



Morton College

Public Regular Board Meeting

Wednesday, June 23, 2021, 11 :00 AM



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527
COOK COUNTY, ILLINOIS
Agenda for the Regular Meeting
Wednesday, June 23, 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, June 23, 2021, in the Jedlicka Performing Arts Center, 3801 S. Central Avenue, Cicero, IL 60804.

***Amended**

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Citizen Comments

5. Recognition

5.1. Jim O'Connell - Skyway 2020 Hall of Fame Lifetime Achievement

6. Reports

6.1. ICCTA - ACCT

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 Regular Board Meeting held on May 26, 2021.

8.2. Approval and Ratification of Accounts Payable and Payroll the month of May 2021, in the amount of \$2,592,008.00, and a Budget Transfer in the amount of \$139,020.00, as submitted.

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

- 8.4. Approval of the Treasurer's Report for May 2021 to be received and filed for audit, as submitted.
- 8.5. Approval of the continued annual membership for the Illinois Green Economy Network (IGEN), in the amount of \$10,000.00, as submitted.
- 8.6. Approval of the purchase of a virtual dissecting table for the Biology Department, from Anatomage Inc. a sole source vendor, in the amount of \$81,625.00, funded by CARES Grant.
- 8.7. Approval of the purchase of nursing equipment from DiaMedical USA, a member of The Interlocal Purchasing System (TIPS), in the amount of \$103,633.19, funded by CARES Grant.
- 8.8. Approval of the purchase of furniture for the theater commons from KI, in the amount not to exceed \$25,000.00, as submitted.
- 8.9. Approval of the purchase of furniture for the Athletics Department from KI, in the amount not to exceed \$35,000.00, as submitted.
- 8.10. Approval of the first reading of the Morton College Social Media Policies and Guidelines Policy.
- 8.11. Approval of the public display of the Tentative Annual Budget for fy22 and the accompanying Public Notice.
- 8.12. Approval of the Berwyn Development Corporation Tier 6; Trustee Membership, effective from February 9, 2021, to February 9, 2022, in the amount of \$2,000.00, as submitted.
- 8.13. Approval and ratification of the Morton College Student Government Association Budget for fy21, in the amount of \$65,300.00, as submitted.
- 8.14. Approval of the Henry Schein invoice, for the purchase of athletic training room supplies for the gymnasium renovation, Building E in 2020, in the amount of \$39,761.37, as submitted.
- 8.15. Approval of the Overload Employment Report for the Summer semester 2021, in the amount of \$403,560.16, as submitted, pending additional class cancellations and/or additions.
- 8.16. Approval of the Adjunct Faculty Assignment/Employment Report for Summer semester 2021, in the amount of \$144,229.85 as submitted, pending additional class cancellations and/or additions.
- 8.17. Approval of the continued annual membership with Higher Education Recruitment Consortium (HERC), in the amount of \$3,350.00, as submitted.
- 8.18. Approval of the curriculum and price updates for the Commercial Driver's License (CDL) Program offered in a partnership with All Pro Truck Driving School LLC (ALL PRO), in the amount of \$130,000.00 per each cohort. The CDL program is paid from the student registration cost collected by Morton College.
- 8.19. Approval of the maintenance agreement renewals with Ellucian Partner for various components of the Enterprise Resource Planning system for fy22, in the amount of \$431,250.00, as submitted.
- 8.20. Approval of the re-classification of four staff employees, effective July 1, 2021, as submitted.
- 8.21. Approval of Full-Time Employment
- 8.21.1. Anayeli Fuentes, Human Resources Generalist, \$63,000.00, effective June 28, 2021.
 - 8.21.2. Juhelia Thompson, Psychology Faculty, effective August 16, 2021.
 - 8.21.3. Myeisha Grady, Speech Faculty, effective August 16, 2021.

8.21.4. Marisol Velazquez, Associate Provost VP of Student Services, \$140,000.00, effective July 1, 2021.

8.22. Approval of Part-Time Employment

8.22.1. Allan Tomnitz, Welding Adjunct Instructor, effective June 14, 2021.

8.22.2. David Viar, Welding Adjunct Instructor, effective June 14, 2021.

8.22.3. Sherie DeDore, Paralegal Adjunct Instructor, effective August 16, 2021.

8.22.4. Iris Chavira, Paralegal Adjunct Instructor, effective August 16, 2021.

8.23. Approval of New Job Descriptions

8.23.1. Graphic and Website Service Aide

8.23.2. Alumni Relations Coordinator

8.23.3. Financial Aid Clerk

8.24. Approval of Updated Job Descriptions

8.24.1. Two Student Aides for Institutional Advancement

8.24.2. Director of Development

8.24.3. Adjunct Instructor Automotive Technology

8.25. Approval of Resignations

8.25.1. Andy Avalos, Multimedia Student Aide, effective May 20, 2021.

8.25.2. Debra Kupec, Health Careers Support, effective June 21, 2021

8.25.3. Wendy Vega-Huezo, Sr. Associate Director of Human Resources, Training and Development, effective June 11, 2021.

8.26. Approval of Termination

8.26.1. Jocelyn Turner, English Adjunct Instructor, effective June 8, 2021.

9. The next meeting of the Board will be a Special Meeting on July 14, 2021, from 10:00 AM to 3:00 PM at the Chew Chew Restaurant in Riverside, IL, for the purpose of holding a Board Retreat with Mr. Richard Legon, Sr. Consultant, Association of Governing Board in Colleges and Universities and to conduct a Board Self-Evaluation.

10. Adjournment



**Board Meeting
June 23, 2021
11:00 a.m.**





Every member of the Morton College family plays a fundamental role in *recruiting* and *retaining* **our** students.

STRATEGIC ENROLLMENT *Report*



Summer 2021 Snapshot Report

As Wednesday, June 16, Summer 2021 semester
+5% more students are enrolled compared to the same
time last year.

The number of enrolled credit hours is **+2%**
credits higher compared to the same time last year.

11% of summer registration is on campus
89% of summer registration is online

**These reports exclude Adult Education enrollment.*

2021SU				
Date	Head-count	Credits	% Change - Headcount	% Change - Credits
			---	---
			---	---
			---	---
			---	---
			---	---
6/16/21	1,072	5,553	4.7%	1.8%
6/15/21	1,067	5,544	4.1%	1.7%
6/14/21	1,055	5,519	5.5%	3.5%
6/13/21	1,050	5,495	5.3%	3.6%
6/12/21	1,050	5,500	5.1%	3.7%
6/11/21	1,049	5,501	7.5%	6.8%
6/10/21	1,037	5,400	8.7%	7.0%
6/9/21	1,021	5,320	10.3%	8.7%
6/8/21	1,022	5,363	9.4%	7.9%
6/7/21	1,014	5,329	9.9%	8.5%
6/6/21	1,012	5,326	9.9%	8.5%
6/5/21	1,015	5,339	10.7%	9.1%
6/4/21	1,016	5,342	11.5%	9.8%
6/3/21	1,000	5,254	10.1%	8.0%

DECISION DAY

Enter the **facebook**
virtual raffle by
end of day on
JUNE 14, 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 15th at 1PM

Questions?
Email: recruiter@morton.edu

#PantherPride
#MortonCollegeBound



Morton.edu





WINNERS !



Student Services Enrollment Initiatives

- Panther Balance Forgiveness Grant Initiative
- Free Laptop Program
- Morton East and West Highschool Graduates Startup Scholarship – Register by July 31st
- Book voucher stipend – Register by July 31st



THANK YOU !!!

Marisol Velazquez

Dean of Students

Morton College

(708) 656-8000





MORTON COLLEGE

Institutional Advancement



Social Media Marketing

Hootsuite

April 2021-June 2021

Social Media Networks



• @StanFieldsMC



• @mortoncollege



• Morton College

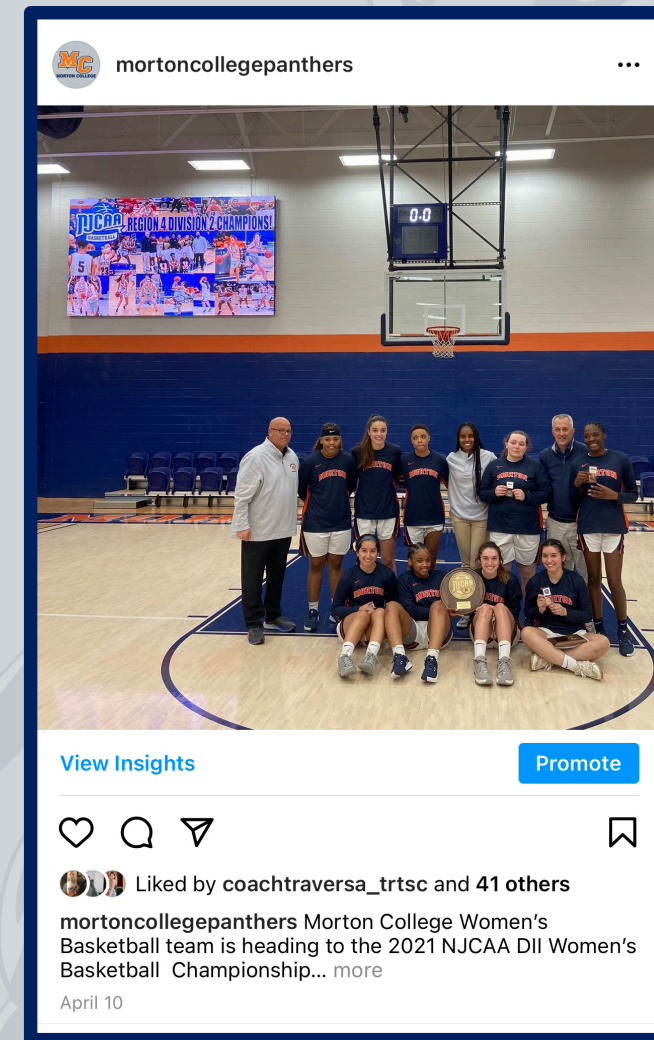


• mortoncollegepanthers



Social Media

Popular Posts



Marketing

Billboards



Local. Affordable. Transferable.

TUITION SMARTER!

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OUTFRONT



Local. Affordable. Transferable.

ENROLL NOW!

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OUTFRONT

OUTFRONT



Local. Affordable. Transferable.

**ADULT, CAREER
& TECHNICAL
EDUCATION**

MORTON **MC** COLLEGE | morton.edu

1243

Marketing

Billboards

Geo Fencing



Marketing Bus Shelters



Marketing Carvertise



Marketing

Sponsored Content

Geo Fencing

June 17, 2021

mySuburbanLife.com


News Subscribe Prep Sports Coronavirus Online Newspaper Obituaries Event Calendar The First Hundred Miles Starved Rock Country


Morton College Offers STEM and Math Bootcamps This Summer!

By Morton College

May 26, 2021 at 9:52 am CDT


Expand






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Recent Articles



It's back: Rotary GroveFest in Downers Grove to return in August



Illinois announces \$10 million in prizes for anyone who gets or has already received a COVID-19 vaccine shot



YOUR FUTURE
AWAITS AT

MORTON **MC** COLLEGE

unapplied when you can die | change the way you live



REGISTER NOW



Panther Newsletter



Panther Newsletter

May 24th, 2021

MORTON **MC** COLLEGE



Panther Newsletter

June 7th, 2021

MORTON **MC** COLLEGE

Morton College at NJCAA Nationals



On Sunday, June 8th, 2021 our Men's Soccer team led a 1-0 victory over Phoenix, first win for Morton College at NJCAA nationals since 2005 when men's basketball beat Black Hawk at D-2 tournament in Danville!



ICCTA Awards Banquet

Congratulations to Morton College student Alexander Gonzalez on being named the Paul Simon Student Essay Contest winner. Alexander was recognized at Friday's Illinois Community College Trustees Association awards banquet in Normal for his essay on "How Morton College is Changing My Life."

"How Morton College is Changing My Life"

College seemed out of reach to me. I am guilty of excusing myself for 14 years from education because "life just got in the way." I am a 31-year-old Mexican man with no college experience, and I am a single homeowner working more than full time to afford my condo. Last year I made the decision to go back to school, and Morton College is supporting me. Every week that goes by my life is changing because of my community college's opportunities, flexibility, and affordability.

My community college is flexible. Living on my own means I cannot compromise work for school. Morton College offers evening classes that have

Past Events



Past Events



Community Outreach



Upcoming Events



STEAMers
CAMP
AGES 6-9 & 10-12
2021

OUR CAMP

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

WEEKLY SESSIONS
June 28 - July 29
REGISTER NOW!

In-person: Admission & Registration
Office Building B, 1st floor
Email: 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 |
IRINA.CLINE@MORTON.EDU

MORTON **MC COLLEGE**

Morton.edu



MORTON **MC COLLEGE**

OPEN HOUSE

JULY 14TH
6:00PM - 8:00PM
3801 S. CENTRAL AVE, CICERO, IL. 60804

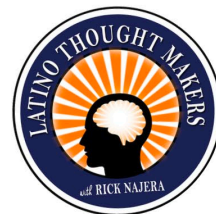
Learn about Morton College as departments share program information & resources to guide you as you begin planning post-secondary education!

Questions? Email recruiter@morton.edu

    #WeAreMc #SomosMC

Morton.edu

Latino Thought Makers at Morton College



Hispanic Heritage Month

LATINO THOUGHT MAKERS

LIVE INTERVIEW SERIES FEATURING LATINO INNOVATORS IN
MEDIA AND ENTERTAINMENT



Latino Thought Makers inspires the future leaders of America through this positive, powerfully uplifting and motivational platform.





THANK YOU !!





MORTON COLLEGE

Capital Improvements



Campus Bathrooms

Before Renovation





Campus Bathrooms

After Renovation





THANK YOU !!



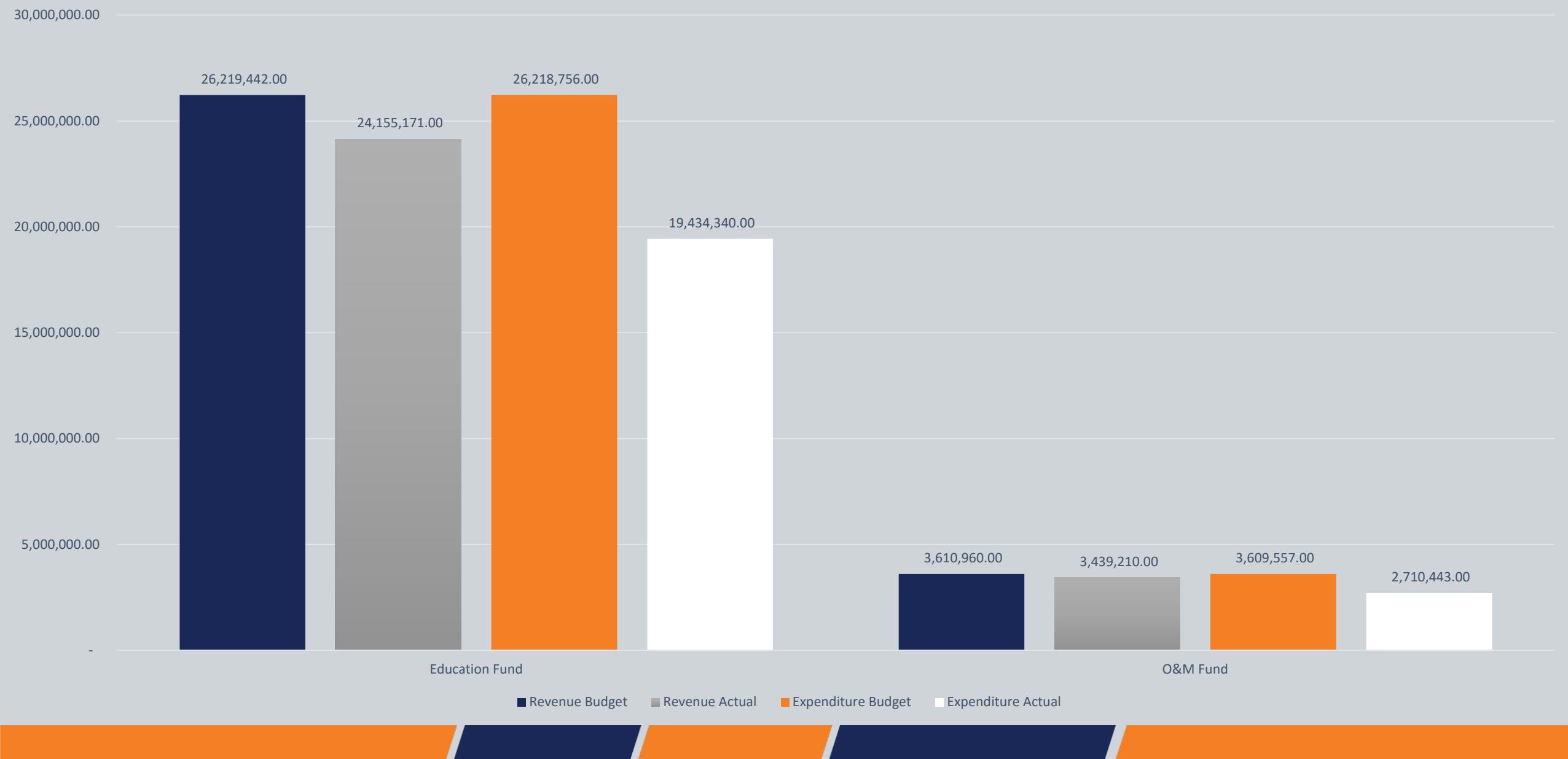


Monthly Finance Updates

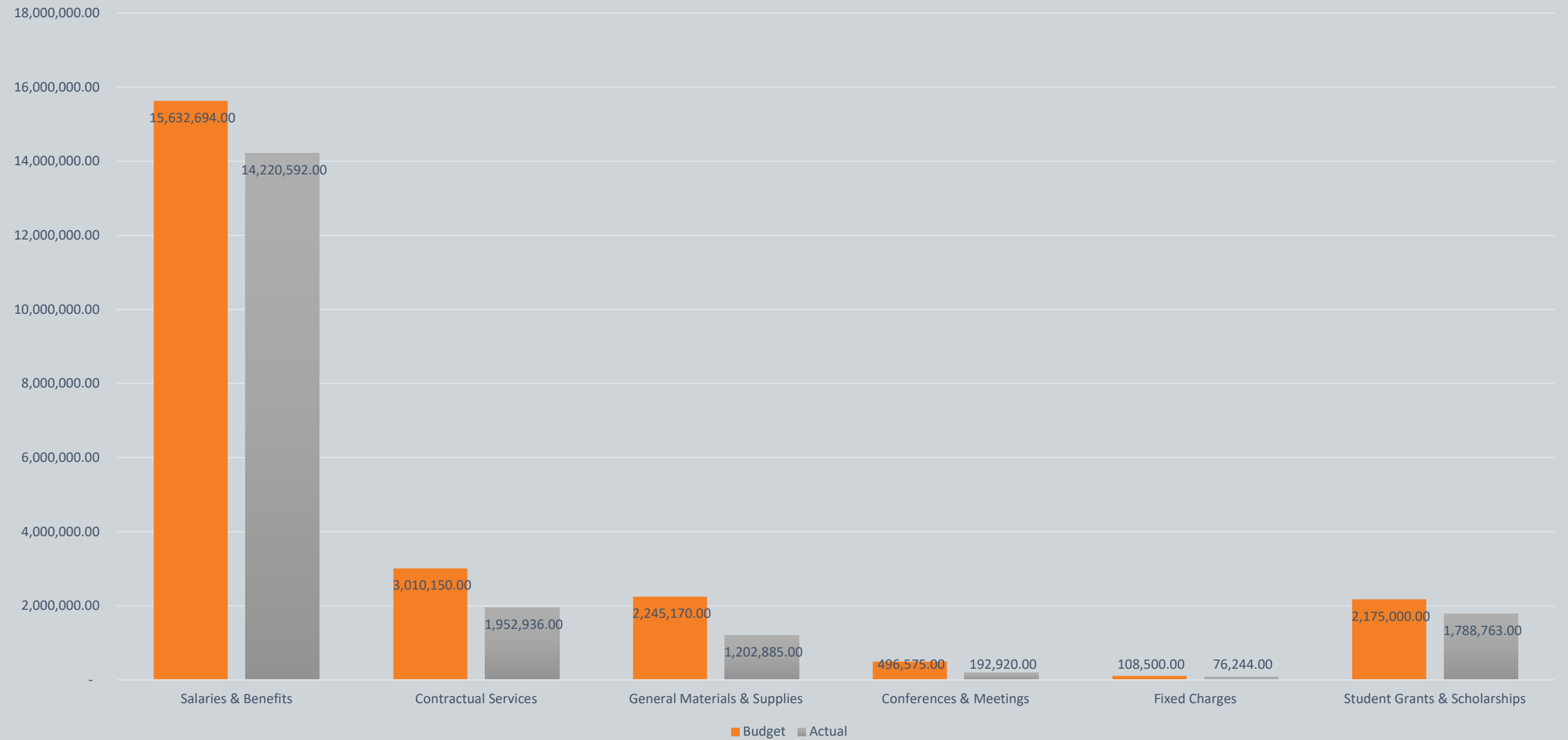
Business Office
Month ending May 2021



May 2021 - Operating Fund
Revenues & Expenditures



May 2021 - Education Fund Expenditures





MORTON COLLEGE
Minutes for the Regular Meeting
Wednesday, May 26, 2021

1. Call to Order

A Regular Meeting of the Board of Trustees of Morton College was held on Wednesday, May 26, 2021, beginning at 11:04 AM in the form of an in-person meeting and a teleconference call, in the Morton College Jedlicka Performing Arts Center, located at 3801 South Central Avenue, Cicero, Illinois.

2. Pledge of Allegiance

3. Roll Call

Present:

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

Absent:

Susan Banks, Trustee

Also Present:

Dr. Stan Fields, Trustee
Michael DelGaldo, Attorney

4. Citizen Comments

Mr. Ritchie Schullo, President of Alden Bennet Construction Company, 4200 W. Patterson.

Mr. Schullo commented about his contract with Morton College to clean up the Rockit Site Clean Up Project. He talked in detail about all the work done by Alden Bennet Construction Company to finish the project. He stated that Morton College had not processed the company's final payment. Dr. Fields asked Mr. Schullo some questions about the company's experience with public finance projects.

5. Recognition

Blanca Jara, Executive Director of Institutional Advancement, congratulated all the nominees for the ICCTA Awards. Blanca also mentioned that a group of twelve nominees and staff would attend the ICCTA President's Reception and the Awards Banquet, where ICCTA will recognize trustees, students, presidents, faculty, and partners. The event will take place in Normal, IL, on June 4, 2021. In addition, Jason Nichols, Director of Athletics, congratulated all the Spring awards recipients.

- 5.1. Joseph Albanese, ICCTA 2021 Lifelong Learning Award
- 5.2. Andy Avalos - ICCTA Gigi Campbell
- 5.3. Brenda Bedolla - ICCTA Pacesetter Award
- 5.4. Hugh Druban - ICCTA Business Award
- 5.5. Tim Egan- ICCTA Distinguished Alumnus Award
- 5.6. Alexander Gonzalez - ICCTA Student Essay
- 5.7. Efren Gonzalez - ICCTA Ghanhi/King Peace Essay Scholarship
- 5.8. Joseph LoPresti - ICCTA Outstanding Adjunct Faculty Member Award
- 5.9. Luis Sanchez - ICCTA Outstanding Full-Faculty Member Award
- 5.10. Spring Sports Awards

5.10.1. **Baseball**

- Mitch Hundley, Cy Kerber, Rayth Petersen, Carlos Del Valle, Felix Crux - All Conference
- Rayth Petersen - All-Region Second Team - NJCAA Region IV

Men's Soccer

- Baltazar Duran - First Team, Rafael Silverio & Bryan Chaidez - Second Team
- Pablo Rueda - Goalkeeper of the Year - Skyway All-Conference
- Pablo Rueda, Baltazar Duran, Tibo Gobet - NJCAA Region IV- All Region
- Tibo Gobet & Pablo Rueda - NJCAA All-American Nominee

Women's Soccer

- Brenda Torres - First Team, Jocelyn Torres - Second Team - Skyway All-Conference
- Brenda Torres & Jacelyn Crawford - NJCAA All - First Team, Region IV

Softball

- Jacklyn Roney - First Team Skyway All-Conference

- Yeliann Torrado & Paulina Vivero - Second Team Skyway All-Conference
- Tahis Miranda & Ailany Reyes - Honorable Mention
- Jacklyn Roney - First Team, NJCAA All-Region IV
- Yeliann Torrado - Second Team, NJCAA All-Region IV
- Jacklyn Roney - NJCAA Division Softball Player of the Week - May 10

6. Reports

6.1. ICCTA – ACCT

NONE

7. President's Report

7.1. Strategic Plan

Marisol Velazquez, Dean of Student Services, presented on the Guiding Principles of the One-Stop Student Services Center. Marisol commented on the benefits of having a one-stop shop.. For example, the students will have accessibility and flexibility of institutional services in just one place. In addition, the Center will eliminate the bouncing from department to department and provide the best student experience.

The future Center will also host a Faculty Collaboration Center and a Student Union.

7.2. Strategic Enrollment Plan

Marisol Velazquez talked about the Summer enrollment report. As of Friday, May 21 Summer 2021 semester was 13% more students enrolled compared to the same time last year. In addition, the number of enrolled credit hours is 12% more credits higher compared to the same time the previous year. As a result, fall 2021 registration extended hours will occur on Friday, August 13 and 20 until 7 PM and Saturday, August 14 and 21 from 9 AM to 2 PM.

7.3. Institutional Advancement

Blanca Jara talked about the commencement weekend events and thanked all the support from the volunteers. She also announced the date for H.S.E.C graduation.

7.4. Capital Improvements

Joe Florio, commented and showed pictures on the progress on the elevators, and stairway renovations.

7.5. Higher Learning Commission (HLC)

Provost Keith McLaughlin commented that Rick Legon, Senior Consultant from AGB, had a conversation with each board member. The comprehension evaluation has been

completed, and the next step that Rick is recommending is having a retreat for the Morton College Board plan for July 14, 2021.

7.6. Finance Review

Mireya Perez provided her monthly finance report. Mireya also commented on the fy22 Insurance Package. The coverage includes property insurance, auto, athletic accident, worker's compensation, cyber security, etc.

8. Consent Agenda

Trustee Reitz made a motion to removed item 5.29.1 to be approved separately.
Trustee Grazzini seconded the motion

Ayes: Trustees, Collazo, Grazzini, Martinucci, Montiel, Reitz.
Nays: None Absent: Banks
Motion Carried

Trustee Reitz made a motion to establish the Consent Agenda, which includes
Agenda items 8.0 to 8.32.3, as listed below.

Trustee Martinucci seconded the motion

Ayes: Trustees, Collazo, Grazzini, Martinucci, Montiel, Reitz.
Nays: None Absent: Banks
Motion Carried

Trustee Martinucci made a motion to approve the Consent Agenda, which includes
Agenda items 8.0 to 8.32.3, as listed below.

Trustee Collazo seconded the motion

Ayes: Trustees, Collazo, Grazzini, Martinucci, Montiel, Reitz.
Nays: None Absent: Banks
Motion Carried

8.1. Approval of the Minutes of the Regular Board Meeting held on April 28, 2021.

8.2. Approval and Ratification of Accounts Payable and Payroll for the month of April 2021, in the amount of \$3,865,855.00 and a budget transfer, in the amount of \$4,604,064.00, as submitted.

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

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

- 8.5. Approval of the Alliant proposal for Morton College liability insurance for fy22, in the amount of \$284,029.00, as submitted.
- 8.6. Approval of the Max Sports rental facility for the athletic teams from September 2020 to December 2020, in the amount of \$27,272.50, as submitted.
- 8.7. Approval of the AT&T, Inc. agreement for three years for the telephone services, in the amount of approximately \$2,030.00 per month, as submitted
- 8.8. Approval of the institutional membership in the National Alliance of Community and Technical Colleges NACTC for fy22, at a cost of \$2,000.00, as submitted.
- 8.9. Approval of the agreement with SHIELD Illinois to conduct Covid-19 testing to the Morton College community at no charge to the college.
- 8.10. Approval of the Correct Digital Displays digital display board proposal, in the amount of \$77,983.00, as submitted.
- 8.11. Approval of the Adult Ed Adjunct Faculty Consultation Hours Report for the Spring 2021 semester, term II in the amount of \$3,281.13, as submitted.
- 8.12. Approval of the Adult Ed Adjunct Faculty Stipend Report for Spring 2021 semester, term II, in the amount of \$93,532.76, as submitted.
- 8.13. Approval of changes in curriculum, as submitted.
- 8.14. Approval of the one-year engagement of the accounting firm of BKD LLP, to perform the college audit for fy21, as submitted.
- 8.15. Approval of the Adjunct Faculty Assignment/Employment Report for Spring semester 2021, in the amount of \$440,504.88, as submitted.
- 8.16. Approval of the Addendum Faculty Overload Report for Spring 2021 semester, in the amount of \$395,392.30, as submitted, pending additional class cancellations and/or additions.
- 8.17. Approval of the Compensation Report for Adjunct Faculty teaching English 101, 102, 086, 071, 076, 151, and 152 for the Spring semester 2021, in the amount of \$4,285.57, as submitted.
- 8.18. Approval of the Addendum to the Differential Pay Report for Spring semester 2021, in the amount of \$4,211.88, as submitted, pending additional class cancellations and/or additions.
- 8.19. Approval of the Adjunct Faculty Consultation Hours Report for the Spring 2021 semester, in the amount of \$10,376.44, as submitted.
- 8.20. Approval of Michael Kautz Carpeting & Flooring, to remove and replace the old flooring in the Health Science Labs, in the amount of \$43,395.00, as submitted.
- 8.21. Approval of the renewal of print periodical and journal subscriptions for the library from EBSCO for fy22, in the amount of \$27,455.00, as submitted.

8.22. Approval of the purchase of online databases from the Consortium of Network of Illinois Learning Resources in Community Colleges NILRC, for fy22, in the amount of \$15,323.00, as submitted.

8.23. Approval of the purchase of online databases from the Consortium of Academic and Research Libraries in Illinois CARLI, for fy22, in the amount of \$59,626.00, as submitted.

8.24. Approval of the institutional membership from the Consortium of Network of Illinois Learning Resources in Community Colleges NILRC, for fy22, in the amount of \$1,076.00, as submitted.

8.25. Approval of the institutional membership from the American Library Association ALA, for fy22, in the amount of \$870.00, as submitted.

8.26. Approval of the institutional membership in the Consortium of Academic and Research Libraries in Illinois CARLI, for library collection assessment for fy22, in the amount of \$10,383.00, as submitted.

8.27. Approval of the institutional membership in the Consortium of Academic and Research Libraries in Illinois CARLI, for fy22, in the amount of \$2,031.00, as submitted.

8.28. Approval of the membership with College and University Professional Association CUPA, for Human Resources, from July 1, 2021, to June 30, 2022, in the amount of \$1,265.00, as submitted.

~~8.29. Approval of Full-Time Employment~~

~~8.29.1. Debra Spraggins, Chief of Campus Police, \$91,000.00, effective June 7, 2021.~~

8.30. Approval of Part-Time Employment

8.30.1. Laura Booe, Nursing Assistant Program Adjunct, effective June 20, 2021.

8.31. Approval of Resignations

8.31.1. Sally Delgado, Director of Development and Alumni Relations, effective May 24, 2021.

8.31.2. Kerri Gavin, Tutor, effective May 17, 2021.

8.31.3. John Lopez, Campus Police Part-Time, effective May 4, 2021.

8.31.4. Derek Shouba, Associate Provost, effective July 30, 2021.

8.31.5. Mary Beth Hutches, Nursing Instructor, effective August 1, 2021.

8.32. Updated Job Descriptions

8.32.1. Provost

8.32.2. Associate Provost

8.32.3. Assistant Fitness Center Manager

8.29. Approval of Full-Time Employment

8.29.1. Debra Spraggins, Chief of Campus Police, \$91,000.00, effective June 7, 2021.

Trustee Reitz made a motion to approved item 5.29.1 pending the revisions of Debra Spraggins' certifications. Trustee Martinucci seconded the motion

Ayes: Trustees, Collazo, Grazzini, Martinucci, Montiel, Reitz.

Nays: None Absent: Banks

Motion Carried

9. Adjournment *Sine Die*

10. Reconvening-Reorganization Meeting

10.1. Swearing in of New Trustees

Attorney Michele DelGaldo administered the Oath of Office to Charles Hernandez per the Outcome of the April 2021 Consolidated Election. Charles Hernandez was congratulated and seated as Member of the Board.

10.2. Roll Call

Present:

Frances F. Reitz, Trustee

Jose Collazo, Trustee (by phone)

Susan Grazzini, Trustee

Anthony Martinucci, Trustee (by phone)

Oscar Montiel, Trustee

Absent:

Susan Banks, Trustee

Also Present:

Dr. Stan Fields, Trustee

Michael DelGaldo, Attorney

11. Election of the Board Officers

President Fields called for nominations for Chair Board

11.1. Election of Chair of the Board

President Fields called for nominations for Chair of the Board.

Trustee Martinucci nominated Trustee Reitz to serve as Chair of the Board until April 2027. Trustee Grazzini seconded the nomination of Trustee Reitz to serve as Chair until April 2027. No other nomination was presented.

Trustee Martinucci moved to approve Francis Reitz to serve as Chair of the Board until April 2027. Trustee Grazzini seconded the motion.

Ayes: Trustees, Collazo, Hernandez, Grazzini, Martinucci, Montiel, Reitz.

Nays: None Absent: Banks

Motion Carried

11.2. Election of the Vice-Chair of the Board

President Fields turned the meeting over to the new Board Chair Reitz to preside for the remainder of the meeting.

Chair Reitz called for nominations for Vice Chair of the Board.

Trustee Reitz nominated Trustee Martinucci to serve as Vice Chair of the Board until April 2027. Trustee Collazo seconded the nomination of Trustee Martinucci to serve as Vice Chair until April 2027.

No other nominations for Vice Chair of the Board.

Trustee Grazzini moved to approve Anthony Martinucci to serve as Vice Chair of the Board until the next Reorganization of the Board following elections in April 2027.

Trustee Montiel seconded the motion.

Ayes: Trustees, Collazo, Hernandez, Grazzini, Martinucci, Montiel, Reitz.

Nays: None Absent: Banks

Motion Carried

11.3. Election of the Secretary of the Board

Chair Reitz called for nominations for Secretary of the Board Trustee.

Reitz nominated Trustee Collazo to serve as Secretary of the Board until April 2027.

Trustee Martinucci seconded the nomination of Trustee Collazo to serve as Secretary until April 2027. No other nominations were presented.

Trustee Reitz moved to approve Jose Collazo to serve as Secretary of the Board until the next Reorganization of the Board following elections in April 2027. Trustee Martinucci seconded the motion.

Ayes: Trustees, Collazo, Hernandez, Grazzini, Martinucci, Montiel, Reitz.

Nays: None Absent: Banks

Motion Carried

12. Appointment - Illinois Community College Trustees Association Representative and Alternate

Trustee Reitz nominated Trustee Hernandez to serve as the Illinois Community College Trustees Association Representative and Trustee Montiel as the Alternate until April 2022. Trustee Martinucci seconded the nomination.

No other nominations were presented.

Ayes: Trustees, Collazo, Hernandez, Grazzini, Martinucci, Montiel, Reitz.

Nays: None Absent: Banks

Motion Carried

13. Adjournment

Trustee Martinucci moved to adjourn the Special Organization Meeting of the Board. Trustee Reitz seconded the motion.

