

#### **Morton College**

#### **Public Regular Board Meeting**

Wednesday, December 15, 2021, 11:00 AM

#### MORTON COLLEGE



#### COMMUNITY COLLEGE DISTRICT NO. 527 COOK COUNTY, ILLINOIS Agenda for the Regular Meeting Wednesday, December 15, 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, December 15, 2021, in the Jedlicka Performing Arts Center, 3801 S. Central Avenue, Cicero, IL 60804.

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Citizen Comments
- 5. Recognition
  - 5.1. Speech and Debate Program Canned Food Drive
- 6. Reports
  - 6.1. ICCTA ACCT
  - 6.2. Student Member Ivan Tejeda
- 7. President's Report
  - 7.1. Strategic Plan
  - 7.2. Strategic Enrollment Plan
  - 7.3. Institutional Advancement
  - 7.4. Capital Improvements
  - 7.5. Higher Learning Commission (HLC)
  - 7.6. Finance Review
- 8. Consent Agenda
  - 8.1. Approval of the Minutes of the Regular Meeting held on November 17, 2021.

8.2. Approval and ratification of accounts payable and payroll for the month of November 2021, in the amount of \$4,100,514.00 and a budget transfer in the amount of \$590,399.00.

8.3. Approval of the Monthly Budget Report for fiscal year to date ending in November 2021.

8.4. Approval of the Treasurer's Report for November 2021.

8.5. Approval of the resolution authorizing the final 2021 tax levy and certifying compliance with the Truth in Taxation Act.

8.6. Approval of the continued membership with the Illinois Community College Trustee Association (ICCTA), for fy22 in the amount of \$5,570.00.

8.7. Approval of the renewal of the national institutional membership with the Hispanic Association of Colleges and Universities HACU, in the amount of \$6,235.00.

8.8. Approval of the renewal of the annual membership with the National League for Nursing, in the amount of \$1,515.00.

8.9. Approval of a resolution authorizing the Deferral of Compensation with Morton College, Community College District No. 527.

8.10. Approval of the payment to Higher Learning Commission (HLC), for invoice no. H14672, H14971, and H15071, in the amount of \$6,486.17.

8.11. Approval of the purchase of KAPLAN software for the students in the Nursing Program for the Fall 2021 and the Spring 2022 semesters, in the amount of \$64,750.00, funded by HEERF grant.

8.12. Approval of the proposal from Konica Minolta Business Solutions USA, Inc., to scan and digitize all files from the Business Office and Human Resources Departments, in the amount of \$85,802, funded by HEERF grant.

8.13. Approval of the addendum to the Differential Pay Report for Fall 2021 semester, in the amount of \$18,680.34, pending additional class cancellations and/or additions.

8.14. Approval of the lowest responsible bidder for the remodeling of thirteen classrooms and two lecture halls with up-to-date technology to offer remote learning to students, to REX Electric Technologies, in the amount of \$344,344.71, funded by HEERF grant.

8.15. Approval of the Adjunct Faculty Assignment/Employment Report for Fall 2021 semester, in the amount of \$604,811.47.

8.16. Approval of the agreement with 3OE Higher Education Solutions, and Independent Contractor, to provide ongoing assistance and support the third year activities associated with implementations, tracking, and reporting of the Department of Education five-year Title III Grant, and to serve as an Independent Evaluation for the grant implementation goals and objectives, in the amount not to exceed \$25,998.00, effective from January 1, 2022, to June 30, 2022.

8.17. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA), for Cara Bonick, for the PTA Department, effective January 18, 2022.

8.18. Approval of the 10% salary increase for Cheryl Schoepf, for additional duties, \$67,636.00, effective November 1, 2021.

8.19. Approval of the resolution adopting a Master PTA Educational Affiliation Agreement with Sports and Ortho, PC.

8.20. Approval of the Independent Contract Agreement with Jason Nichols as Head Women's Basketball Coach, \$24,999.00 effective July 1, 2021, to June 30, 2022, and Co-Head Women's Softball Coach, \$16,000.00 effective August 1, 2021, to June 31, 2022.

