |
| Retirement age               | Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the June 30, 2018, actuarial valuation of SURS.   |
| Mortality                    | Retirement and beneficiary annuitants: RP-2014 White Collar Annuitant Mortality Table. Disabled annuitants: RP-2014 Disabled Annuitant Table. Pre-retirement: RP-2014 White Collar Table. Tables are adjusted for SURS experience. All tables reflect future mortality improvements using Projection Scale MP-2017.                            |
| Aging factors                | Based on the 2013 SOA Study, "Health Care Costs - From Birth to Death."  |
| Other information            | Health administrative expenses are included in the development of the per capita claim costs. Operating expenses are included as a component of the annual OPEB expense.   |



# STATISTICAL SECTION

**Comprehensive  
Annual Financial Report**

**Fiscal Year Ended  
June 30, 2020 and 2019**



## **Statistical Section**

# Morton College, Community College District No. 527

## Statistical Section

June 30, 2020

The statistical section of the College's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the College's overall financial health.

### Contents

#### **Financial Trends.....47**

These schedules contain trend information to help the reader understand how the College's financial performance and well-being have changed over time.

#### **Revenue Capacity .....53**

These schedules contain information to help the reader assess the College's most significant local revenue source, the property tax.

#### **Debt Capacity .....62**

These schedules contain information about College's ability to meet its current levels of outstanding debt, and, the College's ability to issue additional debt in the future.

#### **Demographic and Economic Information.....68**

These schedules offer demographic and economic indicators to help the reader understand the environment within which the College's financial activities take place.

#### **Operating Information.....70**

These schedules contain service and infrastructure data to help the reader understand how the information in the College's financial report relates to the services the College provides and the activities it performs.

*Sources:* Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

**Morton College, Community College District No. 527**  
**Financial Trends (Unaudited)**  
**Net Position by Component**  
**Last Ten Fiscal Years**

| <b>Fiscal Year</b>                      | <b>2020</b>          | <b>2019</b>          | <b>2018</b>          | <b>2017</b>          |
|---|----------------------|----------------------|----------------------|----------------------|
| <b>Net Investment in Capital Assets</b> | \$ 21,602,244        | \$ 22,674,183        | \$ 20,501,284        | \$ 21,847,098        |
| <b>Restricted</b>                       |                      |                      |                      |                      |
| Capital projects                        | 5,658,557            | 1,559,071            | 734,920              | 549,584              |
| Working cash                            | -                    | 9,442,448            | 9,442,448            | 9,442,448            |
| Debt service                            | 77,289               | 1,447,845            | 938,618              | 966,420              |
| Specific purposes                       | 1,701,251            | 1,618,288            | 1,542,806            | 1,469,734            |
| <b>Unrestricted *</b>                   | <u>(3,431,094)</u>   | <u>(9,837,151)</u>   | <u>(5,759,931)</u>   | <u>* 5,684,050</u>   |
| Total net position                      | <u>\$ 25,608,247</u> | <u>\$ 26,904,684</u> | <u>\$ 27,400,145</u> | <u>\$ 39,959,334</u> |

\* GASB 75 was implemented in fiscal year 2018

Data Source

College records



| <b>2016</b>          | <b>2015</b>          | <b>2014</b>          | <b>2013</b>          | <b>2012</b>          | <b>2011</b>          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$ 22,796,061        | \$ 19,481,082        | \$ 19,976,342        | \$ 16,826,457        | \$ 15,907,741        | \$ 15,844,272        |
| 483,236              | 1,128,601            | 14,274               | 1,149,200            | 511,865              | 736,089              |
| 9,392,979            | 9,384,486            | 9,384,486            | 9,384,615            | 9,382,285            | 9,382,285            |
| 1,011,459            | 1,154,821            | 1,162,982            | 1,108,691            | 1,121,588            | 1,218,466            |
| -                    | -                    | -                    | -                    | -                    | -                    |
| <u>5,251,744</u>     | <u>9,416,289</u>     | <u>9,590,316</u>     | <u>9,889,204</u>     | <u>9,487,652</u>     | <u>9,242,269</u>     |
| <u>\$ 38,935,479</u> | <u>\$ 40,565,279</u> | <u>\$ 40,128,400</u> | <u>\$ 38,358,167</u> | <u>\$ 36,411,131</u> | <u>\$ 36,423,381</u> |

**Morton College, Community College District No. 527**  
**Financial Trends (Unaudited)**  
**Changes in Net Position**  
**Last Ten Fiscal Years**

| <b>Fiscal Year</b>                         | <b>2020</b>    | <b>2019</b>  | <b>2018</b>  | <b>2017</b>  |
|--|----------------|--------------|--------------|--------------|
| <b>Operating Revenue</b>                   |                |              |              |              |
| Student tuition and fees, net              | \$ 6,392,476   | \$ 6,133,413 | \$ 4,982,373 | \$ 4,684,983 |
| Other                                      | 53,378         | 119,321      | 1,211,196    | 1,696,682    |
| Total operating revenue                    | 6,445,854      | 6,252,734    | 6,193,569    | 6,381,665    |
| <b>Operating Expenses</b>                  |                |              |              |              |
| Instruction                                | 16,652,880     | 18,077,524   | 17,995,297   | 15,728,370   |
| Academic support                           | 3,359,257      | 2,940,227    | 2,563,405    | 2,585,214    |
| Student services                           | 4,336,106      | 3,919,084    | 3,668,700    | 3,072,864    |
| Public service                             | 1,272,212      | 1,185,466    | 1,436,109    | 1,134,636    |
| Institutional administration               | 7,976,278      | 6,773,878    | 6,951,773    | 7,036,574    |
| Physical plant operations                  | 8,676,087      | 5,808,513    | 5,062,853    | 4,607,377    |
| Depreciation                               | 2,695,030      | 2,094,445    | 2,076,399    | 1,870,339    |
| Scholarship expense                        | 4,976,378      | 4,347,856    | 3,624,113    | 3,684,305    |
| Auxiliary expense                          | 810,214        | 1,071,095    | 2,121,933    | 2,463,156    |
| Total operating expenses                   | 50,754,442     | 46,218,088   | 45,500,582   | 42,182,835   |
| <b>Operating Loss</b>                      | (44,308,588)   | (39,965,354) | (39,307,013) | (35,801,170) |
| <b>Nonoperating Revenue (Expenses)</b>     |                |              |              |              |
| Local property taxes                       | 9,844,059      | 9,861,485    | 9,982,119    | 9,763,900    |
| State appropriations                       | 23,570,198     | 20,952,783   | 19,957,533   | 18,480,322   |
| Federal grants and contracts               | 9,621,196      | 8,568,350    | 9,353,438    | 8,651,665    |
| Local grants and contracts                 | -              | 3,783        | 1,848        | 11,625       |
| Investment income                          | 327,794        | 522,777      | 264,202      | (177,874)    |
| Interest expense on bonds                  | (351,096)      | (439,285)    | (162,642)    | 95,387       |
| Net nonoperating revenue                   | 43,012,151     | 39,469,893   | 39,396,498   | 36,825,025   |
| <b>Increase (Decrease) in Net Position</b> | \$ (1,296,437) | \$ (495,461) | \$ 89,485    | \$ 1,023,855 |

Data Source

Morton College Comprehensive Annual Financial Reports and general ledger reports

| 2016         | 2015         | 2014         | 2013         | 2012         | 2011         |
|--------------|--------------|--------------|--------------|--------------|--------------|
| \$ 4,596,204 | \$ 4,040,567 | \$ 3,361,086 | \$ 4,125,936 | \$ 3,336,367 | \$ 2,965,107 |
| 1,720,315    | 1,850,764    | 1,982,775    | 2,238,138    | 2,408,893    | 2,597,828    |
| 6,316,519    | 5,891,331    | 5,343,861    | 6,364,074    | 5,745,260    | 5,562,935    |
| 10,517,895   | 12,568,259   | 13,683,816   | 11,178,977   | 10,560,776   | 10,891,769   |
| 2,766,990    | 2,364,630    | 2,300,300    | 2,146,750    | 1,640,870    | 1,657,044    |
| 2,552,963    | 2,552,583    | 2,463,099    | 2,064,685    | 1,724,416    | 1,963,425    |
| 558,055      | 528,553      | 517,563      | 486,255      | 528,209      | 499,903      |
| 6,589,007    | 7,022,773    | 5,602,019    | 5,878,454    | 5,487,908    | 4,068,162    |
| 7,959,932    | 4,787,610    | 2,702,346    | 4,265,754    | 4,363,130    | 3,317,143    |
| 2,068,042    | 1,797,419    | 1,761,597    | 1,445,016    | 1,437,228    | 1,450,714    |
| 4,095,799    | 4,391,965    | 4,380,563    | 6,203,707    | 4,682,950    | 4,160,475    |
| 2,482,407    | 2,440,249    | 2,649,892    | 2,567,778    | 2,603,138    | 2,539,302    |
| 39,591,090   | 38,454,041   | 36,061,195   | 36,237,376   | 33,028,625   | 30,547,937   |
| (33,274,571) | (32,562,710) | (30,717,334) | (29,873,302) | (27,283,365) | (24,985,002) |
| 9,128,821    | 9,310,381    | 8,337,495    | 8,215,441    | 7,667,168    | 8,945,308    |
| 15,145,280   | 14,449,848   | 14,453,707   | 12,816,492   | 9,411,230    | 8,471,061    |
| 8,852,948    | 9,458,611    | 9,917,890    | 10,911,286   | 10,159,841   | 9,379,397    |
| 3,300        | 20,710       | 23,650       | 220,428      | 294,408      | 254,565      |
| 27,677       | 3,687        | 3,437        | 12,691       | 19,317       | 12,394       |
| (204,466)    | (243,648)    | (248,612)    | (356,000)    | (280,849)    | (304,986)    |
| 32,953,560   | 32,999,589   | 32,487,567   | 31,820,338   | 27,271,115   | 26,757,739   |
| \$ (321,011) | \$ 436,879   | \$ 1,770,233 | \$ 1,947,036 | \$ (12,250)  | \$ 1,772,737 |

# **Morton College, Community College District No. 527**

## **Financial Trends (Unaudited)**

### **Operating Expenses by Function**

**(Dollars in Thousands)**

**Last Ten Fiscal Years**

| <b>Year of<br/>Levy</b> |    | <b>Total</b> |    | <b>Instruction</b> |    | <b>Academic<br/>Support</b> |    | <b>Student<br/>Services</b> |    | <b>Institutional<br/>Support</b> |
|-------------------------|----|--------------|----|--------------------|----|-----------------------------|----|-----------------------------|----|----------------------------------|
| 2020                    | \$ | 48,058       | \$ | 16,653             | \$ | 3,359                       | \$ | 4,336                       | \$ | 7,976                            |
| 2019                    |    | 44,124       |    | 18,078             |    | 2,940                       |    | 3,919                       |    | 6,774                            |
| 2018                    |    | 43,424       |    | 17,995             |    | 2,563                       |    | 3,669                       |    | 6,952                            |
| 2017                    |    | 40,312       |    | 15,728             |    | 2,585                       |    | 3,073                       |    | 7,037                            |
| 2016                    |    | 37,523       |    | 10,518             |    | 2,767                       |    | 2,553                       |    | 6,589                            |
| 2015                    |    | 36,658       |    | 12,568             |    | 2,365                       |    | 2,553                       |    | 7,023                            |
| 2014                    |    | 34,300       |    | 13,684             |    | 2,300                       |    | 2,463                       |    | 5,602                            |
| 2013                    |    | 34,794       |    | 11,179             |    | 2,147                       |    | 2,065                       |    | 5,879                            |
| 2012                    |    | 31,591       |    | 10,561             |    | 1,641                       |    | 1,724                       |    | 5,488                            |
| 2011                    |    | 29,096       |    | 10,892             |    | 1,657                       |    | 1,963                       |    | 4,068                            |

Excludes unallocated depreciation

Data Source

College records

| <b>Operation<br/>and<br/>Maintenance<br/>of Plant</b> | <b>Scholarships<br/>and<br/>Fellowships</b> | <b>Public<br/>Service</b> | <b>Auxiliary<br/>Service</b> |
|---|---|---------------------------|------------------------------|
| \$ 8,676  | \$ 4,976                                    | \$ 1,272                  | \$ 810                       |
| 5,809   | 4,348                                       | 1,185                     | 1,071                        |
| 5,063   | 3,624                                       | 1,436                     | 2,122                        |
| 4,607   | 3,684                                       | 1,135                     | 2,463                        |
| 7,960   | 4,096                                       | 558                       | 2,482                        |
| 4,788   | 4,392                                       | 529                       | 2,440                        |
| 2,702   | 4,381                                       | 518                       | 2,650                        |
| 4,266   | 6,204                                       | 486                       | 2,568                        |
| 4,363   | 4,683                                       | 528                       | 2,603                        |
| 3,317   | 4,160                                       | 500                       | 2,539                        |

**Morton College, Community College District No. 527**  
**Revenue Capacity (Unaudited)**  
**Assessed Value and Actual Value of Taxable Property**  
**Last Ten Levy Years**

| <b>Levy Year</b> | <b>Residential<br/>Property</b> | <b>Commercial<br/>Property</b> | <b>Industrial<br/>Property</b> | <b>Farm<br/>Property</b> | <b>Railroad<br/>Property</b> |
|------------------|---------------------------------|--------------------------------|--------------------------------|--------------------------|------------------------------|
| 2019             | N/A                             | N/A                            | N/A                            | \$ -                     | \$ 31,017,224                |
| 2018             | \$ 1,171,731,640                | \$ 309,100,358                 | \$ 151,394,813                 | -                        | 28,320,242                   |
| 2017             | 1,225,521,099                   | 308,743,701                    | 160,163,978                    | -                        | 27,394,270                   |
| 2016             | 1,001,392,862                   | 277,468,730                    | 136,440,304                    | -                        | 26,971,080                   |
| 2015             | 962,020,600                     | 270,979,264                    | 135,101,934                    | -                        | 25,750,151                   |
| 2014             | 992,167,998                     | 276,656,708                    | 140,550,826                    | -                        | 25,475,596                   |
| 2013             | 1,050,767,490                   | 270,215,325                    | 191,960,604                    | -                        | 25,254,915                   |
| 2012             | 1,132,021,942                   | 293,820,048                    | 190,451,096                    | -                        | 24,603,475                   |
| 2011             | 1,247,814,160                   | 314,294,693                    | 200,305,710                    | -                        | 21,293,561                   |
| 2010             | 1,732,327,412                   | 335,543,279                    | 217,994,164                    | -                        | 19,534,030                   |

*Notes*

Property in the College's district is reassessed every three years.  
Cook County is on a triennial reassessment cycle.  
Property estimated assessed value is at 33% of actual value.

Data Source

Offices of the County Clerk of Cook County

| <b>Other<br/>Assessed<br/>Value</b> | <b>Total<br/>Taxable<br/>Assessed<br/>Value</b> | <b>Total<br/>Direct<br/>Tax Rate</b> | <b>Estimated<br/>Actual<br/>Taxable<br/>Value</b> | <b>Estimated<br/>Actual<br/>Taxable<br/>Value</b> |
|-------------------------------------|---|--------------------------------------|---|---|
| \$ 9,155                            | \$ 1,640,547,923                                | 64.50%                               | \$ 4,921,643,769                                  | 33.33%  |
|                                     | 1,660,547,053                                   | 61.90%                               | 4,981,641,159                                     | 33.33%  |
| -                                   | 1,721,823,048                                   | 58.30%                               | 5,165,469,144                                     | 33.33%  |
| -                                   | 1,442,272,976                                   | 68.00%                               | 4,326,818,928                                     | 33.33%  |
| -                                   | 1,393,851,949                                   | 69.80%                               | 4,181,555,847                                     | 33.33%  |
| -                                   | 1,434,851,128                                   | 67.00%                               | 4,304,553,384                                     | 33.33%  |
| -                                   | 1,538,198,334                                   | 61.30%                               | 4,614,595,002                                     | 33.33%  |
| -                                   | 1,640,896,561                                   | 55.60%                               | 4,922,689,683                                     | 33.33%  |
| -                                   | 1,783,704,124                                   | 50.40%                               | 5,351,112,372                                     | 33.33%  |
| -                                   | 2,305,398,885                                   | 39.20%                               | 6,916,196,655                                     | 33.33%  |

# **Morton College, Community College District No. 527**

## **Revenue Capacity (Unaudited)**

### **Property Tax Rates – Direct and Overlapping Governments**

#### **Last Ten Levy Years**

| <b>Taxing Body</b>               | <b>2019</b> | <b>2018</b> | <b>2017</b> | <b>2016</b> |
|----------------------------------|-------------|-------------|-------------|-------------|
| Cook County                      | 0.454       | 0.489       | 0.496       | 0.533       |
| Cook County Forest Preserve      | 0.059       | 0.060       | 0.062       | 0.063       |
| Metropolitan Water Reclamation   | 0.389       | 0.396       | 0.402       | 0.406       |
| Consolidated Elections           | 0.030       | -           | 0.031       | -           |
| Town of Cicero                   | 6.633       | 6.504       | 6.029       | 6.382       |
| Town of Cicero Library Fund      | 0.296       | 0.287       | 0.279       | 0.394       |
| General Assistance               | 0.023       | 0.023       | 0.024       | 0.041       |
| Clyde Park District              | 0.517       | 0.507       | 0.460       | 0.530       |
| Elementary School District #99   | 4.453       | 4.306       | 4.111       | 4.717       |
| High School District #201        | 3.128       | 3.036       | 2.875       | 3.251       |
| Cicero Community Mental Health   | 0.104       | 0.104       | 0.093       | 0.122       |
| Total overlapping rate           | 16.086      | 15.712      | 14.862      | 16.439      |
| Morton Community College No. 527 | 0.645       | 0.619       | 0.583       | 0.680       |
| Total rate                       | 16.731      | 16.331      | 15.445      | 17.119      |

Year is year of extension.

#### Data Source

Cook County Clerk's Office



| 2015   | 2014   | 2013   | 2012   | 2011   | 2010  |
|--------|--------|--------|--------|--------|-------|
| 0.552  | 0.568  | 0.560  | 0.531  | 0.462  | 0.423 |
| 0.069  | 0.069  | 0.069  | 0.063  | 0.058  | 0.051 |
| 0.426  | 0.430  | 0.417  | 0.370  | 0.320  | 0.274 |
| 0.034  | -      | 0.031  | -      | 0.025  | -     |
| 6.315  | 5.760  | 5.183  | 4.522  | 4.566  | 3.388 |
| 0.388  | 0.351  | 0.322  | 0.289  | 0.231  | 0.166 |
| 0.049  | 0.047  | 0.062  | 0.068  | 0.051  | 0.037 |
| 0.542  | 0.556  | 0.545  | 0.505  | 0.458  | 0.333 |
| 5.238  | 4.998  | 4.670  | 4.302  | 3.874  | 2.799 |
| 3.339  | 3.216  | 2.954  | 2.732  | 2.454  | 1.858 |
| 0.120  | 0.104  | 0.096  | 0.100  | 0.077  | 0.063 |
| 17.072 | 16.099 | 14.909 | 13.482 | 12.576 | 9.392 |
| 0.698  | 0.670  | 0.613  | 0.556  | 0.504  | 0.392 |
| 17.770 | 16.769 | 15.522 | 14.038 | 13.080 | 9.784 |

**Morton College, Community College District No. 527**  
**Revenue Capacity (Unaudited)**  
**Principal Property Taxpayers**  
**2019 Levy Year and Nine Years Ago**

| <b>Name</b>                | <b>Type of Business or Property</b>        | <b>2019<br/>Equalized<br/>Assessed<br/>Valuation*</b> | <b>Rank</b> |
|----------------------------|--|---|-------------|
| MacNeal Hospital Finance   | General hospital and commercial properties | \$ 18,276,501   | 1           |
| Cermak Plaza Associate     | Shopping center                            | 15,618,402  | 2           |
| Hawthorne Works Ste 316    | Shopping center                            | 14,634,984  | 3           |
| Dimucci Development Co     | Shopping center, supermarket               | 11,323,148  | 4           |
| Wal-Mart Real Estate       | Commercial property                        | 10,310,428  | 5           |
| Thomas Carey Heirs         | Commercial properties                      | 10,262,063  | 6           |
| Chill LL LLC Lyons         | Commercial properties                      | 8,268,971   | 7           |
| CICF 2 IL1B0 LLC           | Industrial Services                        | 7,547,189   | 8           |
| Cicero Market Place        | Supermarket, one-store stores              | 7,283,991   | 9           |
| Target Proptax T732        | Discount department stores                 | 6,753,628   | 10          |
| KTR Capital PTR Tax Dept   | Industrial property                        |   |             |
| Heartland Bank             | Commercial property                        |   |             |
| United States Cold Storage | Industrial property                        |   |             |
| Andrew S. Bermant          | Industrial property                        |   |             |
| ONC Cicero LLC             | Industrial Property                        |   |             |
|                            |  | <u><u>\$ 110,279,305</u></u>                          |             |

(1) 2019 total equalized asset valuation: 1,640,547,923  
Includes only those parcels with 2019 EAVs over \$100,000.

\*Includes only those parcels with 2010 equalized asset valuations of \$200,000 and over as recorded in the Count Assessor's Office.