All were in favor. Motion carried (voice vote)

The meeting was adjourned at 12:20 PM

Frances Reitz
Board Chair

Jose Collazo
Board Secretary

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.1 for 6/23/2021 Board Meeting
Date: Wednesday, June 9, 2021 11:27:33 AM
Attachments: [Over 10k MAY 2021.pdf](#)
[Board AS Totals 5.31.21.pdf](#)
[BT 5.31.21.pdf](#)
[Check Register 5.31.21.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*

Morton College is closed on Fridays starting May 28th through August 6th.

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Wednesday, June 9, 2021 11:13 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 6/23/2021 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF MAY 2021 IN THE AMOUNT OF \$2,592,008 AND BUDGET TRANSFERS IN THE AMOUNT OF \$139,020 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of May 2021, be approved and/or ratified in the amount of \$2,592,008 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	05/31/2021	984,453
Payroll	05/15/2021	773,334
Payroll	05/31/2021	734,716
Student Refunds	05/31/2021	<u>99,505</u>
		2,592,008

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	05/31/2021	
TOTAL ALL FUNDS		<u><u>\$2,592,008</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$139,020 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

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

PASSED this 23rd day of June by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College				
Budget Transfers				
May 2021				
	GL Account Number	Description	Debit	Credit
1	01-0000-00000-600000000	General: Contingency		78,000
	01-6040-60202-530900000	Athletic Administration: Other Contract Srvcs	78,000	
	01-6040-60202-540200000	Athletic Administration: Printing		2,000
	01-6040-60202-530900000	Athletic Administration: Other Contract Srvcs	2,000	
	01-6040-60202-540400100	Athletic Administration: Audio/Visual		2,000
	01-6040-60202-530900000	Athletic Administration: Other Contract Srvcs	2,000	
2	10-0000-95128-490000020	Physical Therapy: Misc Revenue		720
	10-0000-95128-590900000	Physical Therapy: Other Expenditures	720	
3	01-0000-00000-600000000	General: Contingency		42,500
	01-6040-60202-550100015	Athletic Administration: Meal Money	6,000	
	01-6040-60202-550100030	Athletic Administration: Tournament Travel	26,000	
	01-6040-60202-550100020	Athletic Administration: Transportation	2,500	
	01-6040-60202-530900000	Athletic Administration: Other Contract Srvcs	8,000	
4	06-0000-99120-430100020	Carl Perkins Grant: Dept of Ed Grant Revenue		0.25
	06-1030-99120-520100300	Carl Perkins Grant: Vision Insurance	0.25	
	06-1030-99120-520900005	Carl Perkins Grant: Employee Professional Dev	4,049	
	06-1030-99120-540100200	Carl Perkins Grant: Instr Supplies	9,751	
	06-1030-99120-550100005	Carl Perkins Grant: Meeting Expense		13,800
		Total Budget Transfers	139,020	139,020

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
0098371	05/07/21	Recon	0001770	The Bank of New York	V0146469	05/03/21		500.00		500.00
								500.00		500.00
0098372	05/07/21	Recon	0209111	Body in Sync Physical Th	V0146489	05/05/21		75.00		75.00
								75.00		75.00
0098373	05/07/21	Recon	0166671	Ms. Cara A. Bonick	V0146483	05/04/21		1,466.94		1,466.94
								1,466.94		1,466.94
0098374	05/07/21	Recon	0171650	Miguel B. Chavez	V0146462	05/03/21		160.00		160.00
								160.00		160.00
0098375	05/07/21	Recon	0209093	ConsumerInfo.com	V0146461	05/03/21		148.50		148.50
								148.50		148.50
0098376	05/07/21	Recon	0205769	Dwayne Cruz	V0135929	09/09/20		2,500.00		2,500.00
								2,500.00		2,500.00
0098377	05/07/21	Recon	0200699	Cutperto E. Del Rosario	V0146463	05/03/21		120.00		120.00
								120.00		120.00
0098378	05/07/21	Recon	0001895	Delta Dental of Illinois	V0146486	05/04/21		8,995.81		8,995.81
					V0146487	05/04/21		928.94		928.94
								9,924.75		9,924.75
0098379	05/07/21	Recon	0000917	Mr. Carlos M. Dominguez	V0146482	05/04/21		94.78		94.78
								94.78		94.78
0098380	05/07/21	Recon	0003203	ICCB	V0146460	04/30/21		500.00		500.00
								500.00		500.00
0098381	05/07/21	Outst	0000785	Mrs. Caroline L. Johnson	V0146258	04/28/21		74.36		74.36
								74.36		74.36
0098382	05/07/21	Recon	0002957	Ms. Debra S. Kupec	V0146459	04/30/21		60.09		60.09
								60.09		60.09
0098383	05/07/21	Outst	0003327	Daniel E. Kusinski	V0127437	02/28/20		135.00		135.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2021 - 05/31/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								135.00		135.00
0098384	05/07/21	Recon	0209062	Latinologues Inc	V0146396	04/28/21		1,374.80		1,374.80
								1,374.80		1,374.80
0098385	05/07/21	Recon	0001221	Mathematical Association	V0146475	05/04/21		175.00		175.00
								175.00		175.00
0098386	05/07/21	Recon	0001779	Daniel Meziere	V0146465	05/03/21		200.00		200.00
								200.00		200.00
0098387	05/07/21	Recon	0199313	John Orowick	V0146464	05/03/21		200.00		200.00
								200.00		200.00
0098388	05/07/21	Recon	0000726	Dr. Jennifer L. Reft	V0146454	04/29/21		580.00		580.00
					V0146481	05/04/21		1,075.88		1,075.88
								1,655.88		1,655.88
0098389	05/07/21	Recon	0205744	Thaddeus M. Slowik, III	V0135925	09/08/20		2,400.00		2,400.00
								2,400.00		2,400.00
0098390	05/07/21	Recon	0175171	Al Thomas	V0146468	05/03/21		150.00		150.00
								150.00		150.00
0098391	05/07/21	Recon	0055604	Ana L. Valdez	V0117327	06/12/19		11.16		11.16
					V0127112	02/19/20		48.92		48.92
								60.08		60.08
0098392	05/07/21	Recon	0055604	Ana L. Valdez	V0146485	05/04/21		77.80		77.80
								77.80		77.80
0098393	05/07/21	Recon	0193970	Mark Voyda	V0146467	05/03/21		150.00		150.00
								150.00		150.00
0098394	05/07/21	Recon	0171183	Mr. Roger Yonan	V0146472	05/03/21		120.00		120.00
								120.00		120.00
0098397	05/14/21	Recon	0001422	CCCTU-Cope Fund	V0146706	05/14/21		125.00		125.00
								125.00		125.00

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0098398	05/14/21	Recon	0001374	College & University Cre	V0146708	05/14/21		200.00		200.00
								200.00		200.00
0098399	05/14/21	Recon	0001371	Colonial Life & Accident	V0146709	05/14/21		12.00		12.00
								12.00		12.00
0098400	05/14/21	Outst	0160763	Illinois Education Assoc	V0146710	05/14/21		81.20		81.20
								81.20		81.20
0098401	05/14/21	Outst	0191845	Metropolitan Alliance of	V0146711	05/14/21		258.00		258.00
								258.00		258.00
0098402	05/14/21	Outst	0101061	Morton College Faculty	V0146707	05/14/21		89.13		89.13
								89.13		89.13
0098403	05/14/21	Recon	0001372	Morton College Teachers	V0146713	05/14/21		1,670.09		1,670.09
								1,670.09		1,670.09
0098404	05/14/21	Recon	0001372	Morton College Teachers	V0146712	05/14/21		2,962.30		2,962.30
								2,962.30		2,962.30
0098405	05/14/21	Recon	0209135	Omni Financial Group, In	V0146714	05/14/21		10,420.97		10,420.97
								10,420.97		10,420.97
0098406	05/14/21	Outst	0001513	SEIU Local 73 Cope	V0146716	05/14/21		9.00		9.00
								9.00		9.00
0098407	05/14/21	Recon	0001373	Service Employees Intl U	V0146717	05/14/21		457.81		457.81
								457.81		457.81
0098408	05/14/21	Recon	0001563	State Disbursement Unit	V0146718 V0146719	05/14/21 05/14/21		86.29 998.00		86.29 998.00
								1,084.29		1,084.29
0098409	05/14/21	Recon	0001161	State Univ Retirement Sy	V0146720	05/14/21		69,237.45		69,237.45
								69,237.45		69,237.45

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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
0098410	05/14/21	Recon	0166671	Ms. Cara A. Bonick	V0146522	05/11/21		29.97		29.97
								29.97		29.97
0098411	05/14/21	Recon	0206556	Lisa Booko	V0138942	11/23/20		1,250.00		1,250.00
								1,250.00		1,250.00
0098412	05/14/21	Recon	0000995	Bureau Water/Sewer Town	V0146542	05/12/21		191.34		191.34
					V0146543	05/12/21		474.81		474.81
								666.15		666.15
0098413	05/14/21	Recon	0000924	Mr. Craig F. Casey	V0146519	05/11/21		149.84		149.84
								149.84		149.84
0098414	05/14/21	Recon	0157430	Jerry Davis	V0146503	05/07/21		225.00		225.00
								225.00		225.00
0098415	05/14/21	Recon	0047473	Jaime M. Diaz	V0138355	10/27/20		833.33		833.33
								833.33		833.33
0098416	05/14/21	Outst	0202383	Flexible Benefit Service	V0146514	05/10/21		410.00		410.00
								410.00		410.00
0098417	05/14/21	Outst	0165443	Alyssa F. Galasso	V0113475	02/19/19		1,578.09		1,578.09
								1,578.09		1,578.09
0098418	05/14/21	Recon	0197231	Bernadette Gredzieleski	V0109464	11/20/18		75.00		75.00
								75.00		75.00
0098419	05/14/21	Recon	0137499	Pedro Guardian	V0138351	10/27/20		833.33		833.33
								833.33		833.33
0098420	05/14/21	Recon	0206558	Ryan A. Gyrion	V0138343	10/26/20		1,500.00		1,500.00
								1,500.00		1,500.00
0098421	05/14/21	Outst	0171697	Vitali Hantsevich	V0146477	05/04/21		160.00		160.00
								160.00		160.00
0098422	05/14/21	Outst	0011159	ICISP	V0146488	05/04/21		750.00		750.00

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ACCOUNTS PAYABLE CHECK REGISTER
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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
								750.00		750.00
0098423	05/14/21	Recon	0208852	Robert L. Jones Jr	V0146501	05/07/21		150.00		150.00
								150.00		150.00
0098424	05/14/21	Outst	0207034	Nathan Kavunu	V0146278	04/28/21		255.00		255.00
								255.00		255.00
0098425	05/14/21	Recon	0207766	Massachusetts Mutual Lif	V0146523	05/11/21		1,134.33		1,134.33
								1,134.33		1,134.33
0098426	05/14/21	Recon	0199313	John Orowick	V0146502	05/07/21		200.00		200.00
								200.00		200.00
0098427	05/14/21	Recon	0192553	Mr. Charles M. Rose	V0146612	05/12/21		147.06		147.06
								147.06		147.06
0098428	05/14/21	Recon	0000731	Dr. Kymberly L. Rosiak-S	V0146510	05/07/21		297.34		297.34
								297.34		297.34
0098429	05/14/21	Outst	0209112	Fermin Sanchez	V0146476	05/04/21		120.00		120.00
								120.00		120.00
0098430	05/14/21	Recon	0002822	Cayetano Silva	V0146478	05/04/21		120.00		120.00
								120.00		120.00
0098431	05/14/21	Recon	0172149	Leanne Surmin	V0113463	02/19/19		130.00		130.00
								130.00		130.00
0098432	05/14/21	Recon	0175171	Al Thomas	V0146500	05/07/21		150.00		150.00
								150.00		150.00
0098433	05/14/21	Recon	0190167	Daniel K. Treadwell	V0146479	05/04/21		1,500.00		1,500.00
								1,500.00		1,500.00
0098434	05/14/21	Recon	0122566	Meredith A. Watkins	V0146508	05/07/21		752.73		752.73
								752.73		752.73

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0098435	05/14/21	Recon	0000736	Mr. Robert D. Wood	V0146515	05/10/21		244.54		244.54
								244.54		244.54
0098436	05/14/21	Recon	0190089	3OE Solutions	V0146734	05/14/21	B0003715	4,333.00		4,333.00
								4,333.00		4,333.00
0098437	05/14/21	Recon	0013221	4IMPRINT	V0146723	05/14/21	P0010054	2,574.18		2,574.18
					V0146724	05/14/21	P0010053	627.83		627.83
								3,202.01		3,202.01
0098438	05/14/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0146679	05/13/21	B0003443	240.00		240.00
								240.00		240.00
0098439	05/14/21	Recon	0190802	All-Types Elevators Inc	V0146689	05/13/21	B0003454	266.00		266.00
					V0146691	05/13/21	B0003454	517.50		517.50
								783.50		783.50
0098440	05/14/21	Recon	0188188	Amazon Capital Services	V0146634	05/13/21	B0003901	83.69		83.69
					V0146635	05/13/21	B0003901	593.86		593.86
					V0146646	05/13/21	B0003882	85.71		85.71
					V0146647	05/13/21	B0003883	898.10		898.10
					V0146648	05/13/21	B0003883	90.25		90.25
					V0146649	05/13/21	B0003894	319.90		319.90
					V0146650	05/13/21	B0003887	992.33		992.33
					V0146651	05/13/21	B0003886	1,031.79		1,031.79
					V0146652	05/13/21	B0003893	1,039.50		1,039.50
					V0146755	05/14/21	P0010139	961.23		961.23
					V0146768	05/14/21	P0010081	2,214.41		2,214.41
					V0146769	05/14/21	P0010081	245.16		245.16
								8,555.93		8,555.93
0098441	05/14/21	Recon	0198820	Asure Software	V0146541	05/12/21	B0003584	100.50		100.50
								100.50		100.50
0098442	05/14/21	Recon	0000973	AT&T	V0146693	05/13/21	B0003430	1,620.57		1,620.57
								1,620.57		1,620.57
0098443	05/14/21	Recon	0001953	AT&T Mobility	V0146671	05/13/21	B0003468	143.65		143.65
								143.65		143.65
0098444	05/14/21	Recon	0194510	Blades of Glory Inc	V0146678	05/13/21	B0003485	725.00		725.00

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								725.00		725.00
0098445	05/14/21	Outst	0206652	Cajan Laundry II, LLC	V0146780	05/14/21	P0010166	70.00		70.00
								70.00		70.00
0098446	05/14/21	Recon	0001923	CARLI	V0146753	05/14/21	P0010146	1,000.00		1,000.00
								1,000.00		1,000.00
0098447	05/14/21	Recon	0001593	CDW-Government, Inc	V0146765	05/14/21	P0010034	2,690.16		2,690.16
					V0146766	05/14/21	P0010022	1,929.38		1,929.38
					V0146776	05/14/21	P0010022	483.99		483.99
					V0146787	05/14/21	P0010109	42,927.00		42,927.00
					V0146788	05/14/21	P0010109	1,972.80		1,972.80
								50,003.33		50,003.33
0098448	05/14/21	Recon	0001195	Cintas Corporation	V0146684	05/13/21	B0003438	206.30		206.30
					V0146730	05/14/21	B0003462	215.80		215.80
					V0146731	05/14/21	B0003438	206.30		206.30
					V0146748	05/14/21	B0003438	206.30		206.30
								834.70		834.70
0098449	05/14/21	Recon	0201853	Club Automation, LLC	V0146747	05/14/21	B0003597	872.92		872.92
								872.92		872.92
0098450	05/14/21	Recon	0001604	College Source, Inc.	V0146722	05/14/21	P0010172	4,343.00		4,343.00
								4,343.00		4,343.00
0098451	05/14/21	Recon	0001752	Comcast	V0146692	05/13/21	B0003489	177.67		177.67
								177.67		177.67
0098452	05/14/21	Recon	0001013	ComEd	V0146725	05/14/21	B0003460	13,259.32		13,259.32
								13,259.32		13,259.32
0098453	05/14/21	Outst	0001676	Del Galdo Law Group, LLC	V0146685	05/13/21	B0003528	13,645.00		13,645.00
								13,645.00		13,645.00
0098454	05/14/21	Recon	0208992	Direct Energy Business	V0146668	05/13/21	B0003869	6,214.84		6,214.84
								6,214.84		6,214.84
0098455	05/14/21	Recon	0070804	Francisco Dominguez	V0146786	05/14/21	P0010147	495.00		495.00

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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
								495.00		495.00
0098456	05/14/21	Recon	0182724	Dyopath LLC	V0146688	05/13/21	B0003445	7,750.00		7,750.00
								7,750.00		7,750.00
0098457	05/14/21	Recon	0205067	Effectv	V0146789	05/14/21	P0010128	315.00		315.00
					V0146790	05/14/21	P0010127	1,227.25		1,227.25
					V0146791	05/14/21	P0010126	249.56		249.56
					V0146792	05/14/21	P0010125	208.00		208.00
								1,999.81		1,999.81
0098458	05/14/21	Recon	0152885	Elsevier Inc.	V0146779	05/14/21	P0009985	5,368.00		5,368.00
								5,368.00		5,368.00
0098459	05/14/21	Recon	0001240	Enterprise Rent-A-Car	V0146762	05/14/21	P0010132	728.42		728.42
					V0146763	05/14/21	P0010132	2,594.88		2,594.88
								3,323.30		3,323.30
0098460	05/14/21	Recon	0001029	Fed Ex	V0146735	05/14/21	B0003527	27.80		27.80
								27.80		27.80
0098461	05/14/21	Recon	0001791	Filter Services Inc	V0146633	05/13/21	B0003899	360.00		360.00
								360.00		360.00
0098462	05/14/21	Recon	0157592	First Communications	V0146727	05/14/21	B0003433	994.71		994.71
								994.71		994.71
0098463	05/14/21	Outst	0188213	First Midwest Bank	V0146798	05/14/21	P0009996	255.18		255.18
					V0146799	05/14/21	B0003677	80.00		80.00
					V0146800	05/14/21	B0003678	300.00		300.00
					V0146801	05/14/21	B0003535	17.66		17.66
					V0146802	05/14/21	B0003843	116.00		116.00
					V0146803	05/14/21	P0010074	269.73		269.73
					V0146804	05/14/21	B0003678	111.56		111.56
					V0146805	05/14/21	P0010048	856.19		856.19
					V0146806	05/14/21	B0003678	45.00		45.00
					V0146807	05/14/21	P0010061	208.28		208.28
					V0146808	05/14/21	B0003889	16.24		16.24
					V0146809	05/14/21	P0010091	1,558.70		1,558.70
					V0146810	05/14/21	P0010010	277.10		277.10
					V0146811	05/14/21	P0010153	248.96		248.96
					V0146812	05/14/21	P0010163	2,281.64		2,281.64
								6,642.24		6,642.24

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0098464	05/14/21	Void	0001037	Fox Valley Fire & Safety						
0098465	05/14/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0146672	05/13/21	B0003864	107.94		107.94
								107.94		107.94
0098466	05/14/21	Recon	0208491	Gilson Company Inc	V0146752	05/14/21	P0009916	179.51		179.51
								179.51		179.51
0098467	05/14/21	Recon	0205565	The Graphic Edge, LLC	V0146642	05/13/21	B0003851	9,109.88		9,109.88
								9,109.88		9,109.88
0098468	05/14/21	Recon	0001666	Herbkoe Fun Foods	V0146783	05/14/21	P0010151	895.00		895.00
								895.00		895.00
0098469	05/14/21	Recon	0001058	Horizon Screen Print Inc	V0146750	05/14/21	P0010012	987.50		987.50
								987.50		987.50
0098470	05/14/21	Recon	0001068	ILLCO, Inc.	V0146690	05/13/21	B0003828	85.93		85.93
								85.93		85.93
0098471	05/14/21	Recon	0208910	Insane Impact, LLC	V0146643	05/13/21	B0003855	3,600.00		3,600.00
								3,600.00		3,600.00
0098472	05/14/21	Recon	0208931	International Sport Surf	V0146760	05/14/21	P0010129	3,880.00		3,880.00
								3,880.00		3,880.00
0098473	05/14/21	Recon	0001647	Iron Mountain	V0146726	05/14/21	B0003465	599.20		599.20
								599.20		599.20
0098474	05/14/21	Recon	0001848	Jack Phelan Chevrolet	V0146680	05/13/21	B0003879	39.25		39.25
								39.25		39.25
0098475	05/14/21	Recon	0001077	Johnstone Supply Co	V0146674	05/13/21	B0003878	984.64		984.64
								984.64		984.64
0098476	05/14/21	Recon	0001775	Jostens	V0146682	05/13/21	B0003805	374.70		374.70
					V0146683	05/13/21	B0003805	20.49		20.49
					V0146694	05/13/21	B0003805	17.30		17.30

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					V0146742	05/14/21	B0003805	40.05		40.05
					V0146743	05/14/21	B0003805	9.16		9.16
					V0146744	05/14/21	B0003805	29.05		29.05
					V0146745	05/14/21	B0003805	45.85		45.85
								536.60		536.60
0098477	05/14/21	Recon	0204280	Kaplan Higher Education	V0146645	05/13/21	B0003898	72,400.00		72,400.00
								72,400.00		72,400.00
0098478	05/14/21	Recon	0002233	Konica Minolta Premier F	V0146656	05/13/21	B0003890	451.00		451.00
								451.00		451.00
0098479	05/14/21	Recon	0002233	Konica Minolta Premier F	V0146665	05/13/21	B0003890	2,897.00		2,897.00
								2,897.00		2,897.00
0098480	05/14/21	Recon	0002233	Konica Minolta Premier F	V0146666	05/13/21	B0003890	140.00		140.00
								140.00		140.00
0098481	05/14/21	Recon	0002233	Konica Minolta Premier F	V0146699	05/13/21	B0003890	250.34		250.34
								250.34		250.34
0098482	05/14/21	Recon	0200688	The Lincoln Electric Com	V0146771	05/14/21	P0009999	317.83		317.83
					V0146772	05/14/21	P0009999	606.68		606.68
					V0146773	05/14/21	P0010000	379.76		379.76
					V0146774	05/14/21	P0010000	565.41		565.41
								1,869.68		1,869.68
0098483	05/14/21	Outst	0189530	Little Village Chamber o	V0146794	05/14/21	P0010152	1,000.00		1,000.00
								1,000.00		1,000.00
0098484	05/14/21	Recon	0002157	Medical Equipment Affili	V0146770	05/14/21	P0010020	139.52		139.52
					V0146775	05/14/21	P0009983	3,264.30		3,264.30
								3,403.82		3,403.82
0098485	05/14/21	Recon	0001289	Menards	V0146669	05/13/21	B0003463	41.90		41.90
					V0146670	05/13/21	B0003463	15.96		15.96
								57.86		57.86
0098486	05/14/21	Outst	0001339	Minuteman Press of Lyons	V0146728	05/14/21	P0010174	25.00		25.00
					V0146729	05/14/21	P0010175	288.55		288.55

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					V0146797	05/14/21	P0010173	825.95		825.95
								1,139.50		1,139.50
0098487	05/14/21	Recon	0208793	NAPA Auto Parts	V0146741	05/14/21	B0003846	104.48		104.48
								104.48		104.48
0098488	05/14/21	Recon	0001662	New Readers Press	V0146764	05/14/21	P0009875	4,180.00		4,180.00
								4,180.00		4,180.00
0098489	05/14/21	Outst	0001617	O.C. Tanner	V0146687	05/13/21	B0003849	234.92		234.92
					V0146696	05/13/21	B0003849	258.22		258.22
					V0146697	05/13/21	B0003849	200.38		200.38
								693.52		693.52
0098490	05/14/21	Recon	0001122	Office Depot	V0146660	05/13/21	B0003796	37.17		37.17
					V0146661	05/13/21	B0003796	94.58		94.58
					V0146663	05/13/21	B0003796	9.80		9.80
					V0146664	05/13/21	B0003796	34.99		34.99
					V0146751	05/14/21	P0009283	566.97		566.97
								743.51		743.51
0098491	05/14/21	Recon	0208913	Outfront Media LLC	V0146653	05/13/21	B0003875	1,400.00		1,400.00
					V0146654	05/13/21	B0003875	2,296.00		2,296.00
					V0146655	05/13/21	B0003875	232.80		232.80
					V0146659	05/13/21	B0003875	2,000.00		2,000.00
					V0146736	05/14/21	B0003875	1,400.00		1,400.00
					V0146738	05/14/21	B0003875	2,296.00		2,296.00
					V0146739	05/14/21	B0003875	232.80		232.80
					V0146740	05/14/21	B0003875	84.00		84.00
								9,941.60		9,941.60
0098492	05/14/21	Recon	0206004	OverDrive, Inc.	V0146759	05/14/21	P0010137	2,000.00		2,000.00
								2,000.00		2,000.00
0098493	05/14/21	Outst	0002406	Paisans Pizza	V0146756	05/14/21	P0010092	288.00		288.00
					V0146757	05/14/21	P0010093	29.90		29.90
					V0146767	05/14/21	P0010108	637.55		637.55
					V0146784	05/14/21	P0010149	165.00		165.00
					V0146785	05/14/21	P0010148	512.46		512.46
								1,632.91		1,632.91
0098494	05/14/21	Recon	0001835	Ray O'Herron Co. of Oakb	V0146732	05/14/21	B0003720	65.94		65.94

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								65.94		65.94
0098495	05/14/21	Recon	0008186	Richland Community Colle	V0146782	05/14/21	P0010150	305.00		305.00
								305.00		305.00
0098496	05/14/21	Recon	0199341	RSES	V0146721	05/14/21	P0010170	250.00		250.00
								250.00		250.00
0098497	05/14/21	Recon	0001145	Scantron Corporation	V0146777	05/14/21	P0010122	366.00		366.00
					V0146778	05/14/21	P0010122	475.25		475.25
								841.25		841.25
0098498	05/14/21	Recon	0001093	Securitas Electronic Sec	V0146676	05/13/21	B0003436	543.75		543.75
								543.75		543.75
0098499	05/14/21	Recon	0001967	Shaw Media	V0146657	05/13/21	B0003534	1,997.00		1,997.00
					V0146698	05/13/21	B0003870	362.84		362.84
								2,359.84		2,359.84
0098500	05/14/21	Recon	0000965	Sigma-Aldrich Inc	V0146749	05/14/21	P0010047	170.50		170.50
								170.50		170.50
0098501	05/14/21	Recon	0208071	Signature Transportation	V0146761	05/14/21	P0010130	999.00		999.00
								999.00		999.00
0098502	05/14/21	Recon	0001156	Smithereen Exterminating	V0146667	05/13/21	B0003437	170.00		170.00
								170.00		170.00
0098503	05/14/21	Recon	0001158	SoftwareONE, Inc.	V0146733	05/14/21	P0010003	46,821.58		46,821.58
								46,821.58		46,821.58
0098504	05/14/21	Recon	0157227	Staples Advantage	V0146701	05/13/21	B0003881	201.64		201.64
					V0146702	05/13/21	B0003881	164.29		164.29
					V0146746	05/14/21	B0003881	941.40		941.40
								1,307.33		1,307.33
0098505	05/14/21	Recon	0002889	Suburban Door Check & Lo	V0146681	05/13/21	B0003469	333.60		333.60
								333.60		333.60

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0098506	05/14/21	Recon	0183297	TASB, Inc	V0146781	05/14/21	P0010154	2,000.00		2,000.00
								2,000.00		2,000.00
0098507	05/14/21	Recon	0002594	Training Concepts, Inc.	V0146793	05/14/21	P0010117	2,568.50		2,568.50
								2,568.50		2,568.50
0098508	05/14/21	Outst	0001274	University of Illinois G	V0146795	05/14/21	P0010183	150.00		150.00
					V0146796	05/14/21	P0010183	150.00		150.00
								300.00		300.00
0098509	05/14/21	Recon	0208619	Vari Sales Corporation	V0146754	05/14/21	P0009964	650.00		650.00
								650.00		650.00
0098510	05/14/21	Recon	0001824	Waukegan Roofing Co., In	V0146675	05/13/21	B0003559	1,325.00		1,325.00
								1,325.00		1,325.00
0098511	05/14/21	Recon	0001406	Wex Bank	V0146677	05/13/21	B0003439	1,335.26		1,335.26
								1,335.26		1,335.26
0098512	05/14/21	Recon	0177607	YBP Library Services	V0146636	05/13/21	B0003900	235.38		235.38
					V0146637	05/13/21	B0003900	133.50		133.50
					V0146638	05/13/21	B0003900	126.22		126.22
					V0146639	05/13/21	B0003900	86.39		86.39
					V0146640	05/13/21	B0003900	119.99		119.99
					V0146641	05/13/21	B0003900	51.99		51.99
								753.47		753.47
0098567	05/17/21	Recon	0000931	Mr. Juan M. Franco	V0146814	05/17/21		520.00		520.00
								520.00		520.00
0098568	05/21/21	Outst	0156097	ACI Payments, Inc.	V0146840	05/19/21		4,297.16		4,297.16
								4,297.16		4,297.16
0098569	05/21/21	Recon	0202517	Mr. Diego U. Aleman Sant	V0146831	05/17/21		222.00		222.00
								222.00		222.00
0098570	05/21/21	Outst	0172196	Karen Arias	V0146833	05/17/21		300.00		300.00
								300.00		300.00

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0098571	05/21/21	Outst	0190361	Alicia Biewer	V0105756	08/21/18		509.66		509.66
								509.66		509.66
0098572	05/21/21	Recon	0000995	Bureau Water/Sewer Town	V0146609	05/12/21		191.34		191.34
					V0146610	05/12/21		191.34		191.34
					V0146611	05/12/21		191.34		191.34
					V0146613	05/12/21		218.39		218.39
								792.41		792.41
0098573	05/21/21	Recon	0013691	Sally Caicedo	V0146631	05/13/21		208.99		208.99
								208.99		208.99
0098574	05/21/21	Outst	0209214	Cary Morgen Labor Arbitr	V0146828	05/17/21		5,655.00		5,655.00
								5,655.00		5,655.00
0098575	05/21/21	Recon	0209175	William H. Daumen	V0146825	05/17/21		190.00		190.00
								190.00		190.00
0098576	05/21/21	Recon	0000805	Mrs. Jamie M. Flaszka	V0146830	05/17/21		405.00		405.00
								405.00		405.00
0098577	05/21/21	Outst	0205730	Christine C. Garbe	V0146608	05/12/21		50.00		50.00
								50.00		50.00
0098578	05/21/21	Recon	0203604	Michael Laraviere	V0146824	05/17/21		190.00		190.00
								190.00		190.00
0098579	05/21/21	Outst	0209062	Latinologues Inc	V0146813	05/16/21		3,000.00		3,000.00
								3,000.00		3,000.00
0098580	05/21/21	Outst	0198650	Ms. Carla McKenzie	V0146658	05/13/21		199.00		199.00
								199.00		199.00
0098581	05/21/21	Outst	0001779	Daniel Meziere	V0146822	05/17/21		200.00		200.00
								200.00		200.00
0098582	05/21/21	Recon	0205567	Ms. Courtney O'Brien	V0146705	05/14/21		50.00		50.00
								50.00		50.00

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0098583	05/21/21	Outst	0101035	Thomas Pelletier	V0146823	05/17/21		400.00		400.00
								400.00		400.00
0098584	05/21/21	Outst	0000820	Ms. Tsonka I. Pencheva	V0146817	05/17/21		228.76		228.76
								228.76		228.76
0098585	05/21/21	Outst	0209112	Fermin Sanchez	V0146827	05/17/21		120.00		120.00
								120.00		120.00
0098586	05/21/21	Recon	0209212	Simon P. Steiner	V0146818	05/17/21		175.00		175.00
								175.00		175.00
0098587	05/21/21	Recon	0197369	Maya N. Stovall	V0146839	05/18/21		1,000.00		1,000.00
								1,000.00		1,000.00
0098588	05/21/21	Recon	0153795	Maciej Telus	V0146826	05/17/21		160.00		160.00
								160.00		160.00
0098592	05/27/21	Outst	0001422	CCCTU-Cope Fund	V0146871	05/27/21		124.00		124.00
								124.00		124.00
0098593	05/27/21	Outst	0001374	College & University Cre	V0146873	05/27/21		200.00		200.00
								200.00		200.00
0098594	05/27/21	Outst	0001371	Colonial Life & Accident	V0146874	05/27/21		12.00		12.00
								12.00		12.00
0098595	05/27/21	Outst	0160763	Illinois Education Assoc	V0146875	05/27/21		81.10		81.10
								81.10		81.10
0098596	05/27/21	Outst	0191845	Metropolitan Alliance of	V0146876	05/27/21		225.00		225.00
								225.00		225.00
0098597	05/27/21	Outst	0101061	Morton College Faculty	V0146872	05/27/21		5.54		5.54
								5.54		5.54
0098598	05/27/21	Outst	0001372	Morton College Teachers	V0146878	05/27/21		1,670.09		1,670.09
								1,670.09		1,670.09

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0098599	05/27/21	Outst	0001372	Morton College Teachers	V0146877	05/27/21		2,557.34		2,557.34
								2,557.34		2,557.34
0098600	05/27/21	Outst	0209135	Omni Financial Group, In	V0146879	05/27/21		9,887.63		9,887.63
								9,887.63		9,887.63
0098601	05/27/21	Outst	0001513	SEIU Local 73 Cope	V0146880	05/27/21		8.00		8.00
								8.00		8.00
0098602	05/27/21	Outst	0001373	Service Employees Intl U	V0146881	05/27/21		430.88		430.88
								430.88		430.88
0098603	05/27/21	Outst	0001563	State Disbursement Unit	V0146882	05/27/21		80.89		80.89
					V0146883	05/27/21		992.60		992.60
								1,073.49		1,073.49
0098604	05/27/21	Outst	0001161	State Univ Retirement Sy	V0146884	05/27/21		67,638.13		67,638.13
								67,638.13		67,638.13
0098605	05/27/21	Outst	0013221	4IMPRINT	V0146916	05/26/21	B0003834	3,149.89		3,149.89
					V0146917	05/26/21	B0003835	4,225.83		4,225.83
								7,375.72		7,375.72
0098606	05/27/21	Outst	0206735	All Pro Truck Driving Sc	V0146968	05/26/21	P0010204	16,660.00		16,660.00
								16,660.00		16,660.00
0098607	05/27/21	Outst	0188188	Amazon Capital Services	V0146852	05/21/21	B0003884	894.87		894.87
					V0146858	05/25/21	B0003903	3,350.27		3,350.27
					V0146903	05/26/21	B0003787	318.25		318.25
					V0146904	05/26/21	B0003893	3,699.00		3,699.00
					V0146910	05/26/21	B0003818	38.35		38.35
					V0146911	05/26/21	B0003519	56.75		56.75
					V0146938	05/26/21	B0003568	39.23		39.23
					V0146939	05/26/21	B0003519	67.98		67.98
					V0146945	05/26/21	B0003896	2,778.86		2,778.86
					V0146949	05/26/21	B0003895	886.14		886.14
					V0146952	05/26/21	B0003568	339.95		339.95
					V0146954	05/26/21	B0003568	393.35		393.35
					V0146955	05/26/21	B0003568	59.01		59.01
					V0146956	05/26/21	B0003568	112.72		112.72
					V0146961	05/26/21	B0003884	433.00		433.00

