



**Morton College**

**Public Regular Board Meeting**

**Wednesday, April 28, 2021, 11 :00 AM**



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
COOK COUNTY, ILLINOIS  
Agenda for the Regular Meeting  
Wednesday, April 28, 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, April 28, 2021, in the form of a Zoom call or in-person meeting at the Jedlicka Performing Arts Center, 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 April 28, 2021, will be held on the electronically via Zoom call or in-person meeting at the Jedlicka Performing Arts Center. Board members and members of the public may be present or dial the following call-in number to attend.

[April 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

5.1. Andy Avalos, Student Advisory Member of the Board of Trustees

## 5.2. Skyway STEM Competition

### **3rd Place: Biology Environmental Science**

- Asia McNair
- Yvette Venegas

## 5.3. Morton College Athletics

### **Women's Basketball**

- Kaiya Braggs, Tadriana Heard (MVP), Frannie Metz - Region Team
- Kaiya Braggs, Tadriana Heard (MVP), Rebeca Tovar - Region 4, All-Tournament Team
- Tadriana Heard - First Team All-American
- Jason Nichols - Region 4, Coach of the Year
- Jason Nichols - NJCAA WBB Division II, National Coach of the Year Finalist

### **Men's Basketball**

- Latik Murphy - All-Region Team

### **Volleyball**

- Maggie Plush - II - Region All-American, 1st Team All-Conference
- Maya Stovall - All-Region 2nd Team All-Conference
- Micaela Katterhenry - 2nd Team All-Conference

## 6. Reports

### 6.1. ICCTA - ACCT

### 6.2. Student Advisory, Andy Avalos

## 7. President's Report

### 7.1. Strategic Plan

### 7.2. Strategic Enrollment Plan

### 7.3. Institutional Advancement

### 7.4. Capital Improvements

### 7.5. Higher Learning Commission (HLC)

### 7.6. Finance Review

## 8. Consent Agenda

Approval of the Consent Agenda-Items may be removed from the Consent Agenda at the request of any one member. Items not removed may be adopted by general consent without

debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Board.

- 8.1. Approval of the Minutes of the March 24, Regular Board Meeting.
- 8.2. Approval of the Minutes of the March 12, Special Board Meeting.
- 8.3. Approval and Ratification of Accounts Payable and Payroll for the month of March 2021, in the amount of \$3,092,393.00 and the Budget Transfers, in the amount of \$1,657,696.00, as submitted.
- 8.4. Approval of the Monthly Budget Report for fiscal year to date ending March 2021 to be received and approved as submitted.
- 8.5. Approval of the Treasurer's Report for March 2021 to be received and filed for audit, as submitted.
- 8.6. Approval of the Morton College investment guidelines for fy22, as submitted.
- 8.7. Approval of the Plan Member Deferred Compensation 403B and 457B Plans for Morton College eligible employees.
- 8.8. Approval of the list of Designated Depositories of excess funds for fy22, as submitted.
- 8.9. Approval of the renewal of the membership with BoardBook Subscription, TASB, Inc, from March 1, 2020, to August 31, 2020, in the amount of \$2,000.00, as submitted.
- 8.10. Approval of the renewal of the annual membership with the National Association of Student Financial Aid Administrators NASFAA, in the amount of \$2,550.00, as submitted.
- 8.11. Approval of the renewal of the annual membership with The Illinois Community College Online ILCCO, for fy22, in the amount of \$500.00, as submitted.
- 8.12. Approval of the purchase of KAPLAN I-Human Software for the students in the Nursing Program during the Spring 2021 Semester, in the amount of \$72,400.00, funded by CARES Grant.
- 8.13. Approval of the University Partnership with the Art Institute of Chicago AIC for fy22, in the amount of \$5,000.00, as submitted.
- 8.14. Approval of a three-year agreement with KACE System Management, to track, deploy images, deploy software updates, inventory of all PCs and Laptops, in the amount of \$117,076.89, funded by CARES Grant.
- 8.15. Approval of the purchase of iPads for the Nursing 1:1 Initiative Program, in the total amount of \$86,515.00. To offset the cost, \$60,000.00 will be covered with the Perkins Grant funds, and \$33,000.00 will be covered with the CARES Grant funds,
- 8.16. Approval of Omni Financial Group, Inc. as the third-party administrator for all deferred compensation plans, at no cost to the institution.
- 8.17. Approval of changes in curriculum, as submitted.

8.18. Approval of the renewed resolution adopting a Master Education Affiliation Agreement between Morton College District 527 and Silver Cross Hospital.

8.19. Approval of the Morton College benefits package for eligible employees for fy22, as submitted.

8.20. Approval of the Compensation Report for Adjunct Faculty Members teaching English, 101, 102, 086, 088, 071, 076, 151, and 152 for Fall Semester 2020, in the amount of \$5,179.52, as submitted.

8.21. Approval of the purchase of 60 laptops and 2 charging stations to help support English students in either online or campus classes, in the amount of \$44,899.80, funded by CARES Grant.

8.22. Approval of the purchase of 22 microscopes for the Biology labs, in the amount of \$35,444.26, funded by the Department of Education Title III Grant.

8.23. Approval of the independent consultant agreement between DD's Operations LLC and Morton College, \$35/hour, effective from October 1, 2020, to June 30, 2021, as submitted.

8.24. Approval of Michael Kautz Carpet, the lowest responsible bidder for the hallway project, in the amount of \$409,805.00, funded by CARES Grant.

8.25. Approval of Tri-Electronics, the lowest responsible bidder for the security and access control project, in the amount of \$948,370.00, funded by CARES Grant.

8.26. Approval of the following facility use permits

8.26.1. St. Jude Hospital-Chicago Huddle, Fitness Center, Sundays from April 2021 to October 2021, as submitted.

8.26.2. Real Estate Institute, Room 106C, Sunday, May 16, 2021, 8:30 AM - 5 PM.

8.27. Appointment of Officer for Information Requests received under the Freedom of Information Act - Blanca Jara.

8.28. Appointment of Compliance Officer for the Open Meeting Act - Ana Valdez

8.29. Approval of the resignation agreement of Robert Schmitt.

8.30. Approval of the resignation agreement of Roger Montoro.

8.31. Approval of the sabbatical leave request of Karolis G. Zukauskas for the 2021 Fall Semester, as submitted.

8.32. Approval of Full-Time Employment

8.32.1. Christopher Rathunde, Human Resources Coordinator, \$63,000.00, effective May 17, 2021.

8.32.2. Carolina Saldana, Student Success Coach, effective May 17, 2021.

8.32.3. Joseph De Di Gregorio, Student Success Coach, effective July 6, 2021.

8.32.4. Michelle Herrera, Student Success Coach, effective May 1, 2021.

8.32.5. Caroline Johnson, Student Success Coach, effective May 1, 2021.

8.32.6. Diana Rodriguez, Student Success Coach, effective May 1, 2021.

8.32.7. Kristen Shimko, Student Success Coach, effective May 1, 2021.

8.32.8. Maria Smith, Student Success Coach, effective May 1, 2021.

8.32.9. Rodolfo Yanez, Student Success Coach, effective May 1, 2021.

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

8.33.1. Sabrina Stanley, STEAMers Instructor, effective June 28, 2021

8.33.2. Antonio Samaniego, Student Aide Fitness Center, effective May 3, 2021

#### 8.34. Approval of Resignations

8.34.1. Ashanta Marshall, Coordinator of Student Disability Services, effective April 29, 2021.

8.34.2. Edmund Burandt, Groundskeeper, effective May 4, 2021

#### 8.35. Approval of New Job Descriptions

8.35.1. Student Success Coach, Part-Time

8.35.2. Technical Director/Production Manager

8.35.3. Human Resources Generalist

#### 8.36. Approval of Updated Job Descriptions

8.36.1. Two (2) Adjunct Instructor - Computer Information Systems (CIS)

#### 8.37. Approval of Retirement

8.37.1. Pam Bland, Early Childhood Education Adjunct, effective May 24, 2021.

#### 8.38. Approval of Termination

8.38.1. Tom Welsh, Assistant Nutrition Center Manager, effective April 5, 2021.

### 9. Adjournment

# Student Report to the Board

April 2021

<u>Date</u>	<u>Event</u>	<u>Organization</u>
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<b>March 3,17,31 &amp; April 14th</b>	<b>Student Success Workshops</b>	<b>SAO</b>
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Students who are looking to transfer to another College or University, or looking for scholarships to help relieve our looming student debt benefited from the Student Success Workshop series, which provided a general overview of the transfer process, requirements, transfer guides, and transfer agreements to help those students achieve transfer success!

<b>April 1st</b>	<b>University Day</b>	<b>MC</b>
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On University Day, students received on-the-spot admission decisions, found out about university scholarships and internships, and learned about campus resources to help them succeed at their university! Students who registered before March 18th received 3 free transcripts!

<b>April 12th</b>	<b>Phi Theta Kappa Meeting</b>	<b>PTK</b>
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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, volunteering, deciding on new cabinet members, and much more!

<b>April 13th</b>	<b>Children's Book Reading</b>	<b>SGA</b>
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The student government association has begun recording readings of Please, Mr Panda, and My Papi has a Motorcycle, for families & children alike to enjoy. Please keep a lookout for the posted recording, and spread the word!

<b>March-June</b>	<b>YTC 2021 Virtual Spring Internship</b>	<b>SAO</b>
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Morton College students-interns have begun learning introductory programming, electronics, & robotics using Arduinos (miniature computers) in partnership with Youth Technology Corps. Interns are also learning how to teach what they learn to younger students during an upcoming 2021 Virtual Robotics Summer Camp, further reinforcing what they know and introducing STEM to underserved youth in Chicago, Evanston, Cicero, & Durango, Mexico. YTC is accepting any new interns, & participants for the summer camp. No prior-experience necessary!

**Submitted By: Andy Avalos**



**Board Meeting**  
**April 28, 2021**  
**11:00 a.m.**





# Registration Summer/Fall 2021



# Outreach

- Call, Text, Email Campaign
- FAFSA
- Residency Hold
- Outreach to students who attended last summer but did not return fall/spring
- Transcripts received but no enrollment
- Applicants who were admitted but never attended
- Reach out to new admits (weekly)
- Post Cards/Welcome Back
- Flyers, Social Media, College website

# Events/Incentives/Goals

- Self-Registration Weekends
- Financial Aid Literacy Fridays
- Weekly Raffles as a Facebook Live Event
- Open House/College Tours
- Decision Day
- New Student Orientation (NSO)
- Counselor/Student Series at Morton East/Morton West High School
- “My Human Goes to Morton College” Pet Campaign
- Promote Registration (update emails, zoom backgrounds, faculty remind students, flyers across the college)
- Extended Registration Dates (weeks of August 9th, August 16th, Open Saturdays August 14th and August 21<sup>st</sup>)

COMING SOON!

MY HUMAN GOES TO   
MORTON **MC** COLLEGE



Do you have a pet? Send us an email at [recruiter@morton.edu](mailto:recruiter@morton.edu) to receive a bandana for your pet! Then share your photo on Facebook & Instagram using #MCPETS

Morton.edu

# DECISION DAY

Enter the **facebook**  
virtual raffle by  
end of day on  
**JUNE 1, 2021**

## ALL NEW Incoming Students:

**STEP 1:** Follow  @MortonCollegeRecruitment

**STEP 2:** Update your profile picture with the "MC Decision Day 2021" Facebook Frame

**STEP 3:** Tag @MortonCollegeRecruitment on your caption and add your Decision Day story, why Morton College?

**STEP 4:** You've entered to **WIN a PRIZE!**

@MortonCollegeRecruitment  
will be going **LIVE on Facebook**  
June 2nd at 1PM

Questions?  
Email: [recruiter@morton.edu](mailto:recruiter@morton.edu)

#PantherPride  
#MortonCollegeBound



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**MC**  
MORTON COLLEGE

# VIRTUAL OPEN HOUSE

**APRIL 12TH - 14TH**

Learn about Morton College as  
departments share program information,  
resources, to guide you as you begin  
planning post-secondary education!

Visit [Morton.edu](https://Morton.edu) to register for  
individual virtual sessions



#WeAreMc #SomosMC



[Morton.edu](https://Morton.edu)





# Community and Continuing Education



# Healthcare Occupations Training



MORTON COLLEGE  
COMMUNITY AND CONTINUING  
EDUCATION

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




## PHARMACY TECHNICIAN

FACT SHEET

Pharmacy technicians enjoy a rewarding career in the constantly growing and evolving field of health care and prescription medicine while maintaining a stable and straightforward work environment.

As a certified pharmacy technician, you are the liaison between medical professionals, doctors, pharmacists, insurance companies and patients. You will receive and verify prescriptions and prepare patient medication.

Our Pharmacy Technician Program is designed to help you advance your current health care career or to find entry-level employment in this field. You can feel confident that this flexibility also comes with high standards in training and education. Get started in an undergraduate certificate program and earn credential employers recognize.

**Areas of study include**

- Pharmacy Law
- Pharmacy Practice
- The Human Body
- Drug Classifications
- Drug Information
- Communication
- Pharmaceuticals and Kinetics
- Medication Dosage Forms
- Sterile Processing
- Medication Errors
- Disease States
- Billing and Insurance
- Pharmacy Calculations

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MORTON COLLEGE  
COMMUNITY AND CONTINUING  
EDUCATION

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




## VETERINARY ASSISTANT

FACT SHEET

If you love working with animals, take the first step towards a new career in the veterinary field with K Education's Veterinary Assistant Program.

Through this program, you'll not only receive support from MK Education's dedicated instructors with expertise from the field, but also get hands-on training and work side-by-side with a veterinary team tending to the needs of animals.

Students will learn about a number of veterinary assistant duties and jobs dedicated to treating domestic animals – from birds and reptiles to cats and dogs – and believe they all deserve compassionate medical care.

**Areas of study include**

- Office Practices & Medical Records
- Medical Terminology
- Animal Behavior & Handling
- Pharmacology
- Pet Loss & Grief
- Basic Animal Nursing
- Dental Assisting
- Surgical Assisting
- Diagnostic Imaging
- Critical Care Assisting & Triage
- Exotic & Large Animal Husbandry

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# Alternative Funding Opportunities



**COMMERCIAL  
DRIVER'S LICENSE**

**REGISTER NOW!**

**MEC 004**

**AM Cohorts: M/T/Th/Sat 7AM-1PM**  
**PM Cohorts: M/T/Th 4-8PM, Sat 7AM-2PM**

\*WIOA and self-funded options available  
\*Veterans who qualify for Post 9/11 (Chapter 33) GI Bill qualify for tuition payments up to 100%

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

Morton.edu

**WIOA PROGRAMS  
EXPO**



**Wednesday, May 19, 10AM**

**MC**  
**MORTON COLLEGE**  
COMMUNITY AND CONTINUING  
EDUCATION

Join us to learn about Continuing Education WIOA funded career programs, such as CDL, Pharmacy Technician, Medical Billing and Coding, Freight Broker/Agent Training, Software Developer, Bookkeeper and much more!

**Event access link:** <https://zoom.us/j/92774464357>  
**Zoom Meeting ID:** 927 7446 4357  
Register at [bit.ly/1RegisterCCEWIOA](https://bit.ly/1RegisterCCEWIOA) to be placed in a raffle for a MC swag bag

For more information contact Irina Cline, Director of Community & Continuing Education | [irina.cline@morton.edu](mailto:irina.cline@morton.edu)  
708-656-8000 x 2383

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# Community Programming



## Financial Literacy 101

**Tuesdays, 11AM -12:30PM**

**April 27:** Introduction to Business, Investing and Finance

**May 4:** Personal Investing, 401Ks, Stocks, Bonds and Other investments

**May 11:** Personal Budgeting and Retirement Planning

### EVENT ACCESS LINK:

<https://zoom.us/j/96361704020>

Zoom Meeting ID: 963 6170 4020

Register at [bit.ly/mcfinance](https://bit.ly/mcfinance) and be placed in a raffle for an MC swag bag!

For more information contact  
Irina Cline, Director of Community & Continuing Education  
[irina.cline@morton.edu](mailto:irina.cline@morton.edu)  
708-656-8000 x 2383

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## Real Estate Institute




# Skills for Daily Living



## AUTISM HERO PROJECT

**TUESDAY, FEB 28TH**  
**7:00 PM**







### MORTON COLLEGE

#### SKILLS FOR DAILY LIVING PROGRAM

Enhances the lives of students with mild to moderate intellectual disabilities through exemplary teaching and learning opportunities, community service and life-long learning in an ability appropriate college setting.



**DAILY LIVING**  
Focuses on academics, fitness, computer and social skills.




**WORK SKILLS**  
Provides work skills and experiences in college library, common grounds, snack shop, fitness center and staff offices.



**ADVENTURES**  
Out of the classroom social adventures to sports activities, museums lunch and movies,



**SPECIALTY CLASSES**  
Cooking classes and special interests.



**SPECIAL OLYMPICS**  
Compete in Special Olympics or Unified Sports.

**REGISTER FOR OUR WORKSHOP TO LEARN MORE**

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

## SUMMER 2021 SKILLS FOR DAILY LIVING

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




**MONDAY-THURSDAY**  
**12:00PM-12:40PM**

Fee: \$10 per session

SND 004 01	JUNE 7,8,9,10
SND 004 02	JUNE 21,22,23,24
SND 004 03	JULY 12,13,14,15
SND 004 04	JULY 26,27,28,29
SND 004 05	AUG 9,10,11,12



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

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

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# Summer 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:** [admissions@morton.edu](mailto:admissions@morton.edu)  
**Online:** <http://web-adv.morton.edu>  
Select Community Service Self-Service

**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

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

**MORTON  COLLEGE**

Morton.edu



**YOUTH LEADERSHIP**  
**FREE VIRTUAL PROGRAM**  
Effective communication skills for young learners ages 13-17

**JULY 6-15**  
**TUESDAYS & THURSDAYS**  
**10 A.M. - 12 P.M.**

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

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

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

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**CAREER CAMP**  
**ONLINE LEARNING OPPORTUNITIES**  
Enhance your professional skills and kick-start your career this summer!



**IT Manager**  
Management for IT Professionals



**Health Unit Coordinator**  
Certified Health Unit Coordinator



**Administrator**  
Certified Admin Professional

**Register today!**

Registration: online at [careertraining.ed2go.com/morton](http://careertraining.ed2go.com/morton). Type the course name in the search window. Click on the course title and select Enroll Now.

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

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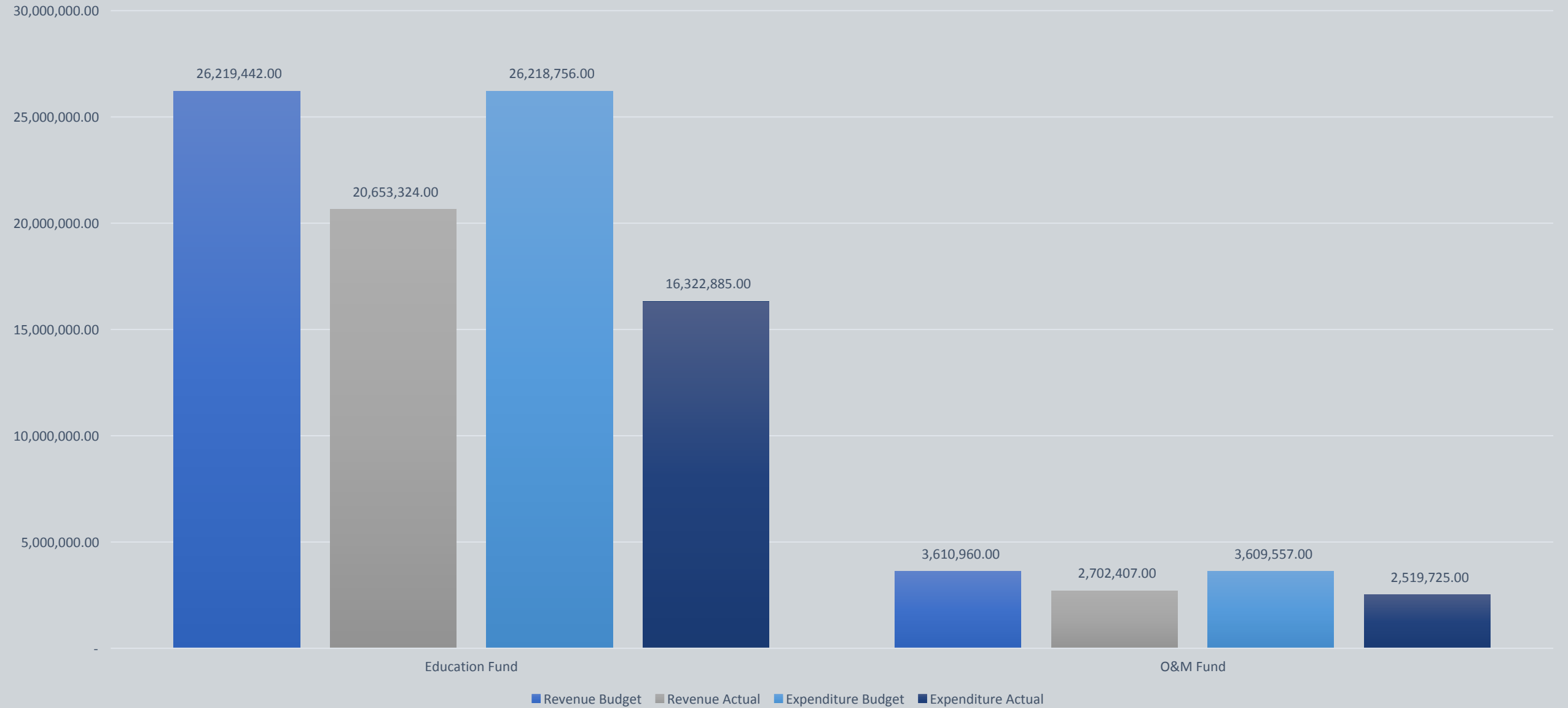
# Monthly Finance Updates

Business Office

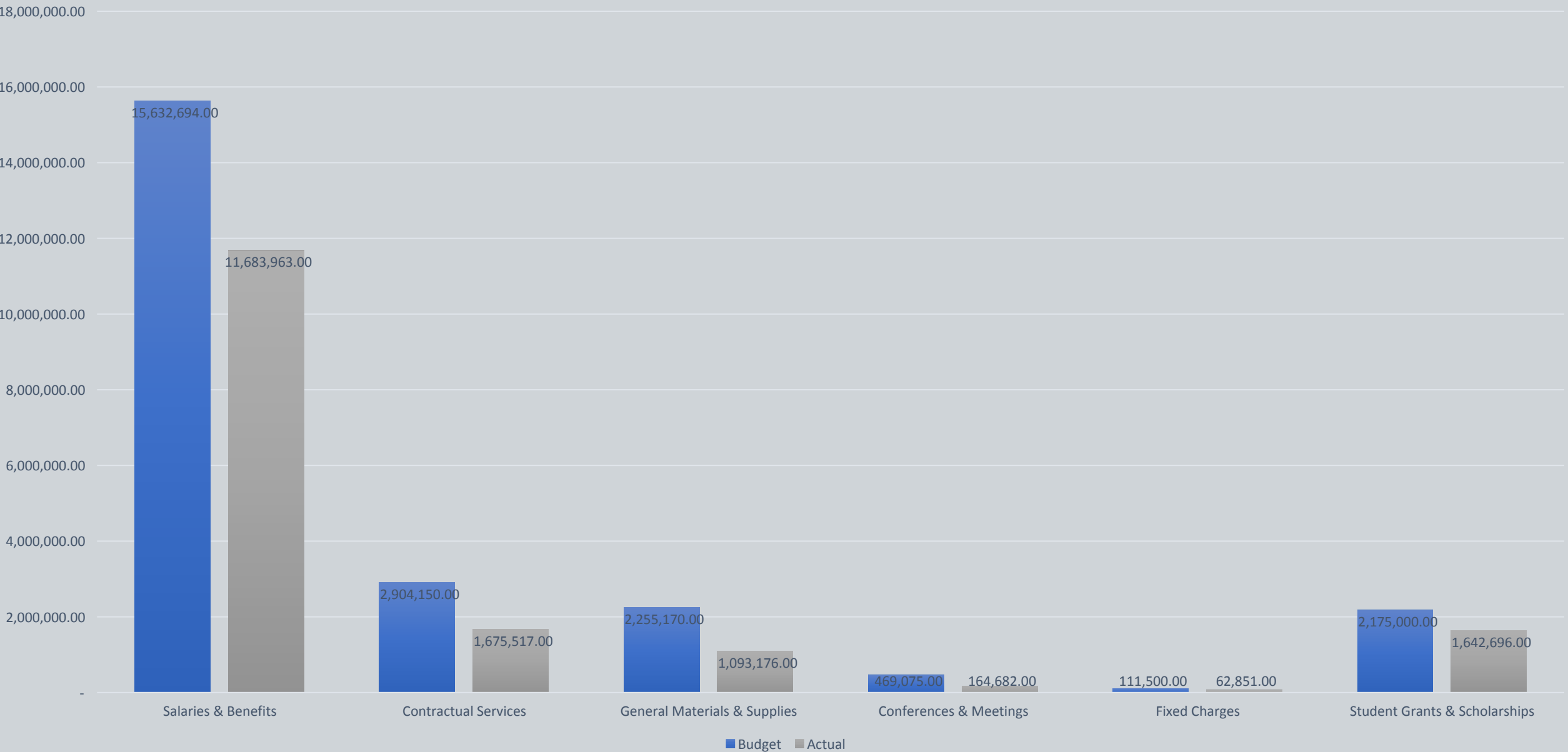
Month ending March 2021



## March 2021 - Operating Fund Revenues & Expenditures



March 2021 - Education Fund Expenditures



# Fiscal Year 2022 – Employee Benefit Package

- Cost Containment Committee met three times to discuss benefit options
- Renewals were initially presented with the following increase
  - Medical – 9.1%
  - Dental – 0%
  - Vision – 5.5%
- Bundling Dental, Vision and Life under BCBS Medical we were able to save an estimated \$65k
- Bundling renewals:
  - Medical – 1.5% (Single \$1, Family \$15)
  - Dental – PPO 2.4% decrease, HMO 6.2% increase – 16.2% increase (\$1/month)
  - Vision – 4 tiers: Employee, Employee + Spouse, Employee + Child(ren) and Family, 4 year rate guarantee
    - Employee, Employee + Spouse , Employee + Child(ren) – 7.2% decrease
    - Family – 26.9% increase (\$1/month)
  - Overall savings of \$65k



**Board Meeting**  
**April 28, 2021**  
**11:00 a.m.**



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

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A Regular Meeting of the Board of Trustees of Morton college was held on Wednesday, March 24, 2021, beginning at 11:00 AM in the form of a teleconference call, in the Morton College Board Room (221B) Building B, located at 3801 South Central Avenue, Cicero, Illinois and via Zoom.

**1. Call to Order**

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527, was called to order by Board Chair Frances F. Reitz at 11:01 AM.

**2. Pledge of Allegiance**

**3. Roll Call**

**Present:**

Frances F. Reitz, Trustee  
Anthony Martinucci, Trustee (by phone)  
Jose Collazo, Trustee (by phone)  
Susan Banks, Trustee (by phone)  
Joseph Belcaster, Trustee (by phone)  
Susan Grazzini, Trustee (by phone)  
Andy Avalos, Student Trustee (by phone)

**Absent:**

Oscar Montiel, Trustee

**Also Present:**

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

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

Dr. Stan Fields requested Chair, Frances Reitz to receive a written statement that will be included on the record. Dr. Keith McLaughlin stated that the written statement came from Marilyn R Craig, President of the Adjunct Faculty Union, and gave a brief description of the statement.

#### **5. Recognition** - None

#### **6. Reports**

##### 6.1. ICCTA – ACCT - None

##### 6.2. Morton College Foundation

Blanca Jara, Executive Director of Institutional Advancement commented the following on the Morton College Foundation report submitted. She stated that we will support the foundation with the scholarship award process.

##### 6.3. Student Trustee, Andy Avalos

Advisory Voting Student Member, Andy Avalos gave the monthly report of students programs and activities for the month of March.

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

##### 7.1. Strategic Plan

Dr. McLaughlin, Provost, introduced, Dr. Derek Shouba, Associate Provost and Dr. Sara Helmus, Chemistry Instructor Program Coordinator for the Title III. Derek and Sara presented on the 2021 STEM Initiatives: STEM clubs, facilities improvements, marketing and outreach, and curriculum improvement. Erin Strauts, talked about the current grants received and the planning for the future grants.

##### 7.2. Strategic Enrollment Plan

Marisol Velazquez, Dean of Student Services introduced Gabriela Mata, Director of Student Activities for her work as a Chair of the WEC Committee. Gabriela Mata presented some of the highlights of the current Women's EmpowHERment Virtual Conference. Gabriela was recognized for her exemplary leadership on the Women's EmpowHERment Virtual Conference which is taking place during the month of March. Marisol recognized each member of the committee as well.

##### 7.3. Institutional Advancement

Blanca Jara, Executive Director of Institutional Advancement, gave a report on Social Media Marketing, Morton College Social Media, Panther Newsletter, marketing campaign with Carvertise, Community Outreach, and upcoming events like STEAMers Camp. Blanca showed a

video of all the events to support the community during the Covid-19 pandemic which took place at Morton College Campus.

#### 7.3.1. Cornerstone Government Affairs, Inc. Presentation

Blanca Jara, introduced Cornerstone's team, Armando Diaz and Julia Larkin who talked about the current collaboration between Morton College and Cornerstone Government Affairs, Inc.

#### 7.4. Capital Improvements

Joseph Florio, reported that his team is working seven days a week to make sure the campus gets clean as much as possible. He also commented that new PPE filters were recently installed around the college to keep the air clean as much as possible.

#### 7.5. Higher Learning Commission (HLC)

Dr. Keith McLaughlin, Provost stated that in consideration with HLC visit focus on governance next September, him and Dr. Fields would like to work on collaboration with The Association of Governing Boards of Universities and Colleges (AGB) 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). Dr. McLaughlin introduced Richard D. Lagon, Immediate Past President of AGB and AGB Senior Consultant and Lynn Sommerville, Assistant Director of AGB Consulting. Richard and Lynn made a presentation on the services that they will provide and stated that were looking forward to meet and work with Morton College Trustees. Chair, Trustee Reitz welcomed AGB.

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

Richard Lagon and Lynn Sommerville, talked about the areas of focus to assist 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.

#### 7.6. Finance Review

Mireya Perez, Chief Financial Officer/Treasurer, gave the monthly finance updates.

### **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.

Trustee Grazzini made a motion to establish the Consent Agenda, which includes Agenda items 8.1 to 8.28.2., as listed below.

Trustee Martinucci seconded the motion

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

Nays: None      Absent: Montiel

Motion Carried

Trustee Grazzini made a motion to approve the Consent Agenda, which includes Agenda items 8.1 to 8.28.2, as listed below.

Trustee Belcaster seconded the motion

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

Nays: None      Absent: Montiel

Motion Carried

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**

Trustee Grazzini made a motion to adjourn the Regular Meeting.

Trustee Belcaster seconded the motion

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

Nays: None      Absent: Montiel

Motion Carried

The meeting was adjourned at 12:17 PM

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Frances F. Reitz, Board Chair

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Jose Collazo, Secretary of the Board

# MORTON COLLEGE

## Minutes of the Special Board Meeting

### Friday, March 12, 2021

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A Regular Meeting of the Board of Trustees of Morton college was held on Wednesday, March 24, 2021, beginning at 11:00 AM in the form of a teleconference call, in the Morton College Board Room (221B) Building B, located at 3801 South Central Avenue, Cicero, Illinois and via Zoom.

#### 1. Call to Order

The Special Meeting of the Board of Trustees of Illinois Community College District No. 527, was called to order by Board Chair Frances F. Reitz at 11:01 AM.

#### 2. Pledge of Allegiance

#### 3. Roll Call

##### **Present:**

Frances F. Reitz, Trustee  
Anthony Martinucci, Trustee  
Jose Collazo, Trustee  
Susan Banks, Trustee (by phone)  
Joseph Belcaster, Trustee (by phone)  
Susan Grazzini, Trustee  
Oscar Montiel, Trustee

##### **Absent:**

Student Member Avalos

##### **Also Present:**

Dr. Stan Fields, President  
James G. Ciesil, Attorney  
Michael Del Galdo, Attorney

#### 4. Citizen Comments

Persons attending the teleconference meeting are expected to follow the guidelines outlined in Board Policy 1.6.7, Conduct of Meeting. In lieu of attendance, public comment may also be emailed to trustee@morton.edu at least one (1) hour before the meeting and any public comments received will be read into the record. Please be sure to include your name, town/affiliation, and the item you wish to address.       None

5. Closed Session

Discussion Regarding The Appointment, Employment, Compensation, Discipline, Performance Or Dismissal Of Specific Employees of the Public Body or Legal Counsel For The Public Body (Consideration Of This Matter Held In Closed Meeting/Executive Session Pursuant To 5 ILCS 120/2(c)(1)).

6. Termination of Frank Marzullo

Trustee Montiel made a motion to approve the termination of Frank Marzullo which includes Agenda item 6. as listed.

Trustee Collazo seconded the motion

Ayes:, Trustees,bBanks, Belcaster, Collazo, Grazzini, Martinucci, Montiel, Grazinni, Reitz.

Nays: None      Absent: Student Member, Andy Avalos

Motion Carried

7. Adjournment

Trustee Grazzini made a motion to adjourn the Regular Meeting.

Trustee Collazo seconded the motion

Ayes:, Trustees,bBanks, Belcaster, Collazo, Grazzini, Martinucci, Montiel, Grazinni, Reitz.

Nays: None      Absent: Student Member, Andy Avalos

Motion Carried

The meeting was adjourned at 2:17 PM

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Frances F. Reitz, Board Chair

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Jose Collazo, Secretary of the Board

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** FW: Action Item 8.1 for 4/28/2021 Board Meeting  
**Date:** Thursday, April 15, 2021 5:29:55 PM  
**Attachments:** [Board AS Totals 3.31.21.pdf](#)  
[BT 3.31.21.pdf](#)  
[Check Register 3.31.21.pdf](#)  
[Over 10k Mar 2021.pdf](#)

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*Thanks,*

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

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**From:** Suzanna Raigoza <Suzanna.Raigoza@morton.edu>  
**Sent:** Thursday, April 15, 2021 5:15 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** Action Item 8.1 for 4/28/2021 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF MARCH 2021 IN THE AMOUNT OF \$3,092,393 AND BUDGET TRANSFERS IN THE AMOUNT OF \$1,657,696 AS SUBMITTED.

