



Morton College

Public Regular Board Meeting

Wednesday, March 24, 2021, 11 :00 AM



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527
COOK COUNTY, ILLINOIS
Agenda for the Regular Meeting
Wednesday, March 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, March 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. The Regular Meeting on March 24, 2021, will be held electronically via telephone or Zoom call as an in-person meeting would not be practical or prudent because of the disaster. Board members and members of the public may dial the following call-in number to attend.

[March Board Zoom Meeting](#)

(312) 626-6799

Meeting ID: 994 299 1102

Passcode: 907979

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. Recognition
6. Reports
 - 6.1. ICCTA - ACCT
 - 6.2. Morton College Foundation
 - 6.3. Student Trustee, Andy Avalos
7. President's Report
 - 7.1. Strategic Plan
 - 7.2. Strategic Enrollment Plan
 - 7.3. Institutional Advancement
 - 7.3.1. Cornerstone Government Affairs, Inc. Presentation

7.4. Capital Improvements

7.5. Higher Learning Commission (HLC)

7.5.1. Association of Governing Boards in Colleges and Universities (AGB) Presentation

7.6. Finance Review

8. 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.

8.1. Approval of the Minutes of the February 24, Regular Board Meeting.

8.2. Approval and Ratification of Accounts Payable and Payroll for the month of February 2021, in the amount of \$3,263,183.00 and Budget Transfers in the amount of \$185,437.00, as submitted.

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

8.4. Approval of the Treasurer's Report for February 2021 to be received and filed for audit as submitted.

8.5. Approval of changes in Curriculum, as submitted.

8.6. Approval of a renewed resolution adopting a Master Educational Affiliation Agreement between Morton College District 527 and Northwestern Memorial Healthcare.

8.7. Approval of a Memorandum of Understanding between Morton Community College District 527, and the Morton College Faculty Union, Cook County Teachers Union, Local 1600, regarding instructional modalities.

8.8. Approval of the resolution adopting an agreement between Morton College and Cornerstone Government Affairs, Inc. for professional services, effective April 1, 2021, to March 31, 2022, for a monthly fee of \$14,000.00, as submitted.

8.9. Approval of the termination of the contract between Morton College and Al Ronan LTD, effective March 31, 2021, as submitted.

8.10. Approval of the resolution adopting a Memorandum of Understanding, between Morton Community College MC-Success Grant Committee and Youth Technology Corps.

8.11. Approval of the resolution adopting an agreement between Morton College Community District 527 and Accurate Background, LLC.

8.12. Approval of Restore Disaster Restoration Experts to demolish two buildings at Hawthorne Park, in the amount of \$29,000.00, as submitted.

8.13. Approval of the purchase of consulting services with the Association of Governing Boards in Colleges and Universities (AGB), in the amount of \$56,000.00, which includes one year of institutional membership (\$4,000.00 value), invoiced in three installments over fy21 and fy22.

8.14. Approval of the renewal of a Partnership Agreement with All-Pro Truck Driving School, LLC (ALL PRO) in offering the Commercial Driver's License (CDL) Program, in the total amount of \$130,000.00 per each CDL Program cohort paid from the student registration fees.

8.15. Approval of a resolution adopting a Master Education Affiliation Agreement between Morton College District 527 and Kindred Healthcare Operating LLC.

8.16. Approval of the restructuring of tuition and fees effective Fall 2021, as submitted.

8.17. Approval of the Differential Pay Report for Full-Time and Part-Time Faculty, in the amount of \$33,275.84, as submitted, pending additional class cancelations and/or additions.

8.18. Approval of the Adult Education Adjunct Faculty Consultation Hours Report for Spring 21 Semester Term 1, in the amount of \$2,820.36, as submitted.

8.19. Approval of the Adult Education Adjunct Faculty Stipend Report Spring 21 Semester Term 1, in the amount of \$95,800.71, as submitted.

8.20. Approval of the course fee changes effective Fall 2021 Term, as submitted.

8.21. Approval of 10% temporary work assignment for Wendy Vega-Huezo, effective September 21, 2020, through June 30, 2021.

8.22. Approval of the institutional membership with the Association of Title IX Administrators (ATIXA), effective April 1, 2021, to March 31, 2021, in the amount of \$4,999.00, as submitted.

8.23. Approval of the change in the Student Refund Policy beginning Fall 2021, as submitted.

8.24. Approval of the following Facility Use Permits

8.24.1. Real Estate Institute, Room 106C, Sundays, 8:30 a.m. to 5 p.m., March 28, 2021, to May 9, 2021, as submitted.

8.24.2. Harper College Motorcycle Program, Parking Lot, and Classrooms, from May 2021 to August 2021, as submitted.

8.25. Approval of Full-Time Employment

8.25.1. Jason Nichols, Athletic Director, \$98,000.00, effective January 25, 2021.

8.25.2. Kevin McManaman, Assistant Athletic Director, \$55,000.00, effective January 25, 2021.

8.26. Approval of Part-Time Employment

8.26.1. Denise Batie-Howard, BNAT Program Adjunct Faculty, effective April 1, 2021.

8.26.2. Anitrese Wilks, Psychology Adjunct Faculty, effective June 1, 2021.

8.27. Approval of Updated Job Descriptions

8.27.1. CIS/CPS Computer Lab Paraprofessional (Part-Time, less than 20/hrs)

8.27.2. College Health Support Registered Nurse

8.27.3. Scheduling Coordinator

8.27.4. Chief of Campus Police

8.27.5. Campus Police Lieutenant

8.28. Approval of Resignations

8.28.1. Roger Montoro, Lieutenant, effective February 8, 2021.

8.28.2. Vanessa Parrish, Director of Corporate Education, effective March 26, 2021.

9. Adjournment



**Morton College Foundation
Report to the Board of Trustees
Submitted by Richard J. Vavra, President
March 18, 2021**

The Covid-19 pandemic did not stop the Morton College Foundation (MCF) from continuing its tradition of recognizing outstanding faculty and staff and awarding scholarships and grants to Morton College students.

Staff and Faculty Outstanding Service Awards

Since the 1980s, MCF has made Outstanding Service Awards to Morton College employees for their outstanding work in supporting the students of Morton College. The tradition continued in 2020 despite the challenges the pandemic brought.

In Spring 2020, MCF awarded one \$1,000 Outstanding Service Award to a full-time classified staff member; one \$500 Outstanding Service Award to a part-time classified staff member; one \$1,000 Outstanding Service Award to a full-time faculty member and one \$500 Outstanding Service Award to a part-time faculty member for a total of \$3,000 awarded to distinguished faculty and staff.

Changes to the Selection and Scholarship Award Process

Since the inception of MCF, the selection process for the scholarship winners was performed by the college financial aid office and other Morton College employees. MCF simply funded the scholarships and awards recommended by the college. Due to Board of Trustee's change in the conflict of interest policy in November 2019 and amended in January 2020, MCF performed the entire selection process independently from the college. All scholarships and were offered through the MCF webpage with MCF directors performing the selection process. Morton College employees or staff were not part of the process.

Scholarship and Grant Awards

By far the most important mission of MCF is awarding grants and scholarships to Morton College students. This past year was another outstanding year in supporting students. MCF awarded a total of \$83,500 in scholarships and grants in 2020.

In July, MCF awarded 43 scholarships totaling \$74,000.00. Due to the pandemic, the tradition Convocation (Scholarship Award Ceremony) was replaced by a drive-through Convocation around Panther Hill in the college parking lot. The scholarships included twelve Irving J. Vesely and one Olga H. Bush scholarships as well as two Hope Scholarships. All of these funds are exclusively managed by MCF. The remaining funds from the \$95,000 received from the bookstore management agreement in late 2018 were awarded. MCF has not received any further funds from the bookstore management agreement.

In August, MCF awarded four \$500 Jump Start Grants to students attending the New Student Orientation (NSO). All four students attended Morton College in the fall 2020 semester.

In a first for MCF, a second round of scholarships were awarded in December 2020. Three Vesely and one Olga Bush scholarships were awarded to four students for a total \$7,500.00.

Consequently, MCF awarded \$83,500 in scholarships to Morton College students in 2020.

Scholarships Offered in 2021

In 2021, MCF will offer 25 distinct student scholarships, all with unique criterion. MCF will offer Morton College students four new scholarship in 2021--Men in Need, Dreamers, First Responder and Elite scholarships. The Elite Scholarship will award recipients scholarships of up to \$6,000 per school year. Other new scholarships will be offered to graduating Morton College students. Some previously offered scholarships were retired to fund the new scholarships. MCF hopes to offer scholarships in both the Spring and Fall semesters.

Unfortunately, scholarships established by Morton College employees over the past few years where not supported by the donors in 2020 or 2021.

Between its establishment in 1976 and the end of 2020, the MCF, a 501(C)(3) not-for-profit corporation, has awarded over \$1,300,000 in scholarships and grants to approximately 1,500 Morton College students, recognized over 100 outstanding faculty and classified staff members with cash awards and provided for gifts to the college of computers, electronic signage and an upgrade to the JPAC sound system. All the financial support for MCF comes from private donations. All MCF directors are unpaid volunteers.

Student Report to the Board

March 2021

<u>Date</u>	<u>Event</u>	<u>Organization</u>
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	Student Trustee	SAO
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Spread the word, Student Trustee applications are now available and due March 31st! Students will represent the student body, participate in these Board of Trustees meetings, and help coordinate events and more!

March 4th	Student Leader Exchange	SAO
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In collaboration with the Illinois Community College Student Activities Association, the SAO hosts monthly workshops to help students in their leadership development and gain valuable skills. Workshops are interactive and a great opportunity to meet students from other community colleges.

March 5th, 12th, 19th, 26th	Radio Show: Panther Talk	Radio, SGA
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My coworker Julia and I cohost 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; we will begin interviews soon. Currently hosted on Fridays at 8:00am on 99.1 FM; time is subject to change.

March 3rd, 17th, 31st, April 14th	Student Success Workshops	SAO
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Know a student planning to transfer to another College or University? Are they looking for scholarships to help relieve our looming student debt? Guide them towards the Student Success Workshop series, which provides a general overview of the transfer process, requirements, transfer guides, and transfer agreements to help students achieve transfer success! Look to morton.edu or the Facebook website for more info on registering.

March 15th	Phi Theta Kappa Meeting	PTK
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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, volunteer events, PTK board leadership, and much more!

March 16th	Money Talks	Career Services/SAO
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Money Talks is a series of financial literacy workshops hosted through the Career Services in collaboration with the Student Activities Office to help students learn about their finances, avoid getting into debt, help boost their credit score, and learn the basics of investments.

March 18th April 16th

Skyway: Art Competition

Art/SAO

Congratulations to the students that participated in this year's Skyway Art Competition. Morton College submitted 8 pieces into the competition and our four student competed against students from seven other community colleges. The virtual gallery will remain available through April 16th on College of Lake County website.

April 1st

University Day

MC

On University Day, students will receive on-the-spot admission decisions; learn about university scholarships and internships, as well as campus resources to help students succeed at their university! Students who registered before March 18th received 3 free transcripts! Please encourage students to sign up for this opportunity on the MC website prior to the 29th of this month to register with universities.

Submitted By: Andy Avalos



MORTON COLLEGE

**Board Meeting
March 24, 2021
11:00 a.m.**





MORTON COLLEGE



Student Activities



Women's EmpowHERment Virtual Conference





MORTON COLLEGE



Cornerstone Government Affairs, Inc.





MORTON COLLEGE

Institutional Advancement



Social Media Marketing

Hootsuite

December 2020-March 2021

Social Networks



• @StanFieldsMC



• @mortoncollege



• Morton College



• mortoncollegepanthers



Social Media



Morton College
Published by Jim O'Connell · 21h ·

No. 13 women's basketball showcases high octane offense in 85-58 win over Lincoln Trail today at Vais Gym. Four in doubles, paced by Tadriona Heard's 27. Kaiya Braggs adds 21, Fran Metz, 17 and Rebeka Tovar, 13. 14 threes for MC with Heard and Braggs combining on 11.

Panthers also 19 of 24 from free-throw line with Tovar's 8 for 9 effort leading way. MC turns tide with 19-0 first-half run, flipping a 16-14 deficit into a lead of 35-16. Metz sparks run with 7 of MC's 10 point... [See More](#)



10:58

Thread

 Morton College Womens Basketball Retweeted

 **Coach**
@BisonGirlsBball

Thank you to @JNBAAhoops2018 and @MortonJCWBB for hosting today's event - we appreciate having this opportunity! What a great facility! #B3LI3V3 #R3L3NTL3SS #CULTUR3



4:14 PM · 3/7/21 · Twitter for iPhone

2 Retweets 24 Likes

 Tweet your reply

 mortoncollegepanthers

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>.

6 likes

mortoncollegepanthers Alumni Bingo Night is TONIGHT at 6PM!

If you haven't registered, make sure you do in order to receive your bingo card via email.

To register go to bit.ly/AlumniBingoRSVP.

2 days ago

Panther Newsletter

MORTON **MC** COLLEGE

Panther Newsletter

Monday, March 15 2021 Edition

#WeAreMC #SomosMC

Campus COVID-19 Guidelines Update

Panthers,

As we continue the gradual reopening of our campus, we have made updates to the screening process and the Guidance for Morton College on the Coronavirus (COVID-19).

Below, please find the Guidance for Morton College on the Coronavirus (COVID-19) & FAQs.

Morton College is in the process of improving our COVID check-in process for campus. Beginning on Monday, March 15, we will be using #CampusClear to screen prior to coming to campus. #CampusClear is a 1-question daily self-survey that takes less than 10 seconds to complete. The questionnaire can be accessed by downloading the app in your device's app store or through the web browser at #CampusClear COVID-19 Screener | FastPass. Below are instructions on how to download and use #CampusClear.

Thank you so much for your continued commitment and collaboration through all of the challenges we have faced this past year.

If you have any questions contact Dana Kraft, Community Health Nurse, at Dana.Kraft@morton.edu.

#WeAreMC #SomosMC

[#CampusClear App Information and Download](#)

[Morton College COVID-19 Guidance-Spring 2021](#)

[COVID Vaccination Location Resource Links](#)

Announcements



Subscribe to the Women's EmpowHERment e-newsletter to receive conference details and updates!

[Register for Women's EmpowHERment Virtual Conference Workshops](#)

Marketing

Carvertise



Marketing

Sponsored Content and Geo Fencing

3 Things to Know About Spring Semester at Morton College

By Morton College

January 26, 2021 at 8:47 am CST

✕ Expand



Although the Spring 2021 semester began on January 19th, Morton College is offering some late-starting Spring classes, a new Free Laptop Program with an extended deadline, and a one-time Panther Forgiveness Program to help students succeed in their quest for a degree from Morton College. Here are 3 things to know about MC's spring semester:

1. Some classes will be starting later in the semester. "Students could've registered up through the first week of classes, with no late fees assessed, with faculty approval," explained Courtney O'Brien, Director of...



➔ Promote your business here

Recent Articles



Here's where each health region in northern Illinois stands as of Sunday for new cases and vaccine administration



Children and teens a growing segment of new COVID-19 infections



DuPage County reports 168 COVID-19 cases Saturday, no deaths, 13.89% of population fully vaccinated



Bartlett's defense comes up big, turns away Glenbard South



Boys Soccer: Trygve Hansen's two goals key Downers Grove North's crosstown win

[+ PROMOTE YOUR EVENT](#) [Log In / Sign Up](#)

March 31, 2021

mySuburbanLife.com


News Prep Sports Friday Night Drive Coronavirus Vaccine Central Photo Galleries Online Newspaper eBooks Newsletter

Register Now For Morton College's Adult Education Classes Beginning in March!

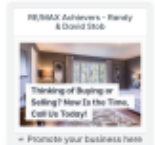
By Morton College

February 16, 2021 at 2:58 pm CST

✕ Expand




Morton College offers terrific Adult Education classes to the community, including English as a Second Language (ESL), High School Equivalency Certification (in both Spanish and English), and Bridge to Healthcare Careers. These classes are offered at no charge, with the exception of the highest level (out of four) for the High School Equivalency Certificate, which costs only \$18.




➔ Promote your business here


Recent Articles




Here's where each health region in northern Illinois stands as of Sunday for new cases and vaccine administration




Children and teens a growing segment of new COVID-19 infections



DuPage County reports 168 COVID-19 cases Saturday, no deaths, 13.89% of population fully vaccinated



Bartlett's defense comes up big, turns away Glenbard South



Boys Soccer: Trygve Hansen's two goals key Downers Grove North's crosstown win



YOUR FUTURE AWAITS AT

MORTON *MC* COLLEGE

register online (no exam date) | attending in your preferred format



REGISTER NOW



Community Outreach

**CICERO MEXICAN
CULTURAL COMMITTEE**

Invites you

AZTEC NEW YEAR RITUAL

Performance by
OCELOTLI-CIHUACOATL CALPULLI



Facebook Live
Morton College

Sábado 13 de Marzo, 2021
12:00 PM

Saturday, March 13, 2021
12:00 PM

Special Presentation
Presentación Especial

Sponsored by



Upcoming Events

MC Hosted by Morton College
www.morton.edu
wec@morton.edu

**Women's
EMPOWERMENT**
VIRTUAL CONFERENCE
2021

MARCH



**Cultivating
Community**
grow where you are planted

TECHNOLOGY ENGINEERING
SCIENCE ART MATHEMATICS

**STEAMers
CAMP**
AGES 6-9 & 10-12
2021

OUR CAMP
Provides a safe, fun and active environment in which children can develop new skills, self-esteem and friendships. Science activities, arts and crafts, theater programming, and outdoor play!

WEEKLY SESSIONS
June 28 - July 29
REGISTER NOW!
In-person: Admission & Registration
Office Building B, 1st floor
Email: admission@morton.edu
Online: <http://web-adv.morton.edu>
Select Community Service Self-Service

FOR MORE INFO CONTACT
IRINA CLINE
708.656.8000 X 2383 I
IRINA.CLINE@MORTON.EDU

MORTON **MC COLLEGE**

CLASS CODES

DATES	AGES 6-9	AGES 10-12
June 28 - July 1	CMP 001 01	CMP 001 02
July 6 - 8	CMP 001 03	CMP 001 04
July 12 - 15	CMP 001 05	CMP 001 06
July 19 - 22	CMP 001 07	CMP 001 08
July 26 - 29	CMP 001 09	CMP 001 10

Morton.edu

COVID-19 Resources for the Morton College Community



COVID-19 Resources for the Morton College Community



COVID-19 Resources for the Morton College Community



Visiting Morton College?



Morton College COVID check-in process begins by completing #Campus Clear, a 1-question daily self-survey that takes less than 10 seconds to complete.

Campus
Clear

SCAN THE QR CODE



OR DOWNLOAD THE APP



Morton College Day of Giving

Thank You



**GREATER
CHICAGO
- FOOD -
DEPOSITORY®**





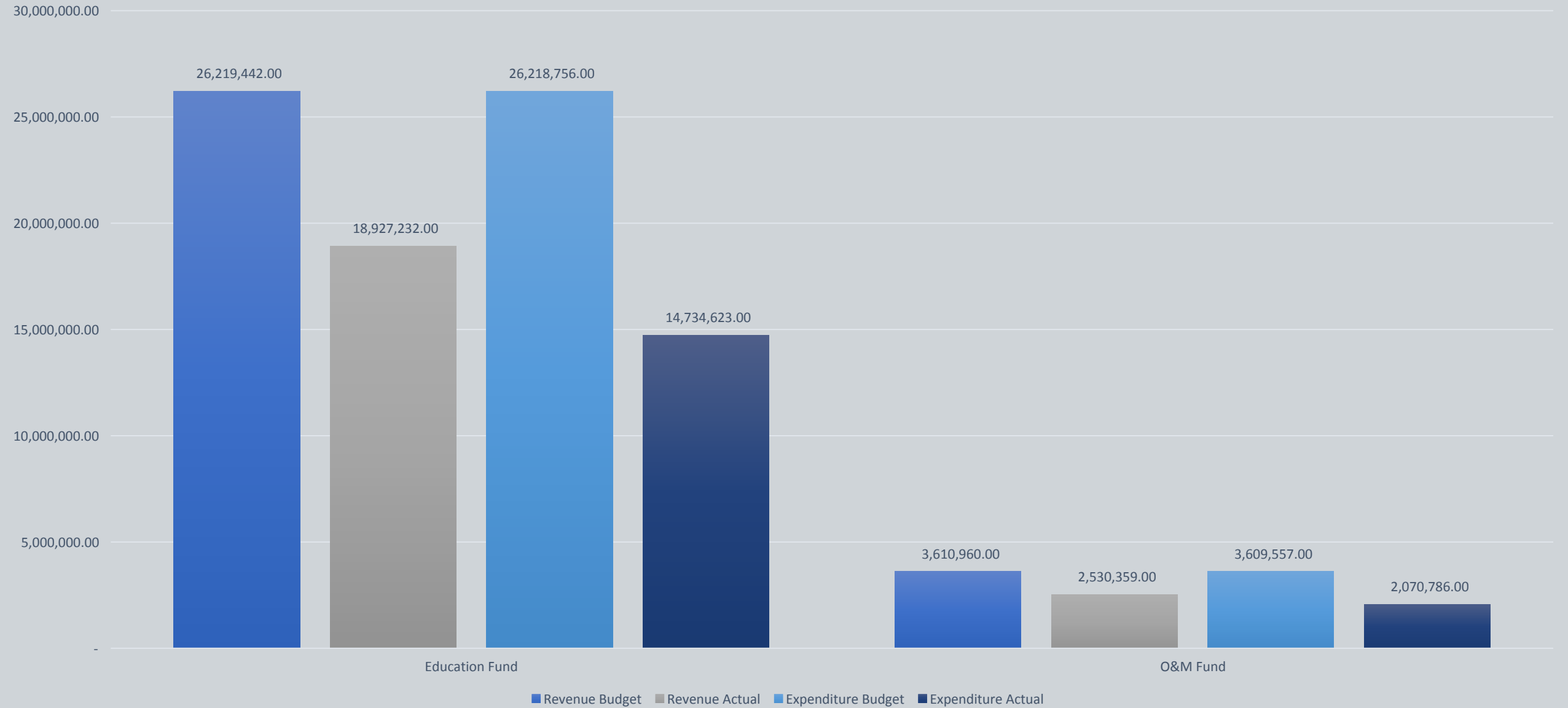
Monthly Finance Updates

Business Office

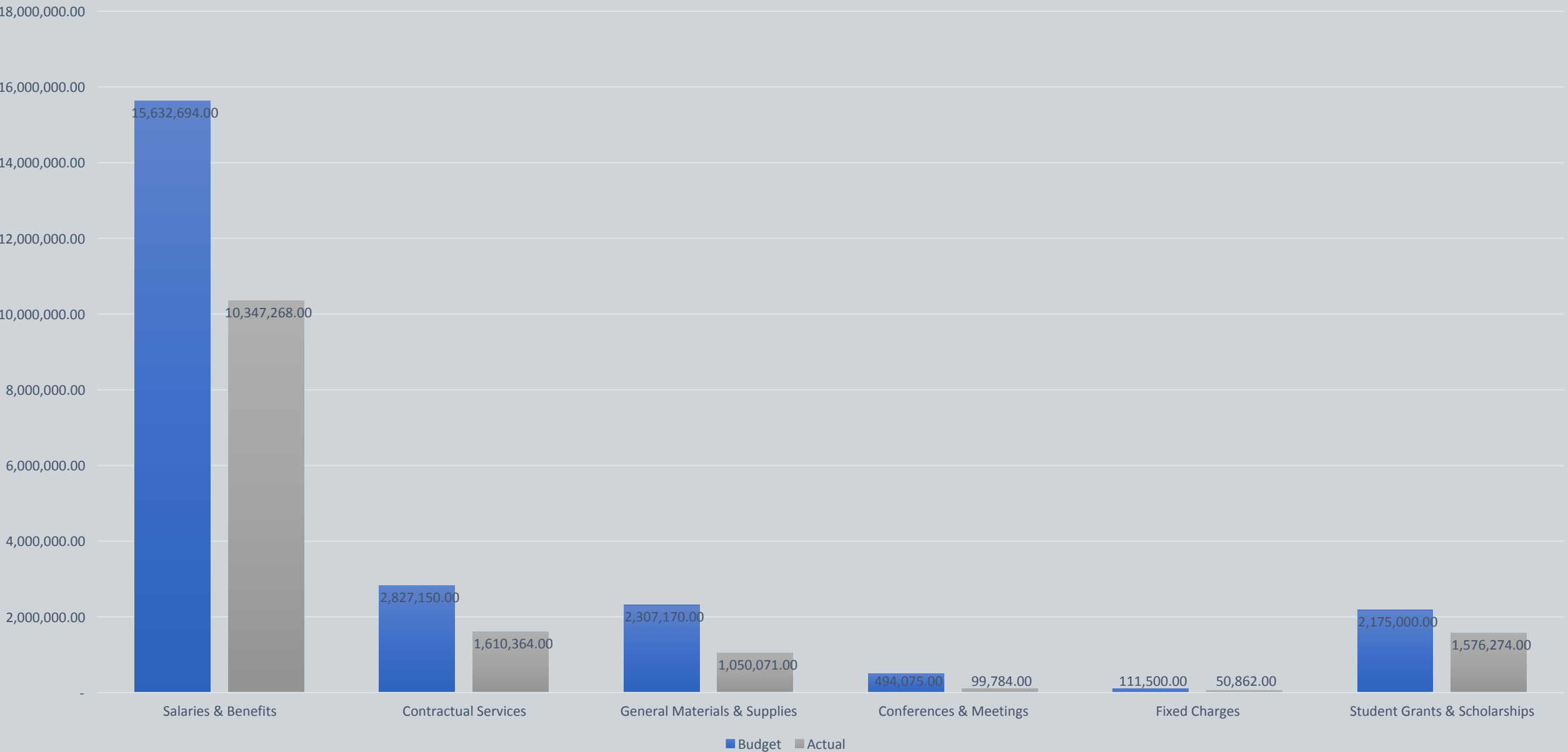
Month ending January 2021



February 2021 - Operating Fund Revenues & Expenditures



February 2021 - Education Fund Expenditures



Tuition and Fee Restructure – effective Fall 2021

- No tuition increase for fiscal year 2022
- Restructuring fees

(PER CREDIT)	CURRENT	NEW
TUITION	\$ 108.00	\$ 130.00
COMPREHENSIVE FEE	\$ 9.00	\$ 9.00
TECHNOLOGY FEE	\$ 9.00	\$ 9.00
REPAIR/RENOVATION FEE	<u>\$ 22.00</u>	<u>\$ -</u>
TOTAL	<u>\$ 148.00</u>	<u>\$ 148.00</u>

Student refund policy

- Align refund with 10th reporting
- Refund period based on length of course

Course length	100% Refund
10-16 weeks	10 calendar days
6-9 weeks	5 calendar days
2-5 weeks	3 calendar days
1 week or less	before 1st day of class



MORTON COLLEGE

**Board Meeting
March 24, 2021
11:00 a.m.**





MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527 COOK COUNTY, ILLINOIS Minutes for the Regular Meeting Wednesday, February 24, 2021

A Regular Meeting of the Board of Trustees of Morton College was held on Wednesday, February 24, 2021, beginning at 11:000 AM in the form of a teleconference call, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Vice Chair, Anthony Martinucci at 11:06 AM in the form of a teleconference.

2. Pledge of Allegiance

3. Roll Call

Present:

Anthony Martinucci, Trustee
Jose Collazo, Trustee (by phone)
Susan Banks, Trustee (by phone)
Joseph Belcaster, Trustee (by phone)
Susan Grazzini, Trustee (by phone)
Oscar Montiel, Trustee (by phone)
Andy Avalos, Student Trustee (by phone)

Absent:

Frances F. Reitz, Trustee

Also Present:

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

4. Citizen Comments

Attorney, Edmund P. Wanderling asked to table item 7.35.2. Frank Marzullo Employment Separation. He spoke during citizen comments about the allegations against his client, Frank Marzullo.

Attorney Michael Del Galdo asked Attorney Wanderling not to disclose confidential information since this was a public meeting and stated that he and his client would have an opportunity to address the Board during the Special Board Meeting on March 12, 2021, at 11 AM.

Item 7.35.2. Frank Marzullo Employment Separation was removed from the Consent Agenda.

5. Reports

5.1. ICCTA – ACCT

None

5.2. Student Member, Andy Avalos

Advisory Voting Student Member Andy Avalos gave the monthly report of student program and activities.

6. President's Report

6.1. Strategic Plan

6.2. Strategic Enrollment Plan

Marisol Velazquez, Dean of Student Services talked about the updated screening procedure that will launch on Monday, March 15th, 2020. Morton College COVID check-in process begins by completing #Campus Clear, a 1 –question daily self-survey that takes less than 10 seconds to complete. The questionnaire can be accessed after downloading the app in a device's app store or through the web browser at CampusClear COVID-19 Screener|FastPass. #CampusClear can be accessed via web browser or through your device's app store.

6.3. Institutional Advancement

Sally Delgado, gave a report on the following points; Giving Tuesday Challenge Results, Panther Pantry Donations, Alumni Holiday Event, Alumni Ambassador Program launch, Potential Donor Visits, ROC Partnership, ROC Partnership and Donor Perfect fundraising forms launch spring.

6.4. Capital Improvements

Joseph Florio, Director of Campus Operations and Facilities, reported on different renovation project around the Morton College Campus.

6.5. Higher Learning Commission (HLC)

Dr. Keith McLaughlin reported that we will present an agreement for approval next month with consulting services with the Association of Governing Boards in Colleges and Universities (AGB) to provide board professional development and to assist the board and administration in preparing for the HLC Focused Visit in September 2021.

6.6. Finance Review

Mireya Perez, Chief Financial Officer/Treasurer reported on the January 2021 Operating Fund Revenues and Expenditures and Educational Fund Expenditures. She also reported on Tuition Revenue, fy21 tuition revenue is currently at 84% of total fy20 tuition revenues, there is a difference of \$1. 3M, fy21 fees are at 88% of total fy20 tuition revenue, there is a difference of \$376K.

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 Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 7.0 to 7.35.1, and 7.36 to 7.37.5, as listed below.

Trustee Belcaster seconded the motion

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

Nays: None Absent: Trustee Reitz

Motion Carried

Trustee Martinucci made a motion to approve the Consent Agenda, which includes Agenda items 7.0 to 7.35.1, and 7.36 to 7.37.5, as listed below.

Trustee Belcaster seconded the motion

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

Nays: None Absent: Trustee Reitz

Motion Carried

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

Trustee Martinucci made a motion to adjourn the Regular Meeting.

Trustee Grazzini seconded the motion

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

Nays: None Absent: Trustee Reitz

Motion Carried

The meeting was adjourned at 11:55 AM.

Frances F. Reitz, Board Chair

Jose Collazo, Secretary of Board

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.1 for 3/24/2021 Board Meeting
Date: Friday, March 12, 2021 9:46:58 AM
Attachments: [Board AS Totals 2.28.21.pdf](#)
[BT 2.28.21.pdf](#)
[Check Register 2.28.21.pdf](#)
[Over 10k Feb 2021.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Friday, March 12, 2021 9:43 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 3/24/2021 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF FEBRUARY 2021 IN THE AMOUNT OF \$3,263,183 AND BUDGET TRANSFERS IN THE AMOUNT OF \$185,437 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of February 2021, be approved and/or ratified in the amount of \$3,263,183 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	02/28/2021	706,919
Payroll	02/15/2021	765,181
Payroll	02/28/2021	752,114
Student Refunds	02/28/2021	<u>938,543</u>
		3,162,757

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	02/28/2021	<u>100,426</u>
TOTAL ALL FUNDS		<u>\$3,263,183</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$185,437 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

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

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

Morton College				
Budget Transfers				
February 2021				
	GL Account	Description	Debit	Credit
1	06-4090-99170-540100200	GEERF Early Childhood: Instr Supplies	2,000	
	06-4090-99170-540100205	GEERF Early Childhood: Inst Equip <\$5000		2,000
2	01-6040-60202-530900000	Athletic Administration: Other Contract Srvs	20,000	
	01-6040-60202-540100100	Athletic Administration: Office Supplies		20,000
3	10-0000-95128-490000020	Physical Therapy: Misc Revenue		2,000
	10-0000-95128-590900000	Physical Therapy: Other Expenditures	2,000	
4	06-0000-99172-430100020	CARES MSI: Dept of Ed Grant Revenue		161,437
	06-8090-99172-540100205	CARES MSI: Inst Equip <\$5000	131,437	
	06-8090-99172-540400200	CARES MSI: Computer Software	30,000	
		Total Budget Transfers	185,437	185,437

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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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
0096036	02/05/21	Outst	0202471	AHSIE 2021 Conference	V0141173	02/02/21		550.00		550.00
								550.00		550.00
0096037	02/05/21	Outst	0202517	Mr. Diego U. Aleman Sant	V0140943	01/25/21		66.50		66.50
								66.50		66.50
0096038	02/05/21	Recon	0166671	Ms. Cara A. Bonick	V0141041	01/27/21		65.78		65.78
								65.78		65.78
0096039	02/05/21	Recon	0196660	Kina L. Brown	V0141146	01/29/21		140.00		140.00
								140.00		140.00
0096040	02/05/21	Recon	0000995	Bureau Water/Sewer Town	V0141182	02/03/21		191.34		191.34
					V0141183	02/03/21		543.87		543.87
					V0141184	02/03/21		191.34		191.34
					V0141185	02/03/21		191.34		191.34
					V0141186	02/03/21		191.34		191.34
					V0141187	02/03/21		153.07		153.07
								1,462.30		1,462.30
0096041	02/05/21	Outst	0173657	Ms Larhonda M. Conner	V0141147	01/29/21		140.00		140.00
								140.00		140.00
0096042	02/05/21	Recon	0156884	Rebecca Farrell	V0141180	02/02/21		75.00		75.00
								75.00		75.00
0096043	02/05/21	Recon	0003232	Ms. Lisa A. Mathelier	V0141188	02/03/21		70.00		70.00
								70.00		70.00
0096044	02/05/21	Recon	0206101	Kevin W. McManaman	V0141205	02/03/21		130.00		130.00
								130.00		130.00
0096045	02/05/21	Recon	0193357	Elizabeth J. Perez	V0141060	01/28/21		95.00		95.00
								95.00		95.00
0096046	02/05/21	Recon	0195558	Mr. Andrew E. Pulaski	V0141206	02/03/21		113.42		113.42
								113.42		113.42
0096047	02/05/21	Recon	0001909	Reliance Standard Life I	V0141177	02/02/21		8,356.29		8,356.29

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								8,356.29		8,356.29
0096048	02/05/21	Recon	0171290	Karla P. Rodriguez	V0141058	01/28/21		451.96		451.96
								451.96		451.96
0096049	02/05/21	Outst	0002668	Dr. Behrooz Sedaie	V0141057	01/27/21		126.00		126.00
								126.00		126.00
0096050	02/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0135923	09/08/20		2,400.00		2,400.00
								2,400.00		2,400.00
0096051	02/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0141174	02/02/21		720.00		720.00
								720.00		720.00
0096052	02/11/21	Outst	0170358	ATIXA	V0140920	01/21/21		3,198.00		3,198.00
								3,198.00		3,198.00
0096053	02/11/21	Recon	0170358	ATIXA	V0141228	02/08/21		1,699.00		1,699.00
								1,699.00		1,699.00
0096054	02/11/21	Recon	0193139	Nely Baeza	V0141224	02/08/21		60.00		60.00
					V0141431	02/10/21		30.00		30.00
								90.00		90.00
0096055	02/11/21	Recon	0001770	The Bank of New York	V0141458	02/11/21		535.00		535.00
								535.00		535.00
0096056	02/11/21	Outst	0000781	Ms. Sandra Barajas	V0141215	02/04/21		488.13		488.13
								488.13		488.13
0096057	02/11/21	Recon	0187179	Claudia M. Cisneros	V0141225	02/08/21		60.00		60.00
					V0141432	02/10/21		30.00		30.00
								90.00		90.00
0096058	02/11/21	Outst	0208165	Arnold J. Cross	V0141247	02/09/21		230.00		230.00
								230.00		230.00
0096059	02/11/21	Outst	0000814	Mrs. Martha A. Favela	V0141230	02/09/21		98.98		98.98
								98.98		98.98