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					V0146962	05/26/21	P0010207	1,359.10		1,359.10
					V0146963	05/26/21	P0010193	587.64		587.64
					V0146969	05/26/21	P0010208	344.24		344.24
					V0146970	05/26/21	P0010180	163.75		163.75
					V0146973	05/26/21	B0003895	101.98		101.98
					V0146976	05/26/21	P0010139	178.98		178.98
					V0146983	05/26/21	B0003903	1,687.73		1,687.73
					V0146995	05/26/21	P0010135	579.96		579.96
								18,471.11		18,471.11
0098608	05/27/21	Outst	0000977	Apple, Inc.	V0146978	05/26/21	P0010068	237.00		237.00
					V0146990	05/26/21	P0010068	6,230.00		6,230.00
					V0146991	05/26/21	P0010079	14,190.00		14,190.00
					V0146996	05/26/21	P0010068	1,647.00		1,647.00
					V0146997	05/26/21	P0010079	810.00		810.00
					V0146998	05/26/21	P0010068	351.00		351.00
					V0146999	05/26/21	P0010068	1,547.00		1,547.00
								25,012.00		25,012.00
0098609	05/27/21	Outst	0169207	Arbor Scientific	V0147000	05/26/21	P0009997	695.94		695.94
								695.94		695.94
0098610	05/27/21	Outst	0001490	Arc One Electric	V0146892	05/26/21	B0003916	570.00		570.00
								570.00		570.00
0098611	05/27/21	Outst	0199647	ASE Education Foundation	V0146932	05/26/21	P0010216	170.00		170.00
								170.00		170.00
0098612	05/27/21	Outst	0000973	AT&T	V0146980	05/26/21	B0003904	7,628.08		7,628.08
								7,628.08		7,628.08
0098613	05/27/21	Outst	0183556	Athletico Physical Thera	V0146942	05/26/21	P0010186	25,083.33		25,083.33
								25,083.33		25,083.33
0098614	05/27/21	Outst	0001401	AZ Commercial	V0146919	05/26/21	B0003854	102.75		102.75
					V0146920	05/26/21	B0003854	43.99		43.99
					V0146921	05/26/21	B0003854	105.57		105.57
					V0146922	05/26/21	B0003854	18.89		18.89
								271.20		271.20
0098615	05/27/21	Outst	0194510	Blades of Glory Inc	V0146925	05/26/21	B0003485	1,200.00		1,200.00
					V0146926	05/26/21	B0003485	850.00		850.00

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					V0146927	05/26/21	B0003485	1,100.00		1,100.00
								3,150.00		3,150.00
0098616	05/27/21	Outst	0001466	CAIRS	V0146974	05/26/21	P0010145	2,090.00		2,090.00
								2,090.00		2,090.00
0098617	05/27/21	Outst	0007998	Cassidy Tire & Service	V0146979	05/26/21	P0010217	999.76		999.76
								999.76		999.76
0098618	05/27/21	Void	0001593	CDW-Government, Inc						
0098619	05/27/21	Outst	0000961	Chicago Communication LL	V0146966	05/26/21	P0010202	119.25		119.25
					V0146967	05/26/21	P0010202	95.00		95.00
								214.25		214.25
0098620	05/27/21	Outst	0199524	Choice Reviews	V0146981	05/26/21	P0010224	668.00		668.00
								668.00		668.00
0098621	05/27/21	Outst	0001713	Cicero Landscape Inc.	V0146885	05/25/21	B0003450	650.00		650.00
					V0146886	05/25/21	B0003450	1,000.00		1,000.00
					V0146923	05/26/21	B0003450	800.00		800.00
					V0146924	05/26/21	B0003450	1,000.00		1,000.00
								3,450.00		3,450.00
0098622	05/27/21	Outst	0001195	Cintas Corporation	V0146965	05/26/21	P0010201	177.38		177.38
								177.38		177.38
0098623	05/27/21	Outst	0001195	Cintas Corporation	V0146851	05/21/21	B0003438	206.30		206.30
								206.30		206.30
0098624	05/27/21	Outst	0001195	Cintas Corporation	V0147021	05/27/21	B0003438	206.30		206.30
								206.30		206.30
0098625	05/27/21	Outst	0001485	Citibank, N.A.	V0146933	05/26/21	P0010106	26.68		26.68
					V0146934	05/26/21	P0010105	86.91		86.91
					V0146935	05/26/21	P0010063	776.61		776.61
					V0146936	05/26/21	P0010189	475.93		475.93
					V0146937	05/26/21	P0010190	776.76		776.76
								2,142.89		2,142.89

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0098626	05/27/21	Outst	0177114	College Central Network	V0146977	05/26/21	P0010084	1,914.42		1,914.42
								1,914.42		1,914.42
0098627	05/27/21	Outst	0001752	Comcast	V0146901	05/26/21	B0003466	183.35		183.35
					V0146902	05/26/21	B0003466	6.30		6.30
					V0146906	05/26/21	B0003467	59.27		59.27
								248.92		248.92
0098628	05/27/21	Outst	0161721	Crestline	V0146928	05/26/21	B0003860	576.09		576.09
					V0146985	05/26/21	P0010144	721.46		721.46
								1,297.55		1,297.55
0098629	05/27/21	Outst	0169533	Digital Pix Composites	V0146975	05/26/21	P0010164	644.50		644.50
								644.50		644.50
0098630	05/27/21	Outst	0001029	Fed Ex	V0146914	05/26/21	B0003527	38.05		38.05
					V0146986	05/26/21	P0010212	15.01		15.01
								53.06		53.06
0098631	05/27/21	Outst	0001033	Fisher Scientific Compan	V0146957	05/26/21	P0009886	10,418.30		10,418.30
								10,418.30		10,418.30
0098632	05/27/21	Outst	0001034	Flinn Scientific Inc	V0146984	05/26/21	P0010157	7.43		7.43
					V0146993	05/26/21	P0010123	745.29		745.29
					V0147013	05/26/21	P0010158	111.69		111.69
					V0147014	05/26/21	P0010157	672.96		672.96
								1,537.37		1,537.37
0098633	05/27/21	Outst	0007936	Ford Motor Company	V0146930	05/26/21	P0010214	600.00		600.00
								600.00		600.00
0098634	05/27/21	Outst	0001037	Fox Valley Fire & Safety	V0146700	05/13/21	B0003532	2,775.00		2,775.00
								2,775.00		2,775.00
0098635	05/27/21	Outst	0202852	Freepoint Energy Solutio	V0146946	05/26/21	B0003474	27,457.70		27,457.70
								27,457.70		27,457.70
0098636	05/27/21	Outst	0201760	Garvey's Office Products	V0146958	05/26/21	P0010140	211.36		211.36
								211.36		211.36

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0098637	05/27/21	Outst	0001001	Got Laundry Chicago?, In	V0146988	05/26/21	P0010191	346.60		346.60
								346.60		346.60
0098638	05/27/21	Outst	0205565	The Graphic Edge, LLC	V0146905	05/26/21	B0003800	304.86		304.86
					V0147007	05/26/21	P0010229	6,557.91		6,557.91
					V0147008	05/26/21	P0010230	1,032.12		1,032.12
					V0147009	05/26/21	P0010230	1,219.12		1,219.12
					V0147010	05/26/21	P0010230	2,686.86		2,686.86
								11,800.87		11,800.87
0098639	05/27/21	Outst	0001055	Highland Community Colle	V0146989	05/26/21	P0010211	100.00		100.00
								100.00		100.00
0098640	05/27/21	Outst	0001061	ICCTA	V0147017	05/27/21	P0010236	1,450.00		1,450.00
								1,450.00		1,450.00
0098641	05/27/21	Outst	0001068	ILICO, Inc.	V0146897	05/26/21	B0003828	69.76		69.76
								69.76		69.76
0098642	05/27/21	Outst	0001775	Jostens	V0146918	05/26/21	B0003518	692.00		692.00
								692.00		692.00
0098643	05/27/21	Void	0001890	Konica Minolta Bus Solut			B0003518			
0098644	05/27/21	Outst	0002233	Konica Minolta Premier F	V0147022	05/27/21	B0003890	777.63		777.63
								777.63		777.63
0098645	05/27/21	Outst	0208914	Janice Marshall	V0147020	05/27/21	P0010219	4,000.00		4,000.00
								4,000.00		4,000.00
0098646	05/27/21	Outst	0003320	Matco Tools	V0146987	05/26/21	P0010227	147.18		147.18
								147.18		147.18
0098647	05/27/21	Outst	0001299	McMaster-Carr	V0146931	05/26/21	P0010215	66.02		66.02
								66.02		66.02
0098648	05/27/21	Outst	0001339	Minuteman Press of Lyons	V0147011	05/26/21	P0010231	256.50		256.50
								256.50		256.50

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0098649	05/27/21	Outst	0199908	Occupational Health Cent	V0146895	05/26/21	B0003472	157.00		157.00
								157.00		157.00
0098650	05/27/21	Outst	0002406	Paisans Pizza	V0146971	05/26/21	P0010177	688.25		688.25
								688.25		688.25
0098651	05/27/21	Outst	0001128	Pasco Scientific	V0146992	05/26/21	P0010115	478.00		478.00
					V0146994	05/26/21	P0010098	630.00		630.00
					V0147001	05/26/21	P0009998	652.00		652.00
								1,760.00		1,760.00
0098652	05/27/21	Outst	0197256	Precision Electric	V0146893	05/26/21	B0003911	940.00		940.00
								940.00		940.00
0098653	05/27/21	Outst	0101053	Qualtrics LLC	V0146944	05/26/21	P0010203	2,205.00		2,205.00
								2,205.00		2,205.00
0098654	05/27/21	Outst	0209068	Quest Software Inc	V0146972	05/26/21	P0010110	113,575.92		113,575.92
								113,575.92		113,575.92
0098655	05/27/21	Outst	0001835	Ray O'Herron Co. of Oakb	V0146913	05/26/21	B0003720	193.98		193.98
								193.98		193.98
0098656	05/27/21	Outst	0169797	Russo's Power Equipment,	V0146891	05/26/21	B0003917	124.32		124.32
								124.32		124.32
0098657	05/27/21	Outst	0001857	Scorebuilders	V0146959	05/26/21	B0003880	3,000.00		3,000.00
								3,000.00		3,000.00
0098658	05/27/21	Outst	0204124	Sievert Electric Service	V0146860	05/25/21	B0003913	488.50		488.50
								488.50		488.50
0098659	05/27/21	Outst	0001158	SoftwareONE, Inc.	V0146929	05/26/21	P0010167	70.76		70.76
								70.76		70.76
0098660	05/27/21	Outst	0001514	Specialty Floors Inc	V0147002	05/26/21	P0010228	600.00		600.00
					V0147003	05/26/21	P0010228	1,500.00		1,500.00
					V0147005	05/26/21	P0010228	500.00		500.00
					V0147006	05/26/21	P0010228	2,000.00		2,000.00

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								4,600.00		4,600.00
0098661	05/27/21	Outst	0204552	Specialty Stitches	V0146947	05/26/21	P0010036	999.50		999.50
					V0146948	05/26/21	P0010104	1,980.00		1,980.00
								2,979.50		2,979.50
0098662	05/27/21	Outst	0157227	Staples Advantage	V0146894	05/26/21	B0003906	17.98		17.98
					V0146896	05/26/21	B0003906	11.49		11.49
					V0146907	05/26/21	B0003906	4.69		4.69
					V0146908	05/26/21	B0003906	177.60		177.60
					V0146909	05/26/21	B0003907	199.99		199.99
					V0146940	05/26/21	B0003908	195.96		195.96
					V0146941	05/26/21	B0003908	134.99		134.99
					V0146950	05/26/21	P0010182	157.19		157.19
					V0146951	05/26/21	B0003907	399.95		399.95
								1,299.84		1,299.84
0098663	05/27/21	Outst	0001454	Superior Awards	V0146964	05/26/21	P0010194	130.00		130.00
								130.00		130.00
0098664	05/27/21	Outst	0193721	TimeClock Plus	V0146900	05/26/21	B0003513	15.00		15.00
								15.00		15.00
0098665	05/27/21	Outst	0002594	Training Concepts, Inc.	V0146943	05/26/21	P0010196	660.95		660.95
								660.95		660.95
0098666	05/27/21	Outst	0208619	Vari Sales Corporation	V0147012	05/26/21	P0010197	590.00		590.00
								590.00		590.00
0098667	05/27/21	Outst	0208912	View Chicago LLC	V0146912	05/26/21	B0003874	2,000.00		2,000.00
								2,000.00		2,000.00
0098668	05/27/21	Outst	0166312	Wells Fargo Equiptment F	V0146857	05/25/21	B0003444	1,248.00		1,248.00
								1,248.00		1,248.00
0098669	05/27/21	Outst	0001406	Wex Bank	V0146899	05/26/21	B0003832	1,069.46		1,069.46
								1,069.46		1,069.46
0098670	05/27/21	Outst	0169532	Wilpen Environmental Ser	V0146960	05/26/21	P0010220	2,144.00		2,144.00
								2,144.00		2,144.00

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0098671	05/27/21	Outst	0177607	YBP Library Services	V0147018	05/27/21	B0003920	40.46		40.46			
								V0147019	05/27/21	B0003920	18.21		18.21
											58.67		58.67
0098677	05/27/21	Outst	0161181	Ninos Alexander	V0146854	05/24/21		600.00		600.00			
								600.00		600.00			
0098678	05/27/21	Outst	0114943	Lizeth Arias	V0146832	05/17/21		300.00		300.00			
								300.00		300.00			
0098679	05/27/21	Outst	0168439	Destiny M. Boneta	V0146526	05/12/21		45.00		45.00			
								45.00		45.00			
0098680	05/27/21	Outst	0188419	Giselle Campagne, JR	V0146528	05/12/21		45.00		45.00			
								45.00		45.00			
0098681	05/27/21	Outst	0209160	Flowers for Dreams	V0146629	05/12/21		3,340.00		3,340.00			
								3,340.00		3,340.00			
0098682	05/27/21	Outst	0000931	Mr. Juan M. Franco	V0146887	05/26/21		6,250.00		6,250.00			
								6,250.00		6,250.00			
0098683	05/27/21	Outst	0000724	Dr. Brian R. Gilligan	V0146843	05/19/21		100.00		100.00			
								100.00		100.00			
0098684	05/27/21	Outst	0209258	Matthew J. Goodman	V0146842	05/19/21		1,000.00		1,000.00			
								1,000.00		1,000.00			
0098685	05/27/21	Outst	0197670	Mrs. Leslie Graham	V0146849	05/20/21		134.85		134.85			
								134.85		134.85			
0098686	05/27/21	Outst	0192399	Von Gerald J. Hernandez	V0146536	05/12/21		45.00		45.00			
								45.00		45.00			
0098687	05/27/21	Outst	0209191	Wayne P. Jakalski	V0146837	05/18/21		800.00		800.00			
								800.00		800.00			
0098688	05/27/21	Outst	0001787	Mark Kedziora	V0146855	05/24/21		792.00		792.00			

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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
								792.00		792.00
0098689	05/27/21	Outst	0169000	Erica C. Montelo	V0146527	05/12/21		45.00		45.00
								45.00		45.00
0098690	05/27/21	Outst	0205567	Ms. Courtney O'Brien	V0146856	05/24/21		66.15		66.15
								66.15		66.15
0098691	05/27/21	Outst	0194029	Rommel Ram R. Ramos	V0146530	05/12/21		45.00		45.00
								45.00		45.00
0098692	05/27/21	Outst	0152187	Stephanie G. Rascon	V0146532	05/12/21		45.00		45.00
								45.00		45.00
0098693	05/27/21	Outst	0001780	Gary Spevak	V0146836	05/18/21		400.00		400.00
								400.00		400.00
0098694	05/27/21	Outst	0209221	Quinn Vukovic	V0146835	05/18/21		120.00		120.00
								120.00		120.00
0098695	05/27/21	Recon	0208915	Keep It Moving Media LLC	V0147023	05/27/21	P0010188	6,500.00		6,500.00
								6,500.00		6,500.00
0098696	05/27/21	Outst	0001593	CDW-Government, Inc	V0134676	08/31/20		8,452.40		8,452.40
					V0134677	08/31/20		22,723.80		22,723.80
					V0134678	08/31/20		4,851.60		4,851.60
					V0147015	05/26/21	P0010026	12,463.28		12,463.28
					V0147016	05/26/21	P0010026	1,122.88		1,122.88
								49,613.96		49,613.96
0098697	05/27/21	Outst	0208912	View Chicago LLC	V0147025	05/27/21	B0003874	2,525.00		2,525.00
								2,525.00		2,525.00
E0010186	05/06/21	Outst	0000809	Mr. Hernan Alonso	V0146474	05/03/21		175.00		175.00
								175.00		175.00
E0010187	05/06/21	Outst	0110372	Giselle G. Castaneda	V0146471	05/03/21		220.00		220.00
								220.00		220.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2021 - 05/31/2021

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0010188	05/06/21	Outst	0201847	Dr. Alison Gehrke	V0146484	05/04/21		795.00		795.00
								795.00		795.00
E0010189	05/06/21	Outst	0183119	Ashlyn R. Longoria	V0136266	09/22/20		1,125.00		1,125.00
								1,125.00		1,125.00
E0010190	05/06/21	Outst	0099077	Guadalupe Melo	V0146473	05/03/21		605.00		605.00
								605.00		605.00
E0010191	05/06/21	Outst	0141355	Max Melo	V0146466	05/03/21		660.00		660.00
								660.00		660.00
E0010192	05/06/21	Outst	0200664	Paul A. Netzel	V0146470	05/03/21		7,141.68		7,141.68
					V0135984	09/10/20		2,400.00		2,400.00
								9,541.68		9,541.68
E0010193	05/06/21	Outst	0194866	Randi Ploszaj	V0146455	04/29/21		49.00		49.00
								49.00		49.00
E0010194	05/06/21	Outst	0168430	Mrs. Carolina Saldana-Hu	V0146480	05/04/21		96.00		96.00
								96.00		96.00
E0010195	05/06/21	Outst	0000808	Ms. Marisol Velazquez	V0146456	04/29/21		204.25		204.25
								204.25		204.25
E0010196	05/06/21	Outst	0158266	Mr. Christopher J. Wido	V0138347	10/27/20		1,125.00		1,125.00
								1,125.00		1,125.00
E0010211	05/13/21	Outst	0207194	DD's Operations LLC	V0146630	05/13/21	B0003902	1,750.00		1,750.00
								1,750.00		1,750.00
E0010212	05/13/21	Outst	0190883	Ms. Sally Delgado	V0146490	05/05/21		191.00		191.00
					V0146516	05/10/21		29.16		29.16
					V0146517	05/10/21		46.61		46.61
					V0146518	05/10/21		159.90		159.90
					V0146524	05/12/21		42.33		42.33
								469.00		469.00
E0010213	05/13/21	Outst	0079155	Dr. Stanley S. Fields	V0146498	05/07/21		145.29		145.29

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								145.29		145.29
E0010214	05/13/21	Outst	0207385	Gabriel Garcia	V0139495	12/08/20		1,250.00		1,250.00
								1,250.00		1,250.00
E0010215	05/13/21	Outst	0206101	Kevin W. McManaman	V0136636	09/30/20		1,500.00		1,500.00
					V0146499	05/07/21		92.00		92.00
								1,592.00		1,592.00
E0010216	05/13/21	Outst	0156404	Mr. Jesus Rodriguez Jr	V0146509	05/07/21		700.00		700.00
								700.00		700.00
E0010217	05/13/21	Outst	0168430	Mrs. Carolina Saldana-Hu	V0146492	05/05/21		48.00		48.00
								48.00		48.00
E0010218	05/13/21	Outst	0181767	Ms Maria Sanchez Anderso	V0146497	05/07/21		33.67		33.67
								33.67		33.67
E0010246	05/20/21	Outst	0110372	Giselle G. Castaneda	V0146821	05/17/21		110.00		110.00
								110.00		110.00
E0010247	05/20/21	Outst	0200047	Mr. Carissa Davis	V0146703	05/14/21		66.24		66.24
					V0146704	05/14/21		175.00		175.00
								241.24		241.24
E0010248	05/20/21	Outst	0190883	Ms. Sally Delgado	V0142993	03/03/21		146.02		146.02
					V0143336	03/11/21		152.00		152.00
					V0146504	05/07/21		14.00		14.00
					V0146505	05/07/21		146.95		146.95
					V0146506	05/07/21		9.52		9.52
					V0146507	05/07/21		4.83		4.83
								473.32		473.32
E0010249	05/20/21	Outst	0003208	Ms. Lydia Falbo	V0146632	05/13/21		68.95		68.95
								68.95		68.95
E0010250	05/20/21	Outst	0000822	Mrs. Blanca H. Martinez	V0146834	05/18/21		425.00		425.00
								425.00		425.00
E0010251	05/20/21	Outst	0017224	Ms Gabriela Mata	V0146662	05/13/21		5,000.00		5,000.00

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
								5,000.00		5,000.00
E0010252	05/20/21	Outst	0099077	Guadalupe Melo	V0146815	05/17/21		528.00		528.00
								528.00		528.00
E0010253	05/20/21	Outst	0141355	Max Melo	V0146816	05/17/21		605.00		605.00
								605.00		605.00
E0010254	05/20/21	Outst	0200664	Paul A. Netzel	V0146820	05/17/21		117.94		117.94
								117.94		117.94
E0010255	05/20/21	Outst	0000953	Ms. Liliana Raygoza	V0146838	05/18/21		415.45		415.45
								415.45		415.45
E0010256	05/20/21	Outst	0190102	Ms. Brandie N. Windham	V0146829	05/17/21		450.00		450.00
								450.00		450.00
E0010260	05/26/21	Outst	0180363	Gladys E. Antillon	V0146539	05/12/21		45.00		45.00
								45.00		45.00
E0010261	05/26/21	Outst	0065369	Faviola Bedoy	V0146531	05/12/21		45.00		45.00
								45.00		45.00
E0010262	05/26/21	Outst	0186004	Leslie P. Cervantes	V0146537	05/12/21		45.00		45.00
								45.00		45.00
E0010263	05/26/21	Outst	0190883	Ms. Sally Delgado	V0146525	05/12/21		79.91		79.91
								79.91		79.91
E0010264	05/26/21	Outst	0193349	Rebecca B. Espinoza	V0146529	05/12/21		45.00		45.00
								45.00		45.00
E0010265	05/26/21	Outst	0169042	Jesus A. Garcia	V0146538	05/12/21		45.00		45.00
								45.00		45.00
E0010266	05/26/21	Outst	0193862	Klarrisa A. Guzman	V0146535	05/12/21		45.00		45.00
								45.00		45.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2021 - 05/31/2021

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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
E0010267	05/26/21	Outst	0183119	Ashlyn R. Longoria	V0146819	05/17/21		3,000.00		3,000.00
								3,000.00		3,000.00
E0010268	05/26/21	Outst	0199309	Jason Nichols	V0146853	05/24/21		150.28		150.28
								150.28		150.28
E0010269	05/26/21	Outst	0000928	Mr. James P. O'Connell,	V0146850	05/20/21		678.00		678.00
								678.00		678.00
E0010270	05/26/21	Outst	0161919	Gloria Ortega	V0146534	05/12/21		45.00		45.00
								45.00		45.00
E0010271	05/26/21	Outst	0177216	Jovany Patino	V0146533	05/12/21		45.00		45.00
								45.00		45.00
E0010272	05/26/21	Outst	0201530	Matthew E. Saey	V0135943	09/09/20		2,000.00		2,000.00
								2,000.00		2,000.00
E0010273	05/26/21	Outst	0170358	ATIXA	V0140920	01/21/21		3,198.00		3,198.00
								3,198.00		3,198.00
E0010274	05/26/21	Outst	0207194	DD's Operations LLC	V0146859	05/25/21	B0003914	1,575.00		1,575.00
								1,575.00		1,575.00
								=====	=====	=====
								984,452.69		984,452.69

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CHECK REGISTER SUMMARY REPORT
Period 05/01/2021 - 05/31/2021

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	984,452.69	0.00
	01-0000-00000-110000000	General : Cash	0.00	984,452.69
			-----	-----
			984,452.69	984,452.69

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
4IMPRINT	5/14/2021	0098437	EXEMPT	\$3,202.01	Nursing Polo's Men
4IMPRINT	5/27/2021	0098605	EXEMPT	\$7,375.72	Nursing CARE Package
All Pro Truck Driving School LLC	5/27/2021	0098606	6/26/2020	\$16,660.00	CDL Invoice
Amazon Capital Services	5/14/2021	0098440		\$8,555.93	Aprons
Amazon Capital Services	5/27/2021	0098607		\$18,471.11	2-point Discriminator
Apple, Inc.	5/27/2021	0098608		\$25,012.00	10.2 inch iPads
Athletico Physical Therapy	5/27/2021	0098613	7/22/2020	\$25,083.33	Trainer Fees
CDW-Government, Inc	5/14/2021	0098447	4/28/2021	\$50,003.33	HP ProBook 445 G7 14"
CDW-Government, Inc	5/27/2021	0098696	8/26/2020	\$37,150.68	Chromebooks
CDW-Government, Inc	5/27/2021	0098696	EXEMPT	\$12,463.28	Cisco Catalyst
ComEd	5/14/2021	0098452	EXEMPT	\$13,259.32	Meter Services
Del Galdo Law Group, LLC	5/14/2021	0098453	EXEMPT	\$13,645.00	Attorney Services Fees
Fisher Scientific Company LLC	5/27/2021	0098631	EXEMPT	\$10,418.30	freight charge
Freepoint Energy Solutions, LLC.	5/27/2021	0098635	11/18/2020	\$27,457.70	Energy Services
Kaplan Higher Education Corporation	5/14/2021	0098477	4/28/2021	\$72,400.00	Licenses
Omni Financial Group, Inc.	5/14/2021	0098405	EXEMPT	\$10,420.97	Payroll Deductions
Omni Financial Group, Inc.	5/27/2021	0098600	EXEMPT	\$9,887.63	Payroll Deductions
Quest Software Inc	5/27/2021	0098654	4/28/2021	\$113,575.92	KACE Software/License
SoftwareONE, Inc.	5/14/2021	0098503		\$46,821.58	License renewal
State Univ Retirement Systems	5/14/2021	0098409	EXEMPT	\$69,237.45	Payroll Deductions
State Univ Retirement Systems	5/27/2021	0098604	EXEMPT	\$67,638.13	Payroll Deductions
The Graphic Edge, LLC	5/14/2021	0098467	7/22/2020	\$9,109.88	Soccer Equipment
The Graphic Edge, LLC	5/27/2021	0098638	7/22/2020	\$11,800.87	BB Cleats
			Total Paid	679,650.14	

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - Monthly Budget Report May 2021
Date: Monday, June 14, 2021 12:30:39 PM
Attachments: [MC- MAY 2021 Monthly Budget Report.pdf](#)

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

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

Attachments: Monthly Budget Report

Thank you,



Mireya Perez

Chief Financial
Officer/Treasurer

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

E: Mireya.Perez@morton.edu

www.morton.edu

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Morton Community College
FY21 Budget Report
For 11 Month Ending May 31, 2021



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

92%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 24,155,171	\$ 26,219,442	92.1%	\$ 2,064,271
Expenditures	(19,434,340)	(26,218,756)	74.1%	(6,784,416)
Net	\$ 4,720,831	\$ 686		\$ (4,720,145)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 3,439,210	\$ 3,610,960	95.2%	\$ 171,750
Expenditures	(2,710,443)	(3,609,557)	75.1%	(899,114)
Net	\$ 728,767	\$ 1,403		\$ (727,364)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 10,871,036	\$ 25,955,788	41.9%	\$ 15,084,752
Expenditures	(11,252,398)	(25,955,788)	43.4%	(14,703,390)
Net	\$ (381,362)	\$ -		\$ 381,362
<u>Audit Fund</u>				
Revenue	\$ 65,257	\$ 71,567	91.2%	\$ 6,310
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 65,257	\$ (10,033)		\$ (75,290)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 726,884	\$ 801,734	90.7%	\$ 74,850
Expenditures	(1,908,496)	(2,336,280)	81.7%	(427,784)
Net	\$ (1,181,612)	\$ (1,534,546)		\$ (352,934)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 734,234	\$ 651,529	112.7%	\$ (82,705)
Expenditures	(466,475)	(645,950)	72.2%	(179,475)
Net	\$ 267,759	\$ 5,579		\$ (262,180)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 3,145,428	\$ 11,987,735	26.2%	\$ 8,842,307
Expenditures	(4,017,256)	11,987,735	-33.5%	16,004,991
Net	\$ (871,828)	\$ 23,975,470		\$ 24,847,298
<u>All Funds</u>				
Revenue	\$ 43,137,220	\$ 69,298,755	62.2%	\$ 26,161,535
Expenditures	(39,789,408)	(46,860,196)	84.9%	\$ (7,070,788)
Net	\$ 3,347,812	\$ 22,438,559		\$ 19,090,747

EDUCATION FUND REVENUE
May 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 6,857,596	\$ 7,530,232	91.1%	\$ 672,636
Total Local Government	<u>\$ 6,857,596</u>	<u>\$ 7,530,232</u>		<u>\$ 672,636</u>
CORPORATE PERSONAL PROPERTY TAXES	\$ 759,770	\$ 650,000	116.9%	\$ (109,770)
SURS HEALTH - ON BEHALF PAYMENTS	\$ -	\$ -	0.0%	\$ -
STATE GOVERNMENT				
ICCB credit hour grants	\$ 2,194,982	\$ 2,314,560	94.8%	\$ 119,578
ICCB equalization grants	4,785,041	5,220,045	91.7%	435,004
CTE formula grant	83,286	-	0.0%	(83,286)
Total State Government	<u>\$ 7,063,309</u>	<u>\$ 7,534,605</u>		<u>\$ 471,296</u>
STUDENT TUITION AND FEES				
Tuition	\$ 7,750,174	\$ 7,947,825	97.5%	\$ 197,651
Fees	1,679,377	2,023,480	83.0%	344,103
Total Tuition and Fees	<u>\$ 9,429,551</u>	<u>\$ 9,971,305</u>		<u>\$ 541,754</u>
MISCELLANEOUS				
Sales and service fees	\$ 27,204	\$ 253,300	10.7%	\$ 226,096
Investment revenue	17,739	250,000	7.1%	232,261
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 44,943</u>	<u>\$ 533,300</u>		<u>\$ 488,357</u>
Total Revenue	<u>\$ 24,155,169</u>	<u>\$ 26,219,442</u>	<u>92.1%</u>	<u>\$ 2,064,273</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 24,155,169</u>	<u>\$ 26,219,442</u>	<u>92.1%</u>	<u>\$ 2,064,273</u>

EDUCATION FUND EXPENDITURES

May 31, 2021

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 7,394,990	\$ 7,393,818	100.0%	\$ (1,172)
Employee benefits	724,299	762,994	94.9%	38,695
Contractual services	83,966	304,650	27.6%	220,684
Material and supplies	206,542	520,650	39.7%	314,108
Conferences and meetings	5,595	33,785	16.6%	28,190
Total Instruction	<u>8,415,392</u>	<u>9,015,897</u>	<u>93.3%</u>	<u>600,505</u>
Academic Support				
Salaries	1,169,507	1,541,851	75.9%	372,344
Employee benefits	174,754	262,088	66.7%	87,334
Contractual services	222,148	287,000	77.4%	64,852
Material and supplies	109,060	272,970	40.0%	163,910
Conferences and meetings	4,630	29,340	15.8%	24,710
Fixed charges	51,918	75,000	69.2%	23,082
Other Expenditures	(1,228)	1,000	-122.8%	2,228
Total Academic Support	<u>1,730,789</u>	<u>2,469,249</u>	<u>70.1%</u>	<u>738,460</u>
Student Services				
Salaries	1,585,382	1,804,540	87.9%	219,158
Employee benefits	216,671	231,677	93.5%	15,006
Contractual services	85,626	215,000	39.8%	129,374
Material and supplies	31,945	162,550	19.7%	130,605
Conferences and meetings	16,651	76,450	21.8%	59,799
Fixed charges	17,380	19,000	91.5%	1,620
Total Student Services	<u>1,953,655</u>	<u>2,509,217</u>	<u>77.9%</u>	<u>555,562</u>
Public Service/Continuing Education				
Salaries	222,683	328,079	67.9%	105,396
Employee benefits	46,545	46,093	101.0%	(452)
Contractual services	118,187	217,000	54.5%	98,813
Material and supplies	692.00	29,700	2.3%	29,008
Conferences and meetings	129.00	5,250	2.5%	5,121
Other tuition/fee waiver	(120)	5,000	-2.4%	5,120
Total Public Service/Continuing Education	<u>388,116</u>	<u>631,122</u>	<u>61.5%</u>	<u>243,006</u>
Auxiliary Services				
Salaries	168,577	199,675	84.4%	31,098
Employee benefits	18,730	1,884	994.2%	(16,846)
Contractual services	448,234	508,000	88.2%	59,766
Material and supplies	516,772	547,500	94.4%	30,728
Conferences and meetings	97,497	135,250	72.1%	37,753
Fixed charges	6,850	13,000	52.7%	6,150
Total Auxiliary Services	<u>1,256,660</u>	<u>1,405,309</u>	<u>89.4%</u>	<u>148,649</u>

EDUCATION FUND EXPENDITURES

May 31, 2021

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Institutional Support				
Salaries	\$ 2,091,040	\$ 2,575,796	81.2%	\$ 484,756
Employee benefits	407,414	484,199	84.1%	76,785
Contractual services	994,775	1,478,500	67.3%	483,725
Material and supplies	337,873	711,800	47.5%	373,927
Conferences and meetings	68,418	216,500	31.6%	148,082
Fixed charges	96	1,500	6.4%	1,404
Other	87,987	140,000	62.8%	52,013
Total Institutional Support	<u>3,987,603</u>	<u>5,608,295</u>	<u>71.1%</u>	<u>1,620,692</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>1,702,123</u>	<u>2,029,000</u>	<u>83.9%</u>	<u>326,877</u>
Total Scholarships, Student Grants & Waivers	<u>1,702,123</u>	<u>2,029,000</u>	<u>83.9%</u>	<u>326,877</u>
Contingencies				
	-	419,500	0.0%	419,500
Total Expenditures	<u>\$ 19,434,338</u>	<u>\$ 24,087,589</u>	<u>80.7%</u>	<u>\$ 4,653,251</u>
Transfers out	-	2,167,167	0.0%	2,167,167
Total Expenditures and Transfers out	<u>\$19,434,338</u>	<u>\$ 26,254,756</u>	<u>74.0%</u>	<u>\$ 6,820,418</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
May 31, 2021

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 1,343,503	\$ 1,481,960	90.7%	\$ 138,457
CORPORATE PERSONAL PROPERTY TAXES	759,771	650,000	116.9%	-109,771
STUDENT FEES				
Fees	1,327,156	1,450,000	91.5%	122,844
Total Student Fees	1,327,156	1,450,000	91.5%	122,844
MISCELLANEOUS				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	310	14,000	2.2%	13,690
Investment revenue	8,470	10,000	84.7%	1,530
Total Miscellaneous	8,780	29,000	30.3%	20,220
Transfers in	-	-	-	-
Total Revenue	\$ 3,439,210	\$ 3,610,960	95.2%	\$ 171,750
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$727,632	\$774,098	94.0%	\$46,466
Employee benefits	142,606	147,459	96.7%	4,853
Contractual services	1,114,456	1,373,000	81.2%	258,544
Material and supplies	74,059	199,500	37.1%	125,441
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	501,350	770,000	65.1%	268,650
Capital outlay	150,340	329,000	45.7%	178,660
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	2,710,443	3,609,557	75.1%	899,114
Total Expenditures	\$ 2,710,443	\$ 3,609,557	75.1%	\$ 899,114