8.21. Approval of the Independent Contract Agreement with Christopher Wido as Head Men's Baseball Coach, \$15,000.00 effective August 1, 2021, to July 31, 2022, and Athletic Complex/Maintenance Services, \$24,999.00 effective September 1, 2021, to August 1, 2022.

8.22. Approval of the Independent Contract Agreement with Kevin McManaman as Head Women's Softball Coach, \$16,000.00, effective July 1, 2021, to July 1, 2022, and Asst. Women's Coach. \$10,000.00, effective July 6, 2021, to June 30, 2022.

8.23. Approval of the purchase of 75 laptops from CDW-G, to provide technology tools to new and returning students, in the amount of \$35,395.00, funded from the GEER grant.

8.24. Approval of the purchase of 200 laptops from CDW-G, to provide new laptops to students under the REMOTE grant, in the amount of \$138,400.00.

8.25. Approval of the consulting agreement with Vickie Gukenberger, Ph.D.RN, a recognized expert in nurse education and former nursing program administrator in Illinois community college, in the amount of \$60,000.00 in consulting fees and up to \$12,000.00 in travel expenses, between January 1 and June 30, 2022.

8.26. Approval of the 10% temporary increase for Michael Brown for additional duties of Dean of Student Services Office, \$1,347.00, from December 1, 2021, to January 21, 2022.

8.27. First reading of a Board of Trustees "Statement of Commitment", as an addendum to Board Policy Section III: Code of Conduct. This Statement will be included in the institution's response to the September 13-14 HLC Focused Visit team report.

8.28. Approval of the Calendar of Regular Board Meetings from January through December 2022.

- 8.29. Approval of Facility Use Permits
  - 8.29.1. AlphaBet Soup Productions, JPAC Theater, December 7 to 9, from 10 AM to 1 PM.
- 8.30. Approval of New Job Descriptions
  - 8.30.1. Meal Planning Coordinator
  - 8.30.2. Community Education Adjunct Instructor
  - 8.30.3. Events Manager
  - 8.30.4. Social Media Manager
  - 8.30.5. Spirit Store Manager
  - 8.30.6. Sports Information Director
- 8.31. Approval of Updated Job Descriptions
  - 8.31.1. Student Activities Assistant and Undocumented Student Liaison
  - 8.31.2. Adjunct Instructor Part-Time Computer-Aided Design (CAD)
  - 8.31.3. Facilities and Operations Specialist
  - 8.31.4. Student Services Liaison
- 8.32. Approval of Full-Time Employment

8.32.1. Lissette Melgoza, Financial Aid Clerk, \$36,481.00, effective January 3, 2022.

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

8.32.3. Jon Garren Dennis, Technical Director/Production Manager, \$50,000.00, effective January 3, 2022.

8.32.4. Nick Hryhorczuk, Academic Director of Online Learning, \$85,000.00, effective January 5, 2022.

8.32.5. Cristina Trujillo, Custodian, effective January 3, 2022.

8.32.6. Elizabeth Marcias, Counselor, effective January 3, 2022.

8.32.7. Geannabelle Chapp, Coordinator of Clinical Learning for Health Careers, \$72,000.00, effective January 3, 2022.

8.32.8. Teresa Alderman, Assistant Nutrition Center Manager, \$41,000.00, effective January 3, 2022.

8.32.9. Kathleen Nugent, Coordinator of Simulation and Lab Learning for Health Careers, \$58,000.00, effective January 18, 2022.