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

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

Thank you,

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of March 2021, be approved and/or ratified in the amount of \$3,092,393 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	03/31/2021	1,004,368
Payroll	03/15/2021	765,675
Payroll	03/31/2021	824,257
Student Refunds	03/31/2021	<u>138,840</u>
		2,733,140

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	03/31/2021	<u>359,253</u>
TOTAL ALL FUNDS		<u>\$3,092,393</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$1,657,696 be approved as outlined on the attached Journal No. 1-7 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 28th day of April by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College					
Budget Transfer					
March 2021					
		GL Account	Description	Debit	Credit
	1	01-6040-60202-540600005	Athletic Administration: Memberships		2,000
		01-6040-60202-540200000	Athletic Administration: Printing		5,000
		01-6040-60202-530900000	Athletic Administration: Other Contract Srvc	7,000	
	2	01-6040-60202-550100030	Athletic Administration: Tournament Travel		5,000
		01-6040-60202-550900005	Athletic Administration: Lodging		10,000
		01-6040-60202-550900010	Athletic Administration: Tournament Fees		10,000
		01-6040-60202-530900000	Athletic Administration: Other Contract Srvc	25,000	
	3	06-0000-99172-430100020	CARES MSI: Dept of Ed Grant Revenue		309,062
		06-8090-99172-540100205	CARES MSI: Inst Equip <\$5000	200,000	
		06-8090-99172-540400200	CARES MSI: Computer Software	109,062	
	4	06-0000-99160-430100020	COVID19: Dept of Ed Grant Revenue		1,266,322
		06-9010-99160-590200000	COVID19: Student Grants/Schlr	1,266,322	
	5	10-0000-95122-490000020	Nursing: Misc Revenue		3,312
		10-0000-95122-590900000	Nursing: Other Expenditures	3,312	
	6	01-2020-20106-540400100	Educational Media: Audio/Visual		45,000
		01-8080-80134-530900010	Data Center: Licensing Fees	45,000	
	7	01-2090-20120-540100900	Duplication Center: Other Supplies		2,000
		01-2020-20106-540400100	Educational Media: Audio/Visual	2,000	
			<b>Total Budgets Transfers</b>	<b>1,657,696</b>	<b>1,657,696</b>

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

Page 1

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
0096924	03/05/21	Recon	0205769	Dwayne Cruz	V0135928	09/09/20		2,500.00		2,500.00
								2,500.00		2,500.00
0096925	03/05/21	Recon	0001895	Delta Dental of Illinois	V0142809	02/25/21		9,488.47		9,488.47
					V0142810	02/25/21		946.40		946.40
					V0143216	03/04/21		9,452.20		9,452.20
					V0143217	03/04/21		928.94		928.94
								20,816.01		20,816.01
0096926	03/05/21	Recon	0001237	George Demos	V0141737	02/23/21		140.00		140.00
								140.00		140.00
0096927	03/05/21	Recon	0202383	Flexible Benefit Service	V0143208	03/04/21		610.00		610.00
								610.00		610.00
0096928	03/05/21	Recon	0197668	Nicholas Gonzalez	V0141739	02/23/21		140.00		140.00
								140.00		140.00
0096929	03/05/21	Recon	0197670	Mrs. Leslie Graham	V0142793	02/25/21		39.80		39.80
								39.80		39.80
0096930	03/05/21	Recon	0206558	Ryan A. Gyrion	V0141727	02/23/21		220.00		220.00
								220.00		220.00
0096931	03/05/21	Recon	0205401	Glen Heffernan	V0142867	03/02/21		200.00		200.00
								200.00		200.00
0096932	03/05/21	Recon	0002912	Mr. Joseph Imburgia	V0142954	03/02/21		700.00		700.00
								700.00		700.00
0096933	03/05/21	Recon	0001226	Raymond W Konrath	V0141731	02/23/21		120.00		120.00
								120.00		120.00
0096934	03/05/21	Recon	0208089	Steven Lessman	V0141728	02/23/21		200.00		200.00
								200.00		200.00
0096935	03/05/21	Recon	0208175	Roman Marusuka	V0141736	02/23/21		115.00		115.00
								115.00		115.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096936	03/05/21	Recon	0187783	Kristine M. Mejia	V0141721	02/23/21		160.00		160.00
								160.00		160.00
0096937	03/05/21	Recon	0208204	Mario A. Mora	V0141734	02/23/21		80.00		80.00
								80.00		80.00
0096938	03/05/21	Recon	0187216	Mr. Neil Moss	V0141729	02/23/21		80.00		80.00
								80.00		80.00
0096939	03/05/21	Recon	0200664	Paul A. Netzel	V0142856	03/02/21		4,120.00		4,120.00
								4,120.00		4,120.00
0096940	03/05/21	Recon	0200664	Paul A. Netzel	V0142862	03/02/21		320.00		320.00
								320.00		320.00
0096941	03/05/21	Recon	0194866	Randi Ploszaj	V0142953	03/02/21		700.00		700.00
								700.00		700.00
0096942	03/05/21	Outst	0208184	Rod Polich	V0141735	02/23/21		115.00		115.00
								115.00		115.00
0096943	03/05/21	Recon	0001909	Reliance Standard Life I	V0143206	03/04/21		8,091.18		8,091.18
								8,091.18		8,091.18
0096944	03/05/21	Recon	0000731	Dr. Kymberly L. Rosiak-S	V0142994	03/03/21		2,100.00		2,100.00
								2,100.00		2,100.00
0096945	03/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0135924	09/08/20		2,400.00		2,400.00
								2,400.00		2,400.00
0096946	03/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0141724	02/23/21		720.00		720.00
								720.00		720.00
0096947	03/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0141725	02/23/21		720.00		720.00
								720.00		720.00
0096948	03/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0142855	03/02/21		4,750.00		4,750.00
								4,750.00		4,750.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0096949	03/05/21	Recon	0205744	Thaddeus M. Slowik, III	V0142864	03/02/21		360.00		360.00
								360.00		360.00
0096950	03/05/21	Recon	0001799	United State Postal Serv	V0142814	02/26/21		245.00		245.00
								245.00		245.00
0096951	03/05/21	Recon	0001390	Unum Life Ins Co of Amer	V0143210	03/04/21		77.80		77.80
								77.80		77.80
0096952	03/05/21	Recon	0001327	Vision Service Plan	V0142850	02/26/21		1,814.17		1,814.17
								1,814.17		1,814.17
0096953	03/05/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0142866	03/02/21		140.00		140.00
								140.00		140.00
0096954	03/05/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0141722	02/23/21		140.00		140.00
								140.00		140.00
0096955	03/05/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0141723	02/23/21		140.00		140.00
								140.00		140.00
0096956	03/05/21	Outst	0202812	William Wess	V0141738	02/23/21		140.00		140.00
								140.00		140.00
0096971	03/12/21	Recon	0003324	Ms Erika J. Alonso	V0143221	03/05/21		425.00		425.00
								425.00		425.00
0096972	03/12/21	Recon	0193139	Nely Baeza	V0143245	03/08/21		30.00		30.00
								30.00		30.00
0096973	03/12/21	Recon	0000781	Ms. Sandra Barajas	V0143306	03/09/21		586.98		586.98
								586.98		586.98
0096974	03/12/21	Recon	0000995	Bureau Water/Sewer Town	V0143324	03/10/21		191.34		191.34
					V0143325	03/10/21		742.42		742.42
					V0143326	03/10/21		191.34		191.34
					V0143327	03/10/21		191.34		191.34
					V0143328	03/10/21		191.34		191.34

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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
					V0143329	03/10/21		191.34		191.34
								1,699.12		1,699.12
0096975	03/12/21	Recon	0187179	Claudia M. Cisneros	V0143246	03/08/21		30.00		30.00
								30.00		30.00
0096976	03/12/21	Outst	0202679	Michael Dahdal	V0142981	03/03/21		140.00		140.00
								140.00		140.00
0096977	03/12/21	Recon	0047473	Jaime M. Diaz	V0138354	10/27/20		833.33		833.33
								833.33		833.33
0096978	03/12/21	Recon	0010970	Florida Atlantic Univers	V0143006	03/03/21		3,478.50		3,478.50
					V0143007	03/03/21		3,478.50		3,478.50
								6,957.00		6,957.00
0096979	03/12/21	Recon	0192688	Greg Gerritsen	V0142978	03/03/21		140.00		140.00
								140.00		140.00
0096980	03/12/21	Recon	0208379	Shante Glenn	V0142987	03/03/21		140.00		140.00
								140.00		140.00
0096981	03/12/21	Recon	0197668	Nicholas Gonzalez	V0142982	03/03/21		140.00		140.00
								140.00		140.00
0096982	03/12/21	Recon	0137499	Pedro Guardian	V0138350	10/27/20		833.33		833.33
								833.33		833.33
0096983	03/12/21	Recon	0206558	Ryan A. Gyrion	V0143248	03/08/21		220.00		220.00
								220.00		220.00
0096984	03/12/21	Recon	0205401	Glen Heffernan	V0143205	03/04/21		100.00		100.00
								100.00		100.00
0096985	03/12/21	Recon	0205401	Glen Heffernan	V0143264	03/08/21		200.00		200.00
								200.00		200.00
0096986	03/12/21	Recon	0205401	Glen Heffernan	V0143267	03/08/21		200.00		200.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								200.00		200.00
0096987	03/12/21	Outst	0208478	ICCCFO	V0143223	03/05/21		100.00		100.00
								100.00		100.00
0096988	03/12/21	Recon	0002912	Mr. Joseph Imburgia	V0143215	03/04/21		51.55		51.55
								51.55		51.55
0096989	03/12/21	Recon	0001226	Raymond W Konrath	V0143237	03/08/21		150.00		150.00
								150.00		150.00
0096990	03/12/21	Recon	0172976	Dylan Kramer	V0142983	03/03/21		140.00		140.00
								140.00		140.00
0096991	03/12/21	Recon	0185459	Jay Kvasnicka	V0142979	03/03/21		140.00		140.00
								140.00		140.00
0096992	03/12/21	Outst	0208089	Steven Lessman	V0143230	03/08/21		300.00		300.00
								300.00		300.00
0096993	03/12/21	Recon	0208524	LULAC of Cicero Council	V0143305	03/09/21		200.00		200.00
								200.00		200.00
0096994	03/12/21	Recon	0187216	Mr. Neil Moss	V0143241	03/08/21		80.00		80.00
								80.00		80.00
0096995	03/12/21	Outst	0200664	Paul A. Netzel	V0143265	03/08/21		160.00		160.00
								160.00		160.00
0096996	03/12/21	Outst	0001663	Pamela Oliver	V0142985	03/03/21		140.00		140.00
								140.00		140.00
0096997	03/12/21	Recon	0001909	Reliance Standard Life I	V0143219	03/04/21		8,090.32		8,090.32
								8,090.32		8,090.32
0096998	03/12/21	Recon	0205744	Thaddeus M. Slowik, III	V0143271	03/09/21		132.34		132.34
					V0143272	03/09/21		386.54		386.54
					V0143274	03/09/21		186.83		186.83
								705.71		705.71

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0096999	03/12/21	Outst	0205744	Thaddeus M. Slowik, III	V0143266	03/08/21		720.00		720.00
								720.00		720.00
0097000	03/12/21	Outst	0205744	Thaddeus M. Slowik, III	V0143269	03/08/21		720.00		720.00
								720.00		720.00
0097001	03/12/21	Outst	0002396	John Szafraniec	V0143220	03/05/21		140.00		140.00
								140.00		140.00
0097002	03/12/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0143263	03/08/21		140.00		140.00
								140.00		140.00
0097003	03/12/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0143268	03/08/21		280.00		280.00
								280.00		280.00
0097004	03/12/21	Outst	0191249	Mr. Michael Westlove	V0143270	03/09/21		25.00		25.00
								25.00		25.00
0097005	03/12/21	Recon	0155972	Andrew T. Williams	V0142980	03/03/21		140.00		140.00
								140.00		140.00
0097006	03/12/21	Outst	0000942	Mr. Rodolfo Yanez	V0143311	03/10/21		425.00		425.00
								425.00		425.00
0097007	03/12/21	Recon	0166410	Adrian M. Zavala	V0143225	03/08/21		500.00		500.00
								500.00		500.00
0097008	03/15/21	Recon	0001375	AXA Equitable Equi-Vest	V0143338	03/15/21		1,106.00		1,106.00
								1,106.00		1,106.00
0097009	03/15/21	Outst	0001422	CCCTU-Cope Fund	V0143339	03/15/21		125.00		125.00
								125.00		125.00
0097010	03/15/21	Recon	0001374	College & University Cre	V0143341	03/15/21		200.00		200.00
								200.00		200.00
0097011	03/15/21	Recon	0001371	Colonial Life & Accident	V0143342	03/15/21		12.00		12.00

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								12.00		12.00
0097012	03/15/21	Recon	0191845	Metropolitan Alliance of	V0143344	03/15/21		302.00		302.00
								302.00		302.00
0097013	03/15/21	Void	0101061	Morton College Faculty						
0097014	03/15/21	Outst	0001372	Morton College Teachers	V0143346	03/15/21		1,703.80		1,703.80
								1,703.80		1,703.80
0097015	03/15/21	Outst	0001372	Morton College Teachers	V0143345	03/15/21		2,962.30		2,962.30
								2,962.30		2,962.30
0097016	03/15/21	Recon	0167128	Pioneer Credit Recovery,	V0143347	03/15/21		90.13		90.13
								90.13		90.13
0097017	03/15/21	Recon	0001513	SEIU Local 73 Cope	V0143348	03/15/21		9.00		9.00
								9.00		9.00
0097018	03/15/21	Recon	0001373	Service Employees Intl U	V0143349	03/15/21		457.81		457.81
								457.81		457.81
0097019	03/15/21	Recon	0001563	State Disbursement Unit	V0143350	03/15/21		50.00		50.00
					V0143351	03/15/21		130.00		130.00
								180.00		180.00
0097020	03/15/21	Recon	0001161	State Univ Retirement Sy	V0143352	03/15/21		68,742.13		68,742.13
								68,742.13		68,742.13
0097021	03/15/21	Recon	0001370	TIAA-CREF	V0143343	03/15/21		750.00		750.00
					V0143353	03/15/21		2,932.14		2,932.14
								3,682.14		3,682.14
0097022	03/15/21	Recon	0001376	VALIC	V0143354	03/15/21		2,273.55		2,273.55
								2,273.55		2,273.55
0097023	03/15/21	Recon	0179876	Voya Retirement Insuranc	V0143355	03/15/21		1,234.28		1,234.28
								1,234.28		1,234.28

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0097024	03/15/21	Recon	0190089	30E Solutions	V0143367	03/12/21	B0003715	4,333.00		4,333.00
								4,333.00		4,333.00
0097025	03/15/21	Recon	0169531	A.N.S., Inc.	V0143461	03/14/21	B0003801	91.28		91.28
								91.28		91.28
0097026	03/15/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0143442	03/14/21	B0003443	240.00		240.00
								240.00		240.00
0097027	03/15/21	Recon	0175113	Algor Plumbing	V0143402	03/12/21	B0003484	53.98		53.98
					V0143427	03/14/21	B0003806	3,057.47		3,057.47
					V0143430	03/14/21	B0003484	10.68		10.68
								3,122.13		3,122.13
0097028	03/15/21	Recon	0206735	All Pro Truck Driving Sc	V0143486	03/14/21	P0009944	2,082.50		2,082.50
								2,082.50		2,082.50
0097029	03/15/21	Recon	0190802	All-Types Elevators Inc	V0143397	03/12/21	B0003454	325.50		325.50
					V0143398	03/12/21	B0003454	665.00		665.00
					V0143424	03/14/21	B0003454	414.00		414.00
								1,404.50		1,404.50
0097030	03/15/21	Recon	0188188	Amazon Capital Services	V0143372	03/12/21	B0003555	75.42		75.42
					V0143410	03/14/21	B0003786	214.52		214.52
					V0143412	03/14/21	B0003568	865.95		865.95
					V0143432	03/14/21	B0003555	61.95		61.95
					V0143445	03/14/21	P0009867	114.57		114.57
					V0143446	03/14/21	B0003605	91.30		91.30
					V0143470	03/14/21	P0009905	400.15		400.15
					V0143489	03/14/21	B0003659	181.97		181.97
								2,005.83		2,005.83
0097031	03/15/21	Recon	0001490	Arc One Electric	V0143428	03/14/21	B0003804	525.00		525.00
					V0143429	03/14/21	B0003803	5,950.00		5,950.00
								6,475.00		6,475.00
0097032	03/15/21	Recon	0000973	AT&T	V0143409	03/14/21	B0003430	1,698.55		1,698.55
								1,698.55		1,698.55
0097033	03/15/21	Recon	0001953	AT&T Mobility	V0143384	03/12/21	B0003468	143.51		143.51
								143.51		143.51

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0097034	03/15/21	Recon	0002062	Automotive Video Inc	V0140538	12/17/20	P0009658	1,200.00		1,200.00
								1,200.00		1,200.00
0097035	03/15/21	Recon	0001401	AZ Commercial	V0143431	03/14/21	B0003449	68.76		68.76
					V0143433	03/14/21	B0003797	55.98		55.98
					V0143434	03/14/21	B0003797	34.99-		-34.99
					V0143435	03/14/21	B0003797	41.99		41.99
					V0143436	03/14/21	B0003797	2.49		2.49
					V0143437	03/14/21	B0003797	69.99-		-69.99
					V0143438	03/14/21	B0003797	69.99		69.99
					V0143439	03/14/21	B0003797	5.79		5.79
					V0143440	03/14/21	B0003797	144.39		144.39
								284.41		284.41
0097036	03/15/21	Recon	0194139	Berwyn's Violet Flower S	V0143408	03/14/21	B0003514	70.00		70.00
								70.00		70.00
0097037	03/15/21	Recon	0204088	Boller Construction Comp	V0143359	03/11/21	B0003591	1,756.19		1,756.19
					V0143360	03/11/21	B0003591	19,685.00		19,685.00
								21,441.19		21,441.19
0097038	03/15/21	Recon	0168998	Bounce Sports Corp	V0143475	03/14/21	P0009910	2,250.00		2,250.00
								2,250.00		2,250.00
0097039	03/15/21	Recon	0206652	Cajan Laundry II, LLC	V0143458	03/14/21	P0009896	70.00		70.00
								70.00		70.00
0097040	03/15/21	Recon	0001593	CDW-Government, Inc	V0143422	03/14/21	B0003793	1,960.63		1,960.63
								1,960.63		1,960.63
0097041	03/15/21	Recon	0000961	Chicago Communication LL	V0143480	03/14/21	P0009909	2,168.15		2,168.15
								2,168.15		2,168.15
0097042	03/15/21	Recon	0001195	Cintas Corporation	V0143378	03/12/21	B0003438	213.94		213.94
					V0143386	03/12/21	B0003438	213.94		213.94
					V0143419	03/14/21	B0003438	213.94		213.94
								641.82		641.82
0097043	03/15/21	Recon	0201853	Club Automation, LLC	V0143396	03/12/21	B0003597	872.92		872.92
								872.92		872.92

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0097044	03/15/21	Recon	0001752	Comcast	V0143454	03/14/21	B0003489	177.66		177.66
								177.66		177.66
0097045	03/15/21	Recon	0201588	CUT-WELD Supply, Inc.	V0143369	03/12/21	B0003679	48.00		48.00
								48.00		48.00
0097046	03/15/21	Outst	0001676	Del Galdo Law Group, LLC	V0143413	03/14/21	B0003528	18,704.10		18,704.10
								18,704.10		18,704.10
0097047	03/15/21	Recon	0000989	Dick Blick	V0143387	03/12/21	B0003753	7.64		7.64
					V0143388	03/12/21	B0003753	7.64		7.64
					V0143407	03/14/21	B0003753	7.64		7.64
					V0143411	03/14/21	B0003753	23.48		23.48
								46.40		46.40
0097048	03/15/21	Recon	0001333	Direct Fitness Solutions	V0143460	03/14/21	P0009578	251.36		251.36
								251.36		251.36
0097049	03/15/21	Recon	0182724	Dyopath LLC	V0143455	03/14/21	P0009488	6,670.00		6,670.00
								6,670.00		6,670.00
0097050	03/15/21	Outst	0001866	EMSI	V0143464	03/14/21	P0009885	5,900.00		5,900.00
								5,900.00		5,900.00
0097051	03/15/21	Recon	0196370	FHEG Morton College Book	V0143218	03/04/21		9,598.58		9,598.58
					V0143399	03/12/21	B0003552	147.75		147.75
					V0143400	03/12/21	B0003781	770.94		770.94
					V0143401	03/12/21	B0003772	1,018.69		1,018.69
								11,535.96		11,535.96
0097052	03/15/21	Recon	0157592	First Communications	V0143453	03/14/21	B0003433	989.44		989.44
								989.44		989.44
0097053	03/15/21	Recon	0001034	Flinn Scientific Inc	V0143457	03/14/21	P0009890	53.73		53.73
					V0143487	03/14/21	P0009914	66.92		66.92
								120.65		120.65
0097054	03/15/21	Recon	0192360	Fusion Cloud Services, L	V0143449	03/14/21	B0003516	2,521.77		2,521.77
								2,521.77		2,521.77

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0097055	03/15/21	Recon	0201760	Garvey's Office Products	V0143463	03/14/21	P0009889	214.80		214.80
								214.80		214.80
0097056	03/15/21	Recon	0001047	Grainger Inc.	V0143441	03/14/21	B0003478	224.91		224.91
								224.91		224.91
0097057	03/15/21	Recon	0205565	The Graphic Edge, LLC	V0143394	03/12/21	B0003706	181.50		181.50
					V0143423	03/14/21	P0009894	149.00		149.00
					V0143488	03/14/21	B0003774	896.57		896.57
								1,227.07		1,227.07
0097058	03/15/21	Recon	0001012	Jim Coleman Ltd	V0143459	03/14/21	P0009849	7,300.00		7,300.00
								7,300.00		7,300.00
0097059	03/15/21	Recon	0001775	Jostens	V0143443	03/14/21	B0003651	165.92		165.92
								165.92		165.92
0097060	03/15/21	Recon	0002233	Konica Minolta Premier F	V0143403	03/12/21	B0003441	140.00		140.00
								140.00		140.00
0097061	03/15/21	Recon	0002233	Konica Minolta Premier F	V0143404	03/12/21	B0003441	451.00		451.00
								451.00		451.00
0097062	03/15/21	Recon	0002233	Konica Minolta Premier F	V0143420	03/14/21	B0003441	125.17		125.17
								125.17		125.17
0097063	03/15/21	Recon	0002233	Konica Minolta Premier F	V0143421	03/14/21	B0003441	2,897.00		2,897.00
								2,897.00		2,897.00
0097064	03/15/21	Recon	0208014	L-K Fire Extinguisher Se	V0143472	03/14/21	P0009913	6,292.50		6,292.50
								6,292.50		6,292.50
0097065	03/15/21	Recon	0208393	Liberty Flag and Banner	V0143473	03/14/21	P0009912	465.00		465.00
								465.00		465.00
0097066	03/15/21	Recon	0204562	Lo Destro Construction C	V0143361	03/11/21	B0003809	24,485.67		24,485.67
					V0143362	03/11/21	B0003809	73,885.42		73,885.42
					V0143363	03/11/21	B0003809	53,878.11		53,878.11

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								152,249.20		152,249.20
0097067	03/15/21	Recon	0001085	Manufacturers' News Inc	V0143469	03/14/21	P0009902	397.80		397.80
								397.80		397.80
0097068	03/15/21	Recon	0001763	Mecor, Inc.	V0143371	03/12/21	B0003482	308.68		308.68
					V0143405	03/14/21	B0003482	467.50		467.50
					V0143406	03/14/21	B0003482	54.48		54.48
								830.66		830.66
0097069	03/15/21	Recon	0001289	Menards	V0143415	03/14/21	B0003463	146.96		146.96
					V0143416	03/14/21	B0003463	8.97		8.97
								155.93		155.93
0097070	03/15/21	Recon	0001339	Minuteman Press of Lyons	V0143447	03/14/21	P0009873	250.00		250.00
					V0143471	03/14/21	P0009888	103.54		103.54
					V0143481	03/14/21	P0009932	183.58		183.58
								537.12		537.12
0097071	03/15/21	Recon	0199908	Occupational Health Cent	V0143389	03/12/21	B0003472	471.00		471.00
					V0143391	03/12/21	B0003472	71.50		71.50
								542.50		542.50
0097072	03/15/21	Recon	0001122	Office Depot	V0143379	03/12/21	B0003729	29.98		29.98
					V0143380	03/12/21	B0003729	250.87		250.87
					V0143381	03/12/21	B0003729	175.00		175.00
					V0143382	03/12/21	B0003729	773.98		773.98
								1,229.83		1,229.83
0097073	03/15/21	Recon	0002406	Paisans Pizza	V0143456	03/14/21	P0009887	208.45		208.45
					V0143462	03/14/21	P0009872	125.00		125.00
					V0143465	03/14/21	P0009900	206.98		206.98
								540.43		540.43
0097074	03/15/21	Outst	0001093	Securitas Electronic Sec	V0143393	03/12/21	B0003436	95.00		95.00
								95.00		95.00
0097075	03/15/21	Outst	0196722	Sense Media LLC	V0143484	03/14/21	P0009938	5,604.00		5,604.00
								5,604.00		5,604.00
0097076	03/15/21	Recon	0001967	Shaw Media	V0143450	03/14/21	B0003497	807.00		807.00

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					V0143451	03/14/21	B0003534	1,115.49		1,115.49
								1,922.49		1,922.49
0097077	03/15/21	Recon	0208071	Signature Transportation	V0143466	03/14/21	P0009897	900.00		900.00
					V0143467	03/14/21	P0009895	999.00		999.00
								1,899.00		1,899.00
0097078	03/15/21	Recon	0001156	Smithereen Exterminating	V0143417	03/14/21	B0003437	170.00		170.00
								170.00		170.00
0097079	03/15/21	Recon	0208168	Sonocent LLC	V0143491	03/15/21	P0009843	650.00		650.00
								650.00		650.00
0097080	03/15/21	Recon	0158956	Sound Incorporated	V0143476	03/14/21	P0009906	699.00		699.00
					V0143477	03/14/21	P0009906	847.00		847.00
					V0143478	03/14/21	P0009907	732.00		732.00
					V0143479	03/14/21	P0009907	1,765.00		1,765.00
								4,043.00		4,043.00
0097081	03/15/21	Recon	0157227	Staples Advantage	V0143468	03/14/21	P0009893	107.96		107.96
								107.96		107.96
0097082	03/15/21	Recon	0001107	Symmetry Energy Solution	V0143392	03/12/21	B0003461	4,419.00		4,419.00
								4,419.00		4,419.00
0097083	03/15/21	Recon	0155715	Technology Management Re	V0143374	03/12/21	B0003442	1,141.05		1,141.05
					V0143375	03/12/21	B0003442	1,141.05		1,141.05
					V0143376	03/12/21	B0003442	1,141.05		1,141.05
								3,423.15		3,423.15
0097084	03/15/21	Recon	0199533	Tim's Glass and Mirror	V0143425	03/14/21	B0003808	5,153.00		5,153.00
					V0143474	03/14/21	P0009911	14,924.52		14,924.52
								20,077.52		20,077.52
0097085	03/15/21	Recon	0193721	TimeClock Plus	V0143395	03/12/21	B0003513	137.50		137.50
								137.50		137.50
0097086	03/15/21	Recon	0187642	Trane U.S. Inc	V0143426	03/14/21	B0003807	1,747.50		1,747.50
								1,747.50		1,747.50

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0097087	03/15/21	Recon	0202876	UWorld LLC	V0143385	03/12/21	P0009883	21,912.00		21,912.00
								21,912.00		21,912.00
0097088	03/15/21	Recon	0000974	Verizon Wireless	V0143414	03/14/21	B0003431	29.00		29.00
								29.00		29.00
0097089	03/15/21	Recon	0002767	West Central Municipal C	V0143418	03/14/21	P0009659	1,950.00		1,950.00
								1,950.00		1,950.00
0097090	03/15/21	Recon	0001406	Wex Bank	V0143452	03/14/21	B0003439	1,131.68		1,131.68
								1,131.68		1,131.68
0097091	03/15/21	Recon	0195966	WMAQ CFS Lockbox	V0143483	03/14/21	P0009929	546.44		546.44
								546.44		546.44
0097092	03/15/21	Recon	0195965	WSNS CFS Lockbox	V0143482	03/14/21	P0009930	2,550.00		2,550.00
								2,550.00		2,550.00
0097093	03/16/21	Recon	0188213	First Midwest Bank	V0143536	03/16/21	P0009939	2,520.00		2,520.00
					V0143537	03/16/21	P0009942	117.30		117.30
					V0143538	03/16/21	P0009823	209.00		209.00
					V0143539	03/16/21	B0003678	330.00		330.00
					V0143540	03/16/21	B0003535	8.39		8.39
					V0143541	03/16/21	B0003678	111.56		111.56
					V0143543	03/16/21	P0009951	3,099.10		3,099.10
					V0143544	03/16/21	P0009950	5,754.36		5,754.36
					V0143545	03/16/21	P0009949	525.00		525.00
					V0143546	03/16/21	P0009850	125.00		125.00
					V0143547	03/16/21	P0009854	84.98		84.98
					V0143548	03/16/21	P0009853	927.00		927.00
					V0143550	03/16/21	P0009937	5,956.14		5,956.14
					V0143551	03/16/21	P0009936	2,125.00		2,125.00
					V0143552	03/16/21	B0003678	45.00		45.00
					V0143553	03/16/21	P0009940	242.02		242.02
					V0143554	03/16/21	P0009941	497.53		497.53
					V0143555	03/16/21	P0009933	8,793.08		8,793.08
					V0143556	03/16/21	P0009934	1,650.60		1,650.60
					V0143557	03/16/21	P0009884	575.00		575.00
								33,696.06		33,696.06
0097094	03/19/21	Recon	0156097	ACI Payments, Inc.	V0143517	03/16/21		908.12		908.12
								908.12		908.12

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0097095	03/19/21	Outst	0202517	Mr. Diego U. Aleman Sant	V0143383	03/12/21		107.44		107.44
								107.44		107.44
0097096	03/19/21	Recon	0206556	Lisa Booko	V0138940	11/23/20		1,250.00		1,250.00
								1,250.00		1,250.00
0097097	03/19/21	Recon	0208511	Kent Collins	V0143510	03/16/21		140.00		140.00
								140.00		140.00
0097098	03/19/21	Outst	0001298	Dave Cronin	V0143503	03/16/21		140.00		140.00
								140.00		140.00
0097099	03/19/21	Outst	0202679	Michael Dahdal	V0143521	03/16/21		140.00		140.00
								140.00		140.00
0097100	03/19/21	Recon	0001965	Michael Daniels	V0143508	03/16/21		140.00		140.00
								140.00		140.00
0097101	03/19/21	Recon	0001237	George Demos	V0143504	03/16/21		140.00		140.00
								140.00		140.00
0097102	03/19/21	Recon	0208164	Mark J. Febonio	V0143519	03/16/21		115.00		115.00
								115.00		115.00
0097103	03/19/21	Recon	0205401	Glen Heffernan	V0135988	09/10/20		4,250.00		4,250.00
					V0143494	03/15/21		200.00		200.00
								4,450.00		4,450.00
0097104	03/19/21	Recon	0001226	Raymond W Konrath	V0143532	03/16/21		90.00		90.00
								90.00		90.00
0097105	03/19/21	Outst	0162911	Ryan Kvasnicka	V0143520	03/16/21		140.00		140.00
								140.00		140.00
0097106	03/19/21	Outst	0208089	Steven Lessman	V0143530	03/16/21		150.00		150.00
								150.00		150.00
0097107	03/19/21	Outst	0207766	Massachusetts Mutual Lif	V0143377	03/12/21		1,255.04		1,255.04

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								1,255.04		1,255.04
0097108	03/19/21	Outst	0198650	Ms. Carla McKenzie	V0143560	03/17/21		1,000.00		1,000.00
								1,000.00		1,000.00
0097109	03/19/21	Recon	0088242	Mr. Willie D. Merrill	V0143334	03/11/21		75.00		75.00
								75.00		75.00
0097110	03/19/21	Recon	0208167	Connor Mooney	V0143511	03/16/21		140.00		140.00
								140.00		140.00
0097111	03/19/21	Recon	0161373	Kenneth Moreland	V0143505	03/16/21		280.00		280.00
								280.00		280.00
0097112	03/19/21	Recon	0187216	Mr. Neil Moss	V0143533	03/16/21		40.00		40.00
								40.00		40.00
0097113	03/19/21	Recon	0168388	Bill Oostdyk	V0143509	03/16/21		140.00		140.00
								140.00		140.00
0097114	03/19/21	Outst	0000820	Ms. Tsonka I. Pencheva	V0143337	03/11/21		228.00		228.00
					V0143562	03/17/21		453.17		453.17
								681.17		681.17
0097115	03/19/21	Outst	0104957	Katrina A. Petrauskas	V0143501	03/15/21		432.00		432.00
								432.00		432.00
0097116	03/19/21	Recon	0206557	Bobby D. Roumbos	V0138359	10/27/20		1,208.33		1,208.33
								1,208.33		1,208.33
0097117	03/19/21	Recon	0205744	Thaddeus M. Slowik, III	V0143493	03/15/21		720.00		720.00
								720.00		720.00
0097118	03/19/21	Recon	0205744	Thaddeus M. Slowik, III	V0143496	03/15/21		720.00		720.00
								720.00		720.00
0097119	03/19/21	Recon	0205744	Thaddeus M. Slowik, III	V0143497	03/15/21		720.00		720.00
								720.00		720.00

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0097120	03/19/21	Recon	0205744	Thaddeus M. Slowik, III	V0143492	03/15/21		720.00		720.00
								720.00		720.00
0097121	03/19/21	Outst	0202661	Marvin L. Sykes	V0143506	03/16/21		140.00		140.00
								140.00		140.00
0097122	03/19/21	Outst	0197709	Michael Terrell	V0143507	03/16/21		140.00		140.00
								140.00		140.00
0097123	03/19/21	Recon	0208565	Keith Tillman	V0143524	03/16/21		140.00		140.00
								140.00		140.00
0097124	03/19/21	Recon	0198382	Sharif Walker	V0143522	03/16/21		140.00		140.00
								140.00		140.00
0097125	03/19/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0143495	03/15/21		140.00		140.00
								140.00		140.00
0097126	03/19/21	Recon	0200288	Mr. Thomas J. Welsh, Jr.	V0143499	03/15/21		140.00		140.00
								140.00		140.00
0097127	03/19/21	Outst	0202812	William Wess	V0143512	03/16/21		140.00		140.00
								140.00		140.00
0097128	03/19/21	Recon	0208378	Aaron Woods	V0143516	03/16/21		115.00		115.00
								115.00		115.00
0097148	03/26/21	Recon	0187093	Brian Ashley	V0143572	03/18/21		140.00		140.00
								140.00		140.00
0097149	03/26/21	Recon	0193139	Nely Baeza	V0143593	03/18/21		90.00		90.00
								90.00		90.00
0097150	03/26/21	Outst	0159847	Craig Bunton	V0143578	03/18/21		140.00		140.00
								140.00		140.00
0097151	03/26/21	Outst	0203119	Brandon L. Cawthon	V0143570	03/18/21		140.00		140.00
								140.00		140.00

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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
0097152	03/26/21	Outst	0187179	Claudia M. Cisneros	V0143594	03/18/21		60.00		60.00
								60.00		60.00
0097153	03/26/21	Outst	0208165	Arnold J. Cross	V0143585	03/18/21		115.00		115.00
								115.00		115.00
0097154	03/26/21	Outst	0208164	Mark J. Febonio	V0143586	03/18/21		115.00		115.00
								115.00		115.00
0097155	03/26/21	Outst	0007787	John B. Frye	V0143568	03/18/21		140.00		140.00
								140.00		140.00
0097156	03/26/21	Outst	0162057	Johnny J. Jackson	V0143566	03/18/21		140.00		140.00
								140.00		140.00
0097157	03/26/21	Outst	0001425	Craig Jeffreys	V0143582	03/18/21		140.00		140.00
								140.00		140.00
0097158	03/26/21	Recon	0208582	Maria Kelly	V0143644	03/23/21		100.00		100.00
								100.00		100.00
0097159	03/26/21	Outst	0001226	Raymond W Konrath	V0143592	03/18/21		150.00		150.00
								150.00		150.00
0097160	03/26/21	Outst	0003327	Daniel E. Kusinski	V0143575	03/18/21		140.00		140.00
								140.00		140.00
0097161	03/26/21	Outst	0003311	David Laning	V0143569	03/18/21		140.00		140.00
								140.00		140.00
0097162	03/26/21	Outst	0208089	Steven Lessman	V0143591	03/18/21		400.00		400.00
								400.00		400.00
0097163	03/26/21	Outst	0186357	Amanda M. LeVine	V0143639	03/22/21		100.00		100.00
								100.00		100.00
0097164	03/26/21	Recon	0156621	Ashley L. Logan	V0143573	03/18/21		140.00		140.00

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								140.00		140.00
0097165	03/26/21	Outst	0001789	Joseph Madison	V0143588	03/18/21		140.00		140.00
								140.00		140.00
0097166	03/26/21	Outst	0208489	Allen Matuszewski	V0143571	03/18/21		140.00		140.00
								140.00		140.00
0097167	03/26/21	Outst	0186051	Donna Mobley	V0143587	03/18/21		140.00		140.00
								140.00		140.00
0097168	03/26/21	Recon	0208167	Connor Mooney	V0143579	03/18/21		140.00		140.00
								140.00		140.00
0097169	03/26/21	Recon	0187216	Mr. Neil Moss	V0143596	03/18/21		120.00		120.00
								120.00		120.00
0097170	03/26/21	Outst	0001663	Pamela Oliver	V0143589	03/18/21		140.00		140.00
								140.00		140.00
0097171	03/26/21	Outst	0101035	Thomas Pelletier	V0143565	03/18/21		400.00		400.00
								400.00		400.00
0097172	03/26/21	Outst	0000820	Ms. Tsonka I. Pencheva	V0143643	03/23/21		177.11		177.11
								177.11		177.11
0097173	03/26/21	Outst	0192217	Alicia Shivers	V0143584	03/18/21		140.00		140.00
								140.00		140.00
0097174	03/26/21	Outst	0205744	Thaddeus M. Slowik, III	V0143563	03/18/21		260.42		260.42
								260.42		260.42
0097175	03/26/21	Outst	0205744	Thaddeus M. Slowik, III	V0143632	03/22/21		360.00		360.00
								360.00		360.00
0097176	03/26/21	Outst	0001780	Gary Spevak	V0143564	03/18/21		200.00		200.00
								200.00		200.00

