

**Morton College** 

**Public Regular Board Meeting** 

Wednesday, September 22, 2021, 11:00 AM

#### MORTON COLLEGE



#### COMMUNITY COLLEGE DISTRICT NO. 527 COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting Wednesday, September 22, 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, September 22, 2021, in the Jedlicka Performing Arts Center, 3801 S. Central Avenue, Cicero, IL 60804.

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Citizen Comments
- 5. Recognition
- 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
  - 8.1. Approval of the Minutes of the Regular Board Meeting held on August 25, 2021.
  - 8.2. Approval and ratification of accounts payable and payroll for the month of August 2021, in the amount of \$2,842,103.00, and budget transfers, in the amount of \$0.
  - 8.3. Approval of the monthly budget report for fiscal year to date ending August 2021.
  - 8.4. Approval of the Treasurer's Report for August 2021.
  - 8.5. Approval of the American Association of Community Colleges (AACC) institutional membership for fy22, in the amount of \$6,461.00.
  - 8.6. Approval of the Accreditation Commission for Education in Nursing, Inc, (ACEN) membership for fy22, in the amount of \$2,875.00.
  - 8.7. Approval of the NJCAA Men's Region IV membership, in the amount of \$3,975.00.

- 8.8. Approval of the NJCAA Women's Region IV membership, in the amount of \$3,250.00.
- 8.9. Approval of the NJCAA renewal membership, in the amount of \$3,200.00.
- 8.10. Approval of the NJCAA Coaches Association membership, in the amount of \$1,154.00.
- 8.11. Approval of the fy22 Illinois Council of Community College Presidents (ICCCP) membership, 3rd of 3 annual installments in the amount of \$4,250.00.
- 8.12. Approval of the purchase of one Benchtop NMR Spectrometers Nanalysis from Avantor VWR for the chemistry lab, in the amount of \$65,631.62, funded by the MC-Success Grant.
- 8.13. Approval of the purchase of a system to collect COVID-19 vaccine and test information from CLEARED4WORK Inc., in the amount of \$42,000.00, funded by the HEERF grant.
- 8.14. Approval of the purchase to upgrade the current VMWARE/VSPHERE software from DYOPATH to support the integration of the college's new cameras and door system, in the amount of \$63,287.69, funded by the HEERF funds.
- 8.15. Approval of the 3-year renewal of the college LMS service with Blackboard, in the amount of \$218,132.26, funded by Institutional and HEERF funds.
- 8.16. Approval of the annual fee of the Commission of Accreditation in Physical Therapy Education (CAPTE), for the PTA Program, in the amount of \$4,500.00.
- 8.17. Approval of the 2020 Annual Crime Statistics and Security Report.
- 8.18. Approval of the agreement with Cook County Department of Public Health (CCDPH), to conduct COVID-19 vaccination clinics on the Morton College campus.
- 8.19. Approval of the educational affiliation agreement with Riveredge Hospital for mental health clinical rotations for nursing students.
- 8.20. Approval of the educational affiliation agreement with Rush University Medical Center for clinical rotations for nursing students.
- 8.21. Approval of a resolution adopting Select Rehabilitation, LLC., Master Education Affiliation Agreement.
- 8.22. Approval of St. Rita of Cascia High School Donation Agreement for twenty (20) Zeiss Parfocal binocular microscopes.
- 8.23. Approval of the immunization service agreement with Walgreens for flu vaccinations administered to Health Science students.
- 8.24. Approval of the contract with Heartland Business Systems for telephone maintenance for fy22, in the amount not to exceed \$40,000.00.
- 8.25. Approval of out-of-state travel for the Women's Basketball team to Lawrence, Kansas, from October 15–17, 2021, with the approximate cost of \$2,800.00.
- 8.26. Approval of out-of-state travel for the Women's Basketball to Arizona, from November 10-14, 2021, with the approximate cost of \$8,000.00.
- 8.27. Approval of the first reading of amendments to Board Policy 1.1.1; Duties of the Board of Trustees.
- 8.28. Approval of the first reading of the Board Policy 8.29; Mandatory Retirement Age for Police Officers.

- 8.29. Approval of the Adjunct Faculty Assignment/Employment Report for Fall 2021 semester, in the amount of \$561.047.96
- 8.30. Approval of the Faculty Overload Report for Fall 2021 semester, in the amount of \$318,942.28.
- 8.31. Approval of change order #001 for All Type Elevators for elevator car upgrade, in the amount of \$13,828.00.
- 8.32. Approval of change orders #1, #3, and #5 for LoDestro Construction Co., for theater upgrades, in the amount of \$42,577.48.
- 8.33. Approval of the services by Restore Construction Inc., for the demolition work at the sports fields, in the amount of \$34,000.00.
- 8.34. Approval of the proposal of Huff Company to furnish and install ceiling baffles for the gymnasium in the amount of \$49,900.00.
- 8.35. Approval to rescind the approval of the lowest responsible bidder for the gymnasium acoustics project to LoDestro Construction Company.
- 8.36. Approval of the Facility Use Application for Real Estate Institute (REI), December 18–19, 2021, Saturday and Sunday from 8 AM to 5 PM.
- 8.37. Approval of granting tenure to 5 instructors who have successfully completed the three-year tenure process. Continuing employment of 5 non-tenured instructors for an additional academic year of tenure-track review until the Fall 2022 semester, and not continuing the employment of one (1) full-time tenure-track instructor beyond the Fall 2021 semester.
- 8.38. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA), for Bryant Manning, English Faculty, effective August 23, 2021, in the amount of \$65,894.00.
- 8.39. Approval of a 10% salary increase for Nancy Jeffries with new Administrative Assistant Nursing job, title, effective September 27, 2021.
- 8.40. Approval of New Job Descriptions
  - 8.40.1. Paramedic Instructor
  - 8.40.2. Service Aide Panther Pantry
  - 8.40.3. Culinary Instructor
  - 8.40.4. Academic Director of Online Learning
  - 8.40.5. Coordinator of Clinical Learning for Health Careers
- 8.41. Approval of Updated Job Descriptions
  - 8.41.1. Administrative Assistant Nursing
  - 8.41.2. Administrative Assistant Allied Health/PTA
  - 8.41.3. Executive Assistant Dean's Office
- 8.42. Approval of Full-Time Employment
  - 8.42.1. Diego Aleman Santiaguillo, Alumni Relations Coordinator, \$65,000.00, effective September 27, 2021.
  - 8.42.2. Andrea Cervantes, Help Desk and Technical Support Specialist, \$49,000.00, effective September 27, 2021.

8.42.3. Kara Kennedy, Coordinator of Student Disability Services, \$69,000.00, effective October 12, 2021.

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

- 8.43.1. Sabrina Lopez, Student Aide Student Activities Office, effective September 27, 2021.
- 8.43.2. Vanessa Castro, Student Aide Student Activities Office, effective September 27, 2021.
- 8.43.3. Liliana Rizo Perez, Student Aide Library, effective September 27, 2021.
- 8.43.4. Jorge Vega Cervantes, Student Aide Library, effective September 27, 2021.
- 8.43.5. Angel Perez, Student Aide Library, effective September 27, 2021.
- 8.43.6. Brenda Villegas, Student Aide Library, effective September 27, 2021.
- 8.43.7. Alexander Gutierrez, Circulation Librarian, \$23.00 per hour, effective September 27, 2021.
- 8.43.8. Rebeka Tovar, Fitness Center Specialist, \$16.15 per hour, effective September 27, 2021.

#### 8.44. Approval of Transfer Employment

- 8.44.1. Patricia Haro, Advisor Clerk I, \$41,540.00, effective September 27, 2021.
- 8.44.2. Amy Kinney, Administrative Assistant to Allied Health/PTA, \$46,991.00, effective September 27, 2021.

#### 8.45. Approval of Resignations

- 8.45.1. Erika P. Tejeda, Director of Grants and Compliance, Adult Education, Community Programing & Outreach, effective September 10, 2021.
- 8.45.2. Stanley Boateng, Part-Time Fitness Center Specialist, effective August 26, 2021.

#### 8.46. Approval of Termination

8.46.1. Angel P. Sarabia, Part-Time Campus Police Officer, effective September 17, 2021.

#### 9. Adjournment



# Board Meeting September 22, 2021 11:00 a.m.



# Welding Certificate Program Amanda Young

# **Program Highlights**

- 21 students enrolled across 6 classes for a total of 51 duplicated student registrations
- \$9000 in scholarships awarded from the American Welding Society in 2021
- 3 instructors, all American Welding Society Certified Welding Inspectors, Certified Welding Educators, and certified welders
- Adjunct Dave Viar is AWS Chicago Chairman, Amanda Young is the board secretary











3 of 5 scholarship winners with Welding Instructor Amanda Young

Questions?
E-mail Amanda L. Young
amanda.young@morton.edu





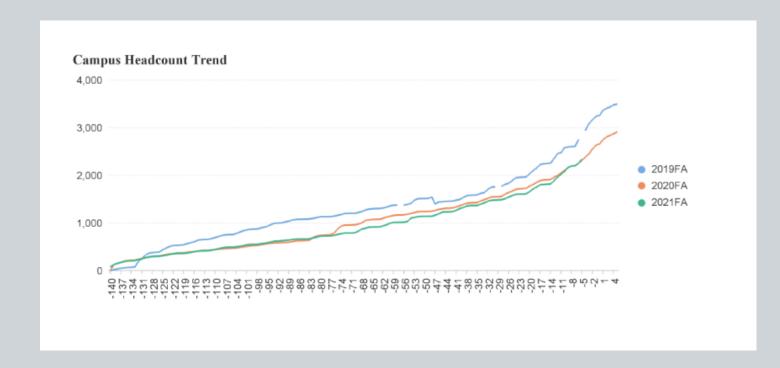


### Fall 2021 Snapshot Report

As Wednesday, August 18, Fall 2021 semester

+1% more students are enrolled compared to the same time last year.

The number of enrolled credit hours is +3% credits higher compared to the same time last year.





<sup>\*</sup>These reports exclude Adult Education enrollment.

## Fall 2021 Snapshot Report: Student Type

This year, new students are more likely to be full-time than they were in the past.
Continuing students are slightly less likely to be full-time than before.

New student registration has increased to recover half of the losses from 2019 to 2020. Continuing student registration has reached parity with last year.

Student Type	FT/PT	2021FA as of 8/18/21	2020FA as of 8/18/20	2019FA as of 8/18/19
Continuing	Full Time	593	668	853
Continuing	Part Time	1207	1145	1390
Starting New in Fall	Full Time	242	154	199
Starting New in Fall	Part Time	270	304	359
Starting New in Summer	Full Time	8	8	12
Starting New in Summer	Part Time	21	17	34



## Fall 2021 Snapshot Report

#### The top enrolled subjects are:

English (999 seats/registrations)

Math (757 seats)

Biology (485 seats)

Nursing (467 seats)

Psychology (388 seats)

Business (375 seats)

Music (262 seats)

Early Childhood Education (244 seats)

Law (231 seats)

Speech (208 seats) & PTA (208 seats)

#### The top enrolled classes are:

ENG-101 (409 seats)

PSY-101 (272 seats)

ENG-102 (227 seats)

SPE-101 (208 seats)

MAT-105 (193 seats)

SOC-100 (170 seats)

ENG-088 (162 seats)

BIO-102 (151 seats)

MUS-100 (136 seats)

NUR-200 level (136 seats each)



## Fall 2021 Snapshot Report

The subjects that have seen the most growth since last year at this time are

#### **Music**

52% increase registration compared to same time last year.

2021FA: 262 seats, 777 credit hours 2020FA: 172 seats, 506 credit hours 2019FA: 180 seats, 515 credit hours

#### **HVA**

51% increase registration compared to same time last year.

2021FA: 80 seats, 240 credit hours 2020FA: 53 seats, 159 credit hours 2019FA: 67 seats, 201 credit hours

#### Welding

292% increase, program has grown since its first year of 13 registrations to 51 registrations.









# Institutional Advancement Community and Continuing Education

# **STEAMers CAMP 2021**









# **MULTI-LEVEL CAREER TRAINING**



# COMMERCIAL DRIVER'S LICENSE

#### **REGISTER NOW!**

**MEC 004** 

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

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

For more information contact irina.cline@morton.edu or 708-656-8000 x 2383

Morton.edu















# **Community Programming**









# **PARTNERSHIPS**





# **OUTREACH**











#### REGISTRATION

Office of Admissions & Records:

Building B, 1st floor or email admissions@morton.edu

#### Online:

http://web-adv.morton.edu Select Community Service Self-Service Insert Course Code

#### For more information:

Irina Cline,
Director of Community and
Continuing Education
irina.cline@morton.edu
708.656.8000 X 2383



#### **FALL 2021**

Morton College 3801 S. Central Avenue Cicero, IL 60804 708.656.8000 www.morton.edu



Morton.edu











# Capital Improvements

### **Campus Hallways**

### Before Renovation





### **Campus Hallways**

### After Renovation









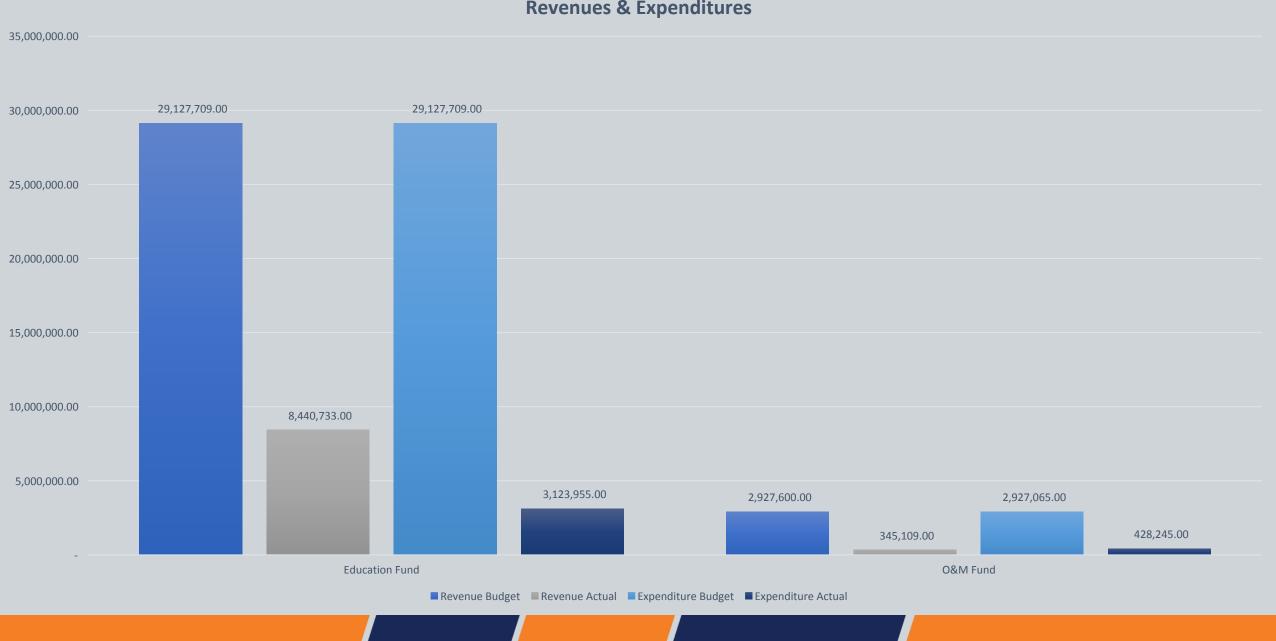




# **Monthly Finance Updates**

**Business Office Month ending August 2021** 

August 2021 - Operating Fund Revenues & Expenditures



#### **August 2021 - Education Fund Expenditures**





## Any questions?

**Morton College** 

www.morton.edu 3801 S. Central Avenue, Cicero, Illinois 60804





# Board Meeting September 22, 2021 11:00 a.m.

#### **Minutes of the Regular Meeting**



Wednesday, August 25, 2021

The Board of Trustees

Morton College

#### 1. Call to Order

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, August 25, 2021, beginning at 11:16 AM at the Morton College Jedlicka Performing Arts Center, located at 3801 South, Central Ave, Cicero, Illinois.

#### 2. Pledge of Allegiance

People present recited the Pledge of Allegiance.

#### 3. Roll Call

#### Present:

Frances F. Reitz, Trustee Anthony Martinucci, Trustee Jose Collazo, Trustee Susan Banks, Trustee Susan Grazinni, Trustee Charles, Hernandez, Trustee Oscar, Montiel, Trustee

**Absent:** None

#### **Also Present:**

Dr. Stan Fields, President Michael DelGaldo, Attorney

#### 4. Citizen Comments None

#### 5. Recognition

5.1. The Greater Chicago Food Depository "Pandemic Hero - Thank you."

Gabriela Mata, Director of Student Activities, and Jennifer Schreier commented on The Greater Chicago Food Depository's "Pandemic Hero - Thank you."

This award was given to the Panther Pantry for staying open to offer food and hope to the community during the 2020 Covid-19 Pandemic.

#### 5.2. National Junior College Athletic Association's All-Academic Team 2020-2021.

Kevin McManaman, Assistant Athletic Director, mentioned the following awarded athletic students:

Ten Morton College student-athletes were named to the 2020-21 National Junior College Athletic Association's All-Academic Team, which recognizes achievement across the country for dedication in the classroom.

Named NJCAA All-Academic First Team, which goes to student-athletes with a 4.0 GPA were: Brittony Davis (women's basketball), a freshman from Chicago/Richards High School. Karla Reyes (women's soccer), a freshman from Chicago/Hubbard High School. Montserrat Tovar (women's basketball), a freshman from Justice/Argo High School.

Named NJCAA All-Academic Second Team, which goes to student-athletes with a GPA between 3.80 and 3.99 were:

Maya Stovall (volleyball), a sophomore from Maywood/IC Catholic Prep.

Rebeka Tovar (volleyball and women's basketball), a sophomore from Justice/Argo High School.

Named NJCAA All-Academic Third Team, which goes to student-athletes with a GPA between 3.60 and 3.79 were:

Itzy Carranza (softball), a sophomore from Stickney/St. Joseph High School.

Jessica Fajardo (women's soccer), a sophomore from Cicero/Morton East High School.

Micaela Katterhenry (volleyball), a freshman from Champaign/Champaign Central.

Jovanna Martinucci (women's basketball), a freshman from Berwyn/Nazareth Academy.

Natalie Mendoza-Sanchez (softball), a freshman from Chicago/Kennedy High School.

Stovall, Rebeka Tovar, Carranza and Fajardo are two-time NJCAA All-Academic honorees.

A total of 8,272 student-athletes have been honored for achieving a GPA above 3.60 with 2,336 student-athletes garnering NJCAA All-Academic First Team honors after achieving a 4.0 GPA. 2,640 student-athletes were named to the NJCAA All-Academic Second Team, while 3,297 student-athletes received third team recognition.

#### 6. Reports

6.1. ICCTA - ACCT None

#### 7. President's Report

Finance Review

Mireya Perez commented on the May finance report on Operating Fund Revenues and Expenditures, Education Fund Expenditures, and reported on the FY22 Final Budget.

#### 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.

Dr. Stan Fields, College President, requested to include the Executive Summary in the minutes.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 8.0 to 8.71.2, as listed below.

Trustee Collazo seconded the motion

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

Nays: None Absent: None

**Motion Carried** 

Trustee Martinucci made a motion to approve the Consent Agenda, which includes Agenda items 8.0 to 8.71.2, as listed below.

Trustee Grazzini seconded the motion

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

Nays: None Absent: None

**Motion Carried** 

- 8.1. Approval of the Minutes of the Regular Board Meeting held on June 23, 2021.
- 8.2. Approval and Ratification of Accounts Payable and Payroll for the month of June 2021, in the amount of \$2,584,875.00.
- 8.3. Approval and Ratification of Accounts Payable and Payroll for the month of July 2021, in the amount of \$3,217,311.00, and Budget Transfers, in the amount of \$11,785.00.
- 8.4. Approval of the Monthly Budget Report for fiscal year to date ending in June 2021 to be received and approved.
- 8.5. Approval of the Monthly Budget Report for fiscal year to date ending July 2021 to be received and approved.
- 8.6. Approval of the Treasurer's Report for June 2021 be received and filed for audit.
- 8.7. Approval of the Treasurer's Report for July 2021 be received and filed for audit.
- 8.8. Approval of the resolution adopting the Annual Budget for fiscal year beginning July 1, 2021, and ending June 30, 2022, of the Illinois Community College District No. 527.
- 8.9. Approval of the Morton College fy22 Organizational Chart, effective July 1, 2021.
- 8.10. Approval of the membership renewal with BoardBook Premier Tier 2 Subscription, TASB, Inc, from September 1, 2021, to August 31, 2022, in the amount of \$4,000.00.
- 8.11. Approval of Dr. Stanley Fields continued membership in the Illinois Association of School Administrators (IASA) for fy22, in the amount of \$2,391.33.

- 8.12. Approval of the institutional membership with the Higher Learning Commission (HLC), for fy22, in the amount of \$5,597.40.
- 8.13. Approval of the payment to The Higher Learning Commission (HLC), for the Change/Review Panel Request for approval to initiate distance education to level 3, courses and multiple programs, in the amount of \$975.00.
- 8.14. Approval of the institutional membership with the Association of Community College Trustees (ACCT) for fy22, in the amount of \$3,540.00.
- 8.15. Approval of the reimbursement for Dr. Alison Gehrke, Associate Dean of PTA and Health Sciences, for the Annual American Physical Therapy Association (APTA) membership, in the amount of \$505.00.
- 8.16. Approval of the institutional membership in the Illinois Community College Trustees Association (ICCTA), for fy22, in the amount of \$5,570.00 (1st payment).
- 8.17. Approval of the continued membership with the North East Multi-Regional Training, Inc. (NEMRT) for fy22, in the amount of \$2,755.00.
- 8.18. Approval of the Settlement Agreement Morton College Adjunct Faculty Association, IEA-NEA, Marilyn Craig, V. Morton College Board of Trustees, in the amount of \$2 2,150.50.
- 8.19. Approval of the purchase of ATI NCLEX services to help prepare nursing students to achieve success in the nursing program, and on the NCLEX, for fy22, and fy23, in the amount of \$88,064.00.
- 8.20. Approval of the subscription of ExamSoft to monitor student's testing data in the Health Science Department, in the amount of \$25,644.15, from August 15, 2021, to August 14, 2022.
- 8.21. Approval of the Independent Contract Agreement between Morton Community College District No. 527 and DD's Operations LLC, Facilities/Maintenance, \$35/hour, effective from July 1, 2021, to June 30, 2022.
- 8.22. Approval of the agreement with Ellucian Company LP for the upgrade of the college online application, in the amount of \$26,329.00, funded by HEERF grant funds.
- 8.23. Approval of the resolution adopting a Master Educational Affiliation Agreement between Morton Community College District 527, and Advocate Health and Hospitals Corporation, Advocate North Side Health Netweork, Advocate Condell Medical Center, Advocate Sherman Hospital, Dreyer Clinic, INC., EHS Home Health Care Service, INC., and Meridian Hospice.
- 8.24. Approval of the resolution adopting a Master Education Affiliation Agreement between Morton Community College District 527 and Team Rehabilitation.
- 8.25. Approval of the renewed resolution adopting an Affiliation Agreement between Morton Community College District 527 and Symbria Rehab, Inc.
- 8.26. Approval of the renewal of the Educational Affiliation Agreement between Morton Community College District 527 and Gottlieb Hospital.
- 8.27. Approval of the renewal of the Educational Affiliation Agreement between Morton Community College District 527 and Meadowbrook LaGrange.
- 8.28. Approval of the renewed resolution adopting a Master Educational Affiliation Agreement between Morton Community College District 527 and Marklund.

- 8.29. Approval of the renewal of the Education Affiliation Agreement between Morton Community College District 527 and Olivet Nazarene University.
- 8.30. Approval of the change order No.1 for Tri-Electronics, Inc., in the amount of a credit of \$24,390.00 for the access control and security camera upgrades.
- 8.31. Approval of the change order number 1-2 for Michael Kautz Carpet, in the amount of \$28,077.00.
- 8.32. Approval of the partnership agreement with Berwyn Development Corporation (BDC), in offering marketing and social media outreach internship opportunities for Morton College students.
- 8.33. Approval of the partnership agreement with the National Autonomous University of Mexico (UNAM), to offer Spanish Medical Terminology, Spanish for Dual Language Professionals, Food Manager Certification classes, and a Cooking Demo Event, in the amount not to exceed \$50,000.00 for courses paid from student's registration fees and \$2,000.00 for the Cooking Demo Event.
- 8.34. Approval of the Out-of-State Athletic Travel for the Morton College Women's Volleyball team to Florida, from September 15-19, 2021, with the approximate cost of \$19,100.00.
- 8.35. Approval of the Out-of-State Athletic Travel for the Morton College Men's Soccer team to Michigan, from August 26–29, 2021, with the approximate cost of \$7,900.00.
- 8.36. Approval of the Morton College Social Media Policies and Guidelines Policy presented at the Regular Board Meeting on June 23, 2021.
- 8.37. Approval of the Memorandum of Understanding MOU with WEST40's Senior Plus Program to provide a space for the program to operate on the Morton College Campus.
- 8.38. Approval of the resolution authorizing a Memorandum of Understanding MOU, between Morton College Community College 527 and Latinologues, in the amount of \$20,000.00 per show.
- 8.39. Approval of the Service Agreement between Morton Community College 527 and DisposAll Services, LLC., to provide waste transportation and disposal services, effective March 1, 2021, through March 31, 2024, in the amount of approximately \$24,000.00 annually.
- 8.40. Appointment of Clerk of the Board Ana Valdez
- 8.41. Approval of the brick knee-wall/backstop proposal for the baseball field from Robert R. Andreas & Sons, Inc., in the amount of \$29,995.00.
- 8.42. Approval of the baseball home and visitor dugouts proposal for the baseball field from Robert R. Andreas & Sons, Inc., in the amount of \$29,995.00.
- 8.43. Approval of the netting proposal for the baseball field backstop from Do-All Fences, Inc, in the amount of \$28,840.00.
- 8.44. Approval of the limestone screening proposal for the Hawthorne Athletic Complex, in the amount of \$29,500.00.
- 8.45. Approval of the lowest responsible bidder for the gymnasium acoustics project to LoDestro Construction Company, in the amount of \$99,000.00.
- 8.46. Approval of the Articulation Agreement between Morton Community College 527 and Benedictine University.

- 8.47. Approval of the payment of \$11,313.00 to Miner & East, Inc., contractors for the STEM Center renovation project, as an adjustment to the original \$130,484.00 approved at the Special Meeting of the Board in July 22, 2020.
- 8.48. Approval of the Separation Agreement between Morton Community College District No. 527 and Melissa Ridyard, Executive Assistant Operations, effective June 28, 2021.
- 8.49. Approval of the Separation Agreement between Morton Community College District No. 527 and Lydia Falbo, Dean of Nursing and Health Services, effective June 28, 2021.
- 8.50. Approval of the Adult Education Adjunct Faculty Stipend Report for the Summer 2021 semester, in the amount of \$81,972.35.
- 8.51. Approval of the Adjunct Faculty Consultation Hours Report for Summer semester 2021, in the amount of \$3,113.35.
- 8.52. Approval of the Compensation Report for adjunct faculty members teaching English, 101, 102, 086, 088, 071, 076, 151, and 152 for the Spring semester 2021, in the amount of \$1,822.97.
- 8.53. Approval of the Differential Pay Report for Faculty, in the amount of \$15,002.13, as submitted, pending additional class cancelations and/or additions.
- 8.54. Approval of the Adjunct Faculty Assignment/Employment Report for Summer semester 2021, in the amount of \$153,570.29, pending additional class cancelations and/or additions.
- 8.55. Approval of Addendum Faculty Overload Report for Summer 2021 semester, in the amount of \$434,457.28.
- 8.56. Approval of a lane change, new salary per the Collective Bargaining Agreement (CBA), for Melissa Stanukinas, Biology Faculty, effective August 23, 2021, in the amount of \$56,620.00.
- 8.57. Approval of the 10% temporary work assignment for Gina Torres, Career Services Coordinator for management of the special project, Guided Pathways, with an effective date of May 22, 2021, through November 30, 2021.
- 8.58. Approval of the 10% temporary work assignment for Michael Brown to be an Administrator to oversee the Dean of Student Services Department with an effective date of August 26, 2021, through November 30, 2021.
- 8.59. Approval of the 10% temporary work assignment for Alison Gehrke to be an Administrator to oversee the Health Science, Nursing, and PTA Departments with an effective start date of August 1, 2021, through November 30, 2021.
- 8.60. Approval of a 10% temporary work assignment for Karina Bahena in the Dean's Office with an effective start date of July 19, 2021, through September 30, 2021.
- 8.61. Approval of a 10% temporary work assignment for Patricia Soto to assist the Director of Grants and Compliance with an effective start date of July 12, 2021, through September 30, 2021.
- 8.62. Approval of the following Facility Use Permits
  - 8.62.1. Real State Institute, Room 106C, Saturdays and Sundays from September 11, 2021, to December 12, 2021.

- 8.62.2. Peace Office Memorial Foundation of Cook County, Friday, September 10, 2021, from 8-11 AM.
- 8.63. Approval of an Engagement Letter for legal Services with Del Galdo Law Group, LLC., to represent Morton Community College District 527 and its Board of Trustee as its general counsel, at the rate of \$195.00 per hour for work performed by the attorney, and \$65.00 per work performed by paralegals/legal assistants.
- 8.64. Approval of Non-Union Compensation and Employment Agreements for fy22, effective July 1, 2021.
  - 8.64.1. Roseanne Aburto, Nursing Lab Support Assistant, \$41,809.95
  - 8.64.2. Amanda Braun, PTA Lab Assistant/Tutor, \$61,260.00.
  - 8.64.3. Michael Brown, Associate Dean of Student Services, \$80,840.23
  - 8.64.4. Mary Buongiorno, Skills Daily Living Program Coordinator, \$64,546.74.
  - 8.64.5. Leilani Cappetta, Administrative Sergeant, \$53,200.23.
  - 8.64.6. Laurie Cashman, Dean of Adult, Careers and Technical Education, \$112,478.63.
  - 8.64.7. Sanyea Ceaser, Grant Accountant, \$65,642.81.
  - 8.64.8. Irina Cline, Director of Community and Continuing Education, \$74,985.75.
  - 8.64.9. Carissa Davis, Director of Financial Aid, \$88,765.74.
  - 8.64.10. Joseph Feulner, Afternoon Sergeant, \$46,113.47.
  - 8.64.11. Stanley Fields, President, \$258,515.87.
  - 8.64.12. Joseph Florio, Director of Campus Operations and Facilities, \$121,287.51.
  - 8.64.13. Alison Gehrke, Associate Dean of PTA and Health Sciences, \$107,205.00.
  - 8.64.14. Michelle Herrera, Associate Dean of Academic Services, \$70,000.00.
  - 8.64.15. Blanca Jara, Vice President of Institutional Advancement, \$130,000.00.
  - 8.64.16. Micheal Kott, Associate Dean of Learning Resources and Performing Arts Center, \$103,342.34.
  - 8.64.17. Dana Kraft, Nurse, \$66,365.00.
  - 8.64.18. David Labno, Tutor, \$47,822.18.
  - 8.64.19. Carolyn Markel, Educational/Retention Specialist, \$69,806.61.
  - 8.64.20. Joanna Martin, Coordinator of Payroll, \$62,162.10.
  - 8.64.21. Gabriela Mata, Director of Student Services, \$61,059.83.
  - 8.64.22. Keith McLaughlin, Provost and Executive Vice President, \$220,871.34.
  - 8.64.23. Kevin McManaman, Assistant Athletic Director, \$56,925.00.
  - 8.64.24. Claudia Mosqueda, Associate Dean of Adult and Career Technical Education, \$86,229.58.

- 8.64.25. Jason Nichols, Athletic Director, \$101,430.00.
- 8.64.26. Courtney O'Brien, Director of Admissions and Records/Registrar, \$81,680.00.
- 8.64.27. Itri Papanikolla, Retention/Tutor Specialist, \$62,100.00.
- 8.64.28. Mireya Perez, Chief Financial Officer/Treasurer, \$160,177.57.
- 8.64.29. Suzanna Raigoza, Senior Accountant, \$77,235.32.
- 8.64.30. Liliana Raygoza, Human Resources Suport Specialist, \$55,000.00.
- 8.64.31. Charles Michael Rose, Associate Dean of Strategic Initiatives, Adult and Career Technical Education, \$77,625.00.
- 8.64.32. Ruben Ruiz, Chief Information Officer, \$140,921.79.
- 8.64.33. Maria Sanchez-Anderson, Executive Assistant to the President, \$91,305.87.
- 8.64.34. Perla Santoyo, Institutional Advancement Administrative Assistant, \$42,849.00.
- 8.64.35. Julie Steinhaus, Writing Tutor, \$46,429.07.
- 8.64.36. Erin Strauts, Associate Dean of Institutional Effectiveness, \$86,900.00.
- 8.64.37. Erika Tejeda, Director of ACTE Grants and Compliance, \$79,552.39.
- 8.64.38. Michael Traversa, Assistant Manager Fitness Center, \$41,000.00.
- 8.64.39. Scott Ulbrich, System Administrator, \$84,759.40.
- 8.64.40. Ana Valdez, Executive Assistant to the Provost/Board Clerk, \$75,000.00.
- 8.64.41. Marisol Velazguez, Associate Provost, VP of Student Services, \$140,000.00
- 8.64.42. Christopher Wido, Director of Fitness and Nutrition, \$65,000.00.
- 8.64.43. Brandie Windham, Dean of Arts and Sciences, \$90,000.00.
- 8.65. Approval of Full-Time Employment
  - 8.65.1. Vincent Acevez, Chief of Campus Police, \$115.00.00, effective August 16, 2021.
  - 8.65.2. Erin Hernandez, Nursing Faculty, effective August 25, 2021.
- 8.66. Approval of Part-Time Employment
  - 8.66.1. Joan Miller, English Adjunct Instructor, effective August 23, 2021.
  - 8.66.2. Elizabeth Russell, PTA Adjunct Instructor, effective August 23, 2021.
  - 8.66.3. Suzanne Domaracki, PTA Adjunct Instructor, effective August 23, 2021.
  - 8.66.4. Judith Ortega, Nursing Adjunct Instructor, effective September 4, 2021.
  - 8.66.5. Angela Violante, Nursing Adjunct Instructor, effective August 23, 2021.
  - 8.66.6. Mary Beth Hutches, Nursing Adjunct Instructor, effective August 23, 2021.
  - 8.66.7. Cesar Ortega, Automotive Technology Adjunct Instructor, effective August 23, 2021.

- 8.66.8. Robert Kloss, English Adjunct Instructor, effective August 23, 2021.
- 8.66.9. Jermaine Reed, English Adjunct Instructor, effective August 23, 2021.
- 8.66.10. Michael Kott, Humanities Adjunct Instructor, effective August 23, 2021.
- 8.66.11. Jennifer Rogoz, Nursing Adjunct Instructor, effective August 25, 2021.
- 8.66.12. Alexa Herrera, Institutional Advancement Department Student Aid, effective August 30, 2021.
- 8.66.13. Kelly Valencia, Tutor, \$11.00 per hour, effective August 26, 2021.
- 8.67. Approval of Transfer Employment
  - 8.67.1. Liliana Raygoza, Human Resource Support Specialist, \$55,000.00, effective August 16, 2021.
  - 8.67.2. Michelle Herrera, Associate Dean of Academic Services, \$70,000.00, effective July 14, 2021.
- 8.68. Approval of New Job Descriptions
  - 8.68.1. Cannabis Dispensary Technician: Cannabis and the Law
  - 8.68.2. Student Aide for Institutional Advancement
  - 8.68.3. Associate Dean of Nursing and Nursing Programs
- 8.69. Approval of Updated Job Descriptions
  - 8.69.1. Allied Health/Director of Physical Therapy Assistant Program.
  - 8.69.2. Executive Assistant to the President
  - 8.69.3. Assistant Nutrition Center Manager
  - 8.69.4. Chief Financial Officer/Treasurer (CFO)
  - 8.69.5. Adult Education Data and Enrollment Specialist
  - 8.69.6. Associate Dean of Institutional Effectiveness
  - 8.69.7. Coordinator of Payroll
  - 8.69.8. Vice President of Institutional Advancement
  - 8.69.9. Human Resources Support Specialist
  - 8.69.10. Systems Administrator
  - 8.69.11. Adjunct Faculty Early Childhood Education
  - 8.69.12. Chief of Campus Police
- 8.70. Approval of Resignations
  - 8.70.1. Debra Kupec, Health Careers Specialist, effective June 21, 2021.
  - 8.70.2. Kay Matthews, ECE Adjunct Instructor, effective June 29, 2021.
  - 8.70.3. Erica Munoz, Human Resources Service Aide, effective July 6, 2021.

- 8.70.4. Marlena Avalos-Thompson, Associate Dean of Academic Services, effective July 15, 2021.
- 8.70.5. Sally Caicedo, AE Data and Enrollment Specialist, effective July 26, 2021.
- 8.70.6. Jacqueline Monrroy, Cashier PM, effective July 29, 2021.
- 8.70.7. John W. Warren, Music Faculty, effective August 10, 2021.
- 8.70.8. Maria Jimenez, COVID Screening/Greeter, July 22, 2021.
- 8.70.9. Karen Nava, Part-Time Student Success Coach, effective July 29, 2021.
- 8.70.10. Jennifer Reft, PTA Faculty, effective August 13, 2021.
- 8.70.11. Nicholas Belcaster, General Maintenance, effective August 2, 2021.
- 8.70.12. Yvis Vargas, Service Aide, effective July 27, 2021.
- 8.70.13. Jeff Folker, Custodial Supervisor, effective August 29, 2021.
- 8.71. Approval of Retirement
  - 8.71.1. Maynard Hirsch, Adjunct Instructor, effective August 5, 2021.
  - 8.71.2. Steven Ginley, Speech Instructor, effective August 15, 2021.

#### 9. Adjournment

Trustee Martinucci moved to adjourn the Regular Meeting of the Board. Trustee Montiel seconded the motion.
All were in favor. Motion carried
The meeting was adjourned at 11:45 AM

Frances Reitz	
Board Chair	
Jose Collazo	



# FY 22 Compensation for Administrators and Other Non-Bargaining Unit Employees Executive Summary

The College President will be introducing an FY22 compensation package for administrators and other non-union employees at the August Board of Trustees Meeting that will include a reduction of \$532,879.69 in administrative costs over FY21.

This more than half a million dollars in savings will be achieved through a combination of not filling vacancies, consolidating positions, and reassigning roles and responsibilities to other administrators.

The majority of administrators and other non-union employees will receive an increase in compensation ranging from 2.10% to 3.5%, based on annual performance reviews. The maximum of 3.5% is consistent with the annual percentage increase in the union agreements with the College's five collective bargaining units. The overall increase for administrators is 3.4%.

Several administrators and other non-union employees will receive an additional adjustment to their compensation as a result of a promotion, expanded job responsibilities and/or to bring the compensation in alignment with similar positions at peer institutions in the state.

The Morton College Administration and Board of Trustees are committed to operating the College in the most cost effective and efficient way possible, while also ensuring the institution is successful in recruiting and keeping talented professionals by offering competitive wages and benefits to its non-union employees.

From: <u>Mireya Perez</u>
To: <u>Board Materials</u>

Subject: FW: Action Item 8.1 for 9/22/2021 Board Meeting Date: Thursday, September 9, 2021 10:41:56 AM

Attachments: Board AS Totals 8.31.21.pdf

Over 10k Aug 2021.pdf Check Register 8.31.21.pdf

### Thank you,



#### **Mireya Perez**

Chief Financial
Officer/Treasurer

P: (708) 656-8000, Ext.

2289 **E**:

Mireya.Perez@morton.edu

www.morton.edu

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>

**Sent:** Thursday, September 9, 2021 10:23 AM **To:** Mireya Perez <mireya.perez@morton.edu>

Subject: Action Item 8.1 for 9/22/2021 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF AUGUST 2021 IN THE AMOUNT OF \$2,842,103 AND BUDGET TRANSFERS IN THE AMOUNT OF \$0 AS SUBMITTED.

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

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

Thank you,

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

F: 708-656-3194

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of August 2021, be approved and/or ratified in the amount of \$2,842,103 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 -

0.00.1 2.00.01.01.10		
Monthly	08/31/2021	1,288,406
Payroll	08/15/2021	723,007
Payroll	08/31/2021	795,062
Student Refunds	08/31/2021	12,428_
		2,818,903
O&M Restricted Fund (03) Cash Disbursements -		
Monthly	08/31/2021	23,200
TOTAL ALL FUNDS		\$2,842,103

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$0 be approved as outlined on the attached Journal No. 0 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 22nd day of September by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099409	08/05/21	Recon	0001113	New Readers Press	V0148671	06/30/21	P0010312 P0010325	3,600.36 20,945.16		3,600.36 20,945.16
								24,545.52		24,545.52
0099410	08/05/21	Recon	0000835	Ms Sandra Alcala	V0148685	08/03/21		425.00		425.00
								425.00		425.00
0099411	08/05/21	Recon	0000995	Bureau Water/Sewer Town	V0148713	08/05/21		958.66		958.66
								958.66		958.66
0099412	08/05/21	Recon	0192108	Ms. Laurie Cashman	V0148674	07/29/21		134.31		134.31
								134.31		134.31
0099413	08/05/21	Recon	0003232	Ms. Lisa A. Mathelier	V0148543	07/28/21		22.50		22.50
								22.50		22.50
0099414	08/05/21	Recon	0160304	Mrs. Melissa M. Stanukin	V0148631	07/28/21		44.65		44.65
								44.65		44.65
0099415	08/05/21	Recon	0001390	Unum Life Ins Co of Amer	V0148680	08/02/21		104.90		104.90
								104.90		104.90
0099416	08/05/21	Recon	0055604	Ana L. Valdez		07/29/21 08/03/21		21.98 55.00		21.98 55.00
					V0110007	00/03/21		76.98		76.98
0099417	08/05/21	Outst	0000820	Ms. Tsonka I. Pencheva	V0148715	06/30/21		45.97		45.97
						,,		45.97		45.97
0099422	08/12/21	Recon	0001422	CCCTU-Cope Fund	V0148788	08/12/21		124.00		124.00
								124.00		124.00
0099423	08/12/21	Recon	0001374	College & University Cre	V0148790	08/12/21		200.00		200.00
				J				200.00		200.00
0099424	08/12/21	Recon	0001371	Colonial Life & Accident	V0148791	08/12/21		12.00		12.00
								12.00		12.00

Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099425	08/12/21	Recon	0191845	Metropolitan Alliance of	V0148792	08/12/21		258.00		258.00
								258.00		258.00
0099426	08/12/21	Outst	0101061	Morton College Faculty	V0148789	08/12/21		2.78		2.78
								2.78		2.78
0099427	08/12/21	Recon	0001372	Morton College Teachers	V0148794	08/12/21		1,674.02		1,674.02
								1,674.02		1,674.02
0099428	08/12/21	Recon	0001372	Morton College Teachers	V0148793	08/12/21		2,593.32		2,593.32
								2,593.32		2,593.32
0099429	08/12/21	Recon	0001513	SEIU Local 73 Cope	V0148796	08/12/21		8.00		8.00
								8.00		8.00
0099430	08/12/21	Recon	0001373	Service Employees Intl U	V0148797	08/12/21		403.95		403.95
								403.95		403.95
0099431	08/12/21	Recon	0001563	State Disbursement Unit		08/12/21 08/12/21		79.81 991.52		79.81 991.52
								1,071.33		1,071.33
0099432	08/12/21	Void	0001161	State Univ Retirement Sy						
0099433	08/12/21	Recon	0210003	Blue Cross Blue Shield o	V0148750	08/10/21		8,167.20		8,167.20
								8,167.20		8,167.20
0099434	08/12/21	Recon	0166671	Ms. Cara A. Bonick	V0148717	08/05/21		48.38		48.38
								48.38		48.38
0099435	08/12/21	Recon	0186635	Beatriz I. Davila	V0148743	08/10/21		350.00		350.00
								350.00		350.00
0099436	08/12/21	Recon	0202383	Flexible Benefit Service	V0148719	08/09/21		395.00		395.00
								395.00		395.00
0099437	08/12/21	Recon	0000931	Mr. Juan M. Franco	V0148725	08/09/21		320.00		320.00
								320.00		320.00

Check Number		Check Status	Vendor ID	Payee Name		Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099438	08/12/21	Recon	0000931	Mr. Juan M.	Franco	V0148695	08/03/21		320.00		320.00
									320.00		320.00
0099439	08/12/21	Recon	0000724	Dr. Brian R	. Gilligan	V0148746	06/30/21		50.00		50.00
									50.00		50.00
0099440	08/12/21	Recon	0000788	Ms. Rosa I.	Gutierrez	V0148745	06/30/21		175.00		175.00
									175.00		175.00
0099441	08/12/21	Recon	0001430	The Higher	Learning Comm	V0148752	06/30/21		5,597.40		5,597.40
									5,597.40		5,597.40
0099442	08/12/21	Recon	0001061	ICCTA		V0148727	06/30/21		198.00		198.00
									198.00		198.00
0099443	08/12/21	Recon	0002912	Mr. Joseph	Imburgia	V0148718	08/05/21		585.55		585.55
									585.55		585.55
0099444	08/12/21	Recon	0157707	Maria F. Ji	menez Luna	V0148740	08/10/21		350.00		350.00
									350.00		350.00
0099445	08/12/21	Recon	0205567	Ms. Courtne	y O'Brien	V0148710	08/04/21		31.57		31.57
									31.57		31.57
0099446	08/12/21	Outst	0162199	Georgina Per	nunuri	V0148735	08/10/21		298.00		298.00
									298.00		298.00
0099447	08/12/21	Outst	0042279	Bella E. Ran	mos	V0148738	08/10/21		350.00		350.00
									350.00		350.00
0099448	08/12/21	Recon	0000907	Mr. Luis E.	Sanchez	V0148697	08/03/21		138.90		138.90
									138.90		138.90
0099449	08/12/21	Recon	0160304	Mrs. Meliss	a M. Stanukin	V0148549	07/28/21		24.13		24.13
									24.13		24.13
0099450	08/12/21	Recon	0183609	Marisol Zah	dan	V0148736	08/10/21		350.00		350.00
									350.00		350.00

Bank Code: 01 General Checking

	Code: 01 nt No: 01									
Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099452	08/12/21	Recon	0190089	30E Solutions	V0148854	08/12/21	B0004065	4,333.00		4,333.00
							•	4,333.00		4,333.00
0099453	08/12/21	Recon	0209709	Accurate Employment Scre	V0148847	08/12/21	в0004025	1,123.50		1,123.50
							•	1,123.50		1,123.50
0099454	08/12/21	Recon	0175113	Algor Plumbing	V0148851	08/12/21	в0003992	362.28		362.28
							•	362.28		362.28
0099455	08/12/21	Recon	0190802	All-Types Elevators Inc	V0148834	08/12/21	в0003995	548.00		548.00
								548.00		548.00
				Amazon Capital Services  Arc One Electric				1,/2/.0/		787.99 389.50 119.00 -302.25 -261.95 284.96 104.98 31.38 573.46 1,727.07 320.00
0099458	08/12/21	Recon	0196171	Association of Governing	V0148859	08/12/21	P0010437	22,165.81		22,165.81
							•	22,165.81		22,165.81
0099459	08/12/21	Recon	0198820	Asure Software	V0148816	08/11/21	в0003998	100.50		100.50
								100.50		100.50
0099460	08/12/21	Recon	0000973	AT&T	V0148770	08/11/21	в0003967	1,617.63		1,617.63
								1,617.63		1,617.63
0099461	08/12/21	Recon	0001953	AT&T Mobility	V0148803	08/11/21	в0003987	143.42		143.42
								143.42		143.42
0099462	08/12/21	Recon	0183556	Athletico Physical Thera	V0148729	06/30/21		1,925.00		1,925.00

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Amount	Check Amount
								1,925.00		1,925.00
0099463	08/12/21	Recon	0198097	Audacy	V0148864	08/12/21	P0010468	3,020.00		3,020.00
								3,020.00		3,020.00
0099464	08/12/21	Void	0001272	Batteries Plus LLC						
0099465	08/12/21	Recon	0183673	BKD, LLP	V0148762	08/11/21	B0004064	10,000.00		10,000.00
								10,000.00		10,000.00
0099466	08/12/21	Recon	0166207	BSA	V0148753	06/30/21		1,379.09		1,379.09
								1,379.09		1,379.09
0099467	08/12/21	Recon	0206652	Cajan Laundry II, LLC	V0148867	08/12/21	P0010454	121.80		121.80
								121.80		121.80
0099468	08/12/21	Recon	0001593	CDW-Government, Inc	V0148705	06/30/21	P0010298	18,573.25 72.89 72.89-		18,573.25 72.89
					V0148773	08/11/21	D0010412	72.89-		-72.89
					V0148853 V0148875	08/12/21	P0010413 P0010413	3,640.15 1,616.60		3,640.15 1,616.60
								23,830.00		23,830.00
0099469	08/12/21	Recon	0001195	Cintas Corporation			B0003975			169.86 225.28
					VU148843	08/12/21	B0004036	225.28		
								395.14		395.14
0099470	08/12/21	Recon	0001195	Cintas Corporation	V0148714	06/30/21	B0003974	206.30 206.30		206.30 206.30
								206.30		206.30
								618.90		618.90
0099471	08/12/21	Recon	0001485	Citibank, N.A.				338.82		338.82 1,049.04
					V0140000	00/12/21	F0010430	1,049.04  1,387.86		1,387.86
0099472	08/12/21	Recon	0201853	Club Automation, LLC	V0148840	08/12/21	B0004042	872.92		872.92
0000112	-0, -0, -01	-100011	2201000		, 52 100 10	-0, -0, -1	_0001012	 872.92		872.92
0000453	00/10/01	D	0001750	Carrier wh	TTO 1 40 7 6 7	00/11/01	D0004034			
0099473	08/12/21	кесоп	0001752	Comcast	VU148767	08/11/21	B0004034	187.67		187.67
								187.67		187.67

Bank Code: 01 General Checking

	nt No: 01	-0000-00	0000-1100	000000						
Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099474	08/12/21	Recon	0209950	Creativity Lives Here	V0148876	08/12/21	P0010464	950.00		950.00
								950.00		950.00
0099475	08/12/21	Recon	0001676	Del Galdo Law Group, LLC	V0148749 V0148760 V0148761	06/30/21 08/11/21 08/11/21	B0004063 B0004063	16,126.29 4,832.00 7,760.00		16,126.29 4,832.00 7,760.00
								28,718.29		28,718.29
0099476	08/12/21	Recon	0205020	DiaMedical USA Equipment	V0148882 V0148884	08/12/21 08/12/21	P0010405 P0010405	75.30 14.25		75.30 14.25
								89.55		89.55
0099477	08/12/21	Recon	0208992	Direct Energy Business	V0148810	08/11/21	B0004001	3,461.85		3,461.85
								3,461.85		3,461.85
0099478	08/12/21	Recon	0209578	DisposAll Waste Services	V0148852	08/12/21	B0003964	1,673.30		1,673.30
								1,673.30		1,673.30
0099479	08/12/21	Recon	0182724	Dyopath LLC	V0148841	08/12/21	B0004011	7,750.00		7,750.00
								7,750.00		7,750.00
0099480	08/12/21	Recon	0205067		V0148721 V0148723 V0148724	05/30/21		1,215.25 680.00 344.08		1,215.25 680.00 344.08
								2,239.33		2,239.33
0099481	08/12/21	Recon	0002185	Ellucian Inc.	V0148716 V0148873 V0148879 V0148880	06/30/21 08/12/21 08/12/21 08/12/21	P0010434 P0010450 P0010450	455.00 17,214.00 336,347.00 74,689.00		
								428,705.00		428,705.00
0099482	08/12/21	Recon	0198694	ePromos Promotional Prod	V0148699 V0148700 V0148703 V0148758 V0148831	06/30/21 06/30/21 06/30/21 08/11/21 06/30/21	P0010318 P0010318 P0010318 P0010410 P0010318	516.62 253.89 660.98 1,810.64 329.29		516.62 253.89 660.98 1,810.64 329.29
								3,571.42		3,571.42
0099483	08/12/21	Recon	0169651	Essential Education	V0148874	08/12/21	P0010429	1,360.00		1,360.00

Page 7

### 07 Sep 2021 10:58 Bank Code: 01 General Checking GL Account No: 01-0000-00000-110000000

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								1,360.00		1,360.00
0099484	08/12/21	Recon	0001029	Fed Ex	V0148801 V0148824 V0148825	08/11/21 08/11/21 08/11/21	B0003947 B0003947 B0003947	39.47 18.89 82.86		39.47 18.89 82.86
								141.22		141.22
0099485	08/12/21	Recon	0157592	First Communications	V0148809	08/11/21	в0003989	991.23		991.23
								991.23		991.23
0099486	08/12/21	Recon	0192360	Fusion Cloud Services, L	V0148823	08/11/21	в0003996	2,521.77		2,521.77
								2,521.77		2,521.77
0099487	08/12/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0148779	08/11/21	B0004023	107.94		107.94
								107.94		107.94
0099488	08/12/21	Recon	0205565	The Graphic Edge, LLC	V0148848	08/12/21	B0004043	339.75		339.75
								339.75		339.75
0099489	08/12/21	Recon	0161549	Heartland Business Syste	V0148849	08/12/21	B0003958	8,960.79		8,960.79
								8,960.79		8,960.79
0099490	08/12/21	Recon	0001068	ILLCO, Inc.	V0148689 V0148690	06/30/21 06/30/21		626.11		129.65 626.11
					V0148692			438.00		438.00
								1,193.76		1,193.76
0099491	08/12/21	Recon	0001647	Iron Mountain	V0148807	08/11/21	B0004006	600.33		600.33
								600.33		600.33
0099492	08/12/21	Recon	0001775	Jostens	V0148775	08/11/21	B0004061	20.69 456.42		20.69 456.42
					V0148777	08/11/21	B0004001 B0004061	103.45		103.45
								580.56		580.56
0099493	08/12/21	Recon	0001890	Konica Minolta Bus Solut	V0148709 V0148887	06/30/21 06/30/21		7,875.00 773.25		7,875.00 773.25
								8,648.25		8,648.25
0099494	08/12/21	Recon	0002233	Konica Minolta Premier F	V0148811	08/11/21	в0004008	2,897.00		2,897.00

631.09

Voucher Voucher PO/BPO Voucher Cash Disc ID Date Number Amount Amount Check Check Check Vendor Check Amount Number Date Status ID Payee Name 2,897.00 2,897.00 0099495 08/12/21 Recon 0002233 Konica Minolta Premier F V0148812 08/11/21 B0004008 140.00 140.00 140.00 140.00 0099496 08/12/21 Recon 0002233 Konica Minolta Premier F V0148813 08/11/21 B0004008 451.00 451.00 451.00 451.00 0099497 08/12/21 Recon 0002233 Konica Minolta Premier F V0148815 08/11/21 B0004008 125.17 125.17 125.17 0099498 08/12/21 Recon 0209949 Latimer Levay Fyock Llc V0148877 08/12/21 P0010463 1,400.00 1,400.00 1,400.00 0099499 08/12/21 Outst 0209863 Maned Owl Events, LLC V0148878 08/12/21 P0010462 3,800.00 3,800.00 3,800.00 3,800.00 0099500 08/12/21 Recon 0201918 Marco Promos LLC V0148701 06/30/21 P0010291 1,921.13 1,921.13 1,921.13 0099501 08/12/21 Recon 0001419 Medline Industries Inc V0148828 08/11/21 P0010367 649.18 649.18 649.18 649.18 0099502 08/12/21 Recon 0001339 Minuteman Press of Lyons V0148865 08/12/21 P0010466 1,320.00 1,320.00 1,320.00 1,320.00 0099503 08/12/21 Recon 0153782 Mobile Air Conditioning V0148866 08/12/21 P0010461 140.00 140.00 140.00 140.00 V0148785 08/11/21 B0004030 46.72 V0148786 08/11/21 B0004030 22.87 V0148787 08/11/21 B0004030 50.36 V0148817 08/11/21 B0004030 319.06 V0148818 08/11/21 B0004030 7.87 V0148819 08/11/21 B0004030 31.39 V0148820 08/11/21 B0004030 93.87 V0148821 08/11/21 B0004030 94.94 V0148822 08/11/21 B0004030 0099504 08/12/21 Recon 0001122 Office Depot 46.72 22.87 50.36 319.06 7.87 31.39 93.87 94.94 35.99-V0148822 08/11/21 B0004030

631.09

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Check Amount
0099505	08/12/21	Recon	0208913	Outform Madia IIO	7701 40701	00/11/01	B0004024 B0004024 B0004024 B0004024	700.00 1,722.00 112.00 232.80	700.00 1,722.00 112.00 232.80
								2,766.80	2,766.80
0099506	08/12/21	Recon	0188235	Quench USA	V0148860	08/12/21	P0010438	480.00	 480.00
								480.00	480.00
0099507	08/12/21	Recon	0002411	Republic Services #551	V0148755 V0148756			7,439.12 154.38	 7,439.12 154.38
								7,593.50	7,593.50
0099508	08/12/21	Recon	0200122	Riccio Construction Corp	V0148836 V0148839	08/12/21 08/12/21	B0004056 B0004057	8,862.45 6,584.25	 8,862.45 6,584.25
								15,446.70	15,446.70
0099509	08/12/21	Recon	0170874	S/P2	V0148871	08/12/21	P0010460	299.00	 299.00
								299.00	299.00
0099510	08/12/21	Recon	0001654	Scholastic Inc.	V0148870	08/12/21	P0010459	484.00	 484.00
								484.00	484.00
0099511	08/12/21	Recon	0001967	Shaw Media	V0148780	08/11/21	B0003956	1,199.00	 1,199.00
								1,199.00	1,199.00
0099512	08/12/21	Recon	0182899	Sherwin Williams	V0148805 V0148806	08/11/21 08/11/21	B0003960 B0003960	89.26 96.83	 89.26 96.83
								186.09	186.09
0099513	08/12/21	Outst	0000965	Sigma-Aldrich Inc	V0148855 V0148856 V0148858	08/12/21 08/12/21 08/12/21	P0010374 P0010415 P0010415	144.38 96.07 642.76	144.38 96.07 642.76
								883.21	883.21
0099514	08/12/21	Recon	0001156	Smithereen Exterminating	V0148827	08/11/21	в0003973	170.00	170.00
								170.00	170.00
0099515	08/12/21	Recon	0001158	SoftwareONE, Inc.	V0148857	08/12/21	P0010436	161.76	161.76
								161.76	 161.76

## 07 Sep 2021 ACCOUNTS PAYABLE CHECK REGISTER Page 10 10:58 Period 08/01/2021 - 08/31/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number		Cash Disc Amount	Check Amount
0099516	08/12/21	Recon	0155761	Sportsfields, Inc.				674.00		674.00
								674.00		674.00
0099517	08/12/21	Recon	0205662	Srixon/Cleveland Golf/XX	V0148861	08/12/21	P0010348	630.00		630.00
								630.00		630.00
0099518	08/12/21	Recon	0157227	Staples Advantage	V0148759 V0148869	08/11/21 08/12/21	P0010453	105.79- 351.03		-105.79 351.03
								245.24		245.24
0099519	08/12/21	Recon	0002889	Suburban Door Check & Lo	V0148774	08/11/21	в0003988	200.00		200.00
								200.00		200.00
0099520	08/12/21	Recon	0200518	Support Warehouse LTD	V0148706 V0148707	06/30/21 06/30/21	P0009149 P0009576	3,066.00 2,436.00		3,066.00 2,436.00
								5,502.00		5,502.00
0099521	08/12/21	Outst	0001495	Valsoft Corporation Inc	V0148862	08/12/21	P0010432	7,275.00		7,275.00
								7,275.00		7,275.00
0099522	08/12/21	Recon	0208912	View Chicago LLC	V0148808	08/11/21	B0003963	2,000.00		2,000.00
								2,000.00		2,000.00
0099523	08/12/21	Recon	0001406	Wex Bank	V0148766	08/11/21	в0003979	1,526.91		1,526.91
								1,526.91		1,526.91
0099524	08/12/21	Recon	0001161	State Univ Retirement Sy	V0148800	08/12/21		66,689.06		66,689.06
								66,689.06		66,689.06
0099525	08/18/21	Outst	0188213	First Midwest Bank	V0148915 V0148916 V0148917 V0148918 V0148919 V0148920 V0148922 V0148923 V0148924	08/17/21 08/17/21 08/17/21 08/17/21 08/17/21 08/17/21 08/17/21 08/17/21	B0003961 B0003961 B0003961 B0003961 P0010377	5.22 330.00 1,680.00 111.56 637.50 988.94 26.12 45.00 309.27 428.82 4,997.00		5.22 330.00 1,680.00 111.56 637.50 988.94 26.12 45.00 309.27 428.82 4,997.00

