



Morton College

Public Regular Board Meeting

Wednesday, October 27, 2021, 11:00 AM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527 COOK COUNTY, ILLINOIS Agenda for the Regular Meeting Wednesday, October 27, 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, October 27, 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
 - 5.1. Brian Gilligan, Navy Reserve Retirement, Instructor and Chairperson, Department of Business Technologies.
 - 5.2. Katherine Skurski, Nursing Practice Doctoral Degree
6. Reports
 - 6.1. ICCTA - ACCT
7. President's Report
 - 7.1. Strategic Plan
 - 7.1.1. Athletic Success Progress Report
 - 7.1.2. Student Success Progress Report
 - 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 September 22, 2021.
 - 8.2. Approval and ratification of accounts payable and payroll for the month of September 2021, in the amount of \$3,281,465.00, and budget transfers in the amount of \$787,127.00.
 - 8.3. Approval of the monthly budget report for fiscal year to date ending September 2021.
 - 8.4. Approval of the Treasurer's Report for September 2021.

- 8.5. Approval of the Observance of Juneteenth National Freedom Day as a paid day holiday effective calendar year 2022.
- 8.6. Approval of the Follet Virtual Bookstore Operating Agreement, effective October 1, 2021.
- 8.7. Approval of the continued membership with the League of Innovation from 07/01/2021 to 6/30/2022.
- 8.8. Approval of the out-of-state athletic travel for the women's basketball team to Michigan, from November 26-28, 2021, with the approximate cost of \$3,380.00.
- 8.9. Approval of the out-of-state athletic travel for the men's wrestling team to Michigan, from November 5-7, 2021, with the approximate cost of \$1,740.00.
- 8.10. Approval of the out-of-state athletic travel for the men's wrestling team to St.Charles, Missouri, from November 19-20, 2021, with the approximate cost of \$1,000.00.
- 8.11. Approval of a resolution authorizing and approving the deferral of compensation with Morton College.
- 8.12. Approval of the calendars for academic years 2022-2023 and 2023-2024 with accompanying summer sessions.
- 8.13. Approval to submit the fy23 Resource Allocation Management Program (RAMP) to the Illinois Community College Board.
- 8.14. Approval of the contract with Lake County Press as the lowest responsible bidder for provision of custom stationery and printing for fy21-24.
- 8.15. Approval of the lowest responsible bidder for the Student Service Renovation Project, to Ashlaur Construction Joint Venture, in the amount of \$2,754,000.00.
- 8.16. Approval of the disposition of two obsolete vehicles due to excessive repairs needed.
- 8.17. Approval of the change order No. 004 from Lo Destro Construction Company for a credit of \$1,348.18 from the Building E Renovations, Phase 2 Project.
- 8.18. Approval of the affiliation agreement with Aperion Care, Inc., for clinical rotation for Nursing students.
- 8.19. Approval of the change order No.004 Building E AIA from Lo Destro Construction Company, for hydrotherapy knee wall, in the amount of \$5,569.00.
- 8.20. Approval of the changes in Curriculum.
- 8.21. Approval of the Differential Pay Report for Faculty in the amount of \$16,418.82, pending additional class cancelations and/or additions.
- 8.22. Approval of the purchase of 200 laptops from CDW-G to be used for the 1:1 Program, in the amount of \$138,488.00, funded by REMOTE Grant.
- 8.23. Approval of the second and final reading of the new Board Policy 8.29; Mandatory Retirement Age for the Police Officer, as presented at September 22, 2021, Regular Board Meeting.
- 8.24. Approval of the revised Board Policy 1.1.1; Duties of the Board of Trustees, as presented at the September 22, 2021, Regular Board Meeting.
- 8.25. Approval of the purchase of Barracuda Total Email Security from CDW-G for fy22-24, in the amount of \$144,902.80, partially funded by HEERF grant.

8.26. Approval and ratification of the fy22 Student Government Association Budget, in the amount of \$58,250.00.

8.27. Approval of the following Facility Use Permits

8.27.1. YMCA Metro Chicago TDL Sector Center, JPAC Theater, November 15, 2021, from 8 AM to 3 PM.

8.28. Approval of New Job Descriptions

8.28.1. Mentorship Program Coordinator

8.28.2. Retention and Transition Specialist

8.28.3. Coordinator of Simulation and Lab Learning for Health Careers

8.28.4. COVID-19 Tester (Temporary, Part-Time)

8.29. Approval of Updated Job Descriptions

8.29.1. Campus Police (Lieutenant)

8.29.2. Nursing Educational /Retention Specialist

8.29.3. Lab Assistant/Tutor Nursing Program

8.29.4. Service Aide Panther Pantry

8.30. Approval of Full-Time Employment

8.30.1. Evelyn Jaquez, Student Success Coach, effective November 1, 2021.

8.30.2. Carolyn Markel, Director of ACTE Grants and Compliance, \$72,000.00, effective October 18, 2021.

8.30.3. Isabel Cervantes, Executive Assistant Dean's Office, \$50,000.00, effective November 1, 2021.

8.30.4. Beth Gilmartin, Faculty Instructor, Physical Therapist Assistant Department, effective January 3, 2022.

8.30.5. Rhonda D. Robison, Associate Director of Human Resources, Training and Development, \$80,000.00, effective November 22, 2021.

8.31. Approval of Part-Time Employment

8.31.1. Michelle Herrera, Adjunct Faculty, Social and Behavioral Sciences, effective September 20, 2021.

8.31.2. Thomas Herena, Writing Tutor, \$21.00 per hr, effective November 1, 2021.

8.31.3. Salvador Martinez Jr., Writing Tutor, \$21.00 per hr, effective November 1, 2021.

8.31.4. Brandie Windham, Adjunct Faculty, Social and Behavioral Sciences, effective January 18, 2022.

8.31.5. Christian Ketter, Adjunct Instructor, Paralegal, effective January 18, 2021.

8.31.6. Jennifer Ramirez, Adjunct Instructor, Early Childhood Education, effective January 18, 2021.

8.31.7. Luke Dussman, Adjunct Instructor, Paralegal, effective January 18, 2021.

8.31.8. Ashley Stead, Adjunct Faculty Cannabis Dispensary Technician, effective January 18, 2021.

8.31.9. Jessica Gonzales, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.10. Julie Steinhaus, Adjunct Faculty, English, effective October 25, 2021.

8.31.11. Pamela Valtierra, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.12. Pedro Martinez, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.13. Lesly Santoyo Leon, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.14. Jaquelin Leon, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.15. Alexis Smith, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.16. Diego Da Rin, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.17. Gabriela Pesantez, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.18. Luz Armenta, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.19. Eden Edeballi, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.31.20. Carla Hernandez, Student Aide, \$11.00 per hr, effective November 1, 2021.

8.32. Approval of Resignations

8.32.1. Angel Sarabia, Part-Time Campus Police Officer, effective September 20, 2021.

8.32.2. Michael Iniguez, Custodian, effective September 29, 2021.

8.32.3. Joseph Digregorio, Student Success Coach, effective October 1, 2021.

8.32.4. Yasna Soto, Switchboard Operator, effective October 8, 2021.

8.32.5. Jeffery Johnson, Part-Time Police Campus Police Officer, effective October 4, 2021.

8.32.6. Roseanne Aburto, Nursing Lab Support Assistant, effective October 22, 2021.

8.32.7. Marcy Almanza, Radio Operator/Dispatcher (Part-Time), effective October 17, 2021.

8.32.8. Anita Akpan, Adjunct Instructor, Nursing, effective October 22, 2021,

8.33. Approval of Teminations

8.33.1. Sonia Perez, Academic Advisor STEM, effective October 15, 2021.

8.33.2. Tisha Loomis, General Tutor, effective October 6, 2021.

8.34. Approval of Retirement

8.34.1. William J. Behling, Adjunct Instructor, Business, effective December 31, 2021.

9. Adjournment



MORTON COLLEGE

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11:00 a.m.**





MORTON COLLEGE

Enrollment Update



American Rescue Plan & The Higher Education Emergency Relief Fund

Morton College received **\$5,233,501.63** from Coronavirus Response and Relief Supplemental Appropriations Act, 2021(CRRSAA), & the Coronavirus Aid, Recovery, and Economic Security (CARES) Act.

Term	Full-Time (12 Credit Hours)	Three Quarter Time (9 – 11 Credit Hours)	Half-Time (6 – 8 Credit Hours)	Less Than Half Time (5 Credit Hours or Less)
FA21	\$1,221	\$983	\$422	\$371
SP22				
SU22				

The funds are intended to assist students with expenses for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or childcare.

The allocation of CRRSAA funds will be disbursed over the 2021/2022 award year (Fall 2021, Spring 2022, Summer 2022).

Awards will be made available to all students enrolled and attending credit courses. The amount of each award will be determine based on the following:

1. Number of enrolled students.
2. The amount of funds remaining after each term.
3. The number of students who have exceptional need.
4. The student's enrollment status.

MORTON **MC** COLLEGE

PRESENTS

COLLEGE FAIR 2021

TUESDAY OCTOBER 26
5PM - 7PM

FREE TO ATTEND

QUESTIONS? CONTACT DIEGO ALEMAN AT
708-656-8000 EXT. 2412 OR EMAIL DIEGO.ALEMAN@MORTON.EDU.

www.Morton.edu

MC
MORTON COLLEGE

2022 SPRING

ENROLLMENT

Priority Registration will open on

**Monday,
November 1st**

for Athletes, Veterans and
Students with a GPA of 2.0
or higher and 30+ credits.

and open registration
will start

**Monday,
November 8th**

QUESTIONS?

Contact advising@morton.edu
or call (708) 656-8000 ext. 2250.

Visit Morton.edu to register today!



MC
MORTON COLLEGE



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





What Can *You* Do ?



Board of *Trustees* Involvement

- Call Campaign – Week of November 29th
- Panther Pantry – Community Holiday Meals – Sat. Nov. 20 & Dec. 11
- Invite us to host an information session virtually or physically
- Flyers, Social Media, College website

THANK YOU !!!





MORTON COLLEGE



Institutional Advancement



Latino Thought Makers Fall Residency

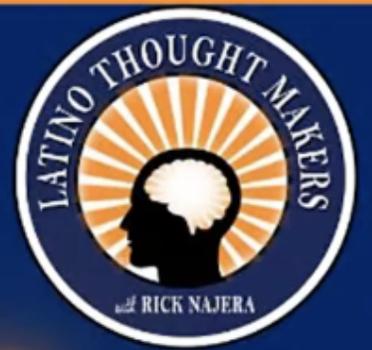


MORTON **MC** COLLEGE



Morton **MC** College

PRESENTS:



LUIS
GUZMÁN

STARTING SOON

SEPTEMBER 24TH, 2021









The Power of Yes & Seven Principles of Writing and Speaking

Rick Najera
Award-winning Hollywood writer, actor, & producer

The Power of Yes and Seven Principles of Writing and Speaking

FREE 8-WEEK CLASS
Code LIT-002-01

WEDNESDAYS
October 20 - December 8
6-8PM

Registration

In-person: Office of Admissions & Records, Building B, 1st floor
Online: <http://web-adv.morton.edu>
Select Community Service Self-service Course Code LIT-002-01

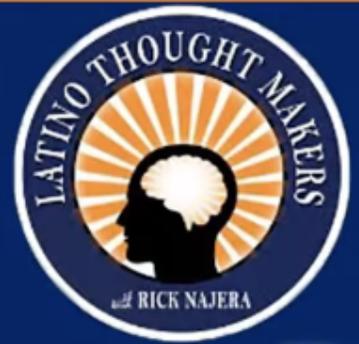
For more information:
Irina Cline, Director of Community and Continuing Education
E : irina.cline@morton.edu
P : 708-656-8000 X 2383

Morton.edu



Morton **MC** College

PRESENTS:



Dr. Cornel West

STARING SOON!



OCTOBER 22ND, 2021

Faculty & Staff VIP







November 2021



Natasha Perez

Actress, VO Artist & Comedienne

NETFLIX

Selena
THE SERIES

THANK YOU !!!





MORTON COLLEGE

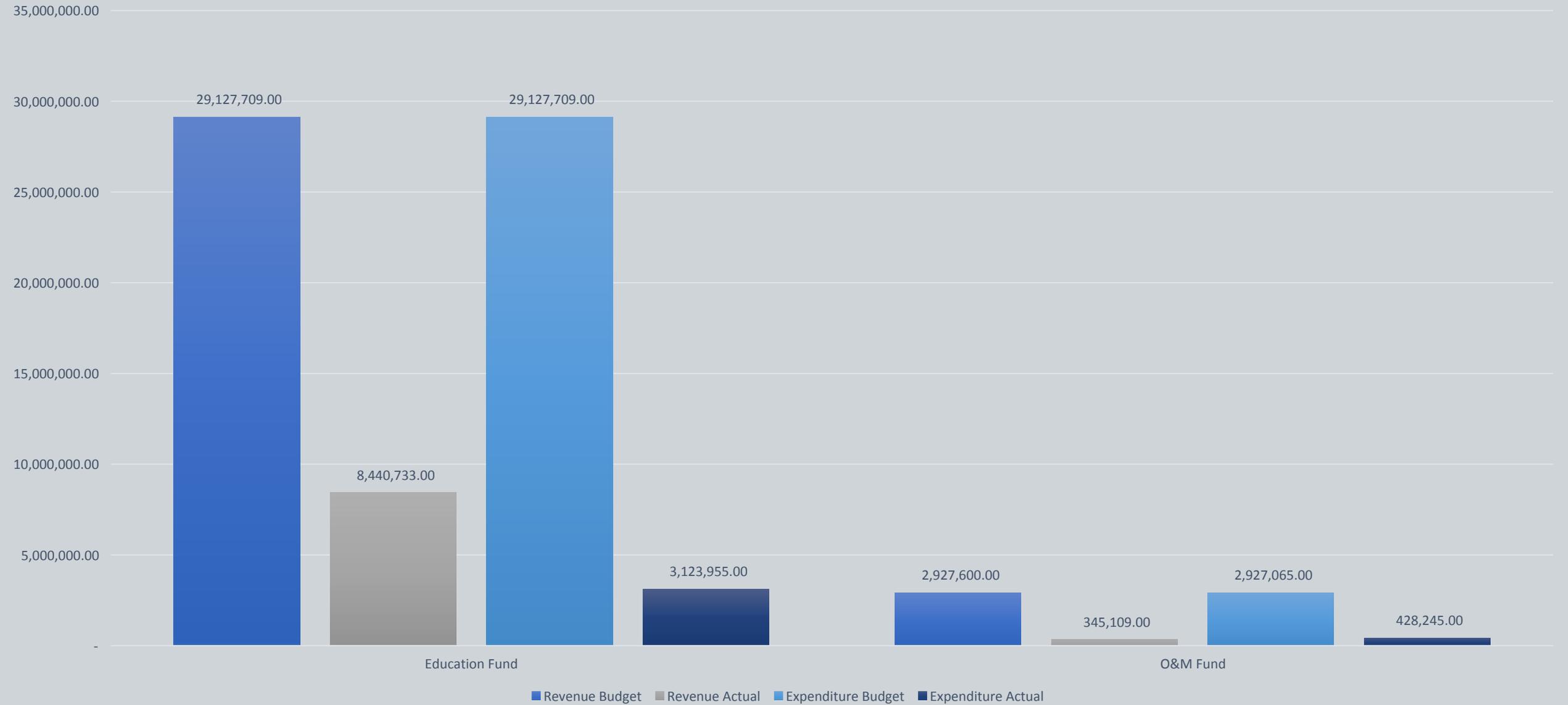
Monthly Finance Updates

Business Office

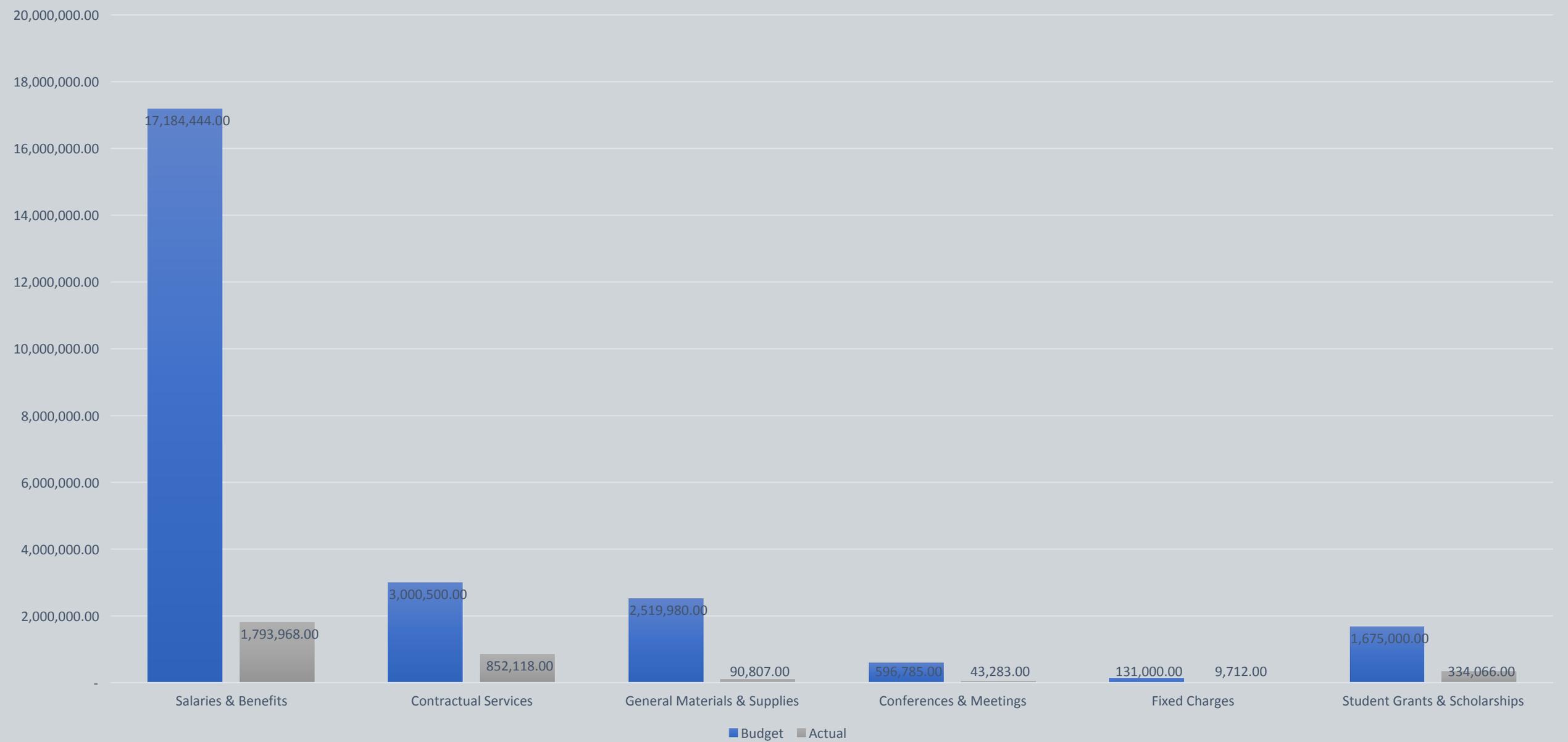
Month ending September 2021



August 2021 - Operating Fund Revenues & Expenditures



August 2021 - Education Fund Expenditures





MORTON COLLEGE

Any questions?

Morton College

www.morton.edu

3801 S. Central Avenue,
Cicero, Illinois 60804

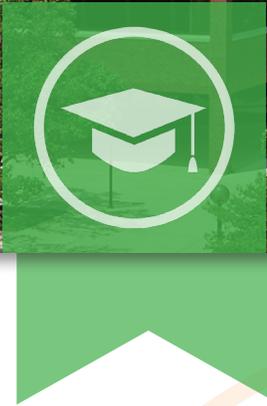
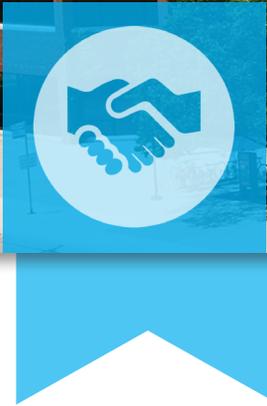




MORTON COLLEGE

**Board Meeting
October 27, 2021
11:00 a.m.**





MORTON COLLEGE

100 YEARS & COUNTING!

2022-2024 Strategic Plan

OCT 2022 (DRAFT #1)





MISSION

To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

- Maximize the college's resources to support student learning
- Conduct ongoing assessment of student learning to discover new ways to help students succeed
- Develop responsive curricula and programs to serve community needs
- Encourage community families to embrace the educational opportunities Morton College provides
- Ensure the enrichment of its educational programs and student support services by making a commitment to ongoing self-study and assessment



VISION-GOAL STATEMENT

By 2024 Morton College will increase fall-to-fall full-time student persistence rates to 85%.



CORE VALUES

Compassion • Fairness • Respect • Responsibility • Tolerance

MORTON *MC* COLLEGE

3801 S. Central Avenue Cicero, Illinois 60804

(708) 656-8000

morton.edu

Total Enrollment

5,393 credit*
678 non-credit**

Annual Enrollment by Primary Program

	Count	%
Transfer Programs	1,728	32
Associate in Applied Science/ALS	1,767	33
Certificates	367	7
Course Enrollees (Non-Degree)	670	12
Adult Education/ESL	861	16
Total	5,393	100%

*Credit student counts include Adult Education enrollments.

**Non-credit students designated by community service and personal enrichment enrollments.

Student Demographic Profile

62% Females
38% Males
84% Hispanics
87% District 527 residents
Average age - 25 years

College Profile

616 Degrees and certificates awarded in 2020
Programs currently offered:
38 Career Certificates
17 Associate in Applied Science Degrees
4 Transfer Program Degrees

College Employee Profile

404 employees
53% full-time
47% part-time
7% (30) administrators
50% (200) faculty
43% (174) classified staff
35% of the full-time employees are Hispanic



2020-21 ACADEMIC PROFILE



STRATEGIC PLANNING PROCESS

Strategic planning at Morton College is an integrated, systemic process involving all College stakeholders. In an effort to keep the Strategic Plan active, effective, and relevant, the College Council—comprised of faculty, staff, and administrators—will also periodically revise, update, and consolidate major goal areas of the plan in response to internal and external environmental factors impacting the strategic direction of the College. The College Council has primary oversight of the planning process.

The Board of Trustees, representing the community served by the College, holds an annual retreat with the president of the College to discuss major goals and priorities.

The ongoing strategic planning process is facilitated internally by the College Council. Operational and academic departments respectively develop Support Unit Assessment Plans (SUAP) and Academic Unit Assessment Plans based on the college-wide strategic plan and that link planning and assessment.

The operational planning process is completed in advance of the budget development cycle in the spring of each year and any new initiatives identified in the planning process requiring funding are considered during the budget development process.

MILESTONES SINCE THE 2018-2022 STRATEGIC PLAN AND SUBSEQUENT UPDATES

- Awarded 2.3 million dollar U.S. Department of Education Title III grant to support STEM
- Awarded a 1.2 million dollar U.S. Department of Education FIPSE grant to enhance quality and effectiveness of online courses
- Developed architectural plans for a One-Stop Student Services Center
- Transitioned academic advisors to Student Success Coach model
- Major renovations to Building E, including new fitness center facilities
- Launched a welding program with new, state-of-the-art labs
- Major campus-wide renovations including upgrades to theater, stairwells, bathrooms and expansion of nursing labs
- National League for Nursing awarded nursing program a Center of Excellence in Nursing Education
- Initiated Latino Thought Makers – a scholar-in-residence speaker series featuring prominent internationally-acclaimed thought-leaders
- Hired 40 new full-time faculty
- Implemented a comprehensive rebranding and marketing campaign
- Established a partnership with the West40 to offer their Seniors Plus program on campus
- Opened a new STEM Resource Center
- Created a Development Office
- Started a Commercial Driver License program with All Pro Truck Driving School

- Completion of a One-Stop Student Services Center
- Development of a Culinary Arts program with food preparation facilities and labs
- Two admission cycles per year to the nursing program
- Capital improvement projects, including:
 - Building E – Phase III renovations, including restroom facilities and athletic offices
 - Renovation and upgrades to the campus perimeter, including additional green space and an outdoor classroom
- Relocation and renovation for a new Student Union
- Development of an Innovation Room in former board room
- Relocation and enhancement of library services
- Launch a major fundraising campaign based on a 100th college anniversary theme
- Transition to virtual bookstore operations
- Establish a division for online teaching modalities





STRATEGIC GOAL #1

Make Student SUCCESS the Core Work of Morton College

Develop multiple pathways for entry to reduce barriers to enrollment, ensure seamless student transitions (from high school to college, from non-credit to credit, from college to transfer, from college to career, from career to college), and improve student academic achievement and goal attainment. Create a learning and working environment that is sustainable, welcoming, safe, and dynamic irrespective of location (physical or virtual) and that leads to improved student success and community engagement.

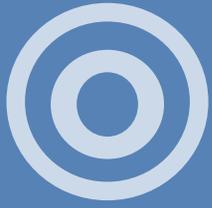
2022-2024 Objectives:

1. Convert existing library space to a One-Stop Student Services Center
2. Create an Online Learning Division
3. Increase Fall-to-Fall retention and graduation rates by 5% over academic year 21-22 and increase the graduation rate to 30% by AY 2024
4. Increase the number of students participating in New Student orientation by 5% over AY 21-22
5. Refine and enhance the Student Success Coach model
6. Expand counseling services for students

Outcomes:

1. New Center opens Fall 2022
2. A division for online learning with appropriate staff in place by Fall 2022
3. Update Strategic Enrollment Management Plan/Retention Plan by Fall 2022 and have a documented completion percentage (graduation/certification) of at least 30% by AY 2024
4. Have a documented participation rate in New Student Orientation with of at least 80% by AY 2024
5. A comprehensive intake process for all new students by Summer 2022
6. Hire an additional social/emotional counselor to by Fall 2022 and provide resources for group counseling

7. Improve success of students requiring remedial coursework; reduce number of students requiring remedial courses
 8. Improve success rates of completers and transfer students through better communication and use of data
 9. Increase and improve tutoring services available to students
 10. Create better opportunities for success to our adult and working students
7. Expand summer bridge programs to reduce number of students in remedial courses by AY 2023; increase the number of preparation courses for placement tests by AY 2022
 8. Fully implement Academic Pathways model by AY 2023
 9. Hire a full-time nursing tutor and expand access to virtual tutoring for all subject areas
 10. Create additional opportunities for late afternoon, evening, weekend and online courses for those whose workload (outside the College) restricts access to traditional course schedules



STRATEGIC GOAL #2

Strengthen Efficiencies in OPERATIONS

Adopt creative funding models and organizational practices that increase our ability to sustain and meet current and future institutional priorities. Develop a culture with systems and processes that nurture creativity and innovation, lead to continuous improvement, and reward high performance to meet the College's access and success goals.

2022-2024 Objectives:

1. Make better use of data to inform decision-making and planning
2. Increase efficiencies in administrative and student processes through enhanced technology and automation
3. Transition to virtual bookstore
4. Implement a regular and comprehensive professional development plan for Board of Trustees
5. Increase evidence-based planning to support institutional effectiveness and close the loop between assessment and resource allocation
6. Increase impact of sustainable practices to enhance cost-savings

Outcomes:

1. Demonstrate and document better use of data to inform decision-making and planning through data collection and metrics
2. All enrollment processes migrated to fully electronic format by AY 2022; implement fully automated ICCB reporting processes by AY 2022
3. Expand adoption of All-Inclusive Access to course materials by 20% by AY 2022
4. An annual calendar of activities beginning in early 2022
5. Improve communications between Development, Financial Aid, and Student Success Coaches through implementation of well-managed and shared database systems
6. Document consistent balanced budget in two consecutive fiscal years through operational cost analysis and effective cost savings adjustments



STRATEGIC GOAL #3

Develop New ACADEMIC Programs and Revitalize Existing Programs

Create an environment to support faculty innovation to develop distinctive curricular offerings delivered in flexible and stackable formats that meet current and future societal and workforce needs and that lead to successful student academic achievement and goal attainment. Build and maintain curricular relevance, innovation in delivery, and supportive faculty development systems in order to offer quality education and relevant programs necessary for workforce placement upon graduation.

2022-2024 Objectives:

1. Create new programs in Paramedic, Culinary Arts, Computer Science transfer, and Allied Health programs
2. Increase the number of online course offerings
3. Create additional continuing and community education courses
4. Increase full-time faculty members

Outcomes:

1. Paramedic program launched by AY 2022; Computer Science transfer by AY 2023; Culinary Arts AY 2022; New Allied Health programs by AY 2023
2. 25% of course offerings will available in online or hybrid options by AY2022
3. Research most feasible and in-demand programs suitable for community and continuing education by June 2022
4. Add 2-3 new full-time members to faculty every year beginning AY 2021-2022



STRATEGIC GOAL #4

Promote Economic and Community Vitality through Dynamic PARTNERSHIPS

Promote literacy and civic responsibility by creating relationships and non-academic programs that meet the needs of our community, increase understanding of diversity and tolerance, and foster a welcoming campus climate that promotes and celebrates the vibrancy and culture of our surrounding population.

2022-2024 Objectives:

1. Create and expand seamless education experiences between K-12 and the College
2. Expand workforce development partnerships
3. Reach out to seniors within the community to engage them in lifelong learning opportunities
4. Improve relationships with government leaders at local, state, and federal levels
5. Expand partnership opportunities with Apple, Inc.

Outcomes:

1. Create and improve transition between K-12 and MC by increasing presence in Morton East and Morton West high schools, document and implement as part of Strategic Enrollment Management Plan
2. Survey the District's business community to determine workforce development needs by June 2022 and have MOU in place for 3 new workforce development partnerships by AY2022
3. Partner with the area senior centers
4. Establish documented process to better communicate the needs of MC specifically and higher ed institutions in general to government representatives
5. Explore the establishment of an App Academy at Morton College by 2024



STRATEGIC GOAL #5

Maximize the Teaching and Learning Experience through Innovative and Leading Edge FACILITIES

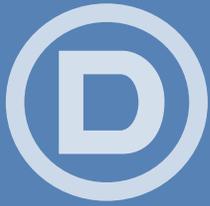
Promote optimal learning environments by improving and updating existing facilities, reimagining existing space for more effective use, and creating new, technologically-advanced and cutting edge facilities.

2022-2024 Objectives:

1. Determine feasibility and develop plans for a new multi-purpose technology building on campus
2. Determine feasibility and develop plans for a new Career and Technology facilities on campus
3. Identify and make available additional space for student clubs to meet
4. Update current facilities with latest technologies
5. Renovate outdated classrooms and common areas
6. Renovations and enhancements to campus perimeter

Outcomes:

1. A campus committee, comprised of faculty and staff, has been formed to develop plans for a health sciences building on campus
2. Form a campus committee comprised of faculty and staff to develop plans for a health sciences building on campus
3. By AY2023, expanded space available in new Student Union
4. Remodel labs, add smartboards, digital projectors, and/or large screen monitors in classrooms
5. All classrooms and common spaces updated and fully functional by AY 2024
6. Outdoor classroom and perimeter work completed by Fall 2022



STRATEGIC GOAL #6

Increase Giving and Financial Strength through Improved DEVELOPMENT Operations

Improve intentionality and strategic approach to sustainable development systems and processes to ensure a strong economic future for Morton College through improved giving, allowing the institution to better serve its students and fund its initiatives.

2018-2022 Objectives:

1. Foster entrepreneurial environment to generate new revenue streams through expanded community education offerings and corporate training
2. Launch a “One Million Nine Hundred and Twenty-Four Thousand Dollar” fundraising campaign in celebration of the College’s 100th year anniversary in 2024
3. Improve donor relationships through implementation of Donor Communications Plan
4. Apply for at least three federal, state, or private grants per academic year

Outcomes:

1. Develop new partnerships with local businesses that will yield consistent corporate donors and potential job opportunities for graduates
2. Campaign Launched Fall 2022
3. Create and implement Donor Communications Plan by AY2023
4. Three new federal, state or private grants by AY 2023

ADDITIONAL CONSIDERATIONS FOR STRATEGIC PLAN UPDATES

To obtain a better picture of the status of the College, MC should periodically engage in a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) to better analyze certain internal and external factors that frame the planning environment and to identify key issues that should be considered in developing and updating the Strategic Plan.

The College, like most community colleges, faces strong headwinds from many different sources, including economic, public funding, demographics, accreditation/compliance, and student engagement. A few of these are summarized below with related implications that should be considered as Morton College continues to develop its operational plans.

Threats

Morton College Solution

Measurable Outcomes

<ul style="list-style-type: none"> The number of people in the traditional (age 18-24) student demographic is declining by 4-6% over the next decade 	<ul style="list-style-type: none"> Enhance strategies to improve high school yield rates (market share) and target underserved populations 	<ul style="list-style-type: none"> Document all new course and program offerings with AY that demonstrate an intentional response to workforce demands
<ul style="list-style-type: none"> Students age 24 and older are often already in the workforce and continue to seek education that they can balance with their other life commitments 	<ul style="list-style-type: none"> Enhance opportunities for access by working adults (scheduling, locations, services, online options) 	<ul style="list-style-type: none"> Document opportunities created to make education to adults aged 24+ more accessible
<ul style="list-style-type: none"> Students' capacity to pay (especially double tuition for non-sponsors) 	<ul style="list-style-type: none"> Increase financial aid participation Increase scholarship sources and opportunities 	<ul style="list-style-type: none"> Document improvement in financial aid participation Provide new scholarship sources and participation by active students
<ul style="list-style-type: none"> Continued poor perception of community colleges as a viable option toward a 4-year degree 	<ul style="list-style-type: none"> Increase public recognition of community college value, especially for addressing workforce shortages 	<ul style="list-style-type: none"> Document all communication pieces targeted to prospectives with MC response to workforce shortages
<ul style="list-style-type: none"> MC losing students to enrollment and transfers to other local community college options 	<ul style="list-style-type: none"> Increase the current number of articulation agreements with area 4-year colleges 	<ul style="list-style-type: none"> List new articulation agreements through SP period and document a more streamlined and practical pathway for students to ensure a smooth transition into 4-year degree program

	<ul style="list-style-type: none"> • Pursue collaborative programs to stem competition, or more aggressively show our MC competitive differentiators 	<ul style="list-style-type: none"> • Title III STEM Grant
<ul style="list-style-type: none"> • Accreditor/governmental requirements: assessment, accountability for outcomes (employment and graduation) 	<ul style="list-style-type: none"> • Strengthen focus on data-driven decision making in all areas 	<ul style="list-style-type: none"> • Document improvements in data collection (both internal and external) and how it has been used to drive specific decisions
<ul style="list-style-type: none"> • Rapid technology change and incremental funding to support • Little time to research new technologies, including more emphasis and investment in mobile technologies and support structures 	<ul style="list-style-type: none"> • Stay abreast of educational delivery changes due to technology, new instructional models, students' learning needs and preferences especially through distance education. In addition, find ways to leverage technology to enhance efficiency in service delivery and administrative processes 	<ul style="list-style-type: none"> • Apple Partnership
<ul style="list-style-type: none"> • Flat public funding 	<ul style="list-style-type: none"> • Continue to educate our region's elected representatives on the issues of public funding, financial aid, and pressures on wages, so that they understand the impacts on the College 	<ul style="list-style-type: none"> • Document and provide interactions, meetings, conferences, etc in which College's interests were communicated to state and local reps and lobbyists

Opportunities

- Increasing public recognition of community college value, especially for addressing workforce shortages.