8.32.10. Julian Romero, General Maintenance, \$16.00 per hr, effective January 3, 2022.

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

8.33.1. Daniel Noriega, Student Aide, \$11.00 per hr., effective December 6, 2021.

8.33.2. Brain Donlea, Student Aide, \$11.00 per hr, effective December 6, 2021.

8.33.3. Jalyssa Carrasco, Student Aide, \$11.00 per hr, effective December 6, 2021.

8.33.4. Alfredo Jaramillo, Student Aide, \$11.00 per hr, December 6, 2021.

8.33.5. Teofilo Gouvea, Student Aide, \$11.00 per hr, effective December 6, 2021.

8.33.6. Misael Saldana, Switchboard Operator, effective, December 9, 2021.

8.33.7. Robert Ebersold, Business Management/Accounting Adjunct Instructor, effective January 3, 2022.

8.33.8. Colette Tracy, Business Management/Accounting Adjunct Instructor, effective January 3, 2022.

8.33.9. Megan Blitz, Student Aid, \$12.00 per hr, effective January 3, 2022.

8.34. Approval of Resignations

8.34.1. Giselle Castaneda, Fitness Center Specialist, effective November 15, 2021.

8.34.2. Karina Bahena, Academic Dean's Office Support Specialist II, effective December 8, 2021.

8.34.3. Jose Ramirez, Evening Custodial, effective November 16, 2021.

#### 8.35. Approval of Retirement

8.35.1. Sara A. Lubeck, Adjunct, effective December 31, 2021.

8.35.2. Dominick Mazzone, Campus Police Officer, effective December 10, 2021.

#### 9. Old Business

9.1. Campus Police Department Re-Organization Financial Analysis

#### 10. Adjournment

#### Student Report to the Board

#### December 2021

Date	Event	Organization
November 16 <sup>th</sup>	ThankFULL Treats	SAO
The SAO collected canned	goods for the pantry	
November 18 <sup>th</sup>	<b>Skyway Writers Competition</b>	College of Lake County
The College of Lake Count participated	ry hosted a Writers Competition. One stude	ent from Morton College
November 20 <sup>th</sup>	Community meal box drive up	Panther Pantry
—	ampus passed out meal kits to those in our o esh potatoes, canned fruit, applesauce, cor	
November 22nd	Giving Thanks Dinner	<b>Student Activities</b>
great event that brought t	d administrators served food to the student he students, board members, and administ pie, green beans, stuffing, and mac and che	rators closer together.
December 3 <sup>rd</sup>	Call-a-thon	Administration
	ation called potential students who had sho classes yet. They called to answer any ques	-
December 8 <sup>th</sup>	Holiday Dinner for Student-Athlete	es Athletics
volleyball team, basketbal	eld a holiday dinner for all the student-athle I team, baseball team, wrestling team, and vith chicken, salad, and pasta being served v	soccer team were there. It
December 13 <sup>th</sup>	Free Breakfast	
A free breakfast was provi	ded for the students in help for preparatior	i for finals.
December 14	Free Snack	
Free fried Oreos were pro	vided as a treat for students during finals w	eek

# December 15Campus SpaA campus spa was provided to help relieve stress from final examsDecember 16<sup>th</sup>Free SnacksFree snacks and coffee were provided in the student unionDecember 17Free Snacks

