



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
COOK COUNTY, ILLINOIS  
Agenda for the Regular Meeting  
Wednesday, November 17, 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, November 17, 2021, in the Jedlicka Performing Arts Center, 3801 S. Central Avenue, Cicero, IL 60804.

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of Student Member, Ivan Tejada
4. Roll Call
5. Citizen Comments
6. Recognition
7. Reports
  - 7.1. ICCTA - ACCT
8. President's Report
  - 8.1. Strategic Plan
    - 8.1.1. Police Department Re-Organization
  - 8.2. Strategic Enrollment Plan
  - 8.3. Institutional Advancement
  - 8.4. Capital Improvements
  - 8.5. Higher Learning Commission (HLC)
  - 8.6. Finance Review
9. Consent Agenda
  - 9.1. Approval of the Minutes of the Regular Board meeting held on October 27, 2021.
  - 9.2. Approval and ratification of accounts payable and payroll for the month of October 2021, in the amount of \$3,748,206.00 and a budget transfers in the amount of \$669,410.00.
  - 9.3. Approval of the monthly budget report for fiscal year to date ending October 2021.
  - 9.4. Approval of the Out-of-State Travel of the Board of Trustees to the AGB 2022 Foundation Leadership Forum in Orlando, Florida, from January 30 - February 1, 2022, in accordance with travel procedures and policies of the Board of Trustees.
  - 9.5. Approval of the Treasurer's Report for October 2021.

- 9.6. Approval of the estimated 2021 Tax Levy of \$10,581,108.00, which represents a 4.18% or a \$424,468.00 increase from the \$10,156,640.00 Cook County extended 2020 Levy.
- 9.7. Approval of the 2022-2024 Institutional Strategic Plan presented at the October 27, 2021, Regular Board Meeting.
- 9.8. Approval of the interpreting services for special needs students from Central Area Interpreter Services (CAIRS) for fy21-22, in the amount, to not exceed \$150,000.00.
- 9.9. Approval of the payment to The Higher Learning Commission (HLC), for the change/review panel request to offer the Associate in Engineering Science, 65 credit hours, in the amount of \$1,000.00.
- 9.10. Approval of the out-of-state athletic travel for the women's basketball to Ft. Lauderdale, Florida, from December 16-22, 2021, with the approximate cost of \$26,235.11.
- 9.11. Approval of a 10% salary increase for Guillermo Gasca to coordinate Library functions, effective June 2, 2021, through August 10, 2021.
- 9.12. Approval of a 10% salary increase for Suzanna Raigoza, to handle Grant Account functions, effective November 16, 2021, through February 15, 2022.
- 9.13. Approval of the English 10% Adjunct Stipend Report, in the amount of \$7,186.73.
- 9.14. Approval of the continued Government Finance Officers Association annual membership, in the amount of \$500.00
- 9.15. Approval of the College Board membership for fy21-22, in the amount of \$800.00.
- 9.16. Approval of the institutional membership with the American Association of Collegiate Registrars and Admissions Officers (AACRAO), in the amount of \$798.00.
- 9.17. Approval of the changes in Curriculum.
- 9.18. Approval of the AIG-VALIC Retirement Services for 457B deferred compensation plans for Morton College Eligible Employees.
- 9.19. Approval of the Change Order Number No. 002 for All-Types Elevators, in the amount of \$28,843.00.
- 9.20. Approval of the Commercial Driver's License (CDL) Program price update to \$2,850.00 in the amount not to exceed \$130,0000 per each cohort paid to All Pro Truck Driving School from the registration cost collected by Morton College.
- 9.21. Approval of the obsolete and worn-out equipment sale to be held on December 10, 2021.
- 9.22. Approval of the Amendment to the Flex Health Reimbursement Arrangement (HRA), effective January 1, 2022.
- 9.23. Approval of the change order for Correct Digital Display, Inc., for time and material to run fiber communications on the soccer field for video/scoreboard, in the amount of \$15,747.00.
- 9.24. Approval of Demonica Kemper Architect fees for the Student Services, Access Control & Security Cameras, Mechanical Upgrades, Corridor Flooring Projects, in the amount of \$594,425.00.
- 9.25. Approval of New Job Descriptions
- 9.25.1. Switchboard Operator Part-time
  - 9.25.2. Student Aide, Career Services (CS) Office



9.25.3. Student Services Liaison

9.25.4. Instructional Technologist Liaison, Part-Time

9.26. Approval of Updated Job Descriptions

9.26.1. Assistant Nutrition Center Manager

9.26.2. Director of Human Resources

9.27. Approval of Full-Time Employment

9.27.1. Giselle Soto, Switchboard Operator, effective November 8, 2021.

9.27.2. Rodolfo Flores, Lieutenant, Police Department, \$85,000.00, effective November 22, 2021.

9.28. Approval of Part-Time Employment

9.28.1. Jessica Molinar, COVID-19 Tester, \$18.00 per hr, effective October 25, 2021.

9.28.2. Laura Valdez, COVID-19 Tester, \$18.00 per hr, effective October 25, 2021.

9.28.3. Destiny Herrera, Service Aide Panther Pantry, effective November 22, 2021.

9.28.4. Isabel Gutierrez, Student Aide, \$11.00 per hr, November 22, 2021.

9.29. Approval of Resignations

9.29.1. Sanyea Ceaser, Grant Accountant, November 12, 2021.

10. Old Business

10.1. Approval of the second and final reading of the new Board Policy 8.29; Mandatory Retirement Age for the Police Officer, as presented on September 22, 2021, and October 27, 2021, at Regular Board Meeting.

11. Adjournment



# **Board Meeting November 17, 2021 11:00 a.m.**





**MORTON COLLEGE**

# **Registration Spring 2022**

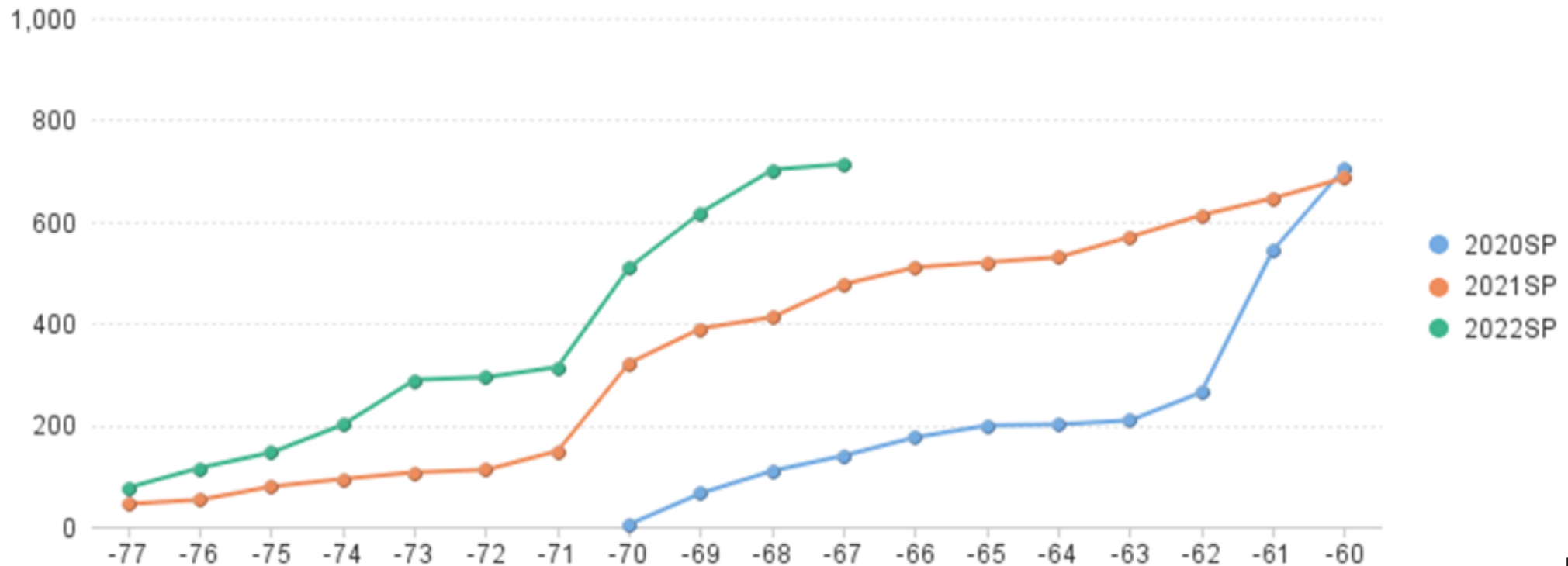


# Fall 2021 Enrollment



# Spring 2022 Enrollment

Campus Headcount Trend



# Outreach

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

# Events/Incentives/Goals

- Future Panther Night 12.6.21
- Duel Enrollment Open House 11.16.21
- Call-A-Thon week of 11.29.21 – 12.3.21
- College Tours
- New Student Orientation (NSO) 1.6.22
- Recruitment Visits at Morton East/Morton West High School
- Duel Enrollment Sessions at the Morton East/Morton West
- Promote Registration (update emails, zoom backgrounds, faculty remind students, flyers across the college)
- Extended Registration Dates (weeks of January 3rd, January 10<sup>th</sup>, includes Fridays till 7 pm and Saturday 9 to 3.)

*THANK YOU !!!*







**MORTON COLLEGE**

# **Institutional Advancement**



# Social Media Marketing

Hootsuite

## Social Media Networks



• @mortoncollege



• Morton College



• mortoncollegepanthers



# Social Media

## Popular Posts



Morton College

Published by Jim O'Connell · October 27 at 1:34 PM · 🌐

**BREAKING NEWS:** Congratulations to Matheus Milani on being named the NJCAA National Player of Week in Division II men's soccer for the period from October 18th to 24th.

Matheus scored eight goals and had an assist in leading the No. 6 Panthers to a pair of wins. He had two goals in a 3-1 win over Kishwaukee October 19th, then went off for a career-high six goals and an assist in a 16-0 win over Daley October 21st.


Here's the link to the NJCAA's honors:  
<https://www.njcaa.org/general/2021-22/POTW/index>




6,146  
People reached


1,568  
Engagements

Boost post




mortoncollegepanthers

MORTON  COLLEGE



LATINO  
THOUGHT  
MAKERS


PRESENTS



AN IN-PERSON  
CONVERSATION WITH

NATASHA  
PEREZ

FREE EVENT



HOST  
RICK  
NAJERA

Natasha Perez is an American award-winning film, stage, television and voice actress-comedienne, born in Venezuela, best known for playing the villain in the Netflix hit show Selena, The Series, for starring in the PBS film Now En Español, and being on the main cast of M. Night Shyamalan's film Lady in the Water. In 2020, Natasha played opposite Larry David on Curb Your Enthusiasm and starred in the only animated episode of HBO's Room 104.


FRIDAY, NOVEMBER 12, 2021 6:30 P.M.


**JPAC THEATRE**

3801 S. CENTRAL AVENUE, CICERO, ILLINOIS 60804

MASKS ARE REQUIRED AT ALL TIMES.

REGISTER AT: [HTTP://BIT.LY/LTMNOV21](http://bit.ly/LTMNOV21)

 @MORTONCOLLEGEpanthers

 @MORTONCOLLEGE



# Social Media Mentions



**Jacqueline Camacho-Ruiz, Marketing/PR Expert** • 1st  
CEO of Marketing/PR Agency | Book Publisher | Product Developer (Pilot) S...  
2mo • 🌐

Yes! [Morton College](#) is doing amazing things!

Excited for my friend [Rick Najera](#) to share his incredible knowledge at such wonderful educational institution. [Blanca Jara](#) love what you do, how you elevate others and bring value to the community with your entire team!



**Blanca Jara** (She/Her)  
Vice President of Institutional Advancement/FOIA Officer at Morton Colle...  
2mo • 🌐

When I said we were doing great things at Morton College, I meant it!


[#WeAreMC](#) [#SomosMC](#)







14 • 1 comment


10:52 🔍







**Natasha Perez**  
8h • 🌐



I have no words to express how grateful I am to [Morton College](#), [Latino Thought Makers](#), [Rick Najera](#), [Blanca Jara](#) (y super familia!!) Perla and to all the amazing College staff, volunteers and audience members that made theatre magic today, the day of the first snowfall of 2021 in Chicago.

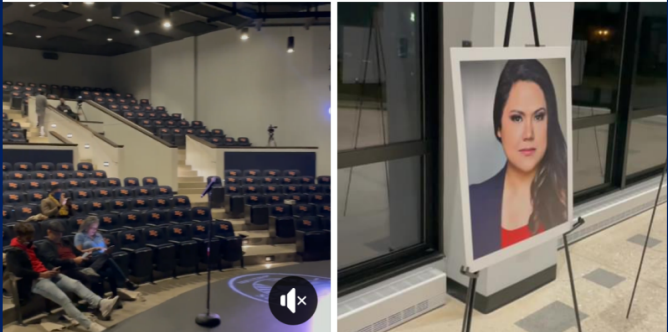
Thank you for showing up to create and experience an intimate conversation and performance at the beautiful [The Jedlicka Performing Arts Center](#)

Thank you for your heartfelt hospitality, thank you for your support to the arts and the underrepresented communities. I had a lot of fun ❤️❤️❤️

Thank you [Matt Rosin](#) for coming all the way from Indiana 🙏🙏🙏

Thank you [Illiam Figueroa](#) for the rockstar make up!

For me this has been a night to remember. Qué se repita!







[illegible]The logo for Morton College, featuring a stylized orange 'MC' with a blue outline, and the words 'MORTON COLLEGE' in blue capital letters below it.

# Marketing Billboards



## Sponsored Content and Geo Fencing

114

**REGISTER NOW**



# Marketing

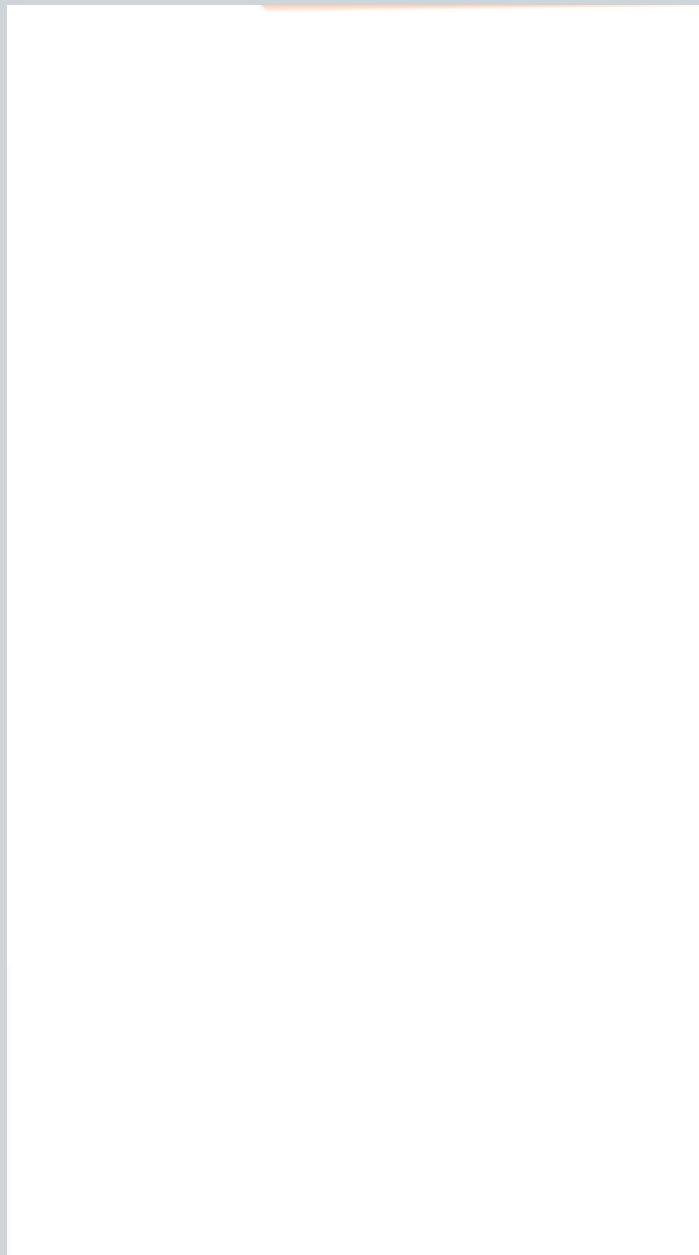
## Geo Fencing





# Marketing

## Mall Advertising



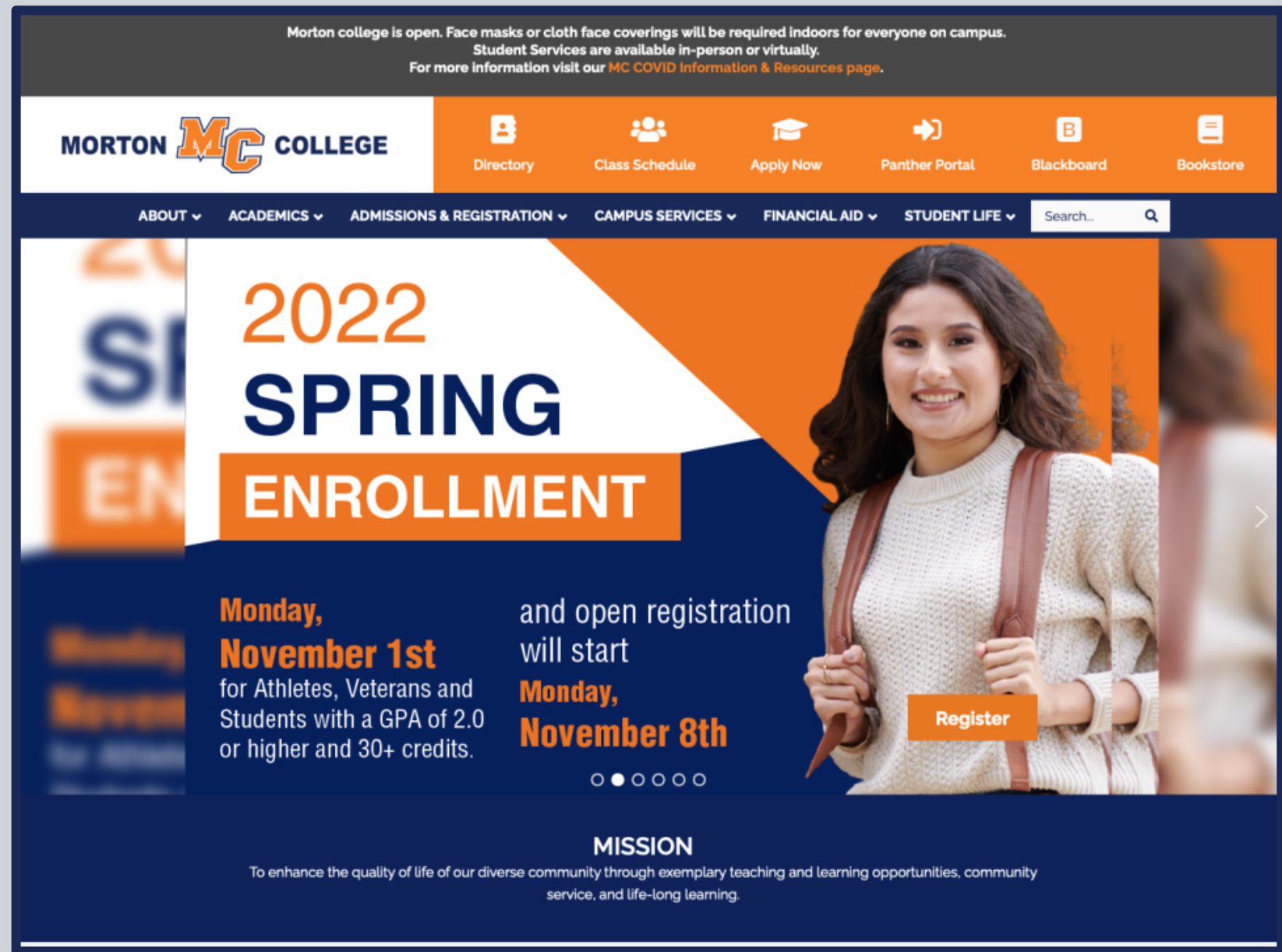
# Marketing

## Radio Advertising



**AMERICA'S #1 AUDIO COMPANY**  
REACHING 9 OUT OF 10 AMERICANS EVERY MONTH

# Marketing Website



# Marketing

## Signature



### **Morty Panther**

Morton College Mascot

**P:** (708) 656-8000, Ext. 1234

**E:** morty.panther@morton.edu

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

**2022 SPRING**  
**ENROLLMENT**

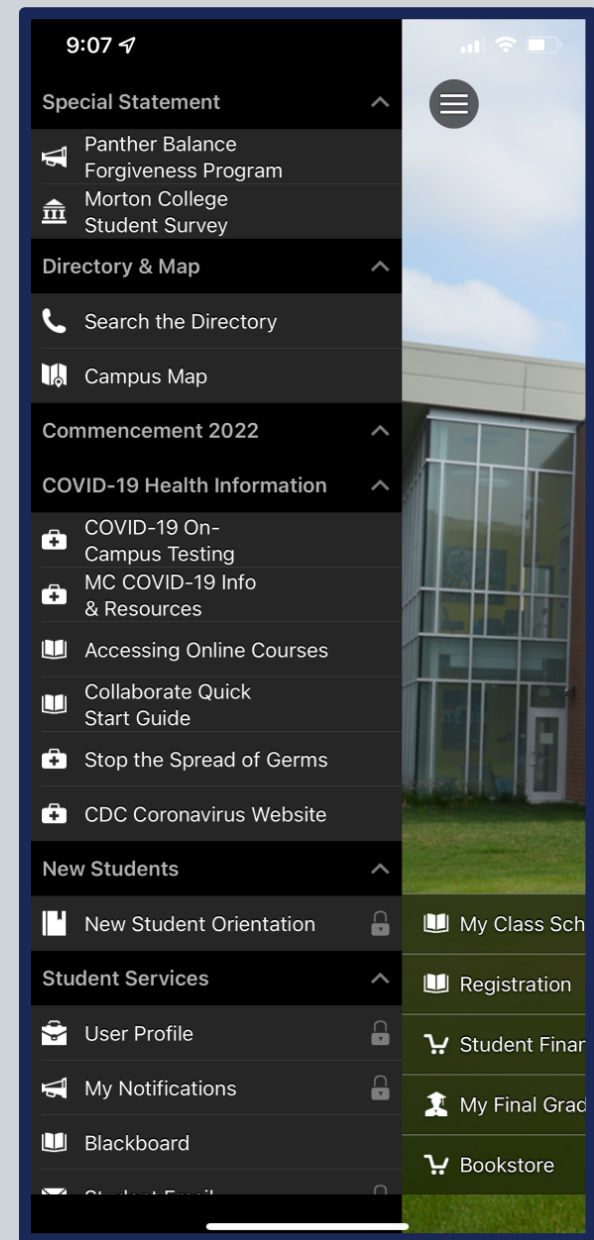
**PRIORITY**  
**NOVEMBER 1**

**OPEN**  
**NOVEMBER 8**



# Marketing

## Mobile MC Ellucian App



# Panther Newsletter



## Panther Newsletter

November 1, 2021

MORTON **MC** COLLEGE

### Covid-19 Campus Vaccination Guidelines

Panthers,

On Thursday, August 26, 2021, Governor Pritzker issued [Executive Order 2021-20, COVID-19 Executive Order No. 87](#), which makes it necessary for all educators and staff working pre-K through college, college students, and health care workers to be vaccinated or have their first dose of a two-dose series or their single-dose vaccine beginning September 19, or undergo COVID testing at least once a week.

All students and also employees at Morton College need to be vaccinated or undergo testing once a week. Students should have received an email invitation from Morton College's online verification platform, Cleared4. No app download, log-ins, or passwords are needed to use Cleared4. If you did not receive an email, please contact [covidvaccine@morton.edu](mailto:covidvaccine@morton.edu).

If you have not yet uploaded your documentation, please go onto Cleared4 and upload as soon as you can. If you do not provide proof of vaccination, you must submit weekly testing for COVID-19. Morton College offers COVID-19 testing daily. Visit our [website](#) for more information.

If students do not submit proof of vaccination or weekly COVID-19 testing, they are considered non-compliant. **Non-compliant students will not be able to access college resources and or register for**





# Community Outreach





# Community Outreach





# Community Outreach





# Community Outreach



MC @ BERWYN CITY HALL





# Community Outreach

## Honor Flight Chicago 5K





# Upcoming Events



## Community Holiday Meal

### Drive-Up

Saturday, November 20  
10:00 a.m.

\*or until supplies lasts

Just in time for the holidays! Drive-up to Morton College to take home a box with all that you'll need to prepare your holiday meal.

#### THE BOX INCLUDES:

Your choice of whole turkey or ham, fresh potatoes, fresh sweet potatoes, fresh collard greens, stuffing mix, Canned mixed fruit, cranberry sauce, sweet corn, green beans, and gravy.



GREATER  
CHICAGO  
-FOOD-  
DEPOSITORY



Morton College

3801 S. Central Ave. Cicero, IL. 60804

QUESTIONS? Contact [pantry@morton.edu](mailto:pantry@morton.edu)

JOIN US FOR

## GIVING THANKS Dinner

November 22 | 5PM-7PM

**Just in time for the holiday!**

Join the Student Activities Office and Campus Activities Board for a delicious warm meal.

All students are welcome!

**We will be collecting canned goods for the Panther Pantry, bring a can to donate!**

**This event is FREE. Please reserve your seat by scanning the QR Code below!**



**Questions?**

Email [student.activities@morton.edu](mailto:student.activities@morton.edu) | Text 708.419.3600

*THANK YOU !!!*





**MORTON COLLEGE**

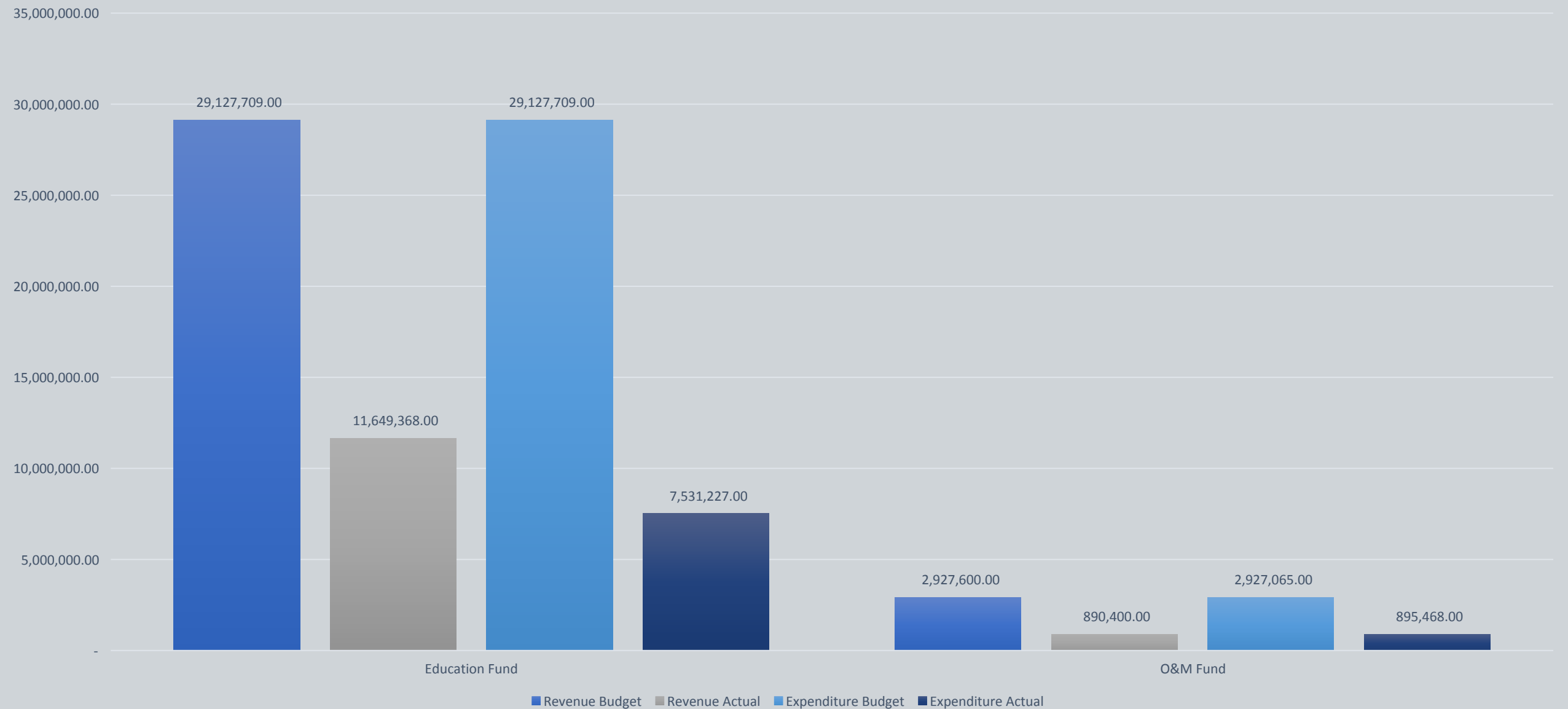
# **Monthly Finance Updates**

**Business Office**

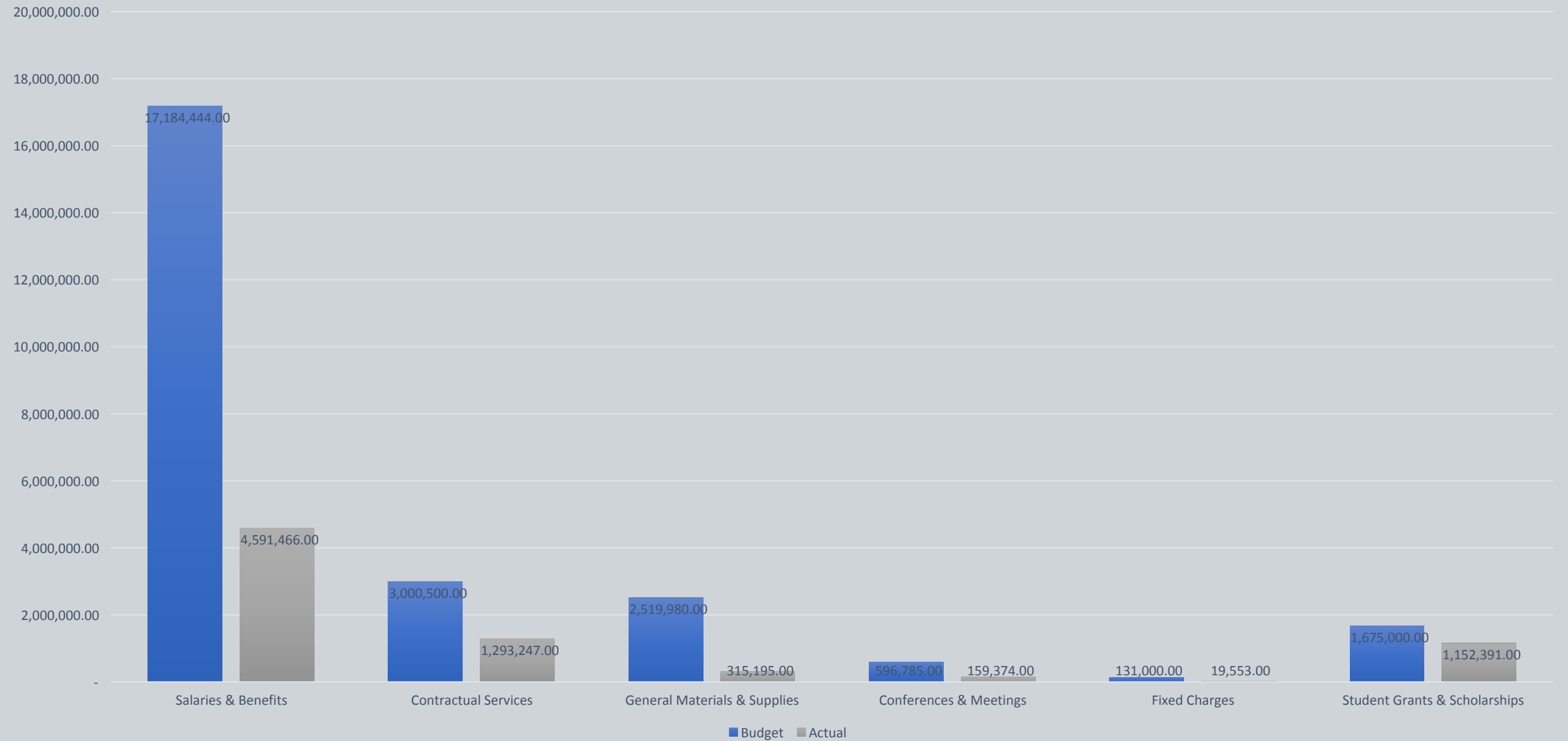
**Month ending October 2021**



October 2021 - Operating Fund  
Revenues & Expenditures



## October 2021 - Education Fund Expenditures





## 2021 Tentative Tax Levy

- ❖ Property Tax Extension Limitation Law (PTELL) – limits the increase in revenue that qualifying districts may collect to the lesser of the rate of inflation or 5%
- ❖ South & West Suburbs equalized assessed value (EAV) were reassessed for Tax Year 2020
  - ❖ Next reassessment year will be 2023
- ❖ In 2020, a district homeowner with a house value of \$150,000 saw an average increase of \$5-\$25 from Morton College, amount varies depending on the exemptions taxpayer claims
- ❖ For the 2021 tax levy increase we are recommending, a homeowner with a house value of \$150,000 will see a estimated annual increase of \$5-\$25
- ❖ Homeowners can claim homeowner exemption, senior exemption and senior freeze to reduce they property tax liability



# Morton College Tax - Impact on Taxpayers

- Property value \$106,000
- Increase of \$4.14
- No exemptions
- Note: property value increased from \$90,320 to \$106,060

TAXING DISTRICT BREAKDOWN			
Taxing Districts	2020 Tax	2020 Rate	2019 Tax
<b>MISCELLANEOUS TAXES</b>			
Metro Water Reclamation Dist of Chicago	129.23	0.378	102.45
Clyde Park District Cicero	135.38	0.396	136.16
<b>Miscellaneous Taxes Total</b>	<b>264.61</b>	<b>0.774</b>	<b>238.61</b>
<b>SCHOOL TAXES</b>			
Morton Community College Dist 527 Cicero	174.01	0.509	169.87
J. Sterling Morton HS 201 Berwyn/Cicero	841.34	2.461	823.82
Cicero School District 99	1,154.15	3.376	1,172.79
<b>School Taxes Total</b>	<b>2,169.50</b>	<b>6.346</b>	<b>2,166.48</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>			
Cicero Comm Mental Health Fd	26.32	0.077	27.39
General Assistance Cicero	5.81	0.017	6.06
Cicero Library Fund	76.92	0.225	77.96
Town of Cicero	1,733.28	5.070	1,746.93
<b>Municipality/Township Taxes Total</b>	<b>1,842.33</b>	<b>5.389</b>	<b>1,858.34</b>
<b>COOK COUNTY TAXES</b>			
Cook County Forest Preserve District	19.83	0.058	15.54
Consolidated Elections	0.00	0.000	7.90
County of Cook	93.00	0.272	72.43
Cook County Public Safety	45.13	0.132	35.29
Cook County Health Facilities	16.75	0.049	11.85
<b>Cook County Taxes Total</b>	<b>174.71</b>	<b>0.511</b>	<b>143.01</b>
<b>(Do not pay these totals)</b>	<b>4,451.15</b>	<b>13.020</b>	<b>4,406.44</b>

# Morton College Tax - Impact on Taxpayers

- Property value \$126,880
- Decrease of \$8.31
- Homeowner, senior citizen and senior freeze

TAXING DISTRICT BREAKDOWN			
Taxing Districts	2020 Tax	2020 Rate	2019 Tax
<b>MISCELLANEOUS TAXES</b>			
Metro Water Reclamation Dist of Chicago	23.11	0.378	23.78
Clyde Park District Cicero	24.21	0.396	31.60
<b>Miscellaneous Taxes Total</b>	<b>47.32</b>	<b>0.774</b>	<b>55.38</b>
<b>SCHOOL TAXES</b>			
Morton Community College Dist 527 Cicero	31.12	0.509	39.43
J. Sterling Morton HS 201 Berwyn/Cicero	150.44	2.461	191.21
Cicero School District 99	206.37	3.376	272.21
<b>School Taxes Total</b>	<b>387.93</b>	<b>6.346</b>	<b>502.85</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>			
Cicero Comm Mental Health Fd	4.71	0.077	6.36
General Assistance Cicero	1.04	0.017	1.41
Cicero Library Fund	13.75	0.225	18.09
Town of Cicero	309.93	5.070	405.48
<b>Municipality/Township Taxes Total</b>	<b>329.43</b>	<b>5.389</b>	<b>431.34</b>
<b>COOK COUNTY TAXES</b>			
Cook County Forest Preserve District	3.55	0.058	3.61
Consolidated Elections	0.00	0.000	1.83
County of Cook	16.61	0.272	16.82
Cook County Public Safety	8.07	0.132	8.19
Cook County Health Facilities	3.00	0.049	2.75
<b>Cook County Taxes Total</b>	<b>31.23</b>	<b>0.511</b>	<b>33.20</b>
<b>(Do not pay these totals)</b>	<b>795.91</b>	<b>13.020</b>	<b>1,022.77</b>

# Morton College Tax - Impact on Taxpayers

- Property value \$175,000
- Increase of \$25.56
- Homeowner
- Note: property value for this house increased from \$130k to \$175k

TAXING DISTRICT BREAKDOWN			
Taxing Districts	2020 Tax	2020 Rate	2019 Tax
<b>MISCELLANEOUS TAXES</b>			
Metro Water Reclamation Dist of Chicago	175.55	0.378	127.15
Hawthorne Park District Cicero	0.00	0.000	250.71
Clyde Park District Cicero	183.91	0.396	0.00
<b>Miscellaneous Taxes Total</b>	<b>359.46</b>	<b>0.774</b>	<b>377.86</b>
<b>SCHOOL TAXES</b>			
Morton Community College Dist 527 Cicero	236.39	0.509	210.83
J. Sterling Morton HS 201 Berwyn/Cicero	1,142.94	2.461	1,022.45
Cicero School District 99	1,567.88	3.376	1,455.55
<b>School Taxes Total</b>	<b>2,947.21</b>	<b>6.346</b>	<b>2,688.83</b>
<b>MUNICIPALITY/TOWNSHIP TAXES</b>			
Cicero Comm Mental Health Fd	35.76	0.077	33.99
General Assistance Cicero	7.90	0.017	7.52
Cicero Library Fund	104.49	0.225	96.75
Town of Cicero	2,354.61	5.070	2,168.13
<b>Municipality/Township Taxes Total</b>	<b>2,502.76</b>	<b>5.389</b>	<b>2,306.39</b>
<b>COOK COUNTY TAXES</b>			
Cook County Forest Preserve District	26.94	0.058	19.29
Consolidated Elections	0.00	0.000	9.81
County of Cook	126.32	0.272	89.89
Cook County Public Safety	61.30	0.132	43.80
Cook County Health Facilities	22.76	0.049	14.71
<b>Cook County Taxes Total</b>	<b>237.32</b>	<b>0.511</b>	<b>177.50</b>
<b>Do not pay these totals)</b>	<b>6,046.75</b>	<b>13.020</b>	<b>5,550.58</b>

*Questions?*

*Thank you!!*





# **Board Meeting November 17, 2021 11:00 a.m.**



Morton College Board of Trustees  
2022 Professional Development, Annual Retreat and Evaluation Schedule  
**DRAFT**

**Association of Community College Trustees (ACCT)**

2022 Community College National Legislative Summit  
February 6 - 9, 2022  
Washington, D.C.

**Illinois Community College Trustees Association (ICCTA)**

ICCTA Board of Representatives and Committee Meetings  
March 11 - 12, 2022  
Location TBA

ICCTA Annual Convention  
June 10 - 11, 2022  
Chicago Marriott Downtown Magnificent Mile

**American Association of Community Colleges (AACC)**

Annual Convention  
April 30 - May 3, 2022  
New York City, NY

**Association of Governing Boards (AGB)**

Foundation Leadership Forum January 30 -  
February 1, 2022  
Hyatt Regency Grand Cypress  
Orlando, FL

Beyond Disruption  
National Conference on Trusteeship  
April 12-14, 2022 | Virtual Event

AGB Online Member Resources  
[agb.org](http://agb.org)

**Higher Learning Commission (HLC)**

Annual Conference  
April 1-5, 2022  
Hyatt Regency Chicago

**Board Retreat\***

Self-Evaluation and Evaluation of President  
Special Board Meeting  
April 2022 – Tentative/TBD

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\*Facilitated, in part, by ICCTA Executive Director



## MORTON COLLEGE

### Minutes for the Regular Board Meeting

Wednesday, October 27, 2021

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#### **1. Call to Order**

The regular Board meeting was called to order by Board Chair Frances Reitz at 11:02 a.m. on Wednesday, October 27, 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  
Jose Collazo, Trustee  
Susan Banks, Trustee  
Susan Grazzini, Trustee  
Charles Hernandez, Trustee  
Oscar Montiel, Trustee

##### **Absent:**

None

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

Dr. Stan Fields, President  
Torrence Casey, Attorney, Del Galdo Law Group, LLC

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

None

#### **5. Recognition**

5.1. Brian Gilligan, Navy Reserve Retirement, Instructor and Chairperson, Department of Business Technologies.



Keith McLaughlin, Provost congratulated Brian Gilligan on his Navy Reserved Retirement and proceeded to mention Brian's accomplishment while serving on the Navy Reserve. Brian Gilligan started his career by enlisting in the Navy's Advanced Paygrade Program in 1991. He is affiliated with the Navy Reserve as an Intelligence Specialist, 3rd Class. He was commissioned as an Officer in 1993.