Morton College Solution

- Ensure marketing campaigns and communications consistently promote the quality and value of a Morton College education

Measurable Outcomes

- Morton College will realize an increased year-to-year enrollment, document over 5-year period SP period

- Local employers demanding trained workforce (see attached Labor Market Data for Cook County)

- Position Morton College as the “go to” place for well-designed, customized workforce skills delivery

- Document development of new course and program offerings that coincide with workforce demands

- Partnerships with existing local businesses

- Pursue and manage current relationships with intentionality to make sure outcomes are win-win

- 3 new formal partnerships/deals

- Expansion of Dual Enrollment

- Expand Dual Enrollment programs and explore/identify other potential schools beyond Morton East/West (included in Strategic Enrollment Management Plan)

- List new dual enrollment offerings and with which schools with AY implemented

100 YEARS & COUNTING!

In order to meet the challenges of these threats and take advantage of the opportunities, Morton College must leverage its strengths and address its weaknesses, some of which include:

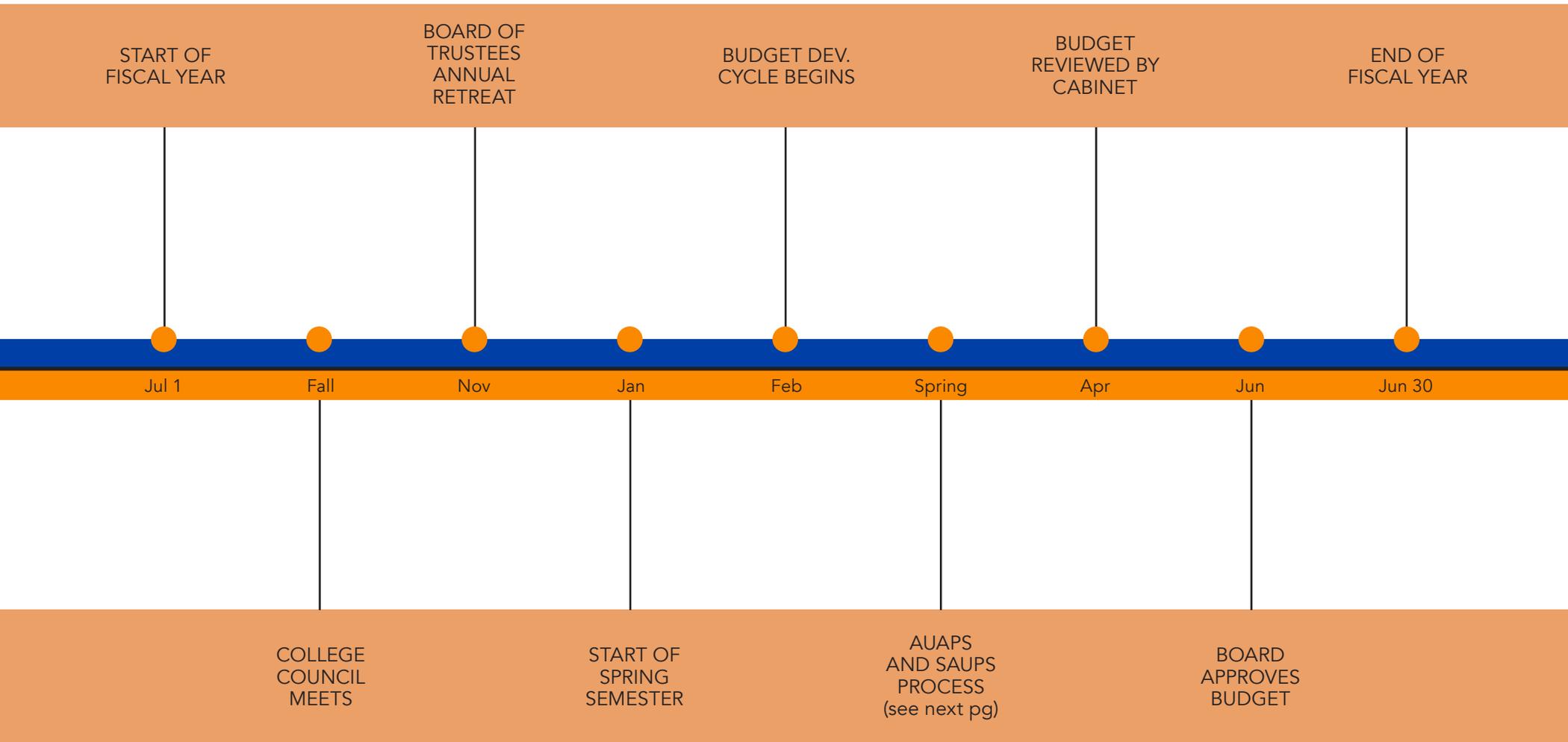
Strengths

- New and updated facilities
- Tuition among lowest for community college options in Cook and surrounding counties
- Dual Enrollment/Credit partnerships with Morton East and Morton West high schools
- Partnerships with Chicago Area Consolidation Hub & UPS
- Growing program offerings for regional workforce demand
- Dedicated, well-qualified teaching faculty
- Strong Institutional Research staff committed to data-driven decision-making and continuous improvement
- Improvements in technology infrastructure

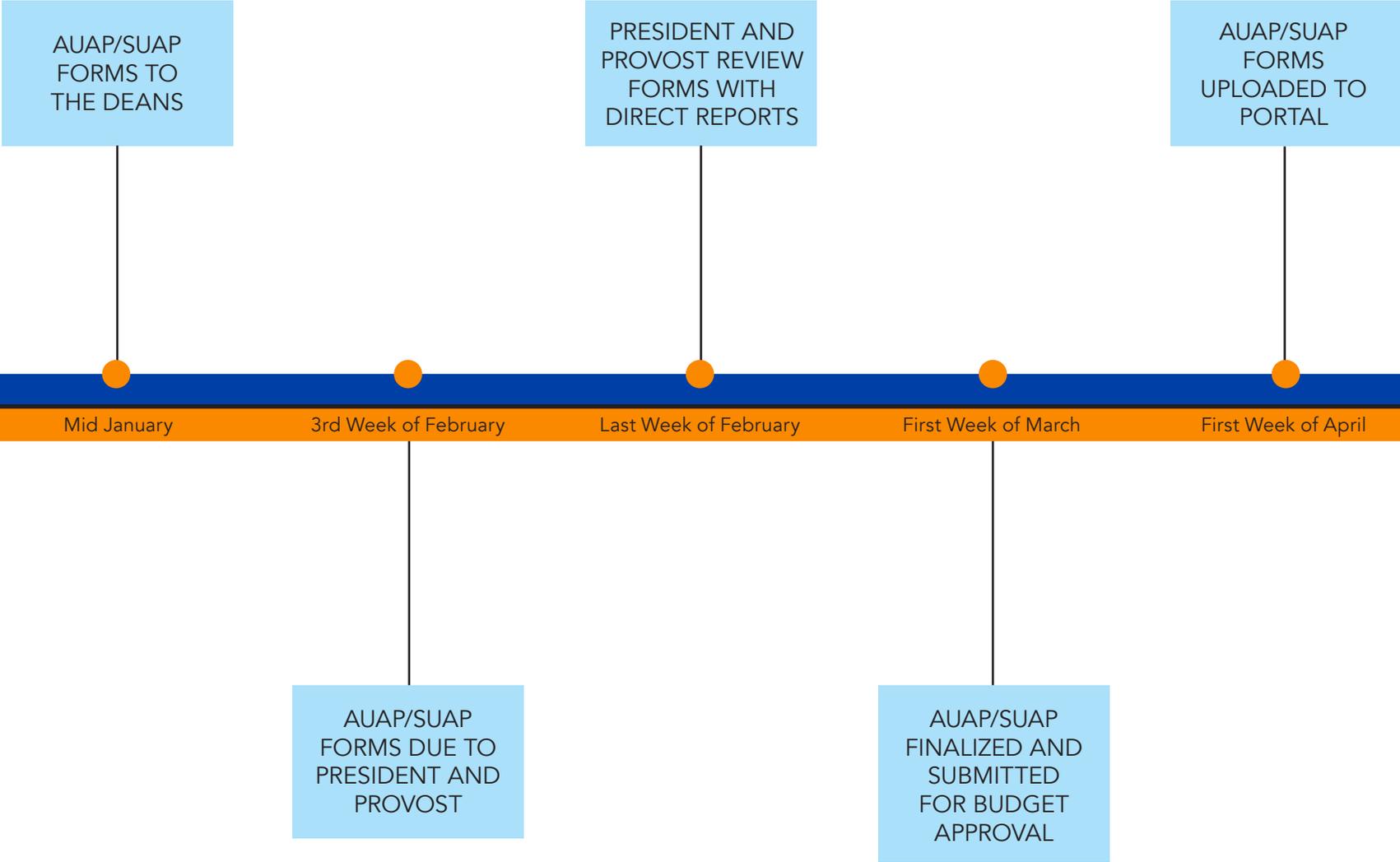
Weaknesses

- Most students enter college without career or academic goals or plans
- Timely implementation of ideas, bringing good concepts to scale
- Staff turnover negatively impacts the College's ability to successfully implement new initiatives
- Institutional planning, outcomes measurement, and accountability (per HLC standards)
- Infrastructure (technology, support systems, personnel), not yet fully in place for robust expansion of online learning
- Not yet fully leveraging capabilities of current technology
- Not fully leveraging use of data in decision-making at all levels

ANNUAL PLANNING TIMELINE



AUAP AND SUAP TIMELINE





MORTON **Mc** COLLEGE

Morton College
3801 S. Central Avenue
Cicero, Illinois 60804
708-656-8000
morton.edu





MORTON COLLEGE
Minutes for the Regular Board Meeting
Wednesday, September 22, 2021

1. Call to Order

The Regular Board meeting was called to order by Board Chair Frances Reitz at 11:06 a.m. on Wednesday, September 22, 2021, at the JPAC Theater.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance

3. Roll Call

Present:

Frances F. Reitz, Trustee
Anthony Martinucci, Trustee
Charles Hernandez, Trustee
Oscar Montiel, Trustee

Absent:

Jose Collazo, Trustee
Susan Banks, Trustee
Susan Grazinni, Trustee

Also Present:

Dr. Stan Fields, President
Michael Del Galdo, Attorney

4. Citizen Comments

None

5. Recognition

Blanca Jara, Vice President of Institutional Advancement provided some background on the planning of The Latino Thought Makers event held on Friday, September 24, 2021. Blanca took the opportunity to expressed her gratitude to the group of people involved on the planning of the event; the production company, Keep It Moving Media , Multi Media, Joseph Florio, Diego Aleman Santiaguillo, Perla Santoyo, Maria Anderson, Ana Valdez, Marisol Velazquez, Michael Kott, Vincent Acevez, and Neil Moss and student aids from various departments.

6. Reports

6.1. ICCTA – ACCT – None

7. President's Report

7.1. Strategic Plan

Keith McLaughlin, Provost, and Executive Vice President, announced that the college was awarded \$1.2 M from a Federal Grant. He also reported a proposal grant application submitted for an Online Education Grant. He indicated that we are looking for funds to improve the college's online education to continue to grow on the online program, training, and technology.

7.2. Strategic Enrollment Plan

Marisol Velazquez, Associate Provost and Vice President of Student Services, reported on enrollment updates. As of Wednesday, August 18, for the fall 2021 semester, 1% more students are enrolled than last year. The number of enrolled credit hours in 3% more credits is higher than the previous year, excluding Adult Education enrollment. She also noted that new students are more likely to be full-time this year 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. Marisol also listed the tip enrolled subjects and classes for the fall semester.

7.3. Institutional Advancement

Irina Cline, Director of Community and Continuing Education, provided updates on the STEAMers Camp 2021, the Multi-level Career Training Programs as the CDL Program.

She also noted that she's currently working on obtaining social media internships to help the student gain professional experience.

7.4. Capital Improvements

Joseph Florio reported on the CDB Program facilities, the handicap elevator, and the Hallway Renovation project.

7.5. Higher Learning Commission (HLC)

Keith McLaughlin reported that the HLC Focused Visit Team visited Morton College and held meetings with different committees and groups, including the administration. It is most likely that the college will hear the team's recommendations until next February.

7.6. Finance Review

Mireya Perez, Chief Financial Officer/Treasurer, provided an overview of August 2021 finances, including the Operating Fund, Revenues and Expenditures, and Education Fund Expenditures. A PowerPoint presentation with the reports' totals was projected for the community present during the meeting and included on the board packet.

8. Consent Agenda

Dr. Stan Fields, College President, pointed action items 8.46.1 and 8.42.1. He stated that the salary on each item will be changed based on the recommended candidate's qualifications.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 8.1 to 8.46.1, as listed below.

Trustee Reitz seconded the motion

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

Nays: None Absent: Trustees, Collazo, Banks, Grazzini.

Motion Carried

Trustee Martinucci made a motion to approve the amended Consent Agenda, which includes Agenda items 8.1 to 8.46.1, as listed below.

Trustee Reitz seconded the motion

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

Nays: None Absent: Trustees, Collazo, Banks, Grazzini.

Motion Carried

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. Tejada, 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

Trustee Martinucci made a motion adjourned the regular meeting of the Board.

Trustee Montiel seconded the motion

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

Nays: None Absent: Trustees, Collazo, Banks, Grazzini.

Motion Carried

The meeting was adjourned at 12:02 p.m.

Frances Reitz
Board Chair

Jose Collazo
Board Secretary

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.1 for 10/27/2021 Board Meeting
Date: Thursday, October 14, 2021 2:28:20 PM
Attachments: [Board AS Totals 9.30.21.pdf](#)
[BT 9.30.21.pdf](#)
[Check Register.pdf](#)
[Over 10k Sep 2021.pdf](#)

Thanks,

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

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Thursday, October 14, 2021 2:14 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 10/27/2021 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF SEPTEMBER 2021 IN THE AMOUNT OF \$3,281,465 AND BUDGET TRANSFERS IN THE AMOUNT OF \$787,127 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 \$3,281,465 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements - Monthly	09/30/2021	1,039,012
Payroll	09/15/2021	785,633
Payroll	09/30/2021	757,969
Student Refunds	09/30/2021	<u>570,944</u>
		3,153,558

O&M Restricted Fund (03)

Cash Disbursements - Monthly	09/30/2021	<u>127,907</u>
TOTAL ALL FUNDS		<u><u>\$3,281,465</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$787,127.38 be approved as outlined on the attached Journal No. 1-3 entry dates attached hereto.

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

PASSED this 27th day of October by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College
Over 10K Report
September 2021

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
ACI Payments, Inc.	9/24/2021	0100134	EXEMPT	\$11,310.99	8/2021
All-Types Elevators Inc	9/15/2021	0099877	EXEMPT	\$1,151.25	Monthly Maintenance
All-Types Elevators Inc	9/30/2021	0100184		\$13,828.00	Final Pay Out
Association of Governing Boards	9/30/2021	0100188	3/24/2021	\$18,000.00	AGB Consulting Agreement
Athletico Physical Therapy	9/30/2021	0100189		\$25,083.33	7/22/2020 Athletic Trainer Contract
ATI Nursing Education	9/15/2021	0099883	8/25/2021	\$21,990.00	NCLEX Experience
Audacy	9/30/2021	0100190	EXEMPT	\$10,684.61	Marketing
BKD, LLP	9/30/2021	0100193	5/26/2021	\$25,000.00	Audit Services
Cleared4 Inc	9/30/2021	0100202	9/22/2021	\$42,000.00	Cleared4Class 1 year
ComEd	9/15/2021	0099900	EXEMPT	\$16,105.75	Light Services
ComEd	9/15/2021	0099901	EXEMPT	\$144.47	Light Services
ComEd	9/30/2021	0100204	EXEMPT	\$1,201.07	Final Payment
ComEd	9/30/2021	0100205	EXEMPT	\$223.93	Light Services
Cornestone Government Affairs, Inc.	9/15/2021	0099956	3/24/2021	\$14,000.00	Government Relations
Cornestone Government Affairs, Inc.	9/30/2021	0100206	3/24/2021	\$14,000.00	Government Relations
Del Galdo Law Group, LLC	9/15/2021	0099905	8/25/2021	\$22,693.21	Attorney Services
DiaMedical USA Equipment LLC	9/15/2021	0099906	6/23/2021	\$9,289.69	Rechargeable Dual Foil
DiaMedical USA Equipment LLC	9/30/2021	0100209	6/23/2021	\$7,140.00	Hill-Rom Affinity IV Birt
ExamSoft Worldwide, Inc.	9/30/2021	0100214	8/25/2021	\$25,644.15	ExamSoft Essential Soluti
FHEG Morton College Bookstore	9/15/2021	0099913	8/26/2020	\$1,860.89	Gideons faculty book
FHEG Morton College Bookstore	9/30/2021	0100216	8/26/2020	\$51,893.51	3rd party scholarships
First Midwest Bank	9/22/2021	0100131	EXEMPT	\$28,692.00	4imprint/Various Credit Card Purchases
Freepoint Energy Solutions, LLC.	9/22/2021	0100132	11/18/2020	\$36,852.92	Energy Services
Lo Destro Construction Company	9/15/2021	0099928	EXEMPT	\$9,839.00	Green Room Millwork
Lo Destro Construction Company	9/30/2021	0100231		\$28,233.53	Final Pay Out
Mesrow Insurance Services, Inc.	9/30/2021	0100233	5/26/2021	\$11,250.00	Quarterly Payment
Michael Kautz Carpets & Flooring	9/15/2021	0099933	EXEMPT	\$22,345.00	App 3/Corridor Floor Polishing
Miner & East, Inc.	9/1/2021	0099672	EXEMPT	\$11,313.00	STEM Center Balance
Mr. Christopher J. Wido	9/2/2021	0099680	EXEMPT	\$330.00	Meal Money 9/8/21
Mr. Christopher J. Wido	9/2/2021	0099681	EXEMPT	\$330.00	Meal Money 9/9/21
Mr. Christopher J. Wido	9/2/2021	0099682	EXEMPT	\$330.00	Meal Money 9/11/21
Mr. Christopher J. Wido	9/9/2021	E0010880	EXEMPT	\$806.14	Smoothie Mix
Mr. Christopher J. Wido	9/10/2021	0099855	EXEMPT	\$330.00	BB Meal Money 9/14/21
Mr. Christopher J. Wido	9/10/2021	0099856	EXEMPT	\$330.00	BB Meal Money 9/21/21
Mr. Christopher J. Wido	9/16/2021	E0011120	EXEMPT	\$6,000.00	BB Coaching Stipend
Mr. Christopher J. Wido	9/23/2021	E0011139	EXEMPT	\$2,000.00	Aug. 2021 Athletic
Mr. Christopher J. Wido	9/30/2021	E0011167	EXEMPT	\$112.45	Printer Ink
Ms Vickie L. Gukenberger	9/2/2021	E0010721	EXEMPT	\$1,464.98	August Visit-Travel
Ms Vickie L. Gukenberger	9/14/2021	E0010922	EXEMPT	\$7,500.00	Invoice 003
Ms Vickie L. Gukenberger	9/23/2021	E0011130	EXEMPT	\$981.80	travel expenses
Ms Vickie L. Gukenberger	9/30/2021	E0011154	EXEMPT	\$1,381.64	Nursing Consultation
Omni Financial Group, Inc.	9/14/2021	E0010926		\$9,559.21	4/28/2021 Payroll Deductions
Omni Financial Group, Inc.	9/29/2021	E0011144		\$11,130.63	4/28/2021 Payroll Deductions
Quest Software Inc	9/30/2021	0100243	EXEMPT	\$20,556.90	SAAS Software
Restore Construction	9/30/2021	0100245	9/22/2021	\$34,000.00	Demolition
Sense Media LLC	9/30/2021	0100246	EXEMPT	\$18,834.50	Website/Creatives Updates
Sportsfields, Inc.	9/30/2021	0100250	8/25/2021	\$29,500.00	Limestone screening
State Univ Retirement Systems	9/15/2021	0099869	EXEMPT	\$71,303.19	Payroll Deductions
State Univ Retirement Systems	9/30/2021	0100181	EXEMPT	\$68,101.50	Payroll Deductions
The Graphic Edge, LLC	9/15/2021	0099919	7/22/2020	\$22,339.83	MC Sweater
The Graphic Edge, LLC	9/30/2021	0100219	7/22/2020	\$11,318.38	Adidas Copa Zone Cushion
Toler Construction	9/22/2021	0100133	EXEMPT	\$13,300.00	IA office remodel
			Total Paid	813,611.45	

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0099671	09/01/21	Recon	0001953	AT&T Mobility	V0149263	09/01/21	B0004038	2,102.00		2,102.00
								2,102.00		2,102.00
0099672	09/01/21	Recon	0208183	Miner & East, Inc.	V0149264	09/01/21	P0010546	11,313.00		11,313.00
								11,313.00		11,313.00
0099673	09/01/21	Recon	0209846	Robert Clark	V0149265	09/01/21	P0010408	3,000.00		3,000.00
								3,000.00		3,000.00
0099674	09/02/21	Recon	0209632	Mizael Carrera	V0149094	08/30/21		90.00		90.00
								90.00		90.00
0099675	09/02/21	Recon	0208811	Stephen Dowjotas	V0149091	08/30/21		170.00		170.00
								170.00		170.00
0099676	09/02/21	Recon	0208811	Stephen Dowjotas	V0149101	08/30/21		320.00		320.00
								320.00		320.00
0099677	09/02/21	Recon	0000931	Mr. Juan M. Franco	V0149093	08/30/21		320.00		320.00
								320.00		320.00
0099678	09/02/21	Recon	0000931	Mr. Juan M. Franco	V0149097	08/30/21		320.00		320.00
								320.00		320.00
0099679	09/02/21	Recon	0003089	Mr. Bradley J. Sleeth	V0149089	08/30/21		40.00		40.00
								40.00		40.00
0099680	09/02/21	Outst	0158266	Mr. Christopher J. Wido	V0149090	08/30/21		330.00		330.00
								330.00		330.00
0099681	09/02/21	Outst	0158266	Mr. Christopher J. Wido	V0149092	08/30/21		330.00		330.00
								330.00		330.00
0099682	09/02/21	Outst	0158266	Mr. Christopher J. Wido	V0149096	08/30/21		330.00		330.00
								330.00		330.00
0099683	09/02/21	Recon	0209905	Teresa L. Alderman	V0148978	08/24/21		3,500.00		3,500.00
								3,500.00		3,500.00

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0099684	09/02/21	Recon	0010228	Aurora University	V0149237	08/31/21		175.00		175.00
								175.00		175.00
0099685	09/02/21	Recon	0166671	Ms. Cara A. Bonick	V0149268	09/01/21		295.00		295.00
								295.00		295.00
0099686	09/02/21	Recon	0161109	Karl Braun	V0149245	08/31/21		160.00		160.00
								160.00		160.00
0099687	09/02/21	Recon	0210056	Alexander Cruz	V0149242	08/31/21		120.00		120.00
								120.00		120.00
0099688	09/02/21	Void	0001726	Elmhurst College						
0099689	09/02/21	Recon	0000762	Mr. George F. Fejt	V0149103	08/30/21		12.50		12.50
								12.50		12.50
0099690	09/02/21	Void	0199086	Mr. Joseph Feulner						
0099691	09/02/21	Recon	0210055	Karolina Grela	V0149243	08/31/21		120.00		120.00
								120.00		120.00
0099692	09/02/21	Recon	0001065	Il Comm Col Risk Mgmt Co	V0149262	09/01/21		9,875.00		9,875.00
								9,875.00		9,875.00
0099693	09/02/21	Outst	0001078	Joliet Junior College	V0149261	09/01/21		10,000.00		10,000.00
								10,000.00		10,000.00
0099694	09/02/21	Recon	0210205	Peter Malec	V0149248	08/31/21		120.00		120.00
								120.00		120.00
0099695	09/02/21	Recon	0210203	Trevor Nash	V0149247	08/31/21		120.00		120.00
								120.00		120.00
0099696	09/02/21	Recon	0205567	Ms. Courtney O'Brien	V0149246	08/31/21		500.00		500.00
								500.00		500.00
0099697	09/02/21	Recon	0210065	Andrew J. Pegman	V0149256	08/31/21		3,000.00		3,000.00

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								3,000.00		3,000.00
0099698	09/02/21	Recon	0001133	Pitney Bowes Inc	V0149166	08/31/21		35.16		35.16
								35.16		35.16
0099699	09/02/21	Recon	0197693	Mr. Alejandro Sanchez	V0149257	08/31/21		38.47		38.47
								38.47		38.47
0099700	09/02/21	Recon	0000921	Ms. Candyce Scatchell	V0149266	09/01/21		644.09		644.09
								644.09		644.09
0099701	09/02/21	Outst	0210204	August Trexler	V0149241	08/31/21		160.00		160.00
								160.00		160.00
0099702	09/02/21	Recon	0001390	Unum Life Ins Co of Amer	V0149102	08/30/21		104.90		104.90
								104.90		104.90
0099824	09/10/21	Recon	0193139	Nely Baeza	V0149290	09/03/21		60.00		60.00
								60.00		60.00
0099825	09/10/21	Recon	0210003	Blue Cross Blue Shield o	V0149274	09/02/21		8,393.83		8,393.83
								8,393.83		8,393.83
0099826	09/10/21	Recon	0209632	Mizael Carrera	V0149298	09/03/21		90.00		90.00
								90.00		90.00
0099827	09/10/21	Recon	0187179	Claudia M. Cisneros	V0149289	09/03/21		30.00		30.00
								30.00		30.00
0099828	09/10/21	Outst	0208165	Arnold J. Cross	V0149286	09/03/21		115.00		115.00
								115.00		115.00
0099829	09/10/21	Recon	0205769	Dwayne Cruz	V0149305	09/03/21		300.00		300.00
								300.00		300.00
0099830	09/10/21	Outst	0205769	Dwayne Cruz	V0149306	09/03/21		300.00		300.00
								300.00		300.00

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0099831	09/10/21	Recon	0210207	Estuardo DeLeon	V0149282	09/03/21		120.00		120.00
								120.00		120.00
0099832	09/10/21	Outst	0210774	Tarah Dickerson	V0149284	09/03/21		115.00		115.00
								115.00		115.00
0099833	09/10/21	Recon	0001473	Elgin Community College	V0149296	09/03/21		150.00		150.00
								150.00		150.00
0099834	09/10/21	Recon	0199086	Mr. Joseph Feulner	V0149184	08/31/21		102.99		102.99
								102.99		102.99
0099835	09/10/21	Recon	0000931	Mr. Juan M. Franco	V0149311	09/07/21		347.51		347.51
								347.51		347.51
0099836	09/10/21	Recon	0000931	Mr. Juan M. Franco	V0149303	09/03/21		320.00		320.00
								320.00		320.00
0099837	09/10/21	Outst	0000931	Mr. Juan M. Franco	V0149304	09/03/21		320.00		320.00
								320.00		320.00
0099838	09/10/21	Recon	0210055	Karolina Grela	V0149281	09/03/21		120.00		120.00
								120.00		120.00
0099839	09/10/21	Outst	0065681	Miguel Gutierrez	V0147330	06/21/21		75.00		75.00
								75.00		75.00
0099840	09/10/21	Recon	0210775	Timothy Gyoerkoes	V0149285	09/03/21		115.00		115.00
								115.00		115.00
0099841	09/10/21	Outst	0208089	Steven Lessman	V0149293	09/03/21		100.00		100.00
								100.00		100.00
0099842	09/10/21	Recon	0007757	Jose A. Lugay	V0149279	09/03/21		400.00		400.00
								400.00		400.00
0099843	09/10/21	Recon	0187216	Mr. Neil Moss	V0149291	09/03/21		40.00		40.00
								40.00		40.00

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0099844	09/10/21	Outst	0161317	Roger Ozima	V0149283	09/03/21		115.00		115.00
								115.00		115.00
0099845	09/10/21	Recon	0008146	Rock Valley College	V0149295	09/03/21		150.00		150.00
								150.00		150.00
0099846	09/10/21	Recon	0160304	Mrs. Melissa M. Stanukin	V0149273	09/02/21		44.05		44.05
								44.05		44.05
0099847	09/10/21	Recon	0199767	The Tides Center	V0149277	09/03/21		3,350.00		3,350.00
								3,350.00		3,350.00
0099848	09/10/21	Recon	0199373	Rebeka Tovar	V0149292	09/03/21		30.00		30.00
								30.00		30.00
0099849	09/10/21	Recon	0190167	Daniel K. Treadwell	V0149272	09/02/21		2,000.00		2,000.00
								2,000.00		2,000.00
0099850	09/10/21	Recon	0210206	Tomas Zarco	V0149280	09/03/21		160.00		160.00
								160.00		160.00
0099851	09/10/21	Recon	0208811	Stephen Dowjotas	V0149324	09/07/21		1,920.00		1,920.00
								1,920.00		1,920.00
0099852	09/10/21	Recon	0206101	Kevin W. McManaman	V0149325	09/07/21		900.00		900.00
								900.00		900.00
0099853	09/10/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149299	09/03/21		40.00		40.00
								40.00		40.00
0099854	09/10/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149300	09/03/21		60.00		60.00
								60.00		60.00
0099855	09/10/21	Outst	0158266	Mr. Christopher J. Wido	V0149301	09/03/21		330.00		330.00
								330.00		330.00
0099856	09/10/21	Outst	0158266	Mr. Christopher J. Wido	V0149302	09/03/21		330.00		330.00

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								330.00		330.00
0099857	09/15/21	Recon	0177469	Bright Start College Sav	V0150156	09/15/21		100.00		100.00
								100.00		100.00
0099858	09/15/21	Recon	0001422	CCCTU-Cope Fund	V0150157	09/15/21		120.00		120.00
								120.00		120.00
0099859	09/15/21	Recon	0001374	College & University Cre	V0150159	09/15/21		200.00		200.00
								200.00		200.00
0099860	09/15/21	Recon	0001371	Colonial Life & Accident	V0150160	09/15/21		12.00		12.00
								12.00		12.00
0099861	09/15/21	Outst	0160763	Illinois Education Assoc	V0150161	09/15/21		1,607.00		1,607.00
								1,607.00		1,607.00
0099862	09/15/21	Recon	0191845	Metropolitan Alliance of	V0150162	09/15/21		258.00		258.00
								258.00		258.00
0099863	09/15/21	Outst	0101061	Morton College Faculty	V0150158	09/15/21		91.74		91.74
								91.74		91.74
0099864	09/15/21	Recon	0001372	Morton College Teachers	V0150164	09/15/21		1,616.31		1,616.31
								1,616.31		1,616.31
0099865	09/15/21	Recon	0001372	Morton College Teachers	V0150163	09/15/21		3,037.21		3,037.21
								3,037.21		3,037.21
0099866	09/15/21	Recon	0001513	SEIU Local 73 Cope	V0150166	09/15/21		8.00		8.00
								8.00		8.00
0099867	09/15/21	Recon	0001373	Service Employees Intl U	V0150167	09/15/21		403.95		403.95
								403.95		403.95
0099868	09/15/21	Recon	0001563	State Disbursement Unit	V0150168	09/15/21		125.00		125.00
					V0150169	09/15/21		1,047.88		1,047.88
								1,172.88		1,172.88

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0099869	09/15/21	Recon	0001161	State Univ Retirement Sy	V0150170	09/15/21		71,303.19		71,303.19
								71,303.19		71,303.19
0099870	09/15/21	Recon	0170839	Ms Cynthia D. Young	V0149167	08/31/21		386.73		386.73
								386.73		386.73
0099871	09/15/21	Recon	0190089	3OE Solutions	V0149963	09/14/21	B0004065	4,333.00		4,333.00
								4,333.00		4,333.00
0099872	09/15/21	Recon	0013221	4IMPRINT	V0150229	09/14/21	B0004076	1,018.40		1,018.40
								1,018.40		1,018.40
0099873	09/15/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0150184	09/14/21	B0003990	240.00		240.00
								240.00		240.00
0099874	09/15/21	Recon	0000982	ACCT	V0150205	09/14/21	P0010575	3,540.00		3,540.00
								3,540.00		3,540.00
0099875	09/15/21	Recon	0209709	Accurate Employment Scre	V0150190	09/14/21	B0004025	2,722.45		2,722.45
								2,722.45		2,722.45
0099876	09/15/21	Recon	0175113	Algor Plumbing	V0150185	09/14/21	B0003992	71.34		71.34
					V0150186	09/14/21	B0003992	293.88		293.88
					V0150187	09/14/21	B0003992	727.33		727.33
								1,092.55		1,092.55
0099877	09/15/21	Recon	0190802	All-Types Elevators Inc	V0149964	09/14/21	B0003995	327.50		327.50
					V0149983	09/14/21	B0003995	275.75		275.75
					V0150178	09/14/21	B0003995	548.00		548.00
								1,151.25		1,151.25
0099878	09/15/21	Recon	0188188	Amazon Capital Services	V0149943	09/14/21	B0004116	423.20		423.20
					V0149954	09/14/21	B0004013	7.95		7.95
					V0149955	09/14/21	B0004013	76.38		76.38
					V0149956	09/14/21	B0004131	88.51		88.51
					V0149980	09/14/21	B0004127	702.82		702.82
					V0149981	09/14/21	B0004127	59.98		59.98
					V0149982	09/14/21	B0004127	765.52		765.52
					V0149988	09/14/21	B0004114	62.50		62.50
					V0149989	09/14/21	B0004115	62.50		62.50
					V0149990	09/14/21	B0004115	569.96		569.96

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					V0149991	09/14/21	B0004116	468.97		468.97
					V0149992	09/14/21	B0004102	59.90		59.90
					V0150236	09/14/21	B0004127	65.98		65.98
					V0150255	09/15/21	P0010584	256.77		256.77
								3,670.94		3,670.94
0099879	09/15/21	Recon	0198820	Asure Software	V0150258	09/15/21	B0003998	131.99		131.99
								131.99		131.99
0099880	09/15/21	Recon	0000973	AT&T	V0150172	09/14/21	B0003967	2,974.23		2,974.23
								2,974.23		2,974.23
0099881	09/15/21	Recon	0001953	AT&T Mobility	V0149959	09/14/21	B0004038	2,102.00		2,102.00
								2,102.00		2,102.00
0099882	09/15/21	Recon	0001953	AT&T Mobility	V0150248	09/15/21	B0003987	143.42		143.42
								143.42		143.42
0099883	09/15/21	Outst	0156646	ATI Nursing Education	V0150237	09/14/21	B0004125	21,990.00		21,990.00
								21,990.00		21,990.00
0099884	09/15/21	Recon	0196421	Balloons by Tommy	V0150240	09/14/21	P0010592	985.00		985.00
								985.00		985.00
0099885	09/15/21	Recon	0001272	Batteries Plus LLC	V0149962	09/14/21	B0003976	216.00		216.00
								216.00		216.00
0099886	09/15/21	Recon	0194510	Blades of Glory Inc	V0150228	09/14/21	P0010552	750.00		750.00
								750.00		750.00
0099887	09/15/21	Recon	0177121	Brookfield Zoo	V0150238	09/14/21	P0010599	175.00		175.00
								175.00		175.00
0099888	09/15/21	Recon	0001466	CAIRS	V0150220	09/14/21	P0010531	2,310.00		2,310.00
								2,310.00		2,310.00
0099889	09/15/21	Recon	0206652	Cajan Laundry II, LLC	V0150198	09/14/21	P0010578	190.40		190.40
								190.40		190.40

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0099890	09/15/21	Recon	0000998	Carolina Biological Supp	V0150221	09/14/21	P0010507	177.60		177.60
					V0150222	09/14/21	P0010507	476.97		476.97
								654.57		654.57
0099891	09/15/21	Recon	0007998	Cassidy Tire & Service	V0150232	09/14/21	P0010585	742.46		742.46
					V0150252	09/15/21	B0004104	43.49		43.49
								785.95		785.95
0099892	09/15/21	Recon	0001593	CDW-Government, Inc	V0150191	09/14/21	P0010483	7,486.83		7,486.83
								7,486.83		7,486.83
0099893	09/15/21	Recon	0205805	CF Ruffled Feathers Arci	V0150242	09/14/21	P0010596	2,925.00		2,925.00
								2,925.00		2,925.00
0099894	09/15/21	Recon	0001195	Cintas Corporation	V0150176	09/14/21	B0004036	140.97		140.97
					V0150177	09/14/21	B0003975	159.97		159.97
								300.94		300.94
0099895	09/15/21	Recon	0001195	Cintas Corporation	V0149993	09/14/21	B0003974	206.30		206.30
					V0150173	09/14/21	B0003974	206.30		206.30
					V0150175	09/14/21	B0003974	206.30		206.30
								618.90		618.90
0099896	09/15/21	Recon	0203674	ClassCalc	V0150244	09/14/21	P0010540	2,000.00		2,000.00
								2,000.00		2,000.00
0099897	09/15/21	Recon	0201853	Club Automation, LLC	V0150183	09/14/21	B0004042	872.92		872.92
								872.92		872.92
0099898	09/15/21	Recon	0001604	College Source, Inc.	V0150241	09/14/21	P0010595	4,777.30		4,777.30
								4,777.30		4,777.30
0099899	09/15/21	Recon	0001752	Comcast	V0150171	09/14/21	B0004034	177.67		177.67
								177.67		177.67
0099900	09/15/21	Recon	0001013	ComEd	V0150260	09/15/21	B0004003	16,105.75		16,105.75
								16,105.75		16,105.75
0099901	09/15/21	Recon	0001013	ComEd	V0150259	09/15/21	B0004016	144.47		144.47

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								144.47		144.47
0099902	09/15/21	Recon	0169149	Computer Aided Technolog	V0150239	09/14/21	P0010582	1,400.00		1,400.00
								1,400.00		1,400.00
0099903	09/15/21	Recon	0202292	Computer Drive of Skokie	V0150209	09/14/21	P0010541	344.00		344.00
								344.00		344.00
0099904	09/15/21	Void	0209459	Cornerstone Government A						
0099905	09/15/21	Recon	0001676	Del Galdo Law Group, LLC	V0149961	09/14/21	B0004063	8,360.00		8,360.00
					V0150083	09/14/21	B0004063	14,333.21		14,333.21
								22,693.21		22,693.21
0099906	09/15/21	Recon	0205020	DiaMedical USA Equipment	V0150194	09/14/21	P0010405	139.80		139.80
					V0150245	09/14/21	P0010356	9,149.89		9,149.89
								9,289.69		9,289.69
0099907	09/15/21	Recon	0000989	Dick Blick	V0149984	09/14/21	B0004120	462.04		462.04
					V0149987	09/14/21	B0004095	399.18		399.18
								861.22		861.22
0099908	09/15/21	Recon	0208992	Direct Energy Business	V0150002	09/14/21	B0004001	3,632.51		3,632.51
								3,632.51		3,632.51
0099909	09/15/21	Outst	0210096	Dr Shuey LLC	V0150215	09/14/21	P0010548	300.00		300.00
								300.00		300.00
0099910	09/15/21	Outst	0184717	El Meson Express	V0150204	09/14/21	P0010614	4,200.00		4,200.00
								4,200.00		4,200.00
0099911	09/15/21	Outst	0205812	Electude USA LLC	V0150223	09/14/21	P0010490	4,469.00		4,469.00
								4,469.00		4,469.00
0099912	09/15/21	Recon	0001029	Fed Ex	V0150003	09/14/21	B0003947	68.12		68.12
								68.12		68.12
0099913	09/15/21	Recon	0196370	FHEG Morton College Book	V0150005	09/14/21	B0004033	1.19		1.19
					V0150006	09/14/21	B0004060	816.66		816.66
					V0150007	09/14/21	P0010445	405.09		405.09

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					V0150078	09/14/21	B0004111	637.95		637.95
								1,860.89		1,860.89
0099914	09/15/21	Recon	0157592	First Communications	V0149986	09/14/21	B0003989	1,020.77		1,020.77
								1,020.77		1,020.77
0099915	09/15/21	Recon	0001033	Fisher Scientific Compan	V0150193	09/14/21	P0010508	326.33		326.33
								326.33		326.33
0099916	09/15/21	Recon	0001034	Flinn Scientific Inc	V0150231	09/14/21	P0010555	25.66		25.66
					V0150257	09/15/21	P0010439	311.90		311.90
								337.56		337.56
0099917	09/15/21	Recon	0001960	Freestyle Photo Supplies	V0150246	09/14/21	P0010480	965.37		965.37
								965.37		965.37
0099918	09/15/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0150249	09/15/21	B0004023	107.94		107.94
								107.94		107.94
0099919	09/15/21	Recon	0205565	The Graphic Edge, LLC	V0149966	09/14/21	B0004043	618.09		618.09
					V0149967	09/14/21	B0004043	33.75		33.75
					V0149968	09/14/21	B0004043	58.20		58.20
					V0149969	09/14/21	B0004043	337.49		337.49
					V0149970	09/14/21	B0004043	35.00		35.00
					V0149971	09/14/21	B0004043	716.43		716.43
					V0149972	09/14/21	B0004043	65.75		65.75
					V0149973	09/14/21	B0004043	744.61		744.61
					V0149974	09/14/21	B0004043	2,638.50		2,638.50
					V0149975	09/14/21	B0004043	49.14		49.14
					V0149976	09/14/21	B0004043	348.49		348.49
					V0149977	09/14/21	B0004043	2,441.58		2,441.58
					V0149979	09/14/21	P0010362	1,301.74		1,301.74
					V0149998	09/14/21	B0004066	52.32		52.32
					V0149999	09/14/21	B0004066	6,924.89		6,924.89
					V0150000	09/14/21	B0004066	3,912.91		3,912.91
					V0150001	09/14/21	B0004066	2,060.94		2,060.94
								22,339.83		22,339.83
0099920	09/15/21	Recon	0001381	Home Depot/GEFCF	V0150088	09/14/21	B0003978	77.10		77.10
								77.10		77.10
0099921	09/15/21	Recon	0001061	ICCTA	V0150207	09/14/21	P0010577	5,570.00		5,570.00

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								5,570.00		5,570.00
0099922	09/15/21	Recon	0001775	Jostens	V0149052	08/27/21	B0004061	296.40-		-296.40
					V0150080	09/14/21	B0004061	62.07		62.07
					V0150086	09/14/21	B0004061	268.97		268.97
					V0150087	09/14/21	B0004061	9.25		9.25
					V0150188	09/14/21	B0004061	124.14		124.14
								168.03		168.03
0099923	09/15/21	Recon	0002233	Konica Minolta Premier F	V0149994	09/14/21	B0004008	140.00		140.00
								140.00		140.00
0099924	09/15/21	Recon	0002233	Konica Minolta Premier F	V0149995	09/14/21	B0004008	2,897.00		2,897.00
								2,897.00		2,897.00
0099925	09/15/21	Recon	0002233	Konica Minolta Premier F	V0149996	09/14/21	B0004008	125.17		125.17
								125.17		125.17
0099926	09/15/21	Recon	0002233	Konica Minolta Premier F	V0149997	09/14/21	B0004008	451.00		451.00
								451.00		451.00
0099927	09/15/21	Outst	0205148	Lembke & Sons, Inc.	V0150253	09/15/21	B0004031	306.77		306.77
								306.77		306.77
0099928	09/15/21	Recon	0204562	Lo Destro Construction C	V0150085	09/14/21	B0004124	9,839.00		9,839.00
								9,839.00		9,839.00
0099929	09/15/21	Recon	0001673	M.L. Plumbing LLC.	V0150189	09/14/21	B0004113	995.00		995.00
								995.00		995.00
0099930	09/15/21	Recon	0208914	Janice Marshall	V0149950	09/14/21	P0010573	2,750.00		2,750.00
					V0149951	09/14/21	P0010593	2,250.00		2,250.00
								5,000.00		5,000.00
0099931	09/15/21	Recon	0001289	Menards	V0150082	09/14/21	B0003977	123.64		123.64
					V0150250	09/15/21	B0003977	68.50		68.50
								192.14		192.14
0099932	09/15/21	Recon	0001492	Metal Supermarkets	V0150226	09/14/21	P0010525	816.86		816.86
								816.86		816.86

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0099933	09/15/21	Recon	0194501	Michael Kautz Carpets &	V0149960	09/14/21	B0004132	22,345.00		22,345.00
								22,345.00		22,345.00
0099934	09/15/21	Recon	0001339	Minuteman Press of Lyons	V0150200	09/14/21	P0010557	759.00		759.00
					V0150201	09/14/21	P0010557	951.50		951.50
					V0150218	09/14/21	P0010538	78.76		78.76
					V0150243	09/14/21	P0010597	401.20		401.20
								2,190.46		2,190.46
0099935	09/15/21	Recon	0001122	Office Depot	V0150079	09/14/21	B0004059	17.99		17.99
					V0150192	09/14/21	P0010510	239.97		239.97
								257.96		257.96
0099936	09/15/21	Recon	0002406	Paisans Pizza	V0150199	09/14/21	P0010558	850.00		850.00
					V0150213	09/14/21	P0010549	68.00		68.00
					V0150214	09/14/21	P0010549	64.50		64.50
					V0150219	09/14/21	P0010535	4,320.00		4,320.00
					V0150224	09/14/21	P0010528	1,966.25		1,966.25
					V0150225	09/14/21	P0010529	1,966.25		1,966.25
					V0150227	09/14/21	P0010542	127.50		127.50
								9,362.50		9,362.50
0099937	09/15/21	Recon	0001128	Pasco Scientific	V0150256	09/15/21	P0010433	282.00		282.00
								282.00		282.00
0099938	09/15/21	Recon	0001131	Phi Theta Kappa	V0150216	09/14/21	P0010547	65.00		65.00
					V0150217	09/14/21	P0010547	60.00		60.00
								125.00		125.00
0099939	09/15/21	Recon	0206685	Rainmakers Irrigation &	V0150233	09/14/21	P0010586	95.00		95.00
								95.00		95.00
0099940	09/15/21	Recon	0001967	Shaw Media	V0150081	09/14/21	B0003956	1,199.00		1,199.00
								1,199.00		1,199.00
0099941	09/15/21	Recon	0000965	Sigma-Aldrich Inc	V0150195	09/14/21	P0010539	164.50		164.50
					V0150197	09/14/21	P0010415	36.05		36.05
								200.55		200.55
0099942	09/15/21	Recon	0208071	Signature Transportation	V0150230	09/14/21	P0010579	998.50		998.50