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096060	02/11/21	Outst	0208164	Mark J. Febonio	V0141248	02/09/21		115.00		115.00
								115.00		115.00
0096061	02/11/21	Recon	0205722	Ms. Carla J. Fortuna	V0141214	02/04/21		84.13		84.13
								84.13		84.13
0096062	02/11/21	Recon	0197148	Joseph Foster	V0141149	01/29/21		140.00		140.00
								140.00		140.00
0096063	02/11/21	Recon	0000724	Dr. Brian R. Gilligan	V0141427	02/10/21		404.00		404.00
								404.00		404.00
0096064	02/11/21	Recon	0206558	Ryan A. Gyrion	V0141162	01/29/21		110.00		110.00
					V0141249	02/09/21		660.00		660.00
								770.00		770.00
0096065	02/11/21	Outst	0205401	Glen Heffernan	V0141239	02/09/21		200.00		200.00
								200.00		200.00
0096066	02/11/21	Outst	0205401	Glen Heffernan	V0141240	02/09/21		200.00		200.00
								200.00		200.00
0096067	02/11/21	Recon	0193606	Mr. Francisco Hernandez	V0141235	02/09/21		35.00		35.00
								35.00		35.00
0096068	02/11/21	Outst	0001425	Craig Jeffreys	V0141163	01/29/21		140.00		140.00
								140.00		140.00
0096069	02/11/21	Outst	0186517	Jeremy Jones	V0141165	01/29/21		140.00		140.00
								140.00		140.00
0096070	02/11/21	Recon	0001226	Raymond W Konrath	V0141158	01/29/21		60.00		60.00
					V0141429	02/10/21		150.00		150.00
								210.00		210.00
0096071	02/11/21	Outst	0208089	Steven Lessman	V0141223	02/08/21		150.00		150.00
					V0141253	02/09/21		350.00		350.00
								500.00		500.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096072	02/11/21	Outst	0197146	Christopher Mays	V0141164	01/29/21		140.00		140.00
								140.00		140.00
0096073	02/11/21	Recon	0206101	Kevin W. McManaman	V0141238	02/09/21		130.00		130.00
								130.00		130.00
0096074	02/11/21	Recon	0206101	Kevin W. McManaman	V0141242	02/09/21		130.00		130.00
								130.00		130.00
0096075	02/11/21	Outst	0002467	Jered D. Montgomery	V0141237	02/09/21		163.98		163.98
								163.98		163.98
0096076	02/11/21	Recon	0187216	Mr. Neil Moss	V0141156	01/29/21		80.00		80.00
					V0141428	02/10/21		200.00		200.00
								280.00		280.00
0096077	02/11/21	Recon	0177526	Mr. Tom L. Pierce	V0141227	02/08/21		1,010.00		1,010.00
								1,010.00		1,010.00
0096078	02/11/21	Outst	0208184	Rod Polich	V0141433	02/10/21		115.00		115.00
								115.00		115.00
0096079	02/11/21	Recon	0000925	Mr. Juan A. Rivera	V0141233	02/09/21		169.99		169.99
								169.99		169.99
0096080	02/11/21	Outst	0208166	Salerno's Pizzeria & Spo	V0141434	02/10/21		354.00		354.00
								354.00		354.00
0096081	02/11/21	Recon	0205744	Thaddeus M. Slowik, III	V0141243	02/09/21		720.00		720.00
								720.00		720.00
0096082	02/11/21	Recon	0161138	Mrs. Erika P. Tejeda	V0141229	02/09/21		500.00		500.00
								500.00		500.00
0096083	02/11/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0141241	02/09/21		140.00		140.00
								140.00		140.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096084	02/11/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0141244	02/09/21		140.00		140.00
								140.00		140.00
0096159	02/12/21	Recon	0001375	AXA Equitable Equi-Vest	V0141440	02/12/21		1,106.00		1,106.00
								1,106.00		1,106.00
0096160	02/12/21	Outst	0001422	CCCTU-Cope Fund	V0141441	02/12/21		125.00		125.00
								125.00		125.00
0096161	02/12/21	Outst	0001374	College & University Cre	V0141443	02/12/21		200.00		200.00
								200.00		200.00
0096162	02/12/21	Recon	0001371	Colonial Life & Accident	V0141444	02/12/21		12.00		12.00
								12.00		12.00
0096163	02/12/21	Outst	0160763	Illinois Education Assoc	V0141446	02/12/21		1,775.80		1,775.80
								1,775.80		1,775.80
0096164	02/12/21	Recon	0191845	Metropolitan Alliance of	V0141447	02/12/21		203.00		203.00
								203.00		203.00
0096165	02/12/21	Outst	0101061	Morton College Faculty	V0141442	02/12/21		88.96		88.96
								88.96		88.96
0096166	02/12/21	Outst	0001372	Morton College Teachers	V0141449	02/12/21		1,703.99		1,703.99
								1,703.99		1,703.99
0096167	02/12/21	Outst	0001372	Morton College Teachers	V0141448	02/12/21		2,919.73		2,919.73
								2,919.73		2,919.73
0096168	02/12/21	Recon	0167128	Pioneer Credit Recovery,	V0141450	02/12/21		89.38		89.38
								89.38		89.38
0096169	02/12/21	Recon	0001513	SEIU Local 73 Cope	V0141451	02/12/21		9.00		9.00
								9.00		9.00
0096170	02/12/21	Recon	0001373	Service Employees Intl U	V0141452	02/12/21		457.81		457.81
								457.81		457.81

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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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
0096171	02/12/21	Recon	0001563	State Disbursement Unit	V0141453	02/12/21		50.00		50.00
								50.00		50.00
0096172	02/12/21	Recon	0001161	State Univ Retirement Sy	V0141454	02/12/21		68,777.97		68,777.97
								68,777.97		68,777.97
0096173	02/12/21	Recon	0001370	TIAA-CREF	V0141445	02/12/21		750.00		750.00
					V0141455	02/12/21		2,932.14		2,932.14
								3,682.14		3,682.14
0096174	02/12/21	Recon	0001376	VALIC	V0141456	02/12/21		2,223.55		2,223.55
								2,223.55		2,223.55
0096175	02/12/21	Recon	0179876	Voya Retirement Insuranc	V0141457	02/12/21		1,209.28		1,209.28
								1,209.28		1,209.28
0096176	02/12/21	Recon	0190089	3OE Solutions	V0141508	02/11/21	B0003715	4,333.00		4,333.00
								4,333.00		4,333.00
0096177	02/12/21	Recon	0013221	4IMPRINT	V0141476	02/11/21	P0009743	3,375.60		3,375.60
								3,375.60		3,375.60
0096178	02/12/21	Recon	0169985	A. Lange Consulting, LLC	V0141540	02/11/21	B0003483	110.00		110.00
								110.00		110.00
0096179	02/12/21	Recon	0184689	AHEAD	V0141472	02/11/21	P0009844	265.00		265.00
								265.00		265.00
0096180	02/12/21	Recon	0000962	Airgas USA, LLC	V0141528	02/11/21	B0003575	85.29		85.29
								85.29		85.29
0096181	02/12/21	Recon	0175113	Algor Plumbing	V0141647	02/12/21	B0003484	212.62		212.62
								212.62		212.62
0096182	02/12/21	Recon	0190802	All-Types Elevators Inc	V0141520	02/11/21	B0003454	665.00		665.00
								665.00		665.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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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
0096183	02/12/21	Recon	0188188	Amazon Capital Services	V0141512	02/11/21	B0003568	67.50		67.50
					V0141515	02/11/21	B0003568	61.23		61.23
					V0141555	02/11/21	B0003704	65.25		65.25
					V0141600	02/11/21	B0003766	600.00		600.00
					V0141601	02/11/21	B0003771	640.03		640.03
					V0141602	02/11/21	P0009735	181.87		181.87
								1,615.88		1,615.88
0096184	02/12/21	Recon	0000971	American Red Cross	V0141629	02/11/21	P0009846	851.40		851.40
								851.40		851.40
0096185	02/12/21	Recon	0001188	Aramark	V0141499	02/11/21	B0003735	351.84		351.84
					V0141521	02/11/21	B0003735	477.72		477.72
								829.56		829.56
0096186	02/12/21	Recon	0001490	Arc One Electric	V0141576	02/11/21	B0003761	3,935.00		3,935.00
					V0141578	02/11/21	B0003762	2,600.00		2,600.00
					V0141649	02/12/21	B0003760	2,848.00		2,848.00
								9,383.00		9,383.00
0096187	02/12/21	Recon	0000973	AT&T	V0141516	02/11/21	B0003430	1,376.83		1,376.83
								1,376.83		1,376.83
0096188	02/12/21	Recon	0001401	AZ Commercial	V0141546	02/11/21	B0003636	73.92		73.92
								73.92		73.92
0096189	02/12/21	Recon	0000985	Berwyn Ace Hardware	V0141646	02/12/21	B0003476	22.99		22.99
					V0141648	02/12/21	B0003476	11.98		11.98
								34.97		34.97
0096190	02/12/21	Recon	0194139	Berwyn's Violet Flower S	V0141510	02/11/21	B0003514	85.00		85.00
								85.00		85.00
0096191	02/12/21	Recon	0204088	Boller Construction Comp	V0141570	02/11/21	B0003591	42,036.46		42,036.46
								42,036.46		42,036.46
0096192	02/12/21	Recon	0168998	Bounce Sports Corp	V0141604	02/11/21	P0009817	2,500.00		2,500.00
								2,500.00		2,500.00
0096193	02/12/21	Recon	0001466	CAIRS	V0141471	02/11/21	P0009845	2,113.00		2,113.00

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								2,113.00		2,113.00
0096194	02/12/21	Recon	0206652	Cajan Laundry II, LLC	V0141610	02/11/21	P0009829	245.00		245.00
								245.00		245.00
0096195	02/12/21	Outst	0001713	Cicero Landscape Inc.	V0141579	02/11/21	B0003765	1,200.00		1,200.00
					V0141644	02/12/21	B0003450	1,200.00		1,200.00
					V0141645	02/12/21	B0003450	1,200.00		1,200.00
								3,600.00		3,600.00
0096196	02/12/21	Recon	0001195	Cintas Corporation	V0141479	02/11/21	B0003438	203.72		203.72
					V0141537	02/11/21	B0003438	203.72		203.72
								407.44		407.44
0096197	02/12/21	Recon	0201853	Club Automation, LLC	V0141502	02/11/21	B0003597	872.92		872.92
								872.92		872.92
0096198	02/12/21	Recon	0001752	Comcast	V0141531	02/11/21	B0003489	177.66		177.66
								177.66		177.66
0096199	02/12/21	Recon	0001692	CurriQunet	V0141588	02/11/21	P0009809	10,500.00		10,500.00
								10,500.00		10,500.00
0096200	02/12/21	Recon	0200051	Deere & Company	V0141525	02/11/21	B0003711	9,400.44		9,400.44
								9,400.44		9,400.44
0096201	02/12/21	Recon	0001676	Del Galdo Law Group, LLC	V0141568	02/11/21	B0003528	25,866.73		25,866.73
								25,866.73		25,866.73
0096202	02/12/21	Recon	0205020	DiaMedical USA Equipment	V0141535	02/11/21	P0009767	792.00		792.00
					V0141536	02/11/21	P0009708	530.21		530.21
								1,322.21		1,322.21
0096203	02/12/21	Recon	0000989	Dick Blick	V0141500	02/11/21	B0003539	192.78		192.78
					V0141523	02/11/21	B0003753	60.10		60.10
					V0141539	02/11/21	B0003753	35.65		35.65
					V0141544	02/11/21	B0003753	35.65		35.65
					V0141545	02/11/21	B0003753	35.65		35.65
					V0141550	02/11/21	B0003753	15.84		15.84
					V0141551	02/11/21	B0003753	15.84		15.84
					V0141552	02/11/21	B0003753	15.84		15.84

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					V0141553	02/11/21	B0003753	56.62		56.62
					V0141554	02/11/21	B0003753	56.62		56.62
					V0141556	02/11/21	B0003753	56.62		56.62
					V0141557	02/11/21	B0003539	28.19		28.19
					V0141563	02/11/21	B0003753	16.90		16.90
					V0141564	02/11/21	B0003753	57.49		57.49
					V0141565	02/11/21	B0003753	32.76		32.76
					V0141566	02/11/21	B0003753	32.76		32.76
					V0141567	02/11/21	B0003753	18.75		18.75
					V0141611	02/11/21	B0003725	106.72		106.72
								870.78		870.78
0096204	02/12/21	Recon	0182724	Dyopath LLC	V0141608	02/11/21	P0009835	12,450.00		12,450.00
								12,450.00		12,450.00
0096205	02/12/21	Recon	0001508	EBSCO	V0141603	02/11/21	P0009815	74.88		74.88
					V0141605	02/11/21	P0009816	6,248.32		6,248.32
								6,323.20		6,323.20
0096206	02/12/21	Recon	0205067	Effectv	V0141467	02/11/21	P0009824	904.25		904.25
					V0141468	02/11/21	P0009825	64.00		64.00
					V0141469	02/11/21	P0009826	300.00		300.00
					V0141470	02/11/21	P0009827	177.04		177.04
								1,445.29		1,445.29
0096207	02/12/21	Void	0204087	Empire Construction Comp						
0096208	02/12/21	Recon	0169651	Essential Education	V0141478	02/11/21	P0009786	495.83		495.83
								495.83		495.83
0096209	02/12/21	Recon	0196370	FHEG Morton College Book	V0141219	02/08/21		52,355.25		52,355.25
					V0141558	02/11/21	B0003531	121.40		121.40
					V0141559	02/11/21	B0003592	869.95		869.95
					V0141562	02/11/21	B0003781	101.14		101.14
								53,447.74		53,447.74
0096210	02/12/21	Recon	0157592	First Communications	V0141529	02/11/21	B0003433	1,003.15		1,003.15
								1,003.15		1,003.15
0096211	02/12/21	Recon	0188213	First Midwest Bank	V0141613	02/11/21	B0003678	330.00		330.00
					V0141614	02/11/21	B0003535	140.21		140.21
					V0141615	02/11/21	P0009740	180.00		180.00
					V0141616	02/11/21	B0003678	111.56		111.56

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					V0141617	02/11/21	P0009852	39.50		39.50
					V0141618	02/11/21	P0009789	1,938.30		1,938.30
					V0141619	02/11/21	P0009788	1,198.24		1,198.24
					V0141620	02/11/21	B0003678	45.00		45.00
					V0141621	02/11/21	B0003717	20.00		20.00
					V0141622	02/11/21	P0009758	424.99		424.99
					V0141623	02/11/21	P0009799	250.00		250.00
					V0141624	02/11/21	P0009810	55.07		55.07
					V0141625	02/11/21	B0003551	44.98		44.98
					V0141626	02/11/21	P0009770	6,235.00		6,235.00
					V0141627	02/11/21	B0003536	26.70		26.70
					V0141628	02/11/21	P0009848	40.20		40.20
								11,079.75		11,079.75
0096212	02/12/21	Outst	0196233	First Watch, Inc.	V0141580	02/11/21	B0003767	600.00		600.00
					V0141581	02/11/21	B0003767	2,220.00		2,220.00
					V0141582	02/11/21	B0003767	400.00		400.00
								3,220.00		3,220.00
0096213	02/12/21	Recon	0001033	Fisher Scientific Compan	V0141475	02/11/21	P0009777	83.84		83.84
								83.84		83.84
0096214	02/12/21	Recon	0001034	Flinn Scientific Inc	V0141463	02/11/21	P0009805	40.95		40.95
								40.95		40.95
0096215	02/12/21	Recon	0192360	Fusion Cloud Services, L	V0141517	02/11/21	B0003516	2,521.77		2,521.77
								2,521.77		2,521.77
0096216	02/12/21	Recon	0001001	Got Laundry Chicago?, In	V0141589	02/11/21	P0009790	1,544.20		1,544.20
								1,544.20		1,544.20
0096217	02/12/21	Recon	0205565	The Graphic Edge, LLC	V0141484	02/11/21	B0003744	130.61		130.61
					V0141485	02/11/21	B0003744	665.17		665.17
					V0141486	02/11/21	B0003745	2,125.34		2,125.34
					V0141489	02/11/21	B0003744	68.03		68.03
					V0141497	02/11/21	B0003744	883.24		883.24
					V0141498	02/11/21	B0003607	379.68		379.68
								4,252.07		4,252.07
0096218	02/12/21	Recon	0001061	ICCTA	V0141632	02/11/21	P0009840	5,570.00		5,570.00
								5,570.00		5,570.00

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0096219	02/12/21	Recon	0001775	Jostens	V0141509	02/11/21	B0003651	9.16		9.16
								9.16		9.16
0096220	02/12/21	Recon	0001890	Konica Minolta Bus Solut	V0141514	02/11/21	B0003440	5.88		5.88
					V0141519	02/11/21	B0003440	7,875.00		7,875.00
								7,880.88		7,880.88
0096221	02/12/21	Recon	0002233	Konica Minolta Premier F	V0141527	02/11/21	B0003441	2,897.00		2,897.00
								2,897.00		2,897.00
0096222	02/12/21	Recon	0002233	Konica Minolta Premier F	V0141532	02/11/21	B0003441	451.00		451.00
								451.00		451.00
0096223	02/12/21	Outst	0002233	Konica Minolta Premier F	V0141533	02/11/21	B0003441	125.17		125.17
								125.17		125.17
0096224	02/12/21	Recon	0002233	Konica Minolta Premier F	V0141534	02/11/21	B0003441	140.00		140.00
								140.00		140.00
0096225	02/12/21	Recon	0208090	Maxient, LLC	V0141583	02/11/21	B0003768	13,000.00		13,000.00
								13,000.00		13,000.00
0096226	02/12/21	Recon	0001289	Menards	V0141506	02/11/21	B0003463	47.02		47.02
					V0141513	02/11/21	B0003463	50.97		50.97
								97.99		97.99
0096227	02/12/21	Recon	0001492	Metal Supermarkets	V0141585	02/11/21	P0009683	992.45		992.45
								992.45		992.45
0096228	02/12/21	Recon	0001792	Meyer Physical Therapy	V0141593	02/11/21	P0009753	249.42		249.42
					V0141594	02/11/21	P0009753	18.99		18.99
					V0141595	02/11/21	P0009753	89.98		89.98
								358.39		358.39
0096229	02/12/21	Recon	0001871	NACE	V0141609	02/11/21	P0009814	455.00		455.00
								455.00		455.00
0096230	02/12/21	Outst	0207978	National Hispanic Colleg	V0141474	02/11/21	P0009798	415.00		415.00
								415.00		415.00

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0096231	02/12/21	Recon	0206258	Nebraska Scientific	V0141612	02/11/21	P0009794	4,880.00		4,880.00
								4,880.00		4,880.00
0096232	02/12/21	Recon	0199908	Occupational Health Cent	V0141511	02/11/21	B0003472	314.00		314.00
								314.00		314.00
0096233	02/12/21	Recon	0001122	Office Depot	V0141569	02/11/21	B0003502	95.43		95.43
								95.43		95.43
0096234	02/12/21	Recon	0002406	Paisans Pizza	V0141473	02/11/21	P0009838	206.98		206.98
					V0141591	02/11/21	P0009813	165.00		165.00
								371.98		371.98
0096235	02/12/21	Outst	0199814	R.E.S. Construction, Inc	V0141482	02/11/21	B0003773	4,050.00		4,050.00
					V0141483	02/11/21	B0003773	3,054.00		3,054.00
								7,104.00		7,104.00
0096236	02/12/21	Recon	0001835	Ray O'Herron Co. of Oakb	V0141522	02/11/21	B0003720	487.76		487.76
								487.76		487.76
0096237	02/12/21	Recon	0205800	Reading Plus LLC	V0141538	02/11/21	P0009668	1,875.00		1,875.00
								1,875.00		1,875.00
0096238	02/12/21	Outst	0002411	Republic Services #551	V0141464	02/11/21	B0003776	2,123.56		2,123.56
					V0141465	02/11/21	B0003776	4,092.85		4,092.85
								6,216.41		6,216.41
0096239	02/12/21	Recon	0007922	RR Donnelley	V0141526	02/11/21	B0003752	38.53		38.53
								38.53		38.53
0096240	02/12/21	Outst	0001093	Securitas Electronic Sec	V0141504	02/11/21	B0003436	105.84		105.84
					V0141505	02/11/21	B0003436	360.00		360.00
					V0141547	02/11/21	B0003436	95.00		95.00
					V0141548	02/11/21	B0003436	95.00		95.00
					V0141549	02/11/21	B0003436	360.00		360.00
								1,015.84		1,015.84
0096241	02/12/21	Recon	0000965	Sigma-Aldrich Inc	V0141477	02/11/21	P0009806	145.03		145.03
								145.03		145.03

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0096242	02/12/21	Recon	0208071	Signature Transportation	V0141606	02/11/21	P0009821	1,700.00		1,700.00
					V0141607	02/11/21	P0009818	999.00		999.00
								2,699.00		2,699.00
0096243	02/12/21	Recon	0001158	SoftwareONE, Inc.	V0141586	02/11/21	P0009800	101.09		101.09
								101.09		101.09
0096244	02/12/21	Recon	0158956	Sound Incorporated	V0141571	02/11/21	B0003759	958.00		958.00
					V0141572	02/11/21	B0003759	3,680.00		3,680.00
					V0141573	02/11/21	B0003759	1,028.00		1,028.00
					V0141574	02/11/21	B0003759	255.00		255.00
					V0141575	02/11/21	B0003759	477.00		477.00
					V0141592	02/11/21	P0009811	1,499.00		1,499.00
								7,897.00		7,897.00
0096245	02/12/21	Recon	0001514	Specialty Floors Inc	V0141650	02/12/21	B0003764	2,745.00		2,745.00
								2,745.00		2,745.00
0096246	02/12/21	Recon	0157227	Staples Advantage	V0141541	02/11/21	B0003754	33.55		33.55
					V0141542	02/11/21	B0003754	1.89		1.89
					V0141543	02/11/21	B0003754	251.72		251.72
					V0141587	02/11/21	P0009808	109.00		109.00
					V0141590	02/11/21	P0009808	13.45		13.45
					V0141597	02/11/21	B0003769	129.99		129.99
					V0141598	02/11/21	B0003769	21.98		21.98
					V0141599	02/11/21	B0003769	153.44		153.44
								715.02		715.02
0096247	02/12/21	Recon	0002889	Suburban Door Check & Lo	V0141584	02/11/21	B0003749	1,788.00		1,788.00
								1,788.00		1,788.00
0096248	02/12/21	Recon	0001474	Timekeeping Systems, Inc	V0141631	02/11/21	P0009819	758.18		758.18
								758.18		758.18
0096249	02/12/21	Recon	0187642	Trane U.S. Inc	V0141466	02/11/21	B0003777	1,185.00		1,185.00
					V0141630	02/11/21	P0009839	780.00		780.00
								1,965.00		1,965.00
0096250	02/12/21	Recon	0000974	Verizon Wireless	V0141507	02/11/21	B0003431	29.28		29.28
								29.28		29.28

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0096251	02/12/21	Recon	0001406	Wex Bank	V0141530	02/11/21	B0003488	1,049.24		1,049.24
								1,049.24		1,049.24
0096252	02/12/21	Recon	0177607	YBP Library Services	V0141518	02/11/21	B0003770	31.21		31.21
					V0141596	02/11/21	B0003770	42.90		42.90
								74.11		74.11
0096253	02/12/21	Recon	0201761	Zoom Video Communication	V0141480	02/11/21	B0003780	129.70		129.70
					V0141481	02/11/21	B0003780	116.39		116.39
								246.09		246.09
0096254	02/19/21	Recon	0002911	Ms Nellie A. Abdel-Jaber	V0141638	02/12/21		350.00		350.00
								350.00		350.00
0096255	02/19/21	Recon	0187093	Brian Ashley	V0141503	02/11/21		140.00		140.00
								140.00		140.00
0096256	02/19/21	Outst	0191820	Grant Bowen	V0141492	02/11/21		140.00		140.00
								140.00		140.00
0096257	02/19/21	Recon	0197675	Mr. Michael T. Brown	V0141664	02/16/21		300.00		300.00
								300.00		300.00
0096258	02/19/21	Recon	0003098	Ms Veronica Campos	V0141635	02/12/21		50.00		50.00
								50.00		50.00
0096259	02/19/21	Outst	0007800	Ms. Iris N. Corral	V0141634	02/12/21		200.00		200.00
								200.00		200.00
0096260	02/19/21	Outst	0001298	Dave Cronin	V0141487	02/11/21		140.00		140.00
								140.00		140.00
0096261	02/19/21	Recon	0206983	Ariana D. Dampier	V0138949	11/23/20		1,250.00		1,250.00
								1,250.00		1,250.00
0096262	02/19/21	Outst	0204185	Sherie L. DeDore	V0141671	02/17/21		500.00		500.00
								500.00		500.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096263	02/19/21	Outst	0003212	Mr. Dan M. Farnsworth	V0141496	02/11/21		500.00		500.00
								500.00		500.00
0096264	02/19/21	Outst	0202383	Flexible Benefit Service	V0141669	02/17/21		310.00		310.00
								310.00		310.00
0096265	02/19/21	Outst	0197148	Joseph Foster	V0141660	02/16/21		140.00		140.00
								140.00		140.00
0096266	02/19/21	Outst	0205401	Glen Heffernan	V0135987	09/10/20		4,250.00		4,250.00
								4,250.00		4,250.00
0096267	02/19/21	Outst	0156735	George Hillard	V0141661	02/16/21		140.00		140.00
								140.00		140.00
0096268	02/19/21	Outst	0000922	Ms. Cheryl J. Huff	V0141667	02/17/21		100.00		100.00
								100.00		100.00
0096269	02/19/21	Outst	0162057	Johnny J. Jackson	V0141501	02/11/21		140.00		140.00
								140.00		140.00
0096270	02/19/21	Recon	0007932	Kevin E. Joyce	V0141662	02/16/21		140.00		140.00
								140.00		140.00
0096271	02/19/21	Outst	0003017	Mr. Gene T. Jundt	V0141637	02/12/21		350.00		350.00
								350.00		350.00
0096272	02/19/21	Outst	0162911	Ryan Kvasnicka	V0141658	02/16/21		140.00		140.00
								140.00		140.00
0096273	02/19/21	Outst	0003311	David Laning	V0141655	02/16/21		140.00		140.00
								140.00		140.00
0096274	02/19/21	Recon	0190139	Jiarong Li	V0141668	02/17/21		300.00		300.00
								300.00		300.00
0096275	02/19/21	Outst	0027824	Mr. Richard D. Lorgus	V0141666	02/17/21		400.00		400.00
								400.00		400.00

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096276	02/19/21	Recon	0194045	Mr. Ronald A. Lullo	V0141651	02/12/21		700.00		700.00
								700.00		700.00
0096277	02/19/21	Outst	0207766	Massachusetts Mutual Lif	V0141670	02/17/21		1,255.04		1,255.04
								1,255.04		1,255.04
0096278	02/19/21	Recon	0206101	Kevin W. McManaman	V0141652	02/16/21		3,000.00		3,000.00
								3,000.00		3,000.00
0096279	02/19/21	Recon	0003030	Ms. Zoe C. McManmon	V0141639	02/12/21		150.00		150.00
								150.00		150.00
0096280	02/19/21	Recon	0208167	Connor Mooney	V0141659	02/16/21		140.00		140.00
								140.00		140.00
0096281	02/19/21	Recon	0161373	Kenneth Moreland	V0141491	02/11/21		140.00		140.00
								140.00		140.00
0096282	02/19/21	Recon	0206557	Bobby D. Roumbos	V0138358	10/27/20		1,208.33		1,208.33
								1,208.33		1,208.33
0096283	02/19/21	Recon	0189751	Ms. Nicole Selvaggio	V0141641	02/12/21		200.00		200.00
								200.00		200.00
0096284	02/19/21	Outst	0003137	Ms. Constance R. Stewart	V0141665	02/17/21		100.00		100.00
								100.00		100.00
0096285	02/19/21	Recon	0159232	Mrs. Cristina Thelemaque	V0141642	02/12/21		50.00		50.00
								50.00		50.00
0096286	02/19/21	Recon	0200457	Ms. Yvis Vargas	V0141702	02/17/21		500.00		500.00
								500.00		500.00
0096287	02/19/21	Outst	0161914	Tom Warrick	V0141657	02/16/21		140.00		140.00
								140.00		140.00
0096288	02/19/21	Recon	0003335	John Washo	V0141490	02/11/21		140.00		140.00

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								140.00		140.00
0096289	02/19/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0141654	02/16/21		140.00		140.00
								140.00		140.00
0096290	02/19/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0141653	02/16/21		140.00		140.00
								140.00		140.00
0096291	02/19/21	Recon	0002389	Mark Witzke	V0141656	02/16/21		140.00		140.00
								140.00		140.00
0096292	02/26/21	Outst	0001375	AXA Equitable Equi-Vest	V0142728	02/26/21		1,106.00		1,106.00
								1,106.00		1,106.00
0096293	02/26/21	Outst	0001422	CCCTU-Cope Fund	V0142729	02/26/21		125.00		125.00
								125.00		125.00
0096294	02/26/21	Outst	0001374	College & University Cre	V0142731	02/26/21		200.00		200.00
								200.00		200.00
0096295	02/26/21	Outst	0001371	Colonial Life & Accident	V0142732	02/26/21		12.00		12.00
								12.00		12.00
0096296	02/26/21	Outst	0160763	Illinois Education Assoc	V0142734	02/26/21		1,773.65		1,773.65
								1,773.65		1,773.65
0096297	02/26/21	Outst	0191845	Metropolitan Alliance of	V0142735	02/26/21		247.00		247.00
								247.00		247.00
0096298	02/26/21	Outst	0101061	Morton College Faculty	V0142730	02/26/21		90.35		90.35
								90.35		90.35
0096299	02/26/21	Outst	0001372	Morton College Teachers	V0142737	02/26/21		1,703.80		1,703.80
								1,703.80		1,703.80
0096300	02/26/21	Outst	0001372	Morton College Teachers	V0142736	02/26/21		2,962.30		2,962.30
								2,962.30		2,962.30

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0096301	02/26/21	Outst	0167128	Pioneer Credit Recovery,	V0142738	02/26/21		89.38		89.38
								89.38		89.38
0096302	02/26/21	Outst	0001513	SEIU Local 73 Cope	V0142739	02/26/21		9.00		9.00
								9.00		9.00
0096303	02/26/21	Outst	0001373	Service Employees Intl U	V0142740	02/26/21		457.81		457.81
								457.81		457.81
0096304	02/26/21	Outst	0001563	State Disbursement Unit	V0142741	02/26/21		50.00		50.00
					V0142742	02/26/21		68.25		68.25
								118.25		118.25
0096305	02/26/21	Outst	0001161	State Univ Retirement Sy	V0142743	02/26/21		67,913.18		67,913.18
								67,913.18		67,913.18
0096306	02/26/21	Outst	0001370	TIAA-CREF	V0142733	02/26/21		750.00		750.00
					V0142744	02/26/21		2,932.14		2,932.14
								3,682.14		3,682.14
0096307	02/26/21	Outst	0001376	VALIC	V0142745	02/26/21		2,273.55		2,273.55
								2,273.55		2,273.55
0096308	02/26/21	Outst	0179876	Voya Retirement Insuranc	V0142746	02/26/21		1,209.28		1,209.28
								1,209.28		1,209.28
0096309	02/25/21	Outst	0166304	A.W.E.S.O.M.E. Pest Serv	V0142796	02/25/21	B0003443	240.00		240.00
								240.00		240.00
0096310	02/25/21	Outst	0007956	AACRAO	V0142786	02/24/21	P0009881	786.00		786.00
								786.00		786.00
0096311	02/25/21	Outst	0175113	Algor Plumbing	V0142800	02/25/21	B0003484	220.04		220.04
								220.04		220.04
0096312	02/25/21	Outst	0188188	Amazon Capital Services	V0142689	02/24/21	B0003659	68.59		68.59
					V0142704	02/24/21	B0003786	1,301.73		1,301.73
					V0142754	02/24/21	B0003605	194.63		194.63
					V0142770	02/24/21	P0009862	508.67		508.67

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					V0142780	02/24/21	P0009869	395.90		395.90
					V0142785	02/24/21	P0009868	225.56		225.56
								2,695.08		2,695.08
0096313	02/25/21	Outst	0001490	Arc One Electric	V0142806	02/25/21	B0003784	476.00		476.00
					V0142808	02/25/21	B0003783	691.00		691.00
								1,167.00		1,167.00
0096314	02/25/21	Outst	0198820	Asure Software	V0142718	02/24/21	B0003584	100.50		100.50
								100.50		100.50
0096315	02/25/21	Outst	0001953	AT&T Mobility	V0142692	02/24/21	B0003468	143.51		143.51
								143.51		143.51
0096316	02/25/21	Outst	0001401	AZ Commercial	V0142801	02/25/21	B0003449	51.17		51.17
								51.17		51.17
0096317	02/25/21	Outst	0000986	Berwyn Development Corp	V0142722	02/24/21	P0009851	1,080.00		1,080.00
								1,080.00		1,080.00
0096318	02/25/21	Outst	0166965	Career Step, LLC	V0142791	02/25/21	P0009882	52,943.75		52,943.75
								52,943.75		52,943.75
0096319	02/25/21	Outst	0206877	Carvertise Inc	V0142721	02/24/21	B0003698	2,395.00		2,395.00
								2,395.00		2,395.00
0096320	02/25/21	Outst	0165266	CASAS	V0142787	02/24/21	P0009831	540.00		540.00
								540.00		540.00
0096321	02/25/21	Outst	0001593	CDW-Government, Inc	V0142759	02/24/21	P0009828	703.99		703.99
								703.99		703.99
0096322	02/25/21	Outst	0001713	Cicero Landscape Inc.	V0142797	02/25/21	B0003450	3,600.00		3,600.00
					V0142799	02/25/21	B0003450	1,500.00		1,500.00
								5,100.00		5,100.00
0096323	02/25/21	Outst	0001195	Cintas Corporation	V0142706	02/24/21	B0003462	172.39		172.39
					V0142707	02/24/21	B0003486	170.42		170.42
								342.81		342.81

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0096324	02/25/21	Outst	0001195	Cintas Corporation	V0142700	02/24/21	B0003438	203.72		203.72
								203.72		203.72
0096325	02/25/21	Outst	0001485	Citibank, N.A.	V0142781	02/24/21	P0009807	996.56		996.56
					V0142782	02/24/21	P0009858	662.80		662.80
					V0142783	02/24/21	P0009857	411.55		411.55
								2,070.91		2,070.91
0096326	02/25/21	Outst	0001752	Comcast	V0142747	02/24/21	B0003466	6.30		6.30
					V0142756	02/24/21	B0003467	59.26		59.26
					V0142812	02/25/21	B0003466	183.35		183.35
								248.91		248.91
0096327	02/25/21	Outst	0001013	ComEd	V0142725	02/24/21	B0003460	12,236.94		12,236.94
								12,236.94		12,236.94
0096328	02/25/21	Outst	0205020	DiaMedical USA Equipment	V0142768	02/24/21	P0009755	4,725.00		4,725.00
								4,725.00		4,725.00
0096329	02/25/21	Outst	0001469	Diamond Graphics	V0142229	02/23/21	B0003791	3,108.00		3,108.00
					V0142687	02/24/21	B0003791	65.00		65.00
								3,173.00		3,173.00
0096330	02/25/21	Outst	0000989	Dick Blick	V0142690	02/24/21	B0003753	6.73		6.73
					V0142701	02/24/21	B0003753	63.87		63.87
					V0142702	02/24/21	B0003753	63.87		63.87
					V0142755	02/24/21	B0003539	6.41		6.41
								140.88		140.88
0096331	02/25/21	Outst	0205812	Electude USA LLC	V0142724	02/24/21	P0009832	675.00		675.00
								675.00		675.00
0096332	02/25/21	Recon	0204087	Empire Construction Comp	V0141633	02/11/21	P0009812	51,285.08		51,285.08
								51,285.08		51,285.08
0096333	02/25/21	Outst	0001029	Fed Ex	V0142697	02/24/21	B0003527	6.96		6.96
								6.96		6.96
0096334	02/25/21	Outst	0001034	Flinn Scientific Inc	V0142758	02/24/21	P0009834	463.52		463.52

