



Morton College

Public Regular Board Meeting

Wednesday, February 24, 11:00 AM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527 COOK COUNTY, ILLINOIS Agenda for the Regular Meeting Wednesday, February 24, 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, February 24, 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 February 24, 2021, Regular Meeting will be held electronically via telephone conference. 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.

[February Board Meeting](#)

Meeting ID: 960 5300 6548

Passcode: 907878

(312) 626-6799

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Citizen Comments

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

5. Reports

5.1. ICCTA - ACCT

5.2. Student Member, Andy Avalos

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

Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

7.1. Approval of the Minutes of the Regular Meeting held on January 27, 2021.

7.2. Approval and Ratification of Accounts Payable and Payroll in the amount of \$2,776,378.00 and Budget Transfers, in the amount of \$1,520,963.00, as submitted.

7.3. Approval of the Monthly Budget Report for fiscal year to date ending January 2021 to be received and approved, as submitted.

7.4. Approval of the Treasurer's Report for January 2021 to be received and filed for audit, as submitted.

7.5. Approval of the Settlement Agreement HELEN RAY V. MORTON COLLEGE BOARD OF TRUSTEES, et al.; Case No. 2018-L-007979.

7.6. Approval of the Adjunct Faculty Assignment/Employment Report for the Spring 2021 semester in the amount of \$434,143.12, as submitted, pending additional class cancellations and/or additions.

7.7. Approval of the Overload Full-Time Overload Employment Report for Spring 2021 semester, in the amount of \$370,547.32, as submitted, pending additional class cancellations and/or additions.

7.8. Approval of the Out of State Athletic Travel for the Morton College Baseball team to Florida, to compete nationally at the highest level in the National Junior College Athletic Association (NJCAA), and for College exposure upon graduation, from March 10 - 16, 2021, with the approximate cost of \$20,000.00, as submitted.

7.9. Approval of the Out of State Athletic Travel for the Morton College Softball Team to Texas to compete nationally at the highest level in the National Junior College Athletic Association (NJCAA), and for College exposure upon graduation, from March 19 - 27, 2021, with the approximate cost of \$14,450.00, as submitted.

7.10. Approval of the following Facility Use Permits

7.10.1. Berwyn South School District 100, Freedom Middle School Graduation, Gymnasium, May 27, 2021, as submitted

7.10.2. Berwyn South School District 100, Heritage Middle School Graduation, Gymnasium, May 25, 2021, as submitted

7.10.3. Real Estate Institute, Room 106C, Saturdays and Sundays, 8:30 a.m. to 5 p.m., January 30, 2021, to March 14, 2021, as submitted.

7.10.4. El Rincon Family Services, Morton College Student's Parking Lot, February 15, 17, 19, and 20, 2021, from 9 a.m. to 12 p.m. and February 16 and 18, 2021, from 4 p.m. to 7 p.m., as submitted.

7.11. Approval of the institutional membership for The American Association of Collegiate Registrars and Admissions Officers (AACRAO), in the amount of \$786.00, as submitted.

- 7.12. Approval of the institutional membership with The National Alliance of Concurrent Enrollment, (NACEP), for fy21, in the amount of \$560.00, as submitted.
- 7.13. Approval of the employment status of 11 Tenure and 15 Non-Tenured instructors for the academic year 2021-2022, as submitted.
- 7.14. Approval of the nursing membership with the Organization for Associate Degree Nursing (OADN), in the amount of \$575.00, as submitted.
- 7.15. Approval of the purchase of a skid steer from Altorfer Caterpillar, a sourcewell vendor, to be used as needed, in the amount of \$47,150.00, as submitted.
- 7.16. Approval of the change orders with Lo Destro Construction Company for work done and unforeseen problems in the Building E phase II Project, in the amount of \$181,722.88, as submitted.
- 7.17. Approval of the change order for the stair handrail upgrades by Boller Construction Company, for a credit of \$43,243.81, as submitted.
- 7.18. Approval of the change order with All Masonry Construction Company for the Welding Lab Renovation, in the amount of \$75,706.49, as submitted.
- 7.19. Approval of the changes in Curriculum as submitted.
- 7.20. Approval of the renewed resolution adopting and ratifying a Master Educational Affiliation Agreement between Morton College District 527 and Great Lakes Orthopedics and Sports Medicine P.C.
- 7.21. Approval of a renewed resolution adopting a Master Educational Affiliation Agreement between Morton College District 527 and Liberty Physical Therapy.
- 7.22. Approval of the renewed resolution adopting a Master Educational Affiliation Agreement between Morton College District 527 and Global Pain and Spine Clinic.
- 7.23. Approval of the resolution adopting a Memorandum of Understanding between Morton Community College and Career Step, LLC.
- 7.24. Approval of the resolution adopting a Master Educational Affiliation Agreement between Morton College District 527 and Romano Orthopaedic Center.
- 7.25. Approval of the payment to Career Step, LLC, for the classes of Veterinary Assistant (VET 001 01), Dental Assistant (HCR 002 01), and Pharmacy Technician (HCR 001 01) for the Fall 2020 semester, in the amount of \$52,943.75. The fee will be paid from the student registration fees collected by Morton College, as submitted.
- 7.26. Approval of the resolution authorizing withdrawal from the Illinois Community College Risk Management Consortium (ICCRMC), effective June 30, 2021.
- 7.27. Approval of a 10% temporary work assignment for Guillermo Gasca to help coordinate Library functions, effective February 16, through June 1, 2021.
- 7.28. Approval of a 10% temporary work assignment for Joanna Martin to help manage the paid-time-off in TimeClock and Colleague, help setup Maxient for Title IX, terminations, and some onboarding duties, effective February 22, through June 30, 2021.
- 7.29. Approval of a 10% temporary work assignment for Sanyea Ceaser to help process all benefits invoices, professional development, and unemployment, effective February 22, through June 30, 2021.

7.30. Approval of a 10% temporary work assignment for Gina Torres to be a project manager for Guided Pathways, effective January 4 through May 21, 2021.

7.31. Approval of Full-Time Employment

7.31.1. Adam Bradley, Maintenance Mechanic, effective July 1, 2020.

7.31.2. Michael Traversa, Assistant Fitness Center Manager, \$31,200.00, effective February 25, 2021.

7.32. Approval of Part-Time Employment

7.32.1. Jessica Rueda, Temporary Health Screener, \$15/hour, effective February 11, 2021.

7.32.2. Tania Njiwah, Temporary Health Screener, \$15/hour, effective February 11, 2021.

7.33. Approval of New Job Description

7.33.1. Paralegal Adjunct Instructor

7.34. Approval of Updated Job Description

7.34.1. Assistant Fitness Center Manager

7.34.2. Human Resources Coordinator

7.35. Approval of Retirement

7.35.1. Steven Ginley, Speech Faculty, effective August 15, 2021.

7.35.2. Frank Marzullo Employment Separation

7.36. Approval of Layoff

7.36.1. William Voight, Part-Time Campus Police, effective April 12, 2021.

7.37. Approval of Resignation

7.37.1. Tarun Gidwani, CIS/CPS Faculty, effective February 8, 2021

7.37.2. Marlene Soto, Academic Advisor, effective February 5, 2021.

7.37.3. Tommy Le, Assistant Fitness Center Manager, effective February 12, 2021.

7.37.4. Veronica Trujillo, Financial Aid Office Student Aide, effective November 14, 2020.

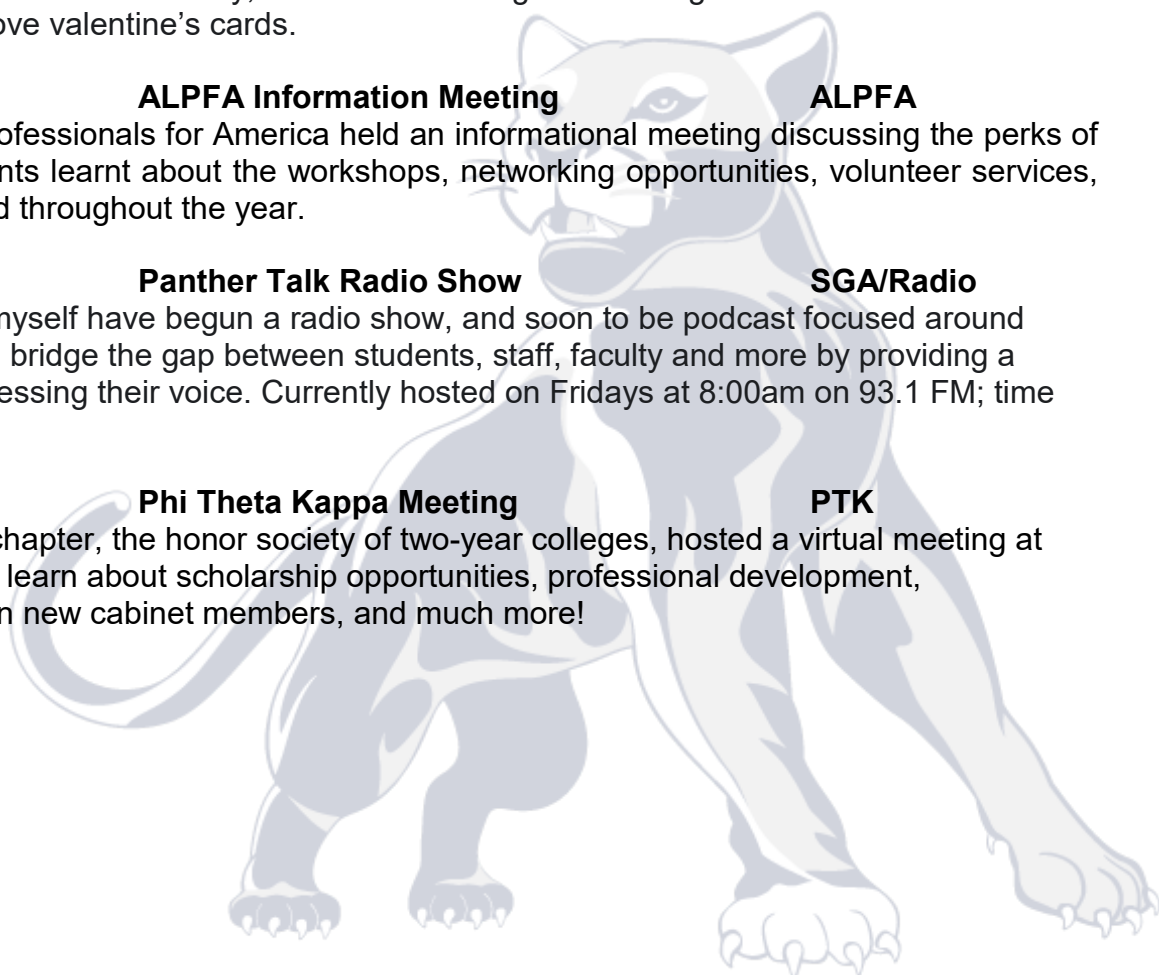
7.37.5. Mariam Samarah, Benefits Administrator, effective March 5, 2021.

8. Adjournment

Student Report to the Board

February 2021

<u>Date</u>	<u>Event</u>	<u>Organization</u>
	Student Trustee	SAO
	Spread the word, Student Trustee applications are now available! Students will represent the student body, participate in these Board of Trustees meetings, and more!	
February 4th & 18th	NSLS Orientation & LTD	NSLS
	The National Society of Leadership & Success held discussions about the perks of being a member of Morton College's chapter. Students learned how to elevate their experience and grow as a leader.	
February 10th, 11th, 15th	Student Involvement Day	SAO
	Students stopped by the cafe to learn how they could 'do what they loved' at Morton College, learning how to lead on campus, in the community, and become an agent of change. Students also received pillows, roses and self-love valentine's cards.	
February 11th	ALPFA Information Meeting	ALPFA
	Association of Latino Professionals for America held an informational meeting discussing the perks of being a member. Students learnt about the workshops, networking opportunities, volunteer services, and social events hosted throughout the year.	
February 12th	Panther Talk Radio Show	SGA/Radio
	My coworker Julia and myself have begun a radio show, and soon to be podcast focused around Morton College. Helping bridge the gap between students, staff, faculty and more by providing a different method of expressing their voice. Currently hosted on Fridays at 8:00am on 93.1 FM; time subject to change	
February 22nd	Phi Theta Kappa Meeting	PTK
	MC's Phi Theta Kappa chapter, the honor society of two-year colleges, hosted a virtual meeting at 2PM. Students joined to learn about scholarship opportunities, professional development, volunteering, deciding on new cabinet members, and much more!	





Board Meeting February 24, 2021 11:00 a.m.





MORTON COLLEGE

Development & Alumni Relations



Development & Alumni Relations Updates

- Giving Tuesday Challenge Results
- Panther Pantry Donations
- Alumni Holiday Event
- Alumni Ambassador Program launch
- Payroll Deduction Program launch
- Potential Donor Visits
- ROC Partnership
- Donor Perfect fundraising forms launch spring



Alumni Relations Events

ALUMNI AMBASSADOR PROGRAM

Through the Office of Institutional Advancement we are seeking dedicated alumni to serve on our Alumni Ambassador Program for the 2021-2022 academic year.

You will:

- Support the college mission and brand
- Support annual giving and alumni programs
- Support the growth of our alumni community and engagement

Apply today:

http://bit.ly/MC_OIA



For more information email
Sally.delgado@morton.edu



Morton.edu

February/June

MORTON **MC** COLLEGE
Presents
ALUMNI BINGO NIGHT
March 19, 2021 | 6-7PM | Zoom: <https://zoom.us/j/92279602679>



Get ready for a full hour of fun with our alumni and friends community.
Free admission and laughs for all.
Each round winner takes top prizes.
Participants must register to receive their bingo cards via email.
To register go to <https://bit.ly/AlumniBingoRSVP>.
www.morton.edu

March

**JUMP
START
YOUR
CAREER**



Alumni Career Panel
Get a jump start on your career planning and join us to hear from our alumni panelist from various professional fields. All participating guest will receive a complimentary Morton College gift.
Join us on April 23, 2021 from 11-12PM.
Register Today: <https://bit.ly/AlumniCareerPanelRSVP>
Location: <https://zoom.us/j/96377239381>
Morton.edu

April



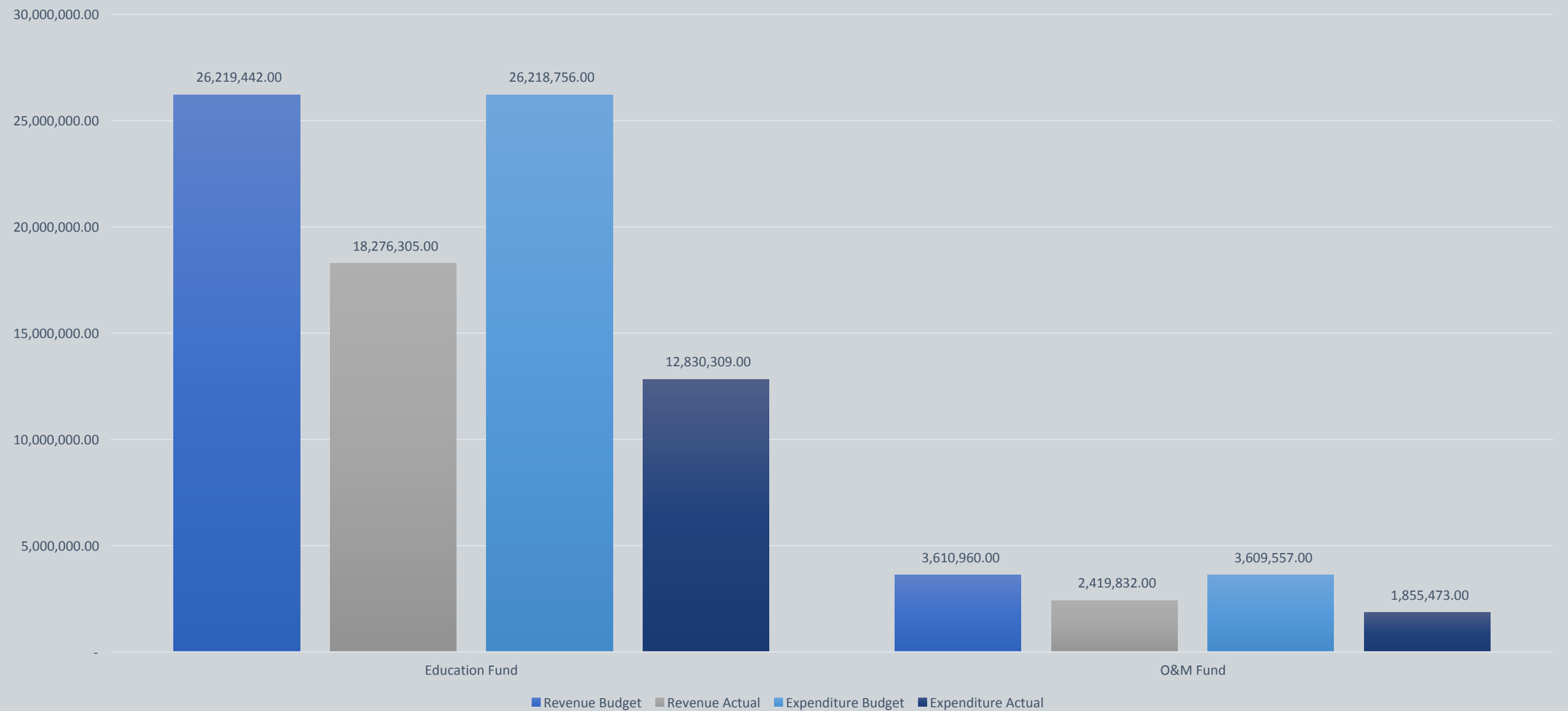
Monthly Finance Updates

Business Office

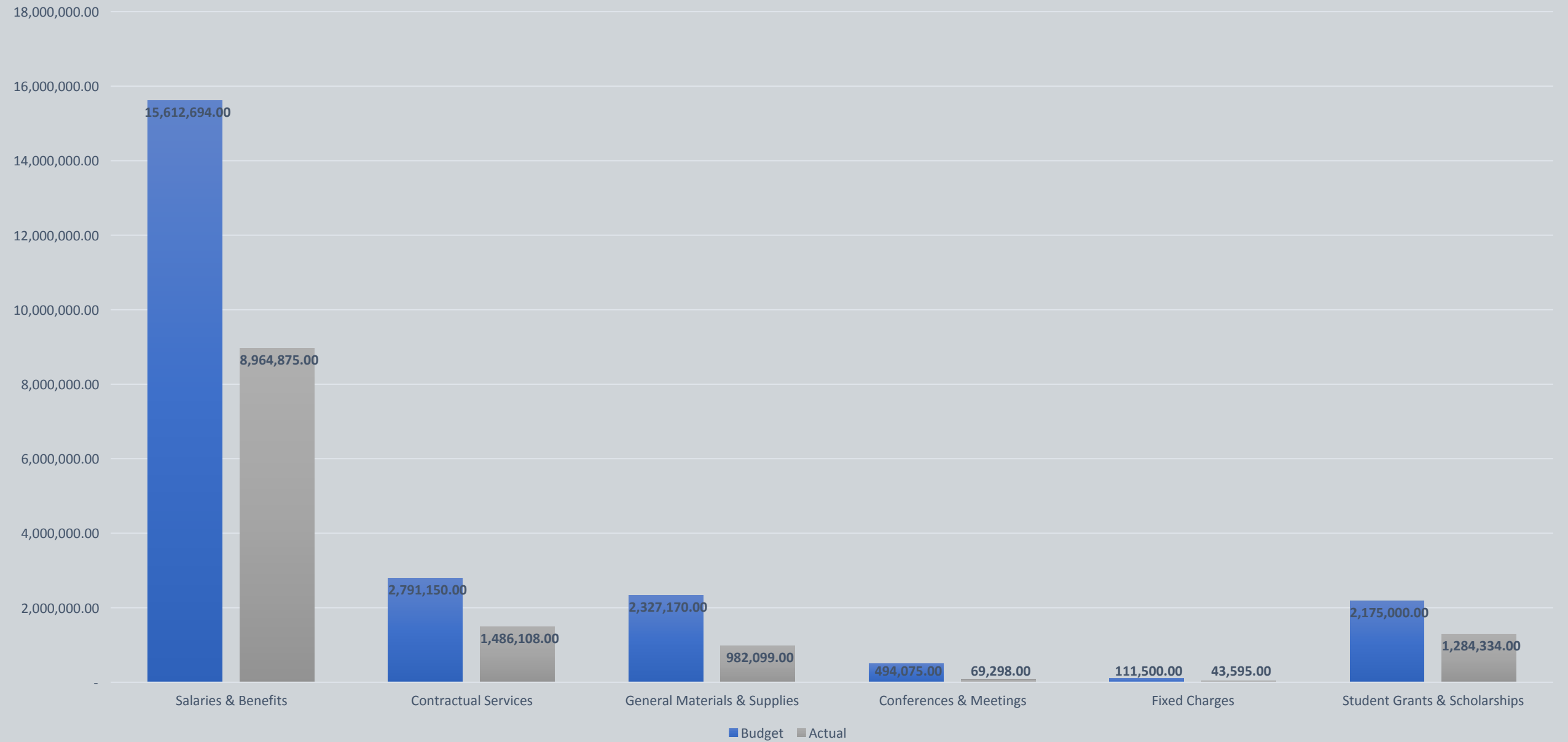
Month ending January 2021



January 2021 - Operating Fund Revenues & Expenditures

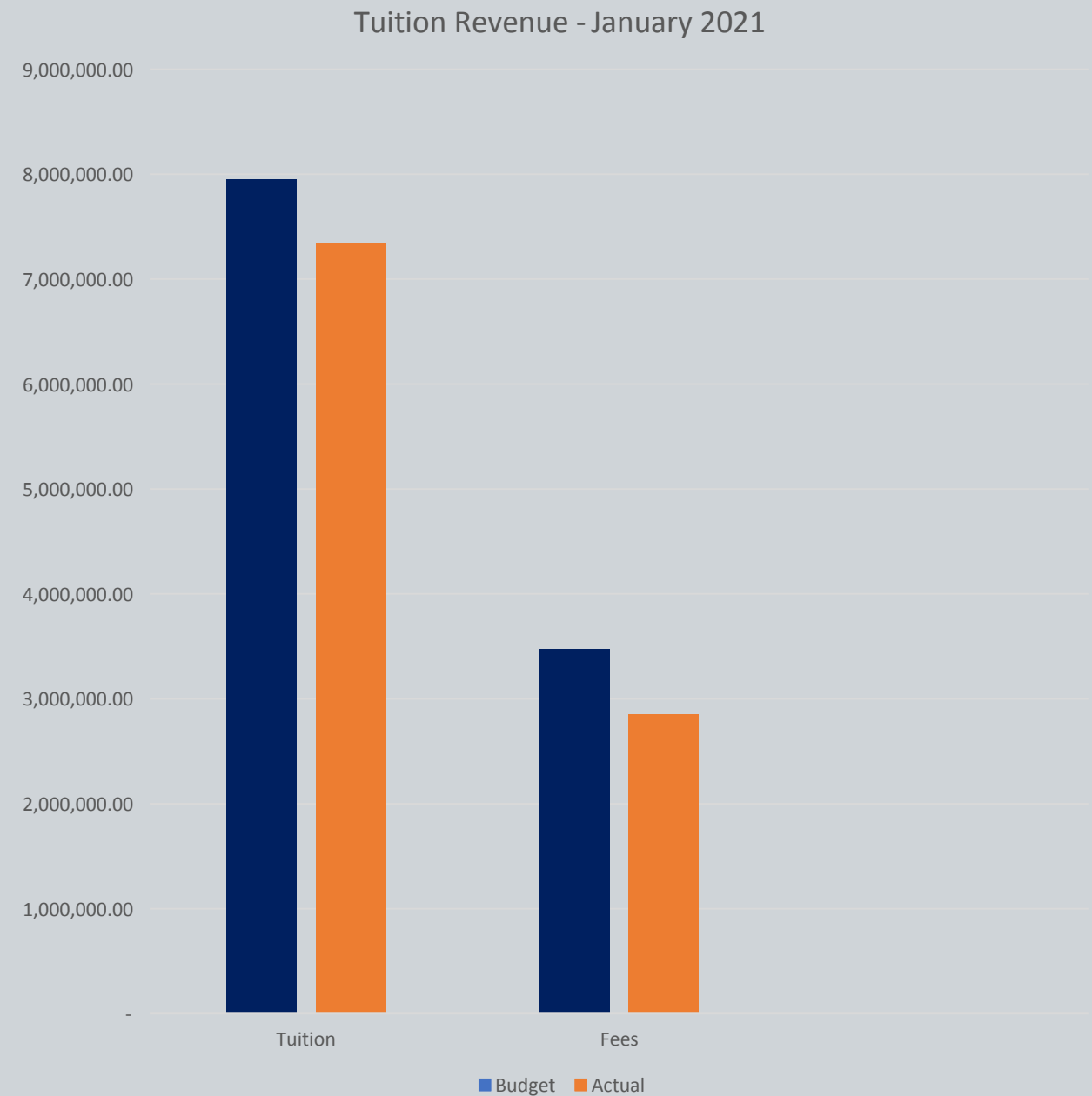


January 2021 - Education Fund Expenditures



Tuition Revenue – January 2021

- Actual tuition is at 92% of budgeted
- Actual fees are at 82% of budgeted
- FY21 tuition revenue is currently at 84% of total FY20 tuition revenue
 - Difference of \$1.3M
- FY21 fees are at 88% of total FY20 tuition revenue
 - Difference of \$376k



Graduated Tuition Increase – Nursing Program

Morton College	FY21	FY22	FY23	FY24	FY25
	Current	25%	25%	25%	25%
	\$ 108.00	\$ 135.00	\$ 168.75	\$ 210.94	\$ 263.67

	186	288
	\$763,344.00	\$ 1,477,440.00
additional revenue		\$ 714,096.00

College of DuPage		
General tuition	\$ 138.00	
Nursing tuition	\$ 243.00	1.76

Malcolm X		
General tuition	\$ 146.00	
Nursing tuition	\$ 202.00	1.38

Joliet Junior College		
General tuition	\$ 148.00	
Nursing tuition	\$ 261.00	1.76

Triton Community College		
General tuition	\$ 133.00	
Nursing tuition	\$ 205.00	1.54



HEERF (CARES) Funding 2020

➤ Student Portion - \$1,266,321

➤ As of February 19th we have awarded \$1,264,387

➤ Institutional Portion - \$1,266,321

➤ As of February 19th we have expensed \$1,103,402

Emergency financial aid grants to students	\$ 639,434.00
Technology Hardware	\$ 256,334.86
Instructional Equipment/Supplies	\$ 9,360.00
Equipment/Software to enable e-learning	\$ 185,512.18
Campus Operations	\$ 12,761.09
	<u>\$ 1,103,402.13</u>

➤ GEERF Funding - \$577,275

Instructional equipment for students	222,713.22
Balance Forgiveness Grant	11,960.99
	<u>234,674.21</u>

HEERF (CARES) Funding 2021

- Student Portion – awarded on January 2021 \$1,266,322
 - Will be awarding later this term
- Institutional Portion – awarded on January 2021 \$4,443,640
 - Allowable expenditures:
 - Lost revenue
 - Those costs that have a clear nexus to significant changes to the delivery of instruction due to COVID
 - Costs to support the transition to virtual activities, purchase of PPE, support innovative learning methods





Board Meeting February 24, 2021 11:00 a.m.





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

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, January 27, 2021, beginning at 11:00 AM in the form of a teleconference call.

1. Call to Order

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frances F. Reitz, at 11:09 AM in the form of a teleconference call.

2. Pledge of Allegiance

3. Roll Call

Present:

Fran Reitz, Trustee
Anthony Martinucci, Trustee
Jose Collazo, Trustee
Susan Banks, Trustee
Joseph Belcaster, Trustee
Susan Grazzini, Trustee

Absent:

Oscar Montiel, Trustee
Student Member, Andy Avalos

Also Present:

Dr. Stan Fields, President
Michael Delgado, Attorney, Del Galdo Law Group, LL

4. Citizen Comments

None

5. Reports

5.1. ICCTA – ACCT

None

6. President's Report

6.1. Strategic Plan

Dr. Lydia Falbo gave a presentation on Nursing and Health Science. Some of the critical points she talked about were Potential Enrollment Timeline, Tuition/Fees Increase, Student Financial Aid, Revenue, Associated Expenses. Lydia also spoke about the 2-year Program Retention Rates 2020. She stated that about 90% of students starting the Nursing Program finish within two years.

Trustee Grazzini asked to update the Nurse Board Exam Pass Rate's on the website because they are different from the presentation numbers. Grazzini commented that the national pass rates are 84%. She talked about Morton's excellent reputation as a Nursing School. She stated her interest in making sure that the program is doing what is supposed to help the students who go into the program. She asked if the tuition increase will be detrimental for the student community that Morton serves. Grazzini stated that she wants to make sure the increase in the tuition rates will not be a hardship for the students and prevent them from getting educated.

Chair Fran Reitz suggested that Trustees Grazzini, Banks, and Lydia create a sub committee and meet before the February Board meeting to discuss the proposed nursing tuition rate increase further more and bring data to share on the February Board meeting.

6.2. Strategic Enrollment Plan

Marisol Velazquez commented on some initiatives implemented by her department to help students experiencing challenges with the new online instruction. The Laptop Program, 400 devices, has been distributed to students to support the remote learning currently implemented due to the pandemic. The Forgiveness Fee Program has help students to register for the Spring semester.

6.3. Institutional Advancement

Irina Cline presented an update on the following programs. Commercial Driver's Program, classes begin February 1, 2021, 16 students are currently enrolled. Career Training Programs approved courses are, BCS Medical and Coding, CCA Medial Billing and Coding, Certifed Bookkeeper, CPC Medical Billing and Coding, Freight Boker/Agent Training, Full Stack Software Developer, Human Resources Professional and Web Design Professional.

6.4. Capital Improvements

Joe Florio expressed his gratiture to his team for all their hard work on the gym bleachers and the help on the theater renovation. The team did a great job and had help saved funds on the renovations projects.

6.5. Higher Learning Commission (HLC)

Dr. Keith McLaughling mentioned that we would establish a schedule for Board training in preparation for the Foucused Visit in September. There was discussion of appointing a subcommittee of the Board to work with him on HLC issues.

6.6. Finance Review

Mireya Perez, CFO/Treasurer, presented a financial review of the funds. BKL, LLP Auditors presented a report on the Comprehensive Annual Report for fiscal year 2020.

7. Consent Agenda

Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

Trustee Grazzini made a motion to establish the Consent Agenda which includes Agenda items 7.1 to 7.21.2, as listed below.

Trustee Belcaster seconded the motion.

Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Belcaster, Grazzini.

Nays: None

Motion carried.

Trustee Grazzini made a motion to approve the items in the Consent Agenda, which includes agenda items 7.1 to 7.21.2, as listed below

Trustee Belcaster seconded the motion.

Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Belcaster, Grazzini.

Nays: None

Motion carried.

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. Ermininda 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

Trustee Martinucci made a motion to adjourned the meeting.

Trustee Collazo seconded the motion

Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Belcaster, Grazzini.

Nays: None

Motion carried.

Fran Reitz
Board Chair

Jose Collazo
Secretary of the Board

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.1 for 2/24/2021 Board Meeting
Date: Thursday, February 11, 2021 12:51:44 PM
Attachments: [Board AS Totals 1.31.21.pdf](#)
[Check Register 1.31.21.pdf](#)
[BT 1.31.21.pdf](#)
[Over 10k Jan 2021.pdf](#)

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000](tel:(708)656-8000), Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Thursday, February 11, 2021 12:49 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 2/24/2021 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JANUARY 2021 IN THE AMOUNT OF \$2,776,378 AND BUDGET TRANSFERS IN THE AMOUNT OF \$1,520,963 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of January 2021, be approved and/or ratified in the amount of \$2,776,378 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	01/31/2020	1,172,239
Payroll	01/15/2020	672,970
Payroll	01/31/2020	727,602
Student Refunds	01/31/2020	<u>84,276</u>
		2,657,087

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	01/31/2020	<u>119,291</u>
TOTAL ALL FUNDS		<u><u>\$2,776,378</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$1,520,963 be approved as outlined on the attached Journal No. 1-3 entry dates attached hereto.

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

PASSED this 24th day of February by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College				
Budget Transfers				
January 2021				
	GL Account	Description	Debit	Credit
	1 01-1010-10102-530800000	Art: Instr Serv Contracts		2,500
	01-1010-10102-540100200	Art: Instr Supplies	2,500	
	2 06-0000-99170-430100020	GEERF Early Childhood: Dept of Ed Grant Revenue		14,638
	06-4090-99170-520900005	GEERF Early Childhood: Employee Professional Dev	1,200	
	06-4090-99170-540100100	GEERF Early Childhood: Office Supplies	1,638	
	06-4090-99170-540100200	GEERF Early Childhood: Instr Supplies	7,800	
	06-4090-99170-540100205	GEERF Early Childhood: Inst Equip <\$5000	4,000	
	3 03-0000-70130-420900000	CDB-Bldg E ADA Upgrades: Other IL Governmental Sources		1,503,825
	03-7010-70130-580200000	CDB-Bldg E ADA Upgrades: Site Improvements	1,503,825	
		Total Budget Transfers	1,520,963	1,520,963

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0095723	01/08/21	Recon	0003324	Ms Erika J. Alonso	V0139676	12/17/20		21.91		21.91
								21.91		21.91
0095724	01/08/21	Recon	0000995	Bureau Water/Sewer Town	V0140612	01/07/21		302.15		302.15
					V0140613	01/07/21		388.48		388.48
					V0140614	01/07/21		191.34		191.34
					V0140615	01/07/21		191.34		191.34
					V0140616	01/07/21		179.75		179.75
					V0140617	01/07/21		191.34		191.34
								1,444.40		1,444.40
0095725	01/08/21	Recon	0190883	Ms. Sally Delgado	V0140584	01/03/21		30.10		30.10
								30.10		30.10
0095726	01/08/21	Recon	0169153	Ms. Amy L. Kinney	V0140577	12/18/20		172.29		172.29
								172.29		172.29
0095727	01/08/21	Recon	0002957	Ms. Debra S. Kupec	V0140603	01/05/21		250.11		250.11
								250.11		250.11
0095728	01/08/21	Recon	0205567	Ms. Courtney O'Brien	V0140588	01/04/21		244.37		244.37
								244.37		244.37
0095729	01/08/21	Recon	0001133	Pitney Bowes Inc	V0140605	01/05/21		76.13		76.13
								76.13		76.13
0095730	01/08/21	Recon	0000759	Ms. Julie A. Steinhaus	V0140587	01/04/21		2,956.00		2,956.00
								2,956.00		2,956.00
0095731	01/08/21	Recon	0115797	Ivette Uribe	V0140576	12/18/20		167.98		167.98
								167.98		167.98
0095758	01/14/21	Recon	0205734	Ms. Roseanne Aburto	V0140607	01/06/21		1,566.48		1,566.48
								1,566.48		1,566.48
0095759	01/14/21	Outst	0172196	Karen Arias	V0140461	12/17/20		300.00		300.00
								300.00		300.00
0095760	01/14/21	Recon	0114943	Lizeth Arias	V0140460	12/17/20		300.00		300.00

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								300.00		300.00
0095761	01/14/21	Recon	0206556	Lisa Booko	V0138939	11/23/20		1,250.00		1,250.00
								1,250.00		1,250.00
0095762	01/14/21	Recon	0200455	Ms. Lauren Caruso	V0140636	01/12/21		99.00		99.00
								99.00		99.00
0095763	01/14/21	Recon	0205769	Dwayne Cruz	V0135927	09/09/20		2,500.00		2,500.00
								2,500.00		2,500.00
0095764	01/14/21	Recon	0206983	Ariana D. Dampier	V0138948	11/23/20		1,250.00		1,250.00
								1,250.00		1,250.00
0095765	01/14/21	Recon	0047473	Jaime M. Diaz	V0138353	10/27/20		833.33		833.33
								833.33		833.33
0095766	01/14/21	Recon	0137499	Pedro Guardian	V0138349	10/27/20		833.33		833.33
								833.33		833.33
0095767	01/14/21	Recon	0205401	Glen Heffernan	V0135986	09/10/20		4,250.00		4,250.00
								4,250.00		4,250.00
0095768	01/14/21	Recon	0002957	Ms. Debra S. Kupec	V0140620	01/08/21		52.07		52.07
								52.07		52.07
0095769	01/14/21	Outst	0002467	Jered D. Montgomery	V0140625	01/11/21		16.34		16.34
								16.34		16.34
0095770	01/14/21	Recon	0001090	MWRDGC	V0140626	01/11/21		1,796.47		1,796.47
								1,796.47		1,796.47
0095771	01/14/21	Recon	0206265	Colette R. Nutley	V0140632	01/12/21		474.00		474.00
								474.00		474.00
0095772	01/14/21	Recon	0002805	Pitney Bowes Inc	V0140589	01/04/21		316.73		316.73
								316.73		316.73

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0095773	01/14/21	Outst	0041753	Ms Daiana N. Quiroga-Nev	V0140622	01/08/21		4,000.00		4,000.00
								4,000.00		4,000.00
0095774	01/14/21	Recon	0192553	Mr. Charles M. Rose	V0140621	01/08/21		370.81		370.81
								370.81		370.81
0095775	01/14/21	Recon	0206557	Bobby D. Roumbos	V0138357	10/27/20		1,208.34		1,208.34
								1,208.34		1,208.34
0095776	01/14/21	Recon	0205744	Thaddeus M. Slowik, III	V0135922	09/08/20		2,400.00		2,400.00
					V0140640	01/12/21		635.99		635.99
								3,035.99		3,035.99
0095777	01/15/21	Recon	0001375	AXA Equitable Equi-Vest	V0140838	01/15/21		1,106.00		1,106.00
								1,106.00		1,106.00
0095778	01/15/21	Recon	0001422	CCCTU-Cope Fund	V0140839	01/15/21		130.00		130.00
								130.00		130.00
0095779	01/15/21	Outst	0001374	College & University Cre	V0140841	01/15/21		200.00		200.00
								200.00		200.00
0095780	01/15/21	Recon	0001371	Colonial Life & Accident	V0140842	01/15/21		12.00		12.00
								12.00		12.00
0095781	01/15/21	Recon	0191845	Metropolitan Alliance of	V0140844	01/15/21		280.00		280.00
								280.00		280.00
0095782	01/15/21	Outst	0101061	Morton College Faculty	V0140840	01/15/21		90.35		90.35
								90.35		90.35
0095783	01/15/21	Recon	0001372	Morton College Teachers	V0140846	01/15/21		1,687.01		1,687.01
								1,687.01		1,687.01
0095784	01/15/21	Recon	0001372	Morton College Teachers	V0140845	01/15/21		2,968.94		2,968.94
								2,968.94		2,968.94
0095785	01/15/21	Recon	0001513	SEIU Local 73 Cope	V0140847	01/15/21		9.00		9.00

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								9.00		9.00
0095786	01/15/21	Recon	0001373	Service Employees Intl U	V0140848	01/15/21		457.81		457.81
								457.81		457.81
0095787	01/15/21	Recon	0001563	State Disbursement Unit	V0140849	01/15/21		50.00		50.00
								50.00		50.00
0095788	01/15/21	Recon	0001161	State Univ Retirement Sy	V0140850	01/15/21		61,537.81		61,537.81
								61,537.81		61,537.81
0095789	01/15/21	Recon	0001370	TIAA-CREF	V0140843	01/15/21		750.00		750.00
					V0140851	01/15/21		2,932.14		2,932.14
								3,682.14		3,682.14
0095790	01/15/21	Recon	0001376	VALIC	V0140852	01/15/21		2,273.55		2,273.55
								2,273.55		2,273.55
0095791	01/15/21	Recon	0179876	Voya Retirement Insuranc	V0140853	01/15/21		1,234.28		1,234.28
								1,234.28		1,234.28
0095792	01/15/21	Recon	0190089	3OE Solutions	V0140742	01/14/21	B0003715	4,333.00		4,333.00
								4,333.00		4,333.00
0095793	01/15/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0140764	01/14/21	B0003443	240.00		240.00
								240.00		240.00
0095794	01/15/21	Recon	0000962	Airgas USA, LLC	V0140753	01/14/21	B0003575	110.24		110.24
								110.24		110.24
0095795	01/15/21	Recon	0206735	All Pro Truck Driving Sc	V0140819	01/14/21	P0009723	9,197.50		9,197.50
								9,197.50		9,197.50
0095796	01/15/21	Recon	0190802	All-Types Elevators Inc	V0140745	01/14/21	B0003726	408.00		408.00
								408.00		408.00
0095797	01/15/21	Recon	0188188	Amazon Capital Services	V0140664	01/13/21	B0003525	323.64		323.64
					V0140673	01/13/21	P0009734	61.69		61.69
					V0140738	01/14/21	P0009738	61.93		61.93