Over the next several years, Brian served in a variety of roles with increasing leadership responsibilities at various Navy Reserve Intelligence Program Units, including Analyst, Quality Control Officer, Team Leader, Production Officer, Training Officer, and Division Chief. Brian was mobilized to JAC Molesworth, UK from 2002-2003. He also deployed to Kabul, Afghanistan in 2013. At that deployment, he served as Chief, External Relations, for the Information Engagements Division, International Joint Command, and International Security Assistance Force.

Brian was promoted to Commander in 2010 and Captain in 2019. Over the past 10 years, until his retirement on May 31st of this year, Brian held various high-level assignments, including Commanding Officer, Executive Officer, and Operations Officer. He was the recipient of various awards, including the Meritorious Service Medal, Defense Meritorious Service Medal, Afghan Service Medal, and NATO Medal.

## 5.2. Katherine Skurski, Nursing Practice Doctoral Degree

Keith McLaughlin congratulated Katherine Skurki, for obtaining her Doctoral Degree on Nursing Practice.

## 6. Reports

### 6.1. ICCTA – ACCT

None

## 7. President's Report

### 7.1. Strategic Plan

Keith McLaughlin provided a copy of the draft of an updated 2022-2024 Strategic Plan that will launch in 2022 and guide the institution over the next two years, leading into the 100<sup>th</sup> year anniversary of Morton College in 2024. He asked the Board members to review it over the following weeks and provide any feedback or input. A final version of the plan will be presented for Board approval at the November Board meeting. Keith stated that Follet will provide a virtual bookstore service that would replace the physical bookstore on campus. He stated that as we are returning to more a normal operation, we are moving forward with plans to develop a culinary arts and hospitality program. The existing bookstore space, adjacent to the kitchen and prep area, along with the lecture all space will serve the needs of a high-quality program.

With Follet transitioning to a virtual bookstore, Trustee Hernandez asked if the college would accommodate student aides that worked in the bookstore. Mireya stated that Follet did not employ student aides. All of their employees are employed directly by Follet. Hernandez commented that

two female employees expressed their unemployment concerns to him. Mireya shared that former Follet employees are welcomed to visit the website and apply for a job at Morton College. If they are students, they can also apply for a student aide position.

#### **7.1.1. Athletic Success Progress Report**

Jason Nichols provided an overview of the athletics success progress report.

#### **7.1.2. Student Success Progress Report**

Michael Brown provided an overview of the athletics success progress report.

### **7.2. Strategic Enrollment Plan**

Marisol Velazquez reported on the American Rescue Plan and The Higher Education Emergency Relief Fund. Morton College received \$5,223,501.63 from Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and the Coronavirus Aid, Recovery, and Economic Security (CARES) Act. She stated that the funds are intended to assist students with expenses for any components of the student's cost of attendance or for the emergency cost that arises due to coronavirus, such as tuition, food, housing, health care, including mental health care or childcare. Awards will be made available to all students enrolled and attending credit courses. The amount of the award will be determined by the number of enrolled students, student's enrollment status, amount of funds remaining after each term, and number of students who have exceptional needs.

### **7.3. Institutional Advancement**

Blanca Jara reported on the Latino Thought Makers Event. She thank the LTM Committee for all their work on making these events a success. Blanca also promoted and invited the Board members to the next event on November 12 at 6 p.m. at the JPAC Theater.

### **7.4. Capital Improvements**

Joseph Florio reported his department is currently working on getting two AC units to replace the old equipment. The new units will be purchased with CAREES Act monies. On November 18, he was present at the bid opening for the One-Stop Student Service Center. He stated that 18 bidders were present.

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

Keith McLaughlin, indicated that as it pertains to HLC, the preliminary indication from the Focused Visit Team that was here in September 2021 is that a recommendation will be made to the HLC Board when they meet in February 2022 is to lift the sanction of "on-notice" that was placed on the institution. If the HLC board accepts this recommendation and takes these actions that will be a

positive development for the institution. Much more comprehensive and robust onboarding orientation to have Board members comply with state-mandated training, ongoing professional development for all board members, utilizing both online and in-person resources offered through AGB, ICCTA, and ACCT, and to build upon the productive work of the AGB consultant, Rick Legon, to keep the goal of continuous improvement.

## **7.6. Finance Review**

Mireya Perez, Chief Financial Officer/Treasurer, provided an overview of September 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**

Trustee Hernandez move to remove Agenda item 8.23. as listed below before establishing the Consent Agenda.

Trustee Grazzini seconded the motion

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

Nays: None      Absent: None

Trustee Hernandez asked the reason for the policy recommended on the agenda item 8.23.

He stated that this recommendation was not fair to police individuals older than 65 years old. He requested that the Board have more discussion about this policy recommendation.

Trustee Hernandez moved to make a motion to table the item and take it to the November Board meeting for further discussion.

President Fields asked Hernandez and Chair Reitz what their expectation was for the time being. Trustee Hernandez stated that the trustees should meet out of session at an off campus location to discuss the recommended policy. President Fields stated that such a meeting would be a violation of the Open Meetings Act.

President Fields made additional remarks to Chair Reitz and Mr. Hernandez, referring to Trustee Hernandez as "Mr. Hernandez." Mr. Hernandez interrupted President Fields and requested that President Fields refer to him as "Trustee Hernandez." Trustee Hernandez stated that a meeting will happen to discuss the policy.

Campus Police Chief Vincent Acevez addressed the Trustees. Vincent responded to Trustee Hernandez's questions regarding the police retirement age recommended on the policy on agenda item 8.23.

Trustee Hernandez made a motion to table Agenda item 8.23. as listed below.

Trustee Banks seconded the motion

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

Nays: None      Absent: None

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 8.1 to 8.34.1, as listed below.

Trustee Collazo seconded the motion

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

Nays: None      Absent: None

Trustee Martinucci made a motion to approve the amended Consent Agenda, which includes Agenda items 8.1 to 8.34.1, as listed below.

Trustee Collazo seconded the motion

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

Nays: None      Absent: None

- 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 Edebali, 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 Iniquez, 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

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

Trustee Branks seconded the motion

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

Nays: None      Absent: None

The meeting was adjourned at 12:01 p.m.

/s/ Frances Reitz  
Board Chair

/s/ Jose Collazo  
Board Secretary

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** FW: Action Item 8.1 for 11/17/2021 Board Meeting  
**Date:** Monday, November 8, 2021 12:17:37 PM  
**Attachments:** [Board AS Totals 10.31.21.pdf](#)  
[BT 10.31.21.pdf](#)  
[Check Reg 10.31.21.pdf](#)  
[Over 10k Oct 2021.pdf](#)

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Thank you,



**Mireya Perez**

Chief Financial  
Officer/Treasurer

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

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

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

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Monday, November 8, 2021 12:17 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.1 for 11/17/2021 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF OCTOBER 2021 IN THE AMOUNT OF \$3,748,206 AND BUDGET TRANSFERS IN THE AMOUNT OF \$669,410 AS SUBMITTED.

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

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

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of October 2021, be approved and/or ratified in the amount of \$3,748,206 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	10/31/2021	1,610,889
Payroll	10/15/2021	750,131
Payroll	10/31/2021	771,413
Student Refunds	10/31/2021	<u>566,667</u>
		3,699,100

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	10/31/2021	<u>49,106</u>
TOTAL ALL FUNDS		<u><u>\$3,748,206</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$669,410 be approved as outlined on the attached Journal No. 1-6 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 17th day of November by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

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
0100265	10/01/21	Recon	0002355	ACEN	V0150463	09/28/21		2,875.00		2,875.00
								2,875.00		2,875.00
0100266	10/01/21	Recon	0209905	Teresa L. Alderman	V0150422	09/27/21		3,500.00		3,500.00
								3,500.00		3,500.00
0100267	10/01/21	Recon	0193139	Nely Baeza	V0150437	09/27/21		30.00		30.00
								30.00		30.00
0100268	10/01/21	Recon	0210003	Blue Cross Blue Shield o	V0151305	09/30/21		9,000.46		9,000.46
								9,000.46		9,000.46
0100269	10/01/21	Recon	0182499	Mrs. Mary J. Buongiorno	V0150424	09/27/21		36.03		36.03
					V0150443	09/27/21		25.55		25.55
								61.58		61.58
0100270	10/01/21	Recon	0211068	Oscar Carreon	V0150315	09/20/21		875.00		875.00
								875.00		875.00
0100271	10/01/21	Recon	0200455	Ms. Lauren Caruso	V0150429	09/27/21		70.94		70.94
								70.94		70.94
0100272	10/01/21	Recon	0187179	Claudia M. Cisneros	V0150436	09/27/21		30.00		30.00
								30.00		30.00
0100273	10/01/21	Recon	0205769	Dwayne Cruz	V0150292	09/17/21		3,250.00		3,250.00
								3,250.00		3,250.00
0100274	10/01/21	Recon	0205769	Dwayne Cruz	V0150402	09/24/21		300.00		300.00
								300.00		300.00
0100275	10/01/21	Outst	0205769	Dwayne Cruz	V0150403	09/24/21		300.00		300.00
								300.00		300.00
0100276	10/01/21	Outst	0205769	Dwayne Cruz	V0150404	09/24/21		300.00		300.00
								300.00		300.00
0100277	10/01/21	Outst	0047473	Jaime M. Diaz	V0150279	09/17/21		875.00		875.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 10/01/2021 - 10/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								875.00		875.00
0100278	10/01/21	Recon	0208811	Stephen Dowjotas	V0150405	09/24/21		160.00		160.00
								160.00		160.00
0100279	10/01/21	Recon	0208811	Stephen Dowjotas	V0150407	09/24/21		160.00		160.00
								160.00		160.00
0100280	10/01/21	Outst	0208811	Stephen Dowjotas	V0150408	09/24/21		160.00		160.00
								160.00		160.00
0100281	10/01/21	Outst	0208811	Stephen Dowjotas	V0150409	09/24/21		160.00		160.00
								160.00		160.00
0100282	10/01/21	Outst	0000931	Mr. Juan M. Franco	V0150415	09/24/21		320.00		320.00
								320.00		320.00
0100283	10/01/21	Recon	0000931	Mr. Juan M. Franco	V0150416	09/24/21		320.00		320.00
								320.00		320.00
0100284	10/01/21	Recon	0170244	Jonathan S. Gomez	V0150458	09/27/21		400.00		400.00
								400.00		400.00
0100285	10/01/21	Recon	0137499	Pedro Guardian	V0150283	09/17/21		1,250.00		1,250.00
								1,250.00		1,250.00
0100286	10/01/21	Outst	0053966	Erin F. Hernandez	V0150386	09/23/21		35.00		35.00
								35.00		35.00
0100287	10/01/21	Recon	0193312	Kyra Leigh	V0150385	09/23/21		1,000.00		1,000.00
								1,000.00		1,000.00
0100288	10/01/21	Recon	0208089	Steven Lessman	V0150435	09/27/21		50.00		50.00
								50.00		50.00
0100289	10/01/21	Recon	0198650	Ms. Carla McKenzie	V0150384	09/23/21		918.00		918.00
								918.00		918.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 10/01/2021 - 10/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0100290	10/01/21	Recon	0206101	Kevin W. McManaman	V0150412	09/24/21		1,120.00		1,120.00
								1,120.00		1,120.00
0100291	10/01/21	Recon	0206101	Kevin W. McManaman	V0150413	09/24/21		160.00		160.00
								160.00		160.00
0100292	10/01/21	Recon	0206101	Kevin W. McManaman	V0150414	09/24/21		160.00		160.00
								160.00		160.00
0100293	10/01/21	Recon	0190947	Veronica A. Mendez	V0150453	09/27/21		170.95		170.95
								170.95		170.95
0100294	10/01/21	Recon	0041753	Ms Daiana N. Quiroga-Nev	V0150420	09/24/21		359.00		359.00
								359.00		359.00
0100295	10/01/21	Recon	0209668	Nikolas Radenkovich	V0150410	09/24/21		230.00		230.00
								230.00		230.00
0100296	10/01/21	Recon	0209668	Nikolas Radenkovich	V0150411	09/24/21		460.00		460.00
								460.00		460.00
0100297	10/01/21	Recon	0003172	Mr. Jim D. Ritz	V0150503	09/29/21		110.00		110.00
								110.00		110.00
0100298	10/01/21	Recon	0000925	Mr. Juan A. Rivera	V0150383	09/23/21		21.75		21.75
								21.75		21.75
0100299	10/01/21	Recon	0065371	Asenet Sanchez	V0150449	09/27/21		315.00		315.00
								315.00		315.00
0100300	10/01/21	Recon	0001161	State Univ Retirement Sy	V0150457	09/27/21		13,025.73		13,025.73
								13,025.73		13,025.73
0100301	10/01/21	Recon	0199373	Rebeka Tovar	V0150438	09/27/21		110.00		110.00
								110.00		110.00
0100302	10/01/21	Recon	0001390	Unum Life Ins Co of Amer	V0151301	09/30/21		104.90		104.90
								104.90		104.90



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ACCOUNTS PAYABLE CHECK REGISTER  
Period 10/01/2021 - 10/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0100303	10/01/21	Recon	0013137	Wisconsin Lutheran Colle	V0150460	09/28/21		175.00		175.00
								175.00		175.00
0100617	10/08/21	Void	0209853	Africaribe, NFP						
0100618	10/08/21	Void	0172196	Karen Arias						
0100619	10/08/21	Void	0114943	Lizeth Arias						
0100620	10/08/21	Void	0193139	Nely Baeza						
0100621	10/08/21	Void	0197414	Mr. Ludwig Balek						
0100622	10/08/21	Void	0000995	Bureau Water/Sewer Town						
0100623	10/08/21	Void	0187179	Claudia M. Cisneros						
0100624	10/08/21	Void	0211059	Emily DeVaux						
0100625	10/08/21	Void	0000917	Mr. Carlos M. Dominguez						
0100626	10/08/21	Void	0001726	Elmhurst College						
0100627	10/08/21	Void	0000724	Dr. Brian R. Gilligan						
0100628	10/08/21	Void	0189759	Mrs. Amy Green						
0100629	10/08/21	Void	0210055	Karolina Grela						
0100630	10/08/21	Void	0211129	Adam Herges						
0100631	10/08/21	Void	0208089	Steven Lessman						
0100632	10/08/21	Void	0211128	Quinton McFarlen						
0100633	10/08/21	Void	0211126	Janice L. McGeary						
0100634	10/08/21	Void	0001109	NJCAA						
0100635	10/08/21	Void	0211148	NJCAA Coaches Associatio						
0100636	10/08/21	Void	0211203	Armando Perez						
0100637	10/08/21	Void	0001133	Pitney Bowes Inc						
0100638	10/08/21	Void	0211127	Miguel Reyes						
0100639	10/08/21	Void	0211060	Victor H. Rodriguez						

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 10/01/2021 - 10/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0100640	10/08/21	Void	0002822	Cayetano Silva						
0100641	10/08/21	Void	0199373	Rebeka Tovar						
0100642	10/08/21	Void	0190167	Daniel K. Treadwell						
0100643	10/08/21	Void	0055604	Ana L. Valdez						
0100644	10/08/21	Void	0166325	Boris Vukovic						
0100645	10/08/21	Void	0208813	Michael Walling						
0100646	10/08/21	Void	0211058	Jasmin Zahirovic						
0100647	10/08/21	Recon	0209853	Africaribe, NFP	V0151369	10/06/21		1,000.00		1,000.00
								1,000.00		1,000.00
0100648	10/08/21	Recon	0172196	Karen Arias	V0151346	10/04/21		31.95		31.95
								31.95		31.95
0100649	10/08/21	Recon	0114943	Lizeth Arias	V0151345	10/04/21		25.38		25.38
								25.38		25.38
0100650	10/08/21	Recon	0193139	Nely Baeza	V0151312	10/01/21		30.00		30.00
								30.00		30.00
0100651	10/08/21	Outst	0197414	Mr. Ludwig Balek	V0151306	09/30/21		23.98		23.98
								23.98		23.98
0100652	10/08/21	Recon	0000995	Bureau Water/Sewer Town	V0151351	10/04/21		2,596.78		2,596.78
					V0151352	10/04/21		528.02		528.02
					V0151353	10/04/21		1,493.49		1,493.49
					V0151354	10/04/21		382.68		382.68
					V0151355	10/04/21		382.68		382.68
					V0151356	10/04/21		382.68		382.68
					V0151357	10/04/21		459.22		459.22
								6,225.55		6,225.55
0100653	10/08/21	Recon	0187179	Claudia M. Cisneros	V0151311	10/01/21		30.00		30.00
								30.00		30.00
0100654	10/08/21	Recon	0211059	Emily DeVaux	V0151318	10/01/21		120.00		120.00
								120.00		120.00

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0100655	10/08/21	Recon	0000917	Mr. Carlos M. Dominguez	V0151347	10/04/21		112.48		112.48
								112.48		112.48
0100656	10/08/21	Recon	0001726	Elmhurst College	V0149099	08/30/21		100.00		100.00
								100.00		100.00
0100657	10/08/21	Recon	0000724	Dr. Brian R. Gilligan	V0151304	09/30/21		169.00		169.00
								169.00		169.00
0100658	10/08/21	Recon	0189759	Mrs. Amy Green	V0151366	10/05/21		139.95		139.95
								139.95		139.95
0100659	10/08/21	Recon	0210055	Karolina Grela	V0151317	10/01/21		120.00		120.00
								120.00		120.00
0100660	10/08/21	Recon	0211129	Adam Herges	V0151321	10/01/21		120.00		120.00
								120.00		120.00
0100661	10/08/21	Outst	0208089	Steven Lessman	V0151310	10/01/21		50.00		50.00
								50.00		50.00
0100662	10/08/21	Recon	0211128	Quinton McFarlen	V0151320	10/01/21		120.00		120.00
								120.00		120.00
0100663	10/08/21	Recon	0211126	Janice L. McGeary	V0151323	10/01/21		115.00		115.00
								115.00		115.00
0100664	10/08/21	Recon	0001109	NJCAA	V0151350	10/04/21		3,200.00		3,200.00
								3,200.00		3,200.00
0100665	10/08/21	Recon	0211148	NJCAA Coaches Associatio	V0151349	10/04/21		1,154.00		1,154.00
								1,154.00		1,154.00
0100666	10/08/21	Recon	0211203	Armando Perez	V0151374	10/06/21		116.66		116.66
								116.66		116.66
0100667	10/08/21	Recon	0001133	Pitney Bowes Inc	V0150461	09/28/21		222.67		222.67

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								222.67		222.67
0100668	10/08/21	Recon	0211127	Miguel Reyes	V0151313	10/01/21		160.00		160.00
								160.00		160.00
0100669	10/08/21	Outst	0211060	Victor H. Rodriguez	V0151315	10/01/21		120.00		120.00
								120.00		120.00
0100670	10/08/21	Recon	0002822	Cayetano Silva	V0151314	10/01/21		120.00		120.00
								120.00		120.00
0100671	10/08/21	Recon	0199373	Rebeka Tovar	V0151361	10/05/21		1,327.50		1,327.50
								1,327.50		1,327.50
0100672	10/08/21	Recon	0190167	Daniel K. Treadwell	V0151332	10/04/21		2,000.00		2,000.00
								2,000.00		2,000.00
0100673	10/08/21	Recon	0055604	Ana L. Valdez	V0151376	10/06/21		360.81		360.81
								360.81		360.81
0100674	10/08/21	Recon	0166325	Boris Vukovic	V0151319	10/01/21		160.00		160.00
								160.00		160.00
0100675	10/08/21	Recon	0208813	Michael Walling	V0151322	10/01/21		115.00		115.00
								115.00		115.00
0100676	10/08/21	Recon	0211058	Jasmin Zahirovic	V0151316	10/01/21		160.00		160.00
								160.00		160.00
0100687	10/15/21	Recon	0177469	Bright Start College Sav	V0151590	10/15/21		100.00		100.00
								100.00		100.00
0100688	10/15/21	Recon	0001422	CCCTU-Cope Fund	V0151591	10/15/21		120.00		120.00
								120.00		120.00
0100689	10/15/21	Outst	0001374	College & University Cre	V0151594	10/15/21		200.00		200.00
								200.00		200.00

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0100690	10/15/21	Recon	0001371	Colonial Life & Accident	V0151595	10/15/21		12.00		12.00
								12.00		12.00
0100691	10/15/21	Outst	0160763	Illinois Education Assoc	V0151596	10/15/21		383.50		383.50
								383.50		383.50
0100692	10/15/21	Recon	0191845	Metropolitan Alliance of	V0151597	10/15/21		280.00		280.00
								280.00		280.00
0100693	10/15/21	Outst	0101061	Morton College Faculty	V0151592	10/15/21		91.74		91.74
								91.74		91.74
0100694	10/15/21	Recon	0001372	Morton College Teachers	V0151599	10/15/21		1,661.95		1,661.95
								1,661.95		1,661.95
0100695	10/15/21	Recon	0001372	Morton College Teachers	V0151598	10/15/21		3,037.98		3,037.98
								3,037.98		3,037.98
0100696	10/15/21	Recon	0001513	SEIU Local 73 Cope	V0151601	10/15/21		7.00		7.00
								7.00		7.00
0100697	10/15/21	Recon	0001373	Service Employees Intl U	V0151602	10/15/21		377.02		377.02
								377.02		377.02
0100698	10/15/21	Recon	0001563	State Disbursement Unit	V0151603 V0151604	10/15/21 10/15/21		98.18 1,009.89		98.18 1,009.89
								1,108.07		1,108.07
0100699	10/15/21	Recon	0001161	State Univ Retirement Sy	V0151605	10/15/21		68,682.78		68,682.78
								68,682.78		68,682.78
0100700	10/15/21	Recon	0190089	3OE Solutions	V0151457	10/14/21	B0004065	4,333.00		4,333.00
								4,333.00		4,333.00
0100701	10/15/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0151576	10/14/21	B0003990	240.00		240.00
								240.00		240.00
0100702	10/15/21	Recon	0002694	AACC	V0151624	10/14/21	P0010715	6,461.00		6,461.00

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								6,461.00		6,461.00
0100703	10/15/21	Recon	0209709	Accurate Employment Scre	V0151552	10/14/21	B0004025	1,631.00		1,631.00
								1,631.00		1,631.00
0100704	10/15/21	Recon	0175113	Algor Plumbing	V0151573	10/14/21	B0003992	730.50		730.50
								730.50		730.50
0100705	10/15/21	Recon	0190802	All-Types Elevators Inc	V0151575	10/14/21	B0003995	548.00		548.00
								548.00		548.00
0100706	10/15/21	Recon	0188188	Amazon Capital Services	V0151431	10/13/21	B0004158	763.44		763.44
					V0151451	10/14/21	B0004127	129.36		129.36
					V0151452	10/14/21	B0004127	182.19		182.19
					V0151556	10/14/21	P0010700	217.85		217.85
					V0151561	10/14/21	B0004012	201.23		201.23
					V0151564	10/14/21	B0004097	649.90		649.90
					V0151565	10/14/21	B0004028	599.70		599.70
					V0151566	10/14/21	B0004012	13.86		13.86
					V0151567	10/14/21	B0004028	502.32		502.32
					V0151642	10/14/21	P0010711	368.00		368.00
								3,627.85		3,627.85
0100707	10/15/21	Recon	0209591	Anatomage	V0151622	10/14/21	P0010347	81,625.00		81,625.00
								81,625.00		81,625.00
0100708	10/15/21	Recon	0001188	Aramark	V0151679	10/15/21	B0003952	98.91-		-98.91
					V0151680	10/15/21	B0003952	188.76		188.76
								89.85		89.85
0100709	10/15/21	Recon	0001490	Arc One Electric	V0151441	10/13/21	B0004156	923.50		923.50
								923.50		923.50
0100710	10/15/21	Recon	0002866	Associated Attractions I	V0151654	10/15/21	P0010726	850.00		850.00
								850.00		850.00
0100711	10/15/21	Recon	0000973	AT&T	V0151437	10/13/21	B0003967	2,384.49		2,384.49
								2,384.49		2,384.49
0100712	10/15/21	Recon	0000973	AT&T	V0151434	10/13/21	B0003967	2,918.68		2,918.68
								2,918.68		2,918.68



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0100713	10/15/21	Recon	0001953	AT&T Mobility	V0151619	10/14/21	B0003987	143.42		143.42
								143.42		143.42
0100714	10/15/21	Recon	0001953	AT&T Mobility	V0151461	10/14/21	B0004038	2,102.00		2,102.00
								2,102.00		2,102.00
0100715	10/15/21	Recon	0156646	ATI Nursing Education	V0151649	10/14/21	P0010734	615.00		615.00
					V0151650	10/14/21	P0010734	41.00		41.00
								656.00		656.00
0100716	10/15/21	Recon	0001401	AZ Commercial	V0151609	10/14/21	B0004019	27.09		27.09
								27.09		27.09
0100717	10/15/21	Recon	0196421	Balloons by Tommy	V0151651	10/14/21	P0010725	940.00		940.00
								940.00		940.00
0100718	10/15/21	Recon	0001818	Blackboard, Inc.	V0151634	10/14/21	P0010724	74,989.00		74,989.00
								74,989.00		74,989.00
0100719	10/15/21	Void	0001206	BSN Sports						
0100720	10/15/21	Recon	0206652	Cajan Laundry II, LLC	V0151673	10/15/21	P0010738	199.43		199.43
								199.43		199.43
0100721	10/15/21	Recon	0001593	CDW-Government, Inc	V0151558	10/14/21	P0010641	85.48		85.48
					V0151559	10/14/21	P0010627	231.72		231.72
					V0151581	10/14/21	P0010646	14,197.37		14,197.37
								14,514.57		14,514.57
0100722	10/15/21	Outst	0191577	Center for Research Libr	V0151554	10/14/21	P0010719	1,720.09		1,720.09
								1,720.09		1,720.09
0100723	10/15/21	Recon	0001195	Cintas Corporation	V0151442	10/13/21	B0003975	98.90		98.90
								98.90		98.90
0100724	10/15/21	Recon	0001195	Cintas Corporation	V0151466	10/14/21	B0003974	206.30		206.30
					V0151610	10/14/21	B0003974	206.30		206.30
								412.60		412.60

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0100725	10/15/21	Recon	0001485	Citibank, N.A.	V0151454	10/14/21	P0010637	1,369.54		1,369.54
					V0151455	10/14/21	P0010708	2,100.65		2,100.65
					V0151456	10/14/21	P0010709	1,112.22		1,112.22
								4,582.41		4,582.41
0100726	10/15/21	Recon	0201853	Club Automation, LLC	V0151620	10/14/21	B0004042	872.92		872.92
								872.92		872.92
0100727	10/15/21	Recon	0001752	Comcast	V0151617	10/14/21	B0004034	177.67		177.67
								177.67		177.67
0100728	10/15/21	Recon	0001013	ComEd	V0151453	10/14/21	B0004003	15,523.61		15,523.61
								15,523.61		15,523.61
0100729	10/15/21	Recon	0001676	Del Galdo Law Group, LLC	V0151571	10/14/21	B0004063	6,805.45		6,805.45
					V0151614	10/14/21	B0004063	15,876.08		15,876.08
								22,681.53		22,681.53
0100730	10/15/21	Recon	0205660	Destination Athlete of C	V0151674	10/15/21	P0010745	661.00		661.00
								661.00		661.00
0100731	10/15/21	Recon	0205020	DiaMedical USA Equipment	V0151670	10/15/21	P0010706	1,000.00-		-1,000.00
					V0151671	10/15/21	P0010706	1,384.95		1,384.95
								384.95		384.95
0100732	10/15/21	Recon	0208992	Direct Energy Business	V0151615	10/14/21	B0004001	3,967.66		3,967.66
								3,967.66		3,967.66
0100733	10/15/21	Recon	0209578	DisposAll Waste Services	V0151578	10/14/21	B0003964	450.00		450.00
					V0151611	10/14/21	B0003964	275.00		275.00
								725.00		725.00
0100734	10/15/21	Recon	0003205	Ceola Drane	V0151628	10/14/21	P0010722	456.00		456.00
								456.00		456.00
0100735	10/15/21	Recon	0182724	Dyopath LLC	V0151572	10/14/21	B0004166	31,643.85		31,643.85
								31,643.85		31,643.85
0100736	10/15/21	Recon	0169651	Essential Education	V0151655	10/15/21	P0010721	4,165.00		4,165.00

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								4,165.00		4,165.00
0100737	10/15/21	Void	0196370	FHEG Morton College Book						
0100738	10/15/21	Recon	0157592	First Communications	V0151616	10/14/21	B0003989	988.12		988.12
								988.12		988.12
0100739	10/15/21	Recon	0001180	First Student Inc	V0151636	10/14/21	P0010623	748.00		748.00
								748.00		748.00
0100740	10/15/21	Recon	0001034	Flinn Scientific Inc	V0151639	10/14/21	P0010622	252.90		252.90
					V0151641	10/14/21	P0010650	322.50		322.50
								575.40		575.40
0100741	10/15/21	Recon	0001037	Fox Valley Fire & Safety	V0151463	10/14/21	B0004035	281.00		281.00
								281.00		281.00
0100742	10/15/21	Recon	0202852	Freepoint Energy Solutio	V0151635	10/14/21	B0004015	31,004.56		31,004.56
								31,004.56		31,004.56
0100743	10/15/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0151435	10/13/21	B0004023	107.94		107.94
								107.94		107.94
0100744	10/15/21	Recon	0205565	The Graphic Edge, LLC	V0151443	10/13/21	B0004079	1,234.39		1,234.39
					V0151444	10/13/21	B0004079	2,206.88		2,206.88
					V0151445	10/13/21	B0004079	1,312.34		1,312.34
					V0151446	10/13/21	B0004079	1,199.96		1,199.96
					V0151447	10/13/21	B0004079	1,237.34		1,237.34
					V0151468	10/14/21	B0004079	1,421.70		1,421.70
					V0151469	10/14/21	B0004079	742.36		742.36
					V0151470	10/14/21	B0004058	19.25		19.25
					V0151471	10/14/21	B0004058	692.74		692.74
					V0151472	10/14/21	B0004058	24.96		24.96
					V0151549	10/14/21	B0004058	341.92		341.92
					V0151550	10/14/21	B0004058	2,353.75		2,353.75
					V0151551	10/14/21	B0004058	2,358.85		2,358.85
					V0151560	10/14/21	B0004066	474.19		474.19
					V0151577	10/14/21	B0004079	2,234.59		2,234.59
								17,855.22		17,855.22
0100745	10/15/21	Outst	0205770	Henry Schein, Inc.	V0151658	10/15/21	P0010736	759.36		759.36
					V0151659	10/15/21	P0010736	26.10		26.10
					V0151660	10/15/21	P0010736	9.18		9.18

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					V0151661	10/15/21	P0010736	32.10		32.10
					V0151662	10/15/21	P0010736	70.56		70.56
					V0151663	10/15/21	P0010736	290.51		290.51
					V0151664	10/15/21	P0010736	13.12		13.12
					V0151665	10/15/21	P0010736	23.31		23.31
					V0151666	10/15/21	P0010736	26.41		26.41
					V0151667	10/15/21	P0010736	38.85		38.85
					V0151668	10/15/21	P0010736	2,139.39		2,139.39
					V0151669	10/15/21	P0010736	18.65		18.65
								3,447.54		3,447.54
0100746	10/15/21	Recon	0001430	The Higher Learning Comm	V0151625	10/14/21	P0010716	7,200.00		7,200.00
								7,200.00		7,200.00
0100747	10/15/21	Recon	0001381	Home Depot/GECF	V0151675	10/15/21	B0004143	334.94		334.94
								334.94		334.94
0100748	10/15/21	Recon	0201903	Hudl	V0151555	10/14/21	P0010613	2,450.00		2,450.00
								2,450.00		2,450.00
0100749	10/15/21	Recon	0156534	ICCCP	V0151626	10/14/21	P0010714	4,250.00		4,250.00
								4,250.00		4,250.00
0100750	10/15/21	Outst	0158252	ICCSAA	V0151653	10/15/21	P0010691	150.00		150.00
								150.00		150.00
0100751	10/15/21	Recon	0001068	ILLCO, Inc.	V0151570	10/14/21	B0003972	44.50		44.50
								44.50		44.50
0100752	10/15/21	Outst	0211154	Imagen Consultants Inc	V0151640	10/14/21	P0010694	450.00		450.00
								450.00		450.00
0100753	10/15/21	Recon	0001647	Iron Mountain	V0151612	10/14/21	B0004006	519.83		519.83
					V0151613	10/14/21	B0004006	519.83		519.83
								1,039.66		1,039.66
0100754	10/15/21	Recon	0001030	JC Licht, LLC	V0151574	10/14/21	B0003948	64.16		64.16
								64.16		64.16
0100755	10/15/21	Recon	0001775	Jostens	V0151607	10/14/21	B0004061	19.20		19.20

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								19.20		19.20
0100756	10/15/21	Outst	0001890	Konica Minolta Bus Solut	V0151439	10/13/21	B0004007	89.30		89.30
								89.30		89.30
0100757	10/15/21	Recon	0002233	Konica Minolta Premier F	V0151586	10/14/21	B0004008	125.17		125.17
								125.17		125.17
0100758	10/15/21	Recon	0002233	Konica Minolta Premier F	V0151587	10/14/21	B0004008	2,897.00		2,897.00
								2,897.00		2,897.00
0100759	10/15/21	Recon	0002233	Konica Minolta Premier F	V0151593	10/14/21	B0004008	451.00		451.00
								451.00		451.00
0100760	10/15/21	Recon	0002233	Konica Minolta Premier F	V0151606	10/14/21	B0004008	140.00		140.00
								140.00		140.00
0100761	10/15/21	Recon	0204562	Lo Destro Construction C	V0151433	10/13/21	B0004169	24,890.00		24,890.00
								24,890.00		24,890.00
0100762	10/15/21	Recon	0001763	Mecor, Inc.	V0151462	10/14/21	B0003984	937.70		937.70
								937.70		937.70
0100763	10/15/21	Recon	0002157	Medical Equipment Affili	V0151656	10/15/21	P0010370	2,406.48		2,406.48
					V0151657	10/15/21	P0010371	1,080.00		1,080.00
								3,486.48		3,486.48
0100764	10/15/21	Recon	0001339	Minuteman Press of Lyons	V0151644	10/14/21	P0010748	375.00		375.00
					V0151645	10/14/21	P0010747	180.25		180.25
								555.25		555.25
0100765	10/15/21	Recon	0208924	Nicor Gas	V0151584	10/14/21	B0004000	2,171.36		2,171.36
								2,171.36		2,171.36
0100766	10/15/21	Recon	0001338	Oak Hall Industries L.P.	V0151563	10/14/21	P0010695	627.59		627.59
								627.59		627.59
0100767	10/15/21	Recon	0002406	Paisans Pizza	V0151621	10/14/21	P0010699	120.00		120.00
					V0151629	10/14/21	P0010723	840.00		840.00

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					V0151646	10/14/21	P0010740	202.00		202.00
					V0151647	10/14/21	P0010739	200.00		200.00
								1,362.00		1,362.00
0100768	10/15/21	Recon	0001128	Pasco Scientific	V0151623	10/14/21	P0010567	500.00		500.00
					V0151637	10/14/21	P0010505	322.00		322.00
					V0151638	10/14/21	P0010505	510.00		510.00
					V0151643	10/14/21	P0010621	172.00		172.00
								1,504.00		1,504.00
0100769	10/15/21	Recon	0196739	Police Law Institute	V0151627	10/14/21	P0010720	300.00		300.00
								300.00		300.00
0100770	10/15/21	Recon	0206685	Rainmakers Irrigation &	V0151678	10/15/21	P0010744	500.00		500.00
								500.00		500.00
0100771	10/15/21	Recon	0001835	Ray O'Herron Co. of Oakb	V0151464	10/14/21	B0004103	137.59		137.59
								137.59		137.59
0100772	10/15/21	Recon	0205800	Reading Plus LLC	V0151557	10/14/21	P0010409	8,305.00		8,305.00
								8,305.00		8,305.00
0100773	10/15/21	Recon	0169797	Russo's Power Equipment,	V0151580	10/14/21	B0003959	13.98		13.98
								13.98		13.98
0100774	10/15/21	Recon	0001967	Shaw Media	V0151583	10/14/21	B0003956	1,199.00		1,199.00
								1,199.00		1,199.00
0100775	10/15/21	Recon	0182208	Sidearm Sports	V0151648	10/14/21	P0010737	3,250.00		3,250.00
								3,250.00		3,250.00
0100776	10/15/21	Recon	0208071	Signature Transportation	V0151676	10/15/21	P0010743	999.00		999.00
					V0151677	10/15/21	P0010743	594.00		594.00
								1,593.00		1,593.00
0100777	10/15/21	Outst	0188908	Signco	V0151652	10/15/21	P0010679	620.00		620.00
								620.00		620.00
0100778	10/15/21	Recon	0001156	Smithereen Exterminating	V0151582	10/14/21	B0003973	177.00		177.00