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								463.52		463.52
0096335	02/25/21	Outst	0202852	Freepoint Energy Solutio	V0142720	02/24/21	B0003474	27,214.40		27,214.40
								27,214.40		27,214.40
0096336	02/25/21	Outst	0201760	Garvey's Office Products	V0142772	02/24/21	P0009879	526.00		526.00
								526.00		526.00
0096337	02/25/21	Outst	0205972	Gas Plus DBA Buddy Bear	V0142804	02/25/21	B0003573	107.94		107.94
								107.94		107.94
0096338	02/25/21	Outst	0200308	Grant Development & Mana	V0142773	02/24/21	P0009880	7,000.00		7,000.00
								7,000.00		7,000.00
0096339	02/25/21	Outst	0205565	The Graphic Edge, LLC	V0142708	02/24/21	B0003681	9,807.57		9,807.57
					V0142709	02/24/21	B0003637	691.86		691.86
					V0142710	02/24/21	B0003579	1,382.32		1,382.32
					V0142711	02/24/21	B0003774	667.61		667.61
					V0142712	02/24/21	B0003774	320.52		320.52
					V0142713	02/24/21	B0003745	472.64		472.64
					V0142714	02/24/21	B0003744	603.00		603.00
								13,945.52		13,945.52
0096340	02/25/21	Outst	0001235	HACU	V0142775	02/24/21	P0009877	285.00		285.00
								285.00		285.00
0096341	02/25/21	Outst	0206380	Hands on Labs	V0142784	02/24/21	P0009833	5,156.80		5,156.80
								5,156.80		5,156.80
0096342	02/25/21	Outst	0001848	Jack Phelan Chevrolet	V0142807	02/25/21	B0003785	40.05		40.05
								40.05		40.05
0096343	02/25/21	Outst	0001775	Jostens	V0142789	02/25/21	B0003651	225.39		225.39
					V0142790	02/25/21	B0003651	81.96		81.96
								307.35		307.35
0096344	02/25/21	Outst	0001890	Konica Minolta Bus Solut	V0142802	02/25/21	B0003440	5.88		5.88
								5.88		5.88
0096345	02/25/21	Outst	0002233	Konica Minolta Premier F	V0142748	02/24/21	B0003441	777.63		777.63

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								777.63		777.63
0096346	02/25/21	Outst	0002233	Konica Minolta Premier F	V0142749	02/24/21	B0003441	197.00		197.00
								197.00		197.00
0096347	02/25/21	Outst	0002233	Konica Minolta Premier F	V0142750	02/24/21	B0003441	179.40		179.40
								179.40		179.40
0096348	02/25/21	Outst	0001559	Krueger International In	V0142764	02/24/21	P0009737	4,342.20		4,342.20
					V0142765	02/24/21	P0009737	166.52		166.52
								4,508.72		4,508.72
0096349	02/25/21	Outst	0181567	Levato Group Inc	V0142767	02/24/21	P0009855	1,698.00		1,698.00
								1,698.00		1,698.00
0096350	02/25/21	Outst	0001289	Menards	V0141717	02/22/21	B0003463	64.71		64.71
								64.71		64.71
0096351	02/25/21	Outst	0199908	Occupational Health Cent	V0142719	02/24/21	B0003472	157.00		157.00
					V0142723	02/24/21	B0003472	157.00		157.00
					V0142751	02/24/21	B0003472	157.00		157.00
								471.00		471.00
0096352	02/25/21	Outst	0001122	Office Depot	V0142694	02/24/21	B0003656	8.95		8.95
					V0142695	02/24/21	B0003656	65.38		65.38
								74.33		74.33
0096353	02/25/21	Outst	0166827	PeopleAdmin, Inc.	V0142763	02/24/21	P0009822	11,374.66		11,374.66
								11,374.66		11,374.66
0096354	02/25/21	Outst	0001131	Phi Theta Kappa	V0142688	02/24/21	P0009701	864.49		864.49
					V0142774	02/24/21	P0009870	65.00		65.00
								929.49		929.49
0096355	02/25/21	Outst	0183893	REACH	V0142771	02/24/21	P0009866	538.00		538.00
								538.00		538.00
0096356	02/25/21	Outst	0008186	Richland Community Colle	V0142776	02/24/21	P0009876	312.50		312.50
								312.50		312.50

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0096357	02/25/21	Outst	0001093	Securitas Electronic Sec	V0142703	02/24/21	B0003436	95.00		95.00
								95.00		95.00
0096358	02/25/21	Outst	0001456	Sentry Therapy Systems I	V0142766	02/24/21	P0009754	98.98		98.98
								98.98		98.98
0096359	02/25/21	Outst	0001967	Shaw Media	V0142693	02/24/21	B0003534	1,099.00		1,099.00
								1,099.00		1,099.00
0096360	02/25/21	Outst	0208071	Signature Transportation	V0142769	02/24/21	P0009865	979.40		979.40
								979.40		979.40
0096361	02/25/21	Outst	0001156	Smithereen Exterminating	V0142691	02/24/21	B0003437	170.00		170.00
								170.00		170.00
0096362	02/25/21	Outst	0002889	Suburban Door Check & Lo	V0142805	02/25/21	B0003792	86.06		86.06
								86.06		86.06
0096363	02/25/21	Outst	0155715	Technology Management Re	V0142811	02/25/21	B0003442	1,141.05		1,141.05
								1,141.05		1,141.05
0096364	02/25/21	Outst	0199533	Tim's Glass and Mirror	V0142717	02/24/21	B0003782	455.00		455.00
								455.00		455.00
0096365	02/25/21	Outst	0001174	Veritiv Operating Compan	V0142803	02/25/21	B0003501	1,638.00		1,638.00
								1,638.00		1,638.00
0096366	02/25/21	Outst	0001703	Vernier Software & Techn	V0142762	02/24/21	P0009837	966.87		966.87
								966.87		966.87
0096367	02/25/21	Outst	0199033	Watermark Insights, LLC	V0142779	02/24/21	P0009874	16,537.50		16,537.50
								16,537.50		16,537.50
0096368	02/25/21	Outst	0001824	Waukegan Roofing Co., In	V0142698	02/24/21	B0003559	868.64		868.64
								868.64		868.64
0096369	02/25/21	Outst	0166312	Wells Fargo Equipmtent F	V0142757	02/24/21	B0003444	1,248.00		1,248.00
								1,248.00		1,248.00

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096370	02/25/21	Outst	0001406	Wex Bank	V0142726	02/24/21	B0003632	51.62		51.62
								51.62		51.62
0096371	02/25/21	Outst	0177607	YBP Library Services	V0142752	02/24/21	B0003770	615.00		615.00
					V0142753	02/24/21	B0003770	120.74		120.74
					V0142760	02/24/21	B0003770	194.00		194.00
					V0142761	02/24/21	B0003770	55.85		55.85
								985.59		985.59
0096372	02/26/21	Outst	0156097	ACI Payments, Inc.	V0141704	02/18/21		8,964.90		8,964.90
								8,964.90		8,964.90
0096373	02/26/21	Outst	0159847	Craig Bunton	V0141699	02/17/21		140.00		140.00
								140.00		140.00
0096374	02/26/21	Outst	0000724	Dr. Brian R. Gilligan	V0142696	02/24/21		270.00		270.00
								270.00		270.00
0096375	02/26/21	Outst	0192111	Ms. Carolyn R. Markel	V0141726	02/23/21		46.00		46.00
								46.00		46.00
0096376	02/26/21	Outst	0162050	Ms Prairie L. Markussen	V0141903	02/23/21		203.54		203.54
								203.54		203.54
0096377	02/26/21	Outst	0205744	Thaddeus M. Slowik, III	V0141663	02/16/21		720.00		720.00
								720.00		720.00
E0008390	02/04/21	Outst	0190883	Ms. Sally Delgado	V0141014	01/26/21		21.84		21.84
					V0141048	01/27/21		8.45		8.45
					V0141049	01/27/21		149.18		149.18
					V0141150	01/29/21		38.72		38.72
					V0141168	02/01/21		9.55		9.55
					V0141169	02/01/21		170.00		170.00
					V0141170	02/01/21		85.00		85.00
								482.74		482.74
E0008391	02/04/21	Outst	0186587	Cecilia E. Garcia	V0140921	01/21/21		95.00		95.00
								95.00		95.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0008392	02/04/21	Outst	0017224	Ms Gabriela Mata	V0140894	01/21/21		100.00		100.00
								100.00		100.00
E0008393	02/04/21	Outst	0200664	Paul A. Netzel	V0135982	09/10/20		2,400.00		2,400.00
								2,400.00		2,400.00
E0008394	02/04/21	Outst	0000743	Ms. Suzanna Raigoza	V0141178	02/02/21		500.00		500.00
								500.00		500.00
E0008395	02/04/21	Outst	0000953	Ms. Liliana Raygoza	V0140989	01/26/21		100.00		100.00
								100.00		100.00
E0008396	02/04/21	Outst	0201819	Alexandra Rodriguez	V0141059	01/28/21		304.00		304.00
								304.00		304.00
E0008397	02/04/21	Outst	0181767	Ms Maria Sanchez Anderso	V0141166	01/29/21		120.78		120.78
								120.78		120.78
E0008398	02/04/21	Outst	0002709	Mr. Derek C. Shouba	V0141175	02/02/21		618.00		618.00
								618.00		618.00
E0008399	02/04/21	Outst	0000808	Ms. Marisol Velazquez	V0140869	01/19/21		79.98		79.98
					V0141145	01/29/21		242.00		242.00
								321.98		321.98
E0008400	02/04/21	Outst	0190102	Ms. Brandie N. Windham	V0141179	02/02/21		525.30		525.30
								525.30		525.30
E0008401	02/11/21	Outst	0201674	Maamoun Hossayrami	V0141459	02/11/21	B0003647	177.08		177.08
								177.08		177.08
E0008402	02/11/21	Outst	0189276	Alicia M. Lugo	V0141460	02/11/21	B0003646	419.32		419.32
								419.32		419.32
E0008403	02/11/21	Outst	0199309	Jason Nichols Enterprise	V0141461	02/11/21	P0009792	5,000.00		5,000.00
								5,000.00		5,000.00
E0008404	02/11/21	Outst	0207194	DD's Operations LLC	V0141462	02/11/21	B0003779	1,750.00		1,750.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								1,750.00		1,750.00
E0008405	02/11/21	Outst	0002697	Dr. Keith McLaughlin	V0141220	02/08/21		97.87		97.87
								97.87		97.87
E0008406	02/11/21	Outst	0099077	Guadalupe Melo	V0141245	02/09/21		550.00		550.00
								550.00		550.00
E0008407	02/11/21	Outst	0141355	Max Melo	V0141246	02/09/21		660.00		660.00
								660.00		660.00
E0008408	02/11/21	Outst	0000928	Mr. James P. O'Connell,	V0141154	01/29/21		60.00		60.00
					V0141213	02/04/21		95.00		95.00
					V0141252	02/09/21		210.00		210.00
								365.00		365.00
E0008409	02/11/21	Outst	0000752	Mr. Eric J. Porod	V0141232	02/09/21		425.00		425.00
								425.00		425.00
E0008410	02/11/21	Outst	0160605	Ms Rebecca M. Primm	V0141218	02/05/21		484.91		484.91
								484.91		484.91
E0008411	02/11/21	Outst	0168430	Mrs. Carolina Saldana-Hu	V0141231	02/09/21		144.31		144.31
								144.31		144.31
E0008412	02/11/21	Outst	0000019	Mr. Scott E. Ulbrich	V0141161	01/29/21		60.00		60.00
					V0141430	02/10/21		150.00		150.00
								210.00		210.00
E0008413	02/11/21	Outst	0158266	Mr. Christopher J. Wido	V0140631	01/12/21		380.38		380.38
								380.38		380.38
E0008414	02/11/21	Outst	0205065	GradUp, LLC	V0141234	02/09/21		2,500.00		2,500.00
								2,500.00		2,500.00
E0008477	02/18/21	Outst	0190970	Mr. Stanley N. Boateng	V0138338	10/26/20		1,375.00		1,375.00
								1,375.00		1,375.00
E0008478	02/18/21	Outst	0000915	Ms Cheryl L. Bulat	V0141636	02/12/21		50.00		50.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								50.00		50.00
E0008479	02/18/21	Outst	0190883	Ms. Sally Delgado	V0141207	02/03/21		33.90		33.90
					V0141208	02/03/21		55.82		55.82
					V0141209	02/03/21		64.50		64.50
								154.22		154.22
E0008480	02/18/21	Outst	0017224	Ms Gabriela Mata	V0141216	02/04/21		140.00		140.00
					V0141217	02/04/21		682.13		682.13
								822.13		822.13
E0008481	02/18/21	Outst	0206101	Kevin W. McManaman	V0136631	09/30/20		1,750.00		1,750.00
								1,750.00		1,750.00
E0008482	02/18/21	Outst	0197664	Ms. Claudia Mosqueda	V0141672	02/17/21		998.79		998.79
								998.79		998.79
E0008483	02/18/21	Outst	0199309	Jason Nichols Enterprise	V0136015	09/11/20		4,250.00		4,250.00
								4,250.00		4,250.00
E0008484	02/18/21	Outst	0003044	Mr. Pedro Sanchez	V0141640	02/12/21		200.00		200.00
								200.00		200.00
E0008485	02/18/21	Outst	0166301	Ms Wendy Vega-Huezo	V0141560	02/11/21		99.00		99.00
								99.00		99.00
E0008486	02/18/21	Outst	0158266	Mr. Christopher J. Wido	V0141222	02/08/21		220.00		220.00
								220.00		220.00
E0008487	02/19/21	Outst	0207232	Patrice Gordon	V0138945	11/23/20		625.00		625.00
								625.00		625.00
E0008488	02/25/21	Outst	0159466	Ms. Isabel Cervantes	V0141720	02/23/21		65.08		65.08
								65.08		65.08
E0008489	02/25/21	Outst	0107686	Mrs. Blanca E. Jara	V0141436	02/10/21		45.16		45.16
					V0141437	02/10/21		309.50		309.50
					V0141438	02/10/21		59.16		59.16
					V0141439	02/10/21		309.50		309.50
								723.32		723.32

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ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2021 - 02/28/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0008490	02/25/21	Outst	0206101	Kevin W. McManaman	V0141700	02/17/21		5,000.00		5,000.00
								5,000.00		5,000.00
E0008491	02/25/21	Outst	0181094	Ms Elizabeth Melgoza	V0141719	02/23/21		425.00		425.00
								425.00		425.00
E0008492	02/25/21	Outst	0195558	Mr. Andrew E. Pulaski	V0142705	02/24/21		172.03		172.03
								172.03		172.03
E0008493	02/25/21	Outst	0201530	Matthew E. Saey	V0135940	09/09/20		2,000.00		2,000.00
								2,000.00		2,000.00
E0008494	02/25/21	Outst	0166301	Ms Wendy Vega-Huezo	V0141710	02/18/21		159.25		159.25
								159.25		159.25
E0008495	02/25/21	Outst	0190102	Ms. Brandie N. Windham	V0141718	02/22/21		349.00		349.00
								349.00		349.00
E0008913	02/25/21	Outst	0189276	Alicia M. Lugo	V0142716	02/24/21	B0003646	419.31		419.31
								419.31		419.31
E0008914	02/25/21	Outst	0207194	DD's Operations LLC	V0142813	02/25/21	B0003794	1,225.00		1,225.00
								1,225.00		1,225.00
								807,344.76		807,344.76

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CHECK REGISTER SUMMARY REPORT
Period 02/01/2021 - 02/28/2021

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	807,344.76	0.00
	01-0000-00000-110000000	General : Cash	0.00	807,344.76
			-----	-----
			807,344.76	807,344.76

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Arc One Electric	2/12/2021	0096186	EXEMPT	\$9,383.00	Material & Labor
Arc One Electric	2/25/2021	0096313	EXEMPT	\$1,167.00	Material, Service & Fuel
Boller Construction Company Inc.	2/12/2021	0096191	2/24/2021	\$42,036.46	Application 7
Career Step, LLC	2/25/2021	0096318	2/24/2021	\$52,943.75	Pharmacy, Vet, Dental Inv
ComEd	2/25/2021	0096327	EXEMPT	\$12,236.94	Electricity Services
CurriQunetyC/O Bibby Services	2/12/2021	0096199	EXEMPT	\$10,500.00	Invoice # 17797
Del Galdo Law Group, LLC	2/12/2021	0096201	EXEMPT	\$25,866.73	Attorney Services
Dyopath LLC	2/12/2021	0096204	1/23/2019	\$12,450.00	IT Security Assessment
Empire Construction Company	2/25/2021	0096332	10/23/2019	\$51,285.08	Toilet Room Upgrade #2
FHEG Morton College Bookstore	2/12/2021	0096209	8/26/2020	\$53,447.74	3rd Party
First Midwest Bank	2/12/2021	0096211	EXEMPT	\$11,079.75	Various Credit Card Charges
Freepoint Energy Solutions, LLC.	2/25/2021	0096335	11/18/2020	\$27,214.40	Energy Services
Kevin W. McManaman	2/5/2021	0096044	EXEMPT	\$130.00	WBB Meal Money
Kevin W. McManaman	2/11/2021	0096073	EXEMPT	\$130.00	WBB Meal Money 2/15/21
Kevin W. McManaman	2/11/2021	0096074	EXEMPT	\$130.00	WBB Meal Money 2/18/21
Kevin W. McManaman	2/18/2021	E0008481	EXEMPT	\$1,750.00	WBB Coaching Stipend
Kevin W. McManaman	2/19/2021	0096278	EXEMPT	\$3,000.00	Meal Money for WBB
Kevin W. McManaman	2/25/2021	E0008490	EXEMPT	\$5,000.00	Athletic Services
Maxient, LLC	2/12/2021	0096225	1/27/2021	\$13,000.00	ASF & Setup
PeopleAdmin, Inc.	2/25/2021	0096353	EXEMPT	\$11,374.66	PeopleAdmin
State Univ Retirement Systems	2/12/2021	0096172	EXEMPT	\$68,777.97	Payroll Deductions
State Univ Retirement Systems	2/26/2021	0096305	EXEMPT	\$67,913.18	Payroll Deductions
The Graphic Edge, LLC	2/12/2021	0096217	7/22/2020	\$4,252.07	Bats
The Graphic Edge, LLC	2/25/2021	0096339	7/22/2020	\$13,945.52	Adidas Baseball Shoes
Watermark Insights, LLC	2/25/2021	0096367	EXEMPT	\$16,537.50	Annual Hosting Fee, Ctlog
			Total Paid	515,551.75	

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - Monthly Budget Report February 2021
Date: Saturday, March 13, 2021 5:09:38 PM
Attachments: [MC- FEB 2021 Budget.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING FEBRUARY 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 8 Month Ending February 28, 2021



**Morton Community College
Budget Report Summary
February 28, 2021**

67%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 18,927,232	\$ 26,219,442	72.2%	\$ 7,292,210
Expenditures	(14,734,623)	(26,218,756)	56.2%	(11,484,133)
Net	\$ 4,192,609	\$ 686		\$ (4,191,923)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 2,530,359	\$ 3,610,960	70.1%	\$ 1,080,601
Expenditures	(2,070,786)	(3,609,557)	57.4%	(1,538,771)
Net	\$ 459,573	\$ 1,403		\$ (458,170)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 7,904,758	\$ 19,922,319	39.7%	\$ 12,017,561
Expenditures	(8,795,135)	(19,922,319)	44.1%	(11,127,184)
Net	\$ (890,377)	\$ -		\$ 890,377
<u>Audit Fund</u>				
Revenue	\$ 47,003	\$ 71,567	65.7%	\$ 24,564
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 47,003	\$ (10,033)		\$ (57,036)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 526,978	\$ 801,734	65.7%	\$ 274,756
Expenditures	(1,200,373)	(2,336,280)	51.4%	(1,135,907)
Net	\$ (673,395)	\$ (1,534,546)		\$ (861,151)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 567,793	\$ 651,529	87.1%	\$ 83,736
Expenditures	(466,475)	(645,950)	72.2%	(179,475)
Net	\$ 101,318	\$ 5,579		\$ (95,739)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 3,145,425	\$ 11,987,735	26.2%	\$ 8,842,310
Expenditures	(3,496,811)	11,987,735	-29.2%	15,484,546
Net	\$ (351,386)	\$ 23,975,470		\$ 24,326,856
<u>All Funds</u>				
Revenue	\$ 33,649,548	\$ 63,265,286	53.2%	\$ 29,615,738
Expenditures	(30,764,203)	(40,826,727)	75.4%	\$ (10,062,524)
Net	\$ 2,885,345	\$ 22,438,559		\$ 19,553,214

EDUCATION FUND REVENUE
February 28, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 4,995,800	\$ 7,530,232	66.3%	\$ 2,534,432
Total Local Government	<u>\$ 4,995,800</u>	<u>\$ 7,530,232</u>		<u>\$ 2,534,432</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	\$ 7,371,395	\$ 7,947,825	92.7%	\$ 576,430
Fees	1,605,112	2,023,480	79.3%	418,368
Total Tuition and Fees	<u>\$ 8,976,507</u>	<u>\$ 9,971,305</u>		<u>\$ 994,798</u>
MISCELLANEOUS				
Sales and service fees	\$ 20,559	\$ 253,300	8.1%	\$ 232,741
Investment revenue	15,519	250,000	6.2%	234,481
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 36,078</u>	<u>\$ 533,300</u>		<u>\$ 497,222</u>
Total Revenue	<u>\$ 18,927,230</u>	<u>\$ 26,219,442</u>	<u>72.2%</u>	<u>\$ 7,292,212</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 18,927,230</u>	<u>\$ 26,219,442</u>	<u>72.2%</u>	<u>\$ 7,292,212</u>

EDUCATION FUND EXPENDITURES

February 28, 2021

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 5,322,060	\$ 7,393,818	72.0%	\$ 2,071,758
Employee benefits	565,441	762,994	74.1%	197,553
Contractual services	47,962	304,650	15.7%	256,688
Material and supplies	152,628	520,650	29.3%	368,022
Conferences and meetings	1,412	33,785	4.2%	32,373
Total Instruction	<u>6,089,503</u>	<u>9,015,897</u>	<u>67.5%</u>	<u>2,926,394</u>
Academic Support				
Salaries	861,323	1,541,851	55.9%	680,528
Employee benefits	111,217	262,088	42.4%	150,871
Contractual services	208,798	287,000	72.8%	78,202
Material and supplies	102,626	317,970	32.3%	215,344
Conferences and meetings	1,964	29,340	6.7%	27,376
Fixed charges	37,660	75,000	50.2%	37,340
Other Expenditures	(1,228)	1,000	-122.8%	2,228
Total Academic Support	<u>1,322,360</u>	<u>2,514,249</u>	<u>52.6%</u>	<u>1,191,889</u>
Student Services				
Salaries	1,160,814	1,804,540	64.3%	643,726
Employee benefits	167,481	231,677	72.3%	64,196
Contractual services	70,576	215,000	32.8%	144,424
Material and supplies	29,534	162,550	18.2%	133,016
Conferences and meetings	14,766	76,450	19.3%	61,684
Fixed charges	9,654	19,000	50.8%	9,346
Total Student Services	<u>1,452,825</u>	<u>2,509,217</u>	<u>57.9%</u>	<u>1,056,392</u>
Public Service/Continuing Education				
Salaries	172,061	328,079	52.4%	156,018
Employee benefits	29,959	46,093	65.0%	16,134
Contractual services	98,089	217,000	45.2%	118,911
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>300,048</u>	<u>631,122</u>	<u>47.5%</u>	<u>331,074</u>
Auxiliary Services				
Salaries	109,996	199,675	55.1%	89,679
Employee benefits	11,597	1,884	615.6%	(9,713)
Contractual services	356,527	370,000	96.4%	13,473
Material and supplies	493,966	564,500	87.5%	70,534
Conferences and meetings	24,290	132,750	18.3%	108,460
Fixed charges	3,500	16,000	21.9%	12,500
Total Auxiliary Services	<u>999,876</u>	<u>1,284,809</u>	<u>77.8%</u>	<u>284,933</u>

EDUCATION FUND EXPENDITURES
February 28, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,510,965	\$ 2,575,796	58.7%	\$ 1,064,831
Employee benefits	324,356	484,199	67.0%	159,843
Contractual services	828,412	1,433,500	57.8%	605,088
Material and supplies	271,257	711,800	38.1%	440,543
Conferences and meetings	57,353	216,500	26.5%	159,147
Fixed charges	48	1,500	3.2%	1,452
Other	71,570	140,000	51.1%	68,430
Total Institutional Support	<u>3,063,961</u>	<u>5,563,295</u>	<u>55.1%</u>	<u>2,499,334</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>1,506,051</u>	<u>2,029,000</u>	<u>74.2%</u>	<u>522,949</u>
Total Scholarships, Student Grants & Waivers	<u>1,506,051</u>	<u>2,029,000</u>	<u>74.2%</u>	<u>522,949</u>
Contingencies				
	-	540,000	0.0%	540,000
Total Expenditures	<u>\$ 14,734,624</u>	<u>\$ 24,087,589</u>	<u>61.2%</u>	<u>\$ 9,352,965</u>
Transfers out	-	2,167,167	0.0%	2,167,167
Total Expenditures and Transfers out	<u>\$14,734,624</u>	<u>\$ 26,254,756</u>	<u>56.1%</u>	<u>\$ 11,520,132</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
February 28, 2021

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 969,493	\$ 1,481,960	65.4%	\$ 512,467
CORPORATE PERSONAL PROPERTY TAXES	293,768	650,000	45.2%	356,232
STUDENT FEES				
Fees	1,259,785	1,450,000	86.9%	190,215
Total Student Fees	1,259,785	1,450,000	86.9%	190,215
MISCELLANEOUS				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	14,000	0.0%	14,000
Investment revenue	7,313	10,000	73.1%	2,687
Total Miscellaneous	7,313	29,000	25.2%	21,687
Transfers in	-	-	-	-
Total Revenue	\$ 2,530,359	\$ 3,610,960	70.1%	\$ 1,080,601
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$644,458	\$774,098	83.3%	\$129,640
Employee benefits	110,195	147,459	74.7%	37,264
Contractual services	818,438	1,373,000	59.6%	554,562
Material and supplies	67,355	199,500	33.8%	132,145
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	420,940	770,000	54.7%	349,060
Capital outlay	9,400	329,000	2.9%	319,600
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	2,070,786	3,609,557	57.4%	1,538,771
Total Expenditures	\$ 2,070,786	\$ 3,609,557	57.4%	\$ 1,538,771

RESTRICTED PURPOSE FUND REVENUE
February 28, 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	7,379,666	14,648,088	50.4%	7,268,422
Other	-	16,984	0.0%	16,984
Total Federal Government	<u>7,379,666</u>	<u>14,665,072</u>	<u>50.3%</u>	<u>7,285,406</u>
Total Revenue	<u>\$ 7,904,757</u>	<u>\$ 19,922,319</u>	<u>39.7%</u>	<u>\$ 12,017,562</u>

RESTRICTED PURPOSE FUND EXPENDITURES
February 28, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 729,048	\$ 1,404,622	51.9%	\$ 675,574
Employee benefits	80,244	2,097,327	3.8%	2,017,083
Contractual services	910	6,224	14.6%	5,314
Material and supplies	139,705	247,970	56.3%	108,265
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>957,031</u>	<u>3,821,556</u>	<u>25.0%</u>	<u>2,864,525</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	95,591	384,379	24.9%	288,788
Employee benefits	13,734	460,389	3.0%	446,655
Other Contract Services	42,934	199,078	21.6%	156,144
Material and supplies	257,638	743,017	34.7%	485,379
Conferences and meetings	1,120	15,386	7.3%	14,266
Fixed charges	12,730	20,995	60.6%	8,265
Student grants and scholarships	12,961	235,000	5.5%	222,039
Total Student Services	<u>436,708</u>	<u>2,058,244</u>	<u>21.2%</u>	<u>1,621,536</u>
Public Service/Continuing Education				
Salaries	116,527	203,238	57.3%	86,711
Employee benefits	26,589	131,675	20.2%	105,086
Contractual services	420	2,800	15.0%	2,380
Material and supplies	10,597	20,826	50.9%	10,229
Conferences and meetings	3,040	20,550	14.8%	17,510
Total Public Service/Continuing Education	<u>157,173</u>	<u>379,089</u>	<u>41.5%</u>	<u>221,916</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
February 28, 2021

	Actual	Budget	%	Budget Remaining
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
Institutional Support				
Employee benefits	7,331.00	450,000	1.6%	442,669
Contractual services	78,904	100,000	78.9%	21,096
Materials and supplies	356,877	865,723	41.2%	508,846
Student grants and waivers	537,911	287,655	187.0%	-250,256
Total Institutional Support	981,023	1,703,378	57.6%	722,355
Scholarships, Student Grants & Waivers				
Salaries	15,699	131,529	11.9%	115,830
Student grants and scholarships	6,247,504	11,003,523	56.8%	4,756,019
<u>Total Scholarships, Student Grants & Waivers</u>	<u>6,263,203</u>	<u>11,135,052</u>	<u>56.2%</u>	<u>4,871,849</u>
<u>Total Expenditures</u>	<u>\$ 8,795,138</u>	<u>\$ 19,922,319</u>	<u>44.1%</u>	<u>\$ 11,127,181</u>

AUDIT FUND REVENUE AND EXPENDITURES
February 28, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 47,002</u>	<u>\$ 71,517</u>	<u>65.7%</u>	<u>\$ 24,515</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>1</u>	<u>50</u>	<u>2.0%</u>	<u>49</u>
<u>Total Revenue</u>	<u>\$ 47,003</u>	<u>\$ 71,567</u>	<u>65.7%</u>	<u>\$ 24,564</u>
 <u>Transfers in</u>	 -	 -	 0.0%	 -
<u>Total Revenue and Transfers in</u>	<u>\$ 47,003</u>	<u>\$ 71,567</u>	<u>65.7%</u>	<u>\$ 24,564</u>
 <u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	<u>-</u>	<u>81,600</u>	<u>0.0%</u>	<u>81,600</u>
<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
February 28, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 526,971	\$ 801,634	65.7%	\$ 274,663
MISCELLANEOUS				
Investment revenue	7	100	7.0%	93
Total Revenue	<u>\$ 526,978</u>	<u>\$ 801,734</u>	<u>65.7%</u>	<u>\$ 274,756</u>
<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	<u>32,219</u>	<u>350,848</u>	<u>9.2%</u>	<u>318,629</u>
Academic Support				
Employee benefits	<u>5,610</u>	<u>16,500</u>	<u>34.0%</u>	<u>10,890</u>
Student Services				
Salaries	59,631	85,668	69.6%	26,037
Employee benefits	13,961	28,501	49.0%	14,540
Total Academic Support	<u>73,592</u>	<u>114,169</u>	<u>64.5%</u>	<u>40,577</u>
Public Service/Continuing Education				
Employee benefits	<u>1,048.00</u>	<u>7,500</u>	<u>14.0%</u>	<u>6,452</u>
Auxiliary Services				
Employee benefits	<u>1,095.00</u>	<u>4,500</u>	<u>24.3%</u>	<u>3405</u>
Operations and Maintenance of Plant				
Salaries	508,734	1,031,006	49.3%	522,272
Employee benefits	36,546	65,003	56.2%	28,457
Total Operations and Maintenance of Plant	<u>545,280</u>	<u>1,096,009</u>	<u>49.8%</u>	<u>550,729</u>
Institutional Support				
Salaries	85,115	149,956	56.8%	64,841
Employee benefits	58,943	61,711	95.5%	2,768
Contractual services	141,518	200,000	70.8%	58,482
Other Fixed Charges	255,953	335,087	76.4%	79,134
Total Institutional Support	<u>541,529</u>	<u>746,754</u>	<u>72.5%</u>	<u>205,225</u>
Total Expenditures	<u>\$ 1,200,373</u>	<u>\$ 2,336,280</u>	<u>51.4%</u>	<u>\$ 1,135,907</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
February 28, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 567,788</u>	<u>\$ 651,429</u>	<u>87.2%</u>	<u>\$ 83,641</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>6</u>	<u>100</u>	<u>6.0%</u>	<u>94</u>
Total Revenue	<u>567,794</u>	<u>651,529</u>	<u>87.1%</u>	<u>83,735</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

February 28, 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	364	289,881	0.0%	289,517
Total	3,145,426	3,434,943	91.6%	289,517
TRANSFERS IN	\$ -	\$ 2,167,167	0.0%	\$ 2,167,167
<u>Total Revenue and Transfers in</u>	<u>\$ 3,145,426</u>	<u>\$ 11,987,735</u>	<u>26.2%</u>	<u>\$ 8,842,309</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	3,332,579	6,910,935	48.2%	3,578,356
Total Operation and Maintenance of Plant	3,496,811	11,987,735	29.2%	8,490,924
Total Expenditures	<u>\$ 3,496,811</u>	<u>\$ 11,987,735</u>	<u>29.2%</u>	<u>\$ 8,490,924</u>

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.3 for 3/24/2021 Board Meeting
Date: Friday, March 12, 2021 9:47:38 AM
Attachments: [TR 2.28.21.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Friday, March 12, 2021 9:44 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 3/24/2021 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR FEBRUARY 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

Morton College Treasurer's Report*Month Ending: February 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	\$10,641,163.83	0.0100%	TIF Prime Fund	28-Feb-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,410.75	1.0940%	CD	28-Feb-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,410.75	1.0940%	CD	28-Feb-21
	Sum	<u>\$11,143,985.33</u>			
Grand Total		\$ 11,143,985.33			

From: [Keith McLaughlin](#)
To: [Liliana Raygoza](#)
Cc: [Board Materials](#); [Ana L Valdez](#); [Maria Sanchez Anderson](#); [Derek C Shouba](#)
Subject: Re: March Board Item - Curriculum Changes
Date: Wednesday, March 17, 2021 9:52:49 AM

I approve these for action at the March BOT Meeting.

On Mar 17, 2021, at 10:30 AM, Liliana Raygoza
<Liliana.Raygoza@morton.edu> wrote:

Good Morning, Keith,
Attached are the curriculum changes disposition sheet and board action form, they
need Board approval at the March Regular Board Meeting.

Thank you,

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

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Thank you.

<3-2-2021 - Disposition Sheet.pdf>

<PROPOSED ACTION_Curriculum Changes 3-2-2021.docx>

**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 the changes to the ESL courses as presented, adding a new course CIS 104 – CIS Fundamentals, CRT certificate change, add prerequisite to HVA 201 & HVA 203, recommend to have all HVA courses hours updated to meet ICCB regulations, change credit hours on NUR 107 & NUR 108, and withdraw courses (NUR 203, NUR 216, NUR 218). This recommendation is based upon input from faculty Dean of Arts & Sciences, Dean of Adult and Career Technical Education, Dean of Nursing and Health Sciences, Curriculum Committee, and the Provost.

COST ANALYSIS: N/A

ATTACHMENTS: Disposition Sheet – March 2, 2021

Curriculum Committee Disposition Sheet

For: March 2, 2021 Meeting

Item#	Agenda Item	No Action Necessary	Approved as Presented	Details or Approved w/Modification	Vetoed	Tabled	Effective Date
II. a)	ESL Courses		X	change ESL courses to course numbers and change from non-variable to variable.			Fall 2021
III. a)	CIS 104 - CIS Fundamentals		X	New course			Fall 2021
b)	Computer Repair Tech (CRT) certificate		X	change certificate, remove old course and add CIS 104			Fall 2021
c)	HVA 201 - Commercial Refrigeration		X	add prerequisite of HVA 103			Summer 2021
d)	HVA 203 - Commercial AC & Refrigeration		X	add prerequisite of HVA 103			Summer 2021
	HVA Courses		X	all course hours to be updated either to 2-1 or 3-1 ratio, must reflect ICCB regulations			Summer 2021
IV. a)	NUR 107 - Foundations o Nursing Practice I		X	change credit hours			Fall 2021
b)	NUR 108 - Foundations of Nursing Practice II		X	change credit hours			Fall 2021
c)	NUR 203 Medical-Surgical Nursing I		X	withdraw course			Summer 2021
	NUR 216 Medical-Surgical Nursing II		X	withdraw course			Summer 2021
	NUR 218 Nursing Synthesis		X	withdraw course			Summer 2021

PROPOSED ACTION:

THAT THE BOARD APPROVE A RENEWED RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND NORTHWESTERN MEMORIAL HEALTHCARE.

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 EDUCATIONAL AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
NORTHWESTERN MEDICAL GROUP
NORTHWESTERN MEMORIAL HOSPITAL
NORTHWESTERN MEDICINE® CENTRAL DUPAGE HOSPITAL
NORTHWESTERN MEDICINE® DELNOR HOSPITAL
NORTHWESTERN LAKE FOREST HOSPITAL
NORTHWESTERN MEDICINE® REGIONAL MEDICAL GROUP
MARIANJOY REHABILITATION HOSPITAL & CLINICS, INC.
NORTHWESTERN MEDICINE® VALLEY WEST HOSPITAL
NORTHWESTERN MEDICINE® KISHWAUKEE HOSPITAL
NORTHWESTERN MEDICINE® HUNTLY,
MCHENRY AND WOODSTOCK HOSPITALS**

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, Northwestern Medical Group, Northwestern Memorial Hospital, Northwestern Medicine® Central DuPage Hospital, Northwestern Medicine® Delnor Hospital, Northwestern Lake Forest Hospital, Northwestern Medicine® Regional Medical Group,

Marianjoy Rehabilitation Hospital & Clinics, Inc., Northwestern Medicine® Valley West Hospital, Northwestern Medicine® Kishwaukee Hospital, Northwestern Medicine® Huntly, McHenry and Woodstock Hospitals (collectively “NW Affiliates”) may be units of local government and public agencies 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, the NW Affiliates operate hospitals and clinical facilities licensed in the State of Illinois and are able to provide students clinical settings to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into the affiliation agreement with the NW Affiliates to provide Morton students clinical settings 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, the NW Affiliates desire to enter into the Agreement with Morton to provide students with clinical settings 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 the NW Affiliates.