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					V0140788	01/14/21	B0003568	459.95		459.95
					V0140794	01/14/21	P0009751	47.89		47.89
					V0140795	01/14/21	P0009751	149.89		149.89
					V0140801	01/14/21	P0009726	98.95		98.95
					V0140806	01/14/21	P0009720	764.74		764.74
					V0140807	01/14/21	B0003568	35.96		35.96
								2,004.64		2,004.64
0095798	01/15/21	Recon	0000977	Apple, Inc.	V0140830	01/14/21	P0009669	27.00		27.00
					V0140831	01/14/21	P0009669	119.00		119.00
					V0140832	01/14/21	P0009669	1,399.00		1,399.00
					V0140833	01/14/21	P0009669	329.00		329.00
					V0140834	01/14/21	P0009669	149.00		149.00
								2,023.00		2,023.00
0095799	01/15/21	Recon	0001714	ASA	V0140820	01/14/21	P0009722	50.00		50.00
								50.00		50.00
0095800	01/15/21	Recon	0000973	AT&T	V0140765	01/14/21	B0003430	1,114.99		1,114.99
								1,114.99		1,114.99
0095801	01/15/21	Recon	0001953	AT&T Mobility	V0140755	01/14/21	B0003468	143.01		143.01
								143.01		143.01
0095802	01/15/21	Recon	0001401	AZ Commercial	V0140785	01/14/21	B0003636	19.99		19.99
					V0140786	01/14/21	B0003636	36.48		36.48
					V0140835	01/14/21	B0003636	12.00		12.00
								68.47		68.47
0095803	01/15/21	Recon	0196421	Balloons by Tommy	V0140743	01/14/21	P0009570	932.00		932.00
								932.00		932.00
0095804	01/15/21	Recon	0001272	Batteries Plus LLC	V0140763	01/14/21	B0003447	141.00		141.00
								141.00		141.00
0095805	01/15/21	Recon	0183673	BKD, LLP	V0140683	01/13/21	B0003500	7,840.00		7,840.00
								7,840.00		7,840.00
0095806	01/15/21	Recon	0000992	Broadcast Music Inc	V0140862	01/15/21	P0009782	984.08		984.08
								984.08		984.08

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0095807	01/15/21	Recon	0166207	BSA	V0140757	01/14/21	B0003470	1,191.18		1,191.18
					V0140761	01/14/21	B0003470	24.60		24.60
					V0140762	01/14/21	B0003470	2,552.67		2,552.67
								3,768.45		3,768.45
0095808	01/15/21	Recon	0001466	CAIRS	V0140826	01/14/21	P0009696	2,968.00		2,968.00
								2,968.00		2,968.00
0095809	01/15/21	Outst	0206652	Cajan Laundry II, LLC	V0140818	01/14/21	P0009727	70.00		70.00
								70.00		70.00
0095810	01/15/21	Recon	0202171	Carroll Seating Company,	V0140778	01/14/21	B0003615	200,000.00		200,000.00
								200,000.00		200,000.00
0095811	01/15/21	Recon	0206877	Carvertise Inc	V0140740	01/14/21	B0003698	2,395.00		2,395.00
								2,395.00		2,395.00
0095812	01/15/21	Recon	0001593	CDW-Government, Inc	V0140803	01/14/21	P0009680	17,417.20		17,417.20
					V0140804	01/14/21	P0009415	14,455.95		14,455.95
					V0140857	01/15/21	P0009744	1,531.00		1,531.00
								33,404.15		33,404.15
0095813	01/15/21	Recon	0001195	Cintas Corporation	V0140760	01/14/21	B0003462	255.16		255.16
					V0140779	01/14/21	B0003486	208.04		208.04
								463.20		463.20
0095814	01/15/21	Recon	0001195	Cintas Corporation	V0140741	01/14/21	B0003438	203.72		203.72
					V0140791	01/14/21	B0003438	203.72		203.72
								407.44		407.44
0095815	01/15/21	Recon	0001485	Citibank, N.A.	V0140854	01/15/21	P0009779	356.29		356.29
								356.29		356.29
0095816	01/15/21	Recon	0201853	Club Automation, LLC	V0140780	01/14/21	B0003597	872.92		872.92
								872.92		872.92
0095817	01/15/21	Recon	0182245	The College Agency, LLC	V0140734	01/14/21	P0009766	2,200.00		2,200.00
								2,200.00		2,200.00

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0095818	01/15/21	Recon	0001752	Comcast	V0140656	01/13/21	B0003489	177.66		177.66
								177.66		177.66
0095819	01/15/21	Outst	0001676	Del Galdo Law Group, LLC	V0140672	01/13/21	B0003528	20,800.00		20,800.00
								20,800.00		20,800.00
0095820	01/15/21	Outst	0001018	Delta Associates	V0140789	01/14/21	B0003723	150.00		150.00
								150.00		150.00
0095821	01/15/21	Recon	0001469	Diamond Graphics	V0140805	01/14/21	P0009710	195.00		195.00
								195.00		195.00
0095822	01/15/21	Recon	0000989	Dick Blick	V0140781	01/14/21	B0003707	776.64		776.64
								776.64		776.64
0095823	01/15/21	Recon	0200281	Dominion Lighting, Inc.	V0138821	11/13/20	B0003666	2,799.00		2,799.00
								2,799.00		2,799.00
0095824	01/15/21	Recon	0001508	EBSCO	V0140796	01/14/21	P0009360	926.60		926.60
					V0140814	01/14/21	P0009730	216.32		216.32
								1,142.92		1,142.92
0095825	01/15/21	Recon	0001029	Fed Ex	V0140681	01/13/21	B0003527	77.14		77.14
					V0140687	01/13/21	B0003527	11.09		11.09
					V0140689	01/13/21	B0003527	30.77		30.77
								119.00		119.00
0095826	01/15/21	Recon	0196370	FHEG Morton College Book	V0140583	12/28/20		61,972.83		61,972.83
								61,972.83		61,972.83
0095827	01/15/21	Recon	0157592	First Communications	V0140655	01/13/21	B0003433	990.49		990.49
								990.49		990.49
0095828	01/15/21	Recon	0192360	Fusion Cloud Services, L	V0140688	01/13/21	B0003516	2,514.74		2,514.74
								2,514.74		2,514.74
0095829	01/15/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0140751	01/14/21	B0003573	107.94		107.94
								107.94		107.94

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0095830	01/15/21	Recon	0205565	The Graphic Edge, LLC	V0140665	01/13/21	P0009716	114.72		114.72
					V0140666	01/13/21	B0003705	2,779.52		2,779.52
					V0140667	01/13/21	B0003705	3,829.19		3,829.19
					V0140668	01/13/21	B0003681	1,359.49		1,359.49
					V0140669	01/13/21	B0003706	402.75		402.75
					V0140766	01/14/21	B0003706	203.42		203.42
					V0140767	01/14/21	B0003671	5,185.00		5,185.00
					V0140768	01/14/21	B0003671	2,249.70		2,249.70
					V0140769	01/14/21	B0003706	415.62		415.62
					V0140770	01/14/21	B0003706	777.31		777.31
					V0140771	01/14/21	B0003706	416.96		416.96
					V0140772	01/14/21	B0003706	358.12		358.12
					V0140773	01/14/21	B0003553	552.70		552.70
					V0140774	01/14/21	B0003637	682.50		682.50
					V0140775	01/14/21	B0003681	2,617.87		2,617.87
					V0140776	01/14/21	B0003705	1,988.88		1,988.88
					V0140790	01/14/21	B0003705	7,726.63		7,726.63
					V0140792	01/14/21	B0003706	22.70		22.70
					V0140793	01/14/21	B0003637	1,151.19		1,151.19
								32,834.27		32,834.27
0095831	01/15/21	Outst	0206380	Hands on Labs	V0140828	01/14/21	P0009676	2,159.40		2,159.40
					V0140829	01/14/21	P0009676	3,281.60		3,281.60
								5,441.00		5,441.00
0095832	01/15/21	Recon	0001381	Home Depot/GECE	V0140653	01/13/21	B0003722	28.70-		-28.70
					V0140654	01/13/21	B0003722	100.00		100.00
					V0140744	01/14/21	B0003730	14.97		14.97
								86.27		86.27
0095833	01/15/21	Recon	0001068	ILLCO, Inc.	V0140660	01/13/21	B0003479	121.00		121.00
					V0140784	01/14/21	B0003479	692.00		692.00
					V0140812	01/14/21	B0003479	313.51		313.51
								1,126.51		1,126.51
0095834	01/15/21	Outst	0001274	Ion Professional Elearn	V0140808	01/14/21	P0009687	200.00		200.00
								200.00		200.00
0095835	01/15/21	Recon	0001775	Jostens	V0140670	01/13/21	B0003651	20.49		20.49
					V0140671	01/13/21	B0003651	9.16		9.16
					V0140856	01/15/21	B0003651	9.16		9.16
								38.81		38.81
0095836	01/15/21	Recon	0207676	KeithRN	V0140817	01/14/21	P0009728	2,195.00		2,195.00

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								2,195.00		2,195.00
0095837	01/15/21	Recon	0197745	Kentwood Office Furnitur	V0140739	01/14/21	P0009384	5,547.45		5,547.45
								5,547.45		5,547.45
0095838	01/15/21	Recon	0207351	KnowBe4 Inc.	V0140659	01/13/21	B0003718	7,812.00		7,812.00
								7,812.00		7,812.00
0095839	01/15/21	Recon	0001890	Konica Minolta Bus Solut	V0140690	01/13/21	B0003440	5.88		5.88
								5.88		5.88
0095840	01/15/21	Recon	0002233	Konica Minolta Premier F	V0140652	01/13/21	B0003441	2,897.00		2,897.00
								2,897.00		2,897.00
0095841	01/15/21	Recon	0002233	Konica Minolta Premier F	V0140648	01/13/21	B0003441	451.00		451.00
								451.00		451.00
0095842	01/15/21	Recon	0002233	Konica Minolta Premier F	V0140649	01/13/21	B0003441	125.17		125.17
								125.17		125.17
0095843	01/15/21	Recon	0002233	Konica Minolta Premier F	V0140651	01/13/21	B0003441	140.00		140.00
								140.00		140.00
0095844	01/15/21	Recon	0001082	Lakeshore Learning Mater	V0140823	01/14/21	P0009409	8,498.00		8,498.00
								8,498.00		8,498.00
0095845	01/15/21	Outst	0158650	Learning Seed	V0140821	01/14/21	P0009721	129.35		129.35
								129.35		129.35
0095846	01/15/21	Recon	0001085	Manufacturers' News Inc	V0140859	01/15/21	P0009778	397.80		397.80
								397.80		397.80
0095847	01/15/21	Recon	0001763	Mecor, Inc.	V0140691	01/13/21	B0003482	442.88		442.88
								442.88		442.88
0095848	01/15/21	Recon	0159117	Mergent, Inc.	V0140815	01/14/21	P0009732	4,800.00		4,800.00
								4,800.00		4,800.00

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0095849	01/15/21	Recon	0182207	Mesirow Insurance Servic	V0140811	01/14/21	B0003574	11,250.00		11,250.00
								11,250.00		11,250.00
0095850	01/15/21	Recon	0207573	Mongoose	V0140824	01/14/21	P0009714	24,999.00		24,999.00
								24,999.00		24,999.00
0095851	01/15/21	Recon	0167131	Nationwide Power	V0140813	01/14/21	P0009742	3,060.85		3,060.85
								3,060.85		3,060.85
0095852	01/15/21	Recon	0199908	Occupational Health Cent	V0140797	01/14/21	P0009733	85.50		85.50
					V0140798	01/14/21	P0009733	71.50		71.50
					V0140860	01/15/21	B0003472	157.00		157.00
					V0140861	01/15/21	B0003472	157.00		157.00
								471.00		471.00
0095853	01/15/21	Recon	0001122	Office Depot	V0140685	01/13/21	B0003655	257.23		257.23
					V0140746	01/14/21	B0003655	31.55		-31.55
					V0140747	01/14/21	B0003655	44.78		44.78
								270.46		270.46
0095854	01/15/21	Recon	0002406	Paisans Pizza	V0140735	01/14/21	P0009760	50.94		50.94
					V0140736	01/14/21	P0009760	652.50		652.50
								703.44		703.44
0095855	01/15/21	Recon	0207399	Protolight, Inc.	V0140645	01/13/21	B0003728	79,200.00		79,200.00
								79,200.00		79,200.00
0095856	01/15/21	Recon	0183893	REACH	V0140647	01/13/21	P0009660	645.00		645.00
								645.00		645.00
0095857	01/15/21	Recon	0002411	Republic Services #551	V0140682	01/13/21	B0003702	308.76		308.76
								308.76		308.76
0095858	01/15/21	Recon	0001146	Schlesinger Machinery In	V0140827	01/14/21	P0009679	580.00		580.00
								580.00		580.00
0095859	01/15/21	Recon	0001093	Securitas Electronic Sec	V0140661	01/13/21	B0003436	95.00		95.00
					V0140662	01/13/21	B0003436	95.00		95.00
					V0140663	01/13/21	B0003436	640.00		640.00
								830.00		830.00

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0095860	01/15/21	Recon	0001150	SESAC Inc	V0140800	01/14/21	P0009729	337.67		337.67
								337.67		337.67
0095861	01/15/21	Recon	0001967	Shaw Media	V0140646	01/13/21	B0003534	1,099.00		1,099.00
					V0140855	01/15/21	B0003734	83.50		83.50
								1,182.50		1,182.50
0095862	01/15/21	Recon	0204124	Sievert Electric Service	V0140737	01/14/21	P0009752	4,550.00		4,550.00
								4,550.00		4,550.00
0095863	01/15/21	Recon	0207398	Simucase, LLC	V0140825	01/14/21	P0009705	2,314.00		2,314.00
								2,314.00		2,314.00
0095864	01/15/21	Recon	0001156	Smithereen Exterminating	V0140686	01/13/21	B0003437	170.00		170.00
								170.00		170.00
0095865	01/15/21	Recon	0205662	Srixon/Cleveland Golf/XX	V0140748	01/14/21	B0003733	431.25		431.25
					V0140749	01/14/21	B0003733	186.00		186.00
					V0140750	01/14/21	B0003733	360.00		360.00
								977.25		977.25
0095866	01/15/21	Outst	0206911	St. Jude Children's Rese	V0140799	01/14/21	P0009623	2,500.00		2,500.00
								2,500.00		2,500.00
0095867	01/15/21	Recon	0157227	Staples Advantage	V0140809	01/14/21	P0009689	58.39		58.39
					V0140810	01/14/21	P0009689	134.54		134.54
					V0140822	01/14/21	P0009709	105.80		105.80
								298.73		298.73
0095868	01/15/21	Recon	0002889	Suburban Door Check & Lo	V0140758	01/14/21	B0003469	490.00		490.00
					V0140759	01/14/21	B0003469	185.00		185.00
								675.00		675.00
0095869	01/15/21	Recon	0001107	Symmetry Energy Solution	V0140777	01/14/21	B0003461	11,330.32		11,330.32
								11,330.32		11,330.32
0095870	01/15/21	Recon	0200590	Titanium Software, Inc.	V0140816	01/14/21	P0009731	1,445.00		1,445.00
								1,445.00		1,445.00

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0095871	01/15/21	Recon	0001006	Town of Cicero	V0138733	11/12/20	B0003435	1,295.00		1,295.00
								1,295.00		1,295.00
0095872	01/15/21	Recon	0001174	Veritiv Operating Compan	V0140752	01/14/21	B0003501	1,320.00		1,320.00
								1,320.00		1,320.00
0095873	01/15/21	Outst	0000974	Verizon Wireless	V0140684	01/13/21	B0003431	28.64		28.64
								28.64		28.64
0095874	01/15/21	Outst	0207389	VoiceThread LLC	V0140802	01/14/21	P0009671	9,599.00		9,599.00
								9,599.00		9,599.00
0095875	01/15/21	Recon	0036650	Richard Waszak	V0140733	01/14/21	P0009765	1,242.50		1,242.50
								1,242.50		1,242.50
0095876	01/15/21	Recon	0001406	Wex Bank	V0140657	01/13/21	B0003439	845.66		845.66
								845.66		845.66
0095877	01/15/21	Recon	0177607	YBP Library Services	V0140783	01/14/21	B0003582	355.99		355.99
								355.99		355.99
0095878	01/15/21	Recon	0201761	Zoom Video Communication	V0140674	01/13/21	B0003724	90.00		90.00
					V0140675	01/13/21	B0003724	79.89		79.89
					V0140676	01/13/21	B0003724	90.00		90.00
					V0140677	01/13/21	B0003724	85.81		85.81
					V0140679	01/13/21	B0003724	82.60		82.60
					V0140680	01/13/21	B0003724	85.56		85.56
								513.86		513.86
0095879	01/21/21	Recon	0188213	First Midwest Bank	V0140895	01/21/21	B0003434	28.30		28.30
					V0140896	01/21/21	B0003678	330.00		330.00
					V0140897	01/21/21	B0003535	191.58		191.58
					V0140898	01/21/21	P0009762	216.00		216.00
					V0140899	01/21/21	B0003740	6,922.50		6,922.50
					V0140900	01/21/21	B0003678	111.56		111.56
					V0140901	01/21/21	P0009665	129.79		129.79
					V0140902	01/21/21	P0009670	4,000.00		4,000.00
					V0140903	01/21/21	P0009663	220.00		220.00
					V0140904	01/21/21	B0003434	20.00		20.00
					V0140905	01/21/21	P0009690	139.00		139.00
					V0140906	01/21/21	P0009763	261.91		261.91
					V0140907	01/21/21	P0009771	98.78		98.78

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					V0140908	01/21/21	B0003678	45.00		45.00
					V0140909	01/21/21	P0009713	288.69		288.69
					V0140910	01/21/21	B0003434	20.00		20.00
					V0140911	01/21/21	P0009718	460.00		460.00
					V0140912	01/21/21	P0009717	500.00		500.00
					V0140913	01/21/21	P0009761	600.00		600.00
					V0140914	01/21/21	P0009759	424.99		424.99
					V0140915	01/21/21	P0009758	198.68		198.68
					V0140916	01/21/21	P0009768	26.89		26.89
					V0140917	01/21/21	B0003536	26.70		26.70
					V0140918	01/21/21	B0003551	44.98		44.98
					V0140919	01/21/21	P0009769	1,761.45		1,761.45
								17,066.80		17,066.80
0095881	01/22/21	Recon	0156097	ACI Payments, Inc.	V0140891	01/21/21		5,866.77		5,866.77
								5,866.77		5,866.77
0095882	01/22/21	Void	0170358	ATIXA						
0095883	01/22/21	Outst	0166671	Ms. Cara A. Bonick	V0140729	01/14/21		50.00		50.00
								50.00		50.00
0095884	01/22/21	Outst	0203822	Ms. Amanda Braun	V0140885	01/20/21		295.00		295.00
								295.00		295.00
0095885	01/22/21	Outst	0003098	Ms Veronica Campos	V0140874	01/19/21		100.00		100.00
								100.00		100.00
0095886	01/22/21	Outst	0007800	Ms. Iris N. Corral	V0140875	01/19/21		150.00		150.00
								150.00		150.00
0095887	01/22/21	Recon	0001895	Delta Dental of Illinois	V0140871	01/19/21		946.40		946.40
					V0140872	01/19/21		9,450.68		9,450.68
								10,397.08		10,397.08
0095888	01/22/21	Outst	0024667	Mr. John P. Festa	V0140884	01/19/21		50.00		50.00
								50.00		50.00
0095889	01/22/21	Outst	0000724	Dr. Brian R. Gilligan	V0140886	01/20/21		343.95		343.95
								343.95		343.95

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0095890	01/22/21	Outst	0207766	Massachusetts Mutual Lif	V0140873	01/19/21		1,255.04		1,255.04
								1,255.04		1,255.04
0095891	01/22/21	Recon	0206101	Kevin W. McManaman	V0140865	01/15/21		260.00		260.00
								260.00		260.00
0095892	01/22/21	Recon	0003030	Ms. Zoe C. McManmon	V0140876	01/19/21		150.00		150.00
								150.00		150.00
0095893	01/22/21	Outst	0002885	Ms. Bonnie R. Miculinic	V0140877	01/19/21		100.00		100.00
								100.00		100.00
0095894	01/22/21	Recon	0000820	Ms. Tsonka I. Pencheva	V0140728	01/14/21		552.00		552.00
								552.00		552.00
0095895	01/22/21	Outst	0001133	Pitney Bowes Inc	V0140727	01/14/21		73.87		73.87
								73.87		73.87
0095896	01/22/21	Outst	0003168	Mr. Michael P. Reynard	V0140878	01/19/21		100.00		100.00
								100.00		100.00
0095897	01/22/21	Recon	0189751	Ms. Nicole Selvaggio	V0140880	01/19/21		150.00		150.00
								150.00		150.00
0095898	01/22/21	Recon	0159232	Mrs. Cristina Thelemaque	V0140881	01/19/21		100.00		100.00
								100.00		100.00
0095899	01/22/21	Outst	0001820	United States Postal Ser	V0140867	01/19/21		5,000.00		5,000.00
								5,000.00		5,000.00
0095900	01/22/21	Recon	0001327	Vision Service Plan	V0140870	01/19/21		1,728.78		1,728.78
								1,728.78		1,728.78
0095901	01/22/21	Outst	0200288	Mr. Thomas J. Welsh, Jr.	V0140864	01/15/21		140.00		140.00
								140.00		140.00
0095902	01/22/21	Outst	0191249	Mr. Michael Westlove	V0140882	01/19/21		150.00		150.00
					V0140883	01/19/21		99.00		99.00

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								249.00		249.00
0095931	01/28/21	Outst	0159466	Ms. Isabel Cervantes	V0140988	01/26/21		2,590.00		2,590.00
								2,590.00		2,590.00
0095932	01/28/21	Outst	0202383	Flexible Benefit Service	V0140990	01/26/21		310.00		310.00
								310.00		310.00
0095933	01/28/21	Outst	0195558	Mr. Andrew E. Pulaski	V0140945	01/26/21		403.01		403.01
								403.01		403.01
0095934	01/28/21	Outst	0000726	Dr. Jennifer L. Reft	V0141042	01/27/21		150.00		150.00
								150.00		150.00
0095935	01/28/21	Outst	0201542	Katherine Schuster	V0140863	01/15/21		500.00		500.00
								500.00		500.00
0095936	01/28/21	Outst	0205744	Thaddeus M. Slowik, III	V0140944	01/25/21		720.00		720.00
								720.00		720.00
0095937	01/29/21	Outst	0001375	AXA Equitable Equi-Vest	V0141119	01/29/21		1,106.00		1,106.00
								1,106.00		1,106.00
0095938	01/29/21	Outst	0001422	CCCTU-Cope Fund	V0141120	01/29/21		125.00		125.00
								125.00		125.00
0095939	01/29/21	Outst	0001374	College & University Cre	V0141122	01/29/21		200.00		200.00
								200.00		200.00
0095940	01/29/21	Outst	0001371	Colonial Life & Accident	V0141123	01/29/21		12.00		12.00
								12.00		12.00
0095941	01/29/21	Outst	0160763	Illinois Education Assoc	V0141125	01/29/21		1,775.80		1,775.80
								1,775.80		1,775.80
0095942	01/29/21	Outst	0191845	Metropolitan Alliance of	V0141126	01/29/21		225.00		225.00
								225.00		225.00

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0095943	01/29/21	Outst	0101061	Morton College Faculty	V0141121	01/29/21		88.96		88.96
								88.96		88.96
0095944	01/29/21	Outst	0001372	Morton College Teachers	V0141128	01/29/21		1,712.48		1,712.48
								1,712.48		1,712.48
0095945	01/29/21	Outst	0001372	Morton College Teachers	V0141127	01/29/21		2,918.31		2,918.31
								2,918.31		2,918.31
0095946	01/29/21	Outst	0167128	Pioneer Credit Recovery,	V0141129	01/29/21		89.38		89.38
								89.38		89.38
0095947	01/29/21	Outst	0001513	SEIU Local 73 Cope	V0141130	01/29/21		9.00		9.00
								9.00		9.00
0095948	01/29/21	Outst	0001373	Service Employees Intl U	V0141131	01/29/21		457.81		457.81
								457.81		457.81
0095949	01/29/21	Outst	0001563	State Disbursement Unit	V0141132	01/29/21		50.00		50.00
								50.00		50.00
0095950	01/29/21	Outst	0001161	State Univ Retirement Sy	V0141133	01/29/21		65,837.63		65,837.63
								65,837.63		65,837.63
0095951	01/29/21	Outst	0001370	TIAA-CREF	V0141124	01/29/21		750.00		750.00
					V0141134	01/29/21		2,932.14		2,932.14
								3,682.14		3,682.14
0095952	01/29/21	Outst	0001376	VALIC	V0141135	01/29/21		2,223.55		2,223.55
								2,223.55		2,223.55
0095953	01/29/21	Outst	0179876	Voya Retirement Insuranc	V0141136	01/29/21		1,234.28		1,234.28
								1,234.28		1,234.28
0095954	01/29/21	Outst	0013221	4IMPRINT	V0140991	01/26/21	P0009626	928.79		928.79
								928.79		928.79
0095955	01/29/21	Outst	0193039	ACCA	V0141003	01/26/21	P0009550	564.67		564.67

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					V0141004	01/26/21	P0009550	50.36		50.36
					V0141081	01/28/21	P0009793	250.00		250.00
								865.03		865.03
0095956	01/29/21	Outst	0196815	Advance Auto Parts	V0138792	11/13/20	B0003660	15.04		15.04
					V0138793	11/13/20	B0003660	36.48		-36.48
					V0138794	11/13/20	B0003660	16.04		16.04
					V0138795	11/13/20	B0003660	15.04		15.04
								9.64		9.64
0095957	01/29/21	Outst	0192062	Constantine J. Alexander	V0141077	01/28/21	P0009802	400.00		400.00
								400.00		400.00
0095958	01/29/21	Outst	0175113	Algor Plumbing	V0141034	01/26/21	B0003484	342.26		342.26
								342.26		342.26
0095959	01/29/21	Outst	0206735	All Pro Truck Driving Sc	V0140941	01/25/21	P0009787	6,332.50		6,332.50
								6,332.50		6,332.50
0095960	01/29/21	Outst	0190802	All-Types Elevators Inc	V0141086	01/28/21	B0003755	1,612.00		1,612.00
					V0141138	01/29/21	B0003454	665.00		665.00
					V0141139	01/29/21	B0003454	665.00		665.00
					V0141148	01/29/21	B0003454	665.00		665.00
								3,607.00		3,607.00
0095961	01/29/21	Outst	0188188	Amazon Capital Services	V0140929	01/25/21	P0009776	76.58		76.58
					V0140939	01/25/21	B0003568	139.37		139.37
					V0140940	01/25/21	B0003727	127.98		127.98
					V0141006	01/26/21	B0003568	199.98		199.98
					V0141090	01/28/21	B0003568	474.85		474.85
					V0141100	01/28/21	B0003568	189.31		189.31
					V0141101	01/28/21	B0003697	631.63		631.63
					V0141102	01/28/21	B0003697	189.81		189.81
					V0141106	01/28/21	B0003704	154.78		154.78
								2,184.29		2,184.29
0095962	01/29/21	Outst	0001188	Aramark	V0141019	01/26/21	B0003480	1,192.02		1,192.02
					V0141067	01/28/21	B0003480	310.80		310.80
					V0141092	01/28/21	B0003480	958.23		958.23
					V0141118	01/28/21	B0003480	65.94		65.94
								2,526.99		2,526.99

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0095963	01/29/21	Outst	0001490	Arc One Electric	V0141085	01/28/21	B0003748	2,504.30		2,504.30
					V0141093	01/28/21	B0003736	1,405.00		1,405.00
								3,909.30		3,909.30
0095964	01/29/21	Outst	0198820	Asure Software	V0141099	01/28/21	B0003584	100.50		100.50
								100.50		100.50
0095965	01/29/21	Outst	0000986	Berwyn Development Corp	V0140934	01/25/21	P0009745	1,620.00		1,620.00
								1,620.00		1,620.00
0095966	01/29/21	Outst	0001466	CAIRS	V0141072	01/28/21	P0009780	1,683.00		1,683.00
								1,683.00		1,683.00
0095967	01/29/21	Outst	0208032	Dennis W. Carroll	V0141078	01/28/21	P0009801	400.00		400.00
								400.00		400.00
0095968	01/29/21	Outst	0202171	Carroll Seating Company,	V0141028	01/26/21	B0003615	50,000.00		50,000.00
					V0141029	01/26/21	P0009646	50,360.00		50,360.00
								100,360.00		100,360.00
0095969	01/29/21	Outst	0207950	Children First Fund: the	V0141075	01/28/21	P0009797	300.00		300.00
								300.00		300.00
0095970	01/29/21	Outst	0001195	Cintas Corporation	V0141105	01/28/21	B0003486	196.59		196.59
					V0141114	01/28/21	B0003462	149.23		149.23
								345.82		345.82
0095971	01/29/21	Outst	0001195	Cintas Corporation	V0141038	01/26/21	B0003438	203.72		203.72
					V0141066	01/28/21	B0003438	203.72		203.72
								407.44		407.44
0095972	01/29/21	Outst	0001752	Comcast	V0141007	01/26/21	B0003466	183.35		183.35
					V0141024	01/26/21	B0003466	6.30		6.30
					V0141025	01/26/21	B0003467	74.44		74.44
								264.09		264.09
0095973	01/29/21	Outst	0001013	ComEd	V0141026	01/26/21	B0003460	13,343.21		13,343.21
								13,343.21		13,343.21

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0095974	01/29/21	Outst	0187385	Gustavo Cortinas-Fouillo	V0141076	01/28/21	P0009803	400.00		400.00
								400.00		400.00
0095975	01/29/21	Outst	0205020	DiaMedical USA Equipment	V0140998	01/26/21	P0009708	151.80		151.80
					V0141011	01/26/21	P0009736	537.30		537.30
					V0141070	01/28/21	P0009433	416.92		416.92
					V0141073	01/28/21	P0009756	999.80		999.80
					V0141074	01/28/21	P0009715	112.05		112.05
								2,217.87		2,217.87
0095976	01/29/21	Outst	0000989	Dick Blick	V0141113	01/28/21	B0003725	516.72		516.72
								516.72		516.72
0095977	01/29/21	Outst	0204809	ECS Midwest, LLC	V0140992	01/26/21	P0009773	1,986.75		1,986.75
					V0140993	01/26/21	P0009772	2,745.00		2,745.00
					V0140994	01/26/21	P0009774	1,046.25		1,046.25
								5,778.00		5,778.00
0095978	01/29/21	Outst	0001240	Enterprise Rent-A-Car	V0140997	01/26/21	P0009783	809.75		809.75
								809.75		809.75
0095979	01/29/21	Outst	0001029	Fed Ex	V0141012	01/26/21	B0003527	39.48		39.48
								39.48		39.48
0095980	01/29/21	Outst	0001034	Flinn Scientific Inc	V0141010	01/26/21	P0009784	104.58		104.58
								104.58		104.58
0095981	01/29/21	Outst	0001037	Fox Valley Fire & Safety	V0141103	01/28/21	B0003532	880.00		880.00
					V0141107	01/28/21	B0003532	500.00		500.00
								1,380.00		1,380.00
0095982	01/29/21	Outst	0202852	Freepoint Energy Solutio	V0141027	01/26/21	B0003474	32,447.46		32,447.46
								32,447.46		32,447.46
0095983	01/29/21	Outst	0001960	Freestyle Photo Supplies	V0140995	01/26/21	P0009712	2,363.84		2,363.84
								2,363.84		2,363.84
0095984	01/29/21	Outst	0201760	Garvey's Office Products	V0141098	01/28/21	B0003635	92.28		92.28
								92.28		92.28

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0095985	01/29/21	Outst	0205565	The Graphic Edge, LLC	V0140931	01/25/21	B0003705	5,680.36		5,680.36
					V0141009	01/26/21	B0003731	733.92		733.92
					V0141022	01/26/21	B0003751	122.97		122.97
					V0141109	01/28/21	B0003637	427.74		427.74
					V0141110	01/28/21	B0003599	475.77		475.77
					V0141111	01/28/21	B0003599	870.00		870.00
					V0141112	01/28/21	B0003599	1,257.00		1,257.00
								9,567.76		9,567.76
0095986	01/29/21	Outst	0001235	HACU	V0140930	01/25/21	P0009757	1,905.00		1,905.00
					V0140935	01/25/21	P0009746	1,600.00		1,600.00
								3,505.00		3,505.00
0095987	01/29/21	Outst	0197183	Angelo Hart	V0141079	01/28/21	P0009804	400.00		400.00
								400.00		400.00
0095988	01/29/21	Outst	0197706	Johnson Controls Securit	V0141137	01/29/21	B0003510	255.39		255.39
								255.39		255.39
0095989	01/29/21	Outst	0001775	Jostens	V0141089	01/28/21	B0003651	20.49		20.49
								20.49		20.49
0095990	01/29/21	Outst	0002233	Konica Minolta Premier F	V0141015	01/26/21	B0003441	197.00		197.00
								197.00		197.00
0095991	01/29/21	Outst	0002233	Konica Minolta Premier F	V0141016	01/26/21	B0003441	777.63		777.63
								777.63		777.63
0095992	01/29/21	Outst	0002233	Konica Minolta Premier F	V0141017	01/26/21	B0003441	179.40		179.40
								179.40		179.40
0095993	01/29/21	Outst	0205148	Lembke & Sons, Inc.	V0141030	01/26/21	B0003747	719.28		719.28
								719.28		719.28
0095994	01/29/21	Outst	0204562	Lo Destro Construction C	V0141063	01/28/21	B0003572	119,291.00		119,291.00
								119,291.00		119,291.00
0095995	01/29/21	Outst	0001089	McGraw-Hill Global Educa	V0140999	01/26/21	P0009739	6,000.00		6,000.00
								6,000.00		6,000.00

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0095996	01/29/21	Outst	0001763	Mecor, Inc.	V0141104	01/28/21	B0003482	738.90		738.90
								738.90		738.90
0095997	01/29/21	Outst	0001289	Menards	V0141082	01/28/21	B0003463	64.33		64.33
								64.33		64.33
0095998	01/29/21	Outst	0001492	Metal Supermarkets	V0141001	01/26/21	P0009682	997.85		997.85
								997.85		997.85
0095999	01/29/21	Outst	0001416	Midwest Salt	V0141068	01/28/21	B0003481	276.85		276.85
								276.85		276.85
0096000	01/29/21	Outst	0001339	Minuteman Press of Lyons	V0140938	01/25/21	P0009764	79.00		79.00
								79.00		79.00
0096001	01/29/21	Outst	0001529	New Pocket Nurse	V0140927	01/25/21	P0009719	15,461.25		15,461.25
					V0141071	01/28/21	P0009707	768.02		768.02
								16,229.27		16,229.27
0096002	01/29/21	Outst	0001617	O.C. Tanner	V0141116	01/28/21	B0003746	272.02		272.02
								272.02		272.02
0096003	01/29/21	Outst	0199908	Occupational Health Cent	V0141037	01/26/21	B0003472	157.00		157.00
					V0141088	01/28/21	B0003472	314.00		314.00
								471.00		471.00
0096004	01/29/21	Outst	0001122	Office Depot	V0141083	01/28/21	B0003656	1.99		1.99
					V0141084	01/28/21	B0003656	87.51		87.51
								89.50		89.50
0096005	01/29/21	Outst	0207780	P.W. Leopard Inc.	V0140996	01/26/21	P0009781	1,453.00		1,453.00
								1,453.00		1,453.00
0096006	01/29/21	Outst	0001835	Ray O'Herron Co. of Oakb	V0141069	01/28/21	B0003720	1,451.20		1,451.20
								1,451.20		1,451.20
0096007	01/29/21	Outst	0007922	RR Donnelley	V0141087	01/28/21	B0003752	121.41		121.41
								121.41		121.41

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0096008	01/29/21	Outst	0001857	Scorebuilders	V0140928	01/25/21	P0009724	1,300.00		1,300.00
								1,300.00		1,300.00
0096009	01/29/21	Outst	0001093	Securitas Electronic Sec	V0141140	01/29/21	B0003436	440.00		440.00
					V0141141	01/29/21	B0003436	95.00		95.00
					V0141142	01/29/21	B0003436	800.00		800.00
								1,335.00		1,335.00
0096010	01/29/21	Outst	0196722	Sense Media LLC	V0140932	01/25/21	P0009750	544.50		544.50
								544.50		544.50
0096011	01/29/21	Outst	0200642	Service Sanitation, Inc.	V0141151	01/29/21	B0003758	487.92		487.92
					V0141152	01/29/21	B0003758	487.92		487.92
					V0141153	01/29/21	B0003758	523.92		523.92
					V0141155	01/29/21	B0003758	523.92		523.92
					V0141157	01/29/21	B0003758	523.92		523.92
					V0141159	01/29/21	B0003758	523.92		523.92
					V0141160	01/29/21	B0003758	523.92		523.92
								3,595.44		3,595.44
0096012	01/29/21	Outst	0194190	Service Tech	V0141039	01/26/21	B0003741	2,540.00		2,540.00
								2,540.00		2,540.00
0096013	01/29/21	Outst	0204124	Sievert Electric Service	V0141064	01/28/21	B0003757	3,258.00		3,258.00
					V0141065	01/28/21	B0003756	3,258.00		3,258.00
								6,516.00		6,516.00
0096014	01/29/21	Outst	0001107	Symmetry Energy Solution	V0141020	01/26/21	B0003461	10,433.05		10,433.05
								10,433.05		10,433.05
0096015	01/29/21	Outst	0199533	Tim's Glass and Mirror	V0141097	01/28/21	B0003743	3,456.00		3,456.00
								3,456.00		3,456.00
0096016	01/29/21	Outst	0193721	TimeClock Plus	V0141005	01/26/21	B0003513	142.50		142.50
					V0141008	01/26/21	B0003513	140.00		140.00
					V0141091	01/28/21	B0003513	152.50		152.50
								435.00		435.00
0096017	01/29/21	Outst	0195893	Traco Medical Incorporat	V0141096	01/28/21	B0003742	1,998.22		1,998.22
								1,998.22		1,998.22

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0096018	01/29/21	Outst	0187642	Trane U.S. Inc	V0141094	01/28/21	B0003738	1,008.00		1,008.00
					V0141095	01/28/21	B0003739	1,590.00		1,590.00
								2,598.00		2,598.00
0096019	01/29/21	Outst	0167490	Tripoli Painting	V0141033	01/26/21	B0003737	5,450.00		5,450.00
								5,450.00		5,450.00
0096020	01/29/21	Outst	0036650	Richard Waszak	V0141080	01/28/21	P0009795	560.00		560.00
								560.00		560.00
0096021	01/29/21	Outst	0166312	Wells Fargo Equipment F	V0141018	01/26/21	B0003444	1,248.00		1,248.00
								1,248.00		1,248.00
0096022	01/29/21	Outst	0195966	WMAQ CFS Lockbox	V0140937	01/25/21	P0009748	728.56		728.56
								728.56		728.56
0096023	01/29/21	Outst	0195965	WSNS CFS Lockbox	V0140936	01/25/21	P0009747	1,700.00		1,700.00
								1,700.00		1,700.00
E0008302	01/07/21	Outst	0190386	Julia F. Bettencourt	V0140573	12/18/20		45.00		45.00
								45.00		45.00
E0008303	01/07/21	Outst	0201847	Dr. Alison Gehrke	V0140606	01/05/21		50.00		50.00
								50.00		50.00
E0008304	01/07/21	Outst	0107686	Mrs. Blanca E. Jara	V0140578	12/18/20		13.84		13.84
					V0140579	12/18/20		152.08		152.08
					V0140580	12/18/20		40.89		40.89
					V0140602	01/05/21		4,909.00		4,909.00
								5,115.81		5,115.81
E0008305	01/07/21	Outst	0182112	Asia L. McNair	V0139682	12/17/20		250.00		250.00
								250.00		250.00
E0008306	01/07/21	Outst	0099077	Guadalupe Melo	V0140585	01/03/21		550.00		550.00
								550.00		550.00
E0008307	01/07/21	Outst	0141355	Max Melo	V0140586	01/03/21		660.00		660.00
								660.00		660.00