Free snacks and coffee were provided in the student union

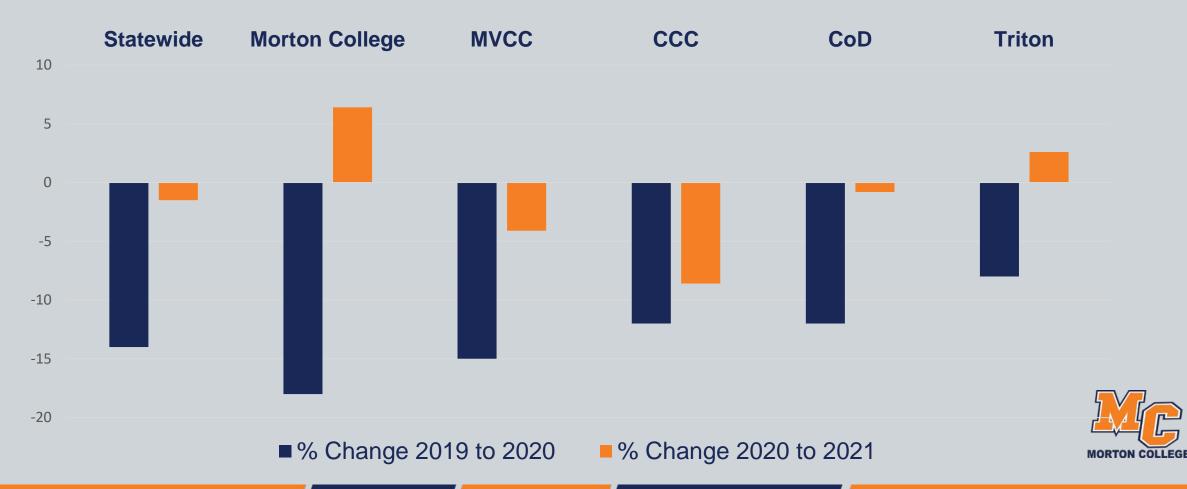


## Board Meeting December 15, 2021 11:00 a.m.



## **Registration Spring 2022**

## Fall 2021 Enrollment



## 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, faculty remind students, flyers across the college)
- Extended Registration Dates (week of January 10<sup>th</sup>, includes Friday till 7 pm and Saturday 9 to 2.)





## Thank you!



 $\overline{()}$ 



## **Institutional Advancement**

Social Media Marketing Hootsuite

**Social Media Networks** 







mortoncollegepanthers



### **Social Media Popular Posts**



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



People reached

Engagements

Boost post



...

mortoncollegepanthers

MORTON MC COLLEGE



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.

...



FREE EVENT

FRIDAY, NOVEMBER 12, 2021 6:30 P.M. JPAC THEATRE 3801 S. CENTRAL AVENUE, CICERO, ILLINOIS 60804 MASKS ARE REAL

#### REGISTER AT: HTTP://BIT.LY/LTMNOV21

(O) @MORTONCOLLEGEPANTHERS G @MORTONCOLLEGE



### **Social Media Mentions**



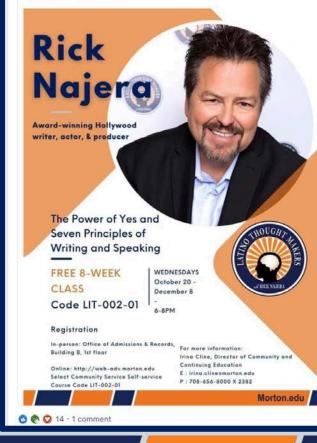
Excited for my friend Rick Najera to share his incredible knowledge at such wonderful educational institution. Blanca Jara love what you do, how you elevate others and bring value to the community with your entire team!



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



10:52 🗸



Natasha Perez

...

.... 🗢 💷

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!





### **Media**





OLAR DATISMON LB9, ;;() %9% A%P, /, 8(9\* (^ ", ;9(5#(\*\$%05#\* HA\* " OA9(4 %T, /;? diamona rife content to

D#98H4 // /5 16 958 7 . 3\* NSB9 /nXD - 57 / (+ "//1"?(0589 " (HA"" OAR 1 97, /; (. . / 5 ; (98)@A5967 ? 4 \* /9 # (20 DO. () \* + Y02 Y04 . /5 : (N %8" / . : (6 %88

BUN\* +16 /: (BU- . SBW100S 19./9%84- .#9Y

P. /. 8/5 (10/0 "(: 9%), '(9, 0 +5 5 # 18/5 (+\* 51, (1097, ... (19/5

8-.\$\$\$##.(.;\$9T#\*1#/N/(7D&B/Q9A.(\*ED&/012\*34\***&\*246\***)&V(9A.()\$925(A5);A\*1 a, (XD); (ST, (9A, (PM (S\* B)) \*/ (GP (Q 7 %\*\* (PM S (S B, BP / (4 Y) SDA9)) A8% 1630 ? (MM 9% & 7: 884\* D. OEH 894/50/ (058 6(# (94, # 58) / (# \$(HK), 15; (ST. (; M+ 2((2 / 6\*\*/(0+94\*; 56-WS(F" - 031Y