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 the NW Affiliates, 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

EDUCATIONAL AFFILIATION AGREEMENT

THIS EDUCATIONAL AFFILIATION AGREEMENT (this “**Agreement**”), dated April 23, 2021, (the “**Effective Date**”) is entered into by and between the undersigned affiliated clinical entities (collectively, “**NM FACILITIES**”) of **NORTHWESTERN MEMORIAL HEALTHCARE**, an Illinois not for profit corporation (“**NMHC**”), and **MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT No. 527** (“**SCHOOL**”).

WHEREAS, the NM Facilities may include NMHC’s current and future affiliates and subsidiaries, including, but not limited to, Northwestern Memorial Hospital (“**NMH**”), Northwestern Medicine® Central DuPage Hospital (“**CDH**”), Northwestern Medicine® Delnor Hospital (“**Delnor**”), Northwestern Medicine® Lake Forest Hospital (“**NLFH**”), Northwestern Medicine® Kishwaukee Hospital (“**NMKH**”), Northwestern Medicine® Valley West Hospital (“**NMVWH**”), Northwestern Medicine® Huntley, McHenry and Woodstock Hospitals (“**NMHW**”), Northwestern Medicine® Marianjoy Rehabilitation Hospital (“**Marianjoy**”), Northwestern Medical Group (“**NMG**”), Northwestern Medicine® Regional Medical Group (“**RMG**”), Marianjoy Medical Group (“**MMG**”), and their affiliates and subsidiaries existing now or created or acquired in the future; and

WHEREAS, SCHOOL desires to utilize NM FACILITIES for the purpose of providing practical learning and clinical experiences for nursing and other allied health professional education (the “**Program**”) in connection with degree-seeking students of SCHOOL and to establish and operate the Program at NM FACILITIES; and

WHEREAS, it is to the mutual benefit of both SCHOOL and NM FACILITIES that students have opportunities for clinical education and, whenever feasible, joint research activities pursuant to the Program.

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

1. SCHOOL’S RESPONSIBILITIES

- 1.1. 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 NM FACILITIES only those students who have satisfactorily completed the prerequisite didactic portion of SCHOOL's curriculum. SCHOOL will provide NM FACILITIES a statement of the philosophy and objectives of the Program and a current course description(s) as set forth in SCHOOL’s academic catalog.
- 1.2. SCHOOL shall require each of its students who will participate in the Program at NM FACILITIES to provide NM FACILITIES with proof of full health insurance coverage prior to commencement of their assignment.
- 1.3. SCHOOL shall procure and maintain at its own expense at all times during the term of the Agreement, and on an occurrence basis if possible, Professional Liability and Commercial General Liability insurance to cover SCHOOL, its officers, agents,

faculty, employees and students in the minimum amount of One Million Dollars (\$1,000,000) per occurrence and Three Million (\$3,000,000) in annual aggregate. SCHOOL shall provide evidence of such coverage to NM FACILITIES upon execution of this Agreement and prior to the expiration and renewal of the evidenced coverage, but not less than annually after execution of this Agreement. Each policy of insurance described above shall require thirty (30) day advance notice to NM FACILITIES prior to any material change in or termination of such coverage, and shall be issued by one or more insurance companies rated “A” or better and with financial size of “IX” or larger, both as measured by A.M Best. Should any of the above insurance requirements be met through the provision of coverage on a “claims-made” basis, SCHOOL shall maintain such coverage for a period of five (5) years after the termination date of this Agreement, and extending retrospectively to the contract term. NM FACILITIES and its affiliates, subsidiaries and each of their respective officers, directors, contractors, agents and employees shall be included as Additional Insureds under each of the policies described above and any renewals thereof for the duration of this Agreement and any extended claims-made required under this Agreement.

- 1.4. SCHOOL shall designate one of its faculty to coordinate the Program on behalf of SCHOOL and act as the liaison to NM FACILITIES. The assignment to be undertaken by the students participating in the Program will be mutually arranged by the parties and a continuous exchange of information will be maintained by on-site visits when practical and by letter, e-mail or telephone otherwise.
- 1.5. SCHOOL shall inform each student of his or her responsibilities under this Agreement and that he or she will be required to sign a statement during orientation at NM FACILITIES agreeing to certain specific terms of the Agreement. A sample of the current student statement is subject to change and is attached hereto as Exhibit A and made a part hereof. A signed copy of each student’s statement, including evidence of full insurance coverage, and confirmation that the required criminal background check and ten (10) panel drug test have been conducted, as more fully described in paragraph 1.7 below, shall be provided to NM FACILITIES prior to student’s assignment. In addition, SCHOOL shall ensure that each student signs the confidentiality agreement provided by NM FACILITIES prior to commencing his/her participation in the Program and adheres to all relevant policies and procedures set forth by NM FACILITIES.
- 1.6. SCHOOL, its faculty providing services hereunder, and its students participating in the Program shall, to the extent relevant, comply with The Joint Commission or other accrediting entity standards and, upon request of NM FACILITIES, shall cooperate in any survey conducted by The Joint Commission or a similar accrediting body at NM FACILITIES.
- 1.7. SCHOOL agrees and student acknowledges and consents that a criminal background check in compliance with the Illinois Healthcare Workers Background Check Act (225 ILCS 46/1) will be conducted by SCHOOL. A ten (10) panel drug screen as required by and acceptable to NM FACILITIES (to include screening for

marijuana, amphetamines, narcotics [morphine/codeine/heroin], PCP, and cocaine) is required of each placed student prior to his/her participation in the Program. It is SCHOOL'S responsibility to ensure that the ten (10) panel drug screen and criminal background check are completed and that any student with unacceptable results will not be permitted to participate. Prior to student's arrival at NM FACILITIES, SCHOOL will provide NM FACILITIES with documentation that the drug screening and criminal background check have been conducted.

- 1.8. SCHOOL shall conduct a physical examination on each student prior to his/her participation in the Program, which physical examination shall be conducted in accordance with the policies of NM FACILITIES and shall include a TB test (and a chest x-ray if the TB test is positive), mumps, rubella, rubeola, varicella and Hepatitis-B immunity, and any other screening tests required by NM FACILITIES. Prior to the placement of any student, SCHOOL shall provide NM FACILITIES with written proof that the student is free of communicable disease and has received the Influenza Vaccine.
- 1.9. SCHOOL shall screen all students and faculty against the Office of Inspector General List of Excluded Individuals/Entities prior to a student's assignment or faculty's participation and shall immediately notify NM FACILITIES if any of its participating faculty or students are excluded from, threatened with exclusion from, or otherwise sanctioned by, any federal or state healthcare plan or program.
- 1.10. SCHOOL shall notify each student prior to his/her arrival that he/she is responsible for:
 - 1.10.1. Following all administrative and clinical policies, standards, and practices of NM FACILITIES.
 - 1.10.2. Obtaining medical care at his/her own expense for any injuries sustained as a direct or indirect result of their affiliation with NM FACILITIES.
 - 1.10.3. His/her own transportation and living arrangements.
 - 1.10.4. Reporting to NM FACILITIES on time and following all established policies and procedures during the regularly scheduled operating hours of NM FACILITIES.
 - 1.10.5. Conforming to the standards and practices established by SCHOOL while functioning at NM FACILITIES.
 - 1.10.6. Obtaining prior written approval of NM FACILITIES and SCHOOL before publishing any material relating to the clinical learning experience.
 - 1.10.7. Meeting the personal, ethical and professional standards required of employees of NM FACILITIES and consistent with the applicable professional Code of Ethics and the applicable standards of The Joint Commission.

2. **NM FACILITIES' RESPONSIBILITIES/RIGHTS**

- 2.1. NM FACILITIES shall make the appropriate location available to SCHOOL and its students in order to provide a supervised educational experience to students in the Program. Such location shall include an environment conducive to learning as intended by the terms of this Agreement and conforming to customary NM FACILITIES' procedures. Entry into this Agreement with SCHOOL does not guarantee placement of a particular student within NM FACILITIES. NM FACILITIES have the right to decline an individual placement if unable to accommodate for the appropriate location or supervised educational experience at that time.
- 2.2. NM FACILITIES may, upon consultation with SCHOOL, cancel the placement of any student whose performance is unsatisfactory, who is excluded from, or otherwise sanctioned by, any federal or state healthcare plan or program, whose personal conduct prevents desirable relationships within NM FACILITIES, or whose health status is a detriment to the student's successful completion of the educational experience. NM FACILITIES shall provide a written record of the cancellation to SCHOOL following the consultation.
- 2.3. NM FACILITIES may immediately remove any student or member of SCHOOL's faculty or staff from its premises, if, in NM FACILITIES' sole judgment and discretion, such student, faculty or staff is or becomes detrimental to or is deemed to be an immediate threat to the health, safety or welfare of NM FACILITIES or its patients, employees, staff or visitors or hospital operations, or to the confidentiality of any information related to such persons or operations. In such event, NM FACILITIES shall notify SCHOOL of its actions as soon as practicable thereafter. NM FACILITIES shall have no obligation to SCHOOL or any student or faculty member summarily removed pursuant to this section.
- 2.4. In the event any student or SCHOOL faculty becomes ill, injured or is improperly exposed to hazard/hazardous materials while on NM FACILITIES' premises, NM FACILITIES shall, upon the request of such student or faculty and consistent with the NM FACILITIES' capabilities and policies, or as is appropriate in an emergency, provide or arrange for the provision of necessary immediate or emergent care. However, all students or faculty who receive medical care on NM FACILITIES' premises shall be responsible for the full cost of such care unless the law or NM FACILITIES' policies provide otherwise.
- 2.5. NM FACILITIES shall designate and submit in writing to SCHOOL, the name and professional and academic credentials of a person to be responsible for oversight of the student educational experiences at NM FACILITIES. That person shall be called Program Coordinator, and shall maintain contact with SCHOOL's designated liaison to assure mutual participation in and oversight of the Program.
- 2.6. NM FACILITIES shall notify SCHOOL in writing of any change of the Program Coordinator.

- 2.7. NM FACILITIES shall provide a planned, supervised program of educational experiences as specified in the most recent outline of the Program as agreed to by the parties.
- 2.8. NM FACILITIES shall, on reasonable advance request, permit SCHOOL or any agencies responsible for approving SCHOOL or accrediting its curriculum to inspect NM FACILITIES' clinical locations, services available for clinical experiences, students' records, and such other items reasonably pertaining to the Program. In NM FACILITIES' sole discretion, NM FACILITIES may: (a) restrict such inspection to the extent reasonably necessary to protect private or confidential patient or NM FACILITIES information, (b) restrict such inspection to the extent necessary to comply with the law; and/or (c) require SCHOOL or accrediting agency to execute an appropriate confidentiality and non-disclosure agreement provided by NM FACILITIES.
- 2.9. NM FACILITIES shall, at the commencement of a student's placement, provide the student with an orientation of NM FACILITIES and its administrative policies, rules, regulations, standards and practices relevant to the Program.
- 2.10. NM FACILITIES shall provide each student with a name tag identifying him or her as a student, which name tag shall be worn at all times when Student is participating in the Program at NM FACILITIES' premises.
- 2.11. NM FACILITIES shall administer education records of students in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, and all other applicable provisions of federal or state law.
- 2.12. SCHOOL acknowledges the NM FACILITIES' commitment to comply with its corporate compliance program and code of conduct, and all applicable laws and regulations. SCHOOL agrees to comply, and to cause its faculty and students to comply, with the NM FACILITIES' Code of Conduct and all applicable laws and regulations during the term of this Agreement.
- 2.13. SCHOOL, its faculty providing services hereunder, and its students participating in the Program shall, to the extent relevant, comply with The Joint Commission or other accrediting entity standards and, upon request of NM FACILITIES, shall cooperate in any survey conducted by The Joint Commission or a similar accrediting body at NM FACILITIES.

3. **JOINT RESPONSIBILITIES**

- 3.1. The beginning dates and length of the Program shall be agreed upon by the parties.
- 3.2. The period of time for each student's clinical education shall be agreed upon at least one month before the beginning of the Program.
- 3.3. The number of students eligible to participate in the Program shall be agreed to by the parties and may be altered by agreement. NM FACILITIES reserves the right

in its sole discretion to limit the number of students participating in the Program at any one time.

- 3.4. Neither party shall discriminate against a qualified student considered for or enrolled in the Program on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, order of protection status, physical or mental disability unrelated to the ability to participate in the Program, military status, or unfavorable discharge from the military service, citizenship status, or any other status protected by law. In addition, each party agrees that it will comply with, and cause its officers, directors, employees, agents and representatives to comply with, all applicable laws, statutes and ordinances and all amendments thereto relating to the performance of services hereunder. These include: all applicable federal, state, municipal or local statutes, laws, ordinances or regulations, including without limitation, where applicable, those (i) relating to conditions of employment, including without limitation, Title VII and Title IX of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended, the Employee Retirement Income Security Act, as amended, the Rehabilitation Act of 1973, as amended, the Family Medical and Leave Act, as amended, the Fair Labor Standards Act, as amended, the Equal Pay Act, as amended, Section 1981 of U.S.C. Title 42, as amended, the Worker Adjustment and Retraining Notification Act, as amended, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act, as amended, the Immigration and Reform Control Act of 1986, as amended, the National Labor Relations Act, as amended, the American with Disabilities Act, as amended, Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 USC §4212, and all applicable requirements of 41 CFR, §§ 60-1.4(a), 60-250.5(a) and 60-741.5(a), and the Illinois Human Rights Act, as amended; as well as (ii) all laws relating to safety and health in the workplace, including without limitation, the Occupational Safety and Health Act of 1970, as amended; (iii) all laws relating to the payment of employee and employer taxes for and on behalf of employees, including without limitation, Internal Revenue Code, Illinois Unemployment Insurance Act, Illinois Workers Compensation and Occupational Disease Acts, and all applicable home rule taxes; and (iv) all laws relating to the delivery of health care, including without limitation, Medicare and Medicaid, the False Claims Act, Fraud and Abuse amendments, the Health Insurance Portability and Accountability Act of 1996, and the Patient Protection and Affordable Care Act.
- 3.5. Methods for evaluating the educational experiences of the students will be agreed to by the parties. Regular communication will be maintained by appropriate SCHOOL and NM FACILITIES' staff for the purpose of reviewing and evaluating current educational experiences being offered to students.
- 3.6. The parties shall assist one another in maintaining the standards necessary for SCHOOL or its Program to be and remain eligible for accreditation by the appropriate agency or body.

- 3.7. Each of the parties to this Agreement shall be responsible for the acts and omissions of its respective employees, faculty members, students, officers, directors and agents relative to this Agreement.
- 3.8. SCHOOL will provide to NM FACILITIES, upon request, evidence of such participating student's compliance with all training, education, orientation, and screening required by this Agreement.

4. **TERM AND TERMINATION**

The term of this Agreement shall be for three (3) years, commencing on **April 23, 2021** and terminating on **April 22, 2024**. Either party to this Agreement may terminate the Agreement earlier without cause upon thirty (30) days prior written notice to the other party, provided, however, that in the event that this Agreement is terminated during a period in which students are participating in educational experiences, the NM FACILITIES shall use best efforts to ensure that each of the students participating in such experience at the time of termination shall be permitted to continue, subject to all other terms of this Agreement, until the educational experiences are completed.

5. **NOTICES**

All notices required under this Agreement must be sent by registered or certified mail properly addressed, postage pre-paid, return receipt requested or by expedited or personal delivery to the addresses provided by the parties from time to time. For notices sent to NM FACILITIES, copies must also be sent to Office of General Counsel, 211 E. Ontario Street, Suite 1800, Chicago, IL 60611.

6. **CONFIDENTIALITY/HIPAA**

- 6.1. In the course of providing services hereunder, the parties may gain access to certain information that is either confidential or proprietary in nature, unauthorized disclosure of which could cause irreparable damage to either party. The parties therefore agree that all confidential or proprietary information, including any patient or student information, is "Confidential" and shall remain so during the term of this Agreement and thereafter. Each party agrees that they will hold in strict confidence and will cause their respective employees, staff, faculty and students not to use or disclose to any other person, firm, corporation or other entity, any Confidential information about one another and their respective employees, agents, patients or students except with the prior written authorization of the affected party, patient or patient's representative or student. Each party further agrees not to use the other party's Confidential Information except in the course of performing herein and will not use such Confidential Information for its own benefit or for the benefit of any third party except as provided in this section. The mingling of the disclosing party's Confidential Information shall not affect the confidential nature or ownership of same as stated herein. All of the disclosing party's Confidential Information is and shall remain the property of the disclosing party. Upon the disclosing party's request or the termination of this Agreement, the receiving party

shall return, transfer, destroy or assign to the disclosing party all of the disclosing party's Confidential Information and all copies thereof.

6.2. Each party agrees to comply with all relevant rules and regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and to cause their respective officers, directors, employees, agents and students to comply with such rules and regulations. SCHOOL agrees to train its students on, and the students shall be required to comply with, the NM FACILITIES' policies and procedures related to the confidentiality of patient information and the use of same. This Agreement shall be automatically amended to the extent necessary to fully comply with any and all amendments to HIPAA's rules and regulations and if the parties cannot agree on such amendments that, in NM FACILITIES' reasonable opinion, would bring this Agreement into full HIPAA compliance or if any party determines that compliance would be too costly, then this Agreement may be terminated by that party.

6.3. This Section 6 shall survive termination of this Agreement.

7. **INDEPENDENT CONTRACTORS**

Neither SCHOOL nor any of its students (including any student assigned to the Program), employees, faculty or staff shall be or claim to be, by way of participation in this Agreement, the employee, agent, servant or joint employee of NM FACILITIES or any of its related or affiliated entities, for any purpose whatsoever. In particular, NM FACILITIES shall not owe or be required to pay to or on behalf of any SCHOOL staff or student any compensation in the nature of salary, vacation, disability or other benefits and insurance, including, without limitation, the payment or withholding of federal or state employment taxes, and/or workers' compensation, and/or unemployment taxes, insurance and/or benefits.

8. **ADDITIONAL TERMS**

8.1. Use of Marks. SCHOOL will not use NM FACILITIES service marks, trademarks, or trade or corporate names without the prior written consent of NM FACILITIES, including, without limitation, use within any advertising, marketing materials, or publicity release of SCHOOL.

8.2. Non-Exclusivity. The parties agree that this Agreement is non-exclusive and that either party is free to enter into similar agreements with other parties.

8.3. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. For purposes of this Agreement, a document (or signature page thereto) signed and transmitted by facsimile machine or other electronic means, including PDF, is to be treated as an original document. The signature of any party on any such document, for purposes hereof, is to be considered an original

signature, and the document transmitted is to be considered to have the same binding effect as an original signature on an original document.

- 8.4. Entire Agreement/Modifications. This document shall be the entire understanding 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. The introductory recitals are true and correct and are incorporated herein as if fully set forth herein.
- 8.5. Amendments and Waivers. Except as otherwise set forth herein, this Agreement may not be amended, modified, altered, supplemented or changed in any way and no provision may be waived except in writing, signed by the parties and attached hereto as an amendment.
- 8.6. Assignment. Neither SCHOOL nor NM FACILITIES may assign this Agreement, in whole or in part, without the prior written consent of the other party, except that NM FACILITIES may assign this agreement to any of its corporate affiliates now existing or organized or existing in the future.
- 8.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws provisions.
- 8.8. Dispute Resolution. In the event of any dispute resolution, each party shall bear its own expenses, costs, and attorney fees incurred in any such action.

IN WITNESS WHEREOF, the parties have caused this Educational Affiliation Agreement to be executed by their duly authorized representatives, all on the day and year first set forth above.

[SIGNATURE PAGE FOLLOWS]

NM FACILITIES:

NORTHWESTERN MEDICAL GROUP

By: _____
Name: Lisa M. Williams, MS, APN-CNS, AARCN
Its: NMG, Director of Professional Practice and
Development for APPs

**NORTHWESTERN MEDICINE®
CENTRAL DUPAGE HOSPITAL**

By: _____
Name: Suzanne McCoy, RN, DNP, NNP-BC, NEA-BC
Its: Senior Vice President, CNE

**NORTHWESTERN LAKE FOREST
HOSPITAL**

By: _____
Name: Karen Mahnke, MSN, APN, CNS-BC, NEA-BC
Its: Director, Operations and Associate CNE

**MARIANJOY REHABILITATION
HOSPITAL & CLINICS, INC.**

By: _____
Name: Anne K. Hubling, DNP, MHSA, RN,
CPHQ, NEA-BC
Its: Vice President, CNE

**NORTHWESTERN MEDICINE® VALLEY
WEST HOSPITAL**

By: _____
Name: Corinne Haviley, PhD, MS, RN
Its: Vice President, CNE

SCHOOL:

**MORTON COLLEGE, COMMUNITY
COLLEGE DISTRICT No. 527**

By: _____
Name: _____
Its: _____

NORTHWESTERN MEMORIAL HOSPITAL

By: _____
Name: Sarah Cascino, DNP, MBA, RN
Its: NMH, Director, Patient Care

**NORTHWESTERN MEDICINE® DELNOR
HOSPITAL**

By: _____
Name: Gina Reid-Tinio, PhD, MS, MPH, NPD-BC
Its: Vice President, CNE

**NORTHWESTERN MEDICINE® REGIONAL
MEDICAL GROUP**

By: _____
Name: Nancy Alcorn-Kell
Its: Vice President, Operations

**NORTHWESTERN MEDICINE® KISHWAUKEE
HOSPITAL**

By: _____
Name: Corinne Haviley, PhD, MS, RN
Its: Vice President, CNE

**NORTHWESTERN MEDICINE® HUNTLEY,
MCHENRY AND WOODSTOCK HOSPITALS**

By: _____
Name: Catie L. Schmit MSN, RN, CEN, NE-BC
Its: Vice President, CNE

By: _____
Name: _____
Its: _____

EXHIBIT A

A copy of each Student's signed Exhibit A shall be maintained by the NM FACILITIES hosting the Program ("NM FACILITIES") throughout the term of this Educational Affiliation Agreement and for a period no less than seven (7) years thereafter.

I, the undersigned student at **MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT No. 527** (SCHOOL) hereby agree to the following as conditions to my placement in the Program at NMHC:

1. I understand that I am not acting as an employee, agent or servant of NMHC for any purposes whatsoever when engaged in educational activities for which I will receive credit from SCHOOL.
2. I have passed a physical examination and criminal background check in accordance with the policies of NMHC, which examination shall include a TB test (and a chest x-ray if the TB test is positive), mumps, rubella, rubeola, varicella and Hepatitis-B immunity, and satisfactory result on any other screening tests required by NMHC. I agree that I will update such tests/immunizations as required by NMHC during the duration of the Program. Additionally, I understand that SCHOOL will provide to NMHC the results of a ten (10) panel drug screening and background check upon request.
3. I have been or will agree to be trained in infection control and occupational exposure risk and reduction in compliance with OSHA's blood borne pathogen and tuberculosis regulations and guidelines;
4. I have procured full health insurance coverage. Such coverage, for both basic health services as well as emergency care, must be maintained for the duration of my participation in the placement and a copy of the proof of insurance has been or will be provided to NMHC upon request. I understand that I am responsible for the full cost of my own medical care, transportation and/or living arrangements;
5. I have been informed by SCHOOL of my responsibilities under the Educational Affiliation Agreement between SCHOOL and NMHC.
6. I understand that all identifiable patient information, including without limitation the name of a patient and the fact that he or she is being treated by NMHC, is confidential and may not be disclosed by me except where it is necessary to the treatment of a patient and then only to a member of the treatment team. I may not access, copy or maintain any such confidential patient information, in either hard copy or electronic form, except for the purposes of the Program, and if I improperly or inadvertently violate this obligation, I shall immediately report the violation to my supervisor at NMHC and either tender the copies to that person or destroy them. I also understand that any failure to comply with these confidentiality provisions may result in my immediate termination from the Program. These obligations shall survive termination of this Agreement;
7. I shall report to NM FACILITIES on time on the days scheduled and shall comply with all relevant NMHC policies, procedures, rules and regulations, including without limitation,

NMHC'S drug-free and smoke-free workplace policies, infection control practices and fire and safety regulations, and I agree to participate, if requested, in relevant NMHC'S sponsored programs relating to patient care issues, quality control and utilization reviews;

8. I shall obtain prior written approval of NMHC and SCHOOL before publishing any material relating to the educational experience;
9. I shall conform to the relevant standards and practices of SCHOOL while training in NM FACILITIES so long as those standards and practices do not contradict those of NMHC.
10. I shall provide, at my cost, the necessary and appropriate uniforms if required by NMHC, as well as all transportation and/or living arrangements;
11. I will be responsible for the full cost of any medical care that I may receive at NM FACILITIES unless the law or NMHC'S policies provide otherwise; and
12. I will submit to a criminal background check and government health program exclusions check. I understand that NMHC may cancel my placement if it determines that I have been convicted of a felony or criminal misdemeanor that could reasonably be expected to impact the health, safety or welfare of NM FACILITIES or its patients, employees, staff, visitors or assets, I am excluded from participation in any federal or state healthcare program, or I am known to be a drug trafficker or terrorist. All background checks shall be conducted in strict compliance with NMHC'S relevant policies and Illinois and federal law. By my signature below, I acknowledge that I have not been convicted of any misdemeanor or felony that could impact the health, safety or welfare of the patients, employees or visitors of the Hospital, or the safety and security of its property and assets.
13. I will have the status of "Student" while at NM FACILITIES and I may not replace NM FACILITIES staff, or render patient care or service except as identified for educational value and delineated in the Program as agreed to by SCHOOL and NMHC. Any direct contact between me and a patient shall be under the proximate supervision of a member of the NM FACILITIES' staff.
14. I will wear the name tag provided by NMHC, identifying me as a student, at all times while on NM FACILITIES' premises.

Signature:_____

Date:_____

Printed Name:_____

From: [Keith McLaughlin](#)
To: [Board Materials](#); [Ana L Valdez](#); [Maria Sanchez Anderson](#)
Subject: Summer 2021 MOU draft2.docx
Date: Friday, March 19, 2021 3:23:43 PM
Attachments: [Summer 2021 MOU draft2.docx](#)

I approve the attached MOU for action at the March BOT Meeting.

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.

Memorandum of Understanding
Morton College
Instructional Delivery Framework
Summer 2021

An agreement between Morton College, District 527,
and the
Morton College Faculty Union, Local 1600 CCCTU

Instructional Modalities

As stated by the HLC and the Dept. of Education, all courses should include “regular and substantive interaction between the students and instructor.”

Faculty have the freedom to design courses as appropriate to their discipline, and in consultation and with the approval of the Deans, may choose their own modalities.

All class modalities will be clearly identified on the schedule and in Panther Portal to ensure students are aware of the formats. Faculty will post syllabi to Blackboard at least one week prior to the first day of class clearly outlining course modality and scheduled meeting times.

The four modalities are:

“On-Campus”

- A menu of courses with enrollment capped at 10 students offered for the late starting semester for classes in which there is an instructor willing to teach on campus and students willing to enroll. IDPH and CDC guidelines strictly enforced. These courses clearly identified as “on- campus” to ensure students are aware of the format. Classes will be subject to cancellation if there is insufficient enrollment.
- Most on-campus classes will be capped at 12 students, except where faculty agree to larger class sizes to be housed in large classrooms/lecture halls.

“Hybrid”

- Courses that have a regular on-campus component (usually on a weekly basis and often during the lab portion of class) as well as a regular “on a schedule” or “anytime” online component.

“On-a-Schedule” Online

- Classes meet via live videoconference during the official, published class days and times in addition to “anytime” online coursework. Scheduled online meetings will also be advertised on the course’s syllabus. Students can meet with the instructor virtually during scheduled office hours.
- Faculty will clearly post regularly scheduled meeting dates for the semester on Blackboard, and in their syllabus prior to the start of the semester.
- Faculty who wish to set up a teaching schedule that does not meet on all the established, published meeting times may request to have the course identified as “Anytime” online, but must demonstrate the course provides substantive interaction and engagement between students and instructor, and receive approval from their dean.

“Anytime” Online

- Classes are taught online with no regular online meeting times; coursework is all, or nearly all, asynchronous. Students meet with the instructor virtually during scheduled office hours (via Blackboard Collaborate videoconferencing).

Faculty not teaching “On-Campus” or Hybrid” courses will, whenever possible, teach in the “On-a-Schedule” format. Under select circumstances classes may be offered in an “anytime” online format. All course modality determinations must receive written approval from the relevant dean, as well as the associate provost and provost.

Expectations of Faculty

- Student attendance should be strongly encouraged or required. (Also, see ICCB guidelines)
- Faculty will offer **four virtual office hours** each week, divided among their current courses. Faculty may require students to make appointments for virtual office hours.
- Ongoing training in “teaching with technology” for faculty throughout the semester will be provided by the college. The Associate Provost and TLC Coordinator will operationalize training plan and schedule.
 - Training may include participation in TLC online symposia events, completion of ION courses, and online Blackboard training courses offered by the instructional technology
- Deans may observe courses following established procedures.

Expectations of Administration

- On-campus courses will, whenever possible, not be scheduled back-to-back in the same classrooms.
- All classrooms must be cleaned prior to different groups of students using that room.
- A comprehensive plan for mitigation and risk assessment is clearly communicated to faculty, staff, and students.
- Technology
 - Appropriate hardware and software will be available to faculty
 - Tech support will be available for expanded hours, including weekends

- Designated open classrooms and labs for students to access the internet and other campus resources. The college will also explore the addition of Wi-Fi hotspots for outdoor areas, including the parking lot.

**A RESOLUTION APPROVING AND ADOPTING AN AGREEMENT
BETWEEN MORTON COLLEGE AND CORNERSTONE
GOVERNMENT AFFAIRS, INC. FOR PROFESSIONAL SERVICES.**

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

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

WHEREAS, Cornerstone Government Affairs, Inc. (“Cornerstone”) is a for profit business that provides strategic consulting and advocacy services to assist clients in dealing with federal, state and local governments and governmental and regulatory authorities, and public relations services (the “Services”); and

WHEREAS, Morton desires to enter into an agreement with Cornerstone to provide the Services. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

WHEREAS, the Services outlined in the Agreement constitute professional services under Section 3-27.1 of the Act and therefore the contract does not require bidding; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement with Cornerstone, attached hereto as Exhibit A;

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Cornerstone, 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 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 March, 2021.

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

Attest:

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

EXHIBIT A

SERVICE AGREEMENT

THIS SERVICE AGREEMENT, dated April 1, 2021 (hereinafter "*Agreement*") is entered into by and between Cornerstone Government Affairs, Inc. (hereinafter "*Cornerstone*"), a sub-chapter S corporation duly organized under the laws of the District of Columbia, with its principal place of business at 800 Maine Avenue, SW, 7th Floor, Washington, D.C. 20024, and Morton College (hereinafter "*the College*"), with its principal place of business at 3801 S Central Avenue, Cicero, IL 60804 (hereinafter referred to collectively as the "*Parties*" or individually as "*Party*").

WHEREAS, Cornerstone is in the business of providing strategic consulting and advocacy services to assist its clients in dealing with federal, state and local governments and governmental and regulatory authorities (hereinafter "*GR Services*") and full-service public relations (hereinafter "*PA Services*") (hereinafter referred to collectively as "*Services*"); and

WHEREAS, the College and Cornerstone desire to enter into this Agreement to set forth the basic terms and conditions that will govern the relationship under which Cornerstone will provide Services to the College:

NOW THEREFORE, in consideration of the foregoing recitals, the agreements contained herein and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged by each Party, the Parties agree as follows:

1. Term. The term of this Agreement shall commence on the date first written above and continue through March 31, 2022 (hereinafter referred to as the "*Term*"). The Parties may mutually agree in writing to extend the Term.

2. Termination. This Agreement may be terminated by either Party with or without cause at any time during the Term after thirty (30) days written notice to the other Party. The College shall pay Cornerstone all fees and expenses otherwise owed it under the terms of this Agreement through the effective date of such termination. All balances not paid on the due dates specified herein will bear interest at the rate of one percent (1%) per month until paid. All costs incurred by Cornerstone in the collection of uncontested fees which are more than sixty (60) days past due shall be paid by the College.

3. Services by Cornerstone. During the Term, Cornerstone shall provide Services to the College. The precise scope and extent of the Services may be amended by mutual agreement of the Parties but generally focus on:

GR Services Scope of Work:

- Raising the profile of the College with key individuals in Springfield, including the Governor's office, House and Senate leadership, House and Senate Higher Education chairs and minority spokespersons. This outreach will be done through:
 - Direct communication with the identified key decision makers and Cornerstone;
 - A strategic effort to have the College staff visit Springfield on a regular basis by scheduling meetings and dinners for the College to maximize time with key players in Springfield; and

- Working directly with the College staff to line up visits to Springfield with the College students in order to meet with key individuals in Springfield and tell the story of what is happening at the College.
- Helping develop opportunities to increase capital dollars flowing from the state or federal government to the College in order to continue the building seen on campus over the past several years;
- Developing deeper relationships with all members who represent the College to ensure they are strong advocates for the college in Springfield;
- Analyzing and advising the College on legislative measures that will impact the school and advocate for positions supported by the College;
- Leveraging our relationships to help make other inroads for the College with various industry and labor groups to forge new partnerships at the College; and
- Developing relationships with key members and leaders of the Illinois Latino and Black Legislative Caucuses to promote the College's work to provide greater opportunities for students of color and to participate in larger discussions on equity in higher education.

PA Services Scope of Work:

- On Call Crisis Communications:
 - In fluid situations – ranging from personnel changes to on-campus emergencies – standing ready to assist the College and provide communication's counsel at a moment's notice;
 - For near-term personnel issues, our plan includes:
 - Preparing materials for the College to have at the ready should inquiries be made on the personnel matter.
 - The materials will clearly articulate the facts of the case, the basis for personnel action and the steps being taken to prevent such behavior from occurring in the future.
 - Materials could include: Press release, background memo, summary of personnel violations, timeline of violations and notice to individual and/or individual's lawyer of violations, overview of enhanced College procedures and policies.
 - The materials listed above can also be repurposed into internal emails or memos to communicate with faculty and staff about new internal processes or policies being implemented.
 - Working with the College's leadership team to strategically incorporate and then proactively communicate the changes being made at the College to show the seriousness with which the college is taking these issues.
- Elevating the College's Brand:
 - Partnering with internal communicators to create a strategic communications plan that elevates the College's brand regionally and downstate.
 - Key messages and themes can include, but will not be limited to:
 - Robust CTE programming to prepare students for the careers of tomorrow,
 - Strategic capital investments to improve the campus experience,
 - Embracing and lifting DACA recipients to help put them on a path for success,
 - Creating a nursing program that now more than ever is benefiting the state.

- Identifying regional and national media opportunities or speaking opportunities that help to position President Fields as a leading community college voice.
- Building a Brand Ambassador Catalog for the College:
 - Alongside the College's internal public relations team, guiding a validator cataloging strategy in which we harness the voices of community members and alumni who can speak to what the College means for the area, the state, their business and their professional success; and
 - Using this catalog to aid in pitching media and inserting the College into various media stories about topics surrounding education, and technical training, among other things.
- Integrated Public Affairs and Government Relations Counsel:
 - Working with Cornerstone's GR colleagues, developing a plan that communicates with local, state and federal elected officials to better inform them of the educational opportunities offered at the College;
 - Working to differentiate the College from its peers – and even from four-year universities – to make certain that elected officials understand that the College is truly serving its community; and
 - Leveraging President Fields and Blanca as key parts of this plan. President Fields is able to offer a vision for the future and share the mechanics of how the College is achieving success, while Blanca can share how she is a success story of the College and build relationships with key lawmakers and their staffs.
- Longer-term Strategic Communications Planning:
 - Whether it's the approaching 100-year anniversary of the College, a Hill Day in Washington, D.C. or a Lobby Day in Springfield – or entering into strategic partnerships with local private employers to assist with training their workforce for the careers of the future – working with the College's public relations department to see around corners, plan for the future and share how the College is an affordable, accessible and indispensable institution for its students, community and the state.

In performing the Services, Cornerstone will perform such tasks as attending necessary meetings, and providing as necessary, written reports on its activities as well as the activities of the Illinois Executive Branch, the Illinois Legislative Branch, independent agencies, and third parties regarding the relevant issues. Cornerstone will also provide other general informational bulletins or updates that the College reasonably requests.