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E0008308	01/07/21	Outst	0181767	Ms Maria Sanchez Anderso	V0139625	12/15/20		280.00		280.00
								280.00		280.00
E0008309	01/07/21	Outst	0200701	Mr. John W. Treiber	V0140582	12/22/20		122.35		122.35
								122.35		122.35
E0008315	01/11/21	Outst	0000931	Mr. Juan M. Franco	V0135932	09/09/20		2,500.00		2,500.00
								2,500.00		2,500.00
E0008316	01/11/21	Outst	0183119	Ashlyn R. Longoria	V0136264	09/22/20		1,125.00		1,125.00
								1,125.00		1,125.00
E0008317	01/11/21	Outst	0200664	Paul A. Netzel	V0135981	09/10/20		2,400.00		2,400.00
								2,400.00		2,400.00
E0008318	01/11/21	Outst	0200456	Alyssa Serewicz	V0136517	09/29/20		1,500.00		1,500.00
								1,500.00		1,500.00
E0008319	01/11/21	Outst	0200288	Mr. Thomas J. Welsh, Jr.	V0135978	09/10/20		2,250.00		2,250.00
								2,250.00		2,250.00
E0008320	01/11/21	Outst	0158266	Mr. Christopher J. Wido	V0138345	10/27/20		1,125.00		1,125.00
								1,125.00		1,125.00
E0008333	01/14/21	Outst	0000809	Mr. Hernan Alonso	V0140619	01/08/21		1,428.00		1,428.00
								1,428.00		1,428.00
E0008334	01/14/21	Outst	0000799	Ms Marlena Avalos-Thomps	V0140618	01/08/21		3,000.00		3,000.00
								3,000.00		3,000.00
E0008335	01/14/21	Outst	0190970	Mr. Stanley N. Boateng	V0138337	10/26/20		1,375.00		1,375.00
								1,375.00		1,375.00
E0008336	01/14/21	Outst	0200047	Mr. Carissa Davis	V0138680	11/10/20		65.15		65.15
								65.15		65.15
E0008337	01/14/21	Outst	0207385	Gabriel Garcia	V0139493	12/08/20		1,250.00		1,250.00

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								1,250.00		1,250.00
E0008338	01/14/21	Outst	0201847	Dr. Alison Gehrke	V0140627	01/11/21		150.00		150.00
								150.00		150.00
E0008339	01/14/21	Outst	0207232	Patrice Gordon	V0138944	11/23/20		625.00		625.00
								625.00		625.00
E0008340	01/14/21	Outst	0206101	Kevin W. McManaman	V0136630	09/30/20		1,750.00		1,750.00
								1,750.00		1,750.00
E0008341	01/14/21	Outst	0181094	Ms Elizabeth Melgoza	V0140623	01/08/21		4,000.00		4,000.00
								4,000.00		4,000.00
E0008342	01/14/21	Outst	0099077	Guadalupe Melo	V0140629	01/11/21		495.00		495.00
								495.00		495.00
E0008343	01/14/21	Outst	0141355	Max Melo	V0140630	01/11/21		594.00		594.00
								594.00		594.00
E0008344	01/14/21	Outst	0000953	Ms. Liliana Raygoza	V0140624	01/08/21		3,627.67		3,627.67
								3,627.67		3,627.67
E0008345	01/14/21	Outst	0200701	Mr. John W. Treiber	V0140628	01/11/21		186.63		186.63
								186.63		186.63
E0008346	01/14/21	Outst	0000808	Ms. Marisol Velazquez	V0139628	12/15/20		122.67		122.67
								122.67		122.67
E0008347	01/14/21	Outst	0201674	Maamoun Hossayrami	V0140730	01/14/21	B0003647	177.08		177.08
								177.08		177.08
E0008348	01/14/21	Outst	0189276	Alicia M. Lugo	V0140731	01/14/21	B0003646	419.32		419.32
								419.32		419.32
E0008349	01/14/21	Outst	0199309	Jason Nichols Enterprise	V0140658	01/13/21	P0009725	5,000.00		5,000.00
								5,000.00		5,000.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 01/01/2021 - 01/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0008350	01/14/21	Outst	0207194	DD's Operations LLC	V0140732	01/14/21	B0003732	2,275.00		2,275.00
								2,275.00		2,275.00
E0008351	01/21/21	Outst	0003044	Mr. Pedro Sanchez	V0140879	01/19/21		150.00		150.00
								150.00		150.00
E0008363	01/28/21	Outst	0201674	Maamoun Hossayrami	V0141032	01/26/21	B0003647	177.08		177.08
								177.08		177.08
E0008364	01/28/21	Outst	0189276	Alicia M. Lugo	V0141031	01/26/21	B0003646	419.32		419.32
								419.32		419.32
E0008365	01/28/21	Outst	0207194	DD's Operations LLC	V0141062	01/28/21	B0003750	1,575.00		1,575.00
								1,575.00		1,575.00
E0008366	01/28/21	Outst	0205065	GradUp, LLC	V0140933	01/25/21	P0009749	3,500.00		3,500.00
								3,500.00		3,500.00
E0008367	01/28/21	Outst	0190883	Ms. Sally Delgado	V0140888	01/20/21		71.31		71.31
					V0140889	01/20/21		254.60		254.60
					V0140892	01/21/21		15.05		15.05
					V0140893	01/21/21		292.40		292.40
					V0141000	01/26/21		29.89		29.89
								663.25		663.25
E0008368	01/28/21	Outst	0099077	Guadalupe Melo	V0140922	01/22/21		550.00		550.00
								550.00		550.00
E0008369	01/28/21	Outst	0141355	Max Melo	V0140923	01/22/21		660.00		660.00
								660.00		660.00
E0008370	01/28/21	Outst	0000953	Ms. Liliana Raygoza	V0140866	01/15/21		86.94		86.94
								86.94		86.94
E0008371	01/28/21	Outst	0201530	Matthew E. Saey	V0135939	09/09/20		2,000.00		2,000.00
								2,000.00		2,000.00
E0008372	01/28/21	Outst	0201801	Michael R. Traversa	V0140890	01/21/21		1,562.00		1,562.00
								1,562.00		1,562.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 01/01/2021 - 01/31/2021

Page 27

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0008373	01/28/21	Outst	0166301	Ms Wendy Vega-Huezo	V0140942	01/25/21		429.75		429.75
								429.75		429.75
E0008374	01/28/21	Outst	0158266	Mr. Christopher J. Wido	V0140453	12/17/20		382.14		382.14
					V0140926	01/25/21		236.07		236.07
					V0140987	01/26/21		106.43		106.43
								724.64		724.64
								=====	=====	=====
								1,291,529.88		1,291,529.88

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CHECK REGISTER SUMMARY REPORT
Period 01/01/2021 - 01/31/2021

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,291,529.88	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,291,529.88
			-----	-----
			1,291,529.88	1,291,529.88

**Morton College
Over 10K Report
January 2021**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
All Pro Truck Driving School LLC	1/15/2021	0095795	6/26/2020	\$9,197.50	CDL November Invoice
All Pro Truck Driving School LLC	1/29/2021	0095959	6/26/2020	\$6,332.50	December CDL invoice
Carroll Seating Company, Inc.	1/15/2021	0095810	8/26/2020	\$200,000.00	Gym Bleachers
Carroll Seating Company, Inc.	1/29/2021	0095968	11/18/2020	\$100,360.00	bleachers
CDW-Government, Inc	1/15/2021	0095812	8/26/2020	\$33,404.15	90.5% Lenovo ThinkBook
ComEd	1/29/2021	0095973	EXEMPT	\$13,343.21	Electricity Services
Del Galdo Law Group, LLC	1/15/2021	0095819	EXEMPT	\$20,800.00	Attorney Services
Delta Dental of Illinois	1/22/2021	0095887	EXEMPT	\$10,397.08	Delta Dental HMO/PPO
FHEG Morton College Bookstore	1/15/2021	0095826	8/26/2020	\$61,972.83	2020FA IA BOOK FEES
First Midwest Bank	1/21/2021	0095879	EXEMPT	\$17,066.80	Various Credit Card Charges
Freepoint Energy Solutions, LLC.	1/29/2021	0095982	11/18/2020	\$32,447.46	Energy Services
Lo Destro Construction Company	1/29/2021	0095994	5/27/2020	\$119,291.00	Application 6
Mesirow Insurance Services, Inc	1/15/2021	0095849	EXEMPT	\$11,250.00	Final Quarter Installment
Mongoose	1/15/2021	0095850	12/16/2020	\$24,999.00	Cadence texting platform
New Pocket Nurse	1/29/2021	0096001	EXEMPT	\$16,229.27	Clearlink Primary
Protolight, Inc.	1/15/2021	0095855	7/22/2020	\$79,200.00	Application 01 Theater Stage Lighting Upgrades
Sievert Electric Service & Sales Co Inc	1/15/2021	0095862	EXEMPT	\$4,550.00	Invoice# 90840
Sievert Electric Service & Sales Co Inc	1/29/2021	0096013	EXEMPT	\$6,516.00	Electric & Cabling
State Univ Retirement Systems	1/15/2021	0095788	EXEMPT	\$61,537.81	Payroll Deductions
State Univ Retirement Systems	1/29/2021	0095950	EXEMPT	\$65,837.63	Payroll Deductions
Symmetry Energy Solutions, LLC	1/15/2021	0095869	EXEMPT	\$11,330.32	Gas Deliveries
Symmetry Energy Solutions, LLC	1/29/2021	0096014	EXEMPT	\$10,433.05	Gas Deliveries
The Graphic Edge, LLC	1/15/2021	0095830	7/22/2020	\$32,834.27	Adidas Shorts
The Graphic Edge, LLC	1/29/2021	0095985	7/22/2020	\$9,567.76	Adidas Short & Long Sleev
			Total Paid	958,897.64	

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board Action - Monthly Budget Report January 31, 2021
Date: Saturday, February 13, 2021 5:10:25 PM
Attachments: [MC- JAN 2021 Budget.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING JANUARY 2021 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thanks,

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

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Morton Community College
FY21 Budget Report
For 7 Month Ending January 31, 2021



**Morton Community College
Budget Report Summary
January 31, 2021**

58%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 18,276,305	\$ 26,219,442	69.7%	\$ 7,943,137
Expenditures	(12,830,309)	(26,218,756)	48.9%	(13,388,447)
Net	\$ 5,445,996	\$ 686		\$ (5,445,310)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 2,419,832	\$ 3,610,960	67.0%	\$ 1,191,128
Expenditures	(1,855,473)	(3,609,557)	51.4%	(1,754,084)
Net	\$ 564,359	\$ 1,403		\$ (562,956)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 5,124,891	\$ 19,760,881	25.9%	\$ 14,635,990
Expenditures	(5,816,154)	(19,760,881)	29.4%	(13,944,727)
Net	\$ (691,263)	\$ -		\$ 691,263
<u>Audit Fund</u>				
Revenue	\$ 41,744	\$ 71,567	58.3%	\$ 29,823
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 41,744	\$ (10,033)		\$ (51,777)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 466,541	\$ 801,734	58.2%	\$ 335,193
Expenditures	(1,130,053)	(2,336,280)	48.4%	(1,206,227)
Net	\$ (663,512)	\$ (1,534,546)		\$ (871,034)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 521,548	\$ 651,529	80.0%	\$ 129,981
Expenditures	(466,475)	(645,950)	72.2%	(179,475)
Net	\$ 55,073	\$ 5,579		\$ (49,494)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 3,145,419	\$ 11,987,735	26.2%	\$ 8,842,316
Expenditures	(3,396,385)	11,987,735	-28.3%	15,384,120
Net	\$ (250,966)	\$ 23,975,470		\$ 24,226,436
<u>All Funds</u>				
Revenue	\$ 29,996,280	\$ 63,103,848	47.5%	\$ 33,107,568
Expenditures	(25,494,849)	(40,665,289)	62.7%	\$ (15,170,440)
Net	\$ 4,501,431	\$ 22,438,559		\$ 17,937,128

EDUCATION FUND REVENUE
January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 4,382,094	\$ 7,530,232	58.2%	\$ 3,148,138
Total Local Government	<u>\$ 4,382,094</u>	<u>\$ 7,530,232</u>		<u>\$ 3,148,138</u>
CORPORATE PERSONAL PROPERTY TAXES	\$ 293,768	\$ 650,000	45.2%	\$ 356,232
SURS HEALTH - ON BEHALF PAYMENTS	\$ -	\$ -	0.0%	\$ -
STATE GOVERNMENT				
ICCB credit hour grants	\$ 1,496,765	\$ 2,314,560	64.7%	\$ 817,795
ICCB equalization grants	3,045,026	5,220,045	58.3%	2,175,019
CTE formula grant	83,286	-	0.0%	(83,286)
Total State Government	<u>\$ 4,625,077</u>	<u>\$ 7,534,605</u>		<u>\$ 2,909,528</u>
STUDENT TUITION AND FEES				
Tuition	\$ 7,342,484	\$ 7,947,825	92.4%	\$ 605,341
Fees	1,597,716	2,023,480	79.0%	425,764
Total Tuition and Fees	<u>\$ 8,940,200</u>	<u>\$ 9,971,305</u>		<u>\$ 1,031,105</u>
MISCELLANEOUS				
Sales and service fees	\$ 20,559	\$ 253,300	8.1%	\$ 232,741
Investment revenue	14,607	250,000	5.8%	235,393
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 35,166</u>	<u>\$ 533,300</u>		<u>\$ 498,134</u>
Total Revenue	<u>\$ 18,276,305</u>	<u>\$ 26,219,442</u>	<u>69.7%</u>	<u>\$ 7,943,137</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 18,276,305</u>	<u>\$ 26,219,442</u>	<u>69.7%</u>	<u>\$ 7,943,137</u>

EDUCATION FUND EXPENDITURES

January 31, 2021

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 4,584,080	\$ 7,393,818	62.0%	\$ 2,809,738
Employee benefits	489,678	762,994	64.2%	273,316
Contractual services	41,240	304,650	13.5%	263,410
Material and supplies	144,453	520,650	27.7%	376,197
Conferences and meetings	1,412	33,785	4.2%	32,373
Total Instruction	<u>5,260,863</u>	<u>9,015,897</u>	<u>58.4%</u>	<u>3,755,034</u>
Academic Support				
Salaries	749,777	1,541,851	48.6%	792,074
Employee benefits	96,505	262,088	36.8%	165,583
Contractual services	193,666	287,000	67.5%	93,334
Material and supplies	96,136	317,970	30.2%	221,834
Conferences and meetings	1,800	29,340	6.1%	27,540
Fixed charges	32,893	75,000	43.9%	42,107
Other Expenditures	(1,228)	1,000	-122.8%	2,228
Total Academic Support	<u>1,169,549</u>	<u>2,514,249</u>	<u>46.5%</u>	<u>1,344,700</u>
Student Services				
Salaries	1,012,170	1,804,540	56.1%	792,370
Employee benefits	145,921	231,677	63.0%	85,756
Contractual services	65,779	215,000	30.6%	149,221
Material and supplies	17,762	162,550	10.9%	144,788
Conferences and meetings	14,601	76,450	19.1%	61,849
Fixed charges	9,654	19,000	50.8%	9,346
Total Student Services	<u>1,265,887</u>	<u>2,509,217</u>	<u>50.4%</u>	<u>1,243,330</u>
Public Service/Continuing Education				
Salaries	146,934	328,079	44.8%	181,145
Employee benefits	26,036	46,093	56.5%	20,057
Contractual services	44,130	217,000	20.3%	172,870
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>217,039</u>	<u>631,122</u>	<u>34.4%</u>	<u>414,083</u>
Auxiliary Services				
Salaries	95,719	199,675	47.9%	103,956
Employee benefits	10,010	1,884	531.3%	(8,126)
Contractual services	337,479	350,000	96.4%	12,521
Material and supplies	475,684	584,500	81.4%	108,816
Conferences and meetings	9,870	132,750	7.4%	122,880
Fixed charges	1,000	16,000	6.3%	15,000
Total Auxiliary Services	<u>929,762</u>	<u>1,284,809</u>	<u>72.4%</u>	<u>355,047</u>

EDUCATION FUND EXPENDITURES

January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,314,897	\$ 2,555,796	51.4%	\$ 1,240,899
Employee benefits	293,147	484,199	60.5%	191,052
Contractual services	803,814	1,417,500	56.7%	613,686
Material and supplies	248,005	711,800	34.8%	463,795
Conferences and meetings	41,615	216,500	19.2%	174,885
Fixed charges	48	1,500	3.2%	1,452
Other	56,689	140,000	40.5%	83,311
Total Institutional Support	<u>2,758,215</u>	<u>5,527,295</u>	<u>49.9%</u>	<u>2,769,080</u>
 Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>1,228,992</u>	<u>2,029,000</u>	<u>60.6%</u>	<u>800,008</u>
Total Scholarships, Student Grants & Waivers	<u>1,228,992</u>	<u>2,029,000</u>	<u>60.6%</u>	<u>800,008</u>
 Contingencies	-	540,000	0.0%	540,000
 Total Expenditures	<u>\$ 12,830,307</u>	<u>\$ 24,051,589</u>	<u>53.3%</u>	<u>\$ 11,221,282</u>
 Transfers out	-	2,167,167	0.0%	2,167,167
 Total Expenditures and Transfers out	<u>\$12,830,307</u>	<u>\$ 26,218,756</u>	<u>48.9%</u>	<u>\$ 13,388,449</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES

January 31, 2021

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 858,273	\$ 1,481,960	57.9%	\$ 623,687
CORPORATE PERSONAL PROPERTY TAXES	293,768	650,000	45.2%	356,232
STUDENT FEES				
Fees	1,258,546	1,450,000	86.8%	191,454
Total Student Fees	1,258,546	1,450,000	86.8%	191,454
MISCELLANEOUS				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	14,000	0.0%	14,000
Investment revenue	9,244	10,000	92.4%	756
Total Miscellaneous	9,244	29,000	31.9%	19,756
Transfers in	-	-	-	-
Total Revenue	\$ 2,419,831	\$ 3,610,960	67.0%	\$ 1,191,129
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$551,400	\$774,098	71.2%	\$222,698
Employee benefits	96,074	147,459	65.2%	51,385
Contractual services	774,473	1,373,000	56.4%	598,527
Material and supplies	64,790	199,500	32.5%	134,710
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	368,736	770,000	47.9%	401,264
Capital outlay	-	329,000	0.0%	329,000
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	1,855,473	3,609,557	51.4%	1,754,084
Total Expenditures	\$ 1,855,473	\$ 3,609,557	51.4%	\$ 1,754,084

RESTRICTED PURPOSE FUND REVENUE
January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$357,317	\$1,295,796	27.6%	\$938,479
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>525,091</u>	<u>5,257,247</u>	<u>10.0%</u>	<u>4,732,156</u>
FEDERAL GOVERNMENT				
Department of education	4,599,799	14,486,651	31.8%	9,886,852
Other	-	16,984	0.0%	16,984
Total Federal Government	<u>4,599,799</u>	<u>14,503,635</u>	<u>31.7%</u>	<u>9,903,836</u>
<u>Total Revenue</u>	<u>\$ 5,124,890</u>	<u>\$ 19,760,882</u>	<u>25.9%</u>	<u>\$ 14,635,992</u>

RESTRICTED PURPOSE FUND EXPENDITURES
January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 612,893	\$ 1,404,622	43.6%	\$ 791,729
Employee benefits	66,265	2,097,327	3.2%	2,031,062
Contractual services	910	6,224	14.6%	5,314
Material and supplies	132,784	247,970	53.5%	115,186
Conferences and meetings	82	14,725	0.6%	14,643
Other Fixed Charges	7,042	20,688	34.0%	13,646
Student grants and scholarships	-	30,000	0.0%	30,000
Total Instruction	<u>819,976</u>	<u>3,821,556</u>	<u>21.5%</u>	<u>3,001,580</u>
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Student Services				
Salaries	86,794	384,379	22.6%	297,585
Employee benefits	10,173	460,389	2.2%	450,216
Other Contract Services	38,600	199,078	19.4%	160,478
Material and supplies	253,129	743,017	34.1%	489,888
Conferences and meetings	1,120	15,386	7.3%	14,266
Fixed charges	6,719	20,995	32.0%	14,276
Student grants and scholarships	10,391	235,000	4.4%	224,609
Total Student Services	<u>406,926</u>	<u>2,058,244</u>	<u>19.8%</u>	<u>1,651,318</u>
Public Service/Continuing Education				
Salaries	102,024	203,238	50.2%	101,214
Employee benefits	23,281	131,675	17.7%	108,394
Contractual services	420	2,800	15.0%	2,380
Material and supplies	5,825	20,826	28.0%	15,001
Conferences and meetings	2,345	20,550	11.4%	18,205
Total Public Service/Continuing Education	<u>133,895</u>	<u>379,089</u>	<u>35.3%</u>	<u>245,194</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.0%</u>	<u>450,000</u>
Institutional Support				
Employee benefits	-	450,000	0.0%	450,000
Contractual services	66,454	100,000	66.5%	33,546
Materials and supplies	338,092	704,286	48.0%	366,194
Student grants and waivers	287,622	287,655	100.0%	33
Total Institutional Support	<u>692,168</u>	<u>1,541,941</u>	<u>44.9%</u>	<u>849,773</u>
Scholarships, Student Grants & Waivers				
Salaries	34,318	131,529	26.1%	97,211
Student grants and scholarships	3,728,870	11,003,523	33.9%	7,274,653
Total Scholarships, Student Grants & Waivers	<u>3,763,188</u>	<u>11,135,052</u>	<u>33.8%</u>	<u>7,371,864</u>
Total Expenditures	<u>\$ 5,816,153</u>	<u>\$ 19,760,882</u>	<u>29.4%</u>	<u>\$ 13,944,729</u>

AUDIT FUND REVENUE AND EXPENDITURES
January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 41,744	\$ 71,517	58.4%	\$ 29,773
<u>MISCELLANEOUS</u>				
Investment revenue	1	50	2.0%	49
<u>Total Revenue</u>	<u>\$ 41,745</u>	<u>\$ 71,567</u>	<u>58.3%</u>	<u>\$ 29,822</u>
<u>Transfers in</u>	-	-	0.0%	-
<u>Total Revenue and Transfers in</u>	<u>\$ 41,745</u>	<u>\$ 71,567</u>	<u>58.3%</u>	<u>\$ 29,822</u>
<u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	-	81,600	0.0%	81,600
<u>Total Expenditures</u>	<u>\$ -</u>	<u>\$ 81,600</u>	<u>0.0%</u>	<u>\$ 81,600</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
January 31, 2021

	Actual	Budget	%	Budget Remaining
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 466,535	\$ 801,634	58.2%	\$ 335,099
MISCELLANEOUS				
Investment revenue	6	100	6.0%	94
Total Revenue	\$ 466,541	\$ 801,734	58.2%	\$ 335,193
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Salaries	-	215,848	0.0%	215,848
Employee benefits	32,219	135,000	23.9%	102,781
Total Instruction	32,219	350,848	9.2%	318,629
Academic Support				
Employee benefits	5,610	16,500	34.0%	10,890
Student Services				
Salaries	52,387	85,668	61.2%	33,281
Employee benefits	13,123	28,501	46.0%	15,378
Total Academic Support	65,510	114,169	57.4%	48,659
Public Service/Continuing Education				
Employee benefits	1,048.00	7,500	14.0%	6,452
Auxiliary Services				
Employee benefits	654.00	4,500	14.5%	3846
Operations and Maintenance of Plant				
Salaries	486,565	1,031,006	47.2%	544,441
Employee benefits	34,230	65,003	52.7%	30,773
Total Operations and Maintenance of Plant	520,795	1,096,009	47.5%	575,214
Institutional Support				
Salaries	75,120	149,956	50.1%	74,836
Employee benefits	57,521	61,711	93.2%	4,190
Contractual services	115,651	200,000	57.8%	84,349
Other Fixed Charges	255,923	335,087	76.4%	79,164
Total Institutional Support	504,215	746,754	67.5%	242,539
Total Expenditures	\$ 1,130,051	\$ 2,336,280	48.4%	\$ 1,206,229

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 521,543</u>	<u>\$ 651,429</u>	<u>80.1%</u>	<u>\$ 129,886</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>5</u>	<u>100</u>	<u>5.0%</u>	<u>95</u>
Total Revenue	<u>521,548</u>	<u>651,529</u>	<u>80.0%</u>	<u>129,981</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>466,475</u>	<u>645,950</u>	<u>72.2%</u>	<u>179,475</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Total Expenditures	<u>\$ 466,475</u>	<u>\$ 645,950</u>	<u>72.2%</u>	<u>\$ 179,475</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

January 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
STATE GOVERNMENT				
Capital Development Board	-	6,385,625	0.0%	6,385,625
Total	-	6,385,625	0.0%	6,385,625
OTHER SOURCES				
Bonds	3,145,062	3,145,062	100.0%	-
Investment Interest	356	289,881	0.0%	289,525
Total	3,145,418	3,434,943	91.6%	289,525
TRANSFERS IN	\$ -	\$ 2,167,167	0.0%	\$ 2,167,167
<u>Total Revenue and Transfers in</u>	<u>\$ 3,145,418</u>	<u>\$ 11,987,735</u>	<u>26.2%</u>	<u>\$ 8,842,317</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	164,232	5,076,800	3.2%	4,912,568
Capital outlay	3,232,153	6,910,935	46.8%	3,678,782
Total Operation and Maintenance of Plant	3,396,385	11,987,735	28.3%	8,591,350
Total Expenditures	<u>\$ 3,396,385</u>	<u>\$ 11,987,735</u>	<u>28.3%</u>	<u>\$ 8,591,350</u>

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.3 for 2/24/2021 Board Meeting
Date: Thursday, February 11, 2021 1:11:13 PM
Attachments: [TR 1.31.21.pdf](#)

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000](tel:(708)656-8000), Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Thursday, February 11, 2021 12:53 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 2/24/2021 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR JANUARY 2021 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

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

Morton College Treasurer's Report*Month Ending: January 2021*

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,640,538.78	0.0100%	TIF Prime Fund	31-Jan-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,348.77	1.0940%	CD	31-Jan-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,348.77	1.0940%	CD	31-Jan-21
	Sum	<u>\$11,143,236.32</u>			
Grand Total		\$ 11,143,236.32			

PLAINTIFF HELEN RAY'S
GENERAL RELEASE, COVENANT NOT TO SUE & SETTLEMENT AGREEMENT
WITH DEFENDANTS

This General Release, Covenant Not to Sue, and Settlement Agreement (the "Agreement"), is entered into as of the date signed below by Plaintiff Helen Ray ("Plaintiff") pursuant to the terms and conditions described herein.

RECITALS

WHEREAS, the Plaintiff, on July 27, 2018, filed a Complaint against Community College District 527, Morton College, and the Morton College Board of Trustees (together as the "Defendants") entitled "HELEN RAY, Plaintiff, v. COMMUNITY COLLEGE DISTRICT 527, MORTON COLLEGE, and MORTON COLLEGE BOARD OF TRUSTEES, Defendants" IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS, COUNTY DEPARTMENT, LAW DIVISION; Case No. 2018-L-007979 (the "Lawsuit");

WHEREAS, Count I of the Lawsuit alleges that the Defendants negligently allowed a defective and/or dangerous condition to exist within a crosswalk located near their student parking lot on their premises such that Plaintiff was caused to trip and fall while walking along the Defendants' crosswalk during the evening of July 31, 2017;

WHEREAS, on September 20, 2018, the Defendants filed their Answer and Affirmative Defenses to the Plaintiff's Complaint, denying all material allegations made within the Lawsuit;

WHEREAS, the Defendants continue to deny any and all material allegations made within the Lawsuit, deny that they engaged in any wrongful, negligent, or improper conduct of any kind, and further deny that they are liable to the Plaintiff in any way on any grounds whatsoever;

WHEREAS, with regard to the Lawsuit, Plaintiff and the Defendants (together as the "Parties" or individually as a "Party") have determined and agreed that it is in their respective best interests to resolve the disputes between them for the purpose of avoiding future controversy, costs, legal fees, inconvenience, and any future litigation regarding these matters; and

NOW, THEREFORE, in consideration of the provisions, covenants, and mutual promises contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

SECTION 1: Incorporation of Recitals. The Recitals set forth above shall be incorporated and made a part of the covenants of this Agreement.

SECTION 2: Terms of Settlement. In full satisfaction of any and all claims the Plaintiff has or may have against the Defendants arising out of or in any way related to the conduct alleged to have occurred in the Lawsuit, the Parties hereby agree to the following terms of settlement:

- A. The Defendants agree to pay the total sum of One-Hundred and Thirty-Thousand 00/100 USD (**\$130,000.00**) to Plaintiff provided that the Defendants have first received this Agreement signed and duly executed by the Plaintiff.
- B. Payment shall be made by a check payable to “Helen Ray and Salvato, O’Toole & Froylan”;
- C. Before issuance of this payment as described above in Sections 2(A) – (B), the Plaintiff shall file an Order with the Court dismissing this Lawsuit, with prejudice, as to the Defendants.
- D. The Plaintiff further represents that no other lawsuits, charges, claims, and/or complaints remain pending against the Defendants with any local, state, or federal court and/or administrative agency. In the event that Defendants receive notice that any local, state, or federal court and/or administrative agency has a lawsuit, claim, charge, and/or other complaint pending against the Defendants by the Plaintiff, then Plaintiff agrees to execute and submit such documentation as is necessary to have such lawsuit, charge, claim, and/or other complaint dismissed with prejudice, as to the Defendants, at no cost to the Defendants.

SECTION 3: Attorney Fees and Expenses. With the exception of the payments specified in Sections 2(A) and (B) described above, the Parties to this Lawsuit are responsible for the payment of their own attorneys’ fees, costs, disbursements, expenses, or any other monies expended in connection with this matter. In the event that Defendants are required to defend and/or bring an action or legal proceeding for an alleged breach of any provision, term, representation, warranty, or covenant set forth in this Agreement, and/or to enforce, interpret, protect, determine, or establish the meaning of any provision, term, representation, warranty, or covenant in this Agreement, and/or to establish the Defendants’ rights and/or obligations hereunder, the Defendants in such action or legal proceeding shall be entitled to recover their costs, attorney fees, and expenses incurred in connection therewith from the Plaintiff so long as the Defendants are the prevailing party in such action or legal proceeding.

SECTION 4: Release and Covenant Not to Sue.

- A. To the greatest extent permitted by law, Plaintiff, individually, and for her attorneys, insurers, successors, predecessors, heirs, beneficiaries, and assigns, agrees to release and forever discharge Defendants from and concerning all claims she has or might have as of the time of the execution of this Agreement, whether known or unknown, that in any way relate, whether directly or indirectly, to the conduct alleged against Defendants by Plaintiff in this Lawsuit. By way of explanation, but not limiting its

completeness, Plaintiff hereby fully, finally, and unconditionally releases, compromises, waives, and forever discharges Defendants from and for any and all claims, liabilities, suits, discrimination, or other charges, personal injuries, demands, debts, liens, damages, costs, grievances, injuries, actions, or rights of action of any nature whatsoever, known or unknown, liquidated or unliquidated, absolute or contingent, in law or in equity, which were, was, or could have been filed with any federal, state, local, or private court, agency, arbitrator, or any other entity, based directly or indirectly upon the Plaintiff's allegations contained in this Lawsuit, and any alleged act or omission to act by the Defendants and/or any Released Party (as defined herein below in Section 4(C)), related to the allegations contained in this Lawsuit, accruing prior to the execution, by Plaintiff, of this Agreement.

- B. This Agreement includes and extinguishes all claims that Plaintiff may have against the Defendants or any Released Party (as defined below in Section 4(C)), for equitable and legal relief, damages, and attorneys' fees and costs as such claims in any way relate, whether directly or indirectly, to the conduct alleged against Defendants by Plaintiff in this Lawsuit. Moreover, Plaintiff specifically intends and agrees that this Agreement fully contemplates claims for attorneys' fees and costs, and hereby waives, compromises, releases, and discharges any and all such claims or liens as such claims in way relate, whether directly or indirectly, to the conduct alleged against the Defendants by Plaintiff in this Lawsuit. Furthermore, Plaintiff specifically intends and agrees that this Agreement fully contemplates claims for all medical, property, or related liens and costs, if any, and hereby waives, compromises, releases and discharges any and all such claims or liens which in any fashion could attach to Defendants as such claims relate in any way, whether directly or indirectly, to the conduct alleged against Defendants by Plaintiff in this Lawsuit.
- C. Plaintiff agrees that this release and covenant not to sue as part of this Agreement includes all claims and potential claims of the Plaintiff, related to the allegations contained within this Lawsuit, against the Defendants, and against each and all of Defendants' current, former, and future employees, supervisors, colleagues, co-workers, subordinates, attorneys, counselors, fiduciaries, insurers, volunteers, and/or agents, including, but not limited to, any affiliated or related entities or persons such as partners or joint ventures, and third-party beneficiaries, and all of their predecessors, successors, heirs, and assigns, and their past, present, and future elected officials, commissioners, officers, members, agents, attorneys, employees, representatives, trustees, administrators, affiliates, fiduciaries, and insurers, and related persons or entities, jointly and severally, in their individual, official, fiduciary, and corporate capacities (collectively known as the "Released Parties").
- D. Nothing in this Agreement restricts the rights held by the Plaintiff, Defendants, or the Released Parties to enforce this Agreement and the promises set forth herein.

SECTION 5: No Assignment. Plaintiff expressly represents and promises that she has not assigned or transferred, or purported to assign or transfer, and will not assign or otherwise transfer: (a) any claims, or portions of claims, against the Defendants and/or the Released Parties as such claims in any way relate, whether directly or indirectly, to the conduct alleged against the Defendants by the Plaintiff in this Lawsuit; (b) any rights that she may have had to assert claims on her behalf or on behalf of others against the Defendants and/or the Released Parties as such claims in any way relate, whether directly or indirectly, the conduct alleged against Defendants by the Plaintiff in this Lawsuit; and (c) any right she has or may have to the money to be paid to Plaintiff pursuant to this Agreement.

SECTION 6: Resolution of Claims. The Parties agree that the sum paid pursuant to this Agreement specifically includes payment for all liens or claims, by whomsoever made, including, but not limited to, for or on account of any property or medical bills incurred, deductibles, of any subrogee, doctors, including but not limited to hospitals, medical services, U.S. government claims or liens, including but not limited to all workers' compensation liens, Medicare and/or Medicaid, Illinois Department of Public Aid liens, attorneys' liens, including but not limited to liens from Salvato, O'Toole & Froylan (and its predecessor and successor firm(s), if any), the County of Cook and any of its agencies, subsidiaries, and departments. Plaintiff further agrees in consideration of payment hereunder to make payment of any and all liens or claims growing out of the incident in question and to defend, indemnify, and hold harmless the Defendants and the Released Parties from any such liens or claims.

SECTION 7: Non-Disclosure. The Plaintiff and Plaintiff's Counsel hereby agree to destroy, return to Defendants' Counsel, or to keep in strict confidence, any and all information and/or documents obtained pursuant to written and/or oral discovery, Court Order, subpoena, or otherwise received from Defendants and/or the Defendants' Counsel in this Lawsuit. Nothing in this Agreement prohibits any party from testifying truthfully if compelled by law. Neither the Plaintiff, its agents or attorneys, nor the Defendants shall disclose the terms of this Agreement to any third-party, provided, however, that (a) any third-party may be informed that the dispute has been resolved; (b) the disclosure of the terms or other information relating to this Agreement shall not be a breach of this Agreement where ordered by a court in a legal proceeding; (c) each Party shall remain free to disclose the terms of this Agreement in any court or administrative proceeding to which they or it is a party; (d) each Party may disclose the terms of this Agreement where, in the opinion of their counsel, such disclosure is required to be made by law or is otherwise required to fulfill their legal obligations as an institution; and (e) Plaintiff and the Defendants shall be free to discuss the terms of this Agreement with legal counsel, accountants, and tax advisors on a reasonable need-to-know basis, but shall instruct any such individual(s) that they must not disclose the terms of this Agreement except as permitted herein.

SECTION 8: Neutral Construction. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement. Further, gender-specific language is to be interpreted in its most reasonable fashion for the Agreement; section or paragraph titles are irrelevant to the interpretation of this Agreement.

SECTION 9: Entire Agreement. This Agreement sets forth all terms and conditions of the agreements and understandings between the Parties concerning the subject matter hereof. This Agreement supersedes any and all prior agreements, understandings, and communications, whether oral or written, between the Parties.

SECTION 10: Amendments. This Agreement, and the terms and conditions agreed to herein, may be altered, changed, modified, waived, or otherwise amended only by a written document signed by the Parties.

SECTION 11: Severability. In the event that any term, condition, section, subsection, or provision of this Agreement is found by a judicial or other tribunal to be invalid or unenforceable for any reason whatsoever, the remaining terms, conditions, sections, subsections, and provisions of this Agreement shall not be affected by such determination, and shall remain in full force and effect, and will remain otherwise enforceable.

SECTION 12: No Admission of Liability. This Agreement is being entered into solely for the purpose of settling the disputed claims in this Lawsuit, and shall not be construed as an admission by the Defendants or Released Parties of any (i) liability or wrongdoing to Plaintiff, (ii) breach of any agreement or contract by the Defendants or the Released Parties, (iii) duty of the Defendants or the Released Parties to indemnify or defend any party within the scope of this Agreement. The Defendants and the Released Parties specifically deny any liability or wrongdoing, and the Plaintiff agrees that she will not state, suggest, or imply the contrary to anyone either directly or indirectly, whether through counsel or otherwise.

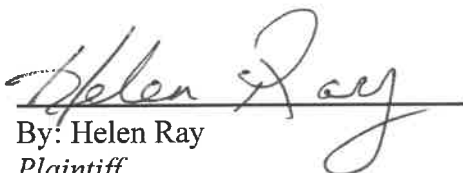
SECTION 13: RIGHT TO COUNSEL. THE PLAINTIFF ACKNOWLEDGES THAT SHE WAS INFORMED THAT SHE HAS THE RIGHT TO CONSULT WITH AN ATTORNEY BEFORE SIGNING THIS AGREEMENT AND THAT THIS PARAGRAPH SHALL CONSTITUTE WRITTEN NOTICE OF THE RIGHT TO BE ADVISED BY LEGAL COUNSEL. ADDITIONALLY, THE PLAINTIFF ACKNOWLEDGES THAT SHE HAS BEEN ADVISED BY COMPETENT LEGAL COUNSEL OF HER OWN CHOOSING IN CONNECTION WITH THE REVIEW AND EXECUTION OF THIS AGREEMENT AND THAT SHE HAS HAD AN OPPORTUNITY TO AND DID NEGOTIATE OVER THE TERMS OF THIS AGREEMENT.

SECTION 14: Acknowledgement of Contents and Effect. The Plaintiff declares that she and her attorney(s) and authorized agents (if any) have completely read this Agreement and acknowledge that it is written in a manner calculated to be understood by the Plaintiff. The Plaintiff fully understands its terms and contents, including the rights and obligations hereunder, and freely, voluntarily, and without coercion enters into this Agreement. Further, the Plaintiff agrees and acknowledges that she has had the full opportunity to investigate all matters pertaining to her claims and that the waiver and release of all rights or claims she may have under any local, state, or federal law is knowing and voluntary.

SECTION 15: Choice of Law and Venue. The Parties agree that this Agreement shall be deemed to have been executed and delivered within the State of Illinois and shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of Illinois, without regard to its conflicts of laws principles. Any dispute, claim, or lawsuit arising out of or in any way related to this Agreement shall be brought in Cook County, Illinois.

IN WITNESS WHEREOF, the Plaintiff has executed this General Release, Covenant Not to Sue & Settlement Agreement as of the date indicated below.

HELEN RAY:


By: Helen Ray
Plaintiff

Date: 02/08, 2021

Approved as to Form & Substance:


By: Carl Salvato
Salvato, O'Toole & Froylan
Attorney for the Plaintiff

Date: Feb 9th, 2021

From: [Keith McLaughlin](#)
To: [Liliana Raygoza](#)
Cc: [Ana L Valdez](#); [Board Materials](#); [Derek C Shouba](#)
Subject: RE: February Board Action - Adjunct Employment Report
Date: Friday, February 12, 2021 1:20:27 PM

I approve this for action at the February BOT Meeting.