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								998.50		998.50
0099943	09/15/21	Recon	0168276	SmartDeploy	V0150212	09/14/21	P0010550	1,693.00		1,693.00
								1,693.00		1,693.00
0099944	09/15/21	Recon	0001156	Smithereen Exterminating	V0150004	09/14/21	B0003973	170.00		170.00
								170.00		170.00
0099945	09/15/21	Recon	0157227	Staples Advantage	V0149957	09/14/21	B0004047	95.99		95.99
					V0150210	09/14/21	P0010554	353.94		353.94
					V0150211	09/14/21	P0010551	105.79		105.79
					V0150254	09/15/21	P0010608	315.75		315.75
								871.47		871.47
0099946	09/15/21	Recon	0210814	Summit Medical Seminars,	V0150235	09/14/21	P0010590	2,600.00		2,600.00
								2,600.00		2,600.00
0099947	09/15/21	Recon	0001165	Swank Motion Pictures In	V0150179	09/14/21	P0010495	529.75		529.75
								529.75		529.75
0099948	09/15/21	Recon	0210806	Synergy Sports	V0150234	09/14/21	P0010587	850.00		850.00
								850.00		850.00
0099949	09/15/21	Recon	0183297	TASB, Inc	V0150208	09/14/21	P0010574	4,000.00		4,000.00
								4,000.00		4,000.00
0099950	09/15/21	Recon	0155715	Technology Management Re	V0149958	09/14/21	B0004009	1,141.05		1,141.05
								1,141.05		1,141.05
0099951	09/15/21	Recon	0196236	Thomas Scientific	V0150196	09/14/21	P0010509	127.99		127.99
								127.99		127.99
0099952	09/15/21	Recon	0167490	Tripoli Painting	V0149965	09/14/21	B0004126	1,000.00		1,000.00
								1,000.00		1,000.00
0099953	09/15/21	Recon	0001824	Waukegan Roofing Co., In	V0150251	09/15/21	B0003986	1,325.00		1,325.00
								1,325.00		1,325.00
0099954	09/15/21	Recon	0001406	Wex Bank	V0150084	09/14/21	B0004068	2,165.97		2,165.97

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								2,165.97		2,165.97
0099955	09/15/21	Recon	0177607	YBP Library Services	V0149985	09/14/21	B0003993	230.00		230.00
					V0150180	09/14/21	B0003993	135.00		135.00
					V0150181	09/14/21	B0003993	54.32		54.32
					V0150182	09/14/21	B0003993	194.00		194.00
								613.32		613.32
0099956	09/15/21	Recon	0209459	Cornerstone Government A	V0150203	09/14/21	P0010562	14,000.00		14,000.00
								14,000.00		14,000.00
0099957	09/17/21	Recon	0205734	Ms. Roseanne Aburto	V0149590	09/09/21		372.00		372.00
								372.00		372.00
0099958	09/17/21	Outst	0210776	Ireneusz Baran	V0149923	09/13/21		120.00		120.00
								120.00		120.00
0099959	09/17/21	Recon	0210773	Damian Blasberg	V0149924	09/13/21		120.00		120.00
								120.00		120.00
0099960	09/17/21	Recon	0166671	Ms. Cara A. Bonick	V0149578	09/09/21		50.00		50.00
								50.00		50.00
0099961	09/17/21	Outst	0010371	Bradley University	V0149941	09/14/21		120.00		120.00
								120.00		120.00
0099962	09/17/21	Outst	0182499	Mrs. Mary J. Buongiorno	V0149586	09/09/21		219.99		219.99
								219.99		219.99
0099963	09/17/21	Recon	0209214	Cary Morgen Labor Arbitr	V0150247	09/15/21		5,727.00		5,727.00
								5,727.00		5,727.00
0099964	09/17/21	Recon	0210056	Alexander Cruz	V0149926	09/13/21		120.00		120.00
								120.00		120.00
0099965	09/17/21	Recon	0210842	Adrian Dobrinu	V0149930	09/13/21		120.00		120.00
								120.00		120.00
0099966	09/17/21	Recon	0210843	Orlando Dobrinu	V0149929	09/13/21		120.00		120.00

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								120.00		120.00
0099967	09/17/21	Recon	0208811	Stephen Dowjotas	V0149917	09/13/21		160.00		160.00
								160.00		160.00
0099968	09/17/21	Recon	0202383	Flexible Benefit Service	V0149914	09/13/21		395.00		395.00
								395.00		395.00
0099969	09/17/21	Recon	0170244	Jonathan S. Gomez	V0149326	09/07/21		900.00		900.00
								900.00		900.00
0099970	09/17/21	Recon	0001235	HACU	V0150276	09/16/21		478.00		478.00
								478.00		478.00
0099971	09/17/21	Recon	0210841	Patrick J. Legge	V0149928	09/13/21		160.00		160.00
								160.00		160.00
0099972	09/17/21	Recon	0008097	Lincoln Land Community C	V0149919	09/13/21		200.00		200.00
								200.00		200.00
0099973	09/17/21	Recon	0162050	Ms Prairie L. Markussen	V0149271	09/01/21		22.04		22.04
								22.04		22.04
0099974	09/17/21	Recon	0207766	Massachusetts Mutual Lif	V0149668	09/09/21		926.92		926.92
								926.92		926.92
0099975	09/17/21	Recon	0206101	Kevin W. McManaman	V0149916	09/13/21		150.00		150.00
								150.00		150.00
0099976	09/17/21	Recon	0209718	Itzel J. Michel	V0148410	07/15/21		2,500.00		2,500.00
								2,500.00		2,500.00
0099977	09/17/21	Outst	0001102	NJCAA Region IV, NFP	V0149942	09/14/21		250.00		250.00
								250.00		250.00
0099978	09/17/21	Recon	0000731	Dr. Kymberly L. Seo	V0149915	09/13/21		74.67		74.67
								74.67		74.67

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0099979	09/17/21	Outst	0209112	Fermin Sanchez	V0149922	09/13/21		160.00		160.00
								160.00		160.00
0099980	09/17/21	Recon	0166325	Boris Vukovic	V0149925	09/13/21		160.00		160.00
								160.00		160.00
0099981	09/17/21	Outst	0210206	Tomas Zarco	V0149927	09/13/21		120.00		120.00
								120.00		120.00
0100131	09/22/21	Recon	0188213	First Midwest Bank	V0150350	09/22/21	P0010601	861.69		861.69
					V0150351	09/22/21	P0010441	400.00		400.00
					V0150352	09/22/21	B0004086	360.00		360.00
					V0150353	09/22/21	P0010604	428.82		428.82
					V0150354	09/22/21	P0010427	104.38		104.38
					V0150355	09/22/21	B0004040	52.62		52.62
					V0150356	09/22/21	P0010469	139.69		139.69
					V0150358	09/22/21	P0010600	67.02		67.02
					V0150359	09/22/21	B0003961	111.56		111.56
					V0150360	09/22/21	P0010477	1,650.00		1,650.00
					V0150361	09/22/21	P0010565	20.00		20.00
					V0150362	09/22/21	P0010598	15,814.80		15,814.80
					V0150363	09/22/21	B0003961	45.00		45.00
					V0150364	09/22/21	B0004026	80.00		80.00
					V0150365	09/22/21	B0003961	22.16		22.16
					V0150367	09/22/21	P0010625	995.00		995.00
					V0150368	09/22/21	B0003961	14.35		14.35
					V0150369	09/22/21	B0004110	448.00		448.00
					V0150370	09/22/21	B0003961	13.29		13.29
					V0150371	09/22/21	P0010598	258.75		258.75
					V0150372	09/22/21	B0004109	600.00		600.00
					V0150373	09/22/21	P0010598	5,800.00		5,800.00
					V0150375	09/22/21	B0004138	150.00		150.00
					V0150376	09/22/21	P0010648	254.87		254.87
								28,692.00		28,692.00
0100132	09/22/21	Outst	0202852	Freepoint Energy Solutio	V0150378	09/22/21	B0004015	36,852.92		36,852.92
								36,852.92		36,852.92
0100133	09/22/21	Outst	0202541	Toler Construction	V0150377	09/22/21	P0010638	13,300.00		13,300.00
								13,300.00		13,300.00
0100134	09/24/21	Outst	0156097	ACI Payments, Inc.	V0150272	09/16/21		11,310.99		11,310.99
								11,310.99		11,310.99

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0100135	09/24/21	Outst	0192221	Mr. Jorge Andrade	V0130680	06/08/20		150.00		150.00
								150.00		150.00
0100136	09/24/21	Outst	0197675	Mr. Michael T. Brown	V0150271	09/16/21		329.00		329.00
								329.00		329.00
0100137	09/24/21	Outst	0211068	Oscar Carreon	V0150314	09/20/21		875.00		875.00
								875.00		875.00
0100138	09/24/21	Recon	0209632	Mizael Carrera	V0148007	07/06/21		3,500.00		3,500.00
								3,500.00		3,500.00
0100139	09/24/21	Outst	0187179	Claudia M. Cisneros	V0150328	09/20/21		30.00		30.00
								30.00		30.00
0100140	09/24/21	Outst	0000794	Ms. Janet M. Crockett	V0149297	09/03/21		138.76		138.76
								138.76		138.76
0100141	09/24/21	Outst	0205769	Dwayne Cruz	V0150291	09/17/21		3,250.00		3,250.00
								3,250.00		3,250.00
0100142	09/24/21	Outst	0047473	Jaime M. Diaz	V0150278	09/17/21		875.00		875.00
								875.00		875.00
0100143	09/24/21	Outst	0137499	Pedro Guardian	V0150282	09/17/21		1,250.00		1,250.00
								1,250.00		1,250.00
0100144	09/24/21	Outst	0208089	Steven Lessman	V0150326	09/20/21		50.00		50.00
								50.00		50.00
0100145	09/24/21	Outst	0211057	Tracy LeVine	V0150323	09/20/21		115.00		115.00
								115.00		115.00
0100146	09/24/21	Recon	0201543	Timothy McKinnon	V0150322	09/20/21		115.00		115.00
								115.00		115.00
0100147	09/24/21	Recon	0156559	Raymundo Molina	V0150329	09/20/21		30.00		30.00
								30.00		30.00

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0100148	09/24/21	Recon	0187216	Mr. Neil Moss	V0150327	09/20/21		40.00		40.00
								40.00		40.00
0100149	09/24/21	Outst	0065058	Irma Salinas	V0150337	09/20/21		40.00		40.00
								40.00		40.00
0100150	09/24/21	Outst	0190167	Daniel K. Treadwell	V0150286	09/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
0100151	09/24/21	Outst	0209632	Mizael Carrera	V0150330	09/20/21		240.00		240.00
								240.00		240.00
0100152	09/24/21	Outst	0208811	Stephen Dowjotas	V0150333	09/20/21		160.00		160.00
								160.00		160.00
0100153	09/24/21	Outst	0208811	Stephen Dowjotas	V0150334	09/20/21		160.00		160.00
								160.00		160.00
0100154	09/24/21	Outst	0003089	Mr. Bradley J. Sleeth	V0150331	09/20/21		60.00		60.00
								60.00		60.00
0100155	09/24/21	Outst	0003089	Mr. Bradley J. Sleeth	V0150332	09/20/21		150.00		150.00
								150.00		150.00
0100169	09/30/21	Outst	0177469	Bright Start College Sav	V0150574	09/30/21		100.00		100.00
								100.00		100.00
0100170	09/30/21	Outst	0001422	CCCTU-Cope Fund	V0150575	09/30/21		120.00		120.00
								120.00		120.00
0100171	09/30/21	Outst	0001374	College & University Cre	V0150577	09/30/21		200.00		200.00
								200.00		200.00
0100172	09/30/21	Outst	0001371	Colonial Life & Accident	V0150578	09/30/21		12.00		12.00
								12.00		12.00
0100173	09/30/21	Outst	0160763	Illinois Education Assoc	V0150579	09/30/21		1,648.50		1,648.50

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								1,648.50		1,648.50
0100174	09/30/21	Outst	0191845	Metropolitan Alliance of	V0150580	09/30/21		269.00		269.00
								269.00		269.00
0100175	09/30/21	Outst	0101061	Morton College Faculty	V0150576	09/30/21		91.74		91.74
								91.74		91.74
0100176	09/30/21	Outst	0001372	Morton College Teachers	V0150582	09/30/21		1,616.31		1,616.31
								1,616.31		1,616.31
0100177	09/30/21	Outst	0001372	Morton College Teachers	V0150581	09/30/21		3,037.98		3,037.98
								3,037.98		3,037.98
0100178	09/30/21	Outst	0001513	SEIU Local 73 Cope	V0150584	09/30/21		8.00		8.00
								8.00		8.00
0100179	09/30/21	Outst	0001373	Service Employees Intl U	V0150585	09/30/21		403.95		403.95
								403.95		403.95
0100180	09/30/21	Outst	0001563	State Disbursement Unit	V0150586	09/30/21		125.00		125.00
					V0150587	09/30/21		1,086.78		1,086.78
								1,211.78		1,211.78
0100181	09/30/21	Outst	0001161	State Univ Retirement Sy	V0150588	09/30/21		68,101.50		68,101.50
								68,101.50		68,101.50
0100182	09/30/21	Outst	0169531	A.N.S., Inc.	V0151238	09/29/21	B0004157	300.00		300.00
								300.00		300.00
0100183	09/30/21	Outst	0204012	Admit One Products, Inc.	V0151242	09/29/21	P0010594	246.98		246.98
								246.98		246.98
0100184	09/30/21	Outst	0190802	All-Types Elevators Inc	V0150506	09/29/21	B0004152	13,828.00		13,828.00
								13,828.00		13,828.00
0100185	09/30/21	Outst	0188188	Amazon Capital Services	V0150507	09/29/21	B0004151	154.58		154.58
					V0150523	09/29/21	B0004013	69.53		69.53
					V0150524	09/29/21	B0004137	263.55		263.55

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					V0150525	09/29/21	B0004013	218.81		218.81
					V0150526	09/29/21	B0004013	38.66		38.66
					V0150560	09/29/21	B0004074	20.87-		-20.87
					V0151256	09/29/21	P0010655	356.40		356.40
					V0151262	09/29/21	P0010580	237.60		237.60
					V0151270	09/29/21	P0010624	179.97		179.97
					V0151271	09/29/21	P0010629	145.97		145.97
					V0151274	09/29/21	P0010630	280.71		280.71
								1,924.91		1,924.91
0100186	09/30/21	Outst	0155710	ASCA	V0151253	09/29/21	P0010643	111.00		111.00
								111.00		111.00
0100187	09/30/21	Outst	0002866	Associated Attractions I	V0151254	09/29/21	P0010639	850.00		850.00
								850.00		850.00
0100188	09/30/21	Outst	0196171	Association of Governing	V0151252	09/29/21	P0010644	18,000.00		18,000.00
								18,000.00		18,000.00
0100189	09/30/21	Outst	0183556	Athletico Physical Thera	V0151282	09/29/21	P0010686	25,083.33		25,083.33
								25,083.33		25,083.33
0100190	09/30/21	Outst	0198097	Audacy	V0150476	09/28/21	B0004146	1,164.61		1,164.61
					V0150477	09/28/21	B0004146	9,520.00		9,520.00
								10,684.61		10,684.61
0100191	09/30/21	Outst	0196421	Balloons by Tommy	V0151258	09/29/21	P0010653	725.00		725.00
								725.00		725.00
0100192	09/30/21	Outst	0001272	Batteries Plus LLC	V0150558	09/29/21	B0003976	116.50		116.50
								116.50		116.50
0100193	09/30/21	Outst	0183673	BKD, LLP	V0150470	09/28/21	B0004064	25,000.00		25,000.00
								25,000.00		25,000.00
0100194	09/30/21	Outst	0166207	BSA	V0150565	09/29/21	B0004039	283.60		283.60
								283.60		283.60
0100195	09/30/21	Outst	0001466	CAIRS	V0151278	09/29/21	P0010635	3,526.00		3,526.00
								3,526.00		3,526.00

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0100196	09/30/21	Outst	0000998	Carolina Biological Supp	V0151244	09/29/21	P0010507	39.00		39.00
					V0151247	09/29/21	P0010588	661.04		661.04
								700.04		700.04
0100197	09/30/21	Outst	0001593	CDW-Government, Inc	V0151275	09/29/21	P0010642	3.08		3.08
					V0151299	09/30/21	P0010443	52.34		52.34
								55.42		55.42
0100198	09/30/21	Outst	0000961	Chicago Communication LL	V0150465	09/28/21	B0004134	1,170.00		1,170.00
								1,170.00		1,170.00
0100199	09/30/21	Outst	0001195	Cintas Corporation	V0150559	09/29/21	B0003974	206.30		206.30
					V0151233	09/29/21	B0003974	206.30		206.30
					V0151293	09/30/21	B0003974	206.30		206.30
								618.90		618.90
0100200	09/30/21	Outst	0001195	Cintas Fire	V0150548	09/29/21	B0003974	546.38		546.38
								546.38		546.38
0100201	09/30/21	Outst	0001485	Citibank, N.A.	V0151268	09/29/21	P0010636	945.60		945.60
					V0151269	09/29/21	P0010628	238.62		238.62
								1,184.22		1,184.22
0100202	09/30/21	Outst	0211153	Cleared4 Inc	V0151292	09/30/21		42,000.00		42,000.00
								42,000.00		42,000.00
0100203	09/30/21	Outst	0001752	Comcast	V0150550	09/29/21	B0004037	59.27		59.27
					V0150551	09/29/21	B0003941	6.30		6.30
					V0150552	09/29/21	B0003941	183.35		183.35
								248.92		248.92
0100204	09/30/21	Outst	0001013	ComEd	V0149239	08/31/21	B0004106	1,201.07		1,201.07
								1,201.07		1,201.07
0100205	09/30/21	Outst	0001013	ComEd	V0150553	09/29/21	B0004016	223.93		223.93
								223.93		223.93
0100206	09/30/21	Outst	0209459	Cornerstone Government A	V0150202	09/14/21	P0010561	14,000.00		14,000.00
								14,000.00		14,000.00

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0100207	09/30/21	Outst	0161721	Crestline	V0151260	09/29/21	P0010536	228.23		228.23
								228.23		228.23
0100208	09/30/21	Outst	0001576	Di Carr Printing Co.	V0151255	09/29/21	P0010617	868.00		868.00
								868.00		868.00
0100209	09/30/21	Outst	0205020	DiaMedical USA Equipment	V0151266	09/29/21	P0010356	7,140.00		7,140.00
								7,140.00		7,140.00
0100210	09/30/21	Outst	0000989	Dick Blick	V0150554	09/29/21	B0004139	524.00		524.00
								524.00		524.00
0100211	09/30/21	Outst	0209578	DisposAll Waste Services	V0151286	09/29/21	B0003964	957.34		957.34
					V0151287	09/29/21	B0003964	450.00		450.00
					V0151288	09/29/21	B0003964	450.00		450.00
					V0151289	09/29/21	B0003964	256.66		256.66
					V0151290	09/29/21	B0003964	450.00		450.00
					V0151291	09/29/21	B0003964	422.49		422.49
								2,986.49		2,986.49
0100212	09/30/21	Outst	0182724	Dyopath LLC	V0151230	09/29/21	B0004011	7,750.00		7,750.00
								7,750.00		7,750.00
0100213	09/30/21	Outst	0198694	ePromos Promotional Prod	V0150520	09/29/21	B0004046	249.84		249.84
					V0150521	09/29/21	B0004046	2,158.90		2,158.90
					V0150522	09/29/21	B0004046	828.36		828.36
								3,237.10		3,237.10
0100214	09/30/21	Outst	0197452	ExamSoft Worldwide, Inc.	V0151272	09/29/21	P0010633	21,980.70		21,980.70
					V0151273	09/29/21	P0010633	3,663.45		3,663.45
								25,644.15		25,644.15
0100215	09/30/21	Outst	0001029	Fed Ex	V0150473	09/28/21	B0003947	63.72		63.72
					V0150540	09/29/21	B0003947	10.27		10.27
								73.99		73.99
0100216	09/30/21	Outst	0196370	FHEG Morton College Book	V0150439	09/27/21		51,893.51		51,893.51
								51,893.51		51,893.51

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0100217	09/30/21	Outst	0192360	Fusion Cloud Services, L	V0150472	09/28/21	B0003996	2,518.88		2,518.88
								2,518.88		2,518.88
0100218	09/30/21	Outst	0170244	Jonathan S. Gomez	V0151261	09/29/21	P0010626	300.00		300.00
								300.00		300.00
0100219	09/30/21	Outst	0205565	The Graphic Edge, LLC	V0150478	09/28/21	B0004093	341.44		341.44
					V0150479	09/28/21	B0004093	1,476.25		1,476.25
					V0150508	09/29/21	B0004093	243.98		243.98
					V0150509	09/29/21	B0004093	87.75		87.75
					V0150510	09/29/21	B0004093	2,207.36		2,207.36
					V0150511	09/29/21	B0004093	1,473.30		1,473.30
					V0150512	09/29/21	B0004093	497.44		497.44
					V0150513	09/29/21	B0004093	307.28		307.28
					V0150514	09/29/21	B0004093	2,069.96		2,069.96
					V0150518	09/29/21	B0004100	1,211.06		1,211.06
					V0150519	09/29/21	B0004100	1,082.64		1,082.64
					V0150570	09/29/21	B0004100	10.49		10.49
					V0151239	09/29/21	B0004072	309.43		309.43
								11,318.38		11,318.38
0100220	09/30/21	Void	0210378	Hinckley Springs			B0004072			
0100221	09/30/21	Outst	0001381	Home Depot/GEFCF	V0150517	09/29/21	B0004143	1,326.75		1,326.75
								1,326.75		1,326.75
0100222	09/30/21	Outst	0001058	Horizon Screen Print Inc	V0151257	09/29/21	P0010654	500.00		500.00
								500.00		500.00
0100223	09/30/21	Outst	0001030	JC Licht, LLC	V0150566	09/29/21	B0003948	27.90		27.90
					V0150567	09/29/21	B0003948	9.18		9.18
								37.08		37.08
0100224	09/30/21	Outst	0001775	Jostens	V0150535	09/29/21	B0004061	20.69		20.69
					V0150536	09/29/21	B0004061	9.25		9.25
					V0150546	09/29/21	B0004061	41.38		41.38
					V0150547	09/29/21	B0004061	41.38		41.38
					V0151240	09/29/21	B0004061	20.69		20.69
					V0151241	09/29/21	B0004061	1,096.57		1,096.57
								1,229.96		1,229.96
0100225	09/30/21	Outst	0208915	Keep It Moving Media LLC	V0151231	09/29/21	B0004130	1,900.00		1,900.00
								1,900.00		1,900.00

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0100226	09/30/21	Outst	0001890	Konica Minolta Bus Solut	V0150468	09/28/21	B0004007	5.03		5.03
					V0150533	09/29/21	B0004007	1,849.96		1,849.96
					V0150561	09/29/21	B0004007	435.62		435.62
					V0150562	09/29/21	B0004007	912.99		912.99
					V0150563	09/29/21	B0004007	883.40		883.40
								4,087.00		4,087.00
0100227	09/30/21	Outst	0002233	Konica Minolta Premier F	V0150544	09/29/21	B0004008	332.61		332.61
								332.61		332.61
0100228	09/30/21	Outst	0002233	Konica Minolta Premier F	V0150545	09/29/21	B0004008	197.00		197.00
								197.00		197.00
0100229	09/30/21	Outst	0002233	Konica Minolta Premier F	V0150549	09/29/21	B0004008	777.63		777.63
								777.63		777.63
0100230	09/30/21	Outst	0008099	Lewis and Clark Cmty Col	V0151279	09/29/21	P0010560	167.00		167.00
								167.00		167.00
0100231	09/30/21	Outst	0204562	Lo Destro Construction C	V0150504	09/29/21	B0004154	28,233.53		28,233.53
								28,233.53		28,233.53
0100232	09/30/21	Outst	0001289	Menards	V0150542	09/29/21	B0003977	99.91		99.91
					V0150543	09/29/21	B0003977	107.68		107.68
								207.59		207.59
0100233	09/30/21	Outst	0182207	Mesirow Insurance Servic	V0150573	09/29/21	B0003942	11,250.00		11,250.00
								11,250.00		11,250.00
0100234	09/30/21	Outst	0210380	Metro Auto on Ogden	V0150474	09/28/21	P0010559	2,902.31		2,902.31
								2,902.31		2,902.31
0100235	09/30/21	Outst	0002487	Midwest ACE	V0146289	04/28/21	P0010037	150.00		150.00
								150.00		150.00
0100236	09/30/21	Outst	0001529	New Pocket Nurse	V0151245	09/29/21	P0010570	983.43		983.43
								983.43		983.43

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0100237	09/30/21	Outst	0001102	NJCAA Region IV, NFP	V0151284	09/29/21	P0010689	3,550.00		3,550.00
					V0151285	09/29/21	P0010689	2,950.00		2,950.00
							6,500.00		6,500.00	
0100238	09/30/21	Outst	0199908	Occupational Health Cent	V0151246	09/29/21	P0010666	70.50		70.50
							70.50		70.50	
0100239	09/30/21	Outst	0001122	Office Depot	V0150530	09/29/21	B0004107	19.40		19.40
					V0150531	09/29/21	B0004107	159.99		159.99
					V0150532	09/29/21	B0004107	20.16		20.16
					V0150538	09/29/21	B0004121	43.17		43.17
					V0150539	09/29/21	B0004121	49.99		49.99
					V0150541	09/29/21	B0004107	9.80		9.80
		302.51		302.51						
0100240	09/30/21	Outst	0208913	Outfront Media LLC	V0151267	09/29/21	P0010668	28.00		28.00
							28.00		28.00	
0100241	09/30/21	Outst	0206004	OverDrive, Inc.	V0151250	09/29/21	P0010657	2,400.00		2,400.00
							2,400.00		2,400.00	
0100242	09/30/21	Outst	0002406	Paisans Pizza	V0151248	09/29/21	P0010661	98.00		98.00
					V0151249	09/29/21	P0010661	98.00		98.00
					V0151251	09/29/21	P0010645	252.00		252.00
		448.00		448.00						
0100243	09/30/21	Outst	0209068	Quest Software Inc	V0151276	09/29/21	P0010656	20,556.90		20,556.90
							20,556.90		20,556.90	
0100244	09/30/21	Outst	0001835	Ray O'Herron Co. of Oakb	V0150537	09/29/21	B0004103	21.97		21.97
					V0150564	09/29/21	B0004103	194.96		194.96
							216.93		216.93	
0100245	09/30/21	Outst	0211023	Restore Construction	V0151228	09/29/21	B0004145	34,000.00		34,000.00
							34,000.00		34,000.00	
0100246	09/30/21	Outst	0196722	Sense Media LLC	V0151263	09/29/21	P0010620	4,255.50		4,255.50
					V0151264	09/29/21	P0010619	462.00		462.00
					V0151265	09/29/21	P0010618	1,960.50		1,960.50
					V0151294	09/30/21	P0010680	2,839.50		2,839.50
					V0151295	09/30/21	P0010681	4,224.75		4,224.75

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					V0151296	09/30/21	P0010682	2,693.25		2,693.25
					V0151297	09/30/21	P0010683	950.00		950.00
					V0151298	09/30/21	P0010684	1,449.00		1,449.00
								18,834.50		18,834.50
0100247	09/30/21	Outst	0182899	Sherwin Williams	V0150557	09/29/21	B0003960	81.29		81.29
								81.29		81.29
0100248	09/30/21	Outst	0208071	Signature Transportation	V0151280	09/29/21	P0010685	999.00		999.00
					V0151281	09/29/21	P0010685	772.25		772.25
								1,771.25		1,771.25
0100249	09/30/21	Outst	0001158	SoftwareONE, Inc.	V0151243	09/29/21	P0010591	454.95		454.95
								454.95		454.95
0100250	09/30/21	Outst	0155761	Sportsfields, Inc.	V0151259	09/29/21	P0010607	29,500.00		29,500.00
								29,500.00		29,500.00
0100251	09/30/21	Outst	0157227	Staples Advantage	V0150529	09/29/21	B0004133	74.99		74.99
					V0150556	09/29/21	B0004133	69.99		69.99
					V0150571	09/29/21	B0004133	445.59		445.59
					V0150572	09/29/21	B0004133	25.99		25.99
								616.56		616.56
0100252	09/30/21	Outst	0002889	Suburban Door Check & Lo	V0150568	09/29/21	B0003988	178.00		178.00
					V0150569	09/29/21	B0003988	33.30		33.30
								211.30		211.30
0100253	09/30/21	Outst	0200518	Support Warehouse LTD	V0151229	09/29/21	P0010419	3,833.00		3,833.00
								3,833.00		3,833.00
0100254	09/30/21	Outst	0210806	Synergy Sports	V0151283	09/29/21	P0010687	850.00		850.00
								850.00		850.00
0100255	09/30/21	Outst	0200590	Titanium Software, Inc.	V0151277	09/29/21	P0010634	1,445.00		1,445.00
								1,445.00		1,445.00
0100256	09/30/21	Outst	0001174	Veritiv Operating Compan	V0150471	09/28/21	B0004005	1,822.00		1,822.00
								1,822.00		1,822.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0100257	09/30/21	Outst	0000974	Verizon Wireless	V0150467	09/28/21	B0003968	29.25		29.25
								29.25		29.25
0100258	09/30/21	Outst	0001183	Ward's Natural Science	V0150466	09/28/21	P0010589	312.56		312.56
								312.56		312.56
0100259	09/30/21	Outst	0166312	Wells Fargo Equipment F	V0150534	09/29/21	B0003991	1,248.00		1,248.00
								1,248.00		1,248.00
0100260	09/30/21	Outst	0001406	Wex Bank	V0150464	09/28/21	B0004020	1,221.53		1,221.53
								1,221.53		1,221.53
0100261	09/30/21	Outst	0209883	Priscilla Williams	V0150475	09/28/21	B0004049	280.00		280.00
								280.00		280.00
0100262	09/30/21	Outst	0177607	YBP Library Services	V0150527	09/29/21	B0003993	12.54		12.54
					V0150528	09/29/21	B0003993	109.35		109.35
								121.89		121.89
0100263	09/30/21	Outst	0201761	Zoom Video Communication	V0150505	09/29/21	B0004153	8,460.00		8,460.00
								8,460.00		8,460.00
0100264	09/30/21	Outst	0210378	Hinckley Springs	V0150555	09/29/21	B0004112	37.90		37.90
								37.90		37.90
E0010719	09/02/21	Outst	0000735	Mr. Steven A. Duhon	V0149100	08/30/21		353.09		353.09
								353.09		353.09
E0010720	09/02/21	Outst	0201847	Dr. Alison Gehrke	V0149269	09/01/21		505.00		505.00
								505.00		505.00
E0010721	09/02/21	Outst	0183910	Ms Vickie L. Gukenberger	V0149260	09/01/21		1,464.98		1,464.98
								1,464.98		1,464.98
E0010722	09/02/21	Outst	0165694	Dr. Sara E. Helmus	V0149030	08/27/21		327.55		327.55
								327.55		327.55
E0010723	09/02/21	Outst	0156123	Mrs. Nancy N. Jeffries	V0149255	08/31/21		910.00		910.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								910.00		910.00
E0010724	09/02/21	Outst	0057218	Blanca G. Martinez	V0149267	09/01/21		350.00		350.00
								350.00		350.00
E0010725	09/02/21	Outst	0002697	Dr. Keith McLaughlin	V0149233	08/31/21		30.79		30.79
								30.79		30.79
E0010726	09/02/21	Outst	0206101	Kevin W. McManaman	V0149252	08/31/21		257.93		257.93
								257.93		257.93
E0010727	09/02/21	Outst	0199309	Jason Nichols	V0149251	08/31/21		75.00		75.00
								75.00		75.00
E0010728	09/02/21	Outst	0195558	Mr. Andrew E. Pulaski	V0149270	09/01/21		119.85		119.85
								119.85		119.85
E0010729	09/02/21	Outst	0181767	Ms Maria Sanchez Anderso	V0149095	08/30/21		500.00		500.00
								500.00		500.00
E0010730	09/02/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149076	08/27/21		2,000.00		2,000.00
					V0149249	08/31/21		920.99		920.99
								2,920.99		2,920.99
E0010731	09/02/21	Outst	0201801	Michael R. Traversa	V0149244	08/31/21		220.00		220.00
								220.00		220.00
E0010873	09/09/21	Outst	0200047	Mr. Carissa Davis	V0148896	08/14/21		684.36		684.36
								684.36		684.36
E0010874	09/09/21	Outst	0201847	Dr. Alison Gehrke	V0149328	09/07/21		1,215.00		1,215.00
								1,215.00		1,215.00
E0010875	09/09/21	Outst	0107686	Mrs. Blanca E. Jara	V0149161	08/30/21		126.41		126.41
					V0149162	08/30/21		415.96		415.96
					V0149163	08/30/21		420.00		420.00
					V0149164	08/30/21		6.05		6.05
					V0149165	08/30/21		20.69		20.69
								989.11		989.11

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0010876	09/09/21	Outst	0000928	Mr. James P. O'Connell,	V0149287	09/03/21		60.00		60.00
								60.00		60.00
E0010877	09/09/21	Outst	0209668	Nikolas Radenkovich	V0149322	09/07/21		123.22		123.22
								123.22		123.22
E0010878	09/09/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149323	09/07/21		749.97		749.97
								749.97		749.97
E0010879	09/09/21	Outst	0201801	Michael R. Traversa	V0149088	08/30/21		291.74		291.74
					V0149098	08/30/21		348.39		348.39
					V0149294	09/03/21		110.00		110.00
								750.13		750.13
E0010880	09/09/21	Outst	0158266	Mr. Christopher J. Wido	V0149278	09/03/21		586.14		586.14
					V0149288	09/03/21		220.00		220.00
								806.14		806.14
E0010922	09/14/21	Outst	0183910	Ms Vickie L. Gukenberger	V0149953	09/14/21	P0010556	7,500.00		7,500.00
								7,500.00		7,500.00
E0010923	09/14/21	Outst	0200061	Believers	V0149952	09/14/21	P0010581	440.00		440.00
								440.00		440.00
E0010924	09/14/21	Outst	0209950	Creativity Lives Here	V0149947	09/14/21	P0010615	950.00		950.00
					V0149948	09/14/21	P0010616	950.00		950.00
								1,900.00		1,900.00
E0010925	09/14/21	Outst	0207194	DD's Operations LLC	V0149949	09/14/21	B0004129	1,750.00		1,750.00
								1,750.00		1,750.00
E0010926	09/14/21	Outst	0209135	Omni Financial Group, In	V0150165	09/15/21		9,559.21		9,559.21
								9,559.21		9,559.21
E0011111	09/16/21	Outst	0159466	Ms. Isabel Cervantes	V0149327	09/07/21		183.98		183.98
								183.98		183.98
E0011112	09/16/21	Outst	0201847	Dr. Alison Gehrke	V0149677	09/10/21		234.96		234.96
								234.96		234.96

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0011113	09/16/21	Outst	0107686	Mrs. Blanca E. Jara	V0149275	09/02/21		181.50		181.50
					V0149935	09/13/21		145.84		145.84
								327.34		327.34
E0011114	09/16/21	Outst	0206101	Kevin W. McManaman	V0149931	09/13/21		110.00		110.00
								110.00		110.00
E0011115	09/16/21	Outst	0199309	Jason Nichols	V0149932	09/13/21		8,000.00		8,000.00
								8,000.00		8,000.00
E0011116	09/16/21	Outst	0000776	Mrs. Mireya Perez	V0149936	09/14/21		122.70		122.70
								122.70		122.70
E0011117	09/16/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149081	08/27/21		2,000.00		2,000.00
								2,000.00		2,000.00
E0011118	09/16/21	Outst	0201801	Michael R. Traversa	V0149921	09/13/21		220.00		220.00
								220.00		220.00
E0011119	09/16/21	Outst	0000808	Ms. Marisol Velazquez	V0149674	09/10/21		317.39		317.39
								317.39		317.39
E0011120	09/16/21	Outst	0158266	Mr. Christopher J. Wido	V0149058	08/27/21		6,000.00		6,000.00
								6,000.00		6,000.00
E0011121	09/16/21	Outst	0170358	ATIXA	V0149937	09/14/21		1,599.00		1,599.00
								1,599.00		1,599.00
E0011123	09/23/21	Outst	0000809	Mr. Hernan Alonso	V0150273	09/16/21		90.54		90.54
								90.54		90.54
E0011124	09/23/21	Outst	0206556	Lisa Booko	V0150287	09/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011125	09/23/21	Outst	0210057	Colin Denny	V0148933	08/17/21		1,500.00		1,500.00
								1,500.00		1,500.00

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GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0011126	09/23/21	Outst	0208811	Stephen Dowjotas	V0148382	07/15/21		4,000.00		4,000.00
					V0150336	09/20/21		13.01		13.01
								4,013.01		4,013.01
E0011127	09/23/21	Outst	0000931	Mr. Juan M. Franco	V0150296	09/17/21		3,500.00		3,500.00
								3,500.00		3,500.00
E0011128	09/23/21	Outst	0207385	Gabriel Garcia	V0150318	09/20/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011129	09/23/21	Outst	0201847	Dr. Alison Gehrke	V0150343	09/22/21		50.00		50.00
								50.00		50.00
E0011130	09/23/21	Outst	0183910	Ms Vickie L. Gukenberger	V0150274	09/16/21		981.80		981.80
								981.80		981.80
E0011131	09/23/21	Outst	0061134	Mrs. Jennifer R. Iniquez	V0150270	09/16/21		91.00		91.00
								91.00		91.00
E0011132	09/23/21	Outst	0107686	Mrs. Blanca E. Jara	V0150293	09/09/21		381.60		381.60
								381.60		381.60
E0011133	09/23/21	Outst	0206101	Kevin W. McManaman	V0150324	09/20/21		110.00		110.00
								110.00		110.00
E0011134	09/23/21	Outst	0197664	Ms. Claudia Mosqueda	V0150345	09/22/21		15.98		15.98
								15.98		15.98
E0011135	09/23/21	Outst	0199309	Jason Nichols	V0149918	09/13/21		500.00		500.00
					V0150335	09/20/21		127.44		127.44
								627.44		627.44
E0011136	09/23/21	Outst	0000928	Mr. James P. O'Connell,	V0150325	09/20/21		30.00		30.00
								30.00		30.00
E0011137	09/23/21	Outst	0195558	Mr. Andrew E. Pulaski	V0150347	09/22/21		165.89		165.89
					V0150348	09/22/21		135.23		135.23
								301.12		301.12

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GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0011138	09/23/21	Outst	0199375	Ms. Erin Strauts	V0150269	09/15/21		1,960.00		1,960.00
								1,960.00		1,960.00
E0011139	09/23/21	Outst	0158266	Mr. Christopher J. Wido	V0150313	09/20/21		2,000.00		2,000.00
								2,000.00		2,000.00
E0011140	09/23/21	Outst	0190102	Ms. Brandie N. Windham	V0150277	09/16/21		100.00		100.00
								100.00		100.00
E0011144	09/29/21	Outst	0209135	Omni Financial Group, In	V0150583	09/30/21		11,130.63		11,130.63
								11,130.63		11,130.63
E0011145	09/29/21	Outst	0209950	Creativity Lives Here	V0151236	09/29/21	P0010669	950.00		950.00
					V0151237	09/29/21	P0010670	950.00		950.00
								1,900.00		1,900.00
E0011146	09/29/21	Outst	0207194	DD's Operations LLC	V0150516	09/29/21	B0004144	1,925.00		1,925.00
								1,925.00		1,925.00
E0011147	09/30/21	Outst	0177060	Adan Barragan, Jr.	V0150454	09/27/21		265.00		265.00
								265.00		265.00
E0011148	09/30/21	Outst	0206556	Lisa Booko	V0150288	09/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011149	09/30/21	Outst	0208811	Stephen Dowjotas	V0150423	09/27/21		400.35		400.35
								400.35		400.35
E0011150	09/30/21	Outst	0000931	Mr. Juan M. Franco	V0150297	09/17/21		3,500.00		3,500.00
								3,500.00		3,500.00
E0011151	09/30/21	Outst	0172052	Alyssa B. Garcia	V0150455	09/27/21		298.00		298.00
								298.00		298.00
E0011152	09/30/21	Outst	0207385	Gabriel Garcia	V0150319	09/20/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011153	09/30/21	Outst	0201847	Dr. Alison Gehrke	V0150462	09/28/21		428.56		428.56