RESTRICTED PURPOSE FUND REVENUE
May 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$916,475	\$1,295,796	70.7%	\$379,321
ISBE grant revenue- other	246,145	266,451	92.4%	20,306
Other Sources	44,444	3,709,444	1.2%	3,665,000
Total State Government	<u>1,207,064</u>	<u>5,271,691</u>	<u>22.9%</u>	<u>4,064,627</u>
FEDERAL GOVERNMENT				
Department of education	9,663,972	20,667,112	46.8%	11,003,140
Other	-	16,984	0.0%	16,984
Total Federal Government	<u>9,663,972</u>	<u>20,684,096</u>	<u>46.7%</u>	<u>11,020,124</u>
 Total Revenue	 <u>\$ 10,871,036</u>	 <u>\$ 25,955,787</u>	 <u>41.9%</u>	 <u>\$ 15,084,751</u>

RESTRICTED PURPOSE FUND EXPENDITURES
May 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 1,100,299	\$ 1,324,349	83.1%	\$ 224,050
Employee benefits	86,073	2,109,632	4.1%	2,023,559
Contractual services	910	6,224	14.6%	5,314
Material and supplies	186,106	344,182	54.1%	158,076
Conferences and meetings	82	925	8.9%	843
Other Fixed Charges	9,959	20,688	48.1%	10,729
Student grants and scholarships	12,038	30,000	40.1%	17,962
Total Instruction	<u>1,395,467</u>	<u>3,836,000</u>	<u>36.4%</u>	<u>2,440,533</u>
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Student Services				
Salaries	125,596	288,909	43.5%	163,313
Employee benefits	26,273	443,919	5.9%	417,646
Other Contract Services	57,183	252,078	22.7%	194,895
Material and supplies	274,924	801,957	34.3%	527,033
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>511,229</u>	<u>2,058,244</u>	<u>24.8%</u>	<u>1,547,015</u>
Public Service/Continuing Education				
Salaries	170,036	203,238	83.7%	33,202
Employee benefits	36,512	130,475	28.0%	93,963
Contractual services	2,260	2,800	80.7%	540
Material and supplies	14,418	22,026	65.5%	7,608
Conferences and meetings	5,202	20,550	25.3%	15,348
Total Public Service/Continuing Education	<u>228,428</u>	<u>379,089</u>	<u>60.3%</u>	<u>150,661</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
May 31, 2021

	Actual	Budget	%	Budget Remaining
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
Institutional Support				
Salaries	78,556	65,000.00	120.9%	(13,556)
Employee benefits	16,215	511,371	3.2%	495,156
Contractual services	86,532	300,000	28.8%	213,468
Materials and supplies	738,360	2,074,785	35.6%	1,336,425
Other Fixed Charges	72,993	444,364	16.4%	2,521,049
Student grants and waivers	539,511	3,060,560	17.6%	
Total Institutional Support	1,532,167	6,456,080	23.7%	4,552,542
Scholarships, Student Grants & Waivers				
Salaries	35,518	131,529	27.0%	96,011
Student grants and scholarships	7,549,490	12,269,845	61.5%	4,720,355
<u>Total Scholarships, Student Grants & Waivers</u>	<u>7,585,008</u>	<u>12,401,374</u>	<u>61.2%</u>	<u>4,816,366</u>
Total Expenditures	\$ 11,252,299	\$ 25,955,787	43.4%	\$ 14,332,117

AUDIT FUND REVENUE AND EXPENDITURES
May 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 65,255	\$ 71,517	91.2%	\$ 6,262
<u>MISCELLANEOUS</u>				
Investment revenue	2	50	4.0%	48
<u>Total Revenue</u>	<u>\$ 65,257</u>	<u>\$ 71,567</u>	<u>91.2%</u>	<u>\$ 6,310</u>
<u>Transfers in</u>	-	-	0.0%	-
<u>Total Revenue and Transfers in</u>	<u>\$ 65,257</u>	<u>\$ 71,567</u>	<u>91.2%</u>	<u>\$ 6,310</u>
<u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	-	81,600	0.0%	81,600
<u>Total Expenditures</u>	<u>\$ -</u>	<u>\$ 81,600</u>	<u>0.0%</u>	<u>\$ 81,600</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 726,872	\$ 801,634	90.7%	\$ 74,762
MISCELLANEOUS				
Investment revenue	13	100	13.0%	87
Total Revenue	<u>\$ 726,885</u>	<u>\$ 801,734</u>	<u>90.7%</u>	<u>\$ 74,849</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Salaries	215,848	215,848	100.0%	-
Employee benefits	103,875	135,000	76.9%	31,125
Total Instruction	<u>319,723</u>	<u>350,848</u>	<u>91.1%</u>	<u>31,125</u>
Academic Support				
Employee benefits	<u>15,080</u>	<u>16,500</u>	<u>91.4%</u>	<u>1,420</u>
Student Services				
Salaries	81,363	85,668	95.0%	4,305
Employee benefits	29,616	28,501	103.9%	(1,115)
Total Academic Support	<u>110,979</u>	<u>114,169</u>	<u>97.2%</u>	<u>3,190</u>
Public Service/Continuing Education				
Employee benefits	<u>2,900</u>	<u>7,500</u>	<u>38.7%</u>	<u>4,600</u>
Auxiliary Services				
Employee benefits	<u>2,479</u>	<u>4,500</u>	<u>55.1%</u>	<u>2021</u>
Operations and Maintenance of Plant				
Salaries	805,261	1,031,006	78.1%	225,745
Employee benefits	52,605	65,003	80.9%	12,398
Total Operations and Maintenance of Plant	<u>857,866</u>	<u>1,096,009</u>	<u>78.3%</u>	<u>238,143</u>
Institutional Support				
Salaries	62,288	149,956	41.5%	87,668
Employee benefits	82,444	61,711	133.6%	-20,733
Contractual services	198,830	200,000	99.4%	1,170
Other Fixed Charges	255,907	335,087	76.4%	79,180
Total Institutional Support	<u>599,469</u>	<u>746,754</u>	<u>80.3%</u>	<u>147,285</u>
Total Expenditures	<u>\$ 1,908,496</u>	<u>\$ 2,336,280</u>	<u>81.7%</u>	<u>\$ 427,784</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
May 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 734,223</u>	<u>\$ 651,429</u>	<u>112.7%</u>	<u>\$ (82,794)</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>10</u>	<u>100</u>	<u>10.0%</u>	<u>90</u>
Total Revenue	<u>734,233</u>	<u>651,529</u>	<u>112.7%</u>	<u>(82,704)</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>466,475</u>	<u>645,950</u>	<u>72.2%</u>	<u>179,475</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Total Expenditures	<u>\$ 466,475</u>	<u>\$ 645,950</u>	<u>72.2%</u>	<u>\$ 179,475</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

May 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
STATE GOVERNMENT				
Capital Development Board	-	6,385,625	0.0%	6,385,625
Total	-	6,385,625	0.0%	6,385,625
OTHER SOURCES				
Bonds	3,145,062	3,145,062	100.0%	-
Investment Interest	366	289,881	0.0%	289,515
Total	3,145,428	3,434,943	91.6%	289,515
TRANSFERS IN	\$ -	\$ 2,167,167	0.0%	\$ 2,167,167
<u>Total Revenue and Transfers in</u>	<u>\$ 3,145,428</u>	<u>\$ 11,987,735</u>	<u>26.2%</u>	<u>\$ 8,842,307</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	211,000	5,076,800	4.2%	4,865,800
Capital outlay	3,806,256	6,910,935	55.1%	3,104,679
Total Operation and Maintenance of Plant	4,017,256	11,987,735	33.5%	7,970,479
Total Expenditures	<u>\$ 4,017,256</u>	<u>\$ 11,987,735</u>	<u>33.5%</u>	<u>\$ 7,970,479</u>

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.3 for 6/23/2021 Board Meeting
Date: Wednesday, June 9, 2021 11:28:44 AM
Attachments: [TR 5.31.21.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*

Morton College is closed on Fridays starting May 28th through August 6th.

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Wednesday, June 9, 2021 11:13 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 6/23/2021 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR MAY 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: May 2021*

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,642,374.40	0.0100%	TIF Prime Fund	31-May-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,410.75	1.0940%	CD	31-May-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,410.75	1.0940%	CD	31-May-21
	Sum	<u>\$11,145,195.90</u>			
Grand Total		\$ 11,145,195.90			

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - IGEN Membership
Date: Friday, May 28, 2021 12:17:04 PM
Attachments: [Proposed Action Sheet - IGEN Membership.docx](#)
[FY22 IGEN Membership.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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PROPOSED ACTION:

THAT THE BOARD APPROVE THE CONTINUED ILLINOIS GREEN ECONOMY NETWORK (IGEN) ANNUAL MEMBERSHIP FOR AN ANNUAL FEE OF \$10,000, AS SUBMITTED.

RATIONALE:

[Required by Board Policy 2.10]

Benefits of IGEN membership include:

- **\$5,000** for activities, programs, and projects for education and training in energy efficiency and/or renewable energy (subject to approval by the IGEN administrative team)
- Eligible for **additional funding** for activities, programs, and projects for education and training in energy efficiency and/or renewable energy (subject to criteria and evaluation, based on budget limitations and grant requirements)
- **\$10,000** for offset salary for a designated liaison to coordinate and participate with the IGEN administrative team
- Access to consultant services and partnerships (as determined and identified by IGEN)
- Participation in the competition for grants within the scope of work as defined by the IGEN administrative team and Presidents' Steering Committee
- Assistance with efforts in sustainability from the IGEN administrative team
 - Opportunity for at least one representative to attend the annual conference for the network with lodging at designated hotel and per diem reimbursed

COST ANALYSIS:

\$10,000

ATTACHMENT:

Renewal notice



May 26, 2021

Illinois Green Economy Network FY22 Annual Membership

Overview:

The Illinois Green Economy Network (IGEN) is a consortium open to all 39 Illinois community college districts, formed in 2008 through an intergovernmental agreement. IGEN's mission is to provide a platform for collaboration among all Illinois community colleges and their partners to drive growth of the green economy and workforce. IGEN's vision is for the Illinois community college system to be a global leader in transforming the economy and education for a sustainable future.

IGEN's approach leverages the power of a sustainability network with the community connections of individual colleges to expand deployment of clean energy technologies, increase employment opportunities, improve environmental and human health, foster community engagement, and accelerate market competitiveness. There are eight areas of focus that guide the work, including: building sciences, energy, manufacturing, natural resources, sustainable food, transportation, waste, and water resources. IGEN has successfully managed the implementation of numerous grant-funded sustainability-related initiatives and programs at Illinois community colleges statewide, totaling over \$30 million. IGEN is led by an administrative team that receives direction from a Presidents' Steering Committee. Heartland Community College serves as IGEN's administrative agent and beginning in FY22 IGEN's fiscal agent will transition from Lewis and Clark Community College to Joliet Junior College.

Membership:

As members of the network, Illinois community colleges are eligible for funding and participation, as defined in the following table.

The following are the membership options for FY22 (July 1, 2021 – June 30, 2022):

- 1) **General member:** Any Illinois community college is annually eligible to be a general member of the network. General members are required to commit to \$3,000 in annual dues*.
- 2) **Lead status:** Any member is annually eligible to achieve lead status. Lead status is granted to any member voluntarily contributing a minimum of \$7,000 annually, in addition to the required \$3,000 in annual dues. An annual commitment of at least \$10,000 is required to achieve lead status.

*Note that annual dues from members are used to fund advocacy and legislative efforts for the network.

Please review the below table for additional comparison information, including benefits and current members.

Membership Options	Annual Dues	Benefits*	Current Members (CY20 – FY21)
General member	\$3,000	<ul style="list-style-type: none"> - \$5,000 for activities, programs, and projects for education and training in energy efficiency and/or renewable energy (subject to approval by the IGEN administrative team) - Eligible for additional funding for activities, programs, and projects for education and training in energy efficiency and/or renewable energy (subject to criteria and evaluation, based on budget limitations and grant requirements) - Access to consultant services and partnerships (as determined and identified by IGEN) - Participation in the competition for grants within the scope of work as defined by the IGEN administrative team and Presidents' Steering Committee - Assistance with efforts in sustainability from the IGEN administrative team - Opportunity for at least one representative to attend the annual conference for the network with lodging at designated hotel and per diem reimbursed 	<ul style="list-style-type: none"> - Carl Sandburg College - City Colleges of Chicago - Danville Area Community College - Elgin Community College - Harper College - Illinois Eastern Community Colleges - John Wood Community College - Joliet Junior College - Kaskaskia College - Moraine Valley Community College - Morton College - Oakton Community College - Parkland College - Triton College - Waubensee Community College
Lead status	\$10,000	<ul style="list-style-type: none"> - \$5,000 for activities, programs, and projects for education and training in energy efficiency and/or renewable energy (subject to approval by the IGEN administrative team) - Eligible for additional funding for activities, programs, and projects for education and training in energy efficiency and/or renewable energy (subject to criteria and evaluation, based on budget limitations and grant requirements) - \$10,000 for offset salary for a designated liaison to coordinate and participate with the IGEN administrative team - Access to consultant services and partnerships (as determined and identified by IGEN) - Participation in the competition for grants within the scope of work as defined by the IGEN administrative team and Presidents' Steering Committee - Assistance with efforts in sustainability from the IGEN administrative team - Opportunity for at least one representative to attend the annual conference for the network with lodging at designated hotel and per diem reimbursed 	<ul style="list-style-type: none"> - College of Lake County - Heartland Community College - John A. Logan College - Kankakee Community College - Lake Land College - Lewis and Clark Community College - Lincoln Land Community College - McHenry County College - Prairie State College - Southwestern Illinois College

***Benefits of membership are contingent on continued funding of the network.**

Important Next Steps:

Please confirm your college's membership status for FY22 by completing and returning the following form by **June 30, 2021**.

After confirming membership, IGEN's fiscal agent, Joliet Junior College, will distribute an invoice to be paid by **July 30, 2021**, followed by a contract/sub-award for funding and participation.

Please contact me with any questions.

Thank you!

Katie Davis
Director
Illinois Green Economy Network
Email: kdavis5@clcollinois.edu
Phone: (847) 543-2645



**Illinois Green Economy Network
FY22 Annual Membership: Letter of Commitment and Intent to Participate**

The Illinois Green Economy Network (IGEN) is accepting enrollment from all Illinois community colleges to activate annual membership for FY22.

Please note, active membership is required for any funding and participation.

The following are the membership options for FY22 (July 1, 2021 – June 30, 2022):

- 1) **General member:** Any Illinois community college is annually eligible to be a general member of the network. General members are required to commit to \$3,000 in annual dues.
- 2) **Lead status:** Any member is annually eligible to achieve lead status. Lead status is granted to any member voluntarily contributing a minimum of \$7,000 annually, in addition to the required \$3,000 in annual dues. An annual commitment of at least \$10,000 is required to achieve lead status.

Please confirm a membership option/status and return to Katie Davis, Director, at kdavis5@clcollinois.edu by June 30, 2021.

- ☐ I select **general membership** for FY22 and commit to \$3,000 in annual dues (to be paid by July 30, 2021).
- ☐ I select **lead status** for FY22 and commit to \$3,000 in annual dues and an additional contribution of \$7,000, for an investment total of \$10,000 (to be paid by July 30, 2021).
- ☐ I **decline** active membership for FY22.

College Name

Printed Name of Authorized College Representative

Signature of Authorized College Representative

From: [Keith McLaughlin](#)
To: [Liliana Raygoza](#)
Cc: [Board Materials](#); [Ana L Valdez](#)
Subject: Re: Anatomage Table Convertible Quote
Date: Monday, June 14, 2021 1:12:49 PM

I approve this for action at the June BOT meeting.

Sent from my iPhone

On Jun 14, 2021, at 2:04 PM, Liliana Raygoza <Liliana.Raygoza@morton.edu> wrote:

Good Afternoon ,

Keith can we please have your approval, attached board action sheet, quote and sole source letter for the Anatomage table convertible.

Liliana Raygoza
Executive Assistant to the Associate Provost
[P: \(708\) 656-8000. Ext. 2330](#)
[E: Liliana.Raygoza@morton.edu](mailto:Liliana.Raygoza@morton.edu)
www.morton.edu

From: Mireya Perez
Sent: Monday, June 14, 2021 10:02 AM
To: Liliana Raygoza <Liliana.Raygoza@morton.edu>; Brandie N Windham <brandie.windham@morton.edu>; Derek C Shouba <derek.shouba@morton.edu>
Subject: RE: Anatomage Table Convertible Quote

Go ahead and sent it to Ana. Send the board action sheet, the quote and the sole source letter.

Thank you,

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

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

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASE OF THE ANATOMAGE DISSECTING TABLE FOR THE BIOLOGY DEPARTMENT.

RATIONALE: ANATOMAGE IS A VIRTUAL, FULLY IMMERSIVE, 3D VISUALIZATION TOOL WHICH ALLOWS THE LEARNER A HANDS ON INTERFACE WITH (4) LIFE SIZE HUMAN CADAVERS. UPON PURCHASE , FACULTY AND STUDENTS WILL ALSO HAVE ACCESS TO THE ANATOMAGE CLOUD. THIS WILL ALLOW USE OF THE DISSECTING TABLE IN A FULLY REMOTE SETTING.

COST ANALYSIS: \$81,625.00



Price Quotation

Anatomage Inc.
3350 Scott Blvd Bldg 29
Santa Clara, CA 95054
www.anatomage.com
info@anatomage.com
(408) 885-1474 Phone
(408) 295-9786 Fax

Prepared By Steven King
Email steven.king@anatomage.com

Created Date 6/10/2021
Expiration Date 9/30/2021
Quote Number 2021-6923

Contact Name Dennis Pearson
Phone 312-282-7952
Email dennis.pearson@morton.edu

Bill To Name Morton College
Bill To 3801 South Central Avenue
Cicero, Illinois 60804
United States

Ship To Name Morton College
Ship To Cicero, 60804
United States

Product	Line Item Description	Sales Price	Quantity	Total Price
Anatomage Table Convertible		\$78,000.00	1.00	\$78,000.00
Crate - MTD		\$800.00	1.00	\$800.00
Anatomage Table Convertible Hardcover		\$275.00	1.00	\$275.00
1st Year Warranty, Software Upgrade, Tech Support	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Medical Design Studio	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Online Training	Included w/ Table	\$0.00	1.00	\$0.00

Total Price \$79,075.00
Shipping and Handling \$2,550.00
Grand Total \$81,625.00

Country of Origin: United States
Place of Manufacture: San Jose, CA
Price does not include taxes and duties associated with importation of the product, which must be paid by Consignee
Quote is only valid in USD

Acceptance

Signature _____ Date _____



Sole Source Letter of Exclusive Technological Equipment

01/28/2021

This letter certifies the following:

The **Anatomage Table**, a 3D, interactive, virtual dissection table, is manufactured and distributed exclusively from Anatomage, Inc. domestically in San Jose, CA. Our technology is one-of-a-kind as follows:

- We are the only provider of this type of Virtual Dissection Table utilizing the imaging of Real Human Cadavers
- There are no other products that are compatible with the Anatomage Table
- The purchase of the Anatomage Table cannot be made from any other vendor
- The Anatomage technology holds a patent #Patent No. US 9,867,543 B2

The **Anatomage Table Application**, installed on the Anatomage Table is manufactured exclusively from Anatomage, Inc.

Anatomage's support for the Anatomage Table, covers but is not limited to the following:

- Anatomage Table Software Content and Functionality
- Invivo5 with Medical Design Studio Software Content and Functionality
- Anatomage Table Hardware & Software Troubleshooting
- One-Day, 8 Hour, On-Site training w/software engineer

The **Anatomage Table Cover**, is offered for sale with each Anatomage Table and is distributed exclusively from Anatomage, Inc.

Anatomage is the sole and exclusive manufacturer and distributor in the United States of America.

Please feel free to contact us if you have any questions regarding this matter.

Sincerely,

Steven D. King

Director of Sales

541.499.4161

www.anatomage.com

steven.king@anatomage.com

303 Almaden Blvd. #700 San Jose, CA 95110 Phone 408.885.1474 Fax 408.295.9786 www.anatomage.com

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - Nursing equipment
Date: Thursday, June 3, 2021 11:06:15 AM
Attachments: [PROPOSED ACTION FOR 2021 NURSING LABS REMODELING.docx](#)
[Morton College Quote #102059.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

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 PURCHASE OF NURSING EQUIPMENT FROM DIAMEDICAL USA IN THE AMOUNT OF \$103, 633.19, AS SUBMITTED.

RATIONALE:

THREE QUOTES WERE RECEIVED FOR EACH ITEM AND THE LOWEST AMOUNT WAS SELECTED. DIAMEDICAL IS UNDER THE INTERLOCAL PURCHASING SYSTEM, CONTRACT #200804. CARES FUNDS WILL BE USED FOR THIS PURCHASE.

[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:

\$103,633.19

ATTACHMENT:



Morton College
Quote #102059.pdf

QUOTE # 102059

Bill To
Morton College Attn: Accounts Payable 3801 S. Central Ave Cicero, IL 60804

Ship To	6/2/2021
Morton College Attn: Roseanne Aburto 3801 S. Central Ave Cicero, IL 60804	

Notes: *We will beat any competitors quote. Guaranteed!*



To Order: orders@diamedicalusa.com
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
14	Regal Series Functional Vertical Private Flatwall w/ Complete Accessories Package and Silent Air Compressor (3) Ohmeda Gen Outlets - OAV (1) DISS Compressed Air Outlet (1) Duplex Receptacle (1) Vacuum Slide (1) Nurse Call Cover 3 Gang (1) Mounting Strip (1) Super Silent Air Compressor w/ 10' Hose Accessories Package Includes: (1) Oxygen Flowmeter (1) Medical Air Flowmeter (1) Vacuum Regulator, 3 Mode Continuous, Analog USA (2) Humidifier (1) Suction Canister, 1200 CC (1) Canister Ring Holder (1) Suction Tubing, 2ft. (Regulator to Canister) Lead Time: 4-6 Weeks	HW030801	3,095.00	43,330.00
14	Overbed Wall Mounted Bed Light - Length: 48"	SR068801	249.95	3,499.30

IMPORTANT!

Please note on your purchase order:
- Onsite contact for freight delivery orders.
- If your order must be received by a specific date.
- If your facility has special delivery acceptance availability or holiday hours.

Please be aware: Large freight orders may take up to 8 weeks during peak season.

Total

**WE CAN
DO THAT!**

TIPS
CONTRACT #
200804

QUOTE # 102059

Bill To
Morton College Attn: Accounts Payable 3801 S. Central Ave Cicero, IL 60804

Ship To	6/2/2021
Morton College Attn: Roseanne Aburto 3801 S. Central Ave Cicero, IL 60804	

Notes: *We will beat any competitors quote. Guaranteed!*



To Order: orders@diamedicalusa.com
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
18	Hill-Rom CareAssist Hospital Bed - Reconditioned - Includes: - New Foam Mattress - Bed Sheet Package - One (1) Year Limited Warranty	BS033774	2,645.00	47,610.00
1	Hill-Rom Affinity IV Birthing Bed - Reconditioned - Includes: - Stirrups - Placenta Bucket - New Foam Mattress - Bed Sheet Package - One (1) Year Limited Warranty	BS033754	4,495.00	4,495.00

IMPORTANT!

- Please note on your purchase order:
- Onsite contact for freight delivery orders.
 - If your order must be received by a specific date.
 - If your facility has special delivery acceptance availability or holiday hours.

Please be aware: Large freight orders may take up to 8 weeks during peak season.

Total

**WE CAN
DO THAT!**

TIPS
CONTRACT #
200804

QUOTE # 102059

Bill To
Morton College Attn: Accounts Payable 3801 S. Central Ave Cicero, IL 60804

Ship To	6/2/2021
Morton College Attn: Roseanne Aburto 3801 S. Central Ave Cicero, IL 60804	

Notes: *We will beat any competitors quote. Guaranteed!*



To Order: orders@diamedicalusa.com
Fax: 248-671-1550

Qty	Description	Item Number	Price per Unit	Total
	Shipping: - Free Shipping On Headwalls - White Glove Service On (18) CareAssist Hospital Beds and (1) Affinity IV Birthing Bed Includes: - Liftgate Service - Inside Delivery to 3rd Floor via Elevator - Unpacking - Setup - Debris Removal *Liftgate service will bring freight to ground level. Additional services may be provided by request.	Shipping	4,698.89	4,698.89
	Contact For Delivery: - Nancy Jeffries - (708) 656-8000, Ext. 2265			

IMPORTANT!

Please note on your purchase order:

- Onsite contact for freight delivery orders.
- If your order must be received by a specific date.
- If your facility has special delivery acceptance availability or holiday hours.

Please be aware: Large freight orders may take up to 8 weeks during peak season.

Total \$103,633.19

**WE CAN
DO THAT!**

TIPS
CONTRACT #
200804



QUOTATION:21JFB-525170/C

Morton College: Theater Commons

CREATED 3/30/2021 | REVISED 6/8/2021 | Valid Through 3/31/2021



\$17,507.40



Morton College: Theater Commons

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 21JFB-525170/C

CREATED 3/30/2021 | REVISED 6/8/2021 | Valid Through 3/31/2021

PRODUCT TOTALS	\$15,911.40
See Quote Detail Summary	\$1,596.00
GRAND TOTAL	\$17,507.40

Contract Information:

OT0030729 IPHEC 1905 - No Dealer Involvement

Requested Delivery Date:

To be Determined

Sales Team:

Tim Poulakis
Sales Specialist
tim.poulakis@ki.com
(708) 222-7813

Sold To

Morton College
3801 S Central Ave
Cicero, IL 60804
P. (708) 656-8000
Customer # 46186

End User

Morton College
3801 S Central Ave
Cicero, IL 60804
P. (708) 656-8000
End User # 46186

Ship To

To be Determined

Installation

To be Determined








Client Notes:

Installation is included and to be provided by KI corporate services.



QUOTATION

CREATED 3/30/2021
VALID THROUGH 3/31/2021
Prepared By Tim Poulakis
Quote Filename Morton College: Theater Commons - 21JFB-525170/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: OPTION 3							
1.1	AH4R4229C-74P	Athens Round Table, 4" Column, 24" Base, Chrome Finish, 29"H, 42"Dia, 74P Edge	2		\$649.06	\$1,298.12	
		Edge Color Surface Finish KI Laminates Column Finish		Florence Walnut edge KI Laminates FLORENCE WALNUT 7993-38 Chrome	/EFC Standard /LFC /CH		
		Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/8/2021 and is subject to change.					
1.2	AH4R4242C-74P	Athens Round Table, 4" Column, 32" Base, Chrome Finish, 42"H, 42"Dia, 74P Edge	3		\$731.40	\$2,194.20	
		Edge Color Surface Finish KI Laminates Column Finish		Florence Walnut edge KI Laminates FLORENCE WALNUT 7993-38 Chrome	/EFC Standard /LFC /CH		
		Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/8/2021 and is subject to change.					
1.3	ALLSNAP	Apply Four-Leg Low Back Stool, Wood Laminate Shell	6		\$256.22	\$1,537.32	
		Seat Height Frame Color Laminate Color Glide Option		30" Seat Height Chrome Frosty White Steel glides	/30 /CH /SLFW /S		
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/8/2021 and is subject to change.					
1.4	ALNAP	Apply 4-Leg Chair, Wood Laminate Shell	4		\$175.72	\$702.88	
		Frame Color Laminate Color Glide Option		Chrome Frosty White Steel glides	/CH /SLFW /S		
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/8/2021 and is subject to change.					
1.5	MYLL4L/NC	MyWay Left Facing Low Arm/Right Facing Low Arm Four-Leg Lounge Chair, Non-Contrast	8		\$1,272.36	\$10,178.88	
		Non-Contrast Fabric MyWay Fabric NFR Fabric SELVEDGE Ganging Option Power Option Cup Holder Moisture Barrier		Compliance to TB 117-2013 Fabric Grade J SELVEDGE HOMESPUN No gangers No power No cup holder No Moisture Barrier	/NFR J SELVEDGE /27.316.011.P /HNG /NP /MNCH /NMB		
		Price Description: Delivered/Open Market Lead Time: 6 - 8 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/8/2021 and is subject to change.					
Tag 1: OPTION 3						WorkGroup Product Subtotal	\$15,911.40

Quote Summary

Product SubTotal: \$15,911.40
Installation: \$1,596.00
Estimated Sales Tax: See Notes
Quote Total: \$17,507.40

Didn't we want fabric on stool?

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
BONDUEL, WI	5 - 7 Weeks
HIGH POINT, NC	6 - 8 Weeks
GREEN BAY, WI	8 - 10 Weeks
- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

**Final Considerations:**

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Tim Poulakis
Market Code: 1=1=University & College

Opportunity #: 525170

Quote Filename: Morton College: Theater Commons -
21JFB-525170



QUOTATION: 21JFB-525172/C

Morton College: Athletics Department

CREATED 3/30/2021 | REVISED 6/9/2021 | Valid Through 3/31/2021



\$ 31,813.32

Morton College: Athletics Department

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 21JFB-525172/C

CREATED 3/30/2021 | REVISED 6/9/2021 | Valid Through 3/31/2021

PRODUCT TOTALS	\$29,413.32
See Quote Detail Summary	\$2,400.00
GRAND TOTAL	\$31,813.32

Contract Information:

OT0030729 IPHEC 1905 - No Dealer Involvement

Requested Delivery Date: To be Determined

Sold To

Morton College
3801 S Central Ave
Cicero, IL 60804
P. (708) 656-8000
Customer # 46186

End User

Morton College
3801 S Central Ave
Cicero, IL 60804
P. (708) 656-8000
End User # 46186

Ship To

To be Determined

Installation

To be Determined

Client Notes:

Installation is included and to be provided by KI corporate services.





QUOTATION

CREATED 3/30/2021
VALID THROUGH 3/31/2021
Prepared By Tim Poulakis
Quote Filename Morton College: Athletics Department - 21JFB-525172/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: 2ND FLOOR- STAIR AREA							
1.1	MP18R/CST/NC	MyPlace 18" Round, 2" Casters, Non-Contrast	2		\$306.36	\$612.72	
		Non-Contrasting Fabric		Compliance to TB 117-2013	/NFR		
		Non-Contrasting Fabric		Fabric Grade E	E		
		Fabric		TERRA	TERRA		
		TERRA		MORION	/27.223.182.P		
		Moisture Barrier		Yes moisture barrier	/MB		
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/9/2021 and is subject to change.					
1.2	MYLL/NC	MyWay Left Facing Low Arm/Right Facing Low Arm Sled Base	2		\$1,056.62	\$2,113.24	
		Lounge Chair, Non-Contrast					
		Non-Contrast Fabric		Compliance to TB 117-2013	/NFR		
		MyWay Fabric NFR		Fabric Grade G	G		
		Fabric		DEFLECTION	DEFLECTION		
		DEFLECTION		BLUEBERRY	/29.101.064.P		
		Base Finish		Starlight Silver Metallic	/SX		
		Ganging Option		No gangers	/HNG		
		Glide		No glides	/NGL		
		Power Option		No power	/NP		
		Cup Holder		No cup holder	/MNCH		
		Moisture Barrier		Moisture Barrier-Do not select with FR/TB133	/MB		
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/9/2021 and is subject to change.					
Tag 1: 2ND FLOOR- STAIR AREA						WorkGroup Product Subtotal	\$2,725.96
Tag 1: LOCKER ROOMS							
2.1	MP18C/CST/NC	MyPlace 18" Cube, 2" Casters, Non-contrast	8		\$393.30	\$3,146.40	
		Non-Contrasting Fabric		Compliance to TB 117-2013	/NFR		
		Non-Contrasting Fabric		Fabric Grade G	G		
		Fabric		TECH	TECH		
		TECH		GLOW	/27.300.149.P		
		Moisture Barrier		Yes moisture barrier	/MB		
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/9/2021 and is subject to change.					
2.2	MYHL/NC	MyWay Left Facing High Arm/Right Facing Low Arm Sled Base	8		\$1,177.60	\$9,420.80	
		Lounge Chair, Non-Contrast					
		Non-Contrast Fabric		Compliance to TB 117-2013	/NFR		
		MyWay Fabric NFR		Fabric Grade G	G		
		Fabric		DEFLECTION	DEFLECTION		
		DEFLECTION		BLUEBERRY	/29.101.064.P		
		Base Finish		Starlight Silver Metallic	/SX		
		Ganging Option		No gangers	/HNG		
		Glide		No glides	/NGL		
		Power Option		No power	/NP		
		Cup Holder		No cup holder	/MNCH		
		Moisture Barrier		Moisture Barrier-Do not select with FR/TB133	/MB		
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/9/2021 and is subject to change.					