Keith D. McLaughlin, Ph.D.
Provost
Morton College
3801 South Central Avenue
Cicero, Illinois 60804-4398
708-656-8000, ext. 2277
keith.mclaughlin@morton.edu

From: Liliana Raygoza <Liliana.Raygoza@morton.edu>
Sent: Friday, February 12, 2021 1:18 PM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>; Board Materials <board.materials@morton.edu>;
Derek C Shouba <derek.shouba@morton.edu>
Subject: February Board Action - Adjunct Employment Report

Hello Keith,

Attached is the Spring 2021 Adjunct Report board action form and report.

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

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

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR SPRING SEMESTER 2021 AT TOTAL AMOUNT OF \$434,143.12 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: \$434,143.12 pending additional class cancellations and/or additions, which would subsequently be submitted for approval

ATTACHMENTS: Adjunct Faculty Assignment/Employment Report – Spring 2021

2021 Spring Adjunct Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Start Date	End Date	Instructional Method
0206560	Akpan, Anitha	NUR-105-EC	Basic Nursing Assistant	18	5.86	\$5,339.05	7	1/23/2021	4/3/2021	Lab
0202729	Alexander, Anthony	SOC-100-32	Intro to Sociology	30	3	\$2,733.30	3	1/19/2021	5/18/2021	Lec
0156009	Arias, Olga	ENG-102-2B	Rhetoric II	27	3	\$2,980.23	3	1/19/2021	5/20/2021	Lec
0156009	Arias, Olga	ENG-102-KC	Rhetoric II	23	3	\$2,980.23	3	1/20/2021	5/19/2021	Lec
0000799	Avalos-Thompson, Marlena	CSS-100-EC	College Study Seminar	7	3	\$2,980.23	3	1/25/2021	5/17/2021	Lec
0003075	Behling, William	BUS-111-1E	Introduction to Business	31	3	\$3,132.15	3	1/20/2021	5/17/2021	Lec
0003075	Behling, William	BUS-111-2D	Introduction to Business	29	3	\$3,132.15	3	1/20/2021	5/17/2021	Lec
0003075	Behling, William	BUS-111-32	Introduction to Business	17	3	\$3,132.15	3	1/20/2021	5/19/2021	Lec
0003079	Bland, Pamela	ECE-105-NR	Health & Nutrition for Child	15	3	\$3,210.42	3	1/19/2021	5/20/2021	Lec
0003082	Bondlow, Fred	BUS-203-12	Intermediate Accounting II	8	3	\$3,132.15	3	1/21/2021	5/20/2021	Lec
0204227	Bostic, Josephine	NUR-105-B1	Basic Nursing Assistant	9	4.88	\$4,446.17	7	1/19/2021	5/18/2021	Lec
0204227	Bostic, Josephine	NUR-105-B1	Basic Nursing Assistant	9	2.93	\$2,669.52	7	1/19/2021	5/18/2021	Lab
0204227	Bostic, Josephine	NUR-105-EC	Basic Nursing Assistant	18	2.94	\$2,678.63	7	4/11/2021	5/9/2021	Clin
0157079	Brasher, Stephen	ENG-101-8B	Rhetoric I	13	3	\$3,131.10	3	1/23/2021	5/15/2021	Lec
0175368	Brink, Marilyn	ECE-220-H1	Young Child As Scientist	4	1	\$911.10	1	4/9/2021	4/30/2021	Lec
0000915	Bulat, Cheryl	ECE-100-NR	Early Child Growth & Developme	27	3	\$3,213.00	3	1/19/2021	5/20/2021	Lec
0000915	Bulat, Cheryl	ECE-101-NR	Observ & Assessment / Children	19	3	\$3,213.00	3	1/19/2021	5/20/2021	Lec
0000915	Bulat, Cheryl	ECE-062-03	Creative Curriculum Preschool	0	0	\$0.00	1	5/1/2021	5/2/2021	X-listed
0000915	Bulat, Cheryl	ECE-162-8B	Creative Curriculum Preschool	5	1	\$1,071.00	1	5/1/2021	5/2/2021	Lec
0191822	Buzruk, Anupama	BUS-101-12	Financial Accounting	22	3	\$2,847.24	3	1/19/2021	5/18/2021	Lec
0156441	Campbell, Dana	CHM-105-H2	General Chemistry I	24	7	\$7,308.35	5	1/20/2021	5/19/2021	Lec/Lab
0156441	Campbell, Dana	PHS-103-32	Physical Science I	10	2	\$2,088.10	4	1/21/2021	5/20/2021	Lec
0184815	Chiappetta, Joseph	EMT-101-21	Emergency Medical Technician	1	8	\$7,288.80	9	1/19/2021	5/20/2021	Lec/Lab
0003192	Cisneros, Sharon	BUS-111-NR	Introduction to Business	33	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec
0193047	Collins, Lorita	NUR-105-EC	Basic Nursing Assistant	9	2.94	\$2,790.30	7	4/10/2021	5/8/2021	Clin
0007800	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	22	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec
0007800	Corral, Iris	ECE-210-NR	Early Childhood Administration	8	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec
0003191	Corte, Anthony	CIS-102-NR	Career Essentials for CIS	12	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec
0003191	Corte, Anthony	CPS-111-3H	Business Computer Systems	10	5	\$5,220.25	3	1/19/2021	5/18/2021	Lec/Lab
0199979	Creighton, Shana	NUR-119-C3	Nursing Care of Adults	9	3	\$2,733.30	4	3/20/2021	5/22/2021	Clin
0200487	Deloera, Lacey	NUR-115-C3	Obstetrics and Pediatric Nur.	10	3.5	\$3,188.85	5	1/23/2021	3/13/2021	Clin
0200487	Deloera, Lacey	NUR-119-A3	Nursing Care of Adults	10	3	\$2,733.30	4	3/19/2021	5/21/2021	Clin
0200487	Deloera, Lacey	NUR-119-B3	Nursing Care of Adults	10	3	\$2,733.30	4	3/20/2021	5/22/2021	Clin
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	12	8	\$7,288.80	9	1/19/2021	5/20/2021	Lec/Lab
0160009	Dillinger, Benjamin	MUS-100-5C	Music Appreciation	23	3	\$2,847.24	3	1/19/2021	5/18/2021	Lec
0049119	Dominguez, Gerardo	CAD-107-1L	20/20 Kitchen Design	8	5	\$4,555.50	3	1/22/2021	5/14/2021	Lec/Lab
0003185	Drew, John	CPS-111-NR3	Business Computer Systems	21	5	\$5,220.25	3	2/22/2021	5/20/2021	Lec/Lab
0003183	Dukes, Jackie	LAW-105-1C	Administration of Justice	22	3	\$3,132.15	3	1/19/2021	5/18/2021	Lec
0205289	Dussman, Luke	LAW-202-21	Juvenile Delinquency	13	3	\$2,871.66	3	1/20/2021	5/19/2021	Lec
0003181	Dutt, Eric	ENG-101-O2	Rhetoric I	20	3	\$3,132.15	3	1/21/2021	5/20/2021	Lec
0003181	Dutt, Eric	ENG-102-8B	Rhetoric II	24	3	\$3,132.15	3	1/23/2021	5/15/2021	Lec
0003179	Eshafi, Nouri	ECE-120-21	Language Arts for Children	13	3	\$3,210.42	3	1/20/2021	5/19/2021	Lec
0003179	Eshafi, Nouri	ECE-202-8B	Math for Early Childhood	15	3	\$3,210.42	3	1/23/2021	5/15/2021	Lec
0003210	Farina, Peter	BIO-204-1C	Anatomy & Physiology II	20	3	\$3,132.15	4	1/19/2021	5/20/2021	Lec

2021 Spring Adjunct Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Start Date	End Date	Instructional Method
0003210	Farina, Peter	BIO-212-4E	Microbiology	18	6	\$6,264.30	4	1/20/2021	5/19/2021	Lec/Lab
0003212	Farnsworth, Dan	HVA-120-21	Basic Sheet Metal Fabrication	8	4	\$3,821.68	3	1/20/2021	5/19/2021	Lec/Lab
0003212	Farnsworth, Dan	HVA-120-11	Basic Sheet Metal Fabrication	8	4	\$3,821.68	3	1/21/2021	5/20/2021	Lec/Lab
0162452	Foltz, Chris	FIR-230-11	Fire Protection Systems	9	3	\$2,980.23	3	1/19/2021	5/18/2021	Lec
0162452	Foltz, Chris	FIR-170-13	Principles of Fire and Emergen	9	3	\$2,980.23	3	1/25/2021	5/17/2021	Lec
0000938	Gan, Xiaoling	CPS-200-NR	C++ Programming	10	5	\$4,967.05	3	1/19/2021	5/20/2021	Lec/Lab
0040272	Gilmartin, Beth	PHT-125-H1	Therapeutic Modalities II	11	1.75	\$1,738.47	1	1/20/2021	5/19/2021	Lec/Lab
0040272	Gilmartin, Beth	PHT-125-H2	Therapeutic Modalities II	12	1.75	\$1,738.47	1	1/20/2021	5/20/2021	Lec/Lab
0156018	Glover, Brian	CAD-241-15	Autocad Productivity	7	5	\$4,777.10	3	1/19/2021	5/20/2021	Lec/Lab
0200291	Gonzalez, Susana	NUR-115-A4	Obstetrics and Pediatric Nur.	4	3.5	\$3,188.85	5	1/19/2021	3/12/2021	Clin
0003110	Halm, James	SOC-101-22	The Family	25	3	\$3,290.70	3	1/20/2021	5/19/2021	Lec
0003110	Halm, James	SOC-100-5E	Intro to Sociology	10	3	\$3,290.70	3	3/30/2021	5/20/2021	Lec
0177808	Harmon, Loretta	NUR-108-F2	Foundations of Nursing Prac II	10	3	\$2,847.24	5	1/24/2021	3/14/2021	Clin
0177808	Harmon, Loretta	NUR-119-E2	Nursing Care of Adults	8	3	\$2,847.24	4	3/19/2021	5/21/2021	Clin
0003136	Jenkins, Anthony	BIO-102-1C	Introduction to Biology	40	6	\$6,581.40	4	1/19/2021	5/18/2021	Lec/Lab
0200722	Jordan, Martinique	NUR-105-A1	Basic Nursing Assistant	6	2.94	\$2,566.97	7	4/8/2021	5/6/2021	Clin
0204246	Kemp, Lakisha	NUR-105-EC	Basic Nursing Assistant	21	2.94	\$2,678.63	7	4/10/2021	5/8/2021	Clin
0106675	Khalifeh, Khalaf	BIO-203 9D	Anatomy & Physiology I	23	3	\$2,991.42	4	1/20/2021	5/17/2021	Lec
0106675	Khalifeh, Khalaf	BIO-203-8L	Anatomy & Physiology I	25	3	\$2,991.42	4	1/25/2021	5/17/2021	Lec
000317	Lasorella, Daliana	CPS-111-NR4	Business Computer Systems	4	5	\$5,350.70	3	3/29/2021	5/20/2021	Lec/Lab
0003176	Leven, Robert	BIO-203-41	Anatomy & Physiology I	20	3	\$3,290.70	4	1/19/2021	5/20/2021	Lec
0003176	Leven, Robert	BIO-204-34	Anatomy & Physiology II	20	3	\$3,290.70	4	1/20/2021	5/19/2021	Lec
0002926	Lopez, Beda	HCP-130-13	Medical Terminology	26	3	\$2,866.26	3	1/21/2021	5/20/2021	Lec
0027824	Lorgus, Richard	BUS-106-1F	Principles of Finance	22	3	\$2,980.23	3	1/19/2021	5/18/2021	Lec
0027824	Lorgus, Richard	BUS-106-22	Principles of Finance	15	3	\$2,980.23	3	1/20/2021	5/19/2021	Lec
0003100	Lyons, Kenneth	LAW-102-1D	Intro to Criminology	14	3	\$3,132.15	3	1/19/2021	5/18/2021	Lec
0173996	Mallett, Klaudia	PSY-201-1C	Social Psychology	31	3	\$2,980.23	3	1/19/2021	5/18/2021	Lec
0173996	Mallett, Klaudia	PSY-101-8B	Intro to Psychology	32	3	\$2,980.23	3	1/23/2021	5/15/2021	Lec
0173996	Mallett, Klaudia	PSY-215-8B	Life Span: Survey of Human Dev	19	3	\$2,980.23	3	1/23/2021	5/15/2021	Lec
0037631	Marquez, Carlos	CAD-227-1L	Solid Works Assemblies	6	5	\$4,777.10	3	1/19/2021	5/18/2021	Lec/Lab
0167581	Martinez Jr, Salvador	ENG-086-3F	Reading & Writing III	13	3	\$2,980.23	3	1/19/2021	5/20/2021	Lec
0164639	Mazza, Anne	NUR-115-E3	Obstetrics and Pediatric Nur.	9	3.5	\$3,321.78	5	1/23/2021	3/13/2021	Clin
0206661	McCracken, William	NUR-119-D3	Nursing Care of Adults	10	3	\$2,871.66	4	3/20/2021	5/22/2021	Clin
0016851	Medina, Gabriel	CAD-237-8B	Revit BIM Management	10	5	\$5,030.30	3	1/23/2021	5/15/2021	Lec/Lab
0002885	Miculinic, Bonnie	HUM-150-42	Humanities Through the Arts	25	3	\$3,213.00	3	1/21/2021	5/20/2021	Lec
0062924	Montiel, Octavio	MUS-130-1R	Private Applied Piano Music Ma	1	0	\$0.00	2	1/22/2021	5/20/2021	Lec
0155712	Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	21	3	\$3,131.10	3	1/19/2021	5/20/2021	Lec
0155712	Moreno, Benjamin	LAW-104-NR	Police Ops and Procedures I	25	3	\$3,131.10	3	1/19/2021	5/18/2021	Lec
0076708	Moreno, Berta	BUS-215-12	Human Resources Management	7	3	\$2,847.24	3	1/19/2021	5/18/2021	Lec
0076708	Moreno, Berta	BUS-242-H1	Business Communications	12	3	\$2,847.24	3	1/21/2021	5/20/2021	Lec
0003160	Perusich, James	ENG-086-4L	Reading & Writing III	25	3	\$3,132.15	3	1/26/2021	5/18/2021	Lec
0000797	Ruiz, Ruben	OMT-216-11	Spreadsheet Software Fundament	5	1	\$1,044.05	1	1/26/2021	3/16/2021	Lec
0000797	Ruiz, Ruben	OMT-219-NR	Database Software Advanced	4	3	\$3,132.15	2	3/29/2021	5/20/2021	Lec
0000797	Ruiz, Ruben	OMT-223-NR	Spreadsheet Software Advanced	2	2	\$2,088.10	2	3/29/2021	5/20/2021	Lec

2021 Spring Adjunct Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Start Date	End Date	Instructional Method
0000895	Rutka, Leonard	LAW-201-1C	Police Ops and Procedures II	24	3	\$3,132.15	3	1/20/2021	5/19/2021	Lec
0162444	Sanei, Maxwell	PEH-103-4D	Nutrition	9	2	\$1,986.82	2	1/22/2021	5/14/2021	Lec
0003149	Sassetti, James	LAW-210-11	Cold Case Investigation	11	3	\$3,132.15	3	1/20/2021	5/19/2021	Lec
0003149	Sassetti, James	LAW-206-11	Criminal Investigations	13	3	\$3,132.15	3	1/21/2021	5/20/2021	Lec
0192448	Schmidt, Michael	ENG-086-1B	Reading & Writing III	24	3	\$2,847.24	3	1/19/2021	5/20/2021	Lec
0189751	Selvaggio, Nicole	ENG-102-1B	Rhetoric II	24	3	\$2,847.24	3	1/19/2021	5/20/2021	Lec
0189751	Selvaggio, Nicole	ENG-084-1C	Reading & Writing II	23	3	\$2,847.24	3	1/20/2021	5/19/2021	Lec
0189751	Selvaggio, Nicole	ENG-102-OF	Rhetoric II	24	3	\$2,847.24	3	1/20/2021	5/17/2021	Lec
0207566	Shannon, Crystal	PHT-123-H1	Sys & Interventions I: Ortho	11	4	\$3,828.88	3	1/21/2021	5/20/2021	Lec/Lab
0207566	Shannon, Crystal	PHT-123-H2	Sys & Interventions I: Ortho	12	4	\$3,828.88	3	1/21/2021	5/20/2021	Lec/Lab
0194372	Skov, Erik	MUS-134-1R	Private Applied Guitar Music M	1	0	\$0.00	2	1/22/2021	5/20/2021	Lec
0003170	Smith, Duane	ATM-105-H1	Automatic Transmissions	8	8	\$8,048.48	4	1/19/2021	5/20/2021	Lec
0181260	Smith, Jeanine	HIT-103-11	Coding & Classification System	5	4	\$3,973.64	3	1/22/2021	5/14/2021	Lec/Lab
0003165	Smith-Irowa, Pamela	ENG-101-2B	Rhetoric I	10	3	\$3,290.70	3	1/19/2021	5/20/2021	Lec
0003165	Smith-Irowa, Pamela	ENG-086-5B	Reading & Writing III	14	3	\$3,290.70	3	1/20/2021	5/17/2021	Lec
0003155	Spoleti, Thomas	PHI-125-1E	Wrld Religions in Global Conte	23	3	\$3,132.15	3	1/19/2021	5/18/2021	Lec
0003155	Spoleti, Thomas	PHI-125-2F	Wrld Religions in Global Conte	13	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec
0003141	Stevens, Jane	ART-115-H1	Photography I	9	6	\$6,264.30	3	1/19/2021	5/20/2021	Lab
0003141	Stevens, Jane	ART-116-H1	Photography II	3	0	\$0.00	3	1/23/2021	5/15/2021	X-listed
0003137	Stewart, Constance	MAT-093-22	Intensive Elementary Algebra	14	4	\$4,176.20	4	1/20/2021	5/19/2021	Lec
0003130	Sun, Yizhong	POL-201-12	US Natl Government	22	3	\$3,290.70	3	1/25/2021	5/17/2021	Lec
0189488	Swint, Ashley	BUS-107-1C	Principles of Marketing	25	3	\$2,847.24	3	1/20/2021	5/19/2021	Lec
0189488	Swint, Ashley	BUS-107-H1	Principles of Marketing	9	3	\$2,847.24	3	1/21/2021	5/20/2021	Lec
0189488	Swint, Ashley	BUS-111-EC	Introduction to Business	6	3	\$2,847.24	3	2/9/2021	5/20/2021	Lec
0159232	Thelemaque, Cristina	BIO-152-1C	Anatomy & Physiology (therapie	16	4	\$4,174.80	5	1/19/2021	5/20/2021	Lec
0159232	Thelemaque, Cristina	BIO-203-7D	Anatomy & Physiology I	20	3	\$3,131.10	4	1/19/2021	5/20/2021	Lec
0159232	Thelemaque, Cristina	BIO-203-5F	Anatomy & Physiology I	22	3	\$3,131.10	4	1/20/2021	5/19/2021	Lec
0005802	Thompson, Juhelia	PSY-215-42	Life Span: Survey of Human Dev	21	3	\$2,733.30	3	1/19/2021	5/18/2021	Lec
0005802	Thompson, Juhelia	PSY-101-4H	Intro to Psychology	34	3	\$2,733.30	3	1/19/2021	5/20/2021	Lec
0005802	Thompson, Juhelia	PSY-215-52	Life Span: Survey of Human Dev	19	3	\$2,733.30	3	1/20/2021	5/19/2021	Lec
0198069	Tsang, Yukto	BIO-102-7J	Introduction to Biology	21	6	\$5,743.32	4	1/20/2021	5/19/2021	Lec/Lab
0198069	Tsang, Yukto	BIO-204-4G	Anatomy & Physiology II	18	3	\$2,871.66	4	1/20/2021	5/19/2021	Lec
0002931	Turner, Jocelyn	ENG-088-CR5	Basic Composition	10	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec
0002931	Turner, Jocelyn	ENG-101-CR5	Rhetoric I	11	3	\$3,132.15	3	1/19/2021	5/18/2021	Lec
0003107	Vacek, Sarah	ECE-200-1J	Play & Guidance of Children	8	3	\$3,132.15	3	1/19/2021	5/18/2021	Lec
0003107	Vacek, Sarah	ECE-215-11	The First Three Years of Life	10	3	\$3,132.15	3	1/19/2021	5/18/2021	Lec
0003107	Vacek, Sarah	ECE-160-11	Curriculum Planning for Childr	11	3	\$3,132.15	3	1/25/2021	5/17/2021	Lec
0110171	Vasquez, Rose	NUR-119-D3	Nursing Care of Adults	10	3	\$2,733.30	4	3/19/2021	5/21/2021	Lec
0152888	Voight, William	LAW-105-21	Administration of Justice	14	3	\$2,980.23	3	1/21/2021	5/20/2021	Lec
0152888	Voight, William	LAW-203-11	Law Enforcement & Comm Relatio	22	3	\$2,980.23	3	1/25/2021	5/17/2021	Lec
0205629	Wente, Karla	PHT-220-1F	Adv. Physical Therapy Techniqu	23	3	\$2,871.66	3	1/20/2021	5/20/2021	Lec
0163956	Wiehle, Michael	BUS-230-NR	Business Law and Contracts	18	3	\$2,980.23	3	1/19/2021	5/20/2021	Lec
0160501	Willit, James	CHM-100-21	Fundamentals of Chemistry	22	6	\$5,960.46	4	1/19/2021	5/20/2021	Lec/Lab
0003086	Zick, Jennifer	ECE-115-NR	Family, School & Community	10	3	\$3,132.15	3	1/19/2021	5/20/2021	Lec

2021 Spring Adjunct Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Start Date	End Date	Instructional Method
						\$434,143.12				

From: [Keith McLaughlin](#)
To: [Board Materials](#)
Subject: Fwd: Request for approval February Board Action - Full Time Overload
Date: Monday, February 15, 2021 8:56:45 PM
Attachments: [PROPOSED ACTION SPRING 2021 OVERLOAD EMPLOYMENT REPORT.docx](#)
[SPRING 2021 OVERLOAD.pdf](#)

I approve this report for action at the February BOT Meeting.

Begin forwarded message:

From: Ana L Valdez <ana.valdez@morton.edu>
Date: February 15, 2021 at 8:39:13 PM EST
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: Request for approval February Board Action - Full Time Overload

Hi Keith,

Please review and upon approval forward to board.materials@morton.edu

Thanks,

Ana Valdez

From: Liliana Raygoza
Sent: Friday, February 12, 2021 1:14 PM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>; Board Materials <board.materials@morton.edu>; Derek C Shouba <derek.shouba@morton.edu>
Subject: February Board Action - Full Time Overload

Good Afternoon, Keith,

Attached is the Spring 2021 Faculty Overload board action form and report.

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

The information contained in this e-mail and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE OVERLOAD EMPLOYMENT REPORT FOR SPRING SEMESTER 2021 IN THE AMOUNT OF \$370,547.32 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: \$370,547.32 pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

ATTACHMENTS: Full-Time Faculty Overload Employment Report – Spring 2021

2021 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0000770	Abrahamson, Maura	CSS-100-1D	College Study Seminar	3				3	1/20/2021	5/17/2021	LEC	31
0000770	Abrahamson, Maura	GEG-105-1C	World Regional Geography	3				3	1/20/2021	5/19/2021	LEC	31
0000770	Abrahamson, Maura	GEG-105-NR	World Regional Geography	3				3	1/19/2021	5/20/2021	LEC	30
0000770	Abrahamson, Maura	CSS-100-2C	College Study Seminar		3		\$3,357.00	3	3/30/2021	5/18/2021	LEC	8
0000770	Abrahamson, Maura	GEG-125-NR	Geography of the Dev. World	3				3	1/19/2021	5/20/2021	LEC	8
0000770	Abrahamson, Maura	PHI-125-4E	Wrld Religions in Global Conte	3				3	1/20/2021	5/19/2021	LEC	17
0000770	Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte		3		\$3,357.00	3	1/19/2021	5/20/2021	LEC	32
0000770	Abrahamson, Maura		Department Chair			4	\$4,476.00		2/1/2021	6/15/2021		
				15	6	4	\$11,190.00					
0192221	Andrade, Jorge	BIO-102-91	Introduction to Biology	3				4	1/20/2021	5/19/2021	LAB	22
0192221	Andrade, Jorge	BIO-102-91	Introduction to Biology	3				4	1/20/2021	5/19/2021	LEC	22
0192221	Andrade, Jorge	BIO-102-4H	Introduction to Biology	3				4	1/19/2021	5/17/2021	LAB	21
0192221	Andrade, Jorge	BIO-102-4H	Introduction to Biology	3				4	1/19/2021	5/17/2021	LEC	21
0192221	Andrade, Jorge	BIO-111-1C	Biology: a Systems Approach	3				5	1/19/2021	5/20/2021	LAB	9
0192221	Andrade, Jorge	BIO-111-1C	Biology: a Systems Approach		4		\$3,920.00	5	1/19/2021	6/15/2021	LEC	9
				15	4		\$3,920.00					
0200290	Ashraf, Asiyya	BIO-202-NR	Environmental Biology	3				3	1/19/2021	5/20/2021	LEC	10
0200290	Ashraf, Asiyya	BIO-212-1F	Microbiology		6		\$5,880.00	4	1/19/2021	5/20/2021	LEC/LAB	18
0200290	Ashraf, Asiyya	BIO-212-5L	Microbiology	6				4	1/20/2021	5/19/2021	LEC/LAB	18
0200290	Ashraf, Asiyya	BIO-212-6F	Microbiology	6				4	1/20/2021	5/17/2021	LEC/LAB	16
0200290	Ashraf, Asiyya		Lab Prep			2	\$1,960.00		2/1/2021	6/15/2021		
				15	6	2	\$7,840.00					
0043535	Avila, Malisa	NUR-115-D1	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	10
0043535	Avila, Malisa	NUR-115-D2	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	9
0043535	Avila, Malisa	NUR-115-D3	Obstetrics and Pediatric Nur.		4.5		\$4,626.00	5	1/19/2021	3/11/2021	CLN	8
0043535	Avila, Malisa	NUR-119-A1	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	10
0043535	Avila, Malisa	NUR-119-A2	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	10
				15	4.5		\$4,626.00					
0197414	Balek, Ludwig	CIS-132-1F	Introduction to Networking	3				3	1/20/2021	5/19/2021	LEC	13
0197414	Balek, Ludwig	CIS-136-NR	Server Configuration & Admin		6		\$5,880.00	4	1/20/2021	5/19/2021	LEC/LAB	11
0197414	Balek, Ludwig	CIS-180-1L	Computer Diagnosis & Service I	1	4		\$3,920.00	3	1/25/2021	3/15/2021	LEC	8
0197414	Balek, Ludwig	CIS-181-1L	Computer Diagnosis & Svc II		5		\$4,900.00	3	3/22/2021	5/17/2021	LEC/LAB	9
0197414	Balek, Ludwig	CIS-233-1G	Interconnect Network Device II	5				3	1/22/2021	5/14/2021	LEC/LAB	10
0197414	Balek, Ludwig	CIS-265-11	Network Security III	6				4	1/22/2021	5/14/2021	LEC/LAB	9
0197414	Balek, Ludwig	CIS-295-01	CIS Internship			0.33					CBA	1
				15	15	0.33	\$14,700.00					
0166671	Bonick, Cara	PHT-115-H1	Fundamentals of Kinesiology II	1.5				4	1/20/2021	5/20/2021	LEC	10
0166671	Bonick, Cara	PHT-115-H1	Fundamentals of Kinesiology II	3				4	1/20/2021	5/20/2021	LAB	10
0166671	Bonick, Cara	PHT-115-H2	Fundamentals of Kinesiology II	1.5				4	1/20/2021	5/20/2021	LEC	9
0166671	Bonick, Cara	PHT-115-H2	Fundamentals of Kinesiology II	3				4	1/20/2021	5/20/2021	LAB	9
0166671	Bonick, Cara	PHT-117-H1	Patient Mgt li: Tests & Measrm	0.5				2	1/19/2021	5/18/2021	LEC	9
0166671	Bonick, Cara	PHT-117-H1	Patient Mgt li: Tests & Measrm	3				2	1/19/2021	5/18/2021	LAB	9
0166671	Bonick, Cara	PHT-117-H2	Patient Mgt li: Tests & Measrm	0.5				2	1/19/2021	5/18/2021	LEC	10
0166671	Bonick, Cara	PHT-117-H2	Patient Mgt li: Tests & Measrm		3		\$2,940.00	2	1/19/2021	5/18/2021	LAB	10

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0166671	Bonick, Cara	PHT-224-1F	PO2: Professional Issues in P	2				2	1/20/2021	5/19/2021	LEC	25
0166671	Bonick, Cara		Department Chair			4	\$3,920.00		2/1/2021	5/20/2021		
	Bonick, Cara		Special Project - Contact Tracer Course Monitor			1	\$980.00		2/1/2021	5/20/2021		
				15	3	5	\$7,840.00					
0194871	Callon, Michael	ENG-101-5C	Rhetoric I	3				3	1/20/2021	5/19/2021	LEC	24
0194871	Callon, Michael	ENG-101-6E	Rhetoric I	3				3	1/20/2021	5/19/2021	LEC	22
0194871	Callon, Michael	ENG-102-3C	Rhetoric II	3				3	1/19/2021	5/18/2021	LEC	24
0194871	Callon, Michael	ENG-102-5E	Rhetoric II	3				3	1/19/2021	5/18/2021	LEC	24
				12								
0200240	Cardona, Alicia	NUR-216-B1	Adult Health Nursing	1.5				6	1/19/2021	4/20/2021	LEC	11
0200240	Cardona, Alicia	NUR-216-B2	Adult Health Nursing	1.5				6	1/19/2021	4/20/2021	LEC	9
0200240	Cardona, Alicia	NUR-216-B3	Adult Health Nursing	1.5				6	1/19/2021	4/20/2021	LEC	8
0200240	Cardona, Alicia	NUR-216-B4	Adult Health Nursing	1.5				6	1/19/2021	4/20/2021	LEC	10
0200240	Cardona, Alicia	NUR-216-B3	Adult Health Nursing	7.5				6	1/19/2021	4/20/2021	CLN	8
0200240	Cardona, Alicia	NUR-216-B4	Adult Health Nursing	1.5	6		\$6,168.00	6	1/19/2021	4/20/2021	CLN	10
				15	6		\$6,168.00					
0200455	Caruso, Lauren	NUR-115-C1	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	10
0200455	Caruso, Lauren	NUR-115-C2	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	9
0200455	Caruso, Lauren	NUR-216-A3	Adult Health Nursing	6	1.5		\$1,542.00	6	1/19/2021	4/20/2021	CLN	10
0200455	Caruso, Lauren		Dept. Chair			4	\$4,112.00		2/1/2021	5/20/2021		
				15	1.5	4	\$5,654.00					
0000924	Casey, Craig	CIS-144-1H	Intro to Python		5		\$5,355.00	3	1/20/2021	5/19/2021	LEC/LAB	17
0000924	Casey, Craig	PHS-101-1C	Astronomy		3		\$3,213.00	3	1/19/2021	5/18/2021	LEC	26
0000924	Casey, Craig	PHS-101-6B	Astronomy		3		\$3,213.00	3	1/19/2021	5/20/2021	LEC	19
0000924	Casey, Craig	PHS-103-1E	Physical Science I	5				4	1/19/2021	5/18/2021	LEC/LAB	21
0000924	Casey, Craig	PHS-103-32	Physical Science I	3				4	1/19/2021	5/18/2021	LEC	10
0000924	Casey, Craig	PHY-205-1B	Physics II	7				5	1/20/2021	5/17/2021	LEC/LAB	21
0000924	Casey, Craig		Department Chair			4	\$4,284.00					
				15	11	4	\$16,065.00					
0000829	Casey, Robert	MAT-105-3D	College Algebra	1	3		\$3,213.00	4	1/20/2021	5/19/2021	LEC	16
0000829	Casey, Robert	MAT-201-2H	Calculus I	5				5	1/20/2021	5/19/2021	LEC	20
0000829	Casey, Robert	MAT-202-1F	Calculus II	5				5	1/19/2021	5/20/2021	LEC	24
0000829	Casey, Robert	MAT-203-1F	Calculus III	4				4	1/20/2021	5/19/2021	LEC	22
0000829	Casey, Robert	MAT-215-1D	Differ Equations		3		\$3,213.00	3	1/19/2021	5/20/2021	LEC	13
				15	6		\$6,426.00					
0000794	Crockett, Janet	CHM-100-1F	Fundamentals of Chemistry	3				4	1/19/2021	5/20/2021	LAB	23
0000794	Crockett, Janet	CHM-100-1F	Fundamentals of Chemistry	3				4	1/19/2021	5/20/2021	LEC	23
0000794	Crockett, Janet	CHM-100-3B	Fundamentals of Chemistry	3				4	1/20/2021	5/19/2021	LAB	22
0000794	Crockett, Janet	CHM-100-3B	Fundamentals of Chemistry	3				4	1/20/2021	5/19/2021	LEC	22
0000794	Crockett, Janet	CHM-206-1E	Organic Chemistry II		6		\$6,426.00	5	1/19/2021	5/20/2021	LAB	13
0000794	Crockett, Janet	CHM-206-1E	Organic Chemistry II	3				5	1/19/2021	5/20/2021	LEC	13
0000794	Crockett, Janet		Lab Prep			2	\$2,142.00		2/1/2021	5/20/2021		
				15	6	2	\$8,568.00					
0202678	Dharwadkar, Mihir	MAT-080-1C	Mathematics Fundamentals	3				3	1/19/2021	5/20/2021	LEC	21

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0202678	Dharwadkar, Mihir	MAT-102-1B	General Education Mathematics	4				4	1/19/2021	5/20/2021	LEC	14
0202678	Dharwadkar, Mihir	MAT-102-2E	General Education Mathematics	4				4	1/20/2021	5/19/2021	LEC	31
0202678	Dharwadkar, Mihir	MAT-121-1F	Math/Elem School Teachers II	4				4	1/19/2021	5/20/2021	LEC	8
				15								
0000917	Dominguez, Carlos	MAT-100-1L	Occupational Math	3				3	1/22/2021	5/14/2021	LEC	9
0000917	Dominguez, Carlos	MAT-141-2K	Statistics	4				4	1/20/2021	5/17/2021	LEC	11
0000917	Dominguez, Carlos	MAT-141-NR	Statistics	4				4	1/19/2021	5/20/2021	LEC	29
0000917	Dominguez, Carlos	MAT-181-1L	Discrete Mathematics	3				3	1/19/2021	5/20/2021	LEC	11
				14								
0195025	Edgar, Jason	SPE-101-1C	Principles of Public Speaking	3				3	1/19/2021	5/18/2021	LEC	11
0195025	Edgar, Jason	SPE-101-2F	Principles of Public Speaking	3				3	1/19/2021	5/20/2021	LEC	23
0195025	Edgar, Jason	SPE-101-3H	Principles of Public Speaking	3				3	1/19/2021	5/20/2021	LEC	23
0195025	Edgar, Jason	SPE-101-I2	Principles of Public Speaking	3				3	1/25/2021	5/17/2021	LEC	23
0195025	Edgar, Jason	SPE-101-K2	Principles of Public Speaking	3				3	1/21/2021	5/20/2021	LEC	22
0195025	Edgar, Jason	SPE-101-LE	Principles of Public Speaking		3		\$3,084.00	3	1/19/2021	5/18/2021	LEC	8
0195025	Edgar, Jason	SPE-101-NR	Principles of Public Speaking		3		\$3,084.00	3	3/29/2021	5/20/2021	LEC	24
				15	6		\$6,168.00					
0000828	Fabiya, Edith	BUS-242-1B	Business Communications	3				3	1/26/2021	5/20/2021	LEC	16
0000828	Fabiya, Edith	ECE-130-13	Educational Technology		1		\$1,071.00	1	3/30/2021	5/4/2021	LEC	8
0000828	Fabiya, Edith	OMT-102-NR	Keyboarding & Doc Formatting	2				2	1/25/2021	5/20/2021	LAB	6
0000828	Fabiya, Edith	OMT-102-NR	Keyboarding & Doc Formatting	1				2	1/25/2021	5/20/2021	LEC	6
0000828	Fabiya, Edith	OMT-129-H1	The Digital Workplace	3				3	3/20/2021	5/15/2021	LEC	6
0000828	Fabiya, Edith	OMT-140-H1	Office Orientation	3				3	1/23/2021	3/13/2021	LEC	6
0000828	Fabiya, Edith	OMT-215-11	Medical Office Practices	3				3	3/29/2021	5/19/2021	LEC	7
0000828	Fabiya, Edith	OMT-242-1B	Business Communications	0				3	1/26/2021	5/20/2021	LEC/X-listed	3
0000828	Fabiya, Edith	OMT-127-11	Electronic Recordkeeping			0.60		3	1/25/2021	3/17/2021	CBA	2
0000828	Fabiya, Edith	OMT-214-NR	Office Supervision			0.90			1/25/2021	5/20/2021	CBA	3
0000828	Fabiya, Edith	OMT-250-NR	Integrated Office Simulation			0.90		3	1/25/2021	5/20/2021	CBA	3
				15	1	2.40	\$1,071.00					
0000805	Flasza, Jamie	PEC-171-NR	Physical Fitness	2				1	1/19/2021	5/20/2021	LAB	15
0000805	Flasza, Jamie	PEH-101-NR	Personal & Community Health	2				2	1/20/2021	5/19/2021	LEC	24
0000805	Flasza, Jamie	PEH-101-NR2	Personal & Community Health	2				2	1/20/2021	5/17/2021	LEC	22
0000805	Flasza, Jamie	PEH-102-H1	First Aid	2				2	1/19/2021	5/20/2021	LEC	9
0000805	Flasza, Jamie	PEH-102-H2	First Aid	2				2	1/19/2021	5/18/2021	LEC	8
0000805	Flasza, Jamie	PEH-103-1B	Nutrition	2				2	1/19/2021	5/20/2021	LEC	24
0000805	Flasza, Jamie	PEH-103-3K	Nutrition	2				2	1/19/2021	5/20/2021	LEC	22
0000805	Flasza, Jamie	PEH-103-NR	Nutrition	1	1		\$1,028.00	2	1/19/2021	5/20/2021	LEC	24
0000805	Flasza, Jamie	PEH-103-NR2	Nutrition		2		\$2,056.00	2	1/20/2021	5/17/2021	LEC	24
				15	3		\$3,084.00					
0205730	Garbe, Christine	NUR-108-F1	Foundations of Nursing Prac II	3				5	1/19/2021	3/11/2021	CLN	12
0205730	Garbe, Christine	NUR-108-F2	Foundations of Nursing Prac II	3				5	1/19/2021	3/11/2021	LAB	10
0205730	Garbe, Christine	NUR-119-B1	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	10
0205730	Garbe, Christine	NUR-119-B2	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	10
0205730	Garbe, Christine	NUR-119-E1	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	9