4. Relationship of the Parties. The Parties acknowledge and agree that each is an independent business entity and, as such, neither Party may represent itself as an employee, agent, or representative of the other. Neither Party may incur any obligations on behalf of the other Party unless specifically authorized in this Agreement. Nothing contained in this Agreement shall create or be construed as creating an agency, partnership, joint venture, employment relationship or any other relationship except as set forth between the Parties.

5. Fee. Payment for the Services shall be made electronically via ACH by the College to Cornerstone in twelve (12) advance monthly payments of fourteen thousand dollars (\$14,000.00) plus reasonable and customary out-of-pocket expenses with any out of town travel being approved in advance

by the College (the “*Fee*”). Cornerstone shall invoice the College on a monthly basis for the Fee accrued during the succeeding month, and the Fee due under such invoice shall be payable within forty-five (45) days after the College’s receipt of such invoice. The Parties agree to discuss in good faith any adjustment in the Fee that either Party shall deem appropriate given the level of services mutually agreed upon under Section 3. Federally appropriated funds may not be used to pay for any services provided or expenses incurred under this Agreement.

6. Confidentiality. Cornerstone agrees with respect to any written information marked “confidential” or “proprietary” by the College or information disclosed orally and identified orally as “confidential” or “proprietary” by the College at the time of disclosure and reduced to writing (hereinafter “**Confidential Information**”), that Cornerstone will use Confidential Information solely to enable it to perform its obligations hereunder, and will not disclose any Confidential Information to any person or entity without the prior express written consent of the College. Provided, however, that Confidential Information may be provided by Cornerstone to those of its employees who need such information to enable Cornerstone to perform its obligations hereunder and who are required to keep such information confidential and to its auditors, consultants and advisors who agree to keep such information confidential or are otherwise bound to restrictions on disclosure.

Confidential Information shall not include information which: (i) is now or hereafter becomes part of the public domain; (ii) was received by Cornerstone from a third party under no obligation of confidentiality to the College; or (iii) is disclosed by the College to a third party without restriction.

In the event that such disclosure is required by applicable law, regulation or court order, Cornerstone agrees, if reasonably practicable, to refrain from such disclosure until such time as the College has received written notice with regard to any required disclosure (provided that notice of the required disclosure is not prohibited by law), and the College has had a reasonable opportunity to contest the basis for disclosure and review the content of the proposed disclosure.

7. Conflicts with Cornerstone Clients in Other Business Units and Offices. Cornerstone has multiple business units (federal government relations, state government relations, public affairs and advisory services) with offices throughout the United States. During the engagement between Cornerstone and the College, Cornerstone may concurrently represent clients in the other business units and offices, even if the College’s interests may conflict with those clients. This Agreement confirms that the College waives such conflicts of interest, and consents to Cornerstone’s representation of clients by other business units or offices. Cornerstone seeks this consent to allow all Cornerstone business units to meet the needs of existing clients and to remain available to future business opportunities.

8. No Verification by Cornerstone. It is understood that Cornerstone cannot undertake to verify all facts supplied to it by the College or related entities or all factual matters included in materials prepared or used by Cornerstone and approved by the College or related entities.

9. Liability. The entire liability of Cornerstone, and the College’s exclusive remedy for damages from any cause related to or arising out of this Agreement, regardless of the form of action, whether in contract or in tort, shall not exceed the amount of monies actually paid to Cornerstone by the College in the immediately preceding twelve (12) month period. In no event shall Cornerstone be liable for any incidental, indirect, special or consequential damages, including but not limited to, loss of use, revenues, profits or savings, unless Cornerstone knew or should have known of the possibility of such damages or claims against the College by any person.

10. Indemnity. The College agrees to defend, indemnify and hold harmless Cornerstone against any and all losses, claims, damages, legal fees, expenses, or liabilities that Cornerstone may incur based upon information, representations, reports, data or releases furnished or approved by the College or its specifically authorized representative for use or release by Cornerstone, whether or not Cornerstone prepared or participated in the preparation of such materials. For purposes of this section, the Parties indemnified shall include Cornerstone, its directors, members, agents and employees. Subject to the liability provisions of Section 9, Cornerstone agrees to indemnify and hold harmless the College, and its elected officials, officers, employees, agents and representatives, successors and assigns against any and all losses, claims, damages, legal fees, costs and expenses (including reasonable attorneys fees and expenses) liabilities, penalties, fines, causes of action, that the College may incur based upon information, representations, reports, data or releases made by Cornerstone or its authorized agent or representative that the College did not expressly approve, or that Cornerstone materially changed or altered after the College's approval; or that Cornerstone used in a negligent or reckless manner, or claims arising out of or resulting from any negligence or wrongful or willfull misconduct on the part of Cornerstone or any breach by Cornestone of any of the terms and provisions of this Agreement. This Section 10 shall survive the termination of this Agreement and shall continue to bind both Parties.

11. Compliance with Law. Cornerstone shall be responsible, at its own expense, for complying with any federal law and/or regulation governing lobbying, including, but not limited to any law or rule requiring registration of or the filing of public disclosure reports by lobbyists, which law or rule applies by reason of any service to be performed or activity to be conducted.

12. No Assignment. Neither Party shall assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other Party.

13. Governing Law. This Agreement and the rights and obligations of the Parties hereunder shall be construed in accordance with the laws of the State of Illinois, County of Cook, without giving effect to any choice or conflict of law provision or rule.

14. Dispute Resolution. Any dispute arising under this Agreement shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. Arbitration shall be conducted before one arbitrator mutually agreeable to Cornerstone and the College. If the Parties cannot agree on an arbitrator within thirty (30) days after the request for arbitration, then each Party will select an arbitrator and the two arbitrators will select a third who shall act as the sole arbitrator of the dispute. Judgment on any award rendered by an arbitrator may be entered in any court having jurisdiction. All fees of the arbitrator and other costs and expenses of the arbitration shall be paid by the College and Cornerstone equally unless otherwise awarded by the arbitrator.

15. Entire Agreement. This Agreement contains the entire understanding between the Parties relating to the rights granted and the obligations assumed and supersedes all prior written and oral communications between the Parties.

16. Amendment. This Agreement may be changed only by written agreement signed by each Party.

17. Notice. All notices and other communications hereunder shall be deemed to have been given when delivered personally or if mailed when deposited in the United States mail or with an express mail carrier, postage prepaid and addressed as follows:

Cornerstone Government Affairs
800 Maine Avenue, SW, 7th Floor
Washington, D.C. 20024

Morton College
3801 S Central Avenue
Cicero, IL 60804

The Parties hereto may change their address as set forth in this section by providing the other Party with written notice thereof.

IN WITNESS WHEREOF, the authorized representatives of the College and Cornerstone do hereby execute this Agreement as of the date first above written.

Cornerstone Government Affairs, Inc.

Date: 03/19/2021


Campbell Kaufman
Principal & Managing Director

Morton College

Date: _____

Name:
Title:

**PROPOSED ACTION: THAT THE BOARD APPROVE THE
TERMINATION OF THE CONTRACT BETWEEN MORTON COLLEGE
AND AL RONAN LTD. EFFECTIVE MARCH 31, 2021, AS SUBMITTED.**

RATIONALE:

COST ANALYSIS:

ATTACHMENT:

**A RESOLUTION APPROVING AND ADOPTING A MEMORANDUM
OF UNDERSTANDING BETWEEN MORTON COMMUNITY
COLLEGE MC-SUCCESS GRANT COMMITTEE AND YOUTH
TECHNOLOGY CORPS.**

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, Youth Technology Corps (“YTC”) is a for-profit company which develops programs where youth learn coding, robotics, and computer repair (the “Programs”); and

WHEREAS, Morton’s MC-SUCCESS Grant Committee (“MC-SUCCESS”) desires to enter into an agreement with YTC 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 YTC.

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 YTC, 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.

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

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

Attest:

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

EXHIBIT A

Memorandum of Understanding between the Youth Technology Corps and the MC-SUCCESS Grant Committee

This Memorandum of Understanding ("MOU") is made and entered into on March __, 2021 ("Effective Date"), by and between Youth Technology Corps ("YTC"), and Morton Community College District No. 527, an Illinois Community College District ("Morton College"), and specifically the MC-SUCCESS Grant Committee ("MC-SUCCESS"). 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, YTC develops programs where youth learn coding, robotics, and computer repair (the "Program") that may be of interest to Morton College Students; and

WHEREAS, The MC-SUCCESS Grant Committee, represented by Dr. Sara Helmus and Associate Dean Brandie Windham, is entering into an agreement with the Youth Technology Corps, represented by David Finkel, to help in the recruitment of students for the Program and in the awarding of stipends for student instructors of their annual robotics camp; and

WHEREAS, MC-SUCCESS and YTC 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. General Terms.

A. As part of this MOU, the MC-SUCCESS committee agrees to:

- pass along all recruitment materials to all Morton College STEM faculty for distribution to their students. They also agree to share it with the active STEM Clubs, and, when it opens, host a recruitment event each semester in the STEM Resource Center or virtually if needed.
- work to find YTC their own STEM faculty contact at Morton College who can help with questions when they arise, and whom will serve as a primary contact for recruited students on campus.
- pay the stipends for up to and not exceeding 20 students each fiscal year (10/1-9/30) at the amount of \$500 per year (\$200 for training, \$300 for teaching) for the duration of the MC-SUCCESS grant (SP21-SU24). Recruited students will have to sign a contract (see attached) indicating they agree to the YTC Student Instructor Requirements and the Student Code of Conduct as stated in the Morton College Handbook.
- share information about relevant grants that could benefit YTC when they are brought to our attention by administrators at the college. MC-SUCCESS will not serve as a grant finder or writer for YTC.
- provide robotic kits for the Morton College student instructors and any Morton College student participants of the camp.

B. As part of this MOU, YTC agrees to:

- recruit Morton College STEM students for their program.
- have all Morton College student instructors sign a contract agreeing to the YTC Student Instructor Requirements and the Student Code of Conduct as stated in the Morton College Handbook.
- Ask all participants to attend at least one STEM club meeting a semester.
- require student instructors to complete a survey, once a semester for purposes of grant reporting for the duration of their time at Morton College. All survey responses will be aggregated by the Director of Institutional Research keeping all personal student information confidential.

- advise the MC-SUCCESS committee of any changes in the program or the student-instructor requirements as they are made so that this agreement and the student contract may be modified as needed.
 - submit a report at the end of each robotics camp outlining the details of the camp. This report should include the total number of participants who began and finished the program, the total number of Morton College instructors who participated, and a detailed description of the camp's objectives and outcomes.
2. **Termination.** Either party may terminate this agreement at any time. Notice of termination must be provided in writing. This agreement will terminate on its own at the end of the grant period, 8/2024.
 3. **Liability.** Both parties agree to defend, indemnify, save and hold harmless fully the other party against any and all claims, suits, or judgements, costs or expenses, to the extent that any such losses are caused by the negligent party, in connection with the terms of this MOU.
 4. **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.
 5. **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.
 6. **Governing Law.** 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 venue shall be Cook County, Illinois.
 7. **Notices.** All notices to the Parties shall be in writing and shall be sent as follows:

a. If to YTC:

Youth Technology Corps
Attention: David Hinkel

b. If to MC-SUCCESS

MC-SUCCESS Morton College
Attention: Dr. Sara Helmus and Associate Dean Brandie Windham
3801 S. Central Avenue
Cicero, IL 60804

With Copy to:
Del Galdo Law Group, LLC
Attention: Michael T. Del Galdo
1441 S. Harlem Ave.
Berwyn, IL 60402

8. **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.
9. **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.
10. **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.
11. **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.

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

The YTC 2021 Virtual Summer Robotics Camp Morton College Student Instructor Requirements

This is an opportunity for any Morton College student to be paid for learning and then teaching Arduino robotics. During the spring 2021 semester students will take virtual instruction classes. During the summer, students who complete the program will teach the summer camp teaching the same program as part of a teaching team. There are no prior class or learning requirements, just a curiosity about how things work.

Spring Requirements:

1. Student is in good standing at Morton College.
2. A working computer with camera and microphone and internet access.
3. Students are required to register at the YTC club website where they will access all the material and their attendance.
4. Each student will receive a starter kit and a Robot Car kit.
5. Attendance at 20 1-hour virtual classes held between March 15 and June 15, 2021.
6. Completion of 10 quizzes.
7. Build a Robot Car.

Students are paid to learn. Upon successful completion students will earn a stipend of \$200 (\$10/hour).

Summer Requirements: The summer camp will take place over 5 weeks on a schedule to be determined between June 15th and August 7th. The camp will take place three days a week for one-hour sessions. Each participant and instructor will receive an Arduino starter kit.

1. Student teacher is in good standing at Morton College.
2. A working computer with camera and microphone and internet access.
3. Student teacher must get all their students to register at the YTC club website where they will access all the material and their attendance.
4. Each student instructor must attend 1-hour virtual training and review sessions before and during the camp.
5. Each student instructor must attend each of the 15 1-hour sessions that they are teaching. They may miss two sessions and still be paid.
6. Student instructors are responsible for taking attendance and making sure their students are taking the quizzes online.

Upon successful completion of their program including a report of their student's attendance and quiz results, student teachers will earn a stipend of \$300 (\$15/hour).

In addition to the commitments above, you must agree to:

1. abide by the Morton College Student Code of Conduct (available at www.morton.edu or by request)

2. complete an online survey about your STEM experiences at Morton College once a semester while you are an enrolled student.

If you agree to all commitments listed above, please sign and date this contract. Please include your current contact information so that the survey may be texted or emailed to you.

Signature: _____

Date: _____

Printed Name: _____

Email: _____

Cell Phone Number (will only be used to contact you when the survey is available): _____

Memorandum of Understanding between the Youth Technology Corps and the MC-SUCCESS Grant Committee

This Memorandum of Understanding ("MOU") is made and entered into on March __, 2021 ("Effective Date"), by and between Youth Technology Corps ("YTC"), and Morton Community College District No. 527, an Illinois Community College District ("Morton College"), and specifically the MC-SUCCESS Grant Committee ("MC-SUCCESS"). 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, YTC develops programs where youth learn coding, robotics, and computer repair (the "Program") that may be of interest to Morton College Students; and

WHEREAS, The MC-SUCCESS Grant Committee, represented by Dr. Sara Helmus and Associate Dean Brandie Windham, is entering into an agreement with the Youth Technology Corps, represented by David Finkel, to help in the recruitment of students for the Program and in the awarding of stipends for student instructors of their annual robotics camp; and

WHEREAS, MC-SUCCESS and YTC 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. General Terms.

A. As part of this MOU, the MC-SUCCESS committee agrees to:

- pass along all recruitment materials to all Morton College STEM faculty for distribution to their students. They also agree to share it with the active STEM Clubs, and, when it opens, host a recruitment event each semester in the STEM Resource Center or virtually if needed.
- work to find YTC their own STEM faculty contact at Morton College who can help with questions when they arise, and whom will serve as a primary contact for recruited students on campus.
- pay the stipends for up to and not exceeding 20 students each fiscal year (10/1-9/30) at the amount of \$500 per year (\$200 for training, \$300 for teaching) for the duration of the MC-SUCCESS grant (SP21-SU24). Recruited students will have to sign a contract (see attached) indicating they agree to the YTC Student Instructor Requirements and the Student Code of Conduct as stated in the Morton College Handbook.
- share information about relevant grants that could benefit YTC when they are brought to our attention by administrators at the college. MC-SUCCESS will not serve as a grant finder or writer for YTC.
- provide robotic kits for the Morton College student instructors and any Morton College student participants of the camp.

B. As part of this MOU, YTC agrees to:

- recruit Morton College STEM students for their program.
- have all Morton College student instructors sign a contract agreeing to the YTC Student Instructor Requirements and the Student Code of Conduct as stated in the Morton College Handbook.
- Ask all participants to attend at least one STEM club meeting a semester.
- require student instructors to complete a survey, once a semester for purposes of grant reporting for the duration of their time at Morton College. All survey responses will be aggregated by the Director of Institutional Research keeping all personal student information confidential.

- advise the MC-SUCCESS committee of any changes in the program or the student-instructor requirements as they are made so that this agreement and the student contract may be modified as needed.
 - submit a report at the end of each robotics camp outlining the details of the camp. This report should include the total number of participants who began and finished the program, the total number of Morton College instructors who participated, and a detailed description of the camp's objectives and outcomes.
2. **Termination.** Either party may terminate this agreement at any time. Notice of termination must be provided in writing. This agreement will terminate on its own at the end of the grant period, 8/2024.
 3. **Liability.** Both parties agree to defend, indemnify, save and hold harmless fully the other party against any and all claims, suits, or judgements, costs or expenses, to the extent that any such losses are caused by the negligent party, in connection with the terms of this MOU.
 4. **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.
 5. **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.
 6. **Governing Law.** 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 venue shall be Cook County, Illinois.
 7. **Notices.** All notices to the Parties shall be in writing and shall be sent as follows:

a. If to YTC:

Youth Technology Corps
Attention: David Hinkel

b. If to MC-SUCCESS

MC-SUCCESS Morton College
Attention: Dr. Sara Helmus and Associate Dean Brandie Windham
3801 S. Central Avenue
Cicero, IL 60804

With Copy to:
Del Galdo Law Group, LLC
Attention: Michael T. Del Galdo
1441 S. Harlem Ave.
Berwyn, IL 60402

8. **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.
9. **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.
10. **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.
11. **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.

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

The YTC 2021 Virtual Summer Robotics Camp Morton College Student Instructor Requirements

This is an opportunity for any Morton College student to be paid for learning and then teaching Arduino robotics. During the spring 2021 semester students will take virtual instruction classes. During the summer, students who complete the program will teach the summer camp teaching the same program as part of a teaching team. There are no prior class or learning requirements, just a curiosity about how things work.

Spring Requirements:

1. Student is in good standing at Morton College.
2. A working computer with camera and microphone and internet access.
3. Students are required to register at the YTC club website where they will access all the material and their attendance.
4. Each student will receive a starter kit and a Robot Car kit.
5. Attendance at 20 1-hour virtual classes held between March 15 and June 15, 2021.
6. Completion of 10 quizzes.
7. Build a Robot Car.

Students are paid to learn. Upon successful completion students will earn a stipend of \$200 (\$10/hour).

Summer Requirements: The summer camp will take place over 5 weeks on a schedule to be determined between June 15th and August 7th. The camp will take place three days a week for one-hour sessions. Each participant and instructor will receive an Arduino starter kit.

1. Student teacher is in good standing at Morton College.
2. A working computer with camera and microphone and internet access.
3. Student teacher must get all their students to register at the YTC club website where they will access all the material and their attendance.
4. Each student instructor must attend 1-hour virtual training and review sessions before and during the camp.
5. Each student instructor must attend each of the 15 1-hour sessions that they are teaching. They may miss two sessions and still be paid.
6. Student instructors are responsible for taking attendance and making sure their students are taking the quizzes online.

Upon successful completion of their program including a report of their student's attendance and quiz results, student teachers will earn a stipend of \$300 (\$15/hour).

In addition to the commitments above, you must agree to:

1. abide by the Morton College Student Code of Conduct (available at www.morton.edu or by request)

2. complete an online survey about your STEM experiences at Morton College once a semester while you are an enrolled student.

If you agree to all commitments listed above, please sign and date this contract. Please include your current contact information so that the survey may be texted or emailed to you.

Signature: _____

Date: _____

Printed Name: _____

Email: _____

Cell Phone Number (will only be used to contact you when the survey is available): _____

**A RESOLUTION APPROVING AND ADOPTING AN AGREEMENT
BETWEEN MORTON COLLEGE AND ACCURATE
BACKGROUND, LLC FOR THE PROVISION OF SERVICES.**

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

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

WHEREAS, Morton desires to ensure the safety of all students on campus; and

WHEREAS, Accurate Background, LLC (“Accurate”) is a consumer reporting agency that provides consumer reports and background screening solutions, drug testing and other administrative services (the “Services”); and

WHEREAS, Morton desires to enter into an agreement with Accurate to provide the Services, pursuant to the terms and conditions set forth in the agreement (the “Agreement”) which is attached hereto and incorporated herein as Exhibit A; and

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

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the

Agreement with Accurate, 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 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 March, 2021.

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

Attest:

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

EXHIBIT A

PROPOSED ACTION: To have Restore Disaster Restoration to demo (2) buildings at Hawthorne Park

RATIONALE: Buildings are in bad condition.

COST ANALYSIS: 29,000.00

ATTACHMENT: 3 QUOTES

Restore Disaster Restoration Experts	\$29,000.00
Lo Destro Construction Company	\$30,193.00
Boulder Developers, Inc.	\$47,250.00

November 24, 2020

Morton College
3215 S. Central Ave.
Cicero, IL 60804

RE: Proposal for Demolition at 3215 S. Central Ave., Cicero, IL 60804

To Whom It May Concern:

Restore Construction, Inc. ("Restore") is pleased to submit a proposal for the project located at 3215 S. Central Ave., Cicero, IL 60804. Restore proposes to supply all supervision, labor, equipment, and materials necessary to complete the work for the aforementioned project in accordance with the following specifications and conditions:

Work to be completed by Restore:

- Complete demolition of (2) 1-story commercial buildings.
- Any underground materials found that are not part of the original building structure will be priced accordingly.
- Remove all existing loose debris and fencing off property.
- Load, haul, and dispose of all existing loose debris and fencing offsite.
- Remove all signage.
- Project is estimated to be completed in one phase.

Work to be completed by Morton College ("Customer"):

- Provide an asbestos inspection report completed by a licensed asbestos inspector/contractor as well as an IEPA notifications form. Please note that this is required to obtain a demolition permit.
- All environmental removal (abatement, ballasts, oils, grease traps, freon recovery, etc.) is to be by others prior to demolition unless otherwise mentioned above in "Work to be completed by Restore."
- Customer shall approve, verify, and lay out all work with an agent of Restore to ensure the proper removal of all structures per Customer's needs.
- Customer is to close all utility accounts and pay any outstanding utility bills to process the demolition disconnect orders. A 1' gap in all utility disconnects must be shown. All utilities, including but not limited to water, sewer, electric, fire, gas, etc., are to be disconnected by others.
- This proposal does not include the importing of any fill material.

General Conditions:

- Restore will have exclusive occupancy of the entire work area to perform the aforementioned removal work. Restore will not be responsible for any person(s) who enters the work area unless such person(s) has obtained permission from a Restore agent onsite.
- Unless mentioned above, this proposal does not include identifying, testing, handling, or disposing of any other regulated, special, or hazardous materials.
- Restore will not be responsible for the protecting, shoring, dewatering, and/or underpinning of any structures designated to remain unless otherwise mentioned in this proposal/agreement.
- This proposal does not include importing of any fill material unless otherwise specified above in "Work to be completed by Restore."
- This proposal does not include compacting unless otherwise specified above in "Work to be completed by Restore."
- This proposal does not include the removal of trees, landscaping, lawns, grass, or topsoil unless otherwise specified above in "Work to be completed by Restore."
- This proposal does not include tank removal unless otherwise specified above in "Work to be completed by Restore."
- Any miscellaneous tenant debris will be removed prior to demolition unless otherwise specified above in "Work to be completed by Restore."
- This proposal does not include site work, including but not limited to sidewalks, parking lots, curbs, underground tanks, landscaping, trees, etc., unless otherwise specified above in "Work to be completed by Restore."
- Restore shall be authorized to operate semi-trucks and track machines throughout the entire work site.
- This proposal is based upon the assumption that, at the time of executing this agreement, the building will be in the same condition and all salvage materials will still be in place as they were when this proposal was submitted to Customer.
- This agreement will remain an offer to perform the described services to Customer for 30 days.
- This proposal agreement shall supersede over all previous proposals submitted by Restore for this project. Previously submitted proposals dated prior to this proposal/agreement shall be null and void.

Payment:

- Restore will perform the proposed work for and in consideration of receiving title to all salvage and payment in the total lump sum amount of **twenty-nine thousand dollars (\$29,000.00)**.
- Total payment is due to Restore upon job completion. No retention will be held.



2035 N. 15th Ave.
Melrose Park, IL 60160
Phone: (847) 455-3000
Fax: (847) 455-2330

- In the event any action is instituted to enforce any of the provisions of this contract or to collect money due hereunder, Restore shall be entitled to reimbursement for any attorney and collection fees or any related expenses.
- If payment is not made within the time specified above, a monthly interest rate of 3% will be added to the unpaid balance.

I, the undersigned, attest that I am a duly authorized agent and have full power to sign on behalf of my company agreeing with all terms and conditions of the above proposal/agreement.

Restore Construction, Inc.

Morton College

Signature

Signature

Name

Name

Title

Title

Date

Date



Lo Destro Construction Company
211 E Ontario, Suite 500
Chicago, IL 60611
P 312.521.5599
www.lodestroconstruction.com

September 28, 2020

Morton College
Attn: Mr. Joe Florio
3801 S Central Ave
Cicero, IL 60804

Re: Morton College – Building Demolition

Dear Mr. Florio:

Please find the attached detailed breakdown for the Morton College Building Demolition Project. Please feel free to contact me at any time with questions.

Thank you for the opportunity to bid on this project.

Respectfully,

Nicholas Santarelli

Digitally signed by Nicholas Santarelli
DN: C=US,
E=nsantarelli@lodestroconstruction.com,
O=Lo Destro Construction, CN=Nicholas
Santarelli
Date: 2020.09.28 10:46:39-05'00'

Nick Santarelli
Lo Destro Construction Company

**Morton College - Building Demolition
Proposal
2020.09.28**

DESCRIPTION	TOTAL COST
Temporary Construction/Public Protection	\$ 1,500
Provide temporary fence for public protection at north site only	\$ 1,500
All work performed on straight time	
Demolition	\$ 24,000
Demolish, including foundations, two buildings as directed by Morton College	\$ 24,000
All work to be performed on premium time	
Environmental Controls	\$ 2,200
Provide pre-demolition survey of buildings to be demolished	\$ 2,200
All work on straight time	
Construction Cost	\$ 27,700
Supervision/General Conditions	\$ 1,939
Insurance	\$ 554
Total Cost	\$ 30,193

CLARIFICATIONS

No permit costs included
Utility disconnects by others

BOULDER DEVELOPERS, INC.

Proposal Letter

Project: Hawthorne Park Demo

Proposal #: 2020-105

To: Joe Florio

Date: September 9, 2020

From: Vince Bestrick

Location: 3801 S. Central Ave.

Dear Mr. Florio:

Thank you for the opportunity to quote you on your upcoming project, we look forward to working together soon, if you have any questions please feel free to call me.

Your proposals is as follows:

SCOPE OF WORK:

- Demolition of 2 existing structures; one located off 32nd St. & the other 2nd structure between two ball fields.
- Remove concrete footings & wall.
- Fill up trenches with clay
- 2" Black dirt over the clay

EXCLUDES:

- No permit or any related fees.
- No hazardous waste removal or disposal.
- No performance bond or bid bond.

TOTAL: \$47,250.00

All work shall comply with all local and state code requirements and laws, standards and procedures.

Once again, thank you for the opportunity to quote on your upcoming project, please feel free to call with any questions.

Submitted By: _____
Vince Bestrick, President
Boulder Developers, Inc.

Accepted: _____
Joe Florio
Morton College

PROPOSED ACTION: Approval of the purchase of consulting services with the Association of Governing Boards in Colleges and Universities (AGB) in the amount of \$56,000.00 which includes one year of institutional membership (\$4000.00 value), invoiced in three installments over fy21 and fy22.

RATIONALE: Morton College Board wishes to engage the consulting services of the Association of Governing Boards in Colleges and Universities (AGB) to provide board professional development and to assist the board and administration in preparing for the HLC Focused Visit in September, 2021.

COST ANALYSIS: \$56,000, which includes one year of institutional membership (\$4000 value), invoiced in three installments over FY21 and FY22. AGB will invoice for consulting fees at three intervals: \$18,000 on receiving the signed contract, \$18,000 by June 30, 2021, and \$20,000 upon delivery of the final report.

ATTACHMENT: AGB QUOTE

March 4, 2021

Dr. Stanley Fields
President
Dr. Keith McLaughlin
Provost
Morton College
3801 S Central Ave
Cicero, IL 60804
Sent via email: keith.mclaughlin@morton.edu

Dear President Fields and Dr. McLaughlin:

The Association of Governing Boards of Universities and Colleges (AGB) welcomes the opportunity to work with Morton College to strengthen institutional governance practices and provide board education and training on governance best practices, specifically as they relate to the concerns raised by the Higher Learning Commission (HLC).

We understand that Morton College has been placed on notice by your accreditation agency, due to concerns of the Institutional Actions Council (IAC) regarding matters of institutional governance. To address these concerns AGB is prepared to assist you and the governing board through a series of activities including a review institutional governance practices, identifying key opportunities for improving governance practices, and providing education for the Morton College Board of Trustees on its role and responsibilities as fiduciaries of the institution. Among the areas of focus for this work would include:

- Reviewing the currency of board policy documents and the extent to which board members meet their fiduciary responsibilities.
- Ensuring that the Board of Trustees understands the scope and limits of its primary responsibilities and that it respects the role of the administration and other stakeholders in the day-to-day business of the institution.
- Providing counsel on the best way to cultivate an effective partnership between the president and Board of Trustees.
- Recommending specific board policies and practices including those related to board orientation and education and conducting board training on these and other essential governance issues and challenges that directly address HLC's concerns—with an emphasis on fiduciary practices.
- Examining practices of board decision-making to ensure they are sufficiently collaborative, and strategic; and that agendas that inform committee and board work are at the right level of engagement.

AGB is the recognized trusted advisor in higher education governance. We are confident, based on many years of working with boards that are confronting substantial institutional and

governance challenges, that AGB can facilitate a positive process that will address the College's current governance challenges as outlined by the IAC and HLC.

AGB Qualifications

We believe that this initiative requires the experience and expertise of an organization that is deeply embedded in higher education and has a history of guiding universities, colleges, and foundations. The Association of Governing Boards of Universities and Colleges (AGB) is the perfect fit for this task. AGB is the premier organization centered on governance in higher education. Since 1921, the Association has had one central mission: to strengthen, protect, and advance this country's unique form of citizen trusteeship through research, services, and advocacy. With more than 1,300-member boards representing nearly 2,000 institutions and over 35,000 individuals, AGB is a trusted advisor and an indispensable partner that supports a thriving and collaborative community of higher education leaders.

AGB's leadership in governance consulting has been demonstrated in the following ways:

- Decades of expertise in consulting services to governing boards. AGB advances effective governance by designing best practices, sharing valuable knowledge with members, and providing customized services to help higher education institutions thrive.
- Strong record of publishing and providing leadership counsel to higher education officials which includes numerous articles in *Trusteeship* magazine and recent publications such as *An Anatomy of Good Board Governance in Higher Education* (AGB Press, 2018) and *Higher Education Governing Boards: An Introductory Guide for Members of College, University, and System Boards* (AGB Press, 2019).

Our value proposition as your governance partner includes the following:

- AGB's consultants are experienced educational leaders and assessment professionals. We know the trends and best practices as only professionals with real-world experience can. We intimately understand higher education and develop appropriately distinctive approaches to meet our clients' specific needs.
- We are noted for our comprehensive approach, in which we become deeply engaged with the institution in preparing for and executing the assessment.
- We listen. AGB doesn't promote a one-size-fits-all formula. Understanding that an institution's culture plays an important role in the assessment, we don't make assumptions. We ask the right questions, pay attention to the answers, and develop a process that reflects the unique elements needed to assist Morton College with this exercise.
- Our due diligence is superb, performed by a team of highly experienced consultants and researchers.

Scope of Work

For this engagement, AGB Senior Consultant Mr. Richard Legon will assist you and the governing board through a series of activities including a review institutional governance practices, identifying specific recommendations related to the Morton College board, and raising key opportunities for

improving governance practices. He will provide an education session for the Morton College Board of Trustees on its role and responsibilities as fiduciaries of the institution. Below is a tentative timeline for this work:

March – June 2021

- Review of key governance documents: Mr. Legon will review board bylaws; agendas, materials, and minutes for up to one year of board and committee meetings; committee charters; organizational charts; articles of incorporation; strategic plans and priorities; and fundraising operations and results. Mr. Legon will also review any documents related to the IAC and HLC concerns.
- Interviews: Mr. Legon will conduct interviews via zoom with key leaders, including but not limited to the following: key board members and administrators, along with staff, and faculty leaders who have direct engagement with the board and its committees as appropriate. These discussions will be central in identifying the underlying challenges.
- Initial recommendations: The consultant will be prepared to provide initial recommendations to you and board leadership for addressing overall governance issues as well as those raised by HLC. These recommendations will be presented verbally on a videoconference call.

July – August 2021

- Board education: Following the initial recommendations to Board Leadership, the consultant will facilitate a workshop with the Board. The workshop would include a facilitated conversation addressing key issues, providing a national perspective to board members on governance best practices, and creating agreed upon action steps to strengthen governance moving forward.
- Final recommendations: Following the board workshop, Mr. Legon will provide final recommendations for strengthening governance at Morton College in a written report.

Throughout the Process

- Assistance with board policy documents: Mr. Legon will offer suggestions and recommendations on board policy documents, including policies related to continuous board education and development and recommendations for board orientation.
- Advice concerning communications with accreditors: The consultant will be prepared to offer suggestions and recommendations regarding institutional communications to accreditors regarding their concerns.

Prior Experience

AGB has conducted a significant number of consulting projects and board development efforts for our member institutions. Below are examples of recent and relevant governance engagements.

University of South Carolina: In 2019, following on a concern about the selection of this system's new President and the concerns expressed by the system's regional accrediting body, Mr. Legon led

a challenging effort to rethink board governance in this uniquely structured and elected governing body. This comprehensive review of board governance included, among other issues, board structure and engagement with an emphasis on fiduciary boundaries of influence of elected board members, which were of concern to the system's accrediting body. At the request of the university board chair and the chair of the legislature's Senate Education Subcommittee, Mr. Legon testified before that legislative committee about good governance, in the context of an elected governing body, in October 2019 as the legislature considered a restructuring of the System governing board. AGB also assisted the board chair and president as they navigated a review by the system's regional accrediting agency and other issues emanating from the recent presidential search, as well as on an unexpected intercollegiate athletics issue and the board's behaviors related to its athletics program.

University System of Maryland: In 2019, AGB was invited to examine the board governance of the University System of Maryland following a high-profile governance crisis related to the death of a student athlete that garnered national media attention. During a three-month assessment, the AGB consulting team conducted more than 50 interviews in group and individual settings and conducted a thorough review of board bylaws, policies, meeting agendas and minutes, committee charters, and organizational charts. The interviews, observations, and document review were gathered in a final report with recommendations based on the team's independent judgement. The Board Chair established a special committee to advance all 22 recommendations that were presented by the consulting team, which was led by Mr. Legon.

University of Central Florida: In 2018-2019 AGB was asked to recommend changes to strengthen governance at UCF following another high-profile governance crisis related to the allocation of state funds. AGB's independent review, led by Mr. Legon, looked at the board committee structure, charters, and policies; and how staff manage committees, share/present information, develop agendas, and encourage board questions. AGB provided recommendations on how to create an enduring culture that strengthens fiduciary and governance roles and the accountability and transparency of staff. The Board's Chair, working with her colleagues, remains engaged in the full implementation of the consulting team's recommendations.

Pricing

The fee for this assignment is \$56,000. Pricing is based on 14 days of consulting at a rate of \$4,000 per day. The professional fee will include one year of AGB membership, valued at \$4,000. The fee covers the payment for the consultants as well as AGB staff expertise and operational support. Due to the pandemic, it is anticipated that all work will be performed virtually. AGB is responsible for transferring payments to the consultant.

AGB will invoice for consulting fees at three intervals: \$18,000 on receiving the signed contract, \$18,000 by June 30, 2021, and \$20,000 upon delivery of the final report. Additional payment information is listed on page 8 of this proposal.

AGB Membership

AGB Consulting is a member service of AGB and we are delighted to welcome Morton College as AGB members. Becoming an AGB member signals a commitment to building a good governance culture at your institution. This proposal includes membership to AGB for one year, valued at \$4,000 for Morton College. You will be joining 2,000 institutions and 40,000 members. AGB membership enables boards, leaders, and board professionals to apply best practices throughout their operations; use board education to drive continuous improvement; anticipate emerging trends, risks, and challenges; and understand the impact of regulations and policies. Additional information on AGB member benefits is included with this proposal.

We look forward to the opportunity to work with you and Morton College. If you have questions, please do not hesitate to contact me. You can reach me at (202) 776-0861 or at lsommerville@agb.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn Sommerville". The signature is fluid and cursive, with the first name "Lynn" and last name "Sommerville" clearly distinguishable.