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								177.00		177.00
0100779	10/15/21	Recon	0157227	Staples Advantage	V0151460	10/14/21	B0004047	91.31		91.31
								91.31		91.31
0100780	10/15/21	Recon	0001165	Swank Motion Pictures In	V0151553	10/14/21	P0010718	3,150.00		3,150.00
								3,150.00		3,150.00
0100781	10/15/21	Recon	0155715	Technology Management Re	V0151440	10/13/21	B0004009	1,141.05		1,141.05
								1,141.05		1,141.05
0100782	10/15/21	Recon	0209960	Vieco Inc.	V0151467	10/14/21	P0010449	262.80		262.80
								262.80		262.80
0100783	10/15/21	Recon	0001406	Wex Bank	V0151618	10/14/21	B0003979	1,278.89		1,278.89
								1,278.89		1,278.89
0100784	10/15/21	Recon	0209883	Priscilla Williams	V0151608	10/14/21	B0004049	200.00		200.00
								200.00		200.00
0100785	10/15/21	Recon	0177607	YBP Library Services	V0151465	10/14/21	B0003993	45.17		45.17
								45.17		45.17
0100828	10/15/21	Recon	0193139	Nely Baeza	V0151405	10/07/21		30.00		30.00
								30.00		30.00
0100829	10/15/21	Recon	0177457	Mr. Manuel H. Becerra	V0151424	10/13/21		1,750.00		1,750.00
								1,750.00		1,750.00
0100830	10/15/21	Recon	0211068	Oscar Carreon	V0150316	09/20/21		875.00		875.00
								875.00		875.00
0100831	10/15/21	Recon	0209632	Mizael Carrera	V0151372	10/06/21		90.00		90.00
								90.00		90.00
0100832	10/15/21	Outst	0209632	Mizael Carrera	V0151421	10/12/21		180.00		180.00
								180.00		180.00

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0100833	10/15/21	Recon	0187179	Claudia M. Cisneros	V0151409	10/07/21		30.00		30.00
								30.00		30.00
0100834	10/15/21	Recon	0211207	Phil Coughlin	V0151394	10/07/21		115.00		115.00
								115.00		115.00
0100835	10/15/21	Outst	0208165	Arnold J. Cross	V0151393	10/07/21		115.00		115.00
								115.00		115.00
0100836	10/15/21	Recon	0205769	Dwayne Cruz	V0150294	09/17/21		3,250.00		3,250.00
								3,250.00		3,250.00
0100837	10/15/21	Recon	0200699	Cutperto E. Del Rosario	V0151388	10/07/21		120.00		120.00
								120.00		120.00
0100838	10/15/21	Recon	0211059	Emily DeVaux	V0151385	10/07/21		120.00		120.00
								120.00		120.00
0100839	10/15/21	Outst	0047473	Jaime M. Diaz	V0150280	09/17/21		875.00		875.00
								875.00		875.00
0100840	10/15/21	Recon	0001497	Sean Doheny	V0151390	10/07/21		115.00		115.00
								115.00		115.00
0100841	10/15/21	Recon	0211211	Mateusz Dulski	V0151399	10/07/21		160.00		160.00
								160.00		160.00
0100842	10/15/21	Recon	0202383	Flexible Benefit Service	V0151419	10/12/21		375.00		375.00
								375.00		375.00
0100843	10/15/21	Recon	0000724	Dr. Brian R. Gilligan	V0151428	10/13/21		45.00		45.00
								45.00		45.00
0100844	10/15/21	Recon	0137499	Pedro Guardian	V0150284	09/17/21		1,250.00		1,250.00
								1,250.00		1,250.00
0100845	10/15/21	Recon	0171697	Vitali Hantsevich	V0151398	10/07/21		120.00		120.00
								120.00		120.00

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0100846	10/15/21	Recon	0211164	Guillermo Hernandez	V0151392	10/07/21		115.00		115.00
								115.00		115.00
0100847	10/15/21	Recon	0021828	Dean S. Hoskin	V0151391	10/07/21		115.00		115.00
								115.00		115.00
0100848	10/15/21	Recon	0183588	Heather Huldin	V0151448	10/13/21		215.93		215.93
								215.93		215.93
0100849	10/15/21	Outst	0211210	John A. Jakobsze	V0151401	10/07/21		120.00		120.00
								120.00		120.00
0100850	10/15/21	Recon	0208582	Maria Kelly	V0151420	10/12/21		100.00		100.00
								100.00		100.00
0100851	10/15/21	Recon	0011437	Kishwaukee College	V0151375	10/06/21		175.00		175.00
								175.00		175.00
0100852	10/15/21	Outst	0208089	Steven Lessman	V0151404	10/07/21		125.00		125.00
								125.00		125.00
0100853	10/15/21	Recon	0207766	Massachusetts Mutual Lif	V0151450	10/14/21		926.92		926.92
								926.92		926.92
0100854	10/15/21	Recon	0003232	Ms. Lisa A. Mathelier	V0151381	10/07/21		69.34		69.34
								69.34		69.34
0100855	10/15/21	Recon	0211128	Quinton McFarlen	V0151396	10/07/21		160.00		160.00
								160.00		160.00
0100856	10/15/21	Outst	0156559	Raymundo Molina	V0151410	10/07/21		30.00		30.00
								30.00		30.00
0100857	10/15/21	Outst	0211206	Leoncio Mora	V0151397	10/07/21		120.00		120.00
								120.00		120.00
0100858	10/15/21	Recon	0187216	Mr. Neil Moss	V0151408	10/07/21		40.00		40.00

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								40.00		40.00
0100859	10/15/21	Outst	0155697	Abiodun Okulaja	V0151387	10/07/21		160.00		160.00
								160.00		160.00
0100860	10/15/21	Recon	0000820	Ms. Tsonka I. Pencheva	V0151380	10/07/21		74.99		74.99
								74.99		74.99
0100861	10/15/21	Recon	0211208	Daniel M. Rodriguez Sala	V0151395	10/07/21		115.00		115.00
								115.00		115.00
0100862	10/15/21	Recon	0211131	Bryan E. Sanabria	V0151386	10/07/21		120.00		120.00
								120.00		120.00
0100863	10/15/21	Outst	0160304	Mrs. Melissa M. Stanukin	V0151412	10/08/21		13.90		13.90
								13.90		13.90
0100864	10/15/21	Recon	0211132	Nemanja Stefanovic	V0151389	10/07/21		120.00		120.00
								120.00		120.00
0100865	10/15/21	Outst	0204718	Montserrat Tovar	V0151406	10/07/21		30.00		30.00
								30.00		30.00
0100866	10/15/21	Recon	0199373	Rebeka Tovar	V0151403	10/07/21		110.00		110.00
								110.00		110.00
0100867	10/15/21	Outst	0211130	Kaitlyn Trowbridge	V0151384	10/07/21		160.00		160.00
								160.00		160.00
0100868	10/15/21	Recon	0210206	Tomas Zarco	V0151400	10/07/21		120.00		120.00
								120.00		120.00
0100869	10/15/21	Recon	0001206	BSN Sports	V0151568	10/14/21	B0004017	2,089.71		2,089.71
								2,089.71		2,089.71
0100870	10/20/21	Recon	0188213	First Midwest Bank	V0151746	10/19/21	P0010763	2,408.00		2,408.00
					V0151747	10/19/21	P0010717	216.00		216.00
					V0151748	10/19/21	B0004026	40.00		40.00
					V0151749	10/19/21	P0010756	179.00		179.00

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					V0151750	10/19/21	P0010564	1,900.00		1,900.00
					V0151751	10/19/21		250.00-		-250.00
					V0151752	10/19/21	P0010717	20.00		20.00
					V0151753	10/19/21	P0010763	42.00		42.00
					V0151754	10/19/21	B0003961	450.00		450.00
					V0151755	10/19/21	B0004040	8.34		8.34
					V0151756	10/19/21	P0010569	189.00		189.00
					V0151761	10/19/21	P0010571	299.00		299.00
					V0151762	10/19/21	B0004086	111.56		111.56
					V0151763	10/19/21	P0010631	695.00		695.00
					V0151767	10/19/21	P0010632	2,185.00		2,185.00
					V0151769	10/19/21	P0010763	202.92		202.92
					V0151770	10/19/21	B0004086	30.09		30.09
					V0151771	10/19/21	P0010688	180.00		180.00
					V0151772	10/19/21	P0010717	214.55		214.55
					V0151774	10/19/21	P0010763	379.78		379.78
					V0151775	10/19/21	B0004026	40.00		40.00
					V0151776	10/19/21	P0010688	270.00		270.00
					V0151777	10/19/21	B0004138	150.00		150.00
					V0151780	10/19/21	B0004086	45.00		45.00
					V0151782	10/19/21	P0010763	1,478.04		1,478.04
					V0151783	10/19/21	P0010662	250.00		250.00
					V0151784	10/19/21	P0010647	600.00		600.00
					V0151785	10/19/21	P0010763	6,738.88		6,738.88
					V0151786	10/19/21	P0010658	450.00		450.00
					V0151787	10/19/21	P0010760	120.00		120.00
					V0151788	10/19/21	P0010701	107.96		107.96
					V0151789	10/19/21	P0010675	279.88		279.88
					V0151790	10/19/21	P0010713	502.10		502.10
					V0151791	10/19/21	P0010704	723.93		723.93
					V0151792	10/19/21	P0010703	470.96		470.96
					V0151793	10/19/21	P0010678	175.20		175.20
					V0151794	10/19/21	P0010702	100.00		100.00
					V0151795	10/19/21	P0010677	184.16		184.16
					V0151796	10/19/21	P0010676	61.38		61.38
					V0151809	10/20/21	P0010759	249.10		249.10
								22,496.83		22,496.83
0100871	10/22/21	Outst	0210041	Vincent Acevez	V0151742	10/19/21		197.00		197.00
								197.00		197.00
0100872	10/22/21	Recon	0156097	ACI Payments, Inc.	V0151743	10/19/21		955.91		955.91
								955.91		955.91
0100873	10/22/21	Outst	0002686	Sergio Alvarez	V0151734	10/18/21		160.00		160.00
								160.00		160.00

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0100874	10/22/21	Recon	0193139	Nely Baeza	V0151706	10/15/21		30.00		30.00
								30.00		30.00
0100875	10/22/21	Outst	0002595	Joelle Beranek	V0151695	10/15/21		1,000.00		1,000.00
								1,000.00		1,000.00
0100876	10/22/21	Recon	0161110	Ethan C. Bontly	V0151726	10/18/21		120.00		120.00
								120.00		120.00
0100877	10/22/21	Outst	0210193	Laura Booe	V0151423	10/13/21		415.00		415.00
								415.00		415.00
0100878	10/22/21	Outst	0209933	Christopher P. Butz	V0151758	10/19/21		260.00		260.00
								260.00		260.00
0100879	10/22/21	Outst	0209933	Christopher P. Butz	V0151759	10/19/21		260.00		260.00
								260.00		260.00
0100880	10/22/21	Recon	0209632	Mizael Carrera	V0148008	07/06/21		3,500.00		3,500.00
								3,500.00		3,500.00
0100881	10/22/21	Recon	0187179	Claudia M. Cisneros	V0151705	10/15/21		30.00		30.00
								30.00		30.00
0100882	10/22/21	Recon	0211207	Phil Coughlin	V0151722	10/18/21		115.00		115.00
								115.00		115.00
0100883	10/22/21	Recon	0200699	Cutperto E. Del Rosario	V0151728	10/18/21		160.00		160.00
								160.00		160.00
0100884	10/22/21	Recon	0211294	Nicole Dizon	V0151693	10/15/21		200.00		200.00
								200.00		200.00
0100885	10/22/21	Recon	0210055	Karolina Grela	V0151725	10/18/21		120.00		120.00
								120.00		120.00
0100886	10/22/21	Outst	0211034	Heidi Hansfield	V0151689	10/15/21		200.00		200.00
								200.00		200.00



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0100887	10/22/21	Recon	0001639	Higher Ed Jobs.Com	V0151738	10/18/21		2,765.00		2,765.00
								2,765.00		2,765.00
0100888	10/22/21	Recon	0211035	Samantha Hilger	V0151687	10/15/21		200.00		200.00
								200.00		200.00
0100889	10/22/21	Outst	0002912	Mr. Joseph Imburgia	V0151449	10/13/21		203.00		203.00
								203.00		203.00
0100890	10/22/21	Outst	0011437	Kishwaukee College	V0151703	10/15/21		200.00		200.00
								200.00		200.00
0100891	10/22/21	Recon	0117035	James J. La Pietra	V0151683	10/15/21		200.00		200.00
								200.00		200.00
0100892	10/22/21	Recon	0193312	Kyra Leigh	V0151810	10/20/21		1,000.00		1,000.00
								1,000.00		1,000.00
0100893	10/22/21	Outst	0007791	Linda Caputi Inc	V0151721	10/18/21		3,800.00		3,800.00
								3,800.00		3,800.00
0100894	10/22/21	Outst	0211037	Tyler Maxie	V0151681	10/15/21		200.00		200.00
								200.00		200.00
0100895	10/22/21	Outst	0196206	Jennifer Mayfield	V0151724	10/18/21		160.00		160.00
								160.00		160.00
0100896	10/22/21	Recon	0201543	Timothy McKinnon	V0151723	10/18/21		115.00		115.00
								115.00		115.00
0100897	10/22/21	Outst	0206101	Kevin W. McManaman	V0151701	10/15/21		160.00		160.00
								160.00		160.00
0100898	10/22/21	Outst	0206101	Kevin W. McManaman	V0151702	10/15/21		160.00		160.00
								160.00		160.00
0100899	10/22/21	Recon	0206101	Kevin W. McManaman	V0151696	10/15/21		150.00		150.00

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								150.00		150.00
0100900	10/22/21	Recon	0187216	Mr. Neil Moss	V0151704	10/15/21		40.00		40.00
								40.00		40.00
0100901	10/22/21	Recon	0003247	Sargun Odishu	V0151736	10/18/21		120.00		120.00
								120.00		120.00
0100902	10/22/21	Recon	0211033	Caroline Passalino	V0151691	10/15/21		200.00		200.00
								200.00		200.00
0100903	10/22/21	Outst	0209668	Nikolas Radenkovich	V0151697	10/15/21		230.00		230.00
								230.00		230.00
0100904	10/22/21	Outst	0209668	Nikolas Radenkovich	V0151698	10/15/21		230.00		230.00
								230.00		230.00
0100905	10/22/21	Outst	0209668	Nikolas Radenkovich	V0151699	10/15/21		230.00		230.00
								230.00		230.00
0100906	10/22/21	Outst	0209668	Nikolas Radenkovich	V0151700	10/15/21		230.00		230.00
								230.00		230.00
0100907	10/22/21	Recon	0211127	Miguel Reyes	V0151729	10/18/21		120.00		120.00
								120.00		120.00
0100908	10/22/21	Recon	0209695	Jonathan Rush	V0148223	07/12/21		3,000.00		3,000.00
								3,000.00		3,000.00
0100909	10/22/21	Recon	0211131	Bryan E. Sanabria	V0151731	10/18/21		160.00		160.00
								160.00		160.00
0100910	10/22/21	Recon	0211036	Nicholas Schrier	V0151685	10/15/21		200.00		200.00
								200.00		200.00
0100911	10/22/21	Recon	0211313	Matthew Scimeca	V0151733	10/18/21		120.00		120.00
								120.00		120.00

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0100912	10/22/21	Outst	0209212	Simon P. Steiner	V0151709	10/15/21		100.00		100.00
								100.00		100.00
0100913	10/22/21	Outst	0190167	Daniel K. Treadwell	V0151737	10/18/21		110.00		110.00
								110.00		110.00
0100914	10/22/21	Outst	0202282	Pedro Trejo Jr	V0151730	10/18/21		120.00		120.00
								120.00		120.00
0100915	10/22/21	Recon	0210206	Tomas Zarco	V0151732	10/18/21		120.00		120.00
								120.00		120.00
0100916	10/22/21	Outst	0002900	Marwan Zein	V0151735	10/18/21		120.00		120.00
								120.00		120.00
0100927	10/29/21	Outst	0177469	Bright Start College Sav	V0152615	10/29/21		100.00		100.00
								100.00		100.00
0100928	10/29/21	Outst	0001422	CCCTU-Cope Fund	V0152616	10/29/21		120.00		120.00
								120.00		120.00
0100929	10/29/21	Outst	0001374	College & University Cre	V0152618	10/29/21		200.00		200.00
								200.00		200.00
0100930	10/29/21	Outst	0001371	Colonial Life & Accident	V0152619	10/29/21		12.00		12.00
								12.00		12.00
0100931	10/29/21	Outst	0160763	Illinois Education Assoc	V0152620	10/29/21		373.50		373.50
								373.50		373.50
0100932	10/29/21	Outst	0191845	Metropolitan Alliance of	V0152621	10/29/21		258.00		258.00
								258.00		258.00
0100933	10/29/21	Outst	0101061	Morton College Faculty	V0152617	10/29/21		91.74		91.74
								91.74		91.74
0100934	10/29/21	Outst	0001372	Morton College Teachers	V0152623	10/29/21		1,616.21		1,616.21
								1,616.21		1,616.21

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0100935	10/29/21	Outst	0001372	Morton College Teachers	V0152622	10/29/21		3,037.98		3,037.98
								3,037.98		3,037.98
0100936	10/29/21	Outst	0001513	SEIU Local 73 Cope	V0152625	10/29/21		6.00		6.00
								6.00		6.00
0100937	10/29/21	Outst	0001373	Service Employees Intl U	V0152626	10/29/21		350.09		350.09
								350.09		350.09
0100938	10/29/21	Outst	0001563	State Disbursement Unit	V0152627	10/29/21		50.00		50.00
					V0152628	10/29/21		961.71		961.71
								1,011.71		1,011.71
0100939	10/29/21	Outst	0001161	State Univ Retirement Sy	V0152629	10/29/21		70,511.11		70,511.11
								70,511.11		70,511.11
0100940	10/29/21	Outst	0175113	Algor Plumbing	V0151900	10/27/21	B0003992	95.84		95.84
					V0151919	10/27/21	B0003992	50.81		50.81
								146.65		146.65
0100941	10/29/21	Outst	0205001	ALL Construction Group	V0151884	10/27/21	B0004185	11,216.42		11,216.42
								11,216.42		11,216.42
0100942	10/29/21	Outst	0002271	Alldata	V0152579	10/28/21	P0010775	975.00		975.00
								975.00		975.00
0100943	10/29/21	Outst	0188188	Amazon Capital Services	V0151821	10/22/21		20.15-		-20.15
					V0151877	10/26/21	B0004028	306.09		306.09
					V0151905	10/27/21	B0004181	30.70		30.70
					V0151914	10/27/21	B0004161	116.57		116.57
					V0151915	10/27/21	B0004021	33.05		33.05
					V0151916	10/27/21	B0004028	361.18		361.18
					V0151962	10/27/21	B0004127	555.98		555.98
					V0152591	10/28/21	P0010729	896.98		896.98
					V0152595	10/28/21	P0010697	339.91		339.91
					V0152596	10/28/21	P0010742	360.63		360.63
					V0152603	10/28/21	P0010651	102.09		102.09
								3,083.03		3,083.03
0100944	10/29/21	Outst	0000971	American Red Cross	V0152601	10/28/21	P0010652	748.55		748.55

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								748.55		748.55
0100945	10/29/21	Outst	0211467	Angelcare & Medical Equi	V0152592	10/28/21	P0010777	595.00		595.00
								595.00		595.00
0100946	10/29/21	Outst	0207245	Aries Facility Services,	V0152611	10/28/21	P0010795	120.00		120.00
								120.00		120.00
0100947	10/29/21	Outst	0198820	Asure Software	V0151880	10/27/21	B0003998	131.99		131.99
								131.99		131.99
0100948	10/29/21	Outst	0000973	AT&T	V0152559	10/28/21	B0003967	982.97		982.97
								982.97		982.97
0100949	10/29/21	Outst	0000973	AT&T	V0152560	10/28/21	B0003967	954.59		954.59
								954.59		954.59
0100950	10/29/21	Void	0001401	AZ Commercial			B0003967			
0100951	10/29/21	Outst	0196421	Balloons by Tommy	V0152574	10/28/21	P0010751	390.00		390.00
					V0152610	10/28/21	P0010778	865.00		865.00
								1,255.00		1,255.00
0100952	10/29/21	Outst	0000985	Berwyn Ace Hardware	V0151902	10/27/21	B0003946	24.96		24.96
								24.96		24.96
0100953	10/29/21	Outst	0183673	BKD, LLP	V0151894	10/27/21	B0004064	10,000.00		10,000.00
								10,000.00		10,000.00
0100954	10/29/21	Outst	0194510	Blades of Glory Inc	V0151933	10/27/21	B0003997	700.00		700.00
					V0151934	10/27/21	B0003997	700.00		700.00
					V0151935	10/27/21	B0003997	700.00		700.00
					V0151936	10/27/21	B0003997	700.00		700.00
					V0151937	10/27/21	B0003997	700.00		700.00
					V0151938	10/27/21	B0003997	700.00		700.00
					V0151939	10/27/21	B0003997	700.00		700.00
					V0151940	10/27/21	B0003997	700.00		700.00
					V0151941	10/27/21	B0003997	700.00		700.00
					V0152580	10/28/21	P0010771	1,250.00		1,250.00
								7,550.00		7,550.00

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0100955	10/29/21	Outst	0166207	BSA	V0151920	10/27/21	B0004039	4,098.28		4,098.28
								4,098.28		4,098.28
0100956	10/29/21	Outst	0160756	Business Radio Licensing	V0152584	10/28/21	P0010773	105.00		105.00
								105.00		105.00
0100957	10/29/21	Outst	0207419	Maricela Busso	V0152572	10/28/21	P0010749	162.50		162.50
								162.50		162.50
0100958	10/29/21	Outst	0000998	Carolina Biological Supp	V0152578	10/28/21	P0010603	134.75		134.75
					V0152598	10/28/21	P0010758	461.67		461.67
								596.42		596.42
0100959	10/29/21	Outst	0165266	CASAS	V0152575	10/28/21	P0010733	499.40		499.40
								499.40		499.40
0100960	10/29/21	Outst	0001593	CDW-Government, Inc	V0152562	10/28/21	P0010659	52.34		52.34
					V0152604	10/28/21	P0010566	842.80		842.80
								895.14		895.14
0100961	10/29/21	Outst	0001195	Cintas Corporation	V0151911	10/27/21	B0003974	206.30		206.30
								206.30		206.30
0100962	10/29/21	Outst	0001195	Cintas Corporation	V0152569	10/28/21	B0003974	206.30		206.30
								206.30		206.30
0100963	10/29/21	Outst	0001752	Comcast	V0151888	10/27/21	B0003941	183.35		183.35
					V0151908	10/27/21	B0004037	59.27		59.27
					V0151926	10/27/21	B0003941	6.30		6.30
								248.92		248.92
0100964	10/29/21	Outst	0001013	ComEd	V0151836	10/22/21	B0004016	1,315.99		1,315.99
								1,315.99		1,315.99
0100965	10/29/21	Outst	0168196	Concentra Health Service	V0152585	10/28/21	P0010774	60.00		60.00
								60.00		60.00
0100966	10/29/21	Outst	0001711	Demonica Kemper Architec	V0151953	10/27/21	B0004168	13,000.00		13,000.00
								13,000.00		13,000.00

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0100967	10/29/21	Outst	0205020	DiaMedical USA Equipment	V0152573 V0152599	10/28/21 10/28/21	P0010612 P0010563	679.84 2,231.00		679.84 2,231.00
								2,910.84		2,910.84
0100968	10/29/21	Outst	0198383	Displayability	V0152655	10/29/21	P0010471	6,795.00		6,795.00
								6,795.00		6,795.00
0100969	10/29/21	Outst	0209578	DisposAll Waste Services	V0151822 V0151903	10/22/21 10/27/21	B0003964 B0003964	951.79 653.68		951.79 653.68
								1,605.47		1,605.47
0100970	10/29/21	Outst	0182724	Dyopath LLC	V0151930	10/27/21	B0004011	7,750.00		7,750.00
								7,750.00		7,750.00
0100971	10/29/21	Outst	0001240	Enterprise Rent-A-Car	V0152607 V0152608	10/28/21 10/28/21	B0004018 P0010789	485.89 302.59		485.89 302.59
								788.48		788.48
0100972	10/29/21	Outst	0001029	Fed Ex	V0151892 V0151956	10/27/21 10/27/21	B0003947 B0003947	53.46 11.81		53.46 11.81
								65.27		65.27
0100973	10/29/21	Outst	0196370	FHEG Morton College Book	V0151422 V0151458 V0151459 V0151711 V0151832	10/12/21 10/14/21 10/14/21 10/15/21 10/22/21	B0004111 B0004142	13,782.71 967.95 2,685.00 140,836.38 1,771.47		13,782.71 967.95 2,685.00 140,836.38 1,771.47
								160,043.51		160,043.51
0100974	10/29/21	Outst	0001791	Filter Services Inc	V0151886	10/27/21	B0004183	1,770.08		1,770.08
								1,770.08		1,770.08
0100975	10/29/21	Outst	0001034	Flinn Scientific Inc	V0152561	10/28/21	P0010741	679.92		679.92
								679.92		679.92
0100976	10/29/21	Outst	0001037	Fox Valley Fire & Safety	V0151909	10/27/21	B0004035	527.00		527.00
								527.00		527.00
0100977	10/29/21	Outst	0192360	Fusion Cloud Services, L	V0151929	10/27/21	B0004173	2,518.88		2,518.88



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								2,518.88		2,518.88
0100978	10/29/21	Outst	0205565	The Graphic Edge, LLC	V0151889	10/27/21	B0004148	1,619.67		1,619.67
					V0151890	10/27/21	B0004148	514.72		514.72
					V0151891	10/27/21	B0004148	1,060.79		1,060.79
					V0151927	10/27/21	B0004117	1,187.47		1,187.47
					V0152648	10/29/21	B0004165	476.89		476.89
					V0152649	10/29/21	B0004148	51.30		51.30
					V0152650	10/29/21	B0004150	1,704.56		1,704.56
					V0152651	10/29/21	B0004150	180.78		180.78
					V0152652	10/29/21	B0004150	441.05		441.05
								7,237.23		7,237.23
0100979	10/29/21	Outst	0161549	Heartland Business Syste	V0151928	10/27/21	B0004176	5,000.00		5,000.00
								5,000.00		5,000.00
0100980	10/29/21	Outst	0205770	Henry Schein, Inc.	V0151824	10/22/21	B0004179	690.84		690.84
					V0151825	10/22/21	B0004179	19.00		19.00
					V0151826	10/22/21	B0004179	125.46		125.46
					V0151827	10/22/21	B0004179	31.70		31.70
					V0151828	10/22/21	B0004179	31.70		31.70
								898.70		898.70
0100981	10/29/21	Outst	0210378	Hinckley Springs	V0151907	10/27/21	B0004112	50.88		50.88
								50.88		50.88
0100982	10/29/21	Outst	0001381	Home Depot/GECF	V0151823	10/22/21	B0004143	39.98		39.98
					V0151960	10/27/21	B0004143	57.29		57.29
								97.27		97.27
0100983	10/29/21	Outst	0001620	Home Run Inn	V0152606	10/28/21	P0010785	908.00		908.00
								908.00		908.00
0100984	10/29/21	Outst	0002445	ITHAKA	V0152609	10/28/21	P0010788	1,295.00		1,295.00
								1,295.00		1,295.00
0100985	10/29/21	Outst	0197706	Johnson Controls Securit	V0151955	10/27/21	B0003962	274.55		274.55
								274.55		274.55
0100986	10/29/21	Outst	0001077	Johnstone Supply Co	V0151954	10/27/21	B0004171	83.76		83.76
								83.76		83.76

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0100987	10/29/21	Outst	0001775	Jostens	V0151943	10/27/21	B0004061	165.52		165.52
					V0151944	10/27/21	B0004061	9.25		9.25
					V0152568	10/28/21	B0004061	20.69		20.69
								195.46		195.46
0100988	10/29/21	Outst	0208915	Keep It Moving Media LLC	V0151963	10/27/21	B0004130	1,500.00		1,500.00
								1,500.00		1,500.00
0100989	10/29/21	Outst	0001890	Konica Minolta Bus Solut	V0151904	10/27/21	B0004007	1.29		1.29
					V0151917	10/27/21	B0004007	1,593.18		1,593.18
								1,594.47		1,594.47
0100990	10/29/21	Outst	0002233	Konica Minolta Premier F	V0151829	10/22/21	B0004008	777.63		777.63
								777.63		777.63
0100991	10/29/21	Outst	0002233	Konica Minolta Premier F	V0151834	10/22/21	B0004008	197.00		197.00
								197.00		197.00
0100992	10/29/21	Outst	0002233	Konica Minolta Premier F	V0151835	10/22/21	B0004008	332.61		332.61
								332.61		332.61
0100993	10/29/21	Outst	0204562	Lo Destro Construction C	V0151932	10/27/21	B0004174	986.00		986.00
								986.00		986.00
0100994	10/29/21	Outst	0001673	M.L. Plumbing LLC.	V0151901	10/27/21	B0004182	1,000.00		1,000.00
								1,000.00		1,000.00
0100995	10/29/21	Outst	0001763	Mecor, Inc.	V0151887	10/27/21	B0003984	337.50		337.50
								337.50		337.50
0100996	10/29/21	Outst	0166258	Mountain Measurement, In	V0152582	10/28/21	P0010768	425.00		425.00
								425.00		425.00
0100997	10/29/21	Outst	0156243	Nasco	V0152605	10/28/21	P0010572	425.90		425.90
								425.90		425.90
0100998	10/29/21	Outst	0001122	Office Depot	V0151895	10/27/21	P0010602	111.13		111.13
					V0151896	10/27/21	B0004030	15.22		15.22
					V0151897	10/27/21	B0004030	51.13		51.13

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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
					V0151898	10/27/21	B0004059	34.50		34.50
					V0151899	10/27/21	B0004140	11.87		11.87
					V0151945	10/27/21	B0004059	18.99		18.99
					V0151946	10/27/21	B0004059	52.56		52.56
					V0151947	10/27/21	B0004140	61.79		61.79
					V0151948	10/27/21	B0004140	10.61		10.61
					V0151949	10/27/21	B0004140	50.78		50.78
					V0151950	10/27/21	B0004140	33.49		33.49
					V0151951	10/27/21	B0004140	54.58		54.58
					V0151952	10/27/21	B0004140	15.26		15.26
								521.91		521.91
0100999	10/29/21	Outst	0002406	Paisans Pizza	V0152581	10/28/21	P0010776	312.50		312.50
					V0152587	10/28/21	P0010764	60.00		60.00
					V0152588	10/28/21	P0010757	30.00		30.00
					V0152589	10/28/21	P0010757	140.00		140.00
					V0152590	10/28/21	P0010757	207.40		207.40
					V0152613	10/28/21	P0010784	197.00		197.00
					V0152614	10/28/21	P0010784	209.00		209.00
								1,155.90		1,155.90
0101000	10/29/21	Outst	0001131	Phi Theta Kappa	V0152570	10/28/21	P0010750	65.00		65.00
								65.00		65.00
0101001	10/29/21	Outst	0196739	Police Law Institute	V0152583	10/28/21	P0010772	3,456.00		3,456.00
								3,456.00		3,456.00
0101002	10/29/21	Outst	0197256	Precision Electric	V0151918	10/27/21	B0004177	700.00		700.00
								700.00		700.00
0101003	10/29/21	Outst	0169797	Russo's Power Equipment,	V0151942	10/27/21	B0004172	1,751.99		1,751.99
								1,751.99		1,751.99
0101004	10/29/21	Outst	0001967	Shaw Media	V0151819	10/22/21	B0003956	97.10		97.10
					V0151820	10/22/21	P0010761	189.58		189.58
								286.68		286.68
0101005	10/29/21	Outst	0000965	Sigma-Aldrich Inc	V0152571	10/28/21	P0010415	85.22		85.22
								85.22		85.22
0101006	10/29/21	Outst	0208071	Signature Transportation	V0152612	10/28/21	P0010796	700.00		700.00
								700.00		700.00

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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
0101007	10/29/21	Outst	0001158	SoftwareONE, Inc.	V0152658	10/29/21	P0010735	5,000.00		5,000.00
								5,000.00		5,000.00
0101008	10/29/21	Outst	0158956	Sound Incorporated	V0152653	10/29/21	P0010793	2,013.00		2,013.00
					V0152654	10/29/21	P0010792	2,212.00		2,212.00
								4,225.00		4,225.00
0101009	10/29/21	Outst	0157227	Staples Advantage	V0152586	10/28/21	P0010767	58.56		58.56
					V0152594	10/28/21	P0010780	259.02		259.02
					V0152600	10/28/21	P0010693	146.62		146.62
								464.20		464.20
0101010	10/29/21	Outst	0189862	Stoneside LLC	V0151885	10/27/21	B0004184	7,326.00		7,326.00
								7,326.00		7,326.00
0101011	10/29/21	Outst	0002889	Suburban Door Check & Lo	V0151912	10/27/21	B0003988	277.20		277.20
					V0151958	10/27/21	B0003988	246.00		246.00
								523.20		523.20
0101012	10/29/21	Outst	0001165	Swank Motion Pictures In	V0152558	10/28/21	P0010553	780.00		780.00
								780.00		780.00
0101013	10/29/21	Outst	0155715	Technology Management Re	V0152646	10/29/21	B0004009	1,141.05		1,141.05
								1,141.05		1,141.05
0101014	10/29/21	Outst	0211532	Tri-Electronics, Inc.	V0152640	10/28/21	B0004190	422,244.00		422,244.00
								422,244.00		422,244.00
0101015	10/29/21	Outst	0001703	Vernier Software & Techn	V0152576	10/28/21	P0010705	109.00		109.00
								109.00		109.00
0101016	10/29/21	Outst	0165466	VWR International	V0152563	10/28/21	P0010667	65,631.62		65,631.62
								65,631.62		65,631.62
0101017	10/29/21	Outst	0001183	Ward's Natural Science	V0152577	10/28/21	P0010649	95.40		95.40
								95.40		95.40
0101018	10/29/21	Outst	0166312	Wells Fargo Equipment F	V0151878	10/26/21	B0003991	1,248.00		1,248.00

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								1,248.00		1,248.00
0101019	10/29/21	Outst	0001406	Wex Bank	V0151925	10/27/21	B0004020	1,479.47		1,479.47
								1,479.47		1,479.47
0101020	10/29/21	Outst	0209883	Priscilla Williams	V0151959	10/27/21	B0004049	350.00		350.00
								350.00		350.00
0101021	10/29/21	Outst	0177607	YBP Library Services	V0151910	10/27/21	B0003993	19.00		19.00
					V0151931	10/27/21	B0003993	47.05		47.05
					V0151961	10/27/21	B0003993	6.26		6.26
								72.31		72.31
0101022	10/29/21	Outst	0209905	Teresa L. Alderman	V0151813	10/21/21		35.00		35.00
					V0151861	10/26/21		3,500.00		3,500.00
								3,535.00		3,535.00
0101023	10/29/21	Outst	0209905	Teresa L. Alderman	V0151865	10/26/21		2,000.00		2,000.00
								2,000.00		2,000.00
0101024	10/29/21	Outst	0193139	Nely Baeza	V0151846	10/25/21		30.00		30.00
								30.00		30.00
0101025	10/29/21	Outst	0210773	Damian Blasberg	V0151849	10/25/21		120.00		120.00
								120.00		120.00
0101026	10/29/21	Outst	0210003	Blue Cross Blue Shield o	V0152634	10/28/21		8,762.33		8,762.33
								8,762.33		8,762.33
0101027	10/29/21	Outst	0197675	Mr. Michael T. Brown	V0150271	09/16/21		329.00		329.00
								329.00		329.00
0101028	10/29/21	Outst	0194528	Clara I. Bruno	V0151830	10/22/21		350.00		350.00
								350.00		350.00
0101029	10/29/21	Outst	0211068	Oscar Carreon	V0150317	09/20/21		875.00		875.00
								875.00		875.00
0101030	10/29/21	Outst	0200455	Ms. Lauren Caruso	V0151864	10/26/21		22.25		22.25

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								22.25		22.25
0101031	10/29/21	Outst	0187179	Claudia M. Cisneros	V0151845	10/25/21		30.00		30.00
								30.00		30.00
0101032	10/29/21	Outst	0205769	Dwayne Cruz	V0150295	09/17/21		3,250.00		3,250.00
								3,250.00		3,250.00
0101033	10/29/21	Outst	0047473	Jaime M. Diaz	V0150281	09/17/21		875.00		875.00
								875.00		875.00
0101034	10/29/21	Outst	0137499	Pedro Guardian	V0150285	09/17/21		1,250.00		1,250.00
								1,250.00		1,250.00
0101035	10/29/21	Outst	0029741	Diana C. Hernandez	V0151875	10/26/21		265.00		265.00
								265.00		265.00
0101036	10/29/21	Outst	0211164	Guillermo Hernandez	V0151841	10/25/21		115.00		115.00
								115.00		115.00
0101037	10/29/21	Outst	0001065	Il Comm Col Risk Mgmt Co	V0151876	10/26/21		161.90		161.90
								161.90		161.90
0101038	10/29/21	Outst	0208089	Steven Lessman	V0151844	10/25/21		75.00		75.00
								75.00		75.00
0101039	10/29/21	Outst	0160742	Dragan Micic	V0151848	10/25/21		120.00		120.00
								120.00		120.00
0101040	10/29/21	Outst	0144833	Eva Moreno	V0151831	10/22/21		350.00		350.00
								350.00		350.00
0101041	10/29/21	Outst	0008107	Muskegon Community Colle	V0151839	10/25/21		300.00		300.00
								300.00		300.00
0101042	10/29/21	Outst	0211474	Shalin Hoops	V0151838	10/25/21		140.00		140.00
								140.00		140.00