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0205730	Garbe, Christine	NUR-119-E2	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	8
0205730	Garbe, Christine	NUR-119-E3	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	9
				15								
0000935	Gatys, Kenton	HIS-103-NR	Early Western Civilization	3				3	3/30/2021	5/18/2021	LEC	40
0000935	Gatys, Kenton	HIS-104-NR	Modern Western Civilization	3				3	1/19/2021	5/20/2021	LEC	32
0000935	Gatys, Kenton	HIS-105-12	American History to 1865	3				3	1/21/2021	5/20/2021	LEC	32
0000935	Gatys, Kenton	HIS-106-1E	American History From 1865	3				3	1/19/2021	5/18/2021	LEC	32
0000935	Gatys, Kenton	PHI-180-NR	Social Ethics		3		\$3,357.00	3	1/19/2021	5/20/2021	LEC	22
0000935	Gatys, Kenton	PHI-201-NR	Philosophy		3		\$3,357.00	3	1/19/2021	5/20/2021	LEC	11
0000935	Gatys, Kenton	POL-201-NR	US Natl Government	3				3	1/19/2021	5/20/2021	LEC	31
				15	6		\$6,714.00					
0000724	Gilligan, Brian	BUS-101-2D	Financial Accounting	3				3	1/20/2021	5/17/2021	LEC	36
0000724	Gilligan, Brian	BUS-101-3F	Financial Accounting	3				3	1/19/2021	5/18/2021	LEC	34
0000724	Gilligan, Brian	BUS-102-1E	Managerial Accounting	3				3	1/20/2021	5/19/2021	LEC	22
0000724	Gilligan, Brian	BUS-102-2F	Managerial Accounting	3				3	1/19/2021	5/20/2021	LEC	15
0000724	Gilligan, Brian	BUS-208-1F	Prin of Management	3				3	1/20/2021	5/17/2021	LEC	19
0000724	Gilligan, Brian		Department Chair			4	\$4,284.00		2/1/2021	6/15/2021		
				15		4	\$4,284.00					
0000896	Ginley, Steven	SPE-101-4B	Principles of Public Speaking	3				3	1/20/2021	5/17/2021	LEC	23
0000896	Ginley, Steven	SPE-101-5C	Principles of Public Speaking	3				3	1/20/2021	5/19/2021	LEC	23
0000896	Ginley, Steven	SPE-101-6D	Principles of Public Speaking	3				3	1/20/2021	5/19/2021	LEC	24
0000896	Ginley, Steven	SPE-101-7E	Principles of Public Speaking	3				3	1/20/2021	5/19/2021	LEC	23
0000896	Ginley, Steven	SPE-101-GF	Principles of Public Speaking	3				3	1/20/2021	5/17/2021	LEC	23
0000896	Ginley, Steven	SPE-101-H1	Principles of Public Speaking		3		\$3,213.00	3	1/20/2021	5/19/2021	LEC	12
				15	3		\$3,213.00					
0189759	Green, Amy	NUR-115-B1	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	10
0189759	Green, Amy	NUR-115-B2	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	10
0189759	Green, Amy	NUR-115-B3	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	10
0189759	Green, Amy	NUR-216-B2	Adult Health Nursing	1.5	6		\$6,168.00	6	1/19/2021	4/20/2021	CLN	9
				15	6		\$6,168.00					
0165694	Helmus, Sara	CHM-105-H1	General Chemistry I	7				5	1/19/2021	5/20/2021	LEC/LAB	24
0165694	Helmus, Sara	CHM-106-H1	General Chemistry II	7				5	1/19/2021	5/20/2021	LEC/LAB	22
0165694	Helmus, Sara		Lab Prep	1		1	\$1,071.00		2/1/2021	6/15/2021		
				15		1	\$1,071.00					
0193606	Hernandez, Francisco	NUR-119-D1	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	10
0193606	Hernandez, Francisco	NUR-119-D2	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	10
0193606	Hernandez, Francisco	NUR-119-E1	Nursing Care of Adults	3				4	3/16/2021	5/13/2021	CLN	9
0193606	Hernandez, Francisco	NUR-218-A1	Nursing Synthesis	3				3	1/19/2021	5/18/2021	LEC	48
0193606	Hernandez, Francisco	NUR-218-B1	Nursing Synthesis	3				3	1/19/2021	5/18/2021	LEC	40
0193606	Hernandez, Francisco		Special Project - Tutor Supplemental NCLEX			6	\$5,880.00		2/1/2021	5/20/2021		
				15		6	\$5,880.00					
0159384	Herrmann, Julianne	NUR-216-A1	Adult Health Nursing	1.2				6	1/19/2021	4/20/2021	LEC	10
0159384	Herrmann, Julianne	NUR-216-A2	Adult Health Nursing	1.2				6	1/19/2021	4/20/2021	LEC	8
0159384	Herrmann, Julianne	NUR-216-A3	Adult Health Nursing	1.2				6	1/19/2021	4/20/2021	LEC	10

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0159384	Herrmann, Julianne	NUR-216-A4	Adult Health Nursing	1.2				6	1/19/2021	4/20/2021	LEC	9
0159384	Herrmann, Julianne	NUR-216-A5	Adult Health Nursing	1.2				6	1/19/2021	4/20/2021	LEC	9
0159384	Herrmann, Julianne	NUR-216-A1	Adult Health Nursing	7.5				6	1/19/2021	4/20/2021	CLN	10
0159384	Herrmann, Julianne	NUR-216-A5	Adult Health Nursing	1.5	6		\$6,168.00	6	1/19/2021	4/20/2021	CLN	9
0159384	Herrmann, Julianne		NUR Lead		1.30		\$1,336.40		2/21/2021	5/20/2021		
				15	7.30		\$7,504.40					
0205893	Hutches, Mary Beth	NUR-115-A1	Obstetrics and Pediatric Nur.	0.88				5	1/19/2021	3/11/2021	LEC	8
0205893	Hutches, Mary Beth	NUR-115-A2	Obstetrics and Pediatric Nur.	0.88				5	1/19/2021	3/11/2021	LEC	8
0205893	Hutches, Mary Beth	NUR-115-A3	Obstetrics and Pediatric Nur.	0.87				5	1/19/2021	3/11/2021	LEC	10
0205893	Hutches, Mary Beth	NUR-115-A4	Obstetrics and Pediatric Nur.	0.87				5	1/19/2021	3/12/2021	LEC	4
0205893	Hutches, Mary Beth	NUR-115-E1	Obstetrics and Pediatric Nur.	1.16				5	1/19/2021	3/11/2021	LEC	9
0205893	Hutches, Mary Beth	NUR-115-E2	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	8
0205893	Hutches, Mary Beth	NUR-115-E3	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	9
0205893	Hutches, Mary Beth	NUR-115-F1	Obstetrics and Pediatric Nur.	1	0.16		\$171.36	5	3/16/2021	5/13/2021	LEC	11
0205893	Hutches, Mary Beth	NUR-115-F2	Obstetrics and Pediatric Nur.	1	0.17		\$182.07	5	3/16/2021	5/13/2021	LEC	11
0205893	Hutches, Mary Beth	NUR-115-F3	Obstetrics and Pediatric Nur.		1.17		\$1,253.07	5	3/16/2021	5/13/2021	LEC	0
0205893	Hutches, Mary Beth	NUR-119-C1	Nursing Care of Adults	3				4	3/16/2021	5/21/2021	CLN	10
0205893	Hutches, Mary Beth	NUR-119-C2	Nursing Care of Adults	3				4	3/16/2021	5/21/2021	CLN	9
				15	1.5		\$1,606.50					
0002912	Imburgia, Joseph	PSY-101-1B	Intro to Psychology	3				3	1/19/2021	5/20/2021	LEC	33
0002912	Imburgia, Joseph	PSY-101-2C	Intro to Psychology	3				3	1/19/2021	5/18/2021	LEC	32
0002912	Imburgia, Joseph	PSY-101-6E	Intro to Psychology	3				3	1/20/2021	5/19/2021	LEC	32
0002912	Imburgia, Joseph	PSY-210-1B	Child Growth & Development	3				3	1/20/2021	5/17/2021	LEC	23
0002912	Imburgia, Joseph	PSY-211-1F	Adolescent Psychology	3				3	1/19/2021	5/18/2021	LEC	20
0002912	Imburgia, Joseph	PSY-215-1D	Life Span: Survey of Human Dev		3		\$3,213.00	3	1/20/2021	5/17/2021	LEC	34
0002912	Imburgia, Joseph	PSY-215-3E	Life Span: Survey of Human Dev		3		\$3,213.00	3	1/19/2021	5/18/2021	LEC	32
				15	6		\$6,426.00					
0060105	Jonas, David	HVA-103-1L	Intermed Refrigeration	2				3	1/25/2021	5/17/2021	LEC	5
0060105	Jonas, David	HVA-103-1L	Intermed Refrigeration	2				3	1/25/2021	5/17/2021	LAB	5
0060105	Jonas, David	HVA-103-21	Intermed Refrigeration	2				3	1/25/2021	5/17/2021	LAB	10
0060105	Jonas, David	HVA-103-21	Intermed Refrigeration	2				3	1/25/2021	5/17/2021	LEC	10
0060105	Jonas, David	HVA-104-11	Intermediate Heating and A/C	2				3	1/19/2021	5/18/2021	LAB	9
0060105	Jonas, David	HVA-104-11	Intermediate Heating and A/C	2				3	1/19/2021	5/18/2021	LEC	9
0060105	Jonas, David	HVA-204-11	Hydronic Comfort Systems	1	1		\$1,028.00	3	1/20/2021	5/19/2021	LAB	12
0060105	Jonas, David	HVA-204-11	Hydronic Comfort Systems	2				3	1/20/2021	5/19/2021	LEC	12
0060105	Jonas, David	HVA-206-11	Refrigerant Hand/EPA Review		4		\$4,112.00	3	1/22/2021	5/14/2021	LEC	9
0060105	Jonas, David	HVA-206-21	Refrigerant Hand/EPA Review		4		\$4,112.00	3	1/21/2021	5/20/2021	LAB	5
0060105	Jonas, David		Program Coordinator			2	\$2,056.00		2/1/2021	6/15/2021		
				15	9	2	\$11,308.00					
0000870	Kasproicz, Michael	ANT-101-1J	Intro to Anthropology	3				3	1/21/2021	5/20/2021	LEC	11
0000870	Kasproicz, Michael	ANT-102-12	Intro to Cul Anthro	3				3	1/19/2021	5/18/2021	LEC	11
0000870	Kasproicz, Michael	ANT-102-2G	Intro to Cul Anthro	3				3	1/20/2021	5/19/2021	LEC	11
0000870	Kasproicz, Michael	HIS-103-1D	Early Western Civilization	3				3	1/20/2021	5/17/2021	LEC	11
0000870	Kasproicz, Michael	HIS-104-1F	Modern Western Civilization	3				3	1/20/2021	5/17/2021	LEC	12
0000870	Kasproicz, Michael	PHI-126-1C	Introduction to Ethics		3		\$3,357.00	3	1/20/2021	5/19/2021	LEC	12

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0000870	Kasproicz, Michael	PHI-126-22	Introduction to Ethics		3		\$3,357.00	3	1/21/2021	5/20/2021	LEC	12
				15	6		\$6,714.00					
0003157	Kelikian, Toulia	NUR-115-A1	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	8
0003157	Kelikian, Toulia	NUR-115-A2	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	8
0003157	Kelikian, Toulia	NUR-115-A3	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	10
0003157	Kelikian, Toulia	NUR-216-A2	Adult Health Nursing	1.5	6		\$6,714.00	6	1/19/2021	4/20/2021	CLN	8
				15	6		\$6,714.00					
0098818	Kubelka, Christine	NUR-115-B1	Obstetrics and Pediatric Nur.	1.16				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-B2	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-B3	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-C1	Obstetrics and Pediatric Nur.	1.16				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-C2	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	9
0098818	Kubelka, Christine	NUR-115-C3	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-D1	Obstetrics and Pediatric Nur.	1.16				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-D2	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-D3	Obstetrics and Pediatric Nur.	1.17				5	1/19/2021	3/11/2021	LEC	10
0098818	Kubelka, Christine	NUR-115-E1	Obstetrics and Pediatric Nur.	4.5				5	1/19/2021	3/11/2021	CLN	9
0098818	Kubelka, Christine	NUR-115-E2	Obstetrics and Pediatric Nur.		4.50		\$4,626.00	5	1/19/2021	3/11/2021	CLN	8
0098818	Kubelka, Christine		NUR Lead		2.39		\$2,456.92		2/1/2021	5/20/2021		
				15	6.89		\$7,082.92					
0000833	Litwicki, Mark	ENG-088-92	Basic Composition	3				3	1/20/2021	5/19/2021	LEC	21
0000833	Litwicki, Mark	ENG-088-9L	Basic Composition	3				3	1/20/2021	5/19/2021	LEC	10
0000833	Litwicki, Mark	ENG-101-9F	Rhetoric I	3				3	1/20/2021	5/19/2021	LEC	10
0000833	Litwicki, Mark	ENG-218-1H	US Latino/Hispanic Literature	3				3	1/20/2021	5/17/2021	LEC	9
0000833	Litwicki, Mark		Special Project - TLC (pending)									
				12								
0194869	Manning, Bryant	ENG-101-7G	Rhetoric I	3				3	1/20/2021	5/19/2021	LEC	11
0194869	Manning, Bryant	ENG-101-N2	Rhetoric I	3				3	1/20/2021	5/19/2021	LEC	21
0194869	Manning, Bryant	ENG-102-72	Rhetoric II	3				3	1/19/2021	5/18/2021	LEC	23
0194869	Manning, Bryant	ENG-102-92	Rhetoric II	3				3	1/21/2021	5/20/2021	LEC	27
				12								
0162050	Markussen, Prairie	ENG-084-3F	Reading & Writing II	3				3	1/19/2021	5/20/2021	LEC	12
0162050	Markussen, Prairie	ENG-084-4L	Reading & Writing II	3				3	1/26/2021	5/18/2021	LEC	21
0162050	Markussen, Prairie	ENG-086-2E	Reading & Writing III	3				3	1/19/2021	5/18/2021	LEC	24
0162050	Markussen, Prairie	ENG-088-CR2	Basic Composition	3				3	1/20/2021	5/17/2021	LEC	10
0162050	Markussen, Prairie	ENG-101-CR2	Rhetoric I		3		\$3,084.00	3	1/20/2021	5/19/2021	LEC	11
				12	3		\$3,084.00					
0183993	Martino, Shannon	ART-120-1E	Art Appreciation	3				3	1/19/2021	5/18/2021	LEC	32
0183993	Martino, Shannon	ART-125-1J	Art History I Prehistoric/Goth	3				3	1/20/2021	5/19/2021	LEC	17
0183993	Martino, Shannon	ART-220-1H	Latin America Traditions in Ar	3				3	1/19/2021	5/20/2021	LEC	13
0183993	Martino, Shannon	HUM-154-1F	Latin American Culture	3				3	1/19/2021	5/20/2021	LEC	31
0183993	Martino, Shannon	HUM-154-3D	Latin American Culture	3				3	3/29/2021	5/19/2021	LEC	13
0183993	Martino, Shannon	ART-126-1G	Art History II Renaissance		1.20			3			CBA	5
				15	1.20							

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0000769	Mohr, Michele	ENG-088-CR1	Basic Composition	3				3	1/20/2021	5/17/2021	LEC	12
0000769	Mohr, Michele	ENG-101-4B	Rhetoric I	3				3	1/20/2021	5/17/2021	LEC	23
0000769	Mohr, Michele	ENG-101-CR1	Rhetoric I	3				3	1/20/2021	5/19/2021	LEC	15
0000769	Mohr, Michele	ENG-102-4C	Rhetoric II	3				3	1/19/2021	5/18/2021	LEC	24
0000769	Mohr, Michele	ENG-102-6E	Rhetoric II		3		\$3,213.00	3	1/19/2021	5/18/2021	LEC	26
0000769	Mohr, Michele	IND-199-01			0.33			1	1/19/2021	5/15/2021	IND	2
0000769	Mohr, Michele		Department Chair			4	\$4,284.00		2/1/2021	5/20/2021		
				12	3.33	4	\$7,497.00					
0002467	Montgomery, Jered	HUM-150-1B	Humanities Through the Arts		3		\$2,940.00	3	1/19/2021	5/20/2021	LEC	32
0002467	Montgomery, Jered	HUM-150-2C	Humanities Through the Arts		3		\$2,940.00	3	1/19/2021	5/18/2021	LEC	36
0002467	Montgomery, Jered	HUM-150-3G	Humanities Through the Arts	3				3	1/20/2021	5/19/2021	LEC	32
0002467	Montgomery, Jered	MUS-100-1C	Music Appreciation	3				3	1/20/2021	5/19/2021	LEC	25
0002467	Montgomery, Jered	MUS-100-2E	Music Appreciation	3				3	1/20/2021	5/17/2021	LEC	25
0002467	Montgomery, Jered	MUS-100-32	Music Appreciation	3				3	1/20/2021	5/19/2021	LEC	25
0002467	Montgomery, Jered	MUS-108-1E	World Music Survey	3				3	1/19/2021	5/18/2021	LEC	29
				15	6		\$5,880.00					
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	5.74				7	1/19/2021	5/18/2021	LAB	6
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	4.38	0.50		\$490.00	7	1/19/2021	5/18/2021	LEC	6
0192112	Mulvey, Irene	NUR-105-EC	Basic Nursing Assistant Traini	4.88				7	1/25/2021	5/17/2021	LEC	21
0192112	Mulvey, Irene		Program Coordinator			3	\$2,940.00		2/1/2021	5/20/2021		
				15	0.50	3	\$3,430.00					
0195021	Ostojic, Gordana	PHS-101-4E	Astronomy	3				3	1/20/2021	5/19/2021	LEC	17
0195021	Ostojic, Gordana	PHS-101-8G	Astronomy	3				3	3/29/2021	5/19/2021	LEC	6
0195021	Ostojic, Gordana	PHY-100-1G	Fundamentals of Physics	3				3	1/19/2021	5/18/2021	LAB	23
0195021	Ostojic, Gordana	PHY-100-1G	Fundamentals of Physics	2				3	1/19/2021	5/18/2021	LEC	23
0195021	Ostojic, Gordana	PHY-102-1B	General Physics II	1				5	1/20/2021	5/17/2021	CBA	2
				12								
0000747	Paez, Elizabeth	MAT-080-2J	Mathematics Fundamentals		3		\$3,084.00	3	1/20/2021	5/19/2021	LEC	19
0000747	Paez, Elizabeth	MAT-097-CR3	Intermediate Algebra Support		3		\$3,084.00	3	1/19/2021	5/20/2021	LEC	18
0000747	Paez, Elizabeth	MAT-105-1C	College Algebra	4				4	1/19/2021	5/20/2021	LEC	20
0000747	Paez, Elizabeth	MAT-105-2D	College Algebra	4				4	1/19/2021	5/20/2021	LEC	13
0000747	Paez, Elizabeth	MAT-105-CR3	College Algebra	4				4	1/19/2021	5/20/2021	LEC	18
0000747	Paez, Elizabeth	MAT-110-1L	College Trig	3				3	1/20/2021	5/19/2021	LEC	29
				15	6		\$6,168.00					
0002913	Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	3				5	1/19/2021	5/20/2021	LAB	16
0002913	Pearson, Dennis	BIO-203-1B	Anatomy & Physiology I	3				4	1/19/2021	5/20/2021	LEC	24
0002913	Pearson, Dennis	BIO-204-2F	Anatomy & Physiology II	3				4	1/19/2021	5/20/2021	LEC	22
0002913	Pearson, Dennis		Lab Prep			2	\$2,142.00		2/1/2021	6/15/2021		
0002913	Pearson, Dennis		BIO Open Lab Hours	6	6		\$6,426.00		2/1/2021	6/15/2021		
				15	6	2	\$8,568.00					
0000820	Pencheva, Tsonka	ECE-105-1C	Health & Nutrition for Child	3				3	1/25/2021	5/17/2021	LEC	12
0000820	Pencheva, Tsonka	ECE-110-1H	Intro to Early Childhood Ed	3				3	1/25/2021	5/17/2021	LEC	12
0000820	Pencheva, Tsonka	ECE-115-2C	Family, School & Community	3				3	1/19/2021	5/18/2021	LEC	13
0000820	Pencheva, Tsonka	ECE-125-1E	The Exceptional Child	3				3	1/19/2021	5/18/2021	LEC	9

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0000820	Pencheva, Tsonka	ECE-125-NR	The Exceptional Child	3				3	1/19/2021	5/20/2021	LEC	11
0000820	Pencheva, Tsonka	ECE-203-1J	Emerging Literacy in Children		3		\$3,084.00	3	1/21/2021	5/20/2021	LEC	14
0000820	Pencheva, Tsonka	ECE-260-H1	Ece Internship		3		\$3,084.00	3	1/25/2021	5/17/2021	LEC/LAB	9
0000820	Pencheva, Tsonka	ECE-261-NR	Ece Administrative Internship		0.60			3	1/19/2021	5/20/2021	CBA	2
0000820	Pencheva, Tsonka		Program Coordinator			2	\$2,056.00		2/1/2021	5/20/2021		
0000820	Pencheva, Tsonka		Special Project - Coordination of CLC			12.87	\$13,230.36		2/1/2021	6/15/2021		
				15	6.60	14.87	\$21,454.36					
0177526	Pierce, Tom	ENG-088-1B	Basic Composition	3				3	1/20/2021	5/17/2021	LEC	17
0177526	Pierce, Tom	ENG-088-2C	Basic Composition	3				3	1/20/2021	5/19/2021	LEC	16
0177526	Pierce, Tom	ENG-088-3D	Basic Composition	3				3	1/20/2021	5/17/2021	LEC	14
0177526	Pierce, Tom	ENG-088-4E	Basic Composition	3				3	1/20/2021	5/19/2021	LEC	14
0177526	Pierce, Tom	ENG-088-6C	Basic Composition		3		\$3,213.00	3	1/19/2021	5/18/2021	LEC	18
0177526	Pierce, Tom	ENG-088-7E	Basic Composition		3		\$3,213.00	3	1/26/2021	5/18/2021	LEC	24
				12	6		\$6,426.00					
0194866	Ploszaj, Randi	ENG-088-CR4	Basic Composition	3				3	1/19/2021	5/20/2021	LEC	10
0194866	Ploszaj, Randi	ENG-101-1B	Rhetoric I	3				3	1/19/2021	5/20/2021	LEC	24
0194866	Ploszaj, Randi	ENG-101-3C	Rhetoric I	3				3	1/19/2021	5/18/2021	LEC	24
0194866	Ploszaj, Randi	ENG-101-CR4	Rhetoric I	3				3	1/19/2021	5/20/2021	LEC	13
				12								
0160605	Primm, Rebecca	ART-102-H1	3-D Fundamentals	6				3	1/19/2021	5/20/2021	LAB	13
0160605	Primm, Rebecca	ART-130-1D	Introduction to Digital Art	6				3	1/20/2021	5/17/2021	LEC	12
0160605	Primm, Rebecca	ART-130-2F	Introduction to Digital Art		6	Pending Enrollment		3	3/29/2021	5/19/2021	LEC	1
0160605	Primm, Rebecca	ART-113-01	Ceramics I			0.33		3	1/22/2021	5/20/2021	CBA	1
0160605	Primm, Rebecca		Department Chair	3	1		\$1,028.00					
				15	7	0.33	\$1,028.00					
0195558	Pulaski, Andrew	LAW-202-1F	Juvenile Delinquency	3				3	1/19/2021	5/20/2021	LEC	10
0195558	Pulaski, Andrew	LAW-204-1H	Criminal Law	3				3	1/19/2021	5/18/2021	LEC	12
0195558	Pulaski, Andrew	LAW-205-H1	Criminal Law II	3				3	1/20/2021	5/17/2021	LEC	12
0195558	Pulaski, Andrew	LAW-207-11	Court Procedures and Evidence	3				3	1/20/2021	5/19/2021	LEC	13
0195558	Pulaski, Andrew		Department Chair	3	1		\$1,071.00		2/1/2021	5/20/2021		
0195558	Pulaski, Andrew		Special Project - Paralegal			3	\$3,213.00		2/1/2021	5/20/2021		
				15	1	3	\$4,284.00					
0000726	Reft, Jennifer	PHT-101-NR	Medical Terminology/Clinicians	2				2	1/19/2021	5/20/2021	LEC	9
0000726	Reft, Jennifer	PHT-122-H1	Therapeutic Exercise	3				2	1/19/2021	5/18/2021	LAB	11
0000726	Reft, Jennifer	PHT-122-H1	Therapeutic Exercise	1				2	1/19/2021	5/18/2021	LEC	11
0000726	Reft, Jennifer	PHT-122-H2	Therapeutic Exercise	3				2	1/20/2021	5/18/2021	LAB	12
0000726	Reft, Jennifer	PHT-122-H2	Therapeutic Exercise	1				2	1/20/2021	5/18/2021	LEC	12
0000726	Reft, Jennifer	PHT-124-1G	Introduction to Clinical Ed		1.5		\$1,678.50	2	1/25/2021	5/17/2021	LEC	23
0000726	Reft, Jennifer	PHT-222-1B	Seminar in Health Career Lit.		2		\$2,238.00	2	1/21/2021	5/20/2021	LEC	26
0000726	Reft, Jennifer	PHT-225-H1	Clinical Affiliations II	5				5	1/21/2021	5/20/2021	LAB	26
0000726	Reft, Jennifer	PHT-225-H1	Clinical Affiliations II		1		\$1,119.00	5	1/21/2021	5/20/2021	LEC	26
0000726	Reft, Jennifer		Special Project - ACCE			6	\$6,714.00		2/1/2021			
				15	4.5	6	\$11,749.50					
0056628	Roman, Daniel	ART-103-1C	Drawing I	6				3	1/20/2021	5/17/2021	LAB	9
0056628	Roman, Daniel	ART-104-1C	Drawing II	0				3	1/20/2021	5/17/2021	LAB/X-listed	3

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0056628	Roman, Daniel	ART-105-1F	Painting I	6				3	1/19/2021	5/18/2021	LAB	5
0056628	Roman, Daniel	ART-205-1F	Painting II	0				3	1/19/2021	5/18/2021	LAB/X-listed	1
0056628	Roman, Daniel	ART-120-22	Art Appreciation	3				3	1/25/2021	5/17/2021	LEC	27
0056628	Roman, Daniel	ART-203-1C	Figure Drawing I		1.50			3	1/20/2021	5/19/2021	CBA	5
0056628	Roman, Daniel	ART-104-01	Drawing II		0.33			3	1/20/2021	5/17/2021	CBA	1
				15	1.83							
0165693	Romero Yuste, Maria	HUM-154-22	Latin American Culture		3		\$3,357.00	3	1/25/2021	5/17/2021	LEC	33
0165693	Romero Yuste, Maria	SPN-101-1G	Beginning Spanish I	4				4	1/20/2021	5/19/2021	LEC	19
0165693	Romero Yuste, Maria	SPN-102-1C	Beginning Spanish II	4				4	1/19/2021	5/18/2021	LEC	7
0165693	Romero Yuste, Maria	SPN-130-1E	Spanish for Heritage Speakers	4				4	1/20/2021	5/19/2021	LEC	9
0165693	Romero Yuste, Maria	SPN-202-1C	Intermediate Spanish II	3	1		\$1,119.00	4	1/20/2021	5/19/2021	LEC	17
				15	4		\$4,476.00					
0207590	Rousseau, Nicole	SOC-100-1G	Intro to Sociology	3				3	1/20/2021	5/19/2021	LEC	31
0207590	Rousseau, Nicole	SOC-100-2F	Intro to Sociology	3				3	1/20/2021	5/17/2021	LEC	33
0207590	Rousseau, Nicole	SOC-100-4D	Intro to Sociology	3				3	1/20/2021	5/17/2021	LEC	32
0207590	Rousseau, Nicole	SOC-101-1C	The Family	3				3	1/20/2021	5/19/2021	LEC	32
0207590	Rousseau, Nicole	SOC-102-1H	Social Problems	3				3	1/19/2021	5/20/2021	LEC	25
				15								
0197705	Russo Neri, Trisha	MAT-096-CR5	General Education Math Support		2		\$1,960.00	2	1/19/2021	5/18/2021	LEC	11
0197705	Russo Neri, Trisha	MAT-097-CR4	Intermediate Algebra Support	3				3	1/19/2021	5/20/2021	LEC	9
0197705	Russo Neri, Trisha	MAT-102-CR5	General Education Mathematics	4				4	1/19/2021	5/20/2021	LEC	11
0197705	Russo Neri, Trisha	MAT-105-5K	College Algebra	4				4	1/20/2021	5/19/2021	LEC	11
0197705	Russo Neri, Trisha	MAT-105-CR4	College Algebra	4				4	1/19/2021	5/20/2021	LEC	8
				15	2		\$1,960.00					
0197693	Sanchez, Alejandro	MAT-096-CR4	General Education Math Support		2		\$1,960.00	2	1/20/2021	5/19/2021	LEC	21
0197693	Sanchez, Alejandro	MAT-097-CR2	Intermediate Algebra Support		3		\$2,940.00	3	1/19/2021	5/20/2021	LEC	31
0197693	Sanchez, Alejandro	MAT-097-CR5	Intermediate Algebra Support	3				3	1/20/2021	5/19/2021	LEC	22
0197693	Sanchez, Alejandro	MAT-102-CR4	General Education Mathematics	4				4	1/20/2021	5/19/2021	LEC	21
0197693	Sanchez, Alejandro	MAT-105-CR2	College Algebra	4				4	1/19/2021	5/20/2021	LEC	31
0197693	Sanchez, Alejandro	MAT-105-CR5	College Algebra	4				4	1/20/2021	5/19/2021	LEC	22
0197693	Sanchez, Alejandro	MAT-215-EC	Differ Equations					3	1/20/2021	5/19/2021	CBA	3
				15	5		\$4,900.00					
0000907	Sanchez, Luis	CAD-100-8B	Autocad Fundamentals	3				3	1/23/2021	5/15/2021	LAB	4
0000907	Sanchez, Luis	CAD-100-8B	Autocad Fundamentals	2				3	1/23/2021	5/15/2021	LEC	4
0000907	Sanchez, Luis	CAD-100-1B	Autocad Fundamentals	0				3	1/19/2021	5/20/2021	LAB/X-listed	7
0000907	Sanchez, Luis	CAD-100-1B	Autocad Fundamentals	0				3	1/19/2021	5/20/2021	LEC/X-listed	7
0000907	Sanchez, Luis	CAD-100-EC	Autocad Fundamentals	3					1/19/2021	5/20/2021	LAB	5
0000907	Sanchez, Luis	CAD-100-EC	Autocad Fundamentals	2					1/19/2021	5/20/2021	LEC	5
0000907	Sanchez, Luis	CAD-101-1D	Fundamentals of Drafting	3				3	1/19/2021	5/20/2021	LAB	12
0000907	Sanchez, Luis	CAD-101-1D	Fundamentals of Drafting	2				3	1/19/2021	5/20/2021	LEC	12
0000907	Sanchez, Luis	CAD-102-1G	Descriptive Geometry		5		\$5,355.00	3	1/19/2021	5/18/2021	LEC/LAB	9
0000907	Sanchez, Luis	CAD-104-1L	Assembly Drawings		5		\$5,355.00	3	1/20/2021	5/19/2021	LEC/LAB	12
0000907	Sanchez, Luis	CAD-225-15	Industrial Applications		5		\$5,355.00	3	1/20/2021	5/19/2021	LEC/LAB	11
0000907	Sanchez, Luis	EGR-110-1G	Engineering Graphics I	0				3	1/19/2021	5/20/2021	LEC/X-listed	2

2021 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0000907	Sanchez, Luis	EGR-111-1L	Engineer Graphics II	0				3	1/20/2021	5/19/2021	LEC/X-listed	2
0000907	Sanchez, Luis		Career Program Chair			2	\$2,142.00		2/1/2021	6/15/2021		
				15	15	2	\$18,207.00					
0002668	Sedaie, Behrooz	ECO-101-1E	Principles of Economics I	3				3	1/20/2021	5/19/2021	LEC	16
0002668	Sedaie, Behrooz	ECO-101-2E	Principles of Economics I	3				3	1/20/2021	5/19/2021	LEC	15
0002668	Sedaie, Behrooz	ECO-101-42	Principles of Economics I	3				3	1/19/2021	5/18/2021	LEC	13
0002668	Sedaie, Behrooz	ECO-102-1C	Principles of Economics II	3				3	1/19/2021	5/18/2021	LEC	20
				12								
0000731	Seo, Kymberly	BIO-100-NR	Introducing Biology	3				3	1/19/2021	5/20/2021	LEC	21
0000731	Seo, Kymberly	BIO-100-NR1	Introducing Biology	3				3	1/19/2021	5/20/2021	LEC	20
0000731	Seo, Kymberly	BIO-100-NR2	Introducing Biology	3				3	1/25/2021	5/20/2021	LEC	21
0000731	Seo, Kymberly		Lab Prep			2	\$2,238.00		2/1/2021	6/15/2021		
0000731	Seo, Kymberly		BIO Open Lab Hours	6	6		\$6,714.00		2/1/2021	6/15/2021		
				15	6	2	\$8,952.00					
0197678	Skurski, Katherine	NUR-119-A1	Nursing Care of Adults		1		\$1,028.00	4	3/16/2021	5/13/2021	LEC	10
0197678	Skurski, Katherine	NUR-119-A2	Nursing Care of Adults		1		\$1,028.00	4	3/16/2021	5/13/2021	LEC	10
0197678	Skurski, Katherine	NUR-119-A3	Nursing Care of Adults		1		\$1,028.00	4	3/16/2021	5/13/2021	LEC	10
0197678	Skurski, Katherine	NUR-216-A4	Adult Health Nursing	7.5				6	1/19/2021	4/20/2021	CLN	9
0197678	Skurski, Katherine	NUR-216-B1	Adult Health Nursing	7.5				6	1/19/2021	4/20/2021	CLN	11
0197678	Skurski, Katherine		NUR Lead		2.34		\$2,405.52		2/21/2021	5/20/2021		
				15	5.34		\$5,489.52					
0003089	Sleeth, Bradley	GEL-101-1B	Physical Geology	6				4	1/19/2021	5/20/2021	LEC/LAB	32
0003089	Sleeth, Bradley	GEL-101-2H	Physical Geology		6		\$6,168.00	4	1/25/2021	5/19/2021	LEC/LAB	12
0003089	Sleeth, Bradley	PHS-101-2E	Astronomy	3				3	1/19/2021	5/18/2021	LEC	28
0003089	Sleeth, Bradley	PHS-101-3F	Astronomy	3				3	1/19/2021	5/20/2021	LEC	25
0003089	Sleeth, Bradley	PHS-101-7J	Astronomy	3				3	1/22/2021	5/14/2021	LEC	16
				15	6		\$6,168.00					
0000939	Sonnier, Celeste	ENG-088-CR6	Basic Composition	3				3	1/20/2021	5/19/2021	LEC	11
0000939	Sonnier, Celeste	ENG-101-CR6	Rhetoric I	3				3	1/20/2021	5/17/2021	LEC	18
0000939	Sonnier, Celeste	ENG-102-LD	Rhetoric II	3				3	1/20/2021	5/17/2021	LEC	25
0000939	Sonnier, Celeste	ENG-102-ME	Rhetoric II	3				3	1/20/2021	5/19/2021	LEC	25
				12								
0000943	Spaniol, Scott	MAT-098-CR	Statistics Support	3				3	1/19/2021	5/18/2021	LEC	20
0000943	Spaniol, Scott	MAT-141-1D	Statistics	4				4	1/19/2021	5/20/2021	LEC	40
0000943	Spaniol, Scott	MAT-141-3G	Statistics	4				4	1/19/2021	5/20/2021	LEC	40
0000943	Spaniol, Scott	MAT-141-NR1	Statistics		4		\$4,284.00	4	2/8/2021	5/20/2021	LEC	11
0000943	Spaniol, Scott	MAT-201-NR	Calculus I	4	1		\$1,071.00	5	1/19/2021	5/20/2021	LEC	15
0000943	Spaniol, Scott		Department Chair			4	\$4,284.00		2/1/2021	5/20/2021		
				15	5	4	\$9,639.00					
0160304	Stanukinas, Melissa	BIO-102-H2	Introduction to Biology	3				4	1/20/2021	5/17/2021	LAB	24
0160304	Stanukinas, Melissa	BIO-102-H2	Introduction to Biology	3				4	1/20/2021	5/17/2021	LEC	24
0160304	Stanukinas, Melissa	BIO-102-H3	Introduction to Biology	3				4	1/19/2021	5/18/2021	LAB	24
0160304	Stanukinas, Melissa	BIO-102-H3	Introduction to Biology	3				4	1/19/2021	5/18/2021	LEC	24
0160304	Stanukinas, Melissa	BIO-102-3K	Introduction to Biology	3				4	1/19/2021	5/20/2021	LEC	20

2021 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0160304	Stanukinas, Melissa	BIO-102-3K	Introduction to Biology		3		\$2,940.00	4	1/19/2021	5/20/2021	LAB	20
				15	3		\$2,940.00					
0000761	Styer, Audrey	CPS-111-1C	Business Computer Systems	3				3	1/19/2021	5/18/2021	LAB	19
0000761	Styer, Audrey	CPS-111-1C	Business Computer Systems	2				3	1/19/2021	5/18/2021	LEC	19
0000761	Styer, Audrey	CPS-111-2E	Business Computer Systems	3				3	1/19/2021	5/18/2021	LAB	20
0000761	Styer, Audrey	CPS-111-2E	Business Computer Systems	2				3	1/19/2021	5/18/2021	LEC	20
0000761	Styer, Audrey	CPS-111-NR	Business Computer Systems	3				3	1/19/2021	5/20/2021	LAB	20
0000761	Styer, Audrey	CPS-111-NR	Business Computer Systems	2				3	1/19/2021	5/20/2021	LEC	20
0000761	Styer, Audrey	CPS-111-NR2	Business Computer Systems		5		\$5,595.00	3	2/22/2021	5/20/2021	LEC/LAB	18
				15	5		\$5,595.00					
0000897	Sykora, Donald	ATM-102-H1	Fuel Sys and Emission Controls	3				3	1/20/2021	5/19/2021	LAB	8
0000897	Sykora, Donald	ATM-102-H1	Fuel Sys and Emission Controls	2				3	1/20/2021	5/19/2021	LEC	8
0000897	Sykora, Donald	ATM-120-H1	Intro to Automotive Tech	3				3	1/20/2021	5/19/2021	LAB	8
0000897	Sykora, Donald	ATM-120-H1	Intro to Automotive Tech	2				3	1/20/2021	5/19/2021	LEC	8
0000897	Sykora, Donald	ATM-122-H1	Automotive Air Conditioning	3				3	1/19/2021	5/20/2021	LAB	8
0000897	Sykora, Donald	ATM-122-H1	Automotive Air Conditioning	2				3	1/19/2021	5/20/2021	LEC	8
0000897	Sykora, Donald	ATM-202-H1	Automotive Electrical Systems		8		\$8,568.00	4	1/19/2021	5/20/2021	LEC/LAB	8
0000897	Sykora, Donald		Career Progam Chair			2	\$2,142.00		2/1/2021	6/15/2021		
0000897	Sykora, Donald		ATM-NATEF			3	\$3,213.00		2/1/2021	6/15/2021		
				15	8	2	\$13,923.00					
0194864	Tomchek, Ryan	MAT-093-NR	Intensive Elementary Algebra	4				4	1/19/2021	5/20/2021	LEC	22
0194864	Tomchek, Ryan	MAT-096-NR1	General Education Math Support		2		\$1,960.00	2	1/19/2021	5/20/2021	LEC	21
0194864	Tomchek, Ryan	MAT-102-NR1	General Education Mathematics	4				4	1/19/2021	5/20/2021	LEC	21
0194864	Tomchek, Ryan	MAT-102-NR3	General Education Mathematics	4				4	1/19/2021	5/20/2021	LEC	21
0194864	Tomchek, Ryan	MAT-110-NR	College Trig	3				3	1/20/2021	5/19/2021	LEC	27
	Tomchek, Ryan		Special Project - AAPC			2	\$1,960.00					
				15	2	2	\$3,920.00					
0000868	Walley, Cynthia	ATM-253-H1	Successful Career & Life Stra	0				2	1/20/2021	5/19/2021	LEC	1
0000868	Walley, Cynthia	BUS-253-H1	Successful Career & Life Stra	0				2	1/20/2021	5/19/2021	LEC	7
0000868	Walley, Cynthia	CAD-253-H1	Successful Career & Life Stra	0				2	1/20/2021	5/19/2021	LEC	3
0000868	Walley, Cynthia	CIS-253-H1	Successful Career & Life Stra	2				2	1/20/2021	5/19/2021	LEC	2
0000868	Walley, Cynthia	OMT-253-H1	Successful Career & Life Stra	0				2	1/20/2021	5/19/2021	LEC	1
0000868	Walley, Cynthia	ATM-253-H2	Successful Career & Life Stra	0				2	1/25/2021	5/17/2021	LEC	2
0000868	Walley, Cynthia	BUS-253-H2	Successful Career & Life Stra	0				2	1/25/2021	5/17/2021	LEC	3
0000868	Walley, Cynthia	CAD-253-H2	Successful Career & Life Stra	0				2	1/25/2021	5/17/2021	LEC	2
0000868	Walley, Cynthia	CIS-253-H2	Successful Career & Life Stra	2				2	1/25/2021	5/17/2021	LEC	3
0000868	Walley, Cynthia	HVA-253-H2	Successful Career & Life Stra	0				2	1/25/2021	5/17/2021	LEC	1
0000868	Walley, Cynthia	OMT-253-H2	Successful Career & Life Stra	0				2	1/25/2021	5/17/2021	LEC	2
0000868	Walley, Cynthia	CIS-116-NR	Intro to HTML Coding	3				3	1/20/2021	5/19/2021	LAB	11
0000868	Walley, Cynthia	CIS-116-NR	Intro to HTML Coding	2				3	1/20/2021	5/19/2021	LEC	11
0000868	Walley, Cynthia	CIS-121-NR	Data Base Management	2				3	1/19/2021	5/20/2021	LEC	15
0000868	Walley, Cynthia	CIS-121-NR	Data Base Management	3				3	1/19/2021	5/20/2021	LAB	15
0000868	Walley, Cynthia	CPS-101-NR	Informational Technology	1	1		\$1,071.00	2	1/19/2021	5/20/2021	LEC	19
0000868	Walley, Cynthia	CPS-111-4F	Business Computer Systems		5		\$5,355.00	3	1/20/2021	5/17/2021	LEC/LAB	16