Lynn Sommerville

Assistant Director, AGB Consulting

Enclosures: Biographical Information for Mr. Richard Legon, Acceptances, Payment Information, AGB Membership Information

Richard D. Legon, Immediate Past President of AGB and AGB Senior Consultant

Mr. Richard Legon retired as the President of the Association of Governing Boards following fourteen years of leading the organization (2006-2019), and 36 years with the association. Prior to joining AGB, Mr. Legon served in local and national government, as well as in national association positions. He also served as the first development officer for liberal arts college in Chicago. During his leadership of AGB the association enhanced its leadership role in recognition of the heightened focus on board and institutional governance. Mr. Legon led the association in high profile initiatives, mostly focused on policy issues challenging higher education's unique form of governance, as well as urging a new level of board and presidential collaboration.

During his presidency, the association released the report of its National Commission on The Future of Higher Education Governance which calls upon boards to engage in "consequential governance", informed by the commission's seven specific recommendations. The report is a call to action for boards and institution leadership to strengthen higher education during a time of change. AGB is committed to advancing the recommendations of that report.

Mr. Legon also led the association's successful three-year effort to persuade the Securities and Exchange Commission to provide board members with an exclusion to its proposed changes in the definition of a "municipal advisor" as part of the Dodd-Frank legislation to address Wall Street reforms. AGB's leadership in this effort helped to save the structure of higher education board governance and retain its independence.

Under Mr. Legon's leadership, AGB took the lead on such issues as intercollegiate athletics, education quality and outcomes, board conflict of interest policies, external influences impacting higher education independence, risk assessment, state threats to institution independence, and others. In 2010, he led the launch of AGB Search, which quickly became a leader in new approaches to selecting and developing higher education leadership. In 2015, along with AGB's Board of Directors, he introduced the association's, then, newest enterprise, AGB Institutional Strategies, an AGB auxiliary that broadened AGB's consulting to include business and operational challenges facing universities and colleges.

Mr. Legon has written extensively about board governance—in AGB's Trusteeship magazine and other AGB publications, and in other association magazines. He is also the author of *Margin of Excellence* (AGB Press, 2005) and AGB's latest publication *The New Realities for Public Higher Education Foundations* (AGB Press, 2020), a work that addresses the governance of institutionally related foundations. He has led hundreds of board retreats and workshops, including many that were high-profile governance reviews; he is a regularly sought-after voice on higher education leadership issues.

Mr. Legon holds undergraduate and graduate degrees from George Washington University as well as an honorary doctorate from the University of Charleston (West Virginia.). He currently serves on the Board of Trustees of Spelman College. He formerly served on the Board of Visitors of Virginia State University and on the Board of the University of Charleston.

Acceptances

On behalf of the Association of Governing Boards of Universities and Colleges:

Roderick J. McDavis, Interim Director of AGB Consulting

Print Name and Title



March 4, 2021

Signature

Date

On behalf of Morton College:

Print Name and Title

Signature

Date

Payment Schedule

Payment 1 Date: estimated March 31, 2021	Amount: \$18,000
Payment 2 Date: June 30, 2021	Amount: \$18,000
Payment 3 Date: upon receipt of final report	Amount: \$20,000

Please note: Payment is due within 30 days after invoice receipt.

AGB Consulting shall send its invoices to the following address(es) in accord with the above written schedule. AGB Consulting shall also invoice the University monthly for the Expenses incurred during the previous month. All invoices shall be sent to the University contact at the following address:

Contact Name:

Contact Title:

Contact Email:

Contact Phone:

Contact Address:

Invoice inquiries should be made to:

Christa Pierce
Consulting Coordinator
cpierce@agb.org/202-776-0865

Mail in payments should be sent to: please

AGB Consulting
P.O. Box 418687
Boston, MA 02241-8687

For ACH or Credit Card Payments contact:

Ying Xiang
Senior Accountant, Finance
yxiang@agb.org/202.776.0826

PROPOSED ACTION: THAT THE BOARD APPROVE RENEWAL OF A PARTNERSHIP AGREEMENT WITH ALL PRO TRUCK DRIVING SCHOOL LLC (ALL PRO) IN OFFERING THE COMMERCIAL DRIVER'S LICENSE (CDL) PROGRAM, IN THE TOTAL AMOUNT \$130,000.00 PER EACH COHORT THE CDL PROGRAM IS OFFERED PAID FROM THE STUDENT REGISTRATION COST 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*]

Morton College will continue providing the CDL program, preparing students for employment in industries with high-demand positions.

COST ANALYSIS: The total amount to be paid to All Pro will not exceed \$130,000.00 per each cohort when the CDL program is offered paid from the registration cost collected by Morton College.

ATTACHMENT: Partnership Agreement

MORTON COMMUNITY COLLEGE Partnership Agreement

This is a partnership agreement ("Agreement") by and between **MORTON COMMUNITY COLLEGE** ("Morton") located in Cicero, Illinois, and **ALL PRO TRUCK DRIVING SCHOOL LLC** ("All Pro") located in Chicago, Illinois.

The purpose of this Agreement is to specify the terms and conditions under which Morton and All Pro agree to form a partnership in order to offer a Commercial Driver's License Program ("Program"), sanctioned by the Illinois Secretary of State, to the general public.

The parties agree as follows:

I. ENTIRE AGREEMENT; AMENDMENT:

1. This Agreement and accompanying and attached Exhibit A (describing the two specific courses to be offered under the Program), Exhibit B (Describing course contents and pricing) and Exhibit C (the form Workforce Innovation and Opportunity Act ("WIOA") Letter of Acceptance) constitute the entire Agreement between the parties and supersede all prior and contemporaneous oral or written proposals, negotiations and agreements concerning such subject matter.
2. This Agreement must be fully executed prior to any students starting in the Program.
3. This Agreement may not be amended or modified in any way except by a further written agreement signed by both parties to this Agreement specifically referencing this Agreement.

II. GENERAL TERMS AND CONDITIONS:

1. **Representations and Warranties.** All Pro represents, warrants and covenants that it has the right, power and authority to enter into this Agreement and to consummate the transactions contemplated herein, and that the consummation of the transactions described in this Agreement are not subject to any agreement, law, regulation or pending or threatened litigation which would materially affect the consummation of the transactions contemplated hereunder. All Pro also represents, warrants and covenants that it will, at all times, comply with all federal and/or state rules and regulations relevant to the terms of this Agreement.
2. **Term and Termination.** The term of this agreement shall be one year/s, commencing June 24, 2020, and ending June 24, 2021 ("term"). Either party may terminate this Agreement, with or without cause, upon giving thirty (30) days prior written notice. This Agreement may be terminated at any time by the mutual Agreement of the parties, in writing.
3. **Program Name.** The Program will be named the "Morton College CDL Program", or whatever other Program name Morton deems appropriate.
4. **Branch License.** All Pro agrees to apply for a Branch License with the Illinois Secretary of State to be located at the Morton facilities.
5. **Insurance.** All Pro agrees to add and maintain Morton as an additional insured on All Pro's General Liability and Surety Bond insurance policies, and to provide Morton written proof that All Pro has done so upon Morton's request.

6. **Promotion/Marketing.** All Pro agrees to assist Morton in promoting and marketing the Program under the chosen Morton Program name.
7. **Provision of Necessary Materials; Filing Necessary paperwork.** All Pro is responsible for providing all equipment, instructors, materials and facilities required for the Program, as well as obtaining any licenses and filing any paperwork or forms, on behalf of itself, Morton and/or Program students required under the Program.
8. **Compliance with Morton's Policies.** All Pro agrees to comply with all academic, institutional and registration policies of Morton.
9. **Parties' Split of Gross Revenues.** All Pro and Morton agree that 15% of all gross revenues generated by the Program will go to Morton, and the remaining 85% of such revenues will go to All Pro.
10. **Public Posting.** The parties agree that Exhibits A, B and C of this Agreement will be posted for public access.
11. **Refund Policy.** All Pro agrees to comply with whatever refund policy Morton chooses to establish during the Term of this Agreement.
12. **Student Payment Plan.** All Pro agrees that it will comply with whatever payment plan Morton establishes for students paying for Program costs without WIOA funding.
13. **Parties' Contacts.** The parties agree that Irina V. Cline, Morton's Director of Community and Continuing Education, or her designee will be Morton's contact person for student registration, and Program payments and inquiries. After registration, all enrolled students will work with All Pro staff directly to complete Program requirements.
14. **Staffing and Operation of Program.** The parties agree that All Pro will fully staff and operate the Program office and classroom/s located at and provided by Morton under Morton's direction.
15. **Independent Entities.** The Morton and the All Pro shall retain their respective rights, privileges, powers, and functions as autonomous and independent entities. Their legal, financial, education, and administrative policies and procedures shall be unaffected by the terms of this Agreement, except as is expressly provided for herein. All Pro faculty and employees shall not be deemed or considered to be employees of Morton and shall not replace Morton staff or render client services except as identified and delineated in the Program. All Pro agrees to provide and maintain all payroll services for any All Pro faculty and employees placed provided to staff the Program, to maintain payroll records and to withhold and remit all payroll taxes and social security payments.
16. **Non-Discrimination.** All Pro hereby affirms that it is an equal opportunity employer which prohibits of race, sex, color, gender identity or expression, sexual orientation, religion, creed, ancestry, national origin, disability, age, marital status, military status, genetic information or any other status protected by applicable federal, state and/or local laws.
17. **Confidentiality of Parties' Information.** The parties shall maintain the confidentiality of records, data and other information deemed confidential by either party.

18. **Force Majeure.** In no event shall either party be responsible or liable for any failure or delay on its part in the performance of any of its obligations under this Agreement arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes, pandemics or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software or hardware) services; it being further understood that All Pro shall use reasonable efforts which are consistent with accepted practices in the applicable industry to resume performance as soon as practicable under all of the circumstances.
19. **Indemnification.** The parties agree to indemnify and hold each other harmless, to the fullest extent permitted by law, from any liability, claim, demand, judgement or costs, including reasonable attorneys' fees, arising out of or in connection with the acts, errors, omissions, work, or service of their respective employees/students/agents.
20. **Limitation on Liability.** Any legal action or proceeding relating to or arising out of this Agreement must be brought by All Pro within one (1) year of the date the cause of action arose or it shall be expressly time barred.
21. **Severability.** If any provisions 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 valid and enforceable to the fullest extent permitted by law.
22. **Survival.** The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.
23. **Governing Law; Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of law provisions thereof. Both parties agree that any action arising under or otherwise relating to this Agreement shall be filed in the Circuit Court of Cook County, Illinois or the United States District Court for the Northern District of Illinois.
24. **Confidentiality of Student Information.** The parties shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 ("FERPA"), 20 U.S.C. §1232(g) *et seq.*, and shall take all measures necessary to ensure the confidentiality of any and all information in their possession regarding Morton's students. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities under this Agreement.
25. **Assignment.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, express or implied, is intended to confer upon 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.
26. **Execution in 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.

27. **Headings.** The headings contained in this Agreement are for convenience of reference only, and do not define, describe, or limit the scope of this Agreement or any of its provisions.
28. **Not to Be Construed Against The Drafter.** Both parties to this Agreement acknowledge that they have had an adequate opportunity to review each and every provision of this Agreement, that they have participated equally in the drafting hereof and that they have had adequate time to submit the same to legal counsel for review and advice. Based on said review and consultation, the rule of construction that a contract be construed against the drafter, if any, shall not be applied in the interpretation and construction of this Agreement.
29. **Notices.** Any notice required to be given to a party to this Agreement shall be in writing and shall be considered effective as of the date of receipt by the notified party. All such notices shall be sent by U.S. mail, certified mail, return receipt requested, postage prepaid, addressed as set forth below:

If to the All Pro:

Mr. Alfredo Alvarez
Owner/President
All Pro Truck Driving School LLC
7601 S. Kostner, Ste. 230
Chicago, IL 60652

If to the Morton:

Ms. Irina Cline, M.A.
Director of Community and Continuing Education
Morton Community College
3801 South Central Avenue, Office 245C
Cicero, IL 60804

In witness thereof, the parties hereunto apply their authorized signatures:

ALL PRO by:

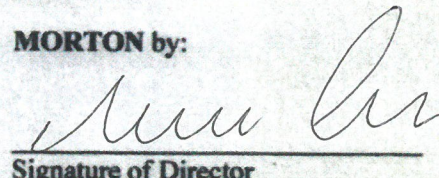


Signature of Owner/President

ALFREDO ALVAREZ
Printed Name

5/14/20
Date

MORTON by:



Signature of Director

Irina Cline
Printed Name

5/14/20
Date

EXHIBIT A
(Offered Courses)

The following two courses will be offered under this Agreement:

PROGRAM	STUDENT	All Pro	MC ²	Final Registration	Other ³	Total
	HOURS	Cost	Revenue	Student Cost	Student Costs	Student Cost
WIOA	240	\$ 5,000.00	\$ 750.00	\$ 5,000.00	\$ -	\$ 5,000.00
Funded						
Student ¹	160	\$ 2,300.00	\$ 345.00	\$ 2,300.00	\$ 170.00	\$ 2,470.00
Out of Pocket						

¹ Subject to change with market conditions.

² 15% revenue sharing

³ Permit Fee and Clinic Fees

EXHIBIT B
(Curriculum Requirements)

All Pro Truck Driving School LLC 160 HOUR COURSE

All Pro Truck Driving School offers the following curriculum, as required by the Office of the Secretary of State, Driver Services Department:

CURRICULUM FOR CDL ACCREDITED COMMERCIAL DRIVING SCHOOLS

The following curriculum must be offered to each first time CDL student for a minimum of four (4) weeks

YOU MUST SHOW PROOF OF CITIZENSHIP OR RESIDENCY

US PASSPORT, US BIRTH CERTIFICATE OR RESIDENCY CARD

Note: If your license expires in **six (6) months or less** you must renew it before taking permit tests.

For **HAZMAT** you need proof of citizenship or residency. Your name on driver's license has to match exactly.

Permit: \$50 PAID TO SECRETARY OF STATE

General Knowledge, Combination Vehicles and Air Brakes

CLASSROOM

40 hours of Classroom instructions, including but is not limited to, preparation for Secretary of State written examinations and all chapters of this curriculum.

RANGE

20 hours of training yard behind-the-wheel instruction. This requires one-on-one instruction with properly licensed CDL instructor and vehicle on an approved training lot.

OVER THE ROAD

20 hours of behind-the-wheel instruction on public streets and highways. This requires one on one instruction with a properly licensed CDL instructor and vehicle.

OBSERVATION

20 hours of experience comprised of observation of the practice range and over-the-road.

REMEDIAL TRAINING PERMIT AND PRE-TRIP INSPECTION

60 hours of observation and additional classroom, range and over-the-road training based on each CDL student's specific needs.

*(Copy of Secretary of State Curriculum)

TOTAL 160 hours (minimum 20 hours/week). Must start class at the latest 4:00 p.m.

Current Price as of _____ :

is \$2300.00 divided into 5 weekly payments of \$460.

The first payment of \$460 is due at registration.

For Permit: 3 tests:

General Knowledge
Combination Vehicles
Air Brakes

Physical and Drug Screen: \$120.00

YOUR TRAINING MUST BE COMPLETED IN 8 WEEKS

Once your training is completed you are entitled to two (2) test dates where you will take:

1. Pre-trip Inspection
2. Skills
3. Road

Note: You must be able to pass a DOT physical and a drug screen, and additional test dates, if needed, and eight (8) hours/week of training will require an additional \$300 payment..

Our hours of operation are:

OFFICE: 9 AM TO 4 PM M-F, 9 AM TO 12 NOON SAT, CLOSED SUN

CLASSROOM AND YARD: 7 AM TO 7 PM M, T, Th, 7 AM TO 3 PM W, F. 7 AM TO 2 PM SAT

HAZMAT: FOR FINGERPRINTS TAKE PROOF OF CITIZENSHIP OR RESIDENCY TO:

7601 S. Kostner Ave. Suite 230 Chicago, IL 60652

PH: 773-581-9376

F: 773-681-7468

EXHIBIT C
(Sample WIOA Letter of Acceptance)

ALL PRO TRUCK DRIVING SCHOOL LLC
7601 S. Kostner Ave. Suite 230
Chicago, IL 60652
773.581.9376

DATE:
TO:
RE:

This is a letter of acceptance for _____, who is currently interested in All Pro Truck Driving School LLC to obtain his CDL A Driver's license. The starting date for his/her CDL training is _____, 202__, and the anticipated end date is _____, 202__.

The tuition fee for this program is \$5000.00 comprised of the course fee and warranty (described below); book fee; permit fee; MVR; DOT physical and drug screen; fingerprints for Hazmat endorsement; and all endorsement fees. A weekly \$25 fuel card for six (6) weeks provided the student is attending all required class.

Also included is the Dispatcher Module (10 hours) and 45 degree dock parking (6 hours).

This program consists of 240 hours divided into eight weeks. These hours are representative of what the Illinois Secretary of State requires to obtain a CDL license. The program includes 30 HOURS of maneuvers (SKILLS) inside the training yard, 30 HOURS of training on the ROAD and 30 HOURS of OBSERVATION inside the vehicle. All the ENDORSEMENTS available to CDL drivers are included in this course. We also cover the cost of FINGERPRINTS for the Hazmat Endorsements. All Pro Truck Driving School LLC is certified by the Secretary of State of Illinois. We work closely with our students to develop their job seeking skills.

Pell Grants or FAFSA are not accepted at this time.

The refund policy for WIOA participants is as follows:

% of Program in progress	% of tuition may be refunded (excluded non-refundable registration fee of \$100.00)
0% to 10%	90%
11% to 25%	80%
26% to 50%	50%
In excess of 51%	0%

Sincerely,

All Pro Truck Driving School LLC

From: [Alison Gehrke](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#); [Maria Sanchez Anderson](#)
Subject: PTA Affiliation Agreement with Kindred Healthcare Operating LLC for March Board Approval
Date: Friday, March 12, 2021 9:39:56 AM
Attachments: [PROPOSED ACTION Template Kindred Healthcare Operating.docx](#)
[Resolution Approving Affiliation Agreement with Kindred Healthcare.docx](#)
[Kindred Clinical Education Agreement 2020_Final.pdf](#)

Hello,

Attached please find the Affiliation Agreement, Resolution, and Board Action Sheet for the PTA Program and Kindred Healthcare Operating LLC.

Thank You

#



Ali Gehrke PT, DPT

Associate Dean of Health Science

Director of Physical Therapist Assistant Program

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

E: Alison.gehrke@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 A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND KINDRED HEALTHCARE OPERATING LLC.

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
KINDRED HEALTHCARE OPERATING LLC**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (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, Kindred Healthcare Operating LLC (“Kindred”) 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, Kindred is licensed in the State of Illinois to provide clinical and/or management services at various types of healthcare facilities 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 Kindred 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, Kindred 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 Kindred.

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 Kindred, 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 April ___, 2021.

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

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

Attest:

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

EXHIBIT A

CLINICAL EDUCATION AGREEMENT

THIS CLINICAL EDUCATION AGREEMENT (“Agreement”) is entered into and effective as of the ___ 24th day of March, 2021 (the “Effective Date”) by and between the Board of Trustees of Morton Community College District No. 527 (“Institution”) and Kindred Healthcare Operating, LLC (“Kindred”). (Institution and Kindred may hereinafter be referred to individually as a “Party” and collectively as the “Parties.”)

RECITALS:

WHEREAS, Institution has established and maintains academic programs dedicated to educating students in healthcare disciplines (“Program”) and, as part of the Institution’s Program, seeks to provide its students (individually referred to herein as “Student” and collectively “Students”) with a clinical education experience at an operating healthcare institution; and

WHEREAS, Kindred is a company licensed to do business in the State of Illinois that provides clinical services and/or management services at inpatient rehabilitation facility hospitals and units, long term acute care hospitals, outpatient clinics, rehabilitation centers, and other clinical settings across the country at which Students may receive clinical experience (“Clinical Education Setting”); and

WHEREAS, the Institution and Kindred desire to foster the education of students to promote the availability of qualified clinicians to serve the region and the country and have determined that the training of qualified students may best be accomplished by mutual assistance.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the mutual covenants set forth herein, the parties agree as follows: Institution’s Responsibilities.

a. Supervision and Control. Institution shall maintain primary responsibility for the instruction and supervision of Students through its appropriately licensed and/or credentialed faculty members and associated personnel (“Supervisors”). Patient care services will remain under the management and control of the Clinical Education Setting. The Supervisors shall attend periodic staff meetings as requested by Kindred to become familiar with Kindred’s policies and procedures as well as those of the Clinical Education Setting and shall support the Clinical Education Setting and Kindred’s quality assurance initiatives.

b. Preparation of Students for Clinical Placement. The Institution shall assure, through qualified faculty that each Student assigned to Kindred is prepared to act in an acceptable and professional manner in the Clinical Education Setting and in a manner that comports with the Students’ selected practice discipline. A Student’s preparedness will be measured by: (i) academic performance indicating an ability to understand what the Student will observe and/or perform during the clinical placement; and (ii) demonstrating an appreciation of the nature and seriousness of the work the Student will observe and/or perform.

c. Assigning Students to Kindred. After receiving from Kindred the number of placements available for Students, the Institution shall select Students to be assigned to the applicable Clinical Education

Setting. The Institution shall notify Kindred of the Students assigned to Kindred, and each Student's availability for participation in the Program at the designated Clinical Education Setting.

d. Program Coordinator. The Institution shall appoint a faculty member to serve as the Program's coordinator ("Program Coordinator"). The Institution shall communicate the Program Coordinator's name, title and telephone number to Kindred.

e. Accreditation and Licensure. The Institution shall maintain, at all times during the term of this Agreement: (i) accreditation as an educational institution; (ii) all licensures and approvals necessary to the applicable Program; and (iii) full and unrestricted accreditation of the Program(s) from the accrediting organization specified in the applicable Program Memorandum. The Institution shall promptly notify Kindred of any change in its accreditation or licensure status.

f. Compliance with Policies and Procedures. The Institution shall require that its employees, agents and Students (as a condition of successful completion of the Program) comply with the policies and procedures of Kindred and the applicable policies and procedures of the Clinical Education Setting. This requirement will include compliance with the policies and procedures that govern the confidentiality of patients' protected health information and that of the Clinical Education Setting and Kindred business operations.

g. Compliance Program. Institution and its Students acknowledge awareness of Kindred's Code of Conduct and Compliance Program. The Code of Conduct is available at Kindred's web site, which is located at www.kindredstudents.com. Institution and Students shall comply with the Code of Conduct and shall comply with all federal, state and local regulations applicable to this Agreement. Each party represents that it, its employees and Institution's Students are not currently excluded from, and have not been convicted of, any conduct in violation of any federal health care program or any other state or federal government payment program. If the Office of the Inspector General ("OIG") or General Services Administration ("GSA") excludes a Party, its employees or any of Institution's Students, the excluded/affected party shall notify the other Party within ten (10) business days of such exclusion or upon notice of same, whichever is sooner. In the event of such notice, the representatives for each Party agree to timely meet to determine any necessary action to be taken.

h. Criminal Background Checks and Drug Screens. Kindred requires criminal background checks and drug screens on all Students in advance of placing Students in a Clinical Education Setting. Institution shall furnish written documentation of compliance. Kindred may refuse placement or continuation in the Clinical Education Setting of any Student Kindred believes, in its sole discretion, may place patients, employees, and/or visitors at risk or would be barred from employment with Kindred or the Clinical Education Setting.

i. Students' Communicable Disease Certification. By execution of this Agreement, Institution certifies that the Students selected for placement in the Clinical Education Setting are enrolled at the Institution and have submitted to Institution a completed certification attesting that the Students do not presently have a communicable disease or communicable health problem that has the potential to jeopardize the health of patients or employees who receive treatment in, reside at, and work in the Clinical Education Setting. The Institution shall notify Kindred if any Student contracts or becomes aware that he or she has a communicable disease or communicable health problem that has the potential to jeopardize the health and safety of patients and/or individuals who work in the Clinical Education Setting. Students

will be required to complete the same health screening procedures that Kindred requires of its own staff, in a manner consistent with which it conducts such procedures for its own staff and at no charge or cost to Kindred.

j. Students' Bloodborne Pathogens Education Verification. The Institution shall provide to Kindred written verification that each Student participating in the Program has completed OSHA Bloodborne pathogens and HIV/AIDS education as required by the Federal Register 1910.1030 of December 1991.

2. Kindred Responsibilities.

a. Designation of Representative. Kindred shall designate an individual to whom Institution and Students may refer for needed direction and approvals.

b. Number of Student Placements. Kindred shall obtain the necessary authorizations and approvals from the management of the Clinical Education Setting for the purpose of determining the number of Students it may accept for clinical placement under this Agreement. Kindred shall communicate such capacity to the Institution before Students may be assigned to the Clinical Education Setting.

c. Orientation. Kindred shall provide the Institution's Program Coordinator and Students with an orientation to the Clinical Education Setting to include applicable policies and procedures of the Clinical Education Setting and Kindred.

d. Student Access to Kindred and Patients. The Clinical Education Setting will afford access by Students to patients and their medical records as reasonably required to support the Students' clinical development and as permitted under applicable law. Kindred reserves the right to refuse patient access to any Student who does not meet, in Kindred's reasonable determination, professional standards that govern safety, health and proper conduct.

e. Qualifications and Approvals. Kindred shall maintain, at all times during the term of this Agreement, the qualifications and approvals necessary to meet the terms of this Agreement.

f. No Remuneration. Students shall not receive remuneration or bill for any services involving the Program or clinical education experience.

3. Joint Responsibilities. In addition to the responsibilities described elsewhere in this Agreement, the Institution and Kindred shall have the following joint responsibilities:

a. Supervision and Evaluation of Students. The Institution and Kindred shall work cooperatively, in good faith, in an effort to provide the necessary supervision of Students participating in the clinical education experience. Both parties shall reinforce to Students: (i) the seriousness of the clinical education experience, including the Students' impact on patients' wellbeing; (ii) the importance of abiding by Kindred rules, policies and procedures and the rules and applicable policies and procedures of the Clinical Education Setting; and (iii) the confidentiality of and requirement to protect patients' identities and health information. The Institution shall, if Kindred so desires, assure prompt feedback to Kindred regarding the evaluations of the Students' participating in the Program. Upon request, Kindred shall timely provide feedback to the Institution regarding Students' performance.

b. Review and Evaluation of Affiliation. The Institution and Kindred shall review its affiliation at periodic intervals and shall work cooperatively to establish and maintain clinical experiences that meet the goals of the Program.

4. Student Responsibilities.

a. Conduct. While participating in the Program and when in the Clinical Education Setting, the Student at all times shall conduct him or herself in a professional manner and shall refrain from loud, boisterous, offensive or otherwise inappropriate conduct. Students shall refrain from the use of alcohol and illicit drugs that have the potential to impair the Student's ability to participate in the Program and shall not under any circumstances bring a firearm or other weapon on to the premises of the Clinical Education Setting.

b. Attendance and Timeliness. Student shall report promptly to Kindred's designated representative at the assigned place and time. Student shall immediately inform Kindred's designated representative and the Institution of Student's inability to report to the Clinical Education Setting as assigned.

c. Students' Physical Examination. Students shall satisfy the same physical examination requirements as are applied to Kindred employees and furnish written documentation of compliance.

d. Dress and Identification. Students shall conform to the dress code as directed by Kindred and display proper identification at all times.

e. Personal Expenses. While participating in the Program, Students shall be responsible for all personal expenses such as meals, travel, medical care and incidentals.

5. Status of the Institution, Kindred, and Students. Students are participants in an educational program and will not be considered as or a replacement for the staff of Kindred or the Clinical Education Setting. No Student nor any employee, agent or representative of the Institution is or shall be considered an agent, employee, a borrowed servant, partner or party to a joint venture with Kindred. The Institution is not a partner or agent of Kindred, its parent or any of its affiliates. Kindred and its parent or affiliated companies are not partners or agents of the Institution. Neither Kindred nor the Institution will act or hold itself out to third parties as a partner, employee, or agent of Kindred in the provision of services under this Agreement. Institution and Kindred shall not incur any financial obligation on behalf of each other.

6. Term and Termination.

a. Term. This Agreement will be effective as of the Effective Date for a term of one (1) year (the "Initial Term"). At the end of the Initial Term, the term of this Agreement will automatically renew for successive one (1) year periods (each a "Renewal Term"), unless earlier terminated as provided in this Agreement. The Initial Term and any Renewal Term will be collectively referred to herein as "Term".

b. Termination. Notwithstanding Paragraph 6(a) above, this Agreement may be terminated as follows:

i. By Mutual Agreement. The Institution and Kindred may terminate this Agreement at any time upon written mutual agreement.

ii. Immediate Termination.

(a) The Institution may immediately terminate this Agreement if the Clinical Education Setting at which the Program is provided fails to maintain the necessary accreditations and/or licenses as required herein.

(b) Kindred may terminate this Agreement immediately upon written notice to the Institution if the Institution fails to maintain the necessary accreditations and licensure; violates any regulatory requirements as set forth below in Paragraph 10; or in the event representatives of the Clinical Education Setting at which the Program is located request or direct the termination of the Program.

iii. Without Cause Termination. Either party may terminate this Agreement without cause upon 30 days' prior written notice to the other party.

7. Additional Provisions.

a. Liability. Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

b. Survival. This Paragraph 7 will continue beyond the expiration, non-renewal or termination of this Agreement.

8. Insurance.

a. Institution. Institution shall have, for all periods of time pertinent to this Agreement, in effect for itself, and for the Students, Supervisors and all other employees, agents and representatives of Institution involved with the clinical observation and experience program at the Clinical Education Setting ("Related Parties") comprehensive general liability and professional liability insurance with limits of not less than \$1,000,000 per occurrence or claim and shall furnish to Kindred on or before the Effective Date of this Agreement certificate(s) from the insurance carrier(s) evidencing such coverage and stating that the insurance carriers will not cancel the policies or change insurance limits or fail to renew the policies without giving Kindred at least thirty (30) days' advance written notice. This covenant shall include the obligation to acquire "tail" coverage for any "claims made" policy as necessary until any applicable statute of limitation shall have expired. Institution shall advise Kindred in writing at least thirty (30) days in advance of the cancellation or non-renewal of any insurance policy referred to above.

b. Kindred. Kindred shall at all times throughout the Term and any Renewal Term maintain liability insurance for services provided under this Agreement. During the Term or any Renewal Term of the Agreement, Kindred shall provide maintain, at its sole cost and expense, comprehensive general public and professional liability and property damage insurance in an amount adequate to cover any associated risks.

9. Notices; Consents. All notices, consents or other communications that either Party is required or may desire to give to the other under this Agreement shall be in writing and shall be given by facsimile, personal delivery, or by deposit, postage prepaid, in the United States mail, certified or registered mail, return receipt requested, addressed to the Parties at their respective address set forth below:

If to the Institution: Office of the President
Morton College
3801 S. Central Avenue
Cicero, IL 60480-4398
Facsimile: (708) 656-0719

And to:

Morton College PTA Program
Attn: Dr. Alison Gehrke, PT, DPT
Program Director
3801 S. Central Avenue
Cicero, IL 60480-4398
Facsimile: (708) 656-8031

With a copy to :

The School's Legal Counsel at :
Del Galdo Law Group LLC
1441 S. harlem Avenue
Berwyn, IL 60402
Facsimile: (708) 222-7001

If to Kindred: Barbara Wallace
Kindred Healthcare
680 South Fourth Street
Louisville, KY 40202
Fax: (502) 596-4871

Any notice sent in compliance with this provision shall be deemed to have been given upon the earlier of receipt or three (3) days after mail deposit, except that notice of change of address shall not be deemed effective until actual receipt by the intended recipient.

10. Regulatory Requirements. Kindred and the Institution shall perform the services contemplated by this Agreement at all times in compliance with federal, state, and local law, rules, and regulations, the policies, rules, and regulations of Kindred and the Clinical Education Setting, the applicable standards of the Joint Commission (if applicable), and all currently accepted and approved methods and practices. Nothing contained in this Agreement will require the Institution to refer any patients to Kindred or the healthcare facility of the Clinical Education Setting. Notwithstanding any unanticipated effect of any provisions of this Agreement, neither Party shall intentionally conduct itself in such a manner as to violate the prohibition against fraud and abuse in connection with the Medicare and Medicaid programs or other Federal programs.

11. Non-Exclusive. The Institution may enter into similar agreements with other facilities and providers, and Kindred may enter into similar agreements with other educational institutions.

12. Non-Discrimination. The Institution and Kindred shall not unlawfully discriminate against any individual on the basis of race, creed, color, sex, religion, age, disability, veteran's status, sexual orientation or national origin, or any other basis protected by federal, state or local law in any actions taken as a result of this Agreement.

13. Confidential and Proprietary Information. Except as otherwise provided herein, the Parties shall not disclose confidential or proprietary information of the other Party, or the other Party's affiliates, to any third-party without the written consent of the other Party; provided, that a Party may disclose confidential information: (i) to its, and its affiliates' officers, directors, employees and legal counsel, in each case to the extent the same have a need to know such confidential information; (ii) as necessary in connection with the enforcement of this Agreement or any agreement to be entered into hereunder, or otherwise in connection with legal proceedings, regulatory requirements or as otherwise required under applicable law, except that a Party shall seek to limit disclosure and maintain confidential treatment to the extent practicable in connection with any legal proceeding (e.g., by seeking to file pleadings under seal and by allowing the other Party to seek a protective order); and (iii) as required under the rules and regulations of the Securities and Exchange Commission or of any securities exchange on which securities of such Party are traded, provided that the other Party shall have been furnished a copy of the text of the proposed disclosure in advance of such disclosure and been given an opportunity to comment on such disclosure which is reasonable under the circumstances, and the disclosing Party shall have made any reasonable modifications to such disclosure as requested by such Party. In addition, neither Party shall make use of the other's name(s) nor logo(s) in print without the prior written approval of the Party's authorized representative. Notwithstanding the above, Kindred and its employees or agents may disclose to a patient that the patient will be seen or treated by a Student of the Institution and Kindred or Institution may at any time disclose affiliation with the other for informational purposes.

14. Governing Law; Severability. This Agreement will be construed under, and governed in accordance with, the laws of the state in which the Clinical Education Setting is located. The invalidity or unenforceability of any provision herein will not affect the validity or enforceability of any other provision.

15. Headings. The headings of this Agreement are inserted for convenience only and are not to be considered in the interpretation of this Agreement.

16. No Violation. No Party to this Agreement shall be liable for failure to perform any duty or obligation that said Party may have under the Agreement where such failure has been occasioned by any act of God, fire, strike, inevitable accident, war or any cause outside the reasonable control of the Party who had the duty to perform.

17. Assignability. Neither party may assign its rights or obligations hereunder without the prior written approval of the other.

18. No Waiver. No waiver of a breach of any provision of this Agreement will be construed to be a waiver of any other breach of this Agreement, whether of a similar or dissimilar nature. By executing this Agreement, neither the Institution nor Kindred waives any constitutional, statutory or common law defenses, nor will the provisions of this Agreement create any rights in any third-party.

19. Survival. Any provisions of this Agreement creating obligations extending beyond the term of this Agreement will survive the expiration, non-renewal or termination of this Agreement, regardless of the reason for such termination.

20. HIPAA. Kindred is subject to certain requirements contained in the Health Insurance Portability and Accountability Act of 1996, amendments thereto and implementing regulations ("HIPAA"), and must comply with the terms of any HIPAA Business Associate agreements between Kindred and facility health care providers to whom Kindred provides services. Accordingly, and consistent with applicable provisions herein, the Institution shall specifically require its Students to comply with the HIPAA policies and procedures of Kindred and the HIPAA policies and procedures of the Clinical Education Setting. Kindred may in its sole discretion terminate the participation of any Student who violates such HIPAA policies.

21. 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 expiration, non-renewal or termination of this Agreement.

22. Entire Agreement; Amendment. This Agreement constitutes the complete and entire agreement of the Parties hereto and supersedes, as of the Effective Date, all prior or contemporaneous representations or contracts or agreements or undertakings and understandings of the Parties, whether expressed or implied, in connection with the subject matter hereof. No promise or inducement has been offered by either Party in exchange for a party's consent to the terms of this Agreement, except as set forth herein. This Agreement may be modified or amended only in writing duly signed by both Parties.

23. Due Execution. This Agreement has been duly authorized, executed and delivered by each party and constitutes a valid and binding obligation, enforceable in accordance with its terms.

24. Electronic Storage of Agreement. The original of this Agreement, including the signature page, may be scanned and stored in a computer database or similar device, and any printout or other output readable by sight, the reproduction of which is shown to accurately reproduce the original of this document, may be used for any purpose just as if it were the original, including proof of the content of the original writing.

25. Counterparts; Faxed Signatures. This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which, when taken together, will constitute one and the same agreement. Any facsimile or photocopy of a signature to this Agreement will be deemed an original signature to this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have executed this Agreement as of the Effective Date.