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0097177	03/26/21	Outst	0002396	John Szafraniec	V0143577	03/18/21		140.00		140.00
								140.00		140.00
0097178	03/26/21	Outst	0208565	Keith Tillman	V0143567	03/18/21		140.00		140.00
								140.00		140.00
0097179	03/26/21	Recon	0208567	Phillip Troutman	V0143574	03/18/21		140.00		140.00
								140.00		140.00
0097180	03/26/21	Outst	0001327	Vision Service Plan	V0143640	03/23/21		1,761.61		1,761.61
								1,761.61		1,761.61
0097181	03/26/21	Outst	0003335	John Washo	V0143576	03/18/21		140.00		140.00
								140.00		140.00
0097182	03/26/21	Outst	0196733	Randall F. Wells	V0143583	03/18/21		140.00		140.00
								140.00		140.00
0097183	03/26/21	Outst	0202812	William Wess	V0143580	03/18/21		140.00		140.00
								140.00		140.00
0097184	03/26/21	Recon	0155972	Andrew T. Williams	V0143581	03/18/21		140.00		140.00
								140.00		140.00
0097185	03/26/21	Outst	0200288	Mr. Thomas J. Welsh, Jr.	V0143634	03/22/21		140.00		140.00
								140.00		140.00
0097186	03/26/21	Outst	0200288	Mr. Thomas J. Welsh, Jr.	V0143635	03/22/21		140.00		140.00
								140.00		140.00
0097198	03/31/21	Outst	0001375	AXA Equitable Equi-Vest	V0143809	03/31/21		1,106.00		1,106.00
								1,106.00		1,106.00
0097199	03/31/21	Outst	0001422	CCCTU-Cope Fund	V0143810	03/31/21		125.00		125.00
								125.00		125.00
0097200	03/31/21	Outst	0001374	College & University Cre	V0143812	03/31/21		200.00		200.00
								200.00		200.00

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0097201	03/31/21	Outst	0001371	Colonial Life & Accident	V0143813	03/31/21		12.00		12.00
								12.00		12.00
0097202	03/31/21	Outst	0160763	Illinois Education Assoc	V0143815	03/31/21		131.80		131.80
								131.80		131.80
0097203	03/31/21	Outst	0191845	Metropolitan Alliance of	V0143816	03/31/21		313.00		313.00
								313.00		313.00
0097204	03/31/21	Outst	0101061	Morton College Faculty	V0143340 V0143811	03/15/21 03/31/21		90.35 90.35		90.35 90.35
								180.70		180.70
0097205	03/31/21	Outst	0001372	Morton College Teachers	V0143818	03/31/21		1,703.80		1,703.80
								1,703.80		1,703.80
0097206	03/31/21	Outst	0001372	Morton College Teachers	V0143817	03/31/21		2,962.30		2,962.30
								2,962.30		2,962.30
0097207	03/31/21	Outst	0167128	Pioneer Credit Recovery,	V0143819	03/31/21		90.13		90.13
								90.13		90.13
0097208	03/31/21	Outst	0001513	SEIU Local 73 Cope	V0143820	03/31/21		9.00		9.00
								9.00		9.00
0097209	03/31/21	Outst	0001373	Service Employees Intl U	V0143821	03/31/21		457.81		457.81
								457.81		457.81
0097210	03/31/21	Outst	0001563	State Disbursement Unit	V0143822 V0143823	03/31/21 03/31/21		50.00 66.10		50.00 66.10
								116.10		116.10
0097211	03/31/21	Outst	0001161	State Univ Retirement Sy	V0143824	03/31/21		79,998.52		79,998.52
								79,998.52		79,998.52
0097212	03/31/21	Outst	0001370	TIAA-CREF	V0143814 V0143825	03/31/21 03/31/21		750.00 2,932.14		750.00 2,932.14
								3,682.14		3,682.14

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0097213	03/31/21	Outst	0001376	VALIC	V0143826	03/31/21		2,273.55		2,273.55
								2,273.55		2,273.55
0097214	03/31/21	Outst	0179876	Voya Retirement Insuranc	V0143827	03/31/21		1,234.28		1,234.28
								1,234.28		1,234.28
0097215	03/31/21	Outst	0013221	4IMPRINT	V0143802	03/30/21	B0003790	419.88		419.88
					V0143895	03/31/21	P0009842	936.08		936.08
								1,355.96		1,355.96
0097216	03/31/21	Outst	0002105	Alfred G Ronan Ltd	V0143864	03/31/21	B0003560	2,000.00		2,000.00
					V0143865	03/31/21	B0003560	2,000.00		2,000.00
					V0143866	03/31/21	B0003560	2,000.00		2,000.00
					V0143867	03/31/21	B0003560	2,000.00		2,000.00
								8,000.00		8,000.00
0097217	03/31/21	Outst	0175113	Algor Plumbing	V0143784	03/30/21	B0003484	27.94		27.94
								27.94		27.94
0097218	03/31/21	Outst	0205001	ALL Construction Group	V0143782	03/30/21	B0003507	169,609.26		169,609.26
								169,609.26		169,609.26
0097219	03/31/21	Outst	0190802	All-Types Elevators Inc	V0143848	03/31/21	B0003820	2,286.00		2,286.00
					V0143849	03/31/21	B0003821	831.50		831.50
					V0143860	03/31/21	B0003814	431.00		431.00
								3,548.50		3,548.50
0097220	03/31/21	Outst	0208384	Altorfer Industries Inc.	V0143807	03/30/21	B0003795	47,150.00		47,150.00
								47,150.00		47,150.00
0097221	03/31/21	Outst	0188188	Amazon Capital Services	V0143876	03/31/21	B0003568	61.97		61.97
					V0143881	03/31/21	P0009928	2,204.30		2,204.30
					V0143883	03/31/21	P0009943	248.10		248.10
					V0143884	03/31/21	P0009918	289.90		289.90
					V0143885	03/31/21	P0009919	57.98		57.98
								2,862.25		2,862.25
0097222	03/31/21	Outst	0198820	Asure Software	V0143871	03/31/21	B0003584	100.50		100.50
								100.50		100.50

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0097223	03/31/21	Outst	0001401	AZ Commercial	V0143861	03/31/21	B0003797	140.88		140.88
								140.88		140.88
0097224	03/31/21	Outst	0001272	Batteries Plus LLC	V0143776	03/30/21	B0003447	216.00		216.00
								216.00		216.00
0097225	03/31/21	Void	0194139	Berwyn's Violet Flower S			B0003447			
0097226	03/31/21	Outst	0202171	Carroll Seating Company,	V0143908	03/31/21	B0003674	15,953.08		15,953.08
								15,953.08		15,953.08
0097227	03/31/21	Outst	0206877	Carvertise Inc	V0143795	03/30/21	B0003698	75.00		75.00
					V0143872	03/31/21	B0003698	2,395.00		2,395.00
								2,470.00		2,470.00
0097228	03/31/21	Outst	0001593	CDW-Government, Inc	V0143896	03/31/21	P0009791	1,938.04		1,938.04
					V0143904	03/31/21	P0009785	969.02		969.02
					V0143907	03/31/21	P0009878	3,370.92		3,370.92
					V0143911	03/31/21	P0009331	29,989.08		29,989.08
								36,267.06		36,267.06
0097229	03/31/21	Void	0001195	Cintas Corporation						
0097230	03/31/21	Outst	0002173	Cintas Fire Protection	V0143786	03/30/21	B0003812	488.73		488.73
								488.73		488.73
0097231	03/31/21	Outst	0001485	Citibank, N.A.	V0143897	03/31/21	P0009859	722.96		722.96
					V0143898	03/31/21	P0009926	683.09		683.09
					V0143899	03/31/21	P0009927	255.76		255.76
								1,661.81		1,661.81
0097232	03/31/21	Outst	0001752	Comcast	V0143787	03/30/21	B0003467	59.26		59.26
					V0143915	03/31/21	B0003466	6.30		6.30
					V0143916	03/31/21	B0003466	183.35		183.35
								248.91		248.91
0097233	03/31/21	Outst	0205064	Correct Digital Displays	V0143851	03/31/21	B0003824	43,798.00		43,798.00
					V0143852	03/31/21	B0003824	3,000.00		3,000.00
					V0143853	03/31/21	B0003824	40,995.00		40,995.00
								87,793.00		87,793.00

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0097234	03/31/21	Outst	0204185	Sherie L. DeDore	V0143889	03/31/21	P0009931	1,000.00		1,000.00
								1,000.00		1,000.00
0097235	03/31/21	Outst	0001333	Direct Fitness Solutions	V0143879	03/31/21	P0009923	550.00		550.00
					V0143880	03/31/21	P0009925	550.00		550.00
								1,100.00		1,100.00
0097236	03/31/21	Outst	0001029	Fed Ex	V0143862	03/31/21	B0003527	12.30		12.30
					V0143875	03/31/21	B0003527	29.16		29.16
								41.46		41.46
0097237	03/31/21	Outst	0196370	FHEG Morton College Book	V0143655	03/24/21		94,431.12		94,431.12
								94,431.12		94,431.12
0097238	03/31/21	Outst	0196233	First Watch, Inc.	V0143841	03/31/21	B0003767	300.00		300.00
								300.00		300.00
0097239	03/31/21	Outst	0001034	Flinn Scientific Inc	V0143846	03/31/21	P0009963	720.29		720.29
					V0143847	03/31/21	P0009945	20.34		20.34
								740.63		740.63
0097240	03/31/21	Outst	0208622	Forest Door Co., Inc	V0143801	03/30/21	B0003817	125.00		125.00
								125.00		125.00
0097241	03/31/21	Outst	0202852	Freepoint Energy Solutio	V0143794	03/30/21	B0003474	25,727.10		25,727.10
								25,727.10		25,727.10
0097242	03/31/21	Outst	0192360	Fusion Cloud Services, L	V0143770	03/30/21	B0003516	2,521.77		2,521.77
								2,521.77		2,521.77
0097243	03/31/21	Void	0205565	The Graphic Edge, LLC			B0003516			
0097244	03/31/21	Outst	0208392	Ana M. Hernandez	V0143890	03/31/21	P0009957	250.00		250.00
								250.00		250.00
0097245	03/31/21	Outst	0001381	Home Depot/GECHF	V0143792	03/30/21	B0003802	215.94		215.94
					V0143793	03/30/21	B0003816	206.66		206.66
								422.60		422.60

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0097246	03/31/21	Outst	0001858	ILEAS	V0143903	03/31/21	P0009982	60.00		60.00
								60.00		60.00
0097247	03/31/21	Outst	0202536	J.Ave Development, Inc.	V0143850	03/31/21	B0003822	2,085.18		2,085.18
								2,085.18		2,085.18
0097248	03/31/21	Outst	0208431	Joliet Community Basebal	V0143894	03/31/21	P0009961	2,000.00		2,000.00
								2,000.00		2,000.00
0097249	03/31/21	Outst	0001775	Jostens	V0143777	03/30/21	B0003651	20.49		20.49
					V0143789	03/30/21	B0003518	9.16		9.16
					V0143790	03/30/21	B0003518	9.16		9.16
					V0143806	03/30/21	B0003805	2,071.24		2,071.24
								2,110.05		2,110.05
0097250	03/31/21	Outst	0001080	Keen Edge Co	V0143804	03/30/21	B0003493	68.79		68.79
					V0143805	03/30/21	B0003493	51.76		51.76
								120.55		120.55
0097251	03/31/21	Outst	0001890	Konica Minolta Bus Solut	V0143774	03/30/21	B0003440	2.35		2.35
								2.35		2.35
0097252	03/31/21	Outst	0002233	Konica Minolta Premier F	V0143798	03/30/21	B0003441	197.00		197.00
								197.00		197.00
0097253	03/31/21	Outst	0002233	Konica Minolta Premier F	V0143799	03/30/21	B0003441	179.40		179.40
								179.40		179.40
0097254	03/31/21	Outst	0002233	Konica Minolta Premier F	V0143800	03/30/21	B0003441	777.63		777.63
								777.63		777.63
0097255	03/31/21	Outst	0001600	Laerdal Medical Corporat	V0143886	03/31/21	P0009856	42.43		42.43
								42.43		42.43
0097256	03/31/21	Outst	0205148	Lembke & Sons, Inc.	V0143785	03/30/21	B0003813	652.49		652.49
								652.49		652.49
0097257	03/31/21	Outst	0204562	Lo Destro Construction C	V0143808	03/30/21	B0003815	52,800.19		52,800.19
					V0143854	03/31/21	B0003823	1,337.74		1,337.74

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								54,137.93		54,137.93
0097258	03/31/21	Outst	0002435	MarketLab Inc	V0143905	03/31/21	P0009904	161.91		161.91
					V0143906	03/31/21	P0009904	485.73		485.73
								647.64		647.64
0097259	03/31/21	Outst	0001289	Menards	V0143769	03/30/21	B0003463	26.36		26.36
								26.36		26.36
0097260	03/31/21	Outst	0001617	O.C. Tanner	V0143779	03/30/21	B0003746	367.55		367.55
					V0143828	03/31/21	B0003746	235.47		235.47
					V0143835	03/31/21	B0003746	260.82		260.82
					V0143836	03/31/21	B0003746	239.79		239.79
					V0143837	03/31/21	B0003746	127.62		127.62
					V0143838	03/31/21	B0003746	259.61		259.61
					V0143839	03/31/21	B0003746	243.70		243.70
					V0143840	03/31/21	B0003746	263.87		263.87
					V0143842	03/31/21	B0003746	259.57		259.57
					V0143844	03/31/21	B0003746	208.22		208.22
					V0143845	03/31/21	B0003746	129.85		129.85
			2,596.07		2,596.07					
0097261	03/31/21	Outst	0001122	Office Depot	V0143771	03/30/21	B0003811	87.62		87.62
					V0143772	03/30/21	B0003811	218.14		218.14
					V0143873	03/31/21	B0003796	299.16		299.16
			604.92		604.92					
0097262	03/31/21	Outst	0002406	Paisans Pizza	V0143877	03/31/21	P0009847	43.99		43.99
					V0143878	03/31/21	P0009820	142.97		142.97
					V0143902	03/31/21	P0009965	51.20		51.20
			238.16		238.16					
0097263	03/31/21	Outst	0207399	Protolight, Inc.	V0143855	03/31/21	B0003826	13,300.00		13,300.00
								13,300.00		13,300.00
0097264	03/31/21	Outst	0208652	Rex Encore Promotions LL	V0143900	03/31/21	P0009972	500.00		500.00
								500.00		500.00
0097265	03/31/21	Outst	0007922	RR Donnelley	V0143874	03/31/21	B0003799	308.84		308.84
								308.84		308.84
0097266	03/31/21	Outst	0001093	Securitas Electronic Sec	V0143766	03/30/21	B0003436	225.80		225.80

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								225.80		225.80
0097267	03/31/21	Outst	0208071	Signature Transportation	V0143901	03/31/21	P0009971	999.00		999.00
								999.00		999.00
0097268	03/31/21	Outst	0001158	SoftwareONE, Inc.	V0143882	03/31/21	P0009899	90.98		90.98
								90.98		90.98
0097269	03/31/21	Outst	0158956	Sound Incorporated	V0143887	03/31/21	P0009956	329.00		329.00
								329.00		329.00
0097270	03/31/21	Outst	0206893	Sound Investment Audio,	V0143783	03/30/21	B0003682	50,900.98		50,900.98
								50,900.98		50,900.98
0097271	03/31/21	Outst	0008030	Spoon River College	V0143893	03/31/21	P0009952	400.00		400.00
								400.00		400.00
0097272	03/31/21	Outst	0193721	TimeClock Plus	V0143765	03/30/21	B0003513	72.50		72.50
								72.50		72.50
0097273	03/31/21	Outst	0000974	Verizon Wireless	V0143773	03/30/21	B0003431	29.00		29.00
								29.00		29.00
0097274	03/31/21	Outst	0001824	Waukegan Roofing Co., In	V0143775	03/30/21	B0003559	1,325.00		1,325.00
								1,325.00		1,325.00
0097275	03/31/21	Outst	0206041	Welding Industrial Suppl	V0143909	03/31/21	P0009796	688.47		688.47
					V0143910	03/31/21	P0009686	505.59		505.59
					V0143912	03/31/21	P0009686	380.00		380.00
					V0143913	03/31/21	P0009684	575.99		575.99
					V0143914	03/31/21	P0009684	247.00		247.00
								2,397.05		2,397.05
0097276	03/31/21	Outst	0166312	Wells Fargo Equiptment F	V0143791	03/30/21	B0003444	1,248.00		1,248.00
								1,248.00		1,248.00
0097277	03/31/21	Outst	0001406	Wex Bank	V0143781	03/30/21	B0003632	2,200.22		2,200.22
								2,200.22		2,200.22

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0097278	03/31/21	Outst	0208443	Natalie Yaipen	V0143891	03/31/21	P0009958	335.00		335.00
								335.00		335.00
0097279	03/31/21	Outst	0201761	Zoom Video Communication	V0143796	03/30/21	B0003724	278.63		278.63
					V0143797	03/30/21	B0003724	630.25		630.25
								908.88		908.88
0097280	03/31/21	Outst	0000985	Berwyn Ace Hardware	V0143918	03/31/21	B0003476	94.90		94.90
								94.90		94.90
0097281	03/31/21	Outst	0194139	Berwyn's Violet Flower S	V0143863	03/31/21	B0003514	65.00		65.00
								65.00		65.00
0097282	03/31/21	Outst	0001195	Cintas Corporation	V0143869	03/31/21	B0003462	163.10		163.10
								163.10		163.10
0097283	03/31/21	Outst	0001195	Cintas Corporation	V0143767	03/30/21	B0003438	206.30		206.30
								206.30		206.30
0097284	03/31/21	Outst	0001195	Cintas Corporation	V0143856	03/31/21	B0003438	7.90-		-7.90
					V0143858	03/31/21	B0003438	7.90-		-7.90
					V0143859	03/31/21	B0003438	7.90-		-7.90
					V0143870	03/31/21	B0003438	206.30		206.30
								182.60		182.60
E0008927	03/03/21	Outst	0000735	Mr. Steven A. Duhon	V0142955	03/02/21		75.95		75.95
								75.95		75.95
E0008928	03/03/21	Outst	0000931	Mr. Juan M. Franco	V0135933	09/09/20		2,500.00		2,500.00
								2,500.00		2,500.00
E0008929	03/03/21	Outst	0057611	Norma A. Hernandez	V0142788	02/25/21		370.00		370.00
								370.00		370.00
E0008930	03/03/21	Outst	0183119	Ashlyn R. Longoria	V0136265	09/22/20		1,125.00		1,125.00
								1,125.00		1,125.00
E0008931	03/03/21	Outst	0002697	Dr. Keith McLaughlin	V0142863	03/02/21		189.43		189.43
								189.43		189.43

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E0008932	03/03/21	Outst	0099077	Guadalupe Melo	V0142869	03/02/21		517.00		517.00
								517.00		517.00
E0008933	03/03/21	Outst	0141355	Max Melo	V0142868	03/02/21		660.00		660.00
								660.00		660.00
E0008934	03/03/21	Outst	0200664	Paul A. Netzel	V0135983	09/10/20		2,400.00		2,400.00
					V0141733	02/23/21		220.00		220.00
								2,620.00		2,620.00
E0008935	03/03/21	Outst	0199309	Jason Nichols Enterprise	V0142849	02/26/21		78.69		78.69
					V0142870	03/02/21		5,000.00		5,000.00
								5,078.69		5,078.69
E0008936	03/03/21	Outst	0000928	Mr. James P. O'Connell,	V0141730	02/23/21		120.00		120.00
								120.00		120.00
E0008937	03/03/21	Outst	0168430	Mrs. Carolina Saldana-Hu	V0142798	02/25/21		500.00		500.00
								500.00		500.00
E0008938	03/03/21	Outst	0200456	Alyssa Serewicz	V0136518	09/29/20		1,500.00		1,500.00
								1,500.00		1,500.00
E0008939	03/03/21	Outst	0000019	Mr. Scott E. Ulbrich	V0141732	02/23/21		120.00		120.00
								120.00		120.00
E0008940	03/03/21	Outst	0000808	Ms. Marisol Velazquez	V0143008	03/03/21		84.84		84.84
								84.84		84.84
E0008941	03/03/21	Outst	0200288	Mr. Thomas J. Welsh, Jr.	V0135979	09/10/20		2,250.00		2,250.00
								2,250.00		2,250.00
E0008942	03/03/21	Outst	0158266	Mr. Christopher J. Wido	V0138346	10/27/20		1,125.00		1,125.00
								1,125.00		1,125.00
E0008969	03/11/21	Outst	0000809	Mr. Hernan Alonso	V0143273	03/09/21		1,144.00		1,144.00
								1,144.00		1,144.00

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E0008970	03/11/21	Outst	0190883	Ms. Sally Delgado	V0142991	03/03/21		54.82		54.82
					V0142992	03/03/21		43.18		43.18
								98.00		98.00
E0008971	03/11/21	Outst	0107686	Mrs. Blanca E. Jara	V0143004	03/03/21		42.30		42.30
					V0143005	03/03/21		55.35		55.35
								97.65		97.65
E0008972	03/11/21	Outst	0206101	Kevin W. McManaman	V0143256	03/08/21		110.00		110.00
								110.00		110.00
E0008973	03/11/21	Outst	0099077	Guadalupe Melo	V0143226	03/08/21		539.00		539.00
								539.00		539.00
E0008974	03/11/21	Outst	0141355	Max Melo	V0143227	03/08/21		660.00		660.00
								660.00		660.00
E0008975	03/11/21	Outst	0200664	Paul A. Netzel	V0143204	03/04/21		198.42		198.42
					V0143251	03/08/21		220.00		220.00
								418.42		418.42
E0008976	03/11/21	Outst	0199309	Jason Nichols Enterprise	V0143214	03/04/21		450.56		450.56
								450.56		450.56
E0008977	03/11/21	Outst	0000928	Mr. James P. O'Connell,	V0143229	03/08/21		260.00		260.00
								260.00		260.00
E0008978	03/11/21	Outst	0000953	Ms. Liliana Raygoza	V0143275	03/09/21		65.39		65.39
					V0143307	03/09/21		37.50		37.50
								102.89		102.89
E0008979	03/11/21	Outst	0002709	Mr. Derek C. Shouba	V0143304	03/09/21		25.00		25.00
								25.00		25.00
E0008980	03/11/21	Outst	0201801	Michael R. Traversa	V0143016	03/04/21		1,276.00		1,276.00
					V0143017	03/04/21		1,276.00		1,276.00
								2,552.00		2,552.00
E0008981	03/11/21	Outst	0000019	Mr. Scott E. Ulbrich	V0143228	03/08/21		150.00		150.00

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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
								150.00		150.00
E0008982	03/11/21	Outst	0158266	Mr. Christopher J. Wido	V0143209	03/04/21		20.00		20.00
								20.00		20.00
E0008990	03/12/21	Outst	0189276	Alicia M. Lugo	V0143364	03/11/21	B0003646	419.31		419.31
								419.31		419.31
E0008991	03/12/21	Outst	0207194	DD's Operations LLC	V0143365	03/11/21	B0003810	1,400.00		1,400.00
								1,400.00		1,400.00
E0008992	03/18/21	Outst	0000799	Ms Marlena Avalos-Thomps	V0143502	03/15/21		255.00		255.00
								255.00		255.00
E0008993	03/18/21	Outst	0190970	Mr. Stanley N. Boateng	V0138339	10/26/20		1,375.00		1,375.00
								1,375.00		1,375.00
E0008994	03/18/21	Outst	0206983	Ariana D. Dampier	V0138950	11/23/20		1,250.00		1,250.00
								1,250.00		1,250.00
E0008995	03/18/21	Outst	0190883	Ms. Sally Delgado	V0143335	03/11/21		213.75		213.75
					V0143366	03/12/21		156.51		156.51
								370.26		370.26
E0008996	03/18/21	Outst	0079155	Dr. Stanley S. Fields	V0143331	03/10/21		421.74		421.74
								421.74		421.74
E0008997	03/18/21	Outst	0207385	Gabriel Garcia	V0139494	12/08/20		1,250.00		1,250.00
								1,250.00		1,250.00
E0008998	03/18/21	Outst	0111441	Ms Jazmyne J. Hernandez	V0140581	12/18/20		20.00		20.00
								20.00		20.00
E0008999	03/18/21	Outst	0206101	Kevin W. McManaman	V0136632	09/30/20		1,750.00		1,750.00
								1,750.00		1,750.00
E0009000	03/18/21	Outst	0199309	Jason Nichols Enterprise	V0136016	09/11/20		4,250.00		4,250.00
								4,250.00		4,250.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0009001	03/18/21	Outst	0000928	Mr. James P. O'Connell,	V0143526	03/16/21		90.00		90.00
								90.00		90.00
E0009002	03/18/21	Outst	0195558	Mr. Andrew E. Pulaski	V0143308	03/10/21		41.84		41.84
								41.84		41.84
E0009003	03/18/21	Outst	0181767	Ms Maria Sanchez Anderso	V0143332	03/10/21		185.70		185.70
								185.70		185.70
E0009004	03/18/21	Outst	0000019	Mr. Scott E. Ulbrich	V0143534	03/16/21		90.00		90.00
								90.00		90.00
E0009005	03/18/21	Outst	0158266	Mr. Christopher J. Wido	V0143535	03/16/21		110.00		110.00
								110.00		110.00
E0009019	03/24/21	Outst	0190883	Ms. Sally Delgado	V0143518	03/16/21		32.38		32.38
					V0143628	03/19/21		217.50		217.50
					V0143629	03/19/21		45.33		45.33
								295.21		295.21
E0009020	03/24/21	Outst	0207232	Patrice Gordon	V0138946	11/23/20		625.00		625.00
								625.00		625.00
E0009021	03/24/21	Outst	0206101	Kevin W. McManaman	V0143599	03/18/21		110.00		110.00
								110.00		110.00
E0009022	03/24/21	Outst	0099077	Guadalupe Melo	V0143636	03/22/21		605.00		605.00
								605.00		605.00
E0009023	03/24/21	Outst	0141355	Max Melo	V0143637	03/22/21		605.00		605.00
								605.00		605.00
E0009024	03/24/21	Outst	0000928	Mr. James P. O'Connell,	V0143224	03/05/21		20.88		20.88
					V0143590	03/18/21		210.00		210.00
								230.88		230.88
E0009025	03/24/21	Outst	0201530	Matthew E. Saey	V0135941	09/09/20		2,000.00		2,000.00
								2,000.00		2,000.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0009026	03/24/21	Outst	0201801	Michael R. Traversa	V0143642	03/23/21		1,782.00		1,782.00
								1,782.00		1,782.00
E0009027	03/24/21	Outst	0000019	Mr. Scott E. Ulbrich	V0143597	03/18/21		150.00		150.00
								150.00		150.00
E0009028	03/24/21	Outst	0166301	Ms Wendy Vega-Huezo	V0143561	03/17/21		644.00		644.00
								644.00		644.00
E0009029	03/24/21	Outst	0200288	Mr. Thomas J. Welsh, Jr.	V0143598	03/18/21		330.00		330.00
								330.00		330.00
E0009030	03/24/21	Outst	0158266	Mr. Christopher J. Wido	V0143595	03/18/21		330.00		330.00
								330.00		330.00
E0009041	03/30/21	Outst	0207194	DD's Operations LLC	V0143763	03/30/21	B0003825	2,100.00		2,100.00
								2,100.00		2,100.00
E0009042	03/31/21	Outst	0110372	Giselle G. Castaneda	V0143749	03/29/21		110.00		110.00
								110.00		110.00
E0009043	03/31/21	Outst	0107686	Mrs. Blanca E. Jara	V0143630	03/19/21		289.50		289.50
					V0143631	03/19/21		26.58		26.58
								316.08		316.08
E0009044	03/31/21	Outst	0206101	Kevin W. McManaman	V0143735	03/29/21		220.00		220.00
								220.00		220.00
E0009045	03/31/21	Outst	0000928	Mr. James P. O'Connell,	V0143677	03/24/21		280.00		280.00
					V0143729	03/29/21		150.00		150.00
								430.00		430.00
E0009046	03/31/21	Outst	0002709	Mr. Derek C. Shouba	V0143685	03/26/21		504.00		504.00
								504.00		504.00
E0009047	03/31/21	Outst	0000019	Mr. Scott E. Ulbrich	V0143738	03/29/21		120.00		120.00
								120.00		120.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 03/01/2021 - 03/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0009048	03/31/21	Outst	0000808	Ms. Marisol Velazquez	V0143717	03/29/21		2,620.00		2,620.00
								2,620.00		2,620.00
								1,363,621.03		1,363,621.03

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CHECK REGISTER SUMMARY REPORT  
Period 03/01/2021 - 03/31/2021

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Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,363,621.03	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,363,621.03
			-----	-----
			1,363,621.03	1,363,621.03

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
ALL Construction Group	3/31/2021	0097218	2/26/2020	\$93,902.77	Welding Lab Renovation App 6
ALL Construction Group	3/31/2021	0097218	2/24/2021	\$75,706.49	Welding Lab Renovation App 6
Altorfer Industries Inc.	3/31/2021	0097220	2/24/2021	\$47,150.00	Skid Steer Loader
Boller Construction Company Inc.	3/15/2021	0097037	2/24/2021	\$21,441.19	Application 8
Carroll Seating Company, Inc.	3/31/2021	0097226	8/26/2020	\$15,953.08	Last Payment Bleachers
CDW-Government, Inc	3/15/2021	0097040	EXEMPT	\$1,960.63	HP SB X360
CDW-Government, Inc	3/31/2021	0097228	8/26/2020	\$36,267.06	Aruba Renewal license/60 Labtops Computers
Correct Digital Displays, Inc.	3/31/2021	0097233	8/26/2020	\$43,798.00	Baseball Scoreboard
Correct Digital Displays, Inc.	3/31/2021	0097233	8/26/2020	\$40,995.00	Softball Scoreboard
Correct Digital Displays, Inc.	3/31/2021	0097233	EXEMPT	\$3,000.00	Demo
Del Galdo Law Group, LLC	3/15/2021	0097046	EXEMPT	\$18,704.10	Attorney Services Fees
Delta Dental of Illinois	3/5/2021	0096925	EXEMPT	\$20,816.01	Delta Dental HMO
FHEG Morton College Bookstore	3/15/2021	0097051	8/26/2020	\$11,535.96	3rd party book charges
FHEG Morton College Bookstore	3/31/2021	0097237	8/26/2020	\$94,431.12	Follett Inclusive Access
First Midwest Bank	3/16/2021	0097093	EXEMPT	\$33,696.06	Various Credit Card Charges
Freeport Energy Solutions, LLC.	3/31/2021	0097241	11/18/2020	\$25,727.10	Energy Services
Lo Destro Construction Company	3/15/2021	0097066	2/24/2021	\$152,249.20	Application 008
Lo Destro Construction Company	3/31/2021	0097257	5/27/2020	\$54,137.93	App 7
Protolight, Inc.	3/31/2021	0097263	7/22/2020	\$13,300.00	Stage Lighting
Reliance Standard Life Ins	3/5/2021	0096943	EXEMPT	\$8,091.18	LTD
Reliance Standard Life Ins	3/12/2021	0096997	EXEMPT	\$8,090.32	LTD
Sound Investment Audio, LTD	3/31/2021	0097270	7/22/2020	\$50,900.98	Audio/Visual Theater Application 2
State Univ Retirement Systems	3/15/2021	0097020	EXEMPT	\$68,742.13	Payroll Deductions
State Univ Retirement Systems	3/31/2021	0097211	EXEMPT	\$79,998.52	Payroll Deductions
Thaddeus M. Slowik, III	3/5/2021	0096945	EXEMPT	\$2,400.00	Baseball Coaching stipend
Thaddeus M. Slowik, III	3/5/2021	0096946	EXEMPT	\$720.00	BB Meal Money Event Date
Thaddeus M. Slowik, III	3/5/2021	0096947	EXEMPT	\$720.00	BB Meal Money Event Date
Thaddeus M. Slowik, III	3/5/2021	0096948	EXEMPT	\$4,750.00	Baseball Meal Money
Thaddeus M. Slowik, III	3/5/2021	0096949	EXEMPT	\$360.00	Baseball Meal Money
Thaddeus M. Slowik, III	3/12/2021	0096998	EXEMPT	\$705.71	Reimbursement BB Gasoline
Thaddeus M. Slowik, III	3/12/2021	0096999	EXEMPT	\$720.00	BB Meal Money 3/19/21
Thaddeus M. Slowik, III	3/12/2021	0097000	EXEMPT	\$720.00	BB Meal Money 3/20/21
Thaddeus M. Slowik, III	3/19/2021	0097117	EXEMPT	\$720.00	3/24/21 BB Meal Money
Thaddeus M. Slowik, III	3/19/2021	0097118	EXEMPT	\$720.00	3/26/21 BB Meal Money
Thaddeus M. Slowik, III	3/19/2021	0097119	EXEMPT	\$720.00	3/27/21 BB Meal Money
Thaddeus M. Slowik, III	3/19/2021	0097120	EXEMPT	\$720.00	3/22/21 BB Meal Money
Thaddeus M. Slowik, III	3/26/2021	0097174	EXEMPT	\$260.42	Reimbursement BB Gasoline
Thaddeus M. Slowik, III	3/26/2021	0097175	EXEMPT	\$360.00	3/30/21 BB Meal Money
Tim's Glass and Mirror	3/15/2021	0097064	EXEMPT	\$20,077.52	Inv#1008944/STEM Center
UWorld LLC	3/15/2021	0097087	EXEMPT	\$21,912.00	NCLEX-RN Qbank
Total Paid				1,077,180.48	

**Morton Community College**  
**FY21 Budget Report**  
**For 9 Month Ending March 31, 2021**



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

**75%**

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 20,653,324	\$ 26,219,442	78.8%	\$ 5,566,118
Expenditures	(16,322,885)	(26,218,756)	62.3%	(9,895,871)
Net	\$ 4,330,439	\$ 686		\$ (4,329,753)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 2,702,407	\$ 3,610,960	74.8%	\$ 908,553
Expenditures	(2,519,725)	(3,609,557)	69.8%	(1,089,832)
Net	\$ 182,682	\$ 1,403		\$ (181,279)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 9,175,278	\$ 21,497,703	42.7%	\$ 12,322,425
Expenditures	(8,427,779)	(21,497,703)	39.2%	(13,069,924)
Net	\$ 747,499	\$ -		\$ (747,499)
<u>Audit Fund</u>				
Revenue	\$ 53,423	\$ 71,567	74.6%	\$ 18,144
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 53,423	\$ (10,033)		\$ (63,456)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 596,124	\$ 801,734	74.4%	\$ 205,610
Expenditures	(1,369,348)	(2,336,280)	58.6%	(966,932)
Net	\$ (773,224)	\$ (1,534,546)		\$ (761,322)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 626,631	\$ 651,529	96.2%	\$ 24,898
Expenditures	(466,475)	(645,950)	72.2%	(179,475)
Net	\$ 160,156	\$ 5,579		\$ (154,577)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 3,145,427	\$ 11,987,735	26.2%	\$ 8,842,308
Expenditures	(3,856,063)	11,987,735	-32.2%	15,843,798
Net	\$ (710,636)	\$ 23,975,470		\$ 24,686,106
<u>All Funds</u>				
Revenue	\$ 36,952,614	\$ 64,840,670	57.0%	\$ 27,888,056
Expenditures	(32,962,275)	(42,402,111)	77.7%	\$ (9,439,836)
Net	\$ 3,990,339	\$ 22,438,559		\$ 18,448,220

**EDUCATION FUND REVENUE**  
**March 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 5,616,567	\$ 7,530,232	74.6%	\$ 1,913,665
Total Local Government	<u>\$ 5,616,567</u>	<u>\$ 7,530,232</u>		<u>\$ 1,913,665</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 333,617	\$ 650,000	51.3%	\$ 316,383
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,735,920	\$ 2,314,560	75.0%	\$ 578,640
ICCB equalization grants	3,915,034	5,220,045	75.0%	1,305,011
CTE formula grant	83,286	-	0.0%	(83,286)
Total State Government	<u>\$ 5,734,240</u>	<u>\$ 7,534,605</u>		<u>\$ 1,800,365</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 7,411,857	\$ 7,947,825	93.3%	\$ 535,968
Fees	1,517,718	2,023,480	75.0%	505,762
Total Tuition and Fees	<u>\$ 8,929,575</u>	<u>\$ 9,971,305</u>		<u>\$ 1,041,730</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 22,919	\$ 253,300	9.0%	\$ 230,381
Investment revenue	16,406	250,000	6.6%	233,594
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 39,325</u>	<u>\$ 533,300</u>		<u>\$ 493,975</u>
<b>Total Revenue</b>	<u>\$ 20,653,324</u>	<u>\$ 26,219,442</u>	<u>78.8%</u>	\$ 5,566,118
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 20,653,324</u>	<u>\$ 26,219,442</u>	78.8%	<u>\$ 5,566,118</u>