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								9,559.43		9,559.43
0099526	08/18/21	Recon	0210000	HRC, Plumbing	V0148897	06/30/21		325.00		325.00
								325.00		325.00
0099527	08/18/21	Recon	0205866	Party People Entertainme	V0148951	08/18/21	P0010489	3,800.00		3,800.00
								3,800.00		3,800.00
0099528	08/18/21	Recon	0208811	Stephen Dowjotas	V0148691	08/03/21		640.00		640.00
								640.00		640.00
0099529	08/18/21	Recon	0208811	Stephen Dowjotas	V0148693	08/03/21		160.00		160.00
								160.00		160.00
0099534	08/20/21	Recon	0156097	ACI Payments, Inc.	V0148965	08/20/21		5,118.30		5,118.30
								5,118.30		5,118.30
0099535	08/20/21	Recon	0209696	All In Volleyball Inc. N	V0148414	07/15/21		575.00		575.00
								575.00		575.00
0099536	08/20/21	Recon	0182499	Mrs. Mary J. Buongiorno	V0148720	08/09/21		203.84		203.84
								203.84		203.84
0099537	08/20/21	Recon	0000995	Bureau Water/Sewer Town	V0148941 V0148942 V0148943 V0148944	08/17/21 08/17/21 08/17/21 08/17/21 08/17/21 08/17/21		191.34 725.17 133.75 191.34 191.34 191.34		191.34 725.17 133.75 191.34 191.34 191.34
0099538	08/20/21	Recon	0209632	Mizael Carrera	V0148006	07/06/21		3,500.00		3,500.00
								3,500.00		3,500.00
0099539	08/20/21	Outst	0205769	Dwayne Cruz	V0148694	08/03/21		300.00		300.00
								300.00		300.00
0099540	08/20/21	Recon	0210057	Colin Denny	V0148932	08/17/21		1,500.00		1,500.00
								1,500.00		1,500.00

07 Sep 2021 10:58 Page 12 Period 08/01/2021 - 08/31/2021

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

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099541	08/20/21	Recon		Stephen Dowjotas		07/15/21		4,000.00		4,000.00
								4,000.00		4,000.00
0099542	08/20/21	Recon	0000931	Mr. Juan M. Franco	V0148927	08/17/21		3,840.00		3,840.00
								3,840.00		3,840.00
0099543	08/20/21	Recon	0191019	ISBE	V0148898 V0148961			19,863.00 58.00		19,863.00 58.00
								19,921.00		19,921.00
0099544	08/20/21	Recon	0187356	Irvenfrancis L. Lagmay	V0148900	08/16/21		300.00		300.00
								300.00		300.00
0099545	08/20/21	Recon	0207766	Massachusetts Mutual Lif	V0148938	08/17/21		1,134.32		1,134.32
								1,134.32		1,134.32
0099546	08/20/21	Recon	0209718	Itzel J. Michel	V0148409	07/15/21		2,500.00		2,500.00
								2,500.00		2,500.00
0099547	08/20/21	Recon	0002708	Mr. Roger J. Montoro	V0148814	08/11/21		50.00		50.00
								50.00		50.00
0099548	08/20/21	Outst	0001121	O'Brien Cleaners	V0148891	08/13/21		252.00		252.00
								252.00		252.00
0099549	08/20/21	Recon	0000925	Mr. Juan A. Rivera	V0148868	08/12/21		90.00		90.00
								90.00		90.00
0099550	08/20/21	Recon	0185232	Elsie A. Salamanca	V0148899	08/16/21		300.00		300.00
								300.00		300.00
0099551	08/20/21	Recon	0161164	SHRM	V0148937	08/17/21		1,510.00		1,510.00
								1,510.00		1,510.00
0099552	08/20/21	Recon	0003089	Mr. Bradley J. Sleeth	V0148688	08/03/21		40.00		40.00
								40.00		40.00
0099553	08/20/21	Recon	0190167	Daniel K. Treadwell	V0148838	08/12/21		2,000.00		2,000.00

## 07 Sep 2021 ACCOUNTS PAYABLE CHECK REGISTER Page 13 10:58 Period 08/01/2021 - 08/31/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								2,000.00		2,000.00
0099554	08/20/21	Recon	0169721	Will County Treasurer	V0148962	08/19/21		48.00		48.00
								48.00		48.00
0099555	08/24/21	Outst	0210086	Simplehuman, LLC	V0148984	08/24/21	P0010511	23,200.00		23,200.00
								23,200.00		23,200.00
0099556	08/27/21	Recon	0205734	Ms. Roseanne Aburto	V0148912	08/16/21		33.48		33.48
								33.48		33.48
0099557	08/27/21	Outst	0176222	Aldara Alvarez	V0148901	08/16/21		300.00		300.00
								300.00		300.00
0099558	08/27/21	Outst	0000749	Ms Jennifer L. Angelilli	V0148987	08/24/21		34.98		34.98
								34.98		34.98
0099559	08/27/21	Outst	0207419	Maricela Busso	V0148954	08/18/21		175.00		175.00
								175.00		175.00
0099560	08/27/21	Outst	0209632	Mizael Carrera	V0148979	08/24/21		70.00		70.00
								70.00		70.00
0099561	08/27/21	Outst	0200455	Ms. Lauren Caruso	V0148981	08/24/21		63.64		63.64
								63.64		63.64
0099562	08/27/21	Recon	0000762	Mr. George F. Fejt	V0148969	08/21/21		19.99		19.99
								19.99		19.99
0099563	08/27/21	Outst	0000931	Mr. Juan M. Franco	V0148975	08/24/21		164.00		164.00
								164.00		164.00
0099564	08/27/21	Outst	0000922	Ms. Cheryl J. Huff	V0148681	08/02/21		31.25		31.25
								31.25		31.25
0099565	08/27/21	Outst	0001078	Joliet Junior College	V0148903	08/16/21		525.00		525.00
								525.00		525.00

Page 14

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

Check Number		Check Status		Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099566	08/27/21	Outst	0189285	NurseTim, Inc	V0148991	08/25/21		999.00		999.00
							-	999.00		999.00
0099567	08/27/21	Outst	0001121	O'Brien Cleaners	V0148968	08/20/21		54.00		54.00
							-	54.00		54.00
0099568	08/27/21	Outst	0000848	Ms. Nicole M. Pullia	V0148955	08/19/21		35.97		35.97
								35.97		35.97
0099569	08/27/21	Outst	0000921	Ms. Candyce Scatchell	V0148964	08/20/21		411.00		411.00
								411.00		411.00
0099570	08/27/21	Outst	0003089	Mr. Bradley J. Sleeth	V0148980	08/24/21	_	40.00		40.00
								40.00		40.00
0099571	08/27/21	Outst	0199373	Rebeka Tovar	V0148953	08/18/21	_	2,865.00		2,865.00
								2,865.00		2,865.00
0099572	08/27/21	Outst	0055604	Ana L. Valdez	V0148970	08/23/21	_	238.67		238.67
								238.67		238.67
0099573	08/27/21	Outst	0208811	Stephen Dowjotas	V0148982	08/24/21		160.00		160.00
								160.00		160.00
0099574	08/27/21	Outst	0208811	Stephen Dowjotas	V0148983	08/24/21	_	160.00		160.00
								160.00		160.00
0099577	08/31/21	Outst	0160762	AmeriCash Loans, LLC	V0149167	08/31/21	_	386.73		386.73
								386.73		386.73
0099578	08/31/21	Outst	0177469	Bright Start College Sav	V0149168	08/31/21	_	100.00		100.00
								100.00		100.00
0099579	08/31/21	Outst	0001422	CCCTU-Cope Fund	V0149169	08/31/21	_	120.00		120.00
								120.00		120.00
0099580	08/31/21	Outst	0001374	College & University Cre	V0149171	08/31/21	_	200.00		200.00
								200.00		200.00

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099581	08/31/21	Outst	0001371	Colonial Life & Accident	V0149172	08/31/21		12.00		12.00
								12.00		12.00
0099582	08/31/21	Outst	0160763	Illinois Education Assoc	V0149173	08/31/21		1,265.00		1,265.00
								1,265.00		1,265.00
0099583	08/31/21	Outst	0191845	Metropolitan Alliance of	V0149174	08/31/21		313.00		313.00
								313.00		313.00
0099584	08/31/21	Outst	0101061	Morton College Faculty	V0149170	08/31/21		93.13		93.13
								93.13		93.13
0099585	08/31/21	Outst	0001372	Morton College Teachers	V0149176	08/31/21		1,677.23		1,677.23
								1,677.23		1,677.23
0099586	08/31/21	Outst	0001372	Morton College Teachers	V0149175	08/31/21		3,079.78		3,079.78
								3,079.78		3,079.78
0099587	08/31/21	Outst	0001513	SEIU Local 73 Cope	V0149178	08/31/21		8.00		8.00
								8.00		8.00
0099588	08/31/21	Outst	0001373	Service Employees Intl U	V0149179	08/31/21		403.95		403.95
								403.95		403.95
0099589	08/31/21	Outst	0001563	State Disbursement Unit		08/31/21 08/31/21		91.69 1,003.40		91.69 1,003.40
								1,095.09		1,095.09
0099590	08/31/21	Outst	0001161	State Univ Retirement Sy	V0149182	08/31/21		71,318.19		71,318.19
								71,318.19		71,318.19
0099591	08/31/21	Outst	0013221	4IMPRINT	V0149123	08/26/21 08/30/21 08/31/21	B0004051 B0004044 P0010448	631.16 4,931.80 948.48		631.16 4,931.80 948.48
								6,511.44		6,511.44
0099592	08/31/21	Outst	0169531	A.N.S., Inc.	V0149132	08/30/21	в0004069	91.28		91.28
								91.28		91.28

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099593	08/31/21	Outst		Algor Plumbing			в0003992			322.10
								222 42		322.10
0099594	08/31/21	Outst	0188188	Amazon Capital Services	V0149000	08/26/21	B0004012	270.99		270.99
					V0149001	08/26/21	B0004074	170.00		170.00
					V0149005	08/26/21	B0004070	356 16		356 16
					V0149009	08/26/21	B0004097	330.76		330.76
					V0149019	08/26/21	B0004013	182.34		182.34
					V0149022	08/26/21	B0004028	9.99-		-9.99
					V0149023	08/26/21	B0004028	103.44		103.44
					V0149038	08/27/21	B0003943	259.94		259.94
					V0149039	08/27/21	B0004077	171.08		171.08
					VU149U4U	08/27/21	B0004077	322.72 110 01		322.72 110 01
					70149041	08/27/21	B0004077	417 20		417 20
					V0149043	08/27/21	B0004101	149.97		149.97
					V0149068	08/27/21	P0010481	1.10-		-1.10
					V0149070	08/27/21	P0010481	3.92-		-3.92
					V0149071	08/27/21	P0010481	1.96-		-1.96
					V0149072	08/27/21	P0010481	3.93-		-3.93
					V0149073	08/27/21	P0010481	3.56-		-3.56
					VU149077	08/27/21	B0004013	100 66		275.72
					7/01/490/9	00/2//21	B0004074	630.00		190.00
					V0149105	08/30/21	B0004070	133 73		133 73
					V0149194	08/31/21	P0010481	244.66		244.66
					V0149229	08/31/21	P0010513	14.98		14.98
								4 460 03		4,460.03
0099595	08/31/21	Outst	0186287	Amity Hospital Service	I V0149063	08/27/21	B0004085	500.00		500.00
	,,			Amity Hospital Service	V0149145	08/30/21	P0010444	753.53		753.53
								1,253.53		1,253.53
0099596	08/31/21	Outst	0000977	Apple, Inc.	V0149159	08/30/21	P0010470	269.00		269.00
				Apple, Inc.	V0149160	08/30/21	P0010470	2,199.00		2,199.00
					V0149196	08/31/21	P0010470	54.00		54.00
					V0149208	08/31/21	P0010442	54.00 99.00		99.00
								2,621.00		2,621.00
0099597	08/31/21	Outst	0001490	Arc One Electric	V0149029	08/26/21	в0004087	1,215.00		1,215.00
					V0149067	08/27/21	B0004081	638.90		638.90
				Arc One Electric	V0149223	08/31/21	P0010515	6,844.00		6,844.00
								8,697.90		8,697.90

Page 17

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

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID			Voucher Amount	Cash Disc Amount	Check Amount
0099598	08/31/21	Outst						835.39		835.39
								835.39		835.39
0099599	08/31/21	Outst	0001401	AZ Commercial	V0149054	08/27/21	B0003954	85.98		85.98
								85.98		85.98
0099600	08/31/21	Outst	0196421	Balloons by Tommy	V0149158	08/30/21	P0010446	1,750.00 540.00		1,750.00 540.00
					V0149207 V0149212	08/31/21	P0010506 P0010475	794.00		794.00
								3,084.00		3.084.00
								3,084.00		3,084.00
0099601	08/31/21	Outst	0183673	BKD, LLP	V0149111	08/30/21	B0004064	10,000.00		10,000.00
								10,000.00		10,000.00
0099602	08/31/21	Outst	0194510	Blades of Glory Inc	V0149056	08/27/21	в0003997	1,650.00		1,650.00
					V0149057	08/27/21	B0003997	700.00		700.00
					V0149059	08/27/21	в0003997	700.00		700.00
					V0149060	08/27/21	В0003997	700.00		700.00
					V0149062	08/27/21	В0003997	1,650.00 700.00 700.00 700.00 700.00		700.00
								4,450.00		4,450.00
0099603	08/31/21	Outst	0166207	BSA	V0149193	08/31/21	в0004039	3,451.08		3,451.08
								3,451.08		3,451.08
0099604	08/31/21	Outst	0001466	CAIRS	V0149213	08/31/21	P0010465	2,800.00		2,800.00
								2,800.00		2,800.00
0099605	08/31/21	Outst	0206652	Cajan Laundry II, LLC	V0146780	05/14/21	P0010166	70.00		70.00
								70.00		70.00
0099606	08/31/21	Outst	0000998	Carolina Biological Supp	V0149198	08/31/21	P0010487	153.00		153.00
				Carolina Biological Supp	V0149199	08/31/21	P0010467	54.90		54.90
							P0010486	808.23		808.23
							•	1,016.13		1,016.13
0099607	08/31/21	Outst	0001593	CDW-Government, Inc	V0149017	08/26/21	P0010458	391.21		391.21
				•			P0010443	152.56		152.56
					V0149206			115.27		115.27
								659.04		659.04

07 Sep 2021 10:59 Period 08/01/2021 - 08/31/2021 Bank Code: 01 General Checking

GL Account No: 01-0000-00000-110000000

Account	C NO. UI-	-0000-00	3000-1100	00000						
Check Number		Check Status	Vendor ID	Payee Name				Voucher Amount	Cash Disc Amount	Check Amount
099608	08/31/21	Outst	0209352	Certified Laboratories		08/26/21	B0004094	1,923.83		1,923.83
								1,923.83		1,923.83
099609 (	08/31/21	Outst	0189398	Chicago Backflow Inc	V0149025	08/26/21	B0004091	1,064.00		1,064.00
								1,064.00		1,064.00
099610 (	08/31/21	Outst	0001195	Cintas Corporation	V0149078	08/27/21	в0003974	206.30		206.30
								206.30		206.30
099611 (	08/31/21	Outst	0001195	Cintas Corporation	V0148998	08/26/21	в0003974	206.30		206.30
								206.30		206.30
099612 (	08/31/21	Outst	0182245	The College Agency, LLC	V0149153	08/30/21	P0010406	750.00		750.00
								750.00		750.00
099613 (	08/31/21	Outst	0001752	Comcast	V0149016	08/26/21	B0004037 B0003941	6.30		183.35 59.27 6.30
								248.92		248.92
099614 (	08/31/21	Outst	0001013	ComEd	V0149014	08/26/21	B0004003	16,336.04		16,336.04
								16,336.04		16,336.04
099615 (	08/31/21	Outst	0001013	ComEd	V0149013	08/26/21	B0004016	123.15		123.15
								123.15		123.15
099616 (	08/31/21	Outst	0168196	Concentra Health Service	V0149236	08/31/21	P0010530	60.00		60.00
								60.00		60.00
099617 (	08/31/21	Outst	0161721	Crestline	V0149074	08/27/21	B0004045	1,613.32		1,613.32
								1,613.32		1,613.32
099618 (	08/31/21	Outst	0205020	DiaMedical USA Equipment			P0010405 P0010405	304.55 256.17		304.55 256.17
								560.72		560.72
099619 (	08/31/21	Outst	0209578	DisposAll Waste Services			B0003964 B0003964	450.00 450.00		450.00 450.00
								900.00		900.00

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

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099620	08/31/21	Outst	0001508	EBSCO	V0149149	08/30/21	P0010493	986.64		986.64
								986.64		986.64
0099621	08/31/21	Outst	0205067	Effectv	V0149215	08/31/21	P0010519	152.50 1,517.25 434.22 1,239.50 334.18		152.50 1,517.25 434.22 1,239.50 334.18
								3,677.65		3,677.65
0099622	08/31/21	Outst	0198694	ePromos Promotional Prod	V0149142 V0149224	08/30/21 08/31/21	P0010376 P0010512	4,044.84 1,404.73		4,044.84
								5,449.57		5,449.57
0099623	08/31/21	Outst	0001029	Fed Ex	V0149004 V0149018 V0149110 V0149122	08/26/21 08/26/21 08/30/21 08/30/21	B0003947 B0003947 B0003947 B0003947	19.57		46.02 149.24 23.68 19.57
								238.51		238.51
0099624	08/31/21	Outst	0196370	FHEG Morton College Book	V0148985 V0148986	08/24/21 08/24/21		918.54 1,079.84		918.54 1,079.84
								1,998.38		1,998.38
0099625	08/31/21	Outst	0001034	Flinn Scientific Inc			P0010485 P0010451 P0010452	732.60 287.91 114.56		732.60 287.91 114.56
								1,135.07		1,135.07
0099626	08/31/21	Outst	0209160	Flowers for Dreams	V0149228	08/31/21	P0010518	1,535.00		1,535.00
								1,535.00		1,535.00
0099627	08/31/21	Outst	0202852	Freepoint Energy Solutio	V0149127	08/30/21	в0004015	32,541.68		32,541.68
								32,541.68		32,541.68
0099628	08/31/21	Outst	0159121	Grammarly Inc.	V0149146	08/30/21	P0010491	4,950.00		4,950.00
										4,950.00
0099629	08/31/21	Outst	0205565	The Graphic Edge, LLC	V0149134 V0149135	08/30/21 08/30/21	B0004058 B0004058	1,893.03 693.00		1,893.03 693.00

			Payee Name	ID	Date	Number	Amount	Amount	Check Amount
				V0149136 V0149137 V0149138 V0149139 V0149140	08/30/21 08/30/21 08/30/21 08/30/21 08/30/21	B0004058 B0004058 B0004058 B0004058 B0004066	1,449.00 693.00 693.00 383.05 988.99		1,449.00 693.00 693.00 383.05 988.99
							6,793.07		6,793.07
08/31/21	Outst	0001666	Herbkoe Fun Foods	V0149210	08/31/21	P0010457	820.00		820.00
							820.00		820.00
08/31/21	Outst	0210378	Hinckley Springs	V0149240	08/31/21	в0004112	34.92		34.92
							34.92		34.92
08/31/21	Outst	0001381	Home Depot/GECF	V0149055	08/27/21	в0003978	159.67		159.67
							159.67		159.67
08/31/21	Outst	0001058	Horizon Screen Print Inc	V0149008	08/26/21	P0010479	800.00		800.00
							800.00		800.00
08/31/21	Outst	0210000	HRC, Plumbing	V0149131	08/30/21	в0004073	260.00		260.00
							260.00		260.00
08/31/21	Outst	0001858	ILEAS	V0149238	08/31/21	P0010537	60.00		60.00
							60.00		60.00
08/31/21	Outst	0001068	ILLCO, Inc.	V0149084	08/27/21	в0003972	152.31		152.31
							152.31		152.31
08/31/21	Outst	0001077	Johnstone Supply Co	V0149012 V0149119	08/26/21 08/30/21	B0004080 B0004067	18.25 45.00		18.25 45.00
							63.25		63.25
08/31/21	Outst	0001775	Jostens	V0149046 V0149047 V0149048 V0149049 V0149050 V0149051	08/27/21 08/27/21 08/27/21 08/27/21 08/27/21 08/27/21	B0004061 B0004061 B0004061 B0004061 B0004061 B0004061	9.25 9.25 9.25 20.69 27.75 83.25- 36.40-		103.45 9.25 9.25 9.25 20.69 27.75 -83.25 -36.40
	08/31/21 08/31/21 08/31/21 08/31/21 08/31/21 08/31/21	08/31/21 Outst 08/31/21 Outst 08/31/21 Outst 08/31/21 Outst 08/31/21 Outst 08/31/21 Outst	08/31/21 Outst 0210378 08/31/21 Outst 0001381 08/31/21 Outst 0001058 08/31/21 Outst 0210000 08/31/21 Outst 0001858 08/31/21 Outst 0001068 08/31/21 Outst 0001077	08/31/21 Outst 0001666 Herbkoe Fun Foods 08/31/21 Outst 0210378 Hinckley Springs 08/31/21 Outst 0001381 Home Depot/GECF 08/31/21 Outst 0001058 Horizon Screen Print Inc 08/31/21 Outst 0210000 HRC, Plumbing 08/31/21 Outst 0001858 ILEAS 08/31/21 Outst 0001068 ILLCO, Inc.	08/31/21 Outst 0001666 Herbkoe Fun Foods V0149210 08/31/21 Outst 0210378 Hinckley Springs V0149240 08/31/21 Outst 0001381 Home Depot/GECF V0149055 08/31/21 Outst 0001058 Horizon Screen Print Inc V0149008 08/31/21 Outst 0210000 HRC, Plumbing V0149131 08/31/21 Outst 0001858 ILEAS V0149238 08/31/21 Outst 0001068 ILLCO, Inc. V0149084 08/31/21 Outst 0001077 Johnstone Supply Co V0149012 08/31/21 Outst 0001775 Jostens V0149045 08/31/21 Outst 0001775 Jostens V0149046 V0149048 V0149048 V0149048 V0149048 V0149049 V0149049	08/31/21 Outst 0001666 Herbkoe Fun Foods V0149210 08/31/21   08/31/21 Outst 0210378 Hinckley Springs V0149240 08/31/21   08/31/21 Outst 0001381 Home Depot/GECF V0149055 08/27/21   08/31/21 Outst 0001058 Horizon Screen Print Inc V0149008 08/26/21   08/31/21 Outst 0210000 HRC, Plumbing V0149131 08/30/21   08/31/21 Outst 0001858 ILEAS V0149238 08/31/21   08/31/21 Outst 0001068 ILLCO, Inc. V0149084 08/27/21   08/31/21 Outst 0001077 Johnstone Supply Co V0149012 08/26/21   08/31/21 Outst 0001775 Jostens V0149045 08/27/21   08/31/21 Outst 0001775 Jostens V0149045 08/27/21   08/31/21 Outst 0001775 Jostens V0149045 08/27/21   08/31/21 Outst 0001775 Jostens V0149047 08/27/21   08/31/21 Outst 0001775 Jostens V0149048 08/27/21   08/31/21 Outst 0001775 Jostens V0149049 08/27/21   08/31/21 Outst 0001775 Jostens V0149048 08/27/21   08/31/21 Outst 0001775 Jostens V0149049 08/27/21   08/31/21 Outst 0001775 Jostens V0149045 08/27/21   08/31/21 Outst 0001775 Jostens V0149047 08/2	08/31/21 Outst 0001666 Herbkoe Fun Foods V0149210 08/31/21 P0010457 08/31/21 Outst 0210378 Hinckley Springs V0149240 08/31/21 B0004112 08/31/21 Outst 0001381 Home Depot/GECF V0149055 08/27/21 B0003978 08/31/21 Outst 0001058 Horizon Screen Print Inc V0149008 08/26/21 P0010479 08/31/21 Outst 0210000 HRC, Plumbing V0149131 08/30/21 B0004073 08/31/21 Outst 0001858 ILEAS V0149238 08/31/21 P0010537 08/31/21 Outst 0001068 ILLCO, Inc. V0149084 08/27/21 B0003972 08/31/21 Outst 0001077 Johnstone Supply Co V0149012 08/26/21 B0004067	08/31/21 Outst 0001666 Herbkoe Fun Foods V0149210 08/31/21 P0010457 820.00  08/31/21 Outst 0210378 Hinckley Springs V0149240 08/31/21 B0004112 34.92  08/31/21 Outst 0001381 Home Depot/GECF V0149055 08/27/21 B0003978 159.67  159.67  08/31/21 Outst 0001058 Horizon Screen Print Inc V0149008 08/26/21 P0010479 800.00  08/31/21 Outst 0210000 HRC, Plumbing V0149131 08/30/21 B0004073 260.00  08/31/21 Outst 0001858 ILEAS V0149238 08/31/21 P0010537 60.00  08/31/21 Outst 0001068 ILLCO, Inc. V0149084 08/27/21 B0003972 152.31  08/31/21 Outst 0001077 Johnstone Supply Co V0149012 08/26/21 B0004060 18.25  08/31/21 Outst 0001775 Jostens V0149046 08/27/21 B0004061 9.25  V0149047 08/27/21 B0004061 9.25  V0149049 08/27/21 B0004061 9.25	08/31/21 Outst 0001666 Herbkoe Fun Foods V0149210 08/31/21 P0010457 820.00  08/31/21 Outst 0210378 Hinckley Springs V0149240 08/31/21 B0004112 34.92  08/31/21 Outst 0001381 Home Depot/GECF V0149055 08/27/21 B0003978 159.67  159.67  08/31/21 Outst 0001058 Horizon Screen Print Inc V0149008 08/26/21 P0010479 800.00  08/31/21 Outst 0210000 HRC, Plumbing V0149131 08/30/21 B0004073 260.00  08/31/21 Outst 0001858 ILEAS V0149238 08/31/21 P0010537 60.00  08/31/21 Outst 000168 ILLCO, Inc. V0149084 08/27/21 B0003972 152.31  08/31/21 Outst 0001077 Johnstone Supply Co V0149012 08/26/21 B0004061 152.31  08/31/21 Outst 000177 Jostens V0149045 08/27/21 B0004061 9.25 V0149047 08/27/21 B0004061 9.25 V01490490 98/37/21 B0004061 9.25 V0149049 08/27/21 B0004061 9.25 V01490490 98/37/21 B0004061 9.25 V01490490 98/37/21 B0004061 9.25 V0149049 08/27/21 B0004061 20.69 V0149051 08/27/21 B0004061 83.25 V01

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099639	08/31/21	Outst	0001890	Konica Minolta Bus Solut	V0149031 V0149032 V0149033 V0149034	08/27/21 08/27/21 08/27/21		448.78 1,125.50 1,807.04 11.81		1,107.64 448.78 1,125.50 1,807.04 11.81
								4,500.77		4,500.77
0099640	08/31/21	Outst	0002233	Konica Minolta Premier F	V0149002	08/26/21	B0004008	332.61		332.61
								332.61		332.61
0099641	08/31/21	Outst	0002233	Konica Minolta Premier F	V0149003	08/26/21	B0004008	197.00		197.00
								197.00		197.00
0099642	08/31/21	Outst	0002233	Konica Minolta Premier F	V0149035	08/27/21	B0004008	777.63		777.63
								777.63		777.63
0099643	08/31/21	Outst	0001673	M.L. Plumbing LLC.	V0149028	08/26/21	в0004088	1,800.00		1,800.00
								1,800.00		1,800.00
0099644	08/31/21	Outst	0001289	Menards	V0148995	08/26/21	в0003977	424.38		424.38
								424.38		424.38
0099645	08/31/21	Outst	0159117	Mergent, Inc.	V0149148	08/30/21	P0010492	4,800.00		4,800.00
								4,800.00		4,800.00
0099646	08/31/21	Outst	0194501	Michael Kautz Carpets &	V0148994	08/26/21	B0004041	119,464.50		119,464.50
								119,464.50		119,464.50
0099647	08/31/21	Outst	0001339	Minuteman Press of Lyons	V0149219	08/31/21	P0010422 P0010523 P0010524	1,672.80 348.50 278.00		1,672.80 348.50 278.00
								2,299.30		2,299.30
0099648	08/31/21	Outst	0001101	Music Theatre Int'l	V0149154	08/30/21	P0010435	3,650.00		3,650.00
								3,650.00		3,650.00
0099649	08/31/21	Outst	0001529	New Pocket Nurse	V0149234	08/31/21	P0010387	9,404.10		9,404.10
								9,404.10		9,404.10

	Bank C	ode:	01	General	Checking
GL	Account	No:	01-	-0000-000	000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	
0099650	08/31/21	Outst	0208924	Payee Name  Nicor Gas	V0149020 V0149021 V0149189	08/26/21 08/26/21 08/31/21	B0004000 B0004000 B0004000	1,942.08 1,969.18 2,034.50		1,942.08 1,969.18 2,034.50
								5,945.76		5,945.76
0099651	08/31/21	Outst	0001617	O.C. Tanner	V0149075	08/27/21	B0003981	317.80		317.80
								317.80		317.80
0099652	08/31/21	Outst	0001338	Oak Hall Industries L.P.	V0149227	08/31/21	P0010526	931.15		931.15
								931.15		931.15
0099653	08/31/21	Outst	0001122	Office Depot	V0149185 V0149186 V0149188	08/31/21 08/31/21 08/31/21	B0004059 B0004059 B0004059	1.03 13.98 76.98		1.03 13.98 76.98
								91.99		91.99
0099654	08/31/21	Outst	0207780	P.W. Leopard Inc.	V0149225	08/31/21	P0010532	2,151.00		2,151.00
								2,151.00		2,151.00
0099655	08/31/21	Outst	0002406	Paisans Pizza	V0149155 V0149156 V0149157 V0149204 V0149205 V0149211 V0149221 V0149222 V0149230 V0149231 V0149232	08/30/21 08/30/21 08/30/21 08/31/21 08/31/21 08/31/21 08/31/21 08/31/21 08/31/21 08/31/21	P0010428 P0010504 P0010504 P001049 P0010500 P0010500 P0010516 P0010516 P0010514 P0010514	173.50 92.50 200.20 215.00 78.00 1,650.00 1,050.00 1,392.50 68.00 166.40 337.00		173.50 92.50 200.20 215.00 78.00 1,650.00 1,050.00 1,392.50 68.00 166.40 337.00
								5,423.10		5,423.10
0099656	08/31/21	Outst	0210221	Davide Pezzini	V0149226	08/31/21	P0010527	3,000.00		3,000.00
								3,000.00		3,000.00
0099657	08/31/21	Outst	0197256	Precision Electric	V0149197	08/31/21	P0010488	4,000.00		4,000.00
								4,000.00		4,000.00
0099658	08/31/21	Outst	0209068	Quest Software Inc	V0149201	08/31/21	P0010496	3,500.97		
								3,500.97		3,500.97

Check Number	Date	Status	Vendor ID	Payee Name	ID	Date	Number	Voucher Amount	Amount	Amount
0099659	08/31/21	Outst	0001835	Ray O'Herron Co. of Oakb	V0149115 V0149116 V0149117	08/30/21 08/30/21 08/30/21	B0004103 B0004103 B0004103	711.16 140.23 230.87		711.16 140.23 230.87
								1,082.26		1,082.26
0099660	08/31/21	Outst	0183893	REACH	V0149195	08/31/21	P0010484	3,900.00		3,900.00
								3,900.00		3,900.00
0099661	08/31/21	Outst	0196722	Sense Media LLC	V0149203	08/31/21	P0010498	786.75		786.75
								786.75		786.75
0099662	08/31/21	Outst	0157227	Staples Advantage	V0149010 V0149044 V0149080 V0149129 V0149130	08/26/21 08/27/21 08/27/21 08/30/21 08/30/21	B0004096 B0004047 B0004047 B0004047 B0004047	1,304.40 66.99 431.74 12.68 8.99		1,304.40 66.99 431.74 12.68 8.99
								1,824.80		1,824.80
0099663	08/31/21	Outst	0001165	Swank Motion Pictures In	V0149124	08/30/21	P0010379	525.00		525.00
								525.00		525.00
0099664	08/31/21	Outst	0193721	TimeClock Plus	V0148999	08/26/21	B0003944	30.00		30.00
										30.00
0099665	08/31/21	Outst	0167490	Tripoli Painting	V0149026 V0149027 V0149065 V0149066	08/26/21 08/26/21 08/27/21 08/27/21	B0004090 B0004089 B0004084 B0004083	975.00 1,000.00 855.00 870.00		975.00 1,000.00 855.00 870.00
								3,700.00		3,700.00
0099666	08/31/21	Outst	0000974	Verizon Wireless	V0149112	08/30/21	B0003968	29.02		29.02
								29.02		29.02
0099667	08/31/21	Outst	0001824	Waukegan Roofing Co., In	V0149133	08/30/21	B0003986	1,325.00		1,325.00
								1,325.00		1,325.00
0099668	08/31/21	Outst	0177607	YBP Library Services	V0149125	08/30/21	в0003993			320.00
								320.00		320.00
0099669	08/31/21	Outst	0206685	Rainmakers Irrigation &	V0149254	08/31/21	P0010545	625.00		625.00

## 07 Sep 2021 ACCOUNTS PAYABLE CHECK REGISTER Page 24 10:59 Period 08/01/2021 - 08/31/2021

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

Check Check Check Vendor Voucher PO/BPO
Number Date Status ID Payee Name ID Date Number

Check Number		Check Status		Payee Name		Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
									625.00		625.00
0099670	08/31/21	Outst	0166312	Wells Fargo	Equiptment F	V0149253	08/31/21	В0003991	1,248.00		1,248.00
								•	1,248.00		1,248.00
E0010670	08/04/21	Outst	0162406	Mrs. Irina V	. Cline	V0148696	08/03/21		67.96		67.96
									67.96		67.96
E0010671	08/04/21	Outst	0079155	Dr. Stanley	S. Fields	V0148667	06/30/21		1,037.81		1,037.81
									1,037.81		1,037.81
E0010672	08/04/21	Outst	0107686	Mrs. Blanca	E. Jara	V0148478 V0148646	07/20/21 07/26/21 07/29/21 07/29/21		79.10 21.39 27.54 84.10		79.10 21.39 27.54 84.10
									212.13		212.13
E0010673	08/04/21	Outst	0197664	Ms. Claudia	Mosqueda	V0148531	07/27/21		300.00		300.00
									300.00		300.00
E0010674	08/04/21	Outst	0195558	Mr. Andrew E	. Pulaski	V0148551	07/28/21		658.32		658.32
									658.32		658.32
E0010675	08/04/21	Outst	0181767	Ms Maria San	chez Anderso	V0148668	06/30/21		86.04 		86.04
									86.04		86.04
E0010676	08/11/21	Outst	0202517	Mr. Diego U.	Aleman Sant	V0148708	08/04/21		47.81 		47.81
									47.81		47.81
E0010677	08/11/21	Outst	0184083	Manuel Avila		V0148744	08/10/21		350.00 		350.00
									350.00		350.00
E0010678	08/11/21	Outst	0201847	Dr. Alison G	ehrke	V0148747	08/10/21		119.88 		119.88
									119.88		119.88
E0010679	08/11/21	Outst	0188734	Susana C. He	rnandez	V0148742	08/10/21		350.00 		350.00
									350.00		350.00
E0010680	08/11/21	Outst	0105355	Alexa E. Her	rera	V0148686	08/03/21		29.11 		29.11

#### 07 Sep 2021 Page 25 ACCOUNTS PAYABLE CHECK REGISTER 10:59 Period 08/01/2021 - 08/31/2021

Bank Code: 01 General Checking GL Account No: 01-0000-00000-110000000 Check Check Vendor
Date Status ID Payee Name Voucher Cash Disc Check Voucher Voucher PO/BPO Check Number TD Date Number Amount Amount Amount

Number	Date	Status	ID	Payee Name	ID	Date	Number	Amount	Amount	Amount
								29.11		29.11
E0010681	08/11/21	Outst	0107686	Mrs. Blanca E. Jara	V0148730	08/09/21		177.77		177.77
20020001	20020001 00, 11, 21	04050	010,000	ins. Branca 2. Cara		08/09/21		829.25		829.25
						08/09/21		66.14		66.14
					V0148733	08/09/21		68.38		68.38
								1,141.54		1,141.54
E0010682	08/11/21	Outst	0055221	Melody M. Jimenez	V0148741	08/10/21	_	350.00		350.00
								350.00		350.00
E0010683	08/11/21	Outst	0068417	Yolanda A. Mendoza	V0148739	08/10/21		350.00		350.00
							-	350.00		350.00
E0010684	08/11/21	Outst	0199309	Jason Nichols	V0148728	08/09/21		75.57		75.57
								75.57		75.57
E0010685	08/11/21	Outst	0191610	Julissa D. Rodriguez	V0148737	08/10/21		350.00		350.00
								350.00		350.00
E0010686	08/11/21	Outst	0172945	Ms. Perla A. Santoyo	V0148726	08/09/21	_	33.98		33.98
								33.98		33.98
E0010687	08/11/21	Outst	0191155	Leslie M. Valdez	V0148734	08/10/21	_	265.00		265.00
								265.00		265.00
E0010688	08/11/21	Outst	0000808	Ms. Marisol Velazquez	V0148712	08/05/21	_	93.55		93.55
								93.55		93.55
E0010689	08/11/21	Outst	0158266	Mr. Christopher J. Wido	V0148682	08/02/21		143.96		143.96
20020003	00,11,21	ouese	0130200	iii. omriboopiidi o. wrad		08/02/21		460.84		460.84
							-	604.80		604.80
E0010690	08/11/21	Outst	0207194	DD's Operations LLC	V0148804	08/11/21	в0004062	875.00		875.00
								875.00		875.00
E0010691	08/11/21	Outst	0209135	Omni Financial Group, In	V0148795	08/12/21	_	9,827.66		9,827.66
								9,827.66		9,827.66

### 07 Sep 2021 ACCOUNTS PAYABLE CHECK REGISTER Page 26 10:59 Period 08/01/2021 - 08/31/2021

Bank Code: 01 General Checking GL Account No: 01-0000-00000-110000000 Voucher Voucher PO/BPO Voucher Cash Disc ID Date Number Amount Amount Check Check Check Vendor Check Number Date Status ID Payee Name Amount E0010692 08/19/21 Outst 0202517 Mr. Diego U. Aleman Sant V0148890 08/13/21 220.00 220.00 \_\_\_\_\_\_ 220.00 220.00 E0010693 08/19/21 Outst 0159466 Ms. Isabel Cervantes V0148888 08/12/21 240.00 240.00 240.00 240.00 E0010694 08/19/21 Outst 0165694 Dr. Sara E. Helmus V0148883 08/12/21 236.45 236.45 236.45 236.45 E0010695 08/19/21 Outst 0105355 Alexa E. Herrera V0148748 08/10/21 236.64 236.64 \_\_\_\_\_\_ 236.64 236.64 E0010696 08/19/21 Outst 0002876 Ms Evelyn Jaquez V0148763 08/11/21 68.22 68.22 68.22 E0010697 08/19/21 Outst 0107686 Mrs. Blanca E. Jara V0148830 08/11/21 46.97 46.97 46.97 46.97 649.08 E0010698 08/19/21 Outst 0195558 Mr. Andrew E. Pulaski V0148754 08/11/21 649.08 649.08 649.08 E0010699 08/19/21 Outst 0000953 Ms. Liliana Raygoza 644.75 V0148952 08/18/21 644.75 644.75 644.75 E0010700 08/19/21 Outst 0191155 Leslie M. Valdez V0148881 08/12/21 85.00 85.00 85.00 85.00 E0010701 08/19/21 Outst 0158266 Mr. Christopher J. Wido V0148835 08/12/21 375.20 375.20 375.20 375.20 E0010706 08/26/21 Outst 0202517 Mr. Diego U. Aleman Sant V0148960 08/19/21 230.00 230.00 230.00 230.00 E0010707 08/26/21 Outst 0184221 Jose M. Ariza V0148902 08/16/21 300.00 300.00 300.00 300.00

V0148684 08/02/21

342.06

342.06

342.06

342.06

E0010708 08/26/21 Outst 0162406 Mrs. Irina V. Cline

### 07 Sep 2021 ACCOUNTS PAYABLE CHECK REGISTER Page 27 10:59 Period 08/01/2021 - 08/31/2021

Bank Code: 01 General Checking

GL Account No: 01-0000-00000-110000000 Voucher Voucher PO/BPO Voucher Cash Disc ID Date Number Amount Amount Check Check Check Vendor Check Number Date Status ID Payee Name Amount E0010709 08/26/21 Outst 0107686 Mrs. Blanca E. Jara V0148889 08/12/21 335.70 335.70 \_\_\_\_\_\_\_\_\_ 335.70 335.70 E0010710 08/26/21 Outst 0000004 Mr. Micheal A. Kott V0148966 08/20/21 88.26 88.26 88.26 88.26 E0010711 08/26/21 Outst 0000021 Ms Linda Koutny V0148963 08/20/21 400.00 400.00 400.00 400.00 E0010712 08/26/21 Outst 0199309 Jason Nichols V0148925 08/17/21 29.75 29.75 V0148977 08/24/21 50.91 80.66 E0010713 08/26/21 Outst 0209062 Latinologues Inc V0148967 08/20/21 20,000.00 20,000.00 20,000.00 20,000.00 

 V0149107
 08/30/21
 P0010534
 950.00

 V0149108
 08/30/21
 P0010533
 950.00

 V0149109
 08/30/21
 P0010501
 950.00

 E0010716 08/30/21 Outst 0209950 Creativity Lives Here 950.00 950.00 950.00 2,850.00 2,850.00 E0010717 08/30/21 Outst 0207194 DD's Operations LLC V0149106 08/30/21 B0004105 2,100.00 2,100.00 2,100.00 2,100.00 E0010718 08/31/21 Outst 0209135 Omni Financial Group, In V0149177 08/31/21 10,256.06 10,256.06 10,256.06 10,256.06

1,311,606.33

1,311,606.33

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,311,606.33	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,311,606.33
			1,311,606.33	1,311,606.33

#### Morton College Over 10K Report August 2021

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Association of Governing Boards	8/12/2021	0099458	3/24/2021	\$22,165.81	AGB Consulting Agreeement
BKD, LLP	8/12/2021	0099465	5/26/2021	\$10,000.00	Audit Services
BKD, LLP	8/31/2021	0099601	5/26/2021	\$10,000.00	FY21 Audit
CDW-Government, Inc	8/12/2021	0099468	EXEMPT	\$23,830.00	FORTINET Firewall Renewal
CDW-Government, Inc	8/31/2021	0099607	EXEMPT	\$659.04	HP LED monitor
ComEd	8/31/2021	0099614	EXEMPT	\$16,336.04	Light Services
ComEd	8/31/2021	0099615	EXEMPT	\$123.15	Light Services
Del Galdo Law Group, LLC	8/12/2021	0099475	8/25/2021	\$28,718.29	Attorney Services
Ellucian Inc.	8/12/2021	0099481	6/23/2021	\$428,705.00	Ellucian Annual Maint Ren
Freepoint Energy Solutions, LLC.	8/31/2021	0099627	11/18/2020	\$32,541.68	Energy Services
ISBE	8/20/2021	0099543	EXEMPT	\$19,921.00	Grant unspent funds
Konica Minolta Bus Solut	8/12/2021	0099493	EXEMPT	\$8,648.25	FLEET AGGREGATE Konica
Konica Minolta Bus Solut	8/31/2021	0099639	EXEMPT	\$4,500.77	Maintenance
Latinologues Inc	8/26/2021	E0010713	8/25/2021	\$20,000.00	Latino Thought Makers 1st
Michael Kautz Carpets & Flooring	8/31/2021	0099646	4/28/2021	\$119,464.50	App 3/Corridor Floor Polishing
New Readers PressýPublishing Division of Pro	8/5/2021	0099409	EXEMPT	\$24,545.52	Algebraic Level M
Omni Financial Group, Inc.	8/11/2021	E0010691	4/28/2021	\$9,827.66	Payroll Deductions
Omni Financial Group, Inc.	8/31/2021	E0010718	4/28/2021	\$10,256.06	Payroll Deductions
Riccio Construction Corporation	8/12/2021	0099508	EXEMPT	\$15,446.70	Asphalt Patching
Simplehuman, LLC	8/24/2021	0099555	EXEMPT	\$23,200.00	115 It can brushed stainl
State Univ Retirement Systems	8/12/2021	0099524	EXEMPT	\$66,689.06	Payroll Deductions
State Univ Retirement Systems	8/31/2021	0099590	EXEMPT	\$71,318.19	Payroll Deductions
			Total Paid	966,896.72	

# Morton Community College FY22 Budget Report For 1 Month Ending August 31, 2021



#### Morton Community College Budget Report Summary August 31, 2021

Funds	Actual		Budget		%	Budget Remaining	
Tulius		Actual		buuget	70		Remaining
Education Fund							
Revenue	\$	8,440,733	\$	29,127,709	29.0%	\$	20,686,976
Expenditures	Y	(3,123,955)	Ψ	(29,127,709)	10.7%	Ψ.	(26,003,754)
Net	\$	5,316,778	\$	-	10.770	\$	(5,316,778)
	Y	3,310,770	Ψ			Ψ.	(3,310,770)
Operations & Maintenance Fund							
Revenue	\$	345,109	\$	2,927,600	11.8%	\$	2,582,491
Expenditures		(428,245)		(2,927,065)	14.6%		(2,498,820)
Net	\$	(83,136)	\$	535		\$	83,671
Restricted Purpose Fund							
Revenue	\$	239,690	\$	30,639,647	0.8%	\$	30,399,957
Expenditures		(662,688)		(30,643,133)	2.2%		(29,980,445)
Net	\$	(422,998)	\$	(3,486)		\$	419,512
Audit Fund							
Revenue	\$	12,307	\$	72,950	16.9%	\$	60,643
Expenditures	Ą	-	Ţ	(81,600)	0.0%	Ų	(81,600)
Net	\$	12,307	\$	(8,650)	0.070	\$	(20,957)
	•	,		(-//		•	( -, ,
Liability, Protection & Settlement Fund							
Revenue	\$	136,067	\$	811,916	16.8%	\$	675,849
Expenditures		(244,475)		(1,227,500)	19.9%		(983,025)
Net	\$	(108,408)	\$	(415,584)		\$	(307,176)
General Bond Obligation Fund							
Revenue	\$	158,158	\$	675,628	23.4%	\$	517,470
Expenditures	Ψ	-	*	(646,575)	0.0%	Ψ.	(646,575)
Net	\$	158,158	\$	29,053		\$	(129,105)
		,	·	,		·	, , ,
Operations & Maintenance (Restricted) Fund							
Revenue	\$	-	\$	6,366,308	0.0%	\$	6,366,308
Expenditures		23,200		(6,366,308)	-0.4%		(6,389,508)
Net	\$	23,200	\$	-		\$	(23,200)
All Funds							
Revenue	\$	9,332,064	\$	70,621,758	13.2%	\$	61,289,694
Expenditures		(4,436,163)		(71,019,890)	6.2%	\$	(66,583,727)
Net	\$	4,895,901	\$	(398,132)		\$	(5,294,033)

# EDUCATION FUND REVENUE August 31, 2021

August 31, 2021		Actual Budg		Budget	ndget %		Budget Remaining	
REVENUE								
LOCAL GOVERNMENT								
Property taxes	\$	1,291,333	\$	7,649,000	16.9%	\$	6,357,667	
Total Local Government	\$	1,291,333	\$	7,649,000		\$	6,357,667	
CORPORATE PERSONAL PROPERTY TAXES	\$	22,236	\$	750,000	3.0%	\$	727,764	
SURS HEALTH - ON BEHALF PAYMENTS	\$	-	\$	-	0.0%	\$	-	
STATE GOVERNMENT								
ICCB credit hour grants	\$	905,775	\$	2,314,560	39.1%	\$	1,408,785	
ICCB equalization grants		438,437		4,470,045	9.8%		4,031,608	
CTE formula grant		_		160,000	0.0%		160,000	
Total State Government	\$	1,344,212	\$	6,944,605		\$	5,600,393	
STUDENT TUITION AND FEES								
Tuition	\$	4,814,568	\$	9,424,300	51.1%	\$	4,609,732	
Fees		963,837		2,182,504	44.2%		1,218,667	
Other				1,300,000	0.0%		1,300,000	
Total Tuition and Fees	\$	5,778,405	\$	12,906,804		\$	7,128,399	
MISCELLANEOUS								
Sales and service fees	\$	3,964	\$	252,300	1.6%	\$	248,336	
Investment revenue		582		60,000	1.0%		59,418	
Nongovernmental gifts & scholarships		<u>-</u> _		30,000	0.0%		30,000	
Total Other Sources	\$	4,546	\$	342,300		\$	337,754	
Total Revenue	<u>\$</u>	8,440,732	\$	28,592,709	<u>29.5%</u>	\$	20,151,977	
Transfers in	\$	-	\$	<u>-</u>	0.0%	\$	<u>-</u>	
Total Revenue and Transfers in	\$	8,440,732	\$	28,592,709	29.5%	\$	20,151,977	

#### EDUCATION FUND EXPENDITURES

August 31, 2021

August 31, 2021				Budget	
	Actual	Budget	%	Remaining	
EXPENDITURES					
By Program:					
Instruction					
Salaries	\$ 853,204	\$ 8,734,743	9.8%	\$ 7,881,539	
Employee benefits	134,368	850,262	15.8%	715,894	
Contractual services	18,688	312,500	6.0%	293,812	
Material and supplies	15,912	631,950	2.5%	616,038	
Conferences and meetings	1,298	39,785	3.3%	38,487	
Total Instruction	1,023,470	10,569,240	9.7%	9,545,770	
Academic Support					
Salaries	124,768	1,240,696	10.1%	1,115,928	
Employee benefits	24,828	265,380	9.4%	240,552	
Contractual services	118,226	298,000	39.7%	179,774	
Material and supplies	50,610	346,280	14.6%	295,670	
Conferences and meetings	3,935	26,100	15.1%	22,165	
Fixed charges	9,700	80,000	12.1%	70,300	
Other Expenditures	-	1,000	0.0%	1,000	
Total Academic Support	332,067	2,257,456	14.7%	1,925,389	
Student Services					
Salaries	263,978	2,121,429	12.4%	1,857,451	
Employee benefits	44,063	296,988	14.8%	252,925	
Contractual services	20,617	221,000	9.3%	200,383	
Material and supplies	-4,417	179,750	-2.5%	184,167	
Conferences and meetings	12,068	83,650	14.4%	71,582	
Fixed charges	(37)	21,500	-0.2%	21,537	
Total Student Services	336,272	2,924,317	11.5%	2,588,045	
Public Service/Continuing Education					
Salaries	29,574	246,224	12.0%	216,650	
Employee benefits	6,673	54,745	12.2%	48,072	
Contractual services	325	217,000	0.1%	216,675	
Material and supplies	498	26,200	1.9%	25,702	
Conferences and meetings	387	5,250	7.4%	4,863	
Other tuition/fee waiver	-	5,000	0.0%	5,000	
Total Public Service/Continuing Education	37,457	554,419	6.8%	516,962	
Auxiliary Services	27.222	222.425	42.40/	402.402	
Salaries	27,232	220,425	12.4%	193,193	
Employee benefits	6,754	42,026	16.1%	35,272	
Contractual services	174,851	450,000	38.9%	275,149	
Material and supplies	7,749	612,000	1.3%	604,251	
Conferences and meetings	12,663	228,000	5.6%	215,337	
Fixed charges  Total Auxiliary Services	220 240	28,000	0.0%	28,000	
i otal Auxillal y Sel Vices	229,249	1,580,451	14.5%	1,351,202	

# EDUCATION FUND EXPENDITURES August 31, 2021

August 31, 2021	Actual			Budget	%	 Budget Remaining	
EXPENDITURES							
Institutional Support							
Salaries	\$	218,226	\$	2,599,647	8.4%	\$ 2,381,421	
Employee benefits		60,299		511,879	11.8%	451,580	
Contractual services		519,410		1,502,000	34.6%	982,590	
Material and supplies		20,455		723,800	2.8%	703,345	
Conferences and meetings		12,933		214,000	6.0%	201,067	
Fixed charges		48		1,500	3.2%	1,452	
Other		9,357		140,000	6.7%	130,643	
Total Institutional Support		840,728		5,692,826	14.8%	 4,852,098	
Scholarships, Student Grants & Waivers							
Student grants and scholarships		324,708		1,529,000	21.2%	1,204,292	
Total Scholarships, Student Grants & Waivers		324,708	_	1,529,000	21.2%	1,204,292	
Contingencies		-		520,000	0.0%	520,000	
Total Expenditures	\$	3,123,951	\$	25,627,709	12.2%	\$ 22,503,758	
Transfers out		-		3,500,000	0.0%	3,500,000	
Total Expenditures and Transfers out		\$3,123,951	\$	29,127,709	10.7%	\$ 26,003,758	

# OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES August 31, 2021

	Actual		Budget	%	Budget Remaining	
REVENUE						-
LOCAL GOVERNMENT			 			
Property taxes	\$	253,067	\$ 1,498,600	16.9%	\$	1,245,533
CORPORATE PERSONAL PROPERTY TAXES		22,235	750,000	3.0%		727,765
STATE GOVERNMENT						
ICCB equalization grants		-	 650,000	0.0%		650,000
STUDENT FEES						
Fees		65,747	0	#DIV/0!		-65,747
Total Student Fees		65,747	0	#DIV/0!		-65,747
MISCELLANEOUS						
Sales and service fees		-	5,000	0.0%		5,000
Facilities		-	14,000	0.0%		14,000
Investment revenue		4,060	10,000	40.6%	<u>%</u> 5,	
Total Miscellaneous		4,060	 29,000	14.0%		24,940
Transfers in		-	<u> </u>	<u> </u>		<u>-</u>
Total Revenue	\$	345,109	\$ 2,277,600	15.2%	\$	1,932,491
EXPENDITURES						
By Program:						
Operations and Maintenance of Plant						
Salaries		\$198,152	\$1,267,024	15.6%		\$1,068,872
Employee benefits		30,785	199,041	15.5%		168,256
Contractual services		53,877	418,000	12.9%		364,123
Material and supplies		11,023	194,500	5.7%		183,477
Conferences and meetings		-	6,500	0.0%		6,500
Utilities		134,306	770,000	17.4%		635,694
Capital outlay		103	62,000	0.2%		61,897
Other		-	 10,000	0.0%		10,000
Total Operations and Maintenance of Plant		428,246	 2,927,065	14.6%		2,498,819
Total Expenditures	\$	428,246	\$ 2,927,065	14.6%	\$	2,498,819

#### RESTRICTED PURPOSE FUND REVENUE

August 31, 2021				Budget
	Actual	Budget	%	Remaining
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	-	\$1,207,570	0.0%	1,207,570.00
ISBE grant revenue- other	-58	261,362	0.0%	261,420
Other Sources	3,487	3,700,986	0.1%	3,697,499
Total State Government	3,429	5,169,918	0.1%	5,166,489
FEDERAL GOVERNMENT				
Department of education	228,261	25,461,729	0.9%	25,233,468
Other		8,000	0.0%	8,000
Total Federal Government	228,261	25,469,729	0.9%	25,241,468
<u>Total Revenue</u>	\$ 231,690	\$ 30,639,647	0.8%	\$ 30,407,957

# RESTRICTED PURPOSE FUND EXPENDITURES August 31, 2021

August 31, 2021	ı	Actual Budget		Budget	%		Budget Remaining	
<u>EXPENDITURES</u>								
By Program:								
Instruction								
Salaries	\$	136,255	\$	1,222,815	11.1%	\$	1,086,560	
Employee benefits		22,942		2,051,223	1.1%		2,028,281	
Contractual services		7,938		63,672	12.5%		55,734	
Material and supplies		12,890		259,016	5.0%		246,126	
Conferences and meetings		-		13,600	0.0%		13,600	
Other Fixed Charges		-		19,686	0.0%		19,686	
Student grants and scholarships				5,500	0.0%		5,500	
Total Instruction		180,025		3,635,512	5.0%		3,455,487	
Academic Support								
Employee benefits		-		250,000	0.0%		250,000	
Total Academic Support		-		250,000	0.0%		250,000	
Student Services								
Salaries		14,840		313,802	4.7%		298,962	
Employee benefits		3,448		417,453	0.8%		414,005	
Other Contract Services		7,631		246,269	3.1%		238,638	
Material and supplies		6,844		443,178	1.5%		436,334	
Conferences and meetings		442		18,018	2.5%		17,576	
Fixed charges		-		100	0.0%		100	
Student grants and scholarships		80,081		318,856	25.1%		238,775	
Total Student Services		113,286		1,757,676	6.4%		1,644,390	
Public Service/Continuing Education								
Salaries		32,652		206,814	15.8%		174,162	
Employee benefits		7,201		116,200	6.2%		108,999	
Contractual services		-		3,000	0.0%		3,000	
Material and supplies		(242)		10,738	-2.3%		10,980	
Conferences and meetings		-		22,610	0.0%		22,610	
Total Public Service/Continuing Education		39,611		359,362	11.0%		319,751	

# RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES August 31, 2021

August 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	18,682	90,000	20.8%	71,318	
Employee benefits	5,483	520,000	1.1%	514,517	
Contractual services	6,102	1,000,000	0.6%	993,898	
Materials and supplies	39,316	3,017,400	1.3%	2,978,084	
Other Fixed Charges	-	750,000	0.0%	750,000	
Capital Outlay	272,915	1,316,257	20.7%	1,043,342	
Student grants and waivers	3,765	2,000,000	0.2%	1,996,235	
Total Institutional Support	346,263	8,693,657	4.0%	8,347,394	
Scholarships, Student Grants & Waivers					
Salaries	(5,696)	131,529	-4.3%	137,225	
Student grants and scholarships	(10,800)	15,240,397	-0.1%	15,251,197	
Total Scholarships, Student Grants & Waivers	(16,496)	15,371,926	-0.1%	15,388,422	
Total Expenditures	\$ 662,689	\$ 30,643,133	2.2%	\$ 29,980,444	

# AUDIT FUND REVENUE AND EXPENDITURES August 31, 2021

		<u>Actual</u>	<u>E</u>	Budget	<u>%</u>	Budget <u>Remaining</u>	
REVENUE							
LOCAL GOVERNMENT Property taxes	\$	12,307	\$	72,900	16.9%	\$	60,593
MISCELLANEOUS Investment revenue		-		50	0.0%		50
<u>Total Revenue</u>	\$	12,307	\$	72,950	16.9%	\$	60,643
<u>Transfers in</u>		-		-	0.0%		-
Total Revenue and Transfers in	\$	12,307	\$	72,950	16.9%	\$	60,643
EXPENDITURES  By Program: Institutional Support  Contractual services				81,600	0.0%		81,600
Total Expenditures	\$	-	\$	81,600	0.0%	\$	81,600

# LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES August 31, 2021

	Actual		Budget	%	Budget Remaining	
REVENUE						
LOCAL GOVERNMENT						
Property taxes	\$	136,067	\$ 811,816	16.8%	\$	675,749
MISCELLANEOUS						
Investment revenue		-	100	0.0%		100
Total Revenue	\$	136,067	\$ 811,916	16.8%	\$	675,849
<u>EXPENDITURES</u>						
By Program: Instruction						
Employee benefits		-	135,000	0.0%		135,000
Total Instruction		<u>-</u>	135,000	0.0%		135,000
Academic Support						
Employee benefits		-	16,500	0.0%		16,500
Student Services						
Employee benefits		-	20,500	0.0%		20,500
Total Academic Support		-	 20,500	0.0%		20,500
Public Service/Continuing Education						
Employee benefits		-	 7,500	0.0%		7,500
Auxiliary Services			 			
Employee benefits		<del>-</del>	 4,500	0.0%		4500
Operations and Maintenance of Plant						
Salaries		(3,037)	350,000	-0.9%		353,037
Employee benefits		-	23,500	0.0%		23,500
Total Operations and Maintenance of Plant		(3,037)	 373,500	-0.8%		376,537
Institutional Support						
Employee benefits		-	75,000	0.0%		75,000
Contractual services Other Fixed Charges		12,592 234,920	200,000 395,000	6.3% 59.5%		187,408 160,080
-			 			
Total Institutional Support		247,512	 670,000	36.9%		422,488
Total Expenditures	\$	244,475	\$ 1,227,500	19.9%	\$	983,025

# GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES August 31, 2021

	Actual	Budget	%	Budget Remaining
REVENUE		244601		
LOCAL GOVERNMENT			<u>-</u>	
Property taxes	\$ 158,158	\$ 675,528	23.4%	\$ 517,370
MISCELLANEOUS				
Investment revenue	<del>-</del>	100	0.0%	100
Total Revenue	158,158	675,628	23.4%	517,470
EXPENDITURES				
By Program:				
Institutional Support Fixed charges	<u> </u>	646,575	0.0%	646,575
TRANSFERS OUT			0.0%	-
<u>Total Expenditures</u>	\$ -	\$ 646,575	0.0%	\$ 646,575

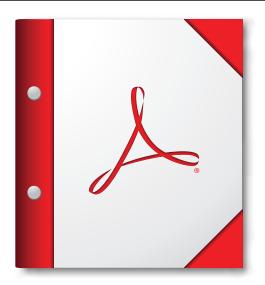
# OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES August 31, 2021

						Budget
		Actual	 Budget	%	F	Remaining
REVENUE	-					
STATE GOVERNMENT						
Capital Development Board		-	2,866,308	0.0%		2,866,308
Total		-	2,866,308	0.0%		2,866,308
OTHER SOURCES			 			
Bonds			-	0.0%		_
Investment Interest			-	0.0%		-
Total		-	 -	#DIV/0!		-
TRANSFERS IN	\$	-	\$ 3,500,000	0.0%	\$	3,500,000
Total Revenue and Transfers in	\$		\$ 6,366,308	0.0%	\$	6,366,308
<u>EXPENDITURES</u>						
By Program:						
Operations and Maintenance of Plant						
Contractual services		-	100,000	0.0%		100,000
Capital outlay		23,200	6,266,308	0.4%		6,243,108
Total Operation and Maintenance of Plant		23,200.00	 6,366,308	0.4%		6,343,108
Total Operation and Maintenance of Plant		23,200.00	 0,300,306	0.470		0,343,106
Total Expenditures	\$	23,200	\$ 6,366,308	0.4%	\$	6,343,108

### Morton College Treasurer's Report

Month Ending: August 2021

Institution	Purchased	Principal	Rate	Туре	Maturity
The Illinois Funds, Springfield					
	1-May-06	\$10,642,943.29	0.0100%	TIF Prime Fund	31-Aug-21
First Midwest Bank	11-Mar-20	\$ 251,472.74	1.0940%	CD	31-Aug-21
First Midwest Bank	11-Mar-20	\$ 251,472.74	1.0940%	CD	31-Aug-21
	Sum	\$11,145,888.77			
Grand Total		\$ 11,145,888.77			



For the best experience, open this PDF portfolio in Acrobat X or Adobe Reader X, or later.