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GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								428.56		428.56
E0011154	09/30/21	Outst	0183910	Ms Vickie L. Gukenberger	V0151234	09/29/21		1,381.64		1,381.64
								1,381.64		1,381.64
E0011155	09/30/21	Outst	0000841	Mrs. Michelle C. Herrera	V0150379	09/22/21		26.95		26.95
								26.95		26.95
E0011156	09/30/21	Outst	0107686	Mrs. Blanca E. Jara	V0150440	09/27/21		68.60		68.60
					V0150441	09/27/21		129.95		129.95
					V0150442	09/27/21		99.99		99.99
								298.54		298.54
E0011157	09/30/21	Outst	0184100	Daisy M. Llamas	V0150456	09/27/21		350.00		350.00
								350.00		350.00
E0011158	09/30/21	Outst	0206101	Kevin W. McManaman	V0150431	09/27/21		670.00		670.00
								670.00		670.00
E0011159	09/30/21	Outst	0163471	Christian C. Newman	V0150452	09/27/21		310.00		310.00
								310.00		310.00
E0011160	09/30/21	Outst	0000928	Mr. James P. O'Connell,	V0150434	09/27/21		30.00		30.00
								30.00		30.00
E0011161	09/30/21	Outst	0134201	Mabel Pichardo	V0150451	09/27/21		265.00		265.00
								265.00		265.00
E0011162	09/30/21	Outst	0195558	Mr. Andrew E. Pulaski	V0150502	09/29/21		116.99		116.99
								116.99		116.99
E0011163	09/30/21	Outst	0188030	Veronica Rosales	V0150450	09/27/21		350.00		350.00
								350.00		350.00
E0011164	09/30/21	Outst	0172945	Ms. Perla A. Santoyo	V0150349	09/22/21		161.80		161.80
					V0150445	09/27/21		26.39		26.39
					V0150446	09/27/21		14.96		14.96
								203.15		203.15

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GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0011165	09/30/21	Outst	0200456	Alyssa Serewicz	V0150425	09/27/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011166	09/30/21	Outst	0201801	Michael R. Traversa	V0150432	09/27/21		550.00		550.00
								550.00		550.00
E0011167	09/30/21	Outst	0158266	Mr. Christopher J. Wido	V0150374	09/22/21		112.45		112.45
								112.45		112.45
E0011168	09/30/21	Outst	0190102	Ms. Brandie N. Windham	V0150459	09/27/21		119.00		119.00
								119.00		119.00
								=====	=====	=====
								1,166,919.21		1,166,919.21

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,166,919.21	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,166,919.21
			----- 1,166,919.21	----- 1,166,919.21

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - Monthly Budget Report September 2021
Date: Friday, October 15, 2021 5:59:04 PM
Attachments: [MC- SEPT 2021 MONTHLY BUDGET REPORT.pdf](#)

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

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

Attachments: Monthly Budget Report

Thank you,



Mireya Perez

Chief Financial
Officer/Treasurer

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

E:
Mireya.Perez@morton.edu

www.morton.edu

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Morton Community College
FY22 Budget Report
For 3 Month Ending September 30, 2021



**Morton Community College
Budget Report Summary
September 30, 2021**

25%

Funds	Actual	Budget	%	Budget Remaining
<u>Education Fund</u>				
Revenue	\$ 10,076,849	\$ 29,127,709	34.6%	\$ 19,050,860
Expenditures	(5,807,308)	(29,127,709)	19.9%	(23,320,401)
Net	\$ 4,269,541	\$ -		\$ (4,269,541)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 471,822	\$ 2,927,600	16.1%	\$ 2,455,778
Expenditures	(658,548)	(2,927,065)	22.5%	(2,268,517)
Net	\$ (186,726)	\$ 535		\$ 187,261
<u>Restricted Purpose Fund</u>				
Revenue	\$ 785,741	\$ 31,196,812	2.5%	\$ 30,411,071
Expenditures	(3,007,823)	(31,200,298)	9.6%	(28,192,475)
Net	\$ (2,222,082)	\$ (3,486)		\$ 2,218,596
<u>Audit Fund</u>				
Revenue	\$ 18,921	\$ 72,950	25.9%	\$ 54,029
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 18,921	\$ (8,650)		\$ (27,571)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 210,365	\$ 811,916	25.9%	\$ 601,551
Expenditures	(342,235)	(1,227,500)	27.9%	(885,265)
Net	\$ (131,870)	\$ (415,584)		\$ (283,714)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 240,004	\$ 675,628	35.5%	\$ 435,624
Expenditures	-	(646,575)	0.0%	(646,575)
Net	\$ 240,004	\$ 29,053		\$ (210,951)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 84	\$ 6,366,308	0.0%	\$ 6,366,224
Expenditures	(151,107)	(6,366,308)	2.4%	(6,215,201)
Net	\$ (151,023)	\$ -		\$ 151,023
<u>All Funds</u>				
Revenue	\$ 11,803,786	\$ 71,178,923	16.6%	\$ 59,375,137
Expenditures	(9,967,021)	(71,577,055)	13.9%	\$ (61,610,034)
Net	\$ 1,836,765	\$ (398,132)		\$ (2,234,897)

EDUCATION FUND REVENUE
September 30, 2021

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 1,970,194	\$ 7,649,000	25.8%	\$ 5,678,806
Total Local Government	<u>\$ 1,970,194</u>	<u>\$ 7,649,000</u>		<u>\$ 5,678,806</u>
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	\$ 1,027,509	\$ 2,314,560	44.4%	\$ 1,287,051
ICCB equalization grants	876,875	4,570,045	19.2%	3,693,170
CTE formula grant	-	160,000	0.0%	160,000
Total State Government	<u>\$ 1,904,384</u>	<u>\$ 7,044,605</u>		<u>\$ 5,140,221</u>
STUDENT TUITION AND FEES				
Tuition	\$ 5,115,005	\$ 9,859,300	51.9%	\$ 4,744,295
Fees	1,057,334	2,182,504	48.4%	1,125,170
Other	-	1,300,000	0.0%	1,300,000
Total Tuition and Fees	<u>\$ 6,172,339</u>	<u>\$ 13,341,804</u>		<u>\$ 7,169,465</u>
MISCELLANEOUS				
Sales and service fees	\$ 6,847	\$ 252,300	2.7%	\$ 245,453
Investment revenue	850	60,000	1.4%	59,150
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 7,697</u>	<u>\$ 342,300</u>		<u>\$ 334,603</u>
Total Revenue	<u>\$ 10,076,850</u>	<u>\$ 29,127,709</u>	<u>34.6%</u>	\$ 19,050,859
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 10,076,850</u>	<u>\$ 29,127,709</u>	34.6%	<u>\$ 19,050,859</u>

EDUCATION FUND EXPENDITURES

September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 1,632,964	\$ 8,734,743	18.7%	\$ 7,101,779
Employee benefits	209,693	850,262	24.7%	640,569
Contractual services	39,045	312,500	12.5%	273,455
Material and supplies	31,480	631,950	5.0%	600,470
Conferences and meetings	6,231	39,785	15.7%	33,554
Total Instruction	<u>1,919,413</u>	<u>10,569,240</u>	<u>18.2%</u>	<u>8,649,827</u>
Academic Support				
Salaries	217,553	1,240,696	17.5%	1,023,143
Employee benefits	34,542	265,380	13.0%	230,838
Contractual services	127,891	298,000	42.9%	170,109
Material and supplies	56,037	346,280	16.2%	290,243
Conferences and meetings	4,231	26,100	16.2%	21,869
Fixed charges	14,621	80,000	18.3%	65,379
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>454,875</u>	<u>2,257,456</u>	<u>20.1%</u>	<u>1,802,581</u>
Student Services				
Salaries	433,480	2,121,429	20.4%	1,687,949
Employee benefits	66,558	296,988	22.4%	230,430
Contractual services	38,681	221,000	17.5%	182,319
Material and supplies	-2,744	179,750	-1.5%	182,494
Conferences and meetings	17,860	83,650	21.4%	65,790
Fixed charges	(37)	21,500	-0.2%	21,537
Total Student Services	<u>553,798</u>	<u>2,924,317</u>	<u>18.9%</u>	<u>2,370,519</u>
Public Service/Continuing Education				
Salaries	55,563	246,224	22.6%	190,661
Employee benefits	10,177	54,745	18.6%	44,568
Contractual services	765	217,000	0.4%	216,235
Material and supplies	744	26,200	2.8%	25,456
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	<u>67,636</u>	<u>554,419</u>	<u>12.2%</u>	<u>486,783</u>
Auxiliary Services				
Salaries	46,264	220,425	21.0%	174,161
Employee benefits	10,154	42,026	24.2%	31,872
Contractual services	265,649	450,000	59.0%	184,351
Material and supplies	41,831	612,000	6.8%	570,169
Conferences and meetings	53,875	228,000	23.6%	174,125
Fixed charges	-	28,000	0.0%	28,000
Total Auxiliary Services	<u>417,773</u>	<u>1,580,451</u>	<u>26.4%</u>	<u>1,162,678</u>

EDUCATION FUND EXPENDITURES
September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 440,974	\$ 2,599,647	17.0%	\$ 2,158,673
Employee benefits	85,661	511,879	16.7%	426,218
Contractual services	643,688	1,502,000	42.9%	858,312
Material and supplies	58,018	723,800	8.0%	665,782
Conferences and meetings	41,440	214,000	19.4%	172,560
Fixed charges	48	1,500	3.2%	1,452
Other	31,394	140,000	22.4%	108,606
Total Institutional Support	<u>1,301,223</u>	<u>5,692,826</u>	<u>22.9%</u>	<u>4,391,603</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,092,493	1,529,000	71.5%	436,507
Total Scholarships, Student Grants & Waivers	<u>1,092,493</u>	<u>1,529,000</u>	<u>71.5%</u>	<u>436,507</u>
Contingencies	-	520,000	0.0%	520,000
Total Expenditures	<u>\$ 5,807,211</u>	<u>\$ 25,627,709</u>	<u>22.7%</u>	<u>\$ 19,820,498</u>
Transfers out	-	3,500,000	0.0%	3,500,000
Total Expenditures and Transfers out	<u>\$5,807,211</u>	<u>\$ 29,127,709</u>	<u>19.9%</u>	<u>\$ 23,320,498</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES

September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 386,054	\$ 1,498,600	25.8%	\$ 1,112,546
CORPORATE PERSONAL PROPERTY TAXES	<u>22,235</u>	<u>750,000</u>	<u>3.0%</u>	<u>727,765</u>
STATE GOVERNMENT				
ICCB equalization grants	<u>-</u>	<u>650,000</u>	<u>0.0%</u>	<u>650,000</u>
STUDENT FEES				
Fees	65,747	0	#DIV/0!	-65,747
Total Student Fees	<u>65,747</u>	<u>0</u>	<u>#DIV/0!</u>	<u>-65,747</u>
MISCELLANEOUS				
Sales and service fees	20.00	5,000	0.4%	4,980
Facilities	-	14,000	0.0%	14,000
Investment revenue	-2,235	10,000	-22.4%	12,235
Total Miscellaneous	<u>-2,215</u>	<u>29,000</u>	<u>-7.6%</u>	<u>31,215</u>
Transfers in	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>\$ 471,821</u>	<u>\$ 2,277,600</u>	<u>20.7%</u>	<u>\$ 1,805,779</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$319,878	\$1,267,024	25.2%	\$947,146
Employee benefits	45,046	199,041	22.6%	153,995
Contractual services	81,774	418,000	19.6%	336,226
Material and supplies	13,946	194,500	7.2%	180,554
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	197,801	770,000	25.7%	572,199
Capital outlay	103	62,000	0.2%	61,897
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	<u>658,548</u>	<u>2,927,065</u>	<u>22.5%</u>	<u>2,268,517</u>
Total Expenditures	<u>\$ 658,548</u>	<u>\$ 2,927,065</u>	<u>22.5%</u>	<u>\$ 2,268,517</u>

RESTRICTED PURPOSE FUND REVENUE
September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	-	\$814,325	0.0%	814,325
ISBE grant revenue- other	44,374	261,362	17.0%	216,988
Other Sources	3,487	3,668,486	0.1%	3,664,999
Total State Government	<u>47,861</u>	<u>4,744,173</u>	<u>1.0%</u>	<u>4,696,312</u>
FEDERAL GOVERNMENT				
ICCB - adult education	-	418,245	0.0%	418,245
Department of education	737,880	26,018,895	2.8%	25,281,015
Other	-	15,500	0.0%	15,500
Total Federal Government	<u>737,880</u>	<u>26,452,640</u>	<u>2.8%</u>	<u>25,296,515</u>
<u>Total Revenue</u>	<u>\$ 785,741</u>	<u>\$ 31,196,813</u>	<u>2.5%</u>	<u>\$ 29,992,827</u>

RESTRICTED PURPOSE FUND EXPENDITURES

September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 221,194	\$ 1,256,246	17.6%	\$ 1,035,052
Employee benefits	33,165	2,078,423	1.6%	2,045,258
Contractual services	11,338	53,172	21.3%	41,834
Material and supplies	44,247	275,263	16.1%	231,016
Conferences and meetings	-	10,100	0.0%	10,100
Other Fixed Charges	4,410	17,936	24.6%	13,526
Student grants and scholarships	-	5,500	0.0%	5,500
Total Instruction	<u>314,354</u>	<u>3,696,640</u>	<u>8.5%</u>	<u>3,382,286</u>
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Student Services				
Salaries	20,595	598,552	3.4%	577,957
Employee benefits	2,491	526,546	0.5%	524,055
Other Contract Services	14,780	246,269	6.0%	231,489
Material and supplies	18,726	649,440	2.9%	630,714
Conferences and meetings	442	18,018	2.5%	17,576
Fixed charges	-	100	0.0%	100
Student grants and scholarships	85,206	214,789	39.7%	129,583
Total Student Services	<u>142,240</u>	<u>2,253,714</u>	<u>6.3%</u>	<u>2,111,474</u>
Public Service/Continuing Education				
Salaries	49,918	206,814	24.1%	156,896
Employee benefits	10,886	116,200	9.4%	105,314
Contractual services	-	3,000	0.0%	3,000
Material and supplies	(242)	10,738	-2.3%	10,980
Conferences and meetings	252	22,610	1.1%	22,358
Total Public Service/Continuing Education	<u>60,814</u>	<u>359,362</u>	<u>16.9%</u>	<u>298,548</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES

September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.0%</u>	<u>450,000</u>
Institutional Support				
Salaries	28,868	90,000	32.1%	61,132
Employee benefits	8,189	520,000	1.6%	511,811
Contractual services	10,306	1,000,000	1.0%	989,694
Materials and supplies	149,251	3,017,400	4.9%	2,868,149
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	41,912	2,000,000	2.1%	1,958,088
Total Institutional Support	<u>511,441</u>	<u>8,693,657</u>	<u>5.9%</u>	<u>8,182,216</u>
Scholarships, Student Grants & Waivers				
Salaries	(997)	131,529	-0.8%	132,526
Student grants and scholarships	1,979,974	15,240,397	13.0%	13,260,423
<u>Total Scholarships, Student Grants & Waivers</u>	<u>1,978,977</u>	<u>15,371,926</u>	<u>12.9%</u>	<u>13,392,949</u>
Total Expenditures	<u>\$ 3,007,826</u>	<u>\$ 31,200,299</u>	<u>9.6%</u>	<u>\$ 28,192,473</u>

AUDIT FUND REVENUE AND EXPENDITURES
September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 18,921	\$ 72,900	26.0%	\$ 53,979
<u>MISCELLANEOUS</u>				
Investment revenue	-	50	0.0%	50
<u>Total Revenue</u>	\$ 18,921	\$ 72,950	25.9%	\$ 54,029
<u>Transfers in</u>	-	-	0.0%	-
<u>Total Revenue and Transfers in</u>	\$ 18,921	\$ 72,950	25.9%	\$ 54,029
<u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Institutional Support</u>				
<u>Contractual services</u>	-	81,600	0.0%	81,600
<u>Total Expenditures</u>	\$ -	\$ 81,600	0.0%	\$ 81,600

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES

September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 207,327	\$ 811,816	25.5%	\$ 604,489
MISCELLANEOUS				
Investment revenue	-	100	0.0%	100
Total Revenue	\$ 207,327	\$ 811,916	25.5%	\$ 604,589
EXPENDITURES				
<u>By Program:</u>				
Instruction				
Employee benefits	-	135,000	0.0%	135,000
Total Instruction	-	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	-	4,500	0.0%	4,500
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	1,915.00	75,000	2.6%	73,085
Contractual services	41,012	200,000	20.5%	158,988
Other Fixed Charges	299,308	395,000	75.8%	95,692
Total Institutional Support	342,235	670,000	51.1%	327,765
Total Expenditures	\$ 339,198	\$ 1,227,500	27.6%	\$ 888,302

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 240,004	\$ 675,528	35.5%	\$ 435,524
<u>MISCELLANEOUS</u>				
Investment revenue	-	100	0.0%	100
Total Revenue	240,004	675,628	35.5%	435,624
<u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Fixed charges	-	646,575	0.0%	646,575
<u>TRANSFERS OUT</u>				
	-	-	0.0%	-
Total Expenditures	\$ -	\$ 646,575	0.0%	\$ 646,575

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

September 30, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
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	84	-	0.0%	(84)
Total	84	-	#DIV/0!	(84)
TRANSFERS IN				
	\$ -	\$ 3,500,000	0.0%	\$ 3,500,000
Total Revenue and Transfers in	\$ 84	\$ 6,366,308	0.0%	\$ 6,366,224
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	-	100,000	0.0%	100,000
Capital outlay	151,107	6,266,308	2.4%	6,115,201
Total Operation and Maintenance of Plant	151,107	6,366,308	2.4%	6,215,201
Total Expenditures	\$ 151,107	\$ 6,366,308	2.4%	\$ 6,215,201

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.3 for 10/27/2021 Board Meeting
Date: Thursday, October 14, 2021 2:28:40 PM
Attachments: [TR 9.30.21.pdf](#)

Thanks,

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

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Thursday, October 14, 2021 2:16 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 10/27/2021 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR SEPTEMBER 2021 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,

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

Morton College Treasurer's Report

Month Ending: September 2021

Institution	Purchased	Principal	Rate	Type	Maturity
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,643,120.51	0.0100%	TIF Prime Fund	30-Sep-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,472.74	1.0940%	CD	30-Sep-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,472.74	1.0940%	CD	30-Sep-21
	Sum	<u>\$11,146,065.99</u>			
Grand Total		\$ 11,146,065.99			

PROPOSED ACTION: THAT THE BOARD APPROVE THE OBSERVANCE OF JUNETEENTH NATIONAL FREEDOM DAY AS A PAID HOLIDAY EFFECTIVE CALENDAR YEAR 2022.

RATIONALE: GOVERNOR PRITZER SIGNED HOUSE BILL 3922 OFFICIALLY RECOGNIZING JUNETEENTH AS NATIONAL FREEDOM DAY IN ILLINOIS. THIS HOLIDAY COMMEMORATES THE EMANCIPATION OF AFRICAN-AMERICAN SLAVES AND CELEBRATES AFRICAN-AMERICAN CULTURE. COLLEGE WILL OBSERVE THIS HOLIDAY BEGINNING CALENDAR YEAR 2022 AS A PAID HOLIDAY.

IF HOLIDAY FALLS ON WEEKEND, WE WILL OBSERVE THE FOLLOWING MONDAY.

THE ACADEMIC CALENDAR WILL BE AMENDED TO REFLECT THE NEW HOLIDAY.

COST ANALYSIS:

ATTACHMENT:

PROPOSED ACTION: THAT THE BOARD APPROVE THE FOLLETT VIRTUAL BOOKSTORE AGREEMENT EFFECTIVE OCTOBER 1, 2021, AS SUBMITTED.

RATIONALE:

MORTON COLLEGE WILL PROVIDE FOLLETT VIRTUAL BOOKSTORE SERVICES TO ALL STUDENTS. MANY COLLEGES ARE TRANSITIONING TO VIRTUAL BOOKSTORES, GIVEN THE PROLIFERATION AND CONVENIENCE OF E-COMMERCE, AND THE NEED TO REPURPOSE THE LIMITED PHYSICAL SPACE OF CAMPUS FACILITIES.

VIRTUAL BOOKSTORE SERVICES FUNCTIONED EFFECTIVELY DURING THE REMOTE INSTRUCTIONAL PERIOD NECESSITATED BY THE COVID-19 PANDEMIC.

COST ANALYSIS:

ATTACHMENT: AGREEMENT



VIRTUAL BOOKSTORE OPERATING AGREEMENT

This Virtual Store Operating Agreement (“Agreement”) is made as of September 23, 2021 between **Morton College** (“School”) and Follett Virtual Bookstores, Inc. (“Follett”).

Intending to be legally bound, School and Follett agree:

1. **Store.** Subject to all the terms and conditions in this Agreement, Follett shall operate a virtual store, an online ecommerce website (“Virtual Store”), for School.
2. **Term.** This Agreement takes effect October 1, 2021 and continues, unless sooner terminated in accordance with Section 3, until September 30, 2024. For the purpose of financial calculations and reporting, the “contract year” is defined as October to September in any given year. Thereafter, this Agreement may be renewed on the mutual agreement of the parties.
3. **Early Termination.**
 - 3.1 Either party may terminate this Agreement with or without cause by giving the other party at least sixty (60) days prior written notice, on official letterhead, of termination.
 - 3.2 Either party may terminate this Agreement upon thirty (30) days’ prior written notice, on official letterhead, for documented material nonperformance by the other party, and in case of nonperformance by Follett, in accordance with 3.2a and 3.2b.
 - a) If at any time School believes Follett is in material breach of this Agreement, School shall document the breach and provide notice to Follett within five (5) days of such alleged breach.
 - b) Follett shall work with School to remedy the performance within ten (10) business days of receiving notice.
 - 3.3 School may terminate this Agreement immediately if Follett initiates any bankruptcy proceeding.
4. **Rights Upon Termination. Expiration or Non-Renewal.**
 - 4.1 Termination, expiration or non-renewal of this Agreement shall not affect any right of either party accrued prior to such termination, expiration or non-renewal.
 - 4.2 On any termination, expiration or non-renewal of this Agreement, School shall purchase, or cause to be purchased, the “Dead” Inventory then on hand at standard industry discounts or cost. Dead Inventory is defined as inventory that is School-specific and cannot be returned to the publisher. Payment to Follett for Virtual Store inventory plus freight charges to the shipping destination shall be made or caused to be made by School within thirty (30) days of termination date.
 - 4.3 On any termination, expiration or non-renewal of this Agreement the School shall purchase, or cause to be purchased by the successor vendor, the Store inventory including but not limited to course materials then on hand. This Section shall not apply to Dead inventory, which will be handled in accordance with Section 4.2.
 - 4.4 On any termination, expiration or non-renewal of this Agreement, School shall make itself available for a final debrief meeting to provide Follett with reason(s) for termination and any other applicable feedback.
5. **General Rights and Responsibilities of Follett.**
 - 5.1 Follett shall operate the Virtual Bookstore in accordance with the highest standards and commercial practices in the college bookstore industry.

- 5.2 Follett shall have the exclusive right, free from any alternate source endorsed, licensed or otherwise approved or supported by School (whether on campus, by catalog or online, including hyperlinks to alternate sources) to buy, sell, advertise and distribute print and electronic course materials, course related supplies, software and equipment and such other educational materials and merchandise as is mutually agreed to between School and Follett. Follett shall also have right of first refusal to fulfill any distance learning instructional and ancillary materials required by School during the term of this Agreement. This Section does not prohibit occasional sales by student groups or student government organizations that do not materially impact Virtual Bookstore sales.
- 5.3 School grants Follett a limited use, non-transferable license, further subject to the School's published standards and approval, to use the School's seal, logotype, and associated trademarks and service marks on the Virtual Bookstore site, signage, collateral materials, stationery, soft goods, notebooks, pens, pencils, decals and other goods traditionally sold in college and Morton ("School") bookstores. This license will expire, unless otherwise renewed in writing or in connection with the renewal of this Agreement, upon the expiration of this Agreement. School will not grant such licensing rights to any other online outside [third-party] retailer or any other outside [third-party] brick-and-mortar course material retailer during the term of this Agreement. Follett acknowledges and agrees that School itself will, of course, be able to promote and sell items such as stationery, notebooks, pens, pencils, decals, clothing, team wear and other similar peripheral goods or sundries commonly used by students in a school environment.
- 5.4 In its operation of the Virtual Bookstore, Follett shall pay its bona fide financial obligations to School and to third parties in a timely manner.
- 5.5 Follett will offer customers commercially reasonable and occasional discounts, promotions, sweepstake events, and other customer incentives at Follett's discretion, through the Virtual Bookstore.
- 5.6 Follett shall abide, and require its employees to abide, by applicable School regulations and policies. School shall provide Follett with copies of applicable policies, and timely inform Follett of any changes.
- 5.7 Follett shall obtain and maintain at its sole expense, and in its name, all necessary licenses and permits required to perform the services described herein.
- 5.8 Each party shall abide by all federal, state and local laws applicable to its operation.
- 5.9 Follett shall collect and pay any sales tax or similar tax on its retail sales, and applicable income taxes on its revenues.
- 5.10 In performing this Agreement, Follett shall not discriminate based on sex, race, national origin, religion, color, sexual orientation, veteran status, disabled veteran status, age or disability protected under the Americans with Disabilities Act (ADA).
- 5.11 Follett will make its corporate representatives reasonably available to School to discuss and resolve any operational issues.

6. General Rights and Responsibilities of School.

- 6.1 School agrees to maintain and enhance configuration of Follett Discover Adopt, View, Access, and Shelf and have the application links prominently displayed within these properties to make them readily accessible for the faculty adoption process, and student access to digital course materials. The School will provide a prominent hyperlink from the School's LMS to the Follett Discover tool.
- 6.2 School will name a representative authorized to advise Follett of School's approvals, consents, and instructions under this Agreement. Follett shall remain solely responsible for obtaining all approvals, consents and instructions under this Agreement.
- 6.3 School may prohibit sale at the Virtual Bookstore of any item it finds offensive or inappropriate. Follett shall remove any such item promptly upon receiving notice from School.
- 6.4 School will require its faculty and staff to provide School contact with timely and accurate course materials

adoption information in accordance with the timelines communicated in the course materials section and during initial kick-off call with Follett.

- 6.5 Follett will extend credit to School for financial aid and departmental charge accounts in accordance with the terms set forth in Follett's standard credit application. School will furnish to Follett all required information and will pay all accounts within sixty (60) days of invoice or will pay applicable late charges as provided in the credit application. If the School does not pay all charges within the sixty (60) days, Follett will apply all future commission payment towards the outstanding over sixty (60) day balance until such time that the balance is current.
- 6.6 School will not promote, contract with or enter into any relationship with any other party with respect to the sale of course materials to its student population.
- 6.7 School will use commercially reasonable efforts to market and promote the Virtual Bookstore to students, customers, and potential customers, including but not limited to promotional materials on the School's website(s).
- 6.8 In recognition of the need to help students easily locate their Virtual Bookstore, School will provide at no cost, the following:
- a) FERPA compliant student email addresses for all enrolled students one month before the start of the fall, spring and summer terms each contract year.
 - b) A minimum of two hyperlinks located on the School's .edu website to the Virtual Bookstore (ie. Student Life, Academics, and Athletics)
 - c) The inclusion of key search terms within the School's .edu site that presents Virtual Store hyperlinks when key words are typed into the .edu site search field.
 - Key terms include bookstore, book store, campus store, textbooks, course materials, and books.
 - d) Financial Aid notifications by email and SMS to students, specifically to notify them of their financial aid balances, timelines for using funds, and other messaging to help promote the use of available funds in the Virtual Store.
 - e) Inclusion of material promoting the Virtual Bookstore into all relevant future and current student mailings (physical and digital), new student orientation packets, and new/welcome alumni membership mailings (physical and digital).
 - f) Virtual Bookstore information in all relevant faculty, athletic, and student e-newsletters with a hyperlink to the Virtual Bookstore.

7. Course Materials Management.

- 7.1 Service Provided by School: While the list of services may be modified under mutually agreeable terms, the basic service will be collecting course material adoptions to forward to Follett, communicating the ordering information to customers, and honoring Follett as the sole and exclusive provider of the materials for the courses served under this Agreement.
- 7.2 The School contact will collect from School faculty and staff the course adoption information (courses, instructor names, estimated enrollment, author, title, edition, publisher and ISBN) and forward it to Follett using the communicated adoption procedure and adoption tools provided by Follett at least sixty (60) days prior to Virtual Bookstore term opening date. School will require its faculty and staff to provide Follett with timely and accurate textbook adoption information.
- 7.3 Follett will make reasonable efforts to: (a) maintain inventory of adopted course materials sufficient to support anticipated sales which will be based on estimated enrollment and sales history; and (b) expeditiously process course material requests placed before the adoption deadline. School acknowledges that late submissions of course material requests or changes to previously submitted requests received

after the adoption deadline will be processed in the order in which the requests are received; and late requests or changes to previously submitted requests for course materials received close to or after the site live date may cause a delay in the availability to customers, resulting in backorder notices on the Virtual Bookstore.

- 7.4 Text requests for the Follett ACCESS program placed after the adoption deadline may result in the materials being excluded from the Follett ACCESS Program.
- 7.5 School will collaborate fully with Follett to minimize Dead Inventory. In the event that Dead Inventory results from: a) written directions given to Follett by School regarding excess quantities above the estimated course enrollment to stock; or b) changes by School in adopted course materials after adoptions had previously been finalized by School and inventory has been procured, Follett will deduct for such losses from any commission payable to School, in accordance with Section 4.2. Follett will use commercially reasonable efforts to minimize surplus book orders.
- 7.6 Virtual Bookstore Rentals. Follett will provide a course material rental program (“Rental Program”) via individual rental agreements with customers (“Customer Rental Agreements”). Rental transactions are understood to be between customer and Follett. Rental pricing will be determined by Follett.
- i) Rental Pricing. The textbook pricing provisions of the Agreement do not apply to rental fees. Follett solely determines rental fees for each title, and any given title’s fee may vary as a percentage of the retail selling price.
- 7.7 Commission Calculation. For the purpose of calculating commissions, rental fees are included in the Commissionable Sales calculation as are replacement costs collected for materials not returned. If customer fails to return the Rented Materials by Rental Return Due Date, or returns them in damaged or unusable condition, Follett is authorized to charge customer up to seventy-five percent (75.0%) of new book price. For the purpose of calculating commissions, rental fees are included in the Commissionable Sales calculations as are textbook replacement costs collected for materials not returned. Any processing fees for non-returned materials are not included in the calculation of Commissionable Sales.
- 7.8 Textbook Buyback. Follett offers a marketplace-based solution for students to sell their textbook.
- 7.9 Follett Access Program fees (“Follett Access Fees”) will be determined by Follett for each semester or summer session and submitted to School.

8. Follett ACCESS

- 8.1 School has agreed that Follett ACCESS will be delivering all Course Materials for the Program for the Academic Terms and Cohorts detailed in the attached Schedules.

Follett has taken the following steps to provide a valuable service to the campus:

1. Analyzed historical adoptions and adoption trends to predict the cost of adopted materials for the terms in the attached Schedules and develop custom pricing for the School.
2. Negotiated pricing with publishers.
3. Developed systems and processes to provision both print and digital materials to students.

Schedules:

The attached Schedules will be executed annually over the term of the Agreement. The Schedules contain details on scope, pricing, enrollment, deadlines, and course materials adoptions guidelines that are required to deliver the program. This information will be updated, revised and executed annually.

Pricing:

The mutually agreed upon Pricing between the School and Follett will be updated in the attached schedules for each academic year of the program.

Course Material Adoptions:

Follett will deliver course materials in the format and manner described in the attached Schedules. Adoption processes and deadlines will be managed by the Course Materials Adoption Committee (Committee) as described in the attached Schedules.

Student Success Data:

The School agrees to provide grades, retention, and graduation data to Follett at or before the dates detailed in the attached Schedules. Format and scope of Student Success Data will be mutually agreed between Follett and the School.

Marketing and Communications Template:

Marketing and communicating the Program to stakeholders is vital. Follett will provide communication best practices, marketing materials, and templates for the School to communicate the Program to students and faculty.

Invoicing and Payment Terms:

Follett will, to the best of its ability, invoice the School on or before the Invoice Deadline Date listed in the attached Schedules. The School will submit payment to Follett on or before the Payment Deadline Date listed in the attached Schedules. For every day Follett submits the invoice to the School after the Invoice Deadline, the School will have an additional day added to the Payment Deadline Date.

Follett will invoice School for Program fees in accordance with the Pricing section above. The Estimated Invoice Amount in the attached Schedules is only for informational and planning purposes, but may not reflect a final amount due. The Estimated Invoice Amount is based on assumptions of enrolled students (or credit hours) and the amount of non-returns.

Opt-Out:

Based on Federal Regulations (U.S. Department of Education Regulations in 34 C.F.R. § 668.164) Follett advises that the School provides an opt-out option for the Students in the Program. If the School determines that an opt-out option is not needed, Follett is not responsible for ramifications that might arise from the School not implementing an opt-out for the Students in the Program.

Tax:

If School does not provide a tax exemption certificate to Follett, Follett ACCESS program fees may be subject to sales tax or similar taxes. The School shall be responsible for the collection and remittance of such taxes to the proper taxing authority.

1. ("School") agrees that it is in fact the "seller" of the textbooks and other educational materials to the students, and is responsible for any and all sales, use and other applicable transaction taxes assessed on the "Program" sale of textbooks and other education materials to students.
2. ("School") agrees to hold harmless Follett Higher Education Group, Inc. for any unpaid sales, use and other applicable transaction taxes assessed on these "Program" sales and will indemnify Follett Higher Education Group, Inc. for any taxes it is required to pay directly to the respective taxing authorities on these sales.
3. ("School") agrees that all "Access" sales made by Follett Higher Education Group, Inc. to the school are in fact sales for resale and that the school shall provide a resale tax exemption certificate to Follett as required by law.

Inventory on Termination:

Follett ACCESS Program materials will be included as part of any inventory that the School must purchase,

or require a third party to purchase, on termination of the Agreement. Follett will withhold any commission sixty (60) days before Termination takes effect until such time that settlement on the inventory is received.

Commission:

There is no commission paid on ACCESS sales as this program is centered on student success.

Schedule 1 – Course by Course Program Template

This needs to be completed and signed annually for ACCESS Program implemented by course.

Academic Term	Program Adoption Deadline	ConnectOnce Installed by Date	Class Start Date	Drop Date or Census Date	Invoice Deadline Date	Payment Deadline Date	Student Success Data to be Provided to Follett
[Fall 2020]	4/15/2020	Complete	8/17/2020	8/25/2020	9/1/2020	10/1/2020	1/15/2021
[Spring 2021]	10/15/2020	Complete	1/11/2021	1/19/2020	1/26/2020	2/26/2020	5/15/2021
[Summer 2020]	3/15/2020	Complete	5/25/2020	7/2/2020	7/9/2020	8/9/2020	9/9/2020

Course Material Adoption Details

- i. The School and Follett will create a Follett ACCESS Course Material Adoption Committee (“Committee”) to oversee the implementation of the Adoption Guidelines (“Guidelines”) in this section.
 - a. The Committee will not violate academic freedom in anyway. Academic freedom includes an instructor’s ability to choose course content. Any adopted course content that does not meet the Guidelines, as determined by the Committee, must be approved and recorded as an Exception by the Committee.
 - b. The Committee will consist of the following members:
 - i. Member 1: **Mireya Perez**
 - ii. Member 2: **Follett Course Material Manager TBD**
 - iii. Member 3: **Liliana Raygoza**
 - iv. Member 4: **Karina Bahena**
 - v. Member 5: **Maria G. Vargas**
 - c. Course Material Adoption Guidelines:
 - i. Courses participating in the program must be reviewed and approved by the Committee
 - ii. Rental Term Agreement: 6 terms
 - 1. All content delivered as rental must be adopted for a minimum of six terms.
 - iii. Rental Collateral Type & Responsible Party:
 - 1. If School is responsible for rental collateral, all rental non-return charges will be invoiced to the School. These charges have been estimated in the attached Schedules.
 - 2. If Student is responsible for rental collateral, students will be responsible for providing rental collateral (credit card) to Follett through Follett’s rental portal.
 - iv. Publisher Specific Considerations:

9. Virtual Store Operations.

- 9.1 The website will be available 24/7 to customers to place orders for their course materials or general merchandise; however, School acknowledges that from time to time and with advance notice, Follett will conduct routine website maintenance.
- 9.2 In operating the Virtual Bookstore, Follett will charge competitive and fair prices on new, used, rental, coursepacks, and digital books and will be setting retail prices for each title, and any given title's selling price may vary as a percentage of the retail selling price.
- 9.3 During the school year, Follett will offer occasional promotions on the website to customers that may include discounts on shipping and/or textbooks.
- 9.4 Follett shall accept as a minimum, MasterCard, Visa, Discover, PayPal, and American Express charge cards.
- 9.5 Order Fulfillment. Follett's Service Level Agreement (SLA) provides that orders received before 4:00 PM (CST) under the standard ground shipping option will be shipped within one (1) business day (Monday through Friday, excluding holidays). Expedited orders received before 1PM (CST) will be shipped the same day (Monday - Friday, excluding holidays).

SLA's can drift beyond 24 hours for late adoptions, publisher related delays or when a specific condition has been requested (for example used) and the virtual distribution center needs to route to other stores/partners to fulfill the order.

- 9.6 Shipping and Handling. Major acceptable carriers such as FedEx and USPS will be utilized for shipping. Domestic and international shipping will be offered. Other special handling, including expedited or overnight delivery, also will be offered. Tracking shipments in transit will be available, with the exception of USPS shipments. Standard shipping charges will be applied on a per order basis based on the total weight for the order and the shipping zone. **Complimentary standard trackable ground shipping for orders over \$99**, which is subject to review.
- 9.7 Customer Returns. Follett will accept returns in accordance with Follett's then current return policies that shall be located on the Virtual Bookstore website. Subject to the satisfactory condition of returned books or general merchandise, if applicable, Follett will offer a refund (excluding shipping and handling charges); refunds will be in the original form of payment to be issued upon receipt of returned products.

Follett will accept returns in accordance with the following policies:

- Textbooks in resalable condition may be refunded with receipt within fourteen (14) calendar days from the later of the start of classes or the date the textbook was received.
- Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
- In addition, upon proof of drop/add, Follett will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first.

- 9.8 Bulk orders, and the items contained therein, placed by or on behalf of the School are non-returnable.

10. Commission, Fees and Payments.

- 10.1 Follett shall pay commission to the School in an annual amount equal to the sum of:

Commission Payment on Course Materials:

- 7% of any part of Commissionable Sales over \$500,000
- 6% of any part of Commissionable Sales over \$250,000, but less than \$500,000; plus

5% of any part of Commissionable Sales over \$50,000, but less than \$250,000; plus
0% of all Commissionable Sales up to \$50,000; plus

Commissionable Sales is defined as all recognized revenue (in compliance with generally accepted accounting principles) generated through the Virtual Bookstore website, less voids, refunds, sales tax, course material sales associated with Follett ACCESS, campus debit card fees, discounted sales to authorized School faculty, staff, departments and others as may be mutually agreed to under this Agreement, Follett-funded scholarships, handling fees associated with non-return of rental textbooks, pass-through income and merchandise sales at less than an inherent 20% margin (i.e., computer hardware and software).

10.2 Follett will keep complete and accurate records of all Virtual Bookstore transactions in accordance with industry accounting practices and will provide a statement of Virtual Bookstore Commissionable Sales to School quarterly for the preceding period. Follett will preserve records of Virtual Store operations for three (3) years from the transaction date, and will make them available for review, audit and verification by School upon request on reasonable advance notice during ordinary business hours other than during Virtual "rush" periods.

10.3 Follett shall pay the commission calculated quarterly, twenty days after the end of the quarter. Any other payment required to be made by Follett to School under this Agreement shall be made within thirty days of receipt of invoice. Follett will process commission payments by sending ACH transfers (Direct Deposit) in lieu of paper checks.

On the day the ACH payment is made, the School's designated recipient will receive an email informing the School thereof. A CSV file (that can be opened in Excel) will be attached to the email that will contain the remit information with the document numbers that were paid (similar to the check remittance advice). Please note that this is not a wire transfer. The process takes approximately 7-10 business days to process once the necessary form is completed by the School and submitted to Follett's Accounts Payable department.

11. **Independent Contractor Status.** The relationship of the parties is that of independent contractors, and no tenancy, partnership, joint venture, agency, fiduciary or other relationship is created. Neither party may order any goods nor services, incur any indebtedness, or enter into any obligation or commitment on the other party's behalf.