Data Source

Cook County Clerk's and Assessor's Offices

| Percent of<br>District's<br>Total EAV | 2010<br>Equalized<br>Assessed<br>Valuation* | Rank | Percent of<br>District's<br>Total EAV |
|---------------------------------------|---|------|---------------------------------------|
| 1.11%                                 | \$ 22,296,467                               | 1    | 0.97%                                 |
| 0.95%                                 |   |      |                                       |
| 0.89%                                 | 13,819,595                                  | 2    | 0.60%                                 |
| 0.69%                                 | 9,498,935                                   | 8    | 0.41%                                 |
| 0.63%                                 |   |      |                                       |
| 0.63%                                 | 10,862,541                                  | 3    | 0.47%                                 |
| 0.50%                                 |   |      |                                       |
| 0.46%                                 |   |      |                                       |
| 0.44%                                 | 10,239,682                                  | 5    | 0.44%                                 |
| 0.41%                                 |   |      |                                       |
|                                       | 9,787,140                                   | 7    | 0.42%                                 |
|                                       | 9,923,100                                   | 6    | 0.43%                                 |
|                                       | 8,132,104                                   | 10   | 0.35%                                 |
|                                       | 10,816,285                                  | 4    | 0.47%                                 |
|                                       | <u>8,865,358</u>                            | 9    | 0.38%                                 |
|                                       | <u><u>\$ 114,241,207</u></u>                |      |                                       |

**Morton College, Community College District No. 527**  
**Revenue Capacity (Unaudited)**  
**Property Tax Levies and Collections**  
**Last Ten Levy Years**

| <b>Year<br/>of Levy</b> | <b>Total<br/>Extended<br/>Tax Levy</b> | <b>Current<br/>Year<br/>Collections</b> | <b>Percent<br/>of Levy</b> | <b>Delinquent<br/>Taxes<br/>Collected<br/>(Refunded)</b> | <b>Total<br/>Taxes<br/>Collected</b> | <b>Percent<br/>of Levy<br/>EAV</b> |
|-------------------------|--|---|----------------------------|--|--------------------------------------|------------------------------------|
| 2019                    | \$ 10,570,508                          | \$ 5,111,956                            | 48.36%                     | \$ -   | 5,111,956                            | 48.36%                             |
| 2018                    | 10,278,763                             | 10,131,989                              | 98.57%                     | -  | 10,131,989                           | 98.57%                             |
| 2017                    | 10,038,214                             | 9,886,521                               | 98.49%                     | (217,433)  | 9,669,088                            | 96.32%                             |
| 2016                    | 9,807,465                              | 9,674,736                               | 98.65%                     | (248,141)  | 9,426,595                            | 96.12%                             |
| 2015                    | 9,729,038                              | 9,888,151                               | 101.64%                    | (579,296)  | 9,308,855                            | 95.68%                             |
| 2014                    | 9,613,393                              | 9,535,983                               | 99.12%                     | (364,673)  | 9,171,310                            | 95.40%                             |
| 2013                    | 9,428,970                              | 9,403,540                               | 99.60%                     | (350,367)  | 9,053,173                            | 96.01%                             |
| 2012                    | 9,123,084                              | 9,053,905                               | 99.24%                     | (281,906)  | 8,771,999                            | 96.15%                             |
| 2011                    | 8,989,563                              | 8,914,223                               | 99.16%                     | (265,915)  | 8,648,308                            | 96.20%                             |
| 2010                    | 9,036,894                              | 8,977,670                               | 99.34%                     | (265,397)  | 8,712,273                            | 96.41%                             |

Data Source

County tax records

**Morton College, Community College District No. 527**  
**Revenue Capacity (Unaudited)**  
**Assessed Valuations and Taxes Extended**  
**Governmental Fund Types**  
**Last Ten Levy Years**

|   | <b>2019<br/>Levy</b>        | <b>2018<br/>Levy</b>        | <b>2017<br/>Levy</b>        | <b>2016<br/>Levy</b>       | <b>2015<br/>Levy</b>       |
|---|-----------------------------|-----------------------------|-----------------------------|----------------------------|----------------------------|
| Assessed valuation                          | <u>\$ 1,640,547,923</u>     | <u>\$ 1,660,547,053</u>     | <u>\$ 1,721,823,048</u>     | <u>\$ 1,442,272,976</u>    | <u>\$ 1,393,851,949</u>    |
| Tax rates (per \$100 of assessed valuation) |                             |                             |                             |                            |                            |
| Education Fund                              | 0.4596                      | 0.4426                      | 0.4168                      | 0.4860                     | 0.4999                     |
| Operations and Maintenance Fund             | 0.0900                      | 0.0875                      | 0.0815                      | 0.0926                     | 0.1000                     |
| Bond and Interest Fund                      | 0.0414                      | 0.0368                      | 0.0354                      | 0.0448                     | 0.0463                     |
| Liability, Protection and Settlement Fund   | 0.0347                      | 0.0337                      | 0.0317                      | 0.0370                     | 0.0373                     |
| Social Security Fund                        | 0.0143                      | 0.0138                      | 0.0130                      | 0.0150                     | 0.0149                     |
| Audit Fund                                  | <u>0.0044</u>               | <u>0.0042</u>               | <u>0.0039</u>               | <u>0.0046</u>              | <u>0.0048</u>              |
| Total tax rates                             | <u><u>0.6444</u></u>        | <u><u>0.6186</u></u>        | <u><u>0.5823</u></u>        | <u><u>0.6800</u></u>       | <u><u>0.7032</u></u>       |
| Taxes extended                              |                             |                             |                             |                            |                            |
| Education Fund                              | \$ 7,540,000                | \$ 7,363,200                | \$ 7,176,000                | \$ 7,098,000               | \$ 6,968,000               |
| Operations and Maintenance Fund             | 1,476,800                   | 1,456,000                   | 1,404,000                   | 1,352,000                  | 1,393,852                  |
| Bond and Interest Fund                      | 679,068                     | 611,364                     | 609,076                     | 645,502                    | 644,592                    |
| Audit Fund                                  | 71,760                      | 69,680                      | 67,600                      | 67,600                     | 67,600                     |
| Liability, Protection and Settlement Fund   | <u>568,880</u>              | <u>561,600</u>              | <u>769,600</u>              | <u>759,200</u>             | <u>728,000</u>             |
| Total taxes extended                        | <u><u>\$ 10,336,508</u></u> | <u><u>\$ 10,061,844</u></u> | <u><u>\$ 10,026,276</u></u> | <u><u>\$ 9,922,302</u></u> | <u><u>\$ 9,802,044</u></u> |

Data Source

County tax records

| <b>2014<br/>Levy</b>    | <b>2013<br/>Levy</b>    | <b>2012<br/>Levy</b>    | <b>2011<br/>Levy</b>    | <b>2010<br/>Levy</b>    |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>\$ 1,434,851,128</u> | <u>\$ 1,538,198,334</u> | <u>\$ 1,640,896,561</u> | <u>\$ 1,783,704,124</u> | <u>\$ 2,305,398,885</u> |
| 0.4711                  | 0.4226                  | 0.3866                  | 0.3396                  | 0.2552                  |
| 0.1000                  | 0.1000                  | 0.1000                  | 0.1000                  | 0.0887                  |
| 0.0134                  | 0.0413                  | 0.0273                  | 0.0251                  | 0.0196                  |
| 0.0713                  | 0.0321                  | 0.0263                  | 0.0248                  | 0.0173                  |
| 0.0145                  | 0.0115                  | 0.0105                  | 0.0093                  | 0.0069                  |
| <u>0.0050</u>           | <u>0.0050</u>           | <u>0.0050</u>           | <u>0.0050</u>           | <u>0.0036</u>           |
| <u>0.6753</u>           | <u>0.6125</u>           | <u>0.5557</u>           | <u>0.5038</u>           | <u>0.3913</u>           |
| <br>                    |                         |                         |                         |                         |
| \$ 6,760,000            | \$ 6,500,000            | \$ 6,344,000            | \$ 6,058,000            | \$ 5,883,377            |
| 1,434,851               | 1,538,198               | 1,640,897               | 1,783,704               | 2,044,888               |
| 642,824                 | 634,974                 | 447,486                 | 451,365                 | 467,999                 |
| 71,743                  | 76,910                  | 82,045                  | 88,400                  | 82,994                  |
| <u>780,000</u>          | <u>670,800</u>          | <u>603,200</u>          | <u>608,400</u>          | <u>557,906</u>          |
| <br>                    |                         |                         |                         |                         |
| <u>\$ 9,689,418</u>     | <u>\$ 9,420,882</u>     | <u>\$ 9,117,628</u>     | <u>\$ 8,989,869</u>     | <u>\$ 9,037,164</u>     |

# Morton College, Community College District No. 527

## Debt Capacity (Unaudited)

### Ratios of Outstanding Debt by Type

#### Last Ten Fiscal Years

| Fiscal Year | General<br>Obligation<br>Bonds | Unamortized<br>Bond<br>Premium | Notes From<br>Direct<br>Borrowings<br>and Direct<br>Placements | Total<br>Outstanding<br>Debt | District 527<br>Actual<br>Taxable<br>Property<br>Value |
|-------------|--------------------------------|--------------------------------|--|------------------------------|--|
| 2020        | \$ 8,335,000                   | \$ 1,005,262                   | \$ 208,238   | \$ 9,548,500                 | \$ 1,640,547,923                                       |
| 2019        | 8,335,000                      | 1,036,438                      | 217,738  | 9,589,176                    | 1,660,547,053  |
| 2018        | 2,995,000                      | 267,578                        | 37,438   | 3,300,016                    | 1,721,823,048  |
| 2017        | 3,455,000                      | 314,910                        | 93,475   | 3,863,385                    | 1,442,272,976  |
| 2016        | 3,895,000                      | 364,264                        | 131,463  | 4,390,727                    | 1,393,851,949  |
| 2015        | 4,315,000                      | 411,669                        | 172,376  | 4,899,045                    | 1,434,851,128  |
| 2014        | 4,745,000                      | -                              | 173,275  | 4,918,275                    | 1,538,198,334  |
| 2013        | 5,580,000                      | -                              | 23,996   | 5,603,996                    | 1,640,896,561  |
| 2012        | 6,395,000                      | -                              | 33,777   | 6,428,777                    | 1,783,704,124  |
| 2011        | 7,200,000                      | -                              | 40,116   | 7,240,116                    | 2,305,398,885  |

\*Estimated figures used for 2011 through 2020

N/A - Personal income not available for 2011 through 2020

#### Data Source

College records and Bureau of Economic Analysis

| <b>Percentage<br/>of Total<br/>Debt to<br/>Actual<br/>Taxable<br/>Property<br/>Value</b> | <b>Population*</b> | <b>Total Debt<br/>Per Capita</b> | <b>Percentage<br/>of<br/>Personal<br/>Income</b> |
|--|--------------------|----------------------------------|--|
| 0.58%  | 157,067            | 60.79                            | N/A  |
| 0.58%  | 157,067            | 61.05                            | N/A  |
| 0.19%  | 157,067            | 21.01                            | N/A  |
| 0.27%  | 157,067            | 24.60                            | N/A  |
| 0.32%  | 157,067            | 27.95                            | N/A  |
| 0.34%  | 157,067            | 31.19                            | N/A  |
| 0.32%  | 157,067            | 31.31                            | N/A  |
| 0.34%  | 157,067            | 35.68                            | N/A  |
| 0.36%  | 157,067            | 40.93                            | N/A  |
| 0.31%  | 157,067            | 46.10                            | N/A  |



**Morton College, Community College District No. 527**  
**Debt Capacity (Unaudited)**  
**Ratios of Net General Bonded Debt Outstanding**  
**Last Ten Fiscal Years**

| <b>Fiscal Year</b> | <b>General Obligation Bonds</b> | <b>Unamortized Bond Premium</b> | <b>Total Outstanding Bonded Debt</b> | <b>Amounts Available In Debt Service Fund</b> | <b>Total Net Outstanding Bond Debt</b> | <b>District 527 Actual Taxable Property Value</b> |
|--------------------|---------------------------------|---------------------------------|--------------------------------------|---|--|---|
| 2020               | \$ 8,335,000                    | \$ 1,005,262                    | \$ 9,340,262                         | \$ 1,477,289                                  | 7,862,973                              | \$ 1,640,547,923                                  |
| 2019               | 8,335,000                       | 1,036,438                       | 9,371,438                            | 2,016,134                                     | 7,355,304                              | 1,660,547,053                                     |
| 2018               | 2,995,000                       | 267,578                         | 3,262,578                            | 938,618                                       | 2,323,960                              | 1,721,823,048                                     |
| 2017               | 3,455,000                       | 314,910                         | 3,769,910                            | 966,420                                       | 2,803,490                              | 1,442,272,976                                     |
| 2016               | 3,895,000                       | 364,264                         | 4,259,264                            | 1,011,459                                     | 3,247,805                              | 1,393,851,949                                     |
| 2015               | 4,315,000                       | 411,669                         | 4,726,669                            | 1,154,821                                     | 3,571,848                              | 1,434,851,128                                     |
| 2014               | 4,745,000                       | -                               | 4,745,000                            | 1,162,982                                     | 3,582,018                              | 1,538,198,334                                     |
| 2013               | 5,580,000                       | -                               | 5,580,000                            | 1,108,691                                     | 4,471,309                              | 1,640,896,561                                     |
| 2012               | 6,395,000                       | -                               | 6,395,000                            | 1,121,588                                     | 5,273,412                              | 1,783,704,124                                     |
| 2011               | 7,200,000                       | -                               | 7,200,000                            | 1,218,466                                     | 5,981,534                              | 2,305,398,885                                     |

\*Estimated figures used for 2011 through 2020.

Data Source

College records and Bureau of Economic Analysis

| <b>Percentage of<br/>Net Outstanding<br/>Bonded Debt to<br/>Actual Taxable<br/>Property Value</b> | <b>Population*</b> | <b>Total Net<br/>Outstanding<br/>Bonded Debt<br/>Per Capita</b> |
|---|--------------------|---|
| 0.48%   | 157,067            | 50.1  |
| 0.44%   | 157,067            | 46.8  |
| 0.13%   | 157,067            | 14.8  |
| 0.19%   | 157,067            | 17.8  |
| 0.23%   | 157,067            | 20.7  |
| 0.25%   | 157,067            | 22.7  |
| 0.23%   | 157,067            | 22.8  |
| 0.27%   | 157,067            | 28.5  |
| 0.30%   | 157,067            | 33.6  |
| 0.26%   | 157,067            | 38.1  |

**Morton College, Community College District No. 527**  
**Debt Capacity (Unaudited)**  
**Direct and Overlapping General Obligation Bonded Debt\***  
**June 30, 2020**

| Name   | Outstanding Bonds | Applicable to District |                       |
|--|-------------------|------------------------|-----------------------|
|  |                   | Percentage             | Amount                |
| Morton Community College District No. 527                          | \$ 8,335,000      | 100.00%                | \$ 8,335,000          |
| Cook County  | 2,803,851,750     | 0.97%                  | 27,113,246            |
| Cook County Forest Preserve  | 140,990,000       | 0.97%                  | 1,363,373             |
| Metropolitan Water Reclamation District                            | 2,274,859,669 (1) | 0.98%                  | 22,384,619            |
| Lyons Township   | 520,000           | 4.60%                  | 23,894                |
| <b>Municipalities</b>  |                   |                        |                       |
| City of Berwyn   | 132,880,000       | 100.00%                | 132,880,000           |
| Town of Cicero   | 46,580,000 (4)    | 100.00%                | 46,580,000            |
| Village of Forest View   | 495,000           | 42.64%                 | 211,058               |
| Village of Lyons   | 4,040,000 (3)(5)  | 94.90%                 | 3,834,081             |
| Village of McCook  | 34,230,000        | 26.53%                 | 9,081,904             |
| Village of Stickney  | 5,965,000         | 100.00%                | 5,965,000             |
| <b>Park Districts</b>  |                   |                        |                       |
| Berwyn Park District   | 2,390,000         | 100.00%                | 2,390,000             |
| Central Stickney Park District                                     | 879,000           | 2.17%                  | 19,083                |
| Clyde Park District  | 2,215,000         | 100.00%                | 2,215,000             |
| Hawthorne Park District  | 179,785 (3)       | 100.00%                | 179,785               |
| McCook Park District   | 531,000           | 26.72%                 | 141,862               |
| North Berwyn Park District   | 359,575 (3)       | 100.00%                | 359,575               |
| <b>Library District</b>  |                   |                        |                       |
| McCook Public Library District                                     | - (3)             | 26.72%                 | -                     |
| Stickney Forest View Public Library District                       | 895,000           | 55.18%                 | 493,852               |
| <b>School Districts</b>  |                   |                        |                       |
| School District #99  | 51,730,000 (3)    | 100.00%                | 51,730,000            |
| School District #100   | 28,890,000        | 100.00%                | 28,890,000            |
| School District #103   | 5,990,413 (2)     | 70.73%                 | 4,236,779             |
| School District #104   | 24,165,000        | 3.18%                  | 769,172               |
| High School District #201  | 60,207,645 (2)    | 100.00%                | 60,207,645            |
| <b>Total Direct and Overlapping General Obligation Bonded Debt</b> |                   |                        | <b>\$ 409,404,928</b> |

\*2019 Equalized Assessed Values were used for this statement.  
Outstanding bonds are as of June 30, 2020.

- (1) Includes IEPA Revolving Loan Fund Bonds
- (2) Includes original principal amounts of outstanding General Obligation Capital Appreciation Bonds
- (3) Excludes principal amounts of outstanding General Obligation Alternate Revenue Source Bonds which are expected to be paid from sources other than general taxation.
- (4) Includes self-supporting debt
- (5) Excludes debt certificates

**Data Source**

Offices of the Cook County Clerk, Cook County Comptroller and the  
Treasurer of the Metropolitan Water Reclamation District of Greater Chicago

**Morton College, Community College District No. 527**  
**Debt Capacity (Unaudited)**  
**Legal Debt Margin Information**  
**Last Ten Fiscal Years**

| <b>Fiscal Year</b> | <b>Assessed Valuation Amount</b> | <b>Legal Debt Limit Rate</b> | <b>Legal Debt Limit</b> | <b>Amount Applicable to Debt Limit</b> | <b>Legal Debt Margin</b> | <b>Applicable Debt as Percentage of Debt Limit</b> |
|--------------------|----------------------------------|------------------------------|-------------------------|--|--------------------------|--|
| 2020               | \$ 1,640,547,923                 | 2.875%                       | \$ 47,165,753           | \$ 9,340,262                           | \$ 37,825,491            | 19.80%   |
| 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              | 4,726,669                              | 36,525,301               | 11.46%   |
| 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%                       | 65,521,932              | 7,200,000                              | 58,321,932               | 10.99%   |

Data Source

County tax records; College records

**Morton College, Community College District No. 527**  
**Demographic and Economic Information (Unaudited)**  
**Personal Income Per Capita**  
**Last Ten Fiscal Years**

| <b>Fiscal Year</b> | <b>Population Employed <sup>(2)</sup></b> | <b>Personal Income <sup>(2)</sup></b> | <b>Per Capital Personal Income</b> | <b>Unemployment Rate <sup>(1)</sup></b> |
|--------------------|---|---------------------------------------|------------------------------------|---|
| 2020               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2019               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2018               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2017               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2016               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2015               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2014               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2013               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2012               | N/A                                       | N/A                                   | N/A                                | N/A                                     |
| 2011               | N/A                                       | N/A                                   | N/A                                | N/A                                     |

N/A - Data Not Available

Data Source

- (1) Illinois Department of Employment Security; Illinois Labor Market Information for the County of Cook  
(2) Bureau of Economic Analysis Bearfacts Regional Economic Accounts for the County of Cook

# Morton College, Community College District No. 527

## Demographic and Economic Information (Unaudited)

### Principal Employers

### Current Year and Nine Years Ago

| Employer   | City           | Approximate<br>Number of<br>Employees | Data<br>Source* | Rank | Percent of<br>Total<br>District<br>Employment** |
|--|----------------|---------------------------------------|-----------------|------|---|
| <b>2020</b>  |                |                                       |                 |      |   |
| MacNeal Hospital & Health Services                                 | Berwyn         | 2,200                                 | (2)             | 1    | 3.23%   |
| Breakthru Beverage Illinois (formerly Wirtz Beverage Illinois)     | Cicero         | 1,000                                 | (2)             | 2    | 1.47%   |
| Morton East & West High Schools                                    | Berwyn, Cicero | 809                                   | (3)             | 3    | 1.19%   |
| BUONA Restaurants and Catering                                     | Berwyn         | 600                                   | (4)             | 4    | 0.88%   |
| Federal Express Corporation  | McCook         | 500                                   | (2)             | 5    | 0.73%   |
| United Scrap Metal, Inc.   | Cicero         | 500                                   | (1)             | 6    | 0.73%   |
| LBP Manufacturing, Inc. (Levin Bros. Paper/Terrace Paper Co.)      | Cicero         | 400                                   | (1)             | 7    | 0.59%   |
| Morton College   | Cicero         | 368                                   | (3)             | 8    | 0.54%   |
| USF Holland, Inc.  | McCook         | 340                                   | (2)             | 9    | 0.50%   |
| Walmart Supercenter  | Cicero         | 249                                   | (4)             | 10   | 0.37%   |
| Campagna-Turano Bakery   | Berwyn         | 300                                   | (1)             | 11   | 0.44%   |
| Freeman Expositions, Inc.  | McCook         | 300                                   | (2)             | 11   | 0.44%   |
| Fontanini Italian Meats  | McCook         | 270                                   | (1)             | 12   | 0.40%   |
| Saporito Finishing Co.   | Cicero         | 250                                   | (1)             | 13   | 0.37%   |
| Total  |                | 8,086                                 |                 |      | 11.88%  |
| <b>2011</b>  |                |                                       |                 |      |   |
| MacNeal Memorial Hospital  | Berwyn         | 2,200                                 | (2)             | 1    | 1.40%   |
| A & R Janitorial Service   | Cicero         | 900                                   | (2)             | 2    | 0.57%   |
| USF Holland, Inc.  | McCook         | 500                                   | (2)             | 3    | 0.32%   |
| Brad Foote Gear Works Inc.   | Cicero         | 250                                   | (1)             | 4    | 0.16%   |
| Meade Electric Co., Inc.   | McCook         | 400                                   | (2)             | 5    | 0.25%   |
| Terrace Paper Co.  | Cicero         | 400                                   | (1)             | 6    | 0.25%   |
| Champaagna-Turano Bakery   | Berwyn         | 300                                   | (1)             | 7    | 0.19%   |
| Grout Industries, Inc.   | McCook         | 250                                   | (2)             | 8    | 0.16%   |
| Morton College   | Cicero         | 250                                   | (2)             | 9    | 0.16%   |
| Tru Vue  | McCook         | 250                                   | (1)             | 10   | 0.16%   |
| World Marketing Chicago  | McCook         | 250                                   | (2)             | 11   | 0.16%   |
| Estes Express Lines, Inc.  | McCook         | 240                                   | (2)             | 12   | 0.15%   |
| Innerpac Inc.  | Cicero         | 240                                   | (4)             | 13   | 0.15%   |
| Bell Fuels, Inc.   | Cicero         | 200                                   | (2)             | 14   | 0.13%   |
| BNSF Railway Company, Div of<br>Burlington Northern Santa Fe Corp. | Cicero         | 200                                   | (2)             | 15   | 0.13%   |
| Classic Party Rentals  | McCook         | 200                                   | (2)             | 16   | 0.13%   |
| Corey Steel  | Cicero         | 200                                   | (1)(4)          | 17   | 0.13%   |
| Itron Corp   | McCook         | 200                                   | (4)             | 18   | 0.13%   |
| Waste Management, Inc.   | Cicero         | 200                                   | (2)             | 19   | 0.13%   |
| UOP  | McCook         | 200                                   | (1)             | 20   | 0.13%   |
| Fontanini Italian Meat and Sausages                                | McCook         | 200                                   | (1)             | 21   | 0.13%   |
| Michael Lavis Co.  | McCook         | 200                                   | (2)             | 22   | 0.13%   |
|  |                | 8,230                                 |                 |      | 5.22%   |

\*The 2011 principal employer information was obtained from the District's 2011 Official Statement which listed the sources shown below in (5).