L(7/\* (\$KB(+\* 5), \\* +, /(%B9 /\*(P, /, 6)A% (\$\*..., \$(\$#9\*() 7%#5A(\$\*.0, #; (\* %B\*--., /E8/D(%#5 DANNINER, /; C NLAY 1; (DET, (S, ; 7, / 59; C \*\*\*; , 1.5\*; ; (6\*; 0)\*8.5(\*\*/, 67; (L#59\* - 67(-94, //4\* 50; D), SSL(BLDS, (.\*\*, 4646); (L3+, #27, ; (MF/MBT(\*\*/; - 14\*/H BN(545)M / 06) (MS(@5165); 997. DY

d/ (BNERKO\*19A, (NBH, ...), NBL\*(, A, (I\_50), (BND\*BLO(%\*\*\*99A, (U\_, I\_)), \*100 \*\*\*\$\*(7\*:9 1985. - 50(185). \* 55100 \* +. - , 89,10(1973) D(16 +189) D(17 (A. / (9.57)7 (9...)) 9(58) (356) P. / . 8 1 508 : 95/ 9. VA. / (09. 9: \* D (09. 17. / N / - N#B. (: A\* ) (9(9), 14 51 . : 91 ASA(#ED S. : "NR.("NA. ///, B. #9; A\* / 97, DW/ \*- - , / (2% 7\* (2\* 5# 85. #9%28/55\*, BR.S(. &) %h / %/L - BO\* NID (: 9 / 8/% \*\* 9%K, #.8\*, D#(B/A\* BRORDANB, #S; (%8%(\* / 9\* S\* J(), 1.5 A B% 7(. &- 5997.19A.(B\*- . \$&0.16N.197.).\$(%69A.0.A\*/9b11...9; \* DM \*\* \$(%A.%97.(N.: 97

HA, () \* +Y02(7/, ;; #9468 # (); 530, ; (6168/\* ()H\*\*\*OA9(4.157,/; ?BA55(56, (9167(96)\*/15\*#)()); 54(2); 50, (); 54(2); 54(2); 55, #88(9A, /; ()945(; \*---, /()1/()9A, (2320)22(; ; %); #Y

10 /12/7% 907 .: 9 (A1+, (9/ED'S, S/NEP /: (; 4: "1485= (\$

> 2= 1\$'(?~33 @b){/1'(89,\$809 \*= ~3'(?)0E1)3{2E (\$# G#5LS(E%- () \*/T, /; (E\*\N\*#S, /(?12)(\$55)()#"q(%S



984(\* 94. / ; ; ; \$FB. (94. ; ; /5 ; \$5. . \* 9(\$F(230) ¥ 14t / 145 (184(18 1935)) \$##\$KQ; B ... #1 / 5; / (1889)/(SS, BP / \* S\* B, / '(; T, 994(B' - ., S5W' (% 94\* / '(715%) / \$DA9(B' %84 #S(#588 #50 7.50. //I SA/5#L J75#: 5. (7\* / 910) (\* N 551 Y: . ? (.9%/. S(90)0 ; ( 5%/5,43( @ 1.4( )(C( 1) H E2113 ( @WS(- \*; 9) , E, #920) \*), 1881 J (\*8695(1/59, # ; T, 924(0\*- , 56(4/(<=80\*))) ( @WS(<= ,( 8611L1)) \*0//105

B\* - , S &O O # S(E%( -%& \*), 3 Y) %/ /%E (\* # 0(\* # , (\* N9V. , (6%B#\* ; (\* (. +, / () / 5), (%#S), 9% \$4(9), 5 (\*1 #(7 D8(\*#(M \* 161 16Y

6%881\* (HA\*\* OA94 %7, /; (5,(%0\*); 9', % ; \$(0), Y

E-1(- \*1, (\$KN1/- %85.8\*(+5.5(A987; Ref 1.1)Y \*19\*8Y \$\*#5888\*\9A\*\* OA9- %87, /.Y E 9677, 5 (PA1919) 1696 ANEP, 7, 8 (100), 5 50900 1/9 ; 6(1 MOVOS 00



Latino Rebels Radio goes old school as writer and comedian Rick Najera returns to discuss his upcoming Latino Thought Makers conversation with Dr. Cornel West and the importance of shared histories between Black and Latino communities.

Photo courtesy of Latino Thought Makers.

Latino Rebels Radio is produced by Oscar Fernández of the Latino Media Collective.