# EDUCATION FUND EXPENDITURES

March 31, 2021

	Actual	Budget	%	Budget Remaining
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 6,087,979	\$ 7,393,818	82.3%	\$ 1,305,839
Employee benefits	571,145	762,994	74.9%	191,849
Contractual services	56,869	304,650	18.7%	247,781
Material and supplies	168,912	520,650	32.4%	351,738
Conferences and meetings	2,827	33,785	8.4%	30,958
Total Instruction	<u>6,887,732</u>	<u>9,015,897</u>	<u>76.4%</u>	<u>2,128,165</u>
<b>Academic Support</b>				
Salaries	970,259	1,541,851	62.9%	571,592
Employee benefits	140,197	262,088	53.5%	121,891
Contractual services	209,376	287,000	73.0%	77,624
Material and supplies	106,028	272,970	38.8%	166,942
Conferences and meetings	3,804	29,340	13.0%	25,536
Fixed charges	42,427	75,000	56.6%	32,573
Other Expenditures	(1,228)	1,000	-122.8%	2,228
Total Academic Support	<u>1,470,863</u>	<u>2,469,249</u>	<u>59.6%</u>	<u>998,386</u>
<b>Student Services</b>				
Salaries	1,307,911	1,804,540	72.5%	496,629
Employee benefits	175,519	231,677	75.8%	56,158
Contractual services	72,621	215,000	33.8%	142,379
Material and supplies	27,103	162,550	16.7%	135,447
Conferences and meetings	15,176	76,450	19.9%	61,274
Fixed charges	11,725	19,000	61.7%	7,275
Total Student Services	<u>1,610,055</u>	<u>2,509,217</u>	<u>64.2%</u>	<u>899,162</u>
<b>Public Service/Continuing Education</b>				
Salaries	187,698	328,079	57.2%	140,381
Employee benefits	37,178	46,093	80.7%	8,915
Contractual services	101,527	217,000	46.8%	115,473
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>326,342</u>	<u>631,122</u>	<u>51.7%</u>	<u>304,780</u>
<b>Auxiliary Services</b>				
Salaries	133,010	199,675	66.6%	66,665
Employee benefits	12,025	1,884	638.3%	(10,141)
Contractual services	380,873	402,000	94.7%	21,127
Material and supplies	500,831	557,500	89.8%	56,669
Conferences and meetings	79,500	107,750	73.8%	28,250
Fixed charges	8,650	16,000	54.1%	7,350
Total Auxiliary Services	<u>1,114,889</u>	<u>1,284,809</u>	<u>86.8%</u>	<u>169,920</u>

# EDUCATION FUND EXPENDITURES

March 31, 2021

	Actual	Budget	%	Budget Remaining
<b>EXPENDITURES</b>				
<b>Institutional Support</b>				
Salaries	\$ 1,716,858	\$ 2,575,796	66.7%	\$ 858,938
Employee benefits	344,185	484,199	71.1%	140,014
Contractual services	854,251	1,478,500	57.8%	624,249
Material and supplies	290,245	711,800	40.8%	421,555
Conferences and meetings	63,376	216,500	29.3%	153,124
Fixed charges	48	1,500	3.2%	1,452
Other	74,991	140,000	53.6%	65,009
Total Institutional Support	<u>3,343,954</u>	<u>5,608,295</u>	<u>59.6%</u>	<u>2,264,341</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	<u>1,569,052</u>	<u>2,029,000</u>	<u>77.3%</u>	<u>459,948</u>
Total Scholarships, Student Grants & Waivers	<u>1,569,052</u>	<u>2,029,000</u>	<u>77.3%</u>	<u>459,948</u>
<b>Contingencies</b>				
	-	540,000	0.0%	540,000
<b>Total Expenditures</b>	<u>\$ 16,322,887</u>	<u>\$ 24,087,589</u>	<u>67.8%</u>	<u>\$ 7,764,702</u>
Transfers out	-	2,167,167	0.0%	2,167,167
<b>Total Expenditures and Transfers out</b>	<u>\$16,322,887</u>	<u>\$ 26,254,756</u>	<u>62.2%</u>	<u>\$ 9,931,869</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**

**March 31, 2021**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 1,100,297	\$ 1,481,960	74.2%	\$ 381,663
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	333,617	650,000	51.3%	316,383
<b>STUDENT FEES</b>				
Fees	1,266,511	1,450,000	87.3%	183,489
Total Student Fees	1,266,511	1,450,000	87.3%	183,489
<b>MISCELLANEOUS</b>				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	14,000	0.0%	14,000
Investment revenue	1,982	10,000	19.8%	8,018
Total Miscellaneous	1,982	29,000	6.8%	27,018
Transfers in	-	-	-	-
<b>Total Revenue</b>	\$ 2,702,407	\$ 3,610,960	74.8%	\$ 908,553
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$749,023	\$774,098	96.8%	\$25,075
Employee benefits	114,763	147,459	77.8%	32,696
Contractual services	979,359	1,373,000	71.3%	393,641
Material and supplies	72,850	199,500	36.5%	126,650
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	459,387	770,000	59.7%	310,613
Capital outlay	144,343	329,000	43.9%	184,657
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	2,519,725	3,609,557	69.8%	1,089,832
<b>Total Expenditures</b>	\$ 2,519,725	\$ 3,609,557	69.8%	\$ 1,089,832

**RESTRICTED PURPOSE FUND REVENUE**  
**March 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB - adult education	\$567,474	\$1,295,796	43.8%	\$728,322
ISBE grant revenue- other	177,756	266,451	66.7%	88,695
Other Sources	34,444	3,695,000	0.9%	3,660,556
Total State Government	<u>779,674</u>	<u>5,257,247</u>	<u>14.8%</u>	<u>4,477,573</u>
<b>FEDERAL GOVERNMENT</b>				
Department of education	7,648,103	16,223,472	47.1%	8,575,369
Other	-	16,984	0.0%	16,984
Total Federal Government	<u>7,648,103</u>	<u>16,240,456</u>	<u>47.1%</u>	<u>8,592,353</u>
 <b>Total Revenue</b>	 <u>\$ 8,427,777</u>	 <u>\$ 21,497,703</u>	 <u>39.2%</u>	 <u>\$ 13,069,926</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**March 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 849,322	\$ 1,404,622	60.5%	\$ 555,300
Employee benefits	64,215	2,097,327	3.1%	2,033,112
Contractual services	910	6,224	14.6%	5,314
Material and supplies	142,588	247,970	57.5%	105,382
Conferences and meetings	82	14,725	0.6%	14,643
Other Fixed Charges	9,959	20,688	48.1%	10,729
Student grants and scholarships	9,497	30,000	31.7%	20,503
Total Instruction	<u>1,076,573</u>	<u>3,821,556</u>	<u>28.2%</u>	<u>2,744,983</u>
<b>Academic Support</b>				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
<b>Student Services</b>				
Salaries	104,388	384,379	27.2%	279,991
Employee benefits	22,450	460,389	4.9%	437,939
Other Contract Services	62,191	199,078	31.2%	136,887
Material and supplies	259,862	743,017	35.0%	483,155
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	13,403	235,000	5.7%	221,597
Total Student Services	<u>476,144</u>	<u>2,058,244</u>	<u>23.1%</u>	<u>1,582,100</u>
<b>Public Service/Continuing Education</b>				
Salaries	131,030	203,238	64.5%	72,208
Employee benefits	29,896	131,675	22.7%	101,779
Contractual services	420	2,800	15.0%	2,380
Material and supplies	12,796	20,826	61.4%	8,030
Conferences and meetings	3,799	20,550	18.5%	16,751
Total Public Service/Continuing Education	<u>177,941</u>	<u>379,089</u>	<u>46.9%</u>	<u>201,148</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**
**March 31, 2021**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
<b>Institutional Support</b>				
Salaries	56,908	-		(56,908)
Employee benefits	12,376	450,000	2.8%	437,624
Contractual services	78,904	100,000	78.9%	21,096
Materials and supplies	417,128	1,174,785	35.5%	757,657
Student grants and waivers	538,710	287,655	187.3%	-251,055
Total Institutional Support	1,104,026	2,012,440	54.9%	908,414
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	22,829	131,529	17.4%	108,700
Student grants and scholarships	6,317,764	12,269,845	51.5%	5,952,081
<u>Total Scholarships, Student Grants &amp; Waivers</u>	<u>6,340,593</u>	<u>12,401,374</u>	<u>51.1%</u>	<u>6,060,781</u>
<b>Total Expenditures</b>	<b>\$ 9,175,277</b>	<b>\$ 21,497,703</b>	<b>42.7%</b>	<b>\$ 12,322,426</b>

**AUDIT FUND REVENUE AND EXPENDITURES**  
**March 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 53,422	\$ 71,517	74.7%	\$ 18,095
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	1	50	2.0%	49
<b><u>Total Revenue</u></b>	<u>\$ 53,423</u>	<u>\$ 71,567</u>	<u>74.6%</u>	<u>\$ 18,144</u>
 <u>Transfers in</u>	 -	 -	 0.0%	 -
 <b><u>Total Revenue and Transfers in</u></b>	 <u>\$ 53,423</u>	 <u>\$ 71,567</u>	 <u>74.6%</u>	 <u>\$ 18,144</u>
 <b><u>EXPENDITURES</u></b>				
<u>By Program:</u>				
<b><u>Institutional Support</u></b>				
Contractual services	-	81,600	0.0%	81,600
 <b><u>Total Expenditures</u></b>	 <u>\$ -</u>	 <u>\$ 81,600</u>	 <u>0.0%</u>	 <u>\$ 81,600</u>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**March 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 596,117	\$ 801,634	74.4%	\$ 205,517
<b>MISCELLANEOUS</b>				
Investment revenue	7	100	7.0%	93
<b>Total Revenue</b>	<u>\$ 596,124</u>	<u>\$ 801,734</u>	<u>74.4%</u>	<u>\$ 205,610</u>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b>Instruction</b>				
Salaries	-	215,848	0.0%	215,848
Employee benefits	103,875	135,000	76.9%	31,125
Total Instruction	<u>103,875</u>	<u>350,848</u>	<u>29.6%</u>	<u>246,973</u>
<b>Academic Support</b>				
Employee benefits	<u>15,080</u>	<u>16,500</u>	<u>91.4%</u>	<u>1,420</u>
<b>Student Services</b>				
Salaries	66,875	85,668	78.1%	18,793
Employee benefits	27,940	28,501	98.0%	561
Total Academic Support	<u>94,815</u>	<u>114,169</u>	<u>83.0%</u>	<u>19,354</u>
<b>Public Service/Continuing Education</b>				
Employee benefits	<u>2,900.00</u>	<u>7,500</u>	<u>38.7%</u>	<u>4,600</u>
<b>Auxiliary Services</b>				
Employee benefits	<u>2,479.00</u>	<u>4,500</u>	<u>55.1%</u>	<u>2021</u>
<b>Operations and Maintenance of Plant</b>				
Salaries	550,992	1,031,006	53.4%	480,014
Employee benefits	48,688	65,003	74.9%	16,315
Total Operations and Maintenance of Plant	<u>599,680</u>	<u>1,096,009</u>	<u>54.7%</u>	<u>496,329</u>
<b>Institutional Support</b>				
Salaries	53,131	149,956	35.4%	96,825
Employee benefits	81,198	61,711	131.6%	-19,487
Contractual services	160,222	200,000	80.1%	39,778
Other Fixed Charges	255,968	335,087	76.4%	79,119
Total Institutional Support	<u>550,519</u>	<u>746,754</u>	<u>73.7%</u>	<u>196,235</u>
<b>Total Expenditures</b>	<u>\$ 1,369,348</u>	<u>\$ 2,336,280</u>	<u>58.6%</u>	<u>\$ 966,932</u>

## GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES

March 31, 2021

	Actual	Budget	%	Budget Remaining
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 626,625	\$ 651,429	96.2%	\$ 24,804
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	6	100	6.0%	94
<b>Total Revenue</b>	626,631	651,529	96.2%	24,898
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	466,475	645,950	72.2%	179,475
<b><u>TRANSFERS OUT</u></b>	-	-	0.0%	-
<b>Total Expenditures</b>	\$ 466,475	\$ 645,950	72.2%	\$ 179,475

# OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

March 31, 2021

	Actual	Budget	%	Budget Remaining
<b><u>REVENUE</u></b>				
<b>STATE GOVERNMENT</b>				
Capital Development Board	-	6,385,625	0.0%	6,385,625
Total	-	6,385,625	0.0%	6,385,625
<b>OTHER SOURCES</b>				
Bonds	3,145,062	3,145,062	100.0%	-
Investment Interest	366	289,881	0.0%	289,515
Total	3,145,428	3,434,943	91.6%	289,515
<b>TRANSFERS IN</b>	\$ -	\$ 2,167,167	0.0%	\$ 2,167,167
<b><u>Total Revenue and Transfers in</u></b>	<b>\$ 3,145,428</b>	<b>\$ 11,987,735</b>	<b>26.2%</b>	<b>\$ 8,842,307</b>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	164,232	5,076,800	3.2%	4,912,568
Capital outlay	3,691,832	6,910,935	53.4%	3,219,103
Total Operation and Maintenance of Plant	3,856,064	11,987,735	32.2%	8,131,671
<b>Total Expenditures</b>	<b>\$ 3,856,064</b>	<b>\$ 11,987,735</b>	<b>32.2%</b>	<b>\$ 8,131,671</b>

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** FW: Action Item 8.3 for 4/28/2021 Board Meeting  
**Date:** Thursday, April 15, 2021 5:28:18 PM  
**Attachments:** [TR 3.31.21.pdf](#)

---

*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:** Thursday, April 15, 2021 5:20 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** Action Item 8.3 for 4/28/2021 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR MARCH 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: March 2021

<i><b>Institution</b></i>	<i><b>Purchased</b></i>	<i><b>Principal</b></i>	<i><b>Rate</b></i>	<i><b>Type</b></i>	<i><b>Maturity</b></i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,641,702.15	0.0100%	TIF Prime Fund	31-Mar-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,410.75	1.0940%	CD	31-Mar-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,410.75	1.0940%	CD	31-Mar-21
	Sum	<u>\$11,144,523.65</u>			
<b>Grand Total</b>		<b>\$ 11,144,523.65</b>			

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** Board action - Investment guidelines  
**Date:** Friday, April 9, 2021 9:31:39 AM  
**Attachments:** [Investment Guidelines Board Action Sheet FY22.docx](#)  
[Investment Guidelines.docx](#)

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*Thanks,*

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE MORTON COLLEGE INVESTMENT GUIDELINES FOR FISCAL YEAR 2022 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policy 5.2.2 and Chapter 110, Act 805 Section 3-47 of the *Illinois Public Community College Act*, and Chapter 3, Act 235 of the *Illinois Compiled Statutes*]

There is no recommendation for changes to the current *Investment Guidelines*, as previously approved by the Board of Trustees, as they contain more than adequate investment objectives and parameters and contain the directives for investment, as well as the constraints of State law and additional restrictions approved by the Board.

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

Morton College *Investment Guidelines*

## MORTON COLLEGE INVESTMENT GUIDELINES

The following are the specific procedures as adopted by MORTON COLLEGE for the investment of excess funds by the MORTON COLLEGE Treasurer.

### INVESTMENT OBJECTIVES

The primary objectives of the investment of excess funds of MORTON COLLEGE are two-fold: (a) the conservation of investment capital; and (b) the securing of the highest rates available for the term of investment within prudently defined risk guidelines.

### DEFINITION OF TERMS

#### I. Excess Funds

For purposes of this procedure, "excess funds" shall be defined as all funds not required for the current daily operation of MORTON COLLEGE and not designated for deposit in the MORTON COLLEGE checking account. The determination of excess funds shall be made by the MORTON COLLEGE Treasurer.

#### II. Treasurer

The Treasurer of MORTON COLLEGE shall be appointed on an annual basis by the Board of Trustees. The Treasurer shall have the sole responsibility for the investment of excess funds within the guidelines established. The Treasurer shall be bonded for an amount equal to the estimated maximum amount of deposits on hand at any given time rounded up to the next million dollars.

#### III. Designated Depositories

Under parameters established by the Board of MORTON COLLEGE, depositories designated as available for investment of excess funds are limited to the following: commercial banks (certificates of deposit); savings banks (certificates of deposit); and the United States Government (Treasury or Agency obligations).

### SELECTION OF DESIGNATED DEPOSITORIES

The financial reports of all eligible commercial banks and savings banks shall be reviewed by the MORTON COLLEGE Treasurer on an on-going annual basis for determination of fiscal stability. The names of those institutions meeting the over-all MORTON COLLEGE investment criteria shall be annually presented by the Treasurer to the MORTON COLLEGE Board for approval as designated depositories of excess funds.

If, in the determination of the Treasurer, a previously approved commercial bank or savings bank no longer meets the over-all financial criteria to be designated a depository of excess funds, recommendation for deletion of that institution as a depository shall be made by the Treasurer to the MORTON COLLEGE Board.

I. United States Treasury or Agency Obligations

When the rates on United States Treasury or Agency Obligations are the same or higher than the rates obtained on certificates of deposit, the Treasurer may invest in United States Treasury or Agency obligations.

II. Commercial Bank and Savings Banks  
Certificates of Deposit

The Treasurer shall obtain quotes from four (4) of the larger Chicago commercial banks to determine the highest interest rates prevailing for the certificates of deposit for the required investment period. Qualified commercial banks and savings banks within the boundaries of Community College District 527 shall be given the opportunity to equal the highest prevailing interest rate on certificates of deposit before investment is made in a Chicago commercial bank. When interest rates are identical, the Treasurer shall select the depository in which the least amount of MORTON COLLEGE excess funds is invested at that time.

III. Commercial Paper

The Treasurer may invest excess funds in Commercial Paper which is short term debt of major U. S. Corporations. First; the corporation must have assets exceeding \$500,000,000. Second; the corporation must be rated in the top three classifications by at least two standard rating services. Third; investments cannot exceed 180 days. And, fourth; investments in commercial paper can amount to, but not exceed 33.3% of the investment portfolio.

IV. Long-Term Investments

When, in the opinion of the Treasurer, investments with maturities of longer than one year are advisable, they shall be limited to Certificates of Deposit, U.S. Treasury or U.S. Agency obligations with maturities of up to twenty-four (24) months and not exceeding one third (33.3%) of the investment portfolio. When, in the opinion of the Treasurer interest rates are at a level high enough to warrant an investment in excess of twenty-four (24) months, such a long term investment shall be recommended to the Board for its ratification.

All investments made at commercial banks and savings banks shall require collateral in the form of United States Treasury obligations, real estate mortgages or state and local tax exempt securities in excess of the amount of any investment of MORTON COLLEGE funds over the \$100,000 limitation of the Federal Deposit Insurance Corporation. Collateral shall be at least 110% above the amount of the certificates of deposit, excluding the \$100,000 FDIC insurance limit.

V. The Illinois Funds (TIF)

TIF is the investment pool run by the State of Illinois for the benefit of itself and local governmental units throughout Illinois. It offers a way of giving the College immediate investment liquidity at a reasonable rate of return. When, in the opinion of the Treasurer, investment liquidity or performance is the primary investment objective, the Treasurer may invest up to 33.3% of the investment portfolio in TIF Money Market or Prime Fund.

#### VI. Mutual Funds

The Treasurer may invest excess funds in mutual funds that invest primarily in corporate investment grade or global government short-term bonds. All such investments must be made in mutual funds which have assets of a minimum of \$100 million and a track record of at least three years.

Each mutual fund shall have at the time of purchase a *Value Line* minimum risk rank classification of "2 - lower risk" on a scale of 1 - 5, 1 being the lowest risk, 5 being the highest risk, or a *Morningstar* minimum risk adjusted ranking of at least four stars \*\*\*\*, on a scale of 1 - 5 stars, 5 being the highest ranking, and 1 being the lowest ranking.

The Treasurer is authorized to invest up to a maximum of 33.33% of the investment portfolio in mutual funds that invest primarily in corporate investment grade short-term bonds. The treasurer is also authorized to invest up to a maximum of 15.00% of the investment portfolio in mutual funds that invest primarily in global government short-term bonds.

#### VII. Ginnie Mae - Government National Mortgage Association (GNMA)

The Treasurer may invest excess funds in Ginnie Mae (GNMA) mortgage certificates or in Ginnie Mae mutual funds exclusive of section VI above. A Ginnie Mae mutual fund invests in mortgage certificates.

The Treasurer is authorized to invest up to a maximum of 33.33% of the investment portfolio in Ginnie Mae mortgage certificates and in Ginnie Mae mutual funds.

#### VIII. Investments Not Covered by the Morton College Investment Guidelines

When, in the opinion of the Treasurer, there are investment opportunities consistent within the defined investment objectives but not covered by the Morton College Investment Guidelines, the Treasurer shall after consultation with the College President, bring the investment opportunity to the attention of the Board for specific approval of the investment or for approval to amend the Morton College Investment Guidelines.

#### IX. Collateralization

All College invested funds shall be collateralized at 105% of the value of the College investment above the F.D.I.C. amount and should be in agreement with the institutions guidelines and the College's investment guidelines. The collateral shall consist of First Mortgages, Federal Home Loan Bank (FHLB), Letters of Credit, Freddie Mac (FMNLC),

Fannie Mae (FNMA), Ginnie Mae (GNMA), and Municipal Bonds, or similar financial securities.

### REPORTING PROCEDURES

All investment activity executed by the Treasurer for MORTON COLLEGE shall be reported to the Senior Accountant on a daily basis as investments are made.

Once each month the Treasurer will report to the MORTON COLLEGE Board of the month-end status of MORTON COLLEGE investments. This report shall include a breakdown of investments at each individual financial institution and in United States Treasury obligations.

Revised – 4/9/21

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** Board action - New 403b and 457b provider  
**Date:** Friday, April 9, 2021 3:46:28 PM  
**Attachments:** [Proposed Action Sheet - Equitable Plan Member Benefit.docx](#)  
[Equitable-PlanMember - 403\(b\)-457\(b\) Participant Summary Sheet.pdf](#)  
[Morton College - PlanMember 403\(b\) and 457\(b\) Plan Establishment Form \(002\).pdf](#)

---

*Thanks,*

*Mireya Perez  
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**PROPOSED ACTION: THAT THE BOARD APPROVE THE PLAN MEMBER DEFERRED COMPENSATION 403B AND 457B PLANS FOR MORTON COLLEGE ELIGIBLE EMPLOYEES.**

**RATIONALE:**

PROVIDE ADDITIONAL DEFERRED COMPENSATION OPTIONS FOR ELIGIBLE EMPLOYEES.

**COST ANALYSIS: NO COST TO THE COLLEGE**

**ATTACHMENT: PARTICIPANT SUMMARY SHEET, PLAN ESTABLISHMENT FORM**



# Equitable Custodial Account Services 403(b) & 457(b) Savings Program Employer Implementation Authorization

Completion of the Employer Implementation Authorization will permit Equitable Custodial Account Services ("ECAS") to better serve you and/or your designated Third Party Administrator in complying with the 403(b) regulations. Additionally, it permits ECAS's Financial Professionals to offer a more diverse range of investment solutions to all employees and be informed on the plan features you have included in your 403(b) plan. Your cooperation and assistance in completing this form is appreciated.

Send completed form to: Employer Coordinator • 6187 Carpinteria Ave • Carpinteria, CA 93013 • (800) 874-6910

## SECTION ONE

### EMPLOYER INFORMATION

Employer Name Morton College Tax ID Number \_\_\_\_\_  
Address 3801 S. Central Avenue City Cicero  
County Cook State IL Zip 60804  
Payroll Contact For Remittance Questions Mireya Perez  
Phone 708-656-8000 Fax \_\_\_\_\_ Email mireya.perez@morton.edu  
Who will be remitting payroll contributions? ☐ Employer ☒ TPA

## SECTION TWO

### EMPLOYER TYPE (Check all that apply)

☒ Public School District ☐ 501(c)(3) Non-ERISA\* ☐ Church/Church Affiliate ☒ University/Community College ☐ For-Profit Entity  
☐ 501(c)(3) ERISA\* ☐ Government Entity ☐ Other \_\_\_\_\_

\* If 501(c)(3), please attach a copy of the IRS determination letter granting tax exempt status.

## SECTION THREE

### THIRD PARTY ADMINISTRATORS (If you have appointed an outside party)

TPA Name Omni Phone \_\_\_\_\_  
Plans Covered (Check all that apply) ☐ 403(b) ☐ 457(b) ☐ 401(k) ☐ 401(a) ☐ Other \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## SECTION FOUR

### EMPLOYER/EMPLOYEE SERVICES

Would you like to be set-up with Electronic Remittance? ☐ Yes ☒ No  
If yes, who should we contact?  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## SECTION FIVE

### EMPLOYER AUTHORIZED SIGNATURE

**Authorized Plan Administrators** (If you self-administer the plan)

I Mireya Perez (Print Name) hereby authorize that ECAS be added as an approved provider in our plan.

**Plans covered** (check all that apply): ☒ 403(b) ☒ 457(b) ☐ 401(k) ☐ 401(a) ☐ Other \_\_\_\_\_

Print Name Mireya Perez Title CFO/Treasurer

Signature \_\_\_\_\_ Date \_\_\_\_\_



# PlanMember 403(b) & 457(b) Savings Program

## Participant Summary Sheet

	PlanMember Elite	PlanMember Select
<b>TYPE OF INVESTMENT PROGRAM</b>	Mutual fund-based investment advisory program	Mutual funds from a broad variety of fund companies
<b>WHO SHOULD CONSIDER THIS PROGRAM?</b>	Investors that would prefer a professionally-managed investment portfolio suited to their unique investment goals, risk tolerance and time horizon	Investors who wish to select their own investments
<b>INVESTMENT OPTIONS</b>	<p>Professionally-managed PlanMember Services Asset Allocation Portfolios consisting of strategic combinations of no-load mutual funds.* Investment objectives range from safety of principal and inflation protection to maximum long-term growth. The program includes five Index portfolios, which generally favor index funds, five Hybrid portfolios, which supplements index funds with actively-managed funds and five Active portfolios which generally favors actively managed funds.</p> <p><i>*An annual asset-based fee will apply as well as other internal expenses and fees of the funds.</i></p>	More than 600 mutual funds in retirement share classes from 20 fund companies <sup>4</sup>
<b>PRODUCT FEATURES AND MEMBER SERVICES</b>	<ul style="list-style-type: none"> <li>• Customized Plan &amp; Savings Analysis</li> <li>• Online Retirement Plan Review</li> <li>• Personalized asset allocation portfolio recommendations</li> <li>• Experienced investment management team that makes asset allocation decisions, selects mutual funds, reviews fund literature, monitors portfolio managers and fund performance</li> <li>• Strategic portfolio rebalancing</li> <li>• Toll-free service center and web account access</li> <li>• Semi-annual membership newsletter</li> <li>• Quarterly Market Outlook &amp; Portfolio Strategy</li> <li>• Quarterly consolidated account statement</li> <li>• Personalized membership card</li> </ul>	<ul style="list-style-type: none"> <li>• Toll-free service center and web account access</li> <li>• Links to web-based fund research</li> <li>• Semi-annual membership newsletter</li> <li>• Quarterly Market Outlook &amp; Portfolio Strategy</li> <li>• Quarterly consolidated account statement</li> <li>• Personalized membership card</li> </ul>
<b>MUTUAL FUND COMPANIES</b>	American Century, American Funds, Delaware, Dimensional Fund Advisors (DFA), Federated Investors, Fidelity, Oppenheimer, T. Rowe Price and Vanguard	1290 Funds (R), AllianceBernstein (R), American Century (R), American Funds (R3), BlackRock (R), Deutsche Asset Management (R), Federated (R), Fidelity (Advisor Funds) (M), Hartford (R3), Invesco (R), Ivy (R), Janus Henderson (R), John Hancock (R3), MFS (R2), Neuberger Berman (R3), PIMCO (R), Pioneer (R), Putnam (R) and T. Rowe Price (R).
<b>MUTUAL FUND INTERNAL EXPENSES<sup>1</sup></b>	<p><b>Index Portfolios:</b> 0.06% to 0.09%; Average 0.08%</p> <p><b>Hybrid Portfolios:</b> 0.15% to 0.33%; Average 0.25%</p> <p><b>Active Portfolios:</b> 0.30% to 0.39%; Average 0.35%</p>	Depends on funds selected. See prospectus.
<b>SALES CHARGES</b>	None	None
<b>PROGRAM FEES</b>	<p><b>Asset-based Advisory Fee:</b><sup>2</sup> Maximum of 2.00%. Maximum fee may be lower for certain Employer Groups. Additionally, fees may be reduced depending on Individual and/or Employer Group assets. Ask your Financial Professional for pricing specific to your Employer Group.</p> <p><b>Account Service Fee:</b><sup>3</sup> \$50 plus 0.025% of assets annually (maximum of \$65). Waived for participants with over \$150,000 in combined PlanMember Advisor and/or PlanMember Strategist assets.</p>	<p><b>Account Service Fee:</b><sup>3</sup> \$50 annually. Fee is waived if client has over \$150,000 in PlanMember Elite Program assets.</p> <p><b>Custody and Administration Fee:</b> 0.10% annually.<sup>6</sup></p>
<b>403(b) LOAN PROGRAM</b>	Yes. \$100 loan set-up fee. No annual maintenance fee.	Yes. \$100 loan set-up fee. No annual maintenance fee.



Equitable EQUI-VEST® Series 201 Variable Annuity	
TYPE OF ANNUITY	Flexible premium deferred variable annuity <sup>7</sup>
INSURANCE COMPANY	Equitable Life Insurance Company
WHO SHOULD CONSIDER THIS PRODUCT?	For participants looking for a variable annuity that offers multiple investment options, death benefit protection and a number of payout options
PRODUCT FEATURES AND PLANMEMBER PROGRAM SERVICES	<ul style="list-style-type: none"> <li>• Personal Income Benefit<sup>SM 8, 9, 10</sup></li> <li>• Structured Investment Option<sup>11</sup></li> <li>• Guaranteed Interest Option<sup>12</sup></li> <li>• More than 80 Variable Investment Options</li> <li>• Dollar Cost Averaging</li> <li>• Asset Rebalance</li> <li>• Standard Death Benefit</li> <li>• Beneficiary Continuation Option</li> <li>• Managed account available through ProNvest<sup>13</sup></li> <li>• Semi-annual membership newsletter</li> <li>• Quarterly consolidated account statement</li> <li>• Quarterly Market Outlook &amp; Portfolio Strategy</li> <li>• Personalized membership card</li> </ul>
FEES AND CHARGES	<p><b>Total annual separate account charge:</b> 1.20%. Applies to all variable investment options (mortality and expense: 0.95% other expenses: 0.25%).</p> <p><b>Underlying variable investment option operating expenses:</b> Vary by variable investment option (range 0.62% to 1.44%).</p> <p><b>Annual administrative charge:</b> Lower of \$30 or 2% of the account value plus any amounts previously withdrawn during the contract year. Waivers may apply (see EQUI-VEST® Series 201 Participant Fact Sheet for details).</p> <p><b>Withdrawal charge and schedule:</b> The withdrawal charge is based on the time each contribution has been in the contract. For withdrawals exceeding the free withdrawal amount, charge deducted is 5% of any contribution withdrawn attributable to contributions made within the current and five prior contract years, measured from the date of the withdrawal. Withdrawal charges will no longer apply after the completion of 12 contract years. Waivers may apply (see EQUI-VEST® Series 201 Participant Fact Sheet for details).</p>
403(b) LOAN PROGRAM	Yes, no set-up fee

Please Note: Some options are not available in all states, in all employer plans and/or through all financial professionals offering the program. Additional investment options may also be available through other financial professionals. If you are interested in a product that is not available through your financial professional, contact the PlanMember Service Center at (800) 874-6910 to be put in touch with a financial professional who can assist you.

- As of October 2019.
- Fee may be reduced for certain employer groups.
- A separate Account Service Fee will be charged for each account type category. Account type categories to be charged separately include: a. Employer-Sponsored Plans (403(b), 457(b), 401(k), 401(a)), b. Individual Retirement Accounts (Traditional IRA, Roth IRA, SEP IRA, and SIMPLE IRA); and c. Nonqualified Accounts (Individual, Joint, Trust, Corporate, etc.). Fees for PlanMember Advisor/Strategist and PlanMember Select accounts are charged separately. If participant has more than one PlanMember Advisor/Strategist account of a specific account type category a single charge will cover all PlanMember Advisor and/or Strategist accounts for that account type category. The asset-based portion of the fee is based on the average daily balance of the account for the quarter prior to the fee charge date. If participant has more than one PlanMember Select account of a specific account type category a single charge will cover all PlanMember Select accounts for that account type category. The fee is charged annually in advance and is not prorated for terminations or new investments.
- Not all fund companies available in Texas. Funds and fund companies subject to change without notice.
- Alliance Bernstein is an affiliate of PlanMember Financial Corporation and Equitable Advisors.
- For Select 403(b) and 457(b) accounts only. Fee is assessed quarterly and is based on the average daily balance of the account for the prior quarter capped at \$250 per account annually. The fee is waived for clients who have \$25,000 or more of PlanMember Elite assets. Fee does not apply to IRA and nonqualified accounts.
- Variable annuities are long-term investments. Access to the investment may be limited by surrender charges and tax penalties.
- If elected, a 1% annual charge based on account value will be applied.
- Not available in all states and in all plans.
- Not available to 457(b) Top Hat tax-exempt organizations.
- The SIO is not available in all states or all plans. The SIO is an obligation of, and subject to the claims-paying ability of Equitable Life Insurance Company. Refer to the SIO prospectus for complete details.
- The Guaranteed Interest Option (GIO) is part of Equitable's general account. Three levels of interest are in effect: lifetime minimum, annual minimum and a current rate. It is neither a variable investment option nor subject to separate account charges or underlying portfolio operating expenses (including 12b-1 fees). No more than 25% of any contribution can be allocated to the GIO. Also, we will not process any transfer requests that would result in more than 25% of a contract's account value in the GIO. Based on the investment method selected, there may be restrictions on the amounts that can be transferred out of the Guaranteed Interest Option. These allocation and transfer restrictions are currently waived. We will notify participants 45 days in advance if these restrictions are re-imposed.
- Not available through all employer plans.

### Disclosures

Insurance products are offered by PlanMember Securities Corporation, a licensed insurance agency, and may not be available in all areas.

EQUI-VEST® is issued by Equitable Life Insurance Company (NY, NY) and is distributed by an affiliate, Equitable Distributors, LLC. EQUI-VEST® is a variable deferred annuity that can be used to fund a tax-deferred retirement plan. Annuities used to fund these plans do not offer any extra tax benefits. If you are buying an EQUI-VEST® variable deferred annuity to fund a plan, you should do so for its features and benefits other than tax deferral.

Withdrawals from fixed annuities, including partial withdrawals and surrenders, may be taxable. Withdrawals from a fixed annuity prior to age 59½ may result in a 10% IRS tax penalty in addition to ordinary income tax. Purchasing a fixed annuity within a retirement plan that already offers tax deferral results in no additional tax benefits. Consult your attorney or tax advisor for more information. Although it is possible to have guaranteed income for life with a fixed annuity, there is no assurance that this income will keep up with inflation.

*Investors should carefully consider the investment objectives, risks, charges and expenses of a variable annuity and its underlying investment options before investing. An investment in a variable annuity involves investment risk, including possible loss of principal. Variable annuities are designed for long-term investing. The contract, when redeemed, may be worth more or less than the total amount invested. Variable annuities are subject to insurance related charges including mortality and expense charges, administrative fees, and the expenses associated with the underlying funds. Withdrawals from a variable annuity prior to age 59½ may result in a 10% IRS tax penalty in addition to any ordinary income tax. Consult your attorney or tax advisor for more information. The guarantee of a variable annuity is backed by the financial strength of the underlying insurance company. Investment sub-account value will fluctuate with changes market conditions. For a copy of the prospectus of a variable annuity and its underlying investments, which contains this and other important information about variable annuities, contact your financial professional. Read the prospectus carefully before you invest.*

*Investors should carefully consider the investment objectives, risks, charges and expenses of a mutual fund before investing. All investments involve risk including possible loss of principal. The investment return and principal value will fluctuate and, when redeemed, the investment may be worth more or less than the total amount invested. Withdrawals from mutual funds may be subject to ordinary income tax, and a 10% IRS early withdrawal tax penalty may also apply to amounts withdrawn prior to age 59½. Consult your attorney or tax advisor for more information. Asset allocation or the use of an investment advisor does not ensure a profit nor guarantee against a loss. For a copy of the prospectus or summary prospectus of a mutual fund, which contains this and other important information about mutual funds, contact your financial professional. Read the prospectus carefully before you invest.*

The PlanMember 403(b) & 457(b) Savings Program is offered through PlanMember Securities Corporation ("PSEC"). PSEC provides securities transactions and investment advisory services for this program as a registered broker-dealer and investment advisor (member FINRA, SIPC). Through a contractual relationship with PSEC, Equitable Advisors, LLC ("Equitable Advisors") and its representatives may refer employer-sponsored 403(b) and 457(b) plan participants to the PlanMember 403(b) & 457(b) Savings Program as a registered broker-dealer (member FINRA, SIPC) and affiliate of PSEC. Equitable Advisors may separately offer investment advisory services to plan participants as a registered investment advisor.



6187 Carpinteria Ave, Carpinteria, CA 93013, (800) 874-6910

© PlanMember Financial Corporation 2020

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** Board action - designated depositories FY22  
**Date:** Friday, April 9, 2021 3:53:05 PM  
**Attachments:** [Designated Depositories Board Action Sheet FY22.docx](#)  
[Designated Depositories FY22.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 LIST OF DESIGNATED DEPOSITORIES OF EXCESS FUNDS FOR FISCAL YEAR 2022 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policy 5.2.2 and Chapter 110, Act 805 Section 3-47 of the *Illinois Public Community College Act*, and Chapter 3, Act 235 of the *Illinois Compiled Statutes*]

There are no changes in the list of proposed designated depositories from Fiscal Year 2021.