\*\*Illinois Department of Employment Security.

#### Data Source

- (1) 2020 and 2011 Illinois Manufacturers Directory
- (2) 2020 and 2011 Illinois Services Directory
- (3) Employer Official Website and/or Financial Reports
- (4) 2011 Harris Illinois Industrial Directory
- (5) Illinois Department of Employment Security

**Morton College, Community College District No. 527**  
**Operating Information (Unaudited)**  
**Full-Time Equivalent Employees**  
**Last Ten Fiscal Years**

|                                      | 2020 | 2019 | 2018 | 2017 |
|--------------------------------------|------|------|------|------|
| Faculty                              |      |      |      |      |
| Full time                            | 74   | 63   | 56   | 53   |
| Full time overload                   | -    | -    | -    | -    |
| Full time summer                     | -    | -    | -    | -    |
|                                      | 74   | 63   | 56   | 53   |
| Part time                            | 100  | 124  | 179  | 171  |
| Total Faculty FTE                    | 174  | 187  | 235  | 224  |
| Teaching                             | 174  | 187  | 235  | 224  |
| Non-teaching                         | -    | -    | -    | -    |
| Total Faculty FTE                    | 174  | 187  | 235  | 224  |
| Library, counselors and others       |      |      |      |      |
| Full time                            | 6    | 4    | 4    | -    |
| Summer                               | -    | -    | -    | -    |
| Part time                            | 4    | 3    | 4    | 5    |
| Total Library, counselors and Others | 10   | 7    | 8    | 5    |
| Library                              | -    | -    | -    | -    |
| Counselors                           | -    | -    | -    | -    |
| Others                               | -    | -    | -    | -    |
| Total library, counselors and Others | -    | -    | -    | -    |
| Administrators                       | 31   | 27   | 23   | 26   |
| Classified employees                 | 127  | 134  | 121  | 121  |
| Total FTE employees                  | 342  | 355  | 387  | 376  |
| Student employee (1)                 | 10   | 13   | 14   | 7    |
| Total FTE employees                  | 352  | 368  | 401  | 383  |

(1) Student FTE are based upon 20 hours per week.

Data Source

College records

| 2016 | 2015 | 2014 | 2013 | 2012 | 2011 |
|------|------|------|------|------|------|
| 55   | 56   | 54   | 51   | 51   | 52   |
| -    | -    | -    | -    | -    | -    |
| -    | -    | -    | -    | -    | -    |
| 55   | 56   | 54   | 51   | 51   | 52   |
| 171  | 187  | 190  | 192  | 190  | 166  |
| 226  | 243  | 244  | 243  | 241  | 218  |
| 226  | 243  | 243  | 243  | 241  | 218  |
| -    | -    | -    | -    | -    | -    |
| 226  | 243  | 243  | 243  | 241  | 218  |
| 3    | 3    | 3    | 3    | 3    | 3    |
| -    | -    | -    | -    | -    | -    |
| 4    | 3    | 3    | 4    | 4    | 4    |
| 7    | 6    | 6    | 7    | 7    | 7    |
| -    | -    | -    | -    | -    | -    |
| -    | -    | -    | -    | -    | -    |
| -    | -    | -    | -    | -    | -    |
| -    | -    | -    | -    | -    | -    |
| 30   | 34   | 31   | 29   | 24   | 15   |
| 121  | 113  | 114  | 112  | 108  | 106  |
| 384  | 396  | 394  | 391  | 380  | 346  |
| 15   | 11   | 16   | 18   | 19   | 19   |
| 399  | 407  | 410  | 409  | 399  | 365  |



**Morton College, Community College District No. 527**  
**Operating Information (Unaudited)**  
**Capital Assets Statistics**  
**Last Ten Fiscal Years**

|                                    | <b>2020</b>          | <b>2019</b>          | <b>2018</b>          | <b>2017</b>          |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Capital asset type                 |                      |                      |                      |                      |
| Land and improvements              | \$ 2,600,248         | \$ 2,600,248         | \$ 2,600,248         | \$ 2,600,248         |
| Building and building improvements | 40,347,711           | 36,016,067           | 35,441,975           | 35,510,495           |
| Furniture, fixtures and equipment  | 8,735,122            | 8,437,776            | 7,855,997            | 7,725,949            |
| Construction in progress           | <u>3,637,850</u>     | <u>697,860</u>       | <u>165,000</u>       | <u>-</u>             |
| Total capital assets               | <u>55,320,931</u>    | <u>47,751,951</u>    | <u>46,063,220</u>    | <u>45,836,692</u>    |
| Less accumulated depreciation      |                      |                      |                      |                      |
| Building and building improvements | (20,299,125)         | (18,256,495)         | (16,745,295)         | (15,372,978)         |
| Furniture, fixtures and equipment  | <u>(6,851,338)</u>   | <u>(6,198,938)</u>   | <u>(5,615,693)</u>   | <u>(4,911,611)</u>   |
| Total accumulated depreciation     | <u>(27,150,463)</u>  | <u>(24,455,433)</u>  | <u>(22,360,988)</u>  | <u>(20,284,589)</u>  |
| Total net capital assets           | <u>\$ 28,170,468</u> | <u>\$ 23,296,518</u> | <u>\$ 23,702,232</u> | <u>\$ 25,552,103</u> |
| Other information                  |                      |                      |                      |                      |
| Capital additions                  | <u>\$ 7,568,980</u>  | <u>\$ 1,523,731</u>  | <u>\$ 226,528</u>    | <u>\$ 451,024</u>    |
| Depreciation expense               | <u>\$ 2,965,030</u>  | <u>\$ 2,094,445</u>  | <u>\$ 2,076,399</u>  | <u>\$ 1,870,339</u>  |

Data Source

College records

| 2016                 | 2015                 | 2014                 | 2013                 | 2012                 | 2011                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| \$ 2,600,248         | \$ 2,600,248         | \$ 2,600,248         | \$ 2,600,248         | \$ 2,600,248         | \$ 2,600,248         |
| 30,648,155           | 30,355,520           | 30,083,273           | 24,237,896           | 23,718,767           | 23,380,951           |
| 7,534,528            | 7,296,085            | 7,078,802            | 6,634,673            | 6,126,427            | 5,242,349            |
| <u>4,602,737</u>     | <u>807,330</u>       | <u>-</u>             | <u>1,290,305</u>     | <u>869,399</u>       | <u>765,534</u>       |
| <u>45,385,668</u>    | <u>41,059,183</u>    | <u>39,762,323</u>    | <u>34,763,122</u>    | <u>33,314,841</u>    | <u>31,989,082</u>    |
| (14,118,355)         | (12,606,188)         | (11,350,048)         | (10,127,758)         | (8,920,731)          | (8,005,858)          |
| <u>(4,295,895)</u>   | <u>(3,740,020)</u>   | <u>(3,198,741)</u>   | <u>(2,659,434)</u>   | <u>(2,421,445)</u>   | <u>(1,899,090)</u>   |
| <u>(18,414,250)</u>  | <u>(16,346,208)</u>  | <u>(14,548,789)</u>  | <u>(12,787,192)</u>  | <u>(11,342,176)</u>  | <u>(9,904,948)</u>   |
| <u>\$ 26,971,418</u> | <u>\$ 24,712,975</u> | <u>\$ 25,213,534</u> | <u>\$ 21,975,930</u> | <u>\$ 21,972,665</u> | <u>\$ 22,084,134</u> |
| <u>\$ 4,326,485</u>  | <u>\$ 1,296,860</u>  | <u>\$ 4,999,201</u>  | <u>\$ 1,448,281</u>  | <u>\$ 1,325,759</u>  | <u>\$ 869,088</u>    |
| <u>\$ 2,068,042</u>  | <u>\$ 1,797,419</u>  | <u>\$ 1,761,597</u>  | <u>\$ 1,445,016</u>  | <u>\$ 1,437,228</u>  | <u>\$ 1,450,714</u>  |

# **Morton College, Community College District No. 527**

## **Residency Policy**

### **Year Ended June 30, 2020**

The tuition rate is determined by the student's residence. Residence is defined as the place where a student lives and which a student intends to be his true permanent home. A student who temporarily moves into the District for the purpose of attending the College at a reduced tuition rate will not be considered as having established a true residence within the District.

The student must meet the following criteria to be considered a resident of the District: One must have occupied and/or owned a dwelling in the District for 30 days immediately prior to the start of classes and must demonstrate proof of District residency by providing at least two of the following acceptable proof of residency documents: Illinois driver's license, state I.D., automobile registration, property tax statement, voter registration card, lease or purchase agreement, matricula, utility or telephone bill. Acceptable proof of identification documents include Illinois driver's license, state I.D., matricula and passports.

A change from out-of-district to in-district status during a semester becomes effective no earlier than the following semester. Students who move in or out of the District during a semester are required to report their new residence to the Office of Admissions and Records.

#### ***District Residency Verification***

1. High school transcripts are on-file for all degree-seeking in-district and in-state high school graduates.
2. Two forms of identification as listed above must be provided for any student who has mail returned, or who has been reported to reside outside of the District. A student's record will be restricted until this is verified. A photocopy of this documentation will be placed in the student file.

#### ***Contract Training***

1. In-district companies many provide contract training for their employees at an in-district rate. Contract training is defined as specific coursework or enrollment in a specific degree/certificate program which is job-related as approved by the sponsoring in-district company. It infers the company will derive direct benefits as a result of the employee's training. The procedures are:
  - a. An authorized company representative must sign a contract training agreement form with Morton College for each employee to be trained verifying the courses approved as being related to their job.
  - b. The company is directly billed for the courses at in-district tuition rates.



# **SPECIAL REPORT SECTION**

**Comprehensive  
Annual Financial Report**

**Fiscal Year Ended  
June 30, 2020 and 2019**



## **Special Reports Section**

## **State Required Report Section**

# Morton College, Community College District No. 527

## All Funds Summary

### Uniform Financial Statement Number 1

Year Ended June 30, 2020

|  | Education<br>Fund    | Operations<br>and<br>Maintenance<br>Fund | Operation<br>and<br>Maintenance<br>Fund<br>(Restricted) | Auxiliary<br>Enterprises<br>Fund | Restricted<br>Purposes<br>Fund |
|--|----------------------|--|---|----------------------------------|--------------------------------|
| Account balance at July 1, 2019                                | \$ 8,438,618         | \$ 1,058,876                             | \$ 500,195  | \$ -                             | \$ 3,873                       |
| Restatement (a)  | -                    | -  | 9,374,328   | -                                | -                              |
| Account balance at July 1, 2019, restated                      | <u>8,438,618</u>     | <u>1,058,876</u>                         | <u>9,874,523</u>  | <u>-</u>                         | <u>3,873</u>                   |
| Revenues   |                      |  |   |                                  |                                |
| Local tax revenue  | 7,217,715            | 1,441,531                                | -   | -                                | -                              |
| ICCB grants  | 6,976,400            | -  | -   | -                                | 739,222                        |
| All other state revenue (including SURS<br>and OPEB on-behalf) | 745,024              | 670,802                                  | 101,817   | -                                | 13,664,069                     |
| Federal revenue  | -                    | -  | -   | -                                | 9,621,196                      |
| Student tuition and fees                                       | 10,376,503           | 1,574,646                                | -   | -                                | -                              |
| All other revenue  | <u>236,731</u>       | <u>18,349</u>                            | <u>-</u>  | <u>-</u>                         | <u>-</u>                       |
| Total revenues   | <u>25,552,373</u>    | <u>3,705,328</u>                         | <u>101,817</u>  | <u>-</u>                         | <u>24,024,487</u>              |
| Expenditures   |                      |  |   |                                  |                                |
| Instruction  | 10,536,555           | -  | -   | -                                | 9,049,197                      |
| Academic support   | 2,221,439            | -  | -   | -                                | 1,002,263                      |
| Student services   | 2,403,595            | -  | -   | -                                | 1,741,333                      |
| Public service/continuing education                            | 548,949              | -  | -   | -                                | 670,736                        |
| Auxiliary services   | 720,911              | -  | -   | -                                | 77,969                         |
| Operation and maintenance of plant                             | 6,659                | 3,494,606                                | 7,445,881   | -                                | 1,199,453                      |
| Institutional support  | 5,188,909            | -  | -   | -                                | 2,060,281                      |
| Scholarships, student grants and<br>waivers                    | 2,322,123            | -  | -   | -                                | 8,212,928                      |
| Debt service   | -                    | -  | -   | -                                | -                              |
| Depreciation   | <u>-</u>             | <u>-</u>                                 | <u>-</u>  | <u>-</u>                         | <u>-</u>                       |
| Total expenditures   | <u>23,949,140</u>    | <u>3,494,606</u>                         | <u>7,445,881</u>  | <u>-</u>                         | <u>24,014,160</u>              |
| Transfers in   | 9,619,313            | 1,400,000                                | 458,500   | -                                | -                              |
| Transfers out  | <u>473,500</u>       | <u>-</u>                                 | <u>-</u>  | <u>-</u>                         | <u>10,325</u>                  |
| Account balance at June 30, 2020                               | <u>\$ 19,187,664</u> | <u>\$ 2,669,598</u>                      | <u>\$ 2,988,959</u>                                     | <u>\$ -</u>                      | <u>\$ 3,875</u>                |

(a) - The Uniform Financial Statement Number 1 beginning account balances at July 1, 2019, have been restated for the recognition of bond proceeds in 2019 affecting the Operation and Maintenance Fund and the Adjustments for GAAP columns in the amount of \$8,335,000. The bond proceeds should have been recognized as revenue under the modified accrual basis of accounting that is prescribed for use in this schedule, within the Operation and Maintenance Fund in fiscal year 2019. That is then offset with a corresponding reduction in the Adjustment for GAAP column, representing the conversion of this amount to a bond liability under the full accrual basis of accounting. This change has no effect on ending net position or on the change in net position as previously presented in the basic financial statements (statement of net position and statement of activities) for 2019. Only the Uniform Financial Statement Number 1 is affected.

| <b>Bond<br/>Retirement<br/>Fund</b> | <b>Working<br/>Cash Fund</b> | <b>Audit Fund</b> | <b>Liability,<br/>Protection,<br/>and<br/>Settlement<br/>Fund</b> | <b>Adjustments<br/>for GAAP</b> | <b>Total</b>         |
|-------------------------------------|------------------------------|-------------------|---|---------------------------------|----------------------|
| \$ 1,447,845                        | \$ 9,442,448                 | \$ 80,271         | \$ 1,534,144  | \$ 4,398,414                    | \$ 26,904,684        |
| -                                   | -                            | -                 | -   | (9,374,328)                     | -                    |
| <u>1,447,845</u>                    | <u>9,442,448</u>             | <u>80,271</u>     | <u>1,534,144</u>  | <u>(4,975,914)</u>              | <u>26,904,684</u>    |
| 380,434                             | -                            | 100,317           | 704,062   | -                               | 9,844,059            |
| -                                   | -                            | -                 | -   | -                               | 7,715,622            |
| -                                   | -                            | -                 | -   | 672,864                         | 15,854,576           |
| -                                   | -                            | -                 | -   | -                               | 9,621,196            |
| -                                   | -                            | -                 | -   | -                               | 11,951,149           |
| <u>106</u>                          | <u>166,540</u>               | <u>18</u>         | <u>35</u>   | <u>(40,607)</u>                 | <u>381,172</u>       |
| <u>380,540</u>                      | <u>166,540</u>               | <u>100,335</u>    | <u>704,097</u>  | <u>632,257</u>                  | <u>55,367,774</u>    |
| -                                   | -                            | -                 | 152,025   | (3,084,897)                     | 16,652,880           |
| -                                   | -                            | -                 | 19,592  | 115,963                         | 3,359,257            |
| -                                   | -                            | -                 | 25,689  | 165,489                         | 4,336,106            |
| -                                   | -                            | -                 | 6,017   | 46,510                          | 1,272,212            |
| -                                   | -                            | -                 | 2,313   | 9,021                           | 810,214              |
| -                                   | -                            | -                 | 24,493  | (3,495,005)                     | 8,676,087            |
| -                                   | -                            | 81,601            | 424,741   | 220,746                         | 7,976,278            |
| -                                   | -                            | -                 | -   | -                               | 10,535,051           |
| 351,096                             | -                            | -                 | -   | -                               | 351,096              |
| <u>-</u>                            | <u>-</u>                     | <u>-</u>          | <u>-</u>  | <u>2,695,030</u>                | <u>2,695,030</u>     |
| <u>351,096</u>                      | <u>-</u>                     | <u>81,601</u>     | <u>654,870</u>  | <u>(3,327,143)</u>              | <u>56,664,211</u>    |
| -                                   | -                            | 15,000            | -   | -                               | 11,492,813           |
| <u>1,400,000</u>                    | <u>9,608,988</u>             | <u>-</u>          | <u>-</u>  | <u>-</u>                        | <u>11,492,813</u>    |
| <u>\$ 77,289</u>                    | <u>\$ -</u>                  | <u>\$ 114,005</u> | <u>\$ 1,583,371</u>   | <u>\$ (1,016,514)</u>           | <u>\$ 25,608,247</u> |



# Morton College, Community College District No. 527

## Summary of Capital Assets and Debt Uniform Financial Statement Number 2 Year Ended June 30, 2020

|                                    | Capital<br>Asset/Debt<br>July 1, 2019 | Additions           | Disposals             | Transfers           | Capital<br>Asset/Debt<br>June 30, 2020 |
|------------------------------------|---------------------------------------|---------------------|-----------------------|---------------------|--|
| Capital asset type                 |                                       |                     |                       |                     |  |
| Land and improvements              | \$ 2,600,248                          | \$ -                | \$ -                  | \$ -                | \$ 2,600,248                           |
| Building and building improvements | 36,016,067                            | 4,331,645           | -                     | -                   | 40,347,712                             |
| Furniture, fixtures and equipment  | 8,437,776                             | 297,345             | -                     | -                   | 8,735,121                              |
| Construction in progress           | 697,860                               | 3,637,850           | -                     | (697,860)           | 3,637,850                              |
| Total capital assets               | 47,751,951                            | 8,266,840           | -                     | (697,860)           | 55,320,931                             |
| Less accumulated depreciation      | (24,455,433)                          | (2,695,030)         | -                     | -                   | (27,150,463)                           |
| Total net capital assets           | <u>\$ 23,296,518</u>                  | <u>\$ 5,571,810</u> | <u>\$ -</u>           | <u>\$ (697,860)</u> | <u>\$ 28,170,468</u>                   |
| Debt                               |                                       |                     |                       |                     |  |
| Bonds payable                      | \$ 9,371,438                          | \$ -                | \$ (31,176)           | \$ -                | \$ 9,340,262                           |
| Other                              | 14,339,708                            | 1,686,397           | (1,009,165)           | -                   | 15,016,940                             |
| Total debt                         | <u>\$ 23,711,146</u>                  | <u>\$ 1,686,397</u> | <u>\$ (1,040,341)</u> | <u>\$ -</u>         | <u>\$ 24,357,202</u>                   |

# Morton College, Community College District No. 527

## Operating Funds Revenues and Expenditures

### Uniform Financial Statement Number 3

Year Ended June 30, 2020

|  | Education<br>Fund    | Operation<br>and<br>Maintenance<br>Fund | Total<br>Operating<br>Funds |
|--|----------------------|---|-----------------------------|
| Operating revenues, by source  |                      |   |                             |
| Local government   |                      |   |                             |
| Taxes  | \$ 7,217,715         | \$ 1,441,531                            | \$ 8,659,246                |
| State government   |                      |   |                             |
| ICCB credit hour grants  | 2,205,360            | -                                       | 2,205,360                   |
| ICCB equalization grants   | 4,601,780            | -                                       | 4,601,780                   |
| ICCB CTE formula   | 169,260              | -                                       | 169,260                     |
| Corporate personal property<br>replacement taxes                     | 670,802              | 670,802                                 | 1,341,604                   |
| On-behalf payments for community college<br>health insurance program | 74,222               | -                                       | 74,222                      |
| Total state government   | <u>7,721,424</u>     | <u>670,802</u>                          | <u>8,392,226</u>            |
| Student tuition and fees   |                      |   |                             |
| Tuition  | 8,718,409            | -                                       | 8,718,409                   |
| Fees   | 1,658,094            | 1,574,646                               | 3,232,740                   |
| Total student tuition and fees                                       | <u>10,376,503</u>    | <u>1,574,646</u>                        | <u>11,951,149</u>           |
| Other sources  |                      |   |                             |
| Sales and service fees   | 11,280               | -                                       | 11,280                      |
| Facilities rental  | -                    | 6,725                                   | 6,725                       |
| Investment revenue   | 149,724              | 11,389                                  | 161,113                     |
| Other sources  | 75,727               | 235                                     | 75,962                      |
| Total other sources  | <u>236,731</u>       | <u>18,349</u>                           | <u>255,080</u>              |
| Total revenue  | 25,552,373           | 3,705,328                               | 29,257,701                  |
| Less nonoperating items*   |                      |   |                             |
| Tuition chargeback revenue   | <u>-</u>             | <u>-</u>                                | <u>-</u>                    |
| Adjusted revenue   | <u>\$ 25,552,373</u> | <u>\$ 3,705,328</u>                     | <u>\$ 29,257,701</u>        |