INSTITUTION

By: _____

Printed Name: Dr. Stanley Fields

Date: _____

Title: President

By: _____

Printed Name: Dr. Alison Gehrke, PT, DPT

Date: _____

Title: Program Director

KINDRED

By: _____

Printed Name: Barbara Wallace

Date: _____

Title: Sr. Director, University Relations

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board Action - tuition and fee restructure
Date: Tuesday, March 9, 2021 12:08:28 PM
Attachments: [Board action - tuition and fees restructure.docx](#)

Please submit for March board agenda.

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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PROPOSED ACTION: THAT THE BOARD APPROVE THE RESTRUCTURING OF TUITION AND FEES EFFECTIVE FALL 2021, AS SUBMITTED.

RATIONALE: REMOVE REPAIR/RENOVATION FEE AND MOVE FEE INTO TUITION.

(PER CREDIT)	CURRENT	NEW
TUITION	\$ 108.00	\$ 130.00
COMPREHENSIVE FEE	\$ 9.00	\$ 9.00
TECHNOLOGY FEE	\$ 9.00	\$ 9.00
REPAIR/RENOVATION FEE	\$ 22.00	\$ -
TOTAL	\$ 148.00	\$ 148.00

COST ANALYSIS: N/A

ATTACHMENT: NONE

From: [Keith McLaughlin](#)
To: [Ana L Valdez](#)
Subject: Re: Request for approval March Board Item - Differential/CBA Report for Spring 2021
Date: Tuesday, March 16, 2021 8:45:08 PM

I approve these for action at the March BOT Meeting.

On Mar 16, 2021, at 1:40 PM, Ana L Valdez <ana.valdez@morton.edu> wrote:

Hi Keith,

Please review and, upon your approval, forward it to the board material's email.

Thank you,

Ana Valdez

From: Liliana Raygoza
Sent: Friday, March 12, 2021 1:58 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: March Board Item - Differential/CBA Report for Spring 2021

Good Afternoon, Keith,

Attached are differential/CBA pay report and board action form that need Board approval at the March Regular Board Meeting.

Regards,

Liliana Raygoza
Executive Assistant to the Associate Provost
<[image003.jpg](#)> **P:** (708) 656-8000. Ext. 2330
E: Liliana.Raygoza@morton.edu
www.morton.edu

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

PROPOSED ACTION: THAT THE BOARD APPROVE THE DIFFERENTIAL PAY REPORT FOR FACULTY IN THE AMOUNT OF \$33,275.84 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

Includes full-time and adjunct faculty.

COST ANALYSIS: \$33,275.84 – Full-Time & Part-Time Faculty

ATTACHMENT: Faculty Differential/CBA Pay Stipend Report-Spring 202

Person Full Name	Section Name	Section Title	Section Capacity	Enrollment	Students Over	Load	Factor	Differential Load	Rate	Differential Pay	Section Start Date	Section End Date	Credit Hours
Andrade, Jorge	BIO-102-91	Introduction to Biology	20	22	2	6	0.03	0.36	980	\$352.80	1/20/2021	5/19/2021	4
Ashraf, Asiyya	BIO-212-1F	Microbiology	18	20	2	6	0.03	0.36	980	\$352.80	1/19/2021	5/20/2021	4
Ashraf, Asiyya	BIO-212-5L	Microbiology	18	22	4	6	0.03	0.72	980	\$705.60	1/20/2021	5/19/2021	4
Ashraf, Asiyya	BIO-212-6F	Microbiology	18	20	2	6	0.03	0.36	980	\$352.80	1/20/2021	5/17/2021	4
Avila, Malisa	NUR-115-D1	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/20/2021	3/10/2021	5
Avila, Malisa	NUR-115-D2	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/20/2021	3/10/2021	5
Avila, Malisa	NUR-115-D3	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/20/2021	3/10/2021	5
Callon, Michael	ENG-102-3C	Rhetoric II	24	26	2	3	0.03	0.18	1028	\$185.04	1/19/2021	5/18/2021	3
Callon, Michael	ENG-102-5E	Rhetoric II	24	26	2	3	0.03	0.18	1028	\$185.04	1/19/2021	5/18/2021	3
Cardona, Alicia	NUR-216-B3	Adult Health Nursing	8	10	2	7.5	0.03	0.45	1028	\$462.60	1/19/2021	4/20/2021	6
Cardona, Alicia	NUR-216-B4	Adult Health Nursing	8	10	2	7.5	0.03	0.45	1028	\$462.60	1/19/2021	4/20/2021	6
Caruso, Lauren	NUR-115-C1	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/19/2021	3/11/2021	5
Caruso, Lauren	NUR-115-C2	Obstetrics and Pediatric Nur.	8	9	1	4.5	0.03	0.14	1028	\$143.92	1/19/2021	3/11/2021	5
Caruso, Lauren	NUR-115-A3	Adult Health Nursing	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/19/2021	4/20/2021	6
Dharwadkar, Mihir	MAT-102-2E	General Education Mathematics	30	31	1	4	0.03	0.12	980	\$117.60	1/20/2021	5/19/2021	4
Garbe, Christine	NUR-108-F1	Foundations of Nursing Prac II	8	11	3	3	0.03	0.27	1028	\$277.56	1/19/2021	3/11/2021	5
Gilligan, Brian	BUS-101-2D	Financial Accounting	32	34	2	3	0.03	0.18	1071	\$192.78	1/20/2021	5/17/2021	3
Green, Amy	NUR-115-B1	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/19/2021	4/20/2021	5
Green, Amy	NUR-115-B2	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/19/2021	3/11/2021	5
Green, Amy	NUR-115-B3	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1028	\$277.56	1/19/2021	3/11/2021	5
Green, Amy	NUR-216-B2	Adult Health Nursing	8	9	1	7.5	0.03	0.23	1028	\$236.44	1/19/2021	3/11/2021	6
Herrmann, Julianne	NUR-216-A1	Adult Health Nursing	8	10	2	7.5	0.03	0.45	1028	\$462.60	1/19/2021	4/20/2021	6
Herrmann, Julianne	NUR-216-A5	Adult Health Nursing	8	9	1	7.5	0.03	0.23	1028	\$236.44	1/19/2021	4/20/2021	6
Imburgia, Joseph	PSY-215-1D	Life Span: Survey of Human Dev	32	34	2	3	0.03	0.18	1071	\$192.78	1/20/2021	5/17/2021	3
Kelikian, Toulia	NUR-115-A3	Obstetrics and Pediatric Nur.	8	10	2	4.5	0.03	0.27	1119	\$302.13	1/19/2021	3/11/2021	5
Kelikian, Toulia	NUR-216-A2	Adult Health Nursing	8	10	2	7.5	0.03	0.45	1119	\$503.55	2/1/2021	4/20/2021	6
Manning, Bryant	ENG-102-92	Rhetoric II	24	26	2	3	0.03	0.18	1028	\$185.04	1/21/2021	5/20/2021	3
Mohr, Michele	ENG-102-4C	Rhetoric II	24	25	1	3	0.03	0.09	1071	\$96.39	1/19/2021	5/18/2021	3
Mohr, Michele	ENG-102-6E	Rhetoric II	24	25	1	3	0.03	0.09	1071	\$96.39	1/19/2021	5/18/2021	3
Montgomery, Jered	HUM-150-2C	Humanities Through the Arts	32	35	3	3	0.03	0.27	980	\$264.60	1/19/2021	5/18/2021	3
Pearson, Dennis	BIO-203-1B	Anatomy & Physiology I	20	24	4	3	0.03	0.36	1071	\$385.56	1/19/2021	5/20/2021	4
Pearson, Dennis	BIO-204-2F	Anatomy & Physiology II	20	22	2	3	0.03	0.18	1071	\$192.78	1/19/2021	5/20/2021	4
Rosiak-Seo, Kymberly	BIO-100-NR	Introducing Biology	20	22	2	3	0.03	0.18	1119	\$201.42	1/19/2021	5/20/2021	3
Rosiak-Seo, Kymberly	BIO-100-NR2	Introducing Biology	20	21	1	3	0.03	0.09	1119	\$100.71	1/25/2021	5/20/2021	3
Skurski, Katherine	NUR-216-A4	Adult Health Nursing	8	9	1	7.5	0.03	0.23	1028	\$236.44	1/19/2021	4/20/2021	6
Skurski, Katherine	NUR-216-B1	Adult Health Nursing	8	11	3	7.5	0.03	0.68	1028	\$699.04	1/19/2021	4/20/2021	6
Sonnier, Celeste	ENG-102-ME	Rhetoric II	24	25	1	3	0.03	0.09	1071	\$96.39	1/20/2021	5/19/2021	3
Spaniol, Scott	MAT-141-1D	Statistics	30	39	9	4	0.03	1.08	1071	\$1,156.68	1/19/2021	5/20/2021	4
Spaniol, Scott	MAT-141-3G	Statistics	30	39	9	4	0.03	1.08	1071	\$1,156.68	1/19/2021	5/20/2021	4
Warren, John	MUS-100-NR	Music Appreciation	25	26	1	3	0.03	0.09	1028	\$92.52	2/2/2021	5/20/2021	3
Wood, Robert	PSY-101-3E	Intro to Psychology	32	34	2	3	0.03	0.18	1071	\$192.78	1/19/2021	5/18/2021	3
Wood, Robert	PSY-101-5D	Intro to Psychology	32	34	2	3	0.03	0.18	1071	\$192.78	1/20/2021	5/17/2021	3
Wood, Robert	PSY-215-2H	Life Span: Survey of Human Dev	32	33	1	3	0.03	0.09	1071	\$96.39	1/20/2021	5/17/2021	3
Total										\$13,388.15			

Person Full Name	Section Name	Section Title	Section Capacity	Enrollment	Students Over	Load	Factor	Differential Load	Rate	Differential Pay	Credit Hours	Section Start Date	Section End Date
Arias, Olga	ENG-102-2B	Rhetoric II	24	26	2	3	0.03	0.18	993.41	\$178.81	3	1/19/2021	5/20/2021
Cisneros, Sharon	BUS-111-NR	Introduction to Business	32	33	1	3	0.03	0.09	1044.05	\$93.96	3	1/19/2021	5/20/2021
DeLoera, Lacey	NUR-115-C3	Obstetrics and Pediatric Nur.	8	10	2	3.5	0.03	0.21	911.1	\$191.33	5	1/23/2021	3/13/2021
Drew, John	CPS-111-NR3	Business Computer Systems	20	22	2	2	0.03	0.3	1044.05	\$313.22	3	2/22/2021	5/20/2021
Dutt, Eric	ENG-102-8B	Rhetoric II	24	26	2	3	0.03	0.18	1044.05	\$187.93	3	1/23/2021	5/15/2021
Harmon, Loretta	NUR-108-F2	Foundations of Nursing Prac II	8	11	3	3	0.03	0.27	949.08	\$256.25	5	1/24/2021	3/14/2021
Khalifeh, Khalaf	BIO-203-8L	Anatomy & Physiology I	20	25	5	3	0.03	0.45	997.14	\$448.71	4	1/25/2021	5/17/2021
Khalifeh, Khalaf	BIO-203-9D	Anatomy & Physiology I	20	23	3	3	0.03	0.27	997.14	\$269.23	4	1/20/2021	5/17/2021
Leven, Robert	BIO-204-34	Anatomy & Physiology II	20	22	2	3	0.03	0.18	1096.9	\$197.44	4	1/20/2021	5/19/2021
Mallett, Klaudia	PSY-101-8B	Intro to Psychology	32	33	1	3	0.03	0.09	993.41	\$89.41	3	1/23/2021	5/15/2021
Mazza, Anne	NUR-115-E3	Obstetrics and Pediatric Nur.	8	9	1	3.5	0.03	0.11	949.08	\$104.40	5	1/23/2021	3/13/2021
Perusich, James	ENG-086-4L	Reading & Writing III	24	25	1	3	0.03	0.09	1044.05	\$93.96	3	1/26/2021	5/18/2021
Selvaggio, Nicole	ENG-102-1B	Rhetoric II	24	26	2	3	0.03	0.18	949.08	\$170.83	3	1/19/2021	5/20/2021
Thelemaque, Cristina	BIO-203-5F	Anatomy & Physiology I	20	21	1	3	0.03	0.09	1043.7	\$93.93	4	1/20/2021	5/19/2021
Thompson, Juhelia	PSY-101-4H	Intro to Psychology	32	33	1	3	0.03	0.09	911.1	\$82.00	3	1/19/2021	5/20/2021
Tsang, Yukto	BIO-102-7J	Introduction to Biology	20	21	1	3	0.03	0.18	957.22	\$172.30	4	1/20/2021	5/19/2021
					Total					\$2,943.72			

Person Full Name	Section Name	Section Title	Enrollment	Credit Hours	IND/CBA Load	Minimum Load	Rate	IND/CBA Stipend	Start Date	End Date
Balek, Ludwig	CIS-295-01	CIS Internship	1	3	0.3	0.33	980.00	\$ 323.40	1/19/2021	5/17/2021
Fabiyl, Edith	OMT-127-11	Electronic Recordkeeping	2	3	0.6		1071.00	\$ 642.60	1/25/2021	3/17/2021
Fabiyl, Edith	OMT-214-NR	Office Supervision	3	3	0.9		1071.00	\$ 963.90	1/25/2021	5/20/2021
Fabiyl, Edith	OMT-250-NR	Integrated Office Simulation	3	3	0.9		1071.00	\$ 963.90	1/25/2021	5/20/2021
Foltz, Chris	FIR-100-01	Principles of Emergency Servic	3	3	0.9		993.41	\$ 894.07	1/19/2021	5/20/2021
Hayward, James	CIS-159-12	Adobe Photoshop & Flash	7	3	2.1		949.08	\$ 1,993.07	3/1/2021	5/17/2021
Hayward, James	CIS-203-1L	Advanced Web Design	5	3	1.5		949.08	\$ 1,423.62	1/22/2021	5/14/2021
Lyons, Kenneth	LAW-208-01	Police Organization and Admin	4	3	1.2		1044.05	\$ 1,252.86	1/19/2021	5/20/2021
Martino, Shannon	ART-126-1G	Art History II Renaissance	3	3	0.9		1428.00	\$ 1,285.20	1/20/2021	5/19/2021
Mohr, Michele	IND-199-01	ENG 101 - Rhetoric	2	1	0.2	0.33	1071.00	\$ 353.43	1/19/2021	5/15/2021
Murphy, Martha	BUS-130-01	Quickbooks	1	2	0.2	0.33	993.42	\$ 327.83	2/5/2021	5/20/2021
Napoletano, Elizabeth	GSP-111-1G	Game Development Essentials	2	3	0.6		955.42	\$ 573.25	1/22/2021	5/14/2021
O'Halloran, Denis	FIR-132-11	Tactics and Strategy I	4	3	1.2		993.41	\$ 1,192.09	1/20/2021	5/19/2021
Ostojic, Gordana	PHY-102-1B	General Physics II	2	5	1		-	Regular Pay	1/20/2021	5/17/2021
Pencheva, Tsonka	ECE-261-NR	Early Childhood Internship	2	3	0.6		1028.00	\$ 616.80	1/19/2021	5/17/2021
Primm, Rebecca	ART-113-01	Ceramics I	1	3	0.3	0.33	1028.00	\$ 339.24	1/22/2021	5/20/2021
Primm, Rebecca	IND-199-03	ART 131 - Graphic Design I	1	1	0.1	0.33	1028.00	\$ 339.24	1/19/2021	5/20/2021
Roman, Daniel	ART-203-1C	Figure Drawing I	5	3	1.5		1071.00	\$ 1,606.50	1/20/2021	5/19/2021
Sanchez, Alejandro	MAT-215-EC	Differ Equations	3	3	0.9		980.00	\$ 882.00	1/20/2021	5/19/2021
Sassetti, James	LAW-201-01	Police Ops and Procedures II	1	3	0.3	0.33	1044.05	\$ 344.54	1/22/2021	5/17/2021
Sassetti, James	LAW-208-02	Police Organization and Admin	2	3	0.6		1044.05	\$ 626.43	1/22/2021	5/17/2021
Total								\$16,943.97		

From: [Keith McLaughlin](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#)
Subject: Fwd: Please review and approve MARCH BOARD MATERIALS
Date: Tuesday, March 16, 2021 8:57:49 PM
Attachments: [PROPOSED ACTION Adult Ed Stipend Report -Spring-21 Term 1.docx](#)
[Adult Education Adjunct Faculty Stipend Report --2021-SPRING.xlsx](#)
[PROPOSED ACTION Adult Ed Consultation Hours SPRING 2021.docx](#)
[Adult Education 21 SPRING Consultation Hours Report.xlsx](#)

I approve these for action at the March BOT Meeting.

Begin forwarded message:

From: Ana L Valdez <ana.valdez@morton.edu>
Date: March 16, 2021 at 1:38:31 PM EDT
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: Please review and approve MARCH BOARD MATERIALS

Hi Keith,

Please review and, upon your approval, forward it to the board material's email.

Thank you,
Ana Valdez

From: Erika P Tejeda
Sent: Friday, March 12, 2021 11:41 AM
To: Board Materials <board.materials@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>
Subject: MARCH BOARD MATERIALS

Greetings,

I'm attaching the Adult Education Stipend Report for Spring semester term 1 and the Consultation Hours Report for your review and approval.

Feel free to contact me if you have any further questions.

Best,

Erika Tejeda

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY CONSULTATION HOURS REPORT FOR SPRING SEMESTER 2021 TERM 1 IN THE AMOUNT OF \$ AS SUBMITTED.

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

COST ANALYSIS: \$ 2,820.36 – Per Board-Union Agreement, Section 4.5, Adjunct Faculty Members who teach a minimum of three (3) credit hours shall be paid one half-hour (30 minutes) total (not per course) for each week of the semester in which they teach.

ATTACHMENTS: Adult Education Adjunct Faculty Consultation Hours Report – Spring 2021 Term 1.

Adult Education

SPRING-21 Consultation Hours Report

Name	Course Code	Consultation Stipend
Abate, Nannette	ABE 005/030 4M	\$ 120.73
Cisco Jr., Taylor	ABM 030 48	\$ 113.89
Cuesta, Gonzalo	ASE 051 4N	\$ 104.77
Fram, Harriet	ESL 040 4N	\$ 128.42
Enstrom, Elena	ESL 030 4N	\$ 120.73
Gonzalez, Sotero	ESL030 4J	\$ 119.21
Halsey, Meg	ESL 040 4M	\$ 125.29
Huff, Cheryl	ABE 030 4N	\$ 120.73
Jundt, Gene	ABE 040 4J	\$ 131.63
Lubeck, Sarah	ESL 050 48	\$ 128.42
McManmon, Zoe	ABM 040 4N	\$ 131.63
Miral, Luis	ESL 010/020 4N	\$ 125.29
Nuñez, Manuela	ASE 051 4J	\$ 109.33
Pettus, Exodus	ABM 020 4M	\$ 120.73
Rein, Jack	ABE 030 4J	\$ 125.24
Rohl, Michael	ABM 020 4J	\$ 128.42
Roland, Joyce	ESL 010/020/030 4M	\$ 128.42
Sanchez, Pedro	ESL 050 4J	\$ 128.42
Taylor, Kimberly	GED 012 4M	\$ 119.21
Trevino, Linda	ABM 020 4N	\$ 125.29
Westlove, Michael	ABM 040 4M	\$ 119.66
Trevino, Linda	ABM 020 3J	\$ 125.29
Westlove, Michael	ABM 042 3M	\$ 119.66
Total		\$ 2,820.36

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To: [Board Materials](#)
Cc: [Ana L Valdez](#)
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Date: Tuesday, March 16, 2021 8:57:49 PM
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[Adult Education 21 SPRING Consultation Hours Report.xlsx](#)

I approve these for action at the March BOT Meeting.

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Ana Valdez

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Cc: Ana L Valdez <ana.valdez@morton.edu>
Subject: MARCH BOARD MATERIALS

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Feel free to contact me if you have any further questions.

Best,

Erika Tejeda

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY STIPEND REPORT FOR SPRING SEMESTER 2021 TERM 1 IN THE AMOUNT OF \$ AS SUBMITTED.

RATIONALE: [Required by Board Policy 2.3, the Board-Union Agreement]

COST ANALYSIS: \$ 95,800.71—Per Board-Union Agreement, Section 8.1, Adjunct Faculty Members who teach Adult Ed shall only receive one (1) semester of credit for teaching two (2) eight (8) week sessions in one (1) semester. Section 11.7, Adjunct Compensation Schedule

ATTACHMENTS: Adult Education Adjunct Faculty Stipend Report – Spring 2021 Term 1.

Person Full Name	Section Name	Section Title	Section Department 1 Desc	Section Active Student Count
Abate, Nannette	ABE-005-4M	Alphabetics	Adult Basic Education	17
	ABE-030-4M	Reading and English 3	Adult Basic Education	
Abate, Nannette	ABE-005-4N	Alphabetics	Adult Basic Education	12
Abdel-Jaber, Nellie	ESL-090-4M	Conversational Practice I	Adult Basic Education	13
Bridges, Maureen	ESL-092-48	Conversational Practice II	Adult Basic Education	6
Choudhury, Parsa	ESL-092-47	Conversational Practice II	Adult Basic Education	11
Cisco Jr, Taylor	ABM-030-48	Low Intermediate Math	Adult Education Administration	14
Cisco Jr, Taylor	ABM-030-4J	Low Intermediate Math	Adult Education Administration	17
Cuesta, Gonzalo	ASE-051-48	Spanish HSE Review	Career & Tech Ed Administratio	22
Cuesta, Gonzalo	ASE-051-4M	Spanish HSE Review	Career & Tech Ed Administratio	20
Cuesta, Gonzalo	ASE-051-4N	Spanish HSE Review	Career & Tech Ed Administratio	74
Enstrom, Elena	ESL-030-4N	ESL III	Adult Basic Education	40
Fram, Harriet	ESL-040-4N	ESL IV	Adult Basic Education	28
Gonzalez, Sotero	ESL-030-4J	ESL III	Adult Basic Education	26
Halsey, Meg	ESL-035-48	Beg Conversational Practice	Adult Basic Education	5
	ESL-090-48	Conversational Practice I		
Halsey, Meg	ESL-040-4M	ESL IV	Adult Basic Education	24
Huff, Cheryl	ABE-030-4N	Reading and English 3	Adult Basic Education	38
Jundt, Gene	ABE-040-4J	Reading and English 4	Adult Basic Education	12
Lopez, Flora	ESL-035-4N	Beg Conversational Practice	Adult Basic Education	7
Lubeck, Sarah	ESL-050-48	English As a Second Language V	Adult Basic Education	24
Lubeck, Sarah	ESL-035-4D	Beg Conversational Practice	Adult Basic Education	1
McManmon, Zoe	ABM-040-4N	High Intermediate Math	Adult Education Administration	26
McManmon, Zoe	ESL-090-4N	Conversational Practice I	Adult Basic Education	9
Miral, Luis	ESL-010-4N	English as a Second Language	Adult Basic Education	16
	ESL-020-4N	ESL II		
Nunez, Manuela	ASE-051-4J	Spanish HSE Review	Career & Tech Ed Administratio	48
Pettus, Exodus	ABM-020-4M	Beginning Mathematics	Adult Education Administration	20
Pettus, Exodus	ABM-030-4D	Low Intermediate Math	Adult Education Administration	13
Rein, Jack	ABE-030-4J	Reading and English 3	Adult Basic Education	36
Rohl, Michael	ABM-020-4J	Beginning Mathematics	Adult Education Administration	28
	ESL-010-4M	English as a Second Language		

	ESL-020-4M	ESL II		
Roland, H.M. Joyce	ESL-030-4M	ESL III	Adult Basic Education	6
Roland, H.M. Joyce	ESL-092-4N	Conversational Practice II	Adult Basic Education	16
Sanchez, Pedro	ESL-050-4J	English As a Second Language V	Adult Basic Education	22
Taylor, Kimberly	GED-012-4M	GED Review	Adult Basic Education	6
Trevino-Garcia, Linda	ABM-020-4N	Beginning Mathematics	Adult Education Administration	26
Westlove, Michael	ABM-040-4J	High Intermediate Math	Adult Education Administration	14
Westlove, Michael	ABM-040-4M	High Intermediate Math	Adult Education Administration	24
			TOTAL	721

Assignment Paid Amount	Section Minimum Credits	Section Start Date
\$3,018.18	3	1/19/2021
\$3,018.18	3	1/19/2021
\$2,012.12	3	1/22/2021
\$2,140.28	2	1/19/2021
\$2,193.80	2	1/22/2021
\$2,847.24	3	1/20/2021
\$2,847.24	3	1/20/2021
\$1,309.68	1.5	1/19/2021
\$1,309.68	1.5	1/19/2021
\$2,619.36	3	1/19/2021
\$3,018.18	3	1/20/2021
\$3,210.42	3	1/20/2021
\$2,980.23	3	1/20/2021
	2	1/19/2021
\$2,088.10	2	1/19/2021
\$3,132.15	3	1/20/2021
\$3,018.18	3	1/19/2021
\$3,290.70	3	1/19/2021
\$2,012.12	2	1/19/2021
\$3,210.42	3	1/20/2021
\$2,140.28	2	2/8/2021
\$3,290.70	3	1/20/2021
\$2,193.80	2	1/19/2021
\$3,132.15	3	1/20/2021
\$2,733.30	3	1/20/2021
\$3,018.18	3	1/20/2021
\$3,018.18	3	1/20/2021
\$3,131.10	3	1/19/2021
\$3,210.42	3	1/20/2021

\$3,210.42	3	1/20/2021
\$2,140.28	2	1/19/2021
\$3,210.42	3	1/20/2021
\$2,980.23	3	1/19/2021
\$3,132.15	3	1/20/2021
\$2,991.42	3	1/20/2021
\$2,991.42	3	1/20/2021
\$ 95,800.71		

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - course fees
Date: Monday, March 15, 2021 5:41:00 PM
Attachments: [Course Fees 2021-2022.xlsx](#)
[FY2022 Nursing Increase course fees rationale.docx](#)
[FY2022 PTA Increase course fees rationale.docx](#)
[Board Action Sheet - Course Fees 2021.docx](#)

Thanks,

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

The information contained in this e-mail and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain information that is privileged, confidential, and prohibited from disclosure under applicable law. If you are not the intended recipient, or authorized to receive this on behalf of the recipient, you are hereby notified that any review, use, disclosure, 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 APPROVED THE COURSE FEE CHANGES EFFECTIVE FALL 2021 TERM, AS SUBMITTED.

RATIONALE:

INCREASED COST OF MATERIALS, EQUIPMENT AND SOFTWARE FOR THESE COURSES.

COST ANALYSIS:

ATTACHMENT: Course Fees 2021-2022, FY2022 Nursing Increase course fees rationale, FY2022 PTA Increase course fees rationale

MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE the nursing fees to equal \$3525.00 for traditional program and \$2550.00 for LPN bridge program AS A NEW fee rate FOR THE Nursing Department WITH AN EFFECTIVE START DATE OF Fall 2021.

RATIONAL

- Currently we pay hospitals fees for the students to attend their clinical at certain facilities
- Simulation Equipment needs to be maintained
- Need to update equipment for better experiences.
- Ratio of student to faculty for clinical is 8:1 but sometimes 5:1 depending on the facility agreement
- A HESI exam is given which the program pays for.
- Open lab for students to practice. Would need to pay extra staff to operate the lab.
- Maintain equipment and supplies for classrooms
- Maintenance of computer lab
- Boot camp and orientation
- Nursing program provides all pins with program budget.
- Program pays for orientation for faculty at clinical site
- Utilizing SIM in other courses which require utilizing equipment and supplies
- Nursing Program Acceptance fees will include the CPR fee, and mandatory boot camp fee
- Freshman students all get a lab kit for NUR 107 and NUR 108
- Student conferences
- Supplies/Food for Mass Simulation
- CPR fees for BNAT students
- C.A.R.E program supplies includes tutoring and supplemental
- IPADS and apple care for one to one initiative
- EXAMSOFTE software
- Swift River virtual simulation
- Kaplan software
- PPE requirements for on campus and clinical sites
- Pinning and Honor Society ceremonies
- Nursing department portion of renovation fees for increased enrollments
- Recruitment efforts
- Keith RN software

COST ANALYSIS:

Nursing fees will total \$3525.00 for the entire 2 years. This needs to be increased due to all of the PPE and software that we will continue to use.

PROPOSED ACTION: THAT LPN-RN BRIDGE PROGRAM NUR 201 FEE BE \$300

RATIONALE: THIS IS A NEW PROGRAM THAT WILL BE STARTING SUMMER 2021

[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:

\$ 300.00

ATTACHMENT:

I

The reasons for an increase in fees is for the following reasons:

- Currently we pay hospitals fees for the students to attend their clinical at certain facilities
- Equipment needs to be maintained
- Need to update equipment for better experiences.
- Ratio of student to faculty for clinical is 8:1 but sometimes 5:1 depending on the facility agreement
- COVID supplies and decrease in student to instructor ratio at clinical sites
- Would like to have an open lab for students to practice. Would need to pay extra staff to operate the lab and need extra supplies
- Maintain equipment and supplies for classrooms
- Maintenance of computer lab
- Nursing program will now buy all pins with program budget.
- Program pays for orientation for faculty at clinical site
- Utilizing SIM in other courses which require utilizing equipment and supplies
- Nursing Program Acceptance fees will include the CPR fee, and mandatory boot camp fee
- Freshman students all get a lab kit for NUR 107 and NUR 108
- Student conferences
- Supplies/Food for Mass Simulation
- CPR fees for BNAT students
- C.A.R.E program supplies
- IPADS for one to one initiative
- EXAMSOFTE software
- Swift River virtual simulation

RATIONAL

- Simulation equipment/supply needs and maintenance
- Therapy training equipment needs to be professionally serviced periodically to ensure safety
- Therapy training equipment and supplies need to be maintained and/or updated for competitive and better student experiences
- Hands-on therapy supplies need to be replenished each semester to provide adequate amount of supplies to each student for most optimal and real-life learning experience
- Apple 1:1 initiative and classroom technology and electronics need to be maintained and updated
- Maintenance of programs personal library and computer room resources
- Personal Protective Equipment (PPE) supply for each student while on campus and on clinical sites need to be replenished monthly to follow current CDC guidelines for COVID-19 protection and safety
- National Physical Therapy Examination (NPTE) preparation exams (the PEAT) which are developed by the Federation of State Boards of Physical Therapy to be administered to 2nd-year PTA students in their final semester for NPTE prep to encourage student success and improve board pass rates for ultimate student licensure and employment success and meeting CAPTE accreditation thresholds/passing requirements
- Open lab for students to practice hands-on skills for ultimate success and retention; requires extra faculty and staff hours and extra pay to operate the labs as needed
- Information Sessions and Observation Sessions for admission – promotional items, supplies, speakers, food, etc.
- Admission/Acceptance fee
- Mandatory bootcamp and orientation – promotional items, polos, supplies, speakers, food, etc.
- C.A.R.E. packages
- Graduation pins for each student
- Graduation stoles for each student
- Graduation composite photos for each student
- Utilizing Simulation lab for interprofessional experiences in other courses which require utilizing equipment and supplies from nursing program
- 1st year student OnHand bags contain all required daily PTA student supplies (i.e. BP cuff, stethoscope, theraband, gait belt, etc.)
- Student conferences and events
- Guest Speakers for course requirement expertise
- Laboratory upkeep, cleanliness, linen/laundry use
- Panther Clinic requires extra staff and faculty hours and pay, supplies, promotional branding, food, etc.
- C.A.R.E program supplies includes 1:1 tutoring and supplemental information sessions weekly
- IPADS and apple care for 1:1 initiative
- Instructional technology software and online resources for educational needs, apple 1:1 initiative needs, and ultimately active and innovative virtual learning resources for student engagement, satisfaction, retention, and success.
 - Exxat for Clinical Education student success and learning, affiliation communications and networking, and meeting accreditation data collection requirements.

- Visible Body -Visual/interactive 3D virtual anatomy software; online & application access
- PhysioU - PT/PTA student & professionals' evidence-based guideline software; online access
- Simucase - virtual patient library simulation-based learning, online access
- Kahoot – program memberships for use in labs and supplemental sessions for active learning
- EdPuzzle – program memberships for active instructional video-based learning in lecture and lab
- ICE Video Library – program memberships for use in labs and supplemental sessions for online live patient case scenarios and real-life experiences
- WebPT – program membership for online documentation tool
- Mandatory annual American Physical Therapy Association Student Membership
- Classroom and lab structural/remodel requirements/needs
- Recruitment efforts

COST ANALYSIS:

Physical therapist assistant student fees will total \$1,955.00 per student for the entire 2-years of the technical program. This needs to be increased due to all of the PPE and software that we will need to continue to use in addition to ensuring that we are providing an up-to-date and competitive program and meeting required student success outcomes.

Morton College
Course Fees - Effective Fall 2021

Course	Course Name	Current Course Fee	Proposed Course Fee	
NUR-107	Foundations of Nursing I	\$ 300.00	\$ 475.00	
NUR-119	Nursing Care of Adults	\$ 275.00	\$ 450.00	
NUR-201	LPN - RN Bridget	\$ -	\$ 300.00	
NUR-202	Mental Health Nursing	\$ 250.00	\$ 425.00	
PHT-111	Patient Mgt Basic Skills/Pta	\$ 50.00	\$ 158.00	
PHT-112	Princ. of Prac. I: Intro to Pt	\$ 300.00	\$ 250.00	
PHT-114	Fundamentals of Kinesiology I	\$ 50.00	\$ 100.00	
PHT-115	Fundamentals of Kinesiology II	\$ 40.00	\$ 50.00	
PHT-117	Patient Mgt II : Tests & Meas	\$ 40.00	\$ 50.00	
PHT-122	Therapeutic Exercise	\$ 40.00	\$ 50.00	
PHT-124	Introduction to Clinical Ed	\$ 50.00	\$ 109.00	
PHT-125	Therapeutic Modalities II	\$ 75.00	\$ 85.00	
PHT-212	Syst & Interv II: Neurology	\$ 50.00	\$ 60.00	
PHT-217	Clinical Internship	\$ 65.00	\$ 154.00	
PHT-218	Cardio Pulmon & Integmnt Mgt	\$ 50.00	\$ 60.00	
PHT-220	Adv. Physical Therapy Techniqu	\$ 50.00	\$ 149.00	
PHT-224	POP2: Professional Issues in	\$ 120.00	\$ 215.00	
PHYSICAL THERAPY ADMISSIONS FEE		\$ 200.00	\$ 215.00	
MUS-132	Private Applied Voice Music Ma	\$ 450.00	\$ 400.00	(decrease by \$50)
MUS-133	Priv. Applied Voice Music No-M	\$ 250.00	\$ 200.00	
MUS-134	Private Applied Guitar Music M	\$ 450.00	\$ 400.00	
MUS-135	Private Applied Guitar Non-Maj	\$ 250.00	\$ 200.00	
MUS-136	Private Applied Percussion Maj	\$ 450.00	\$ 400.00	
MUS-137	Private Applied Percussion N-M	\$ 250.00	\$ 200.00	
MUS-138	Private Applied Strings Major	\$ 450.00	\$ 400.00	
MUS-139	Private Applied Strings Non-Ma	\$ 250.00	\$ 200.00	
MUS-140	Private Applied Woodwind Major	\$ 450.00	\$ 400.00	
MUS-141	Private Applied Woodwind Non-M	\$ 250.00	\$ 200.00	
MUS-142	Private Applied Brass Music Ma	\$ 450.00	\$ 400.00	
MUS-143	Private Applied Brass Non-Majo	\$ 250.00	\$ 200.00	
MUS-160	Private Applied Piano Music Ma	\$ 450.00	\$ 400.00	
MUS-161	Private Applied Piano Non-Majo	\$ 250.00	\$ 200.00	
MUS-162	Private Applied Voice Music Ma	\$ 450.00	\$ 400.00	
MUS-163	Priv. Applied Voice Music No-M	\$ 250.00	\$ 200.00	
MUS-164	Private Applied Guitar Music M	\$ 450.00	\$ 400.00	
MUS-165	Private Applied Guitar Non-Maj	\$ 250.00	\$ 200.00	
MUS-166	Private Applied Percussion Maj	\$ 450.00	\$ 400.00	
MUS-167	Private Applied Percussion N-M	\$ 250.00	\$ 200.00	
MUS-168	Private Applied Strings Major	\$ 450.00	\$ 400.00	
MUS-169	Private Applied Strings Non-Ma	\$ 250.00	\$ 200.00	
MUS-170	Private Applied Woodwind Major	\$ 450.00	\$ 400.00	
MUS-171	Private Applied Woodwind Non-M	\$ 250.00	\$ 200.00	
MUS-172	Private Applied Brass Music Ma	\$ 450.00	\$ 400.00	
MUS-173	Private Applied Brass Non-Majo	\$ 250.00	\$ 200.00	
MUS-230	Private Applied Piano Music Ma	\$ 450.00	\$ 400.00	
MUS-231	Private Applied Piano Non-Majo	\$ 250.00	\$ 200.00	
MUS-232	Private Applied Voice Music Ma	\$ 450.00	\$ 400.00	
MUS-233	Priv. Applied Voice Music No-M	\$ 250.00	\$ 200.00	
MUS-234	Private Applied Guitar Music M	\$ 450.00	\$ 400.00	
MUS-235	Private Applied Guitar Non-Maj	\$ 250.00	\$ 200.00	
MUS-236	Private Applied Percussion Maj	\$ 450.00	\$ 400.00	
MUS-237	Private Applied Percussion N-M	\$ 250.00	\$ 200.00	
MUS-238	Private Applied Strings Major	\$ 450.00	\$ 400.00	

MUS-239	Private Applied Strings Non-Ma	\$ 250.00	\$ 200.00
MUS-240	Private Applied Woodwind Major	\$ 450.00	\$ 400.00
MUS-241	Private Applied Woodwind Non-M	\$ 250.00	\$ 200.00
MUS-242	Private Applied Brass Music Ma	\$ 450.00	\$ 400.00
MUS-243	Private Applied Brass Non-Majo	\$ 250.00	\$ 200.00
MUS-260	Private Applied Piano Music Ma	\$ 450.00	\$ 400.00
MUS-261	Private Applied Piano Non-Majo	\$ 250.00	\$ 200.00
MUS-262	Private Applied Voice Music Ma	\$ 450.00	\$ 400.00
MUS-263	Priv. Applied Voice Music No-M	\$ 250.00	\$ 200.00
MUS-264	Private Applied Guitar Music M	\$ 450.00	\$ 400.00
MUS-265	Private Applied Guitar Non-Maj	\$ 250.00	\$ 200.00
MUS-266	Private Applied Percussion Maj	\$ 450.00	\$ 400.00
MUS-267	Private Applied Percussion N-M	\$ 250.00	\$ 200.00
MUS-268	Private Applied Strings Major	\$ 450.00	\$ 400.00
MUS-269	Private Applied Strings Non-Ma	\$ 250.00	\$ 200.00
MUS-270	Private Applied Woodwind Major	\$ 450.00	\$ 400.00
MUS-271	Private Applied Woodwind Non-M	\$ 250.00	\$ 200.00
MUS-272	Private Applied Brass Music Ma	\$ 450.00	\$ 400.00
MUS-273	Private Applied Brass Non-Majo	\$ 250.00	\$ 200.00

WEL-111	Basic Arc Welding/Cutting I	\$ 75.00
WEL-112	Basic Arc Welding/Cutting II	\$ 75.00
WEL-121	Advanced SMAW/Cutting I	\$ 75.00
WEL-122	Advanced SMAW/Cutting II	\$ 75.00
WEL-131	Gas Metal Arc Welding I	\$ 75.00
WEL-141	Gas Tungsten Arc Welding I	\$ 75.00
WEL-132	Gas Metal Arc Welding II	\$ 100.00
WEL-142	Gas Tungsten Arc Welding II	\$ 100.00
WEL-211	Pipe Welding I	\$ 100.00
WEL-212	Pipe Welding II	\$ 100.00

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Temporary increase for Wendy
Date: Thursday, March 11, 2021 4:31:01 PM
Attachments: [Board Action Sheet 10% Temp Increase Vega-Huezo.docx](#)

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 A 10% TEMPORARY WORK ASSIGNMENT FOR WENDY VEGA-HUEZO EFFECTIVE SEPTEMBER 21, 2020 THROUGH JUNE 30, 2021.