**Get Adobe Reader Now!** 

#### **PROPOSED ACTION:**

THAT THE BOARD APPROVE NURSING ACCREDITATION COMMISSION FOR EDUCATION IN NURSING INC.

**RATIONALE:** Accreditation for Nursing Department

[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:**

\$2875.00

#### **ATTACHMENT:**

Invoice

#### ACEN

Accreditation Commission for Education in Nursing, Inc. 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

Invoice

Invoice Number: 212194

Invoice Date:

Sep 7, 2021

Page:

Voice:

404-975 5000

Fax:

Federal ID: 13-3927791

Sold To:

Swift Code: BOFAUS3N

Morton College Department of Nursing 3801 South Central Ave, Rm303C Cicero, IL 60804 Ship to

Lauren Caruso, MSN, RN, CNL Interim Dean

Customer ID	Customer PO	Payment	Payment Terms		
M02859		Net 30 Da	ays		
Sales Rep ID	Shipping Method	Ship Date	Due Date		
	US Mail		10/7/21		

Quantity	Item	Description	Unit Price	Extension
1.00		Annual Accreditation Fee for	2,875.00	2,875.00
		Associate Nursing Program for the		
		period Jan 1 - Dec 31, 2022.		
o pay by check:		CL 1 N		

To pay by check: ACEN 3390 Peachtree Rd NE, STE 1400 Atlanta, GA 30326	Check No	Subtotal Sales Tax	2,875.00
To pay by EFT: ACEN Bank of America		Freight Il Invoice Amount ayment Received	2,875.00
Account Number: 334032630980 Routing Number (ACH): 061000052 Routing Number (Wire): 026009593		TOTAL	2,875.00

#### **PROPOSED ACTION:**

Board approval for NJCAA Men's Region IV Membership Dues and Sport Fees.

#### **RATIONALE:**

This payment is required by NJCAA Region IV in order for Morton College to participate in Region IV Playoffs.

#### **COST ANALYSIS:**

\$3,975.00

#### **ATTACHMENT:**

Jason Nichols Athletic Director NJCAA Men's Region IV Invoice

# Men's Region IV Entry Fees and Deadline Dates 2021 – 2022

#### Membership dues and sport fees are due by October 1st, 2021.

Any member college that does not submit their entry fee for a sport prior to the deadline will be unable to participate. In the event there is a delay in your check because of business procedures, written confirmation followed by the check will be considered an official entry.

#### Please make check payable to:

Men's NJCAA Region IV, NFP (*mail Entry Form with check*)

Address: NJCAA Region IV, Attn: Bradley Unger 7400 Burning Tree Dr. McHenry, IL 60050

Name of College:			
College Address:			
	City:	Zip:	
Athletic Director:		Phone#:	
		Cell#:	
		Email:	
Office Asst. Name:		Phone#:	
		Email:	

#### Annual Men's Region IV Dues: \$650

Sport	Fee	Coach	Cell#	Email
Baseball	\$1,000			
Basketball	\$600			
Cross Country	\$250			
Golf	\$250			
Soccer	\$300			
Tennis	\$425			11
Wrestling	\$500			
*Annual Dues*	*\$650			
Total dues	\$3,975.00			

\*Annual Region IV dues of \$650 must be paid in addition to each sport fees.

#### **PROPOSED ACTION:**

Board approval for NJCAA Women's Region IV Membership Dues and Sport Fees.

#### **RATIONALE:**

This payment is required by NJCAA Region IV in order for Morton College to participate in Region IV Playoffs.

#### **COST ANALYSIS:**

\$3,250.00

#### **ATTACHMENT:**

Jason Nichols Athletic Director NJCAA Women's Region IV Invoice

# Women's Region IV Entry Fees and Deadline Dates 2021 – 2022

#### Membership dues and sport fees are due by October 1st, 2021.

Any member college that does not submit their entry fee for a sport prior to the deadline will be unable to participate. In the event there is a delay in your check because of business procedures, written confirmation followed by the check will be considered an official entry.

#### Please make check payable to:

Women's NJCAA Region IV, NFP (mail Entry Form with check)

Address: NJCAA Region IV, Attn: Bradley Unger 7400 Burning Tree Dr. McHenry, IL 60050

Name of College:			
College Address:			
	City:	Zi	p:
Athletic Director:		Phone#:	
		Cell#:	
		Email:	
Office Asst. Name:		Phone#:	
		Email:	

#### Annual Women's Region IV Dues: \$650

Sport	Fee	Coach	Cell#	Email
Basketball	\$600			
Cross Country	\$350			
Softball	\$450			
Soccer	\$300			
Tennis	\$300			
Volleyball	\$600			
*Annual Dues*	*\$650			
Total	\$ 15102			

\*Annual Region IV dues of \$650 must be paid in addition to each sport fees.

#### **PROPOSED ACTION:**

Board approval for NJCAA Membership Renewal fees and dues.

#### **RATIONALE:**

This payment is required for Morton College to participate in the NJCAA.

#### **COST ANALYSIS:**

\$3,200.00

#### **ATTACHMENT:**

Jason Nichols Athletic Director NJCAA Membership Renewal Invoice



# NJCAA Membership Renewal

College Name\*

Morton College

2021-2022 NJCAA Membership Dues



The NJCAA's primary payment method is check. A 3.5% convenience fee is applied for any credit card payments.

Payment Method\* Credit Card

First Name\*

Last Name\*

Date (MM/DD/YYYY)\*

Billing Email\*

Billing Address\*

#### **PROPOSED ACTION:**

Board approval for NJCAA Coaches Association Membership Renewal fees and dues.

#### **RATIONALE:**

This payment is required to Coach in NJCAA.

#### **COST ANALYSIS:**

\$1,154.00

#### **ATTACHMENT:**

Jason Nichols Athletic Director NJCAA Coaches Association Membership Renewal Invoice





### NJCAA Coaches Association Membership Renewal

2021-2022 NJCAA Coaches Association Membership Dues

# 1154

#### College Name\*

Morton College

Coaches Association

Baseball - \$120.00 -

Men's Basketball - \$88.00 -

Women's Basketball - \$100.00 -

Men's Bowling - \$25.00

Women's Bowling - \$25.00

Men's Cross Country (with USTFCCCA) - \$63.00 -

Women's Cross Country (with USTFCCCA) - \$63.00 -

Football (with AFCA) - \$200.00

Men's Golf | I - \$75.00

Men's Golf | II - \$65.00 -

Men's Golf | III - \$45.00

Women's Golf - \$100.00 -

Men's Lacrosse - \$50.00

Women's Lacrosse - \$50.00

Men's Soccer - \$75.00 -

Women's Soccer - \$75.00 ~

Softball (with NFCA) - \$125.00 -

Men's Swimming & Diving - \$150.00

Women's Swimming & Diving - \$150.00

Men's Tennis - \$30.00

Women's Tennis - \$30.00

Men's Track & Field (with USTFCCCA) - \$146.00

Women's Track & Field (with USTFCCCA) - \$146.00

Volleyball (with AVCA) - \$115.00 ~

Wrestling (with NWCA) - \$165.00 -

### Billing Details

The NJCAA Coaches Association's primary payment method is check. A 3.5% convenience fee is applied for any credit card payments.

Payment Method\*

Credit Card

First Name\*

Last Name\*



# DUES INVOICE

Morton College Attn: Dr. Stan Fields 3801 South Central Ave Cicero, IL 60804

Date: 8/26/2021

Invoice #: 85129

Terms: Due upon Receipt

Description	Ar	nount
FY22 Illinois Council of Community College		2,750.00
Presidents (ICCCP) Dues		
ICC Marketing Collaborative - 3rd of 3		1,500.00
annual installments		
'		
	-	
14		
Please make check payable to:		
Presidents Council and		
mail to: ICCCP	2	
c/o Stephanie Spann 401 E. Capitol Ave, Ste 200		
Springfield, IL 62701-1711	Total	\$4,250.00

# MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

<u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE THE PURCHASE OF (1) BENCHTOP NMR SPECTROMETER FROM AVANTOR VWR FOR THE CHEMISTRY LAB AT THE COST OF \$65,631.62.

**RATIONALE:** The College will upgrade the Chemistry lab with the purchase of the

NMR Spectrometer to support student learning as outlined by the MC-

SUCCESS grant. This vendor is part of the E & I Cooperative

Services.

**COST ANALYSIS:** The unit price of the NMR spectrometer is \$65,631.62 and will paid

using grant funds.

ATTACHMENTS: Quote; (1) quote required as vendor is part of the E&I Cooperative

Services.



QUOTATION					
Quote Number Valid From Valid To Page					
8031659149	08/30/2021 1		0/31/2021	1 of 2	
Currency	Sales Representative		Customer Referen	nce	
USD	Joseph Simmons NANALYSIS BENCHTOP N			CHTOP NMR	

To Place an Order				
Phone:	1-800-932-5000			
Fax:	1-866-329-2897			
Web:	www.vwr.com			

When placing your order, please include your quotation number and account number to ensure you receive the correct price.

Quote Prepared For		Contact Phone / Fax / E-Mail			
Sara Helmus	Sara Helmus				
		sara.helmus@mort	on.edu		
Ship To: 80250108		Sold To: 8025			
MORTON COLLEGE 3801 S CENTRAL AVE CICERO IL 60804-4398		MORTON COLLEGE 3801 S CENTRAL AVE CICERO IL 60804-4398			

### THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS.

Additional Inf	ormation:
----------------	-----------

Free Dock to Dock Delivery

Row	VWR Catalo Number	Product Description	Qty	UOM	Unit Price	Extended Price
10	75839-544	SPECTROMETER 13C-1H BNCHTP NMREADY-60PRO	1	EA	63,074.51	63,074.51
		NMReady® 60MHz Benchtop NMR Spectrometers, Nanalysis Product Link: https://us.vwr.com/store/catalog/product.jsp?catalog_number=75839-544 Shipping Dimensions Weight / Size (L*W*H) per UOM: 130.000 LB / 28.750*24.000*2 UOM Component Info: EA(1items) Availability: Product Ships Directly from Manufacturer	20.500 IN			
20	75839-444	WARRANTY EXTENDED STD 1-YEAR FOR NMREADY	1	EA	2,557.11	2,557.11
		Warranty Package for NMReady® 60 MHz Benchtop NMR Spectrometers, Nanalysis Availability: Ordered Upon Request				

Item Total : 65,631.62 Quote Total : 65,631.62



QUOTATION					
Quote Number	Valid From Valid To Page				
8031659149	08/30/2021	10	2 of 2		
Currency	Sales Representative		<b>Customer Reference</b>		
USD	Joseph Simmons		NANALYSIS BENCHTOP NMR		

Financing Available. Contact your VWR Representative for details about flexible financing programs.

VWR International's Terms and Conditions of Sale apply. A copy is available on our website

(https://us.vwr.com/store/content/externalContent/Page\_jsp?path=/en\_US/about\_vwr\_terms\_conditions\_product\_sales\_jsp), or by request. Customer represents that it has read and agrees to VWR International's Terms and Conditions of Sale.

Identified stock status is based on product availability at time of the quote and may change at time of order. Delivery dates are based on standard lead times from suppliers.

Charges displayed on the quotation including freight, tax and other charges are estimates and may vary at time of order.

Any images used are not necessarily representative of any product offering from VWR International and do not constitute the basis for purchase decisions.

Customer is responsible for unloading and providing standard receiving facilities for large and/or heavy shipments. Special unloading or delivery can be arranged, provided VWR International is notified at the time of order placement. For such arrangements, please contact VWR International for a quotation. All quotes for installation assume that services related to the equipment are in place at the Customer site (including, but not limited to, gas, plumbing, electrical and ventilation) as per the equipment manufacturer's specifications prior to the installation of the equipment. Installation or other services are not included in this quotation, unless otherwise noted on the quotation.

Customer has a limited amount of time to document and report any shipping damage. Please inspect all shipments upon receipt and refer to Section 4 of VWR International's Terms and Conditions of Sale for additional information.

Items prefixed with "MISC" are subject to regulatory approval once VWR International receives acceptance from the customer. They are special order, and as such may not be returnable. Please allow 6-8 weeks delivery from the time of your first order or acceptance of this quotation.

# MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

<u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE THE PURCHASE OF (1) BENCHTOP NMR SPECTROMETER FROM AVANTOR VWR FOR THE CHEMISTRY LAB AT THE COST OF \$65,631.62.

**RATIONALE:** The College will upgrade the Chemistry lab with the purchase of the

NMR Spectrometer to support student learning as outlined by the MC-

SUCCESS grant. This vendor is part of the E & I Cooperative

Services.

**COST ANALYSIS:** The unit price of the NMR spectrometer is \$65,631.62 and will paid

using grant funds.

ATTACHMENTS: Quote; (1) quote required as vendor is part of the E&I Cooperative

Services.



QUOTATION					
Quote Number Valid From Valid To Page					
8031659149	08/30/2021	10/31/2021 1 of 2			
Currency	Sales Representative		Customer Reference		
USD	Joseph Simmons		NANALYSIS BENCHTOP NMR		

To Place an Order				
Phone:	1-800-932-5000			
Fax:	1-866-329-2897			
Web:	www.vwr.com			

When placing your order, please include your quotation number and account number to ensure you receive the correct price.

Quote Prepared For		Contact Phone / Fax / E-Mail			
Sara Helmus	Sara Helmus				
		sara.helmus@mort	on.edu		
Ship To: 80250108		Sold To: 8025			
MORTON COLLEGE 3801 S CENTRAL AVE CICERO IL 60804-4398		MORTON COLLEGE 3801 S CENTRAL AVE CICERO IL 60804-4398			

### THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS.

Additional Inf	ormation:
----------------	-----------

Free Dock to Dock Delivery

Row	VWR Catalo Number	Product Description	Qty	UOM	Unit Price	Extended Price
10	75839-544	SPECTROMETER 13C-1H BNCHTP NMREADY-60PRO	1	EA	63,074.51	63,074.51
		NMReady® 60MHz Benchtop NMR Spectrometers, Nanalysis Product Link: https://us.vwr.com/store/catalog/product.jsp?catalog_number=75839-544 Shipping Dimensions Weight / Size (L*W*H) per UOM: 130.000 LB / 28.750*24.000*2 UOM Component Info: EA(1items) Availability: Product Ships Directly from Manufacturer	20.500 IN			
20	75839-444	WARRANTY EXTENDED STD 1-YEAR FOR NMREADY	1	EA	2,557.11	2,557.11
		Warranty Package for NMReady® 60 MHz Benchtop NMR Spectrometers, Nanalysis Availability: Ordered Upon Request				

Item Total : 65,631.62 Quote Total : 65,631.62



QUOTATION					
<b>Quote Number</b>	Valid From Valid To Page				
8031659149	08/30/2021	10	2 of 2		
Currency	Sales Representative		<b>Customer Reference</b>		
USD	Joseph Simmons		NANALYSIS BENCHTOP NMR		

Financing Available. Contact your VWR Representative for details about flexible financing programs.

VWR International's Terms and Conditions of Sale apply. A copy is available on our website

(https://us.vwr.com/store/content/externalContent/Page\_jsp?path=/en\_US/about\_vwr\_terms\_conditions\_product\_sales\_jsp), or by request. Customer represents that it has read and agrees to VWR International's Terms and Conditions of Sale.

Identified stock status is based on product availability at time of the quote and may change at time of order. Delivery dates are based on standard lead times from suppliers.

Charges displayed on the quotation including freight, tax and other charges are estimates and may vary at time of order.

Any images used are not necessarily representative of any product offering from VWR International and do not constitute the basis for purchase decisions.

Customer is responsible for unloading and providing standard receiving facilities for large and/or heavy shipments. Special unloading or delivery can be arranged, provided VWR International is notified at the time of order placement. For such arrangements, please contact VWR International for a quotation. All quotes for installation assume that services related to the equipment are in place at the Customer site (including, but not limited to, gas, plumbing, electrical and ventilation) as per the equipment manufacturer's specifications prior to the installation of the equipment. Installation or other services are not included in this quotation, unless otherwise noted on the quotation.

Customer has a limited amount of time to document and report any shipping damage. Please inspect all shipments upon receipt and refer to Section 4 of VWR International's Terms and Conditions of Sale for additional information.

Items prefixed with "MISC" are subject to regulatory approval once VWR International receives acceptance from the customer. They are special order, and as such may not be returnable. Please allow 6-8 weeks delivery from the time of your first order or acceptance of this quotation.

# MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

<u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE THE PURCHASE AND UPGRADE OF OUR VSPHERE FROM DYOPATH

**RATIONALE:** [Required by Board Policy 5.3.1 and Chapter 805, Section 3-27.1 of

the Illinois Compiled Statutes]

This purchase is to assist with the integration of the new cameras and

door system.

Goals: To be in compatibility with the door and camera software

**COST ANALYSIS:** \$63,287.69

Will be using HEERF funds

**ATTACHMENTS**: DYOPATH Invoice



### **Attachment A**

Number Q-01998

**Date** Sep 10, 2021

### 13430 Northwest Freeway, Suite 1000 Houston, TX 77040

t. 866.609.PATH

### Client

Morton College 3801 S Central Ave Cicero, IL 60804 United States

**Phone** +1 708-656-8000

**Email** 

### **Ship To**

Morton College 3801 S Central Ave Cicero, IL 60804 United States

Phone +1 708-656-8000

FAX

DYOPATH Contact	Phone Number	Fax	Email
Ken Garcia	(630) 812-2302	k	en.garcia@dyopath.com

### **Professional Service(Non-Recurring)**

	•	<u> </u>			
Sub-Service	Part Number	Service Description	Quantity	Unit-Price	Extended Price
Software	PS-SOF-001	ACAD VSPHERE 7 ENT PLUS 1 PROC LICS	12	\$2,913.80	\$34,965.60
Software Maintenance	PS-MW-SOF-001	ACAD PROD SNS VSPHERE 7 ENT LICS PLUS 1 PROC 1YR	12	\$1,285.85	\$15,430.20
Software	PS-SOF-001	ACAD VCTR SERVER 7 STD VSPHERE LICS 7 PER INSTANCE	1	\$5,004.91	\$5,004.91
Software Maintenance	PS-MW-SOF-001	ACAD PROD SNS VCTR SERVER 7 STDLICS VSPHERE 7 PER INSTANCE 1YR	1	\$2,208.42	\$2,208.42
Senior Engineer Business Hours	PS-SE-BH-001	Senior Engineer Business Hours	8	\$225.00	\$1,800.00
Senior Engineer Weekend Hours	PS-SE-WH-001	Senior Engineer After Hours	8	\$428.57	\$3,428.56
Project Management	PS-PM-001	Project Management - T&M Estimate	2	\$225.00	\$450.00
			Non-Re	curring Subtotal	\$63,287.69



### **Pricing Summary**

Non-Recurring	
Professional Service	\$63,287.69
Total	\$63,287.69

Notes: - Quote assumes a healthy environment-any resolution to existing issues will be addressed on a T&M basis. Rates available upon request.

- Quote does not include OS upgrade to any VMs.
- Quote assumes client to provide available Host resources for VM host migration while upgrading host.
- Quote assumes client to provide available Host resources for vCenter Appliance.
- Project Management services to be provided on a Time and Materials basis. Actual hours used to be invoiced at the end of the project.
- Quote includes 1yr VMware support.

### Statement of Work:

VMware Upgrade

vCenter Installation

- Install and configure new vCenter Appliance
- Migrate Hosts to new vCenter Appliance

### vSphere Upgrade

- Migrate VMs on host
- Upgrade Host
- Migrate VMs back to Host

Project Management

	CLIENT SIGNATURE	DYOPATH SIGNATURE	
Client Signature		Signature	
Title		Title	COO & President
Client Name		Name	Patrick Clary
Date Signed		Date Signed	

- \* This Attachment A is governed by the DYOPATH Managed Services Agreement, effective on the date this Attachment A is signed, which are incorporated in full by this reference.
- \* The DYOPATH Managed Services Agreement is available at

https://dyopath.com/wp-content/uploads/2020/05/MSA.pdf and will also be sent by email to the purchaser upon request.

- \* Client by its signature on the Attachment A unequivocally accepts the Managed Services Agreement and all related Attachments and/or Addendums and their respective terms and agrees that DYOPATH will not be bound by any variations from or additions to the terms and conditions contained in the Managed Services Agreement and all related Attachments and/or Addendums or any other document submitted by purchaser unless agreed to in writing by an authorized representative of DYOPATH.
- \* Client agrees to obtain Services under the terms of the Managed Services Agreement for the terms specified above.
- \* Unless otherwise agreed to in writing by DYOPATH and the Client, revisions made to this contract shall be coterminous with the term of this agreement. As described in "Section 3.10- Service Term" of the Managed Services Agreement, the Client acknowledges that it is financially responsible for the Services provided hereunder at the rates set forth in this Attachment A for the term of this Attachment A unless terminated earlier pursuant to the Managed Services Agreement.
- \* Pricing does not include taxes, travel, shipping or handling.
- \* This Attachment A is valid for 30 calendar days from the following date on this document.
- \* This Attachment A is contingent pending credit approval.
- \* Pricing does not include carrier services, equipment or installation (unless otherwise specified) including but not limited to: Wiring, circuit and/or station identification ("toning and tagging"), patch cables, cross connects, patch panels, racks, shelves, rack mounting kits, wire management, cable labels/tags, demarcation extension, environmentals, UPS, or electrical.
- \* Customer is responsible for ensuring environmental requirements are met including but not limited to physical space, physical clearance, weight, electrical power, electrical static discharge, altitude, temperature and humidity. DYOPATH to provide equipment data sheet upon request.
- \* Discounted pricing is contingent upon 3rd party vendor approval, if applicable. Please check with your DYOPATH account manager to ensure this has been approved.
- \* Any client provided hardware that requires remediation is not included in the scope of this project. DYOPATH will bill and invoice separately for this work on a time and material basis given clientapproval.
- \* If included, Professional Services pricing is to be considered an estimate until a mutually agreed upon Scope of Work document can be developed during a solution review meeting. Deviations from these resulting documents may result in additional charges, and such additional charges must be approved by both parties in writing.
- \* Unless otherwise stated, payment terms include 50% upon contract execution, 40% upon equipment delivery to site, 10% upon project completion and due prior to administrative turnover. DYOPATH reserves the right to request a progress payment to cover the hardware and any performed services to date on the Bill of Materials after 60 days from the project kickoff date if the project is delayed for reasons outside of DYOPATH control including but not limited to carrier delays, construction delays, and/or client delays.
- \* Any 3rd party software or cloud licenses sold and billed on a regular basis by DYOPATH do not include services for ongoing monitoring and management of these solutions. These services will be invoiced on a Time and Material basis if requested.

10/27/20 20:29:52

## MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

**PROPOSED ACTION**: THAT THE BOARD APPROVE A 3-YEAR RENEWAL OF THE COLLEGE LMS SERVICE WITH BLACKBOARD FOR A TOTAL OF \$218,132.26 AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 5.3.1 and Chapter 805, Section 3-27.1 of

the Illinois Compiled Statutes]

The 3-year renewal of the Morton College LMS system

Goals: This new upgrade will allow us to move to the new LMS

platform

**COST ANALYSIS:** Institutional Funds

Year 1 \$55,000.00 Year 2 \$55,000.00 Year 3 \$55,000.00

**HEERF** funds

Year 1 \$19,989.00 Year 2 \$16,038.84 Year 3 \$17,104.42

**ATTACHMENTS**: Blacboard Invoice

VOID IF EXECUTED AFTER: 30-Sep-2021 CUSTOMER: Morton College (303753)

### Blackboard

This Blackboard Order Form ('Order Form') by and between **Blackboard Inc.** ('Blackboard') and **Morton College** ('Customer') details the terms of Customer's use of the products and services set forth below ('Product and Pricing Summary'). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement effectively dated September 13, 2019, and incorporated by this reference, form the entire agreement between the parties in respect to the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by the Customer, any product or service provided by Blackboard to the Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

The parties agree that Period #3 of this Order Form no. 894581623-349613 / Q-83941, shall supersede and replace Period #3 as outlined under Section A of Order Form no. 894581623-306427 / R2019-150887-01, effectively dated September 13, 2019, and having been duly signed by the parties on September 01, 2019.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

#### A. Software & Services Product and Pricing Summary

Period Number	Total
Period 3	\$74,989.00
Period 4	\$71,038.84
Period 5	\$72,104.42
Contract Total	\$218,132.26

	Period 3				
Qty	Product Code	Product Name	Dates	Net Total (USD)	
1	AS-LRN-SAAS2	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 3 Band: 2,001 - 4,000 FTE Purchased Storage: 1024 GB	13-Sep-2021 to 12-Sep-2022	Included - SAAS2-LC-HE-P	
1	CL-WC-ENT-USERY	COLLAB ENT USER LIC - 1 YEAR Entitlements for Period 3 Purchased Storage: 1024 GB	13-Sep-2021 to 12-Sep-2022	\$14,423.00	
3	CL-WC-ENT-STRG	COLLAB STORAGE ENTERPRISE 1TB Entitlements for Period 3 Purchased Storage: 1024 GB	13-Sep-2021 to 12-Sep-2022	\$6,000.00	
1	ES-LTECH-CORE	CORE LEARNING TECH PLANNING	13-Sep-2021 to 12-Sep-2022	\$5,000.00	
1	SAAS2-LC-HE-P	PKG- LRNG CORE SAAS PLUS Entitlements for Period 3 Band: 2,001 - 4,000 FTE Purchased Storage: 1024 GB	13-Sep-2021 to 12-Sep-2022	\$43,566.00	
1	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 3 Purchased Storage: 1024 GB	13-Sep-2021 to 12-Sep-2022	\$6,000.00	
1	RES-CCONV-BASE	SUBCONTRACTOR COURSE CONV BASE	13-Sep-2021 to 12-Sep-2022	\$0.00	

Period 3 Total	\$74,989.00

	Period 4				
Qty	Product Code	Product Name	Dates	Net Total (USD)	
1	AS-LRN-SAAS2	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 4 Band: 2,001 - 4,000 FTE Purchased Storage: 1024 GB	13-Sep-2022 to 12-Sep-2023	Included - SAAS2-LC-HE-P	
1	CL-WC-ENT-USERY	COLLAB ENT USER LIC - 1 YEAR Entitlements for Period 4 Purchased Storage: 1024 GB	13-Sep-2022 to 12-Sep-2023	\$14,639.35	

3	CL-WC-ENT-STRG	COLLAB STORAGE ENTERPRISE 1TB Entitlements for Period 4 Purchased Storage: 1024 GB	13-Sep-2022 to 12-Sep-2023	\$6,090.00
1	SAAS2-LC-HE-P	PKG- LRNG CORE SAAS PLUS Entitlements for Period 4 Band: 2,001 - 4,000 FTE Purchased Storage: 1024 GB	13-Sep-2022 to 12-Sep-2023	\$44,219.49
1	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 4 Purchased Storage: 1024 GB	13-Sep-2022 to 12-Sep-2023	\$6,090.00

Period 4 Total \$71,038.84

	Period 5			
Qty	Product Code	Product Name	Dates	Net Total (USD)
1	AS-LRN-SAAS2	BLACKBOARD LEARN SAAS PLUS Entitlements for Period 5 Band: 2,001 - 4,000 FTE Purchased Storage: 1024 GB	13-Sep-2023 to 12-Sep-2024	Included - SAAS2-LC-HE-P
1	CL-WC-ENT-USERY	COLLAB ENT USER LIC - 1 YEAR Entitlements for Period 5 Purchased Storage: 1024 GB	13-Sep-2023 to 12-Sep-2024	\$14,858.94
3	CL-WC-ENT-STRG	COLLAB STORAGE ENTERPRISE 1TB Entitlements for Period 5 Purchased Storage: 1024 GB	13-Sep-2023 to 12-Sep-2024	\$6,181.35
1	SAAS2-LC-HE-P	PKG- LRNG CORE SAAS PLUS Entitlements for Period 5 Band: 2,001 - 4,000 FTE Purchased Storage: 1024 GB	13-Sep-2023 to 12-Sep-2024	\$44,882.78
1	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 5 Purchased Storage: 1024 GB	13-Sep-2023 to 12-Sep-2024	\$6,181.35

Period 5 Total \$72,104.42

#### B. Terms

- 1. The Initial Term of this Order Form shall include all Periods included in the Software & Services Product and Pricing Summary above.
- 2. Following the Initial Term, this Order Form shall renew automatically for successive periods of one (1) year each (each a "Renewal Term"), unless and until Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- 3. Effective Date: September 13, 2021

### C. Payment Terms

- 1. All initial and subsequent payments shall be due NET30. Unless otherwise stated, all prices are in United States currency.
- 2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

### **D. Special Provisions**

1. The Statement of Work, attached hereto as Exhibit A is herein incorporated by this reference.

Sales Approved: Sue Burris	Sales Approved:
Initial: $SB$	Initial:
Customer: MORTON COLLEGE	BLACKBOARD INC.
Signature:	Signature:
	mzz
	Name: Michael Pohorylo
Name:	Title: Associate General Counsel
Title:	Date: September 16, 2021
Date:	
	r payment of the products on this Order Form. If your
	contract, please provide all known information here. If a
PO will be issued after signature, indicate 'Pending' in PO Number:	n the PO Number field.  PO Amount:
Attach PO or send PO to Operations@blackboard.con	
Attach Tax Exemption (Optional):	in(Optional).
Invoicing	
Send Invoices via email to:	
1. Name:	Email:
2. Name:	Email:
3. Name:	Email:

#### **EXHIBIT A**

### STATEMENT OF WORK

This Statement of Work (SOW) is a preliminary expectation of both Blackboard and Morton College ("Customer") of the services that may need to be performed. As such it may be modified by a writing approved by the designated representatives of each Blackboard and Customer. The work described below is intended to be performed on a fixed price basis.

This SOW is an exhibit to the Order Form between Blackboard and Customer which is hereby referenced and incorporated into this SOW and will legally control the delivery of services.

Customer Name/ID	Morton College
Account Executive	Sue Burris
Regional Head of GCX	Coleman Cooper

### 1. Engagement Summary

Blackboard will be providing services, to support the migration to Ultra. The services to be provided comprise of:

- Learning Technology Planning
- Course Conversion Services (Tier 2)

### 2. General Scope of Consulting Services

### **Learning Technology Planning**

#### Scope

The objective of the service is to develop a client implementation strategy for Learn Ultra. The service consists of the following elements:

- Project initiation meeting (remote)
- Remote session to include:
  - A review of currently implemented educational technologies (including then in-use versions of Learn if applicable) as well as the vision, mission, and goals for those technologies as they relate to student experience, instructor adoption, and institution brand.
    - Development of a task-based, actionable project plan that:
      - Incorporates the identified goals, objectives, and timelines for Blackboard technologies including:
      - Migration strategy from in-use version/solution to desired version/solution with defined phases.
      - o Accounts for future growth and is scalable
      - Plans for long-term adoption of educational technologies

Global Client Experience

- Clearly identifies critical milestones and project success criteria and measures
- o Includes tasks associated with change management, training, and roll out

#### **Artifacts**

• Presentation deck to facilitate conversation

#### **Course Conversion Services**

### **Project Management**

Project Management facilitates communication within Blackboard and with the customer related to this engagement, and coordinates Blackboard's activities for this engagement. The goal of Project Management is that project objectives and milestones are met in a timely and cost effective manner. To achieve these outcomes, Blackboard will appoint a Project Manager who will be responsible for the overall engagement delivery, documentation, status reporting, and resource management.

- Upon execution of this SOW, Blackboard will assign a Project Manager to be the key point of contact and coordinator all service delivery.
- The Project Manager will ensure pre-course migration services are coordinated and completed appropriately before kicking off the migration efforts.
- The Project Manager will coordinate timelines and hand offs between the Customer and assigned parties providing services.
- The Project Manager will be copied on any direct communications between the Customer and assigned parties providing services.
- The Project Manager will handle any project scope updates and associated project change requests (PCRs).
- The Project Manager will oversee course migration acceptance and any remediation efforts.
- The Project Manager will oversee the project closeout process.

#### The Project Manager will ensure transition to post-course migration services.

#### Scope

Customer must provide Customer Subject Matter Expert(s) to help:

- Connect the migration solution ("Migration Tool") to its Legacy LMS and Ultra.
- Migrate up to and including 100; and
- Generate a Migration Exception Output for course content exceptions that may occur during the execution of the Service.

### **Communication Plan:**

- Upon execution of this SOW, the Service Milestone ("Milestone") below will be reviewed with Customer and the parties will work together to layout timelines to execute and complete each Milestone.
- The Customer will be notified when the applicable requirement(s) have been completed for each Milestone to satisfy the Milestone Success Criteria as defined.

**Global Client Experience** 

- Customer will provide notification when its requirement(s) have been completed for each Milestone to satisfy Milestone Success Criteria as defined.
- The parties will regularly communicate and review project status and open issues.
- Additional communications may be required on an as needed basis.

### **Service Milestones and Requirements:**

- 1. Establish Connection Between Legacy LMS, Ultra, and Migration Tool
  - Blackboard Requirements: Provide information to Customer to connect solutions and provide oversight
  - O Customer Requirements:
    - Identify a primary stakeholder or primary stakeholders who can provide the necessary access to Legacy LMS and Ultra and who can assist in connecting Migration Tool to those environments.
    - Identify the Legacy LMS and Ultra environments where Migration Tool will be connected and Service will be performed (e.g., test environment, golden copy of production environment, etc.).
    - Grant the necessary administrator level access (or similar capability as provided to Customer) to the Legacy LMS and Ultra environments so course content can be pulled from the Legacy LMS and pushed via Migration Tool to Ultra.
  - Milestone Success Criteria: Legacy LMS, Ultra, and Migration Tool are communicating with one another and course push/pull functionality is working appropriately.
- 2. Test Migrate Sample Course Set ("Sample Set")
  - Blackboard Requirements:
    - Test migrate a Sample Set of eight (8) to ten (10) courses to confirm the Service is yielding the migration results as initially configured<sup>1</sup>.
    - Base and Tier 1: Sample Set test migration will be performed one (1) time with one (1) meeting between the parties to apply available transformations as requested by Customer.
    - Tier 2: Sample Set test migration will be performed up to three (3) times with up to three
       (3) meetings between the parties to apply available transformations as requested by Customer.
    - Review initial test migration results with Customer and identify transformations that may be configured in Migration Tool to satisfy Customer course migration expectations<sup>2</sup>.

<sup>&</sup>lt;sup>1</sup> Existing baseline configurations for migrating courses between LMS's will be applied initially to the initial Sample Set test migration in #2

<sup>&</sup>lt;sup>2</sup> No custom development of Migration Tool will be performed under this SOW. Any course content items that cannot be migrated with available Migration Tool transformations will be presented in the Migration Exception Output for Customer to resolve.

#### **Global Client Experience**

- Analyze the initial Migration Exception Output with Customer to identify additional transformations that may be configured in Migration Tool to further satisfy Customer course migration expectations<sup>2</sup>.
- Reconfigure Migration Tool for transformations available and requested by Customer
  - Re-run Sample Set test migration.
  - Review new test migration results with Customer.
  - Review new Migration Exception Output with Customer.
  - Finalize Migration Tool configuration with Customer for transformations required to execute the Service in SOW Service Milestone #3 below.

#### Customer Requirements:

- o Identify Sample Set of eight (8) to ten (10) courses to perform sample migration testing.
- o Review initial test migration results and identify transformations to be applied.
- Review initial Migration Exception Output and identify an additional transformation to be applied.
- o Review reconfiguration of Migration Tool for transformations requested:
  - Review new test migration results.
  - Review new Migration Exception Output.
  - Finalize Migration Tool configuration for transformations required to execute the Service in SOW Service Milestone #3 below.
- Milestone Success Criteria: The parties approve final test migration results and final Migration Exception Output expected from executing the Service in SOW Service Milestone #3 below.
- 3. Execute Service & Complete Acceptance Testing
  - Blackboard Requirements:
    - Migrate up to and including 100 courses as agreed and expected per this SOW.
    - Stage all migrated courses in Ultra as specified by Customer.
    - o Generate Migration Exception Output for Customer.
    - Determine with Customer if any Migration defects exist<sup>3</sup>.
    - If defects are identified:
      - Provide Defect Resolution Plan ("DR Plan") to Customer.
      - Re-Run Service to resolve defects as per the DR Plan agreed to with Customer.

<sup>&</sup>lt;sup>3</sup> Defects are defined as course migration processing errors that do not yield the final test migration results and final Migration Exception Output as agreed to in SOW Service Milestone #2. Defects do not include additional course content transformations that may be identified as a result of migrating all courses in SOW Service Milestone #3.

Blackboard Global Client Experience

- If errors that do not qualify as defects ("Non-Defect Errors") are identified on the Migration Exception Output:
  - If the number of courses with Non-Defect Errors is fewer than twenty-five percent (25%) of the overall courses being migrated, re-run Service with additional transformations to address the Non-Defect Errors.
  - If the number of courses with Non-Defect Errors is twenty-five percent (25%) or greater of the overall courses being migrated AND customer elects to pay the additional fees to upgrade from Tier 1 to Tier 2, re-run Service with additional transformations to address the Non-Defect Errors.

#### Customer Requirements:

- o Review migrated courses and Migration Exception Output.
- o Notify Blackboard in writing within ten (10) business days of executing the Service if courses have not migrated as expected.
  - Determine if course(s) is/are not migrated as expected as the result of a defect or defects<sup>3</sup>.
  - Approve the DR Plan to correct the defect(s).
  - If, after the Service is re-run according to the DR plan, fewer than ten (10) courses are not migrated as expected as a result of a defect or defects, notify in writing within two (2) business days of re-running the Service.
  - If, after the Service is re-run according to the DR Plan, ten (10) or more courses are not migrated as expected as a result of a defect or defects, notify in writing within five (5) business days of re-running Service.
  - If, after the Service is run according to the DR plan, the number of courses with Non-Defect Errors is fewer than twenty-five percent (25%) of the overall courses being migrated, notify in writing of its desire to re-run Service within five (5) days.
  - If, after the Service is run according to the DR plan, the number of courses with Non-Defect Errors is greater than twenty-five percent (25%) of the overall courses being migrated and Tier 2 service is desired, notify in writing of its desire to re-run Service within five (5) days.

#### Milestone Success Criteria:

- Customer confirms all courses migrated as agreed upon and expected from SOW Service Milestone #2.
- o Customer confirms final Migration Exception Output generated as agreed upon and expected from SOW Service Milestone #2.
- Customer fails to notify Blackboard within ten (10) business days of executing the Service per SOW Service Milestone #3 if courses have not been migrated as expected as a result of a defect or defects.
- Customer fails to notify Blackboard within

Global Client Experience

- Two (2) business days of re-running the Service if fewer than ten (10) courses have not been migrated as expected as a result defect or defects.
- Five (5) business days of re-running the Service if ten (10) or more courses have not been migrated as expected as a result defect or defects.
- Customer fails to notify Blackboard within five (5) days of receiving the list of Non-Defect Errors of its desire to rerun the Service to address Non-Defect Errors.

### 3. Client Responsibilities

Blackboard's Consulting model assumes active participation from the client team.

The client is responsible for staffing resources on the project that have the necessary functional and technical knowledge to successfully execute required tasks.

The client will staff the resources set forth below. This includes a client representative to be the primary point of contact for the Blackboard Project Manager.

The nominated client representative shall have full authority to make all decisions regarding project scope, overall timeline, and related project costs, as well as ensuring the necessary client project personnel, resources, etc. are available to successfully complete the project(s).

### 4. Project Management

Project Management facilitates communication within Blackboard and with the customer related to this engagement, and coordinates Blackboard's activities for this engagement. The goal of Project Management is that project objectives and milestones are met in a timely and cost-effective manner.

To achieve these outcomes, Blackboard will appoint a Project Manager who will be responsible for the overall engagement delivery, documentation, status reporting, and resource management.

### 5. Project Timeline

The project plan will be drafted, agreed to, and tracked with the Customer during or after the planning phase. Timing and dependencies are identified as outputs from planning sessions and a formal plan will be drafted and tracked in partnership with the Customer Representative or Project Lead.

### 6. Resource Requirements

In order to complete this project, Blackboard proposes the following projected staffing model. The staffing model may vary as dictated by individual client and project needs.

### **Blackboard Team**

Where applicable Blackboard will provide the following team:

Role	Activities and Responsibilities
Director	Responsible for general oversight and project quality. Serves as a client escalation point and co-ordinates additional input from specialists and subject matter experts.
Project Manager	Responsible for management of project tasks, schedule and resources.
Course Migration Consultant	Responsible for the course conversion process.

### **Client Team**

Where applicable the client will provide the following team:

Role	Activities and Responsibilities
Project Owner/Executive Sponsor	The Project Owner provides strategic direction and executive sponsorship of the engagement.
Technology Leaders	Responsible for managing client project team, managing progress against project team goals, and gaining Executive buy-in
Subject Matter Expert	Primary stakeholder or primary stakeholders who can provide the necessary access to Legacy LMS and Ultra and who can assist in connecting Migration Tool to those environments
LMS System Administrator	Responsible for providing access to the Learn environment
Other Stakeholders as agreed to between the Blackboard Project Manager and Client Project Team	Responsible for activities as determined by the project leads.

### 7. Professional Fees, Expenses and Terms

### **Firm-Fixed Price Services**

Client may not engage at both tiers. A tier defines how much transformation effort is provide within the client specific automation script. During the processing and review of the initial 100 courses,

Blackboard will be able to recommend the appropriate tier. The costs for additional services to be provided on a Firm-Fixed Price basis are detailed below:

Service Name	Product Code	Number of Courses	Term of Service	Fees
Learning Technology Planning	ES-LTECH-CORE	N/A	One time	\$5,000
Ultra Course Conversion Base	RES-CCONV-BASE	100	One Time	\$0
			Total	\$5,000

### Firm-Fixed Price Milestone/Invoicing Schedule

Service Name	Milestone
Learning Technology Planning	Upon contract signature
Ultra Course Conversion	Invoiced upon contract signature

### 8. Change Control

Changes to scope, resources, staffing, or timeline may impact the pricing set forth herein. In the event a change occurs, the parties may capture and assess the impact and relevant implications through the project change control process. In this process, the parties will agree on a Project Change Request ("PCR") document. Any PCR must be approved by both Customer and Blackboard.

### 9. General Engagement Assumptions

Blackboard's approach, timeline, team structure, and professional fees are based on the assumptions below. Variance from these assumptions will be considered a request to change the scope of services performed under this SOW subject to the Blackboard Professional Services Schedule between Customer and Blackboard and may affect the actual schedule and cost of the project.

- Pricing estimates outlined herein expire 30 days from the date on which this Statement of Work is presented to the customer.
- All pricing for work not initiated are valid for 90 days from the executed Statement of Work date.
- This agreement covers only the activities as described.
- Staffing and scheduling for project roles/positions will begin once the Statement of Work is signed and Purchase Order is received.
- Payment for any software licenses is not contingent on or related to payment or performance for professional services.
- The Customer will provide Blackboard with access to the appropriate physical and technical environments in the timeframes confirmed with Blackboard Project Manager to successfully complete the effort outlined in this document.

- Any scheduling estimates are based on the assumption that the Customer will respond to any decision required from the Customer within 5 business days.
- The Customer will complete a review of all submitted draft working products, or set of working products, in five business days unless otherwise agreed to in writing.
- The Customer shall assign a representative to be the primary point of contact for the Blackboard Project Manager. This representative shall have full authority to make all decisions regarding project scope, overall timeline, and related projects costs, as well as ensuring the necessary customer project personnel, resources, etc. are available to complete the project(s).
- Quality involvement and working products from the Customer are critical to the project. The Customer's
  representative shall be responsible for coordinating all meetings that involve Customer and third-party
  contractor staff members, working products, and information requests within the agreed upon
  timeframes.
- The Customer is responsible for providing subject matter experts to assist in identifying business rules,
  resolving process discrepancies and answering ad hoc questions. The subject matter expert will be made
  available as needed during the course of the engagement and will be responsible for soliciting input from
  additional Customer personnel as needed.
- The Customer must facilitate the hardware and software configuration and environment(s) that can support the functional/technical services included in this proposal.
- All interfacing systems in the environment(s) designated for functional testing will be available.
- Third-party products and services, except as expressly noted above, Customer will separately procure and
  provide all third-party products and services in a timely manner to support the Services as defined in this
  Statement of Work. Blackboard is not responsible for making changes to the configuration or data
  contained or used in third-party systems, including but not limited to the Customer's Student Information
  System.
- Working Products are artifacts, used by Blackboard, that demonstrate progress toward a deliverable; however, they are not themselves deliverables.
- The customer shall pay all outstanding invoices from any previous Blackboard agreements greater than thirty (30) days, prior to beginning work under this document.
- The estimates above were developed based on the estimated project duration. In the event the project exceeds the duration and crosses a new fiscal year, rate may be adjusted accordingly based on the effort expended in the new fiscal year.
- Except as otherwise stated in this Agreement with regard to the Consulting Services performed hereunder, Blackboard reserves the right to change the services it offers to its customers generally and related rates at any time.
- All Consulting Services related to this Project, as outlined in this document, shall be billed according to the Invoicing Schedule as outlined in this document section Consulting Services Pricing.
- Following delivery of services under this agreement, the Project Manager will commence close out activities and close the services project no later than 4 weeks following the date of final delivery of the services, unless the parties otherwise agree in writing signed by all parties.

### **PROPOSED ACTION:**

THAT THE BOARD APPROVE CAPTE ANNUAL FEE FOR PTA ACCREDITATION

### **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:**

\$4,500.00

### **ATTACHMENT:**

Invoice attached

# Commission on Accreditation in Physical Therapy Education American Physical Therapy Association 3030 Potomac Ave., Suite 100 Alexandria, VA 22305-3085 Phone: (703) 706-3245

### 2022 Annual Accreditation Fee

PROGRAM ID:

Date of Check:\_\_\_

462114

INVOI	CE NUMBER:	1638891			
BILLIN	G DATE:	8/23/2021			
DUE D	ATE:	12/1/2021	Payment received after this date is subject to a 5% late fee.		
DELIN	QUENT:	1/1/2022	Payment not received by this date will result in initiation of the process to place the program on Administrative Probation		
Alison	Gehrke PT, DPT				
Physic	al Therapist Assistant	Program			
Morton	College				
3801 S	South Central Avenue				
Cicero	, IL 60804-4300				
Item					Fee
	A sounditation For				
Annuai	Accreditation Fee				\$4,500.00
				Total	\$4,500.00
		PLEASE DO NOT COMBINE CAPTE	ACCREDITATIO	ON FEES WITH APTA FEES	
Note:	Return one copy of th information.	ne invoice with check made payable to CAP	TE or credit card		
	Federal ID#: 1315127	769			
Charge	es Accepted by: Visa, I	Mastercard or American Express. Please co	omplete below:		
	Mail payment to:				
	Commission on Accre	editation in Physical Therapy Education		Card #:	
	c/o American Physica	I Therapy Association		Visa( ) Mastercard( ) American Express(	)
	P.O. Box 75701 Baltimore, MD 21275	5-5701		Expiration Date:	
		a card, please call 703-706-3158. Paymen s on Eastern time. Processing may take 3-5 rmation by e-mail.		Name on Card:	
				Address:	
FOR IN	NTERNAL USE ONLY	:			

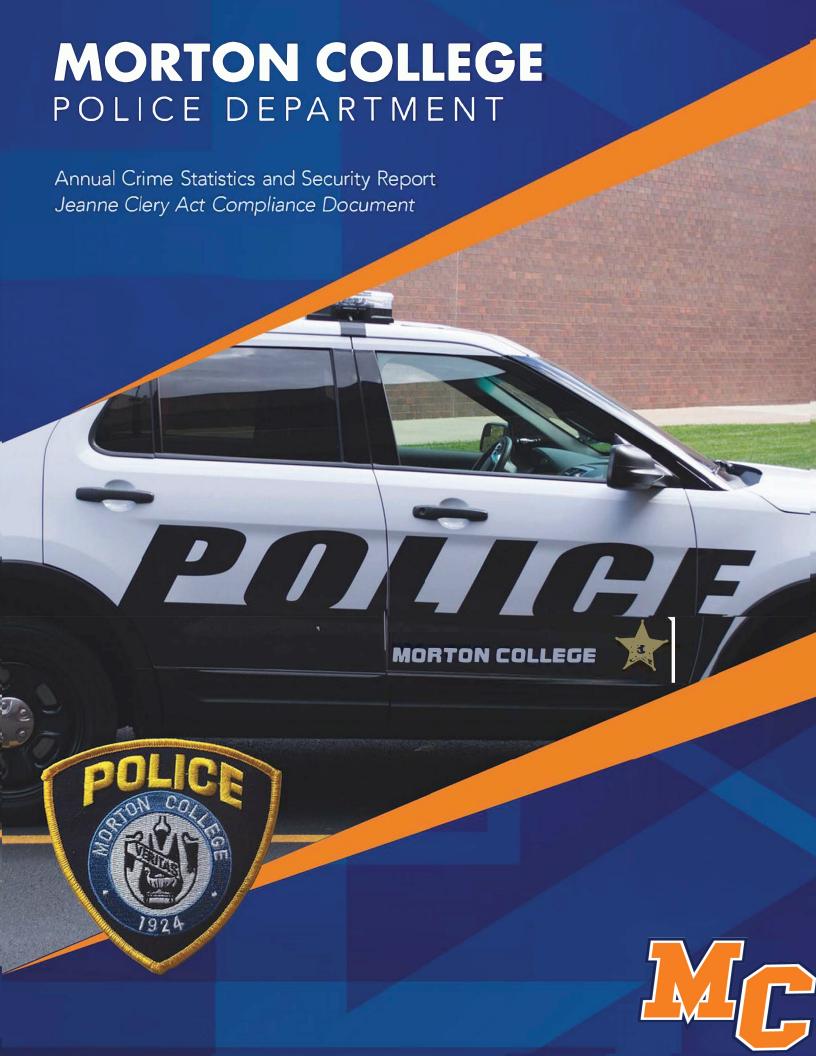
Check Number:\_\_\_

PROPOSED ACTION: Present the 2	2020 Annual Crime	Statistics and
Security Report to the MC Board.		

**RATIONALE:** To maintain compliance with the Jeanne Clery Act

**COST ANALYSIS:** N/A

**ATTACHMENT:** SEE ATTACHED REPORT





### Table of Contents

A Message from the Morton College Campus Police Department	6
Introduction	7
Campus Police Authority	7
General Information	8
Police Department Services and Programs	8
Patrol	8
Parking	8
Lockouts	8
Jump Starts	8
Escorts	8
Emergency Phones (Blue Light Call Boxes)	8
Campus Staff and Faculty Safety Meetings	9
Reporting Crime on Campus	9
Confidential Reporting	9
Clery Act	9
Statistics on Reported Crimes	10
Crime Prevention Programs	11
Violence Prevention	11
Active Shooter Video and Presentation	11
Communication	11
Student and Staff Responsibilities	12
Staying Safe and Secure at Morton College Campus	13
General safety:	13
In Campus Buildings:	13
Financial accounts:	13
Safety of buildings and grounds Facility Access	14
Alcohol and Drug Policy	14
Programs for Student Assistance	15
Programs for Employee Assistance	15



Campus Smoke Free Enforcement	16
Prohibition of Concealed Carry on Morton College Campus	17
Fire Safety	17
Campus Alert System	18
PROCEDURE	18
AUTHORITY and RESPONSIBLILTY	18
Morton College Emergency Alert System	19
Evacuation Procedure	22
Sexual Misconduct	23
Morton College Policies on Hostile Environment and Sexual Harassment	23
Policy Regarding Students	23
Policy Regarding Employees	24
Terms and Definitions	25
Sexual Misconduct	25
Sexual Assault	25
Consent	25
Dating Violence	26
Domestic Violence	26
Stalking	26
Gender Harassment	27
Intoxication/Drug Protection	27
Reporting a Complaint	27
If You are a Victim	27
If You are a Witness	28
Sexual Assault Resources	28
Process and Procedures	28
Timeline for processing	29
Appeal Rights	30
Rights (all parties)	30
No-Retaliation	31



Hearing Panels	31
Penalties	32
Definitions	32
Campus Sex Crimes Prevention Act	33
Appendix A:	33
Clery Geography	33
Appendix B	34
Drug and Alcohol Risks	34
Health Risks	34
A. Drug Abuse	34
Intervention:	35
Consequences of Alcohol and Drug Violations for Students	36
Appendix C	37
Sexual Assault, Domestic Violence, Dating Violence and Stalking	37
Sexual Assault	37
Reporting	37
Past Abuse	38
Counseling Options	38
Appendix D - Sex Offenses Definitions	40
Sex Offenses—Forcible	40
A. Rape/Criminal Sexual Assault	40
B. Forcible Sodomy	40
C. Sexual Assault with an Object	40
D. Forcible Fondling	40
Sex Offenses—Non-Forcible	41
A. Incest	41
B. Statutory Rape	41
Reporting	41
Assistance in the Event of Sexual Assault, Domestic Violence, Dating Violence or Stalking	41
Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking	42



Appendix E: Resources	51
On-Campus Resources	51
Off-Campus Resources	51
Orders of Protection	53
Morton College Education and Prevention Programs	53
Appendix F	54
CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK	54
Appendix G: Morton College 2020 Crime Statistics	57
Appendix G: Morton College 2019 Crime Statistics	58
Appendix G: Morton College 2018 Crime Statistics	59
Appendix J: Morton College 2018 - 2020	62
Non-Campus Satellite/Locations Crime Statistics	62
Fire Safety Report	88
Appendix K: MC Police Domestic Violence Packet	92
Appendix L: GUIDELINES FOR DOMESTIC VIOLENCE AND ORDERS OF PROTECTION	95
Appendix M: Information for Assistance with Civil Orders of Protection	98
Appendix N: COURT ADVOCATES' INFORMATION DOMESTIC VIOLENCE PROGRAM	90



### A Message from the Morton College Campus Police Department

As students, faculty, staff or visitors to our campus you each have specific goals and/or purposes that bring you to Morton College. Each of us plays an important role in creating and maintaining a safe environment. The Morton College Campus Police Department considers all Morton College community members as partners in providing a safe and secure campus in which to pursue your personal or professional goals. We encourage everyone to act as an extra pair of "eyes and ears" and report anything that looks suspicious to the Morton College Campus Police Department at (708) 656-8000 EX 2200 or 2201.

Also, as required by federal law, the Morton College Police Department (MCPD) compiles and publishes this Annual Crime Statistics and Security Report to comply with the Jeanne Clery Disclosure, which includes crime statistics and outlines campus security procedures. This report includes statistics from the previous three years concerning reported crimes that occurred on campus and at off-campus properties owned or controlled by the college and frequently used for academic purposes.

Each year, notification is made by electronic mail to all enrolled students, faculty, and staff by providing the web site to access this report. Copies of the report may also be acquired at MCPD, Building C - room 119.

For more information, please read the <u>Annual Crime Statistics and Security Report Distribution</u> policy.

Please take a moment to review this report for information on some of the safety programs offered by Morton College and tips on staying safe. As partners, we have a shared responsibility to ensure that Morton College remains a desirable learning and working environment. Please enjoy your campus experience, and call on us if we may be of service. We, at the Morton College Campus Police Department, look forward to working with you.

Sincerely,

**Morton College Campus Police Department** 



### Introduction

Safety and security issues are extremely important concerns of parents, students, faculty, staff and visitors to our campus. As an academic community made up of approximately 5000 students, plus a faculty and staff population of just over 500. Morton College understands this concern. We accept the responsibility for providing a learning environment that is as free as possible from any threats to the safety or well-being for all of us who work and visit our campus.

The Town of Cicero is an urban community with a population of around 57,000 residents, and Morton College is located in a residential neighborhood on the south side of the city. Historically, Cicero has been described as a pleasant place to live where crime statistics are low. However, being aware of the potential for criminal activity provides us with the opportunity to be proactive in our approach to the safety and security of our campus.

### Campus Police Authority

The Morton College Police Department (MCPD) staff is here to serve you. We attempt to do everything reasonable to provide for the safety and security of our students, staff, faculty and visitors. The College Campus Police Department procedures are coordinated by the Campus Director and Chief of Police. This department is comprised of (4) full time police officers, (21) part-time police officers who are armed and who have arrest powers have the same arrest, detention, and police authority as any other police officer in Illinois. Additionally, Morton College police officers have the authority to enforce Morton College regulations. They have high visibility and are known to faculty, staff and students. The Campus Police Department is located in the first floor, ground level of the C building room 119C.

The College Campus Police Officers conduct foot and vehicle patrols of the campus 24 hours a day when school is in session. The College Campus Police Officers enforce all policies and procedures included in the student handbook. Morton College Campus Police work closely with the Cicero Police Department, Berwyn Police Department and Stickney Police Department as well as state and federal authorities. Additionally, Morton College Police maintains a written mutual aid agreement between all municipal agencies.

In addition, you can view <u>crime reports</u> or visit our Campus Police Department web page to view statistics on crimes that occur on our campus. You may also view our daily crime log by clicking the crime log link on our Campus Police Department web page <a href="https://www.morton.edu/Crime-Log/">https://www.morton.edu/Crime-Log/</a>.



### General Information

In Case of Emergencies on Campus Phones: dial 911

Other phones: dial 911

Morton College Campus Police Department Phone: (708) 656-8000 EXT. 2200

3801 S Central Ave. Cicero, IL 60804, 1st floor- Building C, room 119

### https://www.morton.edu

Cicero Police Department: (708) 652-2130

### Police Department Services and Programs

#### Patrol

The College Campus Police Department 24-hour coverage for the campus by foot and vehicle patrol.

#### **Parking**

The College Campus Police Department is responsible for parking and enforcement. Parking permits are required to park in designated staff parking areas on campus. Parking permits are available at the College Campus Police Department.

#### Lockouts

If a faculty or staff member is locked out of their designated classroom or office, a College Campus Police Officer will assist him or her getting back into the room.

#### Jump Starts

The College Campus Police Department will provide jump starts if needed.

### **Escorts**

An escort to any location on campus may be obtained thru the College Campus Police Department. Additionally services for assistance after dark, or in any uncomfortable situation, Morton College Police Officers will come to your campus location and walk or drive you to any facility on campus to your car, shuttle or bus. For this service call (708) 656-8000 EXT. 2200

### Emergency Phones (Blue Light Call Boxes)

Emergency phones are strategically placed on Main campus and in the campus walkways, parking lots, some elevators, and other locations. These phones provide direct emergency access to campus police dispatchers to report an emergency or to get immediate help. The Morton College Campus Police maintain a 24-hour communications center, and anyone on



campus may summon assistance by dialing 911 (911 from a campus phone) or by pressing the Red Button located on the Emergency Call Box.

### Download Emergency Call Box locations on Campus (PDF)

### Campus Staff and Faculty Safety Meetings

The Morton College Campus Police typically gives ten to twelve presentations each year to various departments on campus. These presentations address topics ranging from specific crime-related issues to safety tips, crime prevention, and safety awareness. The Morton College Campus Police Department will provide these presentations on request of any department on campus.

### Reporting Crime on Campus

Crime in-progress or other emergencies on campus should be reported immediately to the Cicero Police Department by dialing 911 (for emergencies only). The department will make every effort to resolve the conflict and identify the offender or hazard. Non-emergency reports may be made in person at MCPD, Building C - room 119 or by calling (708) 656-8000 EXT. 2200.

### Confidential Reporting

Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to the Morton College Campus Police Department on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the Morton College Campus annual report, assists the police in determining if there is a pattern of crime with regard to a particular location, method, or suspect, and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of the police department to provide specific assistance or to investigate or solve a crime.

### Clery Act

Morton College is committed to informing the campus community of the obligations concerning crime and safety as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Refer to the Clery Act section of the Morton College Police website home page.

The Clery Act also requires campuses to log and report any fires that occur in on-campus. A "fire" is here defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." All fire statistics for the past three years can be found in the Fire Safety Report section. See **Appendix E**.



### Statistics on Reported Crimes

As required by federal law, Morton College's yearly crime statistics are compiled on a calendar-year basis using the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The Clery Crime definitions are listed in **Appendix D**. The Report includes statistics for the previous three years concerning crimes reported to Morton College Police Department and other local police agencies. This information is passed on to the Chief of Police where it is reviewed. It is then downloaded into the system for review by the federal government and it is then placed onto a website for the general public to review. The crime statistics indicate whether the offense occurred on campus, in on-campus student facilities, in non-campus property owned or controlled by Morton College, or in public property immediately adjacent to and accessible from the campus. For this reason, reported crimes may involve individuals not associated with Morton College. The definitions of "on-campus", "non-campus locations or property", and "public property" are listed in **Appendix A**.

This process starts in February of every year and must be completed in the month of October.

Date	Action	Personnel Responsible
Monthly	Gather pertinent crime info	MCPD
August	Compile report per the Act	MCPD
September	Report is sent to Chief of Police for review	MCPD
October	Report is downloaded federal government system and then on MC website for public review	MCPD

Crime statistics gathered at Morton College have been reported to the U.S. Justice Department's Uniform Crime Reporting System since 1992. The previous three years' worth of statistics are available in <u>Appendix G</u> or by visiting the Morton College Police Department in Building C, room 119 during normal business hours.

Statistical information for certain non-campus locations or property owned or controlled by Morton College, as well as public property within or immediately adjacent to and accessible



from the campus, are requested from the Town of Cicero and other local police agencies. In some circumstances, as described in this section, the crime statistics may not be available.