12. **Nonassignability.** Neither party may assign or sublet this Agreement in whole or in part without the prior written consent of the other party, except that either party may assign this Agreement in its entirety to an affiliate that controls, is controlled by or is under common control with such party. This Agreement is made for the exclusive benefit of the parties, and no benefit to any third party is intended.

13. **Severability and Integration.** If any provision of this Agreement is finally adjudicated illegal, invalid, in excess of the authority of either party hereto, or otherwise unenforceable, then such provision shall be severed, and the remainder of this Agreement shall remain in force as if such adjudicated provision were never included in this Agreement. This Agreement is the sole expression of the understanding of the parties with respect to operation of the Virtual Store and supersedes all prior statements and agreements with respect thereto. This Agreement may not be modified, amended or waived except in writing signed by an authorized representative of both parties.

14. **Confidentiality.** Follett and School agree that this Agreement, both the general nature of it and the specific terms thereof, and all information received by a party from the other as contemplated by this Agreement, shall be kept confidential and not disclosed by either of them except: (a) to their professional advisors and their officers and directors, provided that such advisors, officers and directors also agree to be so bound; (b) if required by court order or required in respect of any legal process involving any of Follett or School; or (c) if the term or terms to be disclosed have become a matter of public knowledge. Neither party shall make any disclosure regarding this transaction without the prior consent of the other party, and the content of such disclosure shall first be approved by both parties, acting reasonably.

Follett agrees to maintain the confidentiality of such information as mandated by applicable state and federal laws using the measures Follett uses to protect its own information of like character, but in each

case with at least a reasonable standard of care, and to only access such information for the explicit business purposes of the Follett Discover program, including providing the services contemplated thereunder. Follett will return or destroy all confidential information it receives from School upon completion of the Follett Discover program.

15. **Educational Records.** Follett understands that it may, pursuant to this Agreement, generate or otherwise be in possession of confidential education records regarding School's students, and that these records are protected by federal law including, inter alia, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C.A. 1232g. Follett further understands that it may not share or disclose these education records with any party other than School, without both School's and the relevant student's consent. Notwithstanding the foregoing, Follett may disclose such records if compelled by court order or required in respect of any legal process involving Follett or School, provided that Follett provides prior notice to School, if permitted by applicable law.

16. **Indemnification.**

16.1 Follett shall defend, indemnify and hold harmless School, its Board of Trustees, affiliates, officers and employees from any and all claims, suits, actions, damages, judgments, and costs (including reasonable attorney fees), arising out of any: (a) damage, destruction or loss of any property (including but not limited to School's property); (b) injury to or death of any person (including but not limited to any employee of School); or (c) breach of this Agreement by Follett, which results from or arises out of negligent or willful acts or omissions of Follett, its officers, agents and employees, in the performance of this Agreement.

16.2 To the extent permitted by applicable law, School shall defend, indemnify and hold harmless Follett, its affiliates, directors, officers and employees from (i) the negligent or willful acts and omissions of School's officers, employees and agents engaged in the the scope of their employment arising under this Agreement, and (ii) to be responsible for any and all liability, claims, costs, expenses or damages arising from any claim with respect to School's role in connection with this Agreement.

17. **Notice.**

17.1 Notices required or permitted by this Agreement shall be deemed given when received if sent by recognized overnight courier or first class mail, postage prepaid, to the following address, or such other address as the party may specify by notice:

To School:
Mireya Perez
Chief Financial Officer/Treasurer
Morton College
3801 S. Central Avenue,
Cicero, Illinois 60804

With a copy to:
Del Galdo Law Group, LLC
1441 S. Harlem Ave.
Berwyn, IL 60402
Attn: Michael Del Galdo

To Follett:
Clay Wahl
Chief Operating Officer (COO)
Follett Corporation
3 Westbrook Corporate Center, Suite 200
Westchester, IL 60154

With a copy to:
Follett Corporation
ATTN: Legal Department
3 Westbrook Corporate Center, Suite 200
Westchester, IL 60154

18. **Governing Law.** This Agreement shall be governed by the laws of the State of Illinois, excluding its choice of laws' provisions. The parties agree that any dispute shall be subject to the exclusive jurisdiction of the courts located in the State of Illinois.

19. **Insurance.**

During the term of this Agreement, Follett shall keep in force, at its own expense, at least the following insurance, all in accordance with this Section:

a) Commercial General Liability having a combined single limit of not less than \$1,000,000 per occurrence.

- 19.1 School, its affiliates, officers, directors, trustees, volunteers, and employees shall be named as additional insureds by blanket endorsement under the Commercial General Liability policy upon the School's written request.
- 19.2 Follett shall furnish industry standard Certificate of Liability Insurance to School showing the coverage required by this Section within 30 days after execution of this Agreement. The Certificate shall provide that, should any of the above policies be cancelled before the expiration date thereof, notice will be delivered in accordance with policy provisions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives as of the date first written above.

MORTON COLLEGE

Name: Stan Fields

Title: President

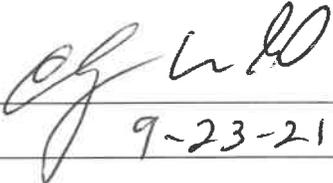
Signature: _____

Date: _____

FOLLETT VIRTUAL BOOKSTORES, INC.

Name: Clay Wahl

Title: Chief Operating Officer (COO)

Signature:  _____

Date: 9-23-21



LEAGUE FOR INNOVATION

INVOICE

Invoice Number	Invoice Description	Invoice Date	Invoice Due Date	Order Number	PO#	
580246	League for Innovation in the Community College - Alliance Membership 1,501-3,000 FTE (07/01/2021-06/30/2022)	10/04/2021	07/01/2021	456803		
Bill To: 1189723 Morton College 3801 S Central Ave Cicero, IL 60804-4300			Ship To: 1189723 Morton College 3801 S Central Ave Cicero, IL 60804-4300			
Payment Date	Description	Quantity	Rate	Tax	Tax Rate	Amount
	Alliance w/iStream Level 2 (1501 - 3000 FTE)	1				3,105.00
Total Invoice:						3,105.00
Balance:						3,105.00

Make all checks payable in US Dollars to:
 League for Innovation
 2040 S Alma School Rd., Suite 1-500, Chandler, AZ 85286
 If you have any questions concerning this invoice, contact:
 Jeanne Jones
 jones@league.org
 480-705-8200 x234

FED TAX ID # 95-2577300
 THANK YOU FOR YOUR SUPPORT!

PROPOSED ACTION:

Board approval for Women's Basketball out of state travel to Michigan November 26, 2021 through November 28, 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 (2 Evenings): \$2,400.00

Meal Money: \$980.00

Total: \$3,380.00

ATTACHMENT:

Jason Nichols Athletic Director, Head Women's Basketball Coach

Tess Alderman & Kevin McManaman Women's Basketball Assistant Coaches

PROPOSED ACTION:

Board approval for Men's Wrestling out of state travel to Michigan November 5, 2021 through November 7, 2021.

RATIONALE:

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

COST ANALYSIS:

Hotels: (2 Evenings): \$1,200.00

Meals: \$540.00

Total: \$1,740.00

ATTACHMENT:

Jason Nichols Athletic Director

Christopher Butz Wrestling Head Coach

PROPOSED ACTION:

Board approval for Men's Wrestling out of state travel to St. Charles, Missouri November 19, 2021 through November 20, 2021.

RATIONALE:

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

COST ANALYSIS:

Hotel: (1 Evening): \$800.00

Meals: \$200.00

Total: \$1,000.00

ATTACHMENT:

Jason Nichols Athletic Director

Christopher Butz Wrestling Head Coach

**A RESOLUTION AUTHORIZING AND APPROVING THE
DEFERRAL OF COMPENSATION WITH MORTON COLLEGE,
COMMUNITY COLLEGE DISTRICT NO. 527.**

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

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

WHEREAS, Dr. Stanley Fields (the “President”) and Morton entered into an employment agreement (the “Employment Agreement”) on or about May 3, 2018, whereby the Board of Trustees of Community College District No. 527 (the “Board”) determined that it was in the best interest of Morton to secure the services of the President to serve as President of Morton; and

WHEREAS, the President is entitled to \$53,857.45 (“Gross Salary”) for the remainder of the calendar year 2021, payable in installments over the next five (5) pay periods in accordance with Morton’s payroll procedures; and

WHEREAS, the President elects to defer \$38,500.00 (“Deferred Compensation”) out of his Gross Salary, resulting in the receipt of \$15,357.45 (“Gross Salary after Deferred Compensation”) in lieu of receiving his full Gross Salary; and

WHEREAS, the President’s Deferred Compensation, Gross Salary after Deferred Compensation, and Gross Salary over the President’s next five (5) pay periods in the calendar year 2021 are set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the Employment Agreement does not prohibit the President’s election to defer his remaining compensation for the President’s remaining pay periods in the calendar year

2021; and

WHEREAS, the President's deferral of compensation is revenue neutral to Morton, and the President is not receiving additional compensation beyond what Morton contractually obligated to pay; and

WHEREAS, in order to consummate the intent of this Resolution, a deferred compensation account(s) in the name of the President (the "Account") shall be established to retain the funds of the Deferred Compensation; and

WHEREAS, the President, Chief Financial Officer and all other necessary persons are hereby authorized to establish the Account; and

WHEREAS, based on the foregoing, the Board has determined that it is in the best interests of Morton to authorize and approve the President's deferral of compensation and to establish the Account to take any and all action necessary to consummate the intent of this Resolution; and

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

The purpose of this Resolution is to authorize and approve the President's deferral of compensation and to establish the Account, to further authorize the President, Chief Financial Officer and all other necessary persons to take any and all action necessary to carry out the terms of the deferral of compensation, and to consummate the intent of this Resolution and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes the deferral of compensation to the President, as set forth in Exhibit A, in accordance with its terms, or any modification thereof, to establish the Account, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board further authorizes the President, Chief Financial Officer and all other necessary persons to take any and all action necessary to carry out the terms of the deferral of compensation to the President, as set forth in Exhibit A, to establish the Account, and to consummate the intent of the transaction contained in this Resolution. The President, Chief Financial Officer and all other necessary persons are hereby authorized and directed to execute any and all documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Headings.

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

Section 5. Severability.

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

Section 6. Superseder.

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

Section 7. Effective Date.

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

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

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

Attest:

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

EXHIBIT A

President Stan Fields
Salary and Deferred Compensation

Pay Period	Gross Salary	Deferred Compensation	Gross Salary after Def Comp
10/31/2021	10,771.49	7,700.00	3,071.49
11/15/2021	10,771.49	7,700.00	3,071.49
11/30/2021	10,771.49	7,700.00	3,071.49
12/15/2021	10,771.49	7,700.00	3,071.49
12/31/2021	10,771.49	7,700.00	3,071.49
	<u>53,857.45</u>	<u>38,500.00</u>	<u>15,357.45</u>

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: That the Board approve the college calendars for academic years 2022-2023 and 2023-2024 with accompanying summer sessions as submitted

RATIONALE: [Required by Section 3.9 of the Board-Union Agreement]

Having two years of approved master calendars for the College at this time will allow us to begin necessary institutional planning in a timely manner

COST ANALYSIS: Approving the College Calendar for the next two academic years, 2022-2023 and 2023-2024 allows the college adequate time for developing an advanced registration schedule

ATTACHMENTS: Proposed College Calendars for 2022-2023 and 2023-2024



Morton College

2022 -2023

Academic Calendar

August 2022						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- = No classes / College Open
- = No classes / College Closed
- = Important Dates



Morton College

2022 -2023

Academic Calendar

- = No classes / College Open
- = No classes / College Closed
- = Important Dates

Fall 2022 Semester	Spring 2023 Semester	Summer 2023 Sessions
<ul style="list-style-type: none"> ■ Last Friday Off (Student Services Open) 8/12 ■ Faculty Seminar Day, 8/18 ■ Semester Begins, 8/22 ■ Labor Day Recess, 9/3–9/5 ■ Indigenous People's Day, 10/10 ■ Midterm Week, 10/16-10/22 ■ Veterans' Day, 11/11 ■ Thanksgiving Recess, 11/24–11/27 ■ Final Exam Week, 12/10–12/16 ■ Winter Recess Begins, 12/17 ■ Final Grades Due (2 P.M.), 12/19 	<ul style="list-style-type: none"> ■ Faculty Seminar Day, 1/12 ■ Martin Luther King, Jr. Day 1/16 ■ Semester Begins, 1/17 (Tuesday) ■ Presidents' Day, 2/20 ■ HLC Comprehensive Visit 2/27 & 2/28 ■ Pulaski Day 3/6 ■ Midterm Week, 3/12–3/18 ■ Staff Professional Day – 3/23 No classes; college offices are closed ■ Spring Break, 3/18–3/24 ■ Spring Recess, 4/7-4/9 ■ Classes Resume, 4/10 ■ Final Exam Week, 5/12–5/18 ■ Commencement, 5/19 ■ Final Grades Due (2 P.M.), 5/22 	<ul style="list-style-type: none"> ■ Summer Schedule begins – MC closed on Fridays 5/26- 8/11 ■ Memorial Day, 5/29 ■ 1st 5-Week Session, 5/30–6/29 ■ Final Grades Due (2 P.M.), 7/3 <hr/> <ul style="list-style-type: none"> ■ 8-Week Session, 6/12–8/3 ■ Independence Day, 7/4 ■ Final Grades Due (2 P.M.), 8/7 <hr/> <ul style="list-style-type: none"> ■ 2nd 5-Week Session, 7/3–8/3 ■ Final Grades Due (2 P.M.), 8/7 ■ Last Friday Off (Student Services Open), 8/11





Morton College

2023 -2024

Academic Calendar

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- = No classes / College Open
- = No classes / College Closed
- = Important Dates



Morton College

2023 -2024

Academic Calendar

- = No classes / College Open
- = No classes / College Closed
- = Important Dates

Fall 2023 Semester	Spring 2024 Semester	Summer 2024 Sessions
<ul style="list-style-type: none"> ■ Last Friday Off (Student Services Open) 8/11 ■ Faculty Seminar Day, 8/17 ■ Semester Begins, 8/21 ■ Labor Day Recess, 9/2–9/4 ■ Indigenous People's Day, 10/9 ■ Midterm Week, 10/15-10/21 ■ Veterans' Day, 11/11 ■ No classes; college offices are open 11/22 ■ Thanksgiving Recess, 11/23–11/26 ■ Final Exam Week, 12/9–12/15 ■ Winter Recess Begins, 12/16 ■ Final Grades Due (2 P.M.), 12/18 ■ Winter Break Schedule Begins 12/19 – 1/1 	<ul style="list-style-type: none"> ■ Winter Break Schedule Ends 1/2 - (MC open) ■ Faculty Seminar Day, 1/11 ■ Martin Luther King, Jr. Day, 1/15 ■ Semester Begins, 1/16 (Tuesday) ■ Presidents' Day, 2/19 ■ Pulaski Day, 3/4 ■ Midterm Week, 3/10–3/16 ■ Staff Professional Day – 3/21 No classes; college offices are closed ■ Spring Break, 3/17–3/23 ■ Spring Recess, 3/29- 3/31 ■ Classes Resume, 4/1 ■ Final Exam Week, 5/10–5/16 ■ Commencement, 5/17 ■ Final Grades Due (2 P.M.), 5/20 	<ul style="list-style-type: none"> ■ Summer Schedule begins – MC closed on Fridays 5/24- 8/9 ■ Memorial Day, 5/27 ■ 1st 5-Week Session, 5/28–6/27 ■ Final Grades Due (2 P.M.), 7/1 <hr/> <ul style="list-style-type: none"> ■ 8-Week Session, 6/10–8/1 ■ Independence Day, 7/4 ■ Final Grades Due (2 P.M.), 8/5 <hr/> <ul style="list-style-type: none"> ■ 2nd 5-Week Session, 7/1–8/1 ■ Final Grades Due (2 P.M.), 8/5 ■ Last Friday Off (Student Services Open) 8/9



PROPOSED ACTION: ICCB/RAMP Report Board Approval

RATIONALE: To obtain funding for Roofing & Tuck pointing work

COST ANALYSIS: Total Estimate Project Cost \$3,861,200

ATTACHMENT: See Attachment

Submission Date	10-15-2021 12:06:58
District/College	527
District #	527-01
ICCB Project # Identifier	527-01DF2022-1
Type of Space	Support Area - Campus Infrastructure
Project Title	Building Envelope Upgrades
District Project Rank #	1 of 1
Funding Details (only use numbers and decimal points for the Amount column, no dollar signs or commas)	0: #, 1: Fund, 2: Amount 0: 1, 1: Estimated Local Funds (25% minimum), 2: 965,300 0: 2, 1: Estimated State Funds, 2: 2895,900 0: 3, 1: Estimated Total Funds, 2: 3861,200
Budget Details (only use numbers and decimal points for the Amount column, no dollar signs or commas)	0: #, 1: Budget Item, 2: Amount 0: 1, 1: Bldgs, Additions, and/or Structures, 2: 0: 2, 1: Land, 2: 0: 3, 1: Equipment, 2: 0: 4, 1: Utilities, 2: 0: 5, 1: Remodeling & Rehabilitation, 2: 3,86,200 0: 6, 1: Site Improvements, 2: 0: 7, 1: Planning, 2: 0: 8, 1: Other, 2: 0: 9, 1: Total Funds Requested, 2: 3

<p>Please refer to Section 1501.603 h) of ICCB Administrative Rules to complete this section. Remember to highlight any Missing Core Campus Components, Program Considerations and Structural Considerations to receive the highest point total.</p>	<p>Re-roofing Work (Buildings A, C, D, & F)</p> <ul style="list-style-type: none"> >Removal of existing built-up roofing, flashings, and sheet metal copings >Remove all existing HVAC equipment as necessary to raise curbs and properly flash below >Raise perimeter parapet height as required to meet roofing system requirements>Replace existing roof drains as required and provide new overflow drains as required by code >Provide new roofing system consisting of: <ul style="list-style-type: none"> >Rigid insulation (thickness as required to meet current Energy Code)-provide tapered insulation as required >Coverboard >TPO roofing membrane >Single-ply flashing >Sheet metal copings >Re-install existing HVAC equipment <p>Tuckpointing Work (Buildings B & C)</p> <ul style="list-style-type: none"> >Complete tuckpointing (both sides) of facebrick mechanical screen walls and parapets at Buildings B and C >Complete tuckpointing of all facebrick walls at Building B <p>Estimated costs are associated with above referenced work is as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">>Building A Roofing (11,600 SF)</td> <td style="text-align: right;">\$ 290,000</td> </tr> <tr> <td style="padding-left: 20px;">>Building C Roofing (30,200 SF)</td> <td style="text-align: right;">\$ 755,000</td> </tr> <tr> <td style="padding-left: 20px;">>Building D Roofing (24,650 SF)</td> <td style="text-align: right;">\$ 616,250</td> </tr> <tr> <td style="padding-left: 20px;">>Building F Roofing (4,800 SF)</td> <td style="text-align: right;">\$ 120,000</td> </tr> <tr> <td style="padding-left: 20px;">>Buildings B and C Screen/Parapet Tuckpointing (12,650 SF)</td> <td style="text-align: right;">\$ 269,350</td> </tr> </table>	>Building A Roofing (11,600 SF)	\$ 290,000	>Building C Roofing (30,200 SF)	\$ 755,000	>Building D Roofing (24,650 SF)	\$ 616,250	>Building F Roofing (4,800 SF)	\$ 120,000	>Buildings B and C Screen/Parapet Tuckpointing (12,650 SF)	\$ 269,350
>Building A Roofing (11,600 SF)	\$ 290,000										
>Building C Roofing (30,200 SF)	\$ 755,000										
>Building D Roofing (24,650 SF)	\$ 616,250										
>Building F Roofing (4,800 SF)	\$ 120,000										
>Buildings B and C Screen/Parapet Tuckpointing (12,650 SF)	\$ 269,350										
<p>Date of Board Approval</p>	<p>10-27-2021</p>										
<p>Please refer to Section 1501.603 h) of ICCB Administrative Rules to complete this section. Remember to highlight any Missing Core Campus Components, Program Considerations and Structural Considerations to receive the highest point total.</p>	<p>The Building Envelope Upgrades project at Morton College is required to address deteriorating roofing systems and masonry walls throughout various portions of the campus. Without these upgrades, the current conditions on campus will continue to allow water infiltration into the buildings, causing ongoing damage to interior finishes as well as potential structural degradation to the buildings.</p> <p>The existing roofing systems on Buildings A,C, D, and F are all well beyond their normal service life of 20 years and are in need of complete removal and replacement. The College is currently spending thousands of dollars annually to repair and patch these existing roofing systems in an effort to protect the facilities. In many cases, as roof leaks appear, classes are disrupted as repairs are made within classrooms and labs caused by roof leaks.</p> <p>With respect to the required tuckpointing work, there are several wall on campus that are experiencing deteriorating mortar joints caused from ongoing water infiltration and weather as well as the plant materials (ivy) that was previously planted on campus over the years. If this tuckpointing work is not addressed soon, additional water infiltration will occur, and through the seasonal freeze-thaw cycles, the deteriorated joints will become worse, and allow even more water in through the walls.</p>										
<p>Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?</p>	<p>Yes</p>										
<p>Does this project have the approval of your local governing board?</p>	<p>Yes</p>										
<p>First Name</p>	<p>Joseph</p>										
<p>Last Name</p>	<p>Florio</p>										

Submission Date	10-15-2021 13:09:45
District/College	Morton College
District #	52701
Net Assignable Square Feet (NASF) of Owned Space (Only use numbers and decimal points for the Fund fields, no dollar signs or commas).	0: #, 1: Space, 2: Square Feet 0: 1, 1: Classroom, 2: 6854 0: 2, 1: Lab, 2: 0: 3, 1: Office, 2: 1221 0: 4, 1: Study, 2: 0: 5, 1: Support, 2: 74 0: 6, 1: Special Use, 2: 0: 7, 1: Other, 2: 1400 0: 8, 1: Total, 2: 9549
Previous Year Net Assignable Square Footage of district Owned Space (Only use numbers and decimal points for the Fund fields, no dollar signs or commas).	0: #, 1: Space, 2: Square Feet 0: 1, 1: Classroom, 2: 6854 0: 2, 1: Lab, 2: 0: 3, 1: Office, 2: 1221 0: 4, 1: Study, 2: 0: 5, 1: Support, 2: 74.00 0: 6, 1: Special Use, 2: 0: 7, 1: Other, 2: 1400 0: 8, 1: Total, 2: 9549
Total Gross Square Footage of all owned district Facilities.	144,074.00
Total owned Acreage of district.	25.30
Deferred Maintenance estimated Backlog in dollars.	3861.200
Please list all completed State funded projects (any cost) and all completed local projects with a cost of \$250,000 or more in the last year. (Only use numbers and decimal points for the Fund fields, no dollar signs or commas) The ICCB Identifier # is for FY 2021 or later.	0: #, 1: ICCB Identifier#, 2: CDB (if available), 3: Project Name, 4: State Funds, 5: Local Funds, 6: Total Funds 0: 1, 1: , 2: , 3: Phase 1 Toilet Rooms , 4: , 5: 401200, 6: 401200 0: 2, 1: , 2: , 3: Phase 2 Toilet Rooms , 4: , 5: 708151, 6: 708151 0: 3, 1: , 2: , 3: Phase 3 Toilet Rooms , 4: , 5: 521000, 6: 521000 0: 4, 1: , 2: , 3: CAMPUS-WIDE STAIR RAIL REPLACEMENT , 4: , 5: 580000, 6: 580000 0: 5, 1: , 2: , 3: NEW ELEVATOR - BUILDING C, 4: , 5: 54741600, 6: 54741600 0: 6, 1: , 2: , 3: THEATER UPGRADES , 4: , 5: 1427642, 6: 1427642 0: 7, 1: , 2: , 3: BUILDING E RENOVATIONS - PHASE 2, 4: , 5: 1996723, 6: 1996723 0: 8, 1: , 2: , 3: WELDING LAB RENOVATIONS, 4: , 5: 1105706, 6: 1105706 0: 9, 1: , 2: , 3: , 4: , 5: , 6: 0

<p>Please list all in-progress State funded projects (any cost) AND all local in-progress with a cost of \$250,000 or more. (Only use numbers and decimal points for the Fund fields, no dollar signs or commas) The ICCB Identifier # is for FY 2021 or later.</p>	<p>0: #, 1: ICCB Identifier#, 2: CDB (if available), 3: Project Name, 4: State Funds, 5: Local Funds, 6: Total Funds 0: 1, 1: , 2: 810-070-019, 3: REPLACE PARKING LOT, ROADWAYS & WALKWAYS, 4: , 5: 1686825, 6: 1686825 0: 2, 1: , 2: 810-070-018, 3: RENOVATE BUILDING "E", 4: , 5: 375956, 6: 375956 0: 3, 1: , 2: , 3: SECURITY & CAMERA UPGRADES, 4: , 5: 923980, 6: 923980 0: 4, 1: , 2: , 3: STUDENT SERVICES RENOVATIONS, 4: , 5: 4441200, 6: 4441200 0: 5, 1: , 2: , 3: CORRIDOR FLOOR POLISHING, 4: , 5: 409850, 6: 409850 0: 6, 1: , 2: , 3: , 4: , 5: , 6: 0 0: 7, 1: , 2: , 3: , 4: , 5: , 6: 0 0: 8, 1: , 2: , 3: , 4: , 5: , 6: 0 0: 9, 1: , 2: , 3: , 4: , 5: , 6: 0</p>
<p>First Name</p>	<p>Joseph</p>
<p>Last Name</p>	<p>Florio</p>
<p>Contact Email</p>	<p>joseph.florio@morton.edu</p>
<p>Contact Phone</p>	<p>(708) 656-8000</p>
<p>Contact Signature</p>	<p>https://www.jotform.com/uploads/runningj/211294391764056/5101305852618596722/5101305852618596722_signature_13.png</p>
<p>Date</p>	<p>10-15-2021</p>

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

PROPOSED ACTION: THAT THE BOARD APPROVE LAKE COUNTY PRESS AS THE LOWEST BIDDER FOR PROVISION OF CUSTOM STATIONARY AND PRINTING FOR fy2021-2024

RATIONALE

TO SUPPORT THE INSTITUTION ADVANCEMENT EFFORTS IN PRINT AND MARKETING MATERIALS AND STATIONARY.

COST ANALYSIS:

\$80,000 PER FISCAL YEAR

BID FORM
Request for Proposal
Custom Stationery and Printing

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL COST
Printed Letterhead	8 1/2 x 11	1,000	\$0.13	\$130.00
	Full color	2,000	\$0.13	\$260.00
	Imprint: Flat print	2,500	\$0.13	\$325.00
	White 70 lb. Text	5,000	\$0.13	\$650.00
	Custom with Morton College Logo and address	10,000	\$0.13	\$1,300.00
Business Envelopes (w/window)	#10 (4 1/2" x 9 1/2")	1,000	\$0.11	\$110.00
	Standard Gum Flap	2,000	\$0.11	\$220.00
	Full Color	2,500	\$0.11	\$275.00
	Imprint: Flat print	5,000	\$0.11	\$550.00
	White Wove 24 lb. Custom with Morton College Logo and address	10,000	\$0.11	\$1,100.00
Stationery Envelopes	#10 (4 1/2" x 9 1/2")	1,000	\$0.10	\$100.00
	Standard Gum Flap	2,000	\$0.10	\$200.00
	Full Color	2,500	\$0.10	\$250.00
	Imprint: Flat print	5,000	\$0.10	\$500.00
	White Wove 24 lb. Custom with Morton College Logo and address	10,000	\$0.10	\$1,000.00
Booklets/Catalogs 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	Two standard sizes (6 x 9, 5 1/2" x 8 1/2 ")	20 pgs.	\$1.36	\$2,040.00
	White Gloss 100 lb. Text and White Dull 100 lb. Text	48 pgs.	\$2.89	\$4,335.00
	White Gloss 100 lb. Text and White Dull 100 lb. Text	100 pgs.	N/A	\$0.00
	Binding	300 pgs.	N/A	\$0.00
	- Saddle Stitched	500 pgs.	N/A	\$0.00
	Qty 1500 Full Color (4/0 & 4/4)			
Booklets/Catalogs 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	Two standard sizes 8.5 x 11	20 pgs.	\$1.93	\$2,895.00
	White Gloss 100 lb. Text and White Dull 100 lb. Text	48 pgs.	\$3.86	\$5,790.00
	White Gloss 100 lb. Text and White Dull 100 lb. Text	100 pgs.	N/A	\$0.00
	Binding	300 pgs.	N/A	\$0.00
	- Saddle Stitched	500 pgs.	N/A	\$0.00
	Qty 1500 Full Color (4/0 & 4/4)			
Booklets/Catalogs 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	Two standard sizes (6 x 9, 5 1/2" x 8 1/2 ")	20 pgs.	\$2.21	\$3,315.00
	White Gloss 100 lb. Text and White Dull 100 lb. Text	50 pgs.	\$3.67	\$5,505.00
	White Gloss 100 lb. Text and White Dull 100 lb. Text	100 pgs.	\$5.36	\$8,040.00
	Binding	300 pgs.	\$15.70	\$23,550.00
	- Coil Bind	500 pgs.	\$24.06	\$36,090.00
	Qty 1500 Full Color (4/0 & 4/4)			

Booklets/Catalogs 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	Two standard sizes 8.5 x 11 White Gloss 100 lb. Text and White Dull 100 lb. Text White Gloss 100 lb. Text and White Dull 100 lb. Text Binding - Coil Bind Qty 1500 Full Color (4/0 & 4/4)	20 pgs.	\$2.82	\$4,230.00
		50 pgs.	\$4.96	\$7,440.00
		100 pgs.	\$7.51	\$11,265.00
		300 pgs.	\$20.96	\$31,440.00
		500 pgs.	\$34.24	\$51,360.00
Flyers 4/0 70# 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	8 1/2" x 11" White 70 lb. Text White 80 lb. Text (Gloss & Dull) White 100 lb. Text (Gloss & Dull) Full Color (4/0 & 4/4)	50	\$0.44	\$22.00
		100	\$0.44	\$44.00
		250	\$0.44	\$110.00
		500	\$0.44	\$220.00
		1,000	\$0.25	\$250.00
Flyers 4/0 80# 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	8 1/2" x 11" White 70 lb. Text White 80 lb. Text (Gloss & Dull) White 100 lb. Text (Gloss & Dull) Full Color (4/0 & 4/4)	50	\$0.44	\$22.00
		100	\$0.44	\$44.00
		250	\$0.44	\$110.00
		500	\$0.44	\$220.00
		1,000	\$0.25	\$250.00
Flyers 4/0 100# 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	8 1/2" x 11" White 70 lb. Text White 80 lb. Text (Gloss & Dull) White 100 lb. Text (Gloss & Dull) Full Color (4/0 & 4/4)	50	\$0.44	\$22.00
		100	\$0.44	\$44.00
		250	\$0.44	\$110.00
		500	\$0.44	\$220.00
		1,000	\$0.27	\$270.00
Flyers 4/4 70# 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	8 1/2" x 11" White 70 lb. Text White 80 lb. Text (Gloss & Dull) White 100 lb. Text (Gloss & Dull) Full Color (4/0 & 4/4)	50	\$0.44	\$22.00
		100	\$0.44	\$44.00
		250	\$0.44	\$110.00
		500	\$0.44	\$220.00
		1,000	\$0.28	\$280.00
Flyers 4/4 80# 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	8 1/2" x 11" White 70 lb. Text White 80 lb. Text (Gloss & Dull) White 100 lb. Text (Gloss & Dull) Full Color (4/0 & 4/4)	50	\$0.44	\$22.00
		100	\$0.44	\$44.00
		250	\$0.44	\$110.00
		500	\$0.44	\$220.00
		1,000	\$0.28	\$280.00
Flyers 4/4 100# 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	8 1/2" x 11" White 70 lb. Text White 80 lb. Text (Gloss & Dull) White 100 lb. Text (Gloss & Dull) Full Color (4/0 & 4/4)	50	\$0.44	\$22.00
		100	\$0.44	\$44.00
		250	\$0.44	\$110.00
		500	\$0.44	\$220.00
		1,000	\$0.29	\$290.00
Posters 4/0 Poster 4/4 N/A	11 x 14, 17 x 22 and 18 x 24 Full color with bleeds (4/0 & 4/4)	10	\$8.00	\$80.00
		20	\$6.00	\$120.00
		50	\$4.00	\$200.00
		100	\$2.20	\$220.00
Post Cards 4 x 6 4/0	4 x 6 and 5 x 7 White Gloss 100 lb. White Gloss 14 pt. Uncoated White 14 pt. C2S	500	\$0.44	\$220.00
		1,000	\$0.22	\$220.00
		2,000	\$0.12	\$240.00
		5,000	\$0.07	\$350.00

	Full Color (4/0 & 4/4)			
Post Cards 4 x 6 4/4	4 x 6 and 5 x 7	500	\$0.44	\$220.00
	White Gloss 100 lb.	1,000	\$0.22	\$220.00
	White Gloss 14 pt. Uncoated	2,000	\$0.14	\$280.00
	White 14 pt. C2S	5,000	\$0.09	\$450.00
	Full Color (4/0 & 4/4)			
Post Cards 5 x 7 4/0	4 x 6 and 5 x 7	500	\$0.44	\$220.00
	White Gloss 100 lb.	1,000	\$0.22	\$220.00
	White Gloss 14 pt. Uncoated	2,000	\$0.16	\$320.00
	White 14 pt. C2S	5,000	\$0.12	\$600.00
	Full Color (4/0 & 4/4)			
Post Cards 5 x 7 4/4	4 x 6 and 5 x 7	500	\$0.44	\$220.00
	White Gloss 100 lb.	1,000	\$0.22	\$220.00
	White Gloss 14 pt. Uncoated	2,000	\$0.17	\$340.00
	White 14 pt. C2S	5,000	\$0.13	\$650.00
	Full Color (4/0 & 4/4)			
Brochures 4/0	8 1/2" x 11"	100	\$0.44	\$44.00
	White 70 lb. Text	500	\$0.44	\$220.00
	White Gloss 100 lb. Text	1,000	\$0.25	\$250.00
	White Dull 100 lb. Text	2,000	\$0.18	\$360.00
	Full Color (4/0 & 4/4)			
Brochures 4/4	8 1/2" x 11"	100	\$0.50	\$50.00
	White 70 lb. Text	500	\$0.46	\$230.00
	White Gloss 100 lb. Text	1,000	\$0.31	\$310.00
	White Dull 100 lb. Text	2,000	\$0.23	\$460.00
	Full Color (4/0 & 4/4)			
Business Cards 4/0 - Full Color Front Only 4/4 - Full Color Both Sides	2" x 3 1/2" WHITE	250	\$0.20	\$50.00
	Full Color Flat print	500	\$0.14	\$70.00
	Front and back copy	1,000	\$0.09	\$90.00
	Full Bleed 14 pt. Uncoated - 4/0 & 4/4 14 pt. C2S - 4/0 14 pt. C2S, UV Coated Front Side - 4/0			

TOTAL BID AMOUNT: \$ 216,005.00

AUTHORIZATION OF BID

I HEREBY AUTHORIZE THIS BID, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE BID TERMS AND CONDITIONS CONTAINED THEREIN. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

LAKE COUNTY PRESS, INC.
Name of Company

MICHAEL R. MILLNER
Typed or Printed Name of Authorized Representative

Michael R. Millner
Authorized Representative Signature

98 NOLL STREET
Address

WAUKEGAN, IL 60085
City, State, Zip Code

847-336-4333 FAX 847-336-5846 9/3/21
Telephone Number Fax Number Date

MMILLNER@LAKECOUNTYPRESS.COM
Email Address

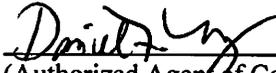
Proposals must be made in the official name of the firm or individual under which business is conducted, stating official business address, and must be signed in ink by a person legally authorized to bind the person, partnership, company, or corporation submitting the proposal.

Morton reserves the right to reject any or all of the bids received and to waive any informality in the bidding. No bid shall be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of bids without the consent of Morton.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

LAKE COUNTY PRESS, does hereby certify pursuant to the Illinois Human Rights Act, the (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Right Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name: LAKE COUNTY PRESS, INC.

By: 
(Authorized Agent of Contractor)

ELIGIBILITY CERTIFICATION AND NON-COLLUSION AFFIDAVIT

Illinois Law requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation. The following certification must be signed and submitted with bidder's bid proposal. **FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.**

Vendor/Contractor: LAKE COUNTY PRESS, INC, hereby certifies that said vendor/contractor is not barred from bidding on the aforementioned proposal as a result of a violation of Article 33E. The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: LAKE COUNTY PRESS, INC

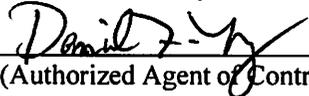
By: Daniel J. My
(Authorized Agent of Contractor)

COMPLIANCE WITH MORTON BOARD POLICY 5.4

In accordance with Morton College Board Policy No. 5.4, _____ (authorized representative), warrants that LAKE COUNTY PRESS, INC. (contractor):

1. Refrains from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity;
2. Comply with the procedures and requirements of the Illinois Department of Human Rights and regulations concerning equal employment opportunities and affirmative action; and
3. Provide such information, with respect to its employees and applicants for employment, and assistance as Department of Human Rights may reasonably request.

Firm Name: LAKE COUNTY PRESS, INC

By: 
(Authorized Agent of Contractor)

**MINORITY, PERSON WITH DISABILITY-OWNED, AND FEMALE-OWNED BUSINESS
CONCERN REPRESENTATION**

Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Female-Owned Business: a business which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability."

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

Morton shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID NOT RESPONSIVE.

A. Representation. The offer or represents that it is (%), a minority-owned Business concern.

B. Representation. The offer or represents that it is (%), a female-owned Business concern.

C. Representation. The offer or represents that it is (%), a disabled-owned Business concern.

Please Check Appropriate Boxes

African American (AFRAM)

Caucasian (CAUC)

Native American (NAAM)

Hispanic American (HISP)

Asian-Pacific (ASIAP)
American

Asian-Indian (ASIAI)
American

Other _____
(Please Identify)

Female Owned (F)

Disable Owned (D)

Company Name Lake County Press, Inc.

Address 98 NOLL STREET City WALKER State IL

Zip 60085

Phone 847-336-4333 Fax# 847-336-5846 FEIN# 36-2699383

Signature of Company Official David F. Ly

Title SVP Director of Manf. Date 9-30-21

9-30-21

RFP Deviations
Custom Stationery and Printing

7. **Firm Offer**

Labor prices and prices within the control of LCP(Company), will be firm for 120 days. Due to current supply chain challenges for paper and ink, pricing is consistently fluctuating. Pricing for materials which LCP has no control over will be priced accordingly.

15. **Title**

LCP does not grant licenses. LCP will allow the use of software that we license for company use during the period of the contract.

16. **Shipment**

Due to the nature of our services shipping is figured FOB our dock. This protects for any unnecessary charges or built in costs.

Signature of Company Official



Title

SVP Director of Manf. Date 9-30-21

Initiatives

Health, safety and environmental sustainability are the responsibility of every Lake County Press employee. Our commitment benefits everyone, including our employees, our customers, the community and the environment.

We demonstrate this commitment through the following environmental initiatives:

Responsible Paper Sourcing

The purchase of FSC certified paper and recycled paper means that we are making a direct and permanent impact on the world's forests. It is our responsibility to our customers to offer them an opportunity to comply with the highest social and environmental standards.

FSC's forest management standards expand protection of water quality, prohibit harvest of rare old-growth forest, prevent loss of natural forest and prohibit highly hazardous chemicals, which are all unique aspects of the system.

Vegetable-based Inks

With a focus on utilizing renewable resources, LCP believes in the exclusive use of vegetable-based inks for conventional sheet-fed printing. Vegetable based inks are both solvent free and volatile organic compound free. Vegetable based inks are biodegradable and more readily de-inkable after printing. Lastly, vegetable-based inks eliminate the release of greenhouse gases.

Chemicals

Chemicals used in our manufacturing processes are nearly 100% water-soluble and biodegradable and are recycled as non-hazardous chemicals through our ISO 14001 certified partners.

Containerized Waste and Waste Minimization through Recycling

LCP manages its waste streams by working with ISO 14001 certified partners providing solutions that are fully compliant with regulatory agencies, while protecting the environment. 99.9% of our paper, corrugated material, aluminum press plates and plastic product container waste is collected and recycled driving a weekly average of 25 tons of waste through recycled services.

Energy Efficient Equipment

LCP purchases and implements ENERGY Star energy efficient production equipment whenever possible.

Continuous Improvement

LCP has established and tracks environmental objectives and targets ensuring continuous improvement in our environmental initiatives.