RATIONALE:

WENDY HAS PERFORMED MANY ADDITIONAL DUTIES THESE PAST FEW MONTHS. SHE IS NOW THE TITLE IX COORDINATOR FOR THE COLLEGE. SHE COMPLETED OSHA REPORTING, FMLA REQUESTS, BENEFITS AND OTHER REPORTING REQUIREMENTS. SHE WILL ALSO COORDINATE THE OPEN ENROLLMENT PROCESS AND CONTINUES TO PART OF SEARCH COMMITTEES. SHE WILL ALSO BE MORE INVOLVED IN CBA NEGOTIATIONS.

COST ANALYSIS: 10% OF SALARY = \$6,500

ATTACHMENT: NONE

Proposed Action: That the Board approve a membership with: ATIXA for \$4,999 effective April 1, 2021 – March 31, 2022, as submitted.

Rationale: [Required by Board Policy #2.9]. Training and Resources for Title IX Team

Cost Analysis: \$4,999.00

Attached: Membership Flyer

MEMBERSHIP PLANS

SUPER - \$4,999

- Annual membership per higher education institution, K-12 school or district, organization, or workplace
- Full access to ATIXA services and products worth up to \$20,000 without per-item fees
- Three registrations to ATIXA Certification Courses
- Unlimited institutional users (sub-users) with full access
- All (27) 20-Minutes-to... *Trained* video modules
- The ATIXA Title IX Toolkit (TIXKit)
- VIP Socials at ATIXA Annual Conference and other Hotel-Based Certification Events
- Access to live webinars
- ATIXA One Policy, Two Procedures Model Policy and Procedures for Civil Rights Equity Grievance Resolution
- MaxStack: A Database for Title IX Case Documentation from ATIXA & Maxient*
- Access to all 2020 Regulations packages (Policy, Coordinator, K-12, and Hearing Officer)
- And more!

*Requires users to have access to Maxient.

INSTITUTIONAL - \$2,499

- Annual membership per higher education institution, K-12 school or district, organization, or workplace
- Unlimited institutional users (sub-users) with full access
- Electronic version of The ATIXA Playbook (under revision for 2020)
- Four 20-Minutes-to... *Trained* video modules
- Access to the OCR Investigation Finding Letter Database

INDIVIDUAL - \$599

- Annual per Individual
- Access to professional listserv*
- The most comprehensive Title IX library in the world*
- Weekly newsletters*

*Included in all levels of ATIXA membership.

Why Join ATIXA?



Nationwide network of
top industry experts and
Title IX colleagues



Commitment to advancing
gender equity within
schools and colleges



Real-time takeaways on
compliance



Investment in professional
development



Unparalleled Title IX
expertise



Association of
Title IX Administrators

SUPER MEMBERSHIP

A Closer Look At What's Included

Access to ATIXA Training & Certification Courses

Learn from top practitioners, with both in-person and online options available. ATIXA is the premier association for highly engaging and interactive Title IX training, offering more than 20 courses to meet the growing demand for best-in-class professional development opportunities.



Digital Badges

In addition to the certificates of completion provided by ATIXA following a certifying event, we also offer personalized digital badges that you can share on your LinkedIn, Facebook, Twitter, and email signature to showcase your verified accomplishment!



Title IX Toolkit (TIXKit)

TIXKit is a 300+ document repository of best-in-class templates, forms, models, and checklists to support the operational efficiency and compliance of college and school Title IX offices. ATIXA continues to update and release resources based on changes and guidance from OCR's OPEN Center.

20-Minutes-to...*Trained* Video Modules

20-Minutes-to... *Trained* modules average 20 minutes in length designed to meet (and exceed!) all hearing-related training requirements for Title IX and VAWA Section 304. ATIXA now offers 27 modules within our web-based video training series, including the following topics:

- Addressing Trauma
- Advising the Reporting Party
- Advising the Responding Party
- Animals on Campus
- Appeals
- Assessing Credibility Part 1
- Assessing Credibility Part 2
- BIT and Title IX Intersections
- Bullying and Cyberbullying
- Conflicts of Interest
- Dealing with Report Investigation Requests
- Deliberations and Group Think
- Documentation
- Due Process
- Informal Resolutions Interim Measures and Suspensions
- Intimate Partner Violence
- Interview Best Practices
- Interim Measures & Suspensions
- Intersections of Title IX and Title VII
- Pattern and Predation
- Preliminary Inquiry
- Preponderance
- Questioning
- Role of the Investigator
- Self-Care for the Title IX Coordinator
- Sexual Harassment
- Sexual Violence
- Stalking & Trauma Informed Interviewing

These are just a few of the many benefits of an ATIXA Super Membership. This investment truly pays for itself and has proven to be an invaluable resource for schools and institutions across the country!

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - Update Student Refund Policy
Date: Wednesday, March 17, 2021 3:17:51 PM
Attachments: [Student refund schedule.docx](#)
[Refund Policy Board Action.docx](#)

Thanks,

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

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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION


PROPOSED ACTION: THAT THE BOARD APPROVE THE CHANGE IN THE STUDENT REFUND POLICY BEGINNING FALL 2021 AS SUBMITTED.

RATIONALE: [Required by Board Policy 1.1.1 and the *Illinois Public Community College Act*]

This change will align with the required 10th day reporting. It will also create different tiers depending on the length of the course.

COST ANALYSIS: None

ATTACHMENTS: Student Refund Schedule

 INSTITUTIONAL PROCEDURE	APPROVED BY: xxx, CFO	EFFECTIVE DATE: August 2021 REVISION DATE:
	SUBJECT: Student Refund Policy	

Refund Policy

100% refund – within 10 calendar days from the start of the course for courses that are 10-16 weeks in length (excluding holidays)

100% refund – within 5 calendar days from the start of the course for courses that are 6-9 weeks in length (excluding holidays)

100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)

100% refund – before 1st day of class for courses that are less than or equal to 1 week in length (excluding holidays)

TITLE OF INSTITUTIONAL PROCEDURE

From: [Blanca E Jara](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#); [Maria Sanchez Anderson](#)
Subject: Fwd: REI Cohort 2 Facility Use Application: Board
Date: Sunday, March 14, 2021 2:24:19 PM
Attachments: [2021-03-11 Morton college - Facility Use Application \(1\).pdf](#)
[Action Sheet REI cohort2.docx](#)

Please see the approved action sheet for the REI Facility Use form.

Thank you,

Blanca Jara
Executive Director of Institutional Advancement/FOIA Officer
Morton College
3801 S. Central Ave.
Cicero, IL 60804
Office (708) 656-8000, Ext 2216
www.Morton.edu

Begin forwarded message:

From: Irina V Cline <irina.cline@morton.edu>
Subject: REI Cohort 2 Facility Use Application: Board
Date: March 12, 2021 at 10:53:33 AM CST
To: Blanca E Jara <blanca.jara@morton.edu>
Cc: "Perla A. Santoyo" <perla.santoyo@morton.edu>

Blanca,

Please submit the Facility Use Application for Real Estate Institute, cohort 2 to the Board. The action sheet for the item is attached.

Thank you.



Irina Cline
Director of Community and Continuing Education
P: (708) 656-8000, Ext. 2383
E: Irina.Cline@morton.edu
www.morton.edu

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PROPOSED ACTION: *THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR REAL ESTATE INSTITUTE 3/28/2021 - 5/9/2021, 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: March 11, 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 (847-423-5031)

Date(s) Requested: 3/28/2021 through 5/9/2021, 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: 3/28/2021 though 5/9/2021, Sundays

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:

March 11, 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
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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)
02/12/2021

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 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 MAVCO INSURANCE AGENCY INC/PHS 83550541 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (866) 467-8730 FAX (888) 443-6112 (A/C, No, Ext):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC#	
	INSURER A : Sentinel Insurance Company Ltd. 11000 INSURER B : Hartford Fire and Its P&C Affiliates 00914 INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED PROFESSIONAL LICENSE EDUCATION COMPANY, LLC 6203 W HOWARD ST NILES IL 60714		

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		83 SBA TM6153	02/20/2020	02/20/2021	EACH OCCURRENCE \$1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$1,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE \$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS						BODILY INJURY (Per accident)
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)
	HIRED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			83 SBA TM6153	02/20/2020	02/20/2021	EACH OCCURRENCE \$3,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$3,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	83 WEC BQ3472	02/20/2020	02/20/2021	<input checked="" type="checkbox"/> PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						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

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 SS0008 attached to this policy.

CERTIFICATE HOLDER

Morton College
 3801 S CENTRAL AVE
 CICERO IL 60804-4300

CANCELLATION

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

Susan L. Castaneda

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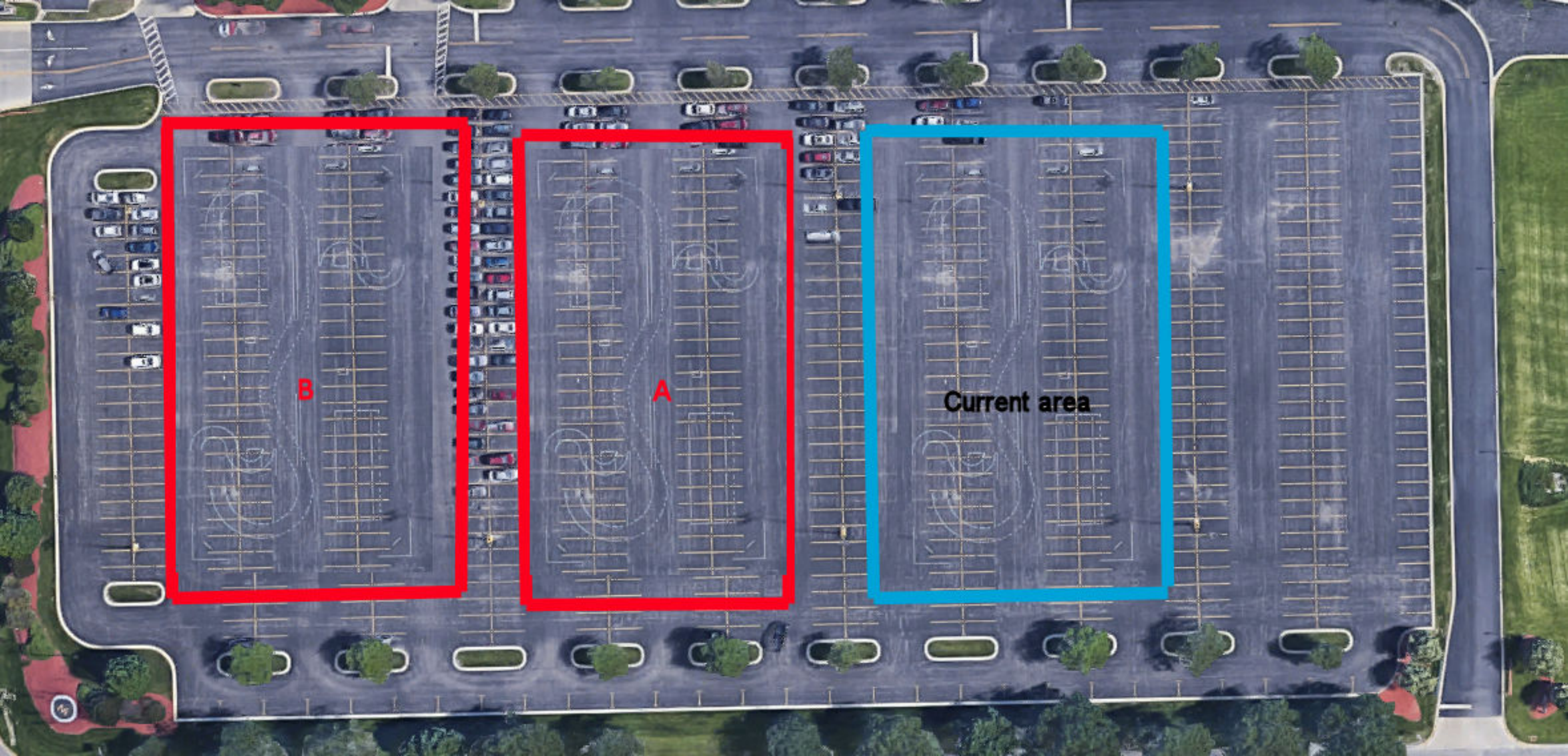
PROPOSED ACTION: *THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR HARPER COLLEGE MOTOCYCLE PROGRAM MAY-AUGUST 2021AS SUBMITTED.*

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 Harper College Motorcycle program classes.*

COST ANALYSIS: *No cost to Morton College. Harper College Motorcycle program will submit rental fees.*

ATTACHMENT: *Facility Use Application*

COURSE	Type	LMT#	Date1	Date2	Date3	Day1	StartTime	EndTime	Day2	StartTime3	EndTime4	Day3	StartTime5	EndTime6
MRT-E04	eBRC	LMT0044-021		05/01/21	05/02/21				Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-E05	eBRC	LMT0044-022		05/01/21	05/02/21				Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-E06	eBRC	LMT0044-023		05/08/21	05/09/21				Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-E07	eBRC	LMT0044-024		05/08/21	05/09/21				Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-E08	eBRC	LMT0044-025		05/15/21	05/16/21				Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-E09	eBRC	LMT0044-026		05/15/21	05/16/21				Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-E10	eBRC	LMT0044-027		05/22/21	05/23/21				Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-E11	eBRC	LMT0044-028		05/22/21	05/23/21				Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-R03	BRC2	LMT0036-	05/29/21			Sat	8:00:00 AM	5:00:00 PM						
MRT-R04	BRC2	LMT0036-	05/30/21			Sun	8:00:00 AM	5:00:00 PM						
MRT-12	BRC	LMT0035-081	06/01/21	06/05/21	06/06/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-13	BRC	LMT0035-	06/03/21	06/05/21	06/06/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-14	BRC	LMT0035-	06/08/21	06/12/21	06/13/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-15	BRC	LMT0035-	06/10/21	06/12/21	06/13/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-16	BRC	LMT0035-	06/15/21	06/19/21	06/20/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-17	BRC	LMT0035-	06/17/21	06/19/21	06/20/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-18	BRC	LMT0035-	06/22/21	06/26/21	06/27/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-19	BRC	LMT0035-	06/24/21	06/26/21	06/27/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-20	BRC	LMT0035-	07/06/21	07/10/21	07/11/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-21	BRC	LMT0035-	07/08/21	07/10/21	07/11/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-22	BRC	LMT0035-	07/13/21	07/17/21	07/18/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-23	BRC	LMT0035-	07/15/21	07/17/21	07/18/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-24	BRC	LMT0035-	07/20/21	07/24/21	07/25/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-25	BRC	LMT0035-	07/22/21	07/24/21	07/25/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-26	BRC	LMT0035-	07/27/21	07/31/21	08/01/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-27	BRC	LMT0035-	07/29/21	07/31/21	08/01/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-28	BRC	LMT0035-	08/03/21	08/07/21	08/08/21	Tue	6:00:00 PM	10:00:00 PM	Sat	11:00:00 AM	8:00:00 PM	Sun	11:00:00 AM	8:00:00 PM
MRT-29	BRC	LMT0035-	08/05/21	08/07/21	08/08/21	Thu	6:00:00 PM	10:00:00 PM	Sat	7:00:00 AM	4:00:00 PM	Sun	7:00:00 AM	4:00:00 PM
MRT-R05	BRC2	LMT0036-	08/14/21			Sat	8:00:00 AM	5:00:00 PM						
MRT-R06	BRC2	LMT0036-	08/15/21			Sun	8:00:00 AM	5:00:00 PM						



B

A

Current area



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/04/2020

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

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Including _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	PHPK2212792 Educator's Professional Liability \$1,000,000 per occurrence Medical Expense is EXCESS	12/01/2020	12/01/2021	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	PHPK2212792 \$500 deductible comp \$1,000 deductible collision	12/01/2020	12/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EAACCIDENT	\$
						OTHER THAN AUTO ONLY: EAACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A		OTHER Inland Marine - Motorcycles, Misc equipment	PHPK2212792	12/01/2020	12/01/2021	As per schedule on file with company, \$500 deductible motorcycles/ \$250 deductible trls	

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

As respects Motorcycle Rider Education: RE:

CERTIFICATE HOLDER IS ADDITIONAL INSURED

CERTIFICATE HOLDER

Morton College
3801 S Central Ave
Cicero IL 60804

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Janice Bagley

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

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: 01/06/2021

Name of Organization: William Rainey Harper College Motorcycle Program

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

Telephone: 847-925-6803 **Person to Contact:** Scott R Haas

Date(s) Requested: See attached course schedule

Time Requested: From: _____ **To:** _____

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

Facility Requested: Parking lot and classroom space

Purpose of Use: To conduct motorcycle rider education courses

Expected Attendance: Maximum of 12 students (dependent upon COVID restrictions) + 2 instructors

Equipment Requested: Computer and projector for presentation of classroom content

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

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

Authorized Signature:

Scott R Haas

Organization Title:

Program Coordinator/Supervisor

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: William Rainey Harper College Motorcycle Program

ADDRESS: 650 E. Higgins Rd., Ste 17-S, Schaumburg, IL 60173

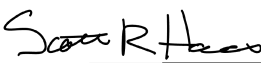
TELEPHONE: 847-925-6803

DATE (S) OF UTILIZATION: March - August (see attached schedule for specific dates)

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: Program Coordinator/Supervisor

Date: 01/06/2021

Morton College Rental Fees

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

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

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

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

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

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

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

PROPOSED ACTION: THAT THE BOARD APPROVE DENISE BATIE-HOWARD AS A NEW
ADJUNCT PART-TIME FACULTY FOR THE BASIC NURSING ASSISTANT TRAINING PROGRAM
WITH AN EFFECTIVE START DATE OF MARCH 2021

RATIONALE

**NOT ENOUGH FACULTY CERTIFIED TO TEACH THE
(BNAT) PROGRAM**

COST ANALYSIS:

\$873.12 per ECH

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

PROPOSED ACTION: THAT THE BOARD APPROVE ANITRESE WILKS AS A NEW PSYCHOLOGY ADJUNCT FACULTY FOR THE SOCIAL AND BEHAVIORAL SCIENCES WITH AN EFFECTIVE START DATE OF JUNE 14, 2021.

RATIONALE

THIS HIRE WILL REPLACE THE NEED FOR A PART-TIME PSYCHOLOGY FACULTY. MS. WILKS WILL TEACH PSYCHOLOGY Y AT MORTON COLLEGE ON A PART-TIME BASIS. SHE BRINGS 20+YEARS OF TEACHING AND PROFESSIONAL EXPERIENCE TO THIS ROLE.

COST ANALYSIS:

\$911.10 PER ECH BASED ON THE ADJUNCT FACULTY UNION CONTRACT.



Morton College

Job Description

Job Title:	CIS/CPS Computer Lab Paraprofessional (Part-time, less than 20/hrs.)
Range:	Classified Staff - Part-Time, Non-Union
Grant-Funded:	NA
Reports to and Evaluated by:	Associate Dean of Adult and Career Technical Education
Required Qualifications:	<p>High School diploma or GED. Must have the ability to communicate with instructors and end users, and display a willingness to learn the technical functions of a microcomputer. Must be able to demonstrate an aptitude for computer and networking troubleshooting and repair. Must have good verbal, organizational and writing skills, and be proficient in Microsoft Office.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Associate Degree in Computer Science or related field and two years' experience. Ability to speak English and Spanish.
Job Summary:	The CIS/CPS Paraprofessional will assist in the monitoring and maintenance of computer labs for the purpose of student and instructor use, and assist MIS staff with related projects as directed.
Essential Job Functions	<ul style="list-style-type: none">• Assist in the setup and proactive maintenance of the 3rd floor B building computer labs for instructor use.• Perform routine hardware checks and assist other technical staff in the resolution of hardware and software installations and repairs.• Perform various inventory control tasks including the preparation of lab purchase orders for general supplies.• Provide technical support to adjunct instructors.• Monitor student use of the 3rd floor B building computer open labs.• Answer technical questions from end-users.• Assist the MIS with related CIS/CPS projects.

Other Duties:

- Perform other duties as assigned by supervisor

Work Environment:

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

Physical Demands:

- Must be able to sit or stand for long periods of time.
- Must be able to lift up to 10 lbs.

Position Unit:

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

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

Employee_____ Date_____



Morton College Job Description

Job Title: College Health Support Registered Nurse

Deleted: (Contractual)

Range: NA

Grant-Funded: NA

**Reports to and
Evaluated by:** Dean of Student Services

Deleted: Dean of Nursing and Health Sciences ¶

**Required
Qualifications:** ADN required. Graduate of an approved school of professional nursing and currently licensed in Illinois. Ability to exercise initiative and independent judgment. May be available to work some evenings/weekends. Ability to maintain confidentiality.

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

**Desirable
Qualifications:** BSN with school health care experience. Two (2) years' nursing experience. Bilingual (English/Spanish). Experience with public health and medical surgical nursing.

Job Summary: Under the direction of the Dean of Student Services, this position will provide health services to the community college. The RN will collaborate with the 504/ADA team and be knowledgeable with FERPA guidelines. The RN will collaborate with the counseling center in regards to the mental wellness of college community.

Deleted: Nursing and Health Sciences

**Essential Job
Functions**

- Responsible for direct and indirect care given to students/employee in compliance with college policies, physician's orders, and the student individualized health plan.
- Corresponds with students/employee on health needs.
- Established process by which to identify student and or employee student health concerns.
- Administer and monitor any medical treatment and/or medication to students/employees while in school.
- Advice on exclusion and readmission of students/employees in connections with infectious and contagious diseases.
- Review Food Allergy Action Plans, Asthma and Seizure plans.

- Consult with college staff, administrators, physicians, clinics and public health department on College health matters.
- Create list of students with health concerns.
- Develop 504/ADA as appropriate and review/update annually.
- Serve as a resource person on health issues to college, staff and community.
- Assist students and employees in arranging health referral sources.
- Ordering of health supplies for health office as needed.
- Review and update all standard health forms for the College.
- Coordinate on-the-job training for substitute college nurses.
- Assist with health procedures review and revision.
- Prepare health reports for the State of Illinois and health department as needed.
- Provide updates on health issues to the Dean of Student Services
- Manage school health web page.
- Conduct in-services for staff and students on health issues.
- Establish health guidelines and policies under the direction of the Dean of Student Services

Deleted: Health Science.

Deleted: Health Science

Other Duties:

- Perform other duties as assigned; but not in the role as Faculty

Work Environment:

- College Campus; High risk exposure

Physical Demands:

- Ability to participate in physical activity.
- Extensive bending, stooping, and standing on a regular basis.
- Lifting up to 35 lbs., with assistance 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

Job Description:

Page 3

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: Scheduling Coordinator

Range: IV

Grant-Funded: N/A

Reports to and Evaluated by: Associate Dean of Academic Services,

Deleted: of Arts and Sciences

Required Qualifications: An Associate's degree. The candidate must have experience with technical computer software, two years general office work experience. The candidate must have above average keyboarding, word processing, database management, data entry and clerical skills, and effective written communication skills. Must have ability to coordinate functions and process, multi-task, and maintain project timeframes.

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

Desirable Qualifications: A Bachelor's Degree. Previous work experience in an office setting, preferably an educational setting, coordinating, admissions & records or dean's office; and the ability to communicate well in English and Spanish. The candidate should have the ability to interact well with faculty, administrators and staff and have a cooperative attitude. The candidate should be flexible, have an attention to detail, the ability to work with little supervision, have effective verbal communication skills, sound judgment, and organizational skills.

Job Summary: The Scheduling Coordinator is responsible for coordinating the scheduling of classes and events for the Dean of Arts and Sciences, the Dean of Career and Technical Education, the Dean of Adult and Community Education, the Director of Continuing Education, and the AECPO Instructional Program Associate. This includes coordinating related data (time, date, days, rooms, faculty, tenured, tenured track and adjunct faculty semester contracts, maintaining complete adjunct faculty files, etc.). The Coordinator works closely with the academic dean(s), department chairs, and faculty to enable the seamless coordination of classes and needed staffing. This position also works with the Director of Public Relations and Community Outreach and the MIS staff to assist with the creation of accurate course schedules. Job responsibilities of this position may change as the need of the College change.

Essential Job Functions:

- Provide accurate information on classroom use and full and adjunct faculty who are contracted to staff courses.
- Utilize information provided by deans and department chairs, etc. to make classroom and faculty schedule.
- Utilize officially approved course information to assist in tracking new courses added to the course schedule.
- Assist in providing information regarding when courses are offered, in what semester, and in what order.
- Update schedule information related to the classrooms.
- Enter adjunct faculty information into the computer system to generate contracts and payroll information for each semester.
- Determine salary placement of newly hired adjunct faculty and process all relevant information needed for a complete adjunct faculty file prior to their teaching a specific course.
- Process accurate I-9 forms for each adjunct faculty.
- Communicate with the Director of Business Services to ensure that accurate billing information is attached to all courses.
- Communicate contract "subroutine" or payroll formula changes to Data Reporting Specialist.
- Work with the Director of Public Relations and Community Outreach to assist in the development and printing of semester schedules, used by the college for distribution.
- Schedule rooms for events, such as meetings and student events.
- Work with the Physical Plant Department and coordinate room reservations for outside vendor events, approved by the Director of Facilities and Operations.
- Train administrative assistant staff to schedule courses and perform payroll and other related functions in Scheduling Coordinator's absence.
- Prepare documentation for work processes and maintain standard operating procedures.
- Under the direction of the Dean of Arts and Sciences and Dean of Career and Technical Education, create rolling, three-year timeline for the production of schedules.
- Serve as a backup for the Dean's Office's Administrative Assistant(s) as directed by dean(s) or the Provost.
- Work with the Executive Assistant to the Provost regarding new curriculum, courses, degrees, certificates, and the academic calendar.
- Input all new courses in the system and inactive all obsolete courses.

Other Duties:

- Assist with commencement planning.
- Perform other responsibilities and duties delegated by the Dean of Arts and Sciences.

Work Environment:

- Work is generally performed within an office environment, with standard office equipment. May be requested to work overtime and weekends for special program events.

Physical Demands:

- Must be able to sit or stand for long periods of time and work

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: ~~Chief of Campus Safety~~ Chief of Campus Police

Range: Classified Staff – Excluded

Reports to and Evaluated by: ~~Director of Facilities and Operations~~ Dean of Student Services

Job Summary: The Chief of Campus ~~Safety~~ Police will coordinate and supervise all Campus ~~Safety~~ Police activities, enforce applicable federal, state and local ordinances, and college rules and regulations. Must ~~insure~~ ensure the safety of persons and college property. Accountable for managing all public safety, police and emergency management services, and proactively providing 24/7 security of college buildings and grounds, providing a safe environment for the college community, and enforcing all laws and applicable college policies and procedures.

~~Also responsible for collecting data, preparing reports and disseminating information concerning the safety and the security of persons and property.~~ Must perform other duties as assigned by the ~~Director of Facilities and Operations~~ Dean of Student Services. The responsibilities and duties of the Chief of Campus ~~Safety~~ Police may change as the needs of the college arise.

Required Qualifications: Bachelor's degree in Law Enforcement or related field from an accredited college or university ~~A. degree in Law Enforcement, Police Science or related degree,~~ or a minimum of 5 years leadership experience in directing a police or law enforcement agency. ~~Leadership experience must include direct management of a staff of 10.~~ Must be certified as State of Illinois police officer. Red Cross Certification and CPR certification required. Must possess a valid DL and FOID Card. ~~The Chief must have the ability to prepare reports, provide First-Aid and handle firearms. Must pass polygraph and criminal background investigation.~~

Appropriate certification(s) as required by the Illinois Law Enforcement Training and Standards Board
Ability to maintain certification by the Illinois Local Governmental

Law Enforcement Officer's Training Board

Ability to acquire and maintain various access levels to LEADS

Proficient in Microsoft Office Suite and internet

Ability to work with confidential information and/or data, maintain discretion. Ability to communicate effectively with a diverse campus community.

The Chief of Police must have the ability to prepare reports, provide First-Aid and handle firearms. Must pass polygraph and criminal background investigation and subject to physical fitness evaluation.

Commitment and respect for diversity, equity, and inclusion.

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

**Desirable
Qualifications:**

Master's Degree from an accredited college or university. ~~A~~ degree in Law Enforcement, ~~Police Science~~ or related field. Law enforcement experienced in Police experience in a community college or university setting. Bilingual (Spanish/English). ~~and the ability to speak English and Spanish. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, respect, and tolerance.~~

**Specific Job
Duties:**

- Develop overall vision for the police department functional areas (policing, campus safety, crisis management)
- Responsible for overseeing emergency management services
- Coordinate and supervise campus safety-police activities which includes enforcing applicable federal, state and local laws, and college rules and regulations.
- Partner and liaison with local, state, federal, and county police, and other relevant groups on public safety issues
- Ensures the College Police Department is in compliance with local, state and federal reporting requirements, including Jean Clery, Uniform Crime Reporting, IDOT, and Annual Security reports
- ~~To~~ Coordinate and supervise the duties of all Campus Safety Police personnel.
- ~~To~~ Interviews and recommends applicants for employment.
- ~~To~~ maintain campus security so as to protect person and property.
- Establishes department goals and objectives consistent with the College's Strategic Plan and mission
- ~~To insure~~ Ensures a safe working and academic atmosphere free of recognized health and safety hazard.
- Develop proactive crime prevention program for the campus

- ~~To Ce~~conduct investigations as needed.
- ~~To Ce~~complete and submit any reports as required.
- ~~To Pp~~provide emergency medical assistance and First Aid.
- • While the normal position for Chief of Campus Police is Monday through Friday, 8 am - 4:30 pm; this position requires 24 x 7 accountability, and ability to respond to the college as needed or as situations arise.
- ~~To Pp~~perform other duties as assigned by immediate supervisor
~~Director of Physical Plant.~~

- Other Duties:** Uniform and bullet proof vest provided. Leather, firearm, and shoes are the officer's responsibility.
- Work Environment:**
- Duties may be performed indoors/outdoors; in inclement weather for extended periods of time.
- Physical Demands:**
- Must have physical ability to assist with the rescue of sick/injured persons on campus.
 - Must be able to maintain a constant foot patrol and make physical arrests when necessary.
 - Work assignments may cover any one of the three shifts.
- 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



Morton College

Job Description

Job Title: Campus Police (Lieutenant)

Range: Classified Staff – Excluded

Grant-Funded: NA

Reports to and Evaluated by: Dean of Student Services ~~Vice President of Administrative Services~~

Required Qualifications: 15 years of experience in law enforcement, security, or risk/safety management. Ability to prepare reports, defend oneself and others, provide first aid, supervise personnel, and safely handle firearms. CPR and First Aid certification. Good physical health, emotional stability, honesty, integrity, good judgment, dependability, be able to function well under pressure, and a neat appearance. Must have a valid State Driver's license, FOID Card (Illinois Residents), and have a valid State Certified Police office in Illinois or able to update/renew if retired Law Enforcement. Assists the President's Office in providing for a safe campus environment.

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

Desirable Qualifications: Associate degree in law enforcement, or one of the social sciences. Law Enforcement supervision, 10 years or more in upper management. Experience as a police officer/supervisor in a community college setting. Able to communicate in Spanish.

Job Summary: Maintains a safe and secure college campus environment, while protecting persons and property. Supervise all personnel and coordinate activities during the shift(s).

Essential Job Functions

- Supervise and coordinates with shift Sergeants, all activities related to campus patrol, day to day activities of the college, while maintaining a high visibility presents.
- Recommends command training and interdepartmental training with sworn and non-sworn.
- Oversees Illinois Law Enforcement Training and Standards Board records and files.

- Provides campus safety while enforcing federal/state laws, ordinances, and college rules/policies/procedures and regulations.
- Ensures compliance with local, state, and federal requirements of a College Campus.
- Collaborates with Campus Police Office to ensure emergency planning/training/drills, safety meetings, disaster recovery and evacuation planning are current and meet federal and state requirements.
- Assumes command of Department personnel, following departmental policy, in accordance with the VP of Administrative Services or his designee.
- Provides supervision of sworn and non-sworn personnel, issue and enforce departmental general orders and standard operating procedures.
- Provides first responder medical assistance and perform other services for student, faculty and staff as needed.
- Conducts investigations as assigned by supervisor.
- Serve as Chair of campus Behavior Intervention Team (B.I.T.)
- While the normal position for Campus Police Lieutenant is Monday through Friday, 8 am - 4:30 pm; this position requires 24 x 7 accountability, and ability to respond to the college as needed or as situations arise.

Other Duties:

- Performs other duties as assigned by the VP of Administrative Services or his designee.
- Uniform and bullet proof vest provided. Leather, firearm, and shoes are the officer's responsibility.

Work Environment:

- Duties are performed indoors/outdoors; in inclement weather for extended periods of time.

Physical Demands:

- Must have physical ability to assist with the rescue of sick/injured persons on campus.
- Must be able to maintain a constant foot patrol and make physical arrests when necessary.
- Work assignments may cover any one of the three shifts

Position Unit:

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☒ Classified Staff - Excluded

- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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Employee_____ Date_____