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

Proposed Designated Depositories of Excess Funds for Fiscal Year 2022.

# DESIGNATED DEPOSITORIES OF EXCESS FUNDS

FISCAL YEAR 2022

## **CHICAGO BANKS:**

Chase Bank

Bank of America

Northern Trust Bank

## **SUBURBAN BANKS:**

Bank of New York Trust Company\*\*

Central Federal Savings and Loan Association, Cicero

Central Federal Savings and Loan Association, Berwyn

BMO Harris Bank, Berwyn

BMO Harris Bank, Naperville

Bank of America, Cicero

Fifth Third Bank – Berwyn\*\*

Fifth Third Bank – Cicero\*\*

Regency Savings Bank, Naperville

First Midwest Bank, Lyons\*\*

First Midwest Bank, Joliet \*\*

## **OTHER DEPOSITORIES:**

The Illinois Funds (TIF), Springfield \*\*

\*\*Depositories presently used by Morton College

Page:	1
Date:	3/1/2020
Cost Center	546
P.O. Number	
Customer	549861
Invoice	575707

## INVOICE

MORTON COLLEGE  
3801 SOUTH CENTRAL AVE  
CICERO IL 60804

Notes:

Terms  
Due Date

Net 30 Days  
3/31/2020

Qty	Units	Description	Unit Price	Total
1.00	EA	BoardBook Subscription Subscription/Support	2,000.00	2,000.00

03/01/2020-8/31/2020 Billing Cycle

Subtotal	\$2,000.00
Tax	
Balance Due	\$2,000.00

**Please detach this stub and return it with your payment.**

<b>REMITTANCE</b>		TASB, Inc. PO Box 975112 Dallas, TX 75397-5112		Customer Invoice Balance Due	549861 575707 \$2,000.00
Payment Amount		Check Enclosed	YES	NO	
<b>To pay by credit card (VISA/MC/AMEX), please complete all of the following information:</b>					
Card Number		Exp Date		CVV#	
Cardholder Name		Billing Street			
Billing Zip		Phone #			
Signature		Date			
Email Address for credit card receipt					
<b>Credit card payments can be received at our secure fax number (512) 467-3515.</b>					

# ANNUAL MEMBERSHIP DUES INVOICE

Please verify address information and note any updates in the space provided

Carissa Davis  
Director of Financial Aid  
Morton College  
3801 S. Central Avenue  
Cicero, IL 60804-4300  
Phone: (708) 656-8000 x2227  
Fax: (708) 656-4625  
Email: [Carissa.Davis@morton.edu](mailto:Carissa.Davis@morton.edu)

<b>Invoice Date</b> April 7, 2021	<b>Invoice Number</b> 81008	<b>Due Date</b> June 30, 2021	<b>P&amp;P Builder</b> INCLUDED
<b>NASFAA Fed ID#</b> 83-0211970	<b>Membership Effective</b> July 1, 2021 - June 30, 2022	<b>2021-22 Membership Option</b> Value Plus Membership Package	<b>Webinar Package</b> INCLUDED
<input type="checkbox"/> In addition to my membership dues, I've added \$_____ to be used for other training opportunities during the 2021-2022 fiscal year. <a href="#">Learn More</a>  <input type="checkbox"/> By renewing the NASFAA membership, your institution acknowledges NASFAA's Statement of Ethical Principles, and agrees to adhere to the Code of Conduct. Please review the documents at <a href="http://www.NASFAA.org/ethics">www.NASFAA.org/ethics</a>		2019 Fall FTE: 2,262 Value Plus Membership Package Dues: \$2,550.00 Pre-Pay Training: Paid: \$0.00 Balance: \$2,550.00 Total Payment:  <b>Change your Membership Option, print a new invoice or pay online:</b> <a href="https://www.nasfaa.org/mydues/index/81008">https://www.nasfaa.org/mydues/index/81008</a>	

Payment Method: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> <b>Purchase orders are not accepted</b>		
Name on Card:	Card Number:	
Expiration Date:	Signature:	
Cardholder's Phone:	Amount to Be Charged:	Security Code (on back of credit card):

Questions, changes, or revisions, contact Membership Services at (202) 785-0453, Ext. 1 or [Membership@NASFAA.org](mailto:Membership@NASFAA.org).

**Pay online at <https://www.nasfaa.org/mydues/index/81008>**

Or remit to: NASFAA, 1801 Pennsylvania Avenue, Suite 850, Washington, DC 20006, Fax: 202-785-1487

Download a W-9 PDF at [www.nasfaa.org/w9](http://www.nasfaa.org/w9).

Please send this form with payment. Keep a copy for your records.

Interested in getting involved with or joining your state or regional association of student financial aid administrators?  
Learn more at [www.nasfaa.org/associations](http://www.nasfaa.org/associations).

## 2021-22 Options for Institutional Members

Membership dues include benefits for twelve months, July 1 to June 30.  
If joining mid-year, Standard Dues are pro-rated.

			Optional Add-Ons in addition to Standard Dues			
	Dues Calculation for all Institutions Base Fee + FTE x 9.5%		P&P Builder	Value Package	Webinar Package	Value Plus Package (P&P Builder, Webinars, and more!)
Standard Dues	\$840	+ FTE x 9.5%	\$99	\$550	\$499	\$1,495
<b>Standard Membership</b>  This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service. <ul style="list-style-type: none"> <li>• Includes unlimited Today's News subscriptions.</li> <li>• Includes unlimited access to the AskRegs Knowledgebase.</li> <li>• Includes unlimited access to the Compliance Engine checklists</li> <li>• Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost.</li> </ul>			<b>Value Membership</b>  Offers discounted access to select training materials for you and your staff! <ul style="list-style-type: none"> <li>• As with Standard, the Value package includes unlimited Today's News, AskRegs Knowledgebase, Compliance Engine and website access.</li> <li>• Includes unlimited access to six NASFAA U Self-Study Guides as downloadable PDFs. See list below for included Self-Study Guides. Value: \$600/staff member</li> <li>• 5% off Conference registrations, beyond the first registration, for the 2022 NASFAA Conference. Does NOT include on-site registrations.</li> <li>• 5% off Career Center job postings</li> </ul>		<b>Value Plus Membership</b>  Developed for institutions that need even more access to NASFAA's training resources. <ul style="list-style-type: none"> <li>• As with Standard, the Value Plus package includes unlimited Today's News, AskRegs Knowledgebase, Compliance Engine checklists, and website access.</li> <li>• Also includes the Webinar Package described below. Value: \$499</li> <li>• Includes the P&amp;P Builder. Value \$99</li> <li>• Includes unlimited access to all NASFAA U Self-Study Guides as downloadable PDFs. Value: \$1,962/staff member!</li> <li>• 10% off Conference registrations, beyond the first registration, for the 2022 NASFAA Conference. Does NOT include on-site registrations.</li> <li>• 10% off Career Center job postings</li> </ul>	

### P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

### Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2021-22, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a myNASFAA account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

### NASFAA U Self-Study Guides

The Value Package includes the first six guides in the NASFAA U Self-Study Guide series: Overview of the Financial Aid Process, Application Process, Student Eligibility, Cost of Attendance, Need Analysis: Federal & Institutional, and Verification. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.

**From:** [Keith McLaughlin](#)  
**To:** [Liliana Raygoza](#)  
**Cc:** [Ana L. Valdez](#); [Board Materials](#); [Derek C. Shouba](#)  
**Subject:** Re: April Board Item - ILCCO Membership  
**Date:** Friday, April 16, 2021 10:50:13 AM

---

I approve this for action at the April BOT Meeting.

On Apr 16, 2021, at 11:33 AM, Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)> wrote:

Hello Keith,

Attached, board action form and invoice for ILCCO membership needs approval for the April Board Meeting.

Thank you.

**Liliana Raygoza**

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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

<ILCCO Membership Invoice FY 22.pdf>

<PROPOSED ACTION\_ILCCO membership FY22.docx>

**PROPOSED ACTION:** THAT THE BOARD APPROVE MEMEBERSHIP IN THE ILLINOIS COMMUNITY COLLEGES ONLINE (ILCCO) FOR FY 22 AT A COST OF \$500.

**RATIONALE:** [Required by Board Policy 2.9]

Illinois Community Colleges Online membership is available to Illinois community college districts. Membership provides member colleges to network and collaborate by providing leadership and support in developing and promoting high quality online education in Illinois. These areas include special projects, grants, partnerships and collaborations. Numerous opportunities for online instructors and staff to participate in professional development at no additional cost. Increase efficient use of the college's resources through sharing high quality online courses and programs. Membership will increase.

**COST ANALYSIS:** Membership Fee \$500 – FY 22

**ATTACHMENTS:** FY22 Invoice



*Lazaro Lopez, Ed.D.*  
*Chairman*

*Brian Durham, Ed.D.*  
*Executive Director*

**Illinois Community College Board**

## INVOICE

Liliana Raygoza  
Morton College  
3801 S. Central Avenue  
Cicero IL 60804

DATE: April 16, 2021

The Illinois Community College Board is requesting payment of \$500.00 for Illinois Community College Online (ILCCO) membership fees.

DUE	DESCRIPTION	TERM	AMOUNT DUE
July 31, 2021	ILCCO Annual Membership Fee	7/1/2021 to 6/30/2022	\$500.00

The Illinois Community College Board's Employer Identification Number is 33-1000-747.  
Its tax-exempt number is E9988477106.

Remit payment to:

Illinois Community College Board  
ATTN: Jeff Newell, Deputy Director for Information Technology  
401 East Capitol Avenue  
Springfield, IL. 62701-1711  
jeff.newell@illinois.gov  
(217) 558-2066

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** Board action - Kaplan Nursing  
**Date:** Wednesday, April 14, 2021 4:14:57 PM  
**Attachments:** [PROPOSED ACTION Kaplan Fees Spring 2021.docx](#)  
[Morton College \(Invoice# 3148-15360-1\) 04122021 Kaplan.pdf](#)

---

Thank you,



**Mireya Perez**

Chief Financial  
Officer/Treasurer

P:  [\(708\) 656-8000](tel:(708)656-8000), Ext.  
[2289](tel:2289)

E: [Mireya.Perez@morton.edu](mailto:Mireya.Perez@morton.edu)

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

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**PROPOSED ACTION:**

THAT THE BOARD APPROVE KAPLAN I-HUMAN FOR NURSING PROGRAM SPRING TERM AS SUBMITTED.

**RATIONALE:**

This program is provided for the entire two years. Kaplan allow students to have access to NCLEX prep course, virtual clinical, and several adaptive testing quizzes for each course the students are enrolled in. This program is to keep board test rates increased as students continuous learning remotely and on site. Students approved this software and faculty after reviewing several other demonstrations they thought this would be the best to further their education.

CARES grant funds will be used to cover this invoice.

[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:**

\$31,150.00 for sophomore students Spring term 2021

\$41,250.00 for freshmen students Spring term 2021

\$72,400.00 Total for Spring Term 2021 Semester

**ATTACHMENT:**

Invoice



Invoice No.  
**3148-15360-1**

Kaplan, Inc  
P.O. Box 203930  
Dallas, TX 75320-3930

SID: 1831358171

Invoice Date: 04/12/2021  
Due Date: 05/12/2021  
Amount Due: \$ 72,400.00

SCHOOL:

Morton College  
3801 S Central Ave  
Cicero, IL 60804

Lydia Falbo  
708-656-8000  
lydia.falbo@morton.edu

AP CONTACT:

Lydia Falbo  
708-656-8000  
lydia.falbo@morton.edu

May 2021 w CAT and UNE - ODWC21086

START DATE	END DATE	EID	BILLABLE	FINAL COUNT	PRICE	AMOUNT
2021-02-01	2021-08-31	1305675142	89	89	\$ 350.00	\$ 31,150.00
Subtotal:						\$ 31,150.00

May 2022 w CAT and UNE - ODWC22021

START DATE	END DATE	EID	BILLABLE	FINAL COUNT	PRICE	AMOUNT
2021-02-01	2021-08-31	1305675151	165	165	\$ 250.00	\$ 41,250.00
Subtotal:						\$ 41,250.00

**TOTAL: \$ 72,400.00**

REMITTANCE:

Kaplan, Inc  
P.O. Box 203930  
Dallas, TX 75320-3930

**Please be advised cohort counts are final 10 business days from date of invoice.**

**From:** [Keith McLaughlin](#)  
**To:** [Liliana Raygoza](#)  
**Cc:** [Ana L Valdez](#); [Board Materials](#)  
**Subject:** Re: April Board Item - AIC UPP Membership  
**Date:** Wednesday, April 21, 2021 8:09:17 AM

---

I approve this for action at the April BOT Meeting.

On Apr 21, 2021, at 7:24 AM, Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)> wrote:

Good Morning, Keith,

Attached, board action form and invoice for AIC UPP membership needs approval for the April Board Meeting.

Thank you.

**Liliana Raygoza**

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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<FY21\_Morton College\_AICUPP Invoice.pdf>

<PROPOSED ACTION\_AIC University Partner.docx>

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE “UNIVERSITY PARTNERSHIP” WITH THE ART INSTITUTE OF CHICAGO (AIC) FOR 2021/2022 AT A COST OF \$5,000.

**RATIONALE:** [Required by Board Policy 2.10]

A “University Partnership” with AIC will provide MC students with free admission, MC students, staff and faculty a ten percent discount on first-time membership, and 50 general admission tickets for faculty, staff, and other guests. Partnership also includes an invitation to “Jobs at Art Museums,” Morton College representation on the University Partner Steering Committee, and access to professional development programs and concierge services. Morton College academic and student affairs offices will collaborate to promote partnership benefits to students.

**COST ANALYSIS:** Cost of \$5,000, renewed yearly.

**ATTACHMENTS:** University Partnership Proposal/Invoice



THE ART INSTITUTE OF CHICAGO

111 South Michigan Avenue Chicago, Illinois 60603 312.443.3600

INVOICE

DATE: March 12, 2021

TO: Shannon Martino  
Humanities, Faculty Member  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804

FROM: Madeline Shearer  
Assistant Director, Institutional Relations  
The Art Institute of Chicago  
111 South Michigan Avenue  
Chicago, Illinois 60637

RE: Invoice – University Partner Program

Invoice Number: 20210312UPP

Items	Total
University Partner Program	\$5,000.00
<b>Total Due to Art Institute:</b>	<b>\$5,000.00</b>

*Please make check payable to The Art Institute of Chicago and remit to the contact above.*

DUE: March 31, 2021

**From:** [Ruben V Ruiz](#)  
**To:** [Board Materials](#)  
**Subject:** MORTON COLLEGE BOARD OF TRUSTEES Quest  
**Date:** Thursday, April 15, 2021 8:38:24 AM  
**Attachments:** [R KaaS and MDM 3 year.pdf](#)  
[MORTON COLLEGE BOARD OF TRUSTEES Quest.docx](#)

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Thank you

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 3 YEAR AGREEMENT WITH KACE SYSTEMS MANAGEMENT IN THE AMOUNT OF \$117,076.89.00 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policy 5.3.1 and Chapter 805, Section 3-27.1 of the *Illinois Compiled Statutes*]

Replaced our current deployment (Smart Deploy)

Goals: Our current deployment tools is limited to what we need to accomplish, with the purchase of this new tool, the department will be able to track, deploy images, deploy software updates and keep a better inventory of all PCs and Laptops owned by the college.

**COST ANALYSIS:**

\$117,076.89 – 3 Year term  
Year 1 \$39,025.63  
Year 2 \$39,025.63  
Year 3 \$39,025.63

**ATTACHMENTS:**

Quest invoice

**Customer** Morton College  
**Attn.**

**Date** 4/8/2021  
**Quote #** Q-1235920  
**Effective From** 4/8/2021 **Through** 5/10/2021  
**Sales Rep** John Zappia  
**Phone #** (574) 274-0355 **Email** john.zappia@quest.com

Bill To	Ship To	End User
Morton College  3801 S Central Ave Cicero, Illinois 60804 United States	Morton College  3801 S Central Ave Cicero Illinois 60804 United States	Morton College  3801 S Central Ave Cicero 60804 United States

Line	Part Number	Type	Required By	Qty	Net Price	Extended Net Price	Maintenance Duration (Months)
1	JAE-KCE-TB	Term License/Maint.		535	USD 116.79	USD 62,482.65	36.00
KACE AS A SERVICE (500 - 699 NODES - 1 YEAR) PER NODE TERM LICENSE/MAINTENANCE Term Start: 4/8/2021 Term End: 4/7/2024 Delivery Method: Electronic							
2	KQP-KCE-PP	Professional Services	JAE-KCE-TB	1	USD 3,893.40	USD 3,893.40	12
KACE KAAS QUICKSTART PREMIUM Delivery Method: None							
3	VPN-KCE-PP	Professional Services	JAE-KCE-TB	1	USD 540.75	USD 540.75	12
KACE KAAS SITE-TO-SITE VPN SETUP/CONNECTION PREPAID CONSULTING Delivery Method: None							
4	AAA-KCE-SAAS-247	Term License/Maint.		535	USD 85.29	USD 45,630.15	36.00
KACE CLOUD MOBILE DEVICE MANAGER PER DEVICE SUBSCRIPTION 24X7 SAAS Term Start: 4/8/2021 Term End: 4/7/2024 Delivery Method: Electronic							
5	CMD-KCE-PP	Professional Services		1	USD 1,028.97	USD 1,028.97	12.00
KACE CLOUD MOBILE DEVICE MANAGER REMOTE PREPAID QUICKSTART ESSENTIALS Delivery Method: None							
6	RCK-KCE-PP	Professional Services		1	USD 3,500.97	USD 3,500.97	12
KACE REMOTE CONFIGURATION OF KACE SYSTEMS MANAGEMENT APPLIANCE SERVICE DESK PREPAID CONSULTING Delivery Method: None							

**Customer** Morton College  
**Attn.**

<b>Date</b>	4/8/2021		
<b>Quote #</b>	Q-1235920		
<b>Effective From</b>	4/8/2021	<b>Through</b>	5/10/2021
<b>Sales Rep</b>	John Zappia		
<b>Phone #</b>	(574) 274-0355	<b>Email</b>	john.zappia@quest.com

Payment Terms: Net 30

<b>Subtotal</b>	<b>USD 117,076.89</b>
<b>Tax</b>	<b>USD 0.00</b>
<b>Total</b>	<b>USD 117,076.89</b>

By issuing a Purchase Order for the items listed above (a "PO"), or by signing, or otherwise accepting this Quotation, Customer agrees that this Quotation and all agreements referenced and incorporated herein (collectively, the "Agreement") shall constitute the entire and exclusive agreement between the Parties with respect to such items and shall supersede any and all other agreements and communications, written or oral, express or implied with respect thereto. If Customer issues a PO, the Parties agree that the PO shall be considered Customer's acceptance of this Quotation and not a counter-offer. Provider's failure to object to the terms and conditions in the PO shall not indicate Provider's acceptance of such terms and conditions nor operate as a waiver of or modification to the Agreement.

Any On-Premise Software, Appliances, and initial Maintenance Periods listed above are subject to the terms and conditions of the Software Transaction Agreement located at <https://www.quest.com/legal/license-agreements.aspx> as of the date stated above which is incorporated herein by reference.

The Professional Services set forth above shall be subject to and governed by the terms and conditions of the services agreement located at <http://www.quest.com/legal/services-agreement.aspx> as of the date stated above which is incorporated herein by reference. If any line item above for professional services does not end in "per hour" or "per day", then such line item will be for the applicable services offering described at <http://www.quest.com/legal/service-offering-descriptions.aspx> as of the date stated above which is incorporated herein by reference..

**Customer** Morton College  
**Attn.**

<b>Date</b>	4/8/2021		
<b>Quote #</b>	Q-1235920		
<b>Effective From</b>	4/8/2021	<b>Through</b>	5/10/2021
<b>Sales Rep</b>	John Zappia		
<b>Phone #</b>	(574) 274-0355	<b>Email</b>	john.zappia@quest.com

Any amounts payable by Customer that remain unpaid after the due date shall be subject to a late charge equal to 1.5% of the invoice amount per month from the due date until such amount is paid, or the maximum rate permitted by law if less.

All applicable taxes, including state, local, value added and other taxes, and shipping and handling charges, shall be as provided for on the invoice.

Provider, or its designated auditing agent, may verify Customer's deployment of the Products for compliance with the terms and conditions of the Agreement.

A copy of the Product Guide located at [https://www.quest.com/docs/Product\\_Guide.pdf](https://www.quest.com/docs/Product_Guide.pdf) as of the above date is hereby incorporated by reference.

Any On-Premise Software shall be delivered electronically and not shipped or provided on tangible or physical media. New versions or releases of, or corrections, enhancements, or upgrades to, such Software provided under Maintenance Services shall also be made available electronically. Hardware or Appliances, if any, will be delivered FOB Shipping Point.

All prices are in U.S. Dollars. Professional Services, if any, will be invoiced separately from any other items purchased and are independent of the purchase of and payment for any other items hereunder.

**Customer** Morton College  
**Attn.**

<b>Date</b>	4/8/2021		
<b>Quote #</b>	Q-1235920		
<b>Effective From</b>	4/8/2021	<b>Through</b>	5/10/2021
<b>Sales Rep</b>	John Zappia		
<b>Phone #</b>	(574) 274-0355	<b>Email</b>	john.zappia@quest.com

### Accepted By Morton College

Authorized Signature

Printed Name

Title:

Date:

### Accepted By Quest Software Inc.

Authorized Signature  
Printed Name  
Title  
Date:  
  
Claudia Lozano  
Chief Accounting Officer

4/8/2021

THANK YOU FOR YOUR BUSINESS!

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Cc:** [Nancy Jeffries](#); [Lydia Falbo](#)  
**Subject:** FW: Nursing Quote for 2021 iPad  
**Date:** Thursday, April 15, 2021 1:55:09 PM  
**Attachments:** [Nursing Quote#2 \(173 iPads\) + 2210054303.pdf](#)  
[PROPOSED ACTION Apple 1on1 Initiative Program 2021.docx](#)

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*Thanks,*

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

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**From:** Nancy Jeffries <nancy.jeffries@morton.edu>  
**Sent:** Thursday, April 15, 2021 1:25 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Cc:** Lydia Falbo <Lydia.Falbo@morton.edu>  
**Subject:** Nursing Quote for 2021 iPad

Hi Mireya,

I hope all is well. Please see attachments. Also, will you submit to Board Material?

Thank you,



**Nancy Jeffries**  
Administrative Assistant -Health Careers  
**P:** (708) 656-8000. Ext. 2265  
**E:** [Nancy.Jeffries@morton.edu](mailto:Nancy.Jeffries@morton.edu)  
[www.morton.edu](http://www.morton.edu)

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE NURSING IPAD 1:1 INITIATIVE PROGRAM  
TOTAL AMOUNT OF \$86,515.00 FROM APPLE INC 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:**

\$86,515.00 Total, \$60,000 WILL BE PAID FROM PERKINS GRANT AND \$26,515 FROM CARES GRANT.

**ATTACHMENT:**

Apple Inc. Education Price Quote



Nursing Quote#2  
(173 iPads) + 221005

# Apple Inc. Education Price Quote

<b>Customer:</b>	Ruben Ruiz MORTON COLLEGE email: Ruben.Ruiz@morton.edu	<b>Apple Inc:</b>	Jessica Jones 5505 W Parmer Lane Bldg 7 Austin, TX 78727 Phone: +1-512-6742873 email: jessicajones@apple.com
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**Apple Quote:** 2210054303

**Quote Date:** Thursday, April 15, 2021

**Quote Valid Until:** Friday, April 02, 2021

**Quote Comments:**

Please reference Apple Quote number on your Purchase Order.

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	<b>10.2-inch iPad Wi-Fi 128GB – Silver (10-pack) with 3-Year AppleCare+ for Schools</b> Part Number: BR492LL/A  <b>10.2-inch iPad Wi-Fi 128GB – Silver (10-pack)</b> Part Number: MYLY2LL/A Quantity: 170  <b>3-Year AppleCare+ for Schools – iPad / iPad Air / iPad mini</b> Part Number: S7743LL/A Quantity: 170	17	\$4,730.00	\$80,410.00
2	<b>10.2-inch iPad Wi-Fi 128GB – Silver</b> Part Number: MYLE2LL/A	3	\$399.00	\$1,197.00
3	<b>3-Year AppleCare+ for Schools – iPad / iPad Air / iPad mini</b> Part Number: S7743LL/A	3	\$79.00	\$237.00
4	<b>Jamf Pro iOS/tvOS (EDU) Subscription License (3 Year) (100–9,999 licenses)</b> Part Number: HLWZ2LL/A	173	\$27.00	\$4,671.00
<b>Edu List Price Total</b>				<b>\$86,515.00</b>

- Additional Tax	\$0.00
- Estimated Tax	\$0.00
<b>Extended Total Price*</b>	<b>\$86,515.00</b>

\*In most cases Extended Total Price does not include Sales Tax

\*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2210054303. Please contact your institution's Authorized Purchaser to submit the above quote online. For account access or new account registration, go to <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - For registration assistance, call 1.800.800.2775
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com). **Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.**
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT [contracts@apple.com](mailto:contracts@apple.com).
- ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
  - APPLE INC. AS THE VENDOR
  - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
  - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
  - PURCHASE ORDER NUMBER
  - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
  - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
  - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
  - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL Friday, April 02, 2021 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
  - APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

Opportunity ID: 18000005139073

<https://ecommerce.apple.com>

Fax:

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Copyright © 2018 Apple Inc. All rights reserved.

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** Board action sheet - Omni Financial Group  
**Date:** Saturday, April 17, 2021 6:52:01 PM  
**Attachments:** [Proposed Action Sheet - Omni Third Party Administrator.docx](#)  
[Addendum To Omni Services Agreement-v2.docx](#)  
[Start-Up Docs Fillable 6 24 20 Omni.pdf](#)

---

*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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**PROPOSED ACTION:** That the Board approve Omni Financial Group, Inc. as the third party administrator for all deferred compensation plans, as submitted.

**RATIONALE:**

Omni Financial Group will manage all deferred compensation plans. They will provide ongoing assistance, guidance and information to employees with respect to the Plan including contributions, transactions, documents or any other related issues.

**COST ANALYSIS:** No cost to the College

**ATTACHMENT:** SERVICE AGREEMENT AND ADDENDUM

## ADDENDUM TO OMNI SERVICES AGREEMENT

This is an Addendum ("Addendum"), to the Omni Services Agreement by and between Omni Financial Group, Inc. ("OMNI"), 220 Alexander Street Suite 400 Rochester, New York 14607, and Morton Community College District #527 ("Employer"), 3801 S. Central Ave., Cicero, IL 60804-439 ("Agreement").

Now, THEREFORE, notwithstanding any language contained in the Agreement or Addendum, to the contrary the Parties hereby agree that the following clauses are either amended, modified, deleted or added to the original Agreement as follows:

1. Integration. The Agreement and this Addendum shall be deemed to be one and the same instrument. All capitalized terms not specifically defined in this Addendum shall have the same meaning as given to such terms in the Agreement. To the extent that any conflicts exist between the Agreement, and this Addendum, the terms and provisions of this Addendum shall in all instances control and prevail. Except where specifically amended herein, all terms and conditions of the Agreement remain in full force and effect.

2. Section 5(b), Governing Law of the Agreement, is modified to read:

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. The Parties hereby consent to the exclusive jurisdiction of any State or Federal court located in Cook County, Illinois.

3. Section 3(b) Indemnifications of the Agreement, is modified to read:

OMNI's duties and liability, if any, to indemnify Employer, which shall include its elected officials, officers, employees, agents and representatives, successors and assigns, will become effective when the following conditions are met: OMNI has completed in a timely manner its compliance review of the Employer's Plan; the Employer has implemented all relevant recommendations made by OMNI; and, OMNI has established the distribution account described in the Agreement and has commenced making distributions therefrom.

4. Independent Contractor. OMNI is and will perform its Services as an independent contractor for the Employer. With the exception of the 403(b) and 457(b) compliance and remittance third party administrative service, nothing in the Agreement shall be construed so as to render OMNI an employee, agent, representative, joint venturer or partner of the Employer, and OMNI shall not hold itself out to others in such capacity. OMNI shall not enter into any contracts, agreements or other obligations with any other parties which bind, or are intended to bind, the Employer. OMNI shall have no authority to bind the Employer to contracts or to incur any other obligations on behalf of the Employer, and any such contracts or obligations entered into or incurred by OMNI shall be void.

5. Confidential Information. During the course of the Agreement, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this

Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process. Each party agrees to immediately return to the other party or destroy all Confidential Information of the other party in its possession, custody or control in whatever form held (including all copies of all written documents relating to that) upon termination of the Agreement or at any time, or from time to time, upon the request of the other party.

6. This Addendum shall be binding upon, and inure to the benefit of the legal representatives, successors and assigns of the parties hereto.
7. Whenever the consent of any party is required, such consent shall not be unreasonably withheld nor delayed.
8. OMNI shall conduct all of the activities set forth in the Agreement and Addendum in accordance with all state, local and federal guidelines, regulations and laws.

IN WITNESS WHEREOF, the Parties have duly executed this Addendum to the Agreement as of the date first above written.

OMNI Financial Group, Inc.

Morton Community College District 527

By: \_\_\_\_\_  
Robert F. McLean, President/CEO

By: \_\_\_\_\_  
Dr. Stan Fields, President

## Implementation Checklist

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

Total # Employees: \_\_\_\_\_

EIN # : \_\_\_\_\_

# Actively Contributing: \_\_\_\_\_

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

Conference Call Availability (Date & Time):

(1) \_\_\_\_\_ (2) \_\_\_\_\_

### REQUIRED START-UP DOCUMENTATION

☐ Services Agreement: 403b ☐ 457 ☐

☐ Authorization of Agency

☐ Salary Reduction Agreement (SRA) Waiver

☐ Contact List

☐ Initial Data File (forward via secure email only)

☐ Plan Document(s): 403b ☐ 457 ☐  
Including Adoption Agreement ☐ PLAN RESTATEMENT

☐ Vendor List w/ "Remit To" Addresses

☐ Payroll Schedule (please include name of payroll software)

## Services Agreement

This services agreement is entered into on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, (Employer) \_\_\_\_\_ (Address), and the Omni Financial Group, Inc., 220 Alexander Street Suite 400 Rochester, New York 14607, ("OMNI").

WHEREAS, Employer sponsors certain retirement plans as specified in the attached Schedule (Plan) and whereas OMNI provides administration services for such plans, the parties agree for OMNI to act as third party administrator for the Plan in accordance with the following provisions.

**1. OMNI'S SERVICES**

- a) Assistance and training necessary to implement OMNI's services for the Plan.
- b) An OMNI compliance specialist and remittance specialist designated to personally service the Plan.
- c) Call center services to address any plan inquiries.
- d) Plan contribution limit calculation and monitoring.
- e) Maintain records of all transactions processed by OMNI and any records of data preceding OMNI's services as provided by the Employer.
- f) Ensure that all information received by OMNI in performing its services hereunder is used for plan administrative purposes only and is otherwise treated as confidential information.
- g) Provide forms necessary for participants to contribute to the Plan such as the OMNI Salary Reduction Agreement ("SRA") form and plan transaction forms.
- h) Receive SRA's online, via e-mail, fax or mail. OMNI shall communicate plan contribution changes by secure e-mail to Employer's payroll department.
- i) Maintain a distribution account for plan contributions. In no event shall the distribution account funds be commingled with any of OMNI's other accounts, operational or otherwise.
- j) Serve as the common remitter for the Plan and promptly remit all funds to the employee's selected investment provider, according to the timetable set forth in the attached Schedule.
- k) Process all plan transactions such as age/severance/disability/death distributions, contract exchanges, transfers, loans, hardship withdrawals, service credit transfers, rollover contributions and QDRO's provided that Employer has begun to remit, and OMNI has in its possession, all necessary documents such as Employer's written Plan. The Services do not include processing loan repayments through OMNI.
- l) Provide Employer with yearly contribution limits for all contributing employees, including all applicable catch-up provisions.
- m) Verify that investment accounts are ready to receive contributions prior to communicating a contribution change to the Employer.
- n) Enter into Information Sharing Agreements with Investment Providers on behalf of Employer.
- o) Provide a Plan document, and provide amendments to the Plan pursuant to Employer's request or changes in law during the term of this Agreement.
- p) Notify Employer of Federal laws that affect the Employer's Plan.
- q) Manage IRS audits of the Employer's Plan.
- r) Insurance, and Crime Policy:
  - i. Provide and pay the full premiums for errors and omissions insurance coverage issued by a carrier authorized to provide such coverage in the State in which the services are to be performed, insuring against claims made, resulting or emanating from the Services that OMNI is providing the Employer pursuant to this agreement with a limit to \$5,000,000 per claim made, \$5,000,000 in aggregate.
  - ii. OMNI shall also provide and pay the full premiums on a crime policy in the amount of \$10,000,000 by a carrier licensed to issue such policies in the State in which the services are to be performed, covering OMNI's financial and distribution accounts for employee theft, forgery or alteration, and fund transfer fraud. Upon request Employer shall be named as a Loss Payee under said policy.
  - iii. OMNI shall also provide and pay full premiums on a Data Breach and Privacy Security Liability policy issued by a carrier authorized to provide such coverage in the State in which the services are to be performed, insuring against claims and/or breaches made with a limit of \$2,000,000 per each claim/breach made, and \$2,000,000 in aggregate.
- s) When necessary, issue federal tax 1099-R Form(s) for plan participants with respect to plan distributions that do not qualify for tax deferred treatment.

- t) Provide ongoing assistance, guidance, and information to Employers, their officials/administrators, employees, union representatives or investment providers with respect to the Plan including contributions, transactions, documents or any other related issues.

## 2. EMPLOYER'S OBLIGATIONS, ACKNOWLEDGEMENTS, REPRESENTATIONS

- a) Transfer plan contribution funds via ACH or wire to OMNI's distribution account for distribution to the employee's selected investment provider.
- b) Establish a secure email account with OMNI enabling OMNI to securely transmit confidential data necessary to perform its obligations under this agreement.
- c) Provide OMNI with information relevant to the Plan necessary for OMNI to fulfill its obligations under this Agreement such as employees' dates of severance, disability or start dates.
- d) Select the plan's investment providers from the list of investment providers having an Information Sharing Agreement with OMNI.
- e) Employer is responsible for the proper characterization of any 403(b) Employer non-elective contributions.
- f) Employer is responsible for any other agreement it has relevant to the Plan, such as collective bargaining agreements or agreements directly with the Plan's investment providers.
- g) Employer shall inform OMNI of any other benefit plans that may affect the administration and proper compliance of the Employer's Plan.
- h) Employer shall distribute yearly a notice of its plan to all eligible employees for 403(b) Universal Availability purposes. OMNI shall provide employer with a form for this purpose.
- i) If the Employer fails to comply with any of its obligations, OMNI shall not be liable for any ensuing plan compliance failures and/or errors, omissions, in contract or in tort, or any other matters directly or indirectly arising out of, connected with, or related to the Employer's failures and/or errors. Accordingly, the indemnifications set forth herein will not be applicable.
- j) OMNI's role is to be the Employer's third party administrator for its Plan, and ensure compliance with the U.S. Tax Code and related regulations. OMNI does not intend to replace the Employer's legal counsel, or tax professional, and OMNI's Services under this Agreement do not include legal or tax advice, and that no analysis and/or recommendation made by any employee, agent, officer, or director of OMNI, in fulfilling OMNI's obligations under this Agreement, shall be so construed. Further, Employer understands and acknowledges that OMNI has advised the Employer to consult with Employer's own legal counsel or tax professional with respect to the Employer's Plan, or any related operational concerns, or other agreement(s) in place such as collective bargaining agreement(s).
- k) OMNI shall hold Employer remitted funds without an existing account to be applied to, for only a reasonable period of time or until an account where such funds can be applied to is established, whichever may be sooner. In no event shall OMNI hold any such funds for more than forty five ("45") days from the date of receipt. Accordingly, OMNI will return any such funds promptly to Employer.

## 3. INDEMNIFICATIONS

- a) Subject to the limitations set forth herein OMNI and Employer, each agree to the extent permitted by applicable law, to indemnify and hold the other party harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against the other party at any time to the extent such liability, loss or expense results from the indemnifying party's negligence, breach of the terms hereof, or willful misconduct under this Agreement. Except as specifically provided otherwise in the preceding sentence, and to the extent permitted by applicable law, Employer shall indemnify and hold OMNI harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against OMNI at any time in connection with OMNI's having acted upon the directions of Employer hereunder, or OMNI's having failed to act as a result of the absence of Employer directions.
- b) OMNI's duties and liability, if any, to indemnify Employer will become effective when the following conditions are met: OMNI has completed in a timely manner its compliance review of the Employer's Plan; the Employer has implemented all relevant recommendations made by OMNI; and, OMNI has established the distribution account described in the Agreement and has commenced making distributions therefrom.
- c) The indemnifying party shall have sole control of the defense and settlement of such claims and is not responsible for any settlement that it does not approve in writing; and the indemnitee renders all assistance required.