### Crime Prevention Programs

The Morton College Police Department offers a variety of programs and information to help the campus community deal with public safety issues. If you would like a presentation on any safety or security related topic, please call the Chief of Police at (708) 656-8000 EXT. 2203.

For more information about crime prevention programs visit the Morton College website at https://www.morton.edu

Morton College offers campus security procedures that are discussed during new student orientation. Morton College Police officials participate in forums and meetings to address students and explain college security measures and procedures. Morton College Police department staff will conduct crime prevention presentations when requested by various community groups, including students and employees of the college. During these presentations the following information is typically provided: crime prevention tips; statistics on crime at Morton College and information regarding college security procedures and practices, including encouraging participants to be responsible for their own security and the security for others on campus.

Through the Human Resources department they provide working online courses in accordance with Title IX which are offered by Workplace Answers to staff and faculty members.

#### Violence Prevention

### Active Shooter Video and Presentation

Students and employees can view the RUN. HIDE. FIGHT.® Surviving an Active Shooter Event video, which provides information on how to respond to an active shooter on campus and steps students and employees can take to prevent such a situation. Additionally, on request, The Morton College Police Department will show the video and facilitate a discussion on appropriate safety precautions, having a survivor mindset, and maintaining awareness of one's surroundings.

### Communication

The College Campus Police Department sends copies of crime reports/case reports to a limited number of people, depending upon the circumstances. Those who may receive a copy include College President, Inspector General, College Provost, Vice President, Academic Deans, and



others as needed to keep them informed of security incidents. Students who engage in criminal activities off campus are referred to the Dean of Students, Ext. 2439, Room 212B.

The Morton College Campus must provide timely warnings to the campus community when certain crimes are reported to Campus Staff and are determined by the Chief of Police (or the chief's designee) to represent a threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to the Morton College Police Department. Timely warnings will withhold the names of victims as confidential. The Morton College Campus may issue these warnings via postings on campus, through the Campus Alert system, through local news media, or in other ways.

The College does a test of the emergency response and evacuation or shelter in place procedures at least once a year and the College Campus Police department documents the description of the exercise and collects feedback for evaluation and improvement of emergency response.

### Student and Staff Responsibilities

The cooperation and involvement of students and staff themselves in a campus safety program is absolutely necessary. Morton College has an "Area Coordinator Safety Committee" comprised of approximately (30) staff members who attend a regularly scheduled meeting to train and discuss safety issues of the campus. Each member of this committee is assigned a specific area of the campus in case of an emergency, and are trained in all events that may arise in an emergency incident. Each member is also assigned and emergency "go bag" that contains necessary equipment and needs in case of a long term campus lock down.

Students and staff must take responsibility for their own personal safety and the security of their own personal property by taking simple common sense precautions. For example, any student or staff (male or female) may feel more comfortable using the escort service when traveling around campus late at night. Classroom and offices are locked at night or when the room is not occupied. Outside doors should never be propped open. Bicycles should be secured with a sturdy lock to provided bike racks. Students and staff with motor vehicles park in the designated parking areas. Vehicles need to be locked at all times and any valuables should be locked into the trunk of the vehicle. Students and staff should report any suspicious looking individuals who do not belong on campus or any suspicious activities immediately to the Campus Police department.



### Staying Safe and Secure at Morton College Campus

The Morton College Police Department seeks to provide a safe and enriching experience for students, employees, and others who make use of campus facilities. While the Morton College Police Department makes efforts to keep the campus safe, individuals should take steps to ensure their own and others' safety.

### General safety:

Report any suspicious activity or people, safety hazards, unsafe lighting, defective equipment or any other concern to the Morton College Campus Police.

Be aware of your surroundings, know where you are and know where you are going.

Avoid walking alone. Let someone know where you are going and when to expect you.

Plan your walking trips. Choose a well-lighted, populated route.

If you are uncomfortable after dark walking alone, walk with a friend or call for an after dark escort from Campus Police Department.

### In Campus Buildings:

Most crime is committed in response to an opportunity. The best prevention is to eliminate opportunities for a crime to be committed.

Avoid working or studying alone in a building at night.

Avoid stairs in remote sections of buildings.

Keep purses and bags locked up in a drawer or cabinet instead of underneath or on top of your desk.

Keep money, stamps and other valuables locked away.

Keep personal belongings in sight or take them with you as you move around a building.

Never prop doors open, even for a short time.

Be cautious of removing jewelry to wash hands. These items are easily lost or stolen.

#### Financial accounts:

Keep ATM, debit and credit cards in a safe place. Never reveal a PIN number to anyone.

Never loan your ATM card to anyone, no matter who they are.



When possible, use ATM cards in daylight. If that is not possible, use an indoor ATM or one in an otherwise well-lit area.

### Safety of buildings and grounds Facility Access

The College's buildings and grounds are monitored and patrolled by the campus police department. The facilities and operations department maintains the building and grounds with a concern for safety and security. They inspect campus facilities to provide prompt service and respond quickly to reports of potential hazards. The campus lighting is normal for the size and nature of the campus and the facilities and operations staff and the campus police safety officer monitors the campus safety as well as lighting improvements when needed and or recommended. The facilities and operations staff maintain an after hour's call out schedule whereby facilities and operations staff can be called to campus after hours to address and repair any safety concerns that need immediate attention.

Emergency Call boxes and telephones are located in the lobbies, foyers, elevators, entrances and parking areas of the campus this includes (25) Panic Alarms assigned to administrative and staff members throughout the college campus. These devices are primarily for emergency services and campus police department. There are (31) interior call boxes and (5) exterior parking area call boxes. They are equipped with a red emergency button which when pushed, automatically connects to the Morton College Campus Police Department dispatchers.

Security surveillance recording cameras are mounted in all campus hallways, entrances, courtyards and parking area of the campus. The cameras recordings are monitored by the campus police officers and campus police department's dispatchers.

All campus classrooms, offices and entrance doors are equipped with "keyless card access cards" that are assigned to police officers, staff, and teachers of the campus.

All security call boxes, surveillance cameras, fire alarm panels, and keyless card access systems are checked daily for any malfunctions.

### Alcohol and Drug Policy

Morton College is a comprehensive institution dedicated to developing individuals to live and work as better informed citizens in a dynamic society. In order to assist in the attainment of this goal and in recognition of the deleterious effect that illicit drug usage and alcohol abuse have on a person's health and mental well-being, Morton College shall maintain a Drug and Alcohol Abuse Prevention and Education program for students and employees, for example, "Alcohol, Parties, & the Law" will be a program presented in April. This policy and the specifics of the



program shall be published and given annually to all students and employees. All employees shall be expected to abide by this policy as a condition of their employment.

The Drug and Alcohol Abuse Prevention and Education Program for Students and Employees adopted and implemented by the College to prevent the illicit use of drugs and the abuse of alcohol by students and employees shall be in strict accordance with the Drug Free Workplace Act of 1988, Public Law 100-690, and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Morton College shall make a good faith effort to continue to maintain a healthful learning environment and workplace by conducting a biennial review of this policy and its illicit drug usage and alcohol abuse prevention program.

The consumption of alcohol is prohibited on campus. Any exception to this policy can only be granted by the President for special events hosted by the College or the Morton College Foundation. The request must be made in advance and in writing to the President for consideration. Authorization will be rendered in writing after consultation with the Chairman of the Board. When authorized, the consumption of alcoholic beverages is restricted to active participants of the special event for which the exception has been granted. Further, the College (or Morton College Foundation) representative in charge of any such event, either on campus or off campus, may deny the right of any or all persons to consume alcohol at any such event when, in the discretion of such representative, the consumption of alcohol has become unreasonable.

### Illinois Drug Law Fines and Sanctions

### **Federal Sanctions**

### Programs for Student Assistance

**See Appendix B** for Drug and Alcohol Abuse Prevention Program (DAAPP) regarding Health Risks; Intervention; Morton College Violation and Fines.

Any Morton College student who has a drug or alcohol related problem may call upon the College for assistance. Anyone needing help should contact the Dean of Students, Extension 2439, 212B.

### Programs for Employee Assistance

Morton College Board Policy 8.4.2 has established an Employee Assistance Program (EAP) for employees. The EAP offers referral and assessment service for both employees and their family



members who may be dealing with personal problems including substance abuse (including alcohol) and /or addictions. The EAP is administered by Health Management Systems of America (HMSA). If you feel that you or a family member needs help, HSMA can be reached 24 hours a day, 7 days a week at 1-(800) 767-5320. If you would like more information on HSMA, please feel free to contact Human Resources at (708) 656-8000, Ext. 2298.

### Campus Smoke Free Enforcement

Smoking in non-designated areas or campus vehicles is prohibited by the provisions of the "The Smoke-free Illinois Act" (410ILCS 82/15). No person may smoke any tobacco or simulated cigarette within 15 feet of any building owned or operated by Morton Community College. This prohibition also applies to all college owned or leased vehicles. Violators of this policy will be referred to the appropriate administrative office for review and appropriate administrative action. Policy violations may also be subject to citations and/or fines issued by the Morton College Police Department.

### 1. Citations:

Violators may be issued citations by Morton College Campus Police.

### 2. Fines:

- a. First citation \$50.00
- b. Second citation \$100.00
- c. Subsequent citation may be issued in an amount up \$250.00, depending on the nature of the violation.

### 3. Repeated Offences:

- a. For students, shall be reported to the Dean of Student Development and Ombuds Services. Repeated offences are in violation of the Code of Student Conduct and could lead to administrative actions.
- b. For employees, all citations shall be reported to the facility or staff member's immediate supervisor and Human Resources. Repeated offences are in violation of Board Policy and punishable by disciplinary action.

Members of the public and/or visitors that use tobacco on Morton College Property will be asked by Morton College Campus Police to extinguish any type of cigar, cigarette, pipe,



electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, Morton College Campus Police may direct the visitor to leave Morton College campus property.

Morton College recognizes that individuals may require help to quit smoking. Referrals for smoking sessions and educational materials are available through the Morton College Health and Wellness Program; Quitting Smoking Blue Cross and Blue Shield of Illinois "Fit Facts Brave the Crave" contact; If your craving for nicotine continues, call (800) QUIT-NOW ((800) 784-8669) for help.

### Prohibition of Concealed Carry on Morton College Campus

Morton College expressly prohibits the carrying of concealed weapons in college owned or controlled buildings and grounds, athletic fields, artistic or entertainment venues, officially recognized college-related organization property, whether owned or leased, and any real property, including sidewalks, and common areas under the control of Morton College, as pursuant to Illinois Public Act (430 ILCS 66) - the Firearm Concealed Carry Act.

### Fire Safety

Fire Safety equipment such as fire alarms, extinguishers, crash bars, and smoke detectors are located in all College buildings for safety and should be used only in emergency situations. No items may be moved to or stored within 18 inches of the ceiling so as not to interfere with the functioning of the sprinkler system. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm constitutes a class 4 state felony and may lead to incarceration. The College will also take disciplinary action. Finally, legal action and a fine up to \$1000 may be pursued by the Morton Collage Campus Police. Malfunctioning smoke alarms should be reported at once to Campus Police (708) 656-8000 Ext. 2200, 24-hours-a-day. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action and a \$50 minimum fine. Intentionally seeking to burn items near College property will result in a fine of \$50 and possible disciplinary action.

Students should also assist in the promotion of basic fire safety principles. Fire exits should not be blocked and fire doors should not be propped open, and belongings should not be placed in hallways or stairwells. Fire drills are coordinated with the Cicero Fire department are conducted bi-annually for the safety of the students, faculty and staff.

The Fire Safety Report in its entirety can be found at the conclusion of this Report, including all information required by law concerning fires on-campus.



## Campus Alert System

The Clery Act, enacted by the Congress and signed into law by the President in 1990 as the Crime Awareness and Campus Safety Act of 1990, requires all institutions of higher education "to make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibilities for student and campus activities, campus police or local police". These reports, according to the legislation, will be "disseminated in a manner that will aid in the prevention of similar occurrence".

## **PROCEDURE**

- A. Authorizing individuals will determine if sufficient and accurate information exists to warrant the issuance of an alert.
- B. When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:
  - > Title: Crime Alert, Safety Alert, Emergency Notification, Information Bulletin
  - Authorizing authority
  - Date of issuance
  - > Date, time and location of offense or situation
  - Description of crime or situation
  - Description of suspects
  - Suspect's direction and mode of travel when fleeing incident
  - Safety instructions/advice
- C. The person who initiates an alert, emergency notification or bulletin will create the alert/bulletin and complete the Timely Notification Action Report which will be included with the police incident report, and forwarded to the Executive Director/Inspector General and the Chief of Police via email with a copy of the alert/notification that was activated. The Executive Director/Inspector General and/or Chief of Police will be responsible for authorizing the final Timely Notification Action Report, which will then be saved in the Clery Act folder and a copy of the alert/notification and the police incident report which states the circumstances initiating the alert be attached to it.

## **AUTHORITY and RESPONSIBLILTY**

- A. Alerts and Notifications are issued at the discretion of the:
  - Executive Director/Inspector General or Executive Director of Operations Designee
  - Chief of Police



- Sergeant
- College President
- Safety Training Police Officer
- > Emergency Management Team

Consultation is expected among the authorizing authorities available at the time of the incident.

**Exception** – The Morton College Police Director/Inspector General or designee may issue alerts and emergency notifications without authorization from the individuals listed above in emergency situations for in-progress life-threatening situations, if they are not otherwise detained at the incident.

## Morton College Emergency Alert System

Morton College utilizes **Rave Mobile Safety** for emergency notifications. You can get emergency alerts from the College via text message, e-mail, and voice notification.

## Q. Where will these messages be sent?

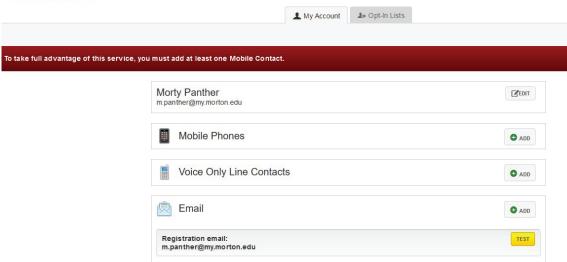
A. The program is set up to send messages to your primary e-mail account (Full-time faculty and staff, students, and others who have an MC e-mail address). All students/faculty/staff MC email (@my.morton.edu for students – all others @morton.edu) have been entered into the Rave Mobile Safety emergency alert system.

Please login at <a href="https://www.getrave.com/login/morton">https://www.getrave.com/login/morton</a> to enter cell phone/landline number(s) as well as personal email address(es) and make sure the contact methods are set according to your preferences. Username and password are the same as Panther Portal/Blackboard.

You may add family members or friends contact information if you would like them to be notified in the event of an emergency on campus.







## Q. What if I need assistance with this new emergency notification system?

A. You can contact the MIS / IT Help Desk at 708-656-8000 ext. 2444 or submit a Help Desk ticket via email to helpdesk@morton.edu.

## Q. What kinds of messages will I receive?

A. You will receive three types of messages: 1) messages sent to test that the system is functioning properly will be clearly identified as test messages. These test messages are sent out approximately twice a year. 2) Actual alerts about campus emergencies, closures, or delayed openings. 3) General communications from the college.

Rave Mobile Safety emergency alerts will enable MC to provide a safer environment, enhance emergency preparedness, and keep our faculty, staff, and students better informed.

#### Q. How does it work?

A. Messages informing students, faculty, and staff of a campus emergency, closure, or other important communication will be distributed via this system.



## Q. Who receives the messages?

A. Students enrolled for classes at the current time will receive messages, as well as currently employed faculty and staff.

## Q. How do I check and edit my information for Rave Emergency Alert System?

A. Please login at <a href="https://www.getrave.com/login/morton">https://www.getrave.com/login/morton</a> with your Panther Portal/Blackboard username and password.

## Q. When I update my contact information can I delete my campus provided email address?

A. No. The primary identifier for your account identification is based on your college provided email address and it needs to remain in the system.

## Q. What will I need to know to login to the Rave Emergency Alert System?

A. You will need to know your User ID and password.

# Q. Can I update my record with information so that I can receive text messages on my cell phone?

A. Absolutely! We hope that you do. Keep in mind that standard messaging rates may apply and you will be responsible for those fees. Also, the College cannot be responsible for text messages that cannot be delivered due to extenuating circumstances.



## Q. If I update my account at this time, do I need to do it again?

A. Possibly. You only need to access the system if you wish to make changes to your contact methods/preferences.

## Q. Does my information get shared for any other purpose?

A. The contact information provided to MC will only be used for campus emergency notifications and other general communications from the College and will not be made available to any other service.

# Q. Is Rave Emergency Alert the only communication system that MC will be using for weather emergencies, closings, or delayed openings?

A. No. MC will use other means of communication. Messages will appear on the MC website, Panther Portal page and <a href="http://www.emergencyclosingcenter.com/ecc/home.jsp">http://www.emergencyclosingcenter.com/ecc/home.jsp</a> as well as local media outlets.

#### **Evacuation Procedure**

In the event of a fire, the Morton College Campus expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Morton College Campus Police at (708) 656-8000 Ext. 2200. Students and/or staff should check in at the assembly area identified in the building emergency plan. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

In the event of another significant emergency, the Morton College Campus evacuation procedures will be influenced by the nature and magnitude and immediacy of the emergency. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be disseminated using any combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general direction to travel or avoid, precautions that may be taken, and where to assemble, if appropriate.



## Sexual Misconduct

Morton College is committed to preserving the human dignity of all college community members. The purpose of this policy and procedure guidelines is to: clearly define sexual misconduct; state the reporting options available to victims; describe the college's response to any allegation of sexual misconduct. It is intended to serve as comprehensive guidelines on how to respond to allegations of: Sexual Harassment; Sexual Abuse; Sexual Assault; Domestic Violence; Dating Violence; and Stalking.

Representatives of Campus Police, Student Development and Human Resources have formed a committee to ensure the full implementation of the policy and proper dissemination throughout the college community. The information within this document will be reviewed annually by the team to confirm continued full compliance.

## Morton College Policies on Hostile Environment and Sexual Harassment

## Policy Regarding Students

The Board shall not tolerate any behavior by Trustees or staff which constitutes sexual harassment of a student. For the purposes of this policy, sexual harassment of a student will be defined as:

- Unwelcome sexual advances
- 2. Requests for sexual favors, and/or
- 3. Other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.

#### where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program or activity;
- 2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
- 3. Such conduct has the purpose or effect of substantially interfering



with a student's educational experience or creating an intimidating, hostile, or offensive academic environment.

Students will be provided the use of a student grievance procedure. All trustees and staff will be held accountable for compliance with this policy. Violations by staff shall lead to disciplinary action up to and including termination. The grievance procedure for sexual harassment of a student appears in the Morton College Student Handbook (PDF).

## Policy Regarding Employees

The Board shall not tolerate any behavior, verbal or physical conduct, by any trustee, staff member, or student that constitutes creating a hostile environment or sexual harassment as outline in the Equal Employment Opportunity Commission (EEOC) Discrimination Guidelines summarized as follows:

- 1. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment.
- 2. Submission to or rejection of such conduct, made either explicitly or implicitly, is used as the basis for employment decisions effecting such individuals.
- 3. Such Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy should be reported immediately to the Human Resources Office and/or to the Office of the President of Morton College.

The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College.

The President will assign one or more individuals to conduct a prompt, thorough, and impartial investigation. This investigation will remain confidential to the extent possible.

Violation of this policy shall lead to disciplinary action up to and including termination.



## Terms and Definitions

## Sexual Misconduct

Sexual Misconduct includes the range of behaviors that are sexual, in nature. The list includes: sexual harassment; gender-based harassment; stalking, dating and/or domestic violence; and sexual violence

#### Sexual Assault

In Illinois a person commits "criminal sexual assault" if "that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years or age; or (4) is 17 years of age or over and holds a positions of trust, authority, or supervision in relations to the victim, and the victim is at least 13 years of age but under 18 years of age." 720 ILCS § 5/11-1.20.1

#### Consent

Under Illinois law, consent is defined as "a freely given agreement to the act of sexual penetration or sexual conduct in question. A person cannot give consent if they are underage (in Illinois, the age of consent is 17), incapacitated by drugs or alcohol, or temporarily or permanently mentally or physically unable."

The following points are important aspects of affirmative consent:

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time;
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent;
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent;
- Silence alone (absent a non-verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary;
- Affirmative consent can never be given by minors, mentally disabled individuals, or incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. Engaging in sexual activity with a person whom you know, or reasonably should know, to be incapacitated constitutes sexual assault;



• Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

#### **Dating Violence**

In Illinois, the Illinois Domestic Violence Act prohibits "physical abuse, harassment, interference with personal liberty or willful deprivation" directed toward "persons who have or have had a dating or engagement relationship." 750 ILCS § 60/103. "[N]either a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship." *Id*.

#### Domestic Violence

The complete Illinois Domestic Violence Act can be found at 750 ILCS §60/101, et seq. Under that law, "domestic violence" is defined as "physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis." 750 ILCS § 60/103. Prohibited domestic violence directed at a "family or household member" includes "spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship." *Id*.

#### Stalking

In Illinois, a person commits the criminal offense of "talking when, he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

- fear for his or her safety or the safety of a third person
- or suffer other emotional distress.



# <u>Download the Morton College Sexual Assault, Domestic Relationship Violence and Stalking Policy (PDF)</u>

#### Gender Harassment

Adverse treatment based on held gendered stereotypes. Adverse treatment can include: verbal; nonverbal; physical aggression; intimidation; or hostility based on gender or gender stereotypes.

## Intoxication/Drug Protection

Morton College will not find a student responsible for violating the Morton College Rules of Conduct if they are sexually assaulted while under the influence of alcohol or other drugs. Morton College may provide referrals to counseling and may require educational options, rather than pursue conduct proceedings, in such cases. Excluded from this protection are all students accused of encouraging or voluntarily participating in the assault/sexual assault.

## Reporting a Complaint

For purposes of this policy, all employees of Morton College have an obligation to immediately report to the Title IX Coordinator, any and all, alleged sexual misconduct that is reported to them or about which they otherwise learn. Employees should also report any alleged sexual misconduct which they experience. Students and third parties who experience or learn about an alleged violation of this policy are encouraged to immediately report the alleged violation to the Title IX Coordinator.

#### If You are a Victim

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact the Morton College Police Department immediately (708)-656-8000 extension 2200 on campus.
- Talk with a counselor who will maintain confidentially, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.



#### If You are a Witness

- Calling police when a potentially violent situation is unfolding
- Do not leave an unconscious person alone (alerting Campus Security or a staff member)
- Intervene when someone is being belittled, degraded or emotionally abused (walk victim away from abuser, contact Morton Campus Police Department, or local police department)
- If you become aware that a Morton College student is the victim of Sexual Assault, Domestic Relationship Violence, or Stalking, contact the Cicero Police Department (911), Morton College Campus Police or the Director of Human Resources/Title IX Coordinator.

#### Sexual Assault Resources

Downloadable documents and links to support websites are available on the Morton College website here.

#### **Process and Procedures**

All handling of Sexual Misconduct violations will follow the appropriate discipline procedures dependent upon the status of the alleged perpetrator. Students accused of sexual misconduct violations will be processed through the Student Code of Conduct procedures. Employees accused will be processed through the appropriate Human Resources discipline process.

Morton College has adopted this process for adjudicating Title IX/Section 504 complaints. Here is an explanation of our process:

- 1. The complaining party approaches a "responsible employee" with the matter.
- 2. The Title IX/Section 504 Coordinator Ronald Lullo, (708) 656-8000 Ext. 2298, Ronald.Lullo@morton.edu is notified.
- 3. A formal complaint is submitted to the Coordinator. The complaint has to be in writing.
- 4. The Coordinator reviews written complaint and determines if a possible Title IX/504 violation has occurred.
- 5. If it is deemed a possible violation, the Coordinator informs the President. If not, the Coordinator informs the complainant, in writing.
- 6. The President assigns an investigator. The investigator should not be the Coordinator. The President can appoint more than one, if necessary.



- 7. The Investigator(s) meet with the Coordinator to discuss the process and evidence.
- 8. The Investigator(s) perform a preliminary investigation and report back to Coordinator.
- 9. The Coordinator determines if the preliminary investigation warrants questioning of the accused party.
- 10. If so warranted, the accused party is sent a notice of investigation and is scheduled for questioning.
- 11. After questioning of the accused and any new witnesses brought forward by the accused, the Coordinator meets with the President.
- 12. The President will determine if a violation of Title IX or Section 504 was substantiated.
- 13. If necessary, charges will be levied and a hearing will be convened. A Hearing Officer is assigned by the President.
- 14. The Hearing Officer assembles a hearing panel.
- 15. After the hearing, a determination is made by the hearing panel.
- 16. The determination is shared with all parties. The accused is notified of their appeal rights.
- 17. If necessary, an appeal is filed with the President's Office.
- 18. The President appoints a Hearing Officer.
- 19. An appeal hearing is conducted by the Hearing Officer.
- 20. A notice of Final Determination is made by the Hearing Officer. Any remedies or sanctions that are levied are implemented in accordance with the Final Determination

## Timeline for processing

Action	Person responsible	*Timeline
Complaint received by Coordinator	Complaining Party	NA
Determination of possible Title IX or Section 504 violation	Coordinator	Within 2 days
Notification of College President	Coordinator	Within 2 days
Assignment of Investigator(s)	President	Within 2 days
Substantiation of charge(s)	Investigators/Coordinator	Within 15 days
Update of President and receive permission to proceed	Investigators/Coordinator	Within 2 days
Notice of investigation to the Accused party	Investigators	Within 2 days
Investigation	Investigators	Within 10days
Notice of Charge sent to accused	President/Coordinator	Within3days



Notice of hearing sent to accused	Hearing officer	Within 5 days
Hearing	Hearing officer	Within 10 days
Shared Outcome of investigation/hearing	Hearing officer	Within 2 days
Official Notice of Outcome & Appeal process	President	Within 5 days
Notice of implementation of remedies/sanctions	President	With outcome
Request for Appeal	Accused	Within7days
Appeal hearing conducted	Hearing officer	Within 10 days
Notice of final determination	Hearing Officer	Within 5 days

#### \*Timeline is based on College business days

The timeline is designed to have a notice of outcome (a completed process) within 60 College business days. This timeline is a generally accepted practice for investigating and concluding Title IX/Section 504 investigations.

However, going beyond the prescribed deadlines does not constitute closure (automatically) to any case. Reasonable delays are expected and should be documented.

## **Appeal Rights**

Any person who has received a Notice of Outcome that they believe is unfavorable to them has a right to file an appeal. The appeal must be in writing and must be received by the President's office or the Coordinator within seven (7) days of the date of the notice. The President will select a Hearing Officer to conduct the appeal. The Hearing Officer should not be any of the following: The President, The Coordinator, or any of the members who served on the initial hearing panel. The hearing should be conducted within 10 days of receiving a notice of appeal from the charged party. A notice of final determination shall be sent to the charged party within 5 days of the appeal hearing.

Any sanctions and/or penalties are meant to be served upon receipt of the Notice of Outcome from the President. The Hearing Officer shall have the authority to stay any remedies that are levied against the charged party, if serving the punishment would make the appeal hearing moot. Nothing in this section shall supersede any employee's rights to due process under existing Board/Union Agreements or any other dispute resolution processes set by the College.

#### Rights (all parties)

Morton College recognizes that employees and students have basic rights in the full adjudication process. Here are the rights that Morton College will recognize during this process:



- 1. Right to representation throughout the process. This representation can be a Union representative, lawyer, or peer witness. The parties can change representation at any time during the process by notifying the College and the other side in writing.
- 2. Right to a fair hearing. Fair means that any conflicts of interests should be avoided and the hearing should be completed by the timeline set forth. Reasonable delays are allowed and should be documented. Both sides should be notified if a reasonable delay occurs. This right means sharing statements and/or notes with both sides so that each side can present a case.
- 3. Right to notice. All parties should receive written notices of the proceedings, any changes, final determinations, appeals, etc.
- 4. Right to appeal. Please review the section "Appeal Rights" for more information.
- 5. Right to confidentiality. This process should be carried out with information being disseminated to those who have a need to know.
- 6. Right to freedom from retaliation. Please review the section "No-Retaliation".
- 7. Right to seek relief outside of this process. Employees are able to pursue this matter through their Board/Union Agreements and/or any dispute resolution process set by Morton College. Students and Employees may seek external remedies, if deemed necessary.
- 8. Right to refuse to participate in any or all of the process. Please note that refusing to participate could result in a final determination being made with the information that is available.

#### No-Retaliation

Morton College takes the following stance on retaliation:

"Retaliation against anyone involved in the investigation is strictly prohibited. If you retaliate against anyone involved in this investigation, you will be subject to discipline. If you believe you have been mistreated or otherwise retaliated against because of your participation in this investigation, please inform the Coordinator immediately."

Morton College views any retaliation, in any form, as a violation of this statement. All charges of retaliation will be pursued vigorously.

## **Hearing Panels**

A Hearing Panel will be convened if the President of the College believes, based on the evidence presented, that a possible violation has occurred. The purpose of the hearing panel is to hear all of the evidence provided at the hearing and render a decision on each complaint submitted.



The decision must either sustained, unfounded, or not sustained each complaint as submitted. The Hearing Panel does not have the authority to conduct investigations of any evidence not presented at the hearing. The panel will consist of five (3) College Community Members: Two (2) Administrators and one (1) Staff. The President of the College will select a Hearing Officer and that Officer will impanel the rest of the members. The Hearing Officer is one of the three members listed above and is the acting Chairperson for this panel. The rules of evidence will be presented to both sides along with the notice of hearing. Each side can have an advocate present their case. However, attorneys can't be used unless Morton College plans to use an attorney. At this point, all parties are free to match that level of representation. Only in cases where the allegations are "not sustained" will the case be eligible for a second hearing. Cases that are ruled unfavorably towards either party can be appealed using the appeal process.

#### **Penalties**

Employees who have a charge sustained against them will be subject to the Morton College procedures on employee discipline. Violations, depending the offense, could lead to discipline up to and including discharge. Employees will have the right to due process as it is outlined in the Union contracts, Morton College Policy, and/or, the Employee Handbook. Student penalties will be handled through the Student Code of Conduct process, wherein, potential penalties may include: Warning, Probation, Suspension or Dismissal from the college for students.

## **Definitions**

Responsible Employee: Anyone that a student or employee believes has the authority to act upon a compliant. This person as a responsibility to notify the Title IX/Section 504 Coordinator.

Accused Party: The employee or student who is accused of committing an act that violates these statues. Hearing Officer: There are two different hearing officers: The person who is in charge of the hearing panel and the person appeals. They should not be the same person for the same investigation.

*Charged party*: This would constitute the person or group of people who were found to be liable by a hearing panel.

Charging party: This is the person or group of people who filed the complaint (also called complainant).

Sustained: Facts of the case support the allegation

*Unfounded:* Facts of the case do not support the allegation.



Not Sustained: Facts can't determine whether the allegation is true or there is insufficient evidence. Benefit of the doubt goes to the accused party.

Proceeding: A lawsuit; all or some part of a cause heard and determined by a court, an Administrative Agency, or other judicial authority. Any legal step or action taken at the direction of, or by the authority of, a court or agency; any measures necessary to prosecute or defend an action.

In its general acceptation, this word means the form in which actions are to be brought and defended, the manner of intervening in suits, of conducting them, the mode of deciding them, of opposing judgments and of executing.

*Result:* common lawyer lingo for outcome of a lawsuit. A lawsuit is synonymous with a proceeding (see above).

Please refer to Police Department regulations for a complete definition of "unfounded".

## Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act, Public Law 106-386 Section 1601 it is noted that the identity of "Registered Sex Offenders" known to Morton College and registered as students or employed by Morton College is available to interested persons at the MCPD, Building C - room 119 upon request.

Information is also available online at the Illinois Sex Offender Information website at <a href="http://www.isp.state.il.us/sor/">http://www.isp.state.il.us/sor/</a>.

Morton College Police department also recommends students, faculty and staff members to review the Sexual Assault and Prevention guide in **Appendix C** of this report.

# Appendix A:

## Clery Geography

On-Campus – means all property, including on-campus facilities, owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, institutional educational purposes, including; any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus – means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled



by an institution that is being used in direct support of, or in relation to, the institution' educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property – means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property.

## Appendix B

Drug and Alcohol Risks

Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.11

#### A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use.

1. Cannabinoids (marijuana & hashish)

Known risks are "cough, frequent respiratory infections, possible mental health decline, and addiction."

2. Opioids (heroin & opium)

Known risks are "constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose."

3. Stimulants (cocaine, amphetamine & methamphetamine)

Known risks are "weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction." Specific risks associated with cocaine use include "nasal damage from snorting." Specific risks associated with methamphetamine use include "severe dental problems."

4. Club Drugs (MDMA-methylene-dioxy-methamph-etamine [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as:



Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known risks are "sleep disturbances, depression, impaired memory, hyperthermia, addiction." Risks specific to GHB are "unconsciousness, seizures, and coma."

5. Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh- orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]).

Known risks are "anxiety, tremors, numbness, memory loss, and nausea."

6. Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

Known risks are "Flashbacks and Hallucinogen Persisting Perception Disorder."

7. Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])

Known risks for anabolic steroids are "hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics." For inhalants, the known risks are "cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death."

Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart (website last visited on 9/24/14)

#### Intervention:

Morton College has several options available for students and staff members who need to address alcohol and other drug abuse issues. Students and employees who seek or are advised



to pursue counseling are referred to a local facility that can offer them the assistance they need. The following are the services for counseling:

Alcohol Anonymous The Way Back Inn & Grateful House

5026 West 14<sup>th</sup> Street 3821 N. Harlem Ave. Cicero, IL 60804 Chicago, IL 60634 708-652-7330 708-845-8422

<u>www.waybackinn.org</u>

**Local Chicago Resources:** 

www.chicagoaa.org

Recovery.org Mental Health Services in the Greater Chicago

www.recovery.org Area Substance Abuse Treatment
1-888-253-4664 www.mentalhealthchicago.org

312-781-7780

Gateway Foundation Alcohol & Rosecrance

**Drug Treatment** <u>www.rosecrance.org</u> recovergateway.org 877-321-7326

877-321-7326

Choose Help - Cicero Rehab Hotline Hazelden Betty Ford Foundation

<u>www.choosehelp.com</u> <u>www.hazelden.org</u> 844-906-0600 800-257-7810

## Consequences of Alcohol and Drug Violations for Students

All incidents involving drugs and alcohol will be processed through the College's Code of Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the College, such as counseling assessments, educational projects, community service, reprimand, restitution, suspension, probation, or dismissal. Standard sanctions include:

A. <u>Fines:</u> Each student involved in an incident where the College's Alcohol or Drug Policy is violated will be assessed a \$100.00 fine for a first offense. All subsequent incidents in which alcohol and/or drug violations occur will carry with them a \$200.00 fine, per person found in violation. Fines must be paid in cash or by personal check to the Cashiers Office within one month (31 days) of the administrative hearing or hearing panel date, or the date on



- which the case is decided. Fine deadlines that fall on a weekend or holiday must be paid in advance of the deadline. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines will be used for alcohol and drug abuse programming or interventions.
- B. <u>Parental Notification</u>: After the first occurrence, parents will be notified when students who are under the age of 21 violate the alcohol policy at Morton College. The College informs parents of students under the age of 21 in all cases where a student violates the College's drug policies. For additional information on parental notification, please contact the Dean of Student Development and Ombuds Services.

## Appendix C

Sexual Assault, Domestic Violence, Dating Violence and Stalking Sexual Assault

If you are raped or sexually assaulted:

- Get to a safe place as soon as you can and call 911.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact the Morton College Police Department immediately (708)-656-8000 extension 2200 on campus.
- Talk with a counselor who will maintain confidentially, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

#### Reporting

The first priority of a student who has been subject to sexual assault should be able to get to a place of safety and <u>call 911</u> and then obtain necessary medical treatment. Victims of sexual assault may seek and receive medical care free of charge from a local hospital emergency department without submitting a police report. The Morton College Police Department strongly encourages victims to report incidents of sexual assault in a timely manner. Time is a critical



factor for evidence collection and preservation. An assault should be reported directly to the Morton College Police Department. Individuals are encouraged, but not required, to file a police report. Filing a police report will not obligate the victim to pursue a complaint through the criminal process, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- make the victim aware of resources available for confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Morton College Police Department, and the Office of the Director of Human Resources/Title IX Coordinator will also be notified. The victim of a sexual assault may choose for an investigation to be pursued either through the criminal justice system, through a College disciplinary process (when an alleged perpetrator is a student, faculty or staff), or through both processes. Victims may also choose not to proceed as a complainant in a criminal process or in a disciplinary process. A representative from the Morton College Police Department or a member of the VAWA Committee will guide the victim through the available options and support the victim in his or her decision.

#### Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

#### **Counseling Options**

Morton College has several options available for student victims of sexual assault. The Counselor, Confidential Advisor, or a member of the VAWA Committee can refer to local facilities that can offer them the counseling they need.

#### Off-Campus

Chicago Rape Crisis Hotline (888) 293-2080

Illinois Coalition against Sexual Assault (217)753-4117



Illinois Attorney General, Victim Assistance Services (800) 228-3368 **YWCA Hotline** (708) 748-5672

YWCA – Austin Community Satellite (773) 287-6057

**Pillars** (708) 745-5277

Pillars 24-hour sexual assault hotline (708) 482-9600

After reporting the offense, Campus Police will be responsible for the victim and chain of evidence to see that the victim shall be transported by ambulance if penetration or any other physical injury occurred during the assault.

It is important to report a sex offense as soon as possible for the protection of the victim and to ensure proper medical/psychological support. In addition, quick reporting enables us to alert the campus community and possibly prevent further violations. At all times, we will work confidentially with the victim, empowering the individual to make informed and realistic decisions as to the disposition of the case.



# Appendix D - Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the **Uniform Crime Reporting Program** 

## Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

## A. Rape/Criminal Sexual Assault

**Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

## **Criminal Sexual Assault** (720 ILCS 5/11-1.20 (2014):

A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

## B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### C. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.



## Sex Offenses—Non-Forcible

Unlawful, non-forcible sexual intercourse.

#### A. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

## B. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### Reporting

Victims of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking are encouraged to report these incidents to the police by dialing **911** or to seek immediate assistance by going to a local emergency room. Another non-school resource is the **Rape Crisis Hotline (888) 293-2080.** (See "What to Do if you are the Victim of Sexual Assault" for more information).

Victims are also encouraged to report these incidents to Morton College Campus Police Department or the Counselor. A Morton College staff member will offer to accompany a student to a medical facility or to speak to the police. Campus Police/Disability Specialist will provide appropriate referrals for survivors of crime.

Although Morton College encourages all members of its community to report any incidents of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to the police, it is the victim's choice whether to make a report and victims can decline involvement with the police. Morton College does not publicize the name of crime victims nor does it include identifiable information in the Morton College Police Campus Daily Crime Log.

MC is in compliance with VAWA Act and the Cleary Act, which does not violate the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments.

Assistance in the Event of Sexual Assault, Domestic Violence, Dating Violence or Stalking Regardless of whether the student chooses to make a report to the Morton College Police Department, Morton College will work with students to provide the assistance (if these measures are requested and are reasonably available), including, but not limited to:

- Change in academic class schedule
- Change in on-campus working situation
- No-contact instruction if the alleged offender is a student, faculty or staff member at Morton College



- Additional security measures while on campus
- Additional security measures when arriving and leaving campus such as escort services
- Working with other institutions if the offender is an employee or student at another institution or organization these measures may be applied to one, both, or multiple parties involved.
- Students may request that directory information on file be removed from public sources by submitting a written request to Morton College Office of Admissions and Records.
- Packets of appropriate referral information are available in the following offices:
  - Campus Police
  - Counselor
  - Human Resources

Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking What to do if you are the Victim of Sexual Assault:

- Get to a safe place as soon as possible.
- To get help, call the police at 911 or if you are on campus, contact Morton College Campus Police Department ((708) 656-8000 ext. 2200 or 2001 M-Fri 6 a.m. 11 p.m. Sat-Sun 24 hour) or the Director of Human Resources/Title IX Coordinator (708) 656-8000 Ext. 2298 during office hours).
- Seek immediate medical attention, preferably at an emergency room. Medical personnel are trained to perform a "rape kit" exam, where they are able to gather evidence while examining the victim to help police and prosecutors find and charge the perpetrator. If you might ever want to report the assault, it is important that you do not shower, change clothes, or clean up in any way before going to the hospital, in order not to disturb any evidence medical staff might be able to collect for the police. Sometimes this process can be easier if you have a trusted friend or victim advocate with you.
- Even if you don't want to report the assault to police right now, it is still important to have a medical exam to make sure you are all right. Sometimes people change their minds and want to report to the police later. Also, in addition to treating injuries, medical personnel can test for pregnancy and whether or not you may have been drugged. They can also give you drugs to reduce your chances of contracting sexually transmitted diseases (STDs) or getting pregnant.



- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Contact the Rape Crisis Hotline (888) 293-2080 or the National Sexual Assault Hotline ((800) 656-Hope) for more support. They can give you counseling, and help you understand your options, such as what medical staff will do during a "rape kit" exam or what might happen while going through the criminal justice system.
- Try to avoid being alone, especially with your attacker, and be alert to your surroundings.
- Get help making a safety plan to avoid or escape a dangerous situation, especially if you know your attacker.
- Make sure you have a safe place to stay.

Adapted from the National Center for Victims of Crime

## Domestic Violence - Warning Signs and How to Get Help

Domestic Violence can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together or who are dating. Domestic Violence affects people of all socioeconomic backgrounds and education levels. Abuse is a repetitive pattern of behaviors used to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time. You may be experiencing physical abuse if your partner has done or repeatedly does any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting or choking you
- Forbidding you from eating or sleeping
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.)
- Using weapons to threaten to hurt you, or actually hurting you with weapons
- Trapping you in your home or keeps you from leaving
- Preventing you from calling the police or seeking medical attention
- Abandoning you in unfamiliar places



- Driving recklessly or dangerously when you are in the car with them
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past) you may be in an emotionally abusive relationship if your partner exerts control through:
- Calling you names, insulting you or continually criticizing you
- Refusing to trust you and acting jealous or possessive
- Trying to isolate you from family or friends
- Monitoring where you go, who you call and who you spend time with
- Demanding to know where you are every minute
- Punishing you by withholding affection
- Threatening to hurt you, your family or your pets
- Humiliating you in any way
- Blaming you for the abuse
- Accusing you of cheating and being often jealous of your outside relationships
- Serially cheating on you and then blaming you for his or her behavior
- Cheating on you intentionally to hurt you and then threatening to cheat again
- Cheating to prove that they are more desired, worthy, etc. than you are
- Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.
- Telling you that you will never find anyone better, or that you are lucky to be with a person like them

Adapted from the National Domestic Violence Hotline

## How to get help:

- Contact the Cicero Police Department (911), Campus Police (708) 656-8000 Ext. 2200 or 2001), or the Domestic Violence Hotlines (national: (800) 799-7233; Chicago/local: (877) 863-6338) to get information on campus and local resources as well as your legal options.
- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.



- If possible, have a phone accessible at all times and know what numbers to call for help.
- Know the phone number to your local battered women's shelter. If your safety is at risk, call the Cicero Police Department (911).
- Let trusted friends and neighbors know of your situation and develop a plan and visual signal for when you need help.

Adapted from the National Domestic Violence Hotline

## What to do if you are a victim of Dating Violence:

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

## Controlling behavior may include:

- Calling or texting you frequently to find out where you are, whom you're with, and what you're doing
- Telling you what to wear
- Having to be with you all the time

## Verbal and emotional abuse may include:

- Calling you names
- Jealousy
- Belittling you (cutting you down)
- Threatening to hurt you, someone in your family, or himself or herself if you don't do what he or she wants.

## Physical abuse may include:

- Shoving
- Punching
- Slapping
- Pinching
- Hitting
- Kicking



- Hair pulling
- Strangling

#### Sexual abuse may include:

- Unwanted touching and kissing
- Forcing you to have sex
- Not letting you use birth control
- Forcing you to do other sexual things

Anyone can be a victim of dating violence. Both boys and girls are victims, but boys and girls abuse their partners in different ways. Girls are more likely to yell, threaten to hurt themselves, pinch, slap, scratch, or kick. Boys injure girls more and are more likely to punch their partner and force them to participate in unwanted sexual activity. Some teen victims experience physical violence only occasionally; others, more often.

If You Are a Victim of Dating Violence, You Might...

- Think it's your fault.
- Feel angry, sad, lonely, depressed, or confused.
- Feel helpless to stop the abuse.
- Feel threatened or humiliated.
- Feel anxious.
- Not know what might happen next.
- Feel like you can't talk to family and friends.
- Be afraid of getting hurt more seriously.
- Feel protective of your boyfriend or girlfriend.

#### Get Help

Being a victim of dating violence is not your fault. Nothing you say, wear, or do gives anyone the right to hurt you.

• If you think you are in an abusive relationship, get help immediately. Don't keep your concerns to yourself.



- Talk to someone you trust like a parent, teacher, school principal, counselor, or nurse.
- If you choose to tell, you should know that some adults are mandated reporters. This means they are legally required to report neglect or abuse to someone else, such as the police or child protective services. You can ask people if they are mandated reporters and then decide what you want to do. Some examples of mandated reporters are teachers, counselors, doctors, social workers, and in some cases, coaches or activity leaders. If you want help deciding whom to talk to, call a crisis line in your area. You might also want to talk to a trusted family member, a friend's parent, an adult neighbor or friend, an older sibling or cousin, or other experienced person who you trust.

#### Help Yourself

Think about ways you can be safer. This means thinking about what to do, where to go for help, and who to call ahead of time.

- Where can you go for help?
- Who can you call?
- Who will help you?
- How will you escape a violent situation?

## Here are other precautions you can take:

- Let friends or family know when you are afraid or need help.
- When you go out, say where you are going and when you'll be back.
- In an emergency, call 911 or your local police department.
- Memorize important phone numbers, such as the people to contact or places to go in an emergency.
- Keep spare change, calling cards, or a cell phone handy for immediate access to communication.
- Go out in a group or with other couples.
- Have money available for transportation if you need to take a taxi, bus, or subway to escape.

## **Help Someone Else**

If you know someone who might be in an abusive relationship, you can help.



- Tell the person that you are worried.
- Be a good listener.
- Offer your friendship and support.
- Ask how you can help.
- Encourage your friend to seek help.
- Educate yourself about dating violence and healthy relationships.
- Avoid any confrontations with the abuser. This could be dangerous for you and your friend.

Adapted from the National Center for Victims of Crime

## Stalking—Warning Signs and How to Get Help

Stalking is a crime. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

#### Stalkers may:

- Repeatedly call you, including hang-ups or contact you repeatedly through electronic communication and social media.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or coworkers.
- Other actions that control, track, or frighten you.



#### How to get help if you are being stalked:

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If your safety is at risk call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Police, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. (See the resources section below for more info.)
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.
- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law (see applicable state laws).
- Consider getting a court order that tells the stalker to stay away from you.
- Tell a family, friends, roommates, co-workers, Morton College Campus Police Department, and the Office of Student Development about the stalking and seek their support.

Adapted from the National Center for Victims of Crime:

## Keeping Safe when Traveling Around Campus and surrounding areas;

- Try to arrive at and leave social gatherings with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours



- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks like punch bowls
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible
- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are located throughout Morton College campus
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone
- If walking feels unsafe, especially after dark, try to walk with a friend or contact Campus Police to request an escort or utilize the local Taxi Cab Services
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain

What to do if Someone You Know is at Risk of Sexual Assault, Domestic Violence, Dating Violence or Stalking

Morton College is a community and we all have a responsibility to support each other. A "bystander" is someone other than the victim who is present when an act of Sexual Assault, Domestic Violence, Dating Violence or Stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent Sexual Assault, Domestic Violence, Dating Violence or Stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include:

- Not leaving an overly intoxicated person in a bar/party alone
- Calling police when a potentially violent situation is unfolding
- Not leaving an unconscious person alone (alerting Campus Police or a staff member)
- Intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting Morton Campus Police Department. (Or local police department)
- As a bystander or witness to violence at Morton College, the institution wishes to empower men and women to intervene with peers to prevent an assault from occurring.
- As a bystander or witness of a crime, you will be provided support from the institution and referrals to outside agencies should you require it.



• As a bystander or witness, you will suffer no consequences (academically/financially) for speaking out on behalf of a survivor.

If you become aware that a Morton College student is the victim of Sexual Assault, Domestic Violence, Dating Violence or Stalking, contact the Cicero Police Department (911), Morton College Campus Police or the Dean of Student Development and Ombuds Services.

## Appendix E: Resources

Students who report a Sexual Assault, Domestic Violence, Dating Violence or Stalking have numerous options and support services available to them, including medical and psychological services as well as administrative, disciplinary, and legal options.

## On-Campus Resources

## **Morton College Campus Police Department** Room 119 Building C

Available hours Mon-Fri 6-11 p.m., Sat-Sun 24 Hours; please ask to speak to a supervisor or designee on duty (708) 656-8000 ext. 2200 or 2201

#### Counselor

Jennifer Blankenship Behavioral Health Counselor (708) 656-8000 ext. 2297 jennifer.blankenship@morton.edu

#### **Confidential Advisor**

Marlene Soto Room 203 Building C (708) 656-8000 ext. 2316 marlene.soto@morton.edu

## Off-Campus Resources

**Cicero Police Department 911** for emergency calls
non-emergency calls (708) 652-2130

## **Executive Director of Operations**

Frank Marzullo Room 101 Building D (708) 656-8000 ext. 2441 frank.marzullo@morton.edu

# Deputy Title IX Coordinator - Students

Marisol Velazquez Room 212 Building B (708) 656-8000 Ext. 2439 marisol.velazquez@morton.edu

> Sarah's Inn 24 Crisis line (708) 386-4225 sarahsinn.org



## **Chicago Metropolitan Battered Women's Network**

1 E. Wacker Dr., Suite 1630 Chicago, IL 60601 (312) 527-0730 batteredwomensnetwork.org

## YWCA Metropolitan Chicago

Austin Community Satellite (888) 293-2080 4909 W. Division Street Chicago, IL 60651 (773) 287-6057 ywcachicago.org

## Northwestern Memorial Hospital Emergency Department

250 E Erie Street Chicago, IL 60611 (312) 926-5188

## John H. Stroger, Jr. Cook County Hospital

1901 W Harrison St. Chicago, IL (312) 864-6000

#### **Domestic Violence**

555 W Harrison Ave. Chicago, IL 60607 (312) 325-9000

## **Rape Crisis Hotline**

(888) 293-2080

## **Legal Assistance Foundation of Chicago**

(773) 321-7900 lafchicago.org

#### **Pillars Center**

6918 Windsor Avenue Berwyn, IL 60402 (708) PILLARS (708.745.5277) 24 hour Crisis Line (708) 485-5254 pillarscommunity.org

## **Rape Victim Advocates**

180 N. Michigan Ave., suite 600 Chicago, IL 60601 (312) 443-9603 rapevictimadvocates.org

## **Mac Neal Hospital**

3249 S Oak Park Ave. Berwyn, IL 60402 (708) 783-9100 / ER: (708) 783-6000

#### **PILLARS**

Sexual Assault call (708) 482-9600 Substance Abuse (708) 995-3851 Domestic Violence (708) 482-5254

#### The National Domestic Violence

Hotline

(800) 799-7233

## Rape Abuse and Incest National

**Network (RAINN)** (800) 656-HOPE (4673)

## **Attorney General Lisa Madigan**

(312) 814-3000

illinoisattorneygeneral.gov



**Crime Victims Compensation Program** 1500 Maybrook Dr. (708) 865-6080

Poison Control 1750 Congress Parkway (800) 222-1222

## **Suicidal Thoughts and Addiction Recovery Center**

<u>recovery.org/topics/choosing-the-best-inpatient-suicidal-thoughts-and-addiction-recovery-center</u>

#### Orders of Protection

Orders of protection (commonly referred to as restraining orders) are legal orders, put in place by a judge, that restrict or limit the amount of contact a person can have with another person.

Morton College takes all existing orders of protection seriously. If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Police so that they have it on record. This will help Morton College Police in case there is an issue with the offender. To do so, please email Safety Training Officer Cappetta at <a href="mailto:leilani.cappetta@morton.edu">leilani.cappetta@morton.edu</a> or stop into the Campus Police office.

If you are having an issue with a person, Campus Police can help explain the legal process for obtaining an order of protection.

For more information on obtaining an order of protection, please visit WomensLaw.org

## Morton College Education and Prevention Programs

Institutionally, Morton College seeks ways to reduce risk of all crimes on campus. Prevention education programs, referrals and information is available for students and community members on measures utilized by campus police and staff. Morton College employs police officers to patrol the grounds and to respond to all calls for assistance. The campus has "Emergency Buttons" placed across campus in well-lit areas so a student/community member may utilize in the event of an emergency.

Awareness programs are in person sessions or online assessments an individual can participate in to increase their awareness of sexual/domestic violence, support, advocacy and reporting a crime. Morton College will be hosting "Smack's: Erase The Stigma of Domestic Violence" in the month of October for the campus community. Ongoing prevention and awareness campaigns that use a bystander framework to make community members aware of their role as active bystanders in preventing sexual and relationship violence and stalking offer thoughtful and effective methods to change cultural norms and attitudes in communities. The Illinois Coalition Against Sexual Assault and Illinois Coalition Against Domestic Violence both run prevention and



awareness campaigns throughout the district serving Morton College. April is Sexual Assault Awareness Month and October is Domestic Violence Awareness Month. Primary prevention programs, "Approaches/interventions/programs that take place *before* sexual violence has occurred to prevent initial perpetration or victimization".

(CDC: http://www.cdc.gov/violenceprevention/pdf/svprevention-a.pdf)

Morton College also has an annual educational campaign consisting of presentations that include: New Student Orientation, New Employee Orientation, New Faculty Orientation, Communication Program (to include signage, brochures, and email), Campus Police Authorities, Web-based Manager Training, and Campus Police Officer Training.

#### Appendix F

#### CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Bias-related incidents: are defined as behavior which constitutes an expression of hostility against the person or property of another because of the targeted person's age, creed, disability, ethnic or national origin, gender, gender identity, gender expression, marital status, political or social affiliation, race, religion, or sexual orientation.

Even when offenders are not aware of bias or intend to offend, bias may be revealed which is worthy of a response and can serve as an opportunity for education.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivations (morphine, heroin, codeine); marijuana,



synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Ethnic: Common and distinctive culture, religion, language, or the like.

Ethnicity: Identity with or membership in a particular racial, national, or cultural group and observance of that group's customs, beliefs, and language.

Gender: male and female

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and drinking under the influence are not included in this definition.)

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

National Origin: The ancestral race that an individual belongs to, as opposed to their current nationality. People derived from of a variety of ethnic origin types currently inhabit the United States, and which include white, black, American Indian, Asian, Pacific Islander and Eskimo.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of another person or persons by force or threat of force, violence, and/or causing the victim fear.



Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

On-Campus—**Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Non-Campus Building or Property—**Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property—**Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and assessable from the campus.

	On-Campus Property			No	n-Cam	pus Prop	erty	Puk	olic Prop	erty	
	Reported to MCPD	Reported to Non- Police	SUB-TOTAL	Reported to MCPD	Reported to other PD	Reported to Non- Police 3	SUB-TOTAL	Reported to MCPD	Reported to other PD 2	SUB-TOTAL	GRAND TOTAL
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Rape	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Fondling	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Incest	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0



Appendix G: Morton College 2020 Crime Statistics

		Race		Ć	Sende	er	R	eligio	n		Sexuc ientat		E	thnicit	y	D	sabili	ty	TOTAL
LOCATIONS	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2

2020 Hate Crime Statistics

	On-	Campu	s Property	/ N	lon-Car	npus Pro	perty	Put			
	Reported to MCPD	Reported to Non- Police	SUB-TOTAL	Reported to MCPD	Reported to other PD	Reported to Non- Police	SUB-TOTAL	Reported to MCPD	Reported to other PD	SUB-TOTAL	GRAND TOTAL
	1	2		1	2	3		1	2		
Domestic Violence	4	0	4	0	0	0	0	0	0	0	4
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

2020 Violence Against Women Act (VAWA) Offenses

	On-	Campus	Property	, No	n-Cam	pus Prop	erty	Pul	olic Prop	erty	
	Reported to MCPD	Reported to Non- Police 2	SUB-TOTAL	Reported to MCPD	Reported to other PD 2	Reported to Non- Police 3	SUB-TOTAL	Reported to MCPD	Reported to other PD 2	SUB-TOTAL	GRAND TOTAL
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	1	1	1
Aggravated Assault	0	0	0	0	0	0	0	0	1	1	1
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	3	3	3
Arson	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Rape	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses - Fondling	0	0	0	0	0	0	0	0	1	1	1
Non-Forcible Sex Offenses - Incest	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	1	0	1	0	0	0	0	0	0	0	1
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	1	0	1	0	0	0	0	0	0	0	1
Illegal Weapons Possession Violations Referred for Disciplinary Action	1	0	1	0	0	0	0	0	0	0	1
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0



Appendix G: Morton College 2019 Crime Statistics

		Race		c	Sende	er	R	eligio	n		Sexua ientat		E	thnicit	у	Di	sabili	ity	TOTAL
LOCATIONS	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2019 Hate Crime Statistics

	On-	Campu	s Property	/ N	lon-Car	npus Pro	perty	Pul			
	Reported to MCPD	Reported to Non- Police	SUB-TOTAL	Reported to MCPD	Reported to other PD	Reported to Non- Police	SUB-TOTAL	Reported to MCPD	Reported to other PD	SUB-TOTAL	GRAND TOTAL
	1	2		1	2	3		1	2		
Domestic Violence	1	0	1	0	0	0	0	0	3	3	4
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0	0	0

2019 Violence Against Women Act (VAWA) Offenses



### Appendix G: Morton College 2018 Crime Statistics

	On-Campus Property			Non-C	ampus Prop	erty	Pul	olic Propert	:у
OFFENSE	Reported to MCPS	Reported to other CSAs*	TOTAL	Reported to MCPS	Reported to other Police Depts.*	TOTAL	Reported to MCPS	Reported to other CSAs*	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Disturbance	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	3	0	3	0	0	0	0	0	0
Property Damage	0	0	0	0	0	0	0	0	0



Criminal Damage to Property	0	0	0	0	0	0	0	0	0
Criminal Damage to Property (Graffiti)	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	2	0	2	0	0	0
Larceny/Theft	5	0	5	1	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Liquor Law Arrest/Citations	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0
Suspected Harassment	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0



Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0



### Appendix J: Morton College 2018 - 2020 Non-Campus Satellite/Locations Crime Statistics

#### Heritage Middle School 2020 6850 West 31st Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Heritage Middle School 2019 6850 West 31st Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	2	2
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Heritage Middle School 2018 6850 West 31st Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Lincoln Middle School 2020 6432 West 16th Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Lincoln Middle School 2019 6432 West 16th Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	1	1
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Lincoln Middle School 2018 6432 West 16th Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	1	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### St. Mary of Celle 2020 1500 BLK of Wesley Ave Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary			
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### St. Mary of Celle 2019 1500 BLK of Wesley Ave Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary			
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### St. Mary of Celle 2018 1500 BLK of Wesley Ave Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary			
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Freedom Middle School 3016 South Ridgeland Avenue Berwyn, IL



#### Cicero East School 2300 BLK of 49<sup>th</sup> Ave Cicero, IL



#### Cicero Illinois Work Net Center 2100 BLK of 61<sup>ST</sup> Ct Cicero, IL



#### Cicero Public Library 2020 5200 BLK of Cermak Rd Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	1	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	1	1
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Cicero Public Library 2019 5200 BLK of Cermak Rd Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	1
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Cicero Public Library 2018 5200 BLK of Cermak Rd Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	2	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Cicero Community Center 2020 2200 BLK of 49<sup>th</sup> Ave Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	2	2
Larceny/Theft	0	3	3
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	3	3
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	3	3
Weapon Law Violations Referred for Disciplinary Actions	0	1	1
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Cicero Community Center 2019 2200 BLK of 49<sup>th</sup> Ave Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	2	2
Larceny/Theft	0	1	1
Robbery	0	1	1
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	1
Motor Vehicle Theft	0	2	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Cicero Community Center 2018 2200 BLK of 49<sup>th</sup> Ave Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	13	13
Robbery	0	1	1
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	6	6
Liquor Law Violations Referred for Disciplinary Action	0	1	1
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Hawthorne Children's Center 2800 BLK of 49<sup>th</sup> Ave Cicero, IL



#### Lincoln School 3500 BLK 60<sup>th</sup> Ct Cicero, IL



#### Morton East High School 2020 2423 South Austin Blvd Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	2	2
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0		0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Morton East High School 2019 2423 South Austin Blvd Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0 0 0		0
Forcible Sex Offenses			0
Non-Forcible Sex Offenses	0 0		0
Simple Assault	0 1		1
Larceny/Theft	0	1	1
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	2	2
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0 0		0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



#### Morton East High School 2018 2423 South Austin Blvd Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL	
Murder/Non-negligent Manslaughter	0	0	0	
Negligent Manslaughter	0	0	0	
Forcible Sex Offenses	0	0		
Non-Forcible Sex Offenses	0	0	0	
Simple Assault	0	1	1	
Larceny/Theft	0	3	3	
Robbery	0	0	0	
Aggravated Assault	0	0	0	
Arson	0	0	0	
Burglary	0	0	0	
Motor Vehicle Theft	0	2	2	
Intimidation	0	0	0	
Destruction/Damage/Vandalism	0	2	2	
Liquor Law Violations Referred for Disciplinary Action	0	0	0	
Drug Law Violations Referred for Disciplinary Action	0	0	0	
Weapon Law Violations Referred for Disciplinary Actions	0	0	0	
Stalking	0	0	0	
Domestic Violence	0	0	0	
Dating Violence	0	0	0	
Hate Crime	0	0	0	
Gender Identity	0	0	0	
Ethnicity	0	0	0	
National Origin	0	0	0	
Unfounded	0	0	0	



#### Morton Freshman Center 2017 1801 South 55th Avenue Cicero, IL



#### New Life Community Church 3600 BLK of 61<sup>st</sup> Ave Cicero, IL



#### Our Lady of the Mount 2400 BLK of 61<sup>st</sup> Ave Cicero, IL





### Morton College



#### The Campus



### **Building Information 2020**

	Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
	A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
		3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	С	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	Е	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



# Morton College



### The Campus



# **Building Information 2019**

	Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
	A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	В	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	С	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	E	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
	F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



# Morton College



### The Campus



# **Building Information 2018**

Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
В	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
С	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
E	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



### Appendix K: MC Police Domestic Violence Packet

# Illinois Domestic Violence Act Victim Information from the Office of Illinois Attorney General Lisa Madigan

### **Domestic Violence Is a Crime**

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under Illinois law **family or household members** are defined as:

- · family members related by blood or marriage;
- · people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

### **Orders of Protection**

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.)
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.