2021 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
				15	6		\$6,426.00					
0013245	Warren, John	MUS-100-4B	Music Appreciation	3				3	1/19/2021	5/20/2021	LEC	19
0013245	Warren, John	MUS-100-NR	Music Appreciation	3				3	2/2/2021	5/20/2021	LEC	25
0013245	Warren, John	MUS-106-NR	Trends Modern American Music	3				3	1/19/2021	5/20/2021	LEC	25
0013245	Warren, John	MUS-108-NR	World Music Survey	3				3	3/29/2021	5/20/2021	LEC	25
0013245	Warren, John	MUS-108-NR1	World Music Survey	3				3	3/29/2021	5/20/2021	LEC	24
0013245	Warren, John		Special Project - Private Lessons			1	\$1,028.00		2/1/2021	6/15/2021		
				15		1	\$1,028.00					
0122566	Watkins, Meredith	NUR-108-F1	Foundations of Nursing Prac II	3				5	1/19/2021	3/11/2021	LAB	12
0122566	Watkins, Meredith	NUR-108-F1	Foundations of Nursing Prac II	1.25				5	1/19/2021	3/11/2021	LEC	12
0122566	Watkins, Meredith	NUR-108-F2	Foundations of Nursing Prac II	1.25				5	1/19/2021	3/11/2021	LEC	10
0122566	Watkins, Meredith	NUR-108-F3	Foundations of Nursing Prac II					5	1/19/2021	3/11/2021	LEC	0
0122566	Watkins, Meredith	NUR-119-B1	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	10
0122566	Watkins, Meredith	NUR-119-B2	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	10
0122566	Watkins, Meredith	NUR-119-B3	Nursing Care of Adults	1				4	3/16/2021	5/22/2021	LEC	10
0122566	Watkins, Meredith	NUR-119-C1	Nursing Care of Adults	1				4	3/16/2021	5/21/2021	LEC	10
0122566	Watkins, Meredith	NUR-119-C2	Nursing Care of Adults	1				4	3/16/2021	5/21/2021	LEC	9
0122566	Watkins, Meredith	NUR-119-C3	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	9
0122566	Watkins, Meredith	NUR-119-D1	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	10
0122566	Watkins, Meredith	NUR-119-D2	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	10
0122566	Watkins, Meredith	NUR-119-D3	Nursing Care of Adults	1				4	3/16/2021	5/13/2021	LEC	10
0122566	Watkins, Meredith		NUR Lead	0.5	0.04		\$41.12		2/21/2021	5/20/2021		
				15	0.04		\$41.12					
0000736	Wood, Robert	PSY-101-3E	Intro to Psychology	3				3	1/19/2021	5/18/2021	LEC	34
0000736	Wood, Robert	PSY-101-5D	Intro to Psychology	3				3	1/20/2021	5/17/2021	LEC	34
0000736	Wood, Robert	PSY-202-1F	Abnormal Psychology	3				3	1/20/2021	5/17/2021	LEC	32
0000736	Wood, Robert	PSY-215-2H	Life Span: Survey of Human Dev	3				3	1/20/2021	5/17/2021	LEC	33
0000736	Wood, Robert		Special Project - ILC	3	6		\$6,426.00		2/1/2021	5/20/2021		
				15	6		\$6,426.00					
0200289	Young, Amanda	WEL-101-NR	Welding and Cutting Safety	1				1	1/19/2021	5/20/2021	LEC	10
0200289	Young, Amanda	WEL-102-H1	Introduction to Welding Proce	2				3	1/25/2021	5/17/2021	LAB	7
0200289	Young, Amanda	WEL-102-H1	Introduction to Welding Proce	2				3	1/25/2021	5/17/2021	LEC	7
0200289	Young, Amanda	WEL-111-1C	Basic Arc Welding/Cutting I	2				3	1/20/2021	3/10/2021	LAB	10
0200289	Young, Amanda	WEL-111-1C	Basic Arc Welding/Cutting I	2				3	1/20/2021	3/10/2021	LEC	10
0200289	Young, Amanda	WEL-112-1C	Basic Arc Welding/Cutting II		2	Pending Enrollment		3	3/29/2021	5/19/2021	LAB	1
0200289	Young, Amanda	WEL-112-1C	Basic Arc Welding/Cutting II		2	Pending Enrollment		3	3/29/2021	5/19/2021	LEC	1
0200289	Young, Amanda	WEL-112-2C	Basic Arc Welding/Cutting II	2				3	1/19/2021	3/11/2021	LAB	3
0200289	Young, Amanda	WEL-112-2C	Basic Arc Welding/Cutting II	2				3	1/19/2021	3/11/2021	LEC	3
0200289	Young, Amanda	WEL-121-1C	Advanced SMAW/Cutting I		2	Pending Enrollment		3	3/30/2021	5/20/2021	LAB	3
0200289	Young, Amanda	WEL-121-1C	Advanced SMAW/Cutting I	2				3	3/30/2021	5/20/2021	LEC	3
				15	6							
0170839	Young, Cynthia	NUR-108-F1	Foundations of Nursing Prac II	3.6				5	1/19/2021	3/11/2021	SIM	12
0170839	Young, Cynthia	NUR-115-A1	Obstetrics and Pediatric Nur.	3.6				5	1/19/2021	3/11/2021	SIM	8
0170839	Young, Cynthia	NUR-119-A1	Nursing Care of Adults	0.6	3		\$3,084.00	4	3/16/2021	5/13/2021	SIM	10

2021 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload (Special Projects)	Assignment Paid Amount	Credits	Start Date	End Date	Assignment Instructional Method	Enrollment
0170839	Young, Cynthia	NUR-119-B3	Nursing Care of Adults		3		\$3,084.00	4	3/16/2021	5/22/2021	CLN	10
0170839	Young, Cynthia	NUR-216-A1	Adult Health Nursing	3.6				6	1/19/2021	4/20/2021	SUB SIM	48
0170839	Young, Cynthia	NUR-218-A1	Nursing Synthesis	3.6								
				15	6		\$6,168.00					
0000813	Zukauskas, Karolis	ENG-086-6D	Reading & Writing III		3		\$3,357.00	3	1/25/2021	5/17/2021	LEC	12
0000813	Zukauskas, Karolis	ENG-088-CR3	Basic Composition	3				3	1/19/2021	5/20/2021	LEC	10
0000813	Zukauskas, Karolis	ENG-101-CR3	Rhetoric I	3				3	1/19/2021	5/18/2021	LEC	13
0000813	Zukauskas, Karolis	ENG-101-NR	Rhetoric I	3				3	1/19/2021	5/20/2021	LEC	18
0000813	Zukauskas, Karolis	ENG-102-NR	Rhetoric II	3				3	1/19/2021	5/20/2021	LEC	26
0000813	Zukauskas, Karolis	HUM-153-NR	Survey of Film History		3		\$3,357.00	3	1/19/2021	5/20/2021	LEC	15
				12	6		\$6,714.00					
						Total	\$370,547.32					

From: [Carla J Fortuna](#)
To: [Maria Sanchez Anderson](#); [Ana L Valdez](#); [Board Materials](#)
Subject: February Board Materials
Date: Thursday, February 11, 2021 12:42:46 PM
Attachments: [Baseball March 2021.docx](#)
[Softball March 2021.docx](#)

*Attached are materials/proposed action information for the
February Board Meeting. Softball & Baseball Out of State Travel.*

~Carla

*Carla J. Fortuna
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PROPOSED ACTION:

Board approval for Men's Baseball at Morton College out of state travel to Florida from March 10, 2021 thru March 16, 2021.

RATIONALE:

To allow our student Athletes to compete nationally at the highest level in the National Junior College Athletic Association (NJCAA) and for College exposure upon graduation from Morton College.

COST ANALYSIS:

Airline Flights: \$3,900.00
Van Rentals: \$3,400.00
Hotel: \$6,000.00
Meals: \$4,250.00
Tournament Fee: \$2,450.00

Total: \$20,000.00

ATTACHMENT:

Tad Slowik Men's Baseball Head Coach
Manuel Becerra, Ryan Gyrion & Chris Wido Men's Baseball Assistant Coaches

From: [Carla J Fortuna](#)
To: [Maria Sanchez Anderson](#); [Ana L Valdez](#); [Board Materials](#)
Subject: February Board Materials
Date: Thursday, February 11, 2021 12:42:46 PM
Attachments: [Baseball March 2021.docx](#)
[Softball March 2021.docx](#)

*Attached are materials/proposed action information for the
February Board Meeting. Softball & Baseball Out of State Travel.*

~Carla

*Carla J. Fortuna
Morton College
Athletic/Fitness Programs Assistant
P: (708) 656-8000 Ext. 2371
F: (708) 656-984
E: Carla.Fortuna@morton.edu*

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

PROPOSED ACTION:

Board approval for Women's Softball at Morton College out of state travel to Texas from March 19, 2021 thru March 27, 2021.

RATIONALE:

To allow our student Athletes to compete nationally at the highest level in the National Junior College Athletic Association (NJCAA) and for College exposure upon graduation from Morton College.

COST ANALYSIS:

Airline Flights: \$3,060.00

Van Rentals: \$1,500.00

Hotel: \$5,940.00

Meals: \$3,950.00

Total: \$14,450.00

ATTACHMENT:

Paul Netzel Women's Softball Head Coach

Ashlyn Longoria & Kevin McManaman Women's Softball Assistant Coaches

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: For Board Approval
Date: Thursday, February 11, 2021 11:50:57 AM
Attachments: [District 100 Application - Freedom.pdf](#)
[District 100 Application - Heritage.pdf](#)
Importance: High

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000](tel:(708)656-8000) Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

From: Ana L Valdez <ana.valdez@morton.edu>
Sent: Thursday, February 11, 2021 11:48 AM
To: Mireya Perez <mireya.perez@morton.edu>
Cc: Cheryl Schoepf <Cheryl.Schoepf@morton.edu>
Subject: FW: For Board Approval
Importance: High

Hi Mireya,

Please review and, upon approval, forward to boardmaterial@morton.edu.

Thank you,
Ana Valdez

From: Cheryl Schoepf
Sent: Wednesday, February 10, 2021 11:21 AM
To: Board Materials <board.materials@morton.edu>
Subject: For Board Approval
Importance: High

For Board Approval

Thank you

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

Revised: 9/2017

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

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

ORGANIZATION: Freedom Middle School
ADDRESS: 3016 Ridgeland Ave. Berwyn IL 60402
TELEPHONE: 708-303-4705
DATE (S) OF UTILIZATION: Thursday May 27, 2021

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

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

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

Authorized Signature:



Organization Title:

Principal FMS

Date:

9/3/2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/22/2021

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

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

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
2850 Golf Road
Rolling Meadows IL 60008

CONTACT NAME: Katherine Bisceglia
PHONE (A/C, No, Ext): 630-285-4059 **FAX (A/C, No):** 630-285-4062
E-MAIL ADDRESS: Katherine.Bisceglia@ajg.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Suburban School Cooperative Insurance Pool	
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Suburban School Cooperative Ins Pool
C/O South Berwyn School District #100
3401 South Gunderson Ave.
Berwyn IL 60402-2999

COVERAGES**CERTIFICATE NUMBER:** 1970159093**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR - \$400,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		SSCIPGL2020	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> SIR \$400,000			SSCIPAL2020	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SSCIPGL2020	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property (including Theft) SIR - \$400,000			SSCIPPR2020	12/31/2020	12/31/2021	Blanket Limit: \$2,000,000 Deductible: \$2,500

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

*Suburban School Cooperative Insurance Pool Reinsurers - Great American Insurance Company (NAIC #16691), Pennsylvania Manufacturers' Association Insurance Company (NAIC #12262), Evanston Insurance Company (NAIC #35378), Travelers Excess and Surplus Lines Company (NAIC #29696)

Morton College is named additional insured solely with the respect to general liability coverage as evidenced herein with regards to Middle School Graduations held at Morton College.

CERTIFICATE HOLDER**CANCELLATION**

Morton College
3801 S. Central Ave
Cicero IL 60804

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

AUTHORIZED REPRESENTATIVE

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: For Board Approval
Date: Thursday, February 11, 2021 11:50:57 AM
Attachments: [District 100 Application - Freedom.pdf](#)
[District 100 Application - Heritage.pdf](#)
Importance: High

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000 Ext. 2289](tel:(708)656-8000)
E: Mireya.Perez@morton.edu
www.morton.edu

From: Ana L Valdez <ana.valdez@morton.edu>
Sent: Thursday, February 11, 2021 11:48 AM
To: Mireya Perez <mireya.perez@morton.edu>
Cc: Cheryl Schoepf <Cheryl.Schoepf@morton.edu>
Subject: FW: For Board Approval
Importance: High

Hi Mireya,

Please review and, upon approval, forward to boardmaterial@morton.edu.

Thank you,
Ana Valdez

From: Cheryl Schoepf
Sent: Wednesday, February 10, 2021 11:21 AM
To: Board Materials <board.materials@morton.edu>
Subject: For Board Approval
Importance: High

For Board Approval

Thank you

MORTON COLLEGE
Facility Use Permit Application

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

Date:

9/8/2020

Name of Organization:

Berwyn South School District, Heritage Middle School

Address:

10850 31st St.
Street

Berwyn
City

60402
Zip Code

Telephone:

708-303-4800 or
708-303-4805

Person to Contact:

Allison Boutet or
Michelle Hauer

Date(s) Requested:

5/25/2021

Time Requested: From:

5:30 PM

To:

7:30 PM

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

Facility Requested:

MC gymnasium

Purpose of Use:

8th grade promotion ceremony

Expected Attendance:

1,000

Equipment Requested:

Speaker System, Stage, podium

Extent to which refreshments, if any, are to be served:

Na

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

Authorized Signature:

ABoutet

Organization Title:

Principal

Please send this form to:

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

Date

Stan Fields
President

Date

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

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

ORGANIZATION: Berwyn South School District 100
ADDRESS: 3401 S Gunderson Ave.
TELEPHONE: 708-795-2300
DATE (S) OF UTILIZATION: 5/25/2021

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

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

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

Authorized Signature: Mary Hanes
Organization Title: Berwyn South District 100
Date: 9/17/20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/22/2021

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

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PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Katherine Bisceglia	
	PHONE (A/C, No, Ext): 630-285-4059	FAX (A/C, No): 630-285-4062
	E-MAIL ADDRESS: Katherine_Bisceglia@ajg.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Suburban School Cooperative Insurance Pool	
INSURED Suburban School Cooperative Ins Pool C/O South Berwyn School District #100 3401 South Gunderson Ave. Berwyn IL 60402-2999	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:** 1970159093**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR SIR - \$400,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		SSCIPGL2020	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY SIR \$400,000			SSCIPAL2020	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			SSCIPGL2020	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property (Including Theft) SIR - \$400,000			SSCIPPR2020	12/31/2020	12/31/2021	Blanket Limit: \$2,000,000 Deductible: \$2,500

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

*Suburban School Cooperative Insurance Pool Reinsurers - Great American Insurance Company (NAIC #16691), Pennsylvania Manufacturers' Association Insurance Company (NAIC #12262), Evanston Insurance Company (NAIC #35378), Travelers Excess and Surplus Lines Company (NAIC #29696)

Morton College is named additional insured solely with the respect to general liability coverage as evidenced herein with regards to Middle School Graduations held at Morton College.

CERTIFICATE HOLDER**CANCELLATION**

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

From: [Blanca E Jara](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#); [Maria Sanchez Anderson](#)
Subject: FW: REI Faculty Use Action Sheet: Board
Date: Tuesday, February 16, 2021 10:55:49 AM
Attachments: [2021-02-12 Real Estate Institute - Facility Use Permit + COI.pdf](#)
[Action Sheet REI.docx](#)

Please find the action sheet and facility use permit application to be included in the February Board agenda.

Thank you,

Blanca

From: Irina V Cline <irina.cline@morton.edu>
Date: Tuesday, February 16, 2021 at 10:40 AM
To: Blanca <blanca.jara@morton.edu>
Cc: "Perla A. Santoyo" <perla.santoyo@morton.edu>
Subject: REI Faculty Use Action Sheet: Board

Blanca,

I am attaching the Action Sheet for REI Faculty Use based on the application submitted last week. Thank you.



Irina Cline

Director of Community and Continuing Education

P: [\(708\) 656-8000](tel:(708)656-8000), Ext. 2383

E: Irina.Cline@morton.edu

www.morton.edu

PROPOSED ACTION: *THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR REAL ESTATE INSTITUTE 1/30/2021 - 3/14/2021, SATURDAYS/SUNDAYS 8:30AM-5PM.*

RATIONALE: *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]
Morton College will support our community partner organization and provide space for Real Estate Institute.*

COST ANALYSIS: *No cost to Morton College.*

ATTACHMENT: *Facility Use Application*

MORTON COLLEGE

Facility Use Permit Application

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

Date: February 12, 2021

Name of Organization: Real Estate Institute

Address:	6203 W. Howard St.	Niles, IL	60714
	Street	City	Zip Code

Telephone: 800-995-1700 **Person to Contact:** Derek Abbott (847-423-5003)

Date(s) Requested: 1/30/2021 through 3/14/2021, Saturdays/Sundays

Time Requested: From: 8:30 a.m. **To:** 5:00 p.m.

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

Facility Requested: 3801 South Central Avenue, 106C

Purpose of Use: Instruct Illinois Real Estate Pre-License Courses

Expected Attendance: ~50 Students

Equipment Requested: Audio & Visual Equipment

Extent to which refreshments, if any, are to be served: N/A

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

Authorized Signature:

Organization Title: President

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

Date _____

Stan Fields
President

Date

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

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

ORGANIZATION: Professional License Education Company LLC
dba Real Estate Institute

ADDRESS: 6203 W. Howard, Niles, IL 60714

TELEPHONE: 800-995-1700

DATE (S) OF UTILIZATION: 1/30/2021 though 3/14/2021, Weekends

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

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

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

Authorized Signature:



Organization Title:

President

Date:

February 12, 2021



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

February 12, 2021

PROFESSIONAL LICENSE EDUCATION CO, L
6203 W HOWARD ST
NILES IL 60714

Policy Information:

Policy Number:	83 WEC BQ3472
-----------------------	---------------



Contact Us

Business Service Center

Business Hours: Monday - Friday
(7AM - 7PM Central Standard Time)

Phone: (866) 467-8730

Fax: (888) 443-6112

Email: agency.services@thehartford.com

Website: <https://business.thehartford.com>

Enclosed please find information pertaining to your policy. Please contact us if you have any questions or concerns.

Thank you for selecting The Hartford for your business insurance needs.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/17/2021

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

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PRODUCER Broussard and Associates, Inc. 5339 Main Street Spring Hill TN 37174		CONTACT NAME: Kim Broussard PHONE (A/C, No. Ext): (615) 417-3567 E-MAIL ADDRESS: kim@brouagent.com FAX (A/C, No): (615) 528-9427	
INSURED Professional License Education Company LLC 6203 W Howard St Niles IL 60714		INSURER(S) AFFORDING COVERAGE INSURER A: CITIZENS INS CO OF AMER INSURER B: HANOVER AMER INS CO INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 31534 36064	

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


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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		OB5H503309	02/20/2021	02/20/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						Y/N <input checked="" type="checkbox"/> N N/A

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

Those usual to the Insured's Operations. Morton College, board of trustees, staff, agents, students and agents and/or associates are additional insured per the Business Liability Coverage Form 391-1006 08 16.

CERTIFICATE HOLDER**CANCELLATION**

Morton College 3801 S Central Ave Cicero IL 60804	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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From: [Blanca E Jara](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#); [Maria Sanchez Anderson](#)
Subject: El Rincon Facility Use Action Sheet
Date: Wednesday, February 17, 2021 2:47:33 PM
Attachments: [MORTON COLLEGE\[1\].pdf](#)
[Action Sheet_Rincon.docx](#)

Please find the action sheet and facility use permit application to be included in the February Board agenda.

Thank you,



Blanca Jara

Executive Director of Institutional Advancement

P: [\(708\) 656-8000](tel:(708)656-8000), Ext. 2216

E: Blanca.Jara@morton.edu

www.morton.edu

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PROPOSED ACTION: *THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR RINCON FAMILY SERVICES 2/15/2021 - 2/20/2021.*

2/15, 2/19, 2/17, and 2/20-9 a.m.- 12 p.m. and 2/16 and 2/18, 4 p.m.-7 p.m. The location in use is student's parking lot.

RATIONALE: *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes] Morton College will support our community partner organization and provide space for Real Estate Institute.*

COST ANALYSIS: *No cost to Morton College.*

ATTACHMENT: *Facility Use Application*

MORTON COLLEGE CAMPUS FACILITIES RENTAL AND USE PROCEDURE

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

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

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

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

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

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

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

MORTON COLLEGE
Facility Use Permit Application

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

Date: 2/15/2021

Name of Organization: Rincon Family Services

Address: 3942 W. North Ave Chicago 60647
Street City Zip Code

Telephone: 773-564-9070 Person to Contact: _____

Date(s) Requested: 02/15/2021 to 02/20/2021

Time Requested: From: 2/15/21, 2/19/21 To: 2/16/21
2/17/21 2/20/21 9am to 12pm 2/18/21 4pm to 7pm

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

Facility Requested: Parking Lot

Purpose of Use: Covid-19 testing

Expected Attendance: 100

Equipment Requested: None

Extent to which refreshments, if any, are to be served: _____

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

Authorized Signature: 

Organization Title: President & CEO

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

Date

Stan Fields
President
Date

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

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

ORGANIZATION: Rmcon Family Services
ADDRESS: 3942 W- North Ave Chicago, IL 60647
TELEPHONE: 773-564-9070
DATE (S) OF UTILIZATION: Feb 15 - Feb 20, 2021

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

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

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

Authorized Signature: 

Organization Title: President & CEO

Date: 2/15/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/16/2021

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

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

PRODUCER		CONTACT	
Financial Renaissance		NAME: Carrie Gentile	
1016 W. Jackson Blvd		PHONE (A/C, No, Ext): 3124926900	FAX (A/C, No):
Suite 407		E-MAIL ADDRESS: cgentile@finren.com	
Chicago IL 60607		INSURER(S) AFFORDING COVERAGE	
		INSURER A: PHILADELPHIA IND INS CO	NAIC #: 18058
		INSURER B: AMTRUST INS CO OF KS INC	15954
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		PHPK2134645	05/15/2020	05/15/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
	<input checked="" type="checkbox"/> \$3,000,000 Prof Liab Aggregate	MED EXP (Any one person) \$ 5,000				
	<input checked="" type="checkbox"/> \$1,000,000 Prof Liab Occurrence	PERSONAL & ADV INJURY \$ 1,000,000				
GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER					\$
A	AUTOMOBILE LIABILITY		PHPK2134645	05/15/2020	05/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HNOA					\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		PHUB722838	05/15/2020	05/15/2021	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 2,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		KWC1237541	01/01/2021	01/01/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Fiduciary Liability		PHSD1592982	12/07/2020	05/15/2022	\$0 Retention \$1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

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

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From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Approval for Payment
Date: Thursday, February 11, 2021 11:39:37 AM
Attachments: [AACRAO Invoice.pdf](#)
[Proposed Action Sheet for AACRAO.docx](#)

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000](tel:(708)656-8000), Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

From: Courtney O'Brien <courtney.obrien@morton.edu>
Sent: Thursday, February 11, 2021 11:34 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: RE: Approval for Payment

Hi Mireya,

Attached is the AACRAO invoice and the proposed action sheet.
Nutsure if this is what I should include... please let me know if I should revise.

Thanks,

Courtney

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

PROPOSED ACTION:

THAT THE BOARD APPROVE THE INSTITUTIONAL MEMBERSHIP FOR THE AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (AACRAO) IN THE AMOUNT OF \$786 AS SUBMITTED.

RATIONALE:

[Required by Board Policy 2.10]

AACRAO is a non-profit, voluntary, professional associations of more than 11,000 higher educational professionals who represent approximately 2,600 institutions in more than 40 countries. Its mission is to provide professional development, guidelines, and voluntary standards to be used by education officials regarding best practices in records management, admissions, enrollment management, administrative information technology, and student services.

AACRAO promotes the well-being and advancement of professionals in the higher education community by engaging members in the collaborative pursuit of excellence in admissions, registration and enrollment services.

COST ANALYSIS:

The cost to renew the AACRAO membership is \$786.00. By renewing the membership for AACRAO for the Director of Admissions and Records/Registrar this would provide relevant programs, professional development tools and information recourses necessary for her professional success at Morton College.

ATTACHMENT: INVOICE

AACRAO

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

- - -

(202) 293-9161
community@aacrao.org

Invoice

Date	4/30/2020
SalesOrder	000055085
Balance Due	\$786.00

Addressed to:

Morton College
Marlena Avalos
3801 S Central Ave
Cicero Illinois 60804

Items:

QTY	DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	Membership - Enrollment 1,000 to 2,499	\$786.00	\$786.00	\$786.00
Subtotal:				\$786.00
Total:				\$786.00

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

CARD TYPE: ☐ Visa ☐ MasterCard ☐ AMEX
CARD NO.: _____
EXPIRES: _____ AMOUNT CHARGED: \$ _____
NAME ON CARD: _____
SIGNATURE: _____

From: [Keith McLaughlin](#)
To: [Board Materials](#)
Subject: Fwd: NACEP institutional membership
Date: Tuesday, February 16, 2021 5:16:38 PM
Attachments: [NACEP Board Action form.pdf](#)

I approve this for action at the Feb. BOT Meeting.

Begin forwarded message:

From: Ana L Valdez <ana.valdez@morton.edu>
Date: February 16, 2021 at 6:14:58 PM EST
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: FW: NACEP institutional membership

Please review and forward to board materials.

Thanks,

Ana Valdez

From: Marlena Avalos-Thompson
Sent: Thursday, January 28, 2021 10:44 AM
To: Board Materials <board.materials@morton.edu>
Subject: NACEP institutional membership

Please find the Board Action form for renewal of the Morton College institutional membership for NACEP (National Alliance of Concurrent Enrollment Programs).

Marlena Avalos

Associate Dean of Academic Services
Morton College
708-656-8000 ext. 2245
Office: 302B

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

PROPOSED ACTION: THAT THE BOARD APPROVE INSTITUTIONAL MEMBERSHIP IN THE NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT FOR FY2021 FOR THE ANNUAL FEE OF \$560.00, AS SUBMITTED.

RATIONALE:

[Required by Board Policy 2.10]

The National Alliance of Concurrent Enrollment is an agreement amongst its membership that establishes standards for dual credit and dual enrollment courses and programs offered to high school students. The National Alliance of Concurrent Enrollment organization is the only national organization designed to support its members and ensure rigor in concurrent enrollment programs.

COST ANALYSIS:

\$560-FY2021

ATTACHMENTS:

None

PROPOSED ACTION: THAT THE BOARD APPROVE THE EMPLOYMENT STATUS OF 11 TENURED AND 15 NON-TENURED INSTRUCTORS FOR ACADEMIC YEAR 2021-2022 AS SUBMITTED.

RATIONALE: Required by Board Policy 3.1 and Chapter 110, Act 805, Section 3B-2 and 3 of the Illinois Compiled Statutes]

Approving the continued employment of non-tenured instructors reaffirms the initial employment decision and is generally recognized as a good practice since tenure is awarded at the conclusion of an instructor's probation; notice of nonrenewal and extension of probation must also occur on a timely basis within the provisions of State statute.

COST ANALYSIS: N/A

ATTACHMENT: Recommended Employment Status

Faculty	Status	Department
Callon, Michael	Tenure	English
Edgar, Jason	Tenure	Speech
Halmon, Jamie	Tenure	Physical Ed.
Manning, Bryant	Tenure	English
Pencheva, Tsonka	Tenure	Early Childhood Edu.
Ploszaj, Randi	Tenure	English
Pulaski, Andrew	Tenure	Law Enforcement
Ostojic, Gordana	Tenure	Physics
Roselund, David	Tenure	Adult Ed.
Schreier, Jennifer	Tenure	Adult Ed.
Tomchek, Ryan	Tenure	Mathematics
Andrade, Jorge	Continuation 3rd year	Biology
Ashraf, Asiyya	Continuation 3rd year	Biology
Bonick, Cara	Continuation 3rd year	Physical Therapy
Cardona, Alicia	Continuation 3rd year	Nursing
Caruso, Lauren	Continuation 3rd year	Nursing
Imburgia, Joseph	Continuation 3rd year	Psychology
Mathelier, Lisa	Continuation 3rd year	Adult Ed.
Pierce, Tom	Continuation 3rd year	English
Young, Amanda	Continuation 3rd year	Welding
Garbe, Christine	Continuation 2nd year	Nursing
Hutches, Mary Beth	Continuation 2nd year	Nursing
Kubelka, Christine	Continuation 2nd year	Nursing
Markussen, Prairie	Continuation 2nd year	English
Montgomery, Jered	Continuation 2nd year	Humanities/Music
Watkins, Meredith	Continuation 2nd year	Nursing

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: 210125_Morton_College-Nursing.pdf
Date: Tuesday, February 9, 2021 12:00:14 PM
Attachments: [210125 Morton College-Nursing.pdf](#)
[PROPOSED ACTION Membership OADN.docx](#)

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: Tuesday, February 9, 2021 10:57 AM
To: Mireya Perez <mireya.perez@morton.edu>
Cc: Nancy Jeffries <nancy.jeffries@morton.edu>; Lydia Falbo <Lydia.Falbo@morton.edu>
Subject: FW: 210125_Morton_College-Nursing.pdf

Hi Mireya,

Please review and upon approval forward to board materials email.

Thanks,

Ana Valdez

From: Nancy Jeffries
Sent: Tuesday, February 9, 2021 10:51 AM
To: Maria Sanchez Anderson <maria.anderson@morton.edu>; Ana L Valdez <ana.valdez@morton.edu>; Board Materials <board.materials@morton.edu>
Cc: Lydia Falbo <Lydia.Falbo@morton.edu>
Subject: 210125_Morton_College-Nursing.pdf

Greetings,

PROPOSED ACTION: THAT THE BOARD APPROVE NURSING MEMBERSHIP OADN

RATIONALE: ORGANIZATION FOR ASSOCIATE DEGREE IN NURSING

[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:

\$ 575.00

ATTACHMENT:

Invoice



INVOICE_OADN2021-1052

Mailing Address:

**OADN
219 Second Avenue, Suite B
Edwardsville, IL 62025**

01/25/2021

INVOICE: OADN2021-1052

Item: OADN Membership (Organization for Associate Degree Nursing)

Organization: Morton College - Nursing
Cicero, IL

Agency Contact Member: Lydia Falbo

AMOUNT DUE: \$575.00

Membership Valid Through: 3/7/2021

This note serves as your invoice of membership fees due to OADN; please see details above. We'll notify you as soon as we receive your payment. Should you have any questions with your membership and your benefits, please contact us by replying to this email or calling us at: (800) 809-6260.

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Bid Action Sheet for Skid Steer
Date: Thursday, February 11, 2021 12:21:59 PM
Attachments: [Proposed Action Sheet - Altorfer CAT 2-11-21.docx](#)
[P.O. - 236D3 \(002\) ALTORFER CAT.pdf](#)
[236D3 \(MCASTK\) \(02-05-2021\) QT121629R1S1 ALTORFER CAT.docx](#)
Importance: High

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000, Ext. 2289](tel:(708)656-8000)
E: Mireya.Perez@morton.edu
www.morton.edu

From: Cheryl Schoepf <Cheryl.Schoepf@morton.edu>
Sent: Thursday, February 11, 2021 11:51 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Bid Action Sheet for Skid Steer
Importance: High

Mireya,

Attached is the bid action sheet Joe asked me to complete and send to you.

Cheryl

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

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASE OF A SKID STEER FROM ALTORFER CATERPILLAR, A SOURCEWELL VENDOR, IN THE AMOUNT OF \$45,950.00, AS SUBMITTED.

RATIONALE:

TO BE USED ON CAMPUS FOR SNOW REMOVAL AND OTHER TASKS AS NEEDED.

COST ANALYSIS:

\$45,950 – ALTORFER CATERPILLAR (LOWEST QUOTE)
\$49,698 – ATLAS BOBCAT
\$52,550 – JOHN DEERE

ATTACHMENT: QUOTE



121629-01

February 5, 2021

MORTON COLLEGE
3801 SOUTH CENTRAL AVE
CICERO, IL 60804

Attention: JOSEPH FLORIO



Dear Joseph Florio,

We would like to thank you for your interest in our company and our products and are pleased to quote the following for your consideration.

ONE (1) NEW CATERPILLAR MODEL: 236D3 SKID STEER LOADER WITH ALL STANDARD EQUIPMENT IN ADDITION TO THE ADDITIONAL SPECIFICATIONS LISTED BELOW:

STOCK NUMBER: MCASTK

SERIAL NUMBER: 0KXL01137

YEAR: 2020

SMU: 0

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me. **In closing, we do greatly appreciate this opportunity to earn your business. We are confident that our products, backed by our unparalleled product support after the sale, will exceed your expectations.**

Sincerely,

Matt Bush

Matt Bush
Machine Sales Representative

ONE (1) NEW CATERPILLAR MODEL: 236D3 SKID STEER LOADER WITH ALL STANDARD EQUIPMENT IN ADDITION TO THE ADDITIONAL SPECIFICATIONS LISTED BELOW:

STANDARD EQUIPMENT

POWERTRAIN -Cat C3.3B diesel engine -- Gross horsepower per SAE J1349 -74.3 hp (55.4 kW) @ 2400 RPM -- Electric fuel priming pump -- Glow plugs starting aid -- Liquid cooled, direct injection -Air cleaner, dual element, radial seal -S-O-S sampling valve, hydraulic oil -Filter, cartridge type, hydraulic -Filters, canister type, fuel -and water separator -Radiator / hydraulic oil -cooler (side-by-side) -Spring applied, hydraulically released, -parking brakes -Hydrostatic transmission -Four wheel chain drive

HYDRAULICS -ISO and H pattern controls: -Electro/hydraulic implement control -Electro/hydraulic hydrostatic -transmission Control

ELECTRICAL -12 volt electrical system -80 ampere alternator -Ignition key start / stop / aux switch -Lights: -- Gauge backlighting -- Two rear tail lights -- Dome light -Backup alarm -Electrical outlet, beacon

OPERATOR ENVIRONMENT -Operator warning system indicators: -- Air filter restriction -- Alternator output -- Armrest raised / operator out of seat -- Engine coolant temperature -- Engine oil pressure -- Glow plug activation -- Hydraulic filter restriction -- Hydraulic oil temperature -- Park brake engages -- Engine emission system -Gauges: fuel level and hour meter -Storage compartment with netting -Ergonomic contoured armrest -Adjustable joystick controls -Control interlock system, when operator -eaves seat or armrest raised : -- Hydraulic system disables -- Hydrostatic transmission disables -- Parking brake engages -ROPS Cab, Open, Tilt Up -Anti-theft security system w/6-button -keypad -FOPS, Level I -Top and rear windows -Floormat -Interior rear view mirror -USB charging port -Horn -Hand (dial) throttle, electronic

FRAMES -Lift linkage, radial path -Chassis, one piece welded -Machine tie down points (6) -Belly pan cleanout -Support, lift arm -Rear bumper, welded

OTHER STANDARD EQUIPMENT -Engine enclosure - lockable -Extended life antifreeze (-37C, -34F) -Coupler, mechanical -Hydraulic oil level sight gauge -Radiator coolant level sight gauge -Radiator expansion bottle -Cat Tough Guard TM hose -Heavy duty flat faced quick disconnects -with integrated pressure release -Split D-ring to route work tool hoses -alongside of left lift arm -Hydraulic demand cooling fan -Per SAE J818-2007 and EN 474-3:2006 and -ISO 14397-1:2007



MACHINE SPECIFICATIONS

236D3 SKID STEER LOADER	512-4236
LANE 2 ORDER	0P-9002
588-9071 CAB PACKAGE, PRO PLUS	588-9071
512-4321 HYDRAULICS, PERFORMANCE, (H2)	512-4321
512-4115 CONTROL, ISO, PROP, WT	512-4115
512-4058 POWERTRAIN, TWO SPEED	512-4058
495-1671 LIGHTS, LED	495-1671
512-4345 ROPS, ENCLOSED WITH A/C (C3)	512-4345
416-9265 DISPLAY, ADVANCED, LCD, CAMERA	416-9265
486-6956 FAN, COOLING, DEMAND	486-6956
512-3601 QUICK COUPLER, HYDRAULIC	512-3601
536-9738 SEAT, AIR SUSPENSION, CLOTH, HEAT	536-9738
568-4700 FILM, TWO SPEED	568-4700
345-6180 RADIO, AM/FM, BLUETOOTH	345-6180
568-4637 RIDE CONTROL, NONE	568-4637
560-7824 BATTERY, HD, DISCONNECT, 850 CCA	560-7824
356-6082 REAR LIGHTS	356-6082
539-8615 DOOR, CAB, GLASS	539-8615
542-6994 SEAT BELT, 2"	542-6994
566-7115 PRODUCT LINK, CELLULAR PL243	566-7115
563-1163 CERTIFICATION ARR, P65	563-1163
345-3556 HEATER, ENGINE BLOCK, 120V	345-3556
INSTRUCTIONS, ANSI, USA	512-3756
TIRES, 12/16.5 CAT 10PR	185-8667
SERIALIZED TECHNICAL MEDIA KIT	421-8926
CAROLINA CDC - - AVAILABILITY	0P-1176
SHIPPING/STORAGE PROTECTION	0P-2266
BUCKET-GP, 62", BOCE	279-5365
SNOW BLOWER, SR115	580-0607

BUCKET-GP, 62", BOCE**SNOW BLOWER, SR115**

WARRANTY & COVERAGE

Standard Warranty: 24 Months/2,000 Hours Full Machine Standard Warranty

LIST PRICE	\$66,786.00
FREIGHT & DEALER PREP	\$1,500.00
SOURCEWELL GOVERNMENTAL DISCOUNT	(\$22,336.00)
NET BALANCE DUE	\$45,950.00

ADDITIONAL CONSIDERATIONS

- Delivery is 1-2 Weeks

F.O.B/TERMS:

Elmhurst Tractor

EXTENDED WARRANTY OPTIONS:

Options to Add Extended Warranties: You have the option to add extended machine warranty. We can tailor these options available to you however you want. Just tell us what you need, and we will do our best to meet or exceed your expectations. Here are just a few examples of some Extended Warranty options:

	Sell
Warranty	
236-36 MO/2000 HR POWERTRAIN (Tier 4)	\$220.00
236-36 MO/2000 HR POWERTRAIN + HYDRAULICS (Tier 4)	\$360.00
236-36 MO/2000 HR POWERTRAIN + HYDRAULICS + TECH (Tier 4)	\$380.00
236-36 MO/2000 HR PREMIER (Tier 4)	\$660.00



ALTORFER



ALTORFER IND. PRODUCTS PURCHASE ORDER

Main: Elmhurst, IL	635 W Lake St, Elmhurst, IL 60126	Ph: (630) 279-4400	Fax: 630 279-0121
Branch: Wauconda, IL	700 Patten Drive, Wauconda, IL 60084	Ph: (847) 469-1320	Fax: 847 469-6066
Branch: Oglesby, IL	590 Mayer St, Oglesby, IL 61348	Ph: (815) 883-3336	Fax: 815 883-8043
Branch: Rockford, IL	5055 S Main St, Rockford, IL 61102	Ph: (815) 965-8631	Fax: 815 965-1179
Branch: Joliet, IL	16822 W Laraway Rd, Joliet, IL 60433	Ph: (815) 726-4248	Fax: 815-726-2882
Branch: Hammond, IN	6400 Indianapolis Blvd, Hammond, IN 46320	Ph: (219) 932-6600	Fax: 219 931-7513

Date:	2/5/2021	Salesman Name:	Matt Bush	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> RPO	<input type="checkbox"/> Conversion	<input type="checkbox"/> USED
Customer Name:	MORTON COLLEGE	Customer No:	5595480				
Address:	3801 SOUTH CENTRAL AVE	F.O.B. POINT:	Elmhurst				
City, State, Zip	CICERO, IL 60804	Type of Work:					
Phone:	708-528-2502	Will this equipment be used 50% or more of the time in the City of Chicago?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Sales Contact:	Joseph Florio	Please Initial =====>					

Purchase Order No.				Support Contact:	
ID NO	TBD	MODEL	236D3	S/N	KXL01137

236D3 SKID STEER LOADER \$45,950.00

YEAR: 2020

62" BUCKET

SR 115 SNOW BLOWER

PLEASE REFER TO QUOTE # 121629-01 FOR FULL CONFIGURATION

Added Options:	

Payment Terms: **Total Purchase Price** \$45,950.00

<input checked="" type="checkbox"/> Due Upon Receipt	
<input type="checkbox"/> Caterpillar Financial Terms:	
<input type="checkbox"/> Other Financial Terms:	

Bill of Sale for Property Taken In Trade (See terms and conditions row 16 for more information)	Sale Price After Trade Allowance	\$45,950.00
	EXEMPT	Sales Tax:

Year	Make	Model	Serial No	Allowance	Rental applied:	\$0.00
					EM Solution:	\$0.00
					Payoffs:	\$0.00
					Fiancne Doc Fee:	\$0.00
					Balance Due:	\$45,950.00
					Cash with Order:	\$0.00
					Total Balance Payable:	\$45,950.00

Customer Signature: **WARRANTY ON EQUIPMENT EXTENDED BY SELLER**

Warranty coverage on the equipment covered by this order, if any, has been explained to Purchaser. The warranty coverage is outlined below and indicated by the box checked.
Extended Warranties start at delivery date.