- d) The party seeking to be indemnified agrees to notify the indemnifying party of a claim within a reasonable time period. All notices shall comply with the notice requirements set forth herein.

#### 4. TERM and TERMINATION

This Agreement shall continue until terminated. Either party may terminate this Agreement by giving the other no less than thirty (30) days written notice prior to termination, in which case this Agreement shall terminate on the effective date specified in such notice. Either party may cancel this Agreement immediately, in whole or in part, for material default, material breach, insolvency, bankruptcy, and inability to pay debts, or similar financial circumstances by the other. In the event of any such termination, OMNI shall invoice the Employer for any amounts due and payable for Services rendered to Employer prior to the effective date of termination and Employer shall pay such invoice within ten (10) days of Employer's receipt thereof. Upon payment of such invoice, OMNI shall deliver to Employer all work completed up to the effective date of such termination and neither party shall have any further obligation or liability to the other.

#### 5. GENERAL

- a) Entire Agreement and Amendment. This Agreement, together with any schedules, and exhibits attached hereto, contains the complete and exclusive understanding and agreement of the parties with respect to its subject matter and supersedes, merges, and replaces all prior writings, discussions and understandings relating to such subject matter. This Agreement may only be amended by a written agreement and signed by authorized representatives of both parties.
- b) Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York. The Parties hereby consent to the exclusive jurisdiction of any State or Federal court located in Monroe County, New York.
- c) Force Majeure. Neither party shall be responsible to the other party for any loss, damage, compliance error or expense caused by its failure to perform any duty or obligation under this Agreement which is due to causes beyond its control, such as an act of God, fire, flood, explosion, war, insurrection, riot, vandalism, terrorism, strike, power failure, interruption or loss of telephone/telecommunication services, or governmental act of regulation.
- d) Severability. If any term or provision of this Agreement is found to be invalid or unenforceable for any reason, it shall be adjusted rather than avoided, if possible, so as best to accomplish the objective of the parties to the extent possible. In any event, the remaining terms and provisions shall be deemed valid and enforceable. It is expressly understood and agreed that each provision of this Agreement providing for a limitation of liability disclaimer or limitation of warranties, or exclusion of damages is intended by the parties to be severable and independent of any other provisions and to be enforced as such.
- e) Assignment. This Agreement shall be binding on the parties and on their successors and assigns. Except as expressly provided herein, neither party shall transfer, assign or subcontract any right or obligation hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- f) Waiver. The failure of either party any time to require performance by the other party of any provision hereof shall not affect in any way the full right to require such performance at any time thereafter; nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.
- g) Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute a single instrument.
- h) Notices. All notices relating to this Agreement shall be in writing, signed by the party providing such notice and shall be delivered by Personal delivery, fax, or certified U.S. Mail, return receipt requested. Notices shall be sent to the address of the other party as set forth above, or such other address as either party may specify in the future.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date or dates written below.

**EMPLOYER:**

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

**OMNI FINANCIAL GROUP, INC.:**

By: \_\_\_\_\_  
Robert F. McLean, President/CEO

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

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

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

## PLAN & FEE SCHEDULE

<b>Name of Employer</b>	
<b>Plan(s):</b>	<input type="checkbox"/> <b>403(b)</b> <input type="checkbox"/> <b>457(b)</b> <input type="checkbox"/> Full Administration <input type="checkbox"/> Remit Only
<b>Fees:</b>  \$36/yr/contributing participant  Paid by investment provider, employee or employer depending upon billing selection.	<input type="checkbox"/> <b>P3E (Exclusive)</b> <input type="checkbox"/> <b>P3L (Limited)</b> <input type="checkbox"/> <b>P3F (Flexible)</b> <input type="checkbox"/> Employer Pay <input type="checkbox"/> Vendor Pay (Fee passed on to participant) <input type="checkbox"/> <b>P3 Administrative Fee \$ _____</b> <input type="checkbox"/> <b>Non-P3 Fee \$ _____</b> <input type="checkbox"/> <b>Grandfathered P3 Fee \$ _____</b> <input type="checkbox"/> <b>Employer Paid / Standard Billing</b>

Investment providers in the Preferred Provider Program (P3) have agreed to cover OMNI's fees for the Employer at the above rate, billed quarterly. In P3E (Exclusive), all future contributions are made to P3 providers; In P3L (Limited), contributions can continue to existing non-P3 provider accounts and new accounts are opened with P3 providers only. In P3F (Flexible), the Employer chooses to pay for the Vanguard participant accounts or elects to have Vanguard pay which then deducts the fee from the individual participant's account.

Fees for participant accounts shall be paid as set forth above. For accounts receiving OMNI invoices, billing will commence upon first remittance.

## OMNI'S REMITTANCE

Files Received By	Funds Available For Use By	Day Processed
Wednesday Midnight	Friday 11:00 A.M. EST	Friday
Friday Midnight	Tuesday 11:00 A.M. EST	Tuesday

OMNI processes remittances on Tuesdays and Fridays provided that the Employer adheres to the above. Processing days during holiday weeks may vary.

Signer Initials: \_\_\_\_\_

## Authorization of Agency

\_\_\_\_\_(Please PRINT name of Employer) With offices located at \_\_\_\_\_[address], pursuant to the terms and conditions of its Services Agreement with the OMNI Financial Group, with principal offices located at 220 Alexander Street, Suite 400, Rochester, NY, 14607 (“OMNI”) hereby appoints OMNI as its duly authorized agent, to have full power and authority, as your Third Party Administrator (“TPA”) to act on your behalf in any and all compliance matters pertaining to your 403(b) and/or 457(b) program, including but not limited to entering into Information Sharing Agreements with various service providers, pursuant to Section 1.403(b)-10(b)(2) of the Treasury Regulations.

Accordingly, OMNI is authorized to execute any and all documents in connection with its role as your TPA, and do all things incidental to or in furtherance of compliance with Section 403(b) laws and regulations.

This authorization shall remain in full force and effect until such time as your Services Agreement with OMNI expires or is terminated.

To induce any third party to act in reliance upon this document, you hereby agree that any third party receiving a duly executed copy, facsimile, or electronic form of this document may act in reliance thereon, and that revocation or termination of this document shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation or termination shall have been received by such third party.

The individual whose signature appears below is duly authorized to execute this document.

Employer’s Name \_\_\_\_\_

By: \_\_\_\_\_(please print the name of individual signing)

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

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

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_

STATE OF \_\_\_\_\_ )  
 ) SS:  
 COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the document, the individual or the person upon behalf of which the individual acted, executed the document.

\_\_\_\_\_  
 Notary Public [Affix Stamp or Seal]

**Salary Reduction Agreement (SRA) Waiver**

To properly implement 403(b) and 457(b) services, it is necessary to obtain information typically found on a participant's Salary Reduction Agreement (SRA). Because the collection of SRA's is a time intensive process, OMNI streamlines the startup phase by receiving this information through the submission of your initial data and first remittance files. Together these files will contain all of the information necessary for OMNI to start remitting on your behalf.

Once remittances have begun, any employee wishing to start, stop, or otherwise change deductions will be required to complete a new SRA form with OMNI.

If you wish OMNI to use your initial data and first remittance files in lieu of obtaining existing SRA forms for current participants, please complete the authorization below.

**Employer Authorization**

\_\_\_\_\_ authorizes U.S. OMNI to rely solely on information provided in the initial data file and the first remittance file to establish the deduction profile for all currently participating employees.

Any future changes in deduction profiles must be accomplished by means of OMNI's SRA form. \_\_\_\_\_ shall remain responsible for all SRA forms and related information until changes are requested by employees after the date of first remittance.

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

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

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

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

## Contact List

Employer Name: \_\_\_\_\_  
Address (City, State, Zip) \_\_\_\_\_

**Appointed Plan Liaison** (Plan Oversight):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Secondary Plan Liaison** (Plan Oversight):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Payroll Contact** (SRAs/Fund Changes):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Secondary Payroll Contact:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Accounts Payable/Recipient of OMNI Invoices:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Banking Information:**

Banking Name: \_\_\_\_\_  
ABA/Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

## Sample IDF

### INITIAL DATA FILE

Once OMNI has received the signed services agreement, OMNI's implementation team will send an invitation to our secure email portal. **The Initial Data File should be submitted ONLY through this secure portal due to the sensitive information it contains.**

NAME	SSN	# of Pay Periods	Employee Contribution Amount PER PAY	Employer Contribution Amount PER PAY	Annual Salary	Service Provider	Date of Hire	Date of Birth	% Amount (if applicable)	Street Address	City	State	Zip	Email	Telephone	Indicate who is NOT Participating	YTD Information

= REQUIRED FIELD

= Required only when supplying information for ALL employees

**Please Note:** ROTH contributions should be noted in the respective service provider column (ex. Service Provider-ROTH).

**From:** [Keith McLaughlin](#)  
**To:** [Liliana Raygoza](#)  
**Cc:** [Ana L Valdez](#); [Board Materials](#)  
**Subject:** Re: April Board Item - Curriculum Changes  
**Date:** Wednesday, April 21, 2021 8:10:34 AM

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I approve these for action at the April BOT Meeting.

On Apr 21, 2021, at 7:25 AM, Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto: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 April Regular Board Meeting.

Thank you,

**Liliana Raygoza**

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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

<PROPOSED ACTION\_Curriculum Changes 4-6-2021.docx>  
<4-6-2021 - Disposition Sheet.pdf>

**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 HVA 201 and HVA 203, and adding co-requisites to the welding courses as presented. This recommendation is based upon input from faculty Dean of Adult and Career Technical Education, Curriculum Committee, and the Provost.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Disposition Sheet – April 6, 2021

## Curriculum Committee Disposition Sheet

For: April 6, 2021 Meeting

Item#	Agenda Item	No Action Necessary	Approved as Presented	Details <b>or</b> Approved w/Modification	Vetoed	Tabled	Effective Date
III. a)	HVA 201 - Commercial Refrigeration		X	Change learning outcome and LEC/LAB ratio to 2:3 leave course at 3 credits			Fall 2021
b)	HVA 203 - Commercial AC & Refrigeration		X	change LEC/LAB ratio to 2:3 leave course at 3 credits			Fall 2021
c)	WEL 112 - Basic Arc Welding/Cutting		X	add WEL 111 as co-requisite			Fall 2021
	WEL 122 - Advanced SMAW/Cutting II		X	add WEL 121 as co-requisite			Fall 2021
	WEL 132 - GAS Metal Arc Welding II		X	add WEL 131 as co-requisite			Fall 2021
	WEL 142 - Gas Tungsten Arc Welding		X	add WEL 141 as co-requisite			Fall 2021
	WEL 212 - Pipe Welding		X	add WEL 211 as co-requisite			Fall 2021
	WEL 222 - Individual Assessment II		X	add WEL 221 as co-requisite			Fall 2021

**From:** [Alison Gehrke](#)  
**To:** [Board Materials](#)  
**Cc:** [Maria Sanchez Anderson](#); [Ana L Valdez](#); [Jennifer L Reft](#)  
**Subject:** PTA Affiliation Agreement with Silver Cross Hospital for April Board Approval  
**Date:** Wednesday, April 21, 2021 9:46:38 AM  
**Attachments:** [PROPOSED ACTION Template Silver Cross Hospital.docx](#)  
[Silver Cross Resolution and Affiliation Agreement Morton College PreBoard Approval.pdf](#)

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Hello,

Please find attached the Board Action Sheet and PDF of the Renewal for a Resolution and Affiliation Agreement with Silver Cross Hospital, reviewed by Edward Wong and ready for board approval at April 2021 Board Meeting.

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](mailto:Alison.gehrke@morton.edu)

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

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**PROPOSED ACTION:**

**THAT THE BOARD APPROVE A RENEWED RESOLUTION APROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND SILVER CROSS HOSPITAL.**

**RATIONALE:**

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

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

**COST ANALYSIS:**

\$ 0.00

**ATTACHMENT:**

Resolution  
Affiliation Agreement

**A RESOLUTION APPROVING AND ADOPTING  
AN AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT 527  
AND  
SILVER CROSS HOSPITAL**

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

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

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

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

**WHEREAS**, Silver Cross Hospital (“SCH”) may be a unit of local government and a 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**, the SCH operates a hospital licensed in the State of Illinois and is 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 SCH 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 SCH desires 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 SCH.

**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 SCH, 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 28, 2021.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 28<sup>th</sup> day of April 2021.

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

Attest:

---

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

**EXHIBIT A**

## **AFFILIATION AGREEMENT**

**THIS AGREEMENT** (the "Agreement") is entered into this 28<sup>th</sup> day of April 2021, by and between Silver Cross Hospital (the "Facility") and Morton Community College District No. 527 (the "School"). (Facility and School may be hereinafter referred to individually as a "Party" and collectively as the "Parties".)

**WHEREAS**, the School desires to utilize various Facility sites, listed in the attached Exhibit A, that may be available for the purpose of providing practical learning and clinical experiences to School's students ("Clinical Program"), as listed in the attached Exhibit B; and

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

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

### **A. SCHOOL RESPONSIBILITIES:**

**1. Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the practical learning and clinical educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.

### **2. Insurance.**

#### **A. Student professional and general liability insurance.**

(i) State Colleges and Universities located in Illinois.

If the School is a state college or university located within Illinois, the School shall: (a) maintain professional liability insurance, which may be self-insured, covering students, or (b) require students participating in the Clinical Program to maintain a personal student professional liability insurance policy. Such professional liability insurance policy shall have limits of not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the Clinical Program at the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience.

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

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

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

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

**3. Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the Clinical Program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and a drug screen, as required by and acceptable to the Facility, are required of each placed student prior to participation in the Clinical Program. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by Facility's policy.

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

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

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

## **B. FACILITY RESPONSIBILITIES:**

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

**2. Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience in the Clinical Program, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

**3. Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service, except as identified for educational value and delineated in the jointly planned Clinical Program. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for practical learning and clinical educational experience in case of accident or illness. In case of emergency at a non-hospital site, standard procedures will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

5. **Designation of liaison to School; communications relating to the Clinical Program.** The Facility shall designate a liaison responsible for coordinating the Clinical Program. That person shall maintain contact with the School's designated liaison to assure mutual participation in and monitoring of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the Clinical Program.

6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) participating in the Clinical Program.

7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to the Clinical Program, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the Clinical Program.

9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who participate in the Clinical Program at the Facility pursuant to this Agreement.

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

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act ("HIPAA"). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality obligation. Further, School shall require that its students and faculty de-identify all documents created and/or utilized for educational purposes outside of Facility. This shall include, at a minimum, removal of

patient name, date of birth, address, medical record number, insurance information, social security number and other personal information that could be used to identify a patient.

**2. Determination of instructional period.** The course of the Clinical Program will cover a period of time as arranged between the School and the Facility. The beginning dates and length of the Clinical Program shall be mutually agreed upon by the School and the Facility.

**3. Determination of number of participating students.** The number of students eligible to participate in the Clinical Program will be determined, and may be changed, by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of practical learning and clinical educational experiences at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the Clinical Program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

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

**5. Removal of students.**

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

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

**D. TERM OF AGREEMENT:**

The term of this Agreement shall be for five (5) years, to commence on January 1, 2021 and terminate on December 31, 2025 ("Term"). Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the Clinical Program at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

**E. ADDITIONAL TERMS:**

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

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

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

4. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.

5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.

6. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation, physical or mental disability, or any other protected category, in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

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

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

If to the Facility:

Silver Cross Hospital  
1900 Silver Cross Boulevard  
New Lenox, Illinois 60451  
Attention: Geoff Tryon, Vice President, Operations

With a Copy to:

Silver Cross Hospital  
1900 Silver Cross Boulevard  
New Lenox, Illinois 60451  
Attention: Tony Wilson, Director of Corporate Compliance

If to the School:

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

And to:

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

With a Copy to:

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

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

**9. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

**10. 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.

**11. No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective

successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

**12. Agreement binding on Parties' successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the Term of this Agreement.

**13. Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

**14. Indemnification.** Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination or expiration of this Agreement.

**15. Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

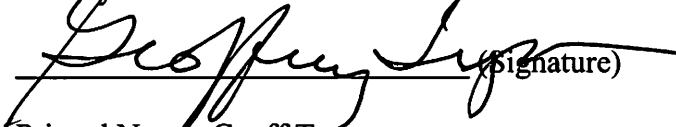
**[SIGNATURE PAGE FOLLOWS]**

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

For and on behalf of:

**Silver Cross Hospital**

Facility Name

 (Signature)

Printed Name: Geoff Tryon

Title: Vice President, Operations

Date: 4/12/21

**Morton College**

School Name

\_\_\_\_ (Signature)

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

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

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

**Physical Therapist Assistant Program**  
(Program Name)

\_\_\_\_ (Signature)

Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

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

**EXHIBIT A**

**Silver Cross Hospital  
1900 Silver Cross Boulevard  
New Lenox, Illinois 60451**

**EXHIBIT B**

**Program Name(s)**

**Physical Therapist Assistant Program**

## SILVER CROSS HOSPITAL

### Program-Specific Requirements

#### *Facility Requires:*

- |   |                                     |
|---|-------------------------------------|
| 1. Proof of student professional and general liability insurance                  | <input checked="" type="checkbox"/> |
| 2. Proof of student comprehensive health insurance *                              | <input checked="" type="checkbox"/> |
| 3. Verification that students have met requirements for:                          |                                     |
| a. Current CPR health care provider card  | <input checked="" type="checkbox"/> |
| b. Hepatitis vaccination  | <input checked="" type="checkbox"/> |
| c. OSHA compliance for prevention of transmission of blood borne pathogens and TB | <input checked="" type="checkbox"/> |
| d. Proof of Influenza vaccination (flu shot) for current flu season               | <input checked="" type="checkbox"/> |
| 4. Criminal background check  | <input checked="" type="checkbox"/> |
| <i>Type of check:</i> <u>STATE</u>  |                                     |
| 5. Drug screen  | <input checked="" type="checkbox"/> |
| <i>Type of screening:</i> <u>10-PANEL</u>   |                                     |
| 7. Evidence of relevant faculties' certifications or licensures                   | <input checked="" type="checkbox"/> |

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

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Cc:** [Wendy Vega-Huezo](#)  
**Subject:** Board Action Sheet - FY22 Benefit Package Rates  
**Date:** Tuesday, April 20, 2021 7:39:18 PM  
**Attachments:** [Proposed Action Sheet - FY22 Benefit Package.docx](#)  
[Cost Containment Breakdown for Employee Benefits FY22.docx](#)  
[2021 Morton College Rate Sheet.pdf](#)

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*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 approve the Morton College benefits package for eligible employees for FY22 as submitted.

**RATIONALE:**

To provide health insurance for full-time employees in FY22. Rates provided by Alliant and selected by the Cost Containment Committee.

**COST ANALYSIS:** See attached rate sheet

**ATTACHMENT:** FY22 RATE SHEET

## Cost Containment Breakdown for Employee Benefits

Coverage	+/-	Rate changes for FY22	Remarks
Health	+	1.5%	Increase of 1.5%
Dental	-	-1.3%	Decrease of 1.3% Overall (PPO is a -2.4% and DHMO is an increase of 6%-16%)
Vision	+	13.6%	Rate Guarantee Until 2025
Life	-	29.2%	Decrease of 29.2%
Supplemental Life	0	0%	Pass (i.e. No Increase to rates)
VLTD	0	0%	Pass (i.e. No Increase to rates)

### Health Coverage for FY22

Plan Type	Monthly Premium	EE Contributions	EE % of Premium	Morton College Cost
<b>PPO Plan - Faculty and SEIU Represented Employees</b>				
Employee	769.96	92.40	12.00%	677.56
Family	1,924.05	711.90	37.00%	1212.15
<b>PPO Plan - Staff (Classified and Excluded)</b>				
Employee	769.96	107.79	14.00%	662.17
Family	1,924.05	692.66	36.00%	1231.39
<b>PPO Plan - Administrators</b>				
Employee	769.96	92.40	12.00%	677.56
Family	1,924.05	692.66	36.00%	1231.39
<b>BA HMO Plan - Faculty and SEIU Represented Employees</b>				
Employee	590.77	47.26	8.00%	543.51
Family	1,476.31	501.95	34.00%	974.36
<b>BA HMO Plan - Staff (Classified and Excluded)</b>				
Employee	590.77	64.98	11.00%	525.79
Family	1,476.31	457.66	31.00%	1018.65
<b>BA HMO Plan - Administrators &amp; Professionals</b>				
Employee	590.77	47.26	8.00%	543.51
Family	1,476.31	457.66	31.00%	1018.65

<b>HSA Plan - Faculty and SEIU Represented Employees</b>				
Employee	736.07	88.33	12.00%	647.74
Family	1,839.39	680.57	37.00%	1158.82

<b>HSA Plan - Staff (Classified and Excluded)</b>				
Employee	736.07	103.05	14.00%	633.02
Family	1,839.39	662.18	36.00%	1177.21

<b>HSA Plan - Administrators &amp; Professionals</b>				
Employee	736.07	88.33	12.00%	647.74
Family	1,839.39	662.18	36.00%	1177.21

#### Dental Coverage for FY22

<b>Dental Coverage</b>	<b>Premiums</b>		<b>Employee Contributions</b>	
	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>
HMO - Single	\$18.33	\$18.54	\$0.00	\$0.00
HMO - Single + 1	\$35.78	\$33.53	\$8.95	\$8.38
HMO - Family	\$48.99	\$54.23	\$12.25	\$13.56
PPO - Single	\$37.79	\$36.88	\$0.00	\$0.00
PPO - Single + 1	\$72.70	\$70.47	\$18.18	\$17.62
PPO - Family	\$106.09	\$103.54	\$26.52	\$25.89

#### Vision Coverage for FY22

<b>Vision Coverage</b>	<b>Premiums</b>		<b>Employee Contributions</b>	
	<b>FY21</b>	<b>FY22</b>	<b>FY21</b>	<b>FY22</b>
Employee	\$6.92	\$6.42	\$0.00	\$0.00
Employee + Spouse		\$12.20		\$3.05
Employee + Child(ren)		\$12.84		\$3.21
Family	\$14.87	\$18.87	\$3.72	\$4.72

#### Basic Life/AD&D Coverage for FY22

<b>Basic Life/AD&amp;D per 1,000</b>	<b>Premiums</b>	
<b>Coverage</b>	<b>FY21</b>	<b>FY22</b>
Life	\$0.24	\$0.17
AD&D	\$0.02	\$0.02

**MORTON COLLEGE**  
July 1, 2021 Renewal Date

(7/1/2020 - Current) (7/1/2021 Renewal)

MEDICAL	BCBS of IL	BCBS of IL	
<b>PPO</b>			
Employee	758.86	769.96	(+1.5%)
Family	1,896.33	1,924.05	(+1.5%)
<b>HMOI</b>			
Employee	600.27		
Family	1,500.04		
<b>BA HMO</b>			
Employee	582.26	590.77	(+1.5%)
Family	1,455.04	1,476.31	(+1.5%)
<b>HSA</b>			
Employee	725.47	736.07	(+1.5%)
Family	1,812.89	1,839.39	(+1.5%)

DENTAL	Delta Dental	BCBS of IL	
<b>PPO</b>			
Employee	37.79	36.88	(-2.4%)
Employee + 1	72.70	70.47	(-3.1%)
Family	106.09	103.54	(-2.4%)
<b>DHMO</b>			
Employee	17.46	18.54	(+6.2%)
Employee + 1	34.08	33.53	(-1.6%)
Family	46.66	54.23	(+16.2%)

VISION	VSP	BCBS of IL	
<b>Vision</b>			
Employee	6.92	6.42	(-7.2%)
Employee + Spouse		12.20	
Employee + Child(ren)		12.84	
Family	14.87	18.87	(+26.9%)

ANCILLARY	Reliance Standard	BCBS of IL	
<b>Basic Life/AD&amp;D Per \$1,000</b>			
Life	\$0.240	0.170	(-29.2%)
AD&D	\$0.020	0.020	(N/C)
<b>LTD Rate per \$100 of Covered Payroll</b>			
18-24	0.120	0.120	(N/C)
25-29	0.160	0.160	(N/C)
30-34	0.167	0.167	(N/C)
35-39	0.198	0.198	(N/C)
40-44	0.244	0.244	(N/C)
45-49	0.404	0.404	(N/C)
50-54	0.671	0.671	(N/C)
55-59	0.732	0.732	(N/C)
60-64	0.770	0.770	(N/C)
65-69	0.770	0.770	(N/C)
70+	0.656	0.656	(N/C)
<b>Vol. Life Employee &amp; Spouse Life Rate Per \$1,000</b>			
Age 18 - 24	0.060	0.060	(N/C)
Age 25 - 29	0.060	0.060	(N/C)
Age 30 - 34	0.080	0.080	(N/C)
Age 35 - 39	0.090	0.090	(N/C)
Age 40 - 44	0.120	0.120	(N/C)
Age 45 - 49	0.180	0.180	(N/C)
Age 50 - 54	0.290	0.290	(N/C)
Age 55 - 59	0.470	0.470	(N/C)
Age 60 - 64	0.750	0.750	(N/C)
Age 65 - 69	1.270	1.270	(N/C)
Age 70 +	2.370	2.370	(N/C)
<b>Child(ren) Life Rate</b>	\$0.55 per \$2,500 up to \$10,000	\$0.22 per \$1,000	
<b>AD&amp;D Rate Per \$1,000</b>			
Employee	0.015	0.015	(N/C)
Family	0.015	0.015	(N/C)
Child	Combined with Life	0.015	

**From:** [Keith McLaughlin](#)  
**To:** [Liliana Raygoza](#)  
**Cc:** [Ana L Valdez](#); [Board Materials](#)  
**Subject:** Re: April Board Item - 10% English Adjunct Stipend Report Spring 2021  
**Date:** Friday, April 16, 2021 9:57:00 AM

---

I approve this for action at the April BOT Meeting.

On Apr 15, 2021, at 6:00 PM, Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)> wrote:

Hi Keith,

Attached is the 10% English Stipend Report that need your approval for the April Board Meeting.

Thank you,

**Liliana Raygoza**

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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

<10% ENG Adjunct Stipend Report 2020FA.pdf>

<PROPOSED ACTION- 10% ENG Adjunct Stipend\_FA2020.docx>

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE COMPENSATION REPORT FOR ADJUNCT FACULTY MEMBERS TEACHING ENGLISH 101,102, 086, 088, 071, 076, 151 AND 152 FOR FALL SEMESTER 2020 IN THE AMOUNT OF \$5,179.52 AS SUBMITTED.

**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:** \$5,179.52 – Per Board-Union Agreement, Section 11.7, Adjunct Faculty teaching ENG 101, 102, 086, 088, 071, 076,151 and 152 shall receive a 10% stipend based on their rate per their placement on the salary schedule.

**ATTACHMENT:** Compensation Report for English Adjunct Faculty – Fall 2020

### ENG 10% Adjunct Stipend Report Fall 2020

Adjunct Full Name	CRS ID#	Course Title	Course Stipend Amount	10% Stipend Amount	Total Sumed Up	Start Date	End Date
Arias, Olga	ENG-102-6B	Rhetoric II	\$ 2,980.23	\$ 298.02	\$ 298.02	8/25/2020	12/17/2020
Brasher, Stephen H.	ENG-101-8B	Rhetoric I	\$ 3,131.10	\$ 313.11	\$ 313.11	8/29/2020	12/12/2020
Dutt, Eric V.	ENG-102-8B	Rhetoric II	\$ 3,132.15	\$ 313.22	\$ 313.22	8/29/2020	12/12/2020
Loomis, Tisha	ENG-101-T2	Rhetoric I	\$ 2,733.30	\$ 273.33	\$ 273.33	9/3/2020	12/17/2020
Martinez Jr, Salvador	ENG-086-1B	Reading & Writing III	\$ 2,980.23	\$ 298.02	\$ 596.05	8/24/2020	12/14/2020
Martinez Jr, Salvador	ENG-086-2C	Reading & Writing III	\$ 2,980.23	\$ 298.02		8/24/2020	12/16/2020
Miranda, Ashley	ENG-101-JB	Rhetoric I	\$ 3,131.10	\$ 313.11	\$ 313.11	8/25/2020	12/17/2020
Perusich, James M.	ENG-086-72	Reading & Writing III	\$ 3,132.15	\$ 313.22	\$ 313.22	8/25/2020	12/17/2020
Schmidt, Michael	ENG-088-4G	Basic Composition	\$ 3,018.18	\$ 301.82	\$ 905.45	8/24/2020	12/16/2020
Schmidt, Michael	ENG-102-1B	Rhetoric II	\$ 3,018.18	\$ 301.82		8/24/2020	12/14/2020
Schmidt, Michael	ENG-102-5H	Rhetoric II	\$ 3,018.18	\$ 301.82		8/24/2020	12/14/2020
Selvaggio, Nicole	ENG-086-5C	Reading & Writing III	\$ 2,847.24	\$ 284.72	\$ 569.45	8/25/2020	12/17/2020
Selvaggio, Nicole	ENG-101-SB	Rhetoric I	\$ 2,847.24	\$ 284.72		9/8/2020	12/17/2020
Smith-Irowa, Pamela	ENG-101-1B	Rhetoric I	\$ 3,290.70	\$ 329.07	\$ 658.14	8/24/2020	12/14/2020
Smith-Irowa, Pamela	ENG-101-VB	Rhetoric I	\$ 3,290.70	\$ 329.07		10/1/2020	12/17/2020
Turner, Jocelyn	ENG-088-CR6	Basic Composition	\$ 3,132.15	\$ 313.22	\$ 626.43	8/24/2020	12/14/2020
Turner, Jocelyn	ENG-101-CR6	Rhetoric I	\$ 3,132.15	\$ 313.22		8/24/2020	12/14/2020
			<b>Grand Total</b>	<b>\$ 5,179.52</b>	<b>\$ 5,179.52</b>		

**From:** [Keith McLaughlin](#)  
**To:** [Ana L Valdez](#); [Board Materials](#)  
**Subject:** Re: April Board Meeting - Laptop Purchase  
**Date:** Friday, April 16, 2021 9:59:51 AM

---

I approve this for action at the April BOT Meeting.

On Apr 16, 2021, at 10:33 AM, Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)> wrote:

Good morning Keith,

Please review and forward your approval to [board.materials@morton.edu](mailto:board.materials@morton.edu).

Thank you,

*Ana Valdez*

---

**From:** Liliana Raygoza  
**Sent:** Friday, April 16, 2021 9:26 AM  
**To:** Derek C Shouba <[derek.shouba@morton.edu](mailto:derek.shouba@morton.edu)>; Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)>; Board Materials <[board.materials@morton.edu](mailto:board.materials@morton.edu)>  
**Subject:** RE: April Board Meeting - Laptop Purchase

Thanks.

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

---

**From:** Derek C Shouba  
**Sent:** Friday, April 16, 2021 9:24 AM  
**To:** Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)>; Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)>; Board Materials <[board.materials@morton.edu](mailto:board.materials@morton.edu)>  
**Subject:** RE: April Board Meeting - Laptop Purchase

## **MORTON COLLEGE BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PURCHASE OF 60 LAPTOPS AND 2 CHARGE STATIONS FOR ENGLISH STUDENTS AT THE COST OF \$44,899.80.

**RATIONALE:** The College will use the laptops to help support English students in either online or campus classes. The cost of the laptops will be funded by the CARES grant.

**COST ANALYSIS:** The cost of the computers is \$44,899.80.

**ATTACHMENTS:** CDW Laptop Quote

# QUOTE CONFIRMATION



DEAR RUBEN RUIZ,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Here you go!

Thank you,



**ACCOUNT MANAGER NOTES:**

Marty Mangan  
CDW-G  
The Right Technology. Right Away.  
Toll-Free: (866) 723-3280  
Fax: (847) 968-1333  
Email: martman@cdw.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MBJQ303	4/6/2021	MBJQ303	1307885	\$44,899.80

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">HP ProBook 445 G7 - 14" - Ryzen 5 4500U - 8 GB RAM - 256 GB SSD - US</a> Mfg. Part#: 3H665UT#ABA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	60	6065593	\$715.45	\$42,927.00
<a href="#">Tripp Lite 32-Port AC Charging Cart Storage Station Chromebook Laptop White</a> Mfg. Part#: CSC32ACW UNSPSC: 56101535 Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	2	4168304	\$986.40	\$1,972.80

PURCHASER BILLING INFO		SUBTOTAL	\$44,899.80
<b>Billing Address:</b> MORTON COLLEGE ACCTS PAYABLE 3801 S CENTRAL AVE CICERO, IL 60804-4300 <b>Phone:</b> (708) 656-8000 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$44,899.80
DELIVER TO		<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
<b>Shipping Address:</b> MORTON COLLEGE RUBEN RUIZ 3801 S CENTRAL AVE CICERO, IL 60804-4300 <b>Phone:</b> (708) 656-8000 <b>Shipping Method:</b> NiteMoves Local Super-Saver			

CDWG Account Team - Tyler  
and Marty

(866) 723-3280

tylerandmarty@cdwg.com

## LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$44,899.80</b>	<b>\$1,214.54/Month</b>	<b>\$44,899.80</b>	<b>\$1,399.53/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

## Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

## General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

© 2021 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

**From:** [Keith McLaughlin](#)  
**To:** [Board Materials](#)  
**Cc:** [Ana L Valdez](#); [Liliana Raygoza](#)  
**Subject:** Fwd: April Board Item - Microscopes Purchase  
**Date:** Thursday, April 22, 2021 2:38:47 PM  
**Attachments:** [PROPOSED ACTION Biology Microscopes 2021.docx](#)  
[Nikon Microscopes.pdf](#)

---

I approve this for action at the April BOT Meeting.

Begin forwarded message:

**From:** Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)>  
**Date:** April 22, 2021 at 2:32:58 PM CDT  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Ana L Valdez <[ana.valdez@morton.edu](mailto:ana.valdez@morton.edu)>, Board Materials <[board.materials@morton.edu](mailto:board.materials@morton.edu)>  
**Subject:** FW: April Board Item - Microscopes Purchase

Hi Keith,

Can we please have your approval for the April Board meeting. Thank you.

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

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**From:** Ana L Valdez  
**Sent:** Thursday, April 22, 2021 2:08 PM  
**To:** Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)>  
**Subject:** FW: April Board Item - Microscopes Purchase

Hi Liliana,

The quote doesn't open for Keith.  
I think it may be corrupted as well.  
Please resend a new copy of it with the action sheet for Keith's approval.

Thank you.

## **MORTON COLLEGE BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PURCHASE OF MICROSCOPES FOR STUDENTS AT THE COST OF \$35,444.26.

**RATIONALE:** The Biology Department is replacing outdated microscopes to ensure Morton College students continue to meet biology course learning outcomes.