### To Obtain an Order of Protection, You Can:

- Contact a domestic violence program for help completing the forms
- · Ask your attorney to file in civil court
- Request an order during a criminal prosecution
- Go to your local circuit court clerk's office and obtain papers to seek an order of protection for yourself

### **Law Enforcement Response**

Law enforcement should try to prevent further abuse by:

- Arresting the abuser when appropriate and completing a police report;
- Driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- Accompanying you back to your home to get belongings; and
- Informing you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

### Criminal Prosecutions

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

### If Abuser Contacts You after an Arrest

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime, violation of bail bond.

### Violation of an Order of Protection

You should also call police if the abuser disregards a part of the order of protection, because that *is* another crime, violation of an order of protection.

### Where You Can Get Help and Advice:



National Domestic Violence Hotline: 1-800-799-SAFE (1-800-799-7233) Chicagoland Domestic Violence Help Line: 1-877-863-6338 (Chicago area) Chicago Rape Crisis Hotline: 1-800-293-2080 (Chicago area)

### **Local Domestic Violence Programs:**

Sarah's Inn 24 Hour Hotline: 708-386-4225 & Pillars 24 Hour Hotline: 708-485-5254



### Appendix L: GUIDELINES FOR DOMESTIC VIOLENCE AND ORDERS OF PROTECTION

### **Applicable for the Circuit Court of Cook County**

Domestic violence is a crime. No one should ever be hurt by someone they love. In order to become a survivor of domestic violence you need to get help from the court system, police, and community resources available to you.

This document can answer questions about domestic violence, how to obtain an Order of Protection, and the courthouses near you.

If you have any other questions, please do not hesitate to call Office of the Clerk of the Circuit Court of Cook County at (312) 325-9467, (312) 325-9468, or (312) 325-9500; they are here to help you.

**WHAT IS DOMESTIC VIOLENCE?** Domestic violence is any physical, emotional, or sexual abuse of a household or family member by another.

WHO CAN BE PROTECTED? The IDVA (Illinois Domestic Violence Act) defines household or family members who can be protected as follows: people who are married or formerly married to each other; people who are related, like parents, children, siblings; aunts, uncles, cousins, grandparents, stepchildren, and step parents; people who live together or formerly lived together; people who are dating or formerly dated; people who are engaged or formerly engaged; and people with disabilities.

**WHAT IS AN ORDER OF PROTECTION?** An Order of Protection is a court order signed by a judge. It is designed to protect a petitioner (the person who has been hurt) from the respondent (the person who hurt the petitioner.)

WHERE CAN I GET AN ORDER OF PROTECTION? There are several options.

*Criminal Court:* if the person who has been hurt (the petitioner) signs a criminal complaint against the person who hurt him or her (the respondent). The State's Attorney's Office then prosecutes the respondent and helps the petitioner get an Order of Protection. The petitioner can only keep the Order if she, or he, follows through with the criminal case.

**Civil Court:** If the petitioner chooses NOT to press charges the Order of Protection can be granted by a judge in an independent action. In **Civil Court,** the petitioner can have his or her own attorney or can represent him or herself; this is called pro se.

Child Support Court, Divorce Court, Juvenile Court and Probate Court: A petitioner can also request an Order of Protection in other courts where they are parties to a pending action against the respondent.



The Order of Protection is the same, no matter which court grants it.

**HOW MUCH DOES THE ORDER OF PROTECTION COST?** The Order of Protection is free. There are no fees for filing the Order. The Sheriff's office serves the Order on the respondent without charge.

**HOW DOES THE RESPONDENT LEARN ABOUT THE ORDER OF PROTECTION?** Once a judge grants the Order, it is filed in the Clerk's Office. A copy is sent to the Sheriff's Office and a Sheriff's deputy can then serve a copy of the Order to the respondent (the person who hurt the petitioner).

**CAN A MINOR GET AN ORDER OF PROTECTION?** Anyone who is a protected party under the Illinois Domestic Violence Act is eligible for an Order of Protection. Minors, under the age of 18, (and some people with disabilities) need an adult to ask for the Order on behalf of the petitioner.

**WHAT ARE REMEDIES?** Remedies are actions the respondent must do or stop doing to the petitioner. For instance, the Order could make the respondent stay out of the shared home for a period of time; or stop harassing or abusing the petitioner; or pay costs if the petitioner had to run away to a safe place. There are 18 different remedies. The Order of Protection forms list each of them.

**DO I NEED A LAWYER TO GET AN ORDER OF PROTECTION?** An Assistant State's Attorney is your attorney when you go to Criminal Court. In Civil Court, it is always a good idea to have an attorney in court with you. You may qualify for free legal assistance, depending on how much money you earn. If you need to hire an attorney, call the Chicago or Suburban Bar Associations for a referral. If you do not qualify for free legal assistance, and you cannot afford an attorney, you can act as your own attorney. You must bring the respondent's date of birth, social security number and address with you to complete the forms. The Clerk's Office in each court has the forms you need.

### **Domestic Violence Court for near west suburbs:**

4th District Courthouse

1500 Maybrook Drive Maywood, IL 60153 (708) 865-4937 TDD (708) 865-6056

Serving the residents of Bellwood, Berkeley, Berwyn, Broadview, Brookfield, Cicero, Elmwood Park, Forest Park, Franklin Park, Hillside, La Grange Park, Maywood, Melrose Park, Northlake, North Riverside, Oak Park, River Forest, River Grove, Riverside, Schiller Park, Stone Park, and Westchester.

### **Domestic Violence Court for Chicago Residents**

Both criminal and civil domestic violence cases are heard in this courthouse. 555 West Harrison Chicago, IL 60607-4313 (312)325-9500



If the petitioner presses charges against the respondent, the State's attorney's office assists the person in getting an order of protection. (312) 325-9220

If the petitioner does **not** press charges against the respondent, any attorney or a pro se petitioner can request an order of protection. (Pro se petitioners are individuals who act as their own attorneys.) (312)325-9460 or (312)325-9467



### Appendix M: Information for Assistance with Civil Orders of Protection

### **Who Qualifies for Civil Orders of Protection**

- The petitioner (victim) and the respondent (abuser) need to have either a dating relationship, roommates, have a child together, and/or related by blood or marriage.
- No criminal charges are pending.
- Need the respondent's (abuser's) address and date of birth. (Order of Protection cannot be completed without this information.)

Maybrook Courthouse Advocates are available: Monday through Friday from 8:30 a.m. to 4:00 p.m. The phone number is 708-865-6134 (you can leave a message at this phone number).

The Maybrook Courthouse Advocates do not help with Civil Orders of Protections on Thursdays.

### The Civil Order of Protection Assistance Desk

The Civil Order of Protection Assistance Desk Attorney is to help with general situations involving orders of protection. Please make sure to speak with an Advocate to determine your eligibility. For any questions regarding this program, please call 708-865-6134.

### The Legal Assistance Foundation

The Legal Assistance Foundation is helping with civil orders of protection where there are matter involving:

- Divorce
- Child Support/Paternity
- Child Custody Issues

To qualify, you must meet the following criteria:

- Female
- Reside in the Fourth District Branch
- Income less than 150% of poverty levels

The Legal Assistance Foundation (LAF) is located in the Maybrook Courthouse with in the Advocate's Office, Room #251. The LAF attorney can be reached at 708-345-6327.

The Civil Order of Protection Assistance Desk is a joint project of:

Pillars and Sarah's Inn



24 hour crisis line: 708-485-5254 24 hour crisis line: 708-386-4225

# Appendix N: COURT ADVOCATES' INFORMATION DOMESTIC VIOLENCE PROGRAM

# Morton College Police Department Defendant's Name: \_\_\_\_\_\_\_

Now that you have signed a complaint, you are eligible for an Order of Protection in the Criminal Court. Before you come to get your order, please call the Advocates' Office (708-865-6134) first to make sure the paperwork you signed today will be in the Clerk's Office when you get here.

Unless you are coming to court with an officer to get a warrant for the defendant's arrest, the paperwork you just signed must be in the building to get your Order of Protection. If you are uncertain of when the complaint paperwork is coming to the Maybrook Court Building, ask the Police Officer.

To obtain an **Emergency Order of Protection** any time before your regular court date, please come the Court Advocates Office in Room 251 in the Maybrook Court Building, 1500 Maybrook Drive, Maywood, Illinois, **at 8:30 am or 12:30 pm, Monday through Friday.** You can obtain an Order of Protection at the first court date.

Your court date will be on a Monday, in Courtroom 102. It is not necessary to come in early for an Order of Protection on the regular court date. Because of the nature of the court cases, advocates are available all day in court to provide the following:

- Order of Protection paperwork;
- An overview of what you can expect as your case proceeds in court;
- Information on domestic violence counseling and support groups;
- Referrals to other resources, including legal services;

Court Date and Time:

Emotional support through this difficult process

If you have any questions, call the Advocates' Office at 708-865-6134 between 8:30 am and 4:00 p.m.

Any questions regarding the criminal case should be referred to the State's Attorney's Office at 708-865-6080.

In case of an emergency, contact your local Police Department

For information on local domestic violence programs, call:



Pillars and Sarah's Inn

24 hour crisis line: 708-485-5254 24 hour crisis line: 708-386-4225

# MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

### **PROPOSED ACTION:**

That the Board approve the agreement with Cook County Department of Public Health (CCDPH) to conduct COVID Vaccination clinics on the Morton College campus.

### **RATIONALE:**

In an effort to comply with the IL Governors mandate requiring higher education students and employees to be vaccinated, the college has collaborated with CCDPH to provide vaccinations on campus.

### **COST ANALYSIS:**

The vaccinations will be free of charge to the college community.

**ATTACHEMENTS:** Contract

# SITE USE AGREEMENT BETWEEN THE COOK COUNTY DEPARTMENT OF PUBLIC HEALTH AND THE BOARD OF TRUSTEES OF MORTON COLLEGE

This Site Use Agreement ("Agreement") is made and entered into between the County of Cook, an Illinois body politic and corporate, through its Cook County Health and Hospitals System, doing business as Cook County Health ("CCH"), on behalf of its Cook County Department of Public Health ("CCDPH"), and the Board of Trustees of Morton College ("Entity"), (each a "Party" and collectively the "Parties"), as the owner of the Site(s) stated in Exhibit A.

### RECITALS

WHEREAS, CCDPH, a System Affiliate of CCH, with primary offices located at 7556 Jackson Blvd., Administrative Office, Forest Park, IL 60130, is the local public health department certified by the Illinois Department of Public Health ("IDPH") to serve all of suburban Cook County, Illinois, except those areas served by another IDPH-certified local health department; and

WHEREAS, Entity is public community college organized and operating under the laws of the State of Illinois, with its principal place of business located at 3801 S. Central Avenue, Cicero, IL 60804; and

WHEREAS, Entity owns the building and grounds located at Site(s) listed in Exhibit A; and

WHEREAS, CCDPH wishes to arrange for the use of multiple locations throughout suburban Cook County for possible use in performing Clinical Activities in response to a Public Health Emergency; and

WHEREAS, an effective response to a Public Health Emergency may require the cooperative efforts of many individuals and entities, both governmental and private, including, but not limited to, local public health departments, health providers, local law enforcement, fire departments, municipalities, local government entities, school districts, colleges and universities; and

WHEREAS, Entity agrees to permit CCDPH to use Site for the performance of Clinical Activities as defined herein in response to a Public Health Emergency.

NOW, THEREFORE, in consideration of the foregoing recitals, as well as the mutual agreements hereinafter set forth, the sufficiency and adequacy of which is hereby acknowledged, Entity and CCH/CCDPH hereby agree as follows:

### I. INCORPORATION OF RECITALS

The above recitals are hereby incorporated into and made part of this Agreement.

### II. TERM AND TERMINATION

- A. <u>Term</u>. This Agreement shall be effective upon execution by both Parties and shall expire one (1) year from date of execution. This Agreement shall renew automatically for one (1) year periods for up to four (4) subsequent one (1) year periods.
- **B.** <u>Termination</u>. Any Party wishing to terminate this Agreement shall provide no less than thirty (30) days advance written notice to the other Party.
- C. Immediate Termination. Notwithstanding the Termination provision set forth in section II(B) above, CCDPH may immediately terminate this Agreement in the event: (i) National Guard personnel are recalled from the Site; or (ii) notice from the State of Illinois that it will cease supplying CCDPH with COVID-19 vaccine.

### III. DEFINITIONS

- A. "Clinical Activities" shall mean those public health functions performed at Site by CCDPH in response to or in preparation for a public health related event. Clinical Activities may include, but are not limited to, physical assessments, epidemiological investigations, minor medical treatments, and the dispensing or administration of medications and vaccinations, including medications and vaccinations made available under an Emergency Use Authorization.
- B. "Emergency Use Authorization" shall mean a mechanism to facilitate the availability and use of medical countermeasures, including vaccines, during a declared Public Health Emergency. Under an Emergency Use Authorization, the Food and Drug Administration ("FDA") may allow the use of unapproved medical products, or unapproved uses of approved medical products in an emergency to diagnose, treat, or prevent serious or life-threatening diseases or conditions when certain statutory criteria have been met, including that there are no adequate, approved, and available alternatives.
- C. "Public Health Emergency" shall mean the actual or anticipated threat of harm to the public's health and safety due to the exposure or potential exposure to hazardous biological, chemical, or radiological agent(s) or other emerging public health threat(s). Public Health Emergency shall include, but not limited to, instances in which a disaster has been declared by governmental authorities.
- **D.** "Site" shall mean the physical location, designated in Exhibit A, attached hereto and made a part hereof. Entity agrees to permit CCDPH to use the Site in performing Clinical Activities in response to a Public Health Emergency.

### IV. RESPONSIBILITIES OF CCDPH

- **A.** Responsibility for Clinical Activities. CCDPH shall be responsible for the performance and oversight of all Clinical Activities at the Site.
- **B.** Furniture. Supplies. Medication and Equipment. CCDPH shall provide any furniture, medications, supplies, and equipment necessary to conduct its Clinical Activities at the Site that are not available at the Site.
- C. <u>Safety and Security</u>. If necessary, when utilizing the Site pursuant to this Agreement, CCDPH may arrange for police protection with local law enforcement agencies including, but not limited to, municipal police departments and the Cook County Sheriff's Department. Entity's security, if any, may provide assistance at the discretion of Entity.
- **D.** <u>Use of Site.</u> CCDPH shall use its best efforts to provide as much advance notice as is feasible with regard to its need for the use of the Site. CCDPH acknowledges that the Site may be in use for other purposes and agrees that it shall use its best efforts to minimize disruption of the activities regularly scheduled to occur at the Site. CCDPH further acknowledges and agrees that Entity will not cancel or postpone any athletic events scheduled to take place in its facilities to accommodate the Clinical Activities, and that CCDPH does not have the right to utilize the Site or any of Entity's parking facilities during such scheduled athletic events.
- E. <u>Removal of Medical Waste</u>. CCDPH shall remove from Site all medical waste, including but not limited to hazardous medical waste, generated by the Clinical Activities conducted by CCDPH according to all applicable Federal, state and local requirements.
- F. <u>Site Alterations and Damage</u>. CCDPH shall not make any alterations to Site without the prior written approval of Entity. CCDPH agrees to reimburse Entity for the reasonable cost of repairing any physical damage to the Site caused by CCDPH personnel while performing Clinical Activities.

### V. RESPONSIBILITIES OF ENTITY

- A. <u>Site Designation</u>. Subject to the terms of Section IV.D., above, Entity agrees to allow CCDPH to use that portion of the Site, together with reasonable parking, ingress and egress, in order to conduct Clinical Activities. CCDPH will not use, or permit any use of, the Site by its agents and employees, which is inconsistent with the terms and purposes of this Agreement.
- B. <u>Availability of Site</u>. Subject to the terms of Section IV.D., above, Entity shall make the Site available to CCDPH to the maximum extent reasonably possible in connection with the Clinical Activities.
- C. <u>Personnel Support</u>. Entity shall make Entity personnel available to CCDPH to assist with Clinical Activities at dates and times previously arranged by the Parties. Such support shall only include administrative tasks, such as registration activities and the completion of paperwork/data entry. Entity

personnel shall follow the directions of CCDPH at all times while engaged in such administrative tasks related to the Clinical Activities. CCDPH reserves the right to request any or all Entity personnel provided for support be removed from the Site at any time in CCDPH's sole

discretion. Entity agrees to immediately comply with such requests made by CCDPH.

**D.** Furniture and Equipment. Entity shall allow CCDPH to use the facilities and equipment available at Site in conducting its Clinical Activities including, but not limited to, tables, chairs, communication and office equipment and restrooms.

### VI. LIAISONS

CCDPH and Entity have each identified a primary liaison together with their respective emergency contact information, as set forth on Exhibit B attached hereto. These individuals shall be authorized to act on behalf of the Parties to plan for and facilitate the implementation of this Agreement and to provide and receive information pursuant to this Agreement.

### VII. CONFIDENTIALITY

The Parties shall comply with all applicable laws relating to the confidentiality of any individual health information generated, created or reviewed in connection with the activities set forth in this Agreement, including, but not limited to: the Health Insurance Portability and Accountability Act of 1996, as amended (the "Act"), including the federal privacy regulations (the "Privacy Rule") and security regulations (the "Security Rule") promulgated pursuant to the Act and codified in the Code of Federal Regulations ("C.F.R.") at 45 C.F.R. parts 160 and 164 (collectively, "HIPAA") and the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009, Pub. Law No. 111-5 and its implementing regulations (collectively, "HITECH"). The Parties shall maintain the confidentiality of, and refrain from disclosing, personally identifiable health information except as permitted by law.

### VIII. RESPONSIBILITY FOR OPERATIONS

It is understood and agreed that each Party to this Agreement is responsible for the activities of its employees and agents and for maintaining its own insurance, self-insurance programs, workers' compensation programs or occupational disease benefit programs, with respect to its own activities. It is the intent of the Parties that neither Party to this Agreement shall be liable for any negligent or wrongful act chargeable to the other. This Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one Party against the other or against third parties nor shall it be construed to create or increase liability of either Party beyond that which is otherwise imposed upon it by law or any term of this Agreement.

### IX. INDEMNIFICATION

CCDPH will indemnify, defend and hold harmless Entity, its trustees, directors, officers, employees, agents and other representatives as well as their respective heirs, successors and assigns (individually, an "Entity Indemnified Party" and, collectively, the "Entity Indemnified Parties") from and against any and all losses, liabilities, fines, fees, penalties, costs (including reasonable attorneys' and other professionals' fees and costs of investigation and litigation), expenses, damages, interest, settlement payments, awards and judgments (collectively, "Losses") in connection with any claim, demand, suit, action, or civil, criminal or administrative proceeding ("Indemnification Claim") arising out of or related to: (a) the negligence or willful misconduct of CCDPH or its officers, employees, agents, or subcontractors in the course of furnishing Services or Deliverables or otherwise performing under this Agreement; or (b) any breach of this Agreement by or on behalf of CCDPH or its officers, employees, agents, or subcontractors.

CCDPH, as an entity and on behalf of its employees and agents, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation. The provisions of this Section IX shall survive termination or expiration of this Agreement.

### X. MISCELLANEOUS

The following terms shall also apply with respect to the provisions of this Agreement:

- A. Entire Agreement: Amendment. This Agreement constitutes the entire agreement between the Parties and supersedes any prior written or oral agreements between the Parties regarding the subject matter hereof. This Agreement shall not be amended except by written agreement of the Parties. CCH/CCDPH may enter into amendments to this Agreement, provided that no such amendment may result in the imposition of any payment obligation upon the County, CCH or CCDPH without the approval of the Cook County Board of Commissioners and/or the CCH Board of Directors.
- **B.** Media Relations. Entity shall notify CCDPH regarding any media inquiries or presentations relating to the Clinical Activities. Entity agrees that any communication to the media and/or public regarding this Agreement and the activities to be performed pursuant to this Agreement shall be made by the CCDPH Director of Public Relations.
- C. <u>Marketing: Use of Names</u>. No Party shall utilize the name, logo, image or creative content relating to another Party nor disclose the fact of this engagement to third parties, for purposes unrelated to the performance of this Agreement except as expressly approved in writing by the other Party.
- **D.** No Third-Party Beneficiaries. The terms of this Agreement shall be binding upon and inure to the benefit of the Parties only.
- E. Liability. Neither Party assumes any liability for the acts or omissions of the other under this agreement, including, but not limited to, the acts and omissions of a Party or its officers, employees, subcontractors, volunteers, agents, licensees, or invitees in their performance of professional activities including, but not limited to, the duties as described under this Agreement. Nothing in this section shall limit the immunity from liability available to either or both Parties under the Public Readiness and Emergency Preparedness Act ("PREP Act"), as applicable, for the dispensing and/or administration of medications and vaccinations as countermeasures to diseases, threats and conditions, including those made available under an Emergency Use Authorization.
- F. Relationship of the Parties. CCH/CCDPH and Entity are independent contractors for purposes of this Agreement. Nothing contained in this Agreement nor any act of the Parties is intended to nor shall be construed by any person or entity to create any relationship of partners, joint venture or any other relationship between CCH/CCDPH and Entity other than that of independent contractors.
- **G.** Governing Law. This Agreement shall be governed, interpreted and construed in accordance with the laws of the state of Illinois.
- **H.** Severability. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.
- I. Headings. The headings to the sections of this Agreement are included only for the convenience of the Parties and will not have the effect of defining, diminishing or enlarging the rights of the Parties or affecting the construction or interpretation of any portion of this Agreement.
- J. Nondiscrimination. There shall be no unlawful discrimination or treatment by either Party because of race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, citizenship status, physical or mental disability or any other legally protected classification or group or because of actual or perceived association with such classification or group in the implementation of this Agreement.
- K. <u>Compliance with the Law</u>. In the performance of this Agreement, both Parties and their employees, and agents shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, and orders and all filing, license and permit requirements.
- L. **Drafting of Agreement.** Despite the possibility that one Party or its attorneys have prepared a draft of this Agreement or portions thereof, the Parties agree that none of them shall be deemed the drafter of this Agreement and that, in construing this Agreement in case of any claim that any provision herein may be ambiguous, no such provisions shall be construed in favor of one Party on the ground that such provision was drafted by another Party.
- M. <u>Notices</u>. All notices shall be in writing, sent by certified mail and by confirmed facsimile, return receipt requested, with proper postage pre-paid, and shall be deemed to have been given on the date of the mailing, and shall be addressed as follows:

### To Entity:

Attention: Blanca Jara
Executive Director of Institutional
Advancement/FOIA Officer
Morton College
3801 S. Central Ave.
Cicero, IL 60804
Blanca.jara@morton.edu

### With a copy to:

Michael T. Del Galdo Del Galdo Law Group, LLC 1441 S. Harlem Ave. Berwyn, IL 60402 Fax: 708.222.7001

### To CCDPH:

Kiran Joshi, MD Senior Medical Officer Cook County Department of Public Health 7556 Jackson Blvd., Administrative Office Park Forest, IL 60130 Fax: (708) 633-2030

END OF PAGE SIGNATURE PAGE FOLLOWS IN WITNESS WHEREOF, the Parties agree to the above terms and have caused this Agreement to be signed by their duly authorized representatives:

FOR ENTITY:

Signature:

Name: Stan Fields

Title: President
Entity: Morton College

FOR COOK COUNTY HEALTH/COOK COUNTY DEPARTMENT OF PUBLIC HEALTH:

Signature:

Name: Israel Rocha
Title: Chief Executive Officer
Entity: Cook County Health

Date:

Acknowledged by:

Signature:

Name:

Entity: Cook County Department of Public Health

Title:

# EXHIBIT A:

# DESCRIPTION OF PREMISES WITHIN SITE TO BE USED FOR CLINICAL ACTIVITIES BY CCDPH (To be completed by Entity)

Site #	Site # Site Name	Address (Street number and City Name)	City	State	State Zip Code	Description of portion of Site CCDPH is permitted to use
1.	Morton College	3801 S. Central Ave.	Cicero	1	60804	Building C (including the new wing, students commons, staff lounge, classrooms,
2.						COLLECTIVE TOOLIS, DALIWAY ALIG TOYET
.s						
4						
'n						
9						

### EXHIBIT B:

### LIAISON IDENTIFICATION

# CCDPH Contact on Clinic Dates FOR CCH/CCDPH:

CCDPH Contact	<b>CCDPH Contact on Clinic Dates</b>
Full Name: Nimmi Rajagopal, MD	Full Name: Crystal Winston
Address:	A .1.1
City, State, Zip: Phone: (773) 818-5594 Fax:	Address: City, State, Zip:
Phone: (773) 818-5594	Phone: (312) 953-6249
Fax:	Fax:
Cell:	Celle
Email: nimmi.rajagopal@cookcountyhhs.org	Email: cwinston@cookcountyhhs.org
	ENTITY: on for each Site in Exhibit A)
Site #1:	2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2
Full Name: Blanca Jara	
Entity Name: Morton College	
Address: 3801 S. Central Ave.	
City, State, Zip: Cicero, IL 60804	
Phone: 708.656.8000; ext. 2216	
Fax:	
1 aget	
Cell:	
Email: blanca.jara@Morton.edu	

### **PROPOSED ACTION:**

THAT THE BOARD APPROVE A RENEWAL OF THE EDUCATIONAL AFFILIATION AGREEMENT WITH RIVEREDGE HOSPITAL. THIS IS A CLINICAL SITE FOR MENTAL HEALTH ROTATIONS FOR NURSING STUDENTS.

### **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:** None

**ATTACHMENT: RENEWAL EDUCATION AFFILIATION AGREEMENT** 

### A RESOLUTION APPROVING AND ADOPTING AN EDUCATION AFFILIATION AGREEMENT BETWEEN

### MORTON COMMUNITY COLLEGE DISTRICT 527

### RIVEREDGE HOSPITAL

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

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

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

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

**WHEREAS,** Riveredge Hospital ("Riveredge") may be a unit of local government and public agency of the State of Illinois; and

WHEREAS, the educational program at Morton for Nursing ("Program") has a clinical component; and

**WHEREAS**, each student enrolled in the Program must complete the clinical component in order to graduate from the Program; and

**WHEREAS**, Riveredge is a psychiatric hospital licensed to do business in the State of Illinois, which is able to provide students a clinical setting to satisfy the clinical component of

the Program; and

WHEREAS, Morton desires to enter into the education affiliation agreement with Riveredge to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as <a href="Exhibit A">Exhibit A</a> and is hereinafter referred to as the "Agreement"); and

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

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the "Board") has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as <a href="Exhibit A">Exhibit A</a> to allow its students to do required clinical work with Riveredge.

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

### **Section 1. Incorporation of Preambles.**

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

### Section 2. Purpose.

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

### Section 3. Authorization.

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

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

### Section 4. Headings.

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

### Section 5. Severability.

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

### Section 6. Superseder.

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

### Section 7. Effective Date.

This Resolution shall be effective and in full force September, 2021.
Passed by a vote of ayes and nays at a Regular Meeting of the Board of Trustees held this day of September, 2021.
Chair, Board of Trustees Illinois Community College District No. 527
Attest:
Secretary, Board of Trustees Illinois Community College District No. 527

### **EXHIBIT A**

### **EDUCATION AFFILIATION AGREEMENT**

THIS AGREEMENT is made and entered into this 1 day of September, 2021 ("Effective Date"), by and between Morton Community College ("University") and Riveredge Hospital ("Facility"). (The University and Facility may be hereinafter referred to individually as a "Party" and collectively as the "Parties".)

### **RECITALS**

WHEREAS, the University desires to provide appropriate clinical learning experiences to its students in its clinical programs ("Students");

WHEREAS, the Parties mutually desire to advance Student training and education, and assist in meeting the demand for health care personnel, and to make available better health services to patients in the community; and

WHEREAS, it is deemed advisable and in the best interests of the Parties to establish an affiliation for the purposes of carrying out these objectives.

NOW, THEREFORE, for and in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### **AGREEMENT**

### I. Mutual Responsibilities

- A. <u>Assignment of Students.</u> Students subject to this Agreement are assigned to the Facility by the University for the purpose of developing the Student's clinical competence (knowledge, procedures/skills, clinical problem solving, and professional attitudes and behaviors).
- B. <u>Schedule of Assignments</u>. Prior to the initiation of any program for Students, the University shall provide information to the Facility concerning the number of Students, possible dates of assignment, the names and pertinent information about the Students, and the objectives for Students' clinical education experience. The Facility and University shall jointly plan the schedule of Student assignments to the Facility, including the number of Students, the hours of attendance, and the schedule of activities at the Facility. The Facility shall determine the maximum number of Students accepted by the Facility for assignment to a clinical area.
- C. <u>Designated Representative</u>. The Facility and University shall each appoint a designated representative to coordinate the clinical education experience, and to work with the University's instructors and Students to facilitate a meaningful experience.
- D. <u>Changes in Curriculum, Program and Staff.</u> Each Party shall keep the other informed of changes in curriculum, program and staff which may affect the clinical education experience. Representatives of both Parties shall meet periodically to review the program, and to make such suggestions and changes as needed.

- E. <u>Compliance with Applicable Laws.</u> The Parties shall in the performance of this Agreement comply with all applicable laws, rules, regulations, and policies affecting agreements of this nature.
- F. <u>Nondiscrimination</u>. Each Party agrees that it will not discriminate against any Student in violation of any applicable Federal, State or Municipal laws on the basis of sex, race, religion, national origin, disability or veteran status, or any other protected classification.

### G. Relationships Between Facility, University and Students.

- 1. <u>Independent Entities.</u> This Agreement shall not be construed to create a general partnership, joint venture or any other organizational combination of the Parties, nor shall it authorize either Party to act as an agent for, or bind the other Party in any manner. The Facility and University shall be and remain independent entities with respect to the performance of their respective duties and obligations hereunder. There will be no payment of charges or fees between the University and Facility.
- 2. <u>Students.</u> The Parties acknowledge that the Students of the University are fulfilling specific requirements for their educational or clinical experience as part of a degree program and therefore, the Students of the University are not to be considered employees of either the University or the Facility, regardless of the nature or extent of the acts performed by them, for the purposes of Worker's Compensation, employee pay or benefit programs, or any other purpose. The Facility shall not pay any remuneration or wages to any Student.

### H. Right to Withdraw Student from Program.

- 1. <u>By University.</u> The University may withdraw a Student from the program at any time, upon written notice to the Facility.
- 2. <u>By Facility</u>. The Facility will have the right to take immediate temporary action to correct a situation where a Student's actions endanger patient care or where, in the sole discretion of the Facility the Student's work, conduct, or health is deemed detrimental to patients or others. As soon as possible thereafter, Facility will notify the University of the action taken. All final resolutions of the Student's academic status in such situations will be made solely by the University after reviewing the matter and considering whatever factual information the Facility provides for the University; however, the Facility reserves the right to terminate the use of its facilities by a particular Student where necessary to maintain its operation free of disruption and to ensure quality of patient care.
- I. <u>Inspection of Records.</u> In accordance with the Social Security Act and Regulations thereunder, or as otherwise provided by law, the University, Facility, third party payors, Secretary of Health and Human Services, and Comptroller General, and their authorized representatives, shall have access to all data and records relating to the nature and extent of costs and services provided under this Agreement for a period of four (4) years after the furnishing of such services, or for such other period of time as may be required by law. When any of the requirements of this Agreement are provided by subcontract with

a value of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period, or when otherwise required by law, the right to access to all books and records pertaining to the services shall be included in each subcontract.

### **II.** University Responsibilities

- A. The University will provide the names and information pertaining to relevant education and training for all Students enrolled in the clinical education program within a reasonable time before the beginning date of the clinical education program. The University is responsible for supplying any additional information required by the Facility, as set forth in this Agreement, prior to the arrival of Students. The University will notify the Facility in writing of any change or proposed change in a Student's status.
- B. The University will assign only those Students who have satisfactorily completed those portions of the University curriculum that are prerequisite to program participation.
- C. The University shall advise each affiliating Student of the need to obtain criminal background and child abuse clearance checks prior to assignment to the Facility, and will provide verification of those checks to the Facility.
- D. <u>Liability Insurance</u>. The University shall, at all times during the term of this Agreement, maintain the following insurance coverage for its Students *OR* require each Student participating in the clinical learning experience to maintain and provide evidence of the following insurance coverage:
  - 1. Professional liability insurance coverage, with a minimum of One Million Dollars (\$1,000,000.00) per claim or occurrence, and a minimum of Three Million Dollars (\$3,000,000.00) in the annual aggregate, applying to professional acts and services as defined and required by this Agreement; and

If the University personnel will be on-site at the Facility's premises, then the University shall at all times during the term of this Agreement, maintain the following insurance coverage for itself and its employees and agents:

- 1. Professional liability insurance coverage, with a minimum of One Million Dollars (\$1,000,000.00) per claim or occurrence, and a minimum of Three Million Dollars (\$3,000,000.00) in the annual aggregate, applying to professional acts and services as defined and required by this Agreement;
- 2. Commercial general liability insurance coverage, naming the Facility as additional insured, with a minimum of One Million Dollars (\$1,000,000.00) each occurrence, and One Million Dollars (\$1,000,000.00) in the annual aggregate, applying to bodily injury, property damage, and liability assumed under any contract. General liability insurance coverage may be satisfied by a combination of primary and excess or umbrella coverage;

- 3. Workers' Compensation and employer's liability for the University's legal and statutory obligations, as required by the laws of the jurisdiction in which the services are performed, and the University shall waive its right of subrogation; and
- 4. Auto Liability insurance coverage.

In the event that such insurance is purchased on a "claims-made" basis, upon termination of this Agreement, the University shall either purchase extended reporting period endorsement ("tail") insurance coverage or continue the claims made policy for services rendered during the term of this Agreement in an amount equal to and otherwise upon the same terms identified herein.

The University or Student shall provide the Facility with Certificates of Insurance, evidencing the insurance coverages listed above, ten (10) days prior to the start of this Agreement and thereafter upon renewal or replacement of each coverage. The required insurance shall not contain any exclusions or endorsements, which are not acceptable to the Facility. The Facility shall have the right to terminate this Agreement upon written notice to the University for any breach of this section.

Failure of the Facility to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Facility to identify a deficiency from evidence that is provided shall not be construed as a waiver of the University's obligation to maintain such insurance.

### E. Representations and Warranties.

- 1. The University represents that each its personnel performing the services under this Agreement (1) has been educated and trained consistent with applicable regulatory requirements and the Facility's policies; (2) is appropriately licensed, certified or registered, as applicable, to provide the services as contemplated herein; and (3) has appropriate knowledge, experience and competence as are appropriate for his or her assigned responsibilities as required by the Facility. If the University's personnel will be on site at the Facility's premises, then the University additionally represents that it evaluates each Student's performance, and that each of its personnel performing services under this Agreement has: (1) been oriented to the Facility's policies and procedures; (2) verified the person's health status as required by his or her duties in providing the services under the Agreement and as required by all applicable laws and regulations (collectively, "Law"), and advised each Student that they must provide proof of immunizations directly to the Facility; (3) performed criminal background checks and/or pre-employment verification of convictions for abuse or neglect when required by Law; and (4) evaluated and reviewed each person's references, when applicable. The University shall provide the Facility with evidence of compliance with this paragraph upon request.
- 2. The University also represents and warrants to the Facility that neither the University, nor any person providing services on behalf of the University, is a "Sanctioned Provider", meaning that neither the University nor such representatives is: (i) currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs, including but not limited to Medicare, Medicaid or TRICARE, as defined in 42 USC § 1320a-7b(f) (the "Federal health care programs"); (ii) convicted of a criminal offense related to the provision of health care items or services and has not yet been excluded, debarred, or otherwise declared ineligible to

participate in the Federal health care programs; and (iii) under investigation or otherwise aware of any circumstances which may result in the University or any person providing services on behalf of the University under this Agreement being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term and the University shall immediately notify the Facility of any change in the status of the representation and warranty set forth in this Section. Any breach in this representation shall be cause for the Facility to terminate this Agreement immediately.

- 3. The University further represents and warrants that no physician who is or may be a referral source to the Facility (as said term is defined at 42 U.S.C. section 1395x(r)), nor any "immediate family member" of such physician owns or holds any "ownership or investment interest" in the University. For purposes of the preceding sentence, the term "immediate family member" shall have the meaning described in 42 C.F.R. section 411.351, and the term "ownership or investment interest" shall have the meaning described in 42 U.S.C. section 1395nn(a)(2).
- F. <u>Confidentiality of Patient Information</u> (<u>HIPAA Requirements</u>). The University shall ensure that its Students, faculty members, and staff members agree to protect to the fullest extent required by law the confidentiality of any patient information generated or received by them in connection with their clinical experience, including those laws and regulations governing the use and disclosure of individually identifiable health information under Federal law, specifically 45 CFR parts 160 and 164.
  - 1. The University shall require each Student, faculty member, and staff member who participates in the clinical program to sign a patient confidentiality agreement which the Facility will provide.
  - 2. The University further specifically acknowledges that in receiving, storing, processing, or otherwise handling any records of the Facility's patients, the University, its Students, faculty members, and staff may be bound by Federal laws governing addictive disease patients, including 42 C.F.R. Part 2.
  - 3. The University agrees that, if necessary, it will resist in judicial proceedings any efforts to obtain access to patient records except as permitted by law.
  - 4. The University's obligation to maintain the confidentiality of the Facility's patient information shall survive termination of this Agreement.
  - 5. Solely for the purpose of defining the Student's role in relation to the use and disclosure of the Facility's protected health information, such Students are defined as members of the Facility's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, such Students are not and shall not be considered to be employees of the Facility. The University will notify each Student of his or her status and responsibilities pursuant to this Agreement.
- G. <u>Confidentiality of Facility Information</u>. The University understands and agrees that in connection with this Agreement, the University and its Students may acquire competitively sensitive information which

is neither known to nor ascertainable by persons not engaged with the Facility, and which may cause the Facility to suffer competitively or economically if such information becomes known to persons outside of the Facility. Such information may be in the form of trade secrets, or in the form of confidential information. Confidential information shall include, but not be limited to the Facility's business and business development plans, patient or supplier lists. Consequently, except as provided in this paragraph or otherwise required by law, the University agrees not to directly or indirectly use or disclose to any individual or entity any confidential Facility information at any time. If required by the University's duties under this Agreement and with the consent of the Facility, the University may disclose information relating to the operations of the Facility to members of the medical staff, state licensing agencies and the Joint Commission. The University will not disclose information relating to the operations of the Facility to third-party reimbursement agencies (whether public or private) unless disclosure is required by this Agreement, applicable statutes or regulations, or the terms of applicable agreements for reimbursement.

The foregoing restrictions on use and disclosure of confidential information do not apply to information that is: (i) required to be disclosed by law, regulation, or court or governmental order; (ii) publically known or becomes publicly known other than as a result of a violation of this Section II G; (iii) known by a Party prior to receipt of the information from the other Party as clearly evidenced by such Party's books and records; (iv) lawfully received by a Party from a Party not under a non-disclosure obligation with respect to such information; or (v) that is independently developed by a Party without reliance on the confidential information received as clearly evidenced by such Party's books and records.

- H. <u>Publications</u>. The University will prohibit the publication by its Students, faculty or staff members of any material relative to educational experience that has not been reviewed by the Facility, in order to assure that infringement of patient's rights to privacy is avoided. Any article written by a Student must clearly reflect that neither the University nor the Facility endorses the article, even where a review has been made prior to publication.
- I. <u>Health Requirements.</u> The University shall advise each affiliating Student that they must receive and provide evidence of having received any immunizations and testing, or provide any records regarding relevant health conditions that may be required by the Facility. The University and the affiliating Student shall, to the extent of their respective knowledge, inform the Facility of any special health problems or requirements any assigned Student may have. The University and/or potentially exposed Student/faculty shall be responsible for further recommended testing or follow up. Each affiliating Student is further required to obtain and continue personal Health Insurance, at his/her own expense throughout the term of his/her participation in the Program.
- J. <u>Facility Policies, Rules, and Regulations.</u> The University shall ensure that all affiliating Students and faculty members shall be familiar with and comply with the Facility's applicable rules, regulations, and policies. The University will specifically cover with each Student his or her responsibility to:
  - 1. Observe and respect all patient's rights, confidences, and dignity;
  - 2. Dress in appropriate attire for the clinical experience as established by the Facility, including name tags, if required: and

- 3. Acknowledge that the Facility will not be responsible for providing Students with health care, worker's compensation, or other benefits. In the event of an emergency, the Facility agrees to provide Students with first aid emergency care, which expense shall be that of Students, not the Facility.
- K. <u>Indemnification</u>. The University shall indemnify and hold the Facility harmless from and against any and all claims, liabilities, causes of action, losses, costs, damages and expenses (including reasonable attorneys' fees) incurred by the Facility as a result of any breach of this Agreement or any negligent acts or omissions of the University, its employees or agents.
- L. <u>Business Associate Agreement</u>. The University shall not have access to the Facility patients' PHI and, in the event this occurs, the University shall execute the Facility's standard Business Associate Agreement.

### III. Facility Responsibilities

- A. <u>Patient Care.</u> The Facility shall retain responsibility for patient care and Students shall not be used to replace Facility employees providing care.
- B. <u>Premises and Equipment.</u> The Facility will make available to Students basic supplies and equipment necessary for care of patients or clients and the clinical education program. Within the limitation of facilities, the Facility will make available office, library and conference space for Students, if applicable.
- C. <u>Staff Supervision</u>. The Facility shall provide staff supervision, in conjunction with the faculty from the University, for the Students in the program.
- D. <u>Orientation</u>. The Facility shall provide Students with training or appropriate written orientation materials to assist Students in the clinical educational experience at the Facility.
- E. <u>Student/Faculty Evaluation</u>. The Facility will evaluate the performance of affiliating Students on a regular basis using the evaluation form supplied by the University.
- F. <u>Emergency Services</u>. On any day when a Student is participating in the clinical education program at its facilities, the Facility will provide to such Student necessary emergency health care or first aid for accidents occurring in its facilities. The Student will be responsible for the costs of all care.
- G. <u>Indemnification</u>. The Facility shall indemnify and hold the University harmless from and against any and all claims, liabilities, causes of action, losses, costs, damages and expenses (including reasonable attorneys' fees) incurred by the University as a result of any breach of this Agreement or any negligent acts or omissions of the Facility, its employees or agents.

### IV. Terms of Agreement

- A. This Agreement shall commence upon full execution of the Parties and shall remain effective for a term of three (3) years. Provided, however, that either Party may terminate this contract upon thirty (30) days written notice at any time and for any reason.
- B. It is understood and agreed that the Parties to this agreement may revise or modify this Agreement by written amendment when both Parties agree to such amendment.
- C. In the event of termination before any participating Student(s) has completed the then-current term, such Student(s) shall be permitted to complete the then-current term subject to the applicable terms of this Agreement.

### V. Miscellaneous

- A. <u>Severability</u>. The invalidity of any provision of this Agreement shall not affect the validity of any other provision.
- B. <u>Construction</u>. The Parties acknowledge that each Party hereto has contributed to the drafting of this Agreement and that the rule of construction that an instrument shall be construed against the drafting Party shall have no application to this Agreement.
- C. <u>Notice</u>. All notices, demands, requests, or other communications required to be given or sent by the University or Facility, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

### 1. To the University

Morton Community College Attention: Dr. Lydia Falbo, DNP, RN, Dean of Health Science 3801 South Central Avenue Cicero, IL 60804

### With a copy to:

Michael Del Galdo, Esq. Del Galdo Law Group, LLC 1441 S. Harlem Avenue Berwyn, IL 60402

### 2. To the Facility:

Riveredge Hospital Attention: Administration Department 8311 West Roosevelt Road Forest Park, IL 60130

D. <u>Assignment.</u> This Agreement or any obligations thereunder shall not be subcontracted or assigned except to an affiliate or purchaser of the Facility.

- E. <u>Governing Law.</u> This Agreement shall be construed in accordance with the laws of the state in which the Facility is located.
- F. <u>Entire Agreement/Merger</u>. This Agreement sets forth the entire agreement between the Parties and supersedes all prior or contemporaneous agreements or understandings (whether oral or written), if any, between the Parties with respect to the subject matter of this Agreement.
- G. <u>Amendment</u>. No amendment to the Agreement shall be valid unless reduced to writing, signed by an authorized representative of each Party.
- H. <u>Captions</u>. All heading or captions used in this Agreement are for ease of reference and will not alter or affect the meaning of any provision of this Agreement.
- I. <u>Counterparts.</u> This Agreement may be executed in counterparts, each of which will be deemed original, but all of which together shall constitute one and the same agreement. Scanned, photocopied and facsimile signatures shall be deemed original signatures.
- J. No Right of Third Parties. Nothing in this Agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any persons other than the Parties to it and their respective successors, legal representatives, nor is anything in this Agreement intended to relieve or discharge the obligations or liability of any third persons to any Party to this Agreement, nor shall any provisions give any third person any right of subrogation or action over or against any Party to this Agreement. Students described herein are specifically defined as and considered as third parties to this Agreement.
- K. <u>Waiver</u>. Neither the waiver by any of the Parties hereto of a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the Parties, on one or more occasion, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder.

### L. Arbitration.

- 1. Agreement to Arbitrate. Any controversy or claim arising out of or relating to this Agreement, or the breach, termination or validity thereof, shall be determined by arbitration in the County and State in which the Facility is located, in accordance with the provisions of this Paragraph and the arbitration rules of the American Arbitration Association ("AAA") in effect on the Effective Date of this Agreement by a single arbitrator who is selected as provided in Paragraph 2 below. The arbitrator shall base the award on this Agreement and applicable law and judicial precedent. The arbitration shall be governed by the substantive and procedural laws of the State in which the Facility is located, applicable to contracts made and to be performed therein. The decision of the Arbitrator shall be binding upon the Parties and enforceable in the courts of the State in which Facility is located. Each Party shall equally bear the costs of Arbitration.
- 2. Selection of Arbitrator. The arbitrator shall be mutually selected by the Parties hereto and in the event the Parties cannot agree on an arbitrator, then the arbitrator will be selected in accordance with the rules of the AAA in effect on the Effective Date of this Agreement.

- 3. Authority of Arbitrator. The arbitrator shall have the exclusive authority to decide the scope of issues to be arbitrated. Any challenge to the arbitrability of any issue related in any way to the matters or claims in dispute between the Parties shall be determined solely by the arbitrator. Also, any challenge to the validity of this arbitration provision or any subpart thereof shall be determined and decided exclusively by the arbitrator.
- 4. Discovery; Arbitration Hearing. Notwithstanding any AAA discovery rules to the contrary, discovery shall be limited to: (1) the production, by all Parties to the arbitration, to the other Parties thereto of all documents and electronic or computer records relevant or pertaining to any of the matters at issue; and (2) allow each Party to the arbitration to take a maximum of five depositions, none of which may last more than four hours (exclusive of breaks and adjournments). These limits may be relaxed only upon the express agreement of each of the Parties to the arbitration and the arbitrator. Notwithstanding any AAA rule to the contrary, the Parties hereby agree that once the evidentiary hearing commences, it shall continue day-to-day until completed, with the exception of Saturdays, Sundays and legal holidays. Otherwise, the evidentiary hearing can only be adjourned by agreement of all of the Parties and of the arbitrator for a period of time agreed upon by all of them.

IN WITNESS WHEREOF, the Parties hereunto set their hands, the day and year first above written.

FACILITY	UNIVERSITY
ByChief Executive Officer	By NAME/TITLE
Date:	Date:

#### **PROPOSED ACTION:**

THAT THE BOARD APPROVE A RENEWAL OF THE EDUCATIONAL AFFILIATION AGREEMENT WITH RUSH UNIVERSITY MEDICAL CENTER. THIS IS A CLINICAL SITE FOR CLINICAL ROTATIONS FOR NURSING STUDENTS.

#### **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:** None

**ATTACHMENT:** EDUCATION AFFILIATION AGREEMENT

#### A RESOLUTION APPROVING AND ADOPTING AN AFFILIATION AGREEMENT BETWEEN

#### MORTON COMMUNITY COLLEGE DISTRICT 527 AND

#### RUSH UNIVERSITY MEDICAL CENTER

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

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

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

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

**WHEREAS,** Rush University Medical Center ("Rush") may be a unit of local government and public agency of the State of Illinois; and

WHEREAS, the educational program at Morton for Nursing ("Program") has a clinical component; and

WHEREAS, each student enrolled in the Program must complete the clinical component in order to graduate from the Program; and

**WHEREAS**, Rush operates a medical center licensed in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into the affiliation agreement with Rush to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as <a href="Exhibit A">Exhibit A</a> and is hereinafter referred to as the "Agreement"); and

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

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the "Board") has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as <a href="Exhibit A">Exhibit A</a> to allow its students to do required clinical work with Rush.

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

#### **Section 1. Incorporation of Preambles.**

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

#### Section 2. Purpose.

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

#### Section 3. Authorization.

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

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

#### Section 4. Headings.

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

#### Section 5. Severability.

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

#### Section 6. Superseder.

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

#### **Section 7. Effective Date.**

This Resolution shall be effective and in full force September \_\_\_\_\_, 2021.

Passed by a vote of ayes and nays at a Re day of September 2021.	egular Meeting of the Board of Trustees held this
Chair, Board of Trustees Illinois Community College District No. 527	
Attest:	
Secretary, Board of Trustees Illinois Community College District No. 527	

#### **EXHIBIT A**



# AFFILIATION AGREEMENT BETWEEN RUSH UNIVERSITY MEDICAL CENTER AND MORTON COMMUNITY COLLEGE

THIS AGREEMENT (the "Agreement") is entered into this 1st day of August 2021 by and between <u>Rush University Medical Center</u> ("the Facility") and <u>Morton Community College</u> ("the School"). (The parties are hereinafter sometimes referred to individually as a "Party" and collectively as the "Parties".)

**WHEREAS**, the School desires to utilize the various Facility sites listed in the attached <u>Exhibit A</u> that may be available for the purpose of providing practical learning and clinical experiences (see attached <u>Exhibit B</u> for a list of programs and attached <u>Exhibit C</u> for program-specific requirements) in connection with students of the School.

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

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

#### A. SCHOOL RESPONSIBILITIES:

- 1. **Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
- 2. **Student professional liability insurance.** Unless otherwise specified in Exhibit C, the School shall maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate covering the acts of such student while participating in the program. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.
- 3. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular

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

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

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

#### **B. FACILITY RESPONSIBILITIES:**

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the

students as intended by the terms of this Agreement and conforming to customary Facility procedures.

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

- 10. **Facility Insurance.** Facility shall maintain general and professional liability insurance with minimum coverage levels of \$1,000,000 per occurrence and \$3,000,000 annual aggregate and provide evidence of such insurance upon request.
- 11. **Exclusion.** The Facility shall immediately notify the School in the event that the Facility becomes an excluded individual from any government health care program.

#### C. OTHER RESPONSIBILITIES:

- 1. Compliance with patient privacy laws. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA) and any subsequent amendments thereto. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information and as a condition of participation, sign a Student Declaration of Responsibilities and Confidentiality (in the form of the attached Exhibit D). The Parties will notify one another if there are known breaches of this confidentiality.
- 2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
- 3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
- 4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

#### 5. Removal of students.

- (a) The School has the right to remove a student from a clinical education program. The School shall notify the Facility of such removal in writing.
- (b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or

operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

#### **D. TERM OF AGREEMENT:**

The term of this Agreement shall be for five (5) years, to commence on <u>August 1</u>, <u>2021</u> and terminate on <u>July 31, 2026</u>. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination or expiration of this Agreement shall be allowed to complete such assignment under the terms and conditions set forth herein.

#### E. ADDITIONAL TERMS:

- 1. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 2. **Additional insurance coverage**. Any additional applicable insurance coverage requirements shall be set out by the Parties in <u>Exhibit C</u> to this agreement.
- 3. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.
- 4. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
- 5. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
- 6. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
- 7. **Non-Discrimination**. The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended

from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, ancestry, military status, unfavorable discharge from military service, sexual orientation, marital status, order of protection status, or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

- 8. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
- 9. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the Party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either Party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the School:

Morton Community College 3801 S. Central Ave. Cicero, IL 60804 (P) 708.656.8000, ext. 2265 lauren.caruso@morton.edu

With a Copy to:

School's Legal Counsel at:

Del Galdo Law Group, LLC. 1441 S. Harlem Ave. Berwyn, IL 60402 (P)708.222.7000 (F)708.222.7001

If to Rush University Medical Center:

Rush University Medical Center 600 S. Paulina Street, Suite 1080 Chicago, IL 60612

Attention:

Facsimile: (312) 942-3043 Telephone: (312) 942-7117

#### With a Copy to:

Facility's Legal Counsel at:

Rush University Medical Center

Rush Legal

1700 W. Van Buren Street, Suite TB 301

Chicago, IL 60612

Attention: General Counsel

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

- 10. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
- 11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
- 12. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
- 13. **Agreement binding on Parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
- 14. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.
- 15. **Compliance with applicable laws.** The Parties agree that the performance of work under this Agreement it will comply with all applicable federal, state, provincial, and local laws and ordinances and all lawful orders, rules and regulations there under.
- 16. <u>Indemnification.</u> Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination, expiration or cancellation of this Agreement.

[Remainder of Page Intentionally Left Blank]

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

For and on behalf of:	
Morton Community College School's Name	RUSH UNIVERSITY MEDICAL CENTER Facility Name
	<u>Ourny</u>
School's Signature	School Signature
Printed Name:	Printed Name: Christine Kennedy
Title:	Title: Dean
Date:	Date: 8/25/2021

### EXHIBIT A Facility Names and Addresses

Rush University Medical Center Department of Diagnostic Services 1620 West Harrison St Chicago, IL 60672

#### EXHIBIT B

Program(s)

**Certified Nurse Assistant** 

#### **EXHIBIT C**

#### PROGRAM SPECIFIC REQUIREMENTS

Facility:		
Facility requires:	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)		П
2. Proof of comprehensive health insurance (paragraph A.2)		
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card		
b. Hepatitis vaccination		
c. OSHA compliance for prevention of transmission of blood borne pathogens and TB		
d. Other		
4. Criminal background check (paragraph A.5)  If yes, type of check		
5. Drug screen (paragraph A.5)  If yes, type of screening		
6. Acceptance of faith-based provision addendum (if included)	П	П
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)		
8. Additional insurance coverage (paragraph E.2)  If yes, type of insurance and coverage required		
9. Other		
School requires:		
1. Copy of relevant Facility policies (paragraph B.8)		
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)		
3. Other:		



#### EXHIBIT D

#### Student Declaration of Responsibilities and Confidentiality

I,	am a student enrolled in the	Program at
	_, ("School") and will participate in clinical	rotations at Rush University
Medical Center (the, '	Facility").	

I acknowledge and agree to the following:

#### **Responsibilities:**

- 1. Hold all Facility's information provided to me during participation as confidential.
- 2. Be solely responsible for my own expenses including any expenses associated with medical care received for any injuries or illnesses sustained by me as a direct or indirect result of my participation in the clinical rotations at the Facility.
- 3. Complete training regarding patient confidentiality and the standard rules and regulations for maintaining and safeguarding patient confidentiality, including training on the Health Insurance Portability and Accountability Act ("HIPAA") prior to participating at the Facility.
- 4. Complete a criminal background check and consent to sharing the results with the Facility.
- 5. Maintain professional liability insurance policy of \$1,000,000 per occurrence with a \$3,000,000 aggregate and a comprehensive health insurance policy.
- 6. Provide proof of immunizations.
- 7. Obtain prior written approval before publishing any material relative to my clinical rotations at the Facility.
- 8. Comply with all Facility's policies, procedures and regulations.

#### **Confidentiality:**

I may learn and have access to information relating to Facility, including, but not limited to, information pertaining to Facility's finances, patients, real estate, data on rental rates, assets, manner of operation, intellectual property, and other business and market information that is confidential and proprietary in nature (hereinafter referred to as "Confidential Information")

- 1. I will not disclose Confidential Information to any unauthorized individual or entity.
- 2. I will not review or copy Confidential Information (paper, microfiche/film, computer, or other media) for which I have no authorization. I understand that release of patient information of any kind is dictated by policy. Authorization to review/copy medical

records must be pursuant to law and by written consent from a patient or authority.

- 3. I will not remove Confidential Information from the Facility except as authorized. This includes information that may identify the patient, physician, treatment or diagnostic facility.
- 4. I will not discuss in any manner, with any unauthorized person, information that would lead to identification of individuals described in confidential files or data. I will ensure confidentiality by using appropriate conduct and discretion when discussing confidential issues, and by discussing issues in discrete and appropriate locations.
- 5. I understand that as part of my participation in clinical rotations at the Facility, I may be required to use computer systems to perform my job duties. If this is required, I understand that the assigned user ID and password will be a unique code that identifies me on the computer system. All online entries may reference my identity. I will be responsible for all such entries.
- 6. I will maintain the confidentiality of passwords by not revealing my password to others or attempting to discover other user passwords. If at any time, I believe that the confidentiality of any password is compromised, I will arrange to have the password changed, and will contact the relevant Facility persons.
- 7. I understand that computer resources are to be used for business purposes only.
- 8. I will observe all rules and regulations involving unauthorized access and/or unauthorized disclosure of confidential records or data.

Acknowledgement: I have read this statement and had the opportunity to discuss its provisions. I agree to comply with this agreement as part of the terms of my participation at Facility. I understand that failure to comply with this Agreement may lead to corrective action, up to and including termination of my participation at Facility. I have received a copy of this Agreement.

Date:		
	Student Signature	
	Printed Name of Student	

#### **PROPOSED ACTION:**

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND SELECT REHABILITATION, LLC.

#### **RATIONALE:**

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

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

#### **COST ANALYSIS:**

\$0.00

#### **ATTACHMENT:**

Affiliation Agreement Resolution

## A RESOLUTION APPROVING AND ADOPTING AN AFFILIATION AGREEMENT BETWEEN

#### MORTON COMMUNITY COLLEGE DISTRICT 527 AND

#### SELECT REHABILITATION, LLC.

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

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

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

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

**WHEREAS,** Select Rehabilitation, LLC. ("Select") may be a unit of local government and public agency of the State of Illinois; and

WHEREAS, the educational program at Morton for Physical Therapist Assistant ("Program") has a clinical component; and

WHEREAS, each student enrolled in the Program must complete the clinical component in order to graduate from the Program; and

**WHEREAS**, Select is able to provide Morton students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Select desires to enter into the affiliation agreement with Morton to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as <a href="Exhibit A">Exhibit A</a> and is hereinafter referred to as the "Agreement"); and

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

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the "Board") has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as <u>Exhibit A</u> to allow Morton students to do required clinical work at Select.

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

#### **Section 1. Incorporation of Preambles.**

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

#### Section 2. Purpose.

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

#### Section 3. Authorization.

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

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

#### Section 4. Headings.

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

#### Section 5. Severability.

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

#### Section 6. Superseder.

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

#### **Section 7. Effective Date.**

This Resolution shall be effective and in full force September \_\_\_\_\_, 2021.

Passed by a vote of ayes and nays at a Re day of September, 2021.	egular Meeting of the Board of Trustees held this
Chair, Board of Trustees Illinois Community College District No. 527	
Attest:  Secretary, Board of Trustees Illinois Community College District No. 527	

#### **EXHIBIT A**

#### **AFFILIATION AGREEMENT**

This Affiliation Agreement ("Agreement") is entered into this 15th day of September, 2021 ("Effective Date"), by and between Select Rehabilitation, LLC. ("Select Rehabilitation") and Morton College ("School"). (For convenience, Select Rehabilitation and the School shall hereinafter sometime be referred to individually as a "Party" and collectively as the "Parties".)

#### **RECITALS**

**WHEREAS**, Select Rehabilitation is engaged in the business of providing comprehensive physical, occupational, and speech therapy services with qualified licensed professionals in a variety of geriatric clinical settings; and

**WHEREAS**, School desires that certain of its students enrolled in all its health-related programs and who have satisfactorily completed the relevant prerequisites of the School's education program (individually and collectively referred to as "Student" or "Students", respectively) be afforded the opportunity to have practical learning and clinical experiences at Select Rehabilitation ("Program"); and

**WHEREAS**, Select Rehabilitation recognizes the need for, and desire to aid in, the educational development of ancillary health professionals in keeping with its mission of enriching the region with trained healthcare professionals.

**NOW, THEREFORE**, for and in consideration of the mutual covenants contained herein, the Parties agree as follows:

#### I. School's Duties and Responsibilities

- 1. School shall be responsible for planning and determining the adequacy of the educational experience of Students in theoretical training, basic skills, professional ethics, attitude and behavior, and will screen and certify the eligibility of its Students and assign to Select Rehabilitation only those Students who have satisfactorily completed the prerequisites of the School's education program. School is responsible to determine the amount of academic credit, grading system and criteria to earn credits and grades upon completion.
- 2. School shall procure or require the Student to procure and maintain, at its or the Student's sole cost and expense, general and professional liability insurance covering the acts and/or omissions of its Students participating in the Program, or otherwise require its Students to carry and maintain, at their sole cost and expense, professional liability insurance in the minimum amount of \$1,000,000 for each occurrence and \$3,000,000 aggregate covering all acts and activities undertaken pursuant to this Agreement, as a condition of participation in the

Program. Evidence of insurance shall be furnished to Select Rehabilitation prior to the Student's commencement in the Program and as otherwise requested by Select Rehabilitation.