QUOTATION

CREATED 3/30/2021
VALID THROUGH 3/31/2021
Prepared By Tim Poulakis
Quote Filename Morton College: Athletics Department - 21JFB-525172/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
2.3	MYLH/NC	8	\$1,177.60	\$9,420.80	
	MyWay Left Facing Low Arm/Right Facing High Arm Sled Base Lounge Chair,Non-Contrast Non-Contrast Fabric MyWay Fabric NFR Fabric DEFLECTION Base Finish Ganging Option Glide Power Option Cup Holder Moisture Barrier Compliance to TB 117-2013 Fabric Grade G DEFLECTION BLUEBERRY Starlight Silver Metallic No gangers No glides No power No cup holder Moisture Barrier-Do not select with FR/TB133 /NFR G DEFLECTION /29.101.064.P /SX /HNG /NGL /NP /MNCH /MB Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/9/2021 and is subject to change.				
2.4	MYLL/NC	4	\$1,174.84	\$4,699.36	
	MyWay Left Facing Low Arm/Right Facing Low Arm Sled Base Lounge Chair,Non-Contrast Non-Contrast Fabric MyWay Fabric NFR Fabric DEFLECTION Base Finish Ganging Option Glide Power Option Location of Power Cup Holder Moisture Barrier Compliance to TB 117-2013 Fabric Grade G DEFLECTION BLUEBERRY Starlight Silver Metallic No gangers No glides Black power module Left facing (right-handed when seated) No cup holder Moisture Barrier-Do not select with FR/TB133 /NFR G DEFLECTION /29.101.064.P /SX /HNG /NGL /MPB /LFP /MNCH /MB Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/9/2021 and is subject to change.				
Tag 1: LOCKER ROOMS				WorkGroup Product Subtotal	\$26,687.36

Quote Summary

Product SubTotal: \$29,413.32
Installation: \$2,400.00
Estimated Sales Tax: See Notes
Quote Total: \$31,813.32

NOTES:

- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
HIGH POINT, NC	7 - 9 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

**Final Considerations:**

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Tim Poulakis
Market Code: 1=1=University & College

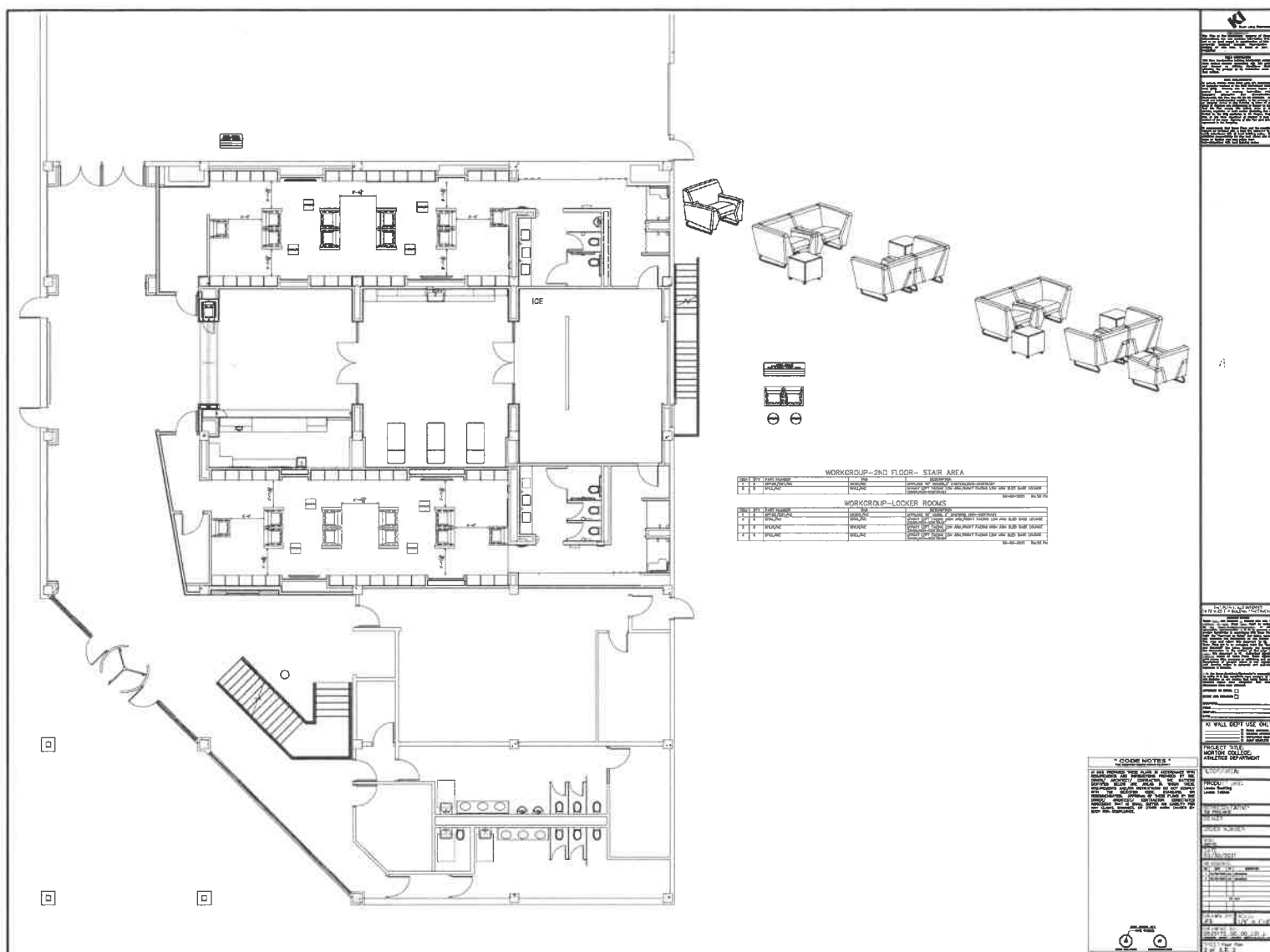
Opportunity #: 525172

Quote Filename: Morton College: Athletics Department -
21JFB-525172

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.



PROPOSED ACTION: That the board approve the Morton College Social Media Policy and Guidelines.

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 social media awareness that will bring more awareness to our institution. The social media policy and guidelines will provide guidance regarding standard practices for social media communication and interaction on behalf of the institution and between Morton College employees and the community we serve.

COST ANALYSIS: \$0

ATTACHMENT: Draft of MC Social Media Policies and Guidelines



1. Scope

This policy applies to all Morton College employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns, student hires, and students who post on and/or maintain official Morton College Social Media accounts (collectively, “users”).

2. Policy Statement

Morton College recognizes the value of social media platforms for a range of business goals and must balance its support of social media with the preservation of Morton College’s brand identity, integrity, and reputation. Involvement by and collaboration across various College offices in social media will help grow the College’s brand, strengthen its audience’s connection to Morton College, and promote the successes of its students and faculty.

Morton College authorizes the creation and use of college social media accounts, provided their use is professional, protects the reputation and brand of the college, and complies with Morton College policies and applicable laws and regulations

When Morton College communicates publicly as an institution, only those officially designated by Morton College have the authorization to speak on behalf of the College. Only messages posted on authorized Morton College web pages and social media profiles under the names Morton College are official.

Morton College is committed to creating a community that encourages self-expression and has respect for the rights, dignity and property of others. All posts and use of social media should be in compliance with all Morton College Social Media Guidelines.

Users may not post content that:

- a. is threatening, abusive, obscene, indecent or objectionable;
- b. is deceptive, false or misleading;
- c. violates the intellectual property rights of other people;
- d. is illegal; and
- e. is inappropriate, offensive, discriminatory or hateful.

Morton College reserves the right to remove any content that is determined to violate College policies, and to block users who violate Morton College guidelines, copyright, fair use, federal or state laws.



3. Definitions

Account Administrator: A Morton College faculty or staff member, executive leadership or student aide who administers or authors content for any college social media account.

Social Media: A website or application external to Morton College that permits sharing of information between people. This includes Internet-based social networking applications, blogs, chat rooms, collaborative information and publishing systems, video- and photo-sharing websites (e.g. Facebook, Twitter, etc.) and other websites with user-generated content.

Unit: A college, department, program, service or transaction center, office, or other operating unit.

User: A person who places postings, commentary, or other content on an official Morton college social media account or space.



Morton College Social Media Guidelines: June 2021

Current Official Social Media Handles

Instagram: [@mortoncollegepanthers](https://www.instagram.com/mortoncollegepanthers)

YouTube: [Morton College](https://www.youtube.com/MortonCollege)

Twitter: [@mortoncollege](https://twitter.com/mortoncollege)

Facebook: [@MortonCollege](https://www.facebook.com/MortonCollege)

Contacts: Social Media Manager

Please direct all inquiries to Institutional.Advancement@morton.edu

Definitions:

These definitions apply to terms as they are used in this policy and guidelines

Account Administrator:

A Morton College faculty or staff member, executive leadership or student aide who administers or authors content for any college social media account.

(see definition below).

Social Media: A website or application external to Morton College that permits sharing of information between people. This includes internet based social networking applications, blogs, chat rooms, collaborative information and publishing systems, video- and photo-sharing websites (e.g. Facebook, Twitter, etc.) and other websites with user-generated content.

Unit: A college, department, program, service or transaction center, officer or other operating unit.



User: A person who places postings, commentary, or other content on a college social media account or space.

Posting to Morton College's Official Social Media:

Not all content is appropriate for social media or individual accounts. Every effort will be made to ensure that all newsworthy information is shared on Morton Colleges' social channels, but there may be times when posting certain content is not possible or appropriate. Campus account administrators will have discretion to determine what content is appropriate for their campus social media pages. The Public Relations Liaison will have discretion to determine what content is appropriate for the Collegewide social accounts.

Account Creation Policy

Request & Approval

1. Existing social media accounts must be registered with the College. The Office of Institutional Advancement will keep a complete directory of recognized accounts and account managers, along with all login credentials. *Request for an account does not equate to automatic approval.
2. New social media accounts must be first approved by the Office of Institutional Advancement. Requests should be submitted via email to Institutional.Advancement@morton.edu.
3. Once approved, the Public Relations Liaison will meet with the new account administrator to review the College's social media guidelines, provide any necessary training, and establish the account. The account administrator or requesting unit is responsible for the daily management of the account, including creating content and answering questions.
 - a. The account administrator or requesting unit will need to have a strategy established, examples of what they will be posting, frequency of posts and who will be managing the account.



b. The account administrator will dedicate 12-15% of their role to manage the department's social media account/s.

i. This includes content development, social listening, answering all messages and comments that arise and broadcasting relevant events.

Please note that faculty/staff and students cannot accept payment to post on social media.

Any inquiries from the press should be directed to Blanca Jara, Executive Director of Institutional Advancement

Account Expectations

1. The Office of Institutional Advancement must be made an administrator for all social media accounts representing the College. The individual managing said account will be assigned the role of editor, or equivalent, as determined by platform. Permission for additional account administrators, or their equivalents, must be approved by the Social Media Manager.
2. All social media accounts that represent the College in any capacity must be registered through the College's Office of Institutional Advancement
3. All active social media accounts must adhere to each platform's terms of use, the College's design and editorial standards, the College's social media policy and be mindful of ADA Compliance. This includes featuring Morton College in the account name and URL, as well as the appropriate use of any College logos. The Office of Institutional Advancement has the right to make changes to any official account for the purpose of policy compliance.

Account Management

1. **All accounts will be evaluated every six months. Inactive accounts will be closed.** An account and/or its content may be subject to immediate deletion if it violates the platform's Terms of Service or the College's policies and procedures.



Accounts may also be deleted if they are deemed no longer necessary, redundant, or otherwise in opposition to the College's overall social media strategy.

2. Paid Promotion (e.g., Facebook ads, Twitter ads), and the budgeting thereof, through the College's social media accounts must be conducted through the Office of Institutional Advancement
3. Appearance & Management
 - a. To clearly display each account's affiliation with Morton College, each account must meet management minimum standards – where possible and appropriate – including but not limited to the following:
 - i. **Account name.** Accounts must include Morton College or MC in their name.
 - ii. **URL.** Facebook pages should create a shortened URL through Facebook in the format of "www.Facebook.com/MC_____ " or "www.Facebook.com/MortonCollege_____ "
 - iii. **Profile photos.** Accounts should use their college, campus or department logo as the profile photo. If the unit does not have a unique logo, a unit branded icon will be provided by the Office of Institutional Advancement
 - iv. **Complete account profile.** All basic information including website, contact information, "About" section, and other profile information should be completed. This includes appropriate artwork such as Facebook cover photos and Twitter header photos. Please refer to the social media platform graphic dimension guidelines.
 - v. **Staff as account administrators.** Administrators for the account must be A Morton College faculty or staff member, executive leadership or student aide. Each account should identify at least one back up manager to serve in the primary manager's absence or departure.
 - vi. **Regular and appropriate content posts.** Accounts should remain active and engaged throughout the year, maintaining effective content management. Content should appropriately represent Morton College values and be related to the page's purpose.



1. Do not cite or reference students, faculty, staff, administrators, partners or suppliers without their approval. When you do make a reference, if possible, link back to the source.
2. Do not provide Morton College's or others' confidential or proprietary information. Please review FERPA and HIPAA regulations before posting.

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board Action - Fiscal Year 2022 Tentative Budget
Date: Thursday, June 17, 2021 9:57:03 PM
Attachments: [MC FY22 Tentative Budget Report.pdf](#)
[2021-2022 Public Display of Budget Notice.docx](#)

Proposed Action: THAT THE BOARD APPROVE THE PUBLIC DISPLAY OF THE TENTATIVE ANNUAL BUDGET FOR FISCAL YEAR 2022 AND THE ACCOMPANYING PUBLIC NOTICE.

Rationale: Required by Chapter 110, Act 805, Section 3-20 of the Illinois Compiled Statutes

Attachments: Tentative Budget for Fiscal Year 2022, Public Display Notice

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*

Morton College is closed on Fridays starting May 28th through August 6th.

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.

TENTATIVE FISCAL YEAR 2022 BUDGET

Prepared by:

Mireya Perez, Chief Financial Officer

Morton College District 527
3801 S. Central Ave.
Cicero, Illinois 60804
(708) 656-8000
www.morton.edu

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2022 TENTATIVE BUDGET

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MORTON COMMUNITY COLLEGE

FISCAL YEAR 2022 TENTATIVE BUDGET

Introduction

Transmittal Letter

Principal Officials



MORTON COLLEGE

MORTON COLLEGE
Community College District No. 527
Tentative Annual Budget
July 1, 2021 to June 30, 2022

Presented is the proposed Tentative Annual Budget of Morton College for the fiscal year ending June 30, 2022. The College's financial plan has been developed utilizing a comprehensive, systematic approach designed to make the budget more easily understood.

BACKGROUND

Morton Community College District No. 527 was established on September 5, 1924 and provides baccalaureate-oriented, career-oriented and continuing education courses to a six-suburb community. The District is located approximately 12 miles west of downtown Chicago, Illinois with viable transportation network including I-290 (Eisenhower Expressway) and I-55 (Stevenson Expressway) just to the north and south, respectively, Metra's Burlington Northern and the Chicago Transit Authority. The Board of Trustees, which is elected by residents within the District, is the District's ruling body that establishes the policies and procedures by which the College is governed.

This District is known for its academic excellence, dedicated teaching, small classes, friendly atmosphere, personalized learning and affordability. The College offers educational programs and support services to students at an affordable cost. The programs and services offered by the College prepare students for an education that leads to a bachelor's degree, job entry and career advancement and developmental education. The College also provides opportunities for lifelong learning, develops, and conducts programs and activities that enhance the cultural, civic and economic life of the community.

The College serves approximately 160,000 residents of the District, which encompasses the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. The 37.12-acre campus contains five buildings with state of the art classrooms and science laboratories, a 350-seat theatre, 50,000-piece library, a 1,000-seat gymnasium and a newly remodeled physical fitness center.

MORTON COMMUNITY COLLEGE

COMMUNITY COLLEGE DISTRICT 527

PRINCIPAL OFFICIALS

BOARD OF TRUSTEES

POSITION

Frances F. Reitz	Chair
Anthony R. Martinucci	Vice Chair
Jose A. Collazo	Secretary
Susan L. Banks	Trustee
Charles Hernandez	Trustee
Susan K. Grazzini	Trustee
Oscar Montiel	Trustee
Vacant	Student Trustee

OFFICERS OF THE COLLEGE

Dr. Stanley Fields	President
Keith McLaughlin, PhD	Provost
Mireya Perez	Chief Financial Officer/ Treasurer

OFFICIALS ISSUING REPORT

Mireya Perez	Chief Financial Officer/ Treasurer
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DEPARTMENT ISSUING REPORT

BUSINESS OFFICE

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2022 TENTATIVE BUDGET

Financial

Educational Philosophy and Mission

Financial Reporting and Funds

Budgeted Revenues & Expenditures Fiscal Year 2022 (Summary)

Budgeted Revenues & Expenditures Fiscal Year 2022

Budgeted Operating Revenue by Source Fiscal Year 2022

Budgeted Expenditures by Object Fiscal Year 2022

Fiscal Year 2022 Revenue & Expenditures by Fund



MORTON COLLEGE

EDUCATIONAL PHILOSOPHY AND MISSION

As a comprehensive Community College, recognized by the Illinois Community College Board, the mission of Morton College is to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

Consistent with our mission, Morton College's educational philosophy conforms to requirements set forth in state law and stresses the importance of helping individuals live and work as better informed citizens in a dynamic society. This philosophy is reflected in the College's programs that model core values of truth, compassion, fairness, responsibility and respect. The programs, which are available to all individuals qualified to profit from them, are summarized below.

Adult Education Program

This program is committed to shaping the future of Adult Education students by providing English as a second language, basic education and GED preparation courses.

University Transfer Program

Courses in these curricula parallel in content, credit and quality with degree-granting institutions.

Career Program

Career curricula prepare students for workplace, technical and semi-technical positions and lead to an associate in applied science degree or certificate. Students in these curricula receive initial job training, upgraded workplace and technical skills and become qualified for career opportunities.

Liberal Studies Program

The liberal studies program is designed for students desiring maximum flexibility in preparing to transfer to a baccalaureate degree granting college. Transfer, career and continuing education courses may be used to meet a student's specific educational goals. Students completing this program earn an associate in liberal studies degree.

General Education Program

General education courses are required in all curricula leading to an associate degree. They provide students with basic knowledge in communications, mathematics, physical science, social and behavioral science, humanities and health and physical fitness.

Continuing Education Program

Curricula and courses in the continuing education program focus on improving basic academic skills and life-long learning opportunities. Programs include developmental education, general studies, vocational skills and personal development.

Community Service Program

The community service program consists of noncredit continuing education courses and activities designed to meet the hobby, leisure time and cultural needs of the community.

Student Services Program

The Student Development Program helps students develop as they work to achieve their educational goals. Academic advising, career and personal counseling, financial aid assistance and job placement represent some of its functions.

Academic Support Services Program

The academic support services augment classroom instruction. The Learning Resources Center, Academic Skills Center, Writing and Math Center, and the Peer Tutoring Program are components of this program.

Academic programs and student support services are available at an affordable cost without regard to age, gender, ethnicity, disability or marital status. The programs and services emphasize preparation for additional post-secondary study, job entry and career advancement, developmental education, and opportunities for life-long learning. Furthermore, the College offers programs and activities that enhance the cultural, civic and economic development of the community.

FINANCIAL REPORTING

The College prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP) as set forth by the Governmental Accounting Standards Board (GASB). The College maintains its accounts in accordance with guidelines set forth by the National Association of College and University Business Officers (NACUBO) and the Illinois Community College Board (ICCB). The ICCB requires accounting by funds in order for limitations and restrictions on resources can be easily accounted for. The financial records of the College are maintained on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal obligation. The independent public auditors, BKD, LLP, have audited the College's financial statements. The following is a list of Funds and Descriptions used by Morton College.

EDUCATION FUND

The Education Fund is used to account for revenues and expenditures of the academic and service programs of the College. It includes the costs of instructional, administrative and professional salaries, supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the College.

OPERATIONS AND MAINTENANCE FUND

The Operations and Maintenance Fund is used to account for expenditures for the improvement maintenance, repair or benefit of buildings and property including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures, rental of buildings and property for community and college purposes; salaries of custodians, engineers and related support staff; all costs of fuel, lights, gas, water, telephone services and custodial supplies and equipment; and the costs of professional surveys of the condition of college buildings.

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition. The term "Construction Fund" is often used to refer to this fund. Within this fund, various types of restricted funds are accounted for. They include Health, Life Safety Funds, Illinois Community College Board Deferred Maintenance Grant, Development Board grants and funds restricted by Board resolution to be used for building proposes.

BOND AND INTEREST FUND

The Bond and Interest Fund is used to account for payments of principal, interest and related charges on any outstanding bonds or debt.

AUXILIARY ENTERPRISE FUND

The Auxiliary Enterprise Fund is used for college services where a fee is charged and the activity is intended to be self-supporting. Examples of accounts in this fund include food service, bookstore, intercollegiate athletics and non-credit instruction.

RESTRICTED PURPOSES FUND

The Restricted Purposes Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. Examples of accounts in this fund are Illinois Community College Board grants and federal and state student financial assistance grants.

AUDIT FUND

Annually the College levies separately for and collects property taxes for payment of the annual audit of its financial statements. This fund is used to account for this levy and the related audit expenses.

LIABILITY, PROTECTION AND SETTLEMENT FUND

The Liability, Protection and Settlement Fund includes the tort liability, property insurance, Medicare taxes, Social Security taxes (FICA), and unemployment insurance. In addition, a portion of Campus Police and other personnel salaries and benefits are allocated to this fund due to their role in promoting and maintaining a safe campus and environment.

MORTON COMMUNITY COLLEGE DISTRICT #527
SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES (SUMMARY)
Year Ending June 30, 2022
(in dollars)

	General		Special Revenue			Debt Service	Capital Projects		Total
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)		
Budgeted Revenues	\$ 27,907,909	\$ 2,927,600	\$ 30,018,195	\$ 72,950	\$ 811,916	\$ 675,628	\$ 4,881,800	\$ 67,295,998	
Budgeted Other Financing Sources	-	-	-	-	-	-	2,500,000	2,500,000	
Total Revenues and Other Financing Sources	27,907,909	2,927,600	30,018,195	72,950	811,916	675,628	7,381,800	\$ 69,795,998	
Budgeted Expenditures	(25,408,090)	(2,932,065)	(30,018,195)	(81,600)	(1,227,500)	(646,575)	(7,381,800)	(67,695,825)	
Budgeted Other Financing Uses	(2,500,000)	-	-	-	-	-	-	(2,500,000)	
Total Expenditures and Other Financing Uses	\$ (27,908,090)	\$ (2,932,065)	\$ (30,018,195)	\$ (81,600)	\$ (1,227,500)	\$ (646,575)	\$ (7,381,800)	\$ (70,195,825)	
Excess of Revenues and Other Financing Sources	\$ (181)	\$ (4,465)	\$ -	\$ (8,650)	\$ (415,584)	\$ 29,053	\$ -	\$ (399,827)	

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: _____

ATTEST: _____
Secretary, Board of Trustees

SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES
Year Ending June 30, 2022

	General		Special Revenue			Debt	Capital Project	
	Education	Operations and Maintenance	General Restricted Purpose	Audit	Liability, Protection and Settlement	Obligation Bond	Operations and Maintenance (Restricted)	Total
REVENUES								
Local government	\$ 7,649,000	\$ 1,498,600	\$ -	\$ 72,900	\$ 811,816	\$ 675,528	\$ -	\$ 10,707,844
Corporate personal property replacement taxes	750,000	750,000	-	-	-	-	-	1,500,000
Tuition and fees	12,117,504	-	-	-	-	-	-	12,117,504
Sales and service fees	256,800	19,000	-	-	-	-	-	275,800
State sources	7,044,605	650,000	4,750,687	-	-	-	4,881,800	17,327,092
Federal sources	-	-	25,267,508	-	-	-	-	25,267,508
Investment income	60,000	10,000	-	50	100	100	-	70,250
Miscellaneous	30,000	-	-	-	-	-	-	30,000
Total revenues	\$ 27,907,909	\$ 2,927,600	\$ 30,018,195	\$ 72,950	\$ 811,916	\$ 675,628	\$ 4,881,800	\$ 67,295,998
EXPENDITURES								
Current:								
Instruction	\$ 10,470,886		\$ 3,698,330	\$ -	\$ 135,000	\$ -	\$ -	\$ 14,304,216
Academic support	2,257,456		250,000	-	16,500	-	-	2,523,956
Student service/continuing education	2,923,052		1,069,920	-	20,500	-	-	4,013,472
Public services	554,419		359,362	-	7,500	-	-	921,281
Operation and maintenance of plant	-	2,932,065	450,000	-	373,500	-	7,381,800	11,137,365
Auxiliary Services	1,580,451		125,000	-	4,500	-	-	1,709,951
Institutional support	5,592,826		8,693,657	81,600	670,000	646,575	-	15,684,658
Scholarships, student grants, & waivers	1,529,000		15,371,926	-	-	-	-	16,900,926
Other	500,000		-	-	-	-	-	500,000
Total expenditures	\$ 25,408,090	\$ 2,932,065	\$ 30,018,195	\$ 81,600	\$ 1,227,500	\$ 646,575	\$ 7,381,800	\$ 67,695,825
Revenues over (under) expenditures	2,499,819	-4,465	-	(8,650)	(415,584)	29,053	(2,500,000)	(399,827)
Transfer in	-	-	-	-	-	-	2,500,000	2,500,000
Transfer out	(2,500,000)	-	-	-	-	-	-	(2,500,000)
Revenues and transfers in over (under) expenditures and transfers (out)	\$ (181)	\$ (4,465)	\$ -	\$ (8,650)	\$ (415,584)	\$ 29,053	\$ -	\$ (399,827)

BUDGETED OPERATING REVENUE BY SOURCE

Year Ended June 30, 2022

	Education	Maintenance	Operations and Total Operating
	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>
OPERATING REVENUE BY SOURCE			
Local Government			
Local taxes	<u>\$7,649,000</u>	<u>\$1,498,600</u>	<u>\$9,147,600</u>
Total Local Government	7,649,000	1,498,600	9,147,600
State Government			
ICCB credit hour grants	2,314,560	-	2,314,560
ICCB equalization grants	4,570,045	650,000	5,220,045
CTE Formula	160,000	-	160,000
Corporate personal property replacement taxes	<u>750,000</u>	<u>750,000</u>	<u>1,500,000</u>
Total State Government	7,794,605	1,400,000	9,194,605
Student Tuition and Fees			
Tuition	8,635,000	-	8,635,000
Fees	2,182,504	-	2,182,504
Other Tuition & Fees	<u>1,300,000</u>	-	1,300,000
Total Student Tuition and Fees	12,117,504	-	12,117,504
Other Sources			
Sales and service fees	256,800	5,000	258,300
Nongovernmental grants	30,000	-	30,000
Facilities	-	14,000	14,000
Investment revenue	<u>60,000</u>	<u>10,000</u>	<u>260,000</u>
Total Other Sources	<u>346,800</u>	<u>29,000</u>	<u>562,300</u>
Total 2022 Budgeted Revenue	<u>\$27,907,909</u>	<u>\$2,927,600</u>	<u>\$31,022,009</u>

BUDGETED EXPENDITURES BY OBJECT
Year Ended June 30, 2022

	General		Special Revenue			Debt Service	Capital Project		
	Operations and Maintenance		Liability, Protection, and Settlement			General Obligation Bond	Operations and Maintenance (Restricted)		Total
	Education	Maintenance	Restricted Purpose	Audit					
EXPENDITURES									
Salaries	\$ 15,113,545	\$ 1,282,024	\$ 1,901,468	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 18,647,037
Employee Benefits	2,021,280	199,041	3,933,337	-	282,500	-	-	-	6,436,158
Contracted Services	3,000,500	408,000	1,041,775	81,600	200,000	-	4,981,800	-	9,713,675
Materials and Supplies	2,469,980	194,500	3,633,305	-	-	-	-	-	6,297,785
Conferences and Meetings	596,785	6,500	58,804	-	-	-	-	-	662,089
Fixed Charges	131,000	10,000	568,496	-	300,000	646,575	-	-	1,656,071
Capital Outlay		62,000	1,316,257				2,400,000		3,778,257
Other	2,075,000	770,000	17,564,753	-	95,000	-	-	-	20,504,753
Total Expenditures	\$ 25,408,090	\$ 2,932,065	\$ 30,018,195	\$ 81,600	\$ 1,227,500	\$ 646,575	\$ 7,381,800	\$ -	\$ 67,695,825
TRANSFERS									
Transfers in	-	-	-	-	-	-	2,500,000	-	2,500,000
Transfers out	(2,500,000)	-	-	-	-	-	-	-	(2,500,000)
Total Expenditures and Transfers	\$ 27,908,090	\$ 2,932,065	\$ 30,018,195	\$ 81,600	\$ 1,227,500	\$ 646,575	\$ 4,881,800	\$ -	\$ 67,695,825

EDUCATION FUND REVENUE

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	<u>\$ 7,530,232</u>	<u>\$ 7,649,000</u>
Total Local Government	<u>7,530,232</u>	<u>7,649,000</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>650,000</u>	<u>750,000</u>
STATE GOVERNMENT		
ICCB credit hour grants	2,314,560	2,314,560
ICCB equalization grants	<u>5,220,045</u>	<u>4,570,045</u>
Total State Government	<u>7,534,605</u>	<u>6,884,605</u>
STUDENT TUITION AND FEES		
Tuition	7,772,325	8,635,000
Fees	1,876,181	2,182,504
Other Student Tuition and Fees	<u>0</u>	<u>1,300,000</u>
Total Tuition and Fees	<u>9,648,506</u>	<u>12,117,504</u>
OTHER SOURCES		
Sales and service fees	253,300	256,800
Investment revenue	250,000	60,000
Nongovernmental gifts & scholarships	<u>30,000</u>	<u>30,000</u>
Total Other Sources	<u>533,300</u>	<u>346,800</u>
Total Revenue	<u>25,896,643</u>	<u>27,907,909</u>
Transfers in	<u>-</u>	<u>-</u>
Total Revenue and Transfers in	<u>\$ 25,896,643</u>	<u>\$ 27,907,909</u>

EDUCATION FUND EXPENDITURES
Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	\$ 7,326,817	\$ 8,686,389
Employee benefits	762,994	850,262
Contractual services	377,500	312,500
Material and supplies	514,800	581,950
Conferences and meetings	33,785	39,785
Total Instruction	<u>\$ 9,015,896</u>	<u>\$ 10,470,886</u>
Academic Support		
Salaries	\$ 1,595,135	\$ 1,240,696
Employee benefits	267,763	265,380
Contractual services	287,000	298,000
Material and supplies	317,970	346,280
Conferences and meetings	29,340	26,100
Fixed charges	76,000	81,000
Total Academic Support	<u>\$ 2,573,208</u>	<u>\$ 2,257,456</u>
Student Services		
Salaries	\$ 1,804,541	\$ 2,120,164
Employee benefits	231,679	296,988
Contractual services	215,000	221,000
Material and supplies	162,550	179,750
Conferences and meetings	76,450	83,650
Fixed charges	19,000	21,500
Total Student Services	<u>\$ 2,509,220</u>	<u>\$ 2,923,052</u>

EDUCATION FUND EXPENDITURES**Year Ended June 30, 2022**

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
EXPENDITURES		
Public Service/Continuing Education		
Salaries	\$ 328,079	\$ 246,224
Employee benefits	46,093	54,745
Contractual services	217,000	217,000
Material and supplies	29,700	26,200
Conferences and meetings	5,250	5,250
Other Tuition/Fee Waiver	5,000	5,000
Total Public Service/Continuing Education	<u>\$ 631,122</u>	<u>\$ 554,419</u>
Auxiliary Services		
Salaries	\$ 199,675	\$ 220,425
Employee benefits	1,884	42,026
Contractual services	350,000	450,000
Material and supplies	584,500	612,000
Conferences and meetings	132,750	228,000
Fixed charges	16,000	28,000
Total Auxiliary Services	<u>\$ 1,284,809</u>	<u>\$ 1,580,451</u>
Institutional Support		
Salaries	\$ 2,502,512	\$ 2,599,647
Employee benefits	478,524	511,879
Contractual services	1,417,500	1,502,000
Material and supplies	711,800	723,800
Conferences and meetings	216,500	214,000
Fixed charges	1,500	1,500
Other	40,000	40,000
Total Institutional Support	<u>\$ 5,368,336</u>	<u>\$ 5,592,826</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
EXPENDITURES		
Scholarships, Student Grants & Waivers		
Student grants and scholarships	\$ 2,029,000	\$ 1,529,000
Other	100,000	100,000
Total Scholarships, Student Grants & Waivers	<u>\$ 2,129,000</u>	<u>\$ 1,629,000</u>
Contingencies	540,000	400,000
Total Expenditures	<u>\$ 25,020,427</u>	<u>\$ 25,408,090</u>
Transfers out	2,167,167	2,500,000
Total Expenditures and Transfers out	<u>\$ 27,187,594</u>	<u>\$ 27,908,090</u>

OPERATIONS & MAINTENANCE FUND REVENUE

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	1,481,960 \$	1,498,600
STATE GOVERNMENT		
Equalization Grant	-	650,000
CORPORATE PERSONAL PROPERTY TAXES	\$ 650,000	\$ 750,000
STUDENT FEES	1,450,000	-
OTHER SOURCES		
Sales and service fees	5,000	5,000
Facilities	14,000	14,000
Investment revenue	10,000	10,000
Total Other Sources	<u>\$ 29,000</u>	<u>\$ 29,000</u>
Total Revenue	<u>\$ 3,610,960</u>	<u>\$ 2,927,600</u>

OPERATIONS & MAINTENANCE FUND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Salaries	\$ 774,098	\$ 1,282,024
Employee benefits	147,459	199,041
Contractual services	1,373,000	408,000
Material and supplies	199,500	194,500
Conferences and meetings	6,500	6,500
Utilities	787,000	770,000
Capital outlay	317,000	62,000
Other	10,000	10,000
Total Operations and Maintenance of Plant	<u>3,614,557</u>	<u>2,932,065</u>
Total Expenditures	\$ 3,614,557	\$ 2,932,065

RESTRICTED PURPOSE FUND REVENUE

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
STATE GOVERNMENT		
State board of education- adult education	\$ 744,325	\$ 744,325
Illinois grant revenue- other	4,006,362	4,006,362
Total State Government	<u>4,750,687</u>	<u>4,750,687</u>
 FEDERAL GOVERNMENT		
Department of education	11,048,441	24,841,263
Other	426,245	426,245
Total Federal Government	<u>11,474,686</u>	<u>25,267,508</u>
 Total Revenue	<u>\$ 16,225,373</u>	<u>\$ 30,018,195</u>

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	\$1,268,246	\$1,268,246
Employee benefits	2,056,142	2,056,142
Contractual services	38,775	38,775
Material and supplies	273,781	273,781
Conferences and meetings	33,210	33,210
Other State Waiver	5,500	5,500
Fixed charges	22,676	22,676
Total Instruction	<u>\$ 3,698,330</u>	<u>\$ 3,698,330</u>
Academic Support		
Employee benefits	250,000	250,000
Total Academic Support	<u>\$ 250,000</u>	<u>\$ 250,000</u>
Student Services		
Salaries	169,879	169,879
Employee benefits	415,995	415,995
Materials and supplies	21,386	141,386
Conferences and meetings	2,984	2,984
Grants/Scholarships	-	318,856
Fixed Charges	20,820	20,820
Total Student Services	<u>\$ 631,064</u>	<u>\$ 1,069,920</u>
Public Service/Continuing Education		
Salaries	206,814	206,814
Employee benefits	116,200	116,200
Contractual services	3,000	3,000
Material and supplies	10,738	10,738
Conferences and meetings	22,610	22,610
Total Public Service/Continuing Education	<u>\$ 359,362</u>	<u>\$ 359,362</u>

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
Auxiliary Services		
Employee benefits	\$ 125,000	\$ 125,000
Total Auxiliary Services	<u>125,000</u>	<u>125,000</u>
Operations and Maintenance of Plant		
Employee benefits	450,000	450,000
Total Operation and Maintenance of Plant	<u>450,000</u>	<u>450,000</u>
Institutional Support		
Salaries	-	125,000
Employee benefits	400,000	520,000
Other Contract Services	-	1,000,000
Materials and Supplies	-	3,207,400
Other Fixed Charges	-	525,000
Capital Outlay	-	1,316,257
Scholarships/Waivers	-	2,000,000
Total Institutional Support	<u>400,000</u>	<u>8,693,657</u>
Scholarships, Student Grants & Waivers		
Salaries	131,529	131,529
Student grants and scholarships	10,000,000	15,228,397
Other	180,088	12,000
Total Scholarships, Student Grants & Waivers	<u>10,311,617</u>	<u>15,371,926</u>
Total Expenditures	<u>\$ 16,225,373</u>	<u>\$ 30,018,195</u>

AUDIT FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	\$ 71,517	\$ 72,900
OTHER SOURCES		
Investment revenue	50	50
Total Revenue	<u>71,567</u>	<u>72,950</u>
Transfers in	-	-
Total Revenue and Transfers in	<u>71,567</u>	<u>72,950</u>
EXPENDITURES		
By Program:		
Institutional Support		
Contractual services	81,600	81,600
Total Expenditures	<u>\$ 81,600</u>	<u>\$ 81,600</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	\$ 805,274	\$ 811,816
OTHER SOURCES		
Investment revenue	100	100
Total Revenue	<u>\$ 805,374</u>	<u>\$ 811,916</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	215,848	-
Employee benefits	135,000	135,000
Total Instruction	<u>350,848</u>	<u>135,000</u>
Academic Support		
Employee benefits	16,500	16,500
Student Services		
Salaries	85,668	-
Employee benefits	28,501	20,500
Total Student Services	<u>114,169</u>	<u>20,500</u>
Public Service/Continuing Education		
Employee benefits	7,500	7,500
Auxiliary Services		
Employee benefits	4,500	4,500
Operations and Maintenance of Plant		
Salaries	1,031,006	350,000
Employee benefits	65,003	23,500
Total Operations and Maintenance of Plant	<u>1,096,009</u>	<u>373,500</u>
Institutional Support		
Salaries	149,956	-
Employee benefits	61,711	75,000
Contractual services	440,087	500,000
Fixed charges	95,000	95,000
Total Institutional Support	<u>746,754</u>	<u>670,000</u>
Total Expenditures	<u>\$ 2,336,280</u>	<u>\$ 1,227,500</u>

GENERAL OBLIGATION BOND FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Local taxes	\$ 651,429	\$ 675,528
OTHER SOURCES		
Investment revenue	100	100
Total Revenue	<u>651,529</u>	<u>675,628</u>
EXPENDITURES		
By Program:		
Institutional Support		
Fixed charges	<u>645,950</u>	<u>646,575</u>
Total Institutional Support	<u>645,950</u>	<u>646,575</u>
Total Expenditures	<u>\$ 645,950</u>	<u>\$ 646,575</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURESYear Ended June 30, 2022

	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
REVENUE		
STATE GOVERNMENT		
Capital Development Grant	\$ 4,881,800	\$ 4,881,800
Transfers in	\$ 2,167,167	\$ 2,500,000
TOTAL REVENUE & TRANSFER IN	<u>\$ 7,048,967</u>	<u>\$ 7,381,800</u>
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Contractual services	5,076,800	4,981,800
Capital outlay	<u>1,972,167</u>	<u>2,400,000</u>
Total Operation and Maintenance of Plant	<u>7,048,967</u>	<u>7,381,800</u>
Total Expenditures	<u>\$ 7,048,967</u>	<u>\$ 7,381,800</u>

MORTON COMMUNITY COLLEGE
FISCAL YEAR 2022 TENTATIVE BUDGET

Resolutions

2021 – 2022 Budget Legal Notice



NOTICE
2021-2022 BUDGET
AVAILABLE FOR PUBLIC INSPECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1, 2021 will be on file and conveniently available for public inspection beginning Wednesday, July 01, 2021, through Thursday, August 12, 2021 Monday - Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office Room 203 Building "C" located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 11:00 a.m. on Wednesday the 25th day of August 2021 in the Jedlicka Performing Arts Center, 3801 South Central Avenue, Cicero, Illinois.