\*Intercollegiate revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

# Morton College, Community College District No. 527

## Operating Funds Revenues and Expenditures

### Uniform Financial Statement Number 3

Year Ended June 30, 2020

|  | Education<br>Fund    | Operation<br>and<br>Maintenance<br>Fund | Total<br>Operating<br>Funds |
|--|----------------------|---|-----------------------------|
| Operating expenditures                   |                      |   |                             |
| By program                               |                      |   |                             |
| Instruction                              | \$ 10,536,555        | \$ -                                    | \$ 10,536,555               |
| Academic support                         | 2,221,439            | -                                       | 2,221,439                   |
| Student services                         | 2,403,595            | -                                       | 2,403,595                   |
| Public service/continuing education      | 548,949              | -                                       | 548,949                     |
| Auxiliary services                       | 720,911              | -                                       | 720,911                     |
| Operation and maintenance of plant       | 6,659                | 3,494,606                               | 3,501,265                   |
| Institutional support                    | 5,188,909            | -                                       | 5,188,909                   |
| Scholarships, student grants and waivers | 2,322,123            | -                                       | 2,322,123                   |
| Total operating expenditures, by program | <u>23,949,140</u>    | <u>3,494,606</u>                        | <u>27,443,746</u>           |
| Total operating items*                   |                      |   |                             |
| Tuition chargeback revenue               | <u>-</u>             | <u>-</u>                                | <u>-</u>                    |
| Adjusted expenditures                    | <u>23,949,140</u>    | <u>3,494,606</u>                        | <u>27,443,746</u>           |
| By object                                |                      |   |                             |
| Salaries                                 | 15,328,814           | 1,668,415                               | 16,997,229                  |
| Employee benefits                        | 1,794,326            | 161,400                                 | 1,955,726                   |
| Contractual services                     | 2,351,596            | 527,227                                 | 2,878,823                   |
| General materials and supplies           | 1,439,591            | 149,507                                 | 1,589,098                   |
| Conference and meeting expenses          | 414,054              | 36                                      | 414,090                     |
| Fixed charges                            | 16,893               | -                                       | 16,893                      |
| Utilities                                | -                    | 728,063                                 | 728,063                     |
| Capital outlay                           | 240,607              | 259,958                                 | 500,565                     |
| Student grants and scholarships          | 2,275,793            | -                                       | 2,275,793                   |
| Other                                    | 87,466               | -                                       | 87,466                      |
| Total operating expenditures, by object  | <u>23,949,140</u>    | <u>3,494,606</u>                        | <u>27,443,746</u>           |
| Less operating items*                    |                      |   |                             |
| Tuition chargeback revenue               | <u>-</u>             | <u>-</u>                                | <u>-</u>                    |
| Adjusted expenditures                    | <u>\$ 23,949,140</u> | <u>\$ 3,494,606</u>                     | <u>\$ 27,443,746</u>        |

\*Intercollegiate revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

# **Morton College, Community College District No. 527**

## **Restricted Purposes Fund Revenues and Expenditures**

### **Uniform Financial Statement Number 4**

**Year Ended June 30, 2020**

Restricted purposes fund revenues, by source

|                        |                   |
|------------------------|-------------------|
| State government       |                   |
| ICCB adult education   | \$ 739,222        |
| SURS - On Behalf       | 13,368,958        |
| Other state revenue    | 295,111           |
| Total state government | <u>14,403,291</u> |

Federal government

|                           |                  |
|---------------------------|------------------|
| Department of Education   | 9,617,212        |
| Department of Agriculture | 3,984            |
| Total federal government  | <u>9,621,196</u> |

|  |                             |
|--|-----------------------------|
| Total restricted purposes fund revenues, by source | <u><u>\$ 24,024,487</u></u> |
|--|-----------------------------|

Restricted purposes fund expenditures, by program

|  |                  |
|--|------------------|
| Instruction                              | \$ 9,049,196     |
| Academic support                         | 1,002,263        |
| Student services                         | 1,741,333        |
| Public service/continuing education      | 670,736          |
| Auxiliary services                       | 77,970           |
| Operation and maintenance of plant       | 1,199,453        |
| Institutional support                    | 2,060,281        |
| Scholarships, student grants and waivers | <u>8,212,928</u> |

|   |                             |
|---|-----------------------------|
| Total restricted purposes fund expenditures, by program | <u><u>\$ 24,014,160</u></u> |
|---|-----------------------------|

Restricted purposes fund expenditures, by object

|                                 |                  |
|---------------------------------|------------------|
| Salaries                        | \$ 1,811,865     |
| Employee benefits               | 13,474,631       |
| Contractual services            | 80,794           |
| General materials and supplies  | 388,475          |
| Conference and meeting expenses | 26,333           |
| Fixed charges                   | 38,089           |
| Capital outlay                  |                  |
| Student grants and scholarships | <u>8,193,973</u> |

|  |                             |
|--|-----------------------------|
| Total restricted purposes fund expenditures, by object | <u><u>\$ 24,014,160</u></u> |
|--|-----------------------------|

# Morton College, Community College District No. 527

## Current Funds – Expenditures by Activity

### Uniform Financial Statement Number 5

Year Ended June 30, 2020

|   |                      |
|---|----------------------|
| Instruction                               |                      |
| Instruction programs                      | \$ 10,536,555        |
| Other                                     | 9,201,222            |
| Total instruction                         | <u>19,737,777</u>    |
| Academic support                          |                      |
| Library center                            | 850,838              |
| Instructional materials center            | 180,429              |
| Other                                     | 2,212,027            |
| Total academic support                    | <u>3,243,294</u>     |
| Student services support                  |                      |
| Admissions and records                    | 421,487              |
| Counseling and career services            | 1,138,388            |
| Financial aid administration              | 411,836              |
| Other student services support            | 2,198,906            |
| Total student services and support        | <u>4,170,617</u>     |
| Public service/continuing education       |                      |
| Community education                       | 264,998              |
| Community services                        | 280,295              |
| Other                                     | 680,409              |
| Total public service/continuing education | <u>1,225,702</u>     |
| Auxiliary services                        | <u>801,193</u>       |
| Operation and maintenance                 |                      |
| Maintenance                               | 840,501              |
| Custodial services                        | 692,063              |
| Grounds                                   | 198,909              |
| Campus security                           | 866,703              |
| Plant utilities                           | 728,063              |
| Administration                            | 1,398,972            |
| Total operation and maintenance           | <u>4,725,211</u>     |
| Institutional support                     |                      |
| Executive management                      | 1,309,539            |
| Fiscal operations                         | 562,656              |
| Community relations                       | 943,425              |
| Administration support services           | 454,043              |
| Board of Trustees                         | 25,320               |
| General institutional                     | 1,155,244            |
| Administrative data processing            | 1,234,418            |
| Other                                     | 2,070,887            |
| Total institutional support               | <u>7,755,532</u>     |
| Scholarship, student grants and waivers   | <u>10,535,051</u>    |
| Total current funds expenditures          | <u>\$ 52,194,377</u> |

\*Current funds include the Education, Operation and Maintenance, Auxiliary Enterprises, Restricted Purposes, Audit, and Liability, Protection, and Settlement Funds.

**Morton College, Community College District No. 527**  
**Fiscal Year 2020 Certification of Chargeback Reimbursement**  
**Year Ended June 30, 2020**

All fiscal year 2020 noncapital audited operating expenditures  
from the following funds

|  |                   |
|--|-------------------|
| Education Fund                               | \$ 23,694,031     |
| Operations and Maintenance Fund              | 3,234,649         |
| Operations and Maintenance Fund (restricted) | 345,882           |
| Bond Retirement Fund                         | 351,096           |
| Restricted Purposes Fund                     | 10,645,203        |
| Audit Fund                                   | 81,600            |
| Liability, Protection, and Settlement Fund   | 654,870           |
| Total noncapital expenditures                | <u>39,007,331</u> |

Depreciation on capital outlay expenses paid from sources  
other than state and federal funds

2,247,771

Total costs included

\$ 41,255,102

Total certified semester credit hours

73,501

Per capita cost per semester credit hour

\$ 561.29

All fiscal year 2020 state and federal operation grants for  
noncapital expenses, except ICCB grants

\$ 8,985,754

Fiscal year 2020 state and federal grants per semester credit hour

122.25

District's average ICCB grant rate for fiscal year 2021

34.13

District's student tuition and fees per semester credit hour for  
fiscal year 2020

148

Chargeback reimbursement per semester credit hour

257

Approved:

  
Chief Financial Officer

12/15/20

Date

Approved:

  
President

12-15-20  
Date

## **State Grant Compliance Section**

## Independent Auditor's Report

Board of Trustees  
Morton College, Community College  
District No. 527  
Cicero, Illinois

### Report on the Financial Statements

We have audited the accompanying balance sheets of the Morton College, Community College District No. 527 (College) State Adult Education and Family Literacy Grant Program (State Basic and Performance) (Grant Programs), as of June 30, 2020, and the related statements of revenues, expenditures and changes in program balances for the year then ended, and the related notes to the financial statements, which collectively comprise the Grant Programs' financial statements, as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the guidelines of the Illinois Community College Board *Fiscal Management Manual*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.



Board of Trustees  
Morton College, Community College  
District No. 527

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the College's Grant Programs as of June 30, 2020, and the respective changes in program balances for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As described in Note 1, the financial statements present only the Grant Programs, and do not purport to, and do not, present fairly the financial position of the College as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Grant Programs' financial statements. The other supplementary information on "Expenditure Amount and Percentages for ICCB Grant Funds Only" schedule is presented for purposes of additional analysis and is not a required part of the financial statements.

The other supplementary information on "Expenditure Amount and Percentages for ICCB Grant Funds Only" schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information on "Expenditure Amount and Percentages for ICCB Grant Funds Only" schedule is fairly stated, in all material respects, in relation to the financial statements as a whole.

Board of Trustees  
Morton College, Community College  
District No. 527

## **Report of Other Legal and Regulatory Requirements**

In accordance with *Government Auditing Standards*, we have also issued a report dated December 16, 2020, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Grant Programs' internal control over financial reporting and compliance.

*BKD, LLP*

Oakbrook Terrace, Illinois  
December 16, 2020

**Independent Auditor's Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Grant Program Financial Statements  
Performed in Accordance with *Government Auditing Standards***

Board of Trustees  
Morton College, Community College  
District No. 527  
Cicero, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the guidelines of the Illinois Community College Board *Fiscal Management Manual*, the financial statements of the Morton College, Community College District No. 527 (College) State Adult Education and Family Literacy Grant (State Basic, and Performance - Grant Programs) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Grant Programs' financial statements, and have issued our report thereon, dated December 16, 2020. As described in Note 1, these financial statements present only the Grant Programs, and do not purport to, and do not, present fairly the financial position of the College as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) of the Grant Programs to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control of the Grant Programs. Accordingly, we do not express an opinion on the effectiveness of the College's internal control on the Grant Programs.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Grant Programs' financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Board of Trustees  
Morton College, Community College  
District No. 527

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph in this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether these financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance of the Grant Programs. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance of the Grant Programs. Accordingly, this communication is not suitable for any other purpose.

*BKD, LLP*

Oakbrook Terrace, Illinois  
December 16, 2020

**State Adult Education and  
Family Literacy Grant Program**

# Morton College, Community College District No. 527

## State Adult Education and Family Literacy Grant Program

### (State Basic and Performance)

#### Balance Sheet

June 30, 2020

|  | State Basic | Performance | Total<br>(Memorandum<br>Only) |
|--|-------------|-------------|-------------------------------|
| <b>Assets</b>                          |             |             |                               |
| Receivables                            | \$ 58,165   | \$ 17,813   | \$ 75,978                     |
| <b>Liabilities and Program Balance</b> |             |             |                               |
| <b>Liabilities</b>                     |             |             |                               |
| Due to other funds                     | \$ 20,023   | \$ (36,032) | \$ (16,009)                   |
| <b>Program Balance</b>                 | -           | -           | -                             |
|  | \$ 58,165   | \$ 17,813   | \$ 75,978                     |

**Morton College, Community College District No. 527**  
**State Adult Education and Family Literacy Grant Program**  
**(State Basic and Performance)**  
**Statement of Revenues, Expenditures and Changes in Program Balances**  
**Year Ended June 30, 2020**

|   | <u>State Basic</u> | <u>Performance</u> | <u>Total<br/>(Memorandum<br/>Only)</u> |
|---|--------------------|--------------------|--|
| <b>Revenues</b>                             |                    |                    |  |
| Illinois Community College Board Grant      | \$ 553,163         | \$ 127,296         | \$ 680,459                             |
| <b>Expenditures</b>                         |                    |                    |  |
| Instructional and student services          |                    |                    |  |
| Instruction                                 | 383,624            | 14,826             | 398,450                                |
| Social work services                        | 8,466              | 682                | 9,148                                  |
| Guidance services                           | 52,241             | 31,136             | 83,377                                 |
| Assessment and testing                      | 14,217             | 22,488             | 36,705                                 |
| Total instructional and<br>student services | <u>458,548</u>     | <u>69,132</u>      | <u>527,680</u>                         |
| Program support                             |                    |                    |  |
| Improvement of instructional service        | 70,928             | 3,907              | 74,835                                 |
| General administration                      | -                  | 9,736              | 9,736                                  |
| Data and informational service              | 16,218             | 44,521             | 60,739                                 |
| Workforce coordination                      | 7,469              | -                  | 7,469                                  |
| Total program support                       | <u>94,615</u>      | <u>58,164</u>      | <u>152,779</u>                         |
| Total expenditures                          | <u>553,163</u>     | <u>127,296</u>     | <u>680,459</u>                         |
| <b>Excess of Revenues Over Expenditures</b> | -                  | -                  | -                                      |
| <b>Program Balance</b>                      |                    |                    |  |
| Beginning balance - July 1, 2019            | <u>-</u>           | <u>-</u>           | <u>-</u>                               |
| Ending balance - June 30, 2020              | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u>                     |

**Morton College, Community College District No. 527**  
**ICCB Compliance Statement for the**  
**Adult and Family Literacy Grant Program**  
**Expenditure Amounts and Percentages for ICCB Grant Funds Only**  
**Year Ended June 30, 2020**

| <b>State Basic</b>                           | <b>Audited<br/>Expenditure<br/>Amount</b> | <b>Actual<br/>Expenditure<br/>Percentage</b> |
|--|---|--|
| Instruction (45% minimum required)           | \$ 383,624                                | 69%  |
| General administration (15% maximum allowed) | -   | 0%   |



**Morton College, Community College District No. 527**  
**Notes to Grant Program Financial Statements**  
**June 30, 2020**

**Note 1: Description of Programs**

The following grants received from the Illinois Community College Board (ICCB) are administered by Morton College, Community College District No. 527 (College). The accompanying statements include only those transactions resulting from the State Adult Education and Family Literacy Grant. These transactions have been accounted for in the College's Restricted Purposes Fund. Because the financial statements of the ICCB grant programs presents only a selected portion of the operations of the College, it is not intended to and does not present the financial position, changes in net position, or cash flows, if applicable, of the College.

***State Adult Education and Family Literacy Grant***

This grant is intended to assist adults to become literate, obtain the knowledge and skills necessary for employment and self-sufficiency, become full partners in the educational development of their children and completion of secondary school education.

**Note 2: Basis of Presentation and Significant Accounting Policies**

***ICCB Grant Programs***

The financial statements of the ICCB grant programs have been prepared on the modified accrual basis of accounting. Expenditures included all accounts payable representing liabilities for goods and services actually received as of June 30, 2020. Amounts received from ICCB are recognized as revenues when the corresponding expenditures are incurred.

Funds obligated for goods and services by June 30, 2020, and paid for by August 31, 2020, are recorded as unearned revenue. Payments of prior year's encumbrances for goods received prior to August 31, 2019, are reflected as expenditures during the current fiscal year.

***Accounts Receivable***

The College's accounts receivable are comprised of amounts committed from the State of Illinois for the Adult Education program. Management reviews all the accounts receivable as of June 30, 2020, and establishes an allowance for doubtful accounts based on specific assessment of each account as necessary. There was no allowance as of June 30, 2020.

## **Credit Hour Data**

**Independent Accountant's Report on  
Schedule of Credit Hour Data and Other Basis  
Upon Which Claims Were Filed**

Board of Trustees  
Morton College, Community College  
District No. 527  
Cicero, Illinois

We have examined the accompanying Schedule of Credit Hour Data and Other Basis Upon Which Claims Were Filed (Schedule) of Morton College, Community College District No. 527 for the year ended June 30, 2020. Morton College, Community College District No. 527's management is responsible for the Schedule. Our responsibility is to express an opinion on the Schedule based upon our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, in accordance with the guidelines of the Illinois Community College Board's *Fiscal Management Manual*; and accordingly, including examining, on a test basis, evidence supporting the Schedule and performing such other procedures as we consider necessary in the circumstances. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Schedule is in accordance with the criteria, in all material respects. An examination involves performing procedures to obtain evidence about the Schedule. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the Schedule, whether due to fraud or error. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the accompanying Schedule of Credit Hour Data and Other Basis Upon Which Claims Were Filed is fairly presented, in all material respects, in accordance with the provisions of the aforementioned guidelines for the year ended June 30, 2020.

This report is intended solely for the information and use of the Board of Trustees, management and the Illinois Community College Board and is not intended to be and should not be used by anyone other than these specified parties.

**BKD, LLP**

Oakbrook Terrace, Illinois  
December 16, 2020

# Morton College, Community College District No. 527

## Schedule of Credit Hour Data and Other Bases

### Upon Which Claims Were Filed

Year Ended June 30, 2020

| Credit Hour Categories | Total Reimbursable Semester Credit Hours by Term |                  |                    |                  |
|------------------------|--|------------------|--------------------|------------------|
|                        | Summer Term                                      |                  | Fall Term          |                  |
|                        | Unrestricted Hours                               | Restricted Hours | Unrestricted Hours | Restricted Hours |
| Baccalaureate          | 4,196.0  | -                | 21,808.0           | -                |
| Business occupational  | 232.0  | -                | 1,665.0            | -                |
| Technical occupational | 180.0  | -                | 1,366.0            | -                |
| Health occupational    | 128.0  | -                | 2,548.0            | -                |
| Remedial/developmental | 417.0  | -                | 3,578.0            | -                |
| Adult education        | -  | 1,264.0          | -                  | 4,043.0          |
| Total                  | 5,153.0  | 1,264.0          | 30,965.0           | 4,043.0          |

| Credit Hour Categories | Spring Term        |                  | Total All Terms    |                  |
|------------------------|--------------------|------------------|--------------------|------------------|
|                        | Unrestricted Hours | Restricted Hours | Unrestricted Hours | Restricted Hours |
|                        | Unrestricted Hours | Restricted Hours | Unrestricted Hours | Restricted Hours |
| Baccalaureate          | 20,061.0           | -                | 46,065.0           | -                |
| Business occupational  | 1,669.0            | -                | 3,566.0            | -                |
| Technical occupational | 1,785.0            | -                | 3,331.0            | -                |
| Health occupational    | 2,715.0            | -                | 5,391.0            | -                |
| Remedial/developmental | 2,740.0            | -                | 6,735.0            | -                |
| Adult education        | -                  | 3,105.5          | -                  | 8,412.5          |
| Total                  | 28,970.0           | 3,105.5          | 65,088.0           | 8,412.5          |

|                           | In-District (All terms) |                  |
|---------------------------|-------------------------|------------------|
|                           | Unrestricted Hours      | Restricted Hours |
| Reimbursable credit hours | 58,737.0                | 7,404.0          |

|   |       |
|---|-------|
| Credit hours on chargeback or Contractual agreement | 889.5 |
|---|-------|

|                              | Dual Credit (All Terms) |                  | Dual Enrollment (All Terms) |                  |
|------------------------------|-------------------------|------------------|-----------------------------|------------------|
|                              | Unrestricted Hours      | Restricted Hours | Unrestricted Hours          | Restricted Hours |
| Reimbursable credit hours    | 3,878.0                 | -                | 549.0                       | -                |
| Equalized assessed valuation | 1,640,547,923           |                  |                             |                  |

# Morton College, Community College District No. 527

## Schedule of Credit Hour Data and Other Bases

### Upon Which Claims Were Filed

Year Ended June 30, 2020

| Credit Hour Categories | Correctional Semester Credit Hours |                       |                       |                       |
|------------------------|------------------------------------|-----------------------|-----------------------|-----------------------|
|                        | Summer                             | Fall                  | Spring                | Total                 |
|                        | Correctional<br>Hours              | Correctional<br>Hours | Correctional<br>Hours | Correctional<br>Hours |
| Baccalaureate          | -                                  | -                     | -                     | -                     |
| Business occupational  | -                                  | -                     | -                     | -                     |
| Technical occupational | -                                  | -                     | -                     | -                     |
| Health occupational    | -                                  | -                     | -                     | -                     |
| Remedial/developmental | -                                  | -                     | -                     | -                     |
| Adult education        | -                                  | -                     | -                     | -                     |
| Total                  | -                                  | -                     | -                     | -                     |

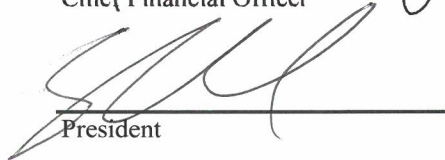
Approved:

  
Chief Financial Officer

12/14/20

Date

Approved:

  
President

12-14-20

Date

**Morton College, Community College District No. 527**  
**Reconciliation of Total Semester Credit Hours**  
**Year Ended June 30, 2020**

| <b>Credit Hour Categories</b> | <b>Total Reimbursable Semester Credit Hours</b>           |   | <b>Difference</b> |
|-------------------------------|---|---|-------------------|
|                               | <b>Total<br/>Reported in Audit<br/>Unrestricted Hours</b> | <b>Total<br/>Certified to ICCB<br/>Unrestricted Hours</b> |                   |
| Baccalaureate                 | 46,065.0  | 46,065.0  | -                 |
| Business occupational         | 3,566.0   | 3,566.0   | -                 |
| Technical occupational        | 3,331.0   | 3,331.0   | -                 |
| Health occupational           | 5,391.0   | 5,391.0   | -                 |
| Remedial/developmental        | 6,735.0   | 6,735.0   | -                 |
| Adult education               | -   | -   | -                 |
| <b>Total</b>                  | <b>65,088</b>   | <b>65,088</b>   | <b>-</b>          |

| <b>Credit Hour Categories</b> | <b>Total<br/>Reported in Audit<br/>Restricted Hours</b> | <b>Total<br/>Certified to ICCB<br/>Restricted Hours</b> | <b>Difference</b> |
|-------------------------------|---|---|-------------------|
| Baccalaureate                 | -   | -   | -                 |
| Business occupational         | -   | -   | -                 |
| Technical occupational        | -   | -   | -                 |
| Health occupational           | -   | -   | -                 |
| Remedial/developmental        | -   | -   | -                 |
| Adult education               | 8,412.5   | 8,412.5   | -                 |
| <b>Total</b>                  | <b>8,412.5</b>  | <b>8,412.5</b>  | <b>-</b>          |

|                          | <b>Total<br/>Reported in Audit<br/>Unrestricted Hours</b> | <b>Total<br/>Certified to ICCB<br/>Unrestricted Hours</b> | <b>Difference</b> |
|--------------------------|---|---|-------------------|
| In-district credit hours | 58,737.0  | 58,737.0  | -                 |
| Dual credit hours        | -   | -   | -                 |
| Dual enrollment hours    | -   | -   | -                 |

|                          | <b>Total<br/>Reported in Audit<br/>Restricted Hours</b> | <b>Total<br/>Certified to ICCB<br/>Restricted Hours</b> | <b>Difference</b> |
|--------------------------|---|---|-------------------|
| In-district credit hours | 7,404.0   | 7,404.0   | -                 |
| Dual credit hours        | -   | -   | -                 |
| Dual enrollment hours    | -   | -   | -                 |

# Morton College, Community College District No. 527

## Reconciliation of Total Semester Credit Hours

Year Ended June 30, 2020

| Total Correctional Semester Credit Hours |   |   |            |
|--|---|---|------------|
| Credit Hour Categories                   | Total                                   | Total                                   | Difference |
|  | Reported in Audit<br>Unrestricted Hours | Certified to ICCB<br>Unrestricted Hours |            |
| Baccalaureate                            | -                                       | -                                       | -          |
| Business occupational                    | -                                       | -                                       | -          |
| Technical occupational                   | -                                       | -                                       | -          |
| Health occupational                      | -                                       | -                                       | -          |
| Remedial/developmental                   | -                                       | -                                       | -          |
| Adult education                          | -                                       | -                                       | -          |
| Total                                    | -                                       | -                                       | -          |

| Credit Hour Categories | Total                                 | Total                                 | Difference |
|------------------------|---------------------------------------|---------------------------------------|------------|
|                        | Reported in Audit<br>Restricted Hours | Certified to ICCB<br>Restricted Hours |            |
| Baccalaureate          | 46,065.0                              | 46,065.0                              | -          |
| Business occupational  | 3,566.0                               | 3,566.0                               | -          |
| Technical occupational | 3,331.0                               | 3,331.0                               | -          |
| Health occupational    | 5,391.0                               | 5,391.0                               | -          |
| Remedial/developmental | 6,735.0                               | 6,735.0                               | -          |
| Adult education        | 8,412.5                               | 8,412.5                               | -          |
| Total                  | 73,500.5                              | 73,500.5                              | -          |

# **Morton College**

Single Audit Reports

June 30, 2020





# Morton College

June 30, 2020

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# Morton College

## Schedule of Expenditures of Federal Awards

### Year Ended June 30, 2020

| Federal Grantor/Pass-Through Grantor/<br>Program or Cluster Title   | Federal<br>CFDA<br>Number | Pass-Through<br>Entity<br>Identifying<br>Number | Passed<br>Through to<br>Subrecipients | Total<br>Federal<br>Expenditures |
|---|---------------------------|---|---------------------------------------|----------------------------------|
| <b>U.S. Department of Education</b>   |                           |   |                                       |                                  |
| Student Financial Assistance Cluster  |                           |   |                                       |                                  |
| Federal Supplemental Educational Opportunity Grant<br>Program   | 84.007                    | n/a   | \$ -                                  | \$ 110,623                       |
| Federal Direct Student Loan Program   | 84.268                    | n/a   | -                                     | 418,939                          |
| Federal Work-Study Program  | 84.033                    | n/a   | -                                     | 119,780                          |
| Federal Pell Grant Program  | 84.063                    | n/a   | -                                     | 7,131,024                        |
| Total Student Financial Assistance Cluster  |                           |   | -                                     | 7,780,366                        |
| Higher Education Institutional Aid - MC SUCCESS   | 84.031                    | n/a   | -                                     | 56,070                           |
| COVID-19 - Education Stabilization Fund - Higher<br>Education Emergency Relief Fund - Student Portion       | 84.425E                   | n/a   | -                                     | 442,887                          |
| COVID-19 - Education Stabilization Fund - Higher<br>Education Emergency Relief Fund - Institutional Portion | 84.425F                   | n/a   | -                                     | 152,380                          |
| Total CFDA #84.425  |                           |   | -                                     | 595,267                          |
| Passed through the Illinois Community College Board   |                           |   |                                       |                                  |
| Adult Education - Federal - Administered Basic Grant<br>Program   | 84.002A                   | V002A150013-52701                               | -                                     | 455,735                          |
| Adult Education - EL/Civics   | 84.002A                   | V002A150013-52701                               | -                                     | 24,725                           |
| Adult Education   | 84.002A                   | V002A20003                                      | -                                     | 5,225                            |
| Total CFDA #84.002A   |                           |   | -                                     | 485,685                          |
| Career and Technical Education - Carl Perkins<br>Educational Act  | 84.048A                   | V048A150013-<br>CTE527                          | -                                     | 410,814                          |
| Career and Technical Education - CTE Perkins<br>Leadership  | 84.048                    | V048A190013-<br>LEAD 52719                      | -                                     | 25,372                           |
| Career and Technical Education  | 84.048                    | V002A20003                                      | -                                     | 8,682                            |
| Total CFDA #84.048  |                           |   | -                                     | 444,868                          |
| Total passed through the Illinois Community<br>College Board  |                           |   | -                                     | 930,553                          |
| Passed through National Louis University  |                           |   |                                       |                                  |
| Research and Development Cluster  |                           |   |                                       |                                  |
| Higher Education Institutional Aid -<br>Discretionary Research and Development Grant                        | 84.031C                   | P031C160241                                     | -                                     | 247,456                          |
| Total U.S. Department of Education  |                           |   | -                                     | 9,609,712                        |

# Morton College

## Schedule of Expenditures of Federal Awards

### Year Ended June 30, 2020

| Federal Grantor/Pass-Through Grantor/<br>Program or Cluster Title  | Federal<br>CFDA<br>Number | Pass-Through<br>Entity<br>Identifying<br>Number | Passed<br>Through to<br>Subrecipients | Total<br>Federal<br>Expenditures |
|--|---------------------------|---|---------------------------------------|----------------------------------|
| <b>U.S. Department of Agriculture</b>  |                           |   |                                       |                                  |
| Passed through Illinois State Board of Education<br>Child & Adult Care Food Program  | 10.558                    | 14-016-5270-51                                  | \$ -                                  | \$ 3,984                         |
| <b>National Science Foundation</b>   |                           |   |                                       |                                  |
| Passed through Chicago State University Education<br>and Human Resources<br>Louis Stokes STEM Pathways and Research<br>Alliance - ILSPRA | 47.076                    | 1911341   | -                                     | 7,500                            |
| Total expenditures of federal awards   |                           |   | \$ -                                  | \$ 9,621,196                     |

**Morton College**  
**Notes to Schedule of Expenditures of Federal Awards**  
**Year Ended June 30, 2020**

1. The accompanying schedule of expenditures of federal awards (Schedule) includes the federal award activity of Morton College (College) under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the College, it is not intended to and does not present the financial position, changes in net position or cash flows of the College.
2. Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule, if any, represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The College has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.
3. The federal loan program listed on the schedule of expenditures of federal awards are not directly administered by the College.

**Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit  
of Financial Statements Performed in Accordance with  
Government Auditing Standards**

**Independent's Auditor's Report**

Board of Trustees  
Morton College  
Cicero, Illinois

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Morton College, which comprise the statement of net position as of June 30, 2020, and the related statements of revenue, expenses and changes in net position and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon, dated December 16, 2020.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Trustees  
Morton College

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BKD, LLP*

Oakbrook Terrace, Illinois  
December 16, 2020

**Report on Compliance for Each Major Federal Program;  
Report on Internal Control Over Compliance; and Report  
on Schedule of Expenditures of Federal Awards Required by the  
Uniform Guidance**

**Independent Auditor's Report**

Board of Trustees  
Morton College  
Cicero, Illinois

**Report on Compliance for the Major Federal Program**

We have audited Morton College's (College) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the College's major federal program for the year ended June 30, 2020. The College's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, contracts and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the College's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the College's compliance.

### ***Opinion on the Major Federal Program***

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect its major federal program for the year ended June 30, 2020.

### **Report on Internal Control Over Compliance**

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance**

We have audited the financial statements of Morton College as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements. We issued our report thereon, dated December 16, 2020, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements that comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and



Board of Trustees  
Morton College

other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*BKD, LLP*

Oakbrook Terrace, Illinois  
December 16, 2020

**Morton College**  
**Schedule of Findings and Questioned Costs**  
**Year Ended June 30, 2020**

***Summary of Auditor's Results***

Financial Statements

1. The type of report the auditor issued on whether the financial statements audited were prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) was:
- ☒ Unmodified      ☐ Qualified      ☐ Adverse      ☐ Disclaimer
2. The independent auditor's report on internal control over financial reporting disclosed:
- Significant deficiency(ies)?      ☐ Yes      ☒ None reported
- Material weakness(es)?      ☐ Yes      ☒ No
3. Noncompliance considered material to the financial statements was disclosed by the audit?      ☐ Yes      ☒ No

Federal Awards

4. The independent auditor's report on internal control over compliance for major federal awards programs disclosed:
- Significant deficiency(ies)?      ☐ Yes      ☒ None reported
- Material weakness(es)?      ☐ Yes      ☒ No
5. The opinion expressed in the independent auditor's report on compliance for the major federal award program was:
- ☒ Unmodified      ☐ Qualified      ☐ Adverse      ☐ Disclaimer
6. The audit disclosed findings required to be reported by 2 CFR 200.516(a)?      ☐ Yes      ☒ No

**Morton College**  
**Schedule of Findings and Questioned Costs (Cont.)**  
**Year Ended June 30, 2020**

7. The College's major program was:

| <b>Cluster/Program</b>                                     | <b>CFDA Number</b> |
|--|--------------------|
| Student Financial Assistance Cluster                       |                    |
| Federal Supplemental Educational Opportunity Grant Program | 84.007             |
| Federal Direct Student Loan Program                        | 84.268             |
| Federal Work-Study Program                                 | 84.033             |
| Federal Pell Grant Program                                 | 84.063             |

8. The threshold used to distinguish between Type A and Type B programs was \$750,000.

9. The College qualified as a low-risk auditee? ☐ Yes ☒ No

**Findings Required to be Reported by the *Government Auditing Standards***

| <b>Reference Number</b> | <b>Finding</b>             |
|-------------------------|----------------------------|
|                         | No matters are reportable. |

**Findings Required to be Reported by the Uniform Guidance**

| <b>Reference Number</b> | <b>Finding</b>             |
|-------------------------|----------------------------|
|                         | No matters are reportable. |

**Morton College**  
**Summary Schedule of Prior Audit Findings**  
**Year Ended June 30, 2020**

| <b>Reference<br/>Number</b> | <b>Summary of Finding</b>  | <b>Status</b>                |
|-----------------------------|--|------------------------------|
| 2019-001                    | <i>Special Tests and Provisions – Enrollment Reporting</i><br><br>Notification of the student status change (graduated, withdrew, less than half-time) did not reach the NSLDS within the required time frame. In addition, the status change per the College's records did not consistently match what was reported in the NSLDS's enrollment detail. | Corrective action was taken. |

9. Approval of the credit from the change order for the Toilet Room Upgrade Phase 3 by All Masonry Construction Company, in the amount of \$30,343.23, as submitted.

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** FW: 2 Change Orders All Masonry Construction 1-14-21  
**Date:** Thursday, January 14, 2021 10:45:38 AM  
**Attachments:** [Change Order All Masonry Toilet Rooms Phase 3 1-14-21.pdf](#)  
[Change Order All Masonry Construction 1-14-21.pdf](#)  
**Importance:** High

---

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:** Ana L Valdez <ana.valdez@morton.edu>  
**Sent:** Thursday, January 14, 2021 10:44 AM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Cc:** Cheryl Schoepf <Cheryl.Schoepf@morton.edu>; Joseph Florio <joseph.florio@morton.edu>; Maria Sanchez Anderson <maria.anderson@morton.edu>  
**Subject:** FW:2 Change Orders All Masonry Construction 1-14-21  
**Importance:** High

Good Morning Mireya,

Attached are two proposed action items for the January BOT meeting for your review and approval.

Upon approval, please forward to [board.materials@morton.edu](mailto:board.materials@morton.edu).

Thank you,  
*Ana Valdez*

---

**From:** Cheryl Schoepf  
**Sent:** Thursday, January 14, 2021 10:29 AM  
**To:** Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)>

**PROPOSED ACTION:** That the Board approve the change order with All Masonry Construction Company for the Toilet Rooms Upgrade Phase 3.

**RATIONALE:** Credit

**COST ANALYSIS:** \$30,343.23

**ATTACHMENT:** Change Order

# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
Toilet Room Upgrades - Phase 3  
Morton College

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: April 02, 2020

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: November 11, 2020

**OWNER:** (Name and address)  
Morton College  
3801 S. Central Ave.  
Cicero, IL 60804

**ARCHITECT:** (Name and address)  
Demonica Kemper Architects, LLC  
125 N. Halsted St., Suite 301  
Chicago, IL 60661

**CONTRACTOR:** (Name and address)  
ALL Masonry Construction Co., Inc  
1425 S. 55th Court  
Cicero, IL 60804

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

**COR-002:** Work to repair cracked waist pipe with NH pipe and connection.  
**ADD \$665.10**

### COR-003:

- Remove HWC piping and associated callouts. Credit for removed demo scope.
- Credit for removal of new HWC piping scope.

**DEDUCT (\$1,008.33)**

**ALLOWANCE NO. 1 - DEDUCT (\$30,000.00)**

**TOTAL CHANGE ORDER - DEDUCT (\$30,343.23)**

|  |    |            |
|--|----|------------|
| The original Contract Sum was  | \$ | 479,000.00 |
| The net change by previously authorized Change Orders                    | \$ | 0.00       |
| The Contract Sum prior to this Change Order was                          | \$ | 479,000.00 |
| The Contract Sum will be decreased by this Change Order in the amount of | \$ | 30,343.23  |
| The new Contract Sum including this Change Order will be                 | \$ | 448,656.77 |

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Demonica Kemper Architects, LLC

**ARCHITECT** (Firm name)

**SIGNATURE**

Mr. Frank Carello, AIA, LEED AP,  
Senior Associate

**PRINTED NAME AND TITLE**

20 2020  
**DATE**

ALL Masonry Construction Co., Inc

**CONTRACTOR** (Firm name)

**SIGNATURE**

Mr. Luis Puig, President

**PRINTED NAME AND TITLE**

November 16, 2020  
**DATE**

Morton College

**OWNER** (Firm name)

**SIGNATURE**

Dr. Stan Fields, President

**PRINTED NAME AND TITLE**

**DATE**



CHANGE ORDER LOG

Date Printed: 11/12/2020, 9:49 AM

| Item #                  | Description                                      | Data Rec'd | Estimated Changes (Approximate) |    |                | Pending Changes |         |              | Approved Changes |       |            | Allowance \$0,000.00 | Remarks  |
|-------------------------|--|------------|---------------------------------|----|----------------|-----------------|---------|--------------|------------------|-------|------------|----------------------|----------|
|                         |  |            | Date                            | No | Approx. Amount | Date            | No.     | Amount       | Arch             | Owner | Amount     |                      |          |
| 1                       | RFP-001 Exhaust System                           |            | 6/2/2020                        |    |                |                 | COR-001 | \$34,603.97  |                  |       |            |                      | REJECTED |
| 2                       | Response from RFP-002 Replace Plumbing Cooler    |            | 6/18/2020                       |    |                |                 | COR-002 | \$665.10     | X                | X     | 865.1      |                      | APPROVED |
| 3                       | RFP-003 Credit for Base Cabinet Plumbing         |            | 7/13/2020                       |    |                |                 | COR-003 | (\$1,008.33) | X                | X     | -1008.33   |                      | APPROVED |
| 4                       | RFP-004 Reservoir Toilet Accessory Dimensions    |            |                                 |    |                |                 | COR-004 | \$0.00       |                  |       |            |                      | Approved |
| 5                       | COR-005 RFP-003 Unit Heaters                     |            | 10/19/2020                      |    |                |                 | COR-005 |              |                  |       |            |                      | No Cost  |
| 6                       | COR-006 Additional Grab Bars at Ambulatory Stall |            | 11/2/2020                       |    |                |                 | COR-006 |              |                  |       |            |                      | PRICING  |
| 7                       |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 8                       |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 9                       |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 10                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 11                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 12                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 13                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 14                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 15                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 16                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 17                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 18                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 19                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 20                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 21                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 22                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 23                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 24                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 25                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 26                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 27                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 28                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 29                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| 30                      |  |            |                                 |    |                |                 |         |              |                  |       |            |                      |          |
| CHANGE ORDER LOG TOTALS |  |            |                                 |    | \$0.00         |                 |         | \$34,268.74  |                  |       | (\$343.23) | 30,000.00            |          |

10. Approval of the purchase of Maxient software to use college-wide for the student appeals, student conduct process, and Title IX matters for five years, in the amount of \$37,000.00, as submitted.

**From:** [Keith McLaughlin](#)  
**To:** [Ana L Valdez](#)  
**Cc:** [Marisol Velazquez](#)  
**Subject:** Re: Request for apporval Board Action - Maxient  
**Date:** Tuesday, January 19, 2021 1:45:34 PM  
**Attachments:** [OutlookEmoji-#007fcc5d-8ecf-4ea7-ab6d-ce46928efcfd.png](#)

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I approve this for action at the January BOT Meeting.

On Jan 19, 2021, at 12:07 PM, Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)> wrote:

Please review and approve.

Thank you,

*Ana Valdez*

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**From:** Marisol Velazquez  
**Sent:** Tuesday, January 12, 2021 12:22 PM  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)>; Maria Sanchez Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>; Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Board Action - Maxient

Hi Keith,

I would like to request your approval to submit the contract for Maxient for board approval.

Please review attached documentation, and let me know if you have any questions.

Sincerely,

**Marisol Velazquez**  
Dean of Student Services

[OutlookEmoji-#007fcc5d-8ecf-4ea7-ab6d-ce46928efcfd.png](#)

**P:** (708) 656-8000, Ext. 2439

**E:** [Marisol.Velazquez@morton.edu](mailto:Marisol.Velazquez@morton.edu)

[www.morton.edu](http://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

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

**PROPOSED ACTION:**

That the Board approve the purchase of Maxient.

**RATIONALE:**

Maxient is the company we would like to use for Student Conduct, Title IX, and Student Appeals process, documentation and reporting. Maxient is a software for student discipline, academic integrity, care and concern records, and Title IX matters.

Maxient is used by a number of higher education institutions, the following is a sample of local community colleges that use the system:

- Moraine Valley
- College of DuPage
- Triton College
- Oakton College

The system will be used college-wide, the following areas of the college will be using the services:

- Human Resources
- Dean of Students Office

**COST ANALYSIS:**

Year 1: \$13,000

Year 2: \$6,000

Year 3: \$6,000

Year 4: \$6,000

Year 5: \$6,000

Total: \$37,000

**Vendor:**

Patrick L. McPeak

Vice President of Sales

**Maxient LLC**

434.295.1748 (main)

315.715.4252 (direct)

[plmcpeak@maxient.com](mailto:plmcpeak@maxient.com)

**ATTACHEMENTS:**

Quote.



## **INSTRUCTIONS FOR CONTRACT REVIEW**

Attached to these instructions is Maxient's standard service agreement reflecting your institution's price, term, and preferences (indicated in the box at the top of the first page). Maxient is prepared to sign this agreement in its present form, but is also receptive to proposed revisions by your institution, should such changes be desired, necessary, and agreeable to by Maxient.

### **IF YOU ARE READY TO SIGN**

If your institution is prepared to agree to the terms as written, please sign, scan, and email a complete and unmodified copy of this agreement to your institution's point of contact at Maxient. Please ensure that the scan is clean and readable, and if it would be preferable to sign digitally, a copy of this agreement can be provided in PDF format upon request. Maxient will return a fully executed copy to you by email shortly thereafter. If physical copies are required by your institution for its records, you may also mail two printed and signed unmodified copies of this service agreement to the following address: Maxient LLC, P.O. Box 7224, Charlottesville, VA 22906. Maxient will promptly sign both copies and return one by mail to your institution. **Any modification to the agreement not made in accordance with the instructions below may result in a rejection of the agreement by Maxient.**

### **IF YOU NEED TO MAKE SOME CHANGES**

If your institution wishes to negotiate (i.e. revise or change) any of the agreement's terms, Maxient requires that the process be in accordance with the following rules:

- 1.) This instruction sheet must accompany the service agreement anytime it is passed along to any of your institution's employees or agents for their review.
- 2.) Changes should be proposed by striking and/or inserting language on this copy as needed to effectuate the proposed change. Please do not attach any addendums or appendices, unless such attachments relate to matters not otherwise covered or easily added into the service agreement and are incorporated by reference into the body of the service agreement.
- 3.) **ANY and ALL changes to the service agreement MUST be made using the "Track Changes" feature in Microsoft Word.** If multiple persons at your institution are reviewing the service agreement and proposing changes, it is the responsibility of your institution to agree on one clear set of proposed changes.
- 4.) Once all changes are proposed in accordance with Rules 2 and 3, the document should be saved as a Microsoft Word document, with a new file name indicative of its post-review status, and transmitted electronically to your institution's point of contact at Maxient.

Provided that your institution's revisions have been proposed as required and are agreeable to by Maxient, the changes will be incorporated into a final draft service agreement, which will be returned to your institution for signature. If any of the revisions require further negotiation, the appropriate person or office\* at your institution will be contacted by Maxient's counsel.