Revised: March,

9-30-21

Information Security

LCP has developed a comprehensive Information Security Program. LCP and LCP employees have an inherent responsibility to protect the physical information assets of the company as well as confidential customer data and intellectual capital owned by the company. These critical assets must be safeguarded to mitigate any potential impacts to LCP and LCP's customers. Security at LCP is, therefore, a critical business function that should be incorporated into all aspects of LCP's business practices and operations.

To achieve this objective, policies, procedures, and standards, have been created to ensure secure business practices are in place at LCP. Security is a foundational business practice that must be incorporated into planning, development, operations, administration, sales and marketing, as each of these business functions requires specific safeguards to be in place to mitigate the risk associated with normal business activities.

Personnel Screening Policy

LCP conducts background checks to ensure the safety of existing employees and to ensure that the employees we hire and the sub-contractors we partner with possess the highest possible level of integrity and business ethics

User's Rights and Privilege Management

User rights shall be granted using the least-privilege methodology, based on business need and security requirements.

All privileges shall be granted only with formal authorization. This authorization shall be accomplished along with User ID authorization, according to IT guidelines. All privileges that are granted will be documented. No privileges shall be granted until authorization is complete.

Users' access rights shall be reviewed by the Chief Security Officer at least every ninety (90) days. Privileged access rights shall be reviewed every ninety (90) days to ensure that all are authorized and remain appropriate and that no unauthorized privileges have been gained. Managers will review their employee's rights to ensure they are consistent with their present job function. IT will review user rights to ensure that elevated privileges have not been granted without authorization, and that accounts that have been inactive for ninety (90) days or belong to terminated employees are deactivated or purged. All variances identified shall be actioned within (24) hours.

PII – Personal Identifiable Information

PII – Personal Identifiable Information: Any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Only LCP employees who have completed a comprehensive security background screening and a position scope that requires data access will be granted access to PII.

3rd Party External Vulnerability Penetration Testing

LCP annually contracts a 3rd Party provider to perform external vulnerability penetration testing. External penetration tests differ from automated vulnerability scans in that comprehensive testing efforts are performed, focusing on exploiting weaknesses with the intent of gaining access to the environment. These scans are performed remote to the environment to simulate an external attack, targeting responding internet facing hosts and services. Following the conclusion of testing, the 3rd Party will develop and issue a comprehensive report. The Detailed Findings section documents the specific vulnerabilities identified, their impact, recommendations for remediation, evidence, supporting information, and demonstrations of exploits where applicable.

PCI Compliance

PCI Compliance: Payment Card Industry Data Security Standard ("PCI DSS") – PCI DSS compliance indicates that an organization has the necessary controls in place to securely manage credit card payments and payment card data in order to protect the collection, storage and transmission of cardholder data.

Environmental Initiatives

The attached document identifies our current environmental initiatives.

Equipment & Services



70 **50** 20



Brand Meets World



Brand Meets World

OVERVIEW

Offset, digital, and grand format. Get easy access to an entire platform of printing, finishing, and productivity tools for all your needs. LCP is a multi-shift facility with plenty of capacity, and one of an elite group of printers who are G7 Certified for all of printing processes.

ELECTRONIC PREPRESS

Our experienced team has expertise in all areas of file preparation, programs, color correction, Photoshop, and PDF workflow. We are ready to assist you with the variable data file preparation, and offer online proofing solutions in a password-protected environment. For increased color fidelity, tonal smoothness, and exquisite detail, our proprietary LCPMiCRO screen, provides exceptional reproduction results for offset projects.

- CTP (computer direct to proofs/plates)
- PDF based workflow
- Dual platform network for Postscript (MAC & PC)
- Color correction and image retouching services
- G7 Certified Digital proofing including client-site applications
- Web enabled "E-OK" proofing (virtual & remote)

OFFSET

One pressroom, two print processes. At LCP, you get more because we print with both conventional and UV offset inks. UV offset offers many benefits. Sheets come off the press dry, ready for the next operation. UV chemistry creates a super-strong molecular bond between ink and paper, so there is less opportunity for scuffing and scratching on mailing projects. LCP prints on paper, plastics, foiled stocks, and other substrates up to 30 pts. Plus, you have multiple in-house options for coatings, varnishes, and special effects including spot gloss or matte UV, soft-touch coatings, and reticulated varnishes.

- 29 x 41" – 8 unit Heidelberg XL CD with coater featuring fully inter-decked curing of both UV inks and coating (min. size 13³/₁₆ x 20¹/₂; max. size 27¹/₂ x 40⁷/₈)
- 28 x 40" – 8 unit Heidelberg CD with coater featuring fully inter-decked curing of both UV inks and coating (min. size 14¹/₈ x 20¹/₂; max. size 27¹/₂ x 40⁷/₈)
- 29 x 41" – 6 unit Heidelberg XL CD with coater (min. size 13³/₈ x 18³/₁₆; max. size 29¹/₈ x 41¹/₁₆)
- 28 x 40" – 4 unit Heidelberg Perfector with coater (min. size 13³/₁₆ x 20¹/₂; max. size 27¹/₂ x 40⁷/₈)
- G7 Qualified Master Printer
- In-house Ink Lab - custom color matches
- Closed-Loop Computer Controlled Quality System

DIGITAL PRINT PRODUCTION

Static, variable, or print on demand. LCP's team of digital experts can help you with any project, whether it's black and white or full color. On process printing projects, our HP Indigo presses offer the widest gamut of colors and have 6-units. Take advantage of HP Indichrome technology with 6-color process printing for critical color matching. Print white for interesting effects on colored stocks and unusual substrates.

- 3 Kyocera Black and White digital presses
- Konica KM-1 UV inkjet - 4 color (sheet size 23 x 29.5")
- Two HP 7800 Indigo Presses - 7 color
- Ricoh C7100 Press - 5 color
- In-line or Near-line booklet making
- Digital Bindery
- Standard Horizon rotary die cutter
- Tech-Lighting offline UV or Aqueous Coating
- Full digital finishing capabilities

GRAND FORMAT PRODUCTION

Print on any substrate up to 1.5" thick for indoor or outdoor use with long-lasting, eco-friendly LED UV inks. Print white ink, and laminate for extra protection. Cut, route, and finish any way you want. Consult with our experts for prototype design, hardware selection, and substrate choices. We can install and uninstall, too.

- EFI VUTEk GS3250LX Pro
- HP Latex 570 Roll-to-Roll
- MCT Cutter/Router
- Laminating, finishing and stitching
- Custom display fabrication
- Acrylic edge polishing
- Rolland plotter/cutter

WE ARE G7 MASTER QUALIFIED PRINTERS



Delivering consistent color across all production platforms is our passion. Our staff of G7 Professionals led by a G7 Expert, proudly represent a distinctly elite group of G7 Master Qualified printers. LCP employs the most modern technology, techniques, proofing and press controls, to produce a close visual match from proof to print. LCP is one of only five printers that are G7 Color Space certified, which is the most difficult level of certification to attain. And if the bar wasn't high enough, we are one of only three G7 Color Space certified specifically in Grand Format print production.

DIE-CUTTING

Comprehensive in-house die-cutting saves you time. Three different size formats. For long-run projects, take advantage of in-line waste removal on our high-speed 29 x 41" Heidelberg Dymatrix Cutter.

- 29 x 41" – Heidelberg Dymatrix 106 CSB

COMPLETE FINISHING SERVICES

Finish projects any way you want. LCP's full-service bindery provides all the options you need, and has the right equipment to produce your project efficiently. Along with trimming, folding, drilling, and stitching, we can glue, apply spot fugitive glue, and much, more.

- Three 45" guillotine cutting machines
- Two multipocket automatic stitcher / trimmers
- Variety of folding machines up to 30 x 50"
- Bobst Media Folder/Gluer with tipping (hot & cold melt)

MARKETING CAMPAIGN SUPPORT

When you need extra hands to meet a deadline for a campaign, LCP is here to help. Whether you need design assistance, programming expertise, or an automated marketing solution, our team can help you on a wide range of projects. We are here to assist on direct mail, email marketing, PURL's, data-driven landing pages, SMS messaging, QR Codes, social media integration, CRM integration, lead generation, triggered responses and more.

- Multiple crossmedia platforms to effectively create campaigns for any budget at any level of complexity.
- Standard or custom dashboards to monitor campaign metrics
- Reporting to prove ROI
- Immediate team notifications delivered based on your preference
- Onsite Integration Specialists and Programmers

WEB ENABLED | PRINT ON DEMAND | VARIABLE DATA

Whether you are looking for a more efficient way to manage inventory, want to develop an online portal to support marketing and sales, or want a web-to-print solution for print on demand ordering, LCP can help. Our team of experts can help you define the scope of your project, integrates with existing systems, and provide a solution that is built using your business rules to increase productivity and reduce total costs.

- Support for variable text, variable images and all the features of InDesign
- Managed user credentials to control access levels
- Guarantees you get the most up to date information to the field
- Digital flipbook and presentation products offering in-document video and html link support

MAILING SERVICES

LCP is a full-service mailer with expertise in data hygiene and list management. Our experts can help you find ways to lower postage costs with postal logistical strategies. Gain insight into the mailstream with Intelligent Mail Barcode Mail Tracking. Consult with our team to develop efficient formats that qualify for automated postage rates and maximize response rates. Take advantage of our matched mailing technology to ensure accuracy. No matter what you need, our mailing experts can help.

- List Services include: CASS, NCOA, deceased suppression, saturation mailings (carrier route report), merge/purge, de-dupe, and presorting.
- Domestic or international
- Commingling
- List acquisition
- Videojet high speed ink jet system featuring 2" and 4" heads (total 6" capacity), in-line wafer-sealing and infra-red dryer (aqueous coating compatible)
- Hawk UV high speed ink jet system featuring 4.25" imaging and in-line wafer sealing
- Perfect Match Flowmaster inserter with read/write capabilities, microvision TM camera verification

WAREHOUSING & FULFILLMENT

For more than a decade, LCP has provided clients with flexible warehouse and fulfillment solutions in our secure, modern facility. Whether you need help on a project or a comprehensive warehouse solution, LCP's team can assist you with a solution to meet all your needs.

- Finished goods warehousing
 - Daily pull-n-pack fulfillment
 - Kit assembly
 - Real-time web facing inventory management
 - Hundreds of standard or custom reports based on your needs
 - Integrated multi-carrier shipping system
 - Packsize Custom Carton Maker
-

ABOUT LCP

LCP is a customer-first company built on a tradition of responsive service and superior quality. We are part of an elite group of master printers nationwide who are G7 Certified for offset, digital, and grand format printing.

Along with in-house printing, mailing, warehousing, and fulfillment, at LCP you also get craft, creativity, technology, and teamwork. We provide you with all the flexibility you need, and a committed team who has the expertise to ensure you achieve the best overall outcome and highest value.

- Multi-shift facility with three types of printing and plenty of capacity
- Print on demand expertise
- Committed to environmentally-sustainable manufacturing and FSC Certified
- Full service mailer
- Professionally managed warehouse focused on flexibility and service
- Efficient logistics to all points from LCP's centralized Illinois location
- In-house programming and help-desk support for technology applications



Brand Meets World

Lake County Press, Inc.
98 Noll Street
Waukegan, IL 60085

847.336.4333
www.lakecountypress.com

LCP Complete
3210 Oak Grove Ave, Ste B
Waukegan, IL 60087

847.336.4333
847.249.9012 Fax



PROPOSED ACTION: THAT THE BOARD APPROVE THE LOWEST RESPONSIBLE BIDDER FOR THE STUDENT SERVICES RENOVATION PROJECT TO ASHLAUR CONSTRUCTION JOINT VENTURE IN THE AMOUNT OF \$2,754,000.00, AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 1 10, Act 805, section 3-27.1 of the Illinois Community College Act.]

COST ANALYSIS: \$2,754,000.00,

ATTACHMENT: Bidding documents

Bidder	Addenda		Bid Documents Submitted								Bid Amounts Submitted					
	Addendum 1	Addendum 2	00 41 13	00 43 13	00 43 25	00 45 85	00 45 87	00 45 88	00 45 89	00 45 89	Base Bid	Alternate 1 (Deduct)	Alternate 2 (Add)	Alternate 3 (Add)	Alternate 4 (Add)	Alternate 5 (Add)
All Construction Group	X	X	X	X	X	X	X	X	X	X	\$ 2,864,547	\$ -	\$ 354,257	\$ 42,936	\$ 57,750	\$ 21,704
Boller Construction Company	X	X	X	X	X	X	X	X	X	X	\$ 3,073,000	\$ -	\$ 414,000	\$ 35,000	\$ 66,000	\$ 58,000
Ashlaur Construction Joint Venture	X	X	X	X	X	X	X	X	X	X	\$ 2,326,000	\$ -	\$ 310,000	\$ 33,000	\$ 63,000	\$ 22,000
Drive Construction	X	X	X	X	X	X	X	X	X	X	\$ 2,778,000	\$ 5,000	\$ 286,000	\$ 34,000	\$ 65,000	\$ 20,000
F.H. Paschen	X	X	X	X	X	X	X	X	X	X	\$ 2,759,980	\$ -	\$ 331,780	\$ 31,500	\$ 63,400	\$ 15,200
Happ Builders, Inc.	X	X	X	X	X	X	X	X	X	X	\$ 2,543,000	\$ -	\$ 303,500	\$ 17,000	\$ 56,000	\$ 17,700
Kandu Construction Inc.	X	X	X	X	X	X	X	X	X	X	\$ 3,167,000	\$ 1,000	\$ 267,000	\$ 55,000	\$ 67,000	\$ 6,500
Lo Destro Construction	X	X	X	X	X	X	X	X	X	X	\$ 2,630,000	\$ -	\$ 327,000	\$ 45,750	\$ 64,250	\$ 28,250
Master Design Build																
R.C. Wegman Construction	X	X	X	X	X	X	X	X	X	X	\$ 2,661,000	\$ 5,000	\$ 336,800	\$ 32,300	\$ 58,800	\$ 15,800
R.L. Sohol General Contractor	X	X	X	X	X	X	X	X	X	X	\$ 2,789,000	\$ 2,000	\$ 342,800	\$ 35,000	\$ 58,000	\$ 50,000
RoMASS, Inc.	X	X	X	X	X	X	X	X	X	X	\$ 2,649,900	\$ -	\$ 375,000	\$ 50,000	\$ 65,000	\$ 30,000
Simpson Construction Co.																
Stuckey Construction																
Tadem Construction	X	X	X	X	X	X	X	X	X	X	\$ 2,605,000	\$ -	\$ 382,000	\$ 35,000	\$ 66,500	\$ 21,000
George Sollitt Construction Co.	X	X	X	X	X	X	X	X	X	X	\$ 3,017,000	\$ -	\$ 333,250	\$ 23,100	\$ 63,000	\$ 22,000
Troop Contracting, Inc.	X	X	X	X	X	X	X	X	X	X	\$ 2,740,000	\$ -	\$ 326,900	\$ 39,400	\$ 58,000	\$ 20,475
Vision Construction																

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

Alternate 2: ADD to the Lump Sum Base Bid to provide all work within the Career Center / Faculty Success Center on the Second Floor of Building B, as indicated on the Drawings.

Alternate 3: ADD to the Lump Sum Base Bid to provide all work required to remove and replace the existing millwork and countertops within the Café area on the First Floor of Building B, as indicated on the Drawings.

Alternate 4: ADD to the Lump Sum Base Bid to provide all work required associated with the under-pavement snow melt system within the proposed new Courtyard, as indicated on the Drawings.

Alternate 5: ADD to the Lump Sum Base Bid to provide all demolition work within the south portion of the First Floor of Building B, as indicated on the Drawings.

00 41 13 - Bid Form

00 43 13 - Bid Bond

00 43 25 - Substitution Sheet

00 45 85 - Certificate of Compliance w/ Illinois Drug-Free Workplace

00 45 87 - Certificate of Compliance w/ Illinois Human Rights Act

00 45 88 - Certificate Regarding Criminal Background Investigations

00 45 89 - Authorization for Criminal Background Investigation

00 45 95 - Bidder Eligibility Certification and Non-Collusion Affidavit



DEMONICA KEMPER ARCHITECTS

105 North Halsted Street, Suite 501 Chicago, Illinois 60661 T 312.496.0000 | F 312.496.0001
www.dka-design.com

October 22, 2021

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

Re: Morton College
Student Services Renovation
Letter of Recommendation to Award a Construction Contract

Dear Dr. Fields:

Bids were received on the above referenced project at Morton College at 2:30 pm on October 20, 2021. Eighteen (18) bidders of Record and Fourteen (14) bids were received.

Demonica Kemper Architects has reviewed the qualifications and scope of work with the low bid contractor, Ashlaur Construction Joint Venture. It is important to note that Ashlaur Construction Joint Venture is a joint venture comprised of two separate contractors, Ashlaur Construction and Construction Inc. We have reviewed the qualifications of the individual companies and have checked their respective references. Additionally, we have received a copy of their Joint Venture Agreement and have attached a copy hereto for your reference. Based on our review, we have found no evidence which would disqualify Ashlaur Construction Joint Venture from being awarded a contract for this work. Demonica Kemper Architects, therefore, recommends that the Board of Trustees of Morton College consider awarding the contract for construction to:

**Ashlaur Construction Joint Venture
1595 Valencia Court
Calumet City, Illinois, 60409**

The contract amount shall include the Base Bid and Alternates No. 2, 3, 4, and 5 for a total contract amount of **\$2,754,000.00**, and all Work shall be substantially complete as indicated in the bidding documents

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

Sincerely,

Dominick Demonica, AIA, NCARB, LEED AP
Principal

Attachments: Bid Tabulation Form
Ashlaur Construction Joint Venture Agreement

JOINT VENTURE AGREEMENT

This Joint Venture Agreement (the "Agreement") is executed this 20th day of October 2021 by and between Ashlaur Construction, an Illinois Incorporated Company, having its principal place of business at 1595 Valencia Court, Calumet City, IL 60409 and Construction, Inc., an Illinois Incorporated Company, having its principal place of business at 2 E. 22nd Street., Suite 300B Lombard, IL and, shall collectively be referred to herein as the "Parties".

WITNESSETH

WHEREAS, Morton College (the "Owner"), has solicited bids for a construction project known as Morton College Student Services Renovation (hereinafter referred to as the "Project"); and

WHEREAS, the Parties desire to associate with one another as joint venturers for the purpose of (i) preparing and submitting to the Owner a Proposal and Bid (hereinafter collectively referred to herein as the "Proposal and Bid") for the award of the Project and, (ii) if successful, to construct the Project pursuant to the terms of a Contract with the Owner (the "Contract"); and

WHEREAS, in connection with the Proposal and Bid, and the Contract if the Proposal and Bid is accepted by the Owner, the Parties hereto desire to describe, define and agree upon their respective duties, rights, interest and obligations as between themselves with respect to the Bid issued by the Joint Venture to the Owner and/or the Contract if awarded by the Owner to the Joint Venture.

NOW THEREFORE, in consideration of the mutual promises and agreements herein given to one another, the Parties forming this Joint Venture agree as follows:

1. Formation, Purpose and Scope:

The Parties hereto associate themselves as a Joint Venture for the sole and limited purpose of: (a) preparing and submitting one Proposal and Bid to the Owner for award of the Project Contract and for (b) executing, carrying out and performing the Contract to be entered into with the Owner if awarded to the Joint Venture. This Joint Venture is limited to the Proposal and Bid and Contract work for the Project. Each of the respective Parties to this Agreement may otherwise carry on its separate business for its sole benefit.

2. Name and Location:

The name of this Joint Venture shall be Ashlaur Construction Joint Venture (hereinafter the "Joint Venture"). The initial principal place of business of the Joint Venture shall be 1595 Valencia Court, Calumet City, IL 60409.

3. Relationship of the Parties:

3.1 Nothing contained in this Agreement shall be construed to create a partnership between the Parties or give rise to any agency relationship other than as specifically set forth in this Agreement for performance of the Contract. The Parties hereto shall be joint venturers only with respect to preparation and submission of the Proposal and Bid and the performance of the Contract, and nothing contained in this Agreement shall render any Party liable for any debts or obligations unrelated to the Joint Venture.

3.2 This Joint Venture Agreement shall continue in effect until terminated pursuant to Section 23 of this Agreement.

3.3 Nothing contained in this Agreement shall create or be interpreted or construed to create any permanent relationship between the Parties hereto or limit their respective rights to carry on their individual businesses for their own respective benefit, including other work for the Owner which does not relate to the Project.

4. Interest of the Parties/Division of Responsibility of the Work:

4.1 Except as may otherwise be provided herein, each Party shall be entitled to those interest and shares in and to the Joint Venture and its assets and property, and any revenues, profits, losses, liabilities and tax benefits which may be derived from the performance of the Contract, and shall be responsible as among the Parties for those obligations and liabilities in connection with the Contract, and with respect to any and all obligations and liabilities of the Joint Venture in connection therewith shall be in the following percentages:

Ashlaur Construction	51%
Construction Inc.	49%

5. Best Efforts:

Each Party hereto shall use its best efforts to carry out the purposes of this Agreement to cooperate with the other party fully and to attend all meetings of the Joint Venture and management Committee to the end that the business affairs of the Joint Venture shall be conducted in an orderly and businesslike manner. In no event shall the existence of any dispute excuse any Party from the full and faithful performance of this Agreement.

6. Pre-Proposal/Bid, Pre-Award and Initial Award Considerations:

6.1 Ashlaur Construction and Construction Inc. shall jointly coordinate the preparation of the Proposal and Bid. The Parties hereby agree to submit a Proposal and Bid to the Owner's specifications in an amount and on terms mutually agreeable to the Parties prior to its submission. Approval of the Contract price and terms and conditions shall be by both parties and will be evidenced by execution of the contract on behalf of each Party hereto. Should the Parties fail to agree as to the terms and conditions of the Proposal or bid, the Joint Venture and this Agreement shall terminate, subject to the rights and obligations to the Parties which may have accrued prior to such termination.

6.2 If at any time prior to the actual submission of the Proposal or bid to the Owner any Party may withdraw and be under no further obligation hereunder. Upon the withdrawal by one Party the other Party may submit a Project Bid alone, or in conjunction with another third party, without any obligation to the withdrawing Party. In this event, the remaining Party must provide its own Payment and Performance Bond.

6.3 Any negotiations between the Parties and the Owner or between the Parties and the sureties, if any, after the submission of the Proposal and Bid, but prior to any Contract award, shall be conducted by the Parties jointly.

6.4 All Pre-Proposal and Bid costs shall be the sole cost and expense of the Party incurring same and shall not be considered a cost of the work pursuant to the Contract or an obligation of the Joint Venture.

6.5 The Joint Venture and this Agreement shall be null and void if the Joint Venture is not awarded the Project Contract by the Owner subject only to any costs and expenses jointly incurred by the Parties hereto.

6.6 If awarded the Contract, the Parties shall jointly and separately execute the Contract and all bonds which may be required by the Contract and each shall cause the execution and delivery of corporate indemnity agreements as required by any surety or as required by the managing Party from time to time. All bonds and insurance which may be required by the Bid, Contract or this Agreement shall be provided as contained therein and herein.

7. Indemnification:

7.1 Except as otherwise expressly contained herein, each party agrees to indemnify, defend and hold harmless the Joint Venture and the other Party from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and costs, arising from or attributable to performance of work by said party on the Project to the extent such are caused in whole or in part by any negligent act or omission of said party, anyone directly or indirectly employed by said Party or anyone for whose acts said Party may be liable, regardless of whether such claims, damages, losses and expenses are caused in small part by the party indemnified hereunder.

7.2 Notwithstanding any of the foregoing, no Party shall be entitled to indemnification from the other Party for the Wrongful Actions, negligence or intentional misconduct of said party. Wrongful

Actions shall mean actions that constitute fraud, bad faith, willful violation of this Agreement or willful violation of law.

8. Insurance:

8.1 The Management Committee shall determine the amount, type and limits of insurance coverage needed to protect the Joint Venture and the Parties hereto against any risk of loss that will be assumed or required under the Contract and this Agreement. The responsibility for obtaining, and paying costs for all required and necessary Contract insurance shall be borne by the Joint Venture, or each party hereto, as provided and listed on the attached Schedule A.

8.2 As applicable, the parties hereto shall name as an "additional insured" the Joint Venture, the Parties hereto, the owner and others as required by the Contract on all insurance required as provided in Schedule A.

8.3 All insurers contemplated herein and on the attached Schedule A shall be required to waive all rights of subrogation against any or all of the Parties hereto including the Joint Venture, or their officers, employees, representatives, agents, parents, subsidiaries, affiliates or surety company or companies.

8.4 Prior to commencement of the Contract, each Party shall provide the other Party copies of its policies or certificates of insurance, or other required evidence, setting forth the insurance policies obtained and the extent of coverage of each policy as required on Schedule A.

9. Contract Bond(s):

9.1 The Managing Party shall obtain the Contract Bonds, specifically, but not limited to performance bonds, payment bonds, street use bonds, right of way bonds and other such bonds as may be required of the Joint Venture by the Owner.

9.2 Each Party hereto shall execute the Contract Bonds which may be procured from a surety, or sureties who shall become co-sureties on the on the said bonds. Each Party will execute indemnity agreements and furnish documents reasonable required by the surety(s).

9.3 Any additional bond charges or expenses accruing because of change orders will be a cost of the work to be paid by the Joint Venture and billed to the Owner.

9.4 At the Managing Party's discretion and direction, any non- Joint Venture Party performing work for the Joint Venture as a subcontractor shall be required to furnish a Performance Bond and a Labor and Material Bond each in the amount of 100% of the subcontract amount. These bonds must be executed by a corporate surety with an A.M. best rating of " A-," or better, licensed in the appropriate jurisdiction where the work is to be performed, and listed in the current U.S. Department of Treasury Circular 570 with an underwriting limitation of \$5 million or consistent with the face amount of the bonds, whichever is greater. The premium for providing these bonds must be included in the subcontract amount.

9.5 All Bonds shall be provided on an AIA bond form or another form acceptable to the Joint Venture. All bond forms shall be accompanied by an appropriate power of attorney from the surety.

9.6 All bonds shall be furnished upon the earlier of the date of execution of the Agreement, the Contract with the Owner or commencement of any work by the Joint Venture on the Projects or as required by the Contract.

9.7 The Joint Venture Parties acknowledge that the cost of all bond premiums has been included in the Contract price. Additional premiums for any increase in the contract price or any extension of the Contractor's work shall be included in the price of any change order for the Project or as provided in Paragraph 9.4 herein.

9.8 Notice of change, alteration or modification to the terms and conditions of this Agreement or the Contract with the Owner, shall not require notice to or consent from Surety(s), such notice and consent being hereby waived by the Surety(s) to whom a copy of this Agreement has been furnished by the Managing Party.

9.9 Any change in the Contract amount shall automatically result in a corresponding change in the penal amount of the Bonds without the consent of the Surety(s) obtained in advance.

9.10 In addition, each party hereto, at the request of the Management Committee, shall execute all applications and indemnity agreements required by the sureties, on any bond required in connection with the Contract with the Owner as previously agreed to by the Parties. Each party shall indemnify the other against any loss in connection with the Indemnity Agreements required by the sureties on any bond in excess of each party's proportionate share of such loss as contained in Paragraph 4.1.

10. Bank Account; Working Capital:

10.1 A bank account shall be opened at Suburban Bank & Trust in the name of the Joint Venture and in which all capital, including capital contributions, all funds advanced for the performance of the Contract as well as all funds received by the Joint Venture from any source (including, but not limited to, payments from the Owner or otherwise received on account of the Contract) shall be deposited. This account shall be subject to the control of the management Committee.

10.2 As and for the initial capital to be contributed by each party hereto the Parties hereto shall advance and pay into the Joint Venture bank account the following sums:

Ashlaur Construction	\$5,100
Construction Inc.	\$4,900

Within ten (10) days after execution of the contract with the Owner.

10.3 Any additional working capital requirement(s) in addition to the initial working capital deposit listed in Paragraph 10.3 shall be determined by the management committee appointed in accordance with Paragraph 11 herein and, if required, the additional working capital shall be deposited by the party or Parties in their respective required shares within ten (10) days after notice thereof.

10.4 Failure of any Party to make its appropriate contribution of capital or additional capital shall constitute a default by such party. In the event either Party is unable to or fails to or neglects to advance or contribute its proportionate share of the working capital required for the purpose of the Joint Venture or in performance of the contract, then the other Party may, but shall not be required to, advance the deficiency or any part thereof. Should the other Party advance such sum, the Party shall be entitled to a proportionately larger share of the profits of the Joint Venture so that any profits shall be divided between the Parties in the proportion in which they advance working capital even though, at a later date, the Party in default shall offer to make good or shall make good its default in advancing working capital. The Party failing to advance its share of working capital, shall not be relieved of its obligations to share any loss arising from the Joint Venture.

10.5 All working capital advanced pursuant to paragraph 10.5 by the Non-Defaulting Party shall bear interest at a rate of 8% per annum or 2% greater than the prime rate listed at West Suburban Bank whichever is higher and shall be repaid to the Party advancing the same prior to the distribution of any profits. No part of any working capital advanced to the Joint Venture shall be returned to either Party prior to the completion of the Project except as may otherwise be mutually agreed upon by the Management Committee.

10.6 Except as otherwise provided herein, and at the discretion and direction of the Management Committee, all monies contributed by the Parties to this Joint Venture and all monies received as payments under the Contract or otherwise received shall be treated and regarded as and are declared to be, trust funds for the performance of the Contract and for no other purpose until the Contract shall have been fully completed and accepted by the owner and until all obligations of the Parties hereto shall have been paid, otherwise discharged, or provided for by adequate reserves. The reserves shall likewise be treated as trust funds until they have served the purposes for which they were created.

11. Management Committee:

11.1 All affairs of the Joint Venture, including without limitation the policies and procedures for the execution of Contract work, the review and supervision of the operation of the Joint Venture (including Project Schedule and Budget), the amount, manner and timing of the payments, disbursement of funds, need for capital, reserves, and contributions, securing of bonds and insurance, the prosecution, defense or settlement of third party claims or lawsuits by or against the Joint Venture arising out of performance of the Contract, or changes to the Joint Venture Agreement, as well as the determination of all policies connected with the purposes thereof, including but not limited to those involving the scope and performance of the Contract, and of a contractual nature with the Owner, or with third parties (including subcontractors), shall be under the supervision of the Management Committee (the "Management Committee").

11.2 The Management Committee shall consist of two members; one member duly authorized, selected and appointed by Construction Inc. and one member duly authorized, selected and appointed by the Ashlaur Construction. Except as may be provided to the contrary, the Joint Venture shall be authorized to execute and deliver all legal and financial documents necessary to fulfill the purposes of this Joint Venture.

11.3 Each Party shall have one (1) vote with respect to all matters which come before the Management Committee and a quorum shall be comprised of two members - one from each Party. The salaries of each member of the Management Committee shall be borne by the respective Party appointing such member.

11.4 Either Party may cite any time and from time to time, change its representative(s) by filing with the other a written notice of a duly executed appointment of a new representative but until the appointment and filing of the notice, the actions of the representative shall be conclusively binding on the respective Party.

12. Managing Party, Books and Records:

12.1 The general supervision and management of the work called for by the Contract and all matters relating thereto shall be jointly under the charge and control of Ashlaur Construction and Construction Inc.

12.2 An Administration Fee equal to 5% of the value of each task order shall be paid to Ashlaur Construction to carry out the duties and obligations as outlined and provided in this Agreement. A Management Fee equal to 8% of the value of each task order shall be paid to Construction Inc. to carry out the duties and obligations as outlined and provided in this Agreement. These Fees shall be charged to the Joint Venture and paid by the Joint Venture to Ashlaur Construction and Construction Inc. on a per project basis. These fees shall be paid on a monthly basis.

12.3 Construction Inc. shall provide all financial services prescribed by the Management committee which shall include, without limitations, home office accounting and administrative task, home office computer cost for payroll, job reports and the like. The books of account and the prescribed methods of accounting for all matters relating to the affairs of the Joint Venture and the performance of the Contract shall be generally accepted accounting principles, and the percent complete method applicable under the circumstances and applied on a consistent basis.

13. Project Manager and Key Project Personnel:

13.1 Project Manager: Subject to Paragraphs 11 and 12, the general supervision and management for the work required by the Contract shall be under the general charge and control of the Project Manager. The Project Manager shall be appointed by the Management Committee and shall be given such powers, duties and responsibilities as may be required to enable him to properly perform the duties entrusted to him to the end that work may be performed properly and expeditiously. All determinations and actions by the Project Manager in any way connected with the prosecution and completion of the Contract shall be binding upon the Joint Venture and each Party thereto.

13.2 Key Project Personnel: Each Party shall make available to the Joint Venture key project personnel who shall not be withdrawn from the performance of the Contract without reasonable prior notice to the Project Manager and the Management Committee. Each Party will use its best efforts to replace personnel so withdrawn with personnel having like or greater experience and qualifications as the personnel so withdrawn.

14. Construction Costs; Subcontractors. Payments:

14.1 Subject to the provisions of the Contract as fully executed by the Joint Venture with the Owner, the Parties anticipate that the costs and expenses of the Joint Venture, including the costs of construction, shall consist of the costs to the Joint Venture of all salaries, craft wages, fringe benefits, subcontracts, labor, material, plant and equipment purchased or rented, bonds, insurance, taxes on labor and material, imports, charges, legal fees, audit costs, liabilities not secured by insurance and all other expenses and obligations incurred or suffered in and about the performance of the Project of a nature which generally accepted accounting practices would be properly charged as a cost of the performance of the Contract.

14.2 Except as otherwise provided herein, costs and expenses of each Party chargeable to the Joint Venture shall be subject to prior determination, review and approval by the Management Committee.

14.3 Except as otherwise provided in this Agreement or as otherwise approved by the Parties, such costs shall not include any charges against the Joint Venture for any overhead expenses or charges of the main or branch offices of the respective Parties or for the time which may be expended in connection with the work by any of the Parties or their officers or employees including charges for time travel or other expenses in connection with routine visits by any party's officers or home office or division-level executives.

14.4 Nothing herein shall be construed as prohibiting any of the Parties hereto from acting as subcontractors to the Joint Venture under a subcontract agreement or otherwise.

14.5 Payments received by the Joint Venture for work performed pursuant to the Contract shall be utilized as determined by the Management committee and as provided herein.

14.6 Payment to any subcontractor, including any of the Parties hereto, shall be made only for work actually completed at the job site and/or for materials received and accepted at the job site and upon receipt of the fund's payable by the owner. In no event shall any subcontract be made, or any payment be made to a Party hereto, which permits or involves payment in excess of monies actually received from the owner for the work so performed, or materials so supplied, unless payment is required by law or unless the Parties agree otherwise in writing.

14.7 The compensation of any Party hereto shall be as outlined in this Section 14 plus pursuant to their respective shares of Joint Venture assets and profits as determined by the result of reducing total compensation received from the Owner under the Contract by total Joint Venture expenses. Such profits shall be distributed in accordance with Paragraph 15 contained herein (Division and Distribution of Profits or Losses).

15. Division and Distribution of Profits and Losses:

15.1 Upon completion of the Project, or earlier at the Management committee's discretion, Joint Venture equipment and other property shall be disposed of and the values obtained shall be

included in the funds to be used to pay obligations and distributed in accordance with provisions of this Paragraph 15.3.

15.2 If both Parties hereto determine at any time that funds on hand are more than reasonably required for the needs of the Joint Venture, distributions of such sums as are mutually agreeable may be made.

15.3 As soon as reasonably practical after the completion of the Contract, the capital contributions of each of the Parties and the assets and profits of the Joint Venture, which have theretofore been retained and not distributed by the Joint Venture, shall be used to pay all outstanding obligations and other indebtedness of the Joint Venture. Sufficient reserves, as determined by the management committee, shall be established for known or reasonably anticipated contingencies not theretofore discharged. Thereafter, any funds remaining in the bank account or accounts of the Joint Venture, or which shall be received by or for the account of the Joint Venture or which shall become available in any manner for distribution, shall be distributed to each of the Parties hereto in proportion to their respective share in the Joint Venture as determined. in accordance with Paragraphs 4, 10.3, 14, and this Section 15 of this Agreement. When funds set aside as reserves are no longer required for such purposes such funds shall be similarly distributed. If necessary, the Management Committee may establish a fund to be used for Project punch list and/or warranties, either regular or extended. Any funds not used at the end of said warranty period shall be distributed to the Parties hereto in the amount of the prorated share.

15.4. In the event that at the conclusion of the Joint Venture and/or the Contract there is only a loss to be shared, the loss shall be shared by the Parties in the same proportion as provided in Paragraphs 4.1 and 15.5 subject, however, to the provisions of Paragraph 16 (Limitation of Liability) and Paragraph 18 (Insolvency).

15.5 If one party has made greater contributions of capital which are to be treated as advances under Paragraph 9 and/or Paragraph 10, then after each party's share of the assets and profits or losses has been determined, such distributions shall be adjusted by:

- a) Decreasing the Defaulting Party's share and increasing the Non-Defaulting Party's share of the Joint Venture's assets and profits by the amount of such contribution plus interest prior to such distribution of assets and profits; or
- b) Increasing the Defaulting Party's share and decreasing the Non-Defaulting party's share of the Joint Venture's losses by the amount of such contributions plus interest prior to final distribution of such losses.

Should the adjustments occasioned by 15.5(a) or 15.5(b) exceed the share of the Defaulting Party, then the Defaulting Party shall, on written demand of the other Party, pay such insufficient amount to the Non-Defaulting Party.

15.6 In the event that, after completion of the Project and distribution of assets and profits or losses as provided in this Section 15, any claim shall be asserted or legal action commenced by the owner or any third party against the Joint Venture or one or more of the Parties hereto in connection with any matter arising under the Contract or associated with the Project, including but not limited to latent defects or personal injury claims, the provisions of this Agreement, including but not limited to

Subsection 15.3 and 15.4, shall continue to apply with respect to such claim or action. The foregoing provisions of this Subsection 15.6 shall survive expiration and termination of this Agreement. Each party shall contribute, on call of the Managing Party, their proportionate share of ongoing expenses occurring after distribution. Default shall be treated as under the provisions contained herein relating to a defaulting Party.

16. Limitation of Liability:

16.1 In connection with any matter arising under the Contract, in no event shall any party be liable to the other Party or the Joint Venture for the acts or omissions of any of its officers, employees or agents, nor shall any duly authorized representative or alternate on the Management Committee or the Project Manager be liable to any Party or the Joint Venture, except for direct (but not consequential) damages resulting from actual fraudulent, illegal or dishonest conduct and gross negligence.

16.2 In no event shall any party be liable to the other Party of the Joint Venture, in contract, tort or otherwise (including negligence, warranty and strict liability) for any special, indirect or consequential damages including, without limitation, loss of revenues or profits, cost of capital, loss of goodwill or similar damages, except as expressly provided herein.

16.3 If the Owner or any third party shall assert any claim or commence any legal action against one or more of the Parties or against the Joint Venture in connection with any matter arising under the Contract or associated with the Project, then each Party shall share all costs thereof (not covered by insurance purchased by the Joint Venture, any party hereto or the Owner) including but not limited to all damages, judgments, fees and expenses in proportion to its respective interest and share in the joint Venture as set forth in Paragraph 4.1, as adjusted by Paragraphs 10 and 15.

16.4 To the extent not covered by insurance for the Project obtained by the Joint Venture, its subcontractors or the Owner, each Party hereby agrees to hold harmless, indemnify, protect and defend the other Party against any and all liability and expenses, including reasonable attorneys' fees, in excess of each party's share of such liability and expense as provided in paragraph 4.1 as adjusted by Paragraphs 10 and 15 hereof and including all claims, suits, actions, damages, judgments or decrees by reason of any acts or forbearance to act on the part of the Project Manager or any employee of either Party or of reason or any person or persons or property being damaged or injured by the Joint Venture or any of its employees, agents, representatives, subcontractors or vendors, whether said liability or expense derives from negligence, gross negligence, contract or otherwise, so that such liability or expense is allocated between the Parties in the proportion provided in Paragraph 4.1 as adjusted by paragraphs 10 and 15.

17. Subcontracting and Assignment:

17.1 The Parties hereto contemplate that, unless otherwise determined by the Management Committee, all subcontracts and other agreements with respect to the services to be performed under the Contract shall be executed in the name of the Joint Venture.

17.2 Neither this Agreement nor any interest nor obligation of any Party, including any interest in funds belonging to or which may accrue to the Joint Venture, or any interest in any bank account of the Joint Venture, or in any property of any kind employed or used in connection with the Contract, may be assigned, pledged, transferred, borrowed, subcontracted or hypothecated by any Party without the prior written consent of the other Party.