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0101043	10/29/21	Outst	0000897	Mr. Donald A. Sykora	V0151860	10/26/21		169.61		169.61
								169.61		169.61
0101044	10/29/21	Outst	0211471	Daniel Szeliga	V0151847	10/25/21		160.00		160.00
								160.00		160.00
0101045	10/29/21	Outst	0190167	Daniel K. Treadwell	V0151842	10/25/21		110.00		110.00
					V0151862	10/26/21		2,000.00		2,000.00
								2,110.00		2,110.00
0101046	10/29/21	Outst	0001390	Unum Life Ins Co of Amer	V0152567	10/28/21		104.90		104.90
								104.90		104.90
0101047	10/29/21	Outst	0055604	Ana L. Valdez	V0151840	10/25/21		52.95		52.95
								52.95		52.95
0101048	10/29/21	Outst	0206101	Kevin W. McManaman	V0151814	10/21/21		1,920.00		1,920.00
								1,920.00		1,920.00
0101049	10/29/21	Outst	0206101	Kevin W. McManaman	V0151815	10/21/21		160.00		160.00
								160.00		160.00
0101050	10/29/21	Outst	0206101	Kevin W. McManaman	V0151816	10/21/21		160.00		160.00
								160.00		160.00
0101051	10/29/21	Outst	0206101	Kevin W. McManaman	V0151817	10/21/21		160.00		160.00
								160.00		160.00
0101257	10/29/21	Outst	0001401	AZ Commercial	V0151921	10/27/21	B0003954	162.19		162.19
					V0151922	10/27/21	B0004019	67.09		67.09
					V0151923	10/27/21	B0004019	14.09		14.09
					V0151924	10/27/21	B0004019	14.09		14.09
								257.46		257.46
E0011490	10/07/21	Outst	0206556	Lisa Booko	V0151343	10/04/21		170.00		170.00
								170.00		170.00
E0011491	10/07/21	Outst	0166311	Justin Dashiell	V0150433	09/27/21		500.00		500.00
								500.00		500.00



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E0011492	10/07/21	Outst	0079155	Dr. Stanley S. Fields	V0150444	09/27/21		63.69		63.69
								63.69		63.69
E0011493	10/07/21	Outst	0201847	Dr. Alison Gehrke	V0151324	10/01/21		215.96		215.96
					V0151325	10/01/21		62.58		62.58
					V0151326	10/01/21		610.68		610.68
					V0151340	10/04/21		533.70		533.70
								1,422.92		1,422.92
E0011494	10/07/21	Outst	0107686	Mrs. Blanca E. Jara	V0151341	10/04/21		700.00		700.00
					V0151342	10/04/21		12.99		12.99
					V0151359	10/04/21		1,390.00		1,390.00
					V0151360	10/05/21		5,000.00		5,000.00
								7,102.99		7,102.99
E0011495	10/07/21	Outst	0000004	Mr. Micheal A. Kott	V0151330	10/04/21		355.69		355.69
								355.69		355.69
E0011496	10/07/21	Outst	0195523	Jaquelin Leon	V0151344	10/04/21		50.48		50.48
								50.48		50.48
E0011497	10/07/21	Outst	0206101	Kevin W. McManaman	V0151307	10/01/21		873.85		873.85
								873.85		873.85
E0011498	10/07/21	Outst	0199309	Jason Nichols	V0149933	09/13/21		4,000.00		4,000.00
					V0151232	09/29/21		841.56		841.56
					V0151300	09/30/21		646.84		646.84
								5,488.40		5,488.40
E0011499	10/07/21	Outst	0000928	Mr. James P. O'Connell,	V0151309	10/01/21		30.00		30.00
								30.00		30.00
E0011500	10/07/21	Outst	0201801	Michael R. Traversa	V0151302	09/30/21		57.79		57.79
					V0151308	10/01/21		220.00		220.00
								277.79		277.79
E0011501	10/07/21	Outst	0190102	Ms. Brandie N. Windham	V0151358	10/04/21		50.00		50.00
								50.00		50.00

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0011532	10/14/21	Outst	0206556	Lisa Booko	V0150289	09/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011533	10/14/21	Outst	0209933	Christopher P. Butz	V0148928	08/17/21		3,000.00		3,000.00
								3,000.00		3,000.00
E0011534	10/14/21	Outst	0079155	Dr. Stanley S. Fields	V0151370	10/06/21		203.91		203.91
								203.91		203.91
E0011535	10/14/21	Outst	0000931	Mr. Juan M. Franco	V0150298	09/17/21		3,500.00		3,500.00
								3,500.00		3,500.00
E0011536	10/14/21	Outst	0207385	Gabriel Garcia	V0150320	09/20/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011537	10/14/21	Outst	0105355	Alexa E. Herrera	V0151365	10/05/21		49.00		49.00
								49.00		49.00
E0011538	10/14/21	Outst	0097391	Destiny D. Herrera	V0151436	10/13/21		29.96		29.96
								29.96		29.96
E0011539	10/14/21	Outst	0107686	Mrs. Blanca E. Jara	V0151413	10/08/21		299.80		299.80
					V0151414	10/08/21		51.93		51.93
								351.73		351.73
E0011540	10/14/21	Outst	0206101	Kevin W. McManaman	V0151383	10/07/21		290.53		290.53
								290.53		290.53
E0011541	10/14/21	Outst	0199309	Jason Nichols	V0151382	10/07/21		30.77		30.77
								30.77		30.77
E0011542	10/14/21	Outst	0000928	Mr. James P. O'Connell,	V0151407	10/07/21		30.00		30.00
								30.00		30.00
E0011543	10/14/21	Outst	0181767	Ms Maria Sanchez Anderso	V0151371	10/06/21		85.24		85.24
								85.24		85.24
E0011544	10/14/21	Outst	0200456	Alyssa Serewicz	V0150426	09/27/21		1,500.00		1,500.00

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								1,500.00		1,500.00
E0011545	10/14/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149082	08/27/21		2,000.00		2,000.00
								2,000.00		2,000.00
E0011546	10/14/21	Outst	0201801	Michael R. Traversa	V0151368	10/06/21		3,000.00		3,000.00
					V0151411	10/07/21		220.00		220.00
								3,220.00		3,220.00
E0011547	10/14/21	Outst	0158266	Mr. Christopher J. Wido	V0151402	10/07/21		350.00		350.00
								350.00		350.00
E0011548	10/14/21	Outst	0209950	Creativity Lives Here	V0151630	10/14/21	P0010755	950.00		950.00
					V0151631	10/14/21	P0010754	950.00		950.00
								1,900.00		1,900.00
E0011549	10/14/21	Outst	0207194	DD's Operations LLC	V0151432	10/13/21	B0004170	1,750.00		1,750.00
								1,750.00		1,750.00
E0011550	10/14/21	Outst	0205065	GradUp, LLC	V0151632	10/14/21	P0010753	990.00		990.00
					V0151633	10/14/21	P0010752	990.00		990.00
								1,980.00		1,980.00
E0011551	10/14/21	Outst	0209135	Omni Financial Group, In	V0151600	10/15/21		12,963.96		12,963.96
								12,963.96		12,963.96
E0011554	10/21/21	Outst	0210057	Colin Denny	V0148934	08/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011555	10/21/21	Outst	0208811	Stephen Dowjotas	V0148385	07/15/21		4,000.00		4,000.00
					V0151719	10/18/21		676.15		676.15
								4,676.15		4,676.15
E0011556	10/21/21	Outst	0105355	Alexa E. Herrera	V0151712	10/15/21		112.28		112.28
								112.28		112.28
E0011557	10/21/21	Outst	0000841	Mrs. Michelle C. Herrera	V0151429	10/13/21		187.75		187.75
								187.75		187.75

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E0011558	10/21/21	Outst	0107686	Mrs. Blanca E. Jara	V0151715	10/17/21		101.27		101.27
					V0151717	10/17/21		24.20		24.20
								125.47		125.47
E0011559	10/21/21	Outst	0002697	Dr. Keith McLaughlin	V0151727	10/18/21		107.53		107.53
								107.53		107.53
E0011560	10/21/21	Outst	0206101	Kevin W. McManaman	V0148199	07/08/21		2,500.00		2,500.00
								2,500.00		2,500.00
E0011561	10/21/21	Outst	0199309	Jason Nichols	V0151430	10/13/21		419.60		419.60
					V0151720	10/18/21		21.99		21.99
								441.59		441.59
E0011562	10/21/21	Outst	0195558	Mr. Andrew E. Pulaski	V0151757	10/19/21		84.77		84.77
								84.77		84.77
E0011563	10/21/21	Outst	0209668	Nikolas Radenkovich	V0148204	07/08/21		5,000.00		5,000.00
								5,000.00		5,000.00
E0011564	10/21/21	Outst	0200456	Alyssa Serewicz	V0151744	10/19/21		100.40		100.40
								100.40		100.40
E0011565	10/21/21	Outst	0003089	Mr. Bradley J. Sleeth	V0151741	10/19/21		829.22		829.22
								829.22		829.22
E0011566	10/21/21	Outst	0201801	Michael R. Traversa	V0151707	10/15/21		440.00		440.00
								440.00		440.00
E0011567	10/21/21	Outst	0000019	Mr. Scott E. Ulbrich	V0151708	10/15/21		30.00		30.00
								30.00		30.00
E0011568	10/21/21	Outst	0209062	Latinologues Inc	V0151713	10/17/21		20,000.00		20,000.00
					V0151714	10/17/21		20,000.00		20,000.00
								40,000.00		40,000.00
E0011569	10/28/21	Outst	0209950	Creativity Lives Here	V0152564	10/28/21	P0010800	950.00		950.00
					V0152565	10/28/21	P0010799	950.00		950.00
					V0152566	10/28/21	P0010798	950.00		950.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 10/01/2021 - 10/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								2,850.00		2,850.00
E0011570	10/28/21	Outst	0207194	DD's Operations LLC	V0151881	10/27/21	B0004187	1,890.00		1,890.00
								1,890.00		1,890.00
E0011571	10/28/21	Outst	0209062	Latinologues Inc	V0151913	10/27/21	B0004160	2,500.00		2,500.00
								2,500.00		2,500.00
E0011572	10/28/21	Outst	0206556	Lisa Booko	V0150290	09/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011573	10/28/21	Outst	0000931	Mr. Juan M. Franco	V0150299	09/17/21		3,500.00		3,500.00
								3,500.00		3,500.00
E0011574	10/28/21	Outst	0207385	Gabriel Garcia	V0150321	09/20/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0011575	10/28/21	Outst	0201847	Dr. Alison Gehrke	V0151879	10/26/21		1,248.26		1,248.26
								1,248.26		1,248.26
E0011576	10/28/21	Outst	0000841	Mrs. Michelle C. Herrera	V0151874	10/26/21		132.56		132.56
								132.56		132.56
E0011577	10/28/21	Outst	0206101	Kevin W. McManaman	V0151851	10/25/21		1,111.03		1,111.03
					V0151869	10/26/21		4,000.00		4,000.00
								5,111.03		5,111.03
E0011578	10/28/21	Outst	0000928	Mr. James P. O'Connell,	V0151843	10/25/21		30.00		30.00
								30.00		30.00
E0011579	10/28/21	Outst	0201801	Michael R. Traversa	V0151850	10/25/21		110.00		110.00
								110.00		110.00
E0011580	10/28/21	Outst	0000808	Ms. Marisol Velazquez	V0151808	10/20/21		361.85		361.85
								361.85		361.85
E0011581	10/28/21	Outst	0209135	Omni Financial Group, In	V0151863	10/26/21		7,700.00		7,700.00
								7,700.00		7,700.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 10/01/2021 - 10/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0011582	10/28/21	Outst	0209135	Omni Financial Group, In	V0152624	10/29/21		11,966.20		11,966.20
								11,966.20		11,966.20
								1,659,994.74		1,659,994.74

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CHECK REGISTER SUMMARY REPORT  
Period 10/01/2021 - 10/31/2021

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,659,994.74	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,659,994.74
			-----	-----
			1,659,994.74	1,659,994.74

<b>Morton College</b>					
<b>Budget Transfers</b>					
<b>October 2021</b>					
		GL Account Number	Description	Debit	Credit
	1	06-3090-99156-510600100	MC Success Grant: Clerical	30,000	
		06-3090-99156-510200205	MC Success Grant: Para Professional PT		30,000
	2	06-0000-99172-430100020	CARES MSI: Dept of Ed Grant Revenue		257,084
		06-8090-99172-540400200	CARES MSI: Computer Software	257,084	
	3	06-0000-99228-420101900	State Basic: Adult Ed-State Basic Grants	61,263	
		06-1060-99228-510200100	State Basic: Professional /Tech		33,327
		06-1060-99228-510200200	State Basic: Professional Staff-PT	12,777	
		06-1060-99228-510200205	State Basic: Para Professional PT	13,000	
		06-1060-99228-510300100	State Basic: Full-Time Faculty	93,511	
		06-1060-99228-510300200	State Basic: Part-Time Faculty		176,527
		06-1060-99228-510500100	State Basic: Academic Support Staff-FT		2,381
		06-1060-99228-510500105	State Basic: Social Worker		7,142
		06-1060-99228-510500125	State Basic: Workforce Coordination	11,545	
		06-1060-99228-510500130	State Basic: Program Coordination	19,744	
		06-1060-99228-510500200	State Basic: Academic Support Staff-PT	14,973	
		06-1060-99228-520900005	State Basic: Employee Professional Dev	6,624	
		06-1060-99228-540100200	State Basic: Instr Supplies		15,560
		06-1060-99228-540100900	State Basic: Other Supplies	9,000	
		06-1060-99228-540700000	State Basic: Advertising	2,000	
		06-1060-99228-540100905	State Basic: Sup&Mat-Assessment		9,000
		06-1060-99228-590100200	State Basic: Other State Waiver		500
	4	06-0000-99230-420102100	State Performance Grant: Adult Ed-Performance Grants	29,680	
		06-1060-99230-510200100	State Performance Grant: Professional/Tech		377
		06-1060-99230-510200200	State Performance Grant: Professional Staff-PT	2,164	
		06-1060-99230-510200205	State Performance Grant: Para Professional PT	1,008	
		06-1060-99230-510300100	State Performance Grant: Full-Time Faculty		13,402
		06-1060-99230-510300200	State Performance Grant: Part-Time Faculty		32,263
		06-1060-99230-510500100	State Performance Grant: Academic Support Staff-FT	18,712	
		06-1060-99230-510500105	State Performance Grant: Academic Support Staff-PT		1,829
		06-1060-99230-510600200	State Performance Grant: Clerical-PT	6,374	
		06-1060-99230-540100200	State Performance Grant: Instr Supplies		500
		06-1060-99230-540100905	State Performance Grant: Sup&Mat-Assessment		3,567
		06-1060-99230-540100925	State Performance Grant: Sup&Mat-Data & Info		500
		06-1060-99230-550100005	State Performance Grant: Meeting Expense		5,500
	5	06-0000-99122-430900015	Federal Basic: Other Fed Gov Source	52,680	
		06-1060-99122-510200100	Federal Basic: Professional/Tech	6,581	
		06-1060-99122-510200205	Federal Basic: Para Professional PT		10,732
		06-1060-99122-510300200	Federal Basic: Part-Time Faculty		51,760
		06-1060-99122-510500100	Federal Basic: Academic Support Staff-FT	5,248	
		06-1060-99122-510500105	Federal Basic: Social Worker	432	
		06-1060-99122-510500200	Federal Basic: Academic Support Staff-PT		740
		06-1060-99122-510600100	Federal Basic: Clerical		1,498
		06-1060-99122-520100100	Federal Basic: Group Medical Ins		9,000
		06-1060-99122-520100200	Federal Basic: Dental Insurance		800
		06-1060-99122-520100300	Federal Basic: Vision Insurance		101
		06-1060-99122-520100400	Federal Basic: Life Insurance		310
		06-1060-99122-520800010	Federal Basic: SURS-Employer	10,000	
	6	06-0000-99124-430900005	Federal EL Civics: Adult Education	5,010	
		06-1060-99124-510300200	Federal EL Civics: Part-Time Faculty		5,010
			<b>Total Budget Transfers</b>	<b>669,410</b>	<b>669,410</b>



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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
ALL Construction Group	10/29/2021	0100941	1/27/2021	\$11,216.42	Toilet Room Phase III
Anatomage	10/15/2021	0100707	6/23/2021	\$81,625.00	Anatomage Table Convertib
BKD, LLP	10/29/2021	0100953	5/26/2021	\$10,000.00	Audit Services
Blackboard, Inc.	10/15/2021	0100718	9/22/2021	\$74,989.00	COLLAB STORAGE ENTERPRISE
Blue Cross Blue Shield of Illinois	10/1/2021	0100268	EXEMPT	\$9,000.46	Sep 2021 prem: Life
Blue Cross Blue Shield of Illinois	10/29/2021	0101026	EXEMPT	\$8,762.33	Oct 2021 prem: Life
CDW-Government, Inc	10/15/2021	0100721	EXEMPT	\$14,514.57	Battery Back Up Desktop
CDW-Government, Inc	10/29/2021	0100960	EXEMPT	\$895.14	HP 744 - Yellow
CornEd	10/15/2021	0100728	EXEMPT	\$15,523.61	Light Services
CornEd	10/29/2021	0100964	EXEMPT	\$1,315.99	Light Services
Del Galdo Law Group, LLC	10/15/2021	0100729	8/25/2021	\$22,681.53	Attorney Fees
Demonica Kemper Architects	10/29/2021	0100966	EXEMPT	\$13,000.00	Athletic Field Master Pla
Dwayne Cruz	10/1/2021	0100273	EXEMPT	\$3,250.00	Head Women's Soccer Coach
Dwayne Cruz	10/1/2021	0100274	EXEMPT	\$300.00	Meal Money 10/12/21
Dwayne Cruz	10/1/2021	0100275	EXEMPT	\$300.00	Meal Money 10/18/21
Dwayne Cruz	10/1/2021	0100276	EXEMPT	\$300.00	Meal Money 10/25/21
Dwayne Cruz	10/15/2021	0100836	EXEMPT	\$3,250.00	Head Women's Soccer Coach
Dwayne Cruz	10/29/2021	0101032	EXEMPT	\$3,250.00	Head Women's Soccer Coach
Dyopath LLC	10/15/2021	0100735	9/22/2021	\$31,643.85	VMWARE/VSPPHERE Software Integration
Dyopath LLC	10/29/2021	0100970	1/23/2019	\$7,750.00	Network Monitoring
FHEG Morton College Bookstore	10/29/2021	0100973	8/26/2020	\$160,043.51	Athletic book charges
First Midwest Bank	10/20/2021	0100870	EXEMPT	\$22,496.83	1st year APTA Membership
Freepoint Energy Solutions, LLC.	10/15/2021	0100742	11/18/2020	\$31,004.56	Energy Services
Kevin W. McManaman	10/1/2021	0100290	EXEMPT	\$1,120.00	Meal Money Kansas Trip
Kevin W. McManaman	10/1/2021	0100291	EXEMPT	\$160.00	Meal Money 10/28/21
Kevin W. McManaman	10/1/2021	0100292	EXEMPT	\$160.00	Meal Money 10/29/21
Kevin W. McManaman	10/7/2021	E0011497	EXEMPT	\$873.85	Gift Cards for Student
Kevin W. McManaman	10/14/2021	E0011540	EXEMPT	\$290.53	Reimbursement - Gasoline
Kevin W. McManaman	10/21/2021	E0011560	EXEMPT	\$2,500.00	WBB Asst. Coaching
Kevin W. McManaman	10/22/2021	0100897	EXEMPT	\$160.00	Meal Money 11/2/21
Kevin W. McManaman	10/22/2021	0100898	EXEMPT	\$160.00	Meal Money 11/4/21
Kevin W. McManaman	10/22/2021	0100899	EXEMPT	\$150.00	Meal Money 10/30/21
Kevin W. McManaman	10/28/2021	E0011577	EXEMPT	\$5,111.03	Airfare
Kevin W. McManaman	10/29/2021	0101048	EXEMPT	\$1,920.00	Meal Money Arizona
Kevin W. McManaman	10/29/2021	0101049	EXEMPT	\$160.00	Meal Money 11/18/21
Kevin W. McManaman	10/29/2021	0101050	EXEMPT	\$160.00	Meal Money 11/27/21
Kevin W. McManaman	10/29/2021	0101051	EXEMPT	\$160.00	Meal Money 11/28/21
Latinologues Inc	10/21/2021	E0011568	8/25/2021	\$40,000.00	November LTM
Latinologues Inc	10/28/2021	E0011571	8/25/2021	\$2,500.00	LIT 002 01
Lo Destro Construction Company	10/15/2021	0100761	9/22/2021	\$24,890.00	Nursing Sink Rework
Lo Destro Construction Company	10/29/2021	0100993	9/22/2021	\$986.00	New Opening Bldg C
Omni Financial Group, Inc.	10/14/2021	E0011551	4/28/2021	\$12,963.96	Payroll Deductions
Omni Financial Group, Inc.	10/28/2021	E0011581	4/28/2021	\$7,700.00	Pres Stan Fields Salary
Omni Financial Group, Inc.	10/28/2021	E0011582	4/28/2021	\$11,966.20	Payroll Deductions
State Univ Retirement Systems	10/1/2021	0100300	EXEMPT	\$13,025.73	Nedza 6% Emp ID#74
State Univ Retirement Systems	10/15/2021	0100699	EXEMPT	\$68,682.78	Payroll Deductions
State Univ Retirement Systems	10/29/2021	0100939	EXEMPT	\$70,511.11	Payroll Deductions
The Graphic Edge, LLC	10/15/2021	0100744	7/22/2020	\$17,855.22	Backpack
The Graphic Edge, LLC	10/29/2021	0100978	7/22/2020	\$7,237.23	Basketballs
Tri-Electronics, Inc.	10/29/2021	0101014	4/28/2021	\$422,244.00	Security Cam & Access Con
VWR International	10/29/2021	0101016	9/22/2021	\$65,631.62	Spectrometers-Chemistry Lab
Total Paid				1,306,392.06	

**Morton Community College**  
**FY22 Budget Report**  
**For 4 Month Ending October 31, 2021**



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

**33%**

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 11,649,368	\$ 29,127,709	40.0%	\$ 17,478,341
Expenditures	(7,531,227)	(29,127,709)	25.9%	(21,596,482)
Net	\$ 4,118,141	\$ -		\$ (4,118,141)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 890,400	\$ 2,927,600	30.4%	\$ 2,037,200
Expenditures	(895,468)	(2,927,065)	30.6%	(2,031,597)
Net	\$ (5,068)	\$ 535		\$ 5,603
<u>Restricted Purpose Fund</u>				
Revenue	\$ 3,091,026	\$ 31,402,519	9.8%	\$ 28,311,493
Expenditures	(4,549,872)	(31,406,005)	14.5%	(26,856,133)
Net	\$ (1,458,846)	\$ (3,486)		\$ 1,455,360
<u>Audit Fund</u>				
Revenue	\$ 25,125	\$ 72,950	34.4%	\$ 47,825
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 25,125	\$ (8,650)		\$ (33,775)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 278,756	\$ 811,916	34.3%	\$ 533,160
Expenditures	(427,472)	(1,227,500)	34.8%	(800,028)
Net	\$ (148,716)	\$ (415,584)		\$ (266,868)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 319,389	\$ 675,628	47.3%	\$ 356,239
Expenditures	-	(646,575)	0.0%	(646,575)
Net	\$ 319,389	\$ 29,053		\$ (290,336)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 84	\$ 6,366,308	0.0%	\$ 6,366,224
Expenditures	(200,213)	(6,366,308)	3.1%	(6,166,095)
Net	\$ (200,129)	\$ -		\$ 200,129
<u>All Funds</u>				
Revenue	\$ 16,254,148	\$ 71,384,630	22.8%	\$ 55,130,482
Expenditures	(13,604,252)	(71,782,762)	19.0%	\$ (58,178,510)
Net	\$ 2,649,896	\$ (398,132)		\$ (3,048,028)

**EDUCATION FUND REVENUE**  
**October 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 2,619,510	\$ 7,649,000	34.2%	\$ 5,029,490
Total Local Government	<u>\$ 2,619,510</u>	<u>\$ 7,649,000</u>		<u>\$ 5,029,490</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 313,566	\$ 750,000	41.8%	\$ 436,434
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,373,114	\$ 2,314,560	59.3%	\$ 941,446
ICCB equalization grants	1,315,312	4,570,045	28.8%	3,254,733
CTE formula grant	4,530	160,000	0.0%	155,470
Total State Government	<u>\$ 2,692,956</u>	<u>\$ 7,044,605</u>		<u>\$ 4,351,649</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 5,108,220	\$ 9,859,300	51.8%	\$ 4,751,080
Fees	906,714	2,182,504	41.5%	1,275,790
Other	-	1,300,000	0.0%	1,300,000
Total Tuition and Fees	<u>\$ 6,014,934</u>	<u>\$ 13,341,804</u>		<u>\$ 7,326,870</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 7,111	\$ 252,300	2.8%	\$ 245,189
Investment revenue	1,291	60,000	2.2%	58,709
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 8,402</u>	<u>\$ 342,300</u>		<u>\$ 333,898</u>
<b>Total Revenue</b>	<u>\$ 11,649,368</u>	<u>\$ 29,127,709</u>	<u>40.0%</u>	\$ 17,478,341
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 11,649,368</u>	<u>\$ 29,127,709</u>	<u>40.0%</u>	<u>\$ 17,478,341</u>

**EDUCATION FUND EXPENDITURES**  
**October 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 2,418,231	\$ 8,734,743	27.7%	\$ 6,316,512
Employee benefits	248,434	850,262	29.2%	601,828
Contractual services	61,627	312,500	19.7%	250,873
Material and supplies	51,486	631,950	8.1%	580,464
Conferences and meetings	7,707	39,785	19.4%	32,078
Total Instruction	<u>2,787,485</u>	<u>10,569,240</u>	<u>26.4%</u>	<u>7,781,755</u>
<b>Academic Support</b>				
Salaries	305,715	1,240,696	24.6%	934,981
Employee benefits	39,790	265,380	15.0%	225,590
Contractual services	131,046	298,000	44.0%	166,954
Material and supplies	79,156	346,280	22.9%	267,124
Conferences and meetings	4,876	26,100	18.7%	21,224
Fixed charges	19,543	80,000	24.4%	60,457
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>580,126</u>	<u>2,257,456</u>	<u>25.7%</u>	<u>1,677,330</u>
<b>Student Services</b>				
Salaries	589,034	2,121,429	27.8%	1,532,395
Employee benefits	79,521	296,988	26.8%	217,467
Contractual services	41,701	221,000	18.9%	179,299
Material and supplies	-3,610	179,750	-2.0%	183,360
Conferences and meetings	20,900	83,650	25.0%	62,750
Fixed charges	(37)	21,500	-0.2%	21,537
Total Student Services	<u>727,509</u>	<u>2,924,317</u>	<u>24.9%</u>	<u>2,196,808</u>
<b>Public Service/Continuing Education</b>				
Salaries	78,437	246,224	31.9%	167,787
Employee benefits	12,451	54,745	22.7%	42,294
Contractual services	3,265	217,000	1.5%	213,735
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>95,284</u>	<u>554,419</u>	<u>17.2%</u>	<u>459,135</u>
<b>Auxiliary Services</b>				
Salaries	64,404	220,425	29.2%	156,021
Employee benefits	12,755	42,026	30.4%	29,271
Contractual services	294,655	450,000	65.5%	155,345
Material and supplies	89,194	612,000	14.6%	522,806
Conferences and meetings	75,386	228,000	33.1%	152,614
Fixed charges	-	28,000	0.0%	28,000
Total Auxiliary Services	<u>536,394</u>	<u>1,580,451</u>	<u>33.9%</u>	<u>1,044,057</u>

**EDUCATION FUND EXPENDITURES**  
**October 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>Institutional Support</b>				
Salaries	\$ 639,730	\$ 2,599,647	24.6%	\$ 1,959,917
Employee benefits	102,871	511,879	20.1%	409,008
Contractual services	760,952	1,502,000	50.7%	741,048
Material and supplies	98,225	723,800	13.6%	625,575
Conferences and meetings	50,119	214,000	23.4%	163,881
Fixed charges	48	1,500	3.2%	1,452
Other	35,462	140,000	25.3%	104,538
Total Institutional Support	<u>1,687,407</u>	<u>5,692,826</u>	<u>29.6%</u>	<u>4,005,419</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	<u>1,116,929</u>	<u>1,529,000</u>	<u>73.0%</u>	<u>412,071</u>
Total Scholarships, Student Grants & Waivers	<u>1,116,929</u>	<u>1,529,000</u>	<u>73.0%</u>	<u>412,071</u>
<b>Contingencies</b>				
	-	520,000	0.0%	520,000
<b>Total Expenditures</b>	<u>\$ 7,531,134</u>	<u>\$ 25,627,709</u>	<u>29.4%</u>	<u>\$ 18,096,575</u>
Transfers out	-	3,500,000	0.0%	3,500,000
<b>Total Expenditures and Transfers out</b>	<u>\$7,531,134</u>	<u>\$ 29,127,709</u>	<u>25.9%</u>	<u>\$ 21,596,575</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**  
**October 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 513,297</u>	<u>\$ 1,498,600</u>	<u>34.3%</u>	<u>\$ 985,303</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>313,566</u>	<u>750,000</u>	<u>41.8%</u>	<u>436,434</u>
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	<u>-</u>	<u>650,000</u>	<u>0.0%</u>	<u>650,000</u>
<b>STUDENT FEES</b>				
Fees	<u>65,747</u>	<u>0</u>	<u>#DIV/0!</u>	<u>-65,747</u>
Total Student Fees	<u>65,747</u>	<u>0</u>	<u>#DIV/0!</u>	<u>-65,747</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	<u>20.00</u>	<u>5,000</u>	<u>0.4%</u>	<u>4,980</u>
Facilities	<u>-</u>	<u>14,000</u>	<u>0.0%</u>	<u>14,000</u>
Investment revenue	<u>-2,230</u>	<u>10,000</u>	<u>-22.3%</u>	<u>12,230</u>
Total Miscellaneous	<u>-2,210</u>	<u>29,000</u>	<u>-7.6%</u>	<u>31,210</u>
Transfers in	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenue</b>	<u>\$ 890,400</u>	<u>\$ 2,277,600</u>	<u>39.1%</u>	<u>\$ 1,387,200</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	<u>\$433,383</u>	<u>\$1,267,024</u>	<u>34.2%</u>	<u>\$833,641</u>
Employee benefits	<u>53,466</u>	<u>199,041</u>	<u>26.9%</u>	<u>145,575</u>
Contractual services	<u>107,090</u>	<u>418,000</u>	<u>25.6%</u>	<u>310,910</u>
Material and supplies	<u>26,510</u>	<u>194,500</u>	<u>13.6%</u>	<u>167,990</u>
Conferences and meetings	<u>-</u>	<u>6,500</u>	<u>0.0%</u>	<u>6,500</u>
Utilities	<u>274,915</u>	<u>770,000</u>	<u>35.7%</u>	<u>495,085</u>
Capital outlay	<u>103</u>	<u>62,000</u>	<u>0.2%</u>	<u>61,897</u>
Other	<u>-</u>	<u>10,000</u>	<u>0.0%</u>	<u>10,000</u>
Total Operations and Maintenance of Plant	<u>895,467</u>	<u>2,927,065</u>	<u>30.6%</u>	<u>2,031,598</u>
<b>Total Expenditures</b>	<u>\$ 895,467</u>	<u>\$ 2,927,065</u>	<u>30.6%</u>	<u>\$ 2,031,598</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB - adult education	49,900	\$698,382	7.1%	648,482
ISBE grant revenue- other	66,587	261,362	25.5%	194,775
Other Sources	3,487	3,693,486	0.1%	3,689,999
Total State Government	<u>119,974</u>	<u>4,653,230</u>	<u>2.6%</u>	<u>4,533,256</u>
<b>FEDERAL GOVERNMENT</b>				
ICCB - adult education	-	360,555	0.0%	360,555
Department of education	2,970,407	26,373,234	11.3%	23,402,827
Other	645	15,500	0.0%	14,855
Total Federal Government	<u>2,971,052</u>	<u>26,749,289</u>	<u>11.1%</u>	<u>23,417,682</u>
<b>Total Revenue</b>	<u>\$ 3,091,026</u>	<u>\$ 31,402,519</u>	<u>9.8%</u>	<u>\$ 27,950,938</u>



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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 326,578	\$ 1,125,327	29.0%	\$ 798,749
Employee benefits	46,799	2,084,836	2.2%	2,038,037
Contractual services	16,118	53,172	30.3%	37,054
Material and supplies	63,656	257,136	24.8%	193,480
Conferences and meetings	-	4,600	0.0%	4,600
Other Fixed Charges	4,410	17,936	24.6%	13,526
Student grants and scholarships	4,370	5,000	87.4%	630
Total Instruction	<u>461,931</u>	<u>3,548,007</u>	<u>13.0%</u>	<u>3,086,076</u>
<b>Academic Support</b>				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
<b>Student Services</b>				
Salaries	29,040	598,552	4.9%	569,512
Employee benefits	4,166	526,546	0.8%	522,380
Other Contract Services	19,440	246,269	7.9%	226,829
Material and supplies	85,255	694,440	12.3%	609,185
Conferences and meetings	442	18,018	2.5%	17,576
Fixed charges	-	100	0.0%	100
Student grants and scholarships	85,263	267,045	31.9%	181,782
Total Student Services	<u>223,606</u>	<u>2,350,970</u>	<u>9.5%</u>	<u>2,127,364</u>
<b>Public Service/Continuing Education</b>				
Salaries	67,184	206,814	32.5%	139,630
Employee benefits	14,570	116,200	12.5%	101,630
Contractual services	456	3,000	15.2%	2,544
Material and supplies	(242)	10,738	-2.3%	10,980
Conferences and meetings	1,840	22,610	8.1%	20,770
Total Public Service/Continuing Education	<u>83,808</u>	<u>359,362</u>	<u>23.3%</u>	<u>275,554</u>

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

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
<b>Institutional Support</b>				
Salaries	38,826	90,000	43.1%	51,174
Employee benefits	10,862	520,000	2.1%	509,138
Contractual services	434,652	1,000,000	43.5%	565,348
Materials and supplies	286,138	3,274,484	8.7%	2,988,346
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	42,943	2,000,000	2.1%	1,957,057
Total Institutional Support	1,086,336	8,950,741	12.1%	7,864,405
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	4,934	131,529	3.8%	126,595
Student grants and scholarships	2,689,257	15,240,397	17.6%	12,551,140
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<b>2,694,191</b>	<b>15,371,926</b>	<b>17.5%</b>	<b>12,677,735</b>
<b>Total Expenditures</b>	<b>\$ 4,549,872</b>	<b>\$ 31,406,006</b>	<b>14.5%</b>	<b>\$ 26,856,134</b>

AUDIT FUND REVENUE AND EXPENDITURES  
October 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 25,125	\$ 72,900	34.5%	\$ 47,775
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	-	50	0.0%	50
<b><u>Total Revenue</u></b>	<u>\$ 25,125</u>	<u>\$ 72,950</u>	<u>34.4%</u>	<u>\$ 47,825</u>
<u>Transfers in</u>	-	-	0.0%	-
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 25,125</u>	<u>\$ 72,950</u>	<u>34.4%</u>	<u>\$ 47,825</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b><u>Institutional Support</u></b>				
Contractual services	-	81,600	0.0%	81,600
<b><u>Total Expenditures</u></b>	<u>\$ -</u>	<u>\$ 81,600</u>	<u>0.0%</u>	<u>\$ 81,600</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 275,715	\$ 811,816	34.0%	\$ 536,101
<b>MISCELLANEOUS</b>				
Investment revenue	3	100	3.0%	97
<b>Total Revenue</b>	<u>\$ 275,718</u>	<u>\$ 811,916</u>	<u>34.0%</u>	<u>\$ 536,198</u>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b>Instruction</b>				
Employee benefits	34,770	135,000	25.8%	100,230
Total Instruction	<u>34,770</u>	<u>135,000</u>	<u>25.8%</u>	<u>100,230</u>
<b>Academic Support</b>				
Employee benefits	<u>4,302</u>	<u>16,500</u>	<u>26.1%</u>	<u>12,198</u>
<b>Student Services</b>				
Employee benefits	7,415	20,500	36.2%	13,085
Total Academic Support	<u>7,415</u>	<u>20,500</u>	<u>36.2%</u>	<u>13,085</u>
<b>Public Service/Continuing Education</b>				
Employee benefits	<u>1,169</u>	<u>7,500</u>	<u>15.6%</u>	<u>6,331</u>
<b>Auxiliary Services</b>				
Employee benefits	<u>781</u>	<u>4,500</u>	<u>17.4%</u>	<u>3719</u>
<b>Operations and Maintenance of Plant</b>				
Salaries	(3,037)	350,000	-0.9%	353,037
Employee benefits	5,303	23,500	22.6%	18,197
Total Operations and Maintenance of Plant	<u>2,266</u>	<u>373,500</u>	<u>0.6%</u>	<u>371,234</u>
<b>Institutional Support</b>				
Employee benefits	10,569	75,000	14.1%	64,431
Contractual services	63,694	200,000	31.8%	136,306
Other Fixed Charges	299,470	395,000	75.8%	95,530
Total Institutional Support	<u>373,733</u>	<u>670,000</u>	<u>55.8%</u>	<u>296,267</u>
<b>Total Expenditures</b>	<u>\$ 424,436</u>	<u>\$ 1,227,500</u>	<u>34.6%</u>	<u>\$ 803,064</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES  
October 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	<u>\$ 319,387</u>	<u>\$ 675,528</u>	<u>47.3%</u>	<u>\$ 356,141</u>
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	<u>2</u>	<u>100</u>	<u>2.0%</u>	<u>98</u>
<b>Total Revenue</b>	<u>319,389</u>	<u>675,628</u>	<u>47.3%</u>	<u>356,239</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	<u>-</u>	<u>646,575</u>	<u>0.0%</u>	<u>646,575</u>
<b><u>TRANSFERS OUT</u></b>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ 646,575</u>	<u>0.0%</u>	<u>\$ 646,575</u>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**

**October 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b>STATE GOVERNMENT</b>				
Capital Development Board	-	2,866,308	0.0%	2,866,308
Total	-	2,866,308	0.0%	2,866,308
<b>OTHER SOURCES</b>				
Bonds		-	0.0%	-
Investment Interest	84	-	0.0%	(84)
Total	84	-	#DIV/0!	(84)
<b>TRANSFERS IN</b>	\$ -	\$ 3,500,000	0.0%	\$ 3,500,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 84</u>	<u>\$ 6,366,308</u>	<u>0.0%</u>	<u>\$ 6,366,224</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	13,000	100,000	13.0%	87,000
Capital outlay	187,213	6,266,308	3.0%	6,079,095
Total Operation and Maintenance of Plant	200,213	6,366,308	3.1%	6,166,095
<b>Total Expenditures</b>	\$ 200,213	\$ 6,366,308	3.1%	\$ 6,166,095

**Morton College Treasurer's Report**

Month Ending: October 2021

<i><b>Institution</b></i>	<i><b>Purchased</b></i>	<i><b>Principal</b></i>	<i><b>Rate</b></i>	<i><b>Type</b></i>	<i><b>Maturity</b></i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,643,349.75	0.0100%	TIF Prime Fund	31-Oct-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,472.74	1.0940%	CD	31-Oct-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,472.74	1.0940%	CD	31-Oct-21
	Sum	<u>\$11,146,295.23</u>			
<b>Grand Total</b>		<b>\$ 11,146,295.23</b>			

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

**PROPOSED ACTION:** THAT THE BOARD TENTATIVELY APPROVE THE ESTIMATED 2021 TAX LEVY.

**RATIONALE:** [Required by Chapter 35 of the Illinois Compiled Statutes 200/18-60 of the Truth in Taxation Law]

Illinois law requires that the taxes to be levied be formally estimated not less than twenty (20) days prior to the adoption of its aggregate levy. Non-compliance with existing laws will disallow any increase in the estimated tax levy if a tentative levy is not approved. Cook County as well as the other Chicagoland counties have tax caps to limit the tax increase to inflation. Cook County Tax Extension Office has limited this year's increase to 5% of the 2020 levy plus any new property coming on the tax rolls. The operating and capital needs of Morton College support the importance of raising the College's extended levy by 4.18%. The individual levies have been adjusted to add more dollars to the Education Fund, Building Fund, Insurance Fund and Social Security Fund.