- 3. School shall designate a member of its faculty to coordinate the Program ("School Coordinator") with a designated member(s) of Select Rehabilitation.
- 4. School shall provide Select Rehabilitation with the names and other pertinent information about each Student to be assigned to Select Rehabilitation at least two (2) weeks before the beginning date of the Student's assignment with Select Rehabilitation and as mutually agreed establish the daily/hourly onsite commitment.
- 5. School shall cause to be provided to Select Rehabilitation all Student health reports required by Select Rehabilitation prior to the Student's commencement of the Program.
- 6. To the extent required by federal law, the Parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. Section 132d ("HIPAA") and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions (all of which are collectively referred to herein as the "HIPAA Requirements"). The Parties agree not to use or further disclose any Protected Health Information or Individually Identifiable Health Information, other than as permitted by the HIPAA Requirements and the terms of this Agreement.
- 7. School shall advise Students that they are responsible for: (i) complying with the School's policies, procedures, standards and practices; (ii) complying with Select Rehabilitation's policies, procedures, standards and practices, including strict confidentiality with respect to Select Rehabilitation's financial, marketing and technical information; (iii) bearing their own cost of transportation, parking, meals, lodging and miscellaneous expenses related to their participation in the Program; (iv) reporting for Program activities on time; (v) maintaining their own health records and providing their own health insurance coverage; (vi) maintaining the confidentiality of patient and client records and information; and (vii) meeting Select Rehabilitation's health screening requirements prior to beginning the Program and providing Select Rehabilitation with proof that such health screening requirements have been met.
- 8. School shall certify that Students shall have the appropriate educational background and skills consistent with the advertised internship requirements for participation. School shall withdraw and terminate a Student's placement with Select Rehabilitation upon Select Rehabilitation's request if Select Rehabilitation determines, in its sole discretion, that: (i) the Student fails to comply with any of Select Rehabilitation's policies, procedures, standards and practices; (ii) Select Rehabilitation becomes dissatisfied with the Student's performance; or (iii) the Student will not be able to successfully complete the Program.
- 9. School hereby represents and warrants that School is not and at no time has been excluded from participation in any federally funded health care programs, including Medicare and Medicaid. This representation includes the faculty, employees and students of

School who will participate in the Program pursuant to this Agreement. School hereby agrees to immediately notify Select Rehabilitation if it or any of its participating faculty, employees or Students are threatened with exclusion or are excluded from any federally funded health care program, including Medicare and Medicaid. In the event that School or any of its participating faculty, employees or Students are excluded from participation in any federally funded health care program during the term of this Agreement, or if at any time after the Effective Date of the Agreement it is determined that School is in breach of this requirement, Select Rehabilitation, at its sole option, may terminate the Agreement as of the effective date of such exclusion or breach.

- 10. School understands and agrees that School's personnel, faculty and Students are not eligible for coverage under any of Select Rehabilitation's benefit plans or programs of whatever kind or nature, including without limitation, Select Rehabilitation's workers' compensation insurance and unemployment compensation insurance. School shall provide workers' compensation and unemployment compensation coverage as required by applicable law. Neither School nor Select Rehabilitation shall compensate Students for their activities during their participation in the Program.
- 11. Neither Party may assign any of its rights or obligations under this Agreement without the prior written consent of the other Party.
- 12. Only those Students who meet the academic and other qualifications for the Program shall be eligible for a rotation with the clinical facility. The School shall ensure that all Students assigned have obtained all appropriate immunizations as may be required by the clinical facility. The School shall ensure that each student assigned to a rotation hereunder: (i) complies with the Rules, policies, procedures and requirements of the Clinical Facility; (ii) maintains a current acceptable physical examination report and immunization record; (iii) maintains a current 2-step tuberculosis (TB) skin test documenting a negative test for TB; (iv) maintains a current Hepatitis B immunization record or a signed waiver, if permitted by the Clinical Facility. The University acknowledges and agrees that the Clinical Facility may require copies of all immunization records and other health related information prior to accepting any student for a rotation under this Agreement and may require that such students undergo an appropriate criminal background check.

#### II. Select Rehabilitation's Duties and Responsibilities

- 1. Select Rehabilitation shall have sole authority and control over all aspects of Select Rehabilitation's business, including client care and services.
- 2. Select Rehabilitation shall designate a member or members of its staff to be coordinator of this Program and function as clinical supervisor with whom the School's Program Coordinator is to communicate for the conduct of this Program, which may include the development of objectives, methods of instruction and other details of the clinical education.

- 3. Select Rehabilitation shall make available to Students an environment conducive to the learning process which conforms to Select Rehabilitation's customary procedures.
- 4. Select Rehabilitation shall be responsible for the Student's supervision when receiving clinical education from Select Rehabilitation under the Program.
- 5. Select Rehabilitation may, at any time, exclude from participation any Student if Select Rehabilitation determines, in its sole discretion, that: (i) the Student fails to comply with any of Select Rehabilitation's policies, procedures, standards and practices; (ii) the Student fails to comply with Select Rehabilitation's proper channels of communication; (iii) the Student's performance is not satisfactory; or (iv) the Student will not be able to successfully complete the Program.
- 6. Select Rehabilitation will provide School with information particular to Student's clinical assignment, including Select Rehabilitation's policies and procedures.
- 7. Select Rehabilitation shall have the sole authority to determine the number of Students per semester for participation in the Program, as well as the location, clinical areas and clients, patients and other particulars specific to the Student's assignment in the Program.

#### **III.** Term and Termination

- 1. This Agreement shall be effective for a term of one (1) year and supercedes any and all prior agreements between the Parties related to clinical affiliation. Thereafter, this Agreement shall automatically renew for additional one (1) year terms unless either Party gives the other written notice of termination prior to the expiration of the initial term or any successive terms, as the case may be.
- 2. Notwithstanding anything contained herein to the contrary, this Agreement may be terminated by either Party for any reason upon thirty (30) calendar days written notice to the non-terminating Party.

#### **IV.** General Provisions

- 1. Each Party agrees not to use the name of the other or any of the other's affiliates in any promotional or advertising material, unless prior written approval of the intended use is obtained by that Party.
- 2. School and Select Rehabilitation shall be considered "independent entities" with respect to each other. None of the provisions of this Agreement are intended to create nor shall be deemed or construed to create any relationship between School and Select Rehabilitation other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. School and Select Rehabilitation and any of their respective agents or employees shall not be construed to be the agent, employee, joint employee or employer, or representative of the other. Neither School nor Select Rehabilitation

shall have any express or implied rights or authority to assume or create any obligations or responsibility on behalf of or in the name of the other, nor waive or limit any defenses as to liability to each other for death or damage to property or persons, except as may otherwise expressly be set forth in this Agreement.

- 3. The Parties agree that each Party is and shall be solely responsible for any claim or damage resulting from that Party's own negligence, acts, or omissions.
- 4. Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive expiration, cancellation or termination of this Agreement.
- 5. This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
- 6. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the Party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either Party may request, in the case of School, by notifying Select Rehabilitation, and in the case of Select Rehabilitation, by notifying School:

If to School:

Office of the President Morton College 3801 S. Central Avenue Cicero, IL 60804-4398 (F) 708.656.0719

#### and to:

Morton College PTA Program 3801 S. Central Avenue Cicero, IL 60804-4398 Attn: Dr. Alison Gehrke, PT, DPT (F) 708.656.8031 With a copy to: School Legal Counsel Del Galdo Law Group, LLC. 1441 S. Harlem Avenue Berwyn, IL 60402 (F) 708.222.7001

If to Select Rehabilitation:

Select Rehabilitation, LLC
Attention: Erin Guziec, Human Resources
2600 Compass Rd
Glenview, IL 60026
Phone 847-787-3430 ext. 504

Fax: 847-441-0734

campusrelations@selectrehab.com

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

- 7. The Parties agree that in the performance of this Agreement, there will be no discrimination against any employee, student or person, on account of race, color, religion, sex, sexual orientation, ancestry, age, national origin, handicap or any other status protected by law.
- 8. This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
- 9. This Agreement shall be interpreted, construed and enforced pursuant to and in accordance with the laws of the State of Illinois, regardless of choice of law principles.
- 10. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.

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

#### [REMAINDER OF PAGE LEFT INTENTIOANLLY BLANK]

#### **Select Rehabilitation, LLC**

By: Peter Janssen
Title: VP of Human Resources
Date: 9/15/21
Morton College:
By:
Title:
Date:
Physical Therapist Assistant Program:
By:
Title:
Date:

#### DONATION AGREEMENT

THIS DONATION AGREEMENT (the "Agreement") is made and entered into this 25th day of August 2021, by and between Morton Community College, Illinois Community College District No. 527 ("Morton College" or "Donor") and St. Rita of Cascia High School ("St. Rita"). (For convenience, Donor and St. Rita may be referred to each as a "Party" and collectively as the "Parties".)

WHEREAS, Donor owns twenty (20) microscopes identified in Exhibit A, attached hereto and incorporated herein by reference (the "Equipment"); and

WHEREAS, the Donor desires to donate and convey ownership of the Equipment to St. Rita; and

WHEREAS, St. Rita desires to accept ownership of the Equipment as a donation from the Donor; and

**NOW, THEREFORE,** in consideration of the foregoing premises, the mutual covenants and promises herein contained, the sufficiency of which is acknowledged to be adequate, Donor and St. Rita agree as follows:

- 1. Recitals. The recitals stated above are an integral part of this Agreement and are incorporated into this Agreement by reference and made a part hereof.
- 2. Donor Responsibilities. Donor agrees to convey possession of the Equipment to St. Rita. Donor will deliver the Equipment to St. Rita at a mutually convenient date and time.
- 3. St. Rita Responsibilities. St. Rita shall accept the donation of the Equipment from Donor in "as-is" condition. The Parties acknowledge and agree that Donor has made no representations as to the condition of the Equipment and has made no agreements or promises to replace, repair, alter or improve the Equipment. St. Rita shall provide the Donor with a letter of acknowledgment for the donation, if requested by Donor.
- 4. Intent. The Parties to the Agreement agree that Donor's conveyance of the Equipment to St. Rita shall constitute Donor's binding obligation and shall be enforceable at law and equity including, without limitation, against Donor and Donor's successors and assigns. Donor acknowledges that St. Rita is relying, and shall continue to rely, on Donor's conveyance of the Equipment being fully satisfied forth herein.

#### 5. Representations and Warranties.

a. Donor represents that it is conveying the Equipment and St. Rita is accepting Donor's conveyance of the Equipment in the Equipment's existing condition without any representation or warranty of any kind or nature. Donor makes no warranties, express or implied, in connection with the Equipment, and all other warranties, including

without limitation any implied warranty of merchantability or fitness for a particular purpose, are expressly and specifically disclaimed.

- b. Donor represents that any and all required consent and approval from any applicable third party for this donation has been obtained prior to execution of this Agreement. The Parties each warrant that the execution and performance of this Agreement will not violate any agreements to which Donor or St. Rita is a party or any federal, state or local laws, rules or regulations.
- c. The Parties' representations, warranties, and covenants in this section shall be true and complete as of the date of the Agreement's execution and shall survive the termination of the conveyance of the Equipment contemplated by this Agreement.
- 6. Notices. All notices permitted or required hereunder must be in writing and shall be effected by (i) personal delivery, (ii) first class mail, registered or certified, postage fully prepaid, or (iii) reputable same-day or overnight delivery service that provides a receipt showing delivery date and time. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton Community College

3801 S. Central Ave. Cicero, Illinois 60804

Attn: Dr. Stanley Fields, President

With a copy to:

Del Galdo Law Group, LLC

1441 S. Harlem Avenue Berwyn, IL 60402

Facsimile: (708) 222-7001

If to St. Rita:

St. Rita of Cascia High School

7740 S. Western Ave. Chicago, IL 60620 Attn: James Juchcinski jjuchcinski@stritahs.com

- 7. Relationship. This Agreement shall not be deemed or construed to evidence or create an employment, joint venture, partnership or other agency relationship between the Parties hereto.
- 8. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois, without regard to any conflict of laws provision. All disputes arising out of the Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.

- 9. Binding Effect. This Agreement, and the terms, provisions, promises, covenants and conditions herein, shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.
- 10. Authority to Sign. The Parties hereby represent that the persons executing this Agreement on their behalf have full authority to do so and to bind the Parties to perform pursuant to the terms and conditions of this Agreement.
- 11. Entire Agreement; Modification. This Agreement shall constitute the sole and entire understanding and agreement 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 authorized representatives of each Party.
- 12. Severability. If any provision of this Agreement or any application thereof is held invalid, illegal or unenforceable, the remaining provisions of this Agreement and any other application of such provision shall remain unimpaired and shall continue in full force and effect.
- 13. 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 shall have the same effect as an original signature.

IN WITNESS WHEREOF, the Parties this 2574 day of AUGUST	have caused this Agreement to be executed as of, 2021, by the proper persons, as set forth below.
MORTON COMMUNITY COLLEGE	ST. RITA OF CASCIA HIGH SCHOOL
Printed Name	TIM JUCHCENSKI Printed Name
Signature	Signature Signature
Title	STREETOR OF INSTITUTIONS ASNAMISMONT
Date	$\frac{8/25/2}{\text{Date}}$

#### EXHIBIT A

#### The Equipment

<b>A</b> , ]	The Equipment consists	of twenty (20) Zeiss Parf	ocal binocular microscopes.
--------------	------------------------	---------------------------	-----------------------------

# **PROPOSED ACTION:**

THAT THE BOARD APPROVE WALGREENS AFFILIATION AGREEMENT FOR FLU VACCINATION FOR HEALTH SCIENCE DEPARTMENT

**RATIONALE:** The flu vaccination is a requirement for our Health Science students to attend clinical.

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

## **COST ANALYSIS:**

\$ 0.00

## **ATTACHMENT:**

**AFFILIATION AGREEMENT** 

# Walgreens

#### IMMUNIZATION SERVICE AGREEMENT

This **IMMUNIZATION SERVICE AGREEMENT** ("**Agreement**") by and between the party indicated below ("**Client**"), and Walgreen Co., on behalf of itself and its subsidiaries and affiliates ("**Walgreens**") is made and entered into on the date last signed by an authorized representative of both the Client and Walgreens (the "**Effective Date**"). Walgreens and Client may be individually referred to as a "**Party**" or collectively as the "**Parties.**"

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Walgreens, hereby agree Walgreens will provide the immunizations indicated in Attachment A, attached hereto and incorporated herein, consisting of dispensing and administering of such immunizations ("Immunizations") to a participant population agreed to by the parties ("Participants") at mutually agreed upon location(s).

# ATTACHMENT A ARTICLE 1

1.1 In accordance with the Agreement, for each Immunization administered whether through a Voucher or at an Off-Site Clinic(s), Walgreens will be entitled to reimbursement at the rates set forth in Table 1, below. Client acknowledges that the fees and rates set forth in the Agreement are Walgreens' Confidential Information and Client agrees not to disclose this information to any third-party other than as minimally necessary under the terms of this Agreement. Unless otherwise indicated below, the rates listed in Table 1 are inclusive of the cost of vaccine, dispensing fee, administration fee and any applicable taxes imposed in connection with Immunizations

#### Table 1

ImmunizationPaymentRate N/AInfluenza - Standard InjectableSubmit Claims to InsuranceQuadrivalent

# ARTICLE II OFF-SITE CLINIC MINIMUMS

2.1 Client guarantees that the average minimum of Immunizations set forth in Table 2 will be administered to Participants at each of Client's Off-Site Clinic locations per contract year ("Site Minimum"). If the Site Minimum is not achieved for the contract year (determined by taking the total number of Immunizations administered at all Off-Site Clinics divided by the number of Off-Site Clinics locations in such contract year ("Site Average")), at Walgreens' discretion, Walgreens will invoice Client a fee for the difference between the Site Minimum and Site Average multiplied by the number of Off-Site Clinics. The sum of which will be multiplied by the lowest reimbursement rate set forth in Table 1 in Attachment A and Client shall pay such amount within 30 days of being invoiced by Walgreens. Fees related to this paragraph will be billed directly to Client and will not be used by either Party for billing to Third Party Payors.

## Table 2

Site Minimum 25

Clinic Location: A

Location:

3800 S CENTRAL AVE **Date:** 09/20/2021 CICERO, IL 60804 **Time:** 9:00 am - 1:0

**Contact:** NANCY JEFFRIES **Phone:** (708) 656-8000

Time: 9:00 am - 1:00 pm

Email: Nancy.jeffries@morton.edu

Immunization **Payment** Influenza - Standard Injectable Quadrivalent Submit Claims to Insurance 25

For questions regarding this agreement please contact:

Name: Monica Price

Email: rxm.09347@store.walgreens.com

Phone: (708) 385-0218

IN WITNESS WHEREOF, Client and Walgreens have executed this Agreement.

**Business Name:** WALGREEN CO.

Name: Name: Monica Price eSig: Monica Price eSig:

Title: Title: Pharmacy Operations Manager

Date: 08/31/2021 Date:

Send Legal Notice To Walgreens At:

Send Legal Notice To Client At Walgreen Co.

104 Wilmot Road, MS 1446

Deerfield, IL 60015

Attn: Managed Markets Legal (flu/covid-combo)

Send Via Email To:

HealthLawLegalNotices@walgreens.com

# WALGREENS COMMUNITY OFF-SITE CLINIC AGREEMENT TERMS AND CONDITIONS

#### I. WALGREENS' RESPONSIBILITIES

- 1.1 Immunizations. Subject to the limitations or restrictions imposed by federal and state contracts, laws, and regulations, and the availability of the appropriate Immunization, Walgreens will administer the Immunizations to Participants either directly or through an authorized provider. With respect to such Immunizations, the Parties will comply with the procedures set forth herein. When required by state law, Walgreens will require Participants to provide a valid prescription from their physician or allow the health care professional to contact their physician to obtain a valid prescription; however, for certain specific Immunizations, Walgreens may be responsible for obtaining standing orders from physicians. Participants will be required to complete a Walgreens' vaccine administration record and consent form before receiving an Immunization.
- 1.2 <u>Professional Judgment</u>. Walgreens may withhold administration of Immunizations to a Participant for good cause, including but not limited to, Client's or Participant's (where applicable) failure to pay for Immunization, requests by Participant for services inconsistent with the legal and regulatory requirements; or where, in the professional judgment of the health care professional, the services should not be rendered.
- 1.3 Provision of Healthcare Professional. If the Parties agree in writing that Walgreens will administer Immunizations at locations outside of Walgreens' store locations ("Off-Site Clinics"). Walgreens will provide Client with appropriate number of qualified health care professionals and technicians to provide such immunizations at the Off-Site Clinic locations based upon and in reliance on Client's good-faith estimates of Participant volume. Any requests for additional personnel will be subject to mutual agreement by the Parties and may require additional agreed-upon fees to be paid by Client to Walgreens in accordance with this Agreement.

#### II. CLIENT'S RESPONSIBILITIES

- 2.1 <u>Vouchers</u>. If the Parties agree in writing that Walgreens will administer Immunizations upon receipt of a Walgreens' approved voucher issued to Participants by Client ("**Vouchers**"), Client will provide Participants with a Voucher, which Participants may redeem at a participating Walgreens store location. Once the voucher is approved by both Parties it may not be modified. Client may not rescind, retract, reduce or deny payment owed to Walgreens for claims where Immunizations were provided to its Participants, even if Client no longer considers the individual presenting the Voucher to be a Participant.
- 2.2 Off-Site Clinic Locations. If the Parties agree in writing, that Walgreens will administer Immunizations at Off-Site Clinics, Client will provide Participants with notice of the dates, times and locations for such Off-Site Clinics. For all Off-Site Clinics, Client will provide a private. clean room location, tables and chairs for Walgreens' personnel and Participants. Where applicable, Client agrees to assist Walgreens in the collection of Participants' Third Party Payors (defined below) eligibility information and any additional reasonably requested information, in order to help expedite the delivery of Immunizations.
- 2.3 Eligible Participants. The Parties acknowledge specific populations may have been designated by the applicable Federal, State, or local authorities ("Jurisdiction") to be eligible for Immunizations. Client represents Participants receiving Immunizations under this Agreement are eligible to receive Immunizations on based the applicable Jurisdiction's requirements and at no time will Client allow a Participant to receive Immunizations under this Agreement until eligible under the applicable Jurisdiction's criteria. The Parties agree that when providing Immunizations, Walgreens will act in good faith reliance as it relates to Client's determination of Participants' eligibility in each Jurisdiction.

#### III. PAYMENT AND BILLING

3.1 Payment. For Immunizations (listed in 4.2 Effect of Termination, Termination will have Attachment A), Walgreens will invoice Client for said immunizations (including any applicable fees as listed in Attachment A) and Client agrees to reimburse Walgreens within thirty (30) days from receipt of the applicable monthly invoice at the remittance address located on the invoice. However, in the event the Parties agree in writing and where: (i) Participant provides evidence of coverage under third-party insurance or a government funded program (e.g., Medicare) ("Third Party Payor") prior to the provision of Immunizations; and (ii) Walgreens is contracted with that Third Party Payor, Walgreens, unless otherwise stated herein will submit the claim for Immunizations to that Participant's Third Party any copayment, coinsurance. deductible owed by the Participant will be collected at the time of service or billed at a later date. If evidence of coverage under a Third Party Payor is not provided at the time of service or a claim for reimbursement is denied by a Third Party Payor, the Parties agree that Walgreens may seek reimbursement from the Client.

3.2 Late Payment. All sums owed by Client to Walgreens will bear interest of 1.5% per month from the date payment is due until paid; however, in no event will such interest rate be greater than the rate permitted by law. Client shall be solely responsible for any and all costs incurred by Walgreens in seeking collection of any delinquent amounts owed by Client. Walgreens may invoice Client for interest and costs due under this Section on a monthly basis and payment will be due within thirty (30) days from receipt.

#### IV. TERM AND TERMINATION

4.1 Term and Termination. This Agreement will become effective on the Effective Date and shall continue in full force and effect for an initial term of one (1) year. Upon expiration of the initial term, this Agreement will automatically renew for successive one (1) year terms at the then current Walgreens rates in effect for Immunizations, which will be made available upon request. Either Party may terminate this Agreement at any time without cause by giving at least thirty (30) days' prior written notice to the other Party.

no effect upon the rights or obligations of the Parties arising out of any transactions occurring prior to the effective date of such termination.

4.3 Waiver. No waiver by either Party with respect to any breach or default of any right or remedy and no course of dealing may be deemed to constitute a continuous waiver of any other breach or default or of any other right or remedy unless such waiver is expressed in writing by the Party to be bound,

#### V. INSURANCE AND INDEMNIFICATION

5.1 Insurance. Each Party will self-insure or maintain at its sole expense, and in amounts consistent with industry standards, insurance for general and professional liability and such other insurance as may be necessary to insure the Party, its employees, and agents against any claim or claims for damages arising out of or in connection with its duties and obligations under this Agreement. Upon request from Walgreens, Client will provide a memorandum of insurance or certificate of insurance. Walgreens' insurance information available www.walgreens.com/insurance.

5.2 Indemnification. To the extent permitted by law, each Party will indemnify, defend, and hold harmless the other Party, including its employees and agents, from and against any and all thirdparty claims or liabilities arising from the negligence or wrongful act of the indemnifying Party, its employees, or agents in carrying out its duties and obligations under the terms of this Agreement. **EXCEPT** FOR ANY **EXPRESS** WARRANTIES SET FORTH IN THIS AGREEMENT, THE PARTIES HEREBY DISCLAIM ANY IMPLIED **WARRANTIES** OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, In no event shall either Party be liable to the other Party for any indirect, special, or consequential damages or lost profits, arising out of or related to performance of this Agreement or a breach of this Agreement, even if advised of the possibility of such damages or lost profits. This Section will survive the termination of this Agreement. Notwithstanding the foregoing, the Parties agree that Walgreens is not liable for activities covered by the Public Readiness and Emergency

Preparedness (PREP) Act, and the foregoing obligations of indemnity shall not apply to Walgreens for any claims or liabilities arising out of activities covered by the PREP Act or any other applicable laws related to vaccines and/or health care providers. This Section will survive the termination of this Agreement.

#### **VI. GENERAL TERMS**

Business Confidentiality. The **Parties** acknowledge that certain proprietary and/or technical and business information may be disclosed between the Parties ("Confidential Information"). Accordingly, each Party will maintain the confidentiality of all such Confidential Information, including, without limitation, implementing those precautions such Party employs with respect to its own proprietary and Confidential Information and disclosing Confidential Information only to those employees who have a need to know in order to effectuate the purpose(s) of this Agreement and to maintain compliance with applicable laws. In no event will either Party use the other Party's Confidential Information to benefit itself or others, except as otherwise not prohibited under this Agreement. Confidential Information shall not include information: (i) generally known to the public or the industry without breach of this Agreement; (ii) independently developed by the receiving Party; (iii) known to or in the possession of the receiving Party prior to the disclosure pursuant to this Agreement; (iv) disclosed to the receiving Party by a third party without the confidentiality obligations set forth herein; or (v) required to be disclosed by any court or government agency; provided however, to the extent allowed by law, the receiving Party shall provide written notice of such planned disclosure to the disclosing Party allowing reasonable time for the disclosing Party to raise any objections to such disclosure. This Section will survive the termination of this Agreement.

6.2 <u>Confidentiality of Protected Health Information</u>. Both Parties warrant that they will maintain and protect the confidentiality of all individually identifiable health information specifically relating to Participants in accordance with the Health Insurance Portability and Accountability Act of 1996 and all applicable

federal and state laws and regulations. However, nothing herein will limit either Party's use of any de-identified Participant information. This Section will survive the termination of this Agreement.

6.3 <u>Advertising</u>. Neither Party may advertise or use any trademarks, service marks, or symbols of the other Party without first receiving the written consent of the Party owning the mark and/or symbol with the following exceptions: Client may use the name and the addresses of Walgreens' locations in materials to inform Participants that Walgreens provides Immunizations. Any other reference to Walgreens in any Client materials must be pre-approved, in writing, by Walgreens.

6.4 Force Majeure. The performance by either Party hereunder will be excused to the extent of circumstances beyond such Party's reasonable control, such as flood, tornado, earthquake, or other natural disaster, epidemic, pandemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the Parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances.

6.5 <u>Compliance</u>. The Parties will comply with all applicable laws, rules, and regulations for each territory in which Immunizations are provided under this Agreement. Each Party will cooperate with reasonable requests by the other Party for information that is needed for its compliance with applicable laws, rules, and/or regulations.

6.6 Assignment. Neither Party may assign this Agreement to a third-party without the prior written consent of the other Party, except that either Party will have the right to assign this Agreement to any direct or indirect parent, subsidiary or affiliated company or to a successor company without such consent. Any permitted assignee will assume all obligations of its assignor under this Agreement. No assignment will relieve any Party of responsibility for the performance of any obligations which have already occurred. This Agreement will inure to the benefit of and be binding upon each Party, its respective successors and permitted assignees.

6.7 <u>Notices</u>. All notices provided for herein must be in writing, sent by U.S. certified mail, return receipt requested, postage prepaid, or by

overnight delivery service providing proof of representations relating receipt to the address set forth following the this Agreement not exp signature blocks. Notices will be deemed referred to or incorporately delivered upon receipt or upon refusal to accept are of no force or effect. delivery.

6.8 Entire Agreement and Pricing Updates. This Agreement, which includes any and attachments, exhibits, riders, and documents referenced herein, constitutes the entire and full agreement between the Parties relating to the subject matter herein and supersedes any previous contract, for which the signatories are authorized to sign for, and except as otherwise permitted hereunder, no changes, amendments, or alterations will be effective unless reduced to a writing signed by a representative of each Party. Any agreements, documents, understandings, or

representations relating to the subject matter of this Agreement not expressly set forth herein or referred to or incorporated herein by reference are of no force or effect

6.9 Counterparts. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, provided that each Party has received the other Party's executed instruments. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file (or similar format however designated), such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

© 2021 Walgreen Co. All rights reserved.

**PROPOSED ACTION:** That the board approve Heartland Business Systems for telephone maintenance for fiscal year 2022, for an amount not to exceed \$40,000.

**RATIONALE:** To have a technician to service the college phones as needed when issues arise.

**COST ANALYSIS:** \$40,000.00

# **ATTACHMENT:**

# **PROPOSED ACTION:**

Board approval for Women's Basketball out of state travel to Lawrence, Kansas October 15, 2021 through October 17, 2021.

# **RATIONALE:**

As required by the National Junior College Athletic Association (NJCAA) to allow our girls to compete against the players and teams in the Country. This trip also allows the girls exposure they need to be recruited by Division 1, 2, 3 and NAIA Schools after completing 2 years of Education at Morton College.

# **COST ANALYSIS:**

Hotel Rooms: \$1,800.00 Meals: \$1,000.00

# **ATTACHMENT:**

Jason Nichols Athletic Director, Head Women's Basketball Coach Tess Alderman & Kevin McManaman Women's Basketball Assistant Coaches

# **PROPOSED ACTION:**

Board approval for Women's Basketball out of state travel to Arizona November 10, 2021 through November 14, 2021.

# **RATIONALE:**

As required by the National Junior College Athletic Association (NJCAA) to allow our girls to compete against the players and teams in the Country. This trip also allows the girls exposure they need to be recruited by Division 1, 2, 3 and NAIA Schools after completing 2 years of Education at Morton College.

# **COST ANALYSIS:**

Hotel Rooms: No Cost (\$2,500.00 stipend received from Eastern Arizona College)

Airline Flights: \$5,000.00 Vehicle Rentals: \$1,000.00 Meals: \$2,000.00

# **ATTACHMENT:**

Jason Nichols Athletic Director, Head Women's Basketball Coach Tess Alderman & Kevin McManaman Women's Basketball Assistant Coaches



# MORTON COLLEGE BOARD POLICY

## Illinois Community College District No. 527

**TITLE:** Duties of the Board of Trustees **NO.** 1.1.1

**SECTION:** Board of Trustees **PAGE:** 1 of 2

It shall be the duty of the Board, in matters of:

#### A. Students

- 1. To adopt policy for admission of students which does not conflict with law.
- To adopt policy for the authorization of applications to the State Board for new units of instruction.

#### B. Personnel

- 1. To make appointments and fix the salaries of a chief administrative officer, who shall be the executive officer of the Board, other administrative personnel, and all full-time faculty.
- 2. To act upon the dismissal of a full time contractual employee on the recommendation of the President.
- 3. To employ such temporary part-time faculty and all classified personnel as are needed, establishing policies governing employment and dismissal, as well as fixing the amount of their compensation.
- 4. To appoint the treasurer who is to receive the taxes of the district and to notify the County Treasurer in writing accordingly. See Board Policy No. 1.5.6.
- 5. To appoint a licensed public accountant to conduct an audit at the end of the fiscal year. See Board Policy No. 1.5.9.
- 6. To appoint legal counsel. See Board Policy No. 1.5.10.

#### C. Policyand Administration

1. To adopt and enforce all necessary policies for the management and governance of the community college.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; November 28, 2018

**DATES REVISED:** April 24, 1986; February 22, 1996; October 25, 2001; March 26, 2014; October 17, 2018

**DATE LAST REVIEWED:** November 2013; October 17, 2018



# MORTON COLLEGE BOARD POLICY

## Illinois Community College District No. 527

TITLE: Duties of the Board of Trustees NO. 1.1.1

**SECTION:** Board of Trustees **PAGE:** 2 of 2

1. To provide administrative services for all elections, including those for Trustees in accordance with the law.

#### D. Business and Finance

- 1. To adopt policy which will substantiate all claims for state aid and the maintenance of such records in accordance with the law.
- 2. To adopt policy for the revenues necessary to maintain a community college.
- 3. To adopt policy for securing adequate insurance as provided by law.
- 4. To authorize payment of all bids and orders properly documented; establish such revolving funds as are necessary; and provide policy governing the collection of funds in the name of the college.
- 5. To adopt policy for the publication of an annual financial statement in accordance with the regulations of the State Board.
- 6. To adopt policy for the letting of all contracts for supplies, materials, or work in excess of \$25,000 in compliance with the law.
- 7. To engage in joint purchases with other governmental units as appropriate.

#### E. Other

- 1. To engage in Board-related developmental activities on a periodic basis.
- 2. To serve as final Court of Appeal for all students and staff of the college.
- 3. To perform all such other acts as required by state and federal law, rules and regulations of the State Boards and other duly authorized agencies.

4. To comply with the required annual filing deadline of the Statements of Economic Interests and other requirements of the Illinois Governmental Ethics Act.

The Clerk of the Board Shall Monitor and Report Compliance to the Board Chair and President of the College

5. To meet the Illinois Public Act 99-692 requirements for Professional Development Leadership training.

The Clerk of the Board Shall Monitor and Report Compliance to the Board Chair and President of the College



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**DATES REVISED:** April 24, 1986; February 22, 1996; October 25, 2001; March 26, 2014; October 17, 2018

**DATE LAST REVIEWED:** November 2013; October 17, 2018

## 8.29 Mandatory Retirement Age for Police Officers

Effective December 1, 2021, every frontline sworn member of the Campus Police Department who has attained the age of sixty-five (65), regardless of length of employment, shall be automatically separated from employment. It shall be the duty of every frontline sworn member to notify the Police Chief at least sixty (60) days before he/she attains the age of sixty-five that such will be the case.

Legal Reference: Illinois Human Rights Act – 775 ILCS 5/2-104(A)(7): Exemptions – Police and Firefighter/Paramedic Retirement

# MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOAD ACTION

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE ADJUNCT FACULTY

ASSIGNMENT/EMPLOYMENT REPORT FOR FALL SEMESTER 2021 AT THE TOTAL AMOUNT OF

\$561,047.96 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:** \$561,047.96 pending additional class cancellations and/or

additions, which would subsequently be submitted for

approval.

ATTACHMENT: Adjunct Faculty Assignment/Employment Report – Fall 2021

					Faculty		Section	Assignment		
Faculty					Assignment	Assignment	Minimum	Instructional	Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0206560	Akpan, Anitha	NUR-108-A1	Foundations of Nursing P	8	1.5	\$1,411.07	5	LAB	10/18/2021	12/13/2021
0206560	Akpan, Anitha	NUR-108-B1	Foundations of Nursing P	6	1.5	\$1,411.07	5	LAB	10/18/2021	12/13/2021
0156009	Arias, Olga	ENG-084-5C	Reading & Writing II	22	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0156009	Arias, Olga	ENG-102-6B	Rhetoric II	23	3	\$3,077.10	3	LEC	8/24/2021	12/16/2021
0003075	Behling, William	BUS-111-1E	Introduction to Business	29	3	\$3,233.94	3	LEC	8/23/2021	12/15/2021
0003075	Behling, William	BUS-111-NR1	Introduction to Business	10	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003075	Behling, William	BUS-208-1F	Principles of Management	10	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003082	Bondlow, Fred	BUS-102-22	Managerial Accounting	9	3	\$3,233.94	3	LEC	8/25/2021	12/15/2021
0003082	Bondlow, Fred	BUS-202-12	Intermediate Accounting I	11	3	\$3,233.94	3	LEC	8/26/2021	12/16/2021
0204227	Bostic, Josephine	NUR-105-B1	Basic Nursing Assistant	13	2.93	\$2,871.19	7	LAB	8/24/2021	12/14/2021
0204227	Bostic, Josephine	NUR-105-B1	Basic Nursing Assistant	13	2.94	\$2,880.99	7	CLN	8/25/2021	12/14/2021
0157079	Brasher, Stephen	ENG-101-8B	Rhetoric I	20	3	\$3,232.86	3	LEC	8/28/2021	12/11/2021
0175368	Brink, Marilyn	ECE-140-8B	Nature, Art & the Young Child	6	1	\$940.71	1	LEC	9/23/2021	10/14/2021
0175368	Brink, Marilyn	ECE-230-11	Environment:nature Play in and	8	1	\$940.71	1	LEC	9/23/2021	10/21/2021
0000915	Bulat, Cheryl	ECE-105-NR	Health & Nutrition for Child	23	3	\$3,327.00	3	LEC	8/23/2021	12/17/2021
0000915	Bulat, Cheryl	ECE-160-NR	Curriculum Planning for Childr	20	3	\$3,327.00	3	LEC	8/23/2021	12/17/2021
0003095	Burns, David	HUM-154-1G	Latin American Culture	23	3	\$3,397.65	3	LEC	8/23/2021	12/15/2021
0191822	Buzruk, Anupama	BUS-101-32	Financial Accounting	21	3	\$2,939.79	3	LEC	8/24/2021	12/14/2021
0184815	Chiappetta, Joseph	EMT-101-21	Emergency Medical Technician	6	8	\$8,466.39	9	LEC/LAB	8/23/2021	12/17/2021
0003192	Cisneros, Sharon	BUS-111-NR	Introduction to Business	23	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0007800	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	26	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0007800	Corral, Iris	ECE-210-NR	Early Childhood Administration	15	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0199979	Creighton, Shana	NUR-108 A2	Foundations of Nursing P	7	3	\$2,939.79	5	CLN	10/18/2021	12/17/2021
0204185	DeDore, Sherie	PLS-102-11	Fundamental Legal Docume	5	3	\$2,704.50	3	LEC	8/24/2021	12/14/2021
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	10	8	\$8,466.39	9	LEC/LAB	8/23/2021	12/17/2021
0160009	Dillinger, Benjamin	MUS-106-NR	Trends Modern American Music	28	3	\$2,939.79	3	LEC	8/23/2021	12/17/2021
0160009	Dillinger, Benjamin	MUS-108-1F	World Music Survey	25	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0160009	Dillinger, Benjamin	MUS-138-1R	Private Applied Strings Major	1	0	\$0.00	2	LEC	8/27/2021	12/17/2021
0210192	Domaracki, Suzanne	PHT-212-1B	Syst & Interv Ii: Neurology	11	5	\$3,762.84	3	LEC/LAB	8/23/2021	12/13/2021
0210192	Domaracki, Suzanne	PHT-212-2B	Syst & Interv II: Neurology	12	3	\$3,762.84	3	LEC/LAB	8/23/2021	12/14/2021
0003185	Drew, John	CPS-111-EC	Business Computer Systems		3	\$3,233.94	3	LAB	9/23/2021	12/16/2021
0003185	Drew, John	CPS-111-EC	Business Computer Systems		2	\$2,155.96	3	LEC	9/23/2021	12/16/2021
0003185	Drew, John	CPS-111-H6	Business Computer Systems	14	3	\$3,233.94	3	LAB	9/11/2021	12/11/2021
0003185	Drew, John	CPS-111-H6	Business Computer Systems	14	2	\$2,155.96	3	LEC	9/11/2021	12/11/2021
0003183	Dukes, Jackie	LAW-102-1C	Intro to Criminology	18	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
	Dukes, Jackie	LAW-208-1C	Police Organization and Admin	11	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003181	Dutt, Eric	ENG-101-O2	Rhetoric I	17	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
	Dutt, Eric	ENG-102-K2	Rhetoric II	25	3	\$3,233.94	3	LEC	8/26/2021	12/16/2021
	Erickson, Christian	SOC-100-1B	Intro to Sociology	15	3	\$3,088.65	3	LEC	8/23/2021	12/13/2021
	Erickson, Christian	SOC-100-92	Intro to Sociology	21	3	\$3,088.65	3	LEC	8/25/2021	12/15/2021
0003179	Eshafi, Nouri	ECE-101-8B	Observ & Assessment / Children	7	3	\$3,314.76	3	LEC	8/28/2021	12/11/2021
0003210	Farina, Peter	BIO-203-2E	Anatomy & Physiology I	20	3	\$3,233.94	4	LEC	8/23/2021	12/17/2021
0003210	Farina, Peter	BIO-204-3L	Anatomy & Physiology II	13	3	\$3,233.94	4	LEC	8/24/2021	12/16/2021
0003210	Farina, Peter	BIO-212-H2	Microbiology	10	3	\$3,233.94	4	LAB	8/24/2021	12/16/2021

					Faculty		Section	Assignment		
Faculty					Assignment	Assignment	Minimum	Instructional	Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0162452	Foltz, Chris	FIR-100-11	Principles of Emergency Servic	11	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0162452	Foltz, Chris	FIR-160-11	Legal Aspects of the Fire Serv	8	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
0162452	Foltz, Chris		Special Project		3	\$3,233.94			9/1/2021	12/17/2021
0000938	Gan, Xiaoling	CIS-144-NR	Intro to Python	9	5	\$5,128.50	3	LEC/LAB	8/23/2021	12/13/2021
0000938	Gan, Xiaoling	CIS-170-NR	Introduciton to Java	10	5	\$5,128.50	3	LEC/LAB	8/23/2021	12/17/2021
0040272	Gilmartin, Beth	PHT-113-1B	Introduction to Disease	19	2	\$2,051.40	2	LEC	8/25/2021	12/15/2021
0040272	Gilmartin, Beth	PHT-218-1B	Cardio Pulmon & Integmnt Mgt	11	3.5	\$3,589.95	2	LEC/LAB	8/24/2021	12/14/2021
0040272	Gilmartin, Beth	PHT-218-2B	Cardio Pulmon & Integmnt Mgt	12	3.5	\$3,589.95	2	LEC/LAB	8/24/2021	12/15/2021
0156018	Glover, Brian	CAD-141-15	Autocad Productivity Essentia	5	5	\$4,932.35	3	LEC/LAB	8/24/2021	12/16/2021
0003110	Halm, James	SOC-100-3G	Intro to Sociology	15	3	\$3,397.65	3	LEC	8/23/2021	12/15/2021
0003110	Halm, James	SOC-100-NR1	Intro to Sociology	19	3	\$3,397.65	3	LEC	8/30/2021	12/17/2021
0003110	Halm, James	SOC-100-8B	Intro to Sociology	29	3	\$3,397.65	3	LEC	8/28/2021	12/11/2021
0177808	Harmon, Loretta	NUR-219-B4	Nursing Care of Adults I	7	4.5	\$4,615.65	5	CLN	10/18/2021	12/16/2021
0003127	Hubacek, Scott	CIS-105-H1	Intro to Progamming	20	5	\$4,507.50	3	LEC/LAB	9/11/2021	11/20/2021
0205893	Hutches, Marybeth	NUR-219-C4	Nursing Care of Adults I	7	4.5	\$4,849.29	5	CLN	8/24/2021	10/16/2021
0003136	Jenkins, Anthony	BIO-102-1B	Introduction to Biology	20	6	\$6,795.30	4	LEC/LAB	8/23/2021	12/17/2021
0003136	Jenkins, Anthony	BIO-102-6F	Introduction to Biology	20	6	\$6,795.30	4	LEC/LAB	8/24/2021	12/16/2021
0106675	Khalifeh, Khalaf	BIO-203-1B	Anatomy & Physiology I	16	3	\$3,232.86	4	LEC	8/23/2021	12/17/2021
0106675	Khalifeh, Khalaf	BIO-203-3H	Anatomy & Physiology I	21	3	\$3,232.86	4	LEC	8/23/2021	12/13/2021
0200721	Kilheeney, Heather	CHM-100-2F	Fundamentals of Chemistry	10	6	\$5,879.58	4	LEC/LAB	8/23/2021	12/13/2021
0000004	Kott, Micheal	HUM-153-NR	Survey of Film History	23	3	\$2,822.13	3	LEC	8/23/2021	12/17/2021
0036968	Kubelka, Jennifer	NUR-108-A1	Foundations of Nursing P	8	3	\$2,822.13	5	CLN	10/18/2021	12/17/2021
0036968	Kubelka, Jennifer	NUR-108-C2	Foundations of Nursing P	6	3	\$2,822.13	5	CLN	10/18/2021	12/17/2021
0036968	Kubelka, Jennifer	NUR-202-A4	Mental Health Nursing	8	3	\$2,822.13	4	CLN	8/23/2021	10/17/2021
0003171	Lasorella, Dalania	CPS-111-H5	Business Computer Systems	18	5	\$5,524.60	3	LEC/LAB	8/26/2021	12/16/2021
0003171	Lasorella, Dalania	CPS-111-NR3	Business Computer Systems	20	5	\$5,524.60	3	LEC/LAB	10/25/2021	12/17/2021
0003176	Leven, Robert	BIO-203-43	Anatomy & Physiology I	20	3	\$3,397.65	4	LEC	8/23/2021	12/15/2021
0003139	Loomis, Tisha	CSS-100-2F	College Study Seminar	19	3	\$2,822.13	3	LEC	9/8/2021	12/13/2021
0003139	Loomis, Tisha	ENG-101-NR1	Rhetoric I	24	3	\$2,822.13	3	LEC	8/30/2021	12/14/2021
0002926	Lopez, Beda	HCP-130-3F	Medical Terminology	10	3	\$2,959.41	3	LEC	8/23/2021	12/17/2021
0002037	LoPresti, Joseph	ART-103-2L	Drawing I	13	6	\$6,795.30	3	LAB	9/6/2021	12/16/2021
0002037	LoPresti, Joseph	ART-120-3F	Art Appreciation	18	3	\$3,397.65	3	LEC	8/23/2021	12/13/2021
0027824	Lorgus, Richard	BUS-106-1C	Principles of Finance	12	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0027824	Lorgus, Richard	BUS-106-22	Principles of Finance	12	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0003100	Lyons, Kenneth	LAW-101-1D	Intro to Law Enforcement	14	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0003100	Lyons, Kenneth	LAW-201-1C	Police Ops and Procedures II	22	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0173996	Mallett, Klaudia	PSY-101-J2	Intro to Psychology	23	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0173996	Mallett, Klaudia	PSY-101-M2	Intro to Psychology	22	3	\$3,077.10	3	LEC	8/25/2021	12/15/2021
0037631	Marquez, Carlos	CAD-127-1L	Solid Works Essentials	7	5	\$4,932.35	3	LEC/LAB	8/24/2021	12/16/2021
0167581	Martinez Jr, Salvador	ENG-084-1B	Reading & Writing II	17	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0167581	Martinez Jr, Salvador	ENG-084-2D	Reading & Writing II	20	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0167581	Martinez Jr, Salvador	ENG-088-3E	Basic Composition	24	3	\$3,077.10	3	LEC	8/23/2021	12/15/2021
0167581	Martinez Jr, Salvador	ENG-102-3F	Rhetoric II	15	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0164639	Mazza, Anne	NUR-108-A3	Foundations of Nursing P	6	1.5	\$1,469.90		LAB	10/18/2021	12/13/2021

	1				Faculty		Section	Assignment		
Faculty					_	Assignment	Minimum	Instructional	Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0016851	Medina, Gabriel	CAD-137-8B	Revit MEP Fundamentals	7	5	\$4,703.55	3	LEC/LAB	8/28/2021	12/11/2021
0002885	Miculinic, Bonnie	ENG-088-5F	Basic Composition	10	3	\$3,327.00	3	LEC	8/31/2021	12/17/2021
0002885	Miculinic, Bonnie	ENG-101-SE	Rhetoric I	22	3	\$3,327.00	3	LEC	8/31/2021	12/17/2021
0062924	Montiel, Octavio	MUS-161-1R	Private Applied Piano Non-Majo	1	0	\$0.00	1	LEC	8/27/2021	12/17/2021
0062924	Montiel, Octavio	MUS-230-1R	Private Applied Piano Music Ma	1	0	\$0.00	2	LEC	8/27/2021	12/17/2021
0155712	Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	22	3	\$3,232.86	3	LEC	8/23/2021	12/17/2021
0155712	Moreno, Benjamin	LAW-104-1E	Police Ops and Procedures I	20	3	\$3,232.86	3	LEC	8/24/2021	12/17/2021
0076708	Moreno, Berta	BUS-111-22	Introduction to Business	10	3	\$2,939.79	3	LEC	8/23/2021	12/13/2021
0156814	Ortega, Cesar	ATM-206-11	Steering and Suspension	8	5	\$4,507.50	3	LEC/LAB	8/25/2021	12/16/2021
		NUR-219-D3	Nursing Care of Adults II	-	3		5	CLN	9/11/2021	
0057627	Ortega, Judith		Reading & Writing III	3.38	2	\$3,179.60				10/16/2021
0003160	Perusich, James	ENG-086-72	Basic Composition	25	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003160	Perusich, James	ENG-088-H2		16	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0206876	Pierre-Louis, Myrlande	NUR-108-A3	Foundations of Nursing P	6	3	\$2,822.13	5	CLN	10/18/2021	12/17/2021
0210219	Reed, Jermaine	ENG-088-4C	Basic Composition	8	3	\$2,822.13	3	LEC	8/31/2021	12/14/2021
0003172	Ritz, Jim	LAW-206-11	Criminal Investigations	16	3	\$3,233.94	3	LEC	8/25/2021	12/15/2021
0003172	Ritz, Jim	LAW-210-1B	Cold Case Investigation	15	3	\$3,233.94	3	LEC	8/25/2021	12/17/2021
0196244	Rosson, Raiford	NUR-219-A3	Nursing Care of Adults I	7	4.5	\$4,409.90	5	CLN	10/18/2021	12/16/2021
0000797	Ruiz, Ruben	OMT-206-15	Presentation Software Fundamen	6	1	\$1,077.98	1	LEC	8/31/2021	10/12/2021
0000797	Ruiz, Ruben	OMT-207-NR	Presentation Software Advanced	12	2	\$2,155.96	2	LEC	10/19/2021	12/14/2021
0000797	Ruiz, Ruben	OMT-210-11	Word Processing Fundamentals	7	1	\$1,077.98	1	LEC	8/31/2021	10/12/2021
0000797	Ruiz, Ruben	OMT-211-NR	Word Processing Software Adv	10	2	\$2,155.96	2	LEC	10/19/2021	12/14/2021
0210191	Russell, Elizabeth	PHT-111-1B	Patient Mgt Basic Skills/Pta	19	4	\$3,953.32	2	LEC/LAB	8/27/2021	12/17/2021
0000895	Rutka, Leonard	LAW-105-11	Administration of Justice	10	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0003149	Sassetti, James	LAW-210-21	Cold Case Investigation	8	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0192448	Schmidt, Michael	ENG-088-2C	Reading & Writing III	22	3	\$2,939.79	3	LEC	8/23/2021	12/15/2021
0192448	Schmidt, Michael	ENG-086-3E	Reading & Writing III	24	3	\$2,939.79	3	LEC	8/23/2021	12/13/2021
0192448	Schmidt, Michael	ENG-086-5C	Reading & Writing III	23	3	\$2,939.79	3	LEC	8/24/2021	12/14/2021
0192448	Schmidt, Michael	ENG-086-6F	Reading & Writing III	22	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0192448	Schmidt, Michael	ENG-101-RB	Rhetoric I	24	3	\$2,939.79	3	LEC	8/31/2021	12/16/2021
0189751	Selvaggio, Nicole	ENG-102-9H	Rhetoric II	27	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0189751	Selvaggio, Nicole	ENG-102-NR	Rhetoric II	22	3	\$2,939.79	3	LEC	8/23/2021	12/17/2021
0194372	Skov, Erik	MUS-100-3F	Music Appreciation	24	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0194372	Skov, Erik	MUS-100-5C	Music Appreciation	25	3	\$2,939.79	3	LEC	8/24/2021	12/14/2021
0194372	Skov, Erik	MUS-100-NR2	Music Appreciation	12	3	\$2,939.79	3	LEC	8/30/2021	12/17/2021
0003170	Smith, Duane	ATM-101-1C	Automotive Engine Repair	15	6	\$6,232.56	5	LAB	8/24/2021	12/16/2021
0003170	Smith, Duane	ATM-101-1C	Automotive Engine Repair	15	3	\$3,116.28	5	LEC	8/24/2021	12/16/2021
0003170	Smith, Duane	ATM-120-1G	Intro to Automotive Tech.	10	3	\$3,116.28	3	LAB	8/23/2021	12/15/2021
0003165	Smith-Irowa, Pamela	ENG-086-1B	Reading & Writing III	23	3	\$3,397.65	3	LEC	8/23/2021	12/13/2021
0003165	Smith-Irowa, Pamela	ENG-086-2C	Reading & Writing III	24	3	\$3,397.65	3	LEC	8/23/2021	12/15/2021
0003165	Smith-Irowa, Pamela	ENG-101-9B	Rhetoric I	20	3	\$3,397.65	3	LEC	8/24/2021	12/16/2021
0003165	Smith-Irowa, Pamela	ENG-101-3B	Rhetoric I	13	3	\$3,397.65	3	LEC	8/23/2021	12/13/2021
0181260	Smith, Jeanine	HCP-130-13	Medical Terminology	10	3	\$3,077.10	3	LEC	8/23/2021	12/17/2021
0181260	Smith, Jeanine	PHT-101-NR	Medical Terminology/Clinicians	19	2	\$2,051.40		LEC	8/23/2021	12/17/2021
0161559		PHT-219-1B	Special Pops: Peds & Geriatric	11		\$1,577.63	2	LEC/LAB		
	Sosa, Michelle		Special Pops: Peds & Geriatric Special Pops: Peds & Geriatric		1.75		2		11/1/2021	12/15/2021
0161559	Sosa, Michelle	PHT-219-2B	opeciai Pops: Peds & Geriatric	12	1.75	\$1,577.63	2	LEC/LAB	11/1/2021	12/15/2021

0003155 Spo 0003155 Spo 0184165 Stef 0003141 Stev 0003141 Stev 0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	oleti, Thomas oleti, Thomas oleti, Thomas efanski, Eric evens, Jane evens, Jane lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	Section Name PHI-125-4E PHI-201-1D HUM-150-42 ART-115-8B ART-116-8B MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22 CHM-100-4C	Section Title  Wrld Religions in Global Conte Philosophy Humanities Through the Arts Photography I Photography II Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing Principles of Marketing	Enrollment  26 20 25 10 5 25 20 1 21 11	Assignment Load  3 3 3 6 0 3 0 3	Assignment Paid Amount \$3,233.94 \$3,077.10 \$6,467.88 \$0.00 \$2,822.13 \$2,822.13 \$0.00	Minimum Credits 3 3 3 3 3 3 3 3 3 2	Instructional Method  LEC  LEC  LEC  LAB  X-listed  LEC  LEC  LAB	Section Start Date 8/24/2021 8/23/2021 9/2/2021 8/28/2021 8/28/2021 8/23/2021	Section End Date 12/14/2021 12/13/2021 12/16/2021 12/11/2021 12/11/2021 12/17/2021 12/17/2021
0003155 Spo 0003155 Spo 0184165 Stef 0003141 Stev 0003141 Stev 0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	oleti, Thomas oleti, Thomas oleti, Thomas efanski, Eric evens, Jane evens, Jane lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	PHI-125-4E PHI-201-1D HUM-150-42 ART-115-8B ART-116-8B MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Wrld Religions in Global Conte Philosophy Humanities Through the Arts Photography I Photography II Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	26 20 25 10 5 25 20 1	3 3 3 6 0 3 3	\$3,233.94 \$3,233.94 \$3,077.10 \$6,467.88 \$0.00 \$2,822.13 \$2,822.13 \$0.00	3 3 3 3 3 3 3	LEC LEC LAB X-listed LEC LEC	8/24/2021 8/23/2021 9/2/2021 8/28/2021 8/28/2021 8/23/2021	12/14/2021 12/13/2021 12/16/2021 12/11/2021 12/11/2021 12/17/2021
0003155 Spo 0184165 Stef 0003141 Stev 0003141 Stev 0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	oleti, Thomas efanski, Eric evens, Jane evens, Jane lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	PHI-201-1D HUM-150-42 ART-115-8B ART-116-8B MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Philosophy Humanities Through the Arts Photography I Photography II Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	20 25 10 5 25 20 1	3 3 6 0 3 3	\$3,233.94 \$3,077.10 \$6,467.88 \$0.00 \$2,822.13 \$2,822.13 \$0.00	3 3 3 3 3 3	LEC LAB X-listed LEC LEC	8/23/2021 9/2/2021 8/28/2021 8/28/2021 8/23/2021	12/13/2021 12/16/2021 12/11/2021 12/11/2021 12/17/2021
0184165 Stef 0003141 Stev 0003141 Stev 0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swii 0189488 Swii 0156444 Talv 0159232 Thel	efanski, Eric evens, Jane evens, Jane evens, Jane lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	HUM-150-42 ART-115-8B ART-116-8B MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Humanities Through the Arts Photography I Photography II Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	25 10 5 25 20 1	3 6 0 3 3	\$3,077.10 \$6,467.88 \$0.00 \$2,822.13 \$2,822.13 \$0.00	3 3 3 3 3	LEC LAB X-listed LEC LEC	9/2/2021 8/28/2021 8/28/2021 8/23/2021	12/16/2021 12/11/2021 12/11/2021 12/17/2021
0003141 Stev 0003141 Stev 0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	evens, Jane evens, Jane lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	ART-115-8B ART-116-8B MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Photography I Photography II Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	10 5 25 20 1 21	6 0 3 3 0	\$6,467.88 \$0.00 \$2,822.13 \$2,822.13 \$0.00	3 3 3 3	LAB X-listed LEC LEC	8/28/2021 8/28/2021 8/23/2021	12/11/2021 12/11/2021 12/17/2021
0003141 Stev 0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	evens, Jane lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	ART-116-8B MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Photography II Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	5 25 20 1 21	0 3 3 0	\$0.00 \$2,822.13 \$2,822.13 \$0.00	3 3 3	X-listed LEC LEC	8/28/2021 8/23/2021	12/11/2021 12/17/2021
0190101 Sula 0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	lack, Alexandra lack, Alexandra lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	MUS-100-NR MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Music Appreciation History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	25 20 1 21	3 3 0	\$2,822.13 \$2,822.13 \$0.00	3 3	LEC LEC	8/23/2021	12/17/2021
0190101 Sula 0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talw 0159232 Thel	lack, Alexandra lack, Alexandra n, Yizhong vint, Ashley lwar, Sundeep elemaque, Cristina	MUS-101-NR MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	History of Music:pre-20th Cent Private Applied Voice Music Ma Us Natl Government Principles of Marketing	20 1 21	3	\$2,822.13 \$0.00	3	LEC		
0190101 Sula 0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talv 0159232 Thel	lack, Alexandra n, Yizhong vint, Ashley vint, Ashley lwar, Sundeep elemaque, Cristina	MUS-132-1R POL-201-1B BUS-107-1C BUS-107-22	Private Applied Voice Music Ma Us Natl Government Principles of Marketing	1 21	0	\$0.00			8/23/2021	12/17/2021
0003130 Sun 0189488 Swir 0189488 Swir 0156444 Talv 0159232 Thel	n, Yizhong vint, Ashley vint, Ashley Iwar, Sundeep elemaque, Cristina	POL-201-1B BUS-107-1C BUS-107-22	Us Natl Government Principles of Marketing	21			2	LAD		
0189488 Swir 0189488 Swir 0156444 Talv 0159232 The	vint, Ashley vint, Ashley Iwar, Sundeep elemaque, Cristina	BUS-107-1C BUS-107-22	Principles of Marketing		3			LAD	8/27/2021	12/17/2021
0189488 Swir 0156444 Talv 0159232 The	vint, Ashley Iwar, Sundeep elemaque, Cristina	BUS-107-22	· ·	11		\$3,397.65	3	LEC	8/24/2021	12/16/2021
0156444 Talv 0159232 The	lwar, Sundeep elemaque, Cristina		Principles of Marketing	11	3	\$3,077.10	3	LEC	8/23/2021	12/15/2021
0159232 The	elemaque, Cristina	CHM-100-4C		13	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
	•		Fundamentals of Chemistry	24	6	\$5,879.58	4	LEC/LAB	8/24/2021	12/16/2021
	elemague, Cristina	BIO-152-2H	Anatomy & Physiology (therapie	10	7	\$7,927.85	5	LEC/LAB	8/23/2021	12/13/2021
0159232 The		BIO-204-2F	Anatomy & Physiology II	11	3	\$3,397.65	4	LEC	8/23/2021	12/15/2021
0160493 Trav	aver, David	PHI-125-3C	Wrld Religions in Global Conte	22	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0160493 Trav	aver, David	PHI-126-22	Introduction to Ethics	13	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0198069 Tsai	ang, Yukto	BIO-102-7J	Introduction to Biology	19	6	\$5,929.98	4	LEC/LAB	8/27/2021	12/17/2021
0198069 Tsai	ang, Yukto	BIO-102-H2	Introduction to Biology	18	6	\$5,929.98	4	LEC/LAB	8/23/2021	12/15/2021
0003107 Vac	cek, Sarah	ECE-100-11	Early Child Growth & Developme	11	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0003107 Vac	cek, Sarah	ECE-200-11	Play & Guidance of Children	14	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
0110171 Vas	squez, Rose	NUR-219-D4	Nursing Care of Adults II	8	4.5	\$4,233.20	5	CLN	8/23/2021	10/16/2021
0209956 Viar	ar, David	WEL-131-11	Gas Metal Arc Welding I	8	2	\$3,606.00	3	LEC/LAB	8/23/2021	10/12/2021
0209956 Viar	ar, David	WEL-132-11	Gas Metal Arc Welding II	8	2	\$3,606.00	3	LEC/LAB	10/26/2021	12/13/2021
0201870 Viola	olante, Angela	NUR-202-D1	Mental Health Nursing	7	3	\$2,822.13	4	CLN	10/18/2021	12/16/2021
0152888 Voig	ight, William	LAW-102-21	Intro to Criminology	11	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0152888 Voig	ight, William	LAW-203-21	Law Enforcement & Comm Relatio	14	3	\$3,077.10	3	LEC	8/25/2021	12/15/2021
0162450 Was	asilewski, Adam	CHM-100-8B	Fundamentals of Chemistry	27	6	\$5,644.26	4	LEC/LAB	8/28/2021	12/11/2021
0205629 Wer	ente, Karla	PHT-219-1B	Special Pops: Peds & Geriatric	11	1.75	\$1,729.58	2	LAB	8/25/2021	10/1/2021
0205629 Wer	ente, Karla	PHT-219-2B	Special Pops: Peds & Geriatric	12	1.75	\$1,729.58	2	LEC	8/25/2021	10/1/2021
0163956 Wie	ehle, Michael	BUS-230-NR	Business Law and Contracts	20	3	\$3,077.10	3	LEC	8/23/2021	12/17/2021
0209515 Wilk	lks, Anitrese	PSY-215-NR	Life Span: Survey of Hum	22	3	\$2,964.99	3	LEC	9/20/2021	12/17/2021
0160501 Willi	llit, James	CHM-100-31	Fundamentals of Chemistry	20	6	\$6,154.20	4	LAB	8/23/2021	12/13/2021
0190102 Win	ndham, Brandie	MAT-102-4G	General Education Mathematics	9	4	\$4,056.00	4	LEC	9/7/2021	12/16/2021
0003086 Zick	ck, Jennifer	ECE-101-NR	Observ & Assessment / Children	20	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0003086 Zick	k, Jennifer	ECE-115-NR	Family, School & Community	15	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
					Total	\$561,047.96				

# PROPOSED ACTION: APPROVAL OF THE FACULTY OVERLOAD REPORT FOR FALL 2021 SEMESTER IN THE AMOUNT \$318,942.28 AS SUBMITTED.