### **FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

Adam Hark, Esq.


Counsel

Maxient LLC

(434) 227-4747

[adam.hark@maxient.com](mailto:adam.hark@maxient.com)

\* If your institution is represented by counsel, Maxient's counsel will only negotiate the terms of the service agreement with your institution's counsel, or persons explicitly authorized by your institution's counsel to carry on the negotiations.

|   |                         |   |                                |
|---|-------------------------|---|--------------------------------|
|  <p><b>Service Agreement</b></p> | Customer:               | <b>Morton College<br/>3801 S. Central Avenue<br/>Cicero, IL 60804</b> |                                |
|   | Initial Term:           | <b>Sixty (60) Months</b>  |                                |
|   | Service Start Date:     | <b>February 1, 2021</b>   |                                |
|   | Legacy Data Migration?: | <b>YES (from Excel)</b>   |                                |
|   | Maxient Network:        | <b>Customer opts IN to the Maxient Network</b>                        |                                |
|   | Fees:                   | <b>\$6,000.00</b>   | <b>ANNUAL SERVICE FEE</b>      |
|   |                         | <b>\$7,000.00</b>   | <b>SETUP FEE</b>               |
|   | Payment Plan:           | <b>\$13,000.00</b>  | <b>DUE BY FEBRUARY 1, 2021</b> |
|   |                         | <b>\$6,000.00</b>   | <b>DUE BY FEBRUARY 1, 2022</b> |
|   |                         | <b>\$6,000.00</b>   | <b>DUE BY FEBRUARY 1, 2023</b> |
|   |                         | <b>\$6,000.00</b>   | <b>DUE BY FEBRUARY 1, 2024</b> |
|   |                         | <b>\$6,000.00</b>   | <b>DUE BY FEBRUARY 1, 2025</b> |

In this Service Agreement (the “Agreement”) dated effective upon execution by both parties, Customer refers to the organization named above and “Maxient” refers to Maxient LLC, P.O. Box 7224, Charlottesville, VA 22906. Maxient offers software provided under the Software-as-a-Service (SaaS) model, on a fully hosted basis to assist in the tracking and management of student conduct concerns and judicial affairs. Customer agrees to contract for use of the software, subject to the terms of this Agreement. In consideration of the mutual rights and obligations in this Agreement and intending to be legally bound, the parties agree as follows:

#### 1) SERVICES.

Customer contracts with Maxient to perform the services described in the subparagraphs of this paragraph (“the Services”). Customer authorizes Maxient to provide the Services and agrees to pay the associated fees.

a) Service. Maxient will establish and maintain an Internet based system (commonly referred to as the “Maxient Conduct Manager”, “Conduct Manager”, or the “Maxient System”) for managing student conduct records. Customer retains sole ownership and remains the custodian of all institutional records stored in the Maxient System. Maxient will provide and maintain the systems established to provide this service, including maintenance of all computer hardware and software. Pending implementation, as described in subparagraph (1)(g), *infra*, the system shall provide the following functions: (i) allow Customer to create and maintain case files regarding conduct incidents; (ii) allow Customer to generate necessary documentation and correspondence related to conduct cases; (iii) allow Customer to generate statistical summaries derived from the Customer’s information in the database; (iv) allow Customer to draw pre-defined demographic data from the Customer’s student information system into the Maxient System where technically feasible when creating a new case; (v) allow Customer’s staff to access the Maxient System electronically via a tiered permissions system with local access controlled and granted by the Customer; and (vi) allow Customer to opt-in to exchange information electronically with other institutions who are part of the Maxient Network.

b) Maxient Network. With the service described above the Customer and Customer’s records may become part of the Maxient Network, subject to Customer’s consent as indicated at the beginning of this Agreement, *supra*. All institutions utilizing the Maxient System may become part of the Network and are subsequently able to “opt-in” to perform inter-institutional sharing of records on a need-to-know basis consistent with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Searches within the Maxient Network are audited and require that the requesting institution provide both (i) information specific to the student they are searching, and (ii) a specific reason for the search that falls within the need-to-know requirements set forth in FERPA and other applicable laws and regulations. A search by a member institution returns only the existence or absence of a potential record for that student at a particular school. The decision to release additional information rests with the record holder, thereby preserving institutional control over all records. This subparagraph and any references to the Maxient Network within this Agreement are void if Customer explicitly “opts out” of the Maxient Network, which is indicated at the beginning of this Agreement, *supra*.

c) Technical Support. Customer will receive ongoing reviews of their Maxient System, updates to support changes to the System, and troubleshooting of errors for no additional charge. Maxient will provide direct electronic mail and online technical support for all system users, and additional telephone support for up to three (3) administrative-level users as specified within the System by Customer. Additionally, a 24-hour, 7-day a week telephone number will be available for reporting of emergency situations.

d) Training. Maxient shall provide a one-time, initial, comprehensive, live training in the use and maintenance of the Maxient System for Customer's staff that will utilize the Maxient System. The training will be conducted in two portions: (i) an on-site portion at Customer's location for one half day (approximately four (4) hours) on a date and time mutually agreed upon by Maxient and Customer and confirmed in writing, for which electronic correspondence shall qualify as sufficient writing; and (ii) an additional session, conducted remotely and for approximately two (2) hours, to follow the on-site portion of the training by no more than five (5) business days (unless otherwise mutually agreed upon by Maxient and Customer), with a more narrow focus on the management and administration of the Maxient System, and accordingly intended for a more limited audience of Customer's choosing. Customer represents that any of its staff attending the additional session (clause (ii) of the previous sentence) will have also attended the on-site portion (clause (i) of the previous sentence), unless otherwise waived in advance by Maxient. Customer acknowledges that a training may not be scheduled during the month of December, unless otherwise waived by Maxient. Customer shall provide Maxient with a list of attendees ("the Attendee List") not later than ten (10) days prior to the start of the scheduled training. Maxient shall be responsible for determining the agenda and order of specific topics to be covered during the training. Customer agrees to secure and provide a physical space at its location sufficient for and conducive to conducting the on-site portion of the training, which shall include no less than (i) enough space for all individuals named on the Attendee List and five (5) additional individuals without violating any applicable fire codes; and (ii) both an Internet-connected computer with a screen that is reasonably visible to all individuals in the space, and Internet-connected computers, laptops, tablets, or other devices in sufficient enough number to ensure that each attendee will have hands-on access throughout the session (or the reasonable opportunity, connectivity and direction to bring their own devices). Customer represents that its staff will comply with the reasonable requests of Maxient's staff conducting all portions of the training in order to facilitate a productive session, including but not limited to requests to silence or refrain from the use of cellular phones or other potentially distracting devices; and Customer further represents that its staff shall behave in a manner which at a minimum is consistent with Customer's expectations for its own students during classroom attendance. Customer shall make reasonable efforts to inform Maxient's staff in advance of the training of any local or institutional directives or other requirements related to public health (e.g., mandatory mask wearing, social distancing protocols, etc.) expected to be in effect at the time of the on-site portion of the training; and provided it is so informed, Maxient agrees to comply. Customer acknowledges that Maxient's ability to schedule, as well as conduct the on-site training is contingent upon Customer furnishing Maxient with Customer's completed Startup Materials, as defined and further described in subparagraph (1)(g), *infra*. Except as otherwise provided in paragraph (1)(k), *infra*, once the date and time of the training are confirmed, any changes to that appointment caused by Customer, including but not limited to a request to reschedule, non-compliance with the provisions of subparagraph (1)(g) of this Agreement, or failure to provide Maxient with the Attendee List by the date required by this subparagraph, may, in Maxient's sole discretion, result in the rescheduling of the training and necessitate Customer reimbursing Maxient for all non-refundable travel expenses already incurred; in which event Maxient shall promptly provide to Customer an invoice detailing said expenses and which Customer agrees to pay without undue delay. Other than any additional fees that may be assessed per the terms of this subparagraph, all costs of the training, including travel, meals, and printed materials, are included in the Setup Fee specified at the beginning of this Agreement, *supra*. Customer acknowledges that the Setup Fee, including any portion thereof related to training, is non-refundable.

e) Backup. Data stored in Customer's Maxient System will be backed up and encrypted nightly. This encrypted backup will then be transmitted over a secure channel to a geographically separate server for storage. Backups will be retained on a rolling approximate thirty (30) day cycle. Maxient warrants that both its primary and backup servers upon which Customer's data is stored are and will continue to be located in the United States.

f) Data Migration. If data migration is requested at the beginning of this Agreement, *supra*, Customer will be responsible for providing Maxient the existing data as an electronic export that conforms to Maxient's migration template specifications. Customer acknowledges that Maxient cannot directly access or be sufficiently familiar with Customer's existing records management system(s), and therefore, it is Customer's sole responsibility to undertake the work required to extract the data in conformance with Maxient's migration template. Pending Customer's successful completion of its obligations under this subparagraph, Maxient shall provide Customer with said migration template at the same time as Customer's Startup Materials, as described in paragraph (1)(g), *infra*. Upon Maxient's determination that the extracted data is in conformance with Maxient's migration template, Maxient will ask Customer to confirm that the extracted data reflects the complete and final body of legacy data to be migrated into Customer's Maxient system. Customer acknowledges that the portion of the Services under this subparagraph is one-time only, that Maxient has no obligation to perform any additional services related to the migration of legacy data beyond that which Customer has confirmed as complete and final; and Customer further acknowledges that making such confirmation is a material obligation under this subparagraph. Pending Customer's successful completion of its obligations under this subparagraph, Maxient will create customized data import routines for Customer's legacy data, thereby allowing those records to be accessible and manageable from within the Maxient System no later than eight (8) weeks following said completion. Unless otherwise waived in writing by Maxient, Customer's failure to successfully complete its obligations under this subparagraph within one (1) calendar year following the date of conclusion of the implementation process, as described in paragraph (1)(g), *infra*, shall absolve Maxient of any further obligation under this subparagraph. All fees associated with the migration of legacy data, if applicable, are included in the Setup Fee specified at the beginning of this Agreement, *supra*, and are non-refundable.

g) Implementation. The implementation process will consist of Maxient's customization of its software to fit the specific needs of Customer, beginning with the mutual execution of this Agreement and concluding upon the performance of Customer's training (described in paragraph (1)(d), *supra*). Customer is obligated to provide Maxient with all information necessary for the integration of its specifications into the software, which Maxient will solicit from Customer through an informational package and questionnaire ("the Startup Materials", also sometimes referred to informally as "the Startup Packet") provided to Customer during or immediately following an initial telephone conference to discuss and plan the details of the process ("the Kickoff Call"). Maxient will contact Customer to schedule the Kickoff Call promptly upon execution of this Agreement, and Customer acknowledges that any delay in responding to this contact and scheduling the Kickoff Call will result in a delayed implementation. Customer agrees to provide accurate and complete responses to the Startup Materials, including any follow up questions posed by Maxient in order to fully understand Customer's initial responses; and that Customer's Startup Materials are incomplete, *per se*, until such conditions are fulfilled. Regarding the ability to facilitate the flow of data between Customer's student information system and Customer's Maxient system in furtherance of the functionality described in clause (iv) of paragraph (1)(a), *supra*, the Startup Materials provided by Maxient to Customer shall include the data feed format and specifications to be used. Per paragraph (1)(j), *infra*, it is Customer's sole responsibility to undertake the programming work required to provide the data feeds in Maxient's specified format. Within seven (7) days following Maxient's receipt of Customer's completed Startup Materials, Maxient shall provide Customer with (i) available dates upon which Customer's training may be scheduled, which if chosen would ensure completion of the implementation process by no later than eight (8) weeks following Maxient's receipt of Customer's completed Startup Materials; and (ii) a reasonable timeframe within which Customer must select among the dates offered under clause (i) before Maxient can no longer guarantee those dates as available to Customer. Notwithstanding the foregoing, Customer acknowledges that a training may not be scheduled to occur during the month of December (unless otherwise waived by Maxient) and that any resulting delay shall not constitute a breach of the aforementioned implementation completion deadline. Customer further acknowledges that failure to confirm one of the available dates offered within the timeframe specified by Maxient may result in a delay to scheduling Customer's training beyond eight (8) weeks following Customer's completion of its Startup Materials. Customer understands that the Services, particularly those outlined in paragraphs (1)(a) and (1)(d), *supra*, can only be provided in full upon successful completion of the implementation. All costs associated with implementation are included in the Setup Fee specified at the beginning of this Agreement, *supra*, and are non-refundable.

h) Termination of Services. Not later than thirty (30) days following termination of services, student records data from Customer's current Maxient System will be made available to the Customer in a delimited flat-file format along with all associated documents generated in the system and any other objects uploaded, to be transferred via secure file transfer protocol (FTP), or by such other means as Maxient and Customer may mutually agree. Upon (i) confirmation by Customer of receipt of the data, (ii) notice from Customer that no transfer of data is requested, or (iii) the passage of sixty (60) days following the date upon which services were terminated, whichever is first, the site of Customer's previous data on the Maxient System will be overwritten and rendered unrecoverable using the most current accepted industry standard practices for doing so, and none of Customer's records or confidential information will be retained by Maxient. Customer shall immediately return to Maxient all documentation and confidential materials provided under this Agreement and certify that no copies of said materials have been retained.

i) Fees. All fees, their amounts, and the dates upon which they are due to Maxient by Customer are listed at the beginning of this Agreement, *supra*. Maxient shall provide Customer with an invoice for all payments due under this Agreement, and Customer shall pay to Maxient the amount invoiced within thirty (30) days of receipt of the invoice, or by the date the payment is due under this Agreement, whichever is later. Maxient reserves the right to assess and collect from Customer a late fee, not greater than one and one half percent (1.5%) of the amount due, compounded monthly during the period of time in which the payment remains due, for any amount not received by Maxient within thirty (30) days of the date due under this Agreement or as listed on any subsequent invoice provided by Maxient to Customer. Unless otherwise stated at the beginning of this Agreement, *supra*, the Annual Service Fee covering service for the first twelve (12) months of the Initial Term of this Agreement (as defined in paragraph 2, *infra*) is due by the Service Start Date listed at the beginning of this Agreement, *supra*. Subsequent Annual Service Fee payments will be due at the start of each subsequent 12-month period, unless otherwise stated at the beginning of this Agreement, *supra*. In the event that Customer, by institutional requirement, statute, regulation, policy, departmental procedure, or under any other similar justification causes Maxient to pay any processing fee, transaction fee, or otherwise remit or pay to Customer or any other party any portion of the fees established under this Agreement ("compulsory vendor transaction fee"), Maxient reserves the right to invoice Customer for such compulsory vendor transaction fee, which Customer agrees to pay to Maxient in full without contest or undue delay. At the conclusion of the Initial Term of this Agreement, if Services continue in accordance with paragraph (2)(a), *infra*, Maxient reserves the right to increase an Annual Service Fee in subsequent terms by no greater than eight percent (8%) over the Annual Service Fee paid during the prior term, provided that Maxient notify Customer in writing of any change to the Annual Service Fee amount with not less than sixty (60) days' notice prior to the date on which such Annual Service Fee will be due under this Agreement.

j) Data Feeds. The parties acknowledge that properly working data feeds from Customer's student information system are essential to the portion of Services described in clause (iv) of paragraph (1)(a), *supra*, and that the absence of such would significantly hinder the practical functionality of the system, which may result in inconvenience to Customer and unfair reputational damage to Maxient. Customer acknowledges that Maxient cannot directly access or be sufficiently familiar with Customer's information system(s) or



storage of the requisite data, and therefore, it is Customer's sole responsibility to undertake the programming work required to establish and maintain the data feeds in Maxient's specified format. Any failure or refusal on Customer's part to establish or maintain such data feeds may, in Maxient's sole discretion, constitute a material breach of this Agreement.

k) Special Considerations for Training and Implementation During a Disruption Event. In the event of a force majeure event, including but not limited to a public health crisis (e.g., epidemic, pandemic), or other external force that renders the performance of the on-site portion of Customer's training, as described in paragraph (1)(d), *supra*, impossible or impractical (e.g., closure of campus, limitation on in-person gatherings to a number lower than the total of anticipated attendees, significant hindrance to the use of transportation systems, etc.; hereinafter "Disruption Event"), Customer may initiate the cancellation or delay, but not both, of the on-site portion of the training and (i) if cancelled, replace the on-site portion of the training entirely with a live training provided remotely by Maxient staff through the Internet, which shall be conducted over the course of two separate, approximately two (2) hour sessions that must be scheduled to occur on consecutive business days (unless otherwise waived by Maxient); or (ii) if delayed, wait to reschedule the on-site portion of the training, and thus delay the completion of the Implementation process (i.e., access to a live, working system), as laid out in paragraph (1)(g), *supra*, until such time as the Disruption Event has concluded or otherwise ceased to effectively prevent the on-site portion of Customer's training from taking place, in which case Customer waives any claim of breach with regard to the implementation completion deadline established in paragraph (1)(g), *supra*. Moreover, if Maxient perceives significant risk to the health and wellbeing of its staff or others by sending its staff to Customer's location and/or conducting the on-site portion of the training, Maxient may in its sole discretion elect to initiate the cancellation or delay of the on-site portion of Customer's training, without being in breach of any provision of this Agreement, in which case Customer shall still choose between the aforementioned options laid out in this paragraph as though Customer had initiated the cancellation or delay. No exercise of any provision of this subparagraph shall alter the fees, term, or payment plan established in the top box of this Agreement, *supra*.

## 2) TERM OF AGREEMENT.

a) Term. This Agreement shall be binding upon execution of both parties and extend for the Initial Term from the Service Start Date, both of which are defined at the beginning of this Agreement, *supra*. Continuation of the Services shall occur in successive twelve (12) month terms, each such term constituting a new and separate agreement with identical contractual terms to those in this Agreement, beginning on the date immediately following the conclusion of the Initial Term ("the Subsequent Term Date") and on that same calendar date in each subsequent year. Continuation of the Services may be prevented through a timely termination of this Agreement, which requires a minimum thirty (30) days written notice by the cancelling party to the other party, and will effectively terminate Services on the Subsequent Term Date that most nearly follows by thirty (30) or more days the date of the written notice of timely termination. Nothing in this paragraph shall be construed to prevent the parties from replacing this Agreement's contractual terms with new contractual terms at the conclusion of the Initial Term or any subsequent term thereafter.

b) Material Breach. Each party reserves the right to cancel this Agreement in the event that the other party materially breaches this Agreement, provided that the non-breaching party provide the other party with written notice of the non-breaching party's intent to cancel and that the other party is unable to cure the material breach within thirty (30) days of receipt of the non-breaching party's written notice. In the event of a material breach by Maxient, Customer shall be entitled to a refund of all annual service fees paid, prorated from the date of termination. In the event of a material breach by Customer, Maxient shall be entitled to full payment of all fees due under this Agreement, regardless of the extent of Maxient's performance, provided that Maxient had performed up to thirty (30) days following Customer's received notice of Customer's material breach. The parties agree that no remedies prescribed by this subparagraph are intended to be exclusive or otherwise limiting of other remedies available under law, equity, or this Agreement.