The financial impact on a homeowner with a house valued at \$150,000 and assessed at the county's published assessment rate of 10% is \$9.19 for the year.

**COST ANALYSIS:** Total estimated 2021 Levy is \$10,581,108 which represents a 4.18% or a \$424,468 increase from the \$10,156,640 Cook County extended 2020 levy.

**ATTACHMENTS:** Estimated 2021 Tax Levy and Tax Rate Calculation



**Morton Community College  
Community College District 527  
Proposed Tax Levy for 2021**

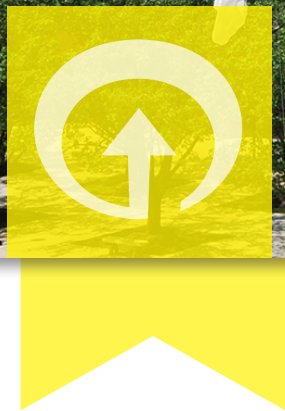
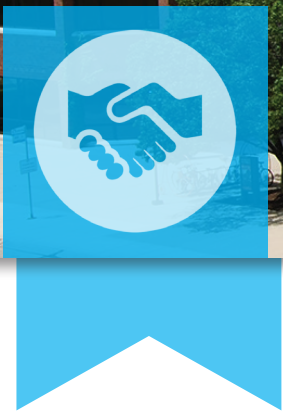
<b>Fund</b>	<b>Levy Final 2020</b>	<b>Proposed 2021 Levy</b>	<b>Loss Amount</b>	<b>Proposed 2021 Extended</b>	<b>Increase (Decrease)</b>	
Education	7,748,000	7,775,000	311,000	8,086,000	338,000	
O & M	1,518,400	1,500,000	60,000	1,560,000	41,600	
Social Security	238,160	240,542	9,622	250,163	12,003	
Audit	73,840	74,578	2,983	77,562	3,722	Proposed
Liability Insurance - Tort	578,240	584,022	23,361	607,383	29,143	Increase
<b>Total</b>	<b>10,156,640</b>	<b>10,174,142</b>	<b>406,966</b>	<b>10,581,108</b>	<b>424,468</b>	<b>4.18%</b>
 <b>Bonds</b>	 680,108	 646,575	 25,863	 672,438	 (7,670)	 Proposed
 <b>Total Extended Levy with Bonds</b>	 <b>10,836,748</b>	 <b>10,820,717</b>	 <b>432,829</b>	 <b>11,253,546</b>	 <b>416,798</b>	 Increase with Debt Service

**3.85%**

**Equalized assessed valuation**

2020 Equalized Assessed Value (EAV)	2,132,706,707	2,132,706,707
2021 estimated EAV	2,132,706,707	0.00%
County Final Tax Rate 2020		0.509
2021 estimated tax rate		0.528

<b>Increase</b>	<b>416,798</b>
	<b>3.85%</b>



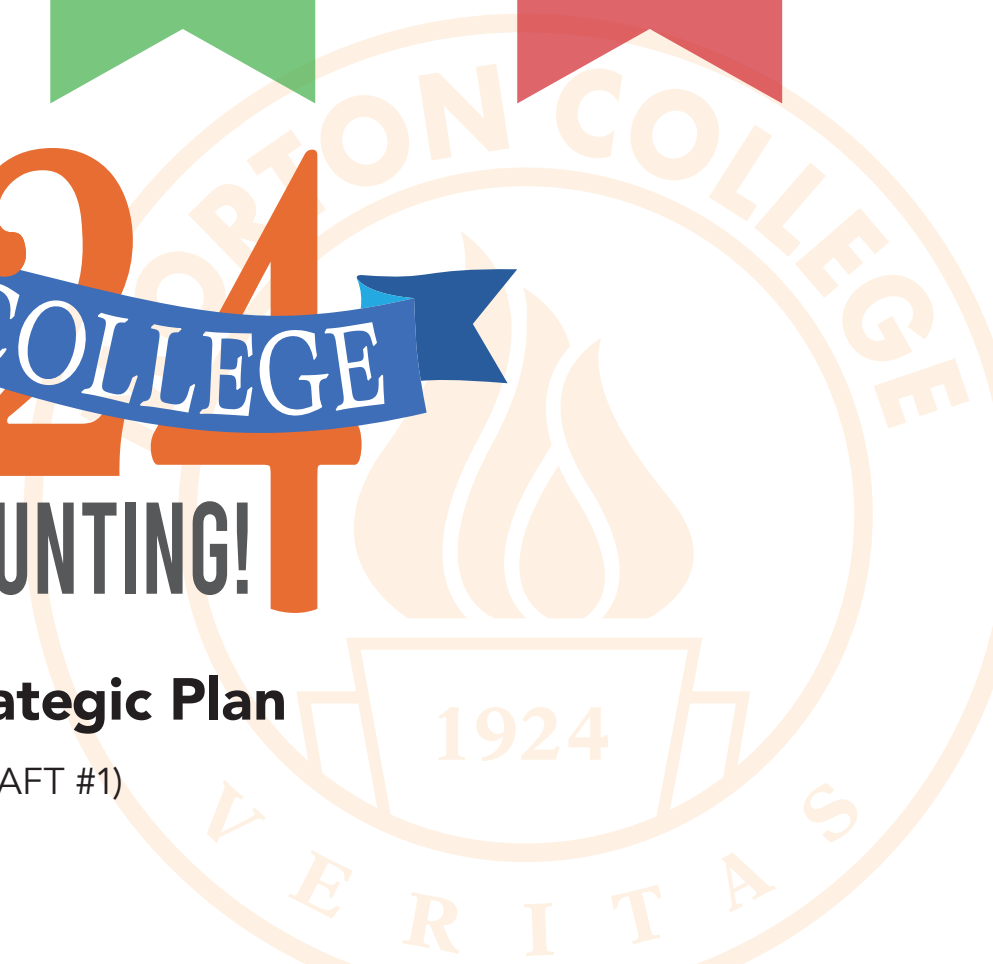
# MORTON COLLEGE

## 2024

### 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](http://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

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>7. Improve success of students requiring remedial coursework; reduce number of students requiring remedial courses</li><br/><li>8. Improve success rates of completers and transfer students through better communication and use of data</li><br/><li>9. Increase and improve tutoring services available to students</li><br/><li>10. Create better opportunities for success to our adult and working students</li></ul> | <ul style="list-style-type: none"><li>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</li><br/><li>8. Fully implement Academic Pathways model by AY 2023</li><br/><li>9. Hire a full-time nursing tutor and expand access to virtual tutoring for all subject areas</li><br/><li>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</li></ul> |
|---|--|





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

	<ul style="list-style-type: none"> <li>Pursue collaborative programs to stem competition, or more aggressively show our MC competitive differentiators</li> </ul>	<ul style="list-style-type: none"> <li>Title III STEM Grant</li> </ul>
<ul style="list-style-type: none"> <li>Accreditor/governmental requirements: assessment, accountability for outcomes (employment and graduation)</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen focus on data-driven decision making in all areas</li> </ul>	<ul style="list-style-type: none"> <li>Document improvements in data collection (both internal and external) and how it has been used to drive specific decisions</li> </ul>
<ul style="list-style-type: none"> <li>Rapid technology change and incremental funding to support</li> <li>Little time to research new technologies, including more emphasis and investment in mobile technologies and support structures</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Apple Partnership</li> </ul>
<ul style="list-style-type: none"> <li>Flat public funding</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Document and provide interactions, meetings, conferences, etc in which College's interests were communicated to state and local reps and lobbyists</li> </ul>

## Opportunities

## Morton College Solution

## Measurable Outcomes

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"><li>Increasing public recognition of community college value, especially for addressing workforce shortages.</li></ul> | <ul style="list-style-type: none"><li>Ensure marketing campaigns and communications consistently promote the quality and value of a Morton College education</li></ul>                                  | <ul style="list-style-type: none"><li>Morton College will realize an increased year-to-year enrollment, document over 5-year period SP period</li></ul> |
| <ul style="list-style-type: none"><li>Local employers demanding trained workforce (see attached Labor Market Data for Cook County)</li></ul>             | <ul style="list-style-type: none"><li>Position Morton College as the "go to" place for well-designed, customized workforce skills delivery</li></ul>  | <ul style="list-style-type: none"><li>Document development of new course and program offerings that coincide with workforce demands</li></ul>           |
| <ul style="list-style-type: none"><li>Partnerships with existing local businesses</li></ul>  | <ul style="list-style-type: none"><li>Pursue and manage current relationships with intentionality to make sure outcomes are win-win</li></ul>   | <ul style="list-style-type: none"><li>3 new formal partnerships/deals</li></ul>   |
| <ul style="list-style-type: none"><li>Expansion of Dual Enrollment</li></ul>   | <ul style="list-style-type: none"><li>Expand Dual Enrollment programs and explore/identify other potential schools beyond Morton East/West (included in Strategic Enrollment Management Plan)</li></ul> | <ul style="list-style-type: none"><li>List new dual enrollment offerings and with which schools with AY implemented</li></ul>                           |



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:

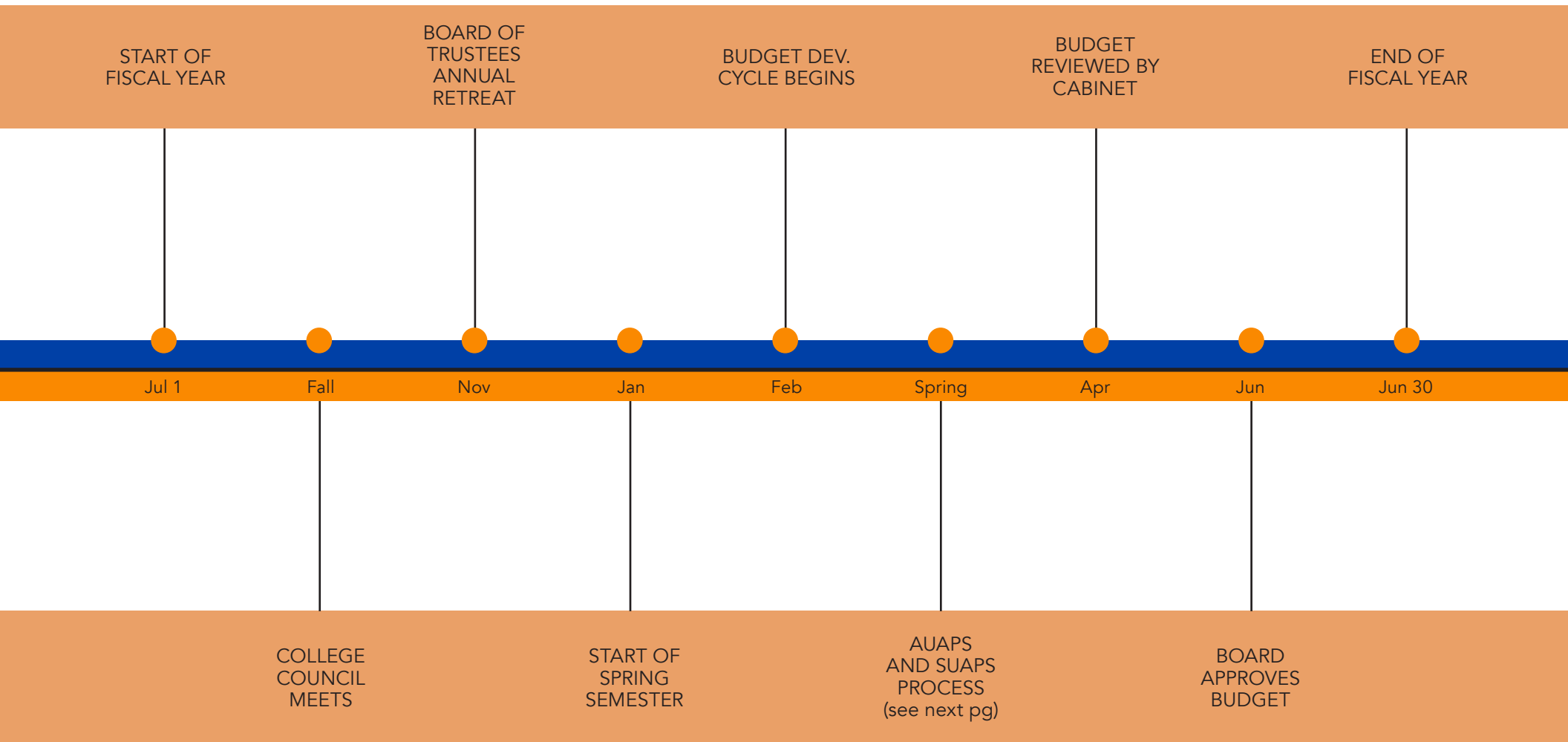
### **Strengths**

- 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

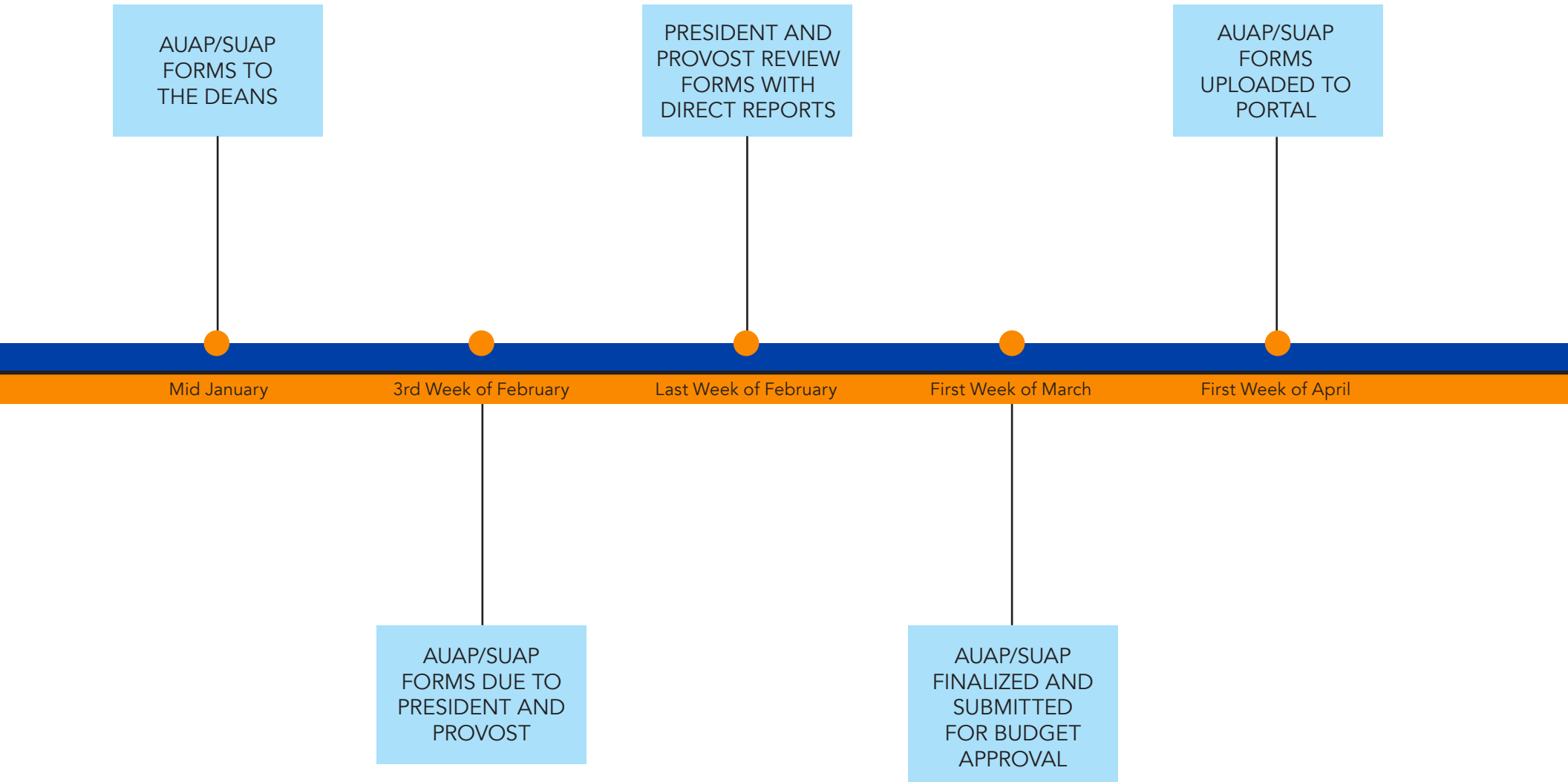
### **Weaknesses**

- 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](http://morton.edu)



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

**PROPOSED ACTION:** APPROVAL OF THE INTERPRETING SERVICES FOR SPECIAL NEEDS STUDENTS FROM CENTRAL AREA INTERPRETER SERVICE (CAIRS) IN AN AMOUNT NOT TO EXCEED \$150,000 FOR FY21-22

**RATIONALE**

**THIS SERVICE IS AN ACCOMMODATION FOR STUDENTS WHO NEED SIGN LANGUAGE INTERPRETING IN ORDER TO PROVIDE EQUITY TOWARD SUCCESS IN THEIR STUDIES AT MORTON COLLEGE. DUE TO CURRENT NATIONAL SHORTAGE OF INTERPRETERS, TIME AND A HALF HAS HAD TO BE OFFERED IN ORDER TO SOLIDIFY ADEQUATE SERVICES.**

**COST ANALYSIS:**

**\$150,000**





# RATES AND POLICIES

## College/University

Effective July 1, 2021

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### CAIRS Contact Information:

**Email:** info@CAIRS.net

**Web:** www.CAIRS.net

**Fax:** 312-895-4313

**Phone:** 312-895-4300

**CAIRS Office Hours are 9:00AM - 4:30PM CST, Monday – Friday.**

**CAIRS Office is closed:** New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

**NOTE:** If a holiday falls on a Saturday, the office will be closed on the preceding Friday. If a holiday falls on a Sunday, the office will be closed on the following Monday.

### REQUESTING SIGN LANGUAGE INTERPRETING SERVICES

**All requests for sign language interpreters MUST be submitted IN WRITING (via email, website, or fax). In order to be processed by CAIRS, requests MUST include ALL of the following information.**

1. Customer ID# and name of university
2. Requestor's contact info (name, phone number, email address)
3. Assignment location (full building name & address, room #)
4. Deaf consumers name and role in the assignment
5. Assignment description (course title AND catalog description, or detailed event/meeting information)
6. Instructor's name (if applicable)
7. Day(s) of week
8. Start and end dates
9. Start and end times
10. Dates there are no classes (i.e. holidays, in-service days, etc.)
11. Day-of assignment onsite contact (name, phone number, and email address)
12. Deaf consumer preferences/language needs (i.e., ASL, PSE, Signed English, Tactile, Oral, etc.; preferred/non-preferred interpreter names)
13. Additional information (dress code, parking, security, sign-in procedure, etc.)
14. Billing contact name, address, and phone number (if different from requestor)
15. In-Person Interpreting or Video Remote Interpreting (if VRI, include videoconference access link)
16. Will assignment be recorded or live-streamed?

### **IMPORTANT NOTES:**

- **All the above information is required before a coordinator can process an incoming request.** The customer is solely responsible for providing all the required information.
- **Once an interpreter is secured by CAIRS, at that point the customer is responsible for all charges.**
- If the request will take place in less than two business days or is an emergency in nature, please place the order in writing and then call CAIRS at 312-895-4300 to confirm receipt of the order. These requests will include additional fees as noted on page 3 of this document.
- All next-day assignment requests must be received no later than 4:00 PM to be processed on the same day. Requests will include additional fees as noted on pages 3 and 5 of this document.
- Usually, multiple interpreters are needed to fill requests exceeding two hours in length; in these instances, the client will be billed for all fees per interpreter.
- **Requests for locations or at times which have a lower concentration of available interpreters may incur travel costs.**

Once an interpreter is secured, CAIRS will contact the customer with the interpreter's name. **CAIRS provides only licensed interpreters.**

**All jobs are assignment-specific and not time-specific (i.e., an interpreter secured to interpret a Math class cannot then be asked to interpret an Advising meeting unless both were originally requested for the assignment).**

## ASSIGNMENT LENGTH

- All assignments are charged a standard service fee (**see Assignment Rates on page 3**).
- In most cases, a single interpreter can work alone for up to two hours. Assignments over two hours in length are billed in additional 15-minute increments.
- While the majority of assignments lasting two hours or less will require only one interpreter, CAIRS reserves the right to contract two interpreters for a two hour or less assignment based upon the Deaf consumer's preferences and needs, workload intensity, size of group involved, or topic content.
- Assignments exceeding two hours require a second interpreter due to the mental and physical demands of interpreting. If a second interpreter is unavailable, the available interpreter will be asked if they are willing to work the assignment alone with additional breaks as necessary.
- Assignments over two hours with only one interpreter will be charged at one and a half times the hourly rate.
- **Overtime** - Assignments that exceed the originally requested time by more than 15 minutes may result in the creation of a new request with Emergency Fees and Travel Fees. Overtime availability is not guaranteed.

## CANCELLATION AND ALTERATION POLICIES

CAIRS continually demonstrates a high success rate in filling customer requests. Occasionally, due to significant volume during peak periods or insufficient advanced request notice, CAIRS may be unable to fill an assignment. If that should occur, CAIRS will notify the customer and explore the possibility of rescheduling the assignment.

**The customer will never be charged for an unfilled assignment.**

### Cancellations to Scheduled Assignments

- **Cancelled without charge** - Assignments may be cancelled without charge up to two full business days prior to the scheduled assignment date, (i.e. for an assignment on Friday, the customer must call before 5:00 PM on the Tuesday before to avoid paying the full amount of the assignment. If the customer calls after 5:00 PM on Tuesday the customer will be responsible for paying for the full amount of the assignment. There must be two full business days between the date of cancellation and the date of the request. Note that cancellations made after 5pm on a business day will be processed the next business day. For example, an emailed cancellation on Tuesday at 5:30pm will be considered cancelled on Wednesday at 9am when the office reopens.)
- **Cancelled with charge** - Occasionally a Deaf consumer will cancel or miss an appointment or meeting. CAIRS must be notified when the customer becomes aware that a Deaf consumer is going to miss a scheduled assignment. **CAIRS remains contractually obligated to compensate the interpreter(s) for all requests cancelled with less than two full business days prior notice. Consequently, CAIRS must hold customers contractually obligated for these charges.**
  - If the customer notifies CAIRS less than two full business days prior to the assignment that the Deaf consumer will not be at the appointment, the customer will be responsible for paying for the full amount of the assignment.
  - If an interpreter arrives at an assignment and the Deaf consumer is not there or an interpreter is notified upon arrival that the Deaf consumer is not coming, the customer will be responsible for paying for the full amount of the assignment.

### Alterations to Scheduled Assignments

- **Less than two full business days prior notice** - Any changes to a scheduled interpreter assignment with less than two full business days prior notice, but more than one full business day prior will result in cancellation of the original assignment with full charge and the creation of a new assignment with a Short-Notice Fee.
- **Less than one full business day prior notice** - Any changes to a scheduled interpreter assignment with less than one full business day prior notice will result in cancellation of the original assignment with full charge and the creation of a new assignment with an Emergency Fee and Travel Time Fee to and from the assignment.
- **Same location multiple emergency assignments** - If an interpreter is at the location of a scheduled assignment and other emergency assignment requests are made for the same location, Emergency or After-Hours fees will apply to all additional assignments, but Travel Time fees will only apply to the first and last assignment (to and from the assignment location, with a maximum of three hours travel per assignment). Again, this is contingent on the individual interpreter's availability.



## ASSIGNMENT RATES

	<b>Advanced Notice</b> <i>More than 2 Business Days Prior Notice</i>	<b>Short Notice</b> <i>Less than 2 Business Days Prior Notice</i>	<b>Emergency</b> <i>Same or 1 Business Day Prior Notice</i>	<b>Legal Consulting</b>	<b>Legal Recording</b>	<b>Tactile/ Trilingual</b>	<b>Audio/Video Taping/ Performance/ Post-Production</b>	<b>Holidays</b>	<b>VRI</b>
<b>Standard Service Fee</b>	\$112	\$112	\$112	\$146	\$180	\$130	\$150	Varies	\$112
<b>Additional Time</b> <i>(in excess of 2 hours)</i>	\$56 / hour	\$56 / hour	\$56 / hour	\$73 / hour	\$90 / hour	\$65 / hour	\$75 / hour	1.5 Times Scheduled Rate	\$56 / hour
<b>Additional Fees</b>	None	\$60 Short Notice Fee	\$65 Emergency Notice Fee	<b>Additional Fees</b> will apply based on when the request for the assignment is placed. Requests with less than two business day's prior notice will incur a \$60 Short Notice Fee; same or one business day prior notice will incur a \$65 Emergency Notice Fee.					
<b>Travel Time Fee</b>	None	None	\$56 / hour up to 3 hour maximum	<b>Travel Time Fees</b> will apply based on when the request for the assignment is placed. Requests with less than one business day prior notice or after business hours notice will incur Travel Time at \$56 per hour to and from the assignment with a 3-hour maximum.					

## ALL FEES ARE PER INTERPRETER PER ASSIGNMENT

- **Legal Consultation:** assignments where legal counsel is present but where no official recording is taken. These assignments include intake interviews, advice and counsel in attorney offices, settlement conferences, and other discussions, conversations and meetings with attorneys present.
- **Legal Recording:** assignments where an official recording is taken or there is an independent fact finder present or presiding. These assignments include depositions, recordings, arbitration proceedings, court proceedings and trials.
- **Tactile:** assignments for consumers who are DeafBlind.
- **Trilingual:** assignments that include a third language (besides ASL & English).
- **Performance:** scripted live performance for an audience. *(Additional two hours of prep time added to all performances.)*
- **Audio/Video Taping:** all audio/video taped assignments that are recorded and may be used at a later date.
- **Holidays:** assignments that take place on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- **VRI (Video Remote Interpreting):** Interpreting performed in real time from an offsite location, via a customer's videoconferencing platform.
- **Post-Production:** Interpreting filmed later and added to pre-recorded video content. Interpretation may be embedded into the original video or returned as a separate video. *(Additional prep time added to Post-Production requests.)*
- **Credit Card Payments:** Payments by credit card will incur a \$5.00 processing fee.
- **Terms:** Due upon receipt.

**Special Note:** CAIRS prides itself with the quality of our freelance interpreters. While engaged to provide professional services, the customer may become familiar with various CAIRS' freelance interpreters and wish to extend an offer of employment. CAIRS values the working relationship with each freelance interpreter, but also does not desire to hinder the opportunities that may present themselves. The customer agrees to reimburse CAIRS one-third of the interpreters' earnings within the past year at CAIRS or \$4,000, whichever is greater, should the customer extend an offer of employment and it be accepted.

## 2021 College R&P ACKNOWLEDGEMENT

I have received, read, understand and agree to the terms and conditions of CAIRS Rates and Policies as outlined on the previous pages. On behalf of myself/my organization, I accept these terms and conditions as binding upon myself/my organization. My signature indicates authorization to secure interpreting services and responsibility for payment on behalf of myself/my organization named below.

### PRINT ALL INFORMATION BELOW

Morton College

Company Name

3801 S. Central Ave

Company Address

Cicero, IL. 60804

Address City, State, Zip

708-656-8000 x1002

Phone Number

michael.brown2@morton.edu

Send Invoice to (Email Address)

Fax Number

michael.brown2@morton.edu

Contact Person Email

Michael Brown

Contact Name (Print)

*Michael Brown*

Contact Name Signature

6/28/21

Date

### MENTORING APPROVAL

- ☐ Our organization **approves** the attendance of interns at any of our facilities for any assignment unless otherwise noted.
- ☒ Our organization **does not approve** the attendance of interns at any of our facilities for any assignment unless otherwise noted.

*Michael Brown*

Billing Contact Signature

Michael Brown

Billing Contact Name

708-656-8000 x1002

Billing Contact Phone Number

Billing Contact Fax

3801 S. Central Ave

Billing Address Line 1

Cicero, IL. 60804

Billing City, State, Line 2

Billing City, State, Zip Code

michael.brown2@morton.edu

Billing Contact Email

\*Note that there is a \$25 processing fee, in addition to any applicable late penalties, for each check that is returned by the taxpayer's bank for any reason.

**Fax, Email or Mail the Completed Form to:**  
**312-895-4313 Fax • info@CAIRS.net**  
**CAIRS • 4801 Southwick Dr. • Suite 610 • Matteson, IL 60443**

(OFFICE USE ONLY)

CUSTOMER ID:

## Mentoring Verification Form

CAIRS supports the interpreter community by partnering with Interpreter Training Programs (ITPs) in the Practicum Mentoring component of their degree and certificate programs. Student interpreter interns accompany licensed mentor interpreters on CAIRS assignments to observe the mentor's work and/or perform interpreting work in a supervised environment. Cooperation between CAIRS, our customers, mentor interpreters and ITPs allows interns to gain real-world experience that not only satisfies graduation requirements for interpreting students, but also ensures the availability of skilled, qualified interpreters in the years ahead.

**Participation in the mentoring process is optional for customers and there is never an additional cost when an intern is permitted to attend an assignment.** CAIRS recognizes that, while organizations may give consent for intern attendance, individual consumers may prefer not to allow interns, or request that they only observe rather than perform interpreting services. Mentors and interns will honor such preferences and right of refusal as expressed upon arrival at each assignment. CAIRS can supply mentor interpreters with an Intern Consent Form for customers who wish to document the Deaf/Hard of Hearing consumer's permission in writing. This form will be signed upon arrival by the Deaf/Hard of Hearing and hearing consumers, as well as the licensed interpreter(s) and the intern.

Your approval or denial regarding mentoring may be noted on the Rates & Policies Acknowledgment Form on Page 4. If you have any questions, please contact CAIRS at 312-895-4300 or [info@cairs.net](mailto:info@cairs.net).

**CAIRS Scheduling & Pricing Guide for Jobs with Less Than Two Full Business Days Prior Notice – Does not include after business hours calls**

Day You Call to Make Your Request	Day of Interpreting Services									
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT. / SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>MONDAY</b> Request Placed on Monday For: MONDAY, TUESDAY or WEDNESDAY	Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES				
<b>TUESDAY</b> Request Placed on Tuesday For: TUESDAY, WEDNESDAY or THURSDAY		Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES			
<b>WEDNESDAY</b> Request Placed on Wednesday For: WEDNESDAY, THURSDAY or FRIDAY			Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES		
<b>THURSDAY</b> Request Placed on Thursday For: THURSDAY, FRIDAY, SATURDAY, SUNDAY or MONDAY				Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	
<b>FRIDAY</b> Request Placed on Friday For: FRIDAY, SATURDAY, SUNDAY, MONDAY or TUESDAY					Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES

**PLEASE NOTE THE FOLLOWING:**

- ➔ All Fees are Per Interpreter.
- ➔ Next day assignment requests received after 4:00 PM will not be processed until 9:00AM the next business day.
- ➔ CAIRS defines a 'Business Day' as 9:00AM to 5:00PM, Monday through Friday. **In order to avoid additional fees your request must be received more than two full 'business days' prior to the date of interpreting service (HOLIDAYS DO NOT COUNT AS BUSINESS DAYS).** Fees are based on the amount of advance notice in terms of 'business days' not hours, (i.e. 48 hours is not the same as two 'business days'.)
- ➔ **Holiday Rates Apply for the Following Days:** New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Labor Day, and Christmas Day.
- ➔ CAIRS is closed on major holidays and you must consider those days as **non-business days** when scheduling an assignment; holidays do not count as a 'business day.'
- ➔ **CAIRS Office is Closed:** New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. **PLEASE NOTE:** If a holiday falls on a Saturday, the office will be closed on the preceding Friday. If a holiday falls on a Sunday, the office will be closed on the following Monday.

**CAIRS • 4801 Southwick Dr., Suite 610 • Matteson, IL 60443 • 312-895-4300 Phone • 312-895-4313 Fax • info@cairs.net**

CAIRS College/University Rates and Policies – Effective July, 1 2021



Invoice Number: H15071  
Invoice Date: 10/25/2021  
Your Account Number: 1127  
Terms: Net 30

Bill To:

Morton College  
Dr. Stanley Fields,  
President  
3801 S. Central Avenue  
Cicero IL 60804

Quantity	Description	Price	Total
1	Change/Review Panel Request to offer the Associate in Engineering Science, 65 credit hours, CIP 14.0101.	\$1,000.00	\$1,000.00

**TOTAL INVOICE:** \$1,000.00

Please Remit Payments to:  
Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago IL 60604-1411

Wire/ACH Instructions:  
JP Morgan Chase Bank  
Higher Learning Commission  
Acct# 758154426  
ABA# 071000013

For Inquiries Contact Us At:  
[finance@hlcommission.org](mailto:finance@hlcommission.org)  
or  
312-881-8119

## **PROPOSED ACTION:**

*Board approval for Women's Basketball out of state travel to Ft. Lauderdale, Florida  
December 16, 2021 through December 22, 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: \$16,030.00*

*Airfare: \$3,888.75*

*Meal Money: \$3,500.00*

*Vehicle Rentals: \$2,816.36*

*Total: \$26,235.11*

## **ATTACHMENT:**

*Jason Nichols Athletic Director, Head Women's Basketball Coach  
Tess Alderman & Kevin McManaman Women's Basketball Assistant Coaches*

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR GUILLERMO GASCA EFFECTIVE JUNE 2nd THROUGH AUGUST 10th 2021.

**RATIONALE:**

MR. GASCA WILL HELP COORDINATE LIBRARY FUNCTIONS SUCH AS COLLECTION MANAGEMENT, WORK SCHEDULES, PURCHASING, SERVICES OF STUDENTS. HE WILL MEET REGULARLY WITH ASSOC PROVOST AND ATTEND DEPARTMENT MEETINGS.

**COST ANALYSIS:** 10% OF SALARY = \$1,280

**ATTACHMENT:** NONE

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR SUZANNA RAIGOZA EFFECTIVE NOVEMBER 16TH THROUGH FEBRUARY 15, 2022.

**RATIONALE:**

MS. RAIGOZA WILL HELP WILL ALL OF THE GRANT ACCOUNTANT DUTIES INCLUDING GRANT PAYMENT REQUESTS, GRANT REPORTING, PREPAIDS AND FIXED ASSETS MANAGEMENT.

**COST ANALYSIS:** 10% OF SALARY = \$1,950

**ATTACHMENT:** NONE



**PROPOSED ACTION:** THAT THE BOARD APPROVE THE ENGLISH 10% ADJUNCT STIPEND REPORT IN THE AMOUNT OF \$7,186.73.

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

**COST ANALYSIS:** \$7,186.73 – English 10% adjunct stipend report

**ATTACHMENT:** English 10% adjunct stipend report – FALL 2021

### ENG 10% Adjunct Stipend Report Fall 2021

Adjunct Full Name	CRS ID #	Course Title	Course Stipend	10% Stipend	Total Sumed Up	Start Date	End Date
Arias, Olga	ENG-102-6B	Rhetoric II	\$ 3,077.10	\$ 307.71	\$ 307.71	8/24/2021	12/16/2021
Brasher, Stephen H.	ENG-101-8B	Rhetoric I	\$ 3,232.86	\$ 323.29	\$ 323.29	8/28/2021	12/11/2021
Dutt, Eric V.	ENG-101-O2	Rhetoric I	\$ 3,233.94	\$ 323.39	\$ 646.79	8/24/2021	12/14/2021
Dutt, Eric V.	ENG-102-K2	Rhetoric II	\$ 3,233.94	\$ 323.39		8/26/2021	12/16/2021
Loomis, Tisha A.	ENG-101-NR1	Rhetoric I	\$ 2,822.13	\$ 282.21	\$ 282.21	8/30/2021	12/17/2021
Martinez, Salvador	ENG-088-3E	Basic Composition	\$ 3,077.10	\$ 307.71	\$ 615.42	8/23/2021	12/15/2021
Martinez, Salvador	ENG-102-3F	Rhetoric II	\$ 3,077.10	\$ 307.71		8/23/2021	12/13/2021
Miculinic, Bonnie R.	ENG-088-5F	Basic Composition	\$ 3,327.00	\$ 332.70	\$ 665.40	8/31/2021	12/17/2021
Miculinic, Bonnie R.	ENG-101-SE	Rhetoric I	\$ 3,327.00	\$ 332.70		8/31/2021	12/17/2021
Perusich, James M.	ENG-086-72	Reading & Writing III	\$ 3,233.94	\$ 323.39	\$ 646.79	8/24/2021	12/16/2021
Perusich, James M.	ENG-088-H2	Basic Composition	\$ 3,233.94	\$ 323.39		8/23/2021	12/13/2021
Reed, Jermaine	ENG-088-4C	Basic Composition	\$ 2,822.13	\$ 282.21	\$ 282.21	8/31/2021	12/14/2021
Schmidt, Michael	ENG-086-3E	Reading & Writing III	\$ 2,939.79	\$ 293.98	\$ 1,469.90	8/23/2021	12/15/2021
Schmidt, Michael	ENG-086-5C	Reading & Writing III	\$ 2,939.79	\$ 293.98		8/24/2021	12/14/2021
Schmidt, Michael	ENG-086-6F	Reading & Writing III	\$ 2,939.79	\$ 293.98		8/24/2021	12/16/2021
Schmidt, Michael	ENG-088-2C	Basic Composition	\$ 2,939.79	\$ 293.98		8/23/2021	12/15/2021
Schmidt, Michael	ENG-101-RB	Rhetoric I	\$ 2,939.79	\$ 293.98		8/31/2021	12/16/2021
Selvaggio, Nicole	ENG-102-9H	Rhetoric II	\$ 2,939.79	\$ 293.98	\$ 587.96	8/24/2021	12/16/2021
Selvaggio, Nicole	ENG-102-NR	Rhetoric II	\$ 2,939.79	\$ 293.98		8/23/2021	12/17/2021
Smith-Irowa, Pamela L.	ENG-086-1B	Reading & Writing III	\$ 3,397.65	\$ 339.77	\$ 1,359.06	8/23/2021	12/13/2021
Smith-Irowa, Pamela L.	ENG-086-2C	Reading & Writing III	\$ 3,397.65	\$ 339.77		8/23/2021	12/15/2021
Smith-Irowa, Pamela L.	ENG-101-9B	Rhetoric I	\$ 3,397.65	\$ 339.77		8/24/2021	12/16/2021
Smith-Irowa, Pamela L.	ENG-101-J2	Rhetoric I	\$ 3,397.65	\$ 339.77		8/23/2021	12/13/2021
<b>Grand Total</b>				<b>\$ 7,186.73</b>	<b>\$ 7,186.73</b>		

**PROPOSED ACTION:**

**THAT THE BOARD APPROVE THE CONTINUED GOVERNMENT  
FINANCE OFFICERS ASSOCIATION ANNUAL MEMBERSHIP.**

**RATIONALE:**

[Required by Board Policy 2.10]

**COST ANALYSIS:**

\$500

**ATTACHMENT:**

Renewal notice

**From:** [estore@gfoa.org](mailto:estore@gfoa.org)  
**To:** [Mireya Perez](#)  
**Subject:** Agency Membership Dues Renewal Notice.  
**Date:** Thursday, October 21, 2021 5:16:44 PM

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# Government Finance Officers Association

203 N LaSalle Street Suite 2700 Chicago IL 60601 | 312.977.9700 Main | 312.977.4806 Fax

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## Renewal Dues Notice

Notice #: 2152013  
Notice Date: 10/21/2021

Member ID: 136352013  
Current Paid Thru: 11/30/2021

**Membership renewal for the period of 12/01/2021 through 11/30/2022**

Mireya Perez  
Morton College - Illinois Community College District 527  
3801 South Central Avenue Cicero, IL 60804-4300 UNITED STATES

**Membership Dues Base Fee \$ 500.00**

### In-Base Member(s)

ID: 300186283 Name: Mireya Perez | ID: 300234692 Name: Suzanna Raigoza |

No. of In Base Membership Included in Base Fee: 2  
Current Number of In Base Members: 2

### Add-On Member(s)

NONE

**Total Add-on Memberships \$ 0.00**

**Total Amount Due: \$ 500.00**

### To pay online:

<https://estore.gfoa.org/iMIS15/Gfoamember/SignIn.aspx>

*Forgot your Username or Password? Sign In page provides reset links*

[Pay online Tutorial](#)

### To pay by Mail, Please Print and Remit to:

Government Finance Officers Association  
203 N. LaSalle Street, Suite 2700  
Chicago, IL 60601-1210

### To update your membership information

Visit <https://www.gfoa.org/updates>.