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

Chapter 110, Act 805, Section 3-26 of the Illinois Compiled Statutes]

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:** \$318,942.28 pending additional class cancellations and/or additions,

which would subsequently be submitted for approval.

**ATTACHMENT:** Full-Time Faculty Overload Employment Report – Fall 2021

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		signment	Minimum		Section	Section	L
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Paid	d Amount	Credits	Method	Start Date	End Date	Enrollment
0000770	Abrahamson, Maura	CSS-100-1C	College Study Seminar	3					3	LEC	8/23/2021	12/15/2021	25
0000770	Abrahamson, Maura	CSS-100-NR	College Study Seminar	3					3	LEC	8/24/2021	12/14/2021	32
0000770	Abrahamson, Maura	GEG-105-1G	World Regional Geography	3					3	LEC	8/23/2021	12/15/2021	20
0000770	Abrahamson, Maura	GEG-105-NR	World Regional Geography	3					3	LEC	8/23/2021	12/17/2021	39
0000770	Abrahamson, Maura	PHI-125-2F	Wrld Religions in Global Conte	3					3	LEC	8/23/2021	12/13/2021	18
0000770	Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte		3		\$	3,477.00	3	LEC	8/23/2021	1/14/2022	35
0000770	Abrahamson, Maura		Department Chair			4	\$	4,636.00			9/1/2021	1/14/2022	
0000770	Abrahamson, Maura		Special Project			2		2,318.00			9/1/2021	1/14/2022	
				15	3	6	\$ ^	10,431.00					
0192221	Andrade, Jorge	BIO-102-5E	Introduction to Biology	6					4	LEC/LAB	8/24/2021	12/16/2021	22
0192221	Andrade, Jorge	BIO-102-8B	Introduction to Biology	6					4	LEC/LAB	8/28/2021	12/11/2021	20
0192221	Andrade, Jorge	BIO-111-1L	Biology: a Systems Approach	3	4		\$	4,056.00	5	LEC/LAB	8/24/2021	12/16/2021	15
				15	4		\$	4,056.00					
0200290	Ashraf, Asiyya	BIO-202-NR	Environmental Biology	3					3	LEC	8/23/2021	12/17/2021	26
0200290	Ashraf, Asiyya	BIO-212-1F	Microbiology	6					4	LEC/LAB	8/24/2021	12/16/2021	14
0200290	Ashraf, Asiyya	BIO-212-2F	Microbiology	6					4	LEC/LAB	8/23/2021	12/13/2021	10
0200290	Ashraf, Asiyya	BIO-212-H2	Microbiology		3		\$	3,042.00	4	LEC	9/1/2021	1/14/2022	15
0200290	Ashraf, Asiyya		BIO: Lab Instructor		3		\$	3,650.40			9/1/2021	1/14/2022	
0200290	Ashraf, Asiyya		Lab Prep			2	\$	2,028.00			9/1/2021	1/14/2022	
				15	6	2	\$	8,720.40					
	Avila, Malisa	NUR-219-A2	Nursing Care of Adults II	4.5					5	CLN	10/26/2021	12/16/2021	8
0043535	Avila, Malisa	NUR-219-B3	Nursing Care of Adults II	4.5					5	CLN	10/26/2021	12/16/2021	7
0043535	Avila, Malisa	NUR-219-C2	Nursing Care of Adults II	4.5					5	CLN			
0043535	Avila, Malisa	NUR-219-D2	Nursing Care of Adults II	1.5	3.5			3,724.00	5	CLN	9/1/2021	10/16/2021	
				15	3.5		\$	3,724.00					
0197414	Balek, Ludwig	CIS-132-8B	Introduction to Networking	3					3	LEC	8/28/2021	12/11/2021	16
0197414	Balek, Ludwig	CIS-133-H1	Interconnect Network Devices I	5					3	LEC/LAB	8/28/2021	12/11/2021	11
0197414	Balek, Ludwig	CIS-161-1L	Intro to Operating Systems	3					3	LEC	8/26/2021	12/16/2021	16
0197414	Balek, Ludwig	CIS-165-H1	Network Security I	3					3	LEC/LAB	8/23/2021	10/13/2021	9
0197414	Balek, Ludwig	CIS-175-H1	Network Security II	1	4		\$	4,056.00	3	LEC/LAB	10/18/2021	12/8/2021	8
				15	4		\$	4,056.00					
0166671	Bonick, Cara	PHT-112-1E	Princ. of Prac. I: Intro to Pt	2					2	LEC	8/23/2021	12/13/2021	
0166671	Bonick, Cara	PHT-114-1B	Fundamentals of Kinesiology I	1.5					4	LEC	8/24/2021	12/16/2021	
0166671	Bonick, Cara	PHT-114-1B	Fundamentals of Kinesiology I	3					4	LAB	8/24/2021	12/16/2021	
0166671	Bonick, Cara	PHT-114-2B	Fundamentals of Kinesiology I	1.5					4	LEC	8/24/2021	12/16/2021	
0166671	Bonick, Cara	PHT-114-2B	Fundamentals of Kinesiology I	3					4	LAB	8/24/2021	12/16/2021	
0166671	Bonick, Cara	PHT-217-1C	Clinical Internship	2						LEC	8/23/2021	12/13/2021	
0166671	Bonick, Cara	PHT-217-1C	Clinical Internship	1						LAB	8/23/2021	12/17/2021	
0166671	Bonick, Cara		Special Project - Extra Program Chair	1							9/1/2021	12/17/2021	
0166671	Bonick, Cara		Program Chair			2	\$	2,028.00			9/1/2021	1/14/2022	
0166671	Bonick, Cara		Special Project - ACCE			3	\$	3,042.00			9/1/2021	1/14/2022	
				15		5		5,070.00					
0194871	Callon, Michael	ENG-101-2D	Rhetoric I	3					3	LEC	8/23/2021	12/13/2021	24
0194871	Callon, Michael	ENG-101-3E	Rhetoric I	3					3	LEC	8/23/2021	12/15/2021	24
0194871	Callon, Michael	ENG-102-7E	Rhetoric II	3					3	LEC	8/24/2021	12/14/2021	24
0194871	Callon, Michael	ENG-102-MC	Rhetoric II	3					3	LEC	8/24/2021	12/14/2021	24
				12									
0200240	Cardona, Alicia	NUR-219-B1	Nursing Care of Adults II	0.87					5	LEC	10/26/2021	12/16/2021	8

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		signment	Minimum			Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Pai	d Amount	Credits	Method	Start Date	End Date	Enrollment
	Cardona, Alicia	NUR-219-B2	Nursing Care of Adults II	0.87					5	LEC	10/26/2021	12/16/2021	6
	Cardona, Alicia	NUR-219-B2	Nursing Care of Adults II	4.5					5	CLN	10/26/2021	12/16/2021	6
	Cardona, Alicia	NUR-219-B3	Nursing Care of Adults II	0.88					5	LEC	10/26/2021	12/16/2021	7
0200240	Cardona, Alicia	NUR-219-B4	Nursing Care of Adults II	0.88					5	LEC	10/26/2021	12/16/2021	7
0200240	Cardona, Alicia	NUR-219-D1	Nursing Care of Adults II	3.5	1		\$	1,064.00	5	CLN	8/24/2021	10/23/2021	8
	Cardona, Alicia	NUR-219-D1	Nursing Care of Adults II	0.87					5	LEC	8/24/2021	10/23/2021	8
	Cardona, Alicia	NUR-219-D2	Nursing Care of Adults II	0.87					5	LEC	8/24/2021	10/23/2021	8
0200240	Cardona, Alicia	NUR-219-D3	Nursing Care of Adults II	0.88					5	LEC	8/24/2021	10/23/2021	7
0200240	Cardona, Alicia	NUR-219-D4	Nursing Care of Adults II	0.88					5	LEC	8/24/2021	10/23/2021	8
0200240	Cardona, Alicia		NUR Lead Instructor		2.57		\$	2,734.48			9/1/2021	12/17/2021	
				15	3.57		\$	3,798.48					
0000924	Casey, Craig	PHS-103-1E	Physical Science I	5					4	LEC/LAB	8/24/2021	12/16/2021	24
0000924	Casey, Craig	PHY-101-1B	General Physics I	7					5	LEC/LAB	8/23/2021	12/15/2021	21
0000924	Casey, Craig	PHY-105-1B	Physics I	3	4		\$	4,436.00	5	LEC/LAB	8/24/2021	12/16/2021	16
0000924	Casey, Craig	PHS-101-1E	Astronomy		3		\$	3,327.00	3	LEC	8/23/2021	12/17/2021	25
0000924	Casey, Craig	PHS-101-2G	Astronomy		3		\$	3,327.00	3	LEC	8/23/2021	12/17/2021	22
0000924	Casey, Craig	PHS-103-31	Physical Science I		5		\$	5,545.00	4	LEC/LAB	8/23/2021	12/15/2021	24
0000924	Casey, Craig	PHY-100-2B	Fundamentals of Physics		5		\$	5,545.00	3	LEC/LAB	8/23/2021	12/15/2021	15
0000924	Casey, Craig		Department Chair			4	\$	4,436.00			9/1/2021	12/17/2021	
				15	20	4	\$	26,616.00					
0000829	Casey, Robert	MAT-105-4F	College Algebra	4				<u> </u>	4	LEC	8/23/2021	12/13/2021	28
0000829	Casey, Robert	MAT-110-1E	College Trig	3					3	LEC	8/24/2021	12/16/2021	23
0000829	Casey, Robert	MAT-201-1G	Calculus I	5					5	LEC	8/24/2021	12/16/2021	26
0000829	Casey, Robert	MAT-202-1H	Calculus II	3	2		\$	2,218.00	5	LEC	8/23/2021	12/15/2021	10
	7.			15	2		\$	2,218.00					
0000794	Crockett, Janet	CHM-105-1D	General Chemistry I	7				,	5	LEC/LAB	8/23/2021	12/13/2021	24
	Crockett, Janet	CHM-205-1C	Organic Chemistry I	8	1		\$	1,109.00	5	LEC/LAB	8/23/2021	12/14/2021	5
	Crockett, Janet		Lab Prep			2	\$	2,218.00			9/1/2021	12/17/2021	
				15	1	2	\$	3,327.00					
0202678	Dharwadkar, Mihir	MAT-080-1E	Mathematics Fundamentals	3			,	-,	3	LEC	8/23/2021	12/15/2021	25
	Dharwadkar, Mihir	MAT-093-2K	Intensive Elementary Algebra	4					4	LEC	8/23/2021	12/13/2021	11
	Dharwadkar, Mihir	MAT-097-CR5	Intermediate Algebra Support		3		\$	3,042.00	3	LEC	8/23/2021	12/17/2021	8
0202678	Dharwadkar, Mihir	MAT-105-3G	College Algebra	4			Ť	-,-	4	LEC	9/7/2021	12/17/2021	12
	Dharwadkar, Mihir	MAT-120-CR5	Math/Elem School Teachers I	4					4	LEC	8/24/2021	12/16/2021	16
				15	3		\$	3,042.00				,,	
0000917	Dominguez, Carlos	MAT-100-1L	Occupational Math	3			Ť	0,0 12.00	3	LEC	8/27/2021	12/17/2021	20
	Dominguez, Carlos	MAT-102-32	General Education Mathematics	4					4	LEC	8/24/2021	12/16/2021	15
	Dominguez, Carlos	MAT-102-NR	General Education Mathematics	4					4	LEC	8/23/2021	12/17/2021	30
	Dominguez, Carlos	MAT-141-NR	Statistics	4					4	LEC	8/23/2021	12/17/2021	50
	Dominguez, Carlos	MAT-181-1L	Discrete Mathematics		3		\$	3,327.00	3	LEC	8/23/2021	12/15/2021	18
0000011	Dominguoz, Ganoo	100 12	Diodroto Mauromano	15	3		\$	3,327.00		LLU	G/ZG/ZGZ I	12/10/2021	10
0195025	Edgar, Jason	SPE-101-1B	Principles of Public Speaking	3			Ψ	5,527.00	3	LEC	8/23/2021	12/13/2021	23
	Edgar, Jason	SPE-101-1B	Principles of Public Speaking	3					3	LEC	8/23/2021	12/15/2021	23
	Edgar, Jason	SPE-101-3D	Principles of Public Speaking	3					3	LEC	8/23/2021	12/13/2021	23
	Edgar, Jason	SPE-101-4E	Principles of Public Speaking	3					3	LEC	8/23/2021	12/15/2021	23
	Edgar, Jason	SPE-101-4E	Principles of Public Speaking  Principles of Public Speaking	3					3	LEC	8/23/2021	12/13/2021	22
0195025	Edgar, Jason	SPE-101-KH	Principles of Public Speaking	3	3		\$	3,327.00	3	LEC	9/1/2021	12/16/2021	19
	Edgar, Jason	SPE-101-NR	Principles of Public Speaking		3		\$		3	LEC	9/1/2021	12/17/2021	23
0190025	Eugai, Jason	SPE-IUI-NR	Findiples of Fublic Speaking		ა		Φ	3,327.00	ა	LEU	3/ 1/ZUZ I	12/11/2021	23

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		nment	Minimum	Instructional	Section	Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Paid A	Amount	Credits	Method	Start Date	End Date	Enrollment
				15	6		\$ 6	,654.00					
0000828	Fabiyi, Edith	BUS-242-1C	Business Communications	3					3	LEC	8/23/2021	12/15/2021	12
0000828	Fabiyi, Edith	OMT-242-1C	Business Communications	0					3	X-listed	8/23/2021	12/15/2021	1
0000828	Fabiyi, Edith	BUS-242-22	Business Communications	3					3	LEC	8/26/2021	12/16/2021	21
0000828	Fabiyi, Edith	OMT-242-22	Business Communications	0					3	X-listed	8/26/2021	12/16/2021	3
0000828	Fabiyi, Edith	CIS-102-1K	Career Essentials	3					3	LEC	8/24/2021	12/14/2021	16
0000828	Fabiyi, Edith	CIS-102-H1	Career Essentials	3					3	LEC	9/28/2021	12/14/2021	11
0000828	Fabiyi, Edith	OMT-102-NR	Keyboarding & Doc Formatting	3					2	LEC/LAB	8/30/2021	12/17/2021	13
0000828	Fabiyi, Edith	OMT-131-NR	Introduction to Windows		1		\$ 1	,109.00	1	LEC	9/27/2021	11/5/2021	12
				15	1		\$ 1	,109.00					
0000805	Flasza, Jamie	PEC-171-NR	Physical Fitness	2					1	LAB	8/23/2021	12/17/2021	20
0000805	Flasza, Jamie	PEH-101-NR	Personal & Community Health	2					2	LEC	8/23/2021	12/17/2021	20
0000805	Flasza, Jamie	PEH-101-NR1	Personal & Community Health	2					2	LEC	9/3/2021	12/17/2021	25
0000805	Flasza, Jamie	PEH-102-1D	First Aid	2					2	LEC	8/24/2021	12/16/2021	24
0000805	Flasza, Jamie	PEH-102-2E	First Aid	2					2	LEC	8/24/2021	12/14/2021	24
0000805	Flasza, Jamie	PEH-102-3K	First Aid	2					2	LEC	8/23/2021	12/13/2021	24
0000805	Flasza, Jamie	PEH-103-NR	Nutrition	2					2	LEC	8/23/2021	12/17/2021	24
0000805	Flasza, Jamie	PEH-103-NR1	Nutrition	1	1		\$ 1	,064.00	2	LEC	8/23/2021	12/13/2021	24
				15	1			,064.00			0, _ 0, _ 0	,	
0205730	Garbe, Christine	NUR-107-A1	Foundations of Nursing Prac I	3				,	3	LAB	8/24/2021	10/15/2021	10
0205730	Garbe, Christine	NUR-107-A1	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	10
0205730	Garbe, Christine	NUR-107-A2	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	5
0205730	Garbe, Christine	NUR-107-A3	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	7
0205730	Garbe, Christine	NUR-107-B2	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	7
0205730	Garbe, Christine	NUR-107-C2	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	6
0205730	Garbe, Christine	NUR-108-A1	Foundations of Nursing Prac II	0.83					5	LEC	10/18/2021	12/17/2021	5
0205730	Garbe, Christine	NUR-108-A2	Foundations of Nursing Prac II	0.83					5	LEC	10/18/2021	12/17/2021	5
0205730	Garbe, Christine	NUR-108-A3	Foundations of Nursing Prac II	0.84					5	LEC	10/18/2021	12/17/2021	7
0205730	Garbe, Christine	NUR-110-C1	Clinical Judgement in Nursing	0.62					2	LEC	8/27/2021	12/17/2021	4
0205730	Garbe, Christine	NUR-110-C2	Clinical Judgement in Nursing	0.63					2	LEC	8/27/2021	12/17/2021	6
0205730	Garbe, Christine	NUR-110-C3	Clinical Judgement in Nursing	0.03	0.75		\$	798.00	2	LEC	8/27/2021	12/17/2021	6
0203730	Garbe, Criristine	NOK-110-03	Cirrical Judgement in Nursing	15	0.75			<b>798.00</b>		LEC	0/21/2021	12/11/2021	0
0000935	Gatyas, Kenton	HIS-104-NR	Modern Western Civilization	3	0.73		Ψ	7 90.00	3	LEC	8/23/2021	12/17/2021	32
0000935	Gatyas, Kenton	HIS-105-1E	American History to 1865	3					3	LEC	8/24/2021	12/11/2021	26
0000935	Gatyas, Kenton	HIS-105-1E	American History to 1865	3					3	LEC	8/23/2021	12/14/2021	25
0000935		HIS-106-22	,	3					3	LEC	8/24/2021	12/16/2021	18
	Gatyas, Kenton		American History From 1865						3				
0000935	Gatyas, Kenton	PHI-126-NR PHI-180-NR	Introduction to Ethics	3	2		Ф 2	477.00	3	LEC	8/23/2021	12/17/2021	32
0000935	Gatyas, Kenton		Social Ethics		3			,477.00	3	LEC	8/23/2021	12/17/2021	22 14
0000935	Gatyas, Kenton	PHI-201-NR	Philosophy	45	-			,477.00	3	LEC	8/23/2021	12/17/2021	14
0000704	Cilliana Dries	DUC 404 4D	Financial Association	15	6		\$ 6	,954.00	_	150	0/00/0004	40/40/0004	05
0000724	Gilligan, Brian	BUS-101-1D	Financial Accounting	3					3	LEC	8/23/2021	12/13/2021	25
0000724	Gilligan, Brian	BUS-101-2E	Financial Accounting	3					3	LEC	8/24/2021	12/14/2021	39
0000724	Gilligan, Brian	BUS-101-3G	Financial Accounting	3					3	LEC	8/23/2021	12/15/2021	22
0000724	Gilligan, Brian	BUS-102-1F	Managerial Accounting	3					3	LEC	8/23/2021	12/13/2021	15
0000724	Gilligan, Brian	BUS-201-1E	Cost Accounting	3			Φ :	100.00	3	LEC	8/23/2021	12/15/2021	10
0000724	Gilligan, Brian		Department Chair			4		,436.00			9/1/2021	1/14/2022	
0.155:55	0 1 14 11	005 454 115	Di il (Dili C ii	15		4	\$ 4	,436.00		1 = 2	0/00/555	10/15/222	6.5
0157185	Grady, Myeisha	SPE-101-NR1	Principles of Public Speaking	3					3	LEC	8/30/2021	12/15/2021	23

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special	Assig	gnment	Minimum	Instructional	Section	Section	
ID .	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Paid A	Amount	Credits	Method	Start Date	End Date	Enrollment
0157185	Grady, Myeisha	SPE-101-9C	Principles of Public Speaking	3					3	LEC	8/24/2021	12/14/2021	22
0157185	Grady, Myeisha	SPE-101-M2	Principles of Public Speaking	3					3	LEC	8/26/2021	12/16/2021	12
0157185	Grady, Myeisha	SPE-101-NF	Principles of Public Speaking	3					3	LEC	8/24/2021	12/16/2021	16
0157185	Grady, Myeisha	SPE-101-OE	Principles of Public Speaking	3					3	LEC	8/24/2021	12/14/2021	23
0157185	Grady, Myeisha	SPE-101-8B	Principles of Public Speaking		3		\$ 3	3,042.00		LEC	9/1/2021	12/11/2021	23
	, ,			15	3			3,042.00					
0189759	Green, Amy	NUR-107-A3	Foundations of Nursing Prac I	3			i i		3	LAB	8/24/2021	10/15/2021	7
0189759	Green, Amy	NUR-107-B3	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	7
0189759	Green, Amy	NUR-107-C3	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	6
0189759	Green, Amy	NUR-108-B1	Foundations of Nursing Prac II		3		\$ 3	3,327.00	3	CLN	10/18/2021	12/13/2021	6
0189759	Green, Amy	NUR-108-C3	Foundations of Nursing Prac II		3			3,327.00	5	CLN	10/18/2021	12/13/2021	6
0189759	Green, Amy	NUR-202-C2	Mental Health Nursing		3			3,327.00	4	CLN	10/18/2021	12/16/2021	8
0189759	Green, Amy	NUR-202-C4	Mental Health Nursing	3			<b>—</b>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4	CLN	10/18/2021	12/16/2021	7
	Green, Amy	NUR-219-C3	Nursing Care of Adults II	3	1.5		\$ 1	1,663.50	5	CLN	8/24/2021	10/23/2021	6
0.00.00	G. 66, 7 a.r.y		Training Card Or reading in	15	10.5			1,644.50		02	0,21,2021	. 0, 20, 202 :	
0165694	Helmus, Sara	CHM-100-1B	Fundamentals of Chemistry	6			<b>T</b>	.,	4	LEC/LAB	8/23/2021	12/17/2021	24
0165694	Helmus, Sara	CHM-105-2E	General Chemistry I	7					5	LEC/LAB	8/24/2021	12/16/2021	24
0165694	Helmus, Sara	CSS-100-ST	College Study Seminar	2	1		\$ 1	1,109.00	3	LEC	9/1/2021	1/14/2022	25
0165694	Helmus, Sara	000 100 01	Lab Prep			2		2,218.00		LLO	9/1/2021	1/14/2022	20
0165694	Helmus, Sara		Special Project - Title III Grant			7		7,763.00			9/1/2021	1/14/2022	
0100004	ricinias, cara		opeoidi i Tojeot - Title III Citalit	15	1	9		1,090.00			3/ 1/202 T	171-7/2022	
0053966	Hernandez, Erin	NUR-108-B3	Foundations of Nursing P	1.5			ΨΙΙ	1,030.00	5	LAB	10/18/2021	12/13/2021	7
	Hernandez, Erin	NUR-108-B3	Foundations of Nursing P	3					5	CLN	10/18/2021	12/17/2021	7
	Hernandez, Erin	NUR-108-C1	Foundations of Nursing P	3					5	CLN	10/18/2021	12/17/2021	7
0053966	Hernandez, Erin	NUR-108-C3	Foundations of Nursing P	1.5					5	LAB	10/18/2021	12/17/2021	6
	Hernandez, Erin	NUR-202-D2	Mental Health Nursing	3					4	CLN	10/18/2021	12/16/2021	8
0053966	Hernandez, Erin	NUR-202-D3	Mental Health Nursing	3					4	CLN	10/18/2021	12/16/2021	7
		NUR-219-F3	-	3	2		\$ 3	3,042.00	5	CLN	10/18/2021	12/16/2021	7
0053966	Hernandez, Erin	NUK-219-F3	Nursing Care of Adults II	4.5	3 <b>3</b>				5	CLIN	10/16/2021	12/10/2021	/
0400000	Harmandaz Francisca	NUID 202 D4	Montal Llocatio Nursing	15	3		\$ 3	3,042.00	4	CLN	0/04/0004	10/17/2021	7
0193606	Hernandez, Francisco	NUR-202-B4	Mental Health Nursing	3					4	CLN	8/24/2021	10/17/2021	
0193606	Hernandez, Francisco	NUR-202-F1	Mental Health Nursing	3					4	CLN	8/24/2021	10/17/2021	4
0193606	Hernandez, Francisco	NUR-202-F2	Mental Health Nursing	3					4	CLN	8/24/2021	10/17/2021	8
0193606	Hernandez, Francisco	NUR-202-F3	Mental Health Nursing	3	0.40		•	470.04	4	CLN	8/24/2021	10/17/2021	7
0193606	Hernandez, Francisco	NUR-219-F1	Nursing Care of Adults II	1	0.16		\$	170.24	5	LEC	10/18/2021	1/14/2022	5
0193606	Hernandez, Francisco	NUR-219-F2	Nursing Care of Adults II	1	0.17		\$	180.88	5	LEC	10/18/2021	1/14/2022	8
0193606	Hernandez, Francisco	NUR-219-F3	Nursing Care of Adults II	1	0.17		\$	180.88	5	LEC	10/18/2021	1/14/2022	7
				15	0.5		\$	532.00					_
0159384	Herrmann, Julianne	NUR-219-A1	Nursing Care of Adults II	0.87					5	LEC	10/26/2021	12/16/2021	7
	Herrmann, Julianne	NUR-219-A1	Nursing Care of Adults II	4.5					5	CLN	10/26/2021	12/16/2021	7
	Herrmann, Julianne	NUR-219-A2	Nursing Care of Adults II	0.87					5	LEC	10/26/2021	12/16/2021	8
0159384	Herrmann, Julianne	NUR-219-A3	Nursing Care of Adults II	0.88					5	LEC	10/26/2021	12/16/2021	6
	Herrmann, Julianne	NUR-219-A4	Nursing Care of Adults II	0.88					5	LEC	10/26/2021	12/16/2021	7
0159384	Herrmann, Julianne	NUR-219-C1	Nursing Care of Adults II	0.87					5	LEC	8/24/2021	10/23/2021	7
0159384	Herrmann, Julianne	NUR-219-C1	Nursing Care of Adults II	3.5	1		\$ 1	1,064.00	5	CLN	8/24/2021	10/23/2021	7
0159384	Herrmann, Julianne	NUR-219-C2	Nursing Care of Adults II	0.87					5	LEC	8/24/2021	10/23/2021	8
0159384	Herrmann, Julianne	NUR-219-C3	Nursing Care of Adults II	0.88					5	LEC	8/24/2021	10/23/2021	6
0159384	Herrmann, Julianne	NUR-219-C4	Nursing Care of Adults II	0.88					5	LEC	8/24/2021	10/23/2021	7
				15	1		\$ 1	1,064.00					

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		signment	Minimum	Instructional		Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Pai	d Amount	Credits	Method	Start Date	End Date	Enrollment
0002912	Imburgia, Joseph	PSY-101-1C	Intro to Psychology	3					3	LEC	8/23/2021	12/15/2021	32
0002912	Imburgia, Joseph	PSY-101-5B	Intro to Psychology	3					3	LEC	8/24/2021	12/16/2021	25
0002912	Imburgia, Joseph	PSY-101-8F	Intro to Psychology	3					3	LEC	8/24/2021	12/16/2021	25
0002912	Imburgia, Joseph	PSY-202-1E	Abnormal Psychology	3					3	LEC	8/23/2021	12/15/2021	24
0002912	Imburgia, Joseph	PSY-210-1E	Child Growth & Development	3					3	LEC	8/23/2021	12/13/2021	25
0002912	Imburgia, Joseph	PSY-215-3H	Life Span: Survey of Human Dev		3		\$	3,327.00	3	LEC	9/1/2021	1/14/2022	25
				15	3		\$	3,327.00					
0060105	Jonas, David	HVA-101-11	Basic Refrigeration	4					3	LEC/LAB	8/23/2021	12/13/2021	16
0060105	Jonas, David	HVA-102-11	Basic Heating & A/C	4					3	LEC/LAB	8/24/2021	12/14/2021	16
0060105	Jonas, David	HVA-105-11	Basic HVAC/R Controls	4					3	LEC/LAB	8/26/2021	12/16/2021	16
	Jonas, David	HVA-110-11	Electricity for HVAC/R		4		\$	4,256.00	3	LEC/LAB	8/25/2021	12/15/2021	13
0060105	Jonas, David	HVA-202-11	Heat Load Calc & Syst Design	3					3	LEC	8/27/2021	12/17/2021	16
0060105	Jonas, David		Program Chair			2	\$	2,128.00			9/1/2021	1/14/2022	
				15	4	2	\$	6,384.00					
0000870	Kasprowicz, Michael	ANT-101-1J	Intro to Anthropology	3					3	LEC	8/26/2021	12/16/2021	16
0000870	Kasprowicz, Michael	ANT-102-1F	Intro to Cul Anthropology	3					3	LEC	8/23/2021	12/13/2021	25
0000870	Kasprowicz, Michael	ANT-102-22	Intro to Cul Anthro	3					3	LEC	8/26/2021	12/16/2021	10
0000870	Kasprowicz, Michael	HIS-103-1D	Early Western Civilization	3					3	LEC	8/23/2021	12/13/2021	25
0000870	Kasprowicz, Michael	HIS-103-2C	Early Western Civilization		3		\$	3,477.00	3	LEC	8/30/2021	12/17/2021	7
	Kasprowicz, Michael	HIS-104-1E	Modern Western Civilization	3			_	-,	3	LEC	8/23/2021	12/15/2021	24
	rtaopromoz, mionao		Modelli II detelli dilingalisi.	15	3		\$	3,477.00			0/20/2021	12, 10,2021	
0003157	Kelikian, Toula	NUR-202-A1	Mental Health Nursing	0.75			,	-,	4	LEC	8/24/2021	10/23/2021	7
	Kelikian, Toula	NUR-202-A2	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	8
	Kelikian, Toula	NUR-202-A3	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	6
	Kelikian, Toula	NUR-202-A4	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	7
	Kelikian, Toula	NUR-202-B1	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	8
	Kelikian, Toula	NUR-202-B2	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	6
	Kelikian, Toula	NUR-202-B3	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	7
0003157	Kelikian, Toula	NUR-202-B4	Mental Health Nursing	0.75					4	LEC	8/24/2021	10/23/2021	7
	Kelikian, Toula	NUR-202-D4	Mental Health Nursing	0.75					4	LEC	10/26/2021	12/16/2021	7
0003157	Kelikian, Toula	NUR-202-C1	Mental Health Nursing	0.75					4	LEC	10/26/2021	12/16/2021	8
0003157	Kelikian, Toula	NUR-202-C2	Mental Health Nursing	0.75					4	LEC	10/26/2021	12/16/2021	6
0003157	Kelikian, Toula	NUR-202-C4	Mental Health Nursing	0.75					4	LEC	10/26/2021	12/16/2021	7
	Kelikian, Toula	NUR-202-C4		0.75					4	LEC	10/26/2021	12/16/2021	7
0003157			Mental Health Nursing						4	LEC	10/26/2021	12/16/2021	·
	Kelikian, Toula	NUR-202-D2	Mental Health Nursing	0.75					4				8
0003157	Kelikian, Toula	NUR-202-D3	Mental Health Nursing	0.75						LEC	10/26/2021	12/16/2021	
0003157	Kelikian, Toula	NUR-202-D4	Mental Health Nursing	0.75	_		Φ.	0.477.00	4	LEC	10/26/2021	12/16/2021	6
0003157	Kelikian, Toula	NUR-202-D4	Mental Health Nursing		3		\$	3,477.00	4	CLN	10/18/2021	12/16/2021	6
0003157	Kelikian, Toula	NUR-202-F1	Mental Health Nursing	1					4	LEC	8/24/2021	10/23/2021	5
	Kelikian, Toula	NUR-202-F2	Mental Health Nursing	1					4	LEC	8/24/2021	10/23/2021	6
	Kelikian, Toula	NUR-202-F3	Mental Health Nursing	1	0.04		Φ.	0.077.00	4	LEC	8/24/2021	10/23/2021	6
0003157	Kelikian, Toula		NUR Lead Instructor		2.31		\$	2,677.29			9/1/2021	1/14/2022	
0000010	K I die Olite	NII ID 407 40	E. Herry (N. 1. B. 1	15	5.31		\$	6,154.29		1.45	0/04/0004	40/45/222:	
	Kubelka, Christine	NUR-107-A2	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	5
	Kubelka, Christine	NUR-107-B1	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	5
	Kubelka, Christine	NUR-107-C1	Foundations of Nursing Prac I	3					3	LAB	8/24/2021	10/15/2021	4
	Kubelka, Christine	NUR-108-A2	Foundations of Nursing Prac II	1.5						LAB	10/18/2021	12/13/2021	
0098818	Kubelka, Christine	NUR-108-B2	Foundations of Nursing Prac II		3		\$	3,192.00	5	LAB	10/18/2021	12/17/2021	7

						Additional						
						Overload		Section	Assignment			
Faculty					Overload	(Special	Assignment	Minimum			Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Paid Amount	Credits	Method	Start Date	End Date	Enrollment
0098818	Kubelka, Christine	NUR-108-B2	Foundations of Nursing Prac II	3				5	CLN	10/18/2021	12/17/2021	7
0098818	Kubelka, Christine	NUR-108-C1	Foundations of Nursing Prac II	1.5					LAB	10/18/2021	12/13/2021	
				15	3		\$ 3,192.00					
	Litwicki, Mark	ENG-088-CR6	Basic Composition	3				3	LEC	8/23/2021	12/13/2021	10
0000833	Litwicki, Mark	ENG-088-JC	Basic Composition	3				3	LEC	8/24/2021	12/14/2021	22
	Litwicki, Mark	ENG-101-NR	Rhetoric I	3				3	LEC	8/23/2021	12/17/2021	24
0000833	Litwicki, Mark	ENG-101-CR6	Creative Writing I	3				3	LEC	8/23/2021	12/13/2021	14
				12								
0194869	Manning, Bryant	ENG-084-3F	Reading & Writing II	3				3	LEC	8/23/2021	12/13/2021	20
0194869	Manning, Bryant	ENG-101-IE	Rhetoric I	3				3	LEC	8/24/2021	12/14/2021	24
0194869	Manning, Bryant	ENG-102-5H	Rhetoric II	3				3	LEC	8/23/2021	12/15/2021	16
0194869	Manning, Bryant	ENG-102-LF	Rhetoric II	3				3	LEC	8/24/2021	12/16/2021	24
0194869	Manning, Bryant		Speical Project: ILC			7	\$ 7,448.00			9/1/2021	12/17/2021	
	J. ,		, ,	12		7	\$ 7,448.00					
0162050	Markussen, Prairie	ENG-086-9H	Reading & Writing III	3			, , ,	3	LEC	8/30/2021	12/13/2021	14
0162050	Markussen, Prairie	ENG-088-CR5	Basic Composition	3				3	LEC	8/24/2021	12/16/2021	10
0162050	Markussen, Prairie	ENG-101-CR5	Rhetoric I	3				3	LEC	8/24/2021	12/16/2021	20
0162050	Markussen, Prairie	ENG-101-H1	Rhetoric I	3				3	LEC	8/23/2021	12/13/2021	24
0102000	Warkasseri, i Tairie	LING TOT TIT	Trictorio	12				J	LLO	0/20/2021	12/10/2021	27
0183993	Martino, Shannon	ART-120-1J	Art Appreciation	3				3	LEC	8/24/2021	12/14/2021	32
0183993	Martino, Shannon	ART-125-1G	Art History I Prehistoric/Goth	3				3	LEC	9/8/2021	12/15/2021	11
0183993	Martino, Shannon	ART-127-1J	Art History III the Modern Wor	3				3	LEC	8/23/2021	12/15/2021	15
0183993	Martino, Shannon	ART-217-10	·	3				3	LEC	8/23/2021	12/13/2021	8
			Indigenous Art									25
0183993	Martino, Shannon	HUM-154-3H	Latin American Culture	3				3	LEC	8/24/2021	12/16/2021	25
0000700	NA. L. National	ENO 000 000	D. d. O	15					150	0/00/0004	40/45/0004	40
	Mohr, Michele	ENG-088-CR3	Basic Composition	3				3	LEC	8/23/2021	12/15/2021	10
	Mohr, Michele	ENG-088-CR4	Basic Composition	3				3	LEC	8/24/2021	12/14/2021	15
	Mohr, Michele	ENG-101-CR3	Rhetoric I	3				3	LEC	8/23/2021	12/15/2021	17
0000769	Mohr, Michele	ENG-101-CR4	Rhetoric I	3				3	LEC	8/24/2021	12/14/2021	24
	Mohr, Michele	ENG-101-4F	Rhetoric II		3		\$ 3,327.00	3	LEC	8/23/2021	12/13/2021	24
0000769	Mohr, Michele	ENG-101-S2	Rhetoric I		3		\$ 3,327.00	3	LEC	9/2/2021	12/16/2021	21
0000769	Mohr, Michele		Department Chair		_	4	\$ 4,436.00					
				12	6	4	\$ 11,090.00					
0002467	Montgomery, Jered	HUM-150-1E	Humanities Through the Arts	3				3	LEC	8/23/2021	12/15/2021	27
	Montgomery, Jered	HUM-150-2G	Humanities Through the Arts	3				3	LEC	8/23/2021	12/15/2021	25
0002467	Montgomery, Jered	HUM-150-3B	Humanities Through the Arts	3				3	LEC	8/24/2021	12/16/2021	25
0002467	Montgomery, Jered	MUS-100-1C	Music Appreciation	3				3	LEC	8/23/2021	12/15/2021	25
0002467	Montgomery, Jered	MUS-100-2E	Music Appreciation	3				3	LEC	8/23/2021	12/13/2021	25
0002467	Montgomery, Jered	MUS-108-NR	World Music Survey		3		\$ 3,042.00	3	LEC	8/23/2021	12/17/2021	22
0002467	Montgomery, Jered	MUS-108-NR1	World Music Survey		3		\$ 3,042.00	3	LEC	8/30/2021	12/17/2021	24
0002467	Montgomery, Jered	MUS-172-1R	Private Applied Brass Music Ma	0				2	LEC	8/27/2021	12/17/2021	1
				15	6		\$ 6,084.00					
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	5.86				7	LAB	8/24/2021	12/14/2021	9
	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	4.88				7	LEC	8/24/2021	12/14/2021	9
	Mulvey, Irene	NUR-105-B1	Basic Nursing Assistant Traini	4.26	0.62		\$ 659.68	7	LEC	8/24/2021	12/14/2021	4
	Mulvey, Irene		Program Chair			2	\$ 2,128.00			9/1/2021	12/17/2021	
				15	0.62	2	\$ 2,787.68					
0000747	Paez, Elizabeth	MAT-080-2H	Mathematics Fundamentals	3			,	3	LEC	8/24/2021	12/16/2021	25

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		ssignment	Minimum	Instructional	Section	Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Pa	id Amount	Credits	Method	Start Date	End Date	Enrollment
0000747	Paez, Elizabeth	MAT-097-CR1	Intermediate Algebra Support	3					3	LEC	8/23/2021	12/16/2021	25
0000747	Paez, Elizabeth	MAT-097-CR2	Intermediate Algebra Support	3					3	LEC	8/23/2021	12/16/2021	24
0000747	Paez, Elizabeth	MAT-105-CR1	College Algebra	4					4	LEC	8/23/2021	12/16/2021	25
0000747	Paez, Elizabeth	MAT-105-CR2	College Algebra	2	2		\$	2,128.00	4	LEC	8/23/2021	12/16/2021	25
0000747	Paez, Elizabeth	MAT-110-2J	College Trig		3		\$	3,192.00	3	LEC	9/8/2021	12/15/2021	6
				15	5		\$	5,320.00					
0002913	Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	7					5	LEC/LAB	8/23/2021	12/15/2021	16
0002913	Pearson, Dennis	BIO-203-5F	Anatomy & Physiology I	3					4	LEC	8/24/2021	12/16/2021	20
0002913	Pearson, Dennis	BIO-204-1B	Anatomy & Physiology II	3					4	LEC	8/24/2021	12/16/2021	20
0002913	Pearson, Dennis		BIO: Lab Instructor		8.4		\$	9,315.60			9/1/2021	1/14/2022	
0002913	Pearson, Dennis		Lab Prep	2							9/1/2021	1/14/2022	
				15	8.4		\$	9,315.60					
0000820	Pencheva, Tsonka	ECE-101-1E	Observ & Assessment / Children	3				•	3	LEC	8/23/2021	12/15/2021	21
	Pencheva, Tsonka	ECE-105-1E	Health & Nutrition for Child	3					3	LEC	8/24/2021	12/16/2021	23
0000820	Pencheva, Tsonka	ECE-110-1F	Intro to Early Childhood Ed	3					3	LEC	8/24/2021	12/16/2021	14
	Pencheva, Tsonka	ECE-120-1C	Language Arts for Children	3					3	LEC	8/23/2021	12/15/2021	11
0000820	Pencheva, Tsonka	ECE-125-NR	The Exceptional Child	3					3	LEC	8/23/2021	12/17/2021	16
0000820	Pencheva, Tsonka	ECE-260-H1	ECE Internship		3		\$	3,327.00	3	LEC/LAB	9/1/2021	1/14/2022	11
0000820	Pencheva, Tsonka	202 200 111	Program Chair			2	\$	2,218.00	U	LE O/ L/ (B	9/1/2021	1/14/2022	
0000820	Pencheva, Tsonka		Special Project			12.87		14,272.83			9/1/2021	1/14/2022	
0000020	r orionova, rooma		Special Freject	15	3	14.87		19,817.83			0/1/2021	171 172022	
0177526	Pierce. Tom	ENG-070-A1	Intensive Grammar & Editing	4		14.07	Ψ	13,017.00	4	LEC	8/23/2021	12/16/2021	8
0177526	Pierce, Tom	ENG-071-A1	Intensive Reading & Writing	4					4	LEC	8/23/2021	12/15/2021	8
	Pierce, Tom	ENG-072-A1	Intensive Acad Listening & Spk	4					4	LEC	8/24/2021	12/14/2021	8
0177526	Pierce, Tom	ENG-088-1B	Basic Composition	7	3		\$	3,327.00	3	LEC	8/23/2021	12/13/2021	24
	Pierce, Tom	ENG-088-KF	Basic Composition		3		\$	3,327.00	3	LEC	8/24/2021	12/16/2021	23
0177320	r leice, rolli	LING-000-IXI	Dasic Composition	12	6		\$	6,654.00	3	LLO	0/24/2021	12/10/2021	23
0194866	Ploszaj, Randi	ENG-088-CR1	Basic Composition	3	U		Ψ	0,054.00	3	LEC	8/23/2021	12/13/2021	10
0194866	Ploszaj, Randi	ENG-101-1B	Rhetoric I	3					3	LEC	8/23/2021	12/13/2021	24
0194866		ENG-101-1B	Rhetoric I	3					3	LEC	8/23/2021	12/15/2021	24
0194866	Ploszaj, Randi			3					3	LEC	8/30/2021		24
0194866	Ploszaj, Randi	ENG-101-TE	Rhetoric I	12					3	LEC	8/30/2021	12/15/2021	24
0460605	Drimm Dahasas	ADT 444 4F	Caulatura						2	LAD	0/04/2024	10/16/0001	2
0160605	Primm, Rebecca	ART-111-1F	Sculpture I	0					3	LAB	8/24/2021	12/16/2021	3
0160605	Primm, Rebecca	ART-113-1F	Ceramics I	6					3	LAB	8/24/2021	12/16/2021	8
0160605	Primm, Rebecca	ART-130-1D	Introduction to Digital Art	6	0		Φ.	2.400.00	3	LAB	8/23/2021 8/23/2021	12/13/2021	12
0160605	Primm, Rebecca	ART-131-1F	Graphic Design I	3	3	4	\$	3,192.00	3	LEC		12/13/2021	7
0160605	Primm, Rebecca		Department Chair			4	\$	4,256.00			9/1/2021	1/14/2022	
0405550	D. Levil 1 Av. 1	1 414/ 600 45	L 2 Delice	15	3	4	\$	7,448.00		150	0/04/0004	40/40/202	4.4
0195558	Pulaski, Andrew	LAW-202-1F	Juvenile Delinquency	3					3	LEC	8/24/2021	12/16/2021	11
0195558	Pulaski, Andrew	LAW-204-1L	Criminal Law	3					3	LEC	8/24/2021	12/16/2021	13
	Pulaski, Andrew	LAW-205-1H	Criminal Law II	3					3	LEC	8/23/2021	12/13/2021	11
	Pulaski, Andrew	LAW-207-11	Court Procedures and Evidence	3					3	LEC	8/25/2021	12/15/2021	13
	Pulaski, Andrew	PLS-101-11	Intro to Paralegal Studies	3					3	LEC	8/23/2021	12/13/2021	8
0195558	Pulaski, Andrew		Department Chair			4	\$	4,636.00			9/1/2021	12/17/2021	
0195558	Pulaski, Andrew		Special Project			4	\$	4,636.00			9/1/2021	12/17/2021	
				15		8	\$	9,272.00					
	Roman, Daniel	ART-101-1C	2-D Fundamentals	3	3		\$	3,327.00	3	LAB	8/23/2021	12/15/2021	14
0056628	Roman, Daniel	ART-103-1C	Drawing I	6					3	LAB	8/24/2021	12/14/2021	10

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special	As	signment	Minimum	Instructional	Section	Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Pai	id Amount	Credits	Method	Start Date	End Date	Enrollment
0056628	Roman, Daniel	ART-104-1C	Drawing II	0					3	LAB	8/24/2021	12/14/2021	3
0056628	Roman, Daniel	ART-105-1F	Painting I	6					3	LAB	8/23/2021	12/13/2021	9
				15	3		\$	3,327.00					
0165693	Romero Yuste, Maria	HUM-154-2F	Latin American Culture		3		\$	3,477.00	3	LEC	8/23/2021	12/17/2021	25
0165693	Romero Yuste, Maria	SPN-101-1C	Beginning Spanish I	4					4	LEC	8/24/2021	12/14/2021	5
0165693	Romero Yuste, Maria	SPN-130-1E	Spanish for Heritage Speakers	4					4	LEC	8/23/2021	12/15/2021	9
0165693	Romero Yuste, Maria	SPN-201-1C	Intermediate Spanish I	4					4	LEC	8/23/2021	12/15/2021	6
0165693	Romero Yuste, Maria	SPN-215-1E	Spanish Conversation & Composi	3					3	LEC	8/24/2021	12/14/2021	7
				15	3		\$	3,477.00					
0207590	Rousseau, Nicole	SOC-100-5C	Intro to Sociology	3					3	LEC	8/24/2021	12/14/2021	26
0207590	Rousseau, Nicole	SOC-100-6E	Intro to Sociology	3					3	LEC	8/24/2021	12/14/2021	25
0207590	Rousseau, Nicole	SOC-100-NR	Intro to Sociology	3					3	LEC	8/23/2021	12/17/2021	40
0207590	Rousseau, Nicole	SOC-101-1C	The Family	3					3	LEC	8/23/2021	12/15/2021	25
0207590	Rousseau, Nicole	SOC-102-1H	Social Problems	3					3	LEC	8/24/2021	12/16/2021	17
				15									
0197705	Russo Neri, Trisha	MAT-080-3L	Mathematics Fundamentals		3		\$	3,042.00	3	LEC	9/8/2021	12/15/2021	21
0197705	Russo Neri, Trisha	MAT-096-CR3	General Education Math Support		2		\$	2,028.00	2	LEC	9/1/2021	12/14/2021	12
0197705	Russo Neri, Trisha	MAT-097-CR4	Intermediate Algebra Support	3					3	LEC	8/23/2021	12/15/2021	21
0197705	Russo Neri, Trisha	MAT-102-CR3	General Education Mathematics	4					4	LEC	8/24/2021	12/16/2021	12
0197705	Russo Neri, Trisha	MAT-105-2C	College Algebra	4					4	LEC	8/24/2021	12/16/2021	25
	Russo Neri, Trisha	MAT-105-CR4	College Algebra	4					4	LEC	8/23/2021	12/15/2021	21
	, , , ,			15	5		\$	5,070.00					
0197693	Sanchez, Alejandro	MAT-097-CR3	Intermediate Algebra Support	3	-		,	-,	3	LEC	8/23/2021	12/15/2021	29
0197693	Sanchez, Alejandro	MAT-102-2F	General Education Mathematics	4					4	LEC	8/23/2021	12/16/2021	27
0197693	Sanchez, Alejandro	MAT-105-1D	College Algebra	4					4	LEC	8/23/2021	12/16/2021	29
0197693	Sanchez, Alejandro	MAT-105-CR3	College Algebra	4					4	LEC	8/23/2021	12/15/2021	29
0197693	Sanchez, Alejandro	MAT-105-NR	College Algebra		4		\$	4,056.00	4	LEC	8/23/2021	12/17/2021	35
				15	4		\$	4,056.00			0,20,20		
0000907	Sanchez, Luis	CAD-100-1B	Autocad Fundamentals	5	-		Ť	1,000.00	3	LEC/LAB	8/24/2021	12/16/2021	12
0000907	Sanchez, Luis	CAD-101-1D	Fundamentals of Drafting	5					3	LEC/LAB	8/24/2021	12/16/2021	15
0000907	Sanchez, Luis	CAD-102-1L	Descriptive Geometry	0					3	LEC/LAB	8/23/2021	12/15/2021	6
0000907	Sanchez, Luis	EGR-110-1L	Engineering Graphics I	0					3	X-listed	8/23/2021	12/15/2021	1
0000907	Sanchez, Luis	CAD-215-2L	3D Modeling	5					3	LEC/LAB	8/27/2021	12/17/2021	7
0000907	Sanchez, Luis	CAD-203-15	Electronics Drafting		5		\$	5,545.00	3	LEC/LAB	9/1/2021	1/14/2022	9
0000907	Sanchez, Luis	07 LD 200 10	Program Chair		Ü	2	\$	2,218.00		220/2/12	9/1/2021	1/14/2022	-
0000001	Carlolicz, Edio		1 Togram Onan	15	5	2	\$	7,763.00			3/ 1/202 I	1714/2022	
0002668	Sedaie, Behrooz	ECO-101-1C	Principles of Economics I	3			Ψ	1,100.00	3	LEC	8/23/2021	12/15/2021	25
0002668	Sedaie, Behrooz	ECO-101-2E	Principles of Economics I	3					3	LEC	8/23/2021	12/15/2021	24
	Sedaie, Behrooz	ECO-101-3F	Principles of Economics I	3					3	LEC	8/23/2021	12/13/2021	25
	Sedaie, Behrooz	ECO-101-42	Principles of Economics I	3					3	LEC	8/24/2021	12/14/2021	24
	Sedaie, Behrooz	ECO-101-42	Principles of Economics II	3					3	LEC	8/26/2021	12/16/2021	17
0002000	Coddio, Dorillooz	LOO-102-12	1 Thropics of Economics II	15					J	LLU	0/20/2021	12/10/2021	17
0000731	Seo, Kymberly	BIO-100-NR	Introducing Biology	3					3	LEC	8/23/2021	12/17/2021	20
	Seo, Kymberly	BIO-100-NR1	Introducing Biology	3					3	LEC	8/23/2021	12/17/2021	20
	Seo, Kymberly	BIO-100-NR2	Introducing Biology	3					3	LEC	8/23/2021	12/17/2021	30
	Seo, Kymberly	BIO-204-NR	Anatomy & Physiology II	3					4	LEC	8/23/2021	12/17/2021	21
0000731	Seo, Kymberly	DIO-204-INK	BIO: Lab Instructor	1	0		¢.	9,272.00	4	LEC	9/1/2021		Z I
				2	8		\$	9,272.00			3/ 1/2UZ I	1/14/2022	
0000731	Seo, Kymberly		Lab Prep										

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		signment	Minimum			Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)		d Amount	Credits	Method	Start Date	End Date	Enrollment
				15	8		\$	9,272.00					
	Skurski, Katherine	NUR-202-A2	Mental Health Nursing	3					4	CLN	8/23/2021	10/17/2021	8
	Skurski, Katherine	NUR-202-A3	Mental Health Nursing	3					4	CLN	8/23/2021	10/17/2021	8
	Skurski, Katherine	NUR-202-C1	Mental Health Nursing	3					4	CLN	10/19/2021	12/16/2021	7
	Skurski, Katherine	NUR-202-C3	Mental Health Nursing	3					4	CLN	10/18/2021	12/16/2021	7
0197678	Skurski, Katherine	NUR-219-B1	Nursing Care of Adults II	3	1.5		\$	1,663.50		CLN	10/18/2021	12/16/2021	8
				15	1.5		\$	1,663.50					
0003089	Sleeth, Bradley	GEL-101-2B	Physical Geology	6					4	LEC/LAB	8/24/2021	12/16/2021	25
0003089	Sleeth, Bradley	PHS-101-4E	Astronomy	3					3	LEC	8/24/2021	12/16/2021	25
0003089	Sleeth, Bradley	PHS-101-5F	Astronomy	3					3	LEC	8/24/2021	12/16/2021	25
0003089	Sleeth, Bradley	PHS-101-NR	Astronomy	3					3	LEC	8/23/2021	12/17/2021	29
				15									
0000939	Sonnier, Celeste	ENG-088-CR2	Basic Composition	3					3	LEC	8/23/2021	12/13/2021	10
0000939	Sonnier, Celeste	ENG-101-CR2	Rhetoric I	3					3	LEC	8/23/2021	12/15/2021	24
0000939	Sonnier, Celeste	ENG-102-2C	Rhetoric II	3					3	LEC	8/23/2021	12/15/2021	25
	Sonnier, Celeste	ENG-102-4G	Rhetoric II	3					3	LEC	8/23/2021	12/15/2021	24
				12					_		0,20,20	,	
0000943	Spaniol, Scott	MAT-098-CR	Statistics Support	3					3	LEC	8/24/2021	12/16/2021	14
	Spaniol, Scott	MAT-141-H1	Statistics	4					4	LEC	8/24/2021	12/16/2021	30
	Spaniol, Scott	MAT-141-H2	Statistics	4					4	LEC	8/24/2021	12/16/2021	24
	Spaniol, Scott	MAT-201-NR	Calculus I	-	5		\$	5,545.00	5	LEC	8/23/2021	12/17/2021	28
	•	MAT-203-EC	Calculus III	0	3		Ψ	3,343.00	4	LEC	8/24/2021	12/16/2021	5
	Spaniol, Scott								4	LEC	8/23/2021	12/10/2021	
	Spaniol, Scott	MAT-203-NR	Calculus III	4			Φ.	4 400 00	4	LEC	8/23/2021	12/17/2021	9
0000943	Spaniol, Scott		Department Chair	45	-	4	\$	4,436.00					
0400004	0. 1. 11.	DIO 100 0E	la la caractería	15	5	4	\$	9,981.00		150/145	0/00/0004	10/10/0001	
	Stanukinas, Melissa	BIO-102-2F	Introduction to Biology	6					4	LEC/LAB	8/23/2021	12/13/2021	22
	Stanukinas, Melissa	BIO-102-3H	Introduction to Biology	6					4	LEC/LAB	8/23/2021	12/13/2021	19
0160304	Stanukinas, Melissa	BIO-110-1C	Biology: a Cellular Approach	3	4		\$	4,056.00	5	LEC/LAB	8/23/2021	12/17/2021	21
				15	4		\$	4,056.00					
	Styer, Audrey	CPS-111-H3	Business Computer Systems	5					3	LEC/LAB	8/24/2021	12/14/2021	20
	Styer, Audrey	CPS-111-H4	Business Computer Systems	5					3	LEC/LAB	8/24/2021	12/16/2021	20
	Styer, Audrey	CPS-111-NR	Business Computer Systems	5					3	LEC/LAB	8/23/2021	12/17/2021	20
0000761	Styer, Audrey	CPS-111-NR2	Business Computer Systems		5		\$	5,795.00	3	LEC/LAB	8/23/2021	12/17/2021	20
				15	5		\$	5,795.00					
0000897	Sykora, Donald	ATM-104-1C	Automotive Brakes	5					3	LEC/LAB	8/23/2021	12/15/2021	12
0000897	Sykora, Donald	ATM-120-1G	Intro to Automotive Tech.	2					3	LEC	8/23/2021	12/15/2021	16
0000897	Sykora, Donald	ATM-203-1C	Engine Performance	3	6		\$	6,654.00	5	LEC/LAB	9/1/2021	1/14/2022	10
	Sykora, Donald	ATM-204-1G	Advanced Elec Syst & Accessori	5					3	LEC/LAB	8/24/2021	12/14/2021	12
	Sykora, Donald		Speical Project			3	\$	3,327.00			9/1/2021	1/14/2022	
	Sykora, Donald		Program Chair			2		2,218.00			9/1/2021	1/14/2022	
				15	6	5		12,199.00					
0005802	Thompson, Juhelia	CSS-100-5F	College Study Seminar	3					3	LEC	8/24/2021	12/16/2021	29
	Thompson, Juhelia	PSY-101-4J	Intro to Psychology	3					3	LEC	8/30/2021	12/15/2021	32
	Thompson, Juhelia	PSY-101-9K	Intro to Psychology	3					3	LEC	8/24/2021	12/14/2021	24
	Thompson, Juhelia	PSY-101-I2	Intro to Psychology	3					3	LEC	8/24/2021	12/14/2021	25
	Thompson, Juhelia	PSY-215-42	Life Span: Survey of Human Dev	3					3	LEC	8/26/2021	12/16/2021	25
0000002	monipson, Junella	1 01-210-42	Life Opan. Ourvey of Human Dev	15					J	LLO	0/20/2021	12/10/2021	20
0194864	Tomchek, Ryan	MAT-096-CR1	General Education Math Support	2					2	LEC	8/23/2021	12/15/2021	23

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special		signment	Minimum	Instructional		Section	
ID	Person Full Name	Section Name		Load	Classes	Projects)	Pai	id Amount	Credits	Method	Start Date	End Date	Enrollment
0194864	Tomchek, Ryan	MAT-102-1E	General Education Mathematics	4					4	LEC	8/23/2021	12/16/2021	30
0194864	Tomchek, Ryan	MAT-102-CR1	General Education Mathematics	4					4	LEC	8/23/2021	12/16/2021	23
0194864	Tomchek, Ryan	MAT-141-1K	Statistics	4					4	LEC	9/7/2021	12/13/2021	24
0194864	Tomchek, Ryan	MAT-141-2F	Statistics	1	3		\$	3,192.00	4	LEC	9/20/2021	12/17/2021	10
0194864	Tomchek, Ryan		Special Project			2	\$	2,128.00			9/1/2021	12/17/2021	
				15	3	2	\$	5,320.00					
0000868	Walley, Cynthia	ATM-253-1L	Successful Career & Life Stra	0					2	X-listed	8/23/2021	12/13/2021	3
0000868	Walley, Cynthia	BUS-253-1L	Successful Career & Life Stra	0					2	LEC	8/23/2021	12/13/2021	5
0000868	Walley, Cynthia	CAD-253-1L	Successful Career & Life Stra	0					2	X-listed	8/23/2021	12/13/2021	2
0000868	Walley, Cynthia	CIS-253-1L	Successful Career & Life Strat	2					2	X-listed	8/23/2021	12/13/2021	9
0000868	Walley, Cynthia	HVA-253-1L	Successful Career & Life Stra	0					2	X-listed	8/23/2021	12/13/2021	0
0000868	Walley, Cynthia	OMT-253-1L	Successful Career & Life Stra	0					2	X-listed	8/23/2021	12/13/2021	2
0000868	Walley, Cynthia	ATM-253-2D	Successful Career & Life Stra	0					2	X-listed	8/25/2021	12/15/2021	2
0000868	Walley, Cynthia	BUS-253-2D	Successful Career & Life Stra	2					2	LEC	8/25/2021	12/15/2021	7
0000868	Walley, Cynthia	CAD-253-2D	Successful Career & Life Stra	0					2	X-listed	8/25/2021	12/15/2021	0
0000868	Walley, Cynthia	CIS-253-2D	Successful Career & Life Stra	0					2	X-listed	8/25/2021	12/15/2021	0
	Walley, Cynthia	HVA-253-2D	Successful Career & Life Stra	0					2	X-listed	8/25/2021	12/15/2021	0
0000868	Walley, Cynthia	OMT-253-2D	Successful Career & Life Stra	0					2	X-listed	8/25/2021	12/15/2021	0
0000868	Walley, Cynthia	CPS-101-NR	Informational Technology	2					2	LEC	8/23/2021	12/13/2021	21
0000868	Walley, Cynthia	CPS-111-H2	Business Computer Systems	5					3	LECLAB	8/23/2021	12/13/2021	19
0000868	Walley, Cynthia	CPS-111-NR1	Business Computer Systems	4	1		\$	1,064.00	3	LEC/LAB	9/7/2021	12/17/2021	20
				15	1		\$	1,064.00					
0122566	Watkins, Meredith	NUR-107-B1	Foundations of Nursing Prac I	0.75				•	3	LEC	8/24/2021	10/15/2021	5
0122566	Watkins, Meredith	NUR-107-B2	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	7
0122566	Watkins, Meredith	NUR-107-B3	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	7
0122566	Watkins, Meredith	NUR-107-C1	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	4
0122566	Watkins, Meredith	NUR-107-C2	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	6
0122566	Watkins, Meredith	NUR-107-C3	Foundations of Nursing Prac I	0.75					3	LEC	8/24/2021	10/15/2021	6
0122566	Watkins, Meredith	NUR-108-B1	Foundations of Nursing Prac II	0.83					5	LEC	10/18/2021	12/17/2021	5
0122566	Watkins, Meredith	NUR-108-B2	Foundations of Nursing Prac II	0.83					5	LEC	10/18/2021	12/17/2021	7
0122566	Watkins, Meredith	NUR-108-B3	Foundations of Nursing Prac II	0.84					5	LEC	10/18/2021	12/17/2021	7
0122566	Watkins, Meredith	NUR-108-C1	Foundations of Nursing Prac II	0.83					5	LEC	10/18/2021	12/17/2021	4
0122566	Watkins, Meredith	NUR-108-C2	Foundations of Nursing Prac II	0.83					5	LEC	10/18/2021	12/17/2021	6
0122566	Watkins, Meredith	NUR-108-C3	Foundations of Nursing Prac II	0.84					5	LEC	10/18/2021	12/17/2021	6
0122566	Watkins, Meredith	NUR-110-B1	Clinical Judgement in Nursing	0.66					2	LEC	8/27/2021	12/17/2021	5
0122566	Watkins, Meredith	NUR-110-B2	Clinical Judgement in Nursing	0.67					2	LEC	8/27/2021	12/17/2021	7
0122566	Watkins, Meredith	NUR-110-B3	Clinical Judgement in Nursing	0.67					2	LEC	8/27/2021	12/17/2021	7
0122566	Watkins, Meredith	NOTE TTO BO	NUR Lead Instructor	2.75						LLU	9/1/2021	12/17/2021	,
0122000	vvaikino, ivioroditri		NON Edda mistractor	14.25							0/1/2021	12/11/2021	
0000736	Wood, Robert	PSY-101-2D	Intro to Psychology	3					3	LEC	8/23/2021	12/13/2021	35
	Wood, Robert	PSY-101-3G	Intro to Psychology	3					3	LEC	8/23/2021	12/15/2021	25
	Wood, Robert	PSY-101-6C	Intro to Psychology	3					3	LEC	8/24/2021	12/13/2021	26
	Wood, Robert	PSY-101-7E	Intro to Psychology	3					3	LEC	8/24/2021	12/14/2021	25
	Wood, Robert	PSY-215-1F	Life Span: Survey of Human Dev	3					3	LEC	8/23/2021	12/13/2021	25
0000730	vvoou, ixobeit	1 31-213-15	Life Spair. Survey of Human Dev	15					3	LEC	0/23/2021	12/13/2021	20
0200289	Young, Amanda	WEL-101-NR	Welding and Cutting Safety	15					1	LEC	8/23/2021	12/17/2021	10
0200289		WEL-101-NR WEL-103-H1	Blueprints for Welders	4					3	LEC/LAB	8/24/2021	12/17/2021	10
0200289	Young, Amanda		Basic Arc Welding/Cutting I	4					3	LEC/LAB			
0200209	Young, Amanda	WEL-111-1B	Dasic Arc Welding/Cutting I	4					J	LEC/LAB	8/24/2021	10/14/2021	11

						Additional							
						Overload			Section	Assignment			
Faculty					Overload	(Special	As	signment	Minimum	Instructional	Section	Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Pai	id Amount	Credits	Method	Start Date	End Date	Enrollment
0200289	Young, Amanda	WEL-112-1B	Basic Arc Welding/Cutting II	4					3	LEC/LAB	10/26/2021	12/16/2021	6
0200289	Young, Amanda	WEL-112-21	Basic Arc Welding/Cutting II	2	2		\$	2,028.00	3	LEC/LAB	10/25/2021	12/14/2021	3
0200289	Young, Amanda		Program Chair			2	\$	2,028.00			9/1/2021	12/17/2021	
				15	2	2	\$	4,056.00					
0170839	Young, Cynthia	NUR-110-A1	Clinical Judgement in Nursing	0.66					2	LEC	8/27/2021	12/17/2021	10
0170839	Young, Cynthia	NUR-110-A2	Clinical Judgement in Nursing	0.67					2	LEC	8/27/2021	12/17/2021	5
0170839	Young, Cynthia	NUR-110-A3	Clinical Judgement in Nursing	0.67					2	LEC	8/27/2021	12/17/2021	7
0170839	Young, Cynthia	NUR-108-A1	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-A2	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-A3	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-B1	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-B2	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-B3	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-C1	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-C2	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-108-C3	Foundations of Nursing Prac II	0.31					5	SIMLB	10/18/2021	12/17/2021	
0170839	Young, Cynthia	NUR-202-A1	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-A2	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-A3	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-A4	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-B1	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-B2	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-B3	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-B4	Mental Health Nursing	0.31					4	SIMLB	8/23/2021	10/17/2021	
0170839	Young, Cynthia	NUR-202-C1	Mental Health Nursing	0.31					4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-C2	Mental Health Nursing	0.31					4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-C3	Mental Health Nursing	0.31					4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-C4	Mental Health Nursing	0.3					4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-D1	Mental Health Nursing	0.3					4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-D2	Mental Health Nursing	0.0	0.34		\$	361.76	4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-D3	Mental Health Nursing		0.34		\$	361.76	4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-D4	Mental Health Nursing		0.33		\$	351.12	4	SIMLB	10/19/2021	12/16/2021	
0170839	Young, Cynthia	NUR-202-F1	Mental Health Nursing		0.33		\$	351.12	4	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-202-F2	Mental Health Nursing		0.33		\$	351.12	4	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-202-F3	Mental Health Nursing		0.33		\$	351.12	4	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-A1	Nursing Care of Adults II	0.31	0.55		Ψ	331.12	5	SIMLB	10/18/2021	12/16/2021	
0170839	Young, Cynthia	NUR-219-A1	Nursing Care of Adults II	0.31					5	SIMLB	10/18/2021	12/16/2021	
0170839	Young, Cynthia	NUR-219-A3	Nursing Care of Adults II	0.31					5	SIMLB	10/18/2021	12/16/2021	
	Young, Cynthia	NUR-219-A4	Nursing Care of Adults II	0.31					5	SIMLB	10/18/2021	12/16/2021	
	Young, Cynthia	NUR-219-A4	Nursing Care of Adults II	0.31					5	SIMLB	10/18/2021	12/16/2021	
0170839		NUR-219-B1	Nursing Care of Adults II	0.31					5	SIMLB			
	Young, Cynthia	NUR-219-B3	Nursing Care of Adults II						5	SIMLB	10/18/2021	12/16/2021	
	Young, Cynthia			0.31							10/18/2021	12/16/2021	
0170839	Young, Cynthia	NUR-219-B4	Nursing Care of Adults II	0.31					5	SIMLB	10/18/2021	12/16/2021	
0170839	Young, Cynthia	NUR-219-C1	Nursing Care of Adults II	0.31					5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-C2	Nursing Care of Adults II	0.31					5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-C3	Nursing Care of Adults II	0.31					5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-C4	Nursing Care of Adults II	0.31					5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-D1	Nursing Care of Adults II	0.31					5	SIMLB	8/24/2021	10/14/2021	

						Additional Overload		Section	Assignment			
Faculty					Overload	(Special	Assignment		Instructional		Section	
ID	Person Full Name	Section Name	Section Title	Load	Classes	Projects)	Paid Amount	Credits	Method	Start Date	End Date	Enrollment
0170839	Young, Cynthia	NUR-219-D2	Nursing Care of Adults II	0.31				5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-D3	Nursing Care of Adults II	0.31				5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-D4	Nursing Care of Adults II	0.31				5	SIMLB	8/24/2021	10/14/2021	
0170839	Young, Cynthia	NUR-219-F1	Nursing Care of Adults II	0.31				5	SIMLB	10/18/2021	12/16/2021	
0170839	Young, Cynthia	NUR-219-F2	Nursing Care of Adults II	0.31				5	SIMLB	10/18/2021	12/16/2021	
0170839	Young, Cynthia	NUR-219-F3	Nursing Care of Adults II	0.62				5	SIMLB	10/18/2021	12/16/2021	
0170839	Young, Cynthia		Special Project - Simulation Coordinator			2	\$ 2,128.00					
				15	2	2	\$ 4,256.00					
					200.65	Total	\$ 318,942.28					

**PROPOSED ACTION:** That the board approve change order 001 for All Type Elevators in the amount of \$13,828.00 as submitted.