Note: Extended warranties start on Delivery Date.

☒ NEW Standard Factory Warranty ☐ Extended Warranty:

☐ USED, AsIs,WhereIs ☐ Note Special Agreements:

☐ We, the Purchaser, understand that ANY warranty work is to be completed in an Altorfer facility only. For ANY warranty work completed "in the field" after the standard warranty expires, travel time and mileage charges will apply. **Customer Initials:**

EQUIPMENT MANAGEMENT AND PRODUCT LINK

Your Machine(s) has been enrolled in the following EMSolutions: Level 3 Package to include Product Link installed and activated, VisionLink™ access and training, reports and recommendations, and PartStore™ access (new in territory sales only), 12 Month / 500 HR Level 4 Basic CVA, that will include one (1) PM2 Kit.* (Does not include air filters, oil or labor. New in territory sales only)

☒ Yes ☐ No Your agreement includes PM-2 500 hour parts kit customer value agreement (CVA)

RENTAL PURCHASE OPTION. Seller (retains a security interest in) (or leases) the above goods and Buyer agrees to execute a security agreement and note on the forms in current use by Seller.

Payable as Follows: monthly payments of \$ each with first payment due on
delivery and monthly thereafter except

balance. Repairs and mileage incurred during rental that are not covered by warranty will be added to the sale at time of conversion.

I hereby agree to be invoiced for the purchase of this machine the latter 30 days following the last rental invoice or on according to the

Rental Purchase terms. Please Initial=====>

AUTHORIZED SIGNATURES

Acceptance Recommended By Salesman:	MATT BUSH	<p>This order is subject to the attached terms and conditions</p>
Accepted this	day of	
by Altorfer		
Customer Signature		
Title		
Customer Print Name		

DATA GOVERNANCE CONSENT

The Data Governance Statement attached as Appendix A describes Caterpillar's practices for collecting, sharing and using data and information relating to machines, products or other assets and their associated workites—for example to enable Cat® Connect and other digital offerings. Please review the Caterpillar Data Governance Statement (also available at www.cat.com/data_governance_statement) regularly and with care. If Caterpillar updates the Caterpillar Data Governance Statement, Caterpillar may notify you as indicated in the Data Governance Statement.

I acknowledge and agree:

- That I have read, understand and consent to this Data Governance Consent Form and Caterpillar's Data Governance Statement;
- That I hereby grant to Caterpillar and its affiliates (as defined in the Data Governance Statement), and each of their respective licensors, service providers, suppliers, subcontractors and distributors, a non-exclusive, worldwide, perpetual, paid-up, right and license, including the right to grant and authorize sublicenses through multiple levels, to access, use, process, manipulate, modify, compile with other data or works and/or create derivative works of, in accordance with the Data Governance Statement, any and all information that is collected, transmitted or further processed in accordance with the Data Governance Statement; that the foregoing license shall apply retroactively to the date on which such information was collected; and that the foregoing grant is made notwithstanding any more limited rights granted in any other agreements or understandings, including in any product manuals and other documentation related to Assets (as defined in the Data Governance Statement);
- That, to the extent not prohibited by applicable law, Caterpillar may, from time to time, remotely access and program telematics or other devices installed on Assets, for any purpose including by way of example, (a) to install, or cause to be installed, updates and upgrades to software, firmware, or operating systems (for example, to enhance safety, security or improve operation of Assets) or (b) to introduce new features, and/or change the type and frequency of data transmitted through telematics devices (for example, to conduct remote troubleshooting and/or provide increased customer value); that, Caterpillar cannot guarantee that user preferences and configuration settings will be preserved following such an update, whether performed remotely or otherwise; that, to the extent not prohibited by applicable law, Caterpillar may perform such activities without further notification; and that I may withdraw my consent to the installation of updates and upgrades at any time, or make other related requests to Caterpillar, by contacting Caterpillar at CatConnectSupport@cat.com.

In the event that you transfer ownership, lease, use, or operation of any Assets, you should (i) notify the next owner, leaseholder, user or operator of such Assets of the terms of this Data Governance Consent Form and (ii) notify your dealer that you have transferred ownership, lease, use, or operation of the Assets and identify the person or entity to whom ownership, lease, use, or operation has been transferred.

By signing below I voluntarily consent and agree to this Data Governance Consent Form:

Company

Represented by (Name)

Signature

Date

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

1. Seller may accept this order by shipment or delivery of the goods on or about the time fixed for delivery and without notice of by writing hereon or otherwise. Nonconforming goods shipped by Seller shall be offered only as an accommodation to the Buyer and not as an acceptance of this order. The pricing on this order shall expire if not accepted by Buyer within 15 days. If "Due Upon Receipt" was selected as the Payment Term on the first page of the Purchase Order, then payment shall be made by one of the following methods: cash, check, cashier's check, money order, wire transfer, ACH, or credit card, if payment is less than \$10,000.00. If Buyer does not take delivery of the products being sold hereunder within 15 days of tender, then Seller may resell the products and Buyer shall be liable for any lost profits and any other costs and expenses incurred by Seller.
2. Seller shall retain a purchase money security interest in the products being sold hereunder, and/or any substitution, additions proceeds until the entire amount due hereunder is paid in full. Seller may (a) execute, file and sign Buyer's name to a financing statement, (b) file a financing statement signed only by the Seller, and/or (c) file this Products Purchase Order as a financing statement, covering the equipment or goods delivered or to be delivered to Buyer under this order and/or goods sold on approval, sale or return or consignment, including any proceeds, and future advances. This order constitutes a reservation of title or a Security Agreement with reference to such transactions. In the event of any default by Buyer hereunder, Seller shall have all remedies of a secured party under the Uniform Commercial Code of Illinois in addition to any other rights or remedies available under law, including the right to all cost and expenses of enforcement and attorney fees.
3. When equipment necessary to fill this order is available, Buyer agrees, on demand, to execute and deliver to the Seller such notes, security agreements, leases and contracts as may be required by the Seller to evidence the transaction, including delivery of any trade-ins, cash or other consideration as required by this contract. In the event that the Buyer fails to do so, the entire balance of the purchase price shall, at the Seller's option, become immediately due payable.
4. Unless otherwise agreed in writing by Seller, delivery of the products under this order shall be made F.O.B point of shipment, with transportation expenses paid by Buyer. The risk of loss for products hereunder shall pass to Buyer when the products are delivered to a common carrier or to Buyer or are actually received by Buyer, whichever occurs first, and shall remain with Buyer until the products are returned and accepted by Seller. The risk of loss as to trade-ins shall pass to Seller upon actual receipt and acceptance. Buyer agrees to indemnify and hold Seller harmless from any and all damage or loss to the products from any causes, whether or not covered by insurance. Buyer agrees to maintain until the purchase price is paid in full, property damage and liability insurance covering the products sold hereunder and all trade-ins, naming Seller as a party insured in industry standard amounts and coverage's. Buyer shall provide evidence thereof upon request by Seller.
5. Used equipment is sold as-is, where-is, without any express or implied warranty of any kind whatsoever, specifically including, but not being limited to, any warranty of merchantability or fitness for a particular purpose. Latent defects may exist in used equipment and Buyer shall be solely responsible to inspect used equipment prior to purchase and become familiar with its operation. Buyer acknowledges that used equipment is not expected to perform as, or have all the safety features of, new equipment. Seller shall not be liable for any defective goods and will not in any event be liable for personal injury, property damage, casualty, and without limitation, any consequential, indirect or special damages arising therefrom.
6. Shipping dates are approximate and are based upon prompt receipt of all necessary information. Delay in delivery and non-delivery shall be excused by strikes, lockouts, work stoppages, unavailability of transportation, material security, government orders, war, national defense actions, fires, and other holocausts, delays in manufacturing, acts of God, and other causes beyond the control of Seller not limited by the foregoing. In the event of any such delay, the date of delivery shall be deferred for a period equal to the time lost by reason of the delay.
7. Suit by the Buyer on his remedies against Seller must be commenced within one year. No claim shall be made for shortages in shipment unless written notice therefore is sent to the Seller within 15 days after receipt of shipment. Seller shall not be liable for consequential, indirect or special damages resulting from failure to deliver or delay in delivery including without limitation losses with respect to construction or other contracts of Buyer. If Buyer defaults, Seller shall be entitled to all costs and expenses of enforcement, including reasonable attorney's fees.
8. The acceptance interpretation construction effect and performance of this order and any agreement resulting from its acceptance to be governed by the laws of Illinois. This order and Seller's acceptance of this order is specifically subject to Seller's final confirmation of full compliance with all applicable export laws, rules and regulations and Seller's receipt of any required licenses, permits and/or government approvals, etc. prior to shipment of any products hereunder.
9. This order and acceptance of this order is subject to corrections for arithmetic errors in computation.
10. This order and any acceptance hereunder shall constitute the entire agreement between the parties and supersedes all prior and contemporaneous negotiations, warranties, representations and dealings with respect to transactions covered herein. Modification, rescission or amendment of such agreement is ineffective unless approved in writing by an officer of Seller.
11. All warranties of the products sold hereunder are solely limited to the warranties of the separate manufacturers thereof as may be modified from time to time and Buyer acknowledges that Seller does not warrant the products. No representative of Seller has the authority to change the provisions of the standard warranty of any manufacturer or any provisions contained herein with respect to limitation of warranties and liabilities in any manner whatsoever. No representation as to the condition of the products being sold hereunder or their capabilities or fitness for a particular purpose by any representative of Seller shall be of any force or effect unless set forth herein in writing and signed by an officer of Seller.
12. Seller shall not be liable for any damages of any kind whatsoever resulting from the operation, possession or use of said products or resulting from the failure of said products, regardless of negligence or fault, including but not limited to any consequential, special, incidental or indirect damages of any kind or nature. In no event shall Seller's liability hereunder exceed the contract price of this order.
13. THE WARRANTY PROVISIONS AS SET FORTH HEREIN ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
14. CITY OF CHICAGO. In the event more than fifty percent (50%) of the use of the Equipment will be in the City of Chicago, Lessee hereby agrees to pay Lessor the City of Chicago transaction tax payable by the Lessor to the City of Chicago as a result of this lease and any other taxes imposed by the City of Chicago on the Lessor as a result of this Lease. In the event there is due or becomes due from the Lessor to any other municipality a tax as a result of this Lease, Lessee hereby agrees to pay Lessor the amount of such tax. Taxes due from Lessee pursuant to this paragraph shall be paid to Lessor no later than the due date for such tax, and if such tax is payable monthly, then such tax shall be paid on the first day of each month of the term hereof along with the regular monthly rental payment for the Equipment.
15. Complimentary 1 year Equipment Management Solution includes: CCE - VisionLink plus oil samples / BCP - Vision Link, filter kit, oil samples / GCI - Condition Monitoring plus oil samples. The Product Link device contains a satellite transmitter that functions automatically without operator intervention. When electric/electronic detonators are used, this communication device should be deactivated within 40 feet of blast site. Refer to your machine operation and maintenance manual.
16. Bill of Sale - the customer hereby certifies that there is no lien, claim, debt, mortgage or encumbrance of any kind, nature or description against this property now existing, of record or otherwise, and that same is free and clear and is their sole and absolute property.

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Change Order for LoDestro & Company
Date: Thursday, February 11, 2021 3:25:10 PM
Attachments: [Change Order for LoDestro 2-11-21.docx](#)
[LODESTRO CO#1 BUILDING E.pdf](#)
[LODESTRO CO#2 BUILDING E.pdf](#)
[LODESTRO CO#3 BUILDING E.pdf](#)
Importance: High

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000](tel:(708)656-8000), Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

From: Cheryl Schoepf <Cheryl.Schoepf@morton.edu>
Sent: Thursday, February 11, 2021 11:33 AM
To: Mireya Perez <mireya.perez@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>
Subject: Change Order for LoDestro & Company
Importance: High

Joe asked me to complete this and send to you.

Cheryl

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

PROPOSED ACTION: That the board approve the change order with LoDestro Construction Company for Building E Phase II project, in the amount of \$181,722.88, as submitted.

RATIONALE: Change orders for work done and unforeseen problems in the Building E Phase II Project

COST ANALYSIS: \$181,722.88

ATTACHMENT: Change Orders #1, 2, 3

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Building E Renovations - Phase 2 Morton College 3801 S. Central Ave. Cicero, IL 60804	CONTRACT INFORMATION: Contract For: General Construction Date: February 27, 2020	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: June 8, 2020
OWNER: <i>(Name and address)</i> Morton College 3801 S. Central Ave. Cicero, IL 60804	ARCHITECT: <i>(Name and address)</i> Demonica Kemper Architects, LLC 125 N. Halsted St., Suite 301 Chicago, IL 60661	CONTRACTOR: <i>(Name and address)</i> Lo Destro Construction Company 211 E. Ontario St., Suite 500 Chicago, IL 60611

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.)

PCO 004 - RFI 005: Refeed existing circuits. New panel schedule to include existing gymnasium circuits
ADD \$8,409.23

PCO 005 - RFP 001: Plumbing - Re-pipe to new design included modifying main building domestic water piping.
ADD \$36,033.88

PCO 006 - RFP 002: Mechanical - Revised ductwork plan included adding ductwork to replace vinyl ductwork and modifications at existing steel.
ADD \$29,826.30

PCO 007 - RFP 003: Gymnasium Return Grilles (furnish and install)
ADD \$4,708.20

PCO 009: No phasing was required, credit for one mobilization
DEDUCT \$3,000.00

PCO 014: Infill of depressed slab, flooring contractor to provide compatible material infill with finish system.
ADD \$9,909.90

PCO 015 - RFP 007: Added Ice Maker - Install new water piping and open site drain with proper venting.
ADD \$2,906.40

PCO 016: Hardware Reconciliation - Provide appropriate credit for hardware no longer included in design.
DEDUCT \$8,500.00

TOTAL CHANGE ORDER: ADD \$80,293.91

The original Contract Sum was	\$	1,815,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,815,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	80,293.91
The new Contract Sum including this Change Order will be	\$	1,895,293.91
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, Assoc. AIA, LEED
AP, Senior Associate

PRINTED NAME AND TITLE

DATE

6/29/2020

Lo Destro Construction Company

CONTRACTOR (Firm name)

SIGNATURE

Mr. Brent Lo Destro, President

PRINTED NAME AND TITLE

DATE

Lo Destro, 06.29

Morton College

OWNER (Firm name)

SIGNATURE

Mr. Frank Marzullo, Vice President of
Administrative Services

PRINTED NAME AND TITLE

6/30/2020

DATE



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Building E Renovations - Phase 2
Morton College
3801 S. Central Ave.
Cicero, IL 60804

CONTRACT INFORMATION:
Contract For: General Construction
Date: February 27, 2020

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: July 16, 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)*
Lo Destro Construction Company
211 E. Ontario St., Suite 500
Chicago, IL 60611

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.)

PCO 017 R1: Change in closer type at glass entrance *(United Glass)*
DEDUCT (\$727.18)

PCO 019: ASI-001, RFP-006, RFI-011 - to remove and add monitors in the Nutrition Bar and Hall of Fame Corridor along with updating user interface. *(Belec Electrical)*
ADD \$9,864.86

PCO 021: Delete locker cushion *(Carroll Seating)*
DEDUCT (\$4,100.00)

PCO 022 R3: Relocated installed rough into new location per PRF 009 *(Belec Electrical)*
ADD \$472.40

PCO 023 R1: Provide additional camera at Nutrition Bar *(Belec Electrical)*
ADD \$8,320.62

PCO 024: Relocate existing condensate line *(C.J. Erickson Plumbing)*
ADD \$945.26

PCO 026: ASI-006 - Added labor for Level 5 finish *(International Decorators)*
ADD \$1,588.65

PCO 028: Cold Tub purchase *(Coldtub)*
ADD \$59,800.00

TOTAL CHANGE ORDER AMOUNT - ADD \$76,164.61

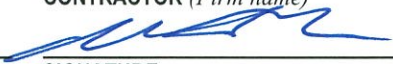
The original Contract Sum was	\$	1,815,000.00
The net change by previously authorized Change Orders	\$	80,293.91
The Contract Sum prior to this Change Order was	\$	1,895,293.91
The Contract Sum will be increased by this Change Order in the amount of	\$	76,164.61
The new Contract Sum including this Change Order will be	\$	1,971,458.52

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)	Lo Destro Construction Company CONTRACTOR (Firm name)	Morton College OWNER (Firm name)
SIGNATURE	 SIGNATURE	SIGNATURE
Mr. Frank Carello, Assoc. AIA, LEED AP, Senior Associate PRINTED NAME AND TITLE	Mr. Brent Lo Destro, President PRINTED NAME AND TITLE	Mr. Frank Marzullo, Vice President of Administrative Services PRINTED NAME AND TITLE
DATE	24.02.09 DATE	DATE

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Building E Renovations - Phase 2 Morton College 3801 S. Central Ave. Cicero, IL 60804	CONTRACT INFORMATION: Contract For: General Construction Date: February 27, 2020	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: December 15, 2020
OWNER: <i>(Name and address)</i> Morton College 3801 S. Central Ave. Cicero, IL 60804	ARCHITECT: <i>(Name and address)</i> Demonica Kemper Architects, LLC 125 N. Halsted St., Suite 301 Chicago, IL 60661	CONTRACTOR: <i>(Name and address)</i> Lo Destro Construction Company 211 E. Ontario St., Suite 500 Chicago, IL 60611

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.)

PCO 011 - RFP 005: Design change credit for tile at Hydrotherapy.

DEDUCT (\$1,500.00)

PCO 018 - RFP 004R1: Design change credit for new scope of work at Nutrition Bar

ADD \$2,714.45

PCO 025 - RFP 012: Design change to modify connection detail at stair landing. Provide demo and reinstall as necessary.

ADD \$5,378.10

PCO 029 - RFP 013: Design change to coordinate with future Hardscape Project. Provide new concrete pad at exterior of building and updated detail at revolving door to accommodate new Hardscape project.

ADD \$3,332.53

PCO 030 - RFP 014: Design coordination for Phase 3 work. Demo and drywall area impacted for new Owner supplied wall graphics

ADD \$5,551.18

PCO 031: Patching floor at existing exposed grade beam not visible prior to construction.

ADD \$2,856.00

PCO 032: Design change. Provide new horizontal mullions at Storefront.

ADD \$3,616.20

PCO 034: Re-paint (10) walls impacted by color change.

ADD \$3,315.90

TOTAL TO BE ADDED THIS CHANGE ORDER \$25,264.36

The original Contract Sum was	\$	1,815,000.00
The net change by previously authorized Change Orders	\$	148,137.90
The Contract Sum prior to this Change Order was	\$	1,963,137.90
The Contract Sum will be increased by this Change Order in the amount of	\$	25,264.36
The new Contract Sum including this Change Order will be	\$	1,988,402.26

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, Assoc. AIA, LEED
AP, Senior Associate

PRINTED NAME AND TITLE

DATE

Lo Destro Construction Company

CONTRACTOR *(Firm name)*



SIGNATURE

Mr. Brent Lo Destro, President

PRINTED NAME AND TITLE

2020.12.15

DATE

Morton College

OWNER *(Firm name)*

SIGNATURE

Mr. Frank Marzullo, Vice President of
Administrative Services

PRINTED NAME AND TITLE

DATE

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Boller Construction change order - credit
Date: Thursday, February 4, 2021 10:49:38 AM
Attachments: [Change Order for Boller Construction 2-4-21.docx](#)
[Boller Construction change order credit 2-4-21.pdf](#)

Approved.

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: (708) 656-8000. Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

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PROPOSED ACTION: That the board approve the change order with Boller Construction Company for Stair Handrails Upgrades, for a credit of \$43,243.81, as submitted.

RATIONALE: Credit on project

COST ANALYSIS: Credit of \$43,243.81

ATTACHMENT: Change Order



Document G701™ – 2017

Change Order

PROJECT: (Name and address)

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

CONTRACT INFORMATION:

Contract For: General Construction
Date: October 24, 2019

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date: November 12, 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)

Boller Construction Company, Inc.
3045 Washington Street
Waukegan, IL 60085

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.)

PCO-004: Polished concrete at the main landings at each floor. Reducing quantity of the rubber floor tiles and adding polished concrete.

ADD \$6,486.66

PCO-005: Adding a handrail to the ramp going to the Fitness Center.

ADD \$2,338.03

PCO-006: Mastic Testing

ADD \$825.00

PCO-010: Credit for floor treads

DEDUCT (\$10,000.00)

PCO 011: Stair nosing

ADD \$2,106.50

ALLOWANCE NO. 1 RECONCILIATION

DEDUCT (\$15,000.00)

ALLOWANCE NO. 2 RECONCILIATION

DEDUCT (\$30,000.00)

TOTAL CHANGE ORDER DEDUCT \$43,243.81

The original Contract Sum was

\$ 565,500.00

The net change by previously authorized Change Orders

\$ 0.00

The Contract Sum prior to this Change Order was

\$ 565,500.00

The Contract Sum will be decreased by this Change Order in the amount of

\$ 43,243.81

The new Contract Sum including this Change Order will be

\$ 522,256.19

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, Assoc. AIA, LEED
AP, Senior Associate

PRINTED NAME AND TITLE

DATE

1/27/2021

Boller Construction Company, Inc.
CONTRACTOR (Firm name)

SIGNATURE

Mr. Joshua Boller, President

PRINTED NAME AND TITLE

DATE

12/10/20

Morton College

OWNER (Firm name)

SIGNATURE

Mr. Stan Fields, President

PRINTED NAME AND TITLE

DATE

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.

Thank you,
Ana Valdez

From: Cheryl Schoepf
Sent: Thursday, January 14, 2021 10:29 AM
To: Ana L Valdez <ana.valdez@morton.edu>

PROPOSED ACTION: That the Board approve the change order with All Masonry Construction Company for Welding Lab Renovation.

RATIONALE: To completed Welding Lab project to cover the cost for unforeseen problems during demo.

COST ANALYSIS: \$75,706.49

ATTACHMENT: Change Order

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Welding Lab Renovation
Morton College
3801 S. Central Ave.
Cicero, IL 60804

CONTRACT INFORMATION:
Contract For: General Construction
Date: February 27, 2020

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: November 12, 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-001: Relocate 277V power and fire alarm conduits to the bar joist. Match conduit and wiring.
ADD \$5,568.22

COR-002: Fiber Duct Replacement
ADD \$17,151.31

COR-006: Cut back duct work as required to avoid any dead legs and meet plumbing code.
ADD \$650.50

COR-007: Exploratory plumbing demo for sanitary line.
ADD \$4,082.55

COR-008: Door hardware credit
DEDUCT (\$4,200.00)

COR-009: Scope includes CMU infills, and over 400 sq. ft. of misc. above ceiling patching.
ADD \$13,302.59

COR-010: Redesigned ductwork layout
ADD \$34,621.90

COR-013: Credit for VCT flooring in Vestibule
DEDUCT (\$1,382.06)

COR-014: Replace drywall and door jambs,
ADD \$1,922.13

COR-015: Landscaping Credit
DEDUCT (\$2,834.00)

COR-017: Include a sound barrier wall above the CMU and underside of the existing deck.
ADD \$2,577.50

COR-018: Removal of Parking Lot Light D2
ADD \$22,374.53

COR-020: Running power to the control panels.

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User Notes:

(389ADA3C)

ADD \$2,893.25

COR-022: Credit for painted ceiling
DEDUCT (\$2,384.86)

COR-021: Floor sealing credit
DEDUCT (\$2,257.01)

COR-023: Additional compressed airline.
ADD \$3,619.94

ALLOWANCE NO. 1 RECONCILIATION
DEDUCT (\$20,000.00)

TOTAL THIS CHANGE ORDER ADD \$75,706.49

The original Contract Sum was	\$	1,030,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,030,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	75,706.49
The new Contract Sum including this Change Order will be	\$	1,105,706.49
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]
SIGNATURE

Mr. Frank Carello, AIA, LEED AP
Senior Associate

PRINTED NAME AND TITLE

11/20/2020
DATE

A.L. Stinson Construction Co., Inc.
CONTRACTOR (Firm name)

[Signature]
SIGNATURE

Mr. Luis Puig, President

PRINTED NAME AND TITLE

November 17, 2020
DATE

Morton College
OWNER (Firm name)

[Signature]
SIGNATURE

Dr. Stan Fields, President

PRINTED NAME AND TITLE

DATE

From: [Liliana Raygoza](#)
To: [Keith McLaughlin](#)
Cc: [Board Materials](#); [Ana L Valdez](#)
Subject: February Board item - Curriculum Changes 02-02-21
Date: Wednesday, February 17, 2021 2:35:54 PM
Attachments: [2-2-2021 - Disposition Sheet.pdf](#)
[PROPOSED ACTION Curriculum Changes 2-2-2021.docx](#)

Hello Keith,

Attached are the curriculum changes that need approval for the February Board Meeting.

Thank you,

Liliana Raygoza

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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

PROPOSED ACTION: THAT THE BOARD APPROVE CHANGES IN CURRICULUM AS SUBMITTED

RATIONALE: [Required by Board Policy 7.1 and Chapter 110, Act 805, Section 2-12 of the *Illinois Community College Act*]

As a result of curriculum review, we are recommending to eliminate the option and replace requirement of the course, and removal of prerequisite/corequisite. This recommendation is based upon input from faculty Dean of Arts & Sciences, Curriculum Committee, and the Provost.

COST ANALYSIS: N/A

ATTACHMENTS: Disposition Sheet – February 2, 2021

Curriculum Committee Disposition Sheet

For: February 2, 2021 Meeting

Item#	Agenda Item	No Action Necessary	Approved as Presented	Details or Approved w/Modification	Vetoed	Tabled	Effective Date
I. a)	CSS 100 - College Study Seminar		X	Eliminate option of CSS and require CSS only for student who place into ENG 086 or ENG 088			Fall 2021
II. a)	ECO 101 - Principles of Economics I		X	Removal of prerequisite/corequisite			Fall 2021

From: [Alison Gehrke](#)
To: [Board Materials](#)
Subject: PTA & Great Lakes Orthopedics Affiliation Agreement for Feb 2021 Board Approval
Date: Thursday, February 18, 2021 10:46:38 AM
Attachments: [GreatLakesOrtho_Contract_2020_Signed.pdf](#)
[PROPOSED ACTION Template_Great Lakes Orthopedics.docx](#)
[Res adopting, approving and ratifying affiliation agreement with great lakes for PTA-v2-not signed.docx](#)

Hello,

Attached please find the Action Sheet, Resolution, and Affiliation Agreement between PTA at Morton College and Great Lakes Orthopedics for Feb 2021 board approval.

Thank You.



Ali Gehrke PT, DPT

Associate Dean of Health Science

Director of Physical Therapist Assistant Program

P: (708) 656-8000 Ext. 2380

E: Alison.gehrke@morton.edu

www.morton.edu

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PROPOSED ACTION:

THAT THE BOARD APPROVE A RENEWED RESOLUTION APROVING, ADOPTING AND RATIFYING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE P.C.

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

**A RESOLUTION APPROVING, ADOPTING AND RATIFYING AN
AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE
AND GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE
P.C.**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (110 ILCS 805/1-1 et seq.) (the “Act”), as supplemented and amended; and

WHEREAS, the educational program at Morton for Physical Therapy Assistants (the “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, Great Lakes Orthopedics and Sports Medicine P.C. (“Great Lakes”) operates an orthopedic facility specializing in sports medicine and is able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton previously entered into an affiliation agreement with Great Lakes and desires to renew the clinical relationship with them; and

WHEREAS, Morton has determined that it is in the best interests of Morton and the students to ratify and enter into the affiliation agreement with Great Lakes to provide Morton students a clinical setting to satisfy the clinical component of the Program (the “Agreement”) and said Agreement is attached hereto as Exhibit A; and

WHEREAS, Great Lakes desires to ratify and enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program;

and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to ratify and enter into the Agreement attached hereto as Exhibit A to allow its students to do required clinical work.

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Great Lakes, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is

hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ___ day of February, 2021.

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

Attest:

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

EXHIBIT A

Standard Clinical Affiliation Agreement

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

Morton Fox

708 391 8550

From Great Lakes Orthopedics

AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE
AND
GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE P.C.

THIS AGREEMENT (the "Agreement") is entered into this 13th day of February, 2020, by and between Great Lakes Orthopedics and Sports Medicine P.C. ("the Facility") and Morton Community College District No. 527 ("the School").

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

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

A. SCHOOL RESPONSIBILITIES:

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

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

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

B. FACILITY RESPONSIBILITIES:

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

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

C. OTHER RESPONSIBILITIES:

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

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

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

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on March 1, 2020 and terminate on March 1, 2023. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. Stipulations as to liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or

property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

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

School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Paula Sturka
Gneathakes orthopedics
9615 Keilman St
St John IN 46373
With a Copy to:

If to the School:

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

and to:

Morton College PTA Program
3801 S. Central Avenue
Cicero, IL 60804-4398
Attention: Dr. Alison Gehrke, PT, DPT
Program Director
Facsimile: (708) 656-8031

With a Copy to:

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

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

11. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
12. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
12. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or

implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.


13. Agreement binding on parties successors and assigns. This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
14. Captions for reference only. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

Great Lakes Orthopedics
9615 Keilmann St
St John TN 37133
 Printed Name: Paula Sturka
 Title: Clinical Director
 Date: 2/13/20

MORTON COLLEGE:

Printed Name: _____
 Title: _____
 Date: _____




Physical Therapist Assistant Program:

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

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

Physical Therapy
Department



Team Rehab Building
586-350-2070

**GREAT LAKES ORTHOPEDICS
& SPORTS MEDICINE, P.C.**

Paula Skurka, MSPT, ATC/L, CSCS
Clinical Director

9615 Kellman Street
St. John, IN 46373
Ph. 219-365-0228
Fax. 219-365-0229

<http://glorthopedics.com>

1020 E. Commercial Ave.
Jowett, IN 46336
Ph. 219-690-3793
Fax. 219-690-3794

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility:

School: Morton College

Program: Physical Therapy Assistant

Facility requires:

Please check box to indicate requirements

Yes No

- | | | |
|---|-------------------------------------|-------------------------------------|
| 1. Proof of student professional and general liability insurance (paragraph A.2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Proof of comprehensive health insurance (paragraph A.2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Verification that students have met requirements for:
(paragraph A.4) | | |
| a. Current CPR health care provider card | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Hepatitis vaccination | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. OSHA compliance for prevention of transmission of blood born pathogens and TB | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer),
and negative annual TB skin test</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Criminal background check (paragraph A.5)
If yes, type of check _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Drug screen (paragraph A.5)
If yes, type of screening _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Acceptance of faith-based provision addendum (if included) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Evidence of relevant faculties' certifications or licensures
(paragraph E.3) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Additional insurance coverage (paragraph E.2)
If yes, type of insurance and coverage required _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Other: <u>As Required by School</u> | <input type="checkbox"/> | <input type="checkbox"/> |

School requires:

- | | | |
|--|--------------------------|--------------------------|
| 1. Copy of relevant Facility policies (paragraph B.8) | X | <input type="checkbox"/> |
| 2. Evidence of academic credentials, certifications and licensures of individual(s)
overseeing student(s) experiences (paragraph B.6) | X | <input type="checkbox"/> |
| 3. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> |

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply only to this Exhibit.

- a. Business Associate. "Business Associate" shall mean Morton College ("The School").
- b. Facility. "Facility" shall mean Great Lakes ("Facility").
- c. Individual. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- d. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- e. Protected Health Information. Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.
- g. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. Capital Terms. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. Obligations of Business Associate

- a. Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.
- d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

- f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an individual in order to meet the requirements under 45 CFR §164.524.
 - g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an individual, and in the mutually agreed time and manner.
 - h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
 - i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
 - j. Business Associate agrees to provide to the Facility or an individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
3. Permitted Uses and Disclosures by Business Associate. Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement
- a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
 - b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
 - c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Permissible Requests by the Facility. The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

6. Term and Termination

- a. **Term.** The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.
- b. **Termination for Cause.** Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:
- (i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;
 - (ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or
 - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction.. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate
- d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.
7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

From: [Alison Gehrke](#)
To: [Board Materials](#)
Subject: Affiliation Agreement PTA and Liberty Physical Therapy
Date: Monday, February 1, 2021 4:26:47 PM
Attachments: [Liberty Standard PTA Agreement Initial.pdf](#)
[PROPOSED ACTION Template Liberty Physical Therapy.docx](#)
[Resolution Approving Affiliation Agreement with Liberty Physical Therapy.docx](#)

Attached please find the affiliation agreement between liberty physical therapy and PTA program, the resolution, and the action sheet for approval at Feb board meeting.

Thank You



Ali Gehrke PT, DPT

Associate Dean of Health Science
Director of Physical Therapist Assistant Program

P: (708) 656-8000, Ext. 2380

E: Alison.gehrke@morton.edu

www.morton.edu

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PROPOSED ACTION:

THAT THE BOARD APPROVE A RENEWED RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND LIBERTY PHYSICAL THERAPY.

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

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
GLOBAL PAIN AND SPINE CLINIC**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (110 ILCS 805/1-1 *et seq.*) (the “Act”), as supplemented and amended; and

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

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

WHEREAS, Liberty Physical Therapy (“Liberty”) 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, Liberty operates a rehabilitation clinic licensed in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component of the Program; and

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

WHEREAS, Liberty desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as **Exhibit A** to allow its students to do required clinical work with LIBERTY.

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Liberty, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any

and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7. Effective Date.

This Resolution shall be effective and in full force February ___, 2021.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ___ day of February 2021.

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

Attest:

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

EXHIBIT A

Standard Clinical Affiliation Agreement

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

AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE
AND
LIBERTY PHYSICAL THERAPY

THIS AGREEMENT (the "Agreement") is entered into this 1st day of April, 2021, by and between Liberty Physical Therapy ("the Facility") and Morton Community College District No. 527 ("the School").

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

WHEREAS, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the programs set forth in Exhibit B in connection with students of the School.

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

A. SCHOOL RESPONSIBILITIES:

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

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

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

B. FACILITY RESPONSIBILITIES:

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

regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

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

C. OTHER RESPONSIBILITIES:

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this

Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the parties, abide by the conditions and requirements stated in Exhibit D through the remainder of the term of this Agreement.

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the Clinical Program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. **Removal of students.**

(a) The School has the right to remove a student from the Clinical Program. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in the Clinical Program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on April 1st 2021 and terminate on April 1st 2024. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. **Indemnification.** Each party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such party, its employees, agents or contractors or any failure of such party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures upon request.
5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in

the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

10. **Employment status.** School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

11. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

With a Copy to:

If to the School:

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

and to:

Morton College PTA Program
3801 S. Central Avenue
Cicero, IL 60804-4398
Attention: Dr. Alison Gehrke, PT, DPT
Program Director
Facsimile: (708) 656-8031

With a Copy to:

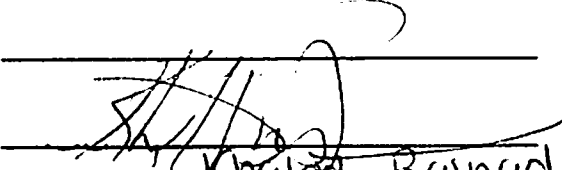
The School Legal Counsel at:
Del Galdo Law Group, LLC
1441 S. Harlem Avenue
Berwyn, IL 60402

Telephone: 708-656-7000
Facsimile: 708-656-7001

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.


Printed Name: Khaled Bounad
Title: President
Date: 1.20.21

MORTON COLLEGE:

Printed Name: _____
Title: _____
Date: _____

Physical Therapist Assistant Program:

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

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

6526 S Pulaski Rd, Chicago, Illinois 60629

2206 S Austin Blvd, Chicago, Illinois 60804

10715 W 159th St, Orland Park, Illinois 60467

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility: **Liberty Physical Therapy**

School: Morton College

Program: Physical Therapy Assistant

Facility requires:	Yes	No
Please check box to indicate requirements		
1. Proof of student professional and general liability insurance (paragraph A.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Hepatitis vaccination	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer), and negative annual TB skin test</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

School requires:

1. Copy of relevant Facility policies (paragraph B.8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply only to this Exhibit.

- a. **Business Associate**. "Business Associate" shall mean Morton College ("The School").
- b. **Facility**. "Facility" shall mean _____ ("Facility").
- c. **Individual**. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in *45 CFR §164.501* and shall include a person who qualifies as a personal representative in accordance with *45 CFR §164.502(g)*.
- d. **Privacy Rule**. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at *45 CFR Part 160 and Part 164, Subparts A and E*.
- e. **Protected Health Information**. Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in *45 CFR §164.501*, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. **Required By Law**. "Required By Law" shall have the same meaning as the term "required by law" in *45 CFR §164.501*.
- g. **Secretary**. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. **Capital Terms**. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. Obligations of Business Associate

- a. The Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by the Business Associate in violation of the requirements of the Agreement.
- d. The Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- f. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under *45 CFR §164.524*.

- g. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.
 - h. The Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
 - i. The Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
 - j. The Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
3. **Permitted Uses and Disclosures by Business Associate.** Except as otherwise limited in the Agreement, the Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
 - b. The Facility shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect the Business Associate's use or disclosure of PHI.
 - c. The Facility shall notify the Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of PHI.
5. **Permissible Requests by the Facility.** The Facility shall not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. **Term and Termination**
- a. **Term.** The obligations of this Attachment shall become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

- b. **Termination for Cause.** Upon the Facility's knowledge of what it believes to be a material breach of this Attachment by the Business Associate, the Facility shall either:
- (i) Provide an opportunity for the Business Associate to cure the alleged breach or end the alleged violation and terminate the Agreement if the Business Associate does not cure the alleged breach or end the violation within the time specified by and to the satisfaction of the Facility;
 - (ii) Immediately terminate the Agreement if the Business Associate has breached a material term of this Agreement and cure is not possible; or
 - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, the Business Associate shall return or destroy all PHI received from the Facility, or created or received by the Business Associate on behalf of the Facility. If the Business Associate destroys all or some of the PHI, the Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of the Business Associate
- d. In the event that the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between the Business Associate and the Facility, that return or destruction of PHI is infeasible, the Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such PHI.
7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

From: [Alison Gehrke](#)
To: [Board Materials](#)
Subject: PTA Affiliation Contract: Global Pain & Spine for February board
Date: Friday, January 29, 2021 12:36:52 PM
Attachments: [Global Pain and Spine PTA Standard Agreement Initial.pdf](#)
[PROPOSED ACTION Template Global Pain and Spine.docx](#)
[Resolution Approving Affiliation Agreement with Global Pain and Spine.docx](#)

Hello,

Attached please find the Affiliation Agreement, Resolution, and Board Action Sheet for and affiliation agreement for the PTA Program with Global Pain & Spine to be added to the February board agenda.