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*We are no longer accepting credit card renewals via mail, fax, email, or phone.*



**PAST DUE**

Customer # 1945  
Invoice # EA00095300  
Invoice Date 09/13/2021  
Terms NET30  
Order# 138688807  
PO#

**Bill To**

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

ATTN: Stan Fields

**Ship To**

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

ATTN: Stan Fields

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT
200330719	College Board Membership Fee: 2021-2022 Membership for Morton College	400.00	1	400.00
160332957	College Board Membership Fee: 2020-2021 Prior year's dues outstanding at the time of current invoicing. Membership for Morton College	400.00	1	400.00
				</

Customer #: 1945

Invoice #: EA00095300 Invoice Total: \$800.00

Please detach this portion and return with payment to:

The College Board  
P.O. Box 30171  
New York, NY 10087-0171  
Federal Tax ID: 13-1623965

**Direct Billing Inquiries To:**  
[accountsreceivable@collegeboard.org](mailto:accountsreceivable@collegeboard.org)

Amount Enclosed: \$ \_\_\_\_\_

**To pay online visit us at :** <https://paipn-prod.ecom-prod.collegeboard.org/>

If you encounter issues while processing the payment, please send an email to [electronicpayments@collegeboard.org](mailto:electronicpayments@collegeboard.org)

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE INSTITUTIONAL MEMBERSHIP FOR THE AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (AACRAO) IN THE AMOUNT OF \$798 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policy 2.10]

AACRAO is a non-profit, voluntary, professional associations of more than 11,000 higher educational professionals who represent approximately 2,600 institutions in more than 40 countries. Its mission is to provide professional development, guidelines, and voluntary standards to be used by education officials regarding best practices in records management, admissions, enrollment management, administrative information technology, and student services.

AACRAO promotes the well-being and advancement of professionals in the higher education community by engaging members in the collaborative pursuit of excellence in admissions, registration and enrollment services.

**COST ANALYSIS:**

The cost to renew the AACRAO membership is \$798.00. By renewing the membership for AACRAO for the Director of Admissions and Records/Registrar this would provide relevant programs, professional development tools and information recourses necessary for her professional success at Morton College.

**ATTACHMENT: INVOICE**

**AACRAO**

1108 16th Street NW, Suite 400  
Washington, DC 20036

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(202) 293-9161

community@aacrao.org

RECEIVED  
OCT 08 2021

BY: \_\_\_\_\_

Reg# 0015082  
OK to pay  
Aye B  
10-8-21

## Invoice

Date	4/28/2021
SalesOrder	000456591
Balance Due	\$798.00

Addressed to:

**Morton College**  
Joseph Belcaster  
3801 S Central Ave  
Cicero Illinois 60804

### Items:

QTY	DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	Membership - Enrollment 1,000 to 2,499	\$798.00	\$798.00	\$798.00
Subtotal:				\$798.00
Total:				\$798.00

Please fill in your credit card payment information below, and fax to (202) 872-8857 or email membership@aacrao.org. For Corporate Partners, please fax to (202) 822-8850 or email corporatemembership@aacrao.org. For EDGE subscriptions, please send to edge@aacrao.org.

CARD TYPE: ☐ Visa ☐ MasterCard ☐ AMEX  
CARD NO.: \_\_\_\_\_  
EXPIRES: \_\_\_\_\_ AMOUNT CHARGED: \$ \_\_\_\_\_  
NAME ON CARD: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

# **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 Digital Art Degree
2. HUM 150- SLOs updates
3. ART 220- Changes to the catalog description and SLO's
4. ART 217- Changes to the catalog description and SLO's
5. HUM 154- Changes to the catalog description and SLO's
6. New Social Media Marketing Certificate (SMM)
7. OMT 150 & OMT 156- Lecture lab hours updated
8. OMT 242- Changes to the course objectives

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Disposition Sheet – November 2, 2021



Item#	Agenda Item	No Action Necessary	Approved as Presented	Details <b>or</b> Approved w/Modification	Vetoed	Tabled	Effective Date
I.	AAS Digital Art & Design		X	New Degree			Fall 2022
I.	HUM 150			Update the SLOs			Fall 2022
I.	ART 220		X	Change catalog descriptions & SLOs			Fall 2022
I.	ART 217		X	Change catalog descriptions & SLOs			Fall 2022
I.	HUM 154		X	Change catalog descriptions & SLOs			Fall 2022
III.	Social Media Marketing Certificate (SMM)			New Certificate			
III.	OMT 153 & OMT 156		X	New Courses			Fall 2022
III.	OMT 242		X	Course objectives updated			Spring 2022

**PROPOSED ACTION: THAT THE BOARD APPROVE AIG-VALIC RETIREMENT SERVICES FOR 457B DEFERRED COMPENSATION PLANS FOR MORTON COLLEGE ELIGIBLE EMPLOYEES.**

**RATIONALE:**

PROVIDE ADDITIONAL DEFERRED COMPENSATION OPTIONS FOR ELIGIBLE EMPLOYEES.

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

**ATTACHMENT: PLAN SERVICES AGREEMENT**

**VALIC Financial Advisors, Inc.**  
**Guided Portfolio Services® Program**  
**Plan Services Agreement**

Send signed and completed to:

VALIC

2919 Allen Parkway

Implementation Services, L11-10

Houston, TX 77019

# VALIC Financial Advisors, Inc.

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## Guided Portfolio Services Program

### PLAN SERVICES AGREEMENT

This Plan Services Agreement (Plan Agreement) is entered into between you (defined herein to mean the employer and/or plan sponsor to be legally bound to the terms and conditions of this Plan Agreement) and VALIC Financial Advisors, Inc. (VFA), a Texas corporation registered as an investment advisor with the United States Securities and Exchange Commission, for the investment advisory services program (Guided Portfolio Services Program or Program) described in this Plan Agreement for participants in your employer-sponsored retirement plan or plans (Plan).

#### 1. Investment Advisory Services

Each Plan participant, beneficiary or alternate payee (as permitted under the Plan, hereinafter collectively referred to as Participant) electing to have investment advisory services provided by VFA must complete the Investment Advisory Services Agreement (Participant Agreement), which describes the features of the Program as well as the rights and responsibilities of the Participant under the Program.

By entering into this Plan Agreement, you acknowledge and agree that you have received and reviewed, and to the extent appropriate or necessary your legal counsel has received and reviewed, this Plan Agreement and the Participant Agreement, including the terms, conditions, and details of the Guided Portfolio Services Program described in those agreements and that as a Plan Fiduciary:

- You hereby select the Guided Portfolio Services Program and designate the following services (Services) to be offered and available to Plan participants:

**Portfolio Advisor Service:** This service enables a Participant to obtain individualized advice, including individualized investment allocation recommendations from VFA, via an online program created for VFA which applies methodologies developed, maintained and overseen by an independent financial expert, Morningstar Investment Management LLC (Morningstar). The recommendations will consist of model portfolios constructed by Morningstar from the plan investment options selected by You or by another authorized Plan Representative (which does not include VFA), applied to the Participant's individual information and account. The advice is based upon a wealth forecast that takes into account not only the Participant's Plan account values and contribution rates, but also, to the extent provided by the Participant and relevant to the forecast, other assets held by the Participant or the Participant's spouse or family member. The advice reflects the results of simulations to determine the probable result of various account allocations, savings rates, etc. The Participant may elect whether to use this service, and if so, when and how often to use it. The Participant will be responsible for implementing any advice

recommendations using the ordinary means available under the Plan, and for subsequent monitoring or review of the Plan account and of the information utilized in arriving at the advice.

**Portfolio Manager Service:** Under this service, a Participant requests that VFA exercise discretionary authority to allocate and reallocate his or her account, to implement individualized advice generated from a program created by Morningstar, acting as an independent financial expert. The advice is the same as that provided under the Portfolio Advisor Service. However, the advice is implemented by VFA. Accounts are considered for reallocation at least quarterly. Initially, and at least once each year thereafter, Participants will be given an opportunity to review and confirm the accuracy and completeness of the information upon which the advice is based. Because the Participant is directing VFA to manage the account on his or her behalf, certain automatic transactions otherwise available under the account, such as contribution and account allocation and reallocation, either systematic or otherwise, will not be processed unless or until the Participant has terminated participation in the Portfolio Manager Service.

VFA financial advisors will also provide plan investments and services, as separately selected by You or by another authorized Plan Representative, including education services.

- The Services will be available for the following Plan(s):

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- If the Plan is subject to the requirements of the Employee Retirement Income Security Act of 1974, as amended (ERISA), you are designating VFA as a Plan Fiduciary solely for the provision of investment advice under this Agreement.
- You have determined that the compensation to VFA for services under the Guided Portfolio Services Program, taking into account any other compensation to VFA or its affiliates for investments and services provided to Plan accounts, is reasonable in light of the investment advisory services to be rendered.
- You have designated, or You will designate, the individual investment products offered by VFA that will be available to Participants under the Plan and under the Program. In making such designation, You acknowledge and agree to any limits on the VFA-provided investment options to which the advice may apply, and to any limitations imposed by the investment

option or by the Plan, provided that, except in the case of Plan limitations, such limitations have been disclosed to You prior to making such designation.

- You will receive regular periodic summaries of the performance of the underlying Plan investment options used in the Guided Portfolio Services Program, including rates of return, as well as periodic information regarding the fees assessed by the underlying investment option and the fees assessed for the Guided Portfolio Services Program.

## **2. Status of Plan**

VFA or an affiliate may be providing additional services, including investment, plan record keeping, plan compliance, and other related plan administrative services. However, the Plan Representative retains its existing responsibility for taking necessary steps to adopt, amend and maintain the qualification of the Plan. If the Plan is subject to the requirements of ERISA, the Plan Representative must be a Plan Fiduciary.

## **3. Prohibited Transactions**

If the Plan is described in section 401(a) of the Internal Revenue Code (Code), or if the Plan is subject to the requirements of ERISA, certain types of transactions are prohibited, including, generally, the provision of investment advice by an entity or an individual that is providing other services to the Plan for compensation. VFA cannot provide tax or legal advice to you or to the Plan.

The United States Department of Labor (DOL) has issued Advisory Opinion 2001-09A (Advisory Opinion) to SunAmerica Retirement Markets, Inc. (SunAmerica), a sister company of VFA. The Advisory Opinion provides that investment advice that is based on a computer program controlled by an independent financial expert (IFE) and delivered to a Participant by an organization or advisor that is also providing plan investments from which it receives income, will not constitute a prohibited transaction if certain requirements are satisfied. The Advisory Opinion was issued by the DOL in response to a request for a prohibited transaction exemption (PTE) by SunAmerica. The SunAmerica PTE request identified Morningstar as the IFE for the SunAmerica program. SunAmerica and VFA have entered into an agreement with Morningstar to provide the services described in SunAmerica's PTE request and in the Advisory Opinion.

A VFA financial advisor(s) will be, or is already, providing services to your Plan, which may include enrollment and contribution processing, plan record keeping and compliance, education and other services. Pursuant to this Plan Agreement, VFA will also provide investment advisory services. As described above, VFA will provide advice under the Portfolio Advisor Service through an online program that the Participant may use at any time the system is available, and as frequently as desired. VFA will generally

provide advice under the Portfolio Manager Service through a VFA Investment Advisor Representative (Facilitator). The Facilitator will continue to provide many of the same plan and investment services to the Plan that he or she would otherwise provide, in the absence of the selected investment advice services. However, pursuant to the Advisory Opinion, the Facilitator will present the advice exactly as it has been determined under the computer program developed by Morningstar, and may not alter that advice or provide other investment advice.

## **4. Investment Advice Process**

From the investment options that You select to be available to Plan Participants, Morningstar will select the funds to be included in the model advice portfolios under the Guided Portfolio Services Program. (You will be notified by VFA if the investment options you select fail to include one or more asset categories required by the Morningstar portfolios.) If advice is being provided for a Participant's accounts in multiple plans or for multiple accounts on separate product platforms and/or record keeping systems under a single plan, the advice will be provided separately for each such plan or product platform. On an ongoing basis, Morningstar will monitor the asset-class portfolios and the individual investment options included in the advice portfolios, and make changes to either or both as appropriate. With certain exceptions, any such changes will generally occur not more frequently than quarterly.

For purposes of either the Portfolio Advisor or the Portfolio Manager Service, each Plan Participant selecting the Program will be assigned to one of a fixed number of model portfolios based upon the information provided to VFA by the Plan or by the Participant. As described in the Participant Agreement, a minimum set of data items will be required in order to assign the Participant to a model portfolio. They include gender, date of birth, state of residence, annual earned income, current annual plan savings rate, employment date, number of dependents, desired retirement age, and desired retirement need (% or \$).

Additional information can be provided, by the Plan or the Participant, to further assist in selection of the appropriate portfolio, including additional information about the Participant and/or the Participant's spouse and/or family, if applicable. This additional information can include (but is not limited to):

**Outside Plan Assets:** Account Type; Account Name; Annual Contribution \$; Account allocation by asset class or actual account holdings; Fund Name, Ticker/Symbol/CUSIP, Qty# of Units, Market Price per Share, Cost Basis per Share, Market Value; Cash; Stock Option Grant Year, Vest Year, Qualified, Asset Class, Qty, Strike Price, Underlying Price, Expiration Year; Cash Equivalents; Other Assets

**Liabilities:** Loan ID, Effective Date, Maturity Date; Balance, Repayment Amount; Interest Rate; Repayment Frequency; Loan Name; Loan Start Date; Loan End Date; Loan Payment; Interest Rate; Appraisal Value

**Cash Flow:** Cash Flow Type (income or expense); Begin Date; End Date, Amount, Premium over inflation (%), Adjust for inflation (now, later, no); College Cost Begin Year; College Cost End Year; Type of School; Cost

**Benefits/Retirement Information:** Pension Description; Start Age; Inflation Premium; Pension Monthly Payment; Inflation Adjust; Social Security Description, Monthly Estimate (\$), Age to Collect, % Reduction

**About Your Spouse:** First Name, Last Name, Date of Birth; Number of Dependents, Gender; Annual Savings Rate \$; Annual Savings Rate %; State of Residence; Employment Date; Annual Salary; Retirement Age; Retirement Needs \$; Retirement Needs %; Pre-Tax Match Calculation %; Max Pre-Tax % Saved, Dollar Cap for Pre-Tax Match; Max Pre-Tax Employee Svgs Rate; Company Stock Match Pre-Tax \$; Profit Sharing Match Pre-Tax \$; Employer Profit Sharing %; Profit Sharing Match Pre-Tax %; Employer Profit Sharing %; Post-Tax Match Calculation %; Max Post-Tax \$ Saved; Dollar Cap for Post-Tax Match; Max Post-Tax Employee Svgs Rate; Company Stock Match Post-Tax %; Profit Sharing Match Post-Tax %; Other Employee Match %

Plan Participants will be permitted to enroll in the Guided Portfolio Services Program at any time; provided, however, that in the case of a Plan Participant electing the Portfolio Manager Service, if the Participant previously terminated the service with respect to a Plan, he or she must wait at least twelve months before re-enrolling in the service for that Plan.

Upon enrollment in the Portfolio Advisor Service, the Plan Participant may use the online advice service, as often as desired, in the manner (and subject to any limitations) described in the Participant Agreement. A Plan Participant enrolling in Portfolio Manager will receive a statement summarizing the data provided to VFA that will be used to formulate the advice, and will be given an opportunity to correct or modify that data before the service is initiated. Thereafter, the Participant can revise, add, or change his or her data at any time during VFA's normal operating hours, or by accessing their account online, and he or she will also receive a summary of his or her data in a quarterly advice statement. The Participant enrolled in the Portfolio Manager Service will be further contacted at least once per year, and may ask to speak with a VFA Facilitator at any time. At least once annually, the wealth forecast, advice, and recommendations will be regenerated for Participants enrolled in the Portfolio Manager Service, and the accounts will be rebalanced quarterly if thresholds established for the Program are exceeded.

Participants are responsible for contacting VFA with any new or revised information that might warrant an additional review and/or rebalancing of the account. Allocations or reallocations

may be limited by the Plan or by the underlying investment. Such limitations will be taken into account by Morningstar in the development and implementation of the advice.

#### **5. Cost Assessed to Participant Accounts**

Participants who elect to enroll in the Portfolio Manager Service are assessed an annual fee which is paid quarterly from their account(s), as follows: 0.60% on the first \$100,000 in assets, 0.50% on the next \$150,000 in assets, and 0.45% on assets over \$250,000 ("Fee Schedule"). The fee will be deducted from the account of each Participant on a quarterly basis, which will occur not more than 15 days following the end of a calendar quarter. The fee will be calculated by applying the Fee Schedule to the quarter-end account value, as described in the Participant Agreement. If prior to a quarter-end, the Program is terminated, the entire account value is transferred out of a Participant's account, the Plan terminates the advisory program or takes action that causes or requires that the Program be terminated, VFA will not charge an advisory fee for that quarter. For the Portfolio Advisor Service, a fixed annual fee will be charged to the Participant's account following enrollment and will entitle the Participant to use of the service for one year. At the end of that year, and each succeeding year for which the advice is initiated or continued, the Participant will be required to re-enroll in order to continue receiving the service.

You hereby direct that these fees be withdrawn from the accounts of those Participants who have elected to enroll in these services as an expense of the Plan. You will be provided at least 90 days' advance written notice of any change in the Fee Schedules applied to Participant accounts. Fees will be assessed to Participant accounts on a pro rata basis among investments.

If a Participant has multiple retirement plan accounts enrolled in the GPS Portfolio Manager Program, their account values can be combined to calculate advisory fees. Accounts are aggregated for fee calculation purposes based on the Participant's social security number. VFA does not combine account values with the account values of the Participant's other family members for the purposes of calculating advisory fees. Additionally, the account values of accounts enrolled in VFA's other advisory programs such as the GPA Program or the Managed Investment Program will not be combined.

#### **6. Cost Assessed to Plan Sponsor**

You are responsible for an annual fee of \$\_\_\_\_\_ related to the portfolio construction, monitoring, maintenance and reporting performed by Morningstar under the Guided Portfolio Services Program. You will be sent at least 90 days' advance written notice of any change in the rate of fees assessed to the Plan.

Circle one: Standard Portfolio Set      Custom Portfolio Set

## **7. Term and Termination of Guided Portfolio Services Program**

This Plan Agreement will become effective on the last signature date hereof and will remain in effect from calendar quarter to calendar quarter until otherwise terminated. A termination will be effective with respect to all plans identified in this Plan Agreement unless otherwise specified by You and agreed by VFA following provision of not less than 90 days' advance written notice; provided, however, that some or all of the notice period may be waived upon a demonstration that only an earlier termination will comply with the independent fiduciary's fiduciary duties. You or another authorized Plan Representative may terminate the services at any time for all Plan Participants, subject to a reasonable advance written notice requirement consistent with applicable law. Such termination shall be effective as soon as reasonably practicable thereafter. A Plan Participant may terminate the Portfolio Manager Service with respect to his or her account, subject to a reasonable advance written notice requirement consistent with applicable law. Such termination shall be effective as soon as reasonably practicable thereafter. VFA may terminate the Services to the Plan, including all Participants thereunder, by not less than 90 days' advance written notice to the Plan and to each Plan Participant who is enrolled in the Guided Portfolio Services Program.

## **8. Notice**

Any notice permitted or required under this Plan Agreement shall be provided as follows:

Notice to Plan Representative (name, title and mailing address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice to VFA:  
VALIC Financial Advisors, Inc.  
Guided Portfolio Services Program  
c/o Advisory Services Team  
2929 Allen Parkway  
Houston, Texas 77019

## **9. No Guarantee**

You understand, acknowledge and accept that the advice provided hereunder relies on historical performance and other data, all of which have limitations. Past performance of investments is no guarantee of future results. The analysis and advice provided depends upon a number of factors, including the information provided, various assumptions and estimates and other considerations. As a result, the wealth forecast developed and advice and recommendation provided are not guarantees that a Plan Participant will achieve his or her retirement goals or anticipated returns. You understand that there remains a risk of loss within variable investment options.

## **10. Form ADV**

By entering into this Plan Agreement, you represent that you have received and reviewed VFA's Form ADV Part 2A brochure, which describes the GPS advisory program. The Form ADV Part 2A brochure for the Program is filed annually with the U.S. Securities and Exchange Commission.

## **11. Limitation of Liability**

The use and storage by the Plan or a Participant of any information including, without limitation, account numbers, passwords, identification, portfolio information, account balances and any other information available on an employer or a Participant's personal computer is the sole risk and responsibility of the employer and/or the Participant. VFA is not responsible for providing and maintaining the communications and equipment (including personal computers and modems) and telephone or alternative services required for accessing and utilizing electronic or automated services, or for communications service fees and charges incurred by the Plan or a Participant in accessing these services.

You understand and agree that there is no guarantee that the recommendations generated by VFA or pursuant to the computer program developed by Morningstar will be successful. You acknowledge that the outcome of the Guided Portfolio Services Program's calculations are estimates only, and there is no guarantee of the future financial performance of the Participant's investments or that the Participant will meet his or her desired goal(s).

You agree, understand, and acknowledge that VFA is basing its advice on the responses provided and other information furnished to VFA through the Advice Program and updated as necessary. VFA shall not be liable for any misstatement or omission contained in the information furnished to VFA, or any loss, liability, claim damage or expense whatsoever arising out of or attributable to such misstatement or omission.

## **12. Assignability**

This Plan Agreement shall not be assignable by any party without the prior written consent of the other party.

## **13. Extraordinary Events**

VFA shall not be liable for loss caused directly or indirectly by governmental restrictions, exchange or market rulings, suspension of trading, war, strikes or other conditions beyond its control. VFA shall not be responsible for loss or damages caused by equipment failure, communications lines failure, unauthorized access, theft, systems failure and other consequences beyond its control.

#### **14. Privacy**

**Protection of Nonpublic Personal Information.** VFA is subject to various privacy requirements for the protection of its clients under the Gramm-Leach-Bliley Act (Act) and regulations promulgated pursuant to the Act.

**Definition of Nonpublic Personal Information.** Nonpublic personal information of customers or consumers (NPI) includes, but is not limited to, names, addresses, account balances, account numbers, account activity, Social Security numbers, taxpayer identification numbers, and sensitive financial and health information. NPI includes information on VFA's forms or in a database of any kind, information created by VFA, information collected by or on behalf of VFA and personally identifiable information derived from NPI.

**Disclosure and Use of NPI.** All NPI that VFA obtains as a result of this relationship shall not be used, disclosed, reused or redisclosed to any unaffiliated third party, except to carry out the purposes for which the information was disclosed. All NPI shall be held in confidence to the same extent and in at least the same manner as VFA protects its own NPI, but in no case in a lesser manner than a reasonable degree of care under the circumstances.

VFA shall be permitted to disclose relevant aspects of the NPI to its officers, agents, subcontractors, independent financial expert and employees only to the extent that such disclosure is reasonably necessary for the performance of its duties and obligations under the Plan Agreement; provided that VFA shall take all reasonable measures to ensure that the NPI is not disclosed or reproduced in contravention of the provisions of this Section by VFA officers, agents, subcontractors, investment subadvisors and employees.

The obligations of this Section shall not restrict any disclosure by VFA pursuant to any applicable state or federal laws, or by request or order of any court or government agency (whether or not VFA gives prior notice in order that any other party will have a reasonable opportunity to oppose the disclosure, request or order).

The obligations of this Section shall not apply to information which, without breach of obligation of confidentiality, (1) is independently developed by VFA; (2) is or becomes publicly known; (3) is already known by VFA as evidenced by the written records; or (4) is obtained from an independent source.

**Security of NPI.** VFA further agrees to establish and maintain policies and procedures designed to ensure the confidentiality and security of NPI. This shall include procedures to protect against any anticipated threats or hazards to the security or integrity of the information and unauthorized access to or use of the information.

#### **15. Separability**

If any provision or condition of this Plan Agreement shall be held to be invalid or unenforceable by any court or regulatory or self-regulatory agency or body, such invalidity or unenforceability shall attach only to such provision or condition. The validity of the remaining provisions and conditions shall not be affected thereby and this Plan Agreement shall be carried out as if any such invalid or unenforceable provision or condition were not contained herein.

#### **16. Entire Agreement; Governing Law**

This Plan Agreement represents the entire agreement between the parties with respect to the subject matter hereof and may not be modified or amended except in writing signed by You and VFA. It shall be governed by and construed and enforced under the laws of the State of Texas.

\_\_\_\_\_  
Employer/Plan Sponsor Name

\_\_\_\_\_  
By, It's Duly Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Signature if Required

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized VALIC Financial Advisors, Inc., Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



VALIC Financial Advisors, Inc.  
2929 Allen Parkway  
Houston, TX 77019

RE: Guided Portfolio Services Program

Dear Plan Sponsor:

Congratulations on your decision to offer the Guided Portfolio Services® Program (GPS) to participants in your retirement plan(s).

Enclosed is the VALIC Financial Advisors, Inc. GPS Program Plan Services Agreement. Unless you are permitted to submit an alternate acknowledgment and authorization form as indicated below, a completed Services Agreement must be submitted before any participant agreements for this service can be implemented. Please execute and return a signed original to us for our records.

In certain cases, an acknowledgment and authorization (below) can be submitted in lieu of the Services Agreement. For example, if all of the following conditions apply:

- The Plan is not subject to the requirements of Title 1 of the Employee Retirement Income Security Act of 1974 as amended ("ERISA")
- Fees for the GPS Program are assessed solely against participant accounts, and no fees are payable by the Plan Sponsor (this is subject to confirmation by VALIC Financial Advisors)
- A Services Agreement is not required by the Plan or by applicable law

Should all of these conditions apply, the acknowledgment could be substituted for the Services Agreement in the absence of a contrary provision in the Plan or in applicable law (this alternative is not available to ERISA plans). If this alternative is available and you prefer the acknowledgment to the Services Agreement, please sign the enclosed GPS Program Alternate Acknowledgment and Authorization Form and return it to us for our records.

Sincerely,

---

Financial Advisor

---

License Number

**GUIDED PORTFOLIO SERVICES® PROGRAM  
ALTERNATE ACKNOWLEDGMENT AND AUTHORIZATION FORM**

I am a duly authorized representative of the Plan Sponsor. On behalf of the Plan Sponsor, I hereby warrant that the Guided Portfolio Services Program may be offered to Plan participants and beneficiaries without execution of the Services Agreement. I understand that these services shall be applied separately to each account for which the services have been elected by the participant (or beneficiary). I hereby acknowledge receipt of the Services Agreement and the separate participant agreement for the services. I further hereby acknowledge and agree that the Plan Sponsor has sought or had opportunity to seek legal counsel prior to execution of this Acknowledgment and Authorization, and has determined that execution of the separate Services Agreement is not required under the Plan(s) and/or applicable law. I acknowledge and agree that participant fees for the services shall be assessed solely against the accounts of participants under the Plan(s) who are enrolled in Guided Portfolio Services. Participants who elect to enroll in the Portfolio Manager Service are assessed an annual fee which is paid quarterly from their account(s), as follows: 0.60% on the first \$100,000 in assets, 0.50% on the next \$150,000 in assets, and 0.45% on assets over \$250,000 ("Fee Schedule"). For the Portfolio Advisor Service, a fixed annual fee will be charged to the Participant's account following enrollment and will entitle the Participant to use of the service for one year. At the end of that year, and each succeeding year for which the advice is initiated or continued, the Participant will be required to re-enroll in order to continue receiving the service.

Applicable plan(s):

_____	_____
_____	_____
_____	_____

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

\_\_\_\_\_  
Group Number/Plan ID

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Guided Portfolio Services® (GPS)

# Participant Fee Schedule

### Portfolio Manager service

Account Balance Managed Under GPS	Annual Participant Fee
First \$100,000	0.60% on assets
Next \$150,000	0.50% on assets
Amount over \$250,000	0.45% on assets

Participants in the Portfolio Manager service will pay a fee to VALIC Financial Advisors, Inc. (VFA) for this service. This fee is in addition to any fees and charges imposed by the annuity product and/or group mutual fund program for other services, accounts or products. The fee is calculated and deducted according to the terms of the investment advisory agreement between VFA and you. You should review the terms and conditions of the investment advisory agreement and review the information provided in Form ADV Part 2A, which are provided to you when you enroll in the Portfolio Manager service.

### Portfolio Advisor service — \$25.00 annual fee

If you participate in Portfolio Advisor, a fixed annual fee is charged to your account following enrollment, which entitles you to use the service for one year. At the end of that year, and each succeeding year for which the advice is initiated or continued, you will be required to re-enroll to continue the service.

**VFA may make changes to the Portfolio Manager or Portfolio Advisor fees or billing practices by providing advance written notice to the plan sponsor and participant in accordance with VFA's agreement with the plan sponsor and plan participant.**

Securities and investment advisory services offered through VALIC Financial Advisors, Inc. (VFA), member FINRA, SIPC and an SEC-registered investment adviser.

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**VALIC Financial Advisors, Inc.**

**WRAP FEE PROGRAM BROCHURE**  
Part 2A Appendix 1 of Form ADV

Guided Portfolio Services Program  
and  
Guided Portfolio Advantage Program

**2929 Allen Parkway, L7-20, Houston, TX 77019**  
**Telephone: (866) 544-4968**

**December 9, 2019**

This wrap fee program brochure provides information about the qualifications and business practices of VALIC Financial Advisors, Inc. ("VFA"). If you have any questions about the contents of this brochure, please contact us at telephone number (866) 544-4968. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

VFA is a registered investment adviser. Registration of an investment adviser does not imply a certain level of skill or training. Additional information about VFA also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Our brochure may be requested by contacting VFA at 866-544-4968 or it is also available free of charge on website at [www.valic.com](http://www.valic.com).

## **Item 2 — Material Changes**

Since our annual update to the Wrap Brochure dated March 31, 2019, the Firm made several material changes, which include the following:

- The Firm updated Item 4 to include disclosures regarding compensation paid to the Firm and IARs and conflicts of interest.
- The Firm updated Item 9 “Additional Information” to include additional disclosure in the Client Referrals and Other Compensation section regarding IAR eligibility to attend annual conferences or other events based on the IAR’s compensation. The Firm also updated Item 9 to reflect agreements the Firm has with certain organizations to provide marketing opportunities and endorsements. Certain of these arrangements may be considered agreements for client referrals.

We will provide you with a summary of any material changes to this and subsequent Wrap Brochures within 120 days of VFA’s fiscal year end, which is December 31st. In addition, if there is a material change to the disclosures in this Brochure, we will provide the necessary updates. You may obtain copies of this Wrap Brochure and VFA’s Firm Brochure by calling 866-544-4968 or accessing our website at <https://www.valic.com/prospectus-and-reports/vfa-form-adv-materials>.

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## **Item 4 - Services, Fees and Compensation**

### **Introduction**

VALIC Financial Advisors, Inc. ("Firm" or "VFA") is registered with the Securities and Exchange Commission ("SEC") as an investment adviser. As an investment adviser, VFA provides to its clients the investor advisory products and services described in this Wrap Brochure, and certain other advisory programs described in other Firm brochures. The Firm offers its investment advisory services through its investment adviser representatives ("IARs") located throughout the United States. The Firm is also registered with the SEC as a broker-dealer and is a member firm of the Financial Industry Regulatory Authority, Inc. ("FINRA"). As a broker-dealer, the Firm separately offers securities such as stocks and bonds, mutual funds, exchange-traded funds ("ETFs"), variable annuity and variable life insurance products, and municipal securities. Broker-dealer services are not covered by this Wrap Brochure. All IARs are also engaged in the Firm's brokerage business and are registered with the Firm as registered representatives.

VFA was incorporated in Texas in 1996 and is headquartered in Houston, Texas with additional branches throughout the United States. VFA is a wholly-owned subsidiary of The Variable Annuity Life Insurance Company ("VALIC"), an indirect wholly-owned subsidiary of American International Group, Inc. ("AIG").

As of September 30, 2019, VFA managed \$19.9 billion on a discretionary basis.

This Wrap Brochure describes the services, fees and other necessary information you should consider prior to enrolling in the Guided Portfolio Services ("GPS") Program or Guided Portfolio Advantage ("GPA") Program. The Firm also offers one other wrap fee program: the Managed Investment Program ("MIP"). You can obtain a brochure for MIP by contacting us at 866-544-4968. For a description of the other services offered by VFA, please refer to the Firm's Form ADV Part 2A (the "Firm Brochure").

### **(1) GPS Program (*Retirement plans*)**

Description: VFA offers the GPS Program, which is an advice and asset management program offered to individuals in connection with their participation in certain employer-sponsored retirement plans. This advisory program is available to participants in retirement plan accounts where the plan service provider is either VALIC or VALIC Retirement Services Company ("VRSCO"), each an affiliate of VFA. Your retirement account may be invested in a VALIC Portfolio Director ("PD") variable annuity or in a mutual fund program through which VRSCO provides recordkeeping, compliance and administrative services to the plan and plan participants.

There are two services under the GPS Program that may be available in your retirement plan. The two services are:

- **GPS Portfolio Advisor**, which is a web-based program that enables you to obtain retirement income forecasts, contribution rate and retirement age recommendations, asset allocation models and investment advice through Morningstar Investment Management LLC ("Morningstar"), an independent financial expert. Once you have submitted the necessary inputs to the GPS Client Profile (defined below), you will receive a one-time recommendation for the allocation of your account value, and future contributions, among the fixed and variable investment options in your VALIC variable annuity or among the investment options available in your mutual fund retirement program account. It is then your decision whether to implement the investment advice in whole, in part, or not at all, as VFA provides non-discretionary investment advice only in this program and does not engage in any account management or monitoring of assets for this program. You are also solely responsible for reviewing and updating the information you input in the program with respect to the completeness, accuracy and timeliness of the information. You should review your retirement account(s) periodically to monitor changes in the market and the value of your investments and subsequent contributions because a failure to review and update account information through this program may materially affect the content and value of the service; and
- **GPS Portfolio Manager**, which is a program that combines the investment advice and recommendations through Morningstar described in the Portfolio Advisor program above with ongoing automated asset management services including automatic implementation of the investment advice, periodic portfolio rebalancing, automatically generated annual updates to advice and annual retirement income forecasts for your review, portfolio monitoring and special investment advice statements. Additionally, you may also receive personalized service from VFA IARs in person or by telephone. In this program you will be granting VFA discretionary investment authority over the account.

Consistent with the Department of Labor Advisory Opinion 2001-09A, also known as the SunAmerica Opinion, Morningstar is the "independent financial expert" to the GPS Program, and provides the advice methodologies that are used to produce the investment recommendations to, or that are implemented on behalf of, participants in the GPS Program.

*Account Management (Portfolio Manager program only):* As part of your enrollment process in the GPS Portfolio Manager Program, you will complete a GPS Client Profile ("GPS Client Profile"). The GPS Client Profile will help you to think about your retirement income goal and time horizon, as well as allow you to disclose information about the assets, benefits, and retirement savings contributions that you intend to use to fund your retirement. The GPS Program uses this information to develop an Investment Policy Statement ("IPS"), which will include a portfolio assignment and will determine how your account(s) will be invested. There are seven portfolio assignments, ranging from Very Conservative to Very Aggressive. The asset classes and specific investment vehicles used in these portfolios depends on the investment vehicles available in the plan's lineup, which is determined by the plan sponsor.

GPS Portfolio Manager applies asset allocations provided by Morningstar without modifications (although application of such asset allocations may be constrained by limitations imposed by one or more plan investment options), to manage your investments exclusively in accordance with the retirement objectives you indicated on your GPS Client Profile. The investment advice and recommendations you receive will be based solely on the information disclosed to VFA in your GPS Client Profile, and on the balances/allocations of assets you have in your VALIC plans(s)/accounts(s). The advice delivered by the GPS Program will not consider any investment objectives, risk profiles/preferences, or other information you may have provided or disclosed previously or in relation to other, separate products, securities, or services.