Dated this 23rd day of June 2021.

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

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

NOTICE
2021-2022 BUDGET
AVAILABLE FOR PUBLIC INSPECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1, 2021 will be on file and conveniently available for public inspection beginning Wednesday, July 01, 2021, through Thursday, August 12, 2021 Monday - Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office Room 203 Building "C" located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 11:00 a.m. on Wednesday the 25th day of August 2021 in the Jedlicka Performing Arts Center, 3801 South Central Avenue, Cicero, Illinois.

Dated this 23rd day of June 2021.

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

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

From: [Blanca E Jara](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#); [Maria Sanchez Anderson](#); [Perla A. Santoyo](#)
Subject: Re: Berwyn Development Corporation Membership
Date: Thursday, June 10, 2021 2:04:21 PM
Attachments: [Proposed Action Sheet BDC .docx](#)
[20540.pdf](#)

Attached please find the action sheet and invoice.

Thank you,

Blanca

From: Blanca <blanca.jara@morton.edu>
Date: Thursday, June 10, 2021 at 1:41 PM
To: Board Materials <board.materials@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>, Maria Sanchez Anderson <maria.anderson@morton.edu>
Subject: Berwyn Development Corporation Membership

Please add a place holder for the Berwyn Development Corporation Tier 6: Trustee Membership.

I will follow up with a rational.

Thank you,

Blanca

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 membership with the Berwyn Development Corporation Tier 6: Trustee Membership, fy2021.

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 our institution. The membership will provide access to marketing and promotion, workforce development, philanthropy opportunities and relationship building.

COST ANALYSIS: \$2,000

ATTACHMENT: Invoice

**Berwyn Development Corporation**

3322 South Oak Park Avenue, 2nd Floor
Berwyn, IL 60402
(708) 788-8100 | info@berwyn.net

Invoice

Invoice Date: 2/9/2021
Invoice Number: 20540

Morton College
Blanca E Jara
3801 S Central Ave
Cicero, IL 60804

		Terms	Due Date
		Due on receipt	2/9/2021
Description	Quantity	Rate	Amount
Tier 6: Trustee	1	\$2,000.00	\$2,000.00
Total:			\$2,000.00
Payment/Credit Applied:			\$0.00
Balance:			\$2,000.00

You or your organization's subscription will be automatically renewed by the Berwyn Development Corporation in advance of the renewal date unless you or your organization include that you do not wish you or your organization's membership to be automatically renewed.

Please return this portion with your payment or pay online at Berwyn.net. Billing inquiries? Call 708-788-8100.

Please let us know if your address or other information has changed.

Invoice #: 20540

Member Name: Morton College

Payment Amount: \$ _____

Payment Method: ☐ Check # _____ ☐ Credit Card

Make all checks payable to **Berwyn Development Corporation** or enter credit card information below.

We accept Visa and MasterCard. Enter Credit Card Billing Address (inc. zip code)

Address _____ City/State/Zip _____

Credit Card #: _____ Exp. Date: _____ CVV Code (3 digits on back of card) _____

Name on Card: _____ Signature: _____

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE AND RATIFY THE FISCAL YEAR 2021 MORTON COLLEGE STUDENT GOVERNMENT ASSOCIATION BUDGET AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.2]

Attached is the club/organization funding for FY21. The primary source of income is from a portion of the comprehensive fee charged to each student. Other funding comes from a tier funding chart created by the Student Activities Office

COST ANALYSIS: See attached budget document.

ATTACHMENTS: Student Government Budget FY21

Club/Organization Name	Account #	Comm. Service	SGA Mtgs.	Members	SLR	Funding Tier
<i>Campus Activities Board</i>	<i>95150</i>	<i>+</i>	<i>14</i>	<i>15</i>	<i>N/A</i>	<i>Other</i>
<i>MAP</i>	<i>95120</i>	<i>+</i>	<i>14</i>	<i>10</i>	<i>N/A</i>	<i>Other</i>
<i>Student Government Association</i>	<i>95144</i>	<i>+</i>	<i>14</i>	<i>3</i>	<i>N/A</i>	<i>Other</i>
ALPFA	95256	+	11	5	N/A	\$300
Anime Gamers Union	95112	-	8	3	N/A	\$200
Art + Design Club	95102	+	10	N/A	N/A	\$300
Broadway Club	95114	-	0	0	N/A	\$0
Chaos Dance Theory Club	95226	-	0	0	N/A	\$0
Dance Club	95110	+	5	8	N/A	\$200
IGNITE	95258	+	13	4	N/A	\$300
Nursing Student Association	95122	+	12	N/A	N/A	\$300
Phi Theta Kappa Honor Society	95126	+	14	N/A	N/A	\$300
Physical Therapy Assistant	95128	+	14	N/A	N/A	\$300
Science Club	95244	+	8	12	N/A	\$300
Speech & Debate	95260	+	5	5	N/A	\$300
Society of Hispanic Professional Engineers	95242	+	12	6	N/A	\$300

New Funding Model: Tiered Funding

Funding amount will be determined based on the activities organizations completed the semester prior.

Requirements for Recognized Organizations/Clubs and Standards for Funding		
\$100	\$200	\$300
Community Service	Community Service	Community Service
2 SGA Meetings	4 SGA Meetings	All SGA Meetings
Student Leadership Conference	Student Leadership Conference	Student Leadership Conference
3 members	5 members	6 members
	Student Leadership Recognition	Student Leadership Recognition
		Club Day



From: [Carla J Fortuna](#)
To: [Ana L Valdez](#); [Board Materials](#)
Subject: Proposed Action Henry Schein
Date: Wednesday, May 19, 2021 10:24:41 AM
Attachments: [Henry Schein Invoice.pdf](#)
[2021 Henry Schein Proposed Action Sheet.docx](#)

May Board Material item Henry Schein attached.

~Carla

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

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PROPOSED ACTION:

Board Approval for Henry Schein Invoice in the amount of \$39,761.37 for the purchase of Athletic Equipment in 2020.

RATIONALE:

Athletic Equipment purchased as part of Gymnasium renovations, Building E in 2020.

COST ANALYSIS:

\$39,761.37

ATTACHMENT:

Henry Schein Invoice (2 pages)



135 Duryea Rd. Melville, NY 11747-3824

Return Service Requested

010000060157137237176210000000039761370320212

PLEASE REFER TO INVOICE(S) FOR DUE DATE

Statement Date	Account Number
03/20/2021	601571
New Balance	Amount Enclosed*
39,761.37	\$

*Unspecified remittances will be applied to the oldest balance outstanding.

6206 1 MB 0.450 E0384X I0531 D7368248050 S2 P8126078 0001:0001



MORTON COLLEGE MI
Jessica Wargo ATL
3801 S CENTRAL AVE
CICERO IL 60804-4300

☐ CHECK HERE FOR ADDRESS CHANGES OR TO INCLUDE FAX NUMBERS AND E-MAIL IDS. PLEASE MAKE UPDATES ON BACK.

Henry Schein Inc.
Dept CH 10241
Palatine, IL 60055-0241

Please remit promptly. Past due invoices
are subject to 1 1/2% monthly late charge.

Please detach here and return the above portion with your payment

FOR INQUIRIES REGARDING THIS STATEMENT, PLEASE CALL 1-800-472-4346

Account Name Morton College MI	Account Number 601571	Statement Date 03/20/2021	Statement Number 37237176	Page 1 of 2
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AGGREGATE ACCOUNT ACTIVITY SUMMARY

PREVIOUS STATEMENT		CURRENT MONTH ACTIVITY					BALANCE DUE
Date	Balance	Purchases(+)	Payments(-)	Credits(-)	Late Charge	Adjustments (-/+)	
02/20/2021	39,761.37	0.00	0.00	0.00	0.00	0.00	39,761.37

ACCOUNT AGING*					
CURRENT	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	91-120 Days Past Due	> 120 Days Past Due
0.00	0.00	0.00	0.00	12,866.19	26,895.18

* Amounts in this section subject to late charges.

TRANSACTION DATE	INVOICE NUMBER	TRANSACTION TYPE	REFERENCE/ SALES ORDER	SHIP TO ACCOUNT	ORIGINAL INVOICE AMOUNT	PAYMENTS/ CREDITS	PURCHASES/ DEBITS
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Morton College 3801 S Central Ave

Remaining Prior Period Open Items

07/14/2020	79761364	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	6.35
07/14/2020	79723632	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	8322.00
07/15/2020	79723633	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	729.16
07/16/2020	79837262	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	45.08
07/16/2020	79880341	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	544.09
07/16/2020	79932370	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	5514.73
07/16/2020	79887015	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	63.12
07/17/2020	79952978	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	238.52
07/20/2020	79997212	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	6.06
07/20/2020	80002558	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	58.22
07/20/2020	80025557	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	3.59
07/21/2020	80104468	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	131.74
07/21/2020	80143214	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	848.43
07/21/2020	80152382	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	41.90
07/21/2020	80063203	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	8.57
07/21/2020	80117217	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	19.29
07/22/2020	80104613	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	1126.38
07/23/2020	80238449	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	213.27
07/23/2020	80296445	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	11.22
07/23/2020	80296506	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	31.07
07/23/2020	80309904	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	205.82
07/24/2020	80348525	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	403.02
07/27/2020	80355406	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	10.15
07/28/2020	80308510	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	15.08
07/28/2020	80515365	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	9.03
07/31/2020	80493995	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	50.24
08/03/2020	80730952	INVOICE	OWEN STIFF ATHLETICO	00601571	0.00	0.00	3919.40

New Payment Option! Check By Phone Is Now Available

(continued on next page)



Account Name
Morton College MI

Account Number
601571

Statement Date
03/20/2021

Statement Number
37237176

Page
2 of 2

TRANSACTION DATE	INVOICE NUMBER	TRANSACTION TYPE	REFERENCE/ SALES ORDER	SHIP TO ACCOUNT	ORIGINAL INVOICE AMOUNT	PAYMENTS/ CREDITS	PURCHASES/ DEBITS
<i>Continued</i>							
08/04/2020	80748616	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	62.98
08/24/2020	81706536	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	41.72
08/27/2020	81981837	<u>INVOICE</u>	OWEN STIFF	00601571	0.00	0.00	192.82
08/27/2020	81998594	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	88.76
09/01/2020	80730953	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	2699.29
09/09/2020	82627670	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	7.78
09/09/2020	82688309	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	54.71
09/14/2020	82915446	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	86.67
09/17/2020	83094244	<u>INVOICE</u>	JESSICA WARGO 09152020	00601571	0.00	0.00	240.67
09/18/2020	83223134	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	10.72
09/22/2020	83188429	<u>INVOICE</u>	WARGO 09172020	00601571	0.00	0.00	833.53
11/02/2020	85367309	<u>INVOICE</u>	OWEN STIFF ATHLETICO	00601571	0.00	0.00	10.68
11/16/2020	86077191	<u>INVOICE</u>	Owen Stiff/Athletico	00601571	0.00	0.00	12855.51

Remaining Prior Period Open Items	Total Purchases	Total Payments	Total Credits	Total Adjustments
39,761.37	0.00	0.00	0.00	0.00

**** HENRY SCHEIN APPRECIATES YOUR BUSINESS ****

From: [Keith McLaughlin](#)
To: [Ana L Valdez](#)
Cc: [Board Materials](#)
Subject: Re: REQUEST FOR APPROVAL June Board Action - Faculty Overload Summer 2021
Date: Monday, June 14, 2021 9:56:21 AM

I approve this for action at the June BOT Meeting.

On Jun 14, 2021, at 10:24 AM, Ana L Valdez <ana.valdez@morton.edu> wrote:

Ana Valdez

From: Liliana Raygoza
Sent: Thursday, June 10, 2021 12:42 PM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Board Materials <board.materials@morton.edu>; Ana L Valdez <ana.valdez@morton.edu>; Derek C Shouba <derek.shouba@morton.edu>
Subject: June Board Action - Faculty Overload Summer 2021

Good Afternoon, Keith,

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

Thank you,

Liliana Raygoza
Executive Assistant to the Associate Provost
[<image001.jpg>](#) **P:** (708) 656-8000, Ext. 2330
E: Liliana.Raygoza@morton.edu
www.morton.edu

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

<PROPOSED ACTION_SUMMER 2021 OVERLOAD.docx>

<SUMMER 2021_OVERLOAD.pdf>

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

PROPOSED ACTION: THAT THE BOARD APPROVE THE OVERLOAD EMPLOYMENT REPORT FOR SUMMER SEMESTER 2021 IN THE AMOUNT OF \$403,560.16 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

RATIONALE: [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*
Includes full-time faculty – additional assignments and special projects, per section 9.14 Released Time and section 9.17.1
Department Chairs and Program Chairs.

COST ANALYSIS: \$403,560.16

ATTACHMENT: Overload Employment Report – Summer 2021

2021 Summer Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Classes Assignment Paid Amount	Additional Special Projects, etc.	Section Minimum Credits	Section Start Date	Section End Date	Assignment Instructional Method	Enrollment
0000770	Abrahamson, Maura	GEG-105-NR	World Regional Geography	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	31
0000770	Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	19
0000770	Abrahamson, Maura		Department Chair	1		\$1,339.00					
				7	\$8,034.00	\$1,339.00					
0200290	Ashraf, Asiyya	BIO-202-NR	Environmental Biology	3	\$3,600.00		3	6/14/2021	8/5/2021	LEC	9
0200290	Ashraf, Asiyya	BIO-212-1C	Microbiology	6	\$7,200.00		4	6/14/2021	8/5/2021	LEC/LAB	16
0200290	Ashraf, Asiyya	BIO-212-3H	Microbiology	6	\$7,200.00		4	6/15/2021	8/5/2021	LEC/LAB	10
0200290	Ashraf, Asiyya		Lab Prep	2	\$2,400.00						
				17	\$20,400.00						
0200240	Cardona, Alicia	NUR-201-G1	LPN to ADN Transition Bridge	2	\$2,496.00		8	6/1/2021	8/2/2021	LAB	5
0200240	Cardona, Alicia	NUR-201-G1	LPN to ADN Transition Bridge	5	\$6,240.00		8	6/1/2021	8/2/2021	LEC	5
				7	\$8,736.00						
0200255	Caruso, Lauren		Department Chair	1		\$1,249.00		6/1/2021	8/5/2021		
				1	\$0.00	\$1,249.00					
0000924	Casey, Craig	PHS-101-1C	Astronomy	3	\$3,873.00		3	6/15/2021	8/5/2021	LEC	9
0000924	Casey, Craig	PHS-103-1E	Physical Science I	5	\$6,455.00		4	6/14/2021	8/4/2021	LEC/LAB	12
0000924	Casey, Craig	PHY-101-1B	General Physics I	7	\$9,037.00		5	6/14/2021	8/5/2021	LEC/LAB	8
0000924	Casey, Craig	EGR-120-1L	Statistics	3	\$3,873.00		3	6/16/2021	8/4/2021	LEC	6
0000924	Casey, Craig		Department Chair	1		\$1,291.00		6/1/2021	8/5/2021		
0000924	Casey, Craig		Lab Prep	2	\$2,582.00						
				21	\$25,820.00	\$1,291.00					
0000829	Casey, Robert	MAT-110-1E	College Trig	3	\$3,873.00		3	6/15/2021	8/5/2021	LEC	10
0000829	Casey, Robert	MAT-203-1H	Calculus III	4	\$5,164.00		4	6/15/2021	8/5/2021	LEC	9
				7	\$9,037.00						
0000794	Crockett, Janet	CHM-205-1D	Organic Chemistry I	9	\$11,619.00		5	6/14/2021	8/4/2021	LEC/LAB	5
0000794	Crockett, Janet		Lab Prep	2	\$2,582.00						
				9	\$14,201.00						
0000917	Dominguez, Carlos	MAT-124-NR	Finite Mathematics	4	\$5,164.00		4	6/14/2021	8/5/2021	LEC	8
0000917	Dominguez, Carlos	MAT-141-NR	Statistics	4	\$5,164.00		4	6/14/2021	8/5/2021	LEC	29
0000917	Dominguez, Carlos		Special Project - MC Success Grant	2		\$2,583.00					
				10	\$10,328.00	\$2,583.00					
0195025	Edgar, Jason	SPE-101-3E	Principles of Public Speaking	3	\$3,744.00		3	6/14/2021	8/4/2021	LEC	22
0195025	Edgar, Jason	SPE-101-42	Principles of Public Speaking	3	\$3,744.00		3	6/14/2021	8/4/2021	LEC	17
0195025	Edgar, Jason	SPE-101-52	Principles of Public Speaking	3	\$3,744.00		3	6/15/2021	8/5/2021	LEC	16
				9	\$11,232.00						

2021 Summer Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Classes Assignment Paid Amount	Additional Special Projects, etc.	Section Minimum Credits	Section Start Date	Section End Date	Assignment Instructional Method	Enrollment
0000805	Flasza, Jamie	PEC-171-G6	Physical Fitness	2	\$2,496.00		1	6/14/2021	8/5/2021	LAB	9
0000805	Flasza, Jamie	PEH-101-NR	Personal & Community Health	2	\$2,496.00		2	6/14/2021	8/5/2021	LEC	11
0000805	Flasza, Jamie	PEH-103-NR	Nutrition	2	\$2,496.00		2	6/14/2021	8/5/2021	LEC	24
				6	\$7,488.00						
0000935	Gatvas, Kenton	HIS-103-NR	Early Western Civilization	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	30
0000935	Gatvas, Kenton	HIS-105-1F	American History to 1865	3	\$4,017.00		3	6/14/2021	8/4/2021	LEC	11
0000935	Gatvas, Kenton	PHI-126-NR	Introduction to Ethics	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	30
0000935	Gatvas, Kenton	PHI-201-NR	Philosophy	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	17
0000935	Gatvas, Kenton	POL-201-NR	US Natl Government	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	16
				15	\$20,085.00						
0000724	Gilligan, Brian	BUS-102-11	Managerial Accounting	3	\$3,873.00		3	6/14/2021	8/4/2021	LEC	19
0000724	Gilligan, Brian		Department Chair	1		\$1,292.00		6/1/2021	8/5/2021		
				4	\$3,873.00	\$1,292.00					
0000896	Ginley, Steven	SPE-101-NR	Principles of Public Speaking	3	\$3,873.00		3	6/1/2021	6/30/2021	LEC	20
0000896	Ginley, Steven	SPE-101-NR2	Principles of Public Speaking	3	\$3,873.00		3	6/1/2021	6/30/2021	LEC	25
				6	\$7,746.00						
0165694	Helmus, Sara		Lab Prep	2	\$2,582.00			6/16/2021	8/31/2021		
				2	\$2,582.00						
0002912	Imburgia, Joseph	PSY-101-2B	Intro to Psychology	3	\$3,873.00		3	6/14/2021	8/4/2021	LEC	31
				3	\$3,873.00						
0060105	Jonas, David	HVA-201-11	Commercial Refrigeration	6	\$7,488.00		3	6/14/2021	8/4/2021	LEC/LAB	7
				6	\$7,488.00						
0194869	Manning, Bryant		Special Project - ILC Assignments	3		\$3,745.00		6/1/2021	8/5/2021		
				3	\$0.00	\$3,745.00					
0000769	Mohr, Michile		Department Chair	1		\$1,292.00		6/1/2021	8/5/2021		
				1	\$0.00	\$1,292.00					
0002467	Montgomery, Jered	HUM-150-1C	Humanities Through the Arts	3	\$3,600.00		3	6/15/2021	8/5/2021	LEC	18
0002467	Montgomery, Jered	MUS-100-1C	Music Appreciation	3	\$3,600.00		3	6/15/2021	8/5/2021	LEC	24
				6	\$7,200.00						
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	4.88	\$5,856.00		7	6/1/2021	7/24/2021	LEC	9
				4.88	\$5,856.00						
0000747	Paez, Elizabeth	MAT-080-1B	Mathematics Fundamentals	3	\$3,744.00		3	6/14/2021	8/5/2021	LEC	8
0000747	Paez, Elizabeth	MAT-097-CR1	Intermediate Algebra Support	3	\$3,744.00		3	6/14/2021	8/5/2021	LEC	14
0000747	Paez, Elizabeth	MAT-105-CR1	College Algebra	4	\$4,992.00		4	6/14/2021	8/5/2021	LEC	14
				10	\$12,480.00						
0002913	Pearson, Dennis		BIO - Lab Instructor	16.2	\$20,914.20			6/16/2021	8/31/2021		

2021 Summer Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Classes Assignment Paid Amount	Additional Special Projects, etc.	Section Minimum Credits	Section Start Date	Section End Date	Assignment Instructional Method	Enrollment
0002913	Pearson, Dennis		Lab Prep	2	\$2,410.00			6/16/2021	8/31/2021	LEC	
				2	\$23,324.20						
0000820	Pencheva, Tsonka		Special Project - Coord of CLC	12.87		\$16,062.76		6/16/2021	8/31/2021	LEC	
				12.87	\$0.00	\$16,062.76					
0177526	Pierce, Tom	ENG-088-1B	Basic Composition	3	\$3,873.00		3	6/14/2021	8/4/2021	LEC	11
0177526	Pierce, Tom	ENG-088-2E	Basic Composition	3	\$3,873.00		3	6/15/2021	8/5/2021	LEC	8
0177526	Pierce, Tom	ENG-101-1E	Rhetoric I	3	\$3,873.00		3	6/14/2021	8/4/2021	LEC	12
				9	\$11,619.00						
0160605	Primm, Rebecca	ART-113-1C	Ceramics I	6	\$7,488.00		3	6/15/2021	8/5/2021	LAB	8
0160605	Primm, Rebecca	ART-213-1C	Ceramics II	0	\$0.00		3	6/15/2021	8/5/2021	X-Listed LAB	0
0160605	Primm, Rebecca		Department Chair	1		\$1,249.00		6/1/2021	8/5/2021		
				7	\$7,488.00	\$1,249.00					
0195558	Pulaski, Andrew		Department Chair	1		\$1,292.00		6/1/2021	8/5/2021		
				1	\$0.00	\$1,292.00					
0056628	Roman, Daniel	ART-126-11	Art History II Renaissance & B	3	\$4,017.00		3	6/16/2021	8/4/2021	LEC	7
				3	\$4,017.00						
0165693	Romero Yuste, Maria	HUM-154-1F	Latin American Culture	3	\$4,017.00		3	6/15/2021	8/5/2021	LEC	15
0165693	Romero Yuste, Maria	SPN-101-1C	Beginning Spanish I	4	\$5,356.00		4	6/15/2021	8/5/2021	LEC	11
				7	\$9,373.00						
0207590	Rousseau, Nicole	SOC-100-1G	Intro to Sociology	3	\$3,873.00		3	6/14/2021	8/4/2021	LEC	23
0207590	Rousseau, Nicole	SOC-101-1D	The Family	3	\$3,873.00		3	6/14/2021	8/4/2021	LEC	22
				6	\$7,746.00						
0197705	Russo Neri, Trisha	MAT-102-NR	General Education Mathematics	4	\$4,800.00		4	6/14/2021	8/5/2021	LEC	16
0197705	Russo Neri, Trisha	MAT-105-NR	College Algebra	4	\$4,800.00		4	6/14/2021	8/5/2021	LEC	17
				8	\$9,600.00						
0000907	Sanchez, Luis	CAD-103-1L	Sheet Metal and Weldments	5	\$6,455.00		3	6/14/2021	8/4/2021	LEC/LAB	12
0000907	Sanchez, Luis	CAD-220-12	Autodesk Inventor	5	\$6,455.00		3	6/15/2021	8/5/2021	LEC	14
				10	\$12,910.00						
0002668	Sedaie, Behrooz	ECO-101-1E	Principles of Economics I	3	FT Salary		3	6/15/2021	8/5/2021	LEC	27
				3	\$0.00						
0000731	Seo, Kymberly	BIO-100-NR	Introducing Biology	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	21
0000731	Seo, Kymberly	BIO-100-NR2	Introducing Biology	3	\$4,017.00		3	6/14/2021	8/5/2021	LEC	22
0000731	Seo, Kymberly		BIO - Lab Instructor	10.8	\$14,461.20			6/16/2021	8/31/2021		
0000731	Seo, Kymberly		Lab Prep	2	\$2,678.00			6/16/2021	8/31/2021		
				18.8	\$25,173.20						
0003089	Sleeth, Bradley	GEL-101-1E	Physical Geology	6	\$7,488.00		4	6/15/2021	8/5/2021	LEC/LAB	12

2021 Summer Overall Overload Report

[illegible]

2021 Summer Overall Overload Report

[illegible]

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

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR SUMMER SEMESTER 2021 AT A TOTAL AMOUNT OF \$144,229.85 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: \$144,229.85 pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

ATTACHMENT: Adjunct Faculty Assignment/Employment Report – Summer 2021

2021 Summer Adjunct Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Section Start Date	Section End Date	Assignment Instructional Method
0206560	Akpan, Anitha	NUR-105-A1	Basic Nursing Assistant Traini	9	2.93	\$2,669.52	7	6/1/2021	7/24/2021	LAB
0000799	Avalos-Thompson, Marlena	CSS-100-1L	College Study Seminar	5	3	\$2,980.23	3	6/14/2021	8/4/2021	LEC
0000799	Avalos-Thompson, Marlena	CSS-100-EC	College Study Seminar	0	3	\$0.00	3	6/14/2021	8/4/2021	X-listed
0003075	Behling, William	BUS-111-11	Introduction to Business	11	3	\$3,132.15	3	6/14/2021	8/2/2021	LEC
0003075	Behling, William	BUS-208-1E	Principles of Management	13	3	\$3,132.15	3	6/14/2021	8/4/2021	LEC
0156441	Campbell, Dana	CHM-105-H1	General Chemistry I	13	3	\$3,132.15	5	6/15/2021	8/5/2021	LAB
0156441	Campbell, Dana	CHM-105-H1	General Chemistry I	13	4	\$4,176.20	5	6/15/2021	8/5/2021	LEC
0193047	Collins, Lorita	NUR-105-A1		10	2.94	\$2,790.30	7	6/26/2021	7/24/2021	CLN
0007800	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	10	3	\$3,132.15	3	6/14/2021	8/5/2021	LEC
0200487	Deloera, Lacey	NUR-119-F1	Nursing Care of Adults	8	1	\$949.08	4	6/15/2021	8/7/2021	LEC
0200487	Deloera, Lacey	NUR-119-F1	Nursing Care of Adults	8	1	\$2,847.24	4	6/15/2021	8/7/2021	CLN
0200487	Deloera, Lacey	NUR-119-F2	Nursing Care of Adults	5	1	\$949.08	4	6/15/2021	8/7/2021	LEC
0200487	Deloera, Lacey	NUR-119-F3	Nursing Care of Adults	6	1	\$949.08	4	6/15/2021	8/7/2021	LEC
0160009	Dillinger, Benjamin	MUS-138-1R	Private Applied Strings Major	1	0	\$0.00	2	6/18/2021	8/5/2021	LEC
0003183	Dukes, Jackie	LAW-208-1B	Police Organization and Admin	9	3	\$3,132.15	3	6/1/2021	7/1/2021	LEC
0205289	Dussman, Luke	LAW-202-11	Juvenile Delinquency	10	3	\$2,871.66	3	6/14/2021	8/4/2021	LEC
0003181	Dutt, Eric	ENG-102-32	Rhetoric II	11	3	\$3,132.15	3	6/15/2021	8/5/2021	LEC
0003210	Farina, Peter	BIO-212-2L	Microbiology	9	3	\$3,132.15	4	6/14/2021	8/5/2021	LAB
0003210	Farina, Peter	BIO-212-2L	Microbiology	9	3	\$3,132.15	4	6/14/2021	8/5/2021	LEC
0024667	Festa, John	BUS-230-NR	Business Law and Contracts	10	3	\$2,991.42	3	6/14/2021	8/5/2021	LEC
0003110	Halm, James	SOC-100-21	Intro to Sociology	25	3	\$3,290.70	3	6/15/2021	8/5/2021	LEC
0177808	Harmon, Loretta	NUR-201-G1	LPN to ADN Transition Br	5	6	\$5,960.46	8	6/1/2021	8/2/2021	CLN
0002953	Hirsch, Maynard	BIO-102-1C	Introduction to Biology	20	3	\$3,210.42	4	6/15/2021	8/5/2021	LAB
0002953	Hirsch, Maynard	BIO-102-1C	Introduction to Biology	20	3	\$3,210.42	4	6/15/2021	8/5/2021	LEC
0106675	Khalifeh, Khalaf	BIO-204-1L	Anatomy & Physiology II	20	3	\$3,131.10	4	6/14/2021	8/5/2021	LEC
0200721	Kilheeney, Heather	CHM-106-H1	General Chemistry II	12	3	\$2,847.24	5	6/14/2021	8/4/2021	LAB
0200721	Kilheeney, Heather	CHM-106-H1	General Chemistry II	12	4	\$3,796.32	5	6/14/2021	8/4/2021	LEC
0003176	Leven, Robert	BIO-203-11	Anatomy & Physiology I	20	3	\$3,290.70	4	6/15/2021	8/5/2021	LEC
0002037	LoPresti, Joseph	ART-120-1G	Art Appreciation	13	3	\$3,132.15	3	6/14/2021	8/4/2021	LEC
0173996	Mallett, Klaudia	PSY-101-32	Intro to Psychology	18	3	\$2,980.23	3	7/6/2021	8/5/2021	LEC
0173996	Mallett, Klaudia	PSY-215-22	Life Span: Survey of Human Dev	20	3	\$2,980.23	3	6/15/2021	8/5/2021	LEC
167581	Martinez, Salvador	ENG-088-32	Basic Composition	18	3	\$2,980.23	3	6/14/2021	8/4/2021	LEC
0062924	Montiel, Octavio	MUS-160-1R	Private Applied Piano Music Ma	1	0	\$0.00	2	6/18/2021	8/5/2021	LEC
0003160	Perusich, James	ENG-086-1E	Reading & Writing III	18	3	\$3,132.15	3	6/14/2021	8/4/2021	LEC

2021 Summer Adjunct Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Section Start Date	Section End Date	Assignment Instructional Method
0066995	Rosa, Cari	NUR-119-F2	Nursing Care of Adults	6	2.25	\$2,049.98	4	6/19/2021	8/7/2021	CLN
0066995	Rosa, Cari	NUR-119-F3	Nursing Care of Adults	7	2.25	\$2,049.98	4	6/19/2021	8/7/2021	CLN
0000797	Ruiz, Ruben	OMT-216-MI	Spreadsheet Software Fundament	8	1	\$1,044.05	1	6/21/2021	6/24/2021	LEC
0000797	Ruiz, Ruben	OMT-218-MI	Database Software Fundamentals	7	1	\$1,044.05	1	7/12/2021	7/15/2021	LEC
0000797	Ruiz, Ruben	OMT-219-NR	Database Software Advanced	6	2	\$2,088.10	2	7/19/2021	7/29/2021	LEC
0003149	Sassetti, James	LAW-206-11	Criminal Investigations	13	3	\$3,132.15	3	6/15/2021	8/5/2021	LEC
0160546	Schrey, Courtney	CHM-100-1B	Fundamentals of Chemistry	19	3	\$3,132.15	4	6/15/2021	8/5/2021	LAB
0160546	Schrey, Courtney	CHM-100-1B	Fundamentals of Chemistry	19	3	\$3,132.15	4	6/15/2021	8/5/2021	LEC
0189751	Selvaggio, Nicole	ENG-101-22	Rhetoric I	22	3	\$2,847.24	3	6/15/2021	8/5/2021	LEC
0189751	Selvaggio, Nicole	ENG-102-22	Rhetoric II	19	3	\$2,847.24	3	6/14/2021	8/4/2021	LEC
0181260	Smith, Jeanine	HCP-130-11	Medical Terminology	7	3	\$2,980.23	3	6/15/2021	8/5/2021	LEC
0003165	Smith-Irowa, Pamela	ENG-102-1E	Rhetoric II	14	3	\$3,290.70	3	6/15/2021	8/5/2021	LEC
0189488	Swint, Ashley	BUS-111-NR	Introduction to Business	14	3	\$2,980.23	3	6/14/2021	8/5/2021	LEC
0156444	Talwar, Sundeep	CHM-100-2K	Fundamentals of Chemistry	12	3	\$2,847.24	4	6/14/2021	8/4/2021	LAB
0156444	Talwar, Sundeep	CHM-100-2K	Fundamentals of Chemistry	12	3	\$2,847.24	4	6/14/2021	8/4/2021	LEC
0159232	Thelemaque, Cristina	BIO-102-21	Introduction to Biology	18	3	\$3,290.70	4	6/14/2021	8/5/2021	LAB
0159232	Thelemaque, Cristina	BIO-102-21	Introduction to Biology	18	3	\$3,290.70	4	6/14/2021	8/5/2021	LEC
0159232	Thelemaque, Cristina	BIO-203-2D	Anatomy & Physiology I	12	3	\$3,290.70	4	6/15/2021	8/5/2021	LEC
0198069	Tsang, Yukto	BIO-204-2C	Anatomy & Physiology II	12	3	\$2,871.66	4	6/14/2021	8/4/2021	LEC
						\$144,229.85				

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - HERC Membership
Date: Thursday, June 10, 2021 4:46:06 PM
Attachments: [Proposed Action Sheet - HERC Membership.docx](#)
[2021-22_HERCrenewalpacket \(002\).pdf](#)
[Greater Chicago Morton Membership HERC invoice 21-22 \(002\).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

www.morton.edu

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PROPOSED ACTION:

THAT THE BOARD APPROVE THE CONTINUED HIGHER EDUCATION RECRUITMENT CONSORTIUM (HERC) ANNUAL MEMBERSHIP FOR AN ANNUAL FEE OF \$3,350, AS SUBMITTED.