Music courtesy of La Plebe.

#### Diverse (bscribe Q = Faculty & Staff Leadership & Policy Podcasts Top 100 Shot Students. Advertise lobs IT TAKES A THANK YO As a thank you for being a part of our village, subscribe to our digital magazine for just .99! Diverse

#### INSTITUTIONS | MSIS

**Building a Community to Support** Latinx Student Success



e 0 🖬 🗾 🗿

Every five minutes, one Latinx person in America turns 18.

That's according to Dr. Evans Igho Akpo, interim president at the Latinx Success Institute in Palmview, Texas. Akpo spoke on Wednesday, the final day of the 35th Annual Hispanic Association of Colleges and Universities (HACU) conference. He joined other scholars, like Dr. Cornel West, sharing insights on what it takes to make a successful and engaged Latinx student and Hispanic-serving institution (HSD.





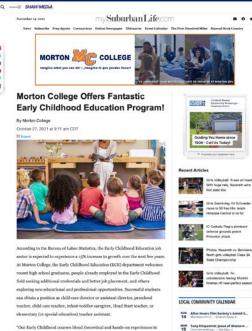


### Marketing Billboards





## **Marketing** Sponsored Content and Geo Fencing



give students the knowledge and skills to teach and interact with young children from birth through eight years," explained Sonya Pencheva, ECE Program Chairand Coordinator at Morton College. "Students gain knowledge of developmental milestones, learning styles, and individualized instruction techniques."

Affordable tuition helps students achieve success without creating overwhelming debt. "Financial aid and scholarships are available to those who qualify," added Pencheva, "Classes are small to ensure personalized attention and support, and our experienced instructors are highly qualified."

Students can select from a variety of certificate programs. "We offer 'stackable' eredentials that allow students to determine the certificate(s) they wish to earn," said Pencheva. "Early Childhood students can complete 12-, 18-, or 30-credithour certificates, or can pursue an Associate Science degree with 64 credit hours.

Morton College students earn "Entitled Institution for Illinois Gateways to Opportunities" credentials, which are required by every child care facility and elementary school that has been awarded a Circle of Quality from EaceleRate Illinois. "We're also the only school to offer the Early Childhood Nature Assistant certificate," said Pencheva, "It requires 18 credit hours, and focuses on incorporating nature and sensory-rich elements into early childhood experiences. Students enjoy job opportunities in museums, park districts, assa nd nature centers." For more information, please contact:



MON Storytime: Age 3 - 3 15 Internet Frenz | Interneties 1

15 Introducer Time: Age 2 - 3 15 Introducer Public 1. | Anarchiter. 1

15 Mohr Baby Lapelt 1: 0-12 Miths

11 pa 10 🚊

8 0 ¥

MORTON

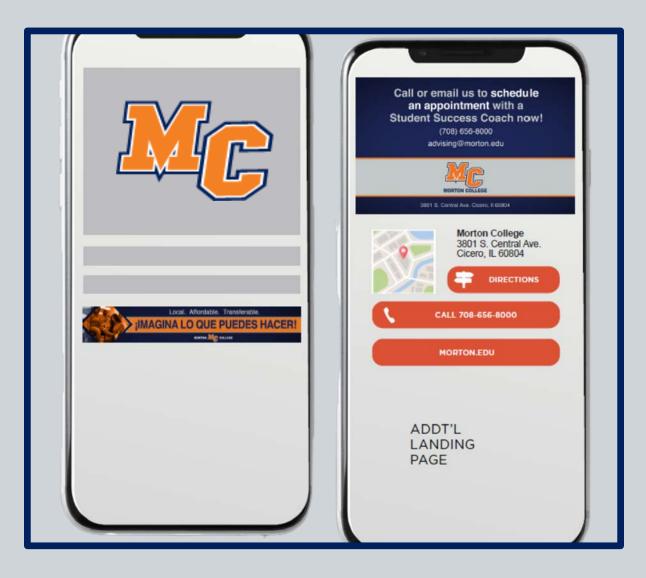














## Marketing Mall Advertising









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



### Marketing Website





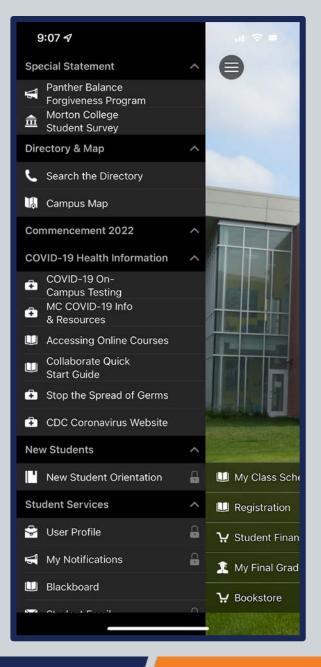
### Marketing Signature





## Marketing Mobile MC Ellucian App







## **Panther Newsletter**



#### **Covid-19 Campus Vaccination Guidelines**

#### Panthers,

On Thursday, August 26, 2021, Governor Pritzker issued <u>Executive Order 2021-20, COVID-19</u> <u>Executive Order No. 87</u>, 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.

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 <u>website</u> for more information.

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



























## Community Outreach Honor Flight Chicago 5K





## Community Outreach Hispanic Business Network Toy Drive







## Latino Thought Makers at Morton College











## **University Campus Visits**



## UNIVERSITY OF NOTRE DAME MICHIGAN STATE UNIVERSITY



## **Michigan State University**







# **University of Michigan**











## **University of Notre Dame**









# Morty's Den Spirit Store





# THANK 404 !!!

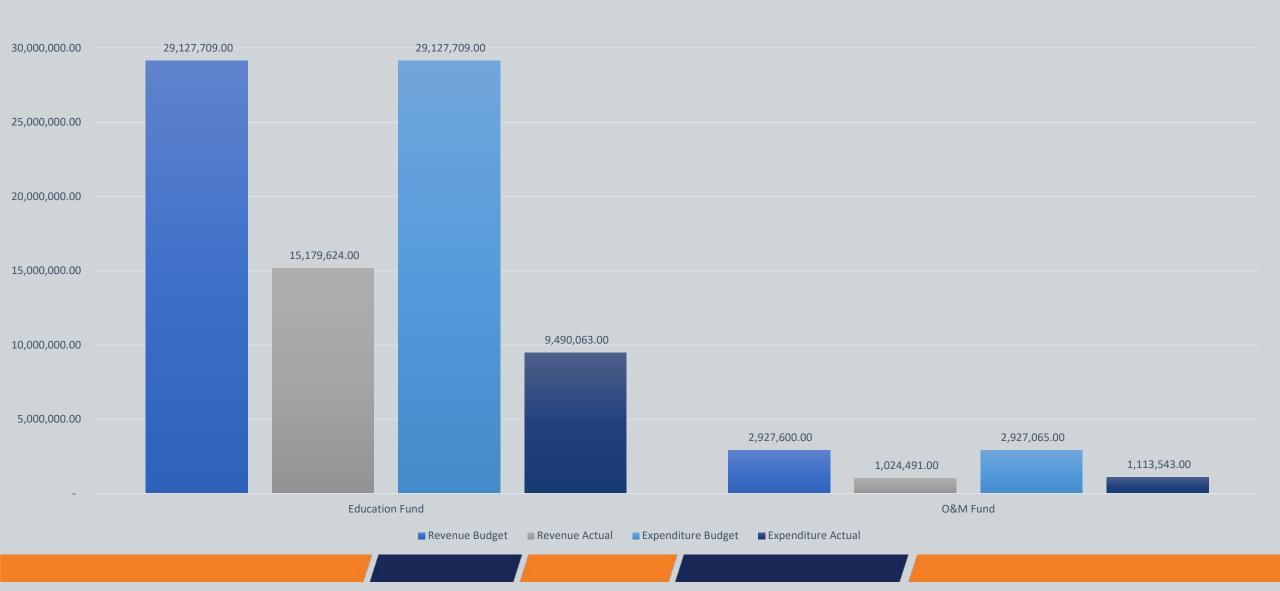