**COST ANALYSIS:** The total cost of all 22 microscopes is \$35,444.26.

**ATTACHMENTS:** Nikon, Quote #00153446

# Nikon Instruments Inc.



1300 Walt Whitman Road - Melville, NY 11747 -

Phone: - Email: NiiOrdersMWR.US@nikon.com

## QUOTATION

Date	Quote #
04/16/21	00153446

### Account Information

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

**Phone:**  
**708-656-8000**  
**Fax:**

### Quote To: Asiyya Ashraf

**3801 S. Central Ave.**  
**Cicero, IL 60804**

**Phone: 708-656-8000**  
**Fax:**  
**Email: asiyya.ashraf@morton.edu**

### Your Sales Account Manager is:

**David Wallace**

Terms	Delivery	FOB	Ship Via
Net 30	60-90 Days ARO	Destination Prepaid and Added	Best

E&I Cooperative Agreement All items on this quotation identified with an asterisk\* are on the E&I Agreement # CNR01457 in effect from 2-1-18 through 1-31-2023. Items without an asterisk are considered open market. The terms and conditions of the E&I agreement shall apply and take precedence over any other terms and conditions that may be in conflict. Please place your contract# on your Purchase Order-Thank you

Qty	Product#	Product Description	List Price	Disc %	Net Price	Extended Price
<b>22 Nikon Ei Student Microscopes, 1 Nikon Ci Phase Microscope with Camera, 1 Nikon SMZ-745T Microscope with Camera</b>						
1	* MBA95000	Eclipse Ci-L Main Body with LED Illumination, Dual Coarse/Fine Focusing with Re-Focusing Mechanism and Torque Adjustment, Fixed Diffuser, Field Diaphragm, Capture Button, Adjusting Tool (1 Piece)	2,672.00	17.00	2,217.76	2,217.76
1	* MBB93106	C-TF Trinocular Tube, 100% Eyepiece 0% Photo - 0% Eyepiece 100% Photo, Eyepiece Tube Field of View 25mm, 25 Degree Inclination with Interpupillary Distance 50-75mm	1,395.00	17.00	1,157.85	1,157.85
1	* MBB73550	Y-TV55 TV Tube for T and F Eyepiece Body Tubes, Use C-0 55 Relay Lens(MQD42056)	97.00	17.00	80.51	80.51
2	* MAK10110	CFI 10X Eyepiece F.N. 22mm Diopter Adjustment-NC	208.00	17.00	172.64	345.28

1	* MBP71316	C-N6 Brightfield Sextuple Nosepiece with ESD Coating	447.00	17.00	371.01	371.01
1	* MBL73105	C-C Phase Contrast Turret Condenser N.A. 0.9, Working Distance 1.9mm (Objectives:4x* - 100x), Turret with Six Positions: Brightfield Position with Aperture Diaphragm, Phase Position: Ph1, Ph2, Ph3 Darkfield Position (10x to Plan Fluor 40x N.A. 0.75 Objective and Closed Position.	800.00	17.00	664.00	664.00
2	* 79035	Power Cord 120V, Lead Free, UL Listed, Length 7.5 Feet	15.00	17.00	12.45	24.90
1	* MBC91110	C-SR2S Right Hand Mechanical Stage, Long Finger Slide Holder	640.00	17.00	531.20	531.20
1	* MRP20402	CFI60 Flat Field Achromat Phase Contrast DL 40x Objective Lens, N.A. 0.65, W.D. 0.65mm, F.O.V 22mm, Ph2, Spring Loaded	587.00	17.00	487.21	487.21
1	* MRP21902	CFI60 Flat Field Achromat Phase Contrast DL 100x Oil Immersion Objective Lens, N.A. 1.25, W.D. 0.23mm, F.O.V 22mm, Ph3, Spring Loaded	767.00	17.00	636.61	636.61
1	* MQA19000	Digital Sight 1000 Microscope camera, includes cable but requires purchase of MQF52057.	1,210.00	17.00	1,004.30	1,004.30
1	* MQF52057	AC Adapter 100~240V 50Hz/60Hz	188.00	17.00	156.04	156.04
1	* MQD42056	0.55x C-Mount DS Relay Lens, for DS Series Cameras, NC	621.00	17.00	515.43	515.43
1	* MMA36410	SMZ-745T Zoom Stereo Photo Microscope, 0.67x - 5x Zoom Range, 7.5 to 1 Zoom Ratio, 100/100 Photo Port, 0.55x Tube Lens with C Mount, 45 Degree Eyepiece Inclination, 360 Degree Rotatable, Dual Lateral Zoom, On/Off Click Stops	1,890.00	8.00	1,738.80	1,738.80
2	* MMK30102	C-10x Widefield Eyepiece, F.O.V. 22mm	114.00	8.00	104.88	209.76
1	* MMD23500	C-LED Episcopic & Diascopic LED Stand, Focus Mount, Solid & Clear Glass 90mm plates	895.00	8.00	823.40	823.40
2	* 79035	Power Cord 120V, Lead Free, UL Listed, Length 7.5 Feet	15.00	8.00	13.80	27.60
1	* MQA19000	Digital Sight 1000 Microscope camera, includes cable but requires purchase of MQF52057.	1,210.00	8.00	1,113.20	1,113.20
1	* MQF52057	AC Adapter 100~240V 50Hz/60Hz	188.00	8.00	172.96	172.96
22	* 90453	Eclipse Ei LED MV right handle "oil" objective Binocular package consisting of Ei Main Body Microscope with Bright LED Illumination, Course/Fine Focus on both sides of microscope. Right hand mechanical stage, four place Nosepiece, CFI45 BE Plan Achromat 4x, 10x, 40x and 100x oil immersion objectives, 1.25NA Abbe Condenser, Binocular Head, 10x/FN 20 Eyepieces (2 each), multivoltage power supply plus cord storage capability. Power cord and oil sold separately.	1,399.00	26.00	1,035.26	22,775.72

22	* MCM78500	E2-EP Eyepiece Pointer	9.00	26.00	6.66	146.52
22	* 79036	Power Cord 120v, Lead Free, UL Listed, Length 6 Feet 7 Inches, Right Angle Connection	15.00	26.00	11.10	244.20

<b>Total</b>	<b>\$35,444.26</b>
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\*\*\* PLEASE FAX ORDER TO NIKON INSTRUMENTS INC @ 631-944-9373 OR EMAIL TO NiiOrdersMWR.US@nikon.com \*\*\*

**BIOSYSTEM SERVICE AGREEMENTS AVAILABLE-PROTECT YOUR INVESTMENT AND MINIMIZE DOWN TIME-SINGLE AND MULTI-YEAR OPTIONS ARE AVAILABLE-INCLUDES (but not limited to):**

•Exceptional service and support by certified Nikon Biosystem Service Specialists • Consultation with authorized Nikon technical experts • NIS-Elements software updates • Repair parts, labor and travel expenses included to reduce costs • Pre-approved repair and service authorization – means no waiting for a purchase order to have your system repaired • One PM service visit with eligible Service Agreement Selection

**CALL 1-800 52 NIKON OR [microscopyservice.us@nikon.com](mailto:microscopyservice.us@nikon.com) For Details**

Quote is Valid for 30 Days - Nikon Federal Tax ID #11-3554845 - DUNS 038740051 - The Terms and Conditions of the Master E&I Agreement # CNR01457 shall apply to this Quotation. If a copy of the Master Agreement is needed you may access by logging in at the E&I website. If assistance is required to access the E&I website, please contact your local E&I MRE. Please note the following: NIKON WILL ENDEAVOR TO SHIP TO YOU FOR YOUR ACCEPTANCE, YOUR SUBSTANTIALLY COMPLETE WORKING SYSTEM AS SOON AS POSSIBLE. WE WILL SHIP THE ENTIRE ORDER WITHIN THE STATED DELIVERY TIME ON THIS QUOTATION. OTHER THAN THE WARRANTIES EXPRESSLY SET FORTH IN THE WARRANTY STATEMENT THAT ACCOMPANIES THE PRODUCT, THE "CLICK WRAP" OR "SHRINK WRAP" END USER LICENSE AGREEMENT THAT GOVERNS THE USE OF SOFTWARE PRODUCT, OR THIS QUOTATION, IF ANY, AS THE CASE MAY BE, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, NOR ANY OBLIGATION OR LIABILITY FOR CONSEQUENTIAL, SPECIAL, INDIRECT, PUNITIVE OR INCIDENTAL DAMAGES ON THE PART OF NIKON INSTRUMENTS. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. Buyer shall not, directly or indirectly, transmit, deliver, send or export any product to any foreign country (i) in violation of any of the United States export control laws or regulations, and (ii) without first obtaining the express written consent of Nikon Instruments. CONFIDENTIAL-THIS QUOTE IS FOR THE INTENDED RECIPIENT USE ONLY AND MAY NOT BE DISCLOSED OR DISTRIBUTED TO THIRD PARTIES.

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Cc:** [Joseph Florio](#)  
**Subject:** Board Action - DDs Operations LLC  
**Date:** Monday, April 19, 2021 9:41:56 AM  
**Attachments:** [Proposed Action Sheet - DDs Operations LLC.docx](#)  
[DD Operations LLC.pdf](#)

---

Thank you,



**Mireya Perez**

Chief Financial  
Officer/Treasurer

P:  [\(708\) 656-8000](tel:(708)656-8000), Ext.  
2289

E: [Mireya.Perez@morton.edu](mailto:Mireya.Perez@morton.edu)

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

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

**PROPOSED ACTION:** That the Board approve the independent contract agreement between DD's Operations LLC and Morton College, Facilities/Maintenance, \$35/hours, effective from October 2020 to June 30, 2021, as submitted.

**RATIONALE:** Renew the contract

**COST ANALYSIS:** \$35/hour, not to exceed 25 hours per week

**ATTACHMENT:** INDEPENDENT CONTRACT AGREEMENT

**MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT  
FOR (Place Department name and position here)**

This Agreement outlines the arrangement between DD's Operations LLC an Independent Consultant, heretofore referred to as IC, and Morton College, heretofore referred to as CLIENT. IC and CLIENT are the only parties to this Agreement.

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804.

The IC's principal place of business is located at 3801 S. Central Ave, Cicero, IL 60848.

CLIENT desires to engage IC to perform consulting services. In consideration of the foregoing representations, CLIENT and IC have agreed upon the term and conditions as stated in this Agreement as follows:

**1. TERM OF THE AGREEMENT**

The term of this shall commence on the 1<sup>st</sup> day of October 2020 and end on the 30th day of June 2021, unless terminated earlier upon seven (7) days written notice by CLIENT. All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or , on behalf of CLIENT, regardless of the date on which the Agreement is actually executed. This contract will auto renew upon its expiration date unless terminated by either side prior to that date.

**2. INDEPENDENT CONTRACTOR STATUS**

The express intention of the parties is that IC is an independent contractor and not an employee, agent, or partner of CLIENT. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employee and employer between IC and CLIENT or any employee or agent of IC. Both parties acknowledge the IC is not an employee for state or federal tax purposes.

IC declares that IC is self-employed and engaged in the independent business of instructing.

**3. LICENSING REQUIREMENTS**

IC declares that IC has complied with all federal, state, and local business permits and licensing requirements necessary to conduct business.

**4. TAX RESPONSIBILITIES**

IC must submit to CLIENT an Internal Revenue Service ("IRS") W-9 form and will receive from CLIENT a 1099-MISC IRS form for tax reporting purposes.

IC declares that IC has complied with all necessary federal, state, and local self-employment tax requirements and that IC shall file all of the necessary tax returns and pay all of the necessary self-employment taxes. CLIENT shall not assist with any federal or state income tax withholdings or make any tax contributions on behalf of IC.

**5. INSURANCE**

IC declares that IC has obtained professional liability insurance for IC and that IC shall make all applicable premium payments, deductibles, and renewal payments for such insurance policies of IC. IC agrees to hold harmless and indemnify CLIENT for any and all claims arising out of any injury, disability, or death of IC. IC understands that CLIENT shall not obtain or pay for any insurance on behalf of IC.

**6. PERFORMANCE OF SERVICES**

The parties agree that IC will perform the consulting services for Morton College's Facilities/Maintenance Department. IC reserves the sole right to control or direct the manner in which services are to be performed. IC shall retain the right to perform similar services for other entities during the term of this Agreement. IC reserves the right to refuse to perform services outside the scope of this Agreement. Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

## **7. TIME AND LOCATION OF WORK**

IC shall perform the services required by this Agreement at the Morton College campus 3801 S. Central Avenue; as needed.

## **8. TERMS OF PAYMENT**

In consideration for the services to be performed by IC, IC shall be paid a total fee of \$35 per hour (not to exceed 25 hours per week unless with prior authorization) for the entire natural term of this Agreement. Said fee shall be payable in 2 monthly pay checks.

## **9. PAYROLL AND EMPLOYMENT TAXES**

No payroll or employment taxes of any kind shall be withheld or paid by CLIENT on behalf of IC, including without limitation, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, workers' compensation, and state unemployment tax. CLIENT's understanding is that IC is taking care of all of these items.

## **10. EXPENSES**

IC shall be responsible for all costs and expenses incidental to the performance of services for CLIENT, including without limitation, all costs of supplies, fees, fines, licenses, or taxes required of or imposed against IC and all other of IC's costs of doing business. CLIENT shall not be responsible for expenses incurred by IC in performing services for CLIENT.

## **11. INDEMNIFICATION**

To the extent permitted by law, IC will indemnify, protect, defend and hold the College, its trustees, individually and collectively and its affiliates, officers, agents and employees (the "Indemnified Parties") free and harmless for any and all liabilities, claims, demands, actions, costs, suits or matters arising out of or related to the performance of the work under this Agreement, whether based upon or claimed to be based upon statutory, contractual, tort or other liability of any indemnity hereunder, provided that no party shall be indemnified for claims arising from such party's own negligence. The provisions of this Article shall not be construed to require IC to indemnify any party for or against such party's own negligence. The obligations of IC pursuant to this Article are not to be construed to negate or reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Article. IC's obligation to indemnify the CLIENT shall survive the termination of this Agreement.

## **12. CONFIDENTIALITY**

So long as this Agreement remains in effect, IC may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that IC may develop for itself or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes IC from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT.

At any time upon the CLIENT's request and/or upon termination of the Agreement, IC shall immediately deliver to the CLIENT all personal property owned by, belonging to or concerning any part of the CLIENT's activities or concerning any part of IC's activities relating to the Project (collectively, the "Property"). The Property is acknowledged by IC to be the CLIENT's property, which is only entrusted to IC on a temporary basis in its capacity as a provider of services to the CLIENT.

### 13. SUBSIDIARY OR AFFILIATE OF CONTRACTOR

By signing this contract, IC agrees that the work shall be in the name of IC. IC may not enter into a contract with the CLIENT in the name of any affiliate, subsidiary, parent, brother or sister company or related entity of IC. IC may not subcontract the work of the agreement. Subcontracting will be deemed to be in substantial compliance with the contract and will be deemed to be non-responsive to the CLIENT's contractual terms.

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

### 14. NOTICES

All notices and demands required hereunder shall be deemed given upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by a reputable overnight delivery carrier; or (c) three (3) business days after the sender posts with the United States Post Office via registered or certified mail (return receipt requested) with postage prepaid and properly addressed as follows or to such other addresses either party may specify in writing.

If to the CLIENT:	Morton College 3801 South Central Ave. Cicero, IL 60804 Attn.: Office of the President Tele. 708-656-8000 Fax 708-656- 3 186 Email <a href="mailto:frank.marzullo@morton.edu">frank.marzullo@morton.edu</a>
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If to IC	DD's Operations LLC
----------	---------------------

### 15. MISCELLANEOUS

#### A. Construction and Governing Law

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. The parties acknowledge that they have had an opportunity to negotiate, review and revise this Agreement and have it reviewed by legal counsel, if desired. Further, the parties acknowledge that they have been given reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate. Therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement.

#### B. Headings

The headings used herein form no substantive part of this Agreement, are for the convenience of the parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

#### C. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

#### D. Non Assignment

This Agreement is personal in character and neither the CLIENT nor IC shall assign its respective interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

#### **16. TERMINATION**

The natural term of this Agreement is from the 1<sup>st</sup> day of October 2020 to the 30th day of June 2021. However, CLIENT may terminate this Agreement earlier with or without cause upon **seven (7) days' written notice to IC**.

#### **17. PARTIAL INVALIDITY**

Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision, to any extent, is found to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions shall remain in full force and effect without impairment or invalidation.

#### **18. MODIFICATION IN WRITING**

No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by authorized representatives of each party. No waiver by either party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either party which are not expressly set forth in this Agreement.

#### **19. ENTIRE AGREEMENT**

This Agreement contains the entire Agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all prior understandings, agreements, representations, and warranties, if any, with respect to such subject matter.

Executed on the date and year first above written, by:

---

Independent Consultant Signature

Print

Date

---

Client Signature

Print

Date

**PROPOSED ACTION:** That the Board approve Michael Kautz Carpet the lowest responsible bidder for the Hallway project, in the amount of \$409,850.00 as submitted.

**RATIONALE:** To remove all carpeting in the hallways to keep areas better sanitized to help stop the spread of Covid-19

**COST ANALYSIS:** \$409,850.00

**ATTACHMENT:** See Bid



**DEMONICA KEMPER ARCHITECTS**

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 F 312.496.0001  
www.dka-design.com

**April 21, 2021**

**Dr. Stan Fields, President  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804**

**Re: Morton College  
Corridor Floor Polishing  
Letter of Recommendation to Award a Construction Contract**

**Dear Dr. Fields:**

Bids were received on the above referenced project at Morton College at 2:00 pm on April 20, 2021. Four (4) bidders were Bidders of Record and three (3) bids were received.

Demonica Kemper Architects has reviewed the qualifications and scope of work with the low bid contractor, Michael Kautz Carpets & Designs, Inc., and has found no evidence which would disqualify them from being awarded the contract for this work. Demonica Kemper Architects, therefore, recommends that the Board of Trustees of Morton College consider awarding the contract for construction to:

**Michael Kautz Carpets & Designs, Inc.  
730 East Northwest Highway  
Mount Prospect, Illinois 60056**

The contract amount shall include the Base Bid, Alternate No. 2, and Alternate No. 3 for a total contract amount of **\$409,850.00**, and all Work shall be substantially complete as indicated in the bidding documents

If you have any questions concerning the bidding of the Morton College Corridor Floor Polishing project, please do not hesitate to call. We look forward to working with the College toward the successful completion of this project.

Sincerely,

**Dominick Demonica, AIA, NCARB, LEED AP  
Principal**

**Attachments: Bid Tabulation Form**

Bidder	Addenda Included		Bid Documents Submitted								Bid Amounts Submitted			
	Addendum 1	Addendum 2	00 04 00	00 04 10	00 04 40	00 04 85	00 04 87	00 04 88	00 04 89	00 04 95	Base Bid	Alternate 1 (Deduct)	Alternate 2 (Add)	Alternate 3 (Add)
Bee Liner Lean Services	X	X	X	X	X	X	X	X	X	X	\$ 349,650	\$ -	\$ 426,650	\$ 7,000
Blue Reef LLC														
LoDestro Construction	X	X	X	X	X	X	X	X	X	X	\$ 410,000	\$ -	\$ 118,000	\$ 10,500
Michael Kautz Carpets & Designs	X	X	X	X	X	X	X	X	X	X	\$ 338,975	\$ -	\$ 58,875	\$ 12,000

**Alternate 1:** DEDUCT amount to eliminate the liquidated damages clause from the contract.

**Alternate 2:** ADD amount to paint the existing corridor walls and ceilings as indicated on the drawings.

**Alternate 3:** ADD amount to remove and replace existing baseboard radiators in Cafeteria (126C) as indicated on the drawings.

00 04 00 - Bid Form

00 04 10 - Bid Bond

00 04 40 - Substitution Sheet

00 04 85 - Certificate of Compliance w/ Illinois Drug-Free Workplace

00 04 87 - Certificate of Compliance w/ Illinois Human Rights Act

00 04 88 - Certificate Regarding Criminal Background Investigations

00 04 89 - Authorization for Criminal Background Investigation

00 04 95 - Bidder Eligibility Certification and Non-Collusion Affidavit

**PROPOSED ACTION:** That the Board approve Tri-Electronics, the lowest responsible bidder for the Security and Access Control project, in the amount of \$948,370.00 as submitted.

**RATIONALE:** To upgrade obsolete cameras and security system

**COST ANALYSIS:** \$948,370.00

**ATTACHMENT:** See Bid



**DEMONICA KEMPER ARCHITECTS**

125 North Halsted Street, Suite 501 Chicago, Illinois 60601 T 312.490.0000 F 312.490.0001  
www.dka-design.com

**April 21, 2021**

**Dr. Stan Fields, President  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804**

**Re: Morton College  
Access Control & Security Camera Upgrades  
Letter of Recommendation to Award a Construction Contract**

**Dear Dr. Fields:**

**Bids were received on the above referenced project at Morton College at 2:30 pm on April 20, 2021. Nine (9) bidders were Bidders of Record and six (6) bids were received.**

**As indicated on the Bid Tabulation Form (attached), Sound Incorporated was the apparent low bidder, however, upon review of their bid submittal, it was apparent that they did not submit a Bid Bond as clearly required within the bidding documents. As a result, we find their bid submittal to be non-responsive.**

**Demonica Kemper Architects has reviewed the qualifications and scope of work with the next low bid contractor, Tri-Electronics, Inc., and has found no evidence which would disqualify them from being awarded the contract for this work. Demonica Kemper Architects, therefore, recommends that the Board of Trustees of Morton College consider awarding the contract for construction to:**

**Tri-Electronics, Inc.  
6231 Calumet Avenue  
Hammond, Indiana, 46324**

**The contract amount shall include the Base Bid and Alternate No. 2 for a total contract amount of \$948,370.00, and all Work shall be substantially complete as indicated in the bidding documents**

**If you have any questions concerning the bidding of the Morton College Access Control & Security Camera Upgrades project, please do not hesitate to call. We look forward to working with the College toward the successful completion of this project.**

**Sincerely,**

**Dominick Demonica, AIA, NCARB, LEED AP  
Principal**

**Attachments: Bid Tabulation Form**

Bidder	Addenda Included  Addendum 1	Bid Documents Submitted								Bid Amounts Submitted			
		00 04 00	00 04 10	00 04 40	00 04 85	00 04 87	00 04 88	00 04 89	00 04 95	Base Bid	Alternate 1 (Deduct)	Alternate 2 (Add)	Alternate 3 (Add)
<del>AMAG Technology</del>													
<del>Applied Communications Group</del>													
Esscoe, LLC	X	X	X	X	X	X	X	X	X	\$ 1,082,572	\$ -	\$ 158,275	\$ 33,953
Forest Security	X	X	X	X	X	X	X	X	X	\$ 1,576,527	\$ (11,000)	Included	Included
Peak Electric	X	X	X	X	X	X	X	X	X	\$ 1,098,444	\$ (8,500)	\$ 119,700	\$ 55,977
<del>Siemens</del>													
Sievert Electric	X	X	X	X	X	X	X	X	X	\$ 1,285,834	\$ -	\$ 52,006	\$ 97,163
Sound Incorporated	X	X		X	X	X	X	X	X	\$ 779,346.83	\$ (20,000)	\$ 27,172.25	\$ 23,369.97
Tri-Electronics, Inc.	X	X	X	X	X	X	X	X	X	\$ 849,485	\$ (15,000)	\$ 98,885	\$ 28,985

**Alternate 1:** DEDUCT amount to eliminate the liquidated damages clause from the contract.

**Alternate 2:** ADD amount to provide all work associated with the two additional security cameras within the parking lot at the Main Campus as indicated on the drawings.

**Alternate 3:** ADD amount to provide all work on the First Floor of Building B as indicated on the drawings.

00 04 00 - Bid Form

00 04 10 - Bid Bond

00 04 40 - Substitution Sheet

00 04 85 - Certificate of Compliance w/ Illinois Drug-Free Workplace

00 04 87 - Certificate of Compliance w/ Illinois Human Rights Act

00 04 88 - Certificate Regarding Criminal Background Investigations

00 04 89 - Authorization for Criminal Background Investigation

00 04 95 - Bidder Eligibility Certification and Non-Collusion Affidavit

**PROPOSED ACTION:** That the board approve the facility use application for *Chicago Huddle Fitness Club* (April 2021-October 2021) in partnership with St. Jude Research Children's Hospital. The liability form is under our trainer Javier Gutierrez as he is the lead trainer.

**RATIONALE:** *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes].*

Morton College continues to grow and expand its partnerships that will bring more awareness to the college and community as well as potential donors.

**COST ANALYSIS:** No cost to Morton College. Using Fitness Center and other parts of the Athletic Center for guest (locker rooms, showers, nutrition center etc.).

**ATTACHMENT:** Facility Use Application Form.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2021

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

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

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> <b>PHONE</b> (855) 222-5919 <b>FAX</b> (A/C, No, Ext): <b>E-MAIL</b> support@nextinsurance.com <b>ADDRESS:</b>
<b>INSURED</b> Javier Gutierrez Javier Gutierrez 167 N Racine Ave Ste 3A Chicago, IL 60607	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Next Insurance US Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 16285

**COVERAGES****CERTIFICATE NUMBER:** 7976206**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NXTCT3OIMZ-00-GL	03/21/2021	03/21/2022	EACH OCCURRENCE \$2,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$4,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

**CERTIFICATE HOLDER**

Javier Gutierrez  
Morton College  
3801 S Central Ave  
Cicero, IL 60804

**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

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# 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: 03/22/2021

Name of Organization: Chicago Huddle

Address: 4258 W Harrington Lane, Chicago, IL 60646

Street

City

Zip Code

Telephone: 312-498-8473

Person to Contact: Karla Mina

Date(s) Requested: 03/21/2021 each Sunday following

Time Requested: From: 8:30 AM

To: 10:00 AM

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

Facility Requested: Fitness Center

Purpose of Use: Work out, and fund raising for St Jude Children's Research Hospital

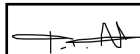
Expected Attendance: 50 or less

Equipment  
Requested: all fitness equipment

Extent to which refreshments, if any, are to be served: health drinks and snacks

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

Authorized Signature:



dotloop verified  
03/22/21 6:55 PM CDT  
Y9W7-UJHP-WMFK-CATK

Organization Title: Founding Member

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:** Chicago Huddle

**ADDRESS:** 4258 W Harrington Ln, Chicago, IL 60646

**TELEPHONE:** 312-498-8473


**DATE (S) OF UTILIZATION:** Each Sunday, starting on 3/21/2021

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

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

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

**Authorized Signature:**

 dotloop verified  
03/22/21 6:55 PM CDT  
KGDW-TLMY-ZBDT-VZEH

**Organization Title:** Founding Member

**Date:** 03/22/2021

## **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 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.**

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

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

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

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

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

**PROPOSED ACTION:** *THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR REAL ESTATE INSTITUTE 5/16/2021, 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. 5/16/2021 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  
5/16/2021

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

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

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

**Authorized Signature:**



**Organization Title:**

President

**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:

<b>Policy Number:</b>	83 WEC BQ3472
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### Contact Us

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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](mailto: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).

<b>PRODUCER</b> MAVCO INSURANCE AGENCY INC/PHS 83550541 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (866) 467-8730 FAX (888) 443-6112 (A/C, No, Ext):	
	E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC#</b>	
	<b>INSURER A :</b> Sentinel Insurance Company Ltd. 11000 <b>INSURER B :</b> Hartford Fire and Its P&C Affiliates 00914 <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	
<b>INSURED</b> 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
	<b>AUTOMOBILE LIABILITY</b>						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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A	83 WEC BQ3472	02/20/2020	02/20/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	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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**SEPARATION AND SETTLEMENT AGREEMENT AND  
WAIVER AND RELEASE OF ALL CLAIMS**

This Separation and Settlement Agreement and Waiver and Release of All Claims ("Agreement"), is executed, made, and entered into on this 19th day of March, 2021 (the "Effective Date") by and between Robert Schmitt ("Employee" or "Schmitt"), and Morton Community College District No. 527 on its behalf and on behalf of its Board of Trustees ("Employer" or "College") (Employee and Employer are collectively referred to as "the Parties").

WHEREAS, any reference to the College in this Agreement means the College its successors, assigns, officers, officials, board members, directors, employees and agents;

WHEREAS, Employee is employed by the College as a Faculty Teacher;

WHEREAS, Employee was removed by the College from teaching duties based upon allegations that he violated a Last Chance Agreement ("Misconduct Allegations");

WHEREAS, the Employee denies that he engaged in any misconduct as set forth in the Misconduct Allegations;

WHEREAS, the Parties seek to avoid further controversy, costs, legal fees, inconvenience, and any future litigation regarding this matter;

WHEREAS, the Parties have determined that it is in their respective best interests to settle the dispute between them and all other currently existing claims and causes of action, whether presently known or unknown, that Employee might assert against Employer and that Employer may assert against Employee;

WHEREAS, the Parties, acknowledging the foregoing, wish to enter into this Separation and Settlement Agreement and Waiver and Release of All Claims in which Employee expressly, and to the fullest extent as permissible by law, waives any and all possible rights he has or may have against the College stemming from Employee's employment with the College and his separation from the aforesaid employment; and

NOW THEREFORE, in consideration of the Recitals and the mutual promises, covenants, and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby undertake the obligations set forth below and otherwise agree as follows:

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

## **2. Final Separation and Resignation Date.**

a. Effective at the close of business on April 5, 2021 ("Separation Date"), Employee voluntarily resigns his employment with the College. Except as otherwise expressly provided for in this Agreement, all rights and obligations of the College and Employee are duly and effectively terminated as of the Separation Date.

b. No later than the Separation Date, Employee must return to the College any and all College property in his possession, as well as a list of any and all passwords or login information used by Employee to access College electronic databases, computer systems, networks, and/or accounts. In the event Employee or his assigns, heirs or agents later discovers any such property, the same shall be immediately returned to the College. Employee shall not be entitled to keep any College property that he used or is in his possession including, but not limited to, electronic devices, cell phones, laptops, credit cards or vehicles.

c. Employee's enrollment in the College's medical insurance will cease on April 30, 2021; however, Employee will be eligible for benefits under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

d. Employer shall ensure that no reference or document pertaining to the Misconduct Allegations is contained in Employee's personnel file.

## **3. Compensation to Employee.**

a. Employee shall be paid ten thousand dollars (\$10,000.00) as wages, less legally required deductions, within 30 days of his Separation Date.

b. Employee is not entitled to any accrued vacation days.

c. The College shall report 208 accrued sick days to the State Universities Retirement System ("SURS") on behalf of the Employee for pension credit purposes. The College makes no promises, guarantees or representations as to the Employee's pension accrual rights as those are strictly within the province of SURS.

d. Employee further acknowledges that he shall **not** be entitled to any additional pay, renumeration, wages or benefits other than what is specifically identified in this Agreement. Accordingly, Employee agrees that he shall **not** be entitled to back pay, educational reimbursements, professional development expenses, retention bonus, auto expenses, paid time off benefits, communication device payments or any other money or benefits set forth in any College policy, procedure or practice or any employment agreement or collective bargaining agreement.

e. Employee acknowledges that the Compensation to him set forth in this Agreement constitutes adequate consideration for his promises herein.

**4. Employee's Waiver and Release of All Claims.**

a. In exchange for the consideration stated herein, except as otherwise specifically provided for herein, Employee expressly waives, releases, settles and forever discharges, to the fullest extent permitted by law, the College, its officials, trustees, directors, agents, officers, representatives, attorneys, contractors, successors or predecessors, together with their past or present officials, trustees, directors, agents, officers, representatives, attorneys, employees, contractors and any other party in any way associated with the College ("Released Parties"), for Employee, his heirs, executors, personal representatives and administrators, if any, from and against any and all claims and causes of action that may exist and could have been alleged as of the Effective Date of this Agreement, compensation (including, front pay and back pay), severance payments, actions, suits, judgments, injunctive relief, attorneys' fees and costs, liens, debts, penalties, damages, costs, expenses, obligations, losses, demands, and other liabilities and waives, releases and relinquishes any and all rights to administrative hearings, petitions, complaints and causes of action, based in federal, state or local law, based on contract, tort or any other legal theory, stemming from common or statutory authority, based in law or equity, whether known or unknown, suspected or unsuspected, contingent or actual, liquidated or un-liquidated, which may arise out of or be in any way related to Schmitt's employment with Morton College and separation and/or termination and/or resignation therefrom (collectively "Employee's Claims"). This Agreement shall be interpreted as broadly as possible under state and federal law as the Parties wish to sever all ties and resolve all issues between them.

b. Except as otherwise specifically provided for herein, the aforementioned paragraph 4(a) shall be read to include a general release and waiver to the fullest extent permissible by law of any and all of Employee's Claims including, but not limited to, those which derive from hearings, complaints, causes of action or any other proceeding contemplated by or pursuant to any federal, state, or local law, rule, regulation, or order regulating employment, severance, termination of employment and rights of terminated employees including, but not limited to, the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act known as 42 U.S.C. § 1981, the Employment Retirement Income Security Act of 1974 ("ERISA"), the Worker Adjustment and Retraining Notification Act, the Fair Labor Standards Act of 1938, the Age Discrimination in Employment Act of 1967, and the Older Workers Benefit Protection Act, and/or the Illinois Human Rights Act (775 ILCS 5/1-101, *et seq.*), and the Illinois Wage Payment and Collection Act (820 ILCS 115 *et seq.*) subject to the limitations set forth in paragraph 4(c) below.

c. Nothing in this Agreement is intended to limit in any way Employee's right or ability to file a charge or a claim of discrimination with the U.S. Equal Employment Opportunity Commission ("EEOC") or comparable state or local agencies. These agencies have authority to carry out their statutory duties by investigating the charge, issuing a determination, filing a lawsuit in federal or state court in their own name, or taking any other action authorized under these statutes. Employee retains the right to participate in any such action, and to communicate with the EEOC or comparable state or local agency. Notwithstanding the foregoing, Employee waives the right to recover any monetary damages or any other individual relief in any charge, complaint, or lawsuit filed by anyone else on Employee's behalf.

d. Employee promises and covenants that he has not and will not file any lawsuit against the College based upon any claim covered under the foregoing release.

e. Nothing in this release restricts Employee's right to enforce this Agreement and the promises set forth herein.

**5. Employer's Release of Claims Against Employee.**

a. To the greatest extent permitted by law, Employer agrees to release and forever discharge the Employee regarding all claims it has or might have as of the time of execution of this Agreement, whether known or unknown. By way of explanation, but not limiting its completeness, Employer hereby fully, finally and unconditionally releases, compromises, waives and forever discharge the Employee from and for any and all claims, liabilities, suits, discrimination or other charges, personal injuries, demands, debts, liens, damages, costs, grievances, injuries, actions or rights of action of any nature whatsoever, known or unknown, liquidated or unliquidated, absolute or contingent, in law or in equity, which was or could have been filed with any federal, state, local or private court, agency, arbitrator or any other entity, based upon Employee's employment with the College occurring prior to the execution of this Agreement.

b. Nothing in this Agreement restricts the right held by either party to enforce this Agreement and the promises set forth herein.

**6. Non-Assignment.** Employee expressly promises the College that he has not assigned or transferred, or purported to assign or transfer, and will not assign or otherwise transfer: (a) any claims, or portions of claims, against the Released Parties as defined above; (b) any rights that he has or may have had to assert claims on his behalf or on behalf of others against the Released Parties; and (c) any right he has or may have to the Separation and Settlement Payment. Employee promises that any monies, benefits or other consideration he receives from or on behalf of the College are not subject to any liens, garnishments, mortgages or other charges, and no one else has any claim to any portion of the Separation and Settlement Payment.

**7. No Reinstatement.** Employee agrees and recognizes that his employment with the College ceases to exist as of the Separation Date, and that the Parties have agreed to resolve their dispute even though they may continue to disagree. As a further inducement for the College to enter into this Agreement, Employee agrees that he will not apply for employment with the College in the future and that the College will not be obligated to process any application submitted by or on his behalf.

## **8. Confidentiality.**

a. The Parties acknowledge that one of the reasons for entering into this Agreement is to avoid the expense and inconvenience involved in defending or prosecuting its actions/omissions in court and/or to the remaining College employees, former or prospective employees, friends, competitors, people doing business with the College, and to the media. The Parties therefore agree that neither party nor any of its agents or relatives will ever disclose the events or circumstances giving rise to this Agreement to any of the foregoing or to any lawyer representing the foregoing, except as may be necessary in response to lawful process of any judicial or adjudicative authority, or pursuant to an investigation by any administrative agency including, but not limited to, the Illinois Department of Human Rights or the U.S. Equal Employment Opportunity Commission, or as otherwise allowed by law.

b. In addition, except as otherwise required by law, Employee agrees that neither he nor his attorneys or agents will disclose the terms of this Agreement to anyone except Employee's attorneys, tax advisors and spouse, and that such persons shall be told that the information must be kept confidential. The Parties agree that the terms of this Agreement and the negotiations and statements leading up to this Agreement are confidential. The Parties therefore agree not to disclose or publicly comment upon the terms, provisions of, or information regarding this Agreement. Employee agrees that the terms of this Agreement will not be disclosed to any third party other than Employee's spouse, attorney(s), accountant, tax preparation service or other tax preparer, and in the case of disclosure to any attorney or accountant, only to the extent necessary to perform services or as disclosure of such matter as may be required by law. The College agrees that the terms of this Agreement will not be disclosed to any third party other than the College's officers, officials, board members, and directors and only to the extent necessary to conduct official College business or as disclosure of such matter as may be required by law. Employee agrees that the terms of this Agreement will not be disclosed to any third party other than to his spouse. The Parties agree that if any of the terms of this Agreement are so disclosed to persons permitted under this Paragraph 7, the party disclosing the information will direct such person(s) that the information must be kept confidential and not to disclose the terms of Agreement to any other person(s). The Parties agree that they will not at any time engage in any form of conduct nor make any statements that disparage or otherwise impair the reputation, good will or interest of the other party. Employee represents further that in negotiating the terms of this potential agreement, Employee has not already disclosed the proposed terms to any third parties (excluding his attorney, spouse, and persons permitted under this Paragraph 8).

c. The parties agree that the provisions relating to confidentiality and non-disclosure of the terms of this Agreement as set forth above apply to all provisions of this Agreement, except when disclosure of the Agreement or any provision thereof is mandated by an applicable state or federal statute, law, or regulation; the Freedom of Information Act ("FOIA"); lawfully issued subpoenas or in response to the lawful process of any judicial or adjudicative authority; or any provision of an applicable state or federal statute mandating disclosure of the Agreement or any provision thereof.

9. **Mutual Non-Disparagement.** Employee and the College hereby agree that they will not at any time make any written or oral statement that defames or disparages the other Party, or any of the College's current or former agents, attorneys, officials, trustees, representatives, employees, officers, directors, assigns, and their respective successors and predecessors. Nothing in this Agreement limits any legally protected rights Employee has to correspond with a government agency. The College agrees that if any inquiry are received concerning the Employee it will respond with the following: term of employment, assignments and that the Employee resigned for personal reasons and to pursue other career goals.

10. **Indemnification.** Employee agrees to indemnify and hold each of the Released Parties harmless from and against any and all loss, cost, damage or expense, including, without limitation, attorneys' fees, incurred by the Released Parties, or any of them, arising out of any breach of this Agreement by Employee, any misrepresentation by Employee herein or the College's successful enforcement of this Agreement against Employee.