17.3 Each party has entered into this Agreement in reliance upon the unique knowledge, experience and expertise of the other Party in the planning and implementation of construction of the Project, and each party hereby acknowledges that this Agreement creates a fiduciary relationship between the Parties hereto. Accordingly, neither of the Parties shall transfer, assign or otherwise convey its interest in the Joint Venture without the written consent of the other Party and the Parties agree that neither of them shall be required to accept performance under this Agreement from any person other than the other Party, including without limitation, any trustee of any Party appointed under the Bankruptcy Code, 11 U.S.C.S 101 et seq., any Party as debtor-in-possession under the Bankruptcy Code, and any assignee of any such trustee or debtor- in-possession.

17.4 Each Party hereby grants to the other Party a lien upon its Interest in the Joint Venture as security for the performance of the obligations imposed by this Agreement and all costs, together with interest, chargeable to it. Each party shall have the right to bring any action or proceeding to enforce the performance of such obligations and the collection of such indebtedness on behalf of the Joint Venture with or without foreclosure of such liens.

18. Insolvency:

18.1 The inability of a party to meet its obligations under the Contract or this Agreement, the filing of a voluntary petition of bankruptcy, adjudication as bankrupt or insolvent, appointing of a receiver for all or substantially all of the assets, assignments for benefit of creditors, or any other proceeding for relief under the bankruptcy laws of the United States shall be deemed a default by the Party committing such act.

18.2 If the default is not cured or other arrangements made satisfactory to the Non-Defaulting Party within ten (10) days of written notice of default given to the Defaulting Party by the Non-Defaulting Party, the interest of the Defaulting Party (the "Defaulting Party") in this Joint Venture shall terminate and be limited to the rights in and under this Joint Venture specifically set forth in this Agreement which accrued up to such termination. However, the business of this Joint Venture may continue to be conducted under the same name by the Non- Defaulting Party who shall carry on and perform the remainder of the work to be completed under the Contract (with a new Joint Venture Party if the Non-Defaulting Party so chooses). The Defaulting party shall have no interest in any profits resulting from the performance of the work under the Contract after the date of default. The Joint Venture and the Non-Defaulting Party - shall have title to and the right to possession of all the remaining assets of the Joint Venture and shall also have the right to maintain possession of any equipment or property of the Defaulting Party until completion. To secure this right each Party hereby grants to the Joint Venture a security interest in all property of such party used in the performance of the work contemplated by the Contract and this Agreement.

18.3 The Defaulting Party shall remain liable for its share of any losses sustained by the Joint Venture with respect to the performance of the Contract or the Joint Venture as a whole, as determined pursuant to the terms and conditions of this Agreement. However, the Defaulting Party shall be entitled to receive that proportion of any profits of the Joint Venture, to which it would otherwise be entitled as the actual monetary value of the work completed at the time of default bears to the total actual monetary value of all work as determined at completion of the Contract; 50% shall then be deducted from the said amount payable to the Defaulting Party, such 50% to be withheld as management fee for the Non-Defaulting Party. The Defaulting party shall not in any event be entitled to payment of any profits or to withdraw any capital contributions until the work under the Contract is completed and finally accepted by the owner, and any such payments or withdrawals shall be subject to the reserve requirements referred to herein and in Paragraph 15.

18.4 If such default or insolvency, bankruptcy or other similar proceedings should cause damage or additional costs to the Non-Defaulting party, then such damages or additional costs shall be charged against the interest of the Defaulting Party and against any amounts to which the Defaulting Party would otherwise be entitled pursuant to the provisions of this Agreement.

19. Limits of Joint Venture; Credit of Other Party:

19.1 The relationship between the parties shall be limited to the performance of the Contract in accordance with the terms of this Agreement. This Agreement shall be construed and deemed to be a Joint Venture for the sole purposes of carrying out the contract. Nothing herein shall be construed to permit either Party to bid for or to undertake any other contracts for the other Party, or in any manner to limit either of the Parties in the conduct of their respective businesses or activities in the making of other contracts or the performance of other work or impose any liability except that of performance of the terms, provisions and conditions of this Agreement.

19.2 Without the prior written consent of the other Party hereto, neither Party may unilaterally:

- a) Borrow money in the name of the Joint Venture;
- b) Except as expressly provided herein, compromise or release any claim belonging to or debt due the Joint Venture (except upon full payment), or litigate or mediate, or consent to the mediation of any claim, dispute or controversy against or involving the Joint Venture or the Contract or the Project;
- c) Except as expressly provided herein, execute or deliver on behalf of the Joint Venture any indemnity or surety bond or guarantee, or in any manner cause the Joint Venture to become a surety, guarantor or accommodation party on any obligation whatsoever;
- d) Except as expressly provided herein, agree to any substantial modification of the Contract the Contract Work;
- e) Admit any additional person, firm or corporation to the Joint Venture;

- f) Except as expressly provided herein, commit the other Party or the Joint Venture to any liability; and
- g) None of the terms, covenants, obligations or rights contained in this Agreement is or shall be deemed to be for the benefit of any person or entity other than the named parties hereto and the Joint Venture, and no such third person shall under any circumstances have any right to compel any actions by the Joint Venture, its Managing Party, its Management Committee or its Parties.

20. Claims Against a Party:

20.1 The Parties agree to meet and negotiate in good faith toward the voluntary resolution of any disputes between them arising during construction and toward the adjustment and settlement of all accounts and incurred obligations to their mutual satisfaction upon completion of performance of the contract.

20.2 The Parties also agree that if the Contract contains a liquidated damages provision and that provision is invoked due to a delay or other problem caused by one Party hereto, to the extent the Party caused such delay or problem, such Party shall be responsible for any liquidated damages so assessed as contained in Paragraph 15.7.

21. Dispute Resolution:

21.1 Other than as otherwise provided herein, the following dispute resolution process shall be the sole, exclusive process for the resolution of disputes between the Parties hereto with respect to this Joint Venture, the interpretation of this Joint Venture Agreement, the Contract or the Project.

21.2 If any dispute or disagreement shall arise among the Parties relating to this Agreement, or the breach thereof, or the Work to be performed, which cannot be resolved by the Management Committee, the issues shall then be presented for resolution by any party to the current President or Chief Executive Officer of each Party. In the event these Party officers are unable to resolve such disagreement or dispute after meeting on at least two separate occasions within sixty (60) days following its presentation to them, or specifically agree in writing to a longer period of time for their deliberation, any Party may then request the management Committee to send the dispute or disagreement to mediation.

21.3 If the Management Committee has not referred the dispute or disagreement to mediation within ninety (90) days after such request for same has been made, and the matter is otherwise not resolved, then and only then may any Party initiate legal action. In no event shall the request for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

21.4 No mediation arising out of or relating to the Agreement shall include, by consolidation, joined or in any other manner a person not a party to this Agreement without the written consent of the

Parties and any other person sought to be joined. Any consent to mediation involving an additional person or persons shall not constitute consent to mediation of any dispute not described therein.

21.5 The award rendered by the Mediator is not binding; however, the attorney's fees and costs of the mediation shall be borne in full for both Parties by the non-prevailing party as determined by the decision of the Mediator.

22. Events of Default; Remedies; Continuing Obligations:

22.1 In addition to other terms contained herein, each of the following shall be deemed to be an event of default, "Event of Default" or "Event", under the terms of this Agreement:

- a) The failure to provide any loan advance or working capital required by the Joint Venture pursuant to and as determined in accordance with this Agreement;
- b) The failure or inability to provide any certificate of insurance or other document as required by Owner and agreed upon by the Parties (including the failure to continue, renew, extend or replace any such item) in effect throughout the duration of the contract, or until otherwise excused, released or extinguished by Owner, and as applicable, the Non-Defaulting party;
- c) The failure to comply with work schedules/progress schedules as established by Owner or, as applicable, by the Joint Venture;
- d) The failure to commence or diligently prosecute work, to provide adequate personnel (including supervision), equipment, materials and supplies as required by the Joint Venture, the Contract or in compliance with same;
- e) The failure to attend Project conferences or meeting with the Owner (as required by it) and/or the management committee or Party, their respective subcontractors, suppliers, consultants, advisors or other associates as the case may be;
- f) The receipt by the Joint Venture of any notice or demand from Owner wherein Owner advises that work items of the Defaulting Party (or the Party who is identified as having the responsibility for such work items) are incomplete, deficient, unacceptable, rejected, damaged or unapproved and have not been repaired, cured, replaced or otherwise remedied to an acceptable level within any applicable cure period required by owner, or as applicable, a commercially reasonable period of time determined in accordance with the custom and practice of the construction industry;
- g) The Defaulting party's failure to comply with written or oral directives of Owner resident engineers, field supervisors or other personnel having supervisory authority over such activities with respect to the Project.
- h) The Defaulting Party's failure to pay any of its subcontractors, suppliers, material men, or other providers in accordance with the terms and provisions of any subcontract entered into between the Defaulting party (whether alone, under its "prime

subcontract", or on behalf of the Joint Venture) within the terms and provisions of such subcontract, or other agreement applicable to the provision of such labor, material or other work;

- i) The filing of a claim for lien or bond claim (or the commencement of a judicial or other proceeding to enforce such claim) by any subcontractor, supplier, material men of the Defaulting Party identified herein, including without limitation any claim made pursuant to the Illinois Mechanic's Lien Act, and/or any claim or demand against any bond furnished by the Joint Venture or Party in connection with the Project;
- j) The admission by such Defaulting party that it is insolvent, unable to pay its obligations as they mature, unable to perform the work required of it in connection with the Project or otherwise admits and acknowledges that it is unable to cure any Event of Default previously identified herein within a time deemed to be commercially reasonable in the construction industry and, in particular, as applied to the performance required under the Contract for the Project;
- k) The commencement of a proceeding in the nature of bankruptcy or reorganization (or the assignment for the benefit of creditors), whether voluntary or involuntary, which is not discharged within ten (10) days after the commencement of such proceeding; or
- l) The breach of a material provision of this Agreement or of the Contract with the Owner.

22.2 Upon the occurrence of any of the preceding Events of Default and which Event or Events as applicable, are not cured within any period of time stated herein or with ten (10) days after notice and demand for performance by Owner or any Non-Defaulting Party, then the remaining Party shall have the following rights and powers which may be exercised immediately by them to the exclusion of the Defaulting Party, subject only to written notice of such exercise being served upon the Defaulting Party:

- a) The rights to perform such acts, grant consents, make and implement decisions of every kind and nature with respect to the Project, the contract, all subcontracts of the Joint Venture;
- b) The right to control the receipt, and the disbursement of all funds due or received in connection with or relating to the Project, including funds that may be due to subcontractors, material men, suppliers or other providers of goods and services to the Defaulting Party in connection with the Project;
- c) To prosecute, defend, make, compromise, arbitrate, settle, adjust and otherwise resolve any claims, demands, suits, proceedings or other matters arising out of, or as a result of such Event by the Defaulting party, even though the Joint Venture interest of such Defaulting party may be charged with the financial or other consequence thereof; or
- d) To retain all funds due or which may become due to the Defaulting Party until the final accounting, winding up and distribution of any known funds of the Joint Venture in accordance with the terms of this Agreement, applicable statutory and decision and the law, notwithstanding that the Defaulting Party (or any person succeeding to its rights)

might otherwise, but for such Event or Events, be able to request or require any payment due hereunder.

22.3 In addition to any other term contained herein, any Defaulting party hereunder shall indemnify and hold harmless the Non-Defaulting Party and/or the Joint Venture for any loss, claims or liabilities which the Non-Defaulting Party and or the Joint Venture may incur arising out of any breach of this Joint Venture Agreement or the Contract by the Defaulting Party. The Defaulting Party further agrees to pay all legal expenses and costs required of or by the Non- Defaulting Party and/or the Joint Venture to protect their interests or defend any action arising out of the Defaulting Party's breach including court costs and disbursements.

22.4 Notwithstanding the foregoing, the Defaulting party shall remain liable for its entire share of any losses, but shall be entitled to receive only the proportion of the profits, if any, to which it would otherwise be entitled as the dollar value of the work completed at the time of the happening of any of the above described Events bears to the dollar value of the complete Contract, such profits to be paid at the time and in the manner provided in this Agreement, if any. If such Event, bankruptcy, or other proceeding of default of the type above described herein cause damage or cost to the other Party, such damage or cost shall be charged against the interest of the Defaulting Party. Further, any notice of default which is contested in good faith by the Party receiving such notice shall not result in such receiving Party being deemed to be in default until such dispute is resolved as otherwise provided herein.

22.5 The remedies provided herein shall be in addition to and shall not limit any remedies the Non-Defaulting Party may have pursuant to terms of this Agreement, or at law or in equity or otherwise.

23. Termination of Agreement:

23.1 If the Parties hereto do not submit the Proposal or the Bid, or if a Contract is not awarded to the Joint Venture, or if the Contract undertaken, completed and accepted with all obligations there under satisfied and all assets having been liquidated and/or distributed as provided in this Agreement, or at the option of all the Parties, this Joint Venture Agreement shall terminate.

23.2 The Agreement, and the Joint Venture hereby created, shall remain in effect only for such period of time as necessary to carry out the Joint Venture's work to be performed for the Project, to receive full and final payment of all amounts owed to the Joint Venture, to make appropriate provision for and to meet all actual and contingent liabilities of the Joint Venture and otherwise to carry out the terms and provision of this Agreement; provided, however, that if the Owner should (a) in the judgment of the Management committee, unduly delay the Contract award, or (b) terminate the Contract, or (c) award the Contract to another bidder; or (d) if any Party cannot obtain its share of the performance bond or other financial obligation required by the Owner, then in any of such events, this Agreement and the Joint Venture hereby created shall continue in effect only for such period of time as may be necessary for the Joint Venture to receive full and final payment of all amounts owed to the Joint Venture, to make appropriate provision for and to meet all actual and contingent liabilities of the Joint Venture and otherwise carry out terms and provisions of this Agreement. In the event that

subsection (d) applies, the remaining party may proceed to such award of the Contract to itself without further obligation to the other Party and as provided herein.

24. Entire Agreement/Amendment:

This Agreement contains and constitutes the entire agreement between the Parties hereto and cancels and supersedes all previous understandings or agreements related to or referring to the Joint Venture, the Contract and/or the Project, whether written or oral. All changes, amendments or modifications to this Agreement must be unanimously agreed to in writing by all the Parties hereto, Construction Inc. and Ashlaur Construction, by each Party's respective duly authorized officer.

25. Non-Assignment:

Except as expressly permitted herein, no party shall sell, assign, transfer, mortgage or otherwise encumber any part or all or its Joint Venture interest or this Agreement without the written consent of the other Party, or suffer any third Party to sell, assign transfer, mortgage, charge or otherwise encumber, or contract to or permit any of the foregoing whether voluntarily or by operation of law (collectively referred to herein from time to time as a "transfer"), and any attempt to do shall be void. The giving of such consent in any one or more instances shall not limit or waive the need for such consent in any other or subsequent instances, nor shall it relieve any Party of its obligations hereunder.

26. Tax Status, Allocation and Reports:

Notwithstanding any provisions hereof to the contrary, solely for United States Federal Income Tax purposes, each of the parties hereby recognizes that the Joint Venture will be organized and taxed as a partnership for state and federal income tax purposes, which status shall not expand the obligations or liabilities of the Parties. The Management Committee shall cause to be prepared all tax returns and statements, if any, that must be filed on behalf of the Joint Venture with any taxing authority and shall submit such returns and statements to each of the Parties in accordance with Internal Revenue Service and or State Departments of Revenue requirements for their approval prior to filing, and upon approval thereof by all the Parties, make timely filings thereof all as expressly provided herein.

27. Ownership and Use of Documents:

All documents produced for or by the Joint Venture shall be owned by the Joint Venture. No Party shall use these documents for other Projects without the prior written consent of the other Party.

28. Execution of Additional Documents:

The Parties hereto agree to execute and deliver all additional documents and instruments and do all acts which may be reasonably necessary to carry out and effectuate the purposes of this Agreement.

29. Confidentiality:

Each party hereto shall consider all Joint Venture information, or information provided by the other Party as confidential, unless such information is already in existence as common or public knowledge, and in no event disclose such non-public information to any third party.

30. Counterparts:

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and together shall constitute but a single instrument.

[Signature Page Follows]

IN WITNESS THEREOF, the parties to this Agreement do hereby execute this Agreement as of the day and year specified above.

Construction Inc.

By: 

Attest 

Ashlaur Construction

By: 

Attest 

SCHEDULE B

GENERAL SCOPE OF WORK FOR EACH JOINT VENTURE PARTNER PARTY

- Ashlaur Construction will provide the following tasks for the joint venture:
 - Jointly develop the scope of work
 - Jointly soliciting subcontractors
 - Assisting with preparing project proposals
 - Provide payment and performance bond
 - Providing personnel to assist with Project Management

- Construction Inc. will provide the following tasks for the joint venture:
 - Jointly develop the scope of work
 - Jointly soliciting subcontractors
 - Preparing project proposals
 - Developing project schedules
 - Preparing subcontracts and project budgets
 - Maintaining project controls
 - Processing owner billings and subcontractor invoices
 - Supervision of construction on site
 - Provide Project Management staff

PROPOSED ACTION: THAT THE BOARD APPROVE THE DISPOSITION OF OBSOLETE TWO WORN-OUT VEHICLES DUE TO EXCESSIVE REPAIRS NEEDED.

RATIONALE:

VEHICLES NEED EXCESSIVE REPAIRS.

2008 CHEVY TAHOE
2015 FORD EXPLORER

COST ANALYSIS:

ATTACHMENT:

PROPOSED ACTION: That the board approve the change order for Lo Destro Constuction Company for a credit of \$1348.18

RATIONALE: Provide a credit for scope of work

COST ANALYSIS: \$1348.18

ATTACHMENT: See Attached



AIA® Document G701™ – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: September 28, 2021

OWNER: *(Name and address)*
Morton College
3801 S. Central Ave.
Cicero, IL 60804

ARCHITECT: *(Name and address)*
Demonica Kemper Architects, LLC
125 N. Halsted St., Suite 301
Chicago, IL 60661

CONTRACTOR: *(Name and address)*
Lo Destro Construction Company
211 E. Ontario St., Suite 500
Chicago, IL 60611

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO-008: Design change, provide upcharge from clear to tinted glass.

ADD \$4,926.00

PCO-027 - WD-1 Alternate: Specified remnants material, upon sample review, was not satisfactory. Finish and install new Gym Floor, maple material.

ADD \$14,407.50

PCO-036 - RFP-015: Credit for timeclocks. College to provide.

DEDUCT (\$840.00)

PCO-040 - RFP-016: Building return air not functioning properly. Create additional areas above ceiling for airflow.

ADD \$3,012.81

PCO-041 ALLOWANCE RECONCILIATION

DEDUCT (\$30,000.00)

PCO-045: Owner request/required program and hardware for additional Apple TV's. Progra AV Monitors to function similar to the rest of the locations.

ADD \$1,315.65

PCO-047: Building return air not functioning properly. Provide additional return air grilles in other spaces outside of construction space. Modify drywall accordingly.

ADD \$5,829.86

TOTAL CHANGE ORDER DEDUCT (\$1,348.18)

The original Contract Sum was	\$	<u>1,815,000.00</u>
The net change by previously authorized Change Orders	\$	<u>173,402.26</u>
The Contract Sum prior to this Change Order was	\$	<u>1,988,402.26</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>1,348.18</u>
The new Contract Sum including this Change Order will be	\$	<u>1,987,054.08</u>

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Demonica Kemper Architects, LLC

ARCHITECT (Firm name)

[Handwritten Signature]

SIGNATURE

Mr. Frank Carello, Assoc. AIA, LEED AP, Senior Associate

PRINTED NAME AND TITLE

10/6/21

DATE

Lo Destro Construction Company

CONTRACTOR (Firm name)

[Handwritten Signature]

SIGNATURE

Mr. Brent Lo Destro, President

PRINTED NAME AND TITLE

10/4/21

DATE

Morton College

OWNER (Firm name)

SIGNATURE

Mr. Joseph Florio, Director of Facilities

PRINTED NAME AND TITLE

DATE

PROPOSED ACTION:

THAT THE BOARD APPROVE THE AFFILIATION AGREEMENT WITH APERION FOR NURSING STUDENTS TO ATTEND CLINICAL AT FACILITIES OWNED BY APERION CARE, INC.

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: RESOLUTION AND SIGNED AFFILIATION AGREEMENT

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE
AND
APERION CARE, INC.**

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

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

WHEREAS, Morton’s Career Ladder Nursing Program (“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, Aperion Care, Inc. (“Aperion”) 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 Aperion to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”); and

WHEREAS, Aperion 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;

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Aperion, 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 October 27, 2021.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this 27th day of October, 2021.

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]

Standard Clinical Affiliation Agreement Nursing (Revised)

2021

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

**AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE
AND
APERION CARE, INC.**

THIS AFFILIATION AGREEMENT (the “**Agreement**”) is entered into this 27th day of, October, 2021 by, and between Aperion Care, Inc (“the **Facility**”) and Morton College (“the **School**”). (For convenience, the **Facility** and **School** are sometimes hereinafter referred to individually as a “**Party**”) and collectively as the “**Parties**”.)

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

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

A. SCHOOL RESPONSIBILITIES:

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

2. **Student professional liability insurance.**

(i) State Colleges and Universities

If the **School** is a state college or university, the **School** shall require students participating in the practicum to 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 or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the **Facility**.

(a) **General Liability:** Subject to applicable state law, neither party to this **Agreement** shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

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

(c) Provided further, in the event required insurance coverage is not provided or is canceled, the **Facility** may terminate the placement of the student.

(ii) Other Colleges and Universities

Unless otherwise specified in Exhibit C, the **School** shall require students participating in the practicum to 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 or claim 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 or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. 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 and influenza vaccinations, 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 **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

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.

C. OTHER RESPONSIBILITIES:

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

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

3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical 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 three (3) years, to commence on November 1, 2021 and terminate on October 31, 2024 unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Indemnification.** Each Party will indemnify and hold the other harmless from and against all claims, demands, costs, expenses, liabilities and losses, including reasonable attorneys' 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, students 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.
3. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
4. **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.

5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, ancestry, military status, sexual orientation, physical or mental disability, order of protection status, marital status or other legally protected category in the placement/removal, employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
10. **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.
11. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of: (a) the date actually received by the party in question, by whatever means and however addressed; or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Aperion Care, Inc.
4655 W. Chase Avenue
Lincolnwood, IL 60712
Phone: 630-936-1714

With a Copy to:

Facility Legal Counsel:

Fred Frankel, General Counsel
Aperion Care, Inc.
4655 W. Chase Ave
Lincolnwood, IL 60712
Phone: 847-262-3800

If to the School:

Stanley Fields, President
Morton College
3801 S. Central Avenue
Attention: Stanley Fields
Phone: (708) 656-8000

With a Copy to:

The School Legal Counsel at:
DelGaldo Law Group, LLC
1441 S. Harlem Ave.
Berwyn, IL 60402
(708) 222-7000

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

15. **Agreement binding on parties' successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

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

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

For and on behalf of:

APERION CARE, INC.
Aperion Care, Inc

MORTON COLLEGE

 Regional VP of Operations

President

Title: Regional VP of Operations

Title: _____

Date: 10-13-21

Date: _____

EXHIBIT A

Location Of Facility Sites

Aperion Care Forest Park
8200 Roosevelt Rd,
Forest Park, IL 60130

Aperion Care Oak Lawn
9401 S Ridgeland Ave,
Oak Lawn, IL 60453

Aperion Care Burbank
5701 W 79th St,
Burbank, IL 60459

Aperion Care International
4815 S Western Blvd,
Chicago, IL 60609

Aperion Care Westchester
2901 S. Wolf Rd
Westchester, IL 60154

EXHIBIT B

List of Programs

Nursing

Morton College
3801 S. Central Avenue
Cicero, IL 60804

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility: _____

School: _____

Program: _____

Facility requires:

	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	X	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	X	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Negative annual TB test or chest x-ray	X	<input type="checkbox"/>
b. Rubella, Rubeola and Mumps with proof of immunization or titer	X	<input type="checkbox"/>
c. Varicella with proof of immunization or titer	X	<input type="checkbox"/>
d. Hepatitis B with proof of disease/immunization or immunity by titer	X	<input type="checkbox"/>
e. Current American Heart Association Healthcare Provider CPR card	X	<input type="checkbox"/>
f. OSHA compliance for prevention of transmission of bloodborne pathogens and TB	X	<input type="checkbox"/>
g. Other _____		<input type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) _____ If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	X	<input type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

School requires:

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

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply to this Exhibit to the Agreement.

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

2. Obligations of Business Associate

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

g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.

h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.

i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

3. **Permitted Uses and Disclosures by Business Associate** Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

4. **Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**

a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

5. **Permissible Requests by the Facility**. The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

6. **Term and Termination**

a. **Term**. The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

b. **Termination for Cause**. Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:

(i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;

(ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.

c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate

d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

PROPOSED ACTION: That the board approve the change order for LoDestro Construction, in the amount of \$5,569.20 as submitted.

RATIONALE: Revised action for the Hydrotherapy knee wall

COST ANALYSIS: \$5569.20

ATTACHMENT: See attached

LO DESTRO CONSTRUCTION COMPANY
 211 E Ontario St, Suite 500
 Chicago, IL 60611

Morton College
 3801 S. Central Ave
 Cicero, IL 60804

INVOICE

23-Sep-21

ATTN: Mr. Joe Florio

Invoice No. 2020067D

RE: Morton College - Building E AIA CO #04
 Cicero, Illinois

Application for Payment for construction services
 performed through 23-Sep-21 | Revised Hydrotherapy
 Knee Wall

CONTRACT INFORMATION

Original Contract Price	\$5,569.20
Modifications To Contract	\$0.00
Total Adjusted Contract Price	\$5,569.20

PAYMENT INFORMATION

Direct Work Completed	\$5,569.20
Total Work Completed	\$5,569.20
Less: Reserves Held	\$0.00
Less: Previous Payments	\$0.00
Current Payment Due	\$5,569.20

Balance to complete: 0.00

Net Amount Due:

\$5,569.20

R# 15040
 10/1/21
 OK TO PAY
 Proj Dev / Site Improv.
 Title 5802

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

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

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

As a result of curriculum committee review, we are recommending the approval of:

1. New ART Courses: ART 135, ART 136, ART 137, ART 138, ART 140, ART 132, ART 133, ART 231
2. PEH 103 and PEH 101 – changed from 2 to 3 credits
3. New courses – BIO 108 and BIO 109 (L)
4. LAW 105 – updated to fit current IAI guidelines
5. CIS Curriculum Updates

COST ANALYSIS: N/A

ATTACHMENTS: Disposition Sheet - October 6, 2021

Item#	Agenda Item	No Action Necessary	Approved as Presented	Details or Approved w/Modification	Vetoed	Tabled	Effective Date
I.	New ART Courses		X	ART 132 Update lec/lab hours			Fall 2022
I.	Curriculum Digital Art Degree			Postponing Degree until Nov. due to replacement of ART 135		X	Fall 2022
I.	PEH 103 & PEH 101		X	Update SLO within a month			Fall 2022
I.	BIO 108 & BIO 109 (L)		X	Fix Requisites			Fall 2022
III.	LAW 105		X	Title Change; fix SLO "restrain"			Fall 2022
III.	CIS Curriculum Updates		X	Title Changes, Withdrawing Courses, Removing Prerequisites & Updating SLO's			Fall 2022
III.	OMT New Certificate - SMM Social Media Marketing Certificate; OMT 153 & OMT 156			Not approved until lab hours are clarified within a month; New courses		X	Fall 2022

PROPOSED ACTION: THAT THE BOARD APPROVE THE DIFFERENTIAL PAY REPORT FOR FACULTY IN THE AMOUNT OF \$16418.82 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

RATIONALE: [Required by Board Policy 2.3, Board Union Agreements, and Chapter 110, Act 805, Section 3-26 of the Illinois Compiled Statutes] Includes full-time and adjunct faculty.

COST ANALYSIS: \$16418.82 – Full-Time & Part-Time Faculty

ATTACHMENT: DIFFERENTIAL/CBA PAY STIPEND REPORT – FALL 2021

2021 Fall Faculty Differential Pay Stipend Report

Person Full Name	Section Name	Section Title	Enrollment	Students Over	Rate	Assignment Paid Amount	Section Start Date	Section End Date	Credit Hours
Abrahamson, Maura	CSS-100-NR	College Study Seminar	33	1	1159	\$104.31	8/24/2021	12/14/2021	3
Abrahamson, Maura	GEG-105-NR	World Regional Geography	34	2	1159	\$208.62	8/23/2021	12/17/2021	3
Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte	34	2	1159	\$208.62	8/23/2021	12/17/2021	3
Ashraf, Asiyya	BIO-202-NR	Environmental Biology	27	7	1014	\$638.82	8/23/2021	12/17/2021	3
Casey, Craig	PHS-103-31	Physical Science I	25	1	1109	\$166.35	8/23/2021	12/15/2021	4
Dominguez, Carlos	MAT-141-NR	Statistics	38	8	1109	\$1,064.64	8/23/2021	12/17/2021	4
Gilligan, Brian	BUS-101-2E	Financial Accounting	34	2	1109	\$199.62	8/24/2021	12/14/2021	3
Grady, Myeisha	SPE-101-NR1	Principles of Public Speaking	26	3	1014	\$273.78	8/25/2021	12/15/2021	3
Halmon, Jamie	PEH-103-NR1	Nutrition	26	2	1064	\$63.84	8/23/2021	12/17/2021	2
Jonas, David	HVA-102-11	Basic Heating & A/C	17	1	1064	\$127.68	8/24/2021	12/14/2021	3
Montgomery, Jered	MUS-108-NR	World Music Survey	29	4	1014	\$365.04	8/23/2021	12/17/2021	3
Montgomery, Jered	MUS-108-NR1	World Music Survey	34	9	1014	\$821.34	8/30/2021	12/17/2021	3
Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	17	1	1109	\$232.89	8/23/2021	12/15/2021	5
Rosiak-Seo, Kymberly	BIO-100-NR2	Introducing Biology	23	3	1159	\$312.93	8/23/2021	12/17/2021	3
Rosiak-Seo, Kymberly	BIO-204-NR	Anatomy & Physiology II	21	1	1159	\$104.31	8/23/2021	12/17/2021	4
Rousseau, Nicole	SOC-100-NR	Intro to Sociology	36	4	1109	\$399.24	8/23/2021	12/17/2021	3
Sanchez, Alejandro	MAT-105-NR	College Algebra	31	1	1014	\$121.68	8/23/2021	12/17/2021	4
Stanukinas, Melissa	BIO-102-2F	Introduction to Biology	22	2	1014	\$365.04	8/23/2021	12/13/2021	4
Wood, Robert	PSY-101-2D	Intro to Psychology	35	3	1109	\$299.43	8/23/2021	12/13/2021	3
Total						\$6,078.18			

2021 Fall Course By Arrangements

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Credit Hour	Differential Load	Minimum Load	Rate	CBA Stipend Amount	Assignment Instructional Method	Section Start Date	Section End Date
0197414	Balek, Ludwig	CIS-295-01	CIS Internship	1	1	0.10	0.33	1014.00	\$ 334.62	CBA	8/23/2021	12/17/2021
0027824	Lorgus, Richard	BUS-127-NR	Bussiness Math	4	3	1.20		1025.70	\$1,230.84	CBA	8/23/2021	12/17/2021
0003118	Hayward, James	CIS-103-H1	Introduction to Web Design	5	3	1.50		979.93	\$1,469.90	CBA	8/27/2021	12/17/2021
0003118	Hayward, James	CIS-159-NR	Adobe Photoshop & Flash	4	3	1.20		979.93	\$1,175.92	CBA	8/23/2021	12/17/2021
0003100	Lyons, Kenneth	LAW-201-01	Police Ops and Procedures I	1	3	0.30	0.33	1077.98	\$ 355.73	CBA	9/7/2021	12/17/2021
0002935	Murphy, Martha	BUS-130-12	Quickbooks	6	2	1.20		1025.70	\$1,230.84	CBA	8/25/2021	12/15/2021
0000862	Napoletano, Elizabeth	GSP-111-H1	Game Development Essentials	2	3	0.60		986.47	\$ 591.88	CBA	8/27/2021	12/17/2021
0081992	O'Halloran, Denis	FIR-240-11	Building Construction-Fir Prot	1	3	0.30	0.33	1025.70	\$ 338.48	CBA	8/25/2021	12/15/2021
0152888	Voight, William	LAW-203-01	Law Enforcement & Comm Rela	1	3	0.30	0.33	1025.70	\$ 338.48	CBA	8/23/2021	12/15/2021
								Total	\$7,066.69			

2021 Fall Adjunct Differential Pay Stipend Report

Person Full Name	Section Name	Section Title	Enrollment	Students Over	Differential Pay	Credit Hours	Section Start Date	Section End Date
Dutt, Eric	ENG-102-K2	Rhetoric II	25	1	\$97.02	3	8/26/2021	12/16/2021
Halm, James	SOC-100-NR1	Intro to Sociology	33	1	\$101.93	3	8/30/2021	12/17/2021
Khalifeh, Khalaf	BIO-203-1B	Anatomy & Physiology I	21	1	\$96.99	4	8/23/2021	12/17/2021
Khalifeh, Khalaf	BIO-203-3H	Anatomy & Physiology I	21	1	\$96.99	4	8/23/2021	12/13/2021
Martinez Jr, Salvador	ENG-102-3F	Rhetoric II	25	1	\$92.31	3	8/23/2021	12/13/2021
Perusich, James	ENG-086-72	Reading & Writing III	25	1	\$97.02	3	8/24/2021	12/16/2021
Sulack, Alexandra	MUS-100-NR	Music Appreciation	26	1	\$84.66	3	8/23/2021	12/17/2021
Behling, William	BUS-111-1E	Introduction to Business	34	2	\$194.04	3	8/23/2021	12/15/2021
Dillinger, Benjamin	MUS-106-NR	Trends Modern American Music	28	3	\$264.58	3	8/23/2021	12/17/2021
Selvaggio, Nicole	ENG-102-9H	Rhetoric II	27	3	\$264.58	3	8/24/2021	12/16/2021
Selvaggio, Nicole	ENG-102-NR	Rhetoric II	27	3	\$264.58	3	8/23/2021	12/17/2021
Wasilewski, Adam	CHM-100-8B	Fundamentals of Chemistry	27	3	\$507.98	4	8/28/2021	12/11/2021
Cisneros, Sharon	BUS-111-NR	Introduction to Business	38	6	\$582.11	3	8/23/2021	12/17/2021
Skov, Erik	MUS-100-NR2	Music Appreciation	31	6	\$529.16	3	8/30/2021	12/17/2021
				Total	\$3,273.95			

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASED OF 200 LAPTOPS FROM CDW-G TO BE USE FOR THE ONE-TO-ONE PROGRAM USING REMOT GRANT FOR THE AMOUNT OF \$138,488.00

RATIONALE:

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

To One-to-One program.

Goals: To assist students with technology and with their career success in the One-to-One program.

COST ANALYSIS:

\$138.488.00 – CDW-G Quote - REMOTE Grant

ATTACHMENTS:

CDW-G Quote

QUOTE CONFIRMATION



DEAR RUBEN RUIZ,

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

Here you go!

Thank you,



ACCOUNT MANAGER NOTES:

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

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MKHX456	10/1/2021	MKHX456	1307885	\$138,400.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP 255 G8 - 15.6" - Ryzen 5 5500U - 16 GB RAM - 256 GB SSD - US	200	6575264	\$692.00	\$138,400.00
Mfg. Part#: 4L1R0UT#ABA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)				

PURCHASER BILLING INFO		SUBTOTAL	\$138,400.00
Billing Address: MORTON COLLEGE ACCTS PAYABLE 3801 S CENTRAL AVE CICERO, IL 60804-4300 Phone: (708) 656-8000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$138,400.00
DELIVER TO		Please remit payments to:	
Shipping Address: MORTON COLLEGE RUBEN RUIZ 3801 S CENTRAL AVE CICERO, IL 60804-4300 Phone: (708) 656-8000 Shipping Method: NiteMoves Local Super-Saver		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



CDWG Account Team - Tyler and Marty

(866) 723-3280

tylerandmarty@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$138,400.00	\$3,673.14/Month	\$138,400.00	\$4,253.03/Month

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

Why finance?

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

General Terms and Conditions:

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

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

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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 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.
2. 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. Policy and 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](#)

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983; November 28, 2018

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



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

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASED OF BARRACUDA TOTAL EMAIL SECURITY FROM CDW-G IN THE AMOUNT OF \$144,902.80/ FOR FY 2022-2024

RATIONALE:

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

With the increase issues in cybersecurity worldwide, this tool will allow the IT department to be prepared and isolate any threats, phishing, and spam

Goals: To be able to monitor and safeguard Morton college infrastructure.

COST ANALYSIS:

Year 1 \$48,300.93 - HEERF FUNDS
Year 2 \$48,300.93 - HEERF FUNDS
Year 3 \$48,300.94 - INSTITUTIONAL FUNDS

ATTACHMENTS:

CDW-G Invoice

QUOTE CONFIRMATION



DEAR RUBEN RUIZ,

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

Here you go!

Thank you,



ACCOUNT MANAGER NOTES:

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

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MKRL357	10/12/2021	BARRACUDA 3YR	1307885	\$144,902.80

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda Total Email Security - subscription license (1 month) - 1 user, 1 Mfg. Part#: BEO-TES-EDU-FTE-1M Electronic distribution - NO MEDIA Contract: MARKET	18000	6488086	\$3.32	\$59,760.00
Barracuda Total Email Security - subscription license (1 month) - 1 user, 1 Mfg. Part#: BEO-TES-EDU-STU-1M Electronic distribution - NO MEDIA Contract: MARKET	999999	6488087	\$0.00	\$0.00
Barracuda Cloud-to-Cloud Backup Service - subscription license (1 month) - Mfg. Part#: BEO-CCB-EDU-FTE-1M Electronic distribution - NO MEDIA Contract: MARKET	18000	6488123	\$2.60	\$46,800.00
Barracuda Cloud-to-Cloud Backup Service - subscription license (1 month) - Mfg. Part#: BEO-CCB-EDU-STU-1M Electronic distribution - NO MEDIA Contract: MARKET	999999	6488124	\$0.00	\$0.00
Barracuda Forensics & Incident Response - subscription license (1 month) - Mfg. Part#: BEO-FIR-EDU-FTE-1M Electronic distribution - NO MEDIA Contract: MARKET	18000	6488080	\$2.06	\$37,080.00

QUOTE DETAILS (CONT.)				
Barracuda Forensics & Incident Response - subscription license (1 month) -	999999	6488081	\$0.00	\$0.00
Mfg. Part#: BEO-FIR-EDU-STU-1M Electronic distribution - NO MEDIA Contract: MARKET				
Barracuda Remote Consulting Services - remote consulting	1	4559309	\$1,262.80	\$1,262.80
Mfg. Part#: BT003 Electronic distribution - NO MEDIA Contract: MARKET				

PURCHASER BILLING INFO		SUBTOTAL	\$144,902.80
Billing Address: MORTON COLLEGE ACCTS PAYABLE 3801 S CENTRAL AVE CICERO, IL 60804-4300 Phone: (708) 656-8000 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$144,902.80
		DELIVER TO Shipping Address: MORTON COLLEGE ANTONIO CLEMENTE 3801 S CENTRAL AVE CICERO, IL 60804-4300 Phone: (708) 656-8000 Shipping Method: ELECTRONIC DISTRIBUTION	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

	CDWG Account Team - Tyler and Marty		(866) 723-3280		tylerandmarty@cdwg.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$144,902.80	\$3,845.72/Month	\$144,902.80	\$4,452.86/Month

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

Why finance?

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

General Terms and Conditions:

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

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

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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE AND RATIFY THE FISCAL YEAR 2022 MORTON COLLEGE STUDENT GOVERNMENT ASSOCIATION BUDGET AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.2]

Attached is the club/organization funding for FY22. The primary source of income is from a portion of the comprehensive fee charged to each student. Other funding comes from a tier funding chart created by the Student Activities Office.

COST ANALYSIS: See attached budget document.