RATIONALE:

[Required by Board Policy 2.10]

Membership provides unlimited job postings, recruitment tools, diversity outreach and variety of conferences.

COST ANALYSIS:

\$3,350

ATTACHMENT:

Renewal notice and invoice

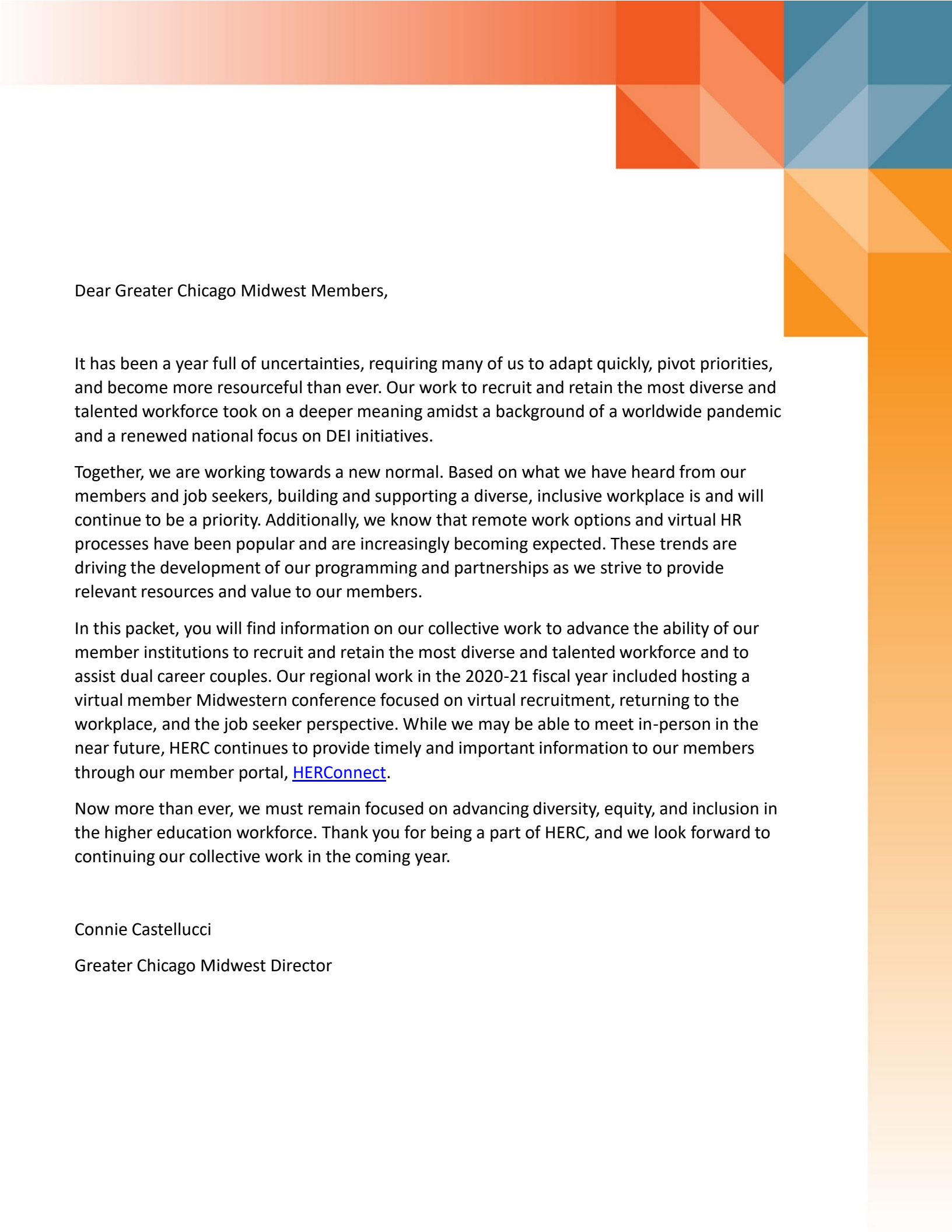


By the Numbers

2021-22 Renewal Packet



HERC
Higher Education
Recruitment Consortium



Dear Greater Chicago Midwest Members,

It has been a year full of uncertainties, requiring many of us to adapt quickly, pivot priorities, and become more resourceful than ever. Our work to recruit and retain the most diverse and talented workforce took on a deeper meaning amidst a background of a worldwide pandemic and a renewed national focus on DEI initiatives.

Together, we are working towards a new normal. Based on what we have heard from our members and job seekers, building and supporting a diverse, inclusive workplace is and will continue to be a priority. Additionally, we know that remote work options and virtual HR processes have been popular and are increasingly becoming expected. These trends are driving the development of our programming and partnerships as we strive to provide relevant resources and value to our members.

In this packet, you will find information on our collective work to advance the ability of our member institutions to recruit and retain the most diverse and talented workforce and to assist dual career couples. Our regional work in the 2020-21 fiscal year included hosting a virtual member Midwestern conference focused on virtual recruitment, returning to the workplace, and the job seeker perspective. While we may be able to meet in-person in the near future, HERC continues to provide timely and important information to our members through our member portal, [HERConnect](#).

Now more than ever, we must remain focused on advancing diversity, equity, and inclusion in the higher education workforce. Thank you for being a part of HERC, and we look forward to continuing our collective work in the coming year.

Connie Castellucci

Greater Chicago Midwest Director

2021 HERC Job Seeker Demographics



67%

hold Master's degrees or higher



83%

rank an employer's diversity and Inclusion policies and practices as "very" or "somewhat" important



40%

people of color



13%

are part of a dual career couple



12%

individuals with disabilities



5%

veterans



67%

women



28%

men

1% third gender or non-binary

Age

18 to 21 **1%**

22 to 37 **34%**

38 to 53 **37%**

Over 53 **27%**



Some individuals reported being both staff and faculty.



From Job Board:

231,737

registered job seekers

Diversity Outreach

HERC promotes your jobs and advances your OFCCP compliance through robust advertising campaigns and nationwide conference outreach.

HERC advertises to job seekers historically underrepresented in the higher education workforce. In print and online publications, we promote higher education careers to veterans, women, professionals of color, members of the LGBTQ+ community, and professionals with disabilities.

We develop partnerships that allow us to negotiate discounted or in-kind advertising rates to stretch your membership investment.

HERC staff conducts in-person and virtual outreach at professional societies and careers fairs through HERC's 19 regions throughout the U.S.

Ads



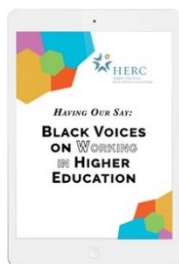
Searching for a rewarding career?
Find your ideal job in higher ed.

At www.hercjobs.org, you can:

- Search 40,000+ faculty, staff, and executive positions, including IT, engineering, logistics, mechanical, administrative, and health care jobs
- Post your resume/CV
- Set up custom job alerts
- Access free career resources, including ebooks

HERC
Higher Education Recruitment Consortium

DiverseAbility Magazine Ad, Winter 2021



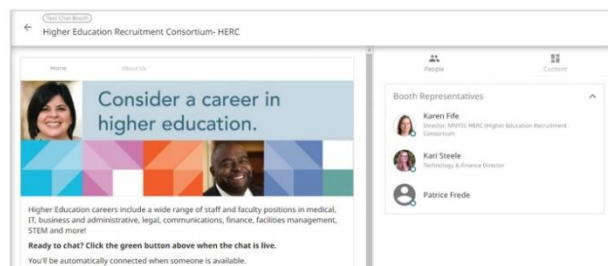
New ebook

"Having Our Say: Black Voices on Working in Higher Education"
ebook, January 2021

Events



Military Spouse Employment Partnership Virtual Job Fair, October 2020



iRelaunch Virtual Conference, September 2020

▶ [View HERC's ebook library](#)

▶ [See the full list of events and advertising placements](#)

Job Seeker Outreach

7,707,829

advertising impressions/
reach

126,139

job seekers reached
through email campaigns

21,897

social media followers

1,941

ebook downloads

Job Board Stats

73,047,529

job views

14,665,412

job alerts

148,809

job apply clicks

Workplace Inclusion

We are a dynamic community of practice - with human resources, faculty affairs, and diversity and inclusion leaders - united by a shared commitment to inclusive recruitment and retention.

HERConnect is our exclusive online portal where members engage, collaborate, and share information.



▶ [Check out HERConnect](#)

New Toolkit

Virtual Recruitment Toolkit – This member-driven toolkit provides timely, practical, easy-to-use resources to adapt and incorporate into your recruitment process.

Virtual Recruitment Toolkit

The COVID-19 pandemic has disrupted the recruitment process, requiring colleges and universities to adopt new methods to successfully recruit talented faculty and staff. This toolkit was designed based on HERC member input. You asked for practical, easy-to-use resources that could be adapted for your institution and incorporated into your recruitment process. It builds upon best practice materials shared by HERC member institutions and is organized into four sections: Policies & Procedures, Sourcing & Screening, Virtual Interviewing, and Onboarding. Each section includes guides, FAQs, tips, checklists, and sample templates that can be re-branded and used for your institution.

As you consider use of the materials, please revise them to conform with your institution's policies and procedures, and any local laws and regulations. We ask that you also keep the footer referencing the source on your recreated documents.

Key Take-Aways

1. Build off of your in-person process
2. Make the process consistent and equitable for all candidates
3. Review any new virtual practices for possible bias
4. Create transparency by communicating frequently with all search stakeholders

Toolkit Contributors

Thanks to HERC member institutions that contributed to the toolkit:

- Bemidji State University
- Bucknell University
- Columbia University
- Harvard University
- Iowa State University
- Middlesex Community College
- Minnesota State
- New York University
- Prince George's Community College
- Rhode Island School of Design
- University of California, San Diego
- University of Maryland, Baltimore County
- University of Minnesota

We Want to Hear From You

[SHARE YOUR FEEDBACK](#)

A woman with glasses is sitting at a desk with a laptop, looking at the screen.

Policies and Procedures

A man in a suit is smiling and holding a tablet.

Sourcing and Screening

A man in a suit is sitting at a desk with a laptop, looking at the screen.

Virtual Interviewing

A woman in a white shirt is smiling and holding a tablet.

Onboarding

New Professional Development Webinars

- ▶ Effective Strategies for Latinx Faculty Recruitment & Retention
- ▶ How to Write an Unbiased Job Post
- ▶ Reimagining Performance Reviews in the Virtual Environment
- ▶ I Don't Know How to Talk About That: Preparing for Conversations About Race
- ▶ And more

Today's Speakers

Kimiko Black-Gilmore
Chief of Staff in the Office of the Chancellor at the University of Missouri-Kansas City

Eddie Freeman
Executive Director in Human Resources at the University of Texas at Arlington

James L. Moore, III
Vice President for Diversity and Inclusion and Chief Diversity Officer, Office of DEI at Ohio State University

Campus Responses to Racial Discord, July 2020

Today's Panelists

Three circular portraits of panelists: a man in a suit, a woman in a white shirt, and a man in a suit and tie.

Virtual Sourcing Strategies, January 2021

▶ [Take a look at HERC's Virtual Recruitment Toolkit](#)

▶ [Access all HERC member webinars](#)

Webinars

3,139

live webinar registrants

114

on demand webinars/webinars in library

HERConnect Demographics and Engagement Metrics

2,617

HERConnect active user accounts

978

connections made on HERConnect

651

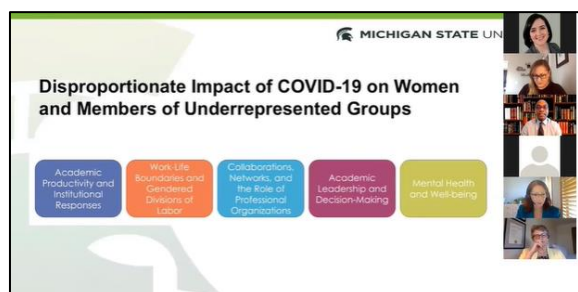
HERConnect global discussion posts

Greater Chicago Midwest HERC Regional Highlights

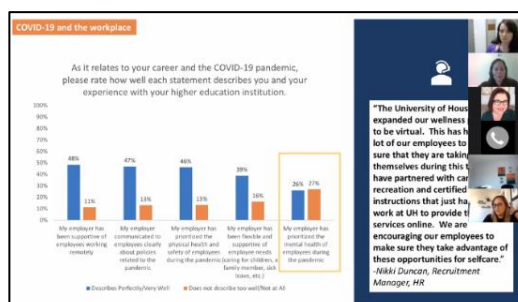
The Greater Chicago Midwest HERC partnered with five other regional HERCs in the Midwest to host virtual fall and spring professional development meetings for its members. Topics explored included:

- Virtual Recruiting
- Decision-making frameworks for returning to campus post-COVID
- Compliance and accommodation considerations post-COVID
- HERC job seeker survey results and what they mean for candidate pools in higher education

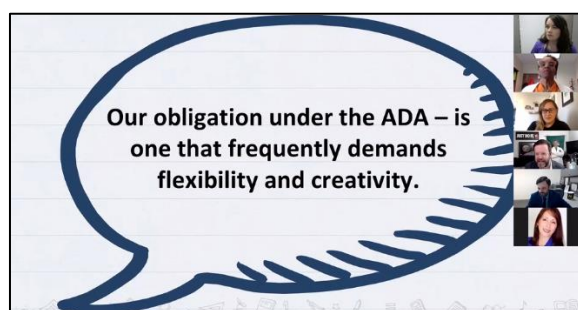
The virtual meetings were SHRM and HRCI certified, so that members could earn recertification credits by participating. For more news, go to our [GCM HERC Community Home](#) on HERConnect.



Dr. Jabbar Bennet, "Creating an Equitable Framework for Returning to Campus"



Connie Castellucci, "Job Seeker Perspective: HERC's Job Seeker Survey Findings Regarding COVID-19 and the Workplace"



Tom Webb, "ADA/Rehabilitation Act Compliance and COVID-19"



Speakers for Midwest Spring Meeting 2021

18

member
institutions

369

individuals in our
Upper Midwest
HERConnect
community

8,055

jobs posted

506

average # views per
job

4,079,748

of times jobs were viewed

Upper Midwest HERC

2021-2022 Member Institutions

The GCM HERC is comprised of colleges and universities representing private liberal arts colleges, public community and technical colleges, comprehensive state universities, doctoral-granting universities, specialty institutions, and laboratories.

Argonne National Laboratory
Aurora University
Ball State University
Center for Research Libraries Global Research Network
DePaul University
Harper College
Illinois Institute of Technology
Illinois Mathematics and Science Academy
Illinois Wesleyan University
Indiana University
Knox College
Loyola University Chicago
Morton College
North Central College
Northwestern University
Trinity Christian College
University of Chicago
University of Notre Dame

HERC Membership Value

Your investment in HERC membership includes the following benefits:

\$112,471

Diversity Outreach:

Digital and print ad campaigns, diversity-focused career fairs and disciplinary conferences

- ▶ Direct job seeker outreach at career fairs and disciplinary conferences
- ▶ Advertising to talented, diverse job seekers via targeted ads and partnerships

\$75,000

Workplace Inclusion:

Diversity, equity, and inclusion training tools; online community of practice; regional meetings

- ▶ Toolkits to advance inclusive recruitment and equitable retention
- ▶ HERConnect, a national community of practice
- ▶ Leading-edge webinars and blog posts
- ▶ Discounts on inclusive workforce tools

\$20,500

Job Board:

Unlimited postings, database with 20,000+ CVs/resumes, Enhanced Member Profile

- ▶ Unlimited job postings
- ▶ CV/resume database
- ▶ Enhanced member profiles
- ▶ Cross-posting to leading job boards

**Added
Value**

Regional Community:

- ▶ Regional conference
- ▶ Local network of higher education peers
- ▶ Regional dual career network
- ▶ Regional job seeker outreach

**Total Value:
\$207,971**

▶ [Explore additional savings in our Marketplace](#)



INVOICE

HERC

director@gcmherc.org

TO:

Wendy Vega-Huezo

Morton College

wendy.vega-huezo@morton.edu

DATE: June 9, 2021

FOR: 2021-22 Greater Chicago Midwest HERC Membership

Invoice #: HERC21-22MOR

DESCRIPTION	AMOUNT
Morton College, Membership to the Greater Chicago Midwest HERC 2021-22 HERC Membership Fees <i>Covering July 1, 2021 - June 30, 2022</i> <i>Invoice due July 31, 2021</i>	\$3,350
Total Due	\$3,350

Make check payable to: The Tides Center

Please indicate Fund #1066 in the memo

Tax ID# 94-3213100

Mail to:

HERC

PO Box 3794

Santa Cruz, CA 95063

Terms: Invoices are considered past due 60 days after the due date. All past due invoices will be assessed a 1% per month fee on amount due.

Thank you for your continued support!

www.hercjobs.org

From: [Blanca E Jara](#)
To: [Board Materials](#)
Cc: [Maria Sanchez Anderson](#); [Ana L Valdez](#)
Subject: Fwd: CDL Price Update
Date: Thursday, June 10, 2021 5:01:33 PM
Attachments: [Action Sheet CDL.docx](#)
[All Pro \\$2650 Contract Jun 2021.doc](#)
[All Pro \\$2650 curriculum Jun 2021.pdf](#)

Approved to be added to Board agenda.

Thank you,

Blanca Jara
Morton College

Please excuse any typos as this was sent from my iPhone

Begin forwarded message:

From: Irina V Cline <irina.cline@morton.edu>
Date: June 10, 2021 at 4:41:19 PM CDT
To: Blanca E Jara <blanca.jara@morton.edu>
Cc: "Perla A. Santoyo" <perla.santoyo@morton.edu>, Mireya Perez
<mireya.perez@morton.edu>
Subject: Re: CDL Price Update

Perfect! Thank you.

Blanca - Could you please submit these to the Board? Thank you.



Irina Cline

Director of Community and Continuing Education

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

E: Irina.Cline@morton.edu

www.morton.edu

PROPOSED ACTION: THAT THE BOARD APPROVE THE CURRICULUM AND PRICE UPDATES FOR OFFERING THE COMMERCIAL DRIVER'S LICENSE (CDL) PROGRAM OFFERED IN A PARTNERSHIP WITH ALL PRO TRUCK DRIVING SCHOOL LLC (ALL PRO) , IN THE TOTAL AMOUNT \$130,000.00 PER EACH COHORT THE CDL PROGRAM IS OFFERED PAID FROM THE STUDENT REGISTRATION COST COLLECTED BY MORTON COLLEGE.

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

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

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

ATTACHMENT: Curriculum and cost updates description

All Pro Truck Driving School a LLC Curriculum

All Pro Truck Driving School offers the following curriculum as required by the Office of the Secretary of State

Office of the Secretary of State – Driver Services Department

CURRICULUM FOR CDL ACCREDITED COMMERCIAL DRIVING SCHOOLS

The following curriculum must be offered to each first time CDL student in a minimum of 4 weeks

YOU MUST SHOW PROOF OF CITIZENSHIP OR RESIDENCY
US PASSPORT, US BIRTH CERTIFICATE OF RESIDENCY CARD

Note: If your license expires in **6 MO.** or less you have to renew it before taking permit tests
For **HAZMAT** you need proof of citizenship or residency. Your name on dl has to match exactly.

Permit: \$50 PAID TO SECRETARY OF STATE

General Knowledge, Combination Vehicles and Air Brakes

CLASSROOM

40 hours: Classroom instructions, this include but is not limited to, preparation for Secretary of State written examinations and All chapters of this curriculum

RANGE

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

OVER THE ROAD

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

OBSERVATION

20 hours: Experience composed of observation of the practice range and over-the-road

REMEDIAL TRAINING

PERMIT AND PRETRIP INSPECTION

60 hours: Observation and additional classroom, range and over the road training based on each CDL student's specific needs

*(Copy of Secretary of State Curriculum)

TOTAL 160 HS (minimum 20 hs per week) Must start class at the latest 4 PM

Current Price as of _____ : _____
is **\$2650.00 divided into 5 weekly payments of \$530**

The first payment of \$530 is due at registration.

For Permit: 3 tests: General Knowledge Physical and Drug Screen \$ 120.00
Combination Vehicles
Air Brakes

YOUR TRAINING MUST BE COMPLETED IN 8 WEEKS

Once your training is completed you are entitled to **2** test dates where you will take

- 1. Pretrip Inspection**
 - 2. Skills**
 - 3. Road**
- Additional test dates if needed and 8 hs week of training require a payment of \$400.**

Note: You must be able to pass a DOT physical and a drug screen.

Our hours of operation are:

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

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

HAZMAT: FOR FINGERPRINTS TAKE PROOF OF CITIZENSHIP OR RESIDENCY

ALL PRO TRUCK DRIVING SCHOOL LLC
7601 S. Kostner Ave. Suite 230, Chicago, IL 60652 773-581-9376

Enrollment Agreement 160 Hour Program: *Per Secretary of State Requirements our Course Includes:*
40 HOURS CLASSROOM, 20 HOURS ROAD, 20 HOURS SKILLS, 20 HOURS OBSERVATION,
60 HOURS REMEDIAL (PERMIT AND PRETRIP).

-You must attend class a minimum of 20 hours per week-

Driver License Number:	Cell Phone:	Emergency Phone:

First Name:	Last Name:

Address:

City:	State:	Zip:	Birth Day:	SSN:

Schedule of Tuition and Payments:

Tuition:	\$ 2650.00	START DATE:
Drug Test &		
Dot Medical:	\$ 120.00 Payable to Concentra	END DATE:
Permit Fee:	\$ 50.00 Payable to Illinois Secretary of State*	
Total Cost:	\$ 2820.00	

- The Secretary of State Requires proof of Citizenship or Residency: US Passport, Birth Certificate, Green Card*

Student is responsible to make all payments on time as specified in this contract.

Program Schedule: YOUR TRAINING MUST BE COMPLETED IN 8 WEEKS. ONCE YOU COMPLETE YOUR TRAINING YOU WILL BE SCHEDULED TO TEST: PRETRIP, SKILLS AND ROAD. IF YOU DO NOT PASS EITHER ONE OR ANY OF THESE TESTS, YOU ARE ENTITLED TO A 2nd TEST DATE INCLUDING 1 MORE WEEK OF TRAINING. IF YOU REQUIRE A 3RD OR MORE TEST DATES THE FEE IS \$400.00

E-MAIL _____

I have read and understand the above and will attend class a minimum of 20 hours per week.

7601 S. Kostner Ave. Suite 230, Chicago, IL 60652
www.allprocdla.com

P: 773-581-9376

Admission Requirements

- Be at least age 18 to drive commercial motor vehicle within Illinois and at least age 21 to drive commercial motor vehicle across state lines, carry hazardous materials or transport any passengers.
- Hold only one valid driver's license and driving privileges cannot be suspended, revoked, cancelled or disqualified.
- Proof of a valid driver's license, copy of a recent court purposes motor vehicle report (MVR)
- Meet the medical requirements of the Federal Motor Carrier Safety Regulations. DOT Medical and the DOT Drug Test are required on the first day of training.
- Pass written tests for the required instruction Permit at the Secretary of State Office
- Basic English Language skills are required (e.g. the student must be able to understand a typical tv broadcast)

The above requirements are in addition to the requirements listed in the Secretary of State Study Guide.

Cancellation and Refund Policy

Refund computations will be based on schedule clock hours of class attendance from the first day of class through the last day of attendance. Leave, absence, suspensions and school holidays will not be counted as part of scheduled class.

A student's financial obligation at the time of withdrawal is as follows:

- For students who withdraw before first day of class but no more then three days after registration, full refund will be issue (minus fees already paid by school).
- For students who withdraw after three days after registration but before first day of class a \$100.00 shall be retained by the school.
- APTDS will not issue any refund after 15 days from the student's prospective graduation date.
- APTDS will issue a refund, if applicable, within 15 business days only if all tuition payments have been made in accordance with the enrollment agreement. Pro-rated refund policy is as follows:

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

Job Placement Assistance

Job Placement Assistance is offered to all trainees. Students with a good employment history, clean driving record and no criminal background will be at an advantage in obtaining the best employment in the trucking industry. APTDS is dedicated to helping our graduates to find employment in the trucking industry, however, by law, we cannot guarantee placement for any graduate. Each student is encouraged to participate in Job Placement seminars and to fill out employment applications while in training.

Grading, Testing & Completion Procedures

Students are graded in 4 major categories: classroom, pre-trip, range and road training. Students must attain a minimum overall score of 80% in the classroom phase and achieve safety clearance, as determined by APTDS instructors, to attempt the behind the wheel exams and satisfactorily complete the program.

If you are a first time CDL applicant, you must complete a minimum 160 hour program to meet the state required curriculum. Upon successful completion of your truck driver training course, you will be awarded a Diploma of completion from All Pro Truck Driving School.

The school reserves the right to alter lesson times in the event of equipment failure, weather conditions or other emergencies. The student will not be allowed to take the test administrated by the Secretary of State in a school vehicle until his /her skill capabilities are sufficient to operate such vehicle safely. The student must have received training within 3 days of the exam in order to be present for the exam.

Our price includes 2 FINAL TEST DATES where the objective is for the STUDENT to pass PRETRIP, SKILLS and ROAD TESTS. Additional test dates will cost \$400.00 with 8 hours of additional training included.

Attendance:

The student must attend school a minimum of 20 hours per week. If the student is more than 20% behind of his/her hours of attendance the All Pro Truck Driving School LLC can withdraw the student from the class and the refund policy applies.

Equal Opportunity Statement

All Pro Truck Driving School is committed to equal opportunity in training, development, placement and financial assistance for all students. APTDS offers equal opportunity to all students regardless of sex, age, race, color, sexual orientation, national origin, religion or handicap.

I have read and understood the above

Student Acceptance

This contract constitutes the entire agreement between student and school and no verbal assurance or promises not contained herein shall bind the school or the student. This contract, including the agreed upon tuition price, is valid through PROSPECTIVE GRADUATION DATE which is completion date of program. All disputes regarding this contract should be directed to the Secretary of State's Office.

Student Signature

Date

School Acceptance of Student

As an authorized representative of All Pro Truck Driving School, I recommend the acceptance of the above mentioned student into the school based on the program schedule listed above.

All Pro Truck Driving School Signature

Date

Release of information

I, _____ residing at, _____ hereby acknowledge that I authorize All Pro Truck Driving School to release copies of my school records, which includes test results, attendance figures, DOT medical and Drug Test results and all other documents contained within my school file to prospective employers, agencies that referred me to school and any party that paid for my training, if such information is requested. Furthermore, I acknowledge that my name may be placed on the APTDS website and that this site may contain my picture. No further request is needed by APTDS to use my school records and photographs. This authorization may be canceled by student upon written request, sent to the school by Certified Mail Return Receipt Requested.

Student Signature

Date

All Pro Truck Driving School Rule Sheet

Personal Conduct	
1	Profanity, vulgarity, offensive,, dangerous and/or illegal behaviors are not permitted at any time
2	Appropriate clothing must be worn at all times. No open-toed shoes. Pants must be long and worn at the waistline.
3	You are expected to cooperate with instructors and office staff.
4	You must contact instructors and staff only on the office line: 773-581-9376. You may not contact them on their cell phones or email.
5	No sleeping is permitted anywhere. You are expected to be alert and awake during training.
Attendance – Documentation – Student Record	
1	<ul style="list-style-type: none">Classroom instruction starts at 9am Monday through Friday. Field instruction starts at 7 am Monday through Sunday.Lunch is 60 minutes, 12:00pm to 1:00pm only for those students that have 8 hours class that day.If you are scheduled for an exam, you must be in the yard by 7am.Duration of each class is 4 hours.If you cannot come to class you must cancel at least one day before and no later then 4pm, otherwise NO SHOW is \$50 for the class missed.You only can attend school in days you have scheduled. If your personal schedule is changing you must notify the office immediately.
2	You are responsible for keeping your student record accurate. Every day it must display time in and time out, activity information and your signature
School Materials, Property, Equipment	
1	All school materials must remain within school at all times.

2	Vandalism or destruction of anything at the school is not permitted and will require reimbursement of damages and possible criminal charges.
Parking LOT Safety and Regulation	
1	For your safety, stand or walk only in designated areas of the lot, as designated by your instructor.
2	Always use the 3 points of contact when entering or exiting the tractor.
3	Do not drive too close to other vehicles. The speed limit on the lot is idle speed.
4	There is no food, beverage, smoking, cell phone or radio use during class or skills/road sessions.
5	There should be no trash in the truck at any time.
6	A vital part of your curriculum is observation time. You are required to participate in this observation time from either inside a vehicle or by standing within 2 feet of an instructor.
Development	
1	We expect you to make a progress. If you feel you are falling behind, it is your responsibility to ask for help.
2	There is prescribed training procedure and course outline. You are expected to follow it.
Payments	
1	ONCE YOU ARE IN THE YARD SCHEDULE YOU WILL PRACTICE PRETRIP, SKILLS AND ROAD DURING 2 WEEKS. AT THAT POINT WE WILL SET YOUR FIRST TEST DATE. IF YOU MISS YOUR SCHEDULED TRAINING THERE IS A FEE OF \$50 FOR EACH DAY MISSED. YOU MUST STILL TAKE YOUR TEST ON THE DAY SCHEDULED.
2	Bounced checks will result in a \$50 fee.
3	TWO TEST DATES (CURRENTLY WEDNESDAYS) with the Secretary of State at our facility are INCLUDED in the tuition, however additional tests dates will cost students \$500.00 each with 8 additional hours of training included. Student must practice before taking any test with the Secretary of State.

**Schedule
FULL TIME**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am						
12pm						
4pm						

I have read and understood the above

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE MAINTENANCE AGREEMENT RENEWALS WITH ELLUCIAN PARTNER FOR VARIOUS COMPONENTS OF THE ENTERPRISE RESOURCE PLANNING SYSTEM IN THE AMOUNT OF \$431,250.00 FOR FY2022.

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

Annual Ellucian maintenance agreement renewals for:

- Fee for Hosted Subscription Software and Cloud **\$336,347.00**
- Ellucian Experience Services **\$3,000**
- Ellucian Experience License Fee **\$17,214.00**
- Ellucian Annual Maintenance Renewal Term: 07/01/2021 to 06/30/2022 **\$34,497.00**
 - FUND RAISING
 - REPORTING
 - REPORTING & OPERATING ANALYTICS BASE PACKAGE MAINTENANCE
 - ODS DATAORCHESTRATOR PARTNER MAINTENANCE
 - ODS CONNECTORS BUSINESS OBJECTS MAINTENANCE
- PARTNER ANNUAL MAINTENANCE RENEWAL
- BUS Obj Web Intelligence w/Voyager Maint. **\$2,415.00**
- BUS Obj Enterprise Premium CAL Part. Maint. **\$30,456.00**
- Synoptix 5-User Partner Maint **\$6398.00**
- BUS Obj Crystal Report Prof Partner Maint. **\$923.00**

These service maintenance agreements are critical with Ellucian to maintain and support the College's ERP system.

Goals: Continue establishing a support structure to sustain success; improve utilization and efficiencies of the Ellucian Colleague solution; explore new technologies which will enhance staff, faculty and student success.

ATTACHMENTS: None

COST ANALYSIS: **\$431,250.00- FY 2022**

From: [Mireya Perez](#)
To: [Board Materials](#)
Cc: [Stan Fields](#)
Subject: Reclassification FY22
Date: Wednesday, June 9, 2021 3:47:37 PM
Attachments: [Board Action Sheet - Reclassification FY22.docx](#)
[Data Support Specialist.05.17.21 REVISED.docx](#)
[Help Desk and Technical Support Specialist - Digital Media.docx](#)
[Instructional Technologist May 2020 FT Revised on 4 27 2021.docx](#)
[Public Relations Liason DRAFT.docx](#)
[Reclassification Detail 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*

Morton College is closed on Fridays starting May 28th through August 6th.

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

PROPOSED ACTION: THAT THE BOARD APPROVED THE RECLASSIFICATION OF FOUR STAFF EMPLOYEES EFFECTIVE JULY 1, 2021, AS SUBMITTED.

RATIONALE:

The Classified Union has requested four positions be reclassified due to changes and expansion of duties per CBA Article XVII Position Classifications, Section 17.1, 17.2, & 17.3. Administrative Reclassification Committee reviewed and is making the following recommendations:

Student Development Liaison – 10% increase over a 3-year period

Help Desk and Technical Support Specialist – move up to Range IV and 10% salary increase

Instructional Technologist – 7% increase

Data Support Specialist – move up to Range II and 10% salary increase

COST ANALYSIS: \$22,028

ATTACHMENT: RECLASSIFICATION DETAIL FY22 AND UPDATED JOB DESCRIPTIONS



Morton College

Job Description

Job Title: Data Support Specialist

Range: Range II

Grant-Funded: NA

Reports to and Evaluated by: Director of Grants and Compliance

Required Qualifications: Associates' degree, preferably with a major in Education, Business, Computer Science or a related field. Computer skills in Microsoft Word. Ability to work and think independently. Ability to accurately enter student data into multiple databases. Ability to focus on clerical tasks for extended periods of time. Ability to work in a discrete manner with confidential student information.

Desirable Qualifications: Previous experience entering large amounts of data within a specified timeframe. Working knowledge and experience with databases and spreadsheets.

Job Summary: The Data Support Specialist will enter student data into Colleague and DAISI databases, complete office tasks such as filing, shredding, and organizing student records and other sensitive documents, and be responsible for maintaining a system for sorting, retaining, and disposing of program files.

Essential Job Functions

- Assist with student verification of attendance letters, prepare any necessary documentation for any authorized agency and update the adjunct faculty professional development hours in DAISI.
- Assist with data entry, and database tasks, specifically using DAISI to help create student profiles and generate warning reports to monitor data entry errors.
- Assist with department class registration as needed
- Travel off-campus sites to assist with department class registration and/or assist proctors with student testing, as needed.
- Direct potential students to appropriate College programs, i.e. College Transfer, HSEC, ESL, ABE

Deleted: Program Support Specialist II

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Deleted: data collection

Deleted: .Enter student data into program databases

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- Assist in ESL and HSEC program commencement ceremonies.
- Monitor and distribute Student Class Sign-in Reports as needed.
- Prepare and maintain records of Adult Education Student Verification of Attendance Letters or any related documentation.
- Perform administrative duties including sorting, copying, mailing, faxing, and related general office responsibilities involving the use of independent judgment, proper handling of confidential information, and an understanding of departmental functions and procedures.
- Support the maintenance of the filing system for Adult Education student and program records
- Follow approved processes to sort, retain, and dispose of program files and records
- Support disposal of unneeded paperwork by doing shredding
- Enter student test scores for TABE and CASAS assessments into databases
- Assist proctors with student testing, as needed
- Support the dissemination of flyers and other program related materials to community partners and offsite class locations

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Other Duties:

- Perform other duties and special projects as assigned

Work**Environment:**

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

Physical Demands:

Must be able to sit for long periods of time.

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 _____

Reclassification 2021, Administration Committee's Recommendation, Requesting the approval of Dr. Stan Fields, President of Morton College

June 1, 2021

Administration's Reclassification Committee: Mireya Perez and Wendy Vega-Huezo

Classified Union's Reclassification Committee: Eric Porod

Based on an agreement with the Union and the College, the last member of the committee consisted of the employee and the employee's immediate supervisor.