GPS Portfolio Manager is an asset allocation investment advisory program designed for investors who prefer to pay an annual fee based on total assets under management that covers advice and asset management. GPS Portfolio Manager is generally more appropriate for investors with a longer time horizon and is not suitable for investors with a very short time horizon. Before electing to enroll in GPS Portfolio Manager, you should consider, among other things: the costs and potential benefits of participating in an asset allocation advisory program that charges a wrap fee; the need and desire for professional money management service; whether you are comfortable with granting investment discretion to an investment adviser; your retirement goals, investment objectives, and time horizon for your assets managed through GPS Portfolio Manager; and your financial circumstances. You should consider these factors, among others, when deciding whether to participate or continue to participate in GPS Portfolio Manager.

The portfolio assigned to your GPS Program account (your "GPS portfolio assignment") is aimed at better diversifying your total retirement portfolio. Thus, it is important for you to disclose as much information as possible about the other components of your total retirement portfolio when completing your GPS Client Profile form. Furthermore, because GPS Portfolio Manager will manage your investments in accordance with the retirement objectives indicated in your GPS Client Profile form, and because the GPS portfolio assignment is aimed at better diversifying your total retirement portfolio (which includes retirement assets and income streams outside the accounts managed under GPS), the GPS portfolio may involve/require more or less risk than you were previously accustomed to taking. Neither diversification nor asset allocation ensure a profit or guarantee against a loss.

The advised asset allocation and investment selections for the existing balances in, and future contributions to your retirement plan account(s) that are enrolled in GPS Portfolio Manager, will be automatically implemented as indicated in the Disclosures section of the IPS unless you request otherwise. You will have ten (10) calendar days after the Firm generates your initial IPS to cancel the GPS Portfolio Manager program at no cost to you. Upon review of your IPS, if you are uncomfortable with the GPS portfolio assignment, you may also contact the Asset Management Center at (800) 448-2542 to make any necessary changes, and have the advice regenerated accordingly.

On approximately a quarterly basis, GPS Portfolio Manager reviews your account and, if needed, automatically rebalances it back to the target allocations of your assigned portfolio (applying any changes that Morningstar may have made to the investment allocations of your assigned portfolio accordingly). Additionally, GPS Portfolio Manager will automatically regenerate your advice, and issue the corresponding IPS, at least once per year while you are enrolled in GPS Portfolio Manager. These subsequent advice outputs may include any updates to your GPS portfolio assignment that are deemed appropriate by the advice program.

It is important to review your IPS and make any updates to your GPS Client Profile information should your retirement objectives or investment circumstances change. It is your responsibility to have your GPS Client Profile information updated accordingly by contacting your IAR, contacting the Asset Management Center, or accessing your GPS Client Profile online by logging on to your VALIC account from VALIC.com, then clicking on "See Your Personal Advice."

With the GPS Portfolio Manager account, a client may change his/her portfolio assignment. Upon review of your IPS, if you are uncomfortable with the GPS portfolio assignment, you may submit a form to the Firm that will limit your portfolio assignment to one, or a range, of the model portfolios (a subset from within "Very Conservative" to "Very Aggressive"). You can obtain this form from your IAR or by contacting the Asset Management Center at (800) 448-2542. If you determine to modify your portfolio assignment you will receive an updated IPS corresponding to your selected portfolio assignment. Additionally, if you determined to modify your portfolio assignment you may incur more, or less risk, than as originally assigned to your accounts in the GPS Portfolio Manager program.

**Fees and Charges:** While you are enrolled in the GPS Program, you pay the advisory fees for the management of your account(s) and other fees and expenses of the product or platform in which you are invested.

**Advisory Fee.** The advisory fee rates charged for the GPS Programs are as follows:

- **GPS Portfolio Advisor.** Participants in the Portfolio Advisor Program pay an annual fee of up to \$25. The fee is charged to your account following enrollment in the program and entitles you to use the service for one year. You may not obtain a refund of this pre-paid fee. Following the one-year period, you will not automatically be re-enrolled in the GPS Portfolio Advisor Program and must actively re-enroll in the program if you would like to continue its services. The Firm may agree with your plan sponsor to waive this fee in certain circumstances.
- **GPS Portfolio Manager.** Participants in the GPS Portfolio Manager Program pay an advisory fee based on the account value at each calendar quarter-end. If a participant has multiple accounts enrolled in the GPS Portfolio Manager Program, the quarter-end account values for all enrolled accounts are combined for determining the advisory fee. The fee is calculated as follows:

<b>Assets Under Management (AUM)</b>	<b>Maximum Annual Advisory Fee (Paid by Client)</b>
First \$100,000	0.60%
Next \$150,000	0.50%
Over \$250,000	0.45%

The Firm typically enters into a GPS plan services agreement with your employer that provides that the Firm may offer the GPS Program services to you and other plan participants. The advisory fee rate may be negotiated by the plan sponsor. This fee is not negotiable with plan participants. The rate applicable to your account is included in the Fee Schedule which accompanies your Advisory Agreement.

**Calculation of the Advisory Fee.** The GPS Portfolio Manager advisory fee is calculated at each calendar quarter-end. The Firm uses your account value, as reflected on VALIC/VRSCO's record keeping system, as of the last day of the calendar quarter to calculate the advisory fees you owe for the quarter.

The Firm works with VALIC/VRSCO to calculate the advisory fee owed on your account(s). Once calculated, VALIC/VRSCO, on behalf of the Firm, deducts the advisory fee from your account(s) generally within fifteen (15) calendar days of the calendar quarter-end. If you enrolled in the GPS Portfolio Manager Program during the quarter, you will pay an advisory fee only for those days in which you were enrolled in the advisory program. We will assess advisory fees from the date that VFA first generates your advice, which is the date displayed on your initial IPS (subject to your right to cancel your participation in the Program within 10 days of such date). Your asset allocation plan will be implemented on the business day following the 10th day after the date displayed on your IPS. If you make updates to your GPS Client Profile information and have the advice regenerated during this initial 10-day period, this will become the new date for your initial advice generation, as well as the date from which advisory fees are first assessed.

In determining the advisory fee, the Firm excludes certain assets from the account value in its calculation. For GPS Portfolio Manager accounts invested in the VALIC PD variable annuity, amounts invested in the Multi-Year Enhanced Option at the quarter-end are excluded. If you have retirement plan assets invested in a brokerage account (e.g., Schwab Personal Choice Retirement Account), assets in the brokerage account are excluded from the calculation of your advisory fee. Other than the exclusions noted in this paragraph, the VALIC variable annuities where GPS is available do not exclude any other assets from the fee calculation.

If prior to a quarter-end, you or the Firm terminate the advisory service, you transfer the entire account value out of your account or your plan sponsor terminates the advisory program, the Firm will not charge an advisory fee for that quarter.

**Combining of Accounts for Fee Calculations.** If you have multiple retirement plan accounts enrolled in the GPS Portfolio Manager Program, the Firm will combine the account values to calculate your advisory fees. Accounts are aggregated for fee calculation purposes based on your social security number. The Firm does not combine the account values of your family members' accounts with your account value for the purpose of calculating your advisory fees. Additionally, in calculating the applicable fees for the GPS Portfolio Manager Program, the Firm does not include the account values of your accounts, if any, held in the Firm's GPA Program and/or Managed Investment Program.

A portion of the advisory fee collected by the Firm is paid to Morningstar as compensation for the services it provides under the program.

**Other Fees and Expenses.** The VALIC PD variable annuity contract in which your retirement plan invests includes various, fees and expenses including, but not limited to, separate account charges, account maintenance fees, surrender charges and the fees and expenses of the underlying mutual funds available in the contract. Certain of the underlying funds available in the PD variable annuity



contract pay 12b-1 fees to VALIC. VALIC uses those fees to directly reduce the separate account charges applicable to the corresponding fund options in the contract. Please review the VALIC PD variable annuity prospectus and the mutual fund prospectuses for details regarding their respective fees and expenses. If your plan invests directly in mutual funds, you bear the fees and expenses of the mutual funds available in the program and plan-related fees and expenses, such as recordkeeping fees. If your plan sponsor has selected a mutual fund that charges a 12b-1 fee, VRSCO, as the plan service provider, reduces or offsets the recordkeeping fees you or your plan sponsor pay, or offsets other plan expenses. This amount is based on 12b-1 fees received or expected to be received by the Firm from the funds. An offset of fees to the plan can be direct, reducing the fee that is actually charged, or indirect, as a credit to your plan account which offsets some or all of the fees charged to the account. Please review the mutual funds' prospectuses for information about the fees and expenses of the mutual funds available within your plan and contact your retirement plan provider for information about recordkeeping/administrative services fees you pay as part of your retirement plan account.

**Compensation to VFA and IARs.** VFA receives the advisory fee as compensation for your participation in the GPS Portfolio Manager Program. VFA pays a portion of this advisory fee to your IAR. If you enroll in the GPS Portfolio Advisor Program, VFA receives the annual fee and the IAR does not receive any compensation.

If you are enrolled in the GPS Program within a VALIC PD variable annuity contract, your VFA IAR typically will receive other compensation for services provided to you in connection with your plan account(s), including commissions on deposits into your annuity contract and a combination of salary/fixed payments, and bonus/enrollment payments. This compensation is in addition to any advisory fees your IAR receives for your participation in the GPS Portfolio Manager Program. The advisory compensation that your IAR receives related to your participation in the GPS Program creates a financial incentive for her/him to recommend your enrollment in, and additional investments in, the GPS Portfolio Manager Program.

## **(2) GPA Program (Individual Annuities)**

**Description:** The Firm also offers the GPA Program, which is an asset management program offered exclusively to clients of VALIC who (1) purchased the VALIC Portfolio Director Advantage fixed and variable annuity contract ("PD Advantage") or (2) purchase the VALIC Portfolio Director Freedom Advisor fixed and variable annuity contracts ("PD Freedom Advisor"). The PD Advantage and PD Freedom Advisor contracts are issued by VALIC, VFA's parent company.

On January 29, 2018, existing PD Advantage contract owners who had not enrolled in the GPA Program were no longer permitted to enroll in the GPA Program. Existing PD Advantage contract owners enrolled in the GPA Program may continue to make subsequent deposits into the contract under certain circumstances, which deposits will be managed under the program. The Firm offers the PD Freedom Advisor contract to individuals who desire to purchase an annuity and enroll in the GPA Program.

Using objective investment advice from Morningstar, the GPA Program manages assets to a strategy that is based upon your investment/retirement goals, risk tolerance, time horizon and liquidity needs. For PD Advantage contract owners who elected the IncomeLOCK or IncomeLOCK Plus living benefit within the contract, the investment allocations made in the GPA Program within your contract will be constrained by the investment requirements of the living benefit. In this program you will be granting VFA discretionary investment authority over the account. Similar to the GPS Program, Morningstar is the independent financial expert to the GPA Program consistent with the SunAmerica Opinion.

**Account Management:** Before enrolling in the GPA Program, you must first complete a GPA Client Profile and Risk Tolerance Questionnaire ("GPA Client Profile"). The GPA Client Profile will help you to determine your risk tolerance and time horizon. This will help to determine an Asset Allocation Policy and portfolio assignment, which determines how your account will be invested.

In its role as independent financial expert, Morningstar uses a tactical asset management program that develops a set of well diversified model portfolios beginning with strategic asset allocations that are typically reviewed annually and updated if necessary. Then, as frequently as monthly, Morningstar analyzes the performance trends of all the asset classes included in their model portfolios and adjusts allocations to asset classes in order to take advantage of these trends. However, to keep the tactical asset allocation targets consistent with each model portfolio's intended investment objectives, Morningstar limits how much the tactical allocations can deviate from their corresponding strategic allocations. After establishing tactical asset allocation targets, Morningstar completes construction of the GPA model portfolios using a mix of the underlying investment options in the variable annuity that allows them to hit their tactical asset allocation targets. When updates to the model portfolios are implemented, the investment allocations of accounts managed by the GPA Program are reviewed and reallocated to the new targets as necessary.

**Should your investment/ retirement objectives or investment circumstances change, it is your responsibility to have your GPA Client Profile information updated accordingly by contacting your financial advisor and submitting a GPA Client Profile and Risk Tolerance Questionnaire Update Form.**

**Fees and Charges:** the GPA Program is only available to individuals who have purchased a PD Advantage or PD Freedom Advisor fixed and variable annuity contract. If you are enrolled in the GPA Program, you pay the advisory fees for the management of your account and other fees and expenses of the product or platform in which you are invested.

**Advisory Fee.** Clients in the GPA Program pay an advisory fee based on the account value of their PD Advantage or PD Freedom Advisor account at the calendar quarter-end. The annual advisory fee rates that may be charged are as follows:

- **PD Advantage.** For the services rendered in connection with the PD Advantage contract, you pay an annual rate of 1.00% of your account value
- **PD Freedom Advisor.** For services rendered in connection with the PD Freedom Advisor contract, you pay the following annual advisory fee rate:

<b>Assets Under Management (AUM)</b>	<b>Maximum Annual Advisory Fee Rate (Paid by Client)</b>
First \$250,000	1.12%
Next \$250,000	0.97%
Next \$500,000	0.87%
Next \$1 million	0.77%
Next \$3 million	0.67%
Over \$5 million	0.57%

The GPA Program advisory fee rate may not be negotiated. The rate applicable to your account is included in your Advisory Agreement.

**Calculation of the Advisory Fee.** The GPA Program advisory fee is generally calculated, subject to the exceptions disclosed in the next paragraph, at each calendar quarter-end. The Firm uses the account value of your annuity contract, as reflected on VALIC's recordkeeping system, as of the last day of the calendar quarter to calculate the advisory fees owed for the quarter. The Firm works with VALIC to calculate the advisory fee owed on your account. Once calculated, VALIC, on behalf of the Firm, deducts the advisory fee from your annuity account within fifteen (15) calendar days of the quarter-end. If you enrolled in the GPA Program during the quarter, you pay an advisory fee only for those days in which you were enrolled in the program. The Firm will assess an advisory fee from the day in which investment advice was first generated for your account. The Firm does not exclude any portion of your quarter-end account value when calculating your advisory fee.

If you own the PD Freedom Advisor variable annuity and you terminate the GPA Program or you surrender the annuity, the Firm will assess an advisory fee on a pro rata basis for that portion of the quarter in which you were enrolled in the advisory program, as provided in the terms of your Advisory Agreement. For the calculation of the advisory fee upon termination/surrender, the Firm uses the account value as of the termination date of the program or the amount surrendered. If you own the PD Advantage variable annuity and you terminate the GPA Program or you surrender the annuity, the Firm will not assess an advisory fee for that quarter.

If you have multiple accounts in which you are enrolled in the GPA Program, the Firm does not combine the account values for the purpose of calculating your advisory fee. The Firm also does not combine with your account value the account values of your family members' GPA accounts for the purpose of calculating your advisory fees. Additionally, in calculating the applicable fees for the GPA Program, the Firm does not include the account values of your accounts, if any, held in the Firm's GPS Portfolio Manager Program and/or Managed Investment Program.

**Other Fees and Expenses.** As a contract owner in either PD Advantage or PD Freedom Advisor contracts, you bear the fees and expenses of the annuity contract, including, but not limited to, separate account charges, account maintenance fees, surrender charges, if applicable, and the fees and expenses of the underlying mutual funds available in the contract. For PD Advantage contract owners (accounts established prior to January 2018), this product includes mutual funds in which they, or their affiliates, have an agreement with VALIC to pay for administrative, recordkeeping and/or distribution and shareholder services it provides to the underlying fund(s). VALIC may receive payments for the administrative services it or its affiliates perform, such as account recordkeeping, mailing of fund related information and responding to inquiries about the funds. Currently, these payments range from 0.00% to 0.35% of the market value of the assets invested in the underlying fund as of a certain date, usually paid at the end of each calendar quarter. VALIC may, in its discretion, apply some or all of these payments to reduce the separate account charges applicable to the corresponding fund options in the contract.

For PD Freedom Adviser contract owners (accounts established beginning in January 2018), VALIC receives shareholder services fee from the VALIC Company II funds of 0.25% for various administrative services that it performs on behalf of the fund. These payments are used to reduce the separate account charge.

Please review your variable annuity product prospectus for details regarding its fees and the mutual fund prospectuses for details regarding their respective fees and expenses.

*Compensation to VFA and IARs.* IARs are compensated by VFA from the advisory fees paid on assets in the GPA Program in your PD Advantage or PD Freedom Adviser contracts, up to 0.90% annually based on the value of assets in the account. The advisory fees charged by VFA may be similar to or higher than the fees charged by other investment advisers. The compensation received may or may not be more than what would be received if you paid us separately for investment advice, brokerage and other services. If the amount would be more than what an IAR would receive if you participated in other programs we offer or paid separately for investment advice, brokerage and other services, the IAR will have a financial incentive to recommend this program over other programs or services.

### **(3) Termination of the Advisory Relationship**

When you enroll in the GPS Program or GPA Program, you are required to complete the GPS Client Profile or GPA Client Profile, as applicable, and sign an investment advisory services agreement between the Firm and you ("Advisory Agreement"). At any time thereafter, both you and the Firm may terminate the Advisory Agreement for any reason. You may do so by providing written notice to the Firm. Termination by VFA will be effective upon written notice as set forth in the Advisory Agreement, unless a later date is stated in the notice. Please see "Fees and Charges" sections under the descriptions of the GPS and GPA Programs for a discussion of whether an advisory fee may be assessed if the advisory program is terminated prior to a quarter-end. (4) Availability of GPS/GPA Programs in Affiliated Products; Revenues Received by Affiliates.

### **(4) Availability of GPS/GPA Programs in Affiliated Products; Revenues Received by Affiliates.**

The GPS Program and GPA Program are offered in connection with the VALIC PD variable annuity. As noted above, VALIC receives various fees under those contracts, including separate account charges, maintenance fees, withdrawal charges, living benefit fees and other fees and charges. Note that the VALIC PD variable annuity includes underlying mutual funds for which VALIC serves as investment adviser and Firm affiliates provide sub-advisory, transfer agent, administrative and shareholder services ("Affiliated Funds"). As a result, when investments are allocated to Affiliated Funds, the Firm's affiliates earn investment management fees, sub-advisory fees, transfer agent, administrative services and/or shareholder services fees. This compensation is in addition to the advisory fee that you pay for participation in the GPS or GPA Programs.

The GPS Program is also available in employer-sponsored retirement plans in which VRSCO and VFA provide various plan-related services to the plan and plan participants and VRSCO and VFA receive fees for such services. Plan sponsors select the plan's line-up of available investment options, which include mutual funds that are available on (or capable of being added to) the investment platform. The plan sponsors may make these selections themselves, or with the assistance of an investment advisor that is independent of VFA and its affiliates. Neither VFA nor its affiliates make or provide advice regarding these selections. Plan sponsors may include in the plan one or more Affiliated Funds. As a result, VFA affiliates, such as VALIC and SunAmerica Asset Management LLC ("SAAMCo"), will earn various fees referenced in the paragraph above.

As noted in the above paragraphs, Affiliated Funds may be present in either the VALIC PD variable annuity or in the mutual fund retirement program, and to the extent that account assets are allocated to the Affiliated Funds, the Firm and its affiliates will generally receive higher compensation. However, under the GPS Program and GPA Program, neither VFA nor VALIC has the ability to direct the allocation of your investments to any of the investment options in your plan whether invested in a VALIC variable annuity or in the mutual fund retirement program. Instead, Morningstar, as the independent financial expert, is responsible for creating the investment models used in the GPS Program and GPA Programs and establishing the target allocations to each investment option for each model/Program independent of VFA, VALIC and its affiliates.

### **Item 5 - Account Requirements and Types of Clients**

**GPS Program.** New Enrollments into the GPS Program are currently only available to individuals in employer-sponsored retirement plans, typically where the employer has elected to make the program available to its plan participants. In certain retirement plans, the employer may not be required to elect the service in order for it to be available in the retirement plan.

An individual who desires to enroll in the GPS Program must have first established an account in their employer-sponsored retirement plan with VALIC or VRSCO. To establish this service with an existing retirement plan account, you need to complete a GPS Client Profile. There is no minimum account balance to enroll an account in the GPS Program.

GPA Program. This service is available to individuals, trusts and other business entities. To enroll in this program, you must purchase a PD Freedom Advisor annuity contract. Existing PD Advantage contract owners who have previously enrolled in the GPA Program may make subsequent deposits into the contract, which will be managed under the program. To establish this service with a PD Freedom Advisor contract, you must complete a GPA Client Profile form. The PD Freedom Advisor contract has a minimum initial premium payment of \$25,000.

#### **Item 6 - Portfolio Manager Selection and Evaluation**

There are no portfolio managers for either program. The GPS Program and GPA Program each consist of (i) advisory services involving portfolio allocations across investment options and (ii) the execution of client transactions, which means the implementation of the advised allocations. These services are provided in conjunction with Morningstar as the independent financial expert.

#### **Item 7 - Client Information Provided to Portfolio Managers**

Morningstar is responsible for developing the investment models and determining investment advice delivered by the GPS and GPA Programs. As Morningstar is responsible for the methodologies used, but not for the operation of either program, they do not possess knowledge of your individual information or investment goals and objectives and do not have a direct relationship with you. However, it is important to periodically review your GPS IPS and make any applicable updates to your GPS Client Profile information should your retirement objectives or investment circumstances change. Updates can be provided by contacting the Asset Management Center or accessing your GPS Client Profile online by logging on to your VALIC account from VALIC.com, then clicking on "See Your Personal Advice." For GPS Portfolio Manager clients, you can also provide updates by contacting your IAR. Similarly, for GPA clients, it is important that you periodically review the responses to your GPA Client Profile, and if needed update those responses by contacting your IAR and submitting a GPA Client Profile and Risk Tolerance Questionnaire Update Form.

#### **Item 8 - Client Contact with Portfolio Managers**

Individuals utilizing the GPS Program or the GPA Program do not have contact with Morningstar. If you have questions regarding your account(s) or the advisory services, you should contact VFA or your IAR.

#### **Item 9 - Additional Information**

##### ***Disciplinary Information:***

We are required to disclose any legal or disciplinary events that are material to our clients or our prospective client's evaluation of our investment advisory business or the integrity of our management. The following are disciplinary events relating to the Firm and/or its management personnel:

On November 28, 2016, without admitting or denying the Financial Industry Regulatory Authority ("FINRA") findings, the Firm submitted a letter of acceptance waiver or consent for the purpose of settling alleged NASD and FINRA rule violations that it failed to: (1) have a reasonable system or process/procedures designed to address, analyze or review the conflicts of interest in its compensation program or to ensure that balanced disclosures was provided to the investors regarding such compensation program, (2) to maintain adequate systems and procedures to supervise the sale of variable annuities to retail brokerage customers, (3) maintain supervisory procedures and training materials that provide registered representatives and principals guidance or suitability considerations for sales of different variable annuity share classes, including L-share variable annuities, (4) enforce supervisory procedures requiring that certain emails flagged by its email surveillance system be reviewed by designated Firm supervisors, (5) establish a reasonable system and procedures to supervise its complaint reporting responsibilities, and (6) failed to issue account notices at account opening and then on 36-month intervals for certain brokerage customers. The Firm was censured and fined \$1,750,000.

On June 3, 2019, without admitting or denying any findings of fact or conclusions of law, the Firm settled a matter with the Securities Enforcement Branch ("SEB") of the Hawaii Department of Commerce and Consumer Affairs. As part of the settlement, the Firm entered into a consent order with the SEB (the "Consent Order"), which states that the Firm failed to supervise a registered representative who had submitted a transaction without proper customer authorization. Pursuant to the Consent Order, the Firm paid a fine of \$10,000.

##### ***Other Financial Industry Activities and Affiliations***

VFA is a wholly-owned subsidiary of VALIC, which is a Texas-domiciled insurance company and an SEC-registered investment adviser. VALIC is primarily engaged in the offering and issuance of fixed and variable annuity contracts and combinations thereof and is licensed to issue annuities in 50 states and the District of Columbia. VALIC is an indirect, wholly-owned subsidiary of AIG.

In addition to being registered with the SEC as an investment adviser, VFA is registered with the SEC, FINRA and state securities commissions as a broker-dealer, and as an insurance agency. In this capacity, VFA is involved in the sale of various types of securities, including, but not limited to, stocks, bonds, variable investment products and mutual funds. VFA, as well as our financial advisors, receive separate compensation for securities transactions effected through the Firm.

- AIG Capital Services, Inc. ("AIGCS") is an indirect, wholly-owned subsidiary of AIG and an affiliate of the Firm. In its capacity as a registered broker-dealer, AIGCS acts as principal underwriter for the offer, sales and distribution of the variable annuity contracts issued by VALIC and its affiliates and as distributor of registered investment companies advised by VALIC and SunAmerica Asset Management LLC ("SAAMCo").
- SAAMCo is an indirect, wholly-owned subsidiary of AIG and an affiliate of the Firm. SAAMCo is the investment adviser for AIG mutual funds and the AIG mutual funds available within VFA's MIP Managed Investor Account ("MIA") AIG Funds Portfolio. It also serves as an administrator and investment sub-adviser to certain registered investment companies advised by VALIC.
- AIG Federal Savings Bank, an affiliate of the Firm, acts as custodian/trustee for employer-sponsored retirement plans for which the Firm provides enrollment, education and offers the GPS Program.
- VALIC Retirement Services Company ("VRSCO") is a wholly-owned subsidiary of VALIC and an SEC-registered transfer agent for registered investment companies advised by VALIC and SAAMCo. VRSCO is also a record keeper and service provider to certain retirement plans for which the Firm provides enrollment, education and advisory services.
- VALIC Company I/VALIC Company II (the "VALIC Funds") are registered investment companies advised by VALIC and, with respect to certain funds, sub-advised by SAAMCo. The VALIC Funds are offered as underlying investment options within VALIC-issued variable annuity contracts and as mutual funds in employer-sponsored retirement plans for which VFA offers the GPS Program and GPA Programs, as applicable. For these funds, SAAMCo is the administrator and, for certain funds, an investment sub-adviser, AIGCS is the distributor, and VRSCO is the transfer agent. Additionally, with respect to the VALIC Company II funds, VALIC provides shareholder services to shareholders invested in the funds.
- The AIG Funds are registered investment companies advised by SAAMCo and comprise all or substantially all of the funds held within the MIA AIG Funds Portfolio. The AIG Funds within this Portfolio model generally will include series within the SunAmerica Equity Funds, SunAmerica Income Funds, SunAmerica Specialty Series, SunAmerica Senior Floating Rate Fund, and SunAmerica Series, Inc. AIGCS is the distributor of the AIG Funds.

#### ***Code of Ethics, Participation or Interest in Client Transactions and Personal Trading:***

The Firm has adopted a Code of Ethics ("Code"). VFA will provide a copy of its Code to clients and prospective clients upon request by contacting us at (866) 544-4968.

VFA, as an investment adviser, has a fiduciary duty to act solely for the benefit of its advisory clients. The Code requires honest and ethical conduct by all of our supervised persons, compliance with applicable laws and governmental rules and regulations, the prompt internal reporting of violations of the Code to an appropriate person or persons identified in the Code, and accountability for adherence to the Code. The Code is designed to protect the organization and its clients from damage that could arise from a situation involving a real or apparent conflict of interest. While it is not possible to identify all possible situations in which conflicts might arise, this Code is designed to set forth our policy regarding the conduct of our supervised persons in those situations in which conflicts are most likely to develop.

Supervised persons are expected to adhere to the Code and are also expected to follow procedures for reporting any violations of the Code.

To the extent permitted by applicable law and the investment objectives, policies and restrictions, if any, applicable to client accounts, your IAR may recommend that an investment be made in one or several registered investment companies for which an affiliate acts as investment adviser or sub-adviser. In certain instances, in accordance with applicable law, we will waive our advisory fee with respect to the portion of client assets so invested.

For access persons, VFA requires that securities transactions be disclosed and/or reported. Access persons are any of VFA's supervised persons who have access to non-public information regarding any investment advisory client's purchase or sale of securities, or nonpublic information regarding the portfolio holdings of any reportable fund (as defined in the Code) or any person who is involved in making securities recommendations to investment advisory clients, or who has access to such recommendations that are nonpublic.

In our capacity as a broker-dealer, we provide to our clients a variety of products and services for which we are compensated. If an advisory client chooses to utilize our services as a broker-dealer, VFA and our associated persons may earn compensation in the form of brokerage commissions in addition to advisory fees. Our associated persons may recommend to you the purchase or sale of investment products in which we or a related entity may have some financial interest, including, but not limited to, the receipt of compensation.

**Privacy Policy:** Protecting customers' private information is important to the Firm. Therefore, the Firm has instituted policies and procedures to keep customer information confidential and secure. The Firm does not disclose any non-public personal information about its customers or former customers to any non-affiliated third parties except as required by or permitted by law. In the course of servicing a client account, the Firm may share some information with its service providers, such as transfer agents, custodians, broker-dealers, accountants, and attorneys. The Firm will deliver a copy of the current privacy policy to prospective clients prior to establishing a client relationship with VFA and to all VFA clients annually, thereafter.

### ***Review of Accounts and Reports:***

#### ***(1) GPS Program***

**GPS Portfolio Advisor Program.** The GPS Portfolio Advisor program does not include any periodic review of accounts. It is a one-time recommendation for the allocation of your account value among the fixed and variable investment options in your VALIC variable annuity or among the mutual funds in your mutual fund retirement program. Clients in the GPS Portfolio Advisor program do not receive written reports. This program offers web-based advice enabling an individual to make investment decisions.

**GPS Portfolio Manager Program.** With respect to the GPS Portfolio Manager program, at the end of each calendar quarter (approximately), the investor profile information used to generate your retirement income forecasts and investment advice and to perform asset management, is sent to you for review in the form of a Quarterly Advice Statement ("QAS"). Further, in the quarter prior to the annual update to your GPS Portfolio Manager retirement income forecast and investment advice, VFA will contact you with a reminder to update your GPS Client Profile information as required.

When advice is generated for the account(s) you have managed under the GPS Portfolio Manager program (the initial advice, the automatic annual advice, and any ad hoc advice that you may request), the account(s) will be reviewed to determine whether transactions are required to allocate your assets per the target allocations of the model portfolio to which your account is being managed (this includes whether you have changed a portfolio assignment, whether target allocations have changed in your selected portfolio, or if market movements have changed your account to deviate from the target allocation). If any transactions are required, they will be implemented. The accounts you have managed under the GPS Portfolio Manager are rebalanced as necessary to bring the allocations back in line with the target allocations of the model portfolio. Rebalancing occurs approximately every 91 days beginning with your enrollment date. The rebalancing schedule does not change due to advice being provided on an ad hoc basis. (2) GPA Program.

In addition to the regular VALIC quarterly statement that shows transactions for the prior quarter, fees imposed during that prior quarter, and current asset allocation, clients participating in the GPS Portfolio Manager program will also receive a QAS and Investment Policy Statement that are described below.

**QAS:** This is a reminder of your most recent retirement income forecast, recommendations, and the investment advice to which your assets are being managed. It is also a reminder of the GPS Client Profile information and your VALIC account balance information that were used as inputs to generate your most recent advice, and it shows the fees for the calendar quarter just ended. You will usually get the QAS during the month following calendar quarter end. You will receive a QAS for each plan that you have managed under GPS Portfolio Manager as of the calendar quarter that just ended.

**Investment Policy Statement ("IPS"):** Any time your advice is regenerated – whether as part of the automatic annual regeneration, or as requested by you such as, for example, when you have updated your GPS Client Profile information, or decided to modify your GPS portfolio assignment – a new IPS will be generated to reflect the retirement income forecast, recommendations, and investment advice to which your assets will be managed. The IPS will also show the GPS Client Profile information and your VALIC account balances that were used as inputs for generating this advice.

#### ***2. GPA Program***

As frequently as monthly, Morningstar analyzes the performance trends of all the asset classes included in their model portfolios. When updates to the model portfolios are implemented, the investment allocations within the GPA Program are reviewed and reallocated to the new target allocations, as necessary.

GPA Program clients receive a quarterly VALIC account statement that shows details about their PD Advantage or PD Freedom Advisors account(s), including transactions for the prior quarter, fees imposed during that prior quarter, and current asset allocation. The quarterly statement issued by VALIC will also show you which model portfolio those assets were being managed to at that time. You will periodically receive confirmation statements from VALIC that reflect the transactions during the period and the model portfolio asset allocation targets associated with your GPA Program account(s).

*Client Referrals and Other Compensation:*

VFA maintains a program under which IARs are eligible to attend an annual conference based on their achievement of certain levels of aggregate compensation from the sale of securities, insurance products, and advisory fees received from advisory accounts. Certain of the Firm's top-earning IARs are designated as President's or Platinum President's Cabinet members and receive additional compensation and benefits. Qualification for the annual conference, the President's Cabinet or Platinum President's Cabinet is based on total compensation as described above and is not based on any specific product or category of products. However, because eligibility for the annual conference, the President's Cabinet and the Platinum President's Cabinet is based on the IAR's total compensation, IARs are incentivized to have clients purchase products or transfer assets to services or products that earn higher levels of compensation for the IAR.

In addition, the Firm may implement programs under which IARs may be eligible to win non-cash awards, trips and other non-cash benefits offered by the firm for certain sales efforts relating to enrollments in employer-sponsored retirement plan accounts, among other factors. Similar to other sales-based programs, such non-cash awards are not based on the sale of any specific product or category of products. These programs will not change the fees that you pay for advisory services.

With respect to each of the Firm's advisory programs, a portion of the advisory or program fees you pay to the Firm is paid to the IAR. Generally, the percentage of fees that the Firm pays to your IAR from the GPA Program or MIP increases throughout the year as their aggregate compensation from both the sale of securities/insurance products and the receipt of advisory fees reaches certain thresholds. This increase in compensation to the IAR will not increase the advisory or program fee you pay to the Firm.

The Firm may from time to time enter into agreements with and compensate organizations that provide various services to plan sponsors. These organizations may sponsor, and invite the Firm to participate in, educational conferences and seminars for retirement plan participants who, through their retirement plan, have access to the Firm's advisory programs. Such organizations may in some instances endorse the Firm's services or advisory products, in mailings to participants or on their respective websites. These organizations may also otherwise provide the Firm with marketing opportunities. The Firm's payments to such organizations may be considered payments for client referrals and endorsements and provide an incentive to these organizations to promote the Firm's products and advisory services.

The Firm and/or one or more of its affiliates will receive voluntary payments from fund sponsors that choose to participate in, and that are designed to defray the costs associated with, Firm-sponsored or VALIC-sponsored conferences, seminars, training or other educational events where such funds are discussed and that are attended by our employees or employees of our affiliates and/or plan sponsors and plan consultants. Financial Information:

*Financial Information:* Registered investment advisers are required in this Item to provide you with certain financial information or disclosures about VFA's financial condition. VFA has no financial condition that impairs its ability to meet contractual and fiduciary commitments to clients and has not been the subject of a bankruptcy petition.







# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
Building B & D Elevator Modernization  
Morton College

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: May 28, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002  
Date: March 13, 2020

**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)  
All-Types Elevators, Inc.  
11105 S. Nashville Ave., #B  
Worth, IL 60482

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

Replace existing elevator doors on the buildign B & D elevators with stainless steel doors per the attached proposal.

The original Contract Sum was	\$ 185,910.00
The net change by previously authorized Change Orders	\$ 13,828.00
The Contract Sum prior to this Change Order was	\$ 199,738.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,843.00
The new Contract Sum including this Change Order will be	\$ 228,581.00

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

The new date of Substantial Completion will be

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

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

Demonica Kemper Architects, LLC

**ARCHITECT** (Firm name)

*Brian Essig*

**SIGNATURE**

Mr. Brian Essig, AIA, Senior Associate

**PRINTED NAME AND TITLE**

3/13/20

**DATE**

All-Types Elevators, Inc.

**CONTRACTOR** (Firm name)

*Thomas Hynes*

**SIGNATURE**

Mr. Tom Hynes, President

**PRINTED NAME AND TITLE**

3/13/2020

**DATE**

Morton College

**OWNER** (Firm name)

*Frank Marzullo*

**SIGNATURE**

Mr. Frank Marzullo, Vice President of  
Administrative Services

**PRINTED NAME AND TITLE**

4/1/2020

**DATE**



## PROPOSAL

February 4, 2020

Proposal Number: ATP2200168

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

Joe Florio  
[joseph.florio@morton.edu](mailto:joseph.florio@morton.edu)  
708.656.8000 x2220

### PROJECT JOB SITE

3801 S. CENTRAL AVE, CICERO, IL  
D & B BUILDINGS

INSTALLATION OF STAINLESS STEEL DOORS / FRAMES

### SCOPE OF WORK

All-Types Elevators, Inc. would like to propose the following work at the above referenced address:

1. Remove old hoistway doors.
2. Remove old car doors.
3. Furnish and install five (5) sets of hoistway doors complete, finish #4 brushed stainless steel.
4. Furnish and install two (2) sets of elevator cab doors complete, finish #4 brushed stainless steel.
5. Furnish and install five (5) custom door entrance wraps, finish #4 brushed stainless steel.
6. Furnish and install new Braille plates and car I.D. signage, all floors.
7. Test cars for proper operation.
8. Return cars to service.

### TERMS

We propose to furnish material and labor to complete the above specifications for a sum of:

**PRICE: \$28,843.00**

Payable as follows:

**50% due upon acceptance**

**50% due upon completion**

### ACCEPTANCE OF PROPOSAL

**ALL-TYPES ELEVATORS, INC.**

**CUSTOMER**

Signature: 

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

Print Name: Thomas Hynes

Print name: \_\_\_\_\_

Title: Senior Project Manager

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

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE COMMERCIAL DRIVER'S LICENSE (CDL) PROGRAM PRICE UPDATE TO \$2,850 IN THE TOTAL AMOUNT NOT TO EXCEED \$130,000.00 PER EACH COHORT PAID TO ALL PRO TRUCK DRIVING SCHOOL FROM THE REGISTRATION COST COLLECTED BY MORTON COLLEGE.

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

Morton College will continue providing the CDL program, preparing students for employment in industries with high-demand positions. New CDL requirements will require additional instructors and training hours.

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

**ATTACHMENT:** New CDL requirements.

2. Training providers offering online content exclusively are not required to meet State qualification requirements for theory instructors.

- (3) If an instructor's CDL has been cancelled, suspended, or revoked due to any of the disqualifying offenses identified in § 383.51 of this subchapter, the instructor is prohibited from engaging in theory instruction for 2 years following the date his or her CDL is reinstated.

*Training provider* means an entity that is listed on the FMCSA Training Provider Registry, as required by subpart G of this part. Training providers include, but are not limited to, training schools, educational institutions, rural electric cooperatives, motor carriers, State/local governments, school districts, joint labor management programs, owner-operators, and individuals.

[83 FR 22874, May 17, 2018]

### **§ 380.609 General entry-level driver training requirements.**

- (a) An individual who applies, for the first time, for a Class A or Class B CDL, or who upgrades to a Class A or B CDL, must complete driver training from a provider listed on the Training Provider Registry (TPR), as set forth in subpart G.
- (b) An individual seeking to obtain a passenger (P), school bus (S), or hazardous materials (H) endorsement for the first time, must complete the training related to that endorsement from a training provider listed on the TPR, as set forth in subpart G.