## 3) GENERAL PROVISIONS.

a) Confidential Information. "Confidential Information" means any proprietary or confidential information as such terms are most broadly defined under applicable law; including Customer's non-public institutional information, student, and personnel data; Maxient's screens, documentation, forms, technical specifications, system security information, software, methods, and customer lists; and, to the extent allowed by law, the terms of this Agreement. Each party agrees that it (i) will not copy or use any of the other party's Confidential Information in any way, except as permitted by this Agreement or as required to achieve the purposes of this Agreement, (ii) will not disclose any of the other party's Confidential Information to any third party, except as required by law or to its attorneys and accountants as reasonably necessary, and (iii) will protect the other party's Confidential Information reasonably and with due care. Information is not Confidential Information if a party can clearly show that it (i) became known to the receiving party prior to receipt from the disclosing party, (ii) has become publicly known, except through breach of this Agreement, or (iii) is independently developed without reference to Confidential Information. Customer further acknowledges that knowingly or negligently sharing Confidential Information or access to the Maxient System with any person or entity that Customer knows or reasonably should know to be a business competitor of Maxient constitutes an act of bad faith and wanton breach of this Agreement. Except as otherwise expressly prohibited by law, either party ("the receiving party") will (i) immediately notify the other party of any subpoenas, warrants, or other legal orders, demands or requests received by the receiving party seeking the other party's Confidential Information; (ii) consult with the other party regarding its response; (iii) cooperate with the other party's requests in connection with

efforts by the other party to intervene and quash or modify the legal order, demand or request; and (iv) upon the other party's request, provide the other party with a copy of its response.

b) FERPA Compliance and Data Breach Protocol. Maxient agrees to abide by the limitations on re-disclosure of personally identifiable information from education records set forth in The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). Maxient shall not use or disclose confidential information received from or on behalf of Customer (or its students) except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by Customer. Maxient agrees not to use Confidential Information for any purpose other than the purpose for which the disclosure was made. Upon termination, cancellation, expiration or other conclusion of the Agreement, Maxient shall return or destroy any and all of Customer's Confidential Information in Maxient's possession in accordance with paragraph (1)(h), *supra*. Maxient shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Confidential Information received from, or on behalf of Customer or its students. These measures will be extended by contract to all subcontractors used by Maxient. Maxient shall, within one day of discovery, report to Customer any use or disclosure of Customer's Confidential Information not authorized by this Agreement or in writing by Customer. Following this report, Maxient will conduct a timely and thorough investigation in an attempt to identify: (i) the nature of the unauthorized use or disclosure, (ii) the data used or disclosed, and (iii) who made the unauthorized use or received the unauthorized disclosure. At the conclusion of this investigation, Maxient will furnish a confidential written report to Customer indicating the results of the investigation, what Maxient has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and what corrective action Maxient has taken or shall take to prevent future similar unauthorized use or disclosure.

c) Intellectual Property. Except as otherwise provided herein, Maxient has all right, title, and interest to all types of intellectual property, including but not limited to new forms and form modifications, software, trademarks, and other inventions or technical knowledge protected under patent, copyright, or trade secret law ("Intellectual Property"), conceived, discovered, or developed, in whole or in part, by Maxient in the performance of this Agreement. Maxient warrants that Maxient is the sole owner and author of said Intellectual Property and Customer agrees that any attempt to reproduce, redistribute, or claim authorship of Maxient's Intellectual Property is in violation of this Agreement. Customer further assumes liability for any costs or legal fees arising out of a meritorious claim by Maxient against Customer, its agents or assigns, to assert Maxient's authorship under applicable law.

d) Limited License. Subject to the terms of this Agreement, Maxient grants Customer a limited, non-exclusive, nontransferable license to use Maxient's relevant Intellectual Property during the term of this Agreement solely for Customer's own internal purposes. Customer shall not sell, market, rent, or re-license any aspect of the Intellectual Property. Customer obtains no ownership rights or any other rights in the Intellectual Property, other than those specified herein. Customer grants Maxient a license to use Customer's non-confidential, non-personally identifiable information (e.g., statistical information) on a consolidated basis as part of Maxient's overall statistics for marketing and/or analytical purposes. Additionally, Customer's records may be used to the extent necessary for inclusion in the Maxient Network (described in subparagraph (1)(b), *supra*).

e) Transferability. Neither party may transfer, assign, or otherwise dispose of this Agreement, or any of its rights or obligations hereunder, without the prior written consent of the other party.

f) Independent Contractor. The relationship of Maxient and Customer established by this Agreement is that of independent contractor, and nothing contained in this Agreement shall be construed to (i) give either party the power to direct or control the day-to-day activities of the other, (ii) establish the parties as partners, franchisee-franchisor, co-owners or otherwise as participants in a joint or common undertaking, or (iii) otherwise give rise to fiduciary obligations between the parties.

g) Force Majeure. Except for payment of fees, non-performance by either party will be excused to the extent that performance is rendered impossible by strike, fire, flood, governmental acts or restrictions, failure of suppliers, or any other reason where failure to perform is beyond the control and not caused by the negligence of the non-performing party.

h) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements or representations, oral or written. In the event that, for any reason, any clause or provision of this Agreement is held or declared to be invalid, illegal, or unenforceable, such holding or declaration shall not in any way affect the reliability or enforceability of any other clause or provision of this Agreement. Failure on the part of either party to enforce any provision of this Agreement shall not constitute a waiver of that party's right to subsequently enforce the same. Except as otherwise provided herein, this Agreement may not be modified except in writing signed by an authorized representative of each party. Any terms and conditions that are typed, printed or otherwise included in any invoice, purchase order, or other document rendered pursuant to this Agreement shall be deemed to be solely for the convenience of the parties. No such term or condition shall be binding upon either party, and no action by a party (including, without limitation, the payment or acceptance of any such invoice in whole or in part) shall be construed as binding with respect to any such term or condition, unless the specific term or condition has been previously expressly agreed to by Maxient and Customer in writing. No "shrink-wrap," or "click-through" terms and conditions, or reference to terms and conditions set out at a URL not set out in full and attached to this Agreement will be effective, regardless of when opened or clicked, or when or where

referenced. Both parties acknowledge having read the terms and conditions set forth in this Agreement and all attachments hereto, understand all terms and conditions, and agree to be bound thereby. The titles of paragraphs and subparagraphs are for convenience only and are not to be used in construing any term herein. The parties agree that should any action be brought under law arising out of the terms of this Agreement, they shall bring such action in a court that lawfully exercises jurisdiction over Maxient's principal place of business at the time such action is commenced.

i) Security Documentation. Upon Customer's reasonable request, Maxient shall provide access to documentation of Maxient's data security plans and practices relevant to the Services under this Agreement, including but not limited to a Service Organization Control (SOC) Report covering its hosted infrastructure. Customer agrees that all such documentation is Confidential Information, as defined in paragraph (3)(a), *supra*, and Customer further agrees not to disclose such documentation or any of its content without the express written permission of Maxient.

#### 4) WARRANTIES, RESPONSIBILITIES, AND LIMITATIONS.

a) Limited Warranty. Maxient warrants that (i) Maxient solely possesses all rights and title to the Intellectual Property utilized in the provision of the Services, excluding any open source computer code or other technology in the public domain; (ii) Maxient will not share any records processed and stored by the Customer within Maxient's system with any other person or entity (with the exception of the methods set forth, *supra*, regarding the Maxient Network); and (iii) Maxient will use commercially reasonable efforts or better, and adhere to or exceed the standards of the industry of higher education student conduct record management in fulfilling its obligations under this Agreement. Maxient does not warrant that the Services are or will be error free. Maxient further does not warrant that its electronic files containing information pertaining to Customer and/or Customer's students are not susceptible to intrusion, attack, or computer virus infection, but given the confidential nature of much of this data, Maxient will use commercially reasonable efforts to safeguard the security of this data. EXCEPT FOR THE LIMITED WARRANTY DESCRIBED IN THIS SECTION AND TO THE EXTENT ALLOWED BY APPLICABLE LAW, MAXIENT MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AND EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

b) Immediate Remedies. For any breach of the warranties set forth above, Customer's immediate remedy shall be correction of the errors that cause the breach. Nothing in this subparagraph shall be construed to limit the remedies available to either party under law, equity, or this Agreement.

c) Customer's Responsibility. Customer is solely responsible for determining the scope and extent of its utilization of the Services provided by Maxient, and Customer is entirely responsible for reviewing the Services provided by Maxient on Customer's behalf to ensure compliance with Customer's procedures. Maxient carries out procedures specified solely by Customer, and Maxient expressly denies all liability arising from Customer's procedures including, but not limited to, Customer's adjudication methods. Maxient makes no attempt to determine or advise as to whether the Customer's procedures comply with any statutory or regulatory requirements. To the extent, however, that Customer's procedures or criteria clearly violate any of these laws, Maxient reserves the right to refuse to implement such procedures or criteria. To the extent permitted by applicable law, Customer will be responsible for its employees' negligence, Maxient's implementation of Customer's procedures in accordance with this Agreement, the violation by Customer's procedures of any applicable statutory or regulatory requirements, or a claim by any third party, including but not limited to Customer's students or employees, arising from Customer's procedures or the acts or omissions of Customer's employees or agents.

d) Maxient's Limited Liability. Customer agrees that regardless of the form of any claim Customer may have under this Agreement or otherwise, Maxient's liability for damages to Customer will not exceed the coverage provided by Maxient's General Liability and Errors and Omissions insurance policies at the time of the claim. Maxient warrants that it will maintain said insurance for the purpose of providing coverage for damages attributable to its failure to abide by the provisions of this Agreement, in an amount not less than ten (10) times the Annual Service Fee paid by Customer under this Agreement for the twelve (12) months immediately preceding the date on which the claim arose. Maxient shall provide proof of such coverage upon Customer's reasonable request. Maxient will not be liable for damages arising from any breach, unauthorized access, misuse of, or intrusion into Customer's data residing on Maxient's equipment, unless Maxient is solely responsible for said breach, unauthorized access, misuse, or intrusion. MAXIENT WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL DAMAGES, SUCH AS, BUT NOT LIMITED TO, LOSS OF PROFITS RESULTING FROM THE USE OF THE SERVICES, OR ARISING OUT OF ANY BREACH OF THIS AGREEMENT OR THE LIMITED WARRANTY, EVEN IF MAXIENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

The individuals signing below hereby represent in doing so that they possess the authority to contractually bind the respective parties on whose behalf they affix their signature to this Agreement.

\_\_\_\_\_  
Authorized Customer Signature                      Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Maxient Signature                                      Date

\_\_\_\_\_  
Printed Name and Title

11. Approval of the Morton College Full-Time Faculty Seniority list, as submitted.

## FULL-TIME FACULTY SENIORITY: January 2021

| Academic Group               | Last Name | First Name | Employment Date | Seniority Term |
|------------------------------|-----------|------------|-----------------|----------------|
| Adult ED ABE                 | Roselund  | David      | 08/17/2018      | Fall 2018      |
| Adult ED ABE                 | Schreier  | Jennifer   | 08/17/2018      | Fall 2018      |
| Adult ED ESL                 | Gourlay   | Johnathan  | 08/17/2018      | Fall 2018      |
| Adult ED ESL                 | Mathelier | Lisa       | 10/01/2019      | Fall 2019      |
| Art                          | Primm     | Rebecca    | 08/19/2013      | Fall 2013      |
| Art                          | Román     | Daniel     | 01/12/2015      | Spring 2015    |
| Automotive Technology        | Sykora    | Donald     | 01/15/2004      | Spring 2004    |
| Behavioral Sciences          | Wood      | Robert     | 08/19/1993      | Fall 1993      |
| BNAT Coordinator             | Mulvey*   | Irene      | 01/16/2018      | Spring 2018    |
| Business                     | Gilligan  | Brian      | 01/14/2008      | Spring 2008    |
| Computer Assisted Design     | Sanchez   | Luis       | 08/18/2005      | Fall 2005      |
| Computer Information Systems | Balek*    | Ludwig     | 01/10/2019      | Spring 2019    |
| Computer Information Systems | Gidwani*  | Tarun      | 01/09/2020      | Spring 2020    |
| Computer Information Systems | Styer     | Audrey     | 01/15/1998      | Spring 1999    |
| Computer Information Systems | Walley    | Cynthia    | 08/18/2005      | Fall 2005      |
| Early Childhood Education    | Pencheva* | Tsonka     | 08/20/2018      | Fall 2018      |

|                           |              |          |            |             |
|---------------------------|--------------|----------|------------|-------------|
| Economics                 | Sedaie       | Behrooz  | 08/19/2010 | Fall 2010   |
| Humanities & Fine Arts    | Martino*     | Shannon  | 01/09/2020 | Spring 2020 |
| Humanities & Fine Arts    | Montgomery   | Jered    | 08/20/2020 | Fall 2020   |
| HVAC Technology           | Jonas        | Michael  | 01/14/2013 | Spring 2013 |
| Language Arts             | Callon*      | Michael  | 08/16/2018 | Fall 2018   |
| Language Arts             | Litwicki     | Mark     | 08/22/2002 | Fall 2002   |
| Language Arts             | Manning      | Bryant   | 08/16/2018 | Fall 2018   |
| Language Arts             | Markussen    | Prairie  | 08/20/2020 | Fall 2020   |
| Language Arts             | Mohr         | Michele  | 08/20/1998 | Fall 1998   |
| Language Arts             | Pierce*      | Tom      | 08/15/2019 | Fall 2019   |
| Language Arts             | Ploszaj*     | Randi    | 08/16/2018 | Fall 2018   |
| Language Arts             | Romero Yuste | Maria    | 08/19/2013 | Fall 2013   |
| Language Arts             | Sonnier      | Celeste  | 08/21/2003 | Fall 2003   |
| Language Arts             | Zukauskas    | Karolis  | 08/21/2003 | Fall 2003   |
| Law Enforcement Education | Pulaski*     | Andrew   | 08/16/2018 | Fall 2018   |
| Life Sciences             | Pearson      | Dennis   | 01/11/2012 | Spring 2012 |
| Life Sciences             | Seo          | Kimberly | 08/17/2000 | Fall 2000   |
| Life Sciences             | Stanukinas*  | Melissa  | 01/10/2019 | Spring 2019 |

|             |             |           |            |             |
|-------------|-------------|-----------|------------|-------------|
| Mathematics | Casey       | Robert    | 01/09/1997 | Spring 1997 |
| Mathematics | Dharwadkar* | Mihir     | 01/09/2020 | Spring 2020 |
| Mathematics | Dominguez   | Carlos    | 08/16/2007 | Fall 2007   |
| Mathematics | Paez        | Elizabeth | 08/16/2007 | Fall 2007   |
| Mathematics | Russo Neri* | Trisha    | 01/10/2019 | Spring 2019 |
| Mathematics | Sanchez*    | Alejandro | 01/10/2019 | Spring 2019 |
| Mathematics | Spaniol     | Scott     | 08/20/2009 | Fall 2009   |
| Mathematics | Tomchek*    | Ryan      | 08/16/2018 | Fall 2018   |
| Music       | Warren      | John      | 08/18/2011 | Fall 2011   |
| Nursing     | Avila*      | Malisa    | 01/09/2020 | Spring 2020 |
| Nursing     | Cardona*    | Alicia    | 08/15/2019 | Fall 2019   |
| Nursing     | Caruso*     | Lauren    | 08/15/2019 | Fall 2019   |
| Nursing     | Garbe       | Christine | 08/10/2020 | Fall 2020   |
| Nursing     | Green*      | Amy       | 08/17/2017 | Fall 2017   |
| Nursing     | Herrmann    | Julianne  | 08/16/2012 | Fall 2012   |
| Nursing     | Kelikian    | Toula     | 08/16/2012 | Fall 2012   |
| Nursing     | Kubelka     | Christine | 06/15/2020 | Fall 2020   |
| Nursing     | Skurski*    | Katherine | 01/10/2019 | Spring 2019 |



|                              |            |          |            |             |
|------------------------------|------------|----------|------------|-------------|
| Nursing                      | Watkins    | Meredith | 06/15/2020 | Fall 2020   |
| Nursing                      | Young      | Cynthia  | 02/03/2020 | Spring 2020 |
| Office Management Technology | Fabiyi     | Edith    | 08/18/2005 | Fall 2005   |
| Physical Education           | Halmon*    | Jamie    | 08/26/2018 | Fall 2018   |
| Physical Sciences            | Andrade*   | Jorge    | 08/15/2019 | Fall 2019   |
| Physical Sciences            | Ashraf*    | Asiyya   | 08/15/2019 | Fall 2019   |
| Physical Sciences            | Casey      | Craig    | 08/18/1995 | Fall 1995   |
| Physical Sciences            | Crockett   | Janet    | 08/20/1992 | Fall 1992   |
| Physical Sciences            | Helmus     | Sara     | 08/19/2013 | Fall 2013   |
| Physical Sciences            | Ostojic*   | Gordana  | 08/16/2018 | Fall 2018   |
| Physical Sciences            | Sleeth     | Bradley  | 08/19/2013 | Fall 2013   |
| Physical Therapist Assistant | Bonick*    | Cara     | 08/15/2019 | Fall 2019   |
| Physical Therapist Assistant | Reft       | Jennifer | 08/14/2008 | Fall 2008   |
| Social Sciences              | Abrahamson | Maura    | 08/18/1995 | Fall 1995   |
| Social Sciences              | Gatyas     | Kenton   | 08/22/1991 | Fall 1991   |
| Social Sciences              | Imburgia*  | Joseph   | 08/15/2019 | Fall 2019   |
| Social Sciences              | Kasprowicz | Michael  | 08/20/1998 | Fall 1998   |
| Social Sciences              | Schmitt    | Robert   | 08/19/1999 | Fall 1999   |

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|                         |        |        |            |           |
|-------------------------|--------|--------|------------|-----------|
| Speech and Theatre Arts | Edgar* | Jason  | 08/16/2018 | Fall 2018 |
| Speech and Theatre Arts | Ginley | Steven | 08/20/1998 | Fall 1998 |
| Welding                 | Young  | Amanda | 08/16/2019 | Fall 2019 |

\*Non-Tenured

12. Approval of a lane change, new salary per the Collective Bargaining Agreement, (CBA), for Bryant Manning, English Faculty, effective January 19, 2021, in the amount of \$61,692.00, as submitted.

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** FW: January Board Item - Lane Change for Bryant Manning  
**Date:** Tuesday, January 19, 2021 11:09:05 AM  
**Attachments:** [PROPOSED ACTION-Lane Change Bryant Manning.docx](#)  
[BrianM.pdf](#)

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Thank you,



**Mireya Perez**  
Chief Financial Officer/Treasurer  
P:  [\(708\) 656-8000, Ext. 2289](tel:(708)656-8000)  
E: [Mireya.Perez@morton.edu](mailto:Mireya.Perez@morton.edu)  
[www.morton.edu](http://www.morton.edu)

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**From:** Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)>  
**Sent:** Friday, January 15, 2021 5:05 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>; Wendy Vega-Huezo <[wendy.vega-huezo@morton.edu](mailto:wendy.vega-huezo@morton.edu)>  
**Subject:** FW: January Board Item - Lane Change for Bryant Manning

Can you please review and move forward, thank you.

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

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**From:** Liliana Raygoza  
**Sent:** Friday, January 15, 2021 4:58 PM  
**To:** Board Materials <[board.materials@morton.edu](mailto:board.materials@morton.edu)>; Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)>; Derek C Shouba <[derek.shouba@morton.edu](mailto:derek.shouba@morton.edu)>  
**Subject:** January Board Item - Lane Change for Bryant Manning

Hello Keith,

Attached is Bryant Manning's lane change that needs your approval for the January board meeting.  
Thank you.

Have a good weekend.

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE BRYANT MANNING FOR A LANE CHANGE FOR THE ENGLISH DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 19, 2021.

**RATIONALE:** Per the Faculty CBA – Section 4.9.3

**COST ANALYSIS:** New salary per the CBA - \$61,692

**ATTACHMENTS:** Lane Change form

## APPLICATION FOR LANE CHANGE

Per Board-Union Agreement, I am requesting a lane change from:

(Please check)

|                                     |                         |              |
|-------------------------------------|-------------------------|--------------|
| <u>MA+12</u>                        | to                      | <u>MA+24</u> |
| Current Lane                        |                         | New Lane     |
| <input type="checkbox"/>            | Effective - Fall Term   |              |
| <input checked="" type="checkbox"/> | Effective - Spring Term |              |

☐ An official transcript reflecting an earned Doctorate degree has been forwarded to the President's Office for inclusion in my personnel file

☒ All completed documentation, including applicable transcripts, for PGCs has been approved by appropriate Dean and the Provost and is on file with the Office of the Provost

|                       |                       |                 |
|-----------------------|-----------------------|-----------------|
| <u>Bryant Manning</u> | <u>Bryant Manning</u> | <u>12/14/20</u> |
| Faculty: Printed Name | Signature             | Date            |

APPROVED FOR LANE CHANGE:

|                     |                     |                   |
|---------------------|---------------------|-------------------|
| <u>Derek Shouba</u> | <u>Derek Shouba</u> | <u>12/15/2020</u> |
| Dean: Printed Name  | Signature           | Date              |

|                            |                            |                 |
|----------------------------|----------------------------|-----------------|
| <u>Keith D. McLaughlin</u> | <u>Keith D. McLaughlin</u> | <u>12/17/20</u> |
| Provost: Printed Name      | Signature                  | Date            |

|                         |                    |                 |
|-------------------------|--------------------|-----------------|
| <u>Steve Field</u>      | <u>[Signature]</u> | <u>12.17.20</u> |
| President: Printed Name | Signature          | Date            |

Date sent to HR for processing: \_\_\_\_\_ Date processed by HR: \_\_\_\_\_



# Northern Illinois University

Office of Registration and Records  
DeKalb, IL 60115-2871  
815-753-0681

## Official Transcript

Name : Bryant Manning  
Student ID: 01875858  
Birth Date: August 30

Print Date: December 16, 2020

Page 1

### ----- Beginning of Graduate Record ----- Fall 2019

| Course          | Description                    | Attempt      | Earn | Grd  | Points |
|-----------------|--------------------------------|--------------|------|------|--------|
| HESA 702        | Philosophy of Postsecondary Ed | 3.00         | 3.00 | A    | 12.00  |
| HESA 770        | Administration of Higher Educ  | 3.00         | 3.00 | A    | 12.00  |
| TERM GPA: 4.000 |                                | TERM TOTALS: |      | 6.00 | 24.00  |
| CUM GPA: 4.000  |                                | CUM TOTALS:  |      | 6.00 | 24.00  |

### Spring 2020

| Course          | Description                    | Attempt      | Earn | Grd   | Points |
|-----------------|--------------------------------|--------------|------|-------|--------|
| HESA 530        | Inst Theo Pra Teach PostSec Ed | 3.00         | 3.00 | A     | 12.00  |
| HESA 720        | Review Research Higher Educat  | 3.00         | 3.00 | A     | 12.00  |
| TERM GPA: 4.000 |                                | TERM TOTALS: |      | 6.00  | 24.00  |
| CUM GPA: 4.000  |                                | CUM TOTALS:  |      | 12.00 | 48.00  |

### Summer 2020

| Course  | Description                  | Attempt      | Earn | Grd   | Points |
|---|------------------------------|--------------|------|-------|--------|
| HESA 700  | Sem in High Ed & Stu Affairs | 3.00         | 3.00 | A     | 12.00  |
| Course Topic(s): Cross-Cultrl Ldrshp & Supervsn |                              |              |      |       |        |
| HESA 798  | Research Sem in Higher Educ  | 3.00         | 3.00 | S     | 0.00   |
| Course Topic(s): Qualitative Resrch & Case Stdy |                              |              |      |       |        |
| TERM GPA: 4.000                                 |                              | TERM TOTALS: |      | 6.00  | 12.00  |
| CUM GPA: 4.000                                  |                              | CUM TOTALS:  |      | 18.00 | 60.00  |

### Fall 2020

| Course                                       | Description                    | Attempt      | Earn | Grd   | Points |
|--|--------------------------------|--------------|------|-------|--------|
| HESA 700                                     | Sem in High Ed & Stu Affairs   | 3.00         | 3.00 | A     | 12.00  |
| Course Topic(s): Quantitative Research in HE |                                |              |      |       |        |
| HESA 771                                     | Legal Aspects Highr Educ Admin | 3.00         | 3.00 | A     | 12.00  |
| TERM GPA: 4.000                              |                                | TERM TOTALS: |      | 6.00  | 24.00  |
| CUM GPA: 4.000                               |                                | CUM TOTALS:  |      | 24.00 | 84.00  |

### Spring 2021

| Course                        | Description                    | Attempt     | Earn              | Grd   | Points |
|-------------------------------|--------------------------------|-------------|-------------------|-------|--------|
| HESA 772                      | Financing Higher Education     | 3.00        | --Future Course-- |       |        |
| HESA 710                      | Evaluating Higher Educ Program | 3.00        | --Future Course-- |       |        |
| <b>Graduate Career Totals</b> |                                |             |                   |       |        |
| CUM GPA: 4.000                |                                | CUM TOTALS: |                   | 24.00 | 84.00  |

----- End of Transcript -----

  
Director/Registrar  
Office of Registration & Records

13. Approval of a lane change, new salary per the Collective Bargaining Agreement, (CBA), for Cara Bonick, Nursing Faculty, effective January 19, 2021, in the amount of \$61,069.00, as submitted.



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

**PROPOSED ACTION:** THAT THE BOARD APPROVE CARA BONICK FOR A LANE CHANGE FOR THE NURSING DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 19, 2021.