**RATIONALE:** Custom Stainless Steel Ceilings

**COST ANALYSIS:** \$13,828.00 for Elevator Car Upgrade

**ATTACHMENT:** See attached sheets



## Change Order

PROJECT: (Name and address)
Building B & D Elevator Modernization
Morton College

OWNER: (Name and address)
Morton College
3801 S. Central Ave.
Cicero, IL 60804

CONTRACT INFORMATION: Contract For: General Construction Date: May 28, 2019

ARCHITECT: (Name and address)
Demonica Kemper Architects, LLC
125 N. Halsted St., Suite 301
Chicago, IL 60661

CHANGE ORDER INFORMATION: Change Order Number: 001 Date: November 21, 2019

CONTRACTOR: (Name and address) All-Types Elevators, Inc. 11105 S. Nashviile Ave., #B Worth, IL 60482

#### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Upgrade elevator cab flooring and ceiling per the attached proposal.

The original Contract Sum was \$ 185,910.00
The net change by previously authorized Change Orders \$ 0.00
The Contract Sum prior to this Change Order was \$ 185,910.00
The Contract Sum will be increased by this Change Order in the amount of \$ 13.828.00
The new Contract Sum including this Change Order will be \$ 199.738.00

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects, LLC	All-Types Elevators, Inc.	Morton College
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
BM Fry	Thomas Hynes	Mull
SIGNATURE	SIGNATURE	SIGNATURE
Mr. Brian Essig, AIA, Senior Associate	Mr. Tom Hynes, President	Mr. Frank Marzullo, Vice President of Administrative Services
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
November 21, 2019	11/22/19	Frank MARZULLC
DATE	DATE	DATE



### **PROPOSAL**

November 6, 2019

Proposal Number: ATP2190619R

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

Brian Essig 312-994-9974 bessig@dka-design.com

**PROJECT JOB SITE** 

3801 SOUTH CENTRAL, CICERO, IL

PASSENGER ELEVATOR
NEW CAB CEILING AND MOVING PADS FOR
B & D BUILDINGS

#### **SCOPE OF WORK**

All-Types Elevators, Inc. would like to propose the following work at the above referenced address:

- 1. Furnish and install two (2) new Innovation custom stainless-steel ceilings, one per elevator.
- 2. Furnish and install recessed 24v lighting.
- 3. Provide dimmer control units on car tops.
- 4. Wire and test same.
- 5. Furnish and install new stainless-steel elevator pad hooks and hardware, one (1) set per elevator.
- 6. Furnish and install two (2) sets of elevator pads Vinyl, Blue, one (1) set per elevator.
- 7. Remove existing cab flooring from both elevators.
- 8. Furnish and install new underlayment, both elevators.
- 9. Furnish and install Armstrong flooring luxury vinyl. Color Silk Scarf Black Silver, both elevators.
- 10. Return car to service.

#### **TERMS**

We propose to furnish material and labor to complete the above specifications for a sum of:

 New Ceilings:
 \$ 5,420.00

 Labor for Ceilings:
 \$ 4,670.00

 New Flooring:
 \$ 520.00

 Labor for Flooring:
 \$ 2,660.00

 Pad Hooks:
 \$ 160.00

 Labor for Pad Hooks:
 \$ 398.00

 TOTAL PRICE:
 \$13,828.00

Payable as follows:

Balance due upon completion

**ACCEPTANCE OF PROPOSAL** 

**ALL-TYPES ELEVATORS, INC.** 

Signature:

Print Name:

**Thomas Hynes** 

Title:

Senior Project Manager

**CUSTOMER** 

Signature:

rint name: FR

FRANK MARZULIE

Title: VP OF ADMIN. SE

Date: 11/22/19

<u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE CHANGE ORDER NUMBER #1, #3 AND #5 FOR LODESTRO CONSTRUCTION CO IN THE AMOUNT OF \$42577.48, AS SUBMITTED.

## **RATIONALE:**

CHANGES DONE FOR THEATRE UPGRADES

**COST ANALYSIS:** \$42,577.48

**ATTACHMENT:** CHANGE ORDER NUMBER #1,#3,#5



## Change Order

PROJECT: (Name and address)

Theater Upgrades Morton College

OWNER: (Name and address)

Morton College 3801 S. Central Ave.

Cicero, IL 60804

#### CONTRACT INFORMATION:

Contract For: General Construction

Date: May 28, 2020

ARCHITECT: (Name and address) Demonica Kemper Architects, LLC 125 N. Halsted St., Suite 301

Chicago, IL 60661

CHANGE ORDER INFORMATION:

Change Order Number: 001 Date: September 2, 2020

CONTRACTOR: (Name and address) Lo Destro Construction Company 211 E. Ontario St., Suite 500

Chicago, IL 60611

#### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Complete the work outlined in the following PCOs and related RFPs. Revised drawings, specifications, and directions that are included with the RFPs and PCOs are hereby incorporated into the contract documents.

PCO 02 - RFP 02: Change lav in toilet room 350k

**DEDUCT: \$331.65** 

PCO 03 - RFP 03: Exterior Improvements. Remove exterior pavers from scope.

**DEDUCT: \$3,530.39** 

PCO 04 - RFP 04: Remove lights fixtures F8 from scope and relocate existing can lights

ADD: \$617.20

PCO 05: Revised ceiling panel layout

**DEDUCT: \$18,000.00** 

PCO 06 - RFP 06: Alternate electric water cooler and shower basin

ADD: \$2,645.40

PCO 07 - RFP 07: Provide concrete infill at stage

ADD: \$8,235.36

PCO 08 - RFP 08: Add polished concrete scope

ADD: \$17,641.05

PCO 09 - RFP 05: Provide technology scope

ADD: \$10,531.50

PCO 12: Allowance transfer - Demo stage floor

**DEDUCT: \$10,000.00** 

PCO 16: Hardware Reconciliation

**DEDUCT: \$3,400.00** 

**TOTAL THIS CHANGE ORDER: ADD \$4,408.47** 

The original Contract Sum was The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

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

,202,792.00 0.00 202,792.00

The new Contract Sum including this Change Order will be

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be unchanged 1,207,200.47

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects, LLC	Lo Destro Construction Company	Morton College
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
Dufley	Stere	Frul Worklas
SIGNATURE	SIGNATURE	SIGNATURE
Mr. Brian Essig, AIA, Senior Associate	Mr. Brent Lo Destro, President	Mr. Frank Marzullo, Vice President of Administrative Services
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
9/2/20	2020.09.02	9/8/20
DATE	DATE	DATE

Driting



## $AIA^{\circ}$ Document G701 – 2017

## **Change Order**

PROJECT: (Name and address)

Theater Upgrades Morton College

OWNER: (Name and address) Morton College

Cicero, IL 60804

3801 S. Central Ave.

**CONTRACT INFORMATION:** 

Contract For: General Construction

Date: May 28, 2020

ARCHITECT: (Name and address) Demonica Kemper Architects, LLC 125 N. Halsted St., Suite 301

Chicago, IL 60661

CHANGE ORDER INFORMATION:

Change Order Number: 003 Date: December 4, 2020

CONTRACTOR: (Name and address) Lo Destro Construction Company

211 E. Ontario St., Suite 500

Chicago, IL 60611

#### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Complete the work outlined in the following PCOs and related RFPs. Revised drawings, specifications, and directions that are included with the RFPs and PCOs are hereby incorporated into the contract documents.

PCO 026 - Additional Polished Concrete and floor patching ADD \$8,898.75

PCO 029 - Stage Rigging Remediation (Request for Proposal for Stage Rigging Remediation dated 10/19/20) ADD \$20,233.50

PCO 033: RFP 020 - Power for AV rack in sound room ADD \$1,433.25

PCO 034 - Repair Fire Alarm Devices ADD \$1,854.30

#### **TOTAL CHANGE ORDER ADD \$32,419.80**

The original Contract Sum was	\$ 1,202,792.00
The net change by previously authorized Change Orders	\$ 61,451.82
The Contract Sum prior to this Change Order was	\$ 1,264,243.82
The Contract Sum will be increased by this Change Order in the amount of	\$ 32,419.80
The new Contract Sum including this Change Order will be	\$ 1,296,663.62

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

#### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects, LLC	Lo Destro Construction Company	Morton College
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
Drifting	Mun	
SIGNATURE	SIGNATURE	SIGNATURE
Mr. Brian Essig, AIA, Senior Associate	Mr. Brent Lo Destro, President	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
12/8/20	220.1204	
		FAINTED NAME AND THE

AIA Document G701" - 2017. Copyright © 1979, 1987, 2000, 2001 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 09:57:25 CT on 12/04/2020 under Order No.9690660051 which expires on 01/13/2021, is not for resale, is licensed for onetime use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org. **User Notes:** 

-		
DATE	DATE	DATE



## AIA Document G701 - 2017

## Change Order

PROJECT: (Name and address)

Theater Upgrades Morton College

OWNER: (Name and address)

Morton College 3801 S. Central Ave.

Cicero, IL 60804

**User Notes:** 

**CONTRACT INFORMATION:** 

Contract For: General Construction

Date: May 28, 2020

ARCHITECT: (Name and address) Demonica Kemper Architects, LLC

125 N. Halsted St., Suite 301 Chicago, IL 60661

CHANGE ORDER INFORMATION:

Change Order Number: 005 Date: January 6, 2021

CONTRACTOR: (Name and address) Lo Destro Construction Company

211 E. Ontario St., Suite 500

Chicago, IL 60611

#### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Complete the work outlined in the following PCOs and related RFPs. Revised drawings, specifications, and directions that are included with the RFPs and PCOs are hereby incorporated into the contract documents.

PCO 23R1 - RFP 015: Sound Booth Electrical & patching ADD \$5,749.21

The original Contract Sum was	S	1,202,792.00
The net change by previously authorized Change Orders	\$	104,266,22
The Contract Sum prior to this Change Order was	\$	1,307,058.22
The Contract Sum will be increased by this Change Order in the amount of	\$	5,749.21
The new Contract Sum including this Change Order will be	\$	1,312,807.43

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects, LLC	Lo Destro Construction Company	Morton College
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
Dutte	desent	
SIGNATURE	SIGNATURE	SIGNATURE
Mr. Brian Essig, AIA, Senior Associate	Mr. Brent Lo Destro, President	Mr. Frank Marzullo, Vice President of
		Administrative Services
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
1/14/21	2021, 01.13	
DATE	DATE	DATE

<u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE DEMOLITION SERVICES BY RESTORE CONSTRUCTION INC. IN THE AMOUNT OF \$34,000, AS SUBMITTED.

**RATIONALE:** 

**COST ANALYSIS:** \$34,000 FOR THE DEMOLITION WORK AT THE SPORTS FIELDS

**ATTACHMENT: INVOICE** 



**Restore Construction Inc.** 2035 N. 15Th Ave. Melrose Park, IL 60160 (847) 455-3000 (866) 929-3371 Fax

06/08/21 Date:

**Invoice #:** S-11346

## **INVOICE**

Care of:

Morton College Building 48th Court & 32nd St Cicero, IL 60804 USA

Phone: (708) 514-1962

Bill To:

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

USA

Estimator	Job#	File/Claim #	Terms
	21-8758STR		Net 30
Description		Total	

**Contract Amount - Demolition** Back Charge - Additional Work Requested \$29,000.00

\$5,000.00

Subtotal \$34,000.00 NO TAX \$0.00 **Total:** \$34,000.00

Amount Due: \$34,000.00

37 Sherwood Terrace, Suite 102 Lake Bluff, IL 60044 Phone: 847-362-7440

Fax: 847-362-0427



## **Proposal**

To: I	Brian Essig @ Demonica Kempe	r Architects	From:	David Golle	
Email:	BEssig@dka-design.com		Pages:	1	•
Phone:			Date:	9/17/2021 - Rev. #2	
Re: V	Wave SE Ceiling Baffles		Project:	Morton College - Gym	
Urgen	t For Review	Please Comment	Please R	eply Please Rec	cycle
To Whor	n It May Concern:				
	on the provided project document e the following proposal:	ats dated 7/28/2021 The	HUFF Comp	any is pleased	
	Work: Furnish and Install Wav Central Ave £ 60804	e SE Ceiling Baffles for	the project lo	ocated at:	
2" Wave	: Wave Ceiling Baffles SE (Sewn Edge) Baffles g: Horizontal Mounting with Woo	od Backer or Mounted D	irect with Fa	steners and Washers Pain	ited to Match
Finishes:	Multiple Color Options (Orange	, Blue and White Assume	ed)		
Drawing ✓ A2.01	s: : Wave SE Ceiling Baffles - 89 E	Baffles Figured per RCP			
	on is to be performed by our factor through Friday, 8am to 5pm). On ture.				g sytems
Net Price *We coul	e for Sewn Baffle Materials Fu d do a PO to us for the Materials	rnished & Installed,	ng company f	.\$49,900.00 or the Labor	Option "A"
Net Price	e for Heat Bond Vinyl Baffle M	Iaterials Furnished & l	installed,	\$47,200.00	Option "B"
	e for Heat Bond Vinyl Baffle M Color Option	laterials Furnished & l	nstalled,	TBD	Option "C"
<ul><li>Block</li><li>Premi</li></ul>	nded:  , Permits, and other fees are not i ing, Furring, or Trim um time working hours.  des any other items/materials/sco		ally included	in this proposal.	

**Lead Time:** 6 - 8 weeks after release to fabrication pending fabric availability.

50% due with order (prior to fabrication). Payment:

Balance due upon completion of installation.

No retainage.

Prices firm for orders placed within sixty (60) days from the date of this proposal. Notes:

Please feel free to call me in the office at (847) 362-7440 if you have any questions or if you would like to review this project in further detail. Thank your very much for the opportunity to provide this proposal.

Best regards, HUFF Company, Inc. David Golle

d.golle@soundcontrol.com O: 847-362-7440 / C: 224-290-7440

PROPOSED ACTION: THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR REAL ESTATE INSTITUTE 12/18/2021 - 12/19/2021, SATURDAYS AND SUNDAYS 8:00AM-5PM.

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

Morton College will support our community partner organization and provide space for Real Estate Institute.

**COST ANALYSIS:** No cost to Morton College.

**ATTACHMENT:** Facility Use Application

## MORTON COLLEGE CAMPUS FACILITIES RENTAL AND USE PROCEDURE

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

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

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

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

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

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

## MORTON COLLEGE Facility Use Permit Application

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

	Date: J	uly 28, 2021
Name of Organization: Real Estate Institute		
Address: 6203 W. Howard Street	Niles, IL	60714
Street	City	Zip Code
<b>Telephone:</b> 800-995-1700	Person to Contact:	Liz Ryan (847-423-5017)
December 18 & 19  Contact	<del>-12</del> / Saturday's & S	unday's
Time Requested: From: 8:00 a.m.	To:	5:00p.m.
(Include one-half hour before and one-half hour afte	r scheduled event).	
Facility Requested: 3801 South Central Aven	ue, 106C	
Purpose of Use: Instruct Illinois Real Estate	Pre-License Courses	3
Expected Attendance: 50 Students		
Requested: Audio & Visual Equipment		
Extent to which refreshments, if any, are to be serve	ed: N/A	
I (we) agree to comply with all rules and regulations Campus Facilities Rental and Use Procedure.	set forth in the Morton	College
Authorized Signat	ture: Clizat	reth Ryan
Organization		Manager
Please send this form to:  Director of Physical Plant Morton College 3801 S. Central Ave. Cicero, Illinois 60804 (708) 656-8000, Ext. 2221 Fax	x (708) 656-7679	
		Date
	Stan Fields President	Date

Revised: 9/2017

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

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

ORGANIZATION:	Professional License Education Company LLC dba Real Estate Institute
ADDRESS:	6203 W. Howard Street, Niles, IL 60714
TELEPHONE:	800-995-1700
DATE (S) OF UTILIZATION:	

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

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

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

FA: 1410

Authorized Signature:	- Clizabeth Ryan	
Organization Title:	Events Manager	·
Date:	July 28, 2021	

## **Morton College Rental Fees**

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

AREA/SPACE	CAPACITY	HOURLY	RATE	HOURLY RATE
		For-Profit		Non-Profit
CLASSROOM	15-30	\$15.00		\$11.25
CONFERENCE ROOM	12	\$12.00		\$9.00
LARGE LECTURE HALL	125	\$35.00		\$26.25
SMALL LECTURE HALL	75	\$35.00		\$26.95
CAFETERIA	300	\$100.00	1 <sup>ST</sup> HR	\$75.00
		\$40.00	thereafter	\$30.00
GYMNASIUM	500-1000	\$100.00	1 <sup>57</sup> HR	\$75.00
		\$35.00	thereafter	\$30.00
UPPER GYMNASIUM	350	\$100.00	1 <sup>ST</sup> HR	\$75.00
		\$50.00	thereafter	r <b>\$30.</b> 50
CORRIDOR/LOBBIES		\$25.00		\$18.75
OUTDOOR STAGE AREA	400	\$50.00		\$37.50
ATHLETIC FIELD		\$25.00	PER DAY	\$18.75
PARKING LOT	750	Cost to be	arranged	
EQUIPTMENT USE	NOTE: Hourly	RATE/DAILY		HOURLY RATE
	For-Pr	ofit		Non-Profit
Piano		\$50.00		\$35.00
<b>Overhead Projector</b>	+Operators Cost	\$25.00		\$15.00
Microphone	+Operators Cost	\$15.00		\$10.00
TV/DVD	+Operators Cost	\$40.00		\$35.00
Folding Chair	Use/Set-up	.75		.50
Stage Lighting Controls	+Operators Cost	\$50.00		\$35.00
Scoreboard Gymnasium	+Operators Cost	\$50.00		\$35.00

**Folding Table** 

Use/Set-up

\$10.00

\$5.00

**Other AV Equipment** 

Cost to be arranged

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

Theatre Rental

\$1000.00 per day (weekends)

(340 person capacity).

\$800.00 per day (week days)

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

**PROPOSED ACTION:** Employment Status of Full Time Instructors

1. THAT THE BOARD APPROVE GRANTING TENURE TO 5 INSTRUCTORS, WHO HAVE SUCCESSFULLY COMPLETED THE THREE-YEAR TENURE PROCESS.

RATIONALE: These instructors have demonstrated through a rigorous 3-year tenure-tack process, which has included student evaluations, classroom observations and peer review assessments, high quality instruction and positive contributions to student success.

2. THAT THE BOARD APPROVE THE CONTINUING EMPLOYMENT OF 5 NON-TENURED INSTRUCTORS FOR AN ADDITIONAL ACADEMIC YEAR OF TENURE-TRACK REVIEW, UNTIL THE FALL SEMESTER 2022.

RATIONALE: [Required by Board Policy 3.1 and Chapter 110, Act 805, Section 3B-2 and 3 of the Illinois Compiled Statues] Approving the continued employment of non-tenured instructors reaffirms the initial employment decision and is generally recognized as a good practice since tenure is awarded at the conclusion of an instructor's probation; notice of non-renewal and extension of probation must also occur on a timely basis within the provisions of State statue.

THAT THE BOARD APPROVE <u>NOT</u> CONTINUING THE EMPLOYMENT OF 1
FULL TIME TENURE-TRACK INSTRUCTOR BEYOND THE FALL 2021 SEMESTER.

COST ANALYSIS: N/A

ATTACHMENTS: Recommended Employment Status

#### **EMPLOYMENT STATUS FULL TIME INSTUCTORS**

Mathematics

Third Year

#### **Recommended for Tenure**

Melissa Stanukinas

InstructorACADEMIC DISCIPLNEKatherine SkurskiNursingThird YearLudwin BalekCISThird YearTrisha Russo NeriMathematicsThird YearAlejandro Sanchez, Jr.MathematicsThird Year

### Recommended for Continued Employment on Tenure Track Through Fall 2022

Instructor Academic Discipline

Malisa Avila Nursing

Cynthia Young Nursing

Francisco Hernandez Nursing

Mihir Dharwadkar Mathematics

Shannon Martino Humanities

Not Recommended for Continued Employment: Employment Will Conclude at The End Of The Fall 2021 Semester:

Instructor Academic Discipline

Nicole Rousseau Sociology

## MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

**PROPOSED ACTION:** THAT THE BOARD APPROVE BRYANT MANNING FOR A LANE CHANGE FOR THE ENGLISH DEPARTMENT WITH AN EFFECIVE START DATE OF AUGUST 23, 2021.

**RATIONALE**: Per the Faculty CBA – Section 4.9.3

**COST ANALYSIS:** New salary per the CBA - \$65,894

**ATTACHMENTS**: Lane Change form

## APPLICATION FOR LANE CHANGE

Per Board-Union Agreement, I am requesting a lane change from:				
(Please check)  ☑ Effective - Fall Term  ☐ Effective - Spring Tern	MA +24 to MA+36 Current Lane New Lane			
	flecting an earned Doctorate degree had or inclusion in my personnel file	as been forwarded to		
	ntation, including applicable transcripts te Dean and the Provost and is on file			
Bryant Manning	Bryant Manning	9/10/2021		
Faculty: Printed Name	Bryant Manning Signature	Date		
APPROVED FOR LANE O	CHANGE:			
Brandie Windham	Brandie Windham	9/10/2021		
Dean: Printed Name	Signature	Date		
Joseph M	and her	9/10/202		
Provost: Printed Name	Signature	Date		
4/1		9.13.2)		
President: Printed Name	Signature	Date		

#### PROPOSED ACTION:

THAT THE BOARD APPROVE A 10% SALARY INCREASE FOR NANCY JEFFRIES WITHIN HER ADMINISTRATIVE ASSISTANT JOB TITLE.

### RATIONALE:

The Administrative Assistant – Health Careers job description has required updating as the demands of the role and essential job functions have increased with the growth and progressions within the Health Careers department. Nancy Jeffries is currently responsible for the administrative support of all faculty/staff/students/administration within the Health Careers Department and will serve as a mentor for the proposed transition of Amy Kinney (Service Aide) to another Administrative Assistant within the Health Careers department. In addition, upon the hiring of the approved Associate Dean of Nursing Programs, this individual will require the administrative support necessary from Nancy Jeffries for individual nursing program needs, as well as completed overall tasks for the success of the Health Careers department as needed.

[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:**

10% salary increase from existing salary \$54,882.53

#### **ATTACHMENT:**

**Job Title:** Paramedic Instructor – Full-time

Range: N/A

Grant-Funded: N/A

Reports to and

**Evaluated by:** Dean of Adult, Career & Technical Education

Required Qualifications:

Bachelor's degree in Paramedic Technology or equivalent. Current licensure in good standing as Paramedic or Registered Nurse. Certification with the National Association of EMS Educators. Minimum of three years of full-time paid in field work experience within the past seven years. Candidate must be proficient in, demonstrate, and assess current EMT skills.

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

Desirable Qualifications:

Master's degree in Paramedic Technology or equivalent. Currently certified in ACLS, PALS, and/or PHTLS. Previous post-secondary teaching experience. Experience in course development and assessment, planning, quality and accreditation processes, and committee service.

**Job Summary:** 

Paramedic Full-time Faculty will teach Paramedic courses in Paramedic Medical Emergency, Trauma, Special Populations, and EMS Operations, in a diverse work environment, while demonstrating sensitivity to students with diverse academic, socio economic, cultural and ethnic backgrounds and students with disabilities. Must develop curriculum and course work in the areas outlined above. Must be able to teach Paramedic courses in a college setting; develop course syllabus, teaching materials, activities, and handouts for each section course taught; prepare and deliver lectures; maintain accurate student records and be willing and able to teach day and/or evening classes.

## Essential Job Functions

- Develop curriculum for paramedic certificate program.
- Assist the Dean in the development of the institutional budget of the paramedic certificate program.
- Instruct students in the facts, skills and appreciations pertaining to the assigned courses.
- Consider the needs of the students, and assist them by seeking help from other college services.
- Distribute to all students a course syllabus that covers the class requirements, grading procedure, attendance requirements, and course objectives.

- Inform students of educational and occupational opportunities.
- Manage the development of the curriculum, the preparation of course outlines, and the selection of textbooks.
- Submit midterm and final grade reports, deficiency notices, attendance records and any other reports pertaining to the assigned courses.
- Participate on college committee(s).
- Participate in accreditation/assessment activities.
- Participate in academic advising.
- Stay abreast of ongoing developments, trends and issues in Paramedic instruction at the community college.
- Develop an annual professional development plan.
- Perform other duties as outlined in the Faculty Collective Bargaining Agreement.

Other Duties:	<ul> <li>Perform other duties and special projects as assigned</li> </ul>
Work Environment:	Classroom environment
Physical Demands:	Long periods of standing. Lift up to 20lbs. Ability to operate Paramedic equipment.
Position Unit:	<ul> <li>□ Administration - Exempt</li> <li>□ Professional Staff - Exempt</li> <li>□ Faculty, Local 1600, A.F.T.</li> <li>□ Adjunct Faculty, IEA-NEA</li> <li>□ Classified Staff - Excluded</li> <li>□ Classified Staff, Local 1600, A.F.T.</li> <li>□ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>□ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>□ Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>□ Classified Staff - Part-Time, Non-Union</li> </ul>



Job Title:	Service Aide – Panther Pantry Classified Staff - PT
Range: Grant-Funded:	This position will be funded by HEERF Grant.
Reports to and Evaluated by:	Director of Student Activities
Required Qualifications:	Associate's degree. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Experience with student programming. Excellent customer service. Ability to maintain confidentiality.
Desirable Qualifications:	Candidate should be a good communicator, well organized, has the ability to assist in planning large events and possess good time management skills. Bilingual in Spanish and English, both written and oral.
Job Summary:	Manage inventory, maintain accurate usage records, maintain a clean working environment in the pantry, schedule and recruit volunteers, communicate with GCFD and maintain communication line, manage communication via email and social media for the pantry.
Essential Job Functions	Organized, data entry skills.
Other Duties:	Other duties as assigned.
Work Environment:	Typical office environment.
Physical Demands:	Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.
Position Unit:	Administration - Exempt

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

Job Description:	Page 2				
	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-CIC 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				



**Job Title:** Culinary Instructor – Full-time

Range: N/A

Grant-Funded: N/A

Reports to and

**Evaluated by:** Dean of Adult, Career & Technical Education

Required Qualifications:

Bachelor's Degree in Culinary Arts, Restaurant Management or related field. Five (5) years of industry work experience in a high volume or fine dining venue with at least two (2) years in a supervisory position in the industry. Certified as a Sous Chef or higher as per the ACF guidelines. Expertise in appropriate technologies for instruction. Demonstrated commitment to teaching and learning. Well versed in both classical and contemporary cooking methods. Excellent communication, math and writing skills. Quality knife, cooking, plating and garnishing skills.

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

Desirable Qualifications:

Master's Degree in Culinary, Hospitality Management or related field. Teaching experience at the collegiate level. Experience with traditional and non-traditional students or workforce from diverse backgrounds. Experience in teaching online and/or using course management programs. Experience in course development and assessment, planning, quality and accreditation processes, and committee service.

**Job Summary:** 

Culinary Arts Full-time Faculty will teach culinary arts courses in food service production or baking or sanitation and safety, in a diverse work environment, while demonstrating sensitivity to students with diverse academic, socio economic, cultural and ethnic backgrounds and students with disabilities. Must develop curriculum and course work in the areas outlined above. Faculty member will also oversee the buildout of the culinary lab and assist in the development of a Culinary Arts program budget. Must be able to teach culinary arts courses in a college setting; develop course syllabus, teaching materials, activities, and handouts for each section course taught; prepare and deliver lectures; maintain



accurate student records and be willing and able to teach day and/or evening classes.

## Essential Job Functions

- Develop Culinary Arts curriculum
- Participate with the Dean and other administrators in the oversight of the Culinary Lab buildout
- Assist the Dean in the development of the Culinary Arts institutional budget
- Participate in promoting the Culinary Arts Program by maintaining an active relationship with the Food Service Industry, professional organizations, and the area high schools.
- Participate with students in extra-curricular culinary and hospitality related events
- Instruct students in the facts, skills and appreciations pertaining to the assigned courses.
- Consider the needs of the students, and assist them by seeking help from other college services.
- Distribute to all students a course syllabus that covers the class requirements, grading procedure, attendance requirements, and course objectives.
- Inform students of educational and occupational opportunities.
- Manage the development of curriculum, the preparation of course outlines and the selection of textbooks.
- Submit midterm and final grade reports, deficiency notices, attendance records and any other reports pertaining to the assigned courses.
- Participate on college committee(s).
- Participate in accreditation/assessment activities
- Participate in academic advising.
- Develop an annual professional development plan.
- Perform other duties as outlined in the Faculty Collective Bargaining Agreement.

Other Duties:

Perform other duties and special projects as assigned

Work Environment:

Classroom environment



Physical Demands:	Long periods of standing. Lift up to 20lbs. Ability to operate culinary equipment.
Position Unit:	<ul> <li>□ Administration - Exempt</li> <li>□ Professional Staff - Exempt</li> <li>□ Faculty, Local 1600, A.F.T.</li> <li>□ Adjunct Faculty, IEA-NEA</li> <li>□ Classified Staff - Excluded</li> <li>□ Classified Staff, Local 1600, A.F.T.</li> <li>□ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>□ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>□ Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>□ Classified Staff - Part-Time, Non-Union</li> </ul>



Job Title: Academic Director of Online Learning

Range: N/A

**Grant-Funded:** The position is funded by external resources and continuation is

contingent upon renewed funding. The duration of the contract

grant is two years.

Reports to and Evaluated by:

Associate Provost & Vice President of Student Services

Required Qualifications:

The successful candidate will possess a Master's degree with relevant work experience in the community college setting; The candidate will have excellent analytical, interpersonal, as well as strong oral and written communications skills, experience in teaching and coordinating groups of faculty, and tech-savvy and familiar with learning management systems such as Blackboard. In addition, the candidate will be a curriculum designer with ability of aligning learning goals with course outcomes and be an active listener able to turn suggestions into actionable advice and implement changes.

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

Desirable Qualifications:

Experience in program administration, supervision and fiscal management of federally funded programs (including budget development); Experience in planning, organizing, implementing, and evaluating projects that require coordination with multiple individuals. Knowledge of online learning tools, instructional techniques and technologies. Knowledge of strategies that promote completing postsecondary education, applying for transfer to postsecondary education, applying for financial aid and enrolling in postsecondary education; Proficiency in the use of information technology; 2 or more years of grant management experience; 3 or more years of Community College or University experience preferred. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Deleted: .¶
E

Deleted: d

Deleted: faculty

Deleted: .

Deleted: ¶

Deleted: A

Deleted: ¶

Deleted: A

#### Job Summary:

Under the direction of the Associate Provost, the Academic Director of Online Learning will build on the current success of MC's efforts in this area and take the college to the next level of quality online learning. This new position will be responsible for the implementation and support of quality instruction, innovative use of technology, and cohesive services to support online students as outlined by the grant. The responsibilities and duties of the director may change as the needs of the college arise.

## Essential Job Functions

- Work in conjunction with the LMS administrator and Instructional Technologist to coordinate instructional design with an understanding of best practices for distance learning.
- Organize initiatives to execute online programs and identify trends in online learning.
- Work with faculty and IT in various departments to integrate distance learning options across all degree programs, and provide training for online faculty.
- Assist in developing distance learning policies and best practices in conjunction with departmental directors.
- Assess and analyze current online programs, and find ways to streamline and optimize processes.
- Advise faculty on universal design and accessibility.
- Meet with Company representatives, such as Apple Corporation, to discuss REMOTE program and modifications needed to meet Absolute Priorities/gaps.
- Oversee all aspects of the One-to-One program and ensure that grant guidelines are being followed.
- Review iPad and Laptop Policy handbook and ensure that each student receive the handbook and understands the program restrictions, how to access assistance, etc.
- Participate in orientations and other learning community activities.
- Participate in One-to-One trainings including coaching, cultural competence, etc.
- Meet with key One-to-One staff members/faculty on a virtual, biweekly basis to plan, organize and implement college and outreach instructional activities.
- Manage the budget, maintain fiscal responsibility.
- Meet with students via video conferencing for Director Talks.

Formatted: Font: (Default) Arial, 12 pt

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, Font color: Auto

**Commented [MV1]:** I would like to add the following responsibilities:

Organize initiatives to execute online programs and identify trends in online learning

Work with faculty and IT in various departments to integrate

distance learning options across all degree programs, and provide training for online faculty
Assist in developing distance learning policies and best practices in

conjunction with departmental directors
Assess and analyze current online programs, and find ways to

streamline and optimize processes

Coordinate instructional design with an understanding of best

practices for distance learning Advise faculty on universal design and accessibility

Commented [BNW2R1]:

- Track and assist in the hiring of key staff members and providing the necessary training, assignment allocation, review and evaluation of work completed.
- Assist with the completion annual reports, monitor project success (aligned with the grant objectives and identified key performance measures), and provide a status of the project to college leadership quarterly.
- Communicate all aspects of the grant to both internal and external parties, implement and coordinate activities and document outcomes in accordance with the grant requirements.
- Coordinate activities to promote and publicize the services provided by the grant.

Other Duties:

• To perform other duties as assigned by the Associate Provost

Work Classroom environment **Environment: Physical** Long periods of standing Demands: **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.

Job Description: Director of Online Learning		Page 4
Job Description. Director of Offinite Learning		i age 4
Employee	Date	

Approved: 09/2021; Revised: mo/yr (keep all revision dates)



**Job Title:** Coordinator of Clinical Learning for Health Careers

Range: Classified Staff - Excluded

Grant-Funded: N/A

Reports to and Evaluated by: Required Qualifications: Associate Dean of Nursing Programs

- RN licensure in Illinois.
- Two years clinical experience as RN.
- Bachelor's degree in nursing.
- Expressed competency with Microsoft Suite, web page editing, portal page accuracy, and instructional technology.
- Strong communication and relationship building skills; Ability to maintain confidentiality, work independently, self-motivated.
- Exceptionally organized and detail oriented; capable of preparing reports and maintaining defined records.

Able to demonstrate Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

## Desirable Qualifications:

- Experience in Staff Development, Organizational development, or Teaching in health career department.
- Master's degree in Nursing, Healthcare administration, Healthcare management.

### **Job Summary:**

With Associate Dean and Department Chair, coordinates clinical learning experiences. This includes confirming student and faculty preparedness for presence on clinical sites. Monitors clinical affiliation currency and completeness. Facilitates clinical site evaluation, including but not limited to evaluation of site as a learning experience and site representatives' evaluation of student and faculty. Coordinates graduate employer evaluation of graduates. Promotes the program. Assists Associate Dean and Program Chair with mandatory report generation, i.e., IBON, ACEN, ICCB.

## Essential Job Functions

 With Associate Dean/Department Chair and Coordinator of Clinical Learning for Health Careers with input into classroom and Simulation and Coordinator of Simulation and Lab Learning, complete the clinical learning orientation schedule. Job Description: Page 2

 Confirms program and student readiness for clinical learning experiences. This includes but is not limited to

- Communication of student and faculty compliance with clinical site preparedness related to meeting health requirements, current CPR and their updating.
- Communication with clinical site liaison needed information about students, names, clinical outcomes.
- Arranges for orientation of new clinical faculty to clinical sites.
- Communicates clinical required information to students and clinical learning experiences. This includes but is not limited
  - o Clinical orientation information
  - Electronic health record training
- Participates in program orientation sessions to present clinical requirements, CPR, uniform standards.
- Manage clinical site affiliation agreement
  - Need for renewal of agreements.
  - o Tracking new affiliation agreements completion.
- Express thank you to clinical sites and/or present "certificates of appreciation" to clinical sites and preceptors at end of course/semester.
- Conduct clinical site feedback activities to include but not limited to
  - Students/faculty feedback on the clinical learning experiences
  - Clinical site representative feedback on student learning experience and clinical faculty performance
  - o Graduate employer feedback
  - o Make visits to clinical sites at least one time per year.
- Use/adopt software aimed at enhancing clinical experience readiness i.e.: Castlebranch.
- With Associate Dean/Department Chair, determine advisory committee membership. Participates in Advisory committee meetings.
- With Associate Dean/Department Chair, complete regulatory and accreditation requirements. This includes managing data for the Program's Systematic Plan of Evaluation.
- Promote the program by
  - o Updating Program web page.
  - Representing the Nursing Program at College or Clinical site career fairs.

Job Description: Page 3

• Stores documents, files, reports, etc. in format and titled per naming taxonomy.

- Attend department meetings and committee meetings.
   Specifically, this would involve Curriculum Committee and Faculty/Staff meetings.
- Evaluate employees and students assigned to supervise.

Other Duties: Work Environment:	Other duties as assigned.  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
requirement, esser	re below verifies that the employee has received and read the ntial functions, duties of the position, and the conditions of ant-funded positions.
Employee	Date



# Morton College Job Description

Job Title: Administrative Assistant – Nursing

Range: Range III

Grant-Funded: N/A

Reports to and Evaluated by:

Associate Dean of Nursing Programs

Required Qualifications:

An Associate's degree. Must have three years of general office experience with excellent written communication skills. Be knowledgeable about health career programs. Be knowledgeable with the use of technology and software platforms utilized for filing, record keeping, and student education. Be able to pay attention to detail and accuracy, be customer service oriented, have the ability to perform in a teamwork environment, and maintain confidentiality. The candidate must be able to use Microsoft Office, for example Word, Excel, PowerPoint, etc.

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

Desirable Qualifications:

An Associate's degree or higher. Have the ability to communicate in both English and Spanish. Possess health care experience. Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Demonstrate excellent verbal communication skills and technology skills. Demonstrate the ability to address sensitive and confidential matters. Have the ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well-organized, detail-

oriented, and self-motivated.

**Job Summary:** The Administrative Assistant will maintain all formal

communication and correspondence to and from the Associate Dean of Nursing Programs office for all internal/external agencies. Assist faculty members, staff members, and students. Perform general office duties with little or no supervision, and provide confidential assistance to the Associate Dean of Nursing

Programs. The duties and responsibilities may change as the needs of the College change.

### Essential Job Functions:

- Conducts the communication and correspondence, within and external to the Department and the College, necessary for state, regulatory body, and accrediting body compliance and successful operations of the Department.
- With the Associate Dean, Department/Program Chair and/or Committee Chairs, facilitates meeting minute recording, agenda dissemination, minutes and meeting materials distribution and filing of the same per Department filing decisions and naming nomenclature.
- Utilizing approved documents, document storage sources, and naming nomenclature, performs document filing, maintenance, submission, and retrieval for the Department.
- Utilizing data sources and technology resources, generates reports required of the Department.
- Maintains and updates Department public, faculty, student, and clinical information, i.e., Website, Handbooks, Student Service events, etc.
- Based on the Department systematic plan for evaluation, facilitates and maintains data collection and storage.
- Assists the Associate Dean with the budget and financial status for the Department, i.e., billing, order entry, reimbursements, timesheets, etc.
- Facilitates and maintains personnel record keeping within the Department, including but not limited to onboarding of faculty, tenure binders, and faculty/staff files and evaluations.
- Manages student participation database from admission, progression, completion (graduation), and licensure/certification requirements.
- Understands the software and technology used by the college, department, and its programs to be able to provide the necessary correspondence and assistance required for the successful operations within the Department.
- Performs general clerical support functions, including but not limited to:
  - Appointments
  - Meetings and events
  - Interviews
  - (Various) schedules
  - Office operations
  - o Inventory office/lab supplies, equipment, materials
  - Phone answering
  - Photocopies/fax/mail/emails

- Calendar maintenance
- Facilities management (requests)
- Management of community functions
- Supports and works with other Health Careers department support staff, staff, faculty, administration, and students, assisting as needed based on department priorities/needs.
- Complies with College, Department, and Program policies, procedures and guidelines, including employee contracts.

#### Other Duties:

 Performs other job-related duties as assigned by the Associate Dean of Nursing Programs.

### Work Environment:

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

### Physical Demands:

Position requires prolonged sitting, with occasional walking, bending and/or stooping. Some lifting of approximately 15-20 lbs.

Position Unit:	Administration - Exempt Professional Staff - Exempt Faculty, Local 1600, A.F.T. Adjunct Faculty, IEA-NEA Classified Staff - Excluded
	<ul> <li>☐ Classified Staff, Local 1600, A.F.T.</li> <li>☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>☐ Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>☐ Classified Staff - Part-Time, Non-Union</li> </ul>

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:** Administrative Assistant – Allied Health/PTA

Range: Range III

Grant-Funded: N/A

Reports to and Evaluated by:

Associate Dean of Allied Health/Director of Physical Therapist

Assistant Program

Required Qualifications:

An Associate's degree. Must have three years of general office experience with excellent written communication skills. Be knowledgeable about health career programs. Be knowledgeable with the use of technology and software platforms utilized for filing, record keeping, and student education. Be able to pay attention to detail and accuracy, be customer service oriented, have the ability to perform in a teamwork environment, and maintain confidentiality. The candidate must be able to use Microsoft Office, for example Word, Excel, PowerPoint, etc.

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

Desirable Qualifications:

An Associate's degree or higher. Have the ability to communicate in both English and Spanish. Possess health care experience. Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Demonstrate excellent verbal communication skills and technology skills. Demonstrate the ability to address sensitive and confidential matters. Have the ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well-organized, detail-

oriented, and self-motivated.

Job Summary: The Administrative Assistant will maintain all formal

communication and correspondence to and from the Associate Dean of Allied Health/Physical Therapist Assistant Program office for all internal/external agencies. Assist faculty members, staff members, and students. Perform general office duties with little or no supervision, and provide confidential assistance to the

no supervision, and provide confidential assistance to the Associate Dean of Allied Health/Physical Therapist Assistant

Program. The duties and responsibilities may change as the needs of the College change.

### Essential Job Functions:

- Conducts the communication and correspondence, within and external to the Department and the College, necessary for state, regulatory body, and accrediting body compliance and successful operations of the Department.
- With the Associate Dean, Department/Program Chair and/or Committee Chairs, facilitates meeting minute recording, agenda dissemination, minutes and meeting materials distribution and filing of the same per Department filing decisions and naming nomenclature.
- Utilizing approved documents, document storage sources, and naming nomenclature, performs document filing, maintenance, submission, and retrieval for the Department.
- Utilizing data sources and technology resources, generates reports required of the Department.
- Maintains and updates Department public, faculty, student, and clinical information, i.e., Website, Handbooks, Student Service events, etc.
- Based on the Department systematic plan for evaluation, facilitates and maintains data collection and storage.
- Assists the Associate Dean with the budget and financial status for the Department, i.e., billing, order entry, reimbursements, timesheets, etc.
- Facilitates and maintains personnel record keeping within the Department, including but not limited to onboarding of faculty, tenure binders, and faculty/staff files and evaluations.
- Manages student participation database from admission, progression, completion (graduation), and licensure/certification requirements.
- Understands the software and technology used by the college, department, and its programs to be able to provide the necessary correspondence and assistance required for the successful operations within the Department.
- Performs general clerical support functions, including but not limited to:
  - Appointments
  - Meetings and events
  - Interviews
  - o (Various) schedules
  - Office operations
  - o Inventory office/lab supplies, equipment, materials
  - Phone answering
  - Photocopies/fax/mail/emails

- o Calendar maintenance
- Facilities management (requests)
- Management of community functions
- Supports and works with other Health Careers department support staff, staff, faculty, administration, and students, assisting as needed based on department priorities/needs.
- Complies with College, Department, and Program policies, procedures and guidelines, including employee contracts.

#### Other Duties:

 Performs other job-related duties as assigned by the Associate Dean of Allied Health/Physical Therapist Assistant Program.

### Work Environment:

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

### Physical Demands:

Position requires prolonged sitting, with occasional walking, bending and/or stooping. Some lifting of approximately 15-20 lbs.

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: <u>Executive Administrative</u> Assistant – Dean's Office

Range: Classified Excluded Range III

Grant-Funded: N/A

Reports to and Dean of Arts and Sciences

**Evaluated by:** Dean of Career & Technical Education

Required Qualifications:

An Associate's degree. Must have three years of general office experience, with excellent written communication skills, good grammar and spelling skills. The candidate must have good word processing and data entry skills in MS Office.

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

Desirable Qualifications:

An Associate's degree or higher. Ability to communicate in both English and Spanish. Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and technology skills. Demonstrated ability to address sensitive and confidential matters. Ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well-organized, detail-oriented, self-motivated and able to work independently with little or no supervision.

Job Summary:

The Administrative Assistant will maintain all formal communication and correspondence to and from the instructional Dean's Office for all internal/external agencies. Assist faculty members, staff members, and students. Perform general office duties with little or no supervision and provide confidential assistance to the Dean of Arts & Sciences, the Dean of Career & Technical Education, and the Associate Dean of Instruction. The duties and responsibilities may change as the needs of the College change.

Essential Job Functions:

 Distribute student surveys for faculty evaluations and analyze the data Formatted: Strikethrough

Formatted: Not Strikethrough

Formatted: Strikethrough

- Complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials
- Maintain the schedule and calendar for the Dean of Arts & Sciences and Dean of Career & Technical Education, and perform the day-to-day operations of the office
- Handle confidential information and maintain documents, files, and records
- Perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments
- Provide customer service to students, faculty, staff or guests
- Handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities
- Schedule use of facilities for meetings or related activities and to coordinate the meeting arrangements
- Support the work of the Dean of Arts & Sciences, Dean of Career & Technical Education, and the Associate Dean of Instruction
- Maintain all correspondence and documentation related to varied initiatives, including the Illinois Articulation Initiative (IAI), departmental budget and assessment planning processes, college and program accreditation documentation, dual-credit, etc.
- Schedule courses and perform payroll operations in support of the Scheduling Coordinator or in his/her absence
- Assist the Scheduling Coordinator with room reservations
- Assist the Scheduling Coordinator with inputting the Adult Education and Community Service Schedule
- Serve as the contact person for students interested in the ICISP study abroad program

#### Other Duties:

 Perform other job related duties as assigned by the Dean of Arts & Sciences, Dean of Career & Technical Education, and/or Associate Dean of Instruction

### Work Environment:

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

### Physical Demands:

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

Job Description: Adn	ninistrative Assistant – Dean's Office	Page 3		
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, AF Classified Staff - Service Employees, Local 73, SEIU Classified Staff - Part-Time, Local 1600, A.F.T Classified Staff - Part-Time, Non-Union	L-CIO , AFL-CIO	Deleted: Del	
requirement, esse	re below verifies that the employee has received an ntial functions, duties of the position, and the condi rant-funded positions.			
Employee	Date			

**PROPOSED ACTION:** THAT THE BOARD APPROVE DIEGO ALEMAN SANTIAGUILLO AS A NEW ALUMNI RELATIONS COORDINATOR, EFFECTIVE START DATE OF SEPTEMBER 27, 2021.

#### **RATIONALE**

THE ALUMNI RELATIONS COORDINATOR WILL BE RESPONSIBLE FOR THE OPERATION OF THE COLLEGE'S ALUMNI RELATIONS ENGAGEMENT. INCLUDING EXPANSION AND IMPLEMENTATION OF MARKETING ACTIVITIES AND SUPPORT OF 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 THE ALUMNI COMMUNITY.

COST ANALYSIS: \$65,000/YR

<u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE ANDREA CERVANTES AS A NEW HELP DESK AND TECHNICAL SUPPORT SPECIALIST FOR THE MIS DEPT WITH AN EFFECTIVE START DATE OF 09/27/2021

RATIONALE ANDREA IS BEING PROMOTED FROM COMPUTER LAB

PARAPROFESSIONAL HELP DESK AND TECHNICAL

SUPPORT SPECIALIST FOR THE MIS DEPT

**COST ANALYSIS**: \$49,000

**PROPOSED ACTION:** THAT THE BOARD APPROVE KARA KENNEDY AS A NEW COORDINATOR OF DISABILITY SERVICES FOR THE STUDENT SERVICES DEPT WITH AN EFFECTIVE START DATE OF OCTOBER 12, 2021

RATIONALE MORTON IS IN NEED OF AN ACCOMMODATIONS AND

DISABILITIES SPECIALIST TO PROVIDE EQUITY AND RESOURCES AMONG STUDENTS WITH DISABILITIES

**COST ANALYSIS**: \$69,000/YR

PROPOSED ACTION: THAT THE BOARD APPROVE SABRINA LOPEZ AS A NEW STUDENT AIDE FOR THE STUDENT ACTIVITIES OFFICE WITH AN EFFECTIVE START DATE OF 9/23/2021.

RATIONALE

To support the daily operations of the office by performing day-to-day tasks, assisting with event planning, supporting student leaders, helping with pantry operations, and creating student identification cards.

PROPOSED ACTION: THAT THE BOARD APPROVE VANESSA CASTRO AS A NEW STUDENT AIDE FOR THE STUDENT ACTIVITIES OFFICE WITH AN EFFECTIVE START DATE OF 9/23/2021.

RATIONALE

To support the daily operations of the office by performing day-to-day tasks, assisting with event planning, supporting student leaders, helping with pantry operations, and creating student identification cards.

PROPOSED ACTION: THAT THE BOARD APPROVE LILIANA RIZO PEREZ AS A NEW STUDENT AIDE FOR THE LIBRARY WITH AN EFFECTIVE START DATE OF 9/27/2021.

**RATIONALE** 

To support the librarians with daily operations of the college library by performing routine library duties such as checking material in and out, locating and shelving items,

and assisting patrons with routine library usage.

**PROPOSED ACTION:** THAT THE BOARD APPROVE JORGE VEGA CERVANTES AS A NEW STUDENT AIDE FOR THE LIBRARY WITH AN EFFECTIVE START DATE OF 9/27/2021.

**RATIONALE** 

To support the librarians with daily operations of the college library by performing routine library duties such as checking material in and out, locating and shelving items,

and assisting patrons with routine library usage.

PROPOSED ACTION: THAT THE BOARD APPROVE ANGEL PEREZ AS A NEW STUDENT AIDE FOR THE LIBRARY WITH AN EFFECTIVE START DATE OF 9/27/2021.

**RATIONALE** 

To support the librarians with daily operations of the college library by performing routine library duties such as checking material in and out, locating and shelving items,

and assisting patrons with routine library usage.

PROPOSED ACTION: THAT THE BOARD APPROVE BRENDA VILLEGAS AS A NEW STUDENT AIDE FOR THE LIBRARY WITH AN EFFECTIVE START DATE OF 9/27/2021.

**RATIONALE** 

To support the librarians with daily operations of the college library by performing routine library duties such as checking material in and out, locating and shelving items,

and assisting patrons with routine library usage.

**PROPOSED ACTION:** THAT THE BOARD APPROVE ALEXANDER GUTIERREZ AS A NEW PART-TIME CIRCULATION LIBRARIAN FOR THE LIBRARY WITH AN EFFECTIVE START DATE OF 9/27/2021

RATIONALE TO PROVIDE SUPPORT WITH CIRCULATION AND

REFERENCE ASSISTANCE AS WELL AS LIBRARY INSTRUCTION TO CUSTOMERS. CONTENT CREATOR

FOR LIBRARY MARKETING AND SOCIAL MEDIA

CAMPAIGNS.

**COST ANALYSIS:** \$23.00 PER HOUR/

**PROPOSED ACTION:** THAT THE BOARD APPROVE Rebeka Tovar AS A NEW Fitness Center Specialist FOR THE Fitness Center WITH AN EFFECTIVE START DATE OF 9/27

**RATIONALE** To replace an employee who resigned last month

**COST ANALYSIS**: \$16.15/hour

**PROPOSED ACTION:** THAT THE BOARD APPROVE PATRICIA HARO AS A NEW ADVISING CLERK I FOR THE ACADEMIC ADVISING DEPT WITH AN EFFECTIVE START DATE OF 09/27/2021

RATIONALE PATRICIA IS BEING PROMOTED FROM SERVICE AIDE TO

**CLERK, AS SHE WORKED UNDER OUR PREVIOUS** 

**CLERK FOR TRAINING AND GUIDANCE** 

**COST ANALYSIS**: \$41,540

#### PROPOSED ACTION:

THAT THE BOARD APPROVE THE PROMOTION OF AMY KINNEY – SERVICE AIDE HEALTH SCIENCE (RANGE I) TO THE NEWLY PROPOSED JOB TITLE/JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT – HEALTH CAREERS (RANGE III).

#### RATIONALE:

The Administrative Assistant – Health Careers job description has required updating as the demands of the role and essential job functions have increased with the growth and progressions within the Health Careers department. Amy Kinney is currently performing the essential job functions at the administrative support level for the faculty/staff/students/administration within the Health Careers Department in order to keep up with the demands of the program, as well as to provide the support needed to the two current administrators within the department, the Associate Dean of Allied Health/Director of Physical Therapist Assistant Program and the Interim Director of Nursing. With the current restructuring of the Health Careers department with an approved Associate Dean of Allied Health/Director of Physical Therapist Assistant Program role and the future hiring of the approved Associate Dean of Nursing Programs role, the Associate Dean of Allied Health/Director of Physical Therapist Assistant Program will require the administrative support necessary from Amy Kinney for individual Physical Therapist Assistant program and potential future Allied Health program needs, as well as completed overall tasks for the success of the Health Careers department as needed.

[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:**

Range I to Range III transition in salary \$46,991

#### **ATTACHMENT:**