The following has been agreed to by the Administration Reclassification Committee and the Classified Union's Reclassification Committee.

The Classified Union has requested five (5) positions be reclassified due to changes and expansion of duties per CBA Article XVII Position Classifications, Section 17.1, 17.2, & 17.3, the they are:

Student Development Liaison: This is a Salary Range IV. At present, this position is held by James O'Connell, hire date 02/13/2001, present salary \$67,238. The Administration's Reclassification Committee agrees that this position has seen changes. The committee is proposing a revised Job Description and title change, attached, and a **6% increase this year, \$71,272.28, effective July 1, 2021 and 6% increase next year, \$74,123.17, July 1, 2022 and 5% increase effective July 1, 2023. Total increase of 10% over a 3-year period.**

Help Desk and Technical Support Specialist: This is a Salary Range III. At present, this position is held by Neil Moss, hire date 02/06/2017, present salary \$46,289. The Administration's Reclassification Committee agrees that this position has seen changes and expansion on duties. The Committee is proposing a revised Job Description and title change, attached, and a **salary increase to the minimum of range IV, \$53,669, effective July 1, 2021.**

Instructional Technologist: This is a Salary Range V. At present, this position is held by Carla McKenzie, hire date 02/19/2019, present salary \$58,987.50. The Administration's Reclassification Committee agrees that this position has seen changes and expansion on duties. The Committee is proposing a revised Job Description, attached, and a **7% increase, \$63,116.63, effective July 1, 2021.**

Data Support Specialist: This is a Salary Range I. At present, this position is held by Hernan Alonso, hire date 03/31/2008, present salary \$37,956. The Administration's Reclassification Committee agrees that this position has seen changes. The committee is proposing a revised Job Description, attached, and a salary increase to the **range II, \$41,751, effective July 1, 2021.**

Academic Advising Clerk: The Classified Union withdrew the reclassification request for this position.

The Administration's Reclassification Committee is recommending the four (4) Reclassifications as a package. With the Classified Union's acceptance of all four recommendations, the Administration's Reclassification Committee would present these recommendations to the College President and upon his approval, place these recommendations on the Board of Trustees agenda depending on the date of the Union approval to this Reclassification package. All recommended changes to be effective July 1, 2021.



Morton College Job Description

Job Title: Coordinator of Help Desk and Technical Support – Digital Media

Deleted: Specialist

Range: Range IV

Deleted: III

Grant-Funded: N/A

**Reports to and
Evaluated by:**

CIO

Deleted: Associate Director of Digital Media

**Required
Qualifications:**

Two years of computer related experience with emphasis in audio,
video and multimedia creation, production and purposing or a
related field experience; or an associate's degree in data
processing. Knowledge of computer hardware and software.
Good customer service, interpersonal and communication skills.
Must be able to travel between sites. Ability to work
independently, often unsupervised.

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

**Desirable
Qualifications:**

Honesty, flexibility, punctuality, and logical reasoning ability.
Ability to interact well with students, faculty and staff. Able to
communicate in Spanish.

Job Summary:

The Coordinator will answer calls, update, document, and attend
to Helpdesk tickets as it pertains to Digital Media; Assists in
Computer installations and troubleshooting; perform various
functions for maintaining inventory controls. Provide support for
campus events. Assist with the management of the Radio Station.
The duties and responsibilities may change as the need of the
College arises.

Deleted: specialist

**Essential Job
Functions:**

- Responsible for overall planning, purchasing, installing, and
maintaining digital media equipment
- Assist faculty, staff, and students in using digital media equipment
- Prepare multimedia/audiovisual setups for campus-wide events
upon request
- Ongoing management of campus-wide flat screens hardware,
software, and content

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Deleted: Specialist

- Assists with all aspects of Helpdesk operations as it pertains to Digital media.
- Answers technical questions from end-users.
- Assists in support of systems and applications used by Morton College.
- Assist and supervise Student Aids with resolution of Digital Media Projects and Requests.
- Assists in the processing, compression and streaming of video and audio files for the College's Media Services.
- Maintain accurate and up-to-date records of equipment inventory, invoices, warranties, and contract expiration dates related to multimedia devices.
- Provide Multimedia support for campus events/functions, including sporting events and theatre productions.
- Maintains audio and video production equipment for Multimedia staff use.
- Assist with training for Campus Radio Station.

Deleted: Assists with purchasing of equipment.

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Other Duties: • Performs other duties as assigned by supervisor

Work Environment: Office Environment; Some nights and weekends required;

Physical Demands:

- Lifting and carrying items up to 20 lbs.
- Bending, twisting, climbing, crawling, pushing, kneeling, stooping and reaching overhead.
- Eye-hand coordination
- Vision abilities required by this job include close vision

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

Deleted: <#>Required to communicate – talk, hear, and write; written and oral communication¶
<#>Eye-hand coordination¶
<#>Sitting, standing, walking, reaching with arms and hands, kneeling, or crouching¶
<#>Vision abilities required by this job include close vision¶
<#>Must be able to travel between sites¶
<#>Lifting and carrying items up to 20 lbs. ¶
<#>Ability to work independently, often unsupervised. ¶

Deleted: <#>Associate Director.

Deleted: <#>Responsible for overall planning, purchasing, installing, and maintaining digital media equipment¶
<#>Assist faculty, staff, and students in using digital media equipment¶
<#>Prepare multimedia/audiovisual setups for campus-wide events upon request¶
<#>Ongoing management of campus-wide flat screens hardware, software, and content¶

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Deleted: Generally 8:00 a.m. until 4:30 p.m.;

Deleted: Summer hours generally 7:45 a.m. until 4:30 p.m. with Fridays off¶

Deleted: <#>Ability to lift 20 lbs.¶

Job Description: Coordinator of Help Desk and Technical Support – Digital Media Page 3

Deleted: Specialist

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

Employee _____ Date _____



Morton College

Job Description

Job Title: Public Relations Liaison

Deleted: Student Development Liaison

Range: Range IV

Grant-Funded: NA

**Reports to and
Evaluated by:** Executive Director of Institutional Advancement

**Required
Qualifications:** Bachelor's degree in liberal arts or college administration. An understanding and commitment to the community college philosophy. Excellent organizational, verbal and written communication skills. Must be detail oriented, self-directed, and creative. Aptitude with word processing and database systems. Ability to exercise sound judgment, demonstrate initiative and flexibility in administering all aspects of student development activities, program development and event planning. Ability to establish effective relationships with students, faculty, and staff in a multicultural environment. Ability to routinely work a flexible schedule. Valid Illinois driver's license. Ability to maintain confidentiality.

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

**Desirable
Qualifications:** Master's degree in higher education administration, college student development or a related field. Bilingual in Spanish and English both written and oral. Prior supervisory experience in a community college setting; experience coordinating cultural programming and organizing campus activities and/or intramural events.

Job Summary: Assist the Executive Director Institutional Advancement of and all areas of Student Development in the Public Relations and Community Outreach field that includes, but it is not limited to assisting in creating communications to the college community, recruitment, admission, retention, and transition processes to promote student success while collaborating with any and all areas of the College, as appropriate.

Deleted: Student Development**Essential Job Functions**

- Produce public information materials to include, but not limited to, press releases, alumni highlights, informational pamphlets and community outreach marketing materials.
- Manage institution and athletics' social media pages.
- Provide support to the Athletics' Department to include, but not limited to attending communications.
- Prepare and submit reports, and collaborate with other college departments as needed in support of student development efforts/programs.
- Perform other student development functions as directed, either routinely or as required.
- Serve as project officer for student development programs, recurring or special events as directed, to include but not limited to Commencement and student recognition.
- Assist in developing and managing services designed to increase student retention and transition rates.
- Assist with student organization and events as directed.
- Collaborate with other college departments for implementation of retention, transition and career planning and job placement activities through a variety of techniques and services including newsletter, mailings, workshops and advisement.
- Prepare information papers, public information materials, maintain material for and on the College's website, or other materials as directed.
- Frequently attend College related events, including but not limited to: athletic, student functions, parades, social, and special events to assist as required.
- Develop, implement, and supervise special projects at the direction of the Executive Director of Institutional Advancement, College President, the Provost, and the Provost designee.

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Deleted: Assist in the admission and/or continued enrollment processes for programs to include, but not limited to, processing applications, screening requirements (to include but not limited to background checks and drug test processing), maintenance of records, and other specific program requirements.¶
Develop and implement routine or special programs in support of student recruitment, retention, transfer or transition.¶
Assist in the development and/or monitoring of budgets, as required.¶
P

Deleted: other student service offices**Deleted:**

Deleted: and produce public information materials to include, but not limited to, press releases and social media

Other Duties:

- Perform other duties as assigned

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

Job Title:	Instructional Technologist
Range:	Range V
Grant-Funded:	NA
Reports to and Evaluated by:	Associate Dean of Arts and Sciences
Required Qualifications:	<p>The candidate must be a skilled educator with two years' experience in an academic environment and have a Master's degree in an academic discipline or technology-related field. The candidate must have experience in designing and developing web-based courses and in creating materials that effectively use technology in the classroom. The candidate must have strong leadership and communication skills. The candidate must be able to accommodate a flexible work schedule to adapt to faculty and student class schedules.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Desired at least two years teaching experience in a college/university environment, a Master's degree in instructional design and working knowledge of the current trends in distance learning.
Job Summary:	<p>The Instructional Technologist will support faculty in the effective use of technology in teaching and learning. Duties include conducting training workshops for faculty and students, and providing small group and one-on-one consultations with faculty seeking to incorporate educational technology into the curriculum. The Instructional Technologist will assist faculty in detecting and eliminating electronic plagiarism as well as incorporating online information literacy resources into instruction. Additionally, the Instructional Technologist will manage the Faculty Resource Room, and assist faculty in selecting appropriate hardware and software. The Instructional Technologist will work collaboratively with all academic areas, and serve as a liaison between academic areas and the Management Information Service area of the College. The Instructional Technologist must stay abreast of ongoing developments, trends, and issues in educational</p>

technology. The responsibilities and duties of the Instructional Technologist may change as academic technology and the needs of the College evolve.

Essential Job Functions

- Support full-time and part-time faculty in the effective use of technology in teaching and learning.
- Conduct training workshops for faculty and students and create and manage faculty and/or student certification processes related to these workshops.
- Provide small group and one-on-one consultations with faculty.
- Teach short, noncredit courses to faculty related to the integration of teaching and varied technologies.
- Support faculty in the development and maintenance of online courses, hybrid courses, web-enhanced courses and multi-media presentations.
- Create on-demand training videos for faculty.
- Advise faculty on the incorporation of online information literacy resources into instruction.
- Promote underutilized features in Blackboard of College's current LMS.
- Promote other relevant software to full-time and part-time faculty.
- Assist faculty in research and selection of hardware and software.
- Work collaboratively with all academic areas.
- Collaborate with the College's Management Information Systems area.
- Collaborate with the Director of Teaching and Learning on issues related to technology in the classroom.
- Stay abreast of ongoing developments, trends, and issues in educational technology.

Deleted: <#>Manage the Faculty Resource Room.¶

Deleted: Serve as liaison to the

Deleted: Serve as a member of the College's Teaching, Learning and Technology Roundtable

Deleted: <#>Develop and maintain an instructional resource library.¶

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Typical office environment

Physical Demands:

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

Position Unit:

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.

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

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 BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

PROPOSED ACTION: THAT THE BOARD APPROVE ANAYELI FUENTES AS A NEW HUMAN RESOURCES GENERALIST FOR THE HR DEPARTMENT WITH AN EFFECTIVE START DATE OF JUNE 28, 2021.

RATIONALE

This position will assist with the recruitment, on-boarding process, new employee orientation, verification of employment, ADA request, etc.

COST ANALYSIS:

\$63,000 annually

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

PROPOSED ACTION: THAT THE BOARD APPROVE JUHELIA THOMPSON AS A NEW FT PSYCHOLOGY FACULTY FOR THE SOCIAL AND BEHAVIORAL SCIENCES DEPARTMENT WITH AN EFFECTIVE START DATE OF AUGUST 16, 2021.

RATIONALE

THIS HIRE WILL REPLACE THE OPENING FOR A FULL-TIME FACULTY OF PSYCHOLOGY. IN ADDITION TO A ROBUST CAREER IN PSYCHOLOGY AND ACADEMIA, MS. THOMPSON WILL BRINGS 10+ YEARS OF TEACHING EXPERIENCE TO THIS ROLE.

COST ANALYSIS:

\$63,604.00 BASED ON THE FACULTY UNION CONTRACT, MS. LANE AND CREDIT FOR 11 YEARS OF TEACHING EXPERIENCE (MAX 11 YEARS CREDIT PER CONTRACT)

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

PROPOSED ACTION: THAT THE BOARD APPROVE MS. MYEISHA GRADY AS A NEW SPEECH FACULTY POSITION FOR THE ENGLISH DEPARTMENT WITH AN EFFECTIVE START DATE OF AUGUST 16, 2021.

RATIONALE

THIS HIRE WILL REPLACE THE VACANCY FOR A FULL-TIME SPEECH FACULTY. MS. GRADY WILL BE 1 OF 2 FULL TIME FACULTY MEMBERS IN SPEECH TEACHING AT MORTON COLLEGE. MS. GRADY WAS PREVIOUSLY AN ADJUNCT HERE AT MORTON COLLEGE IN THE SAME DEPARTMENT AND THEREFORE, IS FAMILIAR WITH MORTON COLLEGE STUDENTS AND THE COLLEGE MISSION OF STUDENT SUCCESS.

COST ANALYSIS:

\$50,206 BASED ON THE FACULTY UNION CONTRACT, STEP 3, M.A. AND MAXIMUM CREDIT FOR ADJUNCT FACULTY TEACHING EXPERIENCE.

MORTON COLLEGE ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made between the Morton Community College District #527 ("College"), and **Marisol Velazquez**, an individual residing in Illinois ("Employee"), (collectively referred to as the "Parties"). The effective date of this Agreement shall be the last date that this Agreement is executed by either the College or the Employee.

WHEREAS, the College desires to hire Employee to serve as Associate Provost & Vice President of Student Services ("Associate Provost & Vice President of Student Services" or "Administrator") based upon the terms and conditions set forth herein; and

WHEREAS, Employee desires to work as an Administrator for the College and agrees to fulfill the obligations set forth in this Agreement; and

WHEREAS, the College and Employee believe that a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operations of the educational programs of the College; and

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

1. INCORPORATION OF PREAMBLES.

The foregoing preambles are incorporated herein and constitute a part of this Agreement

2. EMPLOYMENT.

A. Position. Employee shall be employed as the Associate Provost & Vice President of Student Services of the College.

B. Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Associate Provost & Vice President of Student Services as set forth in the Position Description (attached hereto) and as governed by the Morton College Board of Trustees' ("Board") Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Associate Provost & Vice President of Student Services.

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

3. TERM.

The term of Employee's employment shall commence on the 1st day of July 2021 (the "Commencement Date") and end on the 30th day of June 2022 (the "Expiration Date") unless terminated as provided for in Section 6 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

4. RESTRICTIVE COVENANTS.

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

5. REMUNERATION.

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

A. Base Salary. Employee shall receive an annual base salary of One hundred forty thousand U.S. Dollars (\$140,000.00) for Fiscal Year 2022 (July 1, 2021-June 30, 2022) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2022. Said amounts shall be paid in equal installments according to the payroll dates in effect for other administrators, with such deductions as may be required by law or Board policies.

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

C. Education Reimbursement. Employee, with the prior approval of the President, shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies. Education reimbursements will be issued in accordance with the employee education reimbursement guidelines.

D. Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 5 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

E. Insurance.

i. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and Employee, respectively: The Employee shall pay the lowest available rate for the coverage that s/he selects. Those rates will be approved by the Board and made available to the Employee during open enrollment.

ii. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

iii. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

iv. Life Insurance. The College shall provide and pay for individual term life insurance coverage to Employee up to the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

F. Paid Time Off Benefits. Employee shall receive the following benefits:

i. Vacation Days. Twenty-two (22) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved, in writing, by your immediate supervisor. Vacation leave more than two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Provost, or President. You may carryover a maximum of twenty (20) vacation days. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of twenty (20) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

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

iii. Sick Days. Twenty (20) sick days at full pay per Fiscal Year (July 1st - June 30th), which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick day guidelines contained in the applicable Board policies; and

iv. Accrual Date. For the purposes of paid time off identified in Paragraph 5(F) and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th in which the time was earned.

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

6. TERMINATION.

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

A. Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary for one month upon written notification of Disability or upon the termination date of the contract, whichever is sooner.

B. Termination by the College for Cause. The College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- i. Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- ii. Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- iii. Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
- iv. A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- v. Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.
- vi. Other conduct, including but not limited to, committing criminal assault or battery on another employee, or on an invitee of the College, or committing abuse or neglect of a person in Employee's professional care.
- vii. Acts or omissions constituting gross negligence, recklessness or misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College. "Misconduct" includes, but is not limited to, the following:
 - a. Conduct one or omitted by the Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College;
 - b. Conduct demonstrating conscious disregard of the College's interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which the College expects of its employees. Such conduct may include, but is not limited to, willful damage to the College's property that results in damage or more than \$50.00, or theft of College property or property of an invitee of the College;
 - c. Carelessness of negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of the College's interests or of Employee's duties and obligations to the College;

d. Chronic absenteeism or tardiness in deliberate violation of a known policy of the College or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence;

e. A willful and deliberate violation of a standard or regulation of the State of Illinois ("State"), which violation would cause the College to be sanctioned or have a College license or certification suspended by the State; or

f. A violation of a College rule, unless the Employee can demonstrate that: (i) they did not know, and could not reasonably know, of the rule's requirement; (ii) the rule is not lawful or not reasonably related to the job environment and performance; and (iii) the rule is not fairly or consistently enforced.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable details of the conduct or event constituting Cause; and (b) give the Employee the opportunity to submit a written rebuttal to the Board within fifteen (15) calendar days, following Employee's receipt of notice of said Cause.

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

i. Any material breach of this Agreement by the College;

ii. Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;

iii. A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or

iv. Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

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

D. Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon thirty calendar (30) days' written notice to the non-terminating Party.

E. Termination Due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

7. RETURN OF THE COLLEGE'S PROPERTY.

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

8. CONFIDENTIALITY.

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

9. NOTICE.

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

the addresses set forth below, or to such other address as either Party may specify in writing.

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

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

If to Employee: Marisol Velazquez

10. MISCELLANEOUS.

A. Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.

B. Construction and Governing Law. Construction and interpretation of this Agreement shall be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.

C. Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

D. Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.

E. Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's request, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

F. 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.

G. Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.

H. Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile or other means shall have the same effect as an original signature.

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

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this ____ day of _____.

Stanley S. Fields Ph.D. Morton College	Date
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11

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of Allan Tomnitz as Adjunct faculty in the Welding department effective June 14, 2021.

RATIONALE:

Due to increased enrollment the Morton College Welding Department is now offering more classes, allowing students to earn 1 or more of the 5 approved welding certificates. The instructor brings more than 20 years of welding and welding education experience which will benefit new and advanced welding students.

COST ANALYSIS: Salary Range: \$873.12 Hourly Range: \$ 58.21

ATTACHMENTS:

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of David Viar as Adjunct faculty in the Welding department effective June 14, 2021.

RATIONALE:

Due to increased enrollment the Morton College Welding Department is now offering more classes, allowing students to earn 1 or more of the 5 approved welding certificates. The instructor brings more than 20 years of welding and welding education experience which will benefit new and advanced welding students.

COST ANALYSIS: Salary Range: \$873.12 Hourly Range: \$ 58.21

ATTACHMENTS:

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of adjunct instructors Sherie DeDore effective August 16, 2021.

RATIONALE:

As the Paralegal Program expands, it is necessary to hire additional instructors. Ms. DeDore is an experienced Illinois-licensed Attorneys with a passion for mentoring new legal professionals.

COST ANALYSIS: \$873.12-\$1096.90 Hourly Range: \$58.21

ATTACHMENTS:

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of adjunct instructors Iris Chavira effective August 16, 2021.

RATIONALE:

As the Paralegal Program expands, it is necessary to hire additional instructors. Ms. Chavira is an experienced Illinois-licensed Attorneys with a passion for mentoring new legal professionals.

COST ANALYSIS: \$873.12-\$1096.90 Hourly Range: \$58.21

ATTACHMENTS:



Morton College

Job Description

Job Title: Graphic and Website Service Aide

Range: Service Aide

Grant-Funded: NA

Reports to and Evaluated by: Executive Director of Institutional Advancement

Required Qualifications: The candidate will possess an associate's degree and a valid Illinois driver's license. Demonstrated design work experience, word processing, database management and data entry skills. Have knowledge with design programs such as Canva and Adobe Creative Suite (Photoshop, InDesign, Illustrator, and Acrobat). Must be able to interact well with students, faculty and staff. Excellent organizational, interpersonal and communications skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Ability to be an independent worker with a team player attitude. Must be able to work a flexible schedule including some evening & weekend hours.

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

Desirable Qualifications: Proficiency in Spanish/English, both oral and written. Bachelor's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of alumni relations and student engagement. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience.

Job Summary: The Graphic and Website service aide is responsible in assisting the marketing of Morton College with design work and duties as needed. Manage all website update requests. Expansion and implementation of marketing activities and support the college's student success initiatives. Assist in developing a plan that includes a creative calendar of activities, events, and programs tailored to motivate and engage different segments of the college community.

Essential Job Functions

- Design publicity posters, handouts, notices, etc.
- Assist with creative design and file modifications as needed.
- Design creative content to support Morton College campaigns that will include recruitment, student support, programming alumni relations, and athletics.
- Follow the Morton College brand guidelines to ensure consistency and quality of all marketing packages.
- Work collaboratively with the Institutional Advancement team to develop marketing campaigns, lead creative direction of projects, and oversee day-to-day tasks.
- Manage all website requests for updates.

Other Duties:

- Perform other job related duties as assigned by the Executive Director for Institutional Advancement

Work Environment:

Work is generally performed in an office setting. Some work and supervision will be on the Athletic Fields, Athletic Facility, and events.

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some stopping and bending.

Position Unit:

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

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

Employee _____ **Date** _____



Morton College

Job Description

Job Title: Alumni Relations Coordinator

Range: Range V

Grant-Funded: NA

Reports to and Evaluated by: Executive Director of Institutional Advancement

Required Qualifications: Bachelor's degree and a valid Illinois driver's license. Demonstrated word processing, database management and data entry skills; an understanding of academic credit and degree requirements; knowledge of computerized educational records systems. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Must be able to work a flexible schedule including some evening & weekend hours.

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

Desirable Qualifications: Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of alumni relations and student engagement. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience.

Job Summary: The Alumni Relations Manager is responsible for the operation of the College's Alumni Relations engagement. Expansion and implementation of marketing activities and support the college's student success initiatives. Develop alumni recruitment strategies and strengthen relationships. Strategically develop an annual work plan that includes a calendar of activities, events, and programs tailored to motivate and engage different segments of alumni community.

Essential Job Functions

- Establish, develop, build and maintain effective relationship with a wide range of alumni, locally, regional, nationally and internationally through regular communication with alumni via direct contact, mailers, phone calls, email blasts, alumni website, social media, print publication, alumni gatherings, receptions, events, and other innovative formats.
- Plan, organize and support alumni-based activities through the MC district.
- Collaborate with the Athletics Department and Student Services areas to develop and increase alumni involvement beyond graduation.
- Maintain alumni database records, capture content, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, alumni website and through MC social media pages.
- Create stories of achievements and careers that tie back to the MC experience.
- Work collaboratively with the Institutional Advancement team to develop marketing campaigns, lead creative direction of projects, and oversee day-to-day tasks.
- Support the institution's needs to develop a deeper base of alumni engagement that leads to additional philanthropic support, alumni assistance in key areas of the institution including recruiting, placement and programmatic support.

Other Duties:

- Perform other job related duties as assigned by the Executive Director for Institutional Advancement

Work Environment:

Work is generally performed in an office setting. Some work and supervision will be on the Athletic Fields, Athletic Facility, and events. Due to position requirements, Alumni Relations Coordinator may conduct their work at off-campus sites.

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some stopping and bending.

Position Unit:

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

- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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

Employee _____ Date _____



Morton College

Job Description

Job Title: Financial Aid Clerk

Range: Range I

Grant-Funded: N/A

**Reports to and
Evaluated by:** Director of Financial Aid

**Required
Qualifications:** High School Diploma or GED. Must have some office or office related experience. Must have the ability to interact well with students and their parents. Must have good communication, organizational and computer skills. Must be flexible in work availability including some evening work.

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

**Desirable
Qualifications:** Associate's degree and experience working in the Financial Aid Office. Bilingual in English and Spanish. Knowledgeable in the federal and state grant program.

Job Summary: The Financial Aid Clerk will assist the Director with the day-to-day operation of the office by assisting students with filling out financial aid forms, reviewing and verifying student eligibility, maintaining file construction. The candidate will also provide receptionist duties such as filing, mailing and answering telephone calls. Some duties and responsibilities may change as the need of the College arises.

**Essential Job
Functions**

- Provide customer services to all students and assist them with filling out paperwork.
- To accurately and efficiently complete all grant process and maintain proper file construction and other accountabilities at the need of students.
- Assist with ordering, stocking and inventory control of all financial aid paperwork and or supplies.
- Perform outreach activities such as assisting students and community in all areas of federal, state and institutional policies and regulations
- Provide administrative support with the SAP process

- Assist with student aide interviews, as needed
- Provide administrative support with financial aid reports including Pell Reconciliation, Pop, PLEU's, High-School Verification, Transfer Monitoring, Disbursement Reports, ISIR Alert Reports, etc.
- Perform daily import and export of financial aid records and files.
- Review and update department forms and documents.
- Perform document intake reviews and inform students on missing, inaccurate, or incomplete paperwork.
- Assist in the collection and preparation of data (housing, child care costs, etc.) used to determine student expense budgets
- Provide guidance to student workers and support staff as needed

Other Duties:

- Perform other duties as assigned by the Director of Financial Aid.

Work Environment:

Standard office environment with use of standard office equipment.

Physical Demands:

Bending, stooping, and some lifting of approximately 15-20lbs.

Position Unit:

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

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

Employee_____ Date_____



Morton College Job Description

Job Title:	Student Aide- <u>(Institutional Advancement)</u>
Funding:	<input type="checkbox"/> Non Work Study/Institutional <input checked="" type="checkbox"/> Federal Work Study
Reports to:	<u>Executive Director of Institutional Advancement</u>
Required Qualifications:	<p>Applicant must be a current Morton College student carrying 6 credits hours in the Fall and Spring. One credit in the Summer. Good academic standing with a minimum GPA of a 2.0.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Job Summary:	<u>The student aid will work with the Institutional Advancement team to provide assistance with all events throughout the academic year. The student aid will attend community events throughout the MC district, and out-of-district.</u>
Specific Job Duties:	<ul style="list-style-type: none"><u>Attend community events facilitated by schools, community organizations and elected officials that help drive recruitment and MC presence.</u><u>Provide set-up assistance and collaboration in all on campus Morton College events, including campus tours.</u><u>Provide excellent customer service experience to all of our college community.</u><u>Follow brand guidelines to build and amplify a consistent visual identity and brand voice across all MC's sponsored events, as well as in community events.</u><u>Serve as student ambassador of the MC brand to engage students, college community and partners.</u><u>Perform other job related duties as assigned.</u>
Work Environment:	<u>Evening and weekend work hours are probable. Work is generally performed in an office setting. Some work and supervision will be on location such as the Athletic Fields, Athletic Facility, and event location.</u>

Deleted: Insert Department Name

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Job Description:

Page 2

**Physical
Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some stopping and bending.



Morton College Job Description

Job Title: Student Aide- (Institutional Advancement)

Deleted: Insert Department Name

Funding: ☐ Non Work Study/Institutional
☒ Federal Work Study

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Reports to: Executive Director of Institutional Advancement

Required Qualifications: Applicant must be a current Morton College student carrying 6 credits hours in the Fall and Spring. One credit in the Summer. Good academic standing with a minimum GPA of a 2.0.

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

Job Summary: The student aid will work with the Institutional Advancement team to identify new ways to engage our social college community, share all upcoming events and programming, and continue to elevate the institution's presence. The aid will assist in nurturing and furthering the development of the institution's brand across our social media channels. Good and creative writing skills.

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Specific Job Duties:

- Follow brand guidelines to build and amplify a consistent visual identity and brand voice across all MC's social media channels
- Work directly with the Institutional Advancement team to enhance the social medial approach and content requirements
- Monitor social media posts and engagement
- Communicate creative messaging needs and collaborate in coordinating production of creative assets to support social media campaigns.
- Serve as student ambassador of the MC brand to engage students, college community and partners.
- Perform other job related duties as assigned by the Executive Director for Institutional Advancement

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Work Environment: Work is generally performed in an office setting. Some work and supervision will be on location such as the Athletic Fields, Athletic Facility, and, event location.

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Job Description:

Page 2

**Physical
Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some stopping and bending.



Morton College Job Description

Job Title: Director of Development

Range: Administrator

Grant-Funded: NA

Reports to and Evaluated by: Executive Director of Institutional Advancement

Deleted: and Alumni Relations

Required Qualifications: The candidate will demonstrate success as a collaborative, entrepreneurial and effective leader with the ability to develop programs and communicate Morton College's mission, values and strategies. Proven commitment and knowledge of fundraising principles and practices. Possess a bachelor's degree and a valid Illinois driver's license. Demonstrated word processing, database management and data entry skills; an understanding of academic credit and degree requirements; knowledge of computerized educational records systems. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Must be able to work a flexible schedule including some evening & weekend hours.

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

Desirable Qualifications: Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of development (fundraising). Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience.

Deleted: and alumni relations

Job Summary: The Director of Development is responsible for developing and and implementing fundraising strategies for Morton College through regional major/principal gifts, philanthropy and annual gifts. Strategically develop an annual work plan that includes a calendar of activities, events, and programs tailored to motivate and engage different segments of the fundraising community.

Deleted: and Alumni Relations

Deleted: the operation of the College's Alumni Relations and Development (fundraising). Expansion and implementation of marketing activities and support the college's student success initiatives.

Deleted: Develop fundraising and alumni recruitment strategies; and strengthen relationships.

Deleted: alumni and

Demonstrate the ability to build and maintain positive relationships, take initiative, set priorities, and handle multiple projects efficiently and effectively.

Essential Job Functions

- Create funding strategies, and set measurable annual goals.
- Cultivate and solicit annual, restricted and unrestricted donations.
- Maintain a significant site visit schedule while developing and managing other corporate and foundations prospects.
- Prepare, submit and manage proposals and reports for grants, corporations and foundations.
- Lead all donor development activities, including fundraising activities, organizing events and creating strategies for greater financial gift giving.
- Maintain contact with all donors, ensuring donor acknowledgement, regular communication, establishment and management of donation agreements.
- Identify and cultivate potential donors by including, but not limited to, making regular in-person and telephone contact, letter appeals, board-inspired giving, employee annual giving, and other solicitations in all formats for scholarships and grants.
- Ensure fiscal responsibility of the annual giving budget. Utilize data to evaluate effectiveness of annual giving campaign strategies and outcomes, and revise processes, if necessary.
- Develop and produce an annual report on College and Foundation activities.
- Engage faculty, staff and administration to identify and shape fundraising priorities and build out corresponding funding opportunities.
- Responsible for all procedures and documentation for gift receipting.
- Develop, implement, and evaluate a comprehensive development marketing and communications plan including direct mail, email, web and social media.
- Implement appropriate strategies and programs to maximize revenue through fundraising, corporate partnerships, and facility rentals.
- Ability to work successfully in a complex fast-paced organization serving multiple stakeholders.
- Ensure that prospect and donor information is recorded accurately in Donor Perfect and collaborate with Institutional Research and Information Technology on systems, reports and other technology infrastructure needs.

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Deleted: Manage the College website related to Advancement Events¶

Deleted: alumni relations

Deleted: <#>Work with the Academic Advising, Student Activities Office and Career Services develop and increase alumni involvement beyond graduation.¶
 <#>Ensure accurate and complete alumni database records; capture contact, program and career information for alumni via surveys, projects, correspondence, website, graduation reports and postal returns.¶
 <#>Ensure that the athletic program remains committed to the institution's mission and strategic priorities and creates a positive culture that promotes sportsmanship, ethical conduct, inclusion and a culture of compliance.¶
 <#>Ensure the Morton College Athletics department, coaches and athletes comply with all NCJAA and IL Skyway Conference; and other national association and conference rules and regulations. ¶
 <#>Handle Title IX Sports compliance issues.¶
 <#>Supervise and support telling compelling stories in written, video, social media, graphics or other innovative formats in collaboration with the Institutional Advancement team. Lead creative direction of projects, and oversee day-to-day tasks¶
 <#>Ensure timely completion of tasks and efficiency/effectiveness in overall athletic communications operations.¶
 <#>Oversee the athletic operation and development of the intramural programs and all athletic facilities.¶
 <#>Lead the process for addressing complaints and resolving problems within the athletic programs.¶
 <#>Provide strategic oversight and assist in formulating plans and policies and procedures governing athletic programs.¶
 <#>Foster a culture that integrates and respects the institution's structure and authority¶
 <#>Oversee departmental administrative duties, including (but not limited to): insurance coverage; athletic training procedures; facility oversight and scheduling; team transportation and athletic vehicle maintenance; budget preparation/management; conference alignments; and compliance.¶
 <#>Supervise the Fitness Center manager and Athletic Success Coordinator.¶

- As assigned, will serve on inter- and intra- departmental groups and committees.

Other Duties:

- Perform other job related duties as assigned by the Executive Director for Institutional Advancement

Work Environment:

Work is generally performed in an office setting. Some work and supervision will be on the Athletic Fields, Athletic Facility, and Fitness Center. Due to position requirements the Director of Development and Alumni Relations may conduct their work at off-campus sites.

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some stopping and bending.

Position Unit:

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

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

Employee _____ Date _____



Morton College

Job Description

Job Title:	Adjunct Instructor – Automotive Technology
Range:	N/A
Grant-Funded:	N/A
Reports to and Evaluated by:	Associate Dean of Adult and Career Technical Education
Required Qualifications:	<p>A.A.S. Degree in Automotive Technology or related field. Minimum of 5 years related Automotive Experience. ASE Master Certification with G1. Maintain 20 hours of technical update training per year.</p> <p>Associate's degree in Automotive Technology, related field, or equivalent industry training. Minimum 5 years industry experience with an ASE certification in G1, A6, & area of instruction.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Experience teaching at a College level. B.S. Degree in Automotive Technology. Ford Motor Company training and credentials.</p> <p>Bachelors' degree in a related discipline, 5 years or more of previous community college and/or university teaching experience, ASE Master Certification with G1.</p>
Job Summary:	The adjunct instructor will teach Automotive Technology courses to a diverse student population. These courses will may be offered during the day and evening. The responsibilities and duties of the instructor may change as the needs of the college arise.
Essential Job Functions	<ul style="list-style-type: none">• Utilize departmental syllabus template, approved textbooks, and supplemental course materials.• Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.• Distribute and review comprehensive course syllabus to students no later than the first week of the course.

- Receive, understand, and follow Course Data Form as distributed by Deans' Office.
- Adhere to printed course schedule meeting times and locations.
- Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.
- Maintain grade book in electronic or hard copy format.
- Take and record student Attendance each day.
- Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office
- Give final exam at the time and date indicated on the college's Final Exam Schedule.
- 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 and Lab environment

Physical Demands:

Long periods of standing

Position Unit:

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

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

Employee _____ **Date** _____