ATTACHMENTS: Student Government Budget FY22

Club/Organization Name		GL Account #	FY22 Allocation	
Campus Activ. Board:	Misc Revenue	95150-490000020	<u>\$36,000.00</u>	
	Donation/Sponsorship	95150-480000010		\$0.00
	Other Contract	95150-530900000		\$27,000.00
	Memberships	95150-540600005		\$2,500.00
	Meal Money	95150-550100015		\$2,500.00
	Meeting Expense	95150-550100005		\$1,750.00
	Other Expenditures	95150-590900000		\$2,250.00
Student Association :	Misc Revenue	95144-490000020	<u>\$18,000.00</u>	
	Training	95144-530900015		\$3,500.00
	Awards/Trophies	95144-540100110		\$4,500.00
	Recognition Function	95144-540100115		\$7,500.00
	Meeting Expense	95144-550100005		\$2,500.00
ALPFA : Misc Revenue		95256	<u>\$ 300.00</u>	<u>300.00</u>
Anime Gamers Union		95112	<u>\$ 300.00</u>	<u>300.00</u>
Art + Design : Misc Revenue*		95102	<u>\$ 300.00</u>	<u>300.00</u>
Dance Club		95110	<u>\$ 300.00</u>	<u>300.00</u>
IGNITE : Misc Revenue		95258	<u>\$ 300.00</u>	<u>300.00</u>
Morton Ambassador Pr : Misc Revenue		95120	<u>\$ 950.00</u>	<u>950.00</u>
Morton College Society of Hispanic Professional Engineers		95244	<u>\$ 300.00</u>	<u>300.00</u>
Nursing: Misc Revenue		95122	<u>\$ 300.00</u>	<u>300.00</u>
Phi Theta Kappa : Misc Revenue		95126	<u>\$ 300.00</u>	<u>300.00</u>
Physical Therapy: Misc Revenue		95128	<u>\$ 300.00</u>	<u>300.00</u>
Speech + Debate		95260	<u>\$ 300.00</u>	<u>300.00</u>
Science Club		95244	<u>\$ 300.00</u>	<u>300.00</u>
TOTALS: FY22 Revenues			\$58,250.00	\$ 58,250.00

Club/Organization Name	Account #	Comm. Service	SGA Mtgs.	Members	Funding Tier
<i>Campus Activities Board</i>	95150	+	12	1	<i>Other</i>
<i>MAP</i>	95120	N/A	12	N/A	<i>Other</i>
<i>Student Government Association</i>	95144	+	12	3	<i>Other</i>
ALPFA	95256	+	5	N/A	\$300
Anime Gamers Union	95112	+	8	N/A	\$300
Art + Design Club	95102	+	N/A	N/A	\$300
Dance Club	95110	+	2	N/A	\$300
IGNITE	95258	N/A	N/A	N/A	\$300
Nursing Student Association	95122	+	N/A	N/A	\$300
Phi Theta Kappa Honor Society	95126	+	11	4	\$300
Physical Therapy Assistant	95128	+	11	5	\$300
Science Club	95244	+	N/A	N/A	\$300
Speech & Debate	95260	+	5	6	\$300
Society of Hispanic Professional Engineers	95242	+	11	N/A	\$300

New Funding Model: Tiered Funding

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

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



PROPOSED ACTION: *THAT THE BOARD APPROVE THE FACILITY USE APPLICATION OF YWCA METRO CHICAGO TDL SECTOR FOR EMPLOYMENT OPPORTUNITIES FAIR ON 11/15/2021, MONDAY 8:00AM-3PM.*

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 the event promoting TDL Sector employment opportunities.*

COST ANALYSIS: *No cost to Morton College.*

ATTACHMENT: *Facility Use Application*

MORTON COLLEGE
Facility Use Permit Application

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

Date: 9/29/2021

Name of Organization: YWCA Metro Chicago TDL Sector Center

Address: 320 W. 202nd Street, Suite #3 Chicago Heights IL 60411
Street City Zip Code

Telephone: Date(s) 708.916.3653 Person to Contact: Robert Lewis

Requested: Employee Hiring Event

Time Requested: From: 11/15 (8am) To: 11/15 (3pm)

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

Facility Requested: Theatre

Purpose of Use: Hiring Event (Partnership)

Expected Attendance: #50 - #125

Equipment Requested: #6 - #8 tables, projector, #12 chairs, electrical outlets

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

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

Authorized Signature: [Signature]

Organization Title: YWCA Metro Chicago Business Development 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 (708) 656-7679

_____ Date

Stan Fields
President _____ Date

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

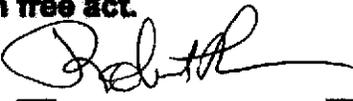
This form must be completed and returned with the Facility Use Permit Application together with a copy of your Certificate of Insurance.

ORGANIZATION: YWCA Metro Chicago
ADDRESS: 320 W. 20th Street, Suite #3 Chicago Heights, IL 60411
TELEPHONE: 708.916.3653
DATE (S) OF UTILIZATION: 11/15 8AM - 3PM

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

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

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

Authorized Signature: 
Organization Title: Business Development Manager
Date: 9/29/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/30/2021

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

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

PRODUCER Assurance, a Marsh & McLennan Agency LLC company 20 North Martingale Road Suite 100 Schaumburg IL 60173	CONTACT NAME: Ashley Savage PHONE (A/C. No. Ext): (847) 463-7814 E-MAIL ADDRESS: Ashley.Savage@MarshMMA.com	FAX (A/C. No.): (847) 440-9123
	INSURER(S) AFFORDING COVERAGE	
INSURED YWCA of Metropolitan Chicago 1 North LaSalle Street Suite 1700 Chicago IL 60602	INSURER A: Technology Insurance Company NAIC # 42376	
	INSURER B: Great American Alliance Insura NAIC # 26832	
	INSURER C: Great American Ins. Co. of NY NAIC # 22136	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1827663840

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PAC3218472-03	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAPE772064-02	9/30/2021	9/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB3218474-03	9/30/2021	9/30/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC4030709	9/30/2021	9/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			PAC3218472-03	9/30/2021	9/30/2022	Occ: \$1,000,000 Agg: \$3,000,000

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

Proof of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance

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

AUTHORIZED REPRESENTATIVE

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Morton College Job Description

Job Title:	Mentorship Program Coordinator (Full time)
Range:	Classified Staff- Excluded
Grant-Funded:	Federal Grant - FIPSE
Reports to and Evaluated by:	Dean of Student Services
Required Qualifications:	A bachelor's degree with coursework or related experience in education, human services, academic advising, and/or social work. Experience coordinating, training, and/or supporting mentors/volunteers. Training or coursework in business administration, leadership, or management. Familiarity with the needs of community college, non-traditional students. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
Desirable Qualifications:	Experience developing and implementing mentorship programs; experience tutoring or mentoring college students; familiarity with dual credit/enrollment programs and postsecondary retention initiatives. Master's Degree in related discipline (Human Services, Education, Social Work).
Job Summary:	The Coordinator is responsible for developing and implementing the peer-to-peer mentorship program. The coordinator will work closely with the college recruitment team, the retention and transition specialist, college faculty, and staff at the local high schools to promote student success and a seamless transition from secondary to post-secondary. This position will also oversee the day-to-day operations of the mentorship program.
Essential Job Functions	<ul style="list-style-type: none">• Recruit and manage mentors for the peer-to-peer program.• Work with faculty and staff to recruit and enroll students who are in the targeted populations (Pell, Latino Males) in the peer-to-peer program.• Facilitate, coordinate, and participate in peer-to-peer program orientations, trainings, and events.• Monitor the progress of both students and mentors• Ensure student and mentor understanding and compliance

Job Description: Mentorship Coordinator (FT)
of the Academic Success Policy and Student Learning
Plans.

- Meet weekly with other Peer-to-Peer team members.
- Meet with all Peer-to-Peer cohort students prior to pairing with a mentor to assess individual student needs. For student uncomfortable with attending in person, virtual meetings will be arranged.
- Meet with faculty virtually, scheduled, and as needed
- Together with the retention and transition specialist host information sessions on dual enrollment and high school programs such as CTE pipeline opportunities.
- Check in frequently with students who are in targeted populations (Pell students, Latino Males, etc.).
- Coach mentors encountering difficulty in their work with students.
- Attend required meetings and training sessions.

Other Duties:

- Present workshops on various topics as requested.
- Conduct college tours and coordinate guest speakers from various college programs.
- Complete professional development activities as required by ICCB and Morton College
- Perform other duties and special projects as assigned

**Work
Environment:**

- Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

**Physical
Demands:**

- Have the ability to stand for a specified period of time to carry out essential and other duties of the job.
- Be able to carry textbooks, lift boxes weighing up to 15-20 lbs. up to 15% of the time.

**Position
Unit:**

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

Job Description: Mentorship Coordinator (FT)

- 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:	Retention and Transition Specialist (Full time)
Range:	Classified Staff- Excluded
Grant-Funded:	Federal Grant
Reports to and Evaluated by:	Dean of Student Services
Required Qualifications:	A bachelor's degree with coursework or related experience in education, academic advising, counseling and/or social work. Experience teaching, and training or coursework in teaching reading and/or math. Familiarity with the needs of non-traditional students. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
Desirable Qualifications:	Experience working with disadvantaged adults; experience tutoring or mentoring college students; familiarity with dual credit/enrollment programs and postsecondary retention initiatives. Master's Degree in related discipline (Education, Counseling, Social Work, English, or Math).
Job Summary:	The Retention Specialist is responsible for facilitating, coordinating, and participating in all retention and transition initiatives targeting students in the One-to-one and Peer-to-peer programs. The Specialist will conduct data analysis to develop retention initiatives, and is dedicated to conducting activities in a manner that promotes student success and lifelong learning. Works closely with the Mentorship Program Coordinator to assure that learning needs are met for the students. Counsels and advises students in the One-to-one and Peer-to-peer programs about academic programs supports students as they transition from secondary to post-secondary.
Essential Job Functions	<ul style="list-style-type: none">• Participate in all One-to-One trainings including coaching, cultural competence, supplemental instruction, etc.• Advise students on course selection in partnership with the College advisor.• Monitor student progress.• Ensure student understanding and compliance of the Academic Success Policy and

Job Description: Retention Specialist (FT)

- Student Learning Plans.
- Meet online biweekly with other One-to-One team members.
- Facilitate, coordinate, and participate in boot camps prior to the first semester to orient students to MC expectations.
- Facilitate online coaching sessions with students.
- Meet with all One-to-One cohort students prior to the program's formal start to assess for individual student needs. For student uncomfortable with attending in person, virtual meetings will be arranged.
- Meet with faculty virtually, scheduled and as needed
- Facilitate virtual information sessions on dual enrollment and high school programs such as CTE pipeline opportunities.
- Check in frequently with students who are in targeted populations (Pell students, Latino Males, etc.).
- Coach students encountering difficulty in degree or dual enrollment coursework.
- Develop success and retention initiatives based on data.
- Attend required meetings and training sessions.

Other Duties:

- Introduce students to software programs that meet their educational needs.
- Present workshops on various topics as requested.
- Conduct college tours and coordinate guest speakers from various college programs.
- Complete professional development activities as required by ICCB and Morton College
- Perform other duties and special projects as assigned

Work Environment:

- Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

Physical Demands:

- Have the ability to stand for a specified period of time to carry out essential and other duties of the job.
- Be able to carry textbooks, lift boxes weighing up to 15-20 lbs. up to 15% of the time.

Position Unit:

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

Job Description: Retention Specialist (FT)

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

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Employee _____ Date _____



Morton College Job Description

Job Title:	Coordinator of Simulation and Lab Learning for Health Careers
Range:	Classified Excluded
Grant-Funded:	N/A
Reports to and Evaluated by:	Associate Dean of Nursing Programs
Required Qualifications:	<p>A current Registered Nurse in the State of Illinois. Bachelor of Science in Nursing. Two years of clinical experiences in nursing.</p> <ul style="list-style-type: none">• High energy, positive, service oriented. Knowledge of computers and ability to learn a variety of academic and healthcare technologies. Experience with simulation, simulation technology, medical equipment, electronic medical records, Microsoft word, Excel, and Blackboard preferred. <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Spanish/English bicultural, bilingual. Master of Science in Nursing. Certification in Simulation Technology or willingness to obtain simulation certification, i.e.: https://www.ssih.org/Credentialing/Certification/CHSE</p>
Job Summary:	<p>Assists students in the lab, directly or with Nursing faculty, to use nursing knowledge, skills, and abilities in campus-based simulation learning environments. Manages simulation activities, lab equipment and inventory. The Coordinator of Simulation and Lab Learning for Health Careers directs the development and maintenance of a simulated clinical teaching/learning environment for faculty and students. The Coordinator collaborates with lead and course faculty to plan, develop, implement, and evaluate the learning spaces.</p>
Essential Job Functions	<ul style="list-style-type: none">• Manage all simulation and lab spaces for Nursing in the most efficient way.<ul style="list-style-type: none">○ Collaborates with faculty and staff in setting up, scheduling, and operating simulation programs and lab practice activities for classes.

- Manage schedules and activities of part-time simulation and lab staff and student workers
- Develop simulation and lab manuals, documenting policies and procedures when in Simulation and Lab Learning environments.
- Provides for practices of safety constant with regulatory guidelines.
- Participates in providing documentation and input for accreditation as it relates to simulation and lab activities.
- Develop meaningful reports to analyze use of simulation spaces. Use data to recommend changes, if needed.
- Assists faculty to design and encourage completion of student simulation performance evaluations and research if applicable.
 - Jointly develops and implements simulations with Nursing faculty which meet student learning outcomes and are consistent with current evidence-based simulation standards and practice.
 - Attends faculty meetings to provide input related to simulation and lab issues and share student concerns.
 - Attends faculty meetings to provide input related to simulation and lab issues and share student concerns.
 - Conduct appropriate research into best practices for simulation and lab spaces.
- Organizes and maintains inventory of supplies and equipment, interacts with vendors and participates in ordering supplies
 - Order Nursing and Health Careers capital, minor and instructional supplies for Nursing and Health Careers
 - Collaborates with faculty and administration on decisions regarding supplies needed for simulation and labs within budgetary constraints.
 - Identifies equipment malfunctions, troubleshoots, and resolves as possible, scheduling repairs as needed.
 - Evaluate equipment and technology needs and recommend equipment purchases for annual budgets and work plans to Associate Dean.
- Represents Morton College in area Simulation User Groups and attends internal meetings.
- Independently participates in educational and credentialing activities directly related to duties.
- Evaluate all employees under his/her supervision.

Other Duties: • Other duties as assigned.

Work Environment: Work is generally performed within an office environment

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

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Employee _____ **Date** _____



Morton College Job Description

Job Title:	COVID-19 Tester (Temporary, Part-time)
Range:	
Grant-Funded:	Grant funded position
Reports to and Evaluated by:	Community Health Nurse
Required Qualifications:	<p>Excellent customer service skills.</p> <p>Proficient computer and clerical skills.</p> <p>Strong organizational, communication, and interpersonal skills.</p> <p>Very detail oriented and able to work well with others.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>High school diploma</p> <p>Bilingual: Spanish</p>
Job Summary:	<p>The COVID-19 Tester provides support to the Morton College community in the fight against COVID-19. The COVID-19 Tester is responsible assisting students and employees with performing on-site testing. This includes testing preparation, day of event oversight and ensuring the results are processed and communicated according to internal procedures.</p> <p>Will work in our COVID testing room to help facilitate patients and testing performed on campus.</p>
Essential Job Functions	<ul style="list-style-type: none">• Conduct COVID-19 test• Verify Identification of COVID testers• Provide proper instructions and teachings to testers about providing a sample• Monitor inventory tests and supplies
Other Duties:	<ul style="list-style-type: none">• Setup and breakdown the equipment for events, sample collection handling, and repack the equipment at the end of the event if needed.

- Perform daily activities such as viewing appointments, specimen lookup, printing QR codes, and save and send manifests.
- Adhere to policy and procedures during all activities.
- Perform all duties within HIPAA regulations.
- Other duties assigned.

Work Environment:

- Private environment
- HIPPA and FERPA compliant

Physical Demands:

- Some standing may be required

Position Unit:

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

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Employee _____ **Date** _____



Morton College Job Description

Job Title:	Campus Police (Lieutenant)
Range:	Classified Staff – Excluded
Grant-Funded:	NA
Reports to and Evaluated by:	Chief of Campus Police
Required Qualifications:	Fifteen years of law enforcement experience with ten years of supervisory experience. Must possess a Bachelor’s Degree, preferably in a social science. Must possess excellent written and oral communication skills and Microsoft Office proficiency. Must have defensive tactics training, firearms proficiency, and the ability to provide CPR and first aid. Must pass a pre-employment physical examination. Must possess honesty, integrity, emotional stability, good judgment, dependability, the ability to function well under pressure, and a professional appearance. Must have a valid state driver’s license, FOID Card (Illinois residents), and have a valid Illinois police officer state certification or ability to update/renew if retired law enforcement.
Desirable Qualifications:	A Master’s degree. Ten or more years of law enforcement supervisory experience. Law Enforcement executive management/command experience. Law enforcement experience in a college setting. Ability to communicate in Spanish. Law enforcement executive leadership certification such as Northwestern Staff and Command or the F.B.I. National Academy. Experience as a law enforcement trainer, field training officer, or training program coordinator.
Job Summary:	Under the direction of the Chief of Campus Police, plans, directs, manages, supervises, and coordinates the activities and operations of an assigned area within the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to higher ranks as assigned. Maintains a safe and secure college campus environment while protecting persons and property. Supervises all personnel and coordinates police activity as directed by the Chief of Police.
Essential Job Functions	<ul style="list-style-type: none">• Directs, leads, and mentors all personnel under their leadership while providing exemplary service to the Morton College Community.

- Provides campus safety while enforcing federal/state laws, local ordinances, and college rules/policies/procedures and regulations.
- Directs emergency planning/training/drills, safety meetings, and disaster recovery and evacuation planning. Responds to major incidents and ensures that all personnel follow emergency management protocol; assumes command of incidents as needed.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; and maintains Illinois Law Enforcement Training and Standards Board records and files.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures of assigned staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; and to ensure safe work practices, quality, and accuracy; meets with staff to identify and resolve problems; Ensures compliance with local, state, and federal requirements of a college campus.
- Commands Department personnel following departmental policy in accordance with the Chief of Police or their designee and supervises all police department personnel to ensure compliance with departmental policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Supervises, reviews, and participates in preparing reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.
- Responds to all internal and external communication in a timely and professional manner.
- Provides first responder medical assistance and performs other services for students, faculty, and staff as needed.
- Conducts investigations as assigned by the Chief of Police or their designee. Responds to inquiries and requests for information; assists in the hearing and adjusting citizen complaints; conducts and oversees sensitive and complex internal and external investigations.
- 24 x 7 accountability and ability to respond to the college as needed or as situations arise.

- Exemplifies the Morton College core values of compassion, fairness, respect, responsibility, tolerance, and truth.

Other Duties:

- Performs other duties as assigned by the Chief of Campus Police or their designee.
- Acts as an ambassador of Morton College through participation in college and community-based events.

Work Environment:

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

Physical Demands:

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

Position Unit:

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

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Employee _____ Date _____



Morton College Job Description

Job Title:	Nursing Educational/Retention Specialist
Range:	Classified Staff- Excluded
Grant-Funded:	NA
Reports to and Evaluated by:	Associate Dean of Nursing
Required Qualifications:	<p>Bachelor's degree in Nursing required. Active Illinois RN license. A minimum of two years teaching experience is required. Knowledge of Microsoft Office products including Word, Excel, PowerPoint, Outlook. May be available to work some evenings. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Master's degree in Nursing. Bilingual (English/Spanish), Experience with education, bridge programs, and program implementation.</p>
Job Summary:	<p>Under the direction of the Associate Dean of Nursing, the Educational Specialist is responsible for learning and retention of students in the Nursing department. The Educational Specialist assists in student registration, student orientation, tutoring, and preparation for the NCLEX. Listed below are the additional duties of this job description. The Educational Specialist is dedicated to conducting activities in a manner that promotes student success and lifelong learning. Works closely with the Morton College Nursing Faculty to assure that learning needs are met for the Nursing and CNA students.</p>
Essential Job Functions	<ul style="list-style-type: none">• Develop and implement innovative programs for Nursing and contextualize learning classes in compliance with content standards. Assist and collaborate in the development and management of comprehensive programming of services designed to increase student retention.• Collaborates with faculty and staff to coordinate learning needs of students.

- Works with Associate Dean of Nursing to organize and facilitate student assessment, orientation, registration, and tutoring.
- Delivers contextualized learning to various Nursing and CNA classes according to program innovation. Assists in developing and implementing supplemental instructional programs.
- Assists Associate Dean of Nursing with special projects as assigned by the department.
- Assists Associate Dean of Nursing with the collection and interpretation of data for reporting and program evaluation needs including student and alumni surveys.
- In collaboration with the Associate Dean of Nursing Program and faculty, reviews textbooks, software, and technology tools to determine most appropriate materials for curriculum and classes.
- Participates in Advisory Board meeting, when requested by Associate Dean of Nursing Program.
- Collaborates with other departments to implement robust bridge programs for retention.
- Collaborates with local high schools to create bridge and/or cohort programs for the Nursing and CNA programs.
- Incorporates current nursing program retention initiatives into the nursing programs.
- Works closely with nursing tutors and other retention staff to provide students effective learning plans.
- Academic coaching as needed.
- Assists with boot camps and orientation.
- Develops PowerPoints for presentations and in-services.
- Develops and maintains resources for Nursing and CNA students.

Other Duties: • Performs other duties as assigned

Work Environment: Typical office environment

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

Position Unit: Administration - Exempt
 Professional Staff - Exempt

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

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Employee _____ Date _____



Morton College Job Description

Job Title: Lab Assistant/Tutor -
Nursing Program

Range: Classified Staff – Excluded

Grant-Funded: NA

**Reports to and
Evaluated by:** Associate Dean of Nursing

**Required
Qualifications:**

- A minimum a Bachelor's degree in Nursing
- Licensed, in the State of Illinois as an RN, commensurate with his/her earned degree from an accredited program.
- Clinical experience as an RN beyond entry-level, preferably a minimum of five years of experience.
- Able to teach all laboratory-based skills completed by an RN.
- Demonstrate an understanding of teaching and learning principles, particularly in the laboratory setting and conducting student learning tutorials.
- Excellent organizational, analytical, interpersonal, and communications skills (written and verbal), as well as basic computer literacy.
- Positive attitude and ability to focus on students, student learning, and student success.
- The ability to problem solve, think critically, balance multiple tasks simultaneously, and pay attention to detail and accuracy.
- The ability to perform in teamwork environments as well as the ability to self-initiate and work independently.
- Exercise good judgment and maintain confidentiality.
- Demonstrate excellent interpersonal, education, and coaching skills.
- Available to work some evenings and weekends.
- Demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable
Qualifications:** Master's degree in Nursing. A minimum of five years of clinical experience beyond entry-level as an RN. Experience as a

clinical instructor with preference to candidates with credentialed clinical instructor recognition. Specializations in the field of Nursing. Academic preparation and teaching experience in Nursing education and/or healthcare related fields. Experience with healthcare fields, bridge programs and program implementation. Experience working with culturally diverse students. Ability to use technology to enhance teaching and learning; knowledge of word and excel. Bilingual skills English/Spanish.

Job Summary: Under the direct supervision of the Associate Dean of Nursing with the direction/collaboration of the Simulation Coordinator, and collaboration with Nursing Educational/Retention specialist the Nursing lab assistant/tutor is

- Responsible for healthcare contextualized student learning/retention.
- Laboratory assistance, tutoring, student support, student learning/retention.
- Provide 1:1 tutoring/support sessions and supplemental sessions to promote student learning/retention.
- Provide oversight and instruction to Nursing students during open lab hours.
- Assist faculty during lab sessions of coursework, including assistance on practical examinations, skill checks, and remediation activities.
- Assist in preparing students for clinical education with review and analysis of case studies and role play activities that simulate potential clinical situations.
- Maintain a clean, safe, and up-to-date laboratory environment.
- Demonstrate knowledge of legislative, regulatory, legal and practice issues affecting education of the nursing student, and the profession of nursing as a whole.
- Dedicated to learning college concepts and demonstrates this dedication by conducting activities in a manner that promotes student success and lifelong learning.
- Under the direction of the Associate Dean of Nursing and the Simulation Coordinator, works closely with the Morton College Nursing Program Faculty and Retention Specialists to assure that learning needs are met.
- Provide services to a diverse student population in support of the program faculty and staff.

Essential Job Functions

- Works with the Associate Dean of Nursing, Simulation Coordinator, faculty, and staff to provide supplementation to the lesson plans of the department and college.
- Works with Associate Dean of Nursing and Simulation Coordinator to organize and facilitate student assessments and tutoring.
- Develops plans aligned with curriculum scope and sequence for use in tutoring and remediation needs.
- Assists in developing and implementing supplemental instructional sessions/programs.
- Assists Associate Dean of Nursing and Simulation Coordinator with special projects as assigned by the department.
- Assists Associate Dean of Nursing, Retention Specialists, and Simulation Coordinator with the collection and interpretation of data for student success monitoring and for reporting on program evaluation needs.
- In collaboration with the Associate Dean of Nursing and Simulation Coordinator, staff, and faculty, the individual reviews textbooks, software, and technology tools to determine most appropriate materials for curriculum and classes.
- Participates in Advisory Board meeting, when requested by Associate Dean of Nursing.
- Assists in collaboration with the Simulation Coordinator, Retention Specialists and other departments to facilitate and maintain robust tutoring and student learning/retention plans.
- Academic coaching and tutoring.
- Assists with bootcamp and orientation.
- Provides technical guidance, observation and documentation of student performance on tasks assigned by Nursing faculty, including completion of course observation check-lists.
- Organizes and manages open lab schedules for Nursing students.
- Assist students during open lab sessions providing safety oversight and instruction as needed.
- Provide students with constructive feedback on performance during open lab sessions.
- Provide individual guidance in skills previously taught in class if requested by the student or instructor.
- Develop and manage a schedule for individual or small group guidance sessions with direction from the Simulation coordinator

- Promotes a safe simulation and lab learning environment by
 - Following required safety procedures, including, but not limited to electrical equipment safety, PPE, and soiled linens.
 - Completing a monthly check of all laboratory equipment to determine the presence of any safety issues.
 - Scheduling formal safety checks at least every 12 months and equipment repair visits as needed.
 - Maintaining records of safety checks and repair orders for proper accountability of equipment.
 - Maintaining laundry for all labs.
 - Maintaining cleanliness of labs.
 - With Coordinator of Simulation and Lab Learning, adhere to the pre-designed learning schedule and open lab, monitoring occupancy and time between sessions.
 - Ensure safety practices are followed by all lab participants.
- Maintain inventory of laboratory equipment and supplies and notify the Associate Dean of Nursing and Simulation Coordinator when purchases need to be considered.
- Enforce all rules and regulations that govern student practices in the Nursing program at Morton College.
- Adhere to the policies of the Nursing program and Morton College.

Other Duties: Perform other duties as assigned by the respective instructor, Associate Dean of Nursing and Simulation Coordinator.

Work Environment: Classroom and an office environment

Physical Demands: Stand, walk, sit, squat, twist, lift up to 20 lbs., reach overhead, push, pull, and/or bend.

- Position Unit:**
- Administration - Exempt
 - Professional Staff - Exempt
 - Faculty, Local 1600, A.F.T.
 - Adjunct Faculty, IEA-NEA
 - Classified Staff - Excluded
 - Classified Staff, Local 1600, A.F.T.
 - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
 - Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO

- Classified Staff - Part-Time, Local 1600, A.F.T
- Classified Staff - Part-Time, Non-Union

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

Employee _____ Date _____



Morton College Job Description

Job Title:	Service Aide – Panther Pantry
Range:	Range A
Grant-Funded:	This position will be funded by HEERF Grant.
Reports to and Evaluated by:	Director of Student Activities
Required Qualifications:	High school diploma. Experience with student programming. Excellent customer service. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
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. Flexible schedule to work evenings and sometimes weekends. 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 relationship, manage communication via email and social media for the pantry.
Essential Job Functions	<ul style="list-style-type: none">• 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
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:	<input type="checkbox"/> Administration - Exempt <input type="checkbox"/> Professional Staff - Exempt <input type="checkbox"/> Faculty, Local 1600, A.F.T. <input type="checkbox"/> Adjunct Faculty, IEA-NEA <input type="checkbox"/> Classified Staff - Excluded

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

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

Employee _____ Date _____

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

PROPOSED ACTION: THAT THE BOARD APPROVE EVELYN JAQUEZ AS A NEW STUDENT SUCCESS COACH FOR THE ADVISING DEPARTMENT WITH AN EFFECTIVE START DATE OF 11/1/2021

RATIONALE

EVELYN HAS A BACKGROUND IN RETENTION AND RECRUITMENT, ALONG WITH EXPERIENCE WORKING IN THE ADVISING DEPARTMENT, ALL OF WHICH WOULD ADD GREAT VALUE TO THIS ROLE.

COST ANALYSIS:

\$60,403

PROPOSED ACTION: THAT THE BOARD APPROVE THE HIRING OF CAROLYN MARKEL FOR THE POSITION OF DIRECTOR OF GRANTS AND COMPLIANCE IN THE ADULT EDUCATION DEPARTMENT WITH AN EFFECTIVE START DATE OF OCTOBER 18, 2021.

RATIONALE: CAROLYN MARKEL MEETS AND EXCEEDS THE REQUIRED QUALIFICATIONS OF THE POSITION.

COST ANALYSIS: SALARY: \$72,000

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

PROPOSED ACTION: THAT THE BOARD APPROVE ISABEL CERVANTES AS A NEW EXECUTIVE ASSISTANT – DEAN'S OFFICE FOR THE DEAN'S OFFICE WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021

RATIONALE

THIS POSITION IS TO REPLACE OPEN ADMINISTRATIVE POSITION IN THE DEAN'S OFFICE.

COST ANALYSIS:

\$50,000.00

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

PROPOSED ACTION: THAT THE BOARD APPROVE BETH GILMARTIN AS A NEW PTA INSTRUCTOR – FULL TIME, TENURE TRACK, FOR THE PHYSICAL THERAPIST ASSISTANT DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 3, 2022.

RATIONALE:

The PTA program must meet CAPTE accreditation guidelines and fill vacant courses with qualified candidates that have contemporary expertise in the areas of study. One of the PTA program's full-time instructors had recently resigned from he/she's position, leaving a vacancy for a full-time PTA instructor position and requiring that many courses be filled with a qualified candidate for the content area.

COST ANALYSIS:

\$54,949.00

PROPOSED ACTION: THAT THE BOARD APPROVE THE HIRING OF RHONDA ROBINSON FOR THE POSITION OF ASSOCIATE DIRECTOR OF HUMAN RESOURCES, TRAINING AND DEVELOPMENT IN THE HUMAN RESOURCES DEPARTMENT WITH AN EFFECTIVE START DATE OF NOVEMBER 22, 2021.

RATIONALE: RHONDA ROBINSON MEETS AND EXCEEDS THE REQUIRED QUALIFICATIONS OF THE POSITION. SHE BRINGS OVER 10 YEARS OF HR EXPERIENCE.

COST ANALYSIS: SALARY: \$80,000

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

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

WHEREAS, the College desires to hire Employee to serve as Associate Director of Human Resources, Training and Development (or "Administrator") based upon the terms and conditions set forth herein; and

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

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

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

1. INCORPORATION OF PREAMBLES.

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

2. EMPLOYMENT.

A. Position. Employee shall be employed as the Associate Director of Human Resources, Training and Development of the College.

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

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

3. TERM.

The term of Employee's employment shall commence on the 22nd day of November, 2021 (the "Commencement Date") and end on June 30, 2022 (the "Expiration Date") unless terminated as provided for in Section 6 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

4. RESTRICTIVE COVENANTS.

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

5. REMUNERATION.

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

A. Base Salary. Employee shall receive an annual base salary of eighty thousand dollars. \$80,000.00 for Fiscal Year 2022 (July 1, 2021-June 30, 2022) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2022. Said amounts shall be paid in equal installments according to the payroll dates in effect for other administrators, with such deductions as may be required by law or Board policies.

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

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

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

E. Insurance.

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

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

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

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

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

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

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

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

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

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

6. TERMINATION.

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

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

B. Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment for Cause by providing a thirty (30) day written notification. For purposes of this Agreement, "Cause" means any of the following:

i. Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;

ii. Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;

iii. Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

iv. A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

v. Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

vi. Other conduct, including but not limited to, committing criminal assault or battery on another employee, or on an invitee of the College, or committing abuse or neglect of a person in Employee's professional care.

vii. Acts or omissions constituting gross negligence, recklessness or misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College. "Misconduct" includes, but is not limited to, the following:

a. Conduct one or omitted by the Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College;

b. Conduct demonstrating conscious disregard of the College's interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which the College expects of its employees. Such conduct may include, but is not limited to, willful damage to the College's property that results in damage or more than \$50.00, or theft of College property or property of an invitee of the College;

c. Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of the College's interests or of Employee's duties and obligations to the College;

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

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

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

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

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

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

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

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

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

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

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

7. RETURN OF THE COLLEGE'S PROPERTY.

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

8. CONFIDENTIALITY.

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

9. NOTICE.

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

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

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

If to Employee: Rhonda D. Robinson

10. MISCELLANEOUS.

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

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

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

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

E. Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's request, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of

a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

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

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

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

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

[SIGNATURE PAGE TO FOLLOW]

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

PROPOSED ACTION: THAT THE BOARD APPROVE MICHELLE HERRERA AS NEW BEHAVIORAL AND SOCIAL SCIENCES (CSS) ADJUNCT FACULTY WITH AN EFFECTIVE START DATE OF JANUARY 13, 2022.

RATIONALE

ADDITIONAL PART TIME CSS ADJUNCT FACULTY
NEEDED TO TEACH

COST ANALYSIS:

\$940.71 PER ECH

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

PROPOSED ACTION: THAT THE BOARD APPROVE THOMAS HERENA AS A WRITING TUTOR WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021.

RATIONALE

ADDITIONAL WRITING TUTORS NEEDED

COST ANALYSIS:

\$21 PER HOUR

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

PROPOSED ACTION: THAT THE BOARD APPROVE SALVADOR MARTINEZ JR. AS A WRITING TUTOR WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021.

RATIONALE

ADDITIONAL WRITING TUTORS NEEDED

COST ANALYSIS:

\$21 PER HOUR

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

PROPOSED ACTION: THAT THE BOARD APPROVE BRANDIE WINDHAM AS NEW BEHAVIORAL AND SOCIAL SCIENCES (CSS) ADJUNCT FACULTY WITH AN EFFECTIVE START DATE OF JANUARY 13, 2022.

RATIONALE

ADDITIONAL PART TIME CSS ADJUNCT FACULTY
NEEDED TO TEACH

COST ANALYSIS:

\$1004.44 PER ECH

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of Luke Dussman as an adjunct instructor for the Paralegal Program.

RATIONALE:

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

COST ANALYSIS: \$988.33

ATTACHMENTS:

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of Christian Ketter as an adjunct instructor for the Paralegal Program

RATIONALE:

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

COST ANALYSIS: \$988.33

ATTACHMENTS:

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

PROPOSED ACTION:

THAT THE BOARD APPROVE JESSICA GONZALEZ AS A NEW Student Aide-Federal FOR THE OAR WITH AN EFFECTIVE START DATE OF 11/1/2021.

RATIONALE

The purpose of this position is to support OAR staff with filing, answering phones, creating Files.

COST ANALYSIS:

\$11.00

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

PROPOSED ACTION: THAT THE BOARD APPROVE Pamela Valtierra AS A NEW STUDENT AIDE FOR THE FINANCIAL AID OFFICE WITH AN EFFECTIVE START DATE OF 11/1/2021.

RATIONALE: To support the daily operations of the front desk. Customer service, answering phone and any filing or shredding that needs to be done.

COST ANALYSIS: 11.00/Hourly

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

PROPOSED ACTION: THAT THE BOARD APPROVE PEDRO MILANI FERRER MARTINES AS A NEW STUDENT AIDE FOR THE INSTITUTIONAL ADVANCEMENT DEPARTMENT WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021

RATIONALE

TO SUPPORT THE INSTITUTIONAL ADVANCEMENT EFFORTS IN COMMUNITY OUTREACH, SOCIAL MEDIA ENGAGEMENTS, AND ADDITIONAL DUTIES AS ASSIGNED.

COST ANALYSIS:

\$11 HOURLY

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

PROPOSED ACTION: THAT THE BOARD APPROVE LESLY SANTOYO LEON AS A NEW STUDENT AIDE FOR THE INSTITUTIONAL ADVANCEMENT DEPARTMENT WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021

RATIONALE

TO SUPPORT THE INSTITUTIONAL ADVANCEMENT EFFORTS IN COMMUNITY OUTREACH, SOCIAL MEDIA ENGAGEMENTS, AND ADDITIONAL DUTIES AS ASSIGNED.

COST ANALYSIS:

\$11 HOURLY

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

PROPOSED ACTION: THAT THE BOARD APPROVE ALEXIS SMITH AS A NEW STUDENT AIDE FOR THE INSTITUTIONAL ADVANCEMENT DEPARTMENT WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021

RATIONALE

TO SUPPORT THE INSTITUTIONAL ADVANCEMENT EFFORTS IN COMMUNITY OUTREACH, SOCIAL MEDIA ENGAGEMENTS, AND ADDITIONAL DUTIES AS ASSIGNED.

COST ANALYSIS:

\$11 HOURLY

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

PROPOSED ACTION: THAT THE BOARD APPROVE JAQUELIN LEON AS A NEW STUDENT AIDE FOR THE INSTITUTIONAL ADVANCEMENT DEPARTMENT WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021

RATIONALE

TO SUPPORT THE INSTITUTIONAL ADVANCEMENT EFFORTS IN COMMUNITY OUTREACH, SOCIAL MEDIA ENGAGEMENTS, AND ADDITIONAL DUTIES AS ASSIGNED.

COST ANALYSIS:

\$11 HOURLY

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

PROPOSED ACTION: THAT THE BOARD APPROVE DIEGO DA RIN AS A NEW STUDENT AIDE FOR THE INSTITUTIONAL ADVANCEMENT DEPARTMENT WITH AN EFFECTIVE START DATE OF NOVEMBER 1, 2021

RATIONALE

TO SUPPORT THE INSTITUTIONAL ADVANCEMENT EFFORTS IN COMMUNITY OUTREACH, SOCIAL MEDIA ENGAGEMENTS, AND ADDITIONAL DUTIES AS ASSIGNED.

COST ANALYSIS:

\$11 HOURLY

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

PROPOSED ACTION: THAT THE BOARD APPROVE GABRIELA PESANTEZ AS A NEW STUDENT AIDE FOR THE STUDENT ACTIVITIES OFFICE WITH AN EFFECTIVE START DATE OF 11/1/2021.

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.

COST ANALYSIS:

\$11.00/Hourly

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of Jennifer Ramirez as Adjunct Faculty in the Early Childhood Education Department.

RATIONALE: The Early Childhood program has the need of a new adjunct instructor(s) after the retirement announcement of Kay Matthews earlier this fall. Three sections of different courses need to be assigned for the spring semester.

Ms. Jennifer Ramirez demonstrated expertise and qualities to teach early childhood education courses. She is a Morton College graduate, successfully accomplished a Bachelor's in Cognitive Studies/Education and a Master's in Early Childhood Leadership with expected completion in October, 2021. She has over 17 years of experience in the field, including center-based operations, classroom management, quality improvement, and as a trainer for the Department of Children and Family Services.

COST ANALYSIS: Salary \$940.71

ATTACHMENTS:

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: The hiring of Ashley Stead to fill the Adjunct - Adjunct Instructor - Cannabis Dispensary Technician: Cannabis and the Law position.

RATIONALE: Morton College will be launching the Cannabis Dispensary Technician program in Spring 2022. Ashley Stead would be a wonderful addition to the adjunct faculty staff to teach the Cannabis and the Law course.

COST ANALYSIS: Salary \$ 998.33

ATTACHMENTS:

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

PROPOSED ACTION: THAT THE BOARD APPROVE JULIE STEINHAUS AS AN ENGLISH
ADJUNCT FACULTY WITH AN EFFECTIVE START DATE OF OCTOBER 25, 2021.

RATIONALE

ADDITIONAL PART TIME ENGLISH ADJUNCT FACULTY
NEEDED TO TEACH

COST ANALYSIS:

\$964.23 PER ECH

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

PROPOSED ACTION: THAT THE BOARD APPROVE Luz Armenta for Student Aide Lab Assistant for the Nursing Program. Effective Date 11/1/2021.

RATIONALE

Need for Assistance with Laboratory maintenance and set up. Opportunity for student to have learning experience and growth

COST ANALYSIS:

\$11/hr up to 20 hrs/ week, paid for through FAFSA

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

PROPOSED ACTION: THAT THE BOARD APPROVE Aden Edebali AS A NEW student aide FOR THE fitness center WITH AN EFFECTIVE START DATE OF 11/1/2021

RATIONALE

To replace a previous student aide who no longer works here

COST ANALYSIS:

\$11/hour 20 hours per week

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

PROPOSED ACTION: THAT THE BOARD APPROVE Carla Hernandez AS A NEW student aide FOR THE fitness center WITH AN EFFECTIVE START DATE OF 11/1/2021.

RATIONALE

to replace a previous student aide who no longer works here

COST ANALYSIS:

\$11/hour 20 hours per week