Thank You.

#



Ali Gehrke PT, DPT

Associate Dean of Health Science

Director of Physical Therapist Assistant Program

P: (708) 656-8000, Ext. 2380

E: Alison.gehrke@morton.edu

www.morton.edu

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PROPOSED ACTION:

THAT THE BOARD APPROVE A RENEWED RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND GLOBAL PAIN AND SPINE.

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

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
GLOBAL PAIN AND SPINE CLINIC**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (110 ILCS 805/1-1 *et seq.*) (the “Act”), as supplemented and amended; and

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

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

WHEREAS, Global Pain and Spine Clinic (“GPSC”) 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, GPSC operates a pain management and rehabilitation clinic licensed in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component

of the Program; and

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

WHEREAS, GPSC desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as **Exhibit A** to allow its students to do required clinical work with GPSC.

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with GPSC, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and

approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7. Effective Date.

This Resolution shall be effective and in full force February ___, 2021.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ___ day of February 2021.

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

Attest:

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

EXHIBIT A

Standard Clinical Affiliation Agreement

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

AFFILIATION AGREEMENT

BETWEEN MORTON COLLEGE AND GLOBAL PAIN AND SPINE

THIS AGREEMENT (the "Agreement") is entered into this 1st day of March, 2021, by and between Global Pain and Spine ("the Facility") and Morton Community College District No. 527 ("the School").

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

WHEREAS, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the programs set forth in Exhibit B in connection with students of the School.

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

A. SCHOOL RESPONSIBILITIES:

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

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

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

B. FACILITY RESPONSIBILITIES:

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

regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

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

C. OTHER RESPONSIBILITIES:

1. Compliance with patient privacy laws. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this

Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the parties, abide by the conditions and requirements stated in Exhibit D through the remainder of the term of this Agreement.

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

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on March 1st 2021 and terminate on March 1st, 2024. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. **Indemnification.** Each party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such party, its employees, agents or contractors or any failure of such party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Faculty with copies of evidence of certifications or licensures upon request.
5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable

discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

10. Employment status. School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

11. Notice to Parties. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

With a Copy to:

If to the School:

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

and to:

Morton College PTA Program
3801 S. Central Avenue
Cicero, IL 60804-4398
Attention: Dr. Allison Gehrke, PT, DPT
Program Director
Facsimile: (708) 656-8031

With a Copy to:

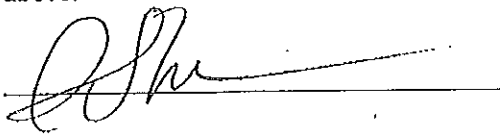
The School Legal Counsel at:
Del Galdo Law Group, LLC
1441 S. Harlem Avenue

Berwyn, IL 60402
Telephone: 708-656-7000
Facsimile: 708-656-7001

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

12. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. Agreement binding on parties successors and assigns. This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. Captions for reference only. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.



Printed Name: ANNA SLAVIN
Title: manager
Date: 1/20/14

MORTON COLLEGE:

Printed Name: _____
Title: _____
Date: _____

Physical Therapist Assistant Program:

Printed Name: Allison Gehrke, PT, DPT

Title: Program Director

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

Global Pain and Spine

~~8269 W Golf Rd, Niles, Illinois~~

~~60714~~

AS.
8565 W. Dempster st
Niles, IL 60714

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility: Global Pain and Spine

School: Morton College

Program: Physical Therapy Assistant

Facility requires:

Please check box to indicate requirements

	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	<input checked="" type="checkbox"/> AS	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input checked="" type="checkbox"/>	<input type="checkbox"/> AS
b. Hepatitis vaccination	<input checked="" type="checkbox"/>	<input type="checkbox"/> AS
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	<input checked="" type="checkbox"/>	<input type="checkbox"/> AS
d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer), and negative annual TB skin test</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
7. Evidence of relevant facilities' certifications or licensures (paragraph E.4)	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input checked="" type="checkbox"/> AS
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

School requires:

1. Copy of relevant Facility policies (paragraph B.8)	X	<input type="checkbox"/> AS
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	X	<input type="checkbox"/> AS
3. Other _____	<input type="checkbox"/>	<input type="checkbox"/> AS

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply only to this Exhibit.

- a. **Business Associate.** "Business Associate" shall mean Morton College ("The School").
- b. **Facility.** "Facility" shall mean Global Pain & Spine Clinic ("Facility"). AS
- c. **Individual.** "Individual" shall refer to a patient and have all the same meaning as the term "Individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- d. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- e. **Protected Health Information.** Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. **Required By Law.** "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.
- g. **Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. **Capital Terms.** All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. Obligations of Business Associate

- a. The Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by the Business Associate in violation of the requirements of the Agreement.
- d. The Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the Business Associate on

behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such Information.

- f. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under *45 CFR §164.524*.
 - g. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to *45 CFR §164.526* at the request of the Facility or an Individual, and in the mutually agreed time and manner.
 - h. The Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
 - i. The Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with *45 CFR §164.528*.
 - j. The Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with *45 CFR §164.528*.
3. **Permitted Uses and Disclosures by Business Associate.** Except as otherwise limited in the Agreement, the Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with *45 CFR §164.520*, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
 - b. The Facility shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect the Business Associate's use or disclosure of PHI.
 - c. The Facility shall notify the Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with *45 CFR §164.522*, to the extent that such restriction may affect the Business Associate's use or disclosure of PHI.

5. **Permissible Requests by the Facility.** The Facility shall not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. **Term and Termination**
- a. **Term.** The obligations of this Attachment shall become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.
- b. **Termination for Cause.** Upon the Facility's knowledge of what it believes to be a material breach of this Attachment by the Business Associate, the Facility shall either:
- (i) Provide an opportunity for the Business Associate to cure the alleged breach or end the alleged violation and terminate the Agreement if the Business Associate does not cure the alleged breach or end the violation within the time specified by and to the satisfaction of the Facility;
 - (ii) Immediately terminate the Agreement if the Business Associate has breached a material term of this Agreement and cure is not possible; or
 - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, the Business Associate shall return or destroy all PHI received from the Facility, or created or received by the Business Associate on behalf of the Facility. If the Business Associate destroys all or some of the PHI, the Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of the Business Associate.
- d. In the event that the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between the Business Associate and the Facility, that return or destruction of PHI is infeasible, the Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such PHI.
7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Career Step Agreement
Date: Wednesday, February 3, 2021 9:05:19 AM
Attachments: [Morton College Career Step Accepted MOU 2 2021.pdf](#)
[Resolution for Career Step MOU v2.docx](#)
[Action Sheet Career Step MOU.docx](#)

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: (708) 656-8000. Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

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

PROPOSED ACTION: *THAT THE BOARD APPROVE THE AGREEMENT WITH CAREER STEP, LLC TO PROVIDE ONLINE CAREER-FOCUSED AND TRAINING PROGRAMS.*

RATIONALE: *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]
Morton College will provide online on-demand career-focused education and training programs to students and community as a part of Community and Continuing Education programming.*

COST ANALYSIS: *Morton College will receive the share of revenue as listed in the contract.*

ATTACHMENT: *Contract*

**A RESOLUTION APPROVING AND ADOPTING A MEMORANDUM
OF UNDERSTANDING BETWEEN MORTON COMMUNITY
COLLEGE AND CAREER STEP, LLC.**

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

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

WHEREAS, Career Step, LLC (“Career Step”) is a for-profit company which develops and licenses online on-demand career-focused education and training programs (the “Programs”); and

WHEREAS, Morton desires to enter into an agreement with Career Step to provide Morton students access to the Programs under the terms of a certain memorandum of understanding (the “MOU”), attached hereto and incorporated herein as Exhibit A; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the MOU with Career Step.

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the MOU with Career Step, and to further authorize the President or his designee to take all steps

necessary to carry out the terms of the MOU and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the MOU in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the MOU, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the MOU and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any

provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

[INTENTIONALLY BLANK]

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this 24th day of February, 2021.

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

Attest:

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

EXHIBIT A

ACADEMIC PARTNER MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into on February 1, 2021 (“Effective Date”), by and between Career Step, LLC, (“Career Step”), a Utah company licensed to do business in Illinois, and Morton Community College District No. 527, an Illinois Community College District (“Morton College”). For convenience, the parties hereto may be referred to individually as a “Party”, and collectively as the “Parties”.

WHEREAS, Morton College is an Illinois public Community College District; and

WHEREAS, Career Step develops and licenses online on-demand career-focused education and training programs (“Programs”) that may be of interest to Morton College Students; and

WHEREAS, Morton College and Career Step desire to enter into this MOU to provide Morton College students access to the Programs.

NOW, THEREFORE, it is hereby understood and agreed by the Parties as follows:

1. **Programs.** Career Step will make available to the Morton College an online catalog of Career Step certificate and supplemental programs. Program descriptions, including program materials, can be found for each offering at <http://www.careerstep.com/ap-catalog> (“Online Catalog”). The Online Catalog may be updated from time to time by Career Step in its sole discretion to change or add to the programs being offered.

2. **Program Fees.** The price of each Career Step program is indicated in the Online Catalog. Program prices as subject to change upon one hundred twenty (120) days notice. Students are granted a fourteen (14) day money back guarantee, but once that period has elapsed there are no refunds granted. Collection of Career Step program fees is the responsibility of Career Step and/or Morton College.

(a) If Career Step collects payment, Morton College’s share of revenue shall be paid within thirty (30) days following the end of each month.

(b) If Morton College collects payment, Career Step’s share of revenue shall be paid within thirty (30) days of invoicing by Career Step.

3. **Compensation.** As compensation for services (marketing, advisement, enrollment, etc.) rendered, Morton College will receive a share of the revenues generated from program fees. The revenue share will be calculated on program fees collected less any promotional item or discount offered. The revenue share will be determined by annual enrollment volume.

(a) One (1) to twenty five (25) enrollments per year – eighteen percent (18%)

(b) Twenty six (26) to fifty (50) enrollments per year – twenty percent (20%)

(c) Fifty one (51) or greater enrollments per year – twenty two percent (22%)

4. **Ownership.** Career Step represents and warrants that it is the sole owner of all intellectual property rights in its Programs, and that none of its Programs infringe upon another person or entity’s intellectual property rights, including, without limitation, copyright, trademark and/or trade secret. Career Step retains the ownership of all right, title and interest in and to all Programs, the related documentation and all intellectual property rights therein and Career Step shall own all rights, title and interest in all derivative

works, subject in each case to any rights of Career Step's third-party licensors. Morton College shall acquire no rights therein and will take no action that could be expected to adversely affect or impair Career Step's ownership of such materials and rights. Morton College shall notify Career Step promptly of any infringement or suspected infringement of any such intellectual property rights.

5. **Indemnification.** Both Parties agree to defend, indemnify, save and hold harmless fully the other Party against any and all claims, suits, or judgments, costs or expenses, to the extent that any such losses are caused by the negligent Party, or its employees or agents in connection with the terms of this MOU.

6. **Assignment.** Neither Party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning Party, which approval shall not be unreasonably withheld.

7. **Severability.** If any provision of this MOU or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this MOU shall continue to be valid and enforceable to the fullest extent permitted by law.

8. **Governing Law; Venue.** This MOU shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to conflict of laws principles and exclusive venue shall be Cook County, Illinois.

9. **Counterparts.** This MOU may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **Entire Agreement.** This document shall be the entire understanding and agreement between the Parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein are superseded hereby.

11. **Amendment.** No amendment or modification to this MOU, including any amendment or modification of this paragraph, shall be effective unless in writing and signed by the Parties.

12. **Authorized Parties.** Each of the Parties hereto represents and warrants that it has the full right, power, legal capacity and authority to enter into and perform its respective obligations hereunder.

13. **Notices.** All notices to the Parties shall be in writing and shall be sent as follows:

If to Career Step:

Derris Moore
General Manager – Career Step
2901 N. Ashton Blvd, Ste 101
Lehi, UT 84047

If to Morton College:

Morton College
Attn: Stanley Fields President
3801 S. Central Avenue
Cicero, IL 60804

With a Copy to:

School Law Counsel
Del Galdo Law Group, LLC
1441 S. Harlem Ave.
Berwyn, IL 60402

14. **Marketing.** Morton College agrees to market Career Step programs in the following manner:

(a) **Catalog** – If Morton College produces a printed catalog, a minimum of one half (1/2) of a page will be dedicated to marketing Career Step programs catalog edition.

(b) **Online** – If Morton College produces an online catalog or has an online website, Morton College agrees to, at a minimum, provide a prominent description and create a direct link to the Career Step programs.

(c) **Misc. Marketing** – Morton College agrees to collaborate with Career Step in creating and executing a launch and ongoing marketing plan to promote the offered programs. Marketing plans may include but are not limited to: lead generation, online marketing, offline marketing, public relations and social media.

15. **Term and Termination.**

(a) **Term.** Unless terminated earlier in accordance with its terms, this MOU shall be in effect for a period of one (1) year from the Effective Date, and shall automatically renew thereafter for consecutive one (1) year periods.

(b) **Termination.** Either Party may terminate this MOU: (a) for convenience upon at least thirty (30) days prior written notice to the other Party or (b) immediately upon written notice if the other Party materially breaches any provision of the Agreement or ceases to carry on its business or becomes the subject of any proceeding under state, provincial, or federal law for the relief of debtors or otherwise becomes insolvent, bankrupt, or makes an assignment for the benefit of creditors, or upon the appointment of a receiver for the other party or the reorganization of the other party for the benefit of creditors.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the Effective Date.

CAREER STEP, LLC

Date: 1/29/2021
Name: Derris Moore
Title: Sr. VP of E-Learning
Address: 2901 N. Ashton Blvd, Ste 101,
City, State: Lehi, UT 84047

Signature: 

Morton College

Date: _____
Name: _____
Title: _____
Address: _____
City, State: _____
Signature: _____

From: [Alison Gehrke](#)
To: [Board Materials](#)
Subject: PTA Program Romano Affiliation Agreement: For February Board
Date: Wednesday, January 27, 2021 1:41:15 PM
Attachments: [Initial_Romano_Contract_Standard_Agreement.pdf](#)
[PROPOSED ACTION Template_Romano Orthopaedic Center.docx](#)
[Resolution Approving Affiliation Agreement with Romano Orthopaedic.docx](#)

Attached please find the Romano Orthopaedic Center Affiliation Agreement, Resolution, and Board Action Sheet for a new agreement between PTA Program and their facility.

Thank You



Ali Gehrke PT, DPT

Associate Dean of Health Science

Director of Physical Therapist Assistant Program

P: (708) 656-8000, Ext. 2380

E: Alison.gehrke@morton.edu

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 ROMANO ORTHOPAEDIC CENTER.

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

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
ROMANO ORTHOPAEDIC CENTER**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (110 ILCS 805/1-1 et seq.) (the “Act”), as supplemented and amended; and

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

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

WHEREAS, Romano Orthopaedic Center (“Romano”) 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, Romano operates an orthopaedic Center licensed in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component of the Program; and

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

WHEREAS, Romano desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as **Exhibit A** to allow its students to do required clinical work with Romano.

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Romano, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any

and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7. Effective Date.

This Resolution shall be effective and in full force February ___, 2021.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ___ day of February 2021.

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

Attest:

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

EXHIBIT A

Standard Clinical Affiliation Agreement

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

Standard Clinical Affiliation Agreement

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

AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE
AND
ROMANO ORTHOPAEDIC CENTER

THIS AGREEMENT (the "Agreement") is entered into this 1ST day of March 2021, by and between Romano Orthopaedic Center ("the Facility") and Morton Community College District No. 527 ("the School").

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

WHEREAS, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the programs set forth in Exhibit B in connection with students of the School.

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

A. SCHOOL RESPONSIBILITIES:

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

a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.

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

C. OTHER RESPONSIBILITIES:

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of

patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the parties, abide by the conditions and requirements stated in Exhibit D through the remainder of the term of this Agreement.

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

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on March 1, 2021 and terminate on March 1, 2024. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. **Indemnification.** Each party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such party, its employees, agents or contractors or any failure of such party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Faculty with copies of evidence of certifications or licensures upon request.
5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

10. **Employment status.** School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

11. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Victor Romano, M.D.
Romano Orthopaedic Center
7411 Lake Street, Suite 2110
River Forest, IL 60305

With a Copy to:

If to the School:

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

and to:

Morton College PTA Program
3801 S. Central Avenue
Cicero, IL 60804-4398
Attention: Dr. Alison Gehrke, PT, DPT
Program Director
Facsimile: (708) 656-8031

With a Copy to:

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

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

ROMANO ORTHOPAEDIC CENTER

By: X 

Printed Name: Victor Romano, M.D.

Title: OWNER

Date: 12/4/20

MORTON COLLEGE:

By: _____

Printed Name: Dr. Stanley Fields

Title: President

Date: _____

Physical Therapist Assistant Program:

By: _____

Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

Date: _____

NAME/LOCATION OF FACILITY SITES:

EXHIBIT A

Romano Orthopaedic Center
7411 Lake Street, Suite 2110
River Forest, IL 60305
708.848.4662

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility: Romano Orthopaedic Center

School: Morton College

Program: Physical Therapy Assistant

Facility requires:	Yes	No
Please check box to indicate requirements		
1. Proof of student professional and general liability insurance (paragraph A.2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Hepatitis vaccination	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer), and negative annual TB skin test</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Other _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

School requires:

1. Copy of relevant Facility policies (paragraph B.8)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply only to this Exhibit.

- a. **Business Associate.** "Business Associate" shall mean Morton College ("The School").
- b. **Facility.** "Facility" shall mean _____ ("Facility").
- c. **Individual.** "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- d. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- e. **Protected Health Information.** Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. **Required By Law.** "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.
- g. **Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. **Capital Terms.** All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. Obligations of Business Associate

- a. The Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by the Business Associate in violation of the requirements of the Agreement.
- d. The Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- f. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an individual in order to meet the requirements under 45 CFR §164.524.

- g. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.
 - h. The Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
 - i. The Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
 - j. The Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
3. **Permitted Uses and Disclosures by Business Associate.** Except as otherwise limited in the Agreement, the Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
 - b. The Facility shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect the Business Associate's use or disclosure of PHI.
 - c. The Facility shall notify the Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of PHI.
5. **Permissible Requests by the Facility.** The Facility shall not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. **Term and Termination**
- a. **Term.** The obligations of this Attachment shall become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

- b. **Termination for Cause.** Upon the Facility's knowledge of what it believes to be a material breach of this Attachment by the Business Associate, the Facility shall either:
- (i) Provide an opportunity for the Business Associate to cure the alleged breach or end the alleged violation and terminate the Agreement if the Business Associate does not cure the alleged breach or end the violation within the time specified by and to the satisfaction of the Facility;
 - (ii) Immediately terminate the Agreement if the Business Associate has breached a material term of this Agreement and cure is not possible; or
 - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, the Business Associate shall return or destroy all PHI received from the Facility, or created or received by the Business Associate on behalf of the Facility. If the Business Associate destroys all or some of the PHI, the Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of the Business Associate
- d. In the event that the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between the Business Associate and the Facility, that return or destruction of PHI is infeasible, the Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such PHI.
7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Request for approval for Feb Board Approval: Career Step
Date: Tuesday, February 16, 2021 12:29:13 PM
Attachments: [Pharm. Vet. Den. INVOICE FALL2020.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: Tuesday, February 16, 2021 12:13 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Request for approval for Feb Board Approval: Career Step
Importance: High

Hi Mireya,

Please review and upon approval forward to the board materials' email.

Thank you,

Ana Valdez

From: Blanca E Jara
Sent: Monday, February 8, 2021 10:51 AM
To: Maria Sanchez Anderson <maria.anderson@morton.edu>; Ana L Valdez <ana.valdez@morton.edu>
Subject: FW: Board Approval: Career Step Invoice Requisition 0013593

FYI

From: Irina V Cline <irina.cline@morton.edu>

Date: Monday, February 8, 2021 at 10:34 AM

To: Blanca <blanca.jara@morton.edu>

Cc: "Perla A. Santoyo" <perla.santoyo@morton.edu>

Subject: Board Approval: Career Step Invoice Requisition 0013593

Blanca,

The following invoice was not included in January Board meeting agenda. Please send it to the February agenda. Thank you.

I am attaching Career Step invoice, Requisition 0013593, for Fall 2020 Vet Assistant (VET 001 01), Dental Assistant (HCR 002 01) and Pharmacy Tech (HCR 001 01) classes to submit to the Board for the payment approval.

PROPOSED ACTION: THAT THE BOARD APPROVE THE PAYMENT OF \$52,943.75 ON THE INVOICE FOR FALL 2020 VETERINARY ASSISTANT (VET 001 01), DENTAL ASSISTANT (HCR 002 01) AND PHARMACY TECHNICIAN (HCR 001 01) CLASSES TO CAREER STEP. THE INVOICE IS PAID FROM THE STUDENT REGISTRATION FEES ALREADY COLLECTED BY MORTON COLLEGE.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]

Per the Licensing Agreement.

COST ANALYSIS: Remit the payment of \$52,943.75 based on the Licensing Agreement.

ATTACHMENTS: Invoice

Career Step, LLC

2901 N Ashton Blvd
Ste 101
Lehi, UT 84043

Phone # 801-489-9393
Fax # 800-246-7837
Web Site www.careerstep.com

Invoice

Date	Invoice #
10/31/2020	12000539

Bill To
Morton College 3801 South Central Ave Cicero, IL 60804

P.O. No.	Due Date
	11/30/2020

Description	Qty	Rate	Amount
Pharmacy Technician (Class Start Date 9/24/2020) 1. Grisela Perez 2. Jacqueline Trejo Sánchez 3. Maribella Beltran 4. Miles-Mateo Seay 5. Rachel M. Rodriguez 6. Vanessa Galvez	6	2,550.00	15,300.00
Veterinary Assistant (Class Start Date 9/21/2020) 1. Berenis J Flores 2. Daniela Gonzalez 3. Diana Cruz 4. Jennifer Fulbrook 5. Jennnifer Mauricio 6. Joanna Bahena 7. Jocelyn Martinez 8. Marelin G. Sanchez 9. Neida Martinez 10. Victoria G Orozco 11. Yadira Herrera	11	2,850.00	31,350.00
Remit payment to: Career Step, LLC Dept 377 PO Box 30015 Salt Lake City, UT 84130		Total	
		Payments/Credits	
		Balance Due	

Career Step, LLC

2901 N Ashton Blvd
Ste 101
Lehi, UT 84043

Phone # 801-489-9393
Fax # 800-246-7837
Web Site www.careerstep.com

Invoice

Date	Invoice #
10/31/2020	12000539

Bill To
Morton College 3801 South Central Ave Cicero, IL 60804

P.O. No.	Due Date
	11/30/2020

Description	Qty	Rate	Amount
Dental Assistant (Class Start Date 9/22/2020) 1. Alexandra Gamboa 2. Alexandra Segoviano 3. Andrea Lara-Mota 4. Jayleen Cuevas 5. Jessica Romero	5	2,500.00	12,500.00
Credit for Instructor Compensation for Veterinary Assistant Program	-1	4,612.50	-4,612.50
Credit for Instructor Compensation for Pharmacy Technician Program	-1	1,593.75	-1,593.75
Out-of-state sale, exempt from sales tax		0.00%	0.00
Remit payment to: Career Step, LLC Dept 377 PO Box 30015 Salt Lake City, UT 84130		Total	\$52,943.75
		Payments/Credits	\$0.00
		Balance Due	\$52,943.75

**PROPOSED ACTION: THAT THE BOARD APPROVE THE
WITHDRAWAL OF MORTON COLLEGE AS A MEMBER OF THE
ILLINOIS COMMUNITY COLLEGE RISK MANAGEMENT CONSORTIUM
(ICCRMC) EFFECTIVE JUNE 30, 2021.**

RATIONALE:

THE COLLEGE HAS SEEKED COMPETITIVE PRICING FOR THE
COLLEGE'S INSURANCE AND HAS FOUND LOWER PRICING
ELSEWHERE.

COST ANALYSIS:

ATTACHMENT: RESOLUTION

**A RESOLUTION AUTHORIZING WITHDRAWAL FROM THE
ILLINOIS COMMUNITY COLLEGE RISK MANAGEMENT
CONSORTIUM.**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (110 ILCS 805/1-1 et seq.) (the “Act”), as supplemented and amended; and

WHEREAS, Morton is a Member of the Illinois Community College Risk Management Consortium (the “Consortium”), which provides insurance protection for its Members; and

WHEREAS, the Consortium’s by-laws permit a Member to withdraw from the Consortium provided the Member complies with the provisions of the by-laws, including providing written notice to the Consortium of the withdrawal 120 days before the date on which the Member intends to withdraw; and

WHEREAS, Article III, Section 3.3 states that Members may withdraw from the Consortium, by serving upon the Consortium’s Chair and the Board of Directors a certified copy of a Resolution of Withdrawal adopted by the majority of the Corporate Authorities of the Member; and

WHEREAS, Morton has reviewed its available insurance options for the district and has determined it is in the best interests of Morton to withdrawal from the Consortium in order to seek competitive insurance rates;

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to withdraw from the Consortium in order to seek competitive insurance rates.

Section 3. Authorization.

The Board hereby withdraws as a Member from the Consortium, effective at the end of the fiscal year of the Consortium and hereby authorizes and directs the President, or his designee to provide the Consortium with a notice of withdrawal to the Chair and Board of Directors along with this Resolution which authorizes the withdrawal from the Consortium. The President or his designee is hereby authorized and directed to execute any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution. The Board further authorizes other officers, employees and agents of Morton to take all appropriate actions to complete such withdrawal and other actions necessary or reasonably required to give effect to the purpose and intent of this Resolution, including without limitation the execution and delivery of any documents required to be delivered in connection with the terms of this Resolution.

Section 4. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGES INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ___ day of February, 2021.

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

Attest:

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

PROPOSED ACTION: THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR GUILLERMO GASCA EFFECTIVE FEBRUARY 16TH THROUGH JUNE 1ST 2021.

RATIONALE:

MR. GASCA WILL HELP COORDINATE LIBRARY FUNCTIONS SUCH AS COLLECTION MANAGEMENT, WORK SCHEDULES, PURCHASING, SERVICES OF STUDENTS. HE WILL MEET REGULARLY WITH ASSOC PROVOST AND ATTEND DEPARTMENT MEETINGS.

COST ANALYSIS: 10% OF SALARY = \$2,000

ATTACHMENT: TEMPORARY WORK ASSIGNMENT FORM



Temporary Work Assignment

Per section 6.7- Work Assignment: When an employee is assigned to work temporarily in a higher pay grade there shall be no change in the rate of compensation for ten (10) work days. Therefore, if the employee continues to work in the higher paying position, the employee shall be paid at the rate of compensation ten (10) percent higher than the employee's regular rate of compensation, and for those days worked in excess of said ten (10) days.

Note: Temporary Assignment shall not exceed twelve 12 weeks.

Temporary assignment is defined as:

- a. Is assigned to perform the required work in a higher position
- b. Performs a preponderance of the duties of the higher position.

Employee appointed temporary work assignment: Guillermo Gasca

Employee reporting to: Derek Shouba

Start date of temporary assignment: 02/16/2020

End date of temporary assignment: 06/01/2020

Budget account number to be charged: 01-2010-20102-510600100

Temporary Duties/Responsibilities:

Mr. Gasca will help Derek Shouba to coordinate library functions (collection management, work schedules, purchasing, services for students, OER services). He will meet regularly with Derek Shouba and attend department meetings.

Reason for temporary work assignment:

Michael Kott is now heading up the theater.

Supervisor's Signature: Derek Shouba

Date: 02/12/2020

CFO Signature: Murray Perry

Date: 02/16/2021

Provost Signature: Keith D. McLaughlin

Date: 02/16/21

President Signature: [Signature]

Date: 2.17.21

reg'd
SF
2.17.21

PROPOSED ACTION: THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR JOANNA MARTIN EFFECTIVE FEBRUARY 22ND THROUGH JUNE 30, 2021.

RATIONALE:

HELP THE HR DEPARTMENT WITH SOME OF THE DUTIES ASSIGNED TO HR ADMIN ASSISTANT WHO RESIGNED EFFECTIVE MARCH 5TH.
MANAGE PAID TIME OFF IN TIMECLOCK AND COLLEAGUE,
SUPPORT WITH SETUP OF MAXIENT SOFTWARE, EMPLOYEE ON-BOARDING AND TERMINATIONS.

COST ANALYSIS: 10% OF SALARY = \$1,972

ATTACHMENT:

PROPOSED ACTION: THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR SANYEA CEASER EFFECTIVE FEBRUARY 22ND THROUGH JUNE 30, 2021.

RATIONALE:

HELP THE HR DEPARTMENT WITH SOME OF THE DUTIES ASSIGNED TO HR ADMIN ASSISTANT WHO RESIGNED EFFECTIVE MARCH 5TH. ENTER INVOICES, EMPLOYEE PROFESSIONAL DEVELOPMENT AND UNEMPLOYMENT.

COST ANALYSIS: 10% OF SALARY = \$2,114

ATTACHMENT:

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Guided pathways project manager
Date: Thursday, February 18, 2021 4:11:34 PM
Attachments: [G. Torres Temp Work Assignment.pdf](#)
[Board Action Sheet 10% Temp Increase Torres.docx](#)

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: Maria Sanchez Anderson <maria.anderson@morton.edu>
Sent: Thursday, February 18, 2021 3:24 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: RE: Guided pathways project manager

Here you go.

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

PROPOSED ACTION: THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR GINA TORRES EFFECTIVE JANUARY 4TH THROUGH MAY 21ST, 2021.

RATIONALE:

PER CBA SECTION 6.7

PROJECT MANAGEMENT FOR GUIDED PATHWAYS.

COST ANALYSIS: 10% OF SALARY = \$2,935

ATTACHMENT: TEMPORARY WORK ASSIGNMENT FORM



Temporary Work Assignment

Per section 6.7- Work Assignment: When an employee is assigned to work temporarily in a higher pay grade there shall be no change in the rate of compensation for ten (10) work days. Therefore, if the employee continues to work in the higher paying position, the employee shall be paid at the rate of compensation ten (10) percent higher than the employee's regular rate of compensation, and for those days worked in excess of said ten (10) days.

Note: Temporary Assignment shall not exceed twelve 12 weeks.

Temporary assignment is defined as:

- a. Is assigned to perform the required work in a higher position
- b. Performs a preponderance of the duties of the higher position.

Employee appointed temporary work assignment: Gina Torres

Employee reporting to: Michael Brown

Start date of temporary assignment: 01/04/2021

End date of temporary assignment: 05/21/2021

Budget account number to be charged: 01-3020-30112-510600100 Career Placement : Clerical

Temporary Duties/Responsibilities:

- Provides leadership to the Guided Pathways committee and core team.
- Guides and supports the integration, coordination, and outcomes driven efforts to support the institutionalization of guided pathways.
- Tracks the development of program pathways, creates timelines, monitors status of incorporating goals and celebrates milestones achieved.
- Maintains current knowledge of industry best practices and standards with

Reason for temporary work assignment:

Project management for Guided Pathways .

Supervisor's signature: Michael T Brown

Date: 01/29/2021

Vice President/Provost: [Signature]

Date: 2-17-21

CFO signature: [Signature]

Date: 2/18/21

President signature: [Signature]

Date: 2-8-21

PROPOSED ACTION: That the board approve Adam Bradley as a new Maintenance Mechanic for the Facilities & Operations Department with and effective start date of 2-18-21

RATIONALE: Fill vacancy of position that Adam Bradley has been doing for the past 12 months.

COST ANALYSIS: \$46,145.00

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

PROPOSED ACTION: THAT THE BOARD APPROVE **Michael Traversa** AS A NEW **Assistant Fitness Center Manager** FOR THE **Fitness Department** WITH AN EFFECTIVE START DATE OF **Feb. 25, 2021**

RATIONALE

Michael Traversa will be replacing our previous assistant fitness center manager, who left to take another position.

COST ANALYSIS:

\$31,200

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

PROPOSED ACTION: THAT THE BOARD APPROVE JESSICA RUEDA & TANIA NJIWAH AS A NEW TEMPORARY HEALTH SCREENERS FOR THE STUDENT SERVICES AREA. WITH AN EFFECTIVE START DATE OF 02/11/2021.

RATIONALE

COVID-19 health screeners needed for Morton College safety.

COST ANALYSIS:

\$15.00 per hour

Health screeners are directly screening all individuals entering the Morton College campus. Therefore, they are exposed to COVID at higher rates than other employees due to screening individuals for COVID-19 throughout their entire shift.



Morton College

Job Description

Job Title:	Adjunct Instructors - Paralegal
Range:	N/A
Grant-Funded:	N/A
Reports to and Evaluated by:	Dean
Required Qualifications:	<p>Law Degree and active Law License.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Experience teaching at a College level; experience overseeing paralegals
Job Summary:	<p>The adjunct instructors will teach: Introduction to Legal Studies, Legal Research1, Wills and Trusts, Family Law, Fundamental Legal Documents, Torts and Personal Injury Law, Debtor-Creditor Law, Real Estate Law, to a diverse student population. These courses will be offered during the day and evening. The responsibilities and duties of the instructor may change as the needs of the college arise.</p>
Essential Job Functions	<ul style="list-style-type: none">• Utilize departmental syllabus template, approved textbooks, and supplemental course materials.• Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.• Distribute and review comprehensive course syllabus to students no later than the first week of the course.• Receive, understand, and follow Course Data Form as distributed by Deans' Office.• Adhere to printed course schedule meeting times and locations.• Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.• Maintain grade book in electronic or hard copy format.• Take and record student Attendance each day.

- Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office
- Give final exam at the time and date indicated on the college's Final Exam Schedule.
- Post final grades by registrar submission deadlines.
- Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.
- Check assigned college mailbox regularly.

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Classroom environment

Physical Demands:

Long periods of standing

Position Unit:

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

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

Employee_____ **Date**_____



Morton College Job Description

Job Title: Assistant Fitness Center Manager

Range: Classified Excluded

Grant-Funded: NA

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

Deleted: Manager

Required Qualifications: The candidate will possess a bachelor's degree and a valid Illinois driver's license. Must have previous experience working in a fitness center or athletic facility. Demonstrated word processing, database management and data entry skills; and knowledge of intercollegiate activities and programs. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Must be able to work a flexible schedule including some evening and weekend hours.

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

Desirable Qualifications: Master's degree. Proficiency in Spanish/English, both oral and written. Previous managerial experience. Good leadership, excellent verbal, analytical, organizational and planning skills and familiarity with budgets.

Job Summary: The Assistant Fitness Center Manager will work in collaboration with the Director of Fitness and Nutrition Center to maintain facilities appearance and safety protocols, excel at customer service, and support our high operations standards. As a leader, the Assistant Fitness Center Manager will help to create a positive environment for members and employees, offer coaching and feedback to the staff, and ensures that all policies and procedures are in place and consistently practiced.

Deleted: Manager

Essential Job Functions

- Assist with the daily operations of the Fitness Center, including enforcement of rules and regulations for members.

- Work to Identify and enhance our membership growth and retention rates. Evaluate daily, monthly, and yearly trends regarding fitness center usage.
- Manage all Fitness Center related social media accounts, as well as create promotional fliers, monthly events, and marketing strategies.
- Assist to maintain records, waiver forms, and paperwork, among other important department information.
- Initiate projects that will further enhance the Morton College Fitness Center brand and image.
- Attend expos, health fairs, local businesses, and other events to promote our Fitness Center and enhance memberships.
- Organize committees to create health and fitness related events, workshops, and expos on campus.
- Ensure that MC Fitness Center staff, trainers, and student aides support our Morton College mission and core values.
- Ensure high level of customer service for students and guest members.
- Ensure students and guest members have signed and agreed to the rules and regulations of the MC Fitness Center, wavier on file and scan in before usage.
- Ensure that all areas of MC Fitness Center and Athletic facilities are clean, well-maintained and secure at all times.
- Maintain Fitness Center and Athletic Facilities equipment, and coordinate any needed repairs with facilities department or outside vendors.
- Keep inventory of promotional and resale items. Organize and maintain storage areas.
- Handle complaints and incidents, e.g. accidents, emergencies or theft. Keep the Director of Fitness and Nutrition Center informed of any issues/concerns.
- Work with training staff to help meet monthly sales goals.
- Oversee fitness training staff members.
- Assist with staff scheduling.
- Participate in professional development opportunities (industry trends, conferences, workshops etc.).

Deleted: Manager

Other Duties:

- Others duties as assigned by the Director of Fitness and Nutrition Center

Deleted: Manager

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 sit and stand for long periods of time. Must be able to lift up to 50 lbs.

Position Unit:

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

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

Employee _____ Date _____

From: [Mireya Perez](#)
To: [Board Materials](#)
Cc: [Wendy Vega-Huezo](#)
Subject: Updated Job Description HR Coordinator
Date: Friday, February 19, 2021 4:40:23 PM
Attachments: [HR Coordinator updated JD.docx](#)

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer
P: [\(708\) 656-8000](tel:(708)656-8000) Ext. 2289
E: Mireya.Perez@morton.edu
www.morton.edu

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Morton College

Job Description

Job Title: Human Resources Coordinator

Range: Classified Non-Union

Grant-Funded: N/A

Reports to and Evaluated by: Chief Financial Officer

Deleted: Executive Director of Human Resources/Ombudsman

Required Qualifications: Bachelor's degree in Human Resources or related field and a minimum of three years of job related experience. Excellent organizational, communication and interpersonal skills. Proficient in MS office, including PowerPoint and Excel. Working understanding of human resources principles, practices and procedures. Must have good word processing, database management, file maintenance, and data entry skills. Must be able to handle confidential information. Able to interact well with students, faculty and staff in a multicultural environment.

Deleted: Associate's

Deleted:

Deleted: experience

Deleted: or a combination of education/experience.

Deleted:

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

Desirable Qualifications: Master's degree. Experience with Colleague. Excellent oral communication skills. Ability to communicate in English and Spanish. Be well organized, detail-oriented, and self-motivated. Able to work independently with little or no supervision. Display a customer service orientation and demonstrate good judgment. SHRM- CP or SHRM- SCP preferred.

Deleted: Bachelor

Deleted: in human resources or related field

Deleted: Microsoft Office (Word, Excel and PowerPoint) and

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Deleted: Able to interact well with students, faculty and staff in a multicultural environment.

Deleted: Experience in Human Resources setting. ¶

Job Summary: The HR coordinator will provide administrative support to the human resource department as needed, including record-keeping, file maintenance, customer service, and data entry. Administer employee health plans and act as a liaison between employees and insurance providers.

Essential Job Functions

- Administer health plans and other employee benefits, including enrollments, changes and terminations. Process required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.

- Perform customer service functions by answering employee requests and questions.
- Complete Forms I-9, verifies I-9 documentation and maintains I-9 files. Assists with new-employee background checks and pre-employment screenings.
- Reconcile benefits statements and enter check vouchers for each insurance carrier.
- Assist with processing of terminations.
- Coordinate FMLA, LOA, Worker's comp, and COBRA processing.
- Manage and distribute materials for open enrollment
- Coordinate cost containment meetings
- Process unemployment claims.
- Assist with the preparation of the performance review process.
- Schedule meetings and interviews as requested by the CFO
- Assist in preparation of various reports.
- Help with the administration of with the Union Contracts.
- Assist in maintaining personnel and payroll information used for accurate database records.
- Manage time management system for paid time off for all employees.
- Enters all new employees into Colleague system and prepares new-employee files.
- Coordinate with Payroll Coordinator to audit payroll reports for accuracy.
- Ensure webpage and portal is updated.
- Assist in the orientation and training process of new personnel.
- Coordinate the Service years recognition and staff awards.
- File documents into appropriate employee files.
- Assist or prepare correspondence as requested. Process mail.
- Support all events hosted by the office of Human Resources.

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Deleted: Executive Director of HR/Ombudsman.

Deleted: <#>Manage Leave of Absence for all employees in Colleague¶

Deleted: Enter check vouchers for each insurance carrier. ¶
Order

Deleted: booklets & award selection for each person being recognize.

Deleted: <#>Make photocopies; mails, scans and emails documents; and perform other clerical functions.¶

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Other Duties:

- Perform other duties as assigned by supervisor

Work Environment:

Standard office environment with use of standard office equipment.

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

Position Unit: ☐ Administration - Exempt

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

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

Employee_____ **Date**_____