## **Subpart G - Registry of Entry-Level Driver Training Providers On and After February 7, 2022**

**Source:** 81 FR 88791, Dec. 8, 2016, unless otherwise noted.

### **§ 380.700 Scope.**

The rules in this subpart establish the eligibility requirements for listing on FMCSA's Training Provider Registry (TPR). In order to provide entry-level driver training in compliance with this part, training providers must be listed on the TPR.

### **§ 380.703 Requirements for listing on the training provider registry (TPR).**

- (a) To be eligible for listing on the TPR, an entity must:
  - (1) Follow a curriculum that meets the applicable criteria set forth in appendices A through E of part 380,
  - (2) Utilize facilities that meet the criteria set forth in § 380.709;
  - (3) Utilize vehicles that meet the criteria set forth in § 380.711;
  - (4) Utilize driver training instructors that meet the criteria set forth in § 380.713;
  - (5)
    - (i) Be licensed, certified, registered, or authorized to provide training in accordance with the applicable laws and regulations of any State where in-person training is conducted.
    - (ii) **Exception:** State qualification requirements otherwise applicable to theory instruction do not apply to providers offering such instruction only online.
  - (6) Allow FMCSA or its authorized representative to audit or investigate the training provider's operations to ensure that the provider meets the criteria set forth in this section.
  - (7) Electronically transmit an Entry-Level Driver Training Provider Registration Form through the TPR Web site maintained by FMCSA, which attests that the training provider meets all the applicable requirements of this section, to obtain a unique TPR number. If a training provider has more than one campus or training location, the training provider must electronically transmit an Entry-Level Driver Training Provider Registration Form for each campus or training location in order to obtain a unique TPR number for each location.

**PROPOSED ACTION:** That the Board approve the Obsolete and worn-out equipment sale to be held on December 10<sup>th</sup> 2021.

**RATIONALE:** To obsolete old furniture not being used, in preparation for new Student Success Center

**COST ANALYSIS:**

**ATTACHMENT:** List of items attached

Desks

Office Chairs

Computer Work Stations

Shelving

Various Filing Cabinets

Tables

**PROPOSED ACTION: THAT THE BOARD APPROVE THE AMENDMENT TO THE FLEX HEALTH REIMBURSEMENT ARRANGEMENT (HRA) EFFECTIVE JANUARY 1, 2022 AS SUBMITTED.**

**RATIONALE:**

WE ARE UPDATING THE HRA PLAN AND ELIMINATING OUT-OF-NETWORK ACCOUNT. COLLEGE PREVIOUSLY HAD OPENED AN IN-NETWORK AND AN OUT-OF-NETWORK ACCOUNT, BUT DID NOT UTILIZE/FUND THE OUT-OF-NETWORK ACCOUNT.

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

**ATTACHMENT: PLAN AMENDMENT AGREEMENT**

**ACTIONS TAKEN AND RESOLUTIONS ADOPTED BY CONSENT  
OF THE BOARD OF DIRECTORS OF  
Morton College**

The undersigned, being all of the members of the Board of Directors of **Morton College** (the "Employer"), hereby adopt the following resolutions by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Corporation.

WHEREAS, the Corporation desires to amend the *Morton College Flex HRA Plan105 Adoption Agreement Item 9: HRA Parameters 9.01 and 9.02 Benefit Descriptions*, effective *January 1, 2022* , as set forth in the attached Amendment; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the attached amendment effective as of *January 1, 2022* ;

BE IT FURTHER RESOLVED, that the officers of the Corporation are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

By \_\_\_\_\_ Date\_\_\_\_\_

By\_\_\_\_\_ Date\_\_\_\_\_

By\_\_\_\_\_ Date\_\_\_\_\_



**AMENDMENT TO THE  
MORTON COLLEGE  
Health Reimbursement Arrangement**

This Amendment to the **Morton College** HRA Plan is adopted by **MORTON COLLEGE** (the "Employer"), effective as of the date set forth herein.

**WHEREAS**, the Employer desires to amend Plan's *Adoption Agreement Item 9: HRA Parameters 9.01 and 9.02 Benefit Descriptions*;

**NOW, THEREFORE**, effective *January 1, 2022* , the *Adoption Agreement Item 9: HRA Parameters 9.01, 9.02 and 9.03 Benefit Descriptions* in the Plan is replaced with the following definition:

---

**9.01 HRA – Employee Only (Linked)**

<b>Tiers</b>	<b>Annual Contributions</b>
<b>Employee Only</b>	<b>\$700.00</b>
<b>Reimbursement Parameter</b>	
<b>Claims</b>	<b>Reimbursement</b>
<b>\$0 - \$300</b>	<b>0%</b>
<b>\$300 - \$1000</b>	<b>100%</b>

**9.02 HRA – Employee + One (Linked)**

<b>Tiers</b>	<b>Annual Contributions</b>
<b>Employee + One</b>	<b>\$1,400.00</b>
<b>Reimbursement Parameter</b>	
<b>Claims</b>	<b>Reimbursement</b>
<b>\$0 - \$600</b>	<b>0%</b>
<b>\$600 - \$2,000</b>	<b>100%</b>

**9.03 HRA – Employee + Family (Linked)**

<b>Tiers</b>	<b>Annual Contributions</b>
<b>Employee + Family</b>	<b>\$2,100.00</b>
<b>Reimbursement Parameter</b>	
<b>Claims</b>	<b>Reimbursement</b>
<b>\$0 - \$900</b>	<b>0%</b>
<b>\$900 - \$3,000</b>	<b>100%</b>

**Eligible expenses : medical deductible expenses only (RX does not apply to the deductible)**

---

**IN WITNESS WHEREOF**, and as evidence of the adoption of the amendments set forth herein, the undersigned officer of **Morton College** has executed this Amendment to the Plan, this \_\_\_\_ day of \_\_\_\_\_, 2021.

**Morton College**

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

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

# Summary of Material Modification to Morton College Flex HRA Plan105

To: Employee and COBRA Participants in the Morton College Flex HRA Plan105

From: Chris Rathunde

Date: November 11th, 2021

---

The Morton College Flex HRA Plan105 sponsored by Morton College has been revised. All of the changes summarized below are effective *January 1, 2022*

## *Adoption Agreement Item 9: HRA Parameters 9.01, 9.02 and 9.03 Benefit Descriptions*

---

### **9.01 HRA – Employee Only (Linked)**

<b>Tiers</b>	<b>Annual Contributions</b>
<b>Employee Only</b>	<b>\$700.00</b>
<b>Reimbursement Parameter</b>	
<b>Claims</b>	<b>Reimbursement</b>
<b>\$0 - \$300</b>	<b>0%</b>
<b>\$300 - \$1000</b>	<b>100%</b>

### **9.02 HRA – Employee + One (Linked)**

<b>Tiers</b>	<b>Annual Contributions</b>
<b>Employee + One</b>	<b>\$1,400.00</b>
<b>Reimbursement Parameter</b>	
<b>Claims</b>	<b>Reimbursement</b>
<b>\$0 - \$600</b>	<b>0%</b>
<b>\$600 - \$2,000</b>	<b>100%</b>

### **9.03 HRA – Employee + Family (Linked)**

<b>Tiers</b>	<b>Annual Contributions</b>
<b>Employee + Family</b>	<b>\$2,100.00</b>
<b>Reimbursement Parameter</b>	
<b>Claims</b>	<b>Reimbursement</b>
<b>\$0 - \$900</b>	<b>0%</b>
<b>\$900 - \$3,000</b>	<b>100%</b>

**Eligible expenses : medical deductible expenses only (RX does not apply to the deductible)**

---

Please attach this Summary of Material Modification to your Summary Plan Description for future reference.

Please contact me, Chris Rathunde (acting on behalf of the plan administrator, Morton College ), if you have questions regarding the information in this Summary of Material Modification, or if you need another copy of the Summary Plan Description.

I can be reached at 708-656-8000. Or you can write me at:

Morton College  
3801 South Central Avenue  
Cicero, IL 60804  
Attn: Chris Rathunde

**ERISA Information:**

Plan Sponsor:	Morton College
Sponsor's EIN:	36-2615274
Plan Name:	Morton College Flex HRA Plan105
Plan Number:	502
Plan Year:	01/01/2021

**PROPOSED ACTION: THAT THE BOARD APPROVE THE CORRECT DIGITAL DISPLAYS INC CHANGE ORDER IN THE AMOUNT OF \$15,747, AS SUBMITTED.**

**RATIONALE:**

Time & material to run fiber communications on soccer field for video/scoreboard

**COST ANALYSIS: \$15,747**

**ATTACHMENT: INVOICE**

Correct Digital Displays Inc

700 W Center Street  
Sandwich, IL 60548

Ph: 815-695-1000

Invoice

Date	Invoice #
10/6/2021	10866 B

Bill To
Morton College Attn: Accounts Payable 3801 S Central Avenue Cicero, Illinois 60804

Site Address (If Other than Bill to)
Soccer Video

			Terms			P.O. No.
			Net 30			
Description	Contract Amt	Prior Amount	Prior %	Curr %	Total %	Amount
Time & material to run fiber communications on soccer field for video/scoreboard	15,747.00			100.00%	100.00%	15,747.00
CONTACT OUR OFFICE TO PAY BY CREDIT CARD						
				Total	\$15,747.00	

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE DEMONICA KEMPER ARCHITECT FEES, AS SUBMITTED.

**RATIONALE:** ARCHITECT FEES FOR THE FOLLOWING PROJECTS:

Student Services - \$346,500

Access Control & Security Cameras - \$139,425

Mechanical Upgrades - \$90,000

Corridor Flooring - \$18,500

**COST ANALYSIS:** \$594,425

**ATTACHMENT:** See attached

**DEMONICA KEMPER ARCHITECTS**

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

# Invoice

Bill To:  
 Morton College  
 Dr. Stan Fields, President  
 3801 South Central Avenue  
 Cicero, IL 60804-4398

**Invoice #:** 21-019.02  
**Invoice Date:** 6/14/2021  
**Due Date:** 7/14/2021  
**Terms:** Net 30

Project: 21-019 Access Control & Security Cameras

Description	Fixed Fee	Prior %	Prior Amt	Curr %	Total %	Amount
Schematic Design	20,915.00	100.00%	20,915.00	0.00%	100.00%	0.00
Design Development	27,885.00	100.00%	27,885.00	0.00%	100.00%	0.00
Construction Documents	55,770.00	100.00%	55,770.00	0.00%	100.00%	0.00
Bidding	6,970.00			100.00%	100.00%	6,970.00
Construction Administration	27,885.00			0.00%	0.00%	0.00
Reimbursable Expenses:						
Cross Rhodes Invoice No. 47069						65.00
Travel - Frank Carello (2/19/21)						23.78
Travel - Frank Carello (3/26/21)						23.78
Travel - Frank Carello (5/11/21)						23.78
Total Reimbursable Expenses						136.34
Total						\$7,106.34
Payments/Credits						\$0.00
<b>Balance Due</b>						<b>\$7,106.34</b>



Cross Rhodes – IL  
30 Eisenhower Lane N  
Lombard, IL 60148 US  
630-963-4700  
kweber@x-rhodes.com  
www.x-rhodes.com



**BILL TO**

Demonica Kemper Architects  
Attn: Accounts Payable  
125 N Halsted St, Ste 301  
Chicago, IL 60661

**INVOICE 47069**

**DATE** 04/15/2021 **TERMS** Net 30

**DUE DATE** 05/15/2021

**P.O.#/JOB NAME**

21-019 MC Access Control/Camera

**CONTACT**

Frank Carello

**SALES REP**

House

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
OPR-Email Blast	Online Planroom Email Blast to Contractors	1	32.50	32.50
OPR-UPDATE	Update Project with additional documentation - Addenda / Updates to Project	1	32.50	32.50

Addenda#1

JTS#0415-12

**TOTAL DUE**

**\$65.00**

Please REMIT PAYMENT to:  
Cross Rhodes  
30 Eisenhower Lane N  
Lombard, IL 60148

# Invoice

Bill To:  
Morton College  
Dr. Stan Fields, President  
3801 South Central Avenue  
Cicero, IL 60804-4398

**Invoice #:** 21-006.01  
**Invoice Date:** 6/14/2021  
**Due Date:** 7/14/2021  
**Terms:** Net 30

Project: 21-006 Student Services

[illegible]

**DEMONICA KEMPER ARCHITECTS**

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

# Invoice

Bill To:  
Morton College  
Ms. Mireya Perez, CFO  
3801 South Central Avenue  
Cicero, IL 60804-4398

**Invoice #:** 21-045.01  
**Invoice Date:** 11/8/2021  
**Due Date:** 12/8/2021  
**Terms:** Net 30

Project: 21-045 2021 Mechanical Upgrades

Description	Fixed Fee	Prior %	Prior Amt	Curr %	Total %	Amount
Schematic Design	13,500.00			100.00%	100.00%	13,500.00
Design Development	18,000.00			100.00%	100.00%	18,000.00
Construction Documents	36,000.00			100.00%	100.00%	36,000.00
Bidding	4,500.00			0.00%	0.00%	0.00
Construction Administration	18,000.00			0.00%	0.00%	0.00
Reimbursable Expenses:						
IMEG Invoice No. 21005813.00-1						48.16
IMEG Invoice No. 21005813.00-2						38.64
Travel - Frank Carello (8/12/21)						23.78
Total Reimbursable Expenses						110.58
Total						\$67,610.58
Payments/Credits						\$0.00
<b>Balance Due</b>						<b>\$67,610.58</b>

# Billing Backup

Friday, October 8, 2021

IMEG Corp

Invoice 1 Dated 9/30/2021

7:24:30 AM

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Project	21005813.00	Morton College / Cicero, IL / 2022 RTU Replacement
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## Reimbursable Expenses

Travel (Mileage, Tolls, etc.)

000000139975	8/31/2021	Aviles, Aurelio / Field Take Off / Field Take Off / 86.00 miles @ 0.56	48.16
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<b>Total Reimbursables</b>	<b>1.1 times</b>	<b>48.16</b>	<b>52.98</b>
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<b>Total this Project</b>	<b>\$52.98</b>
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<b>Total this Report</b>	<b>\$52.98</b>
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# Billing Backup

Friday, October 29, 2021

IMEG Corp

Invoice 2 Dated 10/25/2021

9:12:53 AM

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Project	21005813.00	Morton College / Cicero, IL / 2022 RTU Replacement
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## Reimbursable Expenses

Travel (Mileage, Tolls, etc.)

000000141366	10/13/2021	Spaulding, Ryan / MC FTO / MC FTO / 69.00 miles @ 0.56	38.64
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<b>Total Reimbursables</b>	<b>1.1 times</b>	<b>38.64</b>	<b>42.50</b>
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<b>Total this Project</b>	<b>\$42.50</b>
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<b>Total this Report</b>	<b>\$42.50</b>
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DEMONICA KEMPER ARCHITECTS

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

# Invoice

Bill To:  
Morton College  
Dr. Stan Fields, President  
3801 South Central Avenue  
Cicero, IL 60804-4398

**Invoice #:** 21-018.02  
**Invoice Date:** 6/14/2021  
**Due Date:** 7/14/2021  
**Terms:** Net 30

Project: 21-018 Corridor Floor Polishing

Description	Fixed Fee	Prior %	Prior Amt	Curr %	Total %	Amount
Schematic Design	2,775.00	100.00%	2,775.00	0.00%	100.00%	0.00
Design Development	3,700.00	100.00%	3,700.00	0.00%	100.00%	0.00
Construction Documents	7,400.00	100.00%	7,400.00	0.00%	100.00%	0.00
Bidding	925.00			100.00%	100.00%	925.00
Construction Administration	3,700.00			20.00%	20.00%	740.00
Reimbursable Expenses:						
BHFX Invoice No. 389646						90.78
Cross Rhodes Invoice No. 47051						65.00
Cross Rhodes Invoice No. 47110						65.00
Travel - Frank Carello (5/27/21)						23.78
Total Reimbursable Expenses						244.56
Total						\$1,909.56
Payments/Credits						\$0.00
Balance Due						\$1,909.56

## INVOICE



80 WEST SEEGER ROAD  
ARLINGTON HEIGHTS, IL 60005  
P: (847) 593-3161 F: (847) 593-3129

## Customer Copy

Number	389646
Date	03/25/21
Page	1

Bill To:  
10328

DEMONICA KEMPER ARCHITECTS  
ATTN; REBECCA BERLIN  
125 N. HALSTED, SUITE 301  
CHICAGO, IL 60661

Ship To:  
SAME

DEMONICA KEMPER ARCHITECTS  
ATTN; REBECCA BERLIN  
125 N. HALSTED, SUITE 301  
CHICAGO, IL 60661

Purchase Order	Shipped	Salesperson	Attn:	Tax Code	Doc #	Wh	Dept.	Ship Via
21-018	03/25/21	FRANK NCS	FRANK CARELLO	85	D63976	01		

Item	Description	Originals	Prints Each	Total Prints	Sq Ft	Total Sq. Ft.	Price	UM	Extension
	MORTON SECURITY UPGRADES								
	PLANS								
XD100	FILE PROCESS/JOB SETUP	28		0		28	1.100	EA	30.80
XA500	BOND COPIES	28	2	56	9	504	.119	SQ	59.98

TERMS: NET 30 DAYS

Merchandise

Misc

Discount

Tax

Freight

Total Due

90.78

.00

.00

.00

.00

\$90.78

REMIT TO: 80 W SEEGER ARL HTS. IL 60005

PLEASE REMIT TO: BHFx LLC. 80 West Seegers Rd. Arlington Heights, IL 60005

Cross Rhodes – IL  
30 Eisenhower Lane N  
Lombard, IL 60148 US  
630-963-4700  
kweber@x-rhodes.com  
www.x-rhodes.com



**BILL TO**

Demonica Kemper Architects  
Attn: Accounts Payable  
125 N Halsted St, Ste 301  
Chicago, IL 60661

**INVOICE 47051**

**DATE** 04/14/2021 **TERMS** Net 30

**DUE DATE** 05/14/2021

**P.O.#/JOB NAME**

21-018 MC Corridor Floor Polish

**CONTACT**

Frank Carello

**SALES REP**

House

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
OPR-Email Blast	Online Planroom Email Blast to Contractors	1	32.50	32.50
OPR-UPDATE	Update Project with additional documentation - Addenda / Updates to Project	1	32.50	32.50

Addenda#1

JTS#0414-25

**TOTAL DUE**

**\$65.00**

Please REMIT PAYMENT to:  
Cross Rhodes  
30 Eisenhower Lane N  
Lombard, IL 60148



Cross Rhodes – IL  
30 Eisenhower Lane N  
Lombard, IL 60148 US  
630-963-4700  
kweber@x-rhodes.com  
www.x-rhodes.com



**BILL TO**

Demonica Kemper Architects  
Attn: Accounts Payable  
125 N Halsted St, Ste 301  
Chicago, IL 60661

**INVOICE 47110**

**DATE** 04/19/2021 **TERMS** Net 30

**DUE DATE** 05/19/2021

**P.O.#/JOB NAME**  
21-018 MC Floor Polish

**CONTACT**  
Frank Carello

**SALES REP**  
House

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
OPR-Email Blast	Online Planroom Email Blast to Contractors	1	32.50	32.50
OPR-UPDATE	Update Project with additional documentation - Addenda / Updates to Project	1	32.50	32.50

Addenda#2

JTS#0419-17

**TOTAL DUE** **\$65.00**

Please REMIT PAYMENT to:  
Cross Rhodes  
30 Eisenhower Lane N  
Lombard, IL 60148



# Morton College

## Job Description

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<b>Job Title:</b>	Switchboard Operator (Part-time, evening)
<b>Range:</b>	Range A
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Associate Dean of Student Services
<b>Required Qualifications:</b>	<p>High-School Diploma, GED. Good communication and telephone skills. Friendly disposition and average typing and computer skills. Must work well with little supervision.</p> <p>Be fluent in both English and Spanish.</p> <p>Proficient in Microsoft applications.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Associate's degree or equivalent. Experience on a medium load, multiple line switchboard particularly in an academic setting. Demonstrate excellent interpersonal skills with students, faculty, staff and visitors to the campus. Organized, dependable, detail-oriented and have good judgment.</p>
<b>Job Summary:</b>	<p>Operate a multiple line switchboard which is located within the B &amp; C foyer main entrance information desk. Answer incoming phone calls and direct them to the right person or department, answer students and visitor's questions and complaints, and direct visitors to various locations on campus. Duties and responsibilities may change as the need of the college arises.</p>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"><li>• Operate a medium, multiple line switchboard.</li><li>• Perform simple clerical tasks (e.g., light typing and envelope stuffing).</li><li>• Provide information and direction to students and visitors as needed.</li><li>• Filing data and performing routine assigned clerical duties.</li></ul>
<b>Other Duties:</b>	<ul style="list-style-type: none"><li>• Perform other duties assigned by the supervisor.</li></ul>

**Work Environment:** Standard office environment with use of standard office equipment.

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

**Position Unit:**

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

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

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College

## Job Description

---

**Job Title:** Student Services Liaison  
**Range:** Range C  
**Grant-Funded:** GEERS Grant

**Reports to and Evaluated by:** Director of Student Activities

**Required Qualifications:**

Associate degree and one to two years of work experience in a related field; or equivalent combination of education and experience sufficient to successfully perform the essential functions. Strong communication skills, both written and verbal and excellent follow-up skills. Strong administrative and computer skills. Ability to partner well with colleagues both internally and externally. Ability to promote an inclusive environment that reflects the broad diversity and backgrounds represented by our students and employees and which every individual feels respected and valued. Ability to problem solve.

Bilingual in English and Spanish, both written and oral.

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

**Desirable Qualifications:**

Bachelor's degree. Experience working in educational setting, particularly community college.

**Job Summary:**

The Student Services Liaison will serve as the point of contact for student services including but not limited to student activities, dean of students, career services, financial aid, academic advising, and admissions to enhance the students' college experience, and learning abilities. Provide support for students facing non-academic challenges by assisting them with accessing campus and community resources that foster student persistence. Develop and maintain good working relationships with other campus departments and community organizations. Demonstrate strong commitment to student development and success through advocacy, positive attitude, adaptability, customer service, problem solving, and support. In addition, the Student Services Liaison will aid in retention strategies across

the College.

**Essential Job Functions**

- Provide student support by working collaboratively with other departments internally and externally
- Coordinate, develop and implement service and programs that remove students barriers to completion/graduation such as but not limited to transportation assistance program, free laptops program, etc.
- Implement strategies that motivate and inspire students to succeed, stay in school and ultimately lead to graduation
- 
- Utilize data collected during enrollment to identify students who may need assistance and maintaining contact with these students to ensure that they are receiving adequate support
- Analyze data and identify trends that are causing students to withdraw or be unsatisfied and helping to create a plan to address these issues
- Assist students to work through a variety of obstacles that they may experience including locating part time job opportunities, transportation options, housing referrals, childcare resources and referring them to appropriate internal and external resources for issue resolution
- Assist with the coordination of occasional activities and host workshops to meet the student needs and help maintain student engagement and morale
- Develop and maintain student relationships to assess their needs and satisfaction

**Other Duties:** Other duties as assigned.

**Work Environment:** Typical office environment.

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

**Position Unit:**

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

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

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Employee \_\_\_\_\_ Date \_\_\_\_\_



# Morton College

## Job Description

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**Job Title:** Instructional Technologist Liaison – PT

**Range:** Range C

**Grant-Funded:** Yes

**Reports to and Evaluated by:** Academic Director of Online Learning

**Required Qualifications:** The candidate must be a skilled educator with two years' experience in an academic environment and have a Bachelor's degree in an academic discipline or technology-related field. The candidate must have experience in designing and developing web-based courses and in creating materials that effectively use technology in the classroom. The candidate must have strong leadership and communication skills. The candidate must be able to accommodate a flexible work schedule to adapt to faculty and student class schedules.

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

**Desirable Qualifications:** Desired at least two years teaching experience in a college/university environment, a Master's degree in instructional design and working knowledge of the current trends in distance learning.

**Job Summary:** The PT Instructional Technologist will support faculty in the effective use of technology in teaching and learning. Duties include conducting training workshops for faculty and students, and providing small group and one-on-one consultations with faculty seeking to incorporate educational technology into the curriculum. Additionally, the Instructional Technologist will assist in the management of the Virtual Support space and assist faculty in selecting appropriate hardware and software. The Instructional Technologist will work collaboratively with all academic and support areas and serve as a liaison between academic areas and the Management Information Service area of the College. The Instructional Technologist must stay abreast of ongoing developments, trends, and issues in educational technology. The responsibilities and duties of the Instructional Technologist may change as academic technology and the needs of the College evolve.

**Essential Job Functions**

- Create an online virtual support space for students, faculty and staff
- Support faculty in the effective use of technology in teaching and learning.
- Conduct training workshops for faculty and students.
- Provide small group and one-on-one consultations with faculty and students
- Support FT Instructional Technologist in the development and maintenance of online courses, hybrid courses, web-enhanced courses and multi-media presentations.
- Advise faculty on the incorporation of online information literacy resources into instruction.
- Work collaboratively with all academic areas.
- Support FT Instructional Technologist in the development and maintenance of the instructional resource library, including the creation of documentation, training materials, videos, and practice guides.
- Stay abreast of ongoing developments, trends, and issues in educational technology.

**Other Duties:**

- Perform other duties and special projects as assigned

**Work Environment:**

Typical office environment

**Physical Demands:**

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

**Position Unit:**

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
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**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_



# Morton College

## Job Description

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**Job Title:** Assistant Nutrition Center Manager

**Range:** Classified Excluded

**Grant-Funded:** NA

**Reports to and Evaluated by:** Director of the Fitness and Nutrition Center

**Required Qualifications:** Experience working in a fitness center/health club or restaurant. Must have at minimum, 2 years' experience working in a fitness center/health club, or athletic department. Demonstrated word processing, database management and data entry skills; and knowledge of intercollegiate activities and programs. Excellent organizational, oral, written and listening skills. Must be able to interact well with students, faculty, staff and community members. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Must be able to work a flexible schedule including some evening and weekend hours.

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

**Desirable Qualifications:** Bachelor's degree or Ccertification in Nutrition and Health. Management experience in a fitness center/health club or restaurant. Proficiency in Spanish/English, both oral and written. Good leadership, excellent verbal, analytical, organizational and planning skills, and familiarity with budgets.

**Job Summary:** The Assistant Nutrition Center Manager will work in collaboration with the Director of Fitness and Nutrition in the day-to-day communications, marketing, development; and public relations of the Nutrition Center. As well as support health and well-being through proper nutrition. The Assistant Nutrition Center Manager will also be responsible for assisting student-athletes with meal planning and offer instruction on good eating habits and dietary recommendations.

**Essential Job Functions**

- Oversee daily operations of the Nutrition Center, including enforcement of rules and regulations for members, and sanitization and cleanup process.
- Help educate members about proper eating habits and their specific dietary needs.
- Manage all Nutrition Center related social media accounts, as well as create promotional fliers, monthly events, and marketing strategies.
- Maintain records, sales receipts, order forms, and paperwork, among other important documents for the Nutrition Center. Ensure proper payment procedures for all purchases are followed at all times.
- Ensure all branding and marketing materials for the Nutrition Center are aligned with the institution's brand standards. That includes the signage, deliverables and staff uniforms.
- Ensure that Nutrition Center staff, trainers, and student aides support our Morton College mission and core values.
- Provide a high level of customer service for students and guest members.
- Maintain Nutrition Center equipment, and coordinate any needed repairs with facilities department or outside vendors.
- Keep inventory of promotional and resale items.
- Assist with scheduling and event planning.
- Handle complaints and incidents, and keep Fitness Center Manager informed of any issues/concerns.
- Work with staff to meet targeted sales goals.
- Assist with staff scheduling.
- Enhance revenue by planning, promoting and executing a host of fitness and nutrition center activities and programs throughout the academic year.
- Participate in professional development opportunities (industry trends, conferences, workshops etc.).
- Promote events on campus and within the Morton College community to encourage greater participation.
- Assist with special events and other activities related to athletics, fitness and nutrition center.
- Help coordinate community service activities.
- Assist the College Health Nurse in serving as a resource to college, staff and community.

**Other Duties:**

- Others duties as assigned by the supervisor.

**Work Environment:** Work is generally performed in an office setting. You will have designated desk space to complete your daily work. Some work and supervision will be on the Nutrition and Fitness Center.

**Physical Demands:** Must be able to sit and stand for long periods of time. Must be able to lift up to 50 lbs.

**Position Unit:**

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



# Morton College

## Job Description

**Job Title:** Director of Human Resources

**Range:** Administrator

**Grant-Funded:** NA

**Reports to and Evaluated by:** ~~Executive Director of Operations~~ Chief Financial Officer (CFO)

**Required Qualifications:** Bachelor's degree in ~~H~~human ~~R~~resources, Industrial/Organizational Psychology, Organizational Development, industrial relations, Bbusiness Aadministration or a related field plus, ten (10) 8 years or more of combined hHuman resources, talent management or organizational developmentR and supervisory management experience; or equivalent combination of education and experience sufficient to successfully perform the essential tasks of the job. ~~-Human Resources Certification (PHR or SHRM-CP). Certified Professional in Human Resources (PHR).~~ Experience with Labor Relations and the ability to negotiate and administer Collective Bargaining Agreements (CBAs). Experience cultivating onboarding and professional development programs and compensation strategy. Demonstrated knowledge of hiring, retaining, and performance management best practices. Ability to coordinate compliance with internal policies and external agency requirements. Demonstrated knowledge of employment law, compensation strategy, staffing practices, and benefit administration. Good-Excellent interpersonal, written and verbal communication skills, including public speaking. oral and written skills. Must be able to manage conflict resolution. Experience handling matters of a confidential nature.

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

**Desirable Qualifications:** Master's degree in HR Managment, MBA, or a related field. Master's degree in HR Managment, MBA, or a related field and ten (10) 10 plus years of human resource management HR experience and five (5) 3 or more years of supervisory business management experience. Senior Human Resources Certification (SPHR or SHRM-SCP). Certified Senior Professional in Human

**Resources (SPHR).** -Strong leadership qualities and demonstrated experience leading an HR team. -Experience negotiating union contracts and resolving union related issues. -Experience in the Illinois higher education system. -Knowledge of the Family Educational Rights and Privacy Act (FERPA), **Health Insurance Portability and Accountability Act (HIPAA)**, and Title IX. -Ability to use Human Resources Information Systems (HRIS) such as Ellucian and **Applicant Tracking Systems (ATS) (e.i. PeopleAdmin)**. Working knowledge of all HR topics. -Membership in a professional development group and evidence of continued professional development. -Be well-organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. Demonstrate good judgement and the ability to work well with others in a multicultural environment.

**Commented [AF1]:** Do you want the HR certificate to be a requirement or a preferred qualification?

**Commented [MP2R2]:** Under desirable qualifications

#### Job Summary:

The Director of Human Resources is responsible to lead the HR department and be a subject matter expert on all HR related topics by providing a high level of service to Morton College employees. Utilizing a hands-on, collaborative approach and decision-making process, this position develops HR strategies and implementation of human resources best practices in talent acquisition, employee/labor relations, professional development and engagement, compensation, performance management while ensuring legal compliance. Serve as a strategic HR business partner for the College. Function as a Cabinet member and advisor to the President of Morton College. The Director of Human Resources will serve as the Title IX Coordinator and Chief Diversity Officer for the College in addition to managing. Create and execute strategic planning for various HR topics and projects. a team of HR professionals. Assume other duties as assigned by the Executive Director of Operations.

**Commented [AF3]:** Would this still be accurate?

**Commented [MP4R4]:** Yes

#### Essential Job Functions:

##### **Employee/Labor Relations**

- Administer, interpret, and enforce the Collective Bargaining Agreements (CBAs) for all union groups and ensure employees' adherence to the College's policies and procedures.
- Serve as the primary point of contact for all Union and employee related issues, respond promptly and conduct investigations as needed.
- Lead the negotiation team in all collective bargaining and facilitate training for staff and faculty with interpretation of the CBAs.

- ~~Conduct sensitive investigations into National Labor Relations Board (NLRB) matters and~~ Respond-respond to all NLRB charges in a timely manner.
- Provide leadership in investigating and resolving complaints related but not limited Title IX, Equal Employment Opportunity Commission (EEOC) matters in a confidential and expedient manner.
- Write, approve, and/or review all workplace policies, procedures, and rules with the Administration, this includes updating employee handbooks.
- Counsel and coach supervisors on organizational, employee and labor relations to ensure corrective action is applied equally, fairly and appropriately. Employment Law
- Monitor and ensure institutional compliance with federal, state, and local employment laws and regulations, as well as Morton College Board policies; investigate complaints of non-compliance, recommend corrective measures as appropriate to maintain compliance.
- Serve as the Title IX Coordinator for Morton College by exercising judgement regarding the resolution of Title IX complaints, including informal and formal investigations. Coordinate Title IX and investigate Equal Employment Opportunity Commission (EEOC) issues in a confidential and expedient manner.
- Enforce Federal, State, and local laws, as well as Morton College Board policies
- Develop and implement Create Affirmative Action Plans and generate EEOC reports.
- Serve as the Chief Diversity Officer for Morton College.
- 

#### **Workforce Planning**

- Create-Develop, initiate and maintain effective programs and execute strategic plans to attract, maintain, and retain top talent; this includes but not limited to leading the recruitment and selection process that align with the overall objectives of the institution and consistent with the College culture.
- Develop a recruiting approach to fill openings within an acceptable time frame.
-

- ~~Use HRIS to m~~monitor position management ~~by utilizing the applicant tracking system~~ throughout the College.
- ~~Ensure accurate, complete and secure employee records are being maintained according to existing laws and policies.~~
- ~~Prepare personnel reports and data collection and analysis as required by the College and outside agencies. Generate reports related to all aspects of staffing.~~
- ~~Coordinate and support performance management processes including performance review, goal setting, coaching and feedback, and staff development.~~
- ~~Maintain the Morton College performance management system.~~
- ~~Create, monitor, and maintain all job descriptions for every position at Morton College in the insitution this includes advising and assisting staff in the development and maintenance of new job descriptions for new and revised positions.~~
- ~~Coordinate and participate in job classification review, conducts regular compensation market surveys.~~
- ~~Insure that Employee records are being maintained according to existing laws and policies.~~

### Compensation and Benefits

- ~~Develop, manage, adjust, and administer the compensation program, including monitoring salary structures. This includes making recommendations for salaries and equity strategies.~~
- ~~Create and maintain a Total Rewards strategy for Morton College.~~
- ~~Conduct annual salary surveys and benefit needs analysis to insure alignment with Morton College [Total Rewards philosophy].~~
- ~~Oversee and m~~Monitor ~~and all maintain~~ employee benefit programs ~~and to~~ ensure compliance with legislation and policy.
- ~~Review all e~~Employee ~~b~~Benefit programs ~~annually and make lead conversations regarding benefit strategies and making recommendations for changes or retention.~~ annually.

Commented [AF5]: Is this still accurate?

Commented [MP6R6]: No

Commented [AF7]: Do we have a total rewards program?

Commented [MP8R8]: No



**Training and Development**

- 
- Review and approve all professional development funds for eligible employees.
- ~~Produce development programs for employee groups.~~
- Conduct training sessions on HR topics for all employee groups.
- ~~Maintain records of all employee education and training as it occurs.~~ Direct the design and implementation of high quality, comprehensive onboarding and training programs for all new and existing staff to ensure consistent knowledge and skill, as well as increase productivity and satisfaction across the College.
- ~~Evaluate and monitor training and development program outcomes to ensure training objectives are met.~~
- ~~Ensure records of all employee education and training are maintained.~~
- ~~Business Management~~
- 
- Assume fiduciary responsibility for the HR budget and all line items related to HR ~~issues~~ matters.
- ~~Assist with the strategic planning for the organization institution and .~~
- ~~participate in long-range planning to support department needs relative to human resources.~~
- ~~Ensure that the organization institution operates in an ethical and lawful manner this includes conducting periodic HR audits to monitor compliance. .~~
- 
- ~~Reduce risk and exposure to the College by assisting the Board Attorney.~~
- ~~Conduct periodic HR Audits to monitor compliance.~~
- 

**Other Duties:** Perform other duties as assigned

**Work Environment:** Work is generally performed within an office environment, with standard office equipment available.

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

**Position Unit:** ☒ Administration - Exempt

- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
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Employee\_\_\_\_\_ Date\_\_\_\_\_

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE GISELLE SOTO AS A NEW SWITCHBOARD OPERATOR FOR THE STUDENT SERVICES DEPARTMENT WITH AN EFFECTIVE START DATE OF 11/8/2021.

**RATIONALE**

**WE ARE REPLACING OUR PREVIOUS SWITCHBOARD OPERATOR WHO VOLUNTARILY DEPARTED. THIS INDIVIDUAL IS LOCATED AT THE MAIN ENTRANCE**

**COST ANALYSIS:**

**\$36,481**

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE RODOLFO FLORES AS LIEUTENAND OF POLICE WITH AN EFFECTIVE START DATE OF 11/22/2021.

**RATIONALE:** The PD needs executive leadership and Flores will assist with the reorganization of the PD.

**COST ANALYSIS:** \$85,000

**ATTACHMENT:** N/A

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

**PROPOSED ACTION:**

**To approve the hire of two COVID-19 testers to ensure we are in-compliance with Governor Pritzker issued Executive Order 2021-20, COVID-19 Executive Order No. 87.**

**RATIONALE:**

To hire two bilingual COVID-19 testers.

- Jessica Molinar
- Laura Valdez

Testers will be trained to conduct COVID-19 testing in collaboration with IL Shield.

Start Date: October 25, 2021

Tentative End Date: May 27, 2022

**COST ANALYSIS:**

**Approximate cost: \$36,000**

Pay rate: \$18-\$20 an hour. 20-30 hours weekly from October 25 to May 27, 2022.

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE DESTINY HERRERA AS A NEW SERVICE AIDE PANTHER PANTRY FOR THE STUDENT ACTIVITIES OFFICE WITH AN EFFECTIVE START DATE OF 11/22/21.

**RATIONALE**

To support the daily operations of the food pantry by performing day-to-day tasks, assist with placing food orders, assist with planning large events related to the food pantry, maintain accurate records, manage food and supply inventory, strengthen partnership with the Greater Chicago Food Depository, and create new services or resources to help address food insecurity experienced by Morton College students and community.

**COST ANALYSIS:**

\$14.69/Hourly

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

**PROPOSED ACTION:**

THAT THE BOARD APPROVE Isabel Gutierrez AS A NEW Student Aide-Federal FOR THE OAR  
WITH AN EFFECTIVE START DATE OF 11.22.21

**RATIONALE**

The purpose of this position is to support OAR staff with filing, answering phones, creating  
Files.

**COST ANALYSIS:**                      11.00

#### 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