11. **Neutral Construction.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement.

12. **Complete Agreement.** This Agreement sets forth all the terms and conditions of the agreement between the Parties concerning the subject matter hereof and any prior oral communications are superseded by this Agreement. The Parties understand and agree that all the terms and promises of this Agreement, including the "Whereas" clauses, are contractual and not mere recitals.

13. **Effect on Previous Agreements.** This Agreement supersedes any and all prior agreements, understandings, and communications between the Parties.

14. **Amendment.** This Agreement may be amended only by a written document signed by Employee and an authorized Executive Officer of the College.

15. **Severability.** In the event that any of the provisions of this Agreement are found by a judicial or other tribunal to be unenforceable, the remaining provisions of this Agreement will, at the College's discretion, remain enforceable.

16. **Non-admission.** This Agreement is being entered into solely for the purpose of settling disputed claims and shall not be construed as: (a) an admission by the Released Parties of any (i) liability or wrongdoing to Employee, (ii) breach of any agreement, or (iii) violation of a statute, law or regulation; or (b) a waiver of any defenses as to those matters within the scope of this Agreement. The College specifically denies any liability or wrongdoing, and Employee agrees that he will not state, suggest or imply the contrary to anyone, either directly or indirectly, whether through counsel or otherwise.

17. **Right to Counsel.** Employee acknowledges that he was informed that he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that he has been advised by competent legal counsel of his own choosing in connection with the negotiation, review, and execution of this Agreement and that he has had an opportunity to and did negotiate over the terms of this Agreement.

18. **Employee Acknowledgment.** Employee declares that he has completely read this Agreement and acknowledges that it is written in a manner calculated to be understood by Employee. Employee fully understands its terms and contents, including the rights and obligations hereunder, and freely, voluntarily and without coercion enters into this Agreement. Further, Employee agrees and acknowledges that he has had the full opportunity to investigate all matters pertaining to his claims and that the waiver and release of all rights or claims he may have under any local, state, or federal law is knowing and voluntary.

19. **Time to Consider Agreement and Right to Revoke.** Employee understands that he has been given twenty-one (21) days to consider the meaning and effect of this Agreement (the "Consideration Period") prior to signing this agreement, or has waived this requirement, and agrees that this Consideration Period has been reasonable and adequate. If Employee has waived the Consideration Period, Employee acknowledges that such waiver was not induced by fraud, misrepresentation, or threat by Employer to withdraw or alter the terms of this Agreement. Employee has seven (7) days from the day Employee signs this Agreement to revoke Employee's acceptance of this Agreement (the "Revocation Period") and this Agreement shall not become enforceable until this Revocation Period has expired. To exercise his right to revoke this Agreement, Employee shall provide a signed written statement to that effect address to the College President prior to the expiration of the Revocation Period.

20. **Required Approval of Agreement by the College's Board of Trustees.** This Agreement will only be binding on the parties upon its approval by a majority vote of the College's Board of Trustees at its next regularly scheduled Board meeting. If the Board fails to approve this Agreement, then all its terms and conditions shall be considered null and void.

21. **Execution.** All persons executing this Agreement have the power and authority to bind the respective Party he/she represents. This Agreement may be signed in counterpart originals with the effect as if all signatures were on the same piece of paper.

**PLEASE READ CAREFULLY. THIS DOCUMENT INCLUDES  
EMPLOYEE'S RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.**

IN WITNESS WHEREFORE, the Parties hereto have executed this Settlement Agreement and Waiver and Release of All Claims with their hands and seals on the dates set forth beneath their signatures.

**MORTON COLLEGE**

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

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

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

**ROBERT SCHMITT**



Date: 3-19-21

**SEPARATION AND SETTLEMENT AGREEMENT AND  
WAIVER AND RELEASE OF ALL CLAIMS**

This Separation and Settlement Agreement and Waiver and Release of All Claims ("Agreement"), is executed, made, and entered into on this \_\_\_\_ day of February, 2021 (the "Effective Date") by and between Roger Montoro ("Employee" or "Montoro"), and Morton Community College District No. 527 on its behalf and on behalf of its Board of Trustees ("Employer" or "College") (Employee and Employer are collectively referred to as "the Parties").

WHEREAS, any reference to the College in this Agreement means the College its successors, assigns, officers, officials, board members, directors, employees and agents;

WHEREAS, Employee is employed by the College as a Lieutenant in the Campus Police Department;

WHEREAS, the Parties have determined that it is in their respective best interests to settle any and all disputes between them and all other currently existing claims and causes of action, whether presently known or unknown, that Employee might assert against Employer;

WHEREAS, the Parties, acknowledging the foregoing, wish to enter into this Separation and Settlement Agreement and Waiver and Release of All Claims in which Employee expressly, and to the fullest extent as permissible by law, waives any and all possible rights he has or may have against the College stemming from Employee's employment with the College and his separation from the aforesaid employment; and

NOW THEREFORE, in consideration of the Recitals and the mutual promises, covenants, and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby undertake the obligations set forth below and otherwise agree as follows:

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

**2. Final Employment Period.**

a. The Parties agree that Employee shall use two of his accrued sick days to be paid his regular wages for February 5 and 8, 2021.

b. During these two days, the Employee shall be prohibited from holding himself out as a representative of the College unless given written approval to do so by the College President.

**3. Final Separation and Resignation Date.**

a. Effective at the close of business on February 8, 2021 ("Separation Date"), Employee voluntarily resigns his employment with the College. Except as otherwise expressly provided for in this Agreement, all rights and obligations of the College and Employee are duly and effectively terminated as of the Separation Date.

b. No later than the Separation Date, Employee must return to the College any and all College property in his possession, as well as a list of any and all passwords or login information used by Employee to access College electronic databases, computer systems, networks, and/or accounts. In the event Employee or his assigns, heirs or agents later discovers any such property, the same shall be immediately returned to the College. Employee shall not be entitled to keep any College property that he used or is in his possession including, but not limited to, electronic devices, cell phones, laptops, credit cards or vehicles.

c. Employee shall ensure that any police identification and weapons shall be returned to a Sergeant in the College's Campus Police Department.

d. Effective on the Separation Date, Employee's enrollment in the College's medical insurance will cease; however, Employee will be eligible for benefits under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

**4. Compensation to Employee.**

a. Employee shall be entitled to 18 accrued vacation days that shall be paid to him by the College within 30 days of his Separation Date., less legally required withholdings and deductions. Employee shall receive such compensation on regular payroll periods as previously received from the College.

b. The College shall report 61.75 accrued sick days to the State Universities Retirement System ("SURS") on behalf of the Employee for pension credit purposes.

c. Employee further acknowledges that he shall **not** be entitled to any additional pay, remuneration, wages or benefits other than what is specifically identified in this Agreement. Accordingly, Employee agrees that he shall **not** be entitled to educational reimbursements, professional development expenses, retention bonus, auto expenses, paid time off benefits, communication device payments or any other money or benefits set forth in any College policy, procedure or practice.

e. Employee acknowledges that the Compensation to him set forth in this Agreement constitutes adequate consideration for his promises herein.

f. Employee waives any and all claims for any other form(s) of payment, bonus, reimbursement, or other monetary benefit or income that he has received in the past or is eligible to receive pursuant to any provision in the College's Employee Manual, Board Policy, written employment contract, and/or any written or unwritten past practice between Employee and the College. The Parties agree that any written contract for employment between the College and Employee dated prior to the Effective Date of this Agreement shall be null and void.

## **5. Employee's Waiver and Release of All Claims.**

a. In exchange for the consideration stated herein, except as otherwise specifically provided for herein, Employee expressly waives, releases, settles and forever discharges, to the fullest extent permitted by law, the College, its officials, trustees, directors, agents, officers, representatives, attorneys, contractors, successors or predecessors, together with their past or present officials, trustees, directors, agents, officers, representatives, attorneys, employees, contractors and any other party in any way associated with the College ("Released Parties"), for Employee, his heirs, executors, personal representatives and administrators, if any, from and against any and all claims and causes of action that may exist and could have been alleged as of the Effective Date of this Agreement, compensation (including, front pay and back pay), severance payments, actions, suits, judgments, injunctive relief, attorneys' fees and costs, liens, debts, penalties, damages, costs, expenses, obligations, losses, demands, and other liabilities and waives, releases and relinquishes any and all rights to administrative hearings, petitions, complaints and causes of action, based in federal, state or local law, based on contract, tort or any other legal theory, stemming from common or statutory authority, based in law or equity, whether known or unknown, suspected or unsuspected, contingent or actual, liquidated or un-liquidated, which may arise out of or be in any way related to Montoro's employment with Morton College and separation and/or termination and/or resignation therefrom (collectively "Employee's Claims"). This Agreement shall be interpreted as broadly as possible under state and federal law as the Parties wish to sever all ties and resolve all issues between them.

b. Except as otherwise specifically provided for herein, the aforementioned paragraph 5(a) shall be read to include a general release and waiver to the fullest extent permissible by law of any and all of Employee's Claims including, but not limited to, those which derive from hearings, complaints, causes of action or any other proceeding contemplated by or pursuant to any federal, state, or local law, rule, regulation, or order regulating employment, severance, termination of employment and rights of terminated employees including, but not limited to, the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act known as 42 U.S.C. § 1981, the Employment Retirement Income Security Act of 1974 ("ERISA"), the Worker Adjustment and Retraining Notification Act, the Fair Labor Standards Act of 1938, the Age Discrimination in Employment Act of 1967, and the Older Workers Benefit Protection Act, and/or the Illinois Human Rights Act (775 ILCS 5/1-101, *et seq.*), and the Illinois Wage Payment and Collection Act (820 ILCS 115 *et seq.*) subject to the limitations set forth in paragraph 5(c) below.

c. Nothing in this Agreement is intended to limit in any way Employee's right or ability to file a charge or a claim of discrimination with the U.S. Equal Employment Opportunity Commission ("EEOC") or comparable state or local agencies. These agencies have authority to carry out their statutory duties by investigating the charge, issuing a determination, filing a lawsuit in federal or state court in their own name, or taking any other action authorized under these statutes. Employee retains the right to participate in any such action, and to communicate with the EEOC or comparable state or local agency. Notwithstanding the foregoing, Employee waives the right to recover any monetary damages or any other individual relief in any charge, complaint, or lawsuit filed by anyone else on Employee's behalf.

d. Employee promises and covenants that he has not and will not file any lawsuit against the Released Parties based upon any claim covered under the foregoing release.

e. Nothing in this release restricts Employee's right to enforce this Agreement and the promises set forth herein.

6. **Non-assignment.** Employee expressly promises the College that he has not assigned or transferred, or purported to assign or transfer, and will not assign or otherwise transfer: (a) any claims, or portions of claims, against the Released Parties (as defined in Paragraph 5); (b) any rights that he has or may have had to assert claims on his behalf or on behalf of others against the Released Parties; and (c) any right he has or may have to the Separation and Settlement Payment. Employee promises that any monies, benefits or other consideration he receives from or on behalf of the College are not subject to any liens, garnishments, mortgages or other charges, and no one else has any claim to any portion of the Separation and Settlement Payment.

7. **No Reinstatement.** Employee agrees and recognizes that his employment with the College ceases to exist as of the Separation Date, and that the Parties have agreed to resolve their dispute even though they may continue to disagree. As a further inducement for the College to enter into this Agreement, Employee agrees that he will not apply for employment with the College in the future and that the College will not be obligated to process any application submitted by or on his behalf.

8. **Confidentiality.** The Parties acknowledge that one of the reasons for entering into this Agreement is to avoid the expense and inconvenience involved in defending or prosecuting it actions/omissions in court and/or to the remaining College employees, former or prospective employees, friends, competitors, people doing business with the College, and to the media. The Parties therefore agree that neither party nor any of its agents or relatives will ever disclose the events or circumstances giving rise to this Agreement to any of the foregoing or to any lawyer representing the foregoing, except as may be necessary in response to lawful process of any judicial or adjudicative authority, or pursuant to an investigation by any administrative agency including, but not limited to, the Illinois Department of Human Rights or the U.S. Equal Employment Opportunity Commission, or as otherwise allowed by law.

In addition, except as otherwise required by law, Employee agrees that neither he nor his attorneys or agents will disclose the terms of this Agreement to anyone except Employee's attorneys, tax advisors and spouse, and that such persons shall be told that the information must

be kept confidential. The Parties agree that the terms of this Agreement and the negotiations and statements leading up to this Agreement are confidential. The Parties therefore agree not to disclose or publicly comment upon the terms, provisions of, or information regarding this Agreement. Employee agrees that the terms of this Agreement will not be disclosed to any third party other than Employee's spouse, attorney(s), accountant, tax preparation service or other tax preparer, and in the case of disclosure to any attorney or accountant, only to the extent necessary to perform services or as disclosure of such matter as may be required by law. The College agrees that the terms of this Agreement will not be disclosed to any third party other than the College's officers, officials, board members, and directors and only to the extent necessary to conduct official College business or as disclosure of such matter as may be required by law. Employee agrees that the terms of this Agreement will not be disclosed to any third party other than to his spouse. The Parties agree that if any of the terms of this Agreement are so disclosed to persons permitted under this Paragraph 7, the party disclosing the information will direct such person(s) that the information must be kept confidential and not to disclose the terms of Agreement to any other person(s). The Parties agree that they will not at any time engage in any form of conduct nor make any statements that disparage or otherwise impair the reputation, good will or interest of the other party. Employee represents further that in negotiating the terms of this potential agreement, Employee has not already disclosed the proposed terms to any third-parties (excluding his attorney, spouse, and persons permitted under this Paragraph 7).

The parties agree that the provisions relating to confidentiality and non-disclosure of the terms of this Agreement as set forth above apply to all provisions of this Agreement, except when disclosure of the Agreement or any provision thereof is mandated by an applicable state or federal statute, law, or regulation; the Freedom of Information Act ("FOIA"); lawfully issued subpoenas or in response to the lawful process of any judicial or adjudicative authority; or any provision of an applicable state or federal statute mandating disclosure of the Agreement or any provision thereof.

9. **Mutual Non-Disparagement.** Employee and the College hereby agree that they will not at any time make any written or oral statement that defames or disparages the other Party, or any of the College's current or former agents, attorneys, officials, trustees, representatives, employees, officers, directors, assigns, and their respective successors and predecessors. Nothing in this Agreement limits any legally protected rights Employee has to correspond with a government agency.

10. **Indemnification.** Employee agrees to indemnify and hold each of the Released Parties harmless from and against any and all loss, cost, damage or expense, including, without limitation, attorneys' fees, incurred by the Released Parties, or any of them, arising out of any breach of this Agreement by Employee, any misrepresentation by Employee herein or the College's successful enforcement of this Agreement against Employee.

11. **Limited Release Provided to Employee.** The College agrees to a limited release of the Employee and shall not seek any action against Employee for any wages or remuneration that he received during his employment with the College.

12. **Neutral Construction.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement.

13. **Complete Agreement.** This Agreement sets forth all of the terms and conditions of the agreement between the Parties concerning the subject matter hereof and any prior oral communications are superseded by this Agreement. The Parties understand and agree that all of the terms and promises of this Agreement, including the “Whereas” clauses, are contractual and not mere recitals.

14. **Effect on Previous Agreements.** This Agreement supersedes any and all prior agreements, understandings and communications between the Parties.

15. **Amendment.** This Agreement may be amended only by a written document signed by Employee and an authorized Executive Officer of the College.

16. **Severability.** In the event that any of the provisions of this Agreement are found by a judicial or other tribunal to be unenforceable, the remaining provisions of this Agreement will, at the College’s discretion, remain enforceable.

17. **Non-admission.** This Agreement is being entered into solely for the purpose of settling disputed claims, and shall not be construed as: (a) an admission by the Released Parties of any (i) liability or wrongdoing to Employee, (ii) breach of any agreement, or (iii) violation of a statute, law or regulation; or (b) a waiver of any defenses as to those matters within the scope of this Agreement. The College specifically denies any liability or wrongdoing, and Employee agrees that he will not state, suggest or imply the contrary to anyone, either directly or indirectly, whether through counsel or otherwise.

18. **Right to Counsel.** Employee acknowledges that he was informed that he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that he has been advised by competent legal counsel of his own choosing in connection with the negotiation, review, and execution of this Agreement and that he has had an opportunity to and did negotiate over the terms of this Agreement.

19. **Employee Acknowledgment.** Employee declares that he has completely read this Agreement and acknowledges that it is written in a manner calculated to be understood by Employee. Employee fully understands its terms and contents, including the rights and obligations hereunder, and freely, voluntarily and without coercion enters into this Agreement. Further, Employee agrees and acknowledges that he has had the full opportunity to investigate all matters pertaining to his claims and that the waiver and release of all rights or claims he may have under any local, state or federal law is knowing and voluntary.

20. **Time to Consider Agreement and Right to Revoke.** Employee understands that he has been given twenty-one (21) days to consider the meaning and effect of this Agreement (the "Consideration Period") prior to signing this agreement, or has waived this requirement, and agrees that this Consideration Period has been reasonable and adequate. If Employee has waived the Consideration Period, Employee acknowledges that such waiver was not induced by fraud, misrepresentation or threat by Employer to withdraw or alter the terms of this Agreement. Employee has seven (7) days from the day Employee signs this Agreement to revoke Employee's acceptance of this Agreement (the "Revocation Period") and this Agreement shall not become enforceable until this Revocation Period has expired. To exercise his right to revoke this Agreement, Employee shall provide a signed written statement to that effect address to the College President prior to the expiration of the Revocation Period.

21. **Required Approval of Agreement by the College's Board of Trustees.** This Agreement will only be binding on the parties upon its approval by a majority vote of the College's Board of Trustees at its next regularly scheduled Board meeting. If the Board fails to approve this Agreement, then all its terms and conditions shall be considered null and void.

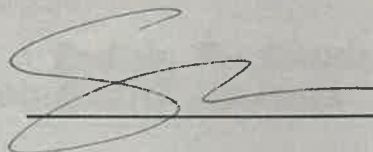
22. **Execution.** All persons executing this Agreement have the power and authority to bind the respective Party he/she represents. This Agreement may be signed in counterpart originals with the effect as if all signatures were on the same piece of paper.

**PLEASE READ CAREFULLY. THIS DOCUMENT INCLUDES  
EMPLOYEE'S RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.**

IN WITNESS WHEREFORE, the Parties hereto have executed this Settlement Agreement and Waiver and Release of All Claims with their hands and seals on the dates set forth beneath their signatures.

**MORTON COLLEGE**

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



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

President

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

3.24.21

**ROGER MONTORO**



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

2-17-2021

**From:** [Keith McLaughlin](#)  
**To:** [Liliana Raygoza](#)  
**Cc:** [Ana L. Valdez](#); [Board Materials](#); [Derek C. Shouba](#)  
**Subject:** Re: April Board Item - K. Zukauskas Sabbatical  
**Date:** Friday, April 16, 2021 10:31:19 AM

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I approve this for action at the April BOT Meeting.

On Apr 16, 2021, at 11:25 AM, Liliana Raygoza <[Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)> wrote:

Hi Keith,

Can we please have your approval for Karol Zukauskas sabbatical for the April Board Meeting. Thank you.

**Liliana Raygoza**

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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

<Sabbatical Application\_Zukauskas.pdf>

<Sabbatical Agreement\_Karolis Zukauskas FA2021.docx>

<PROPOSED ACTION\_Sabbatical Leave K. Zukauskas.docx>

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE SABBATICAL LEAVE REQUEST OF KAROLIS G. ZUKAUSKAS FOR THE 2021 FALL SEMESTER, AS SUBMITTED

**RATIONALE:** [Required by Board Union Agreement Section 7.7.1 thru 7.7.8]

Faculty who are eligible and have served a minimum of six years can submit a request for a sabbatical leave of up to one year. Karolis G. Zukauskas, Language Arts (English) Instructor, joined Morton College as a full-time faculty member in Spring 2003. He has applied for a Sabbatical Leave, submitted an appropriate Sabbatical Leave Plan, and agreed to all contractual provisions. This Sabbatical Leave, as requested, will directly support his institutional responsibilities and increase his professional skills through research and study.

**COST ANALYSIS:** \$9,573 to \$11,860

Per Board-Union Agreement, Morton College Chapter Cooke County Teachers Union Local 1600, AFT, section 7.7.5 during the sabbatical leave, fall 2021, the faculty member shall receive 100% of his base pay for one semester.

Part-time instructors will assume Karolis Zukauskas' four courses at a cost of between \$9,573 and \$11,860 based on current 2021 Board-Union Agreement, Adjunct Faculty Association, IEA-NEA. Note that Karolis Zukauskas' FY 2021 salary is \$94,314 (or \$47,157 per semester.)

**ATTACHMENTS:** Sabbatical Leave Request/Project Sabbatical Agreement

# Karolis Zukauskas

## Sabbatical Application

Dear Derek Shouba:

I'd like to apply for a sabbatical beginning in the Autumn semester of 2021, lasting from August to December. My intention is to use this time to compose, design, format and publish a fluid, indefinitely adaptable open access textbook appropriate for English 088 and English 101.

While open access textbooks for these levels [currently exist](#), they are all marred by the same issues that limit the value of any intro-level textbook to our educational setting. Their underlying assumptions regarding student literacy rates, background information, historical, mathematical and scientific context, and sociological awareness are commonly inaccurate for our purposes.

The vast majority of intro-level textbooks available for our students—a problem doubly worrisome in sections like English 101 and 088—target cohorts whose high school or GED experiences do not parallel those our students generally experience.

A perfect example is The Blair Reader, our current default textbook in English 101. It is essentially an anthology of essays, presented with supplemental reading questions and writing prompts, all organized around themes such as “Identity” and “Why We Work.” Unfortunately, the curated essays make assumptions about readers’ skill sets and background knowledge in subjects such as economics, science, religion, sociology, psychology and history, which do not reflect our student body’s preparedness.

My textbook would attempt to correct these things. I intend to present my ideas for a textbook to my English department colleagues at an English department meeting prior to March of 2021. I would like their consideration, feedback, and to hear what they would like from a textbook. Ultimately, my plan for a textbook assumes the following, and I'd target a cohort of readers and learners exhibiting the following traits:

- 1.) The reader is a first-generation student, who harbors as many questions about the culture and customs of college as s/he does about academic subject matter.
- 2.) The reader's comprehension demands a Flesch-Kinkaid readability score of around 70-80.
- 3.) The reader's experience independently managing textbooks is limited
- 4.) The reader reads between 150-200 words per minute (Most textbooks assume a rate at least twice this fast).
- 5.) The reader requires lessons in sustained concentration, supplementary to the concentration necessary to read.
- 6.) The reader has limited exposure to formal English, but has learned most language by listening instead of reading.

- 7.) The reader has limited exposure to concepts such as *substantiation*, *logic*, *implication*, *inference*, *inquiry*, *deliberation*, *introspection*, or the difference between *fact* and *opinion*.
- 8.) The reader is task vs. process oriented.
- 9.) The reader assumes the purpose of reading is to complete the reading, and to demonstrate that reading has been completed.
- 10.) The reader does not generally assume the purpose of reading is to identify an author's (or another person's) point of view.

Furthermore, this textbook will appeal to the needs of the following cohorts:

- 1.) Generation 1.5 readers
- 2.) Adult learners of literacy
- 3.) Multi-lingual adults, with infrequent reading habits (in any language)
- 4.) Adults with at least some amount of work experience

The goals of this textbook will be to orient students to the customs and culture of college, to use examples of student writing to provoke thought, and to offer lessons regarding textual management, reading comprehension, improvements in reading speed, logic and argumentation.

It's difficult to predict how departmental colleagues would regard this text, but I would design, format and publish an electronic, open access version available to all interested parties. It will include multi-media assignments, embedded reading quizzes, comprehension and grammar self-tests, models for measuring improvement, all in a format that can be easily assembled or disassembled to fit individual instructors' (or course) needs. My English department colleagues support the composition of this document and would consider it, at least as an option for instructors.

I feel that a document like this would improve instruction, as it would offer the college a free text option, specifically targeting our students. It would lower student costs, as it could prove a collaborative, long-term project that might evolve into a cutting-edge textbook.

I hope that you'll approve the sabbatical so that I might work on this project.

Karolis Zukauskas

MORTON COLLEGE  
SABBATICAL AGREEMENT  
Fall 2021

Karolis Zukauskas  
Language Arts Instructor

I, Karolis Zukauskas, hereby agree to return to teach at Morton College for a period of at least one academic year following the conclusion of my Sabbatical Leave if it is granted under terms of Section 7.7.8 of the Agreement between the Morton College Board of Trustees and the Morton College Chapter, Local 1600, A.F.T. of Cook County, Illinois. I agree to repay all sums of money paid to me during the Sabbatical should I not return to teaching at Morton College is prevented because of illness or incapacity as certified by a mutually agreed upon physician.

April 16, 2021

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Karolis Zukauskas  
Instructor

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Dr. Keith McLaughlin  
Provost

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE CHRISTOPHER RATHUNDE AS A NEW HUMAN RESOURCES COORDINATOR FOR THE HR DEPARTMENT WITH AN EFFECTIVE START DATE OF MAY 17, 2021.

**RATIONALE**

**Fill a vacancy left by Mariam Samarah, and to assist with the benefit administration of the institution.**

**COST ANALYSIS:**

**\$63,000 annually**

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

**PROPOSED ACTION:**

That the Board approve the hire of two Student Success Coaches.

**RATIONALE:**

To fill the vacancies in Student Success Coaches. The following individuals are recommended for hire for the Student Success Coach position:

- Carolina Saldana, \$58,643 start date 5.17.2021
- Joseph De Di Gregorio \$60,403 start date of 07.06.2021

**COST ANALYSIS:**

Salary above.

**ATTACHEMENTS:**

N/A

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

**PROPOSED ACTION:**

That the Board approve the hire of two Student Success Coaches.

**RATIONALE:**

To fill the vacancies in Student Success Coaches. The following individuals are recommended for hire for the Student Success Coach position:

- Carolina Saldana, \$58,643 start date 5.17.2021
- Joseph De Di Gregorio \$60,403 start date of 07.06.2021

**COST ANALYSIS:**

Salary above.

**ATTACHEMENTS:**

N/A

**PROPOSED ACTION:** *THAT THE BOARD APPROVE HIRING of SABRINA STANLEY FOR 2021 SUMMER STEAMERS CAMP*

**RATIONALE:** *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]*

*Morton College will provide summer programming for the young learners from the local community.*

**COST ANALYSIS:** *32\$/contact hour per adjunct instructor for the duration of the camp.*

**ATTACHMENT:** *Approval to Hire Forms*

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE Antonio Samaniego AS A NEW Fitness Center Student Aide FOR THE Athletic Department WITH AN EFFECTIVE START DATE OF 5/3/2021

**RATIONALE**

To replace a graduating student aide for the summer semester to work in the Fitness/Nutrition Centers

**COST ANALYSIS:**

\$11/hour



# Morton College

## Job Description

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

experience with academic advising and/or student services initiatives in a higher education setting.

Bilingual (English/Spanish).

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

Experience working with CRM systems (Ellucian Colleague preferred).

**Job Summary:**

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

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

**Essential Job Functions**

- Generally handles student drop-ins and maintains student overflow for advising purposes
- Assists caseload of students one-on-one, particularly in developmental education courses, in developing individual education plans, registering for classes, and program/course selection
- Provides academic intervention and referrals to services necessary to ensure students success
- Cultivates strong relationships with students to build trust and acts as their coach and mentor throughout their academic career

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

**Other Duties:**

- To perform other duties as assigned by the supervisor

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

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

**Position Unit:**

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

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

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College

## Job Description

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<b>Job Title:</b>	Technical Director / Production Manager
<b>Range:</b>	Classified Excluded
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Associate Dean - LRPAC
<b>Required Qualifications:</b>	<p>Bachelors of Fine Arts Degree with an emphasis in Technical Theatre, or equivalent professional experience. Candidate should possess a working knowledge of the techniques, methods and procedures of Theatre productions. Demonstrated experience/ working knowledge of set design and construction. A working knowledge of lighting design, stage rigging, audio and sound reinforcement, stage management/or production management, as well as a working knowledge and clear understanding of professional standards of stage safety.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Master's degree in Technical Theatre.
<b>Job Summary:</b>	<p>Responsible for overseeing the design, management, and execution of all technical elements of productions for the Jedlicka Performing Arts Center. Maintaining the performance facilities and technical equipment, supervising student personnel for all Theatre productions. Works closely with the Associate Dean, Theatre faculty, and guest professional designers (scenic, lighting, costume, projection, sound) to implement theatrical designs. Responsible for overseeing all theatre productions through production meetings, rehearsals, the run of performances, attendance at tech weekend, opening, closing, and strike as required. Also works closely with Facilities for conference support.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Design, management, and execution of all technical elements of productions and events in the JPAC</li></ul>

- Maintaining the performance facilities and technical equipment
- Supervise and staff set construction, load-in, run, and strike of Theatre productions
- Create with the Set Designer (Independent Contractor) a materials list based on the set design with estimates for purchase, rental, loan, etc. (get required approvals for purchase orders and check requests and execute orders for materials)
- Coordinate set/props budget build, rental, acquisition and report costs
- Maintain, repair, and store JPAC's owned set materials, tools & equipment, make recommendations for purchase. Maintain inventory and storage spaces
- Coordinate set build with Master Carpenter (Independent Contractor), running and strike crews with Director of Production
- Be available for and attend all production meetings as scheduled
- Be available for on-call service during the tech and run of productions, if not present during them, and come if requested
- Create with the Lighting Designer (Independent Contractor) a materials list based on the light design with estimates for purchase, rental, loan, etc. (get required approvals for purchase orders and check requests and execute orders for materials)
- Maintain, repair and store JPAC's owned lighting instruments, light board, electrics materials; make recommendations for purchase
- Supervise and staff the execution of the sound load-in, run, strike and storage of Theatre productions
- Create with the Sound Designer (Independent Contractor) a materials estimate for purchase, rental, loan, etc. (get required approvals for purchase orders and check requests and execute orders for materials)
- Coordinate load-in, running and strike crews, and Director of Production
- Recruit, teach, mentor, and oversee student workers in tech, Crew, Board Operation, Lighting and Sound Design and Stage Management of Theatre productions

- Recruit, train and oversee students in Tech and Crew for Theatre productions and events. Oversee Student Technical Directors and Crew in Work Study Positions
- In collaboration with Associate Dean, help create, oversee and wrangle budgets for each production, event or program

**Other Duties:**

- Perform other duties as assigned

**Work Environment:**

- Typical office environment

**Physical Demands:**

- Prolonged sitting, some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

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

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**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_



# Morton College

## Job Description

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**Job Title:** Human Resources Generalist

**Range:** Classified Excluded

**Grant-Funded:** NA

**Reports to and  
Evaluated by:** Chief Financial Officer

**Required  
Qualifications:** Bachelor's degree in Human Resources, Business Administration, or related field, and three years of human resource experience. Excellent verbal and written communication skills. Excellent interpersonal and conflict resolution skills. Excellent organizational skills and attention to detail. Ability to handle multiple priorities and confidential assignments, and function independently. Thorough knowledge of employment-related laws and regulations. Experience with Microsoft suite and the ability to learn Colleague and other systems. Ability to work well with others in a multicultural environment.

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

**Desirable  
Qualifications:** Master's degree, SHRM-CP, and experience in related field. Experience with union environment and/or higher education. Experience with Colleague. Ability to communicate in English and Spanish.

**Job Summary:** The Human Resource Generalist will perform tasks and services to support effective and efficient operations of the overall HR department in some or all of the following functional areas; compensation, employee relations, recruitment, benefits administration, training and development. The Generalist will assist in enforcing policies and procedures, and the administration of five (5) collective bargaining agreements.

**Essential Job  
Functions**

- Collaborate with Sr. Associate Director to provide guidance to employees and supervisors in resolving conflicts and promote effective working relationships. Advise administrators and supervisors when considering employment action for performance issues.

- Assist with recruitment and onboarding processes.
- Partners with the HR Coordinator to conduct new employee orientation and assist with open enrollment.
- Assist with the performance evaluation process.
- Process inquiries related to verification of employment.
- Administer the ADA Request for Accommodation process for faculty and staff.
- Assist with all special events hosted by the office of Human Resources.
- Administer various human resources plans and procedure; assist in the development and implementation of personnel procedures; prepare and maintain the employee handbook and procedure manual.
- Research and recommend updated to policies and procedures to comply with federal, state, and local legal requirements.
- Assist with submitting reports to various state and federal educational agencies, including ICCB reports.
- Coordinate with the Dean's office in processing faculty salary adjustments, lane advancement and step placement and other processes.
- Provide assistance with processing inquiries from SURS.
- Serve as Title IX/Section 504 investigator.

**Other Duties:**

- Perform other duties as assigned by supervisor

**Work Environment:**

Standard office environment with use of standard office equipment.

**Physical Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Occasional, standing, stooping and bending.

**Position Unit:**

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

## Job Description

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**Job Title:** Adjunct Instructor – Computer Information Systems (CIS)

**Range:** N/A

**Grant-Funded:** N/A

**Reports to and Evaluated by:** Associate Dean of Adult and Career Technical Education

**Required Qualifications:** ~~Associate degree, related work experience and training, Cisco certification and teaching or training experience.~~ Associate degree. Work experience and related training. CompTIA Net+ or Microsoft Server Certification and 2-year computer networking work experience. Teaching or training experience.

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

**Desirable Qualifications:** ~~Master's Degree with concentration in Computer Information Systems (CIS) or related field.~~

~~Experience teaching at a College level.~~

~~Master's degree in the discipline, or Master's degree plus 18 credit hours in the discipline and appropriate professional certification and 3 years of community college or university teaching experience~~

**Job Summary:** ~~The adjunct instructor will teach CIS-133: Interconnect Network Devices I and CIS-233: Interconnect Network Devices II. These courses will be offered during the day and evening, including Saturdays.~~

The adjunct instructor will teach an introduction to computer networking course to a diverse student population. This course is currently offered on Saturday afternoon. The responsibilities and duties of the instructor may change as the needs of the college arise.

**Essential Job Functions**

- Utilize departmental syllabus template, approved textbooks, and supplemental course materials.

- Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.
- Distribute and review comprehensive course syllabus to students no later than the first week of the course.
- Receive, understand, and follow Course Data Form as distributed by Deans' Office.
- Adhere to printed course schedule meeting times and locations.
- Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.
- Maintain grade book in electronic or hard copy format.
- Take and record student Attendance each day.
- Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office
- Give final exam at the time and date indicated on the college's Final Exam Schedule.
- Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.
- Check assigned college mailbox regularly.
- Attend campus-wide and department professional development and / or trainings.

**Other Duties:**

- Perform other duties and special projects as assigned

**Work Environment:**

Classroom environment

**Physical Demands:**

Long periods of standing

**Position Unit:**

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



# Morton College

## Job Description

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<b>Job Title:</b>	Adjunct Instructor – Computer Information Systems (CIS)
<b>Range:</b>	N/A
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Associate Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	<p><del>Associate degree, related work experience and training, Cisco certification, and teaching or training experience.</del></p> <p>Associate degree. Work experience and related training. CompTIA A+ or Microsoft Windows Certification and/or Microsoft Server Certification. Two (2) year computer repair work experience and/or Two (2) year computer networking work experience. Teaching or training experience.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p><del>Master's Degree with concentration in Computer Information Systems (CIS) or related field. Needs Cisco certification. Experience teaching at a College level.</del></p> <p>Master's degree in the discipline, or Master's degree plus 18 credit hours in the discipline and appropriate professional certification and 3 years of community college or university teaching experience</p>
<b>Job Summary:</b>	<p><del>The adjunct instructor will teach CIS 133: Interconnect Network Devices I and CIS 233: Interconnect Network Devices II to a diverse student population. These courses will be offered during the day and evening, including Saturdays. The responsibilities and duties of the instructor may change as the needs of the college arise.</del></p> <p>The adjunct instructor will teach an introduction to operating system course covering Windows and Linux and/or a computer</p>

diagnosis and service course and/or an introduction to computer networking course. These course are currently offered during the evening and/or Saturdays. The responsibilities and duties of the instructor may change as the needs of the college arise.

### Essential Job Functions

- Utilize departmental syllabus template, approved textbooks, and supplemental course materials.
- Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.
- Distribute and review comprehensive course syllabus to students no later than the first week of the course.
- Receive, understand, and follow Course Data Form as distributed by Deans' Office.
- Adhere to printed course schedule meeting times and locations.
- Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.
- Maintain grade book in electronic or hard copy format.
- Take and record student Attendance each day.
- Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office
- Give final exam at the time and date indicated on the college's Final Exam Schedule.
- Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.
- Check assigned college mailbox regularly.
- Attend campus-wide and department professional development and / or trainings.

### Other Duties:

- Perform other duties and special projects as assigned

### Work Environment:

Classroom environment

### Physical Demands:

Long periods of standing

### Position Unit:

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

- ☐ Classified Staff - Excluded
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Employee \_\_\_\_\_ Date \_\_\_\_\_