**RATIONALE:** Per the Faculty CBA – Section 4.9.3

**COST ANALYSIS:** New salary per the CBA - \$61,069

**ATTACHMENTS:** Lane Change form

# APPLICATION FOR LANE CHANGE

Per Board-Union Agreement, I am requesting a lane change from:

Bachelor's to Bachelors +12  
Current Lane New Lane

(Please check)

- ☐ Effective - Fall Term  
☒ Effective - Spring Term

☐ An official transcript reflecting an earned Doctorate degree has been forwarded to the President's Office for inclusion in my personnel file

☒ All completed documentation, including applicable transcripts, for PGCs has been approved by appropriate Dean and the Provost and is on file with the Office of the Provost

Cara Bonick Cara Bonick 12/27/20  
Faculty: Printed Name Signature Date

APPROVED FOR LANE CHANGE:

Lydia Falbo Lydia Falbo 1/4/2021

Dean: Printed Name Signature Date

Keith McLaughlin Keith McLaughlin 1/22/21  
Provost: Printed Name Signature Date

Stanley S. Fields Stanley S. Fields 1.22.21  
President: Printed Name Signature Date

Date sent to HR for processing: \_\_\_\_\_ Date processed by HR: \_\_\_\_\_

## How to Authenticate This Official Transcript

This official transcript has been delivered to the recipient, and is intended solely for use by that recipient. It is not permissible to replicate this document or forward it to any person or organization other than the identified recipient. Release of this record or disclosure of its contents to any third party without written consent of the record owner is prohibited.

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If receiving electronically, this official transcript has been digitally signed and therefore contains special characteristics. This document will reveal a digital certificate that has been applied to the transcript, and for optimal results, we recommend that this document is viewed with the latest version of Adobe® Acrobat or Adobe® Reader. This digital certificate will appear in a pop-up screen or status bar on the document, display a blue ribbon, and declare that the document was certified by Parchment, with a valid certificate issued by GlobalSign CA for Adobe®. This document certification can be validated by clicking on the Signature Properties of the document.



**The Blue Ribbon Symbol:** The blue ribbon is your assurance that the digital certificate is valid, the document is authentic, and the contents of the transcript have not been altered.



**Invalid:** If the transcript does not display a valid certification and signature message, reject this transcript immediately. An invalid digital certificate display means either the digital signature is not authentic, or the document has been altered. The digital signature can also be revoked by the transcript office if there is cause, and digital signatures can expire. A document with an invalid digital signature display should be rejected.



**Author Unknown:** Lastly, one other possible message, Author Unknown, can have two possible meanings: The certificate is a self-signed certificate or has been issued by an unknown or untrusted certificate authority and therefore has not been trusted, or the revocation check could not complete. If you receive this message make sure you are properly connected to the internet. If you have a connection and you still cannot validate the digital certificate on-line, reject this document.

The current version of Adobe® Reader is free of charge, and available for immediate download at <http://www.adobe.com>.

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# OFFICIAL TRANSCRIPT OF ACADEMIC RECORD

## American College of Education

Date: 1/7/2021

Page 1 of 1

101 West Ohio Street Suite 1200  
Indianapolis, IN 46204  
[www.ace.edu](http://www.ace.edu)

Student: Cara Bonick Student ID: 2004084379 DOB: 03/11 Original Start Date: 5/18/2020 Student GPA: 4.000000

| Course Code   | Course Description | Credits Attempted | Credits Earned | Grade | Quality Points | Course Code  | Course Description | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|--------------------|-------------------|----------------|-------|----------------|--|--------------------|-------------------|----------------|-------|----------------|
| <b>Program: M.Ed. in Educational Technology</b><br><b>Enrollment #: BO20040171</b><br><b>Start Date: 5/18/2020</b><br><b>Term: 20MAY18 May 18, 2020</b><br>ET5023 Practices for Evaluating Technological Resources<br>3.00 3.00 A 12.00<br>3.00 3.00 12.00<br><b>Term GPA: 4.00 Cum GPA: 4.00</b><br><b>SAP Met</b> |                    |                   |                |       |                | <b>Term: 20NOV09 November 09, 2020</b><br>ET5013 Responsible Technological Change<br>3.00 3.00 A 12.00<br>3.00 3.00 12.00<br><b>Term GPA: 4.00 Cum GPA: 4.00</b><br><b>SAP Met</b>           |                    |                   |                |       |                |
| <b>Term: 20JUL06 July 06, 2020</b><br>ET5033 Technology for Learning and Assessment<br>3.00 3.00 A 12.00<br>3.00 3.00 12.00<br><b>Term GPA: 4.00 Cum GPA: 4.00</b><br><b>SAP Met</b>  |                    |                   |                |       |                | <b>Term: 20AUG17 August 17, 2020</b><br>ET5073 Educational Technology Planning and Delivery<br>3.00 3.00 A 12.00<br>3.00 3.00 12.00<br><b>Term GPA: 4.00 Cum GPA: 4.00</b><br><b>SAP Met</b> |                    |                   |                |       |                |
| <b>Term: 20SEP28 September 28, 2020</b><br>ET5053 Design of Learning Environments<br>3.00 3.00 A 12.00<br>3.00 3.00 12.00<br><b>Term GPA: 4.00 Cum GPA: 4.00</b><br><b>SAP Met</b>  |                    |                   |                |       |                | <b>Term: 20NOV09 November 09, 2020</b><br>ET5013 Responsible Technological Change<br>3.00 3.00 A 12.00<br>3.00 3.00 12.00<br><b>Term GPA: 4.00 Cum GPA: 4.00</b><br><b>SAP Met</b>           |                    |                   |                |       |                |

\*\* Indicates Retaken Course  
R\* Indicates Retaken Override

David Gaston  
Registrar

# Indicates Pass/Fail Course  
◆ Indicates Associated Course

# AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records

101 West Ohio Street, Suite 1200

Indianapolis, Indiana 46204

[registrar@ace.edu](mailto:registrar@ace.edu)

## ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master/Bachelor level programs and 10 week terms, 4 terms per year for Doctorate level program/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

## ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at [www.ace.edu](http://www.ace.edu)).

## RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

## COURSE NUMBERING SYSTEM

|           |                             |
|-----------|-----------------------------|
| 3000-4999 | Baccalaureate Level Courses |
| 500-599   | Graduate Level Courses      |
| 5000-5999 | Graduate Level Courses      |
| 6000-6999 | Doctorate Level Courses     |

## GRADING SYSTEM

| Grade | Description     | Grade Point Value |
|-------|-----------------|-------------------|
| A     | Excellent       | 4.0               |
| B     | Good            | 3.0               |
| C     | Average         | 2.0               |
| D     | Poor            | 1.0               |
| F     | Failure         | 0                 |
| W     | Withdrawn       | N/A               |
| P*    | Pass            | N/A               |
| NP*   | Non-Pass        | N/A               |
| TR*   | Transfer Credit | N/A               |
| I**   | Incomplete      | N/A               |
| CR*   | Credit/Complete | N/A               |
| PR*   | Progress        | N/A               |

\*Grade is not included in grade point average computation.

\*\* "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at [www.ace.edu](http://www.ace.edu)) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

## TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

## ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher for graduate and RN to MSN or a cumulative grade point average of 2.0 ("C") or higher for undergraduate and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at [www.ace.edu](http://www.ace.edu)).

All institutional policies can be found in the ACE Catalog: <https://catalog.ace.edu/>

## DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at [www.ace.edu](http://www.ace.edu)).

## AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307; [registrar@ace.edu](mailto:registrar@ace.edu)

14. Approval of the Out of State Athletic Travel for the Women's Basketball Team to play two non-conference basketball games in Fort Myers and Fort Lauderdale, Florida from February 24, 2021 - March 1, 2021, with the approximate cost of \$12,912.00, as submitted.



**MEMO TO:** Ana L Valez

**FROM:** Jason Nichols

**DATE:** January 21, 2021

**SUBJECT:** Out of State Travel Report

**PROPOSED ACTION:** Board approval for Women's Basketball out of state travel to Florida  
February 24, 2021 thru March 1, 2021

**RATIONALE:** As required by the National Junior College Athletic Association (NJCAA) to allow our girls to compete against the players and teams in the Country. This trip also allows the girls exposure they need to be recruited by Division 1, 2, 3 and NAIA Schools after completing 2 years of Education at Morton College.

**COST ANALYSIS:**

Hotel Rooms Total: \$8,680.00

Airline Flights Total: \$1,932.00

Meals Total: \$2,000.00

Van Rentals Total: \$300.00

**ATTACHMENT:**

Jason Nichols Women's Basketball Head Coach

Kevin McManaman & Ariana Dampier Women's Basketball Assistant Coaches

15. Approval of disposition of obsolete and worn-out equipment, per the list submitted, and the disposal of the obsolete vehicle, Ford Crown Victoria 2011 squad car, Vin# 2FABP7BV4BX104409, due to excessive repairs needed.



# **Obsolete Equipment List Spring 2021**

Miscellaneous hall furniture

Couches

Chairs

End tables (broken)

Teacher's desks

Ford Crown Victoria VIN #2FABP7BV4BX104409

16. Approval of Part-Time Employment

1. Ximena Pineda, Temporary Health Screener, \$15/hour, effective January 6, 2021.
2. Ilse Rodriguez, Temporary Health Screener, \$15/hour, effective January 6, 2021.
3. Maria Jimenez, Temporary Health Screener, \$15/hour, effective January 6, 2021.
4. Maricela Sanchez, Temporary Health Screener, \$15/hour, effective January 7, 2021.
5. Alejandra Melero, Temporary Health Screener, \$15/hour, effective January 11, 2021.
6. Matthew Beck, Woodwind Adjunct Faculty, effective January 14, 2021.
7. Alexa Herrera, Student Aide for Dean of Student Services Department, effective January 28, 2021.

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE ALEXA HERRERA AS A NEW STUDENT AIDE FOR THE DEPARTMENT OF DEAN OF STUDENT SERVICES WITH AN EFFECTIVE START DATE OF 01/28/2021.

**RATIONALE**

To assist in the needs of the Student Services department.

**COST ANALYSIS:**

11.00/Hrly

8. Erminda Ruano-Corral, Career Technical Education Department Adjunct Faculty, effective January 14, 2021.

# **MORTON COLLEGE BOARD OF TRUSTEES**

## **REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** The hiring of ERMINDA RUANO-CORRAL as Adjunct faculty in the Adult and Career Technical Education department.

**RATIONALE:**

Morton College will continue to offer classes for the Adult Education High-School Equivalency - Spanish Language. The program is recently ICCB approved and interest is great. The program serves a vital need in our community. Erminda Ruano-Corral demonstrated expertise and qualities to teach these courses.

**COST ANALYSIS:** Salary Range: \$873.12 per ECH

**ATTACHMENTS:**

9. Amy Elson, Adult, and Career Technical Education Department Adjunct Faculty, effective January 14, 2021.

# **MORTON COLLEGE BOARD OF TRUSTEES**

## **REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** The hiring of Amy Elson as Adjunct faculty in the Adult and Career Technical Education department.

**RATIONALE:**

Morton College will continue to offer classes for the Adult Education High-School Equivalency Math and Language Arts Program. Morton college runs a multi-level language arts program for students working towards completing their high-school equivalency test (i.e. GED). Courses include beginning, low intermediate, high intermediate, and advanced. The program serves a vital need in our community. Amy Elston demonstrated expertise and qualities to teach these courses.

**COST ANALYSIS:** Salary Range: \$911.10 per ECH

**ATTACHMENTS:**



17. Layoff Report, as submitted.

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

**PROPOSED ACTION:**

That the Board approve the layoff of seven (7) part-time campus police officers and one (1) dispatcher effective March 29, 2021.

**RATIONALE:**

The layoff of part-time campus police officers and dispatcher is due to the on-going COVID pandemic and other factors negatively impacting Morton College. The pandemic has caused the reduction of shifts due the reduced amount of staff and students on campus premises. Additionally, the college campus police department is returning to its original schedule prior to 24 hour surveillance implemented on October 5, 2020.

The individuals recommended for layoff are the following:

| Employee ID | Last Name  | First Name | Date of Hire |
|-------------|------------|------------|--------------|
| 0204090     | Gotch      | Joseph     | 2/18/2020    |
| 0204095     | Spizzirri  | Francesco  | 2/18/2020    |
| 0206574     | Logalbo    | Peter      | 9/22/2020    |
| 0206571     | Munoz IV   | Antonio    | 9/24/2020    |
| 0206572     | Spoerry    | Patrick    | 9/24/2020    |
| 0206573     | Marigliano | Joseph     | 9/24/2020    |
| 0206569     | Heinz      | Danielle   | 9/28/2020    |
| 0204565     | Hahn       | Kathleen   | 3/13/2020    |

**COST ANALYSIS:** N/A

**ATTACHEMENTS:** N/A

18. Approval of Updated Job Descriptions
  1. Athletic Director



# Morton College

## Job Description

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**Job Title:** Athletic Director

**Range:** Administrator

**Grant-Funded:** N/A

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

**Required  
Qualifications:** ~~Master's degree from four-year college or university~~ Must have experience in administration for 10 years or; five years of related experience and/or training; ~~three~~five years of experience in athletic leadership; or a combination of experience and coaching/management education. Must be able to work flexible hours including evenings and weekends as needed. ~~Must possess a valid, State-issued, driver's license.~~ Must have coached 15 years in a head coaching position. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable  
Qualifications:** Exceptional communication skills when working with others on the administrative team. ~~Bilingual in Spanish and English, both written and oral.~~ Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff.

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

**Essential Job  
Functions**

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

- Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.
- Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.
- Prepares departmental and student association budgets, SUAP report and authorizes department expenditures.
- Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.
- Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.
- Works with the Morton College Athletic Association (MCAA) to generate financial support and develop fundraising sources.
- Supervises utilization of all the athletic facilities. Coordinates athletic uses of training and weight room facilities. Reviews and recommends policies, repairs, and improvements for the facilities. Coordinate the scheduling of off-site facilities when appropriate.
- Oversees compliance with Title IX/Section 504 in the athletic department and report to the College Title IX / Section 504 Coordinator on all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate.
- Oversees the coordination of college vehicles for athletic travel, insurance claim processing, concession procedures and athletic out-of-state travel.
- Supervises the Athletic Administrative Assistant, Athletic Retention and Compliance Specialist, and Fitness Center Manager.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety. Promote high standards of student conduct and ethical decision making.
- Assist in developing and managing services designed to increase student retention and transition rates. Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.

- Track data, maintain records, and use assessment tools for reports.
- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.

**Other Duties:**

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

**Work Environment:**

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

**Physical Demands:**

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

**Position Unit:**

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

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

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

## 2. Assistant Athletic Director



# Morton College

## Job Description

---

**Job Title:** Assistant Athletic Director

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and  
Evaluated by:** Athletic Director

**Required  
Qualifications:** Bachelor's degree in ~~exercise science, sports management or Communications and Master's in Sport Administration or~~ related discipline from four-year college or university; 2-3 years of related experience and/or training. Must be able to work flexible hours including evenings and weekends as needed. ~~Must have a valid driver's license and the ability to drive Morton College vehicles~~ Must have 10 years of college coaching experience.

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

**Desirable  
Qualifications:** ~~Master's degree.~~ Two years of experience in athletic leadership. College Athletics experience preferred. Exceptional communication skills. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff. Bilingual in Spanish and English, both written and oral.

**Job Summary:** The Assistant Athletic Director is responsible for coordinating administrative direction and oversight for all intercollegiate and recreational athletics staff, programs, facilities and activities. Coordinates plans, administers, and directs intercollegiate athletic activities. ~~Manage and staff the Fitness Center. Provide oversight and management of Fitness Center budget.~~

**Essential Job  
Functions**

Assists the Athletic Director with/in:

- Supervises coaching staff and other department employees consistent with Board Policies
- Directs preparation and dissemination of publicity to promote athletic events



• ~~Compliance of NJCAA rules and regulations as it relates to LOI's, eligibility and Morton admission requirements. Plans and coordinates activities of coaching staff~~

• ~~Plans and schedules sports events~~

•

- Will be integral in planning for future athletic facility expansion and renewal
- Assumes the responsibilities of the Athletic Director in his/her absences
- Coordinates and transports athletes to off-site events
- Title IX / 504 Responsibilities: Will assist the Athletic Director, who is a Title IX / 504 Deputy, with overseeing compliance in the athletic department and reporting to the College Title IX /504 Coordinator (HR Office) all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate

**Other Duties:**

- Perform other duties and special projects as assigned

**Work Environment:**

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

**Physical Demands:**

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

**Position Unit:**

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

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

3. Associate Dean of Learning Resources and Performing Arts Center



# Morton College Job Description

**Job Title:** Associate Dean – Learning Resource Center and Performing Arts Center

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and Evaluated by:** Associate Provost

**Required Qualifications:** Master's degree in educational media or related field or a combination of Master's degree and at least five years of relevant higher education experience, preferably in library services, instructional support, performing arts or digital media, including supervisory and budget experience; excellent writing skills; and an understanding of how library, other teaching and learning support resources, and theater/performing arts can support student success and community engagement.

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

**Desirable Qualifications:** Community college library and performing arts experience; experience with all elements of theater production, including technical, directing, house management and stagecraft; leadership style that emphasizes collaboration, team building, accessibility; Excellent interpersonal skills; bi-lingual in English/Spanish.

**Job Summary:** Under the supervision of the Associate Provost, the Associate Dean will work to support the Learning Resources and Performing Arts Center as integral to student success and outreach to the community.

**Essential Job Functions**

- Provide leadership and support for the Learning Resources and Performing Arts Centers, with a particular emphasis on the planning, coordination and management of all operations of the Performing Arts Center, including theatrical and a range of other productions and events.

Deleted: Library Science

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Deleted: familiarity with library automation, personal computers and office software; experience with Internet-based information literacy services;

Deleted: technology can be utilized in the teaching and learning environmen

Deleted: t.

Deleted: blended and online modes for the design and delivery of library and instructional services; grant writing experience;

Deleted: experience in planning for and providing online circulation, catalog, reference databases.

Deleted: develop a user-focused agenda in supporting the library, museum, instructional technology, student success center, and student study space. The Associate Dean will oversee acquisitions and resource management functions, and will work closely with library staff to build a robust collection that contribute to student success.

Deleted: strategic direction

Deleted: to

Deleted: library, museum, student success center and instructional technology services

Deleted: Center

- Collaborate with academic leadership, faculty, and colleagues to integrate learning resources and promote the performing arts center to support student success and engagement of the community with the College.
- Manage the learning resources and performing arts center
- Serve in the absence of the Associate Provost in supervising library staff
- Oversee the planning and implementation of theatrical productions and other live performances.
- Participate in college-wide committees.

Deleted: e library

Deleted: instructional technology resources to support learner-centered pedagogies

Deleted: <#>fiscal resources to include budget planning and ongoing review of library and instructional design resources in consultation with academic deans and other stakeholders¶

Deleted: <#>, supervision, assessment and evaluation of the library, museum, student success center, and instructional technology services.

Deleted: <#>Serve as the College Copyright Officer¶

**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
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- ☐ Classified Staff - Part-Time, Non-Union

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

#### 4. Director of Library



# Morton College Job Description

**Job Title:** Director of Library

Deleted: and Instructional Technology Services

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and Evaluated by:** Associate Provost

**Required Qualifications:** Master's degree in Library Science, and at least five years of relevant higher education experience, including supervisory and budget experience; familiarity with library automation, personal computers and office software; experience with Internet-based information literacy services; excellent writing skills; and understanding of how technology can be utilized in the teaching and learning environment.

Deleted: /Chief Academic Officer¶

Deleted: Educational Media or a combination of Master's degree

Deleted: preferably in library, instructional design, or digital media,

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

**Desirable Qualifications:** Community college library experience; experience with blended and online modes for the design and delivery of library and instructional support services; leadership style that emphasizes collaboration, team building, accessibility; experience in planning for and providing online circulation, catalog, reference databases. Excellent interpersonal skills; bi-lingual in English/Spanish.

Deleted: grant writing experience;

**Job Summary:** The Director of Library works under the general direction of the Associate Provost and provides leadership over Library services to college students, faculty, staff and community patrons.

Deleted: and Instructional Technology Services

Deleted: ,

Deleted: Museum, Digital Media and Instructional Technology services

## Essential Job Functions

- To provide leadership for library, and related instructional support services, including virtual and remote library services.
- To collaborate with academic leadership, faculty, and colleagues to integrate library resources to support learner-centered pedagogies.
- To manage fiscal resources to include collection acquisition and management, budget planning and ongoing review of library resources in consultation with academic deans and other stakeholders.

Deleted: Digital Media and

Deleted: technology services,

Deleted: the

Deleted: library, and online curriculum and instructional design.

Deleted: and instructional technology

Deleted: <#>To partner with MIS Department to promote collaboration with educational technologists college wide and to leverage technology resources for learning.¶

Deleted: <#> and instructional design resources in

Job Description: Director of Library,

Page 2

Deleted: and Instructional Technology Services

- To oversee the planning, supervision, assessment and evaluation of the Library ~~resources,~~
- To participate in college-wide committees.

Deleted: , Museum, Digital Media and Instructional Technology resources

**Other Duties:** • Perform other duties and special projects as assigned

**Work Environment:** Typical office environment

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

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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- ☐ 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 \_\_\_\_\_



19. Approval of Resignation
  1. Louis Stillo, Part-Time Campus Police, effective December 15, 2020.
  2. Jaime Sandoval, CIS Adjunct Faculty, effective December 16, 2020.
  3. John Treiber, Athletic Director, effective January 22, 2021.
  4. Ana Macario, Custodian, effective January 22, 2021.
20. Approval of Retirement
  1. Dixon Chin, Adult Education Adjunct Faculty, effective January 5, 2021.
  2. Jody Davidson, Adult, and CTE Development Coordinator, effective February 26, 2021.
  3. Steven Duhon, Human Resources Support Specialist, effective September 1, 2021.
21. Approval of Termination
  1. Edison Cevallos, Part-Time Campus Police , effective January 5, 2021.
  2. Authorization and Direction to schedule a Special Board Meeting for March 12 at 11:00 a.m. so that Frank Marzullo may have the opportunity to be heard by the Board of Trustees Relative to the Notification of Marzullo's Termination.
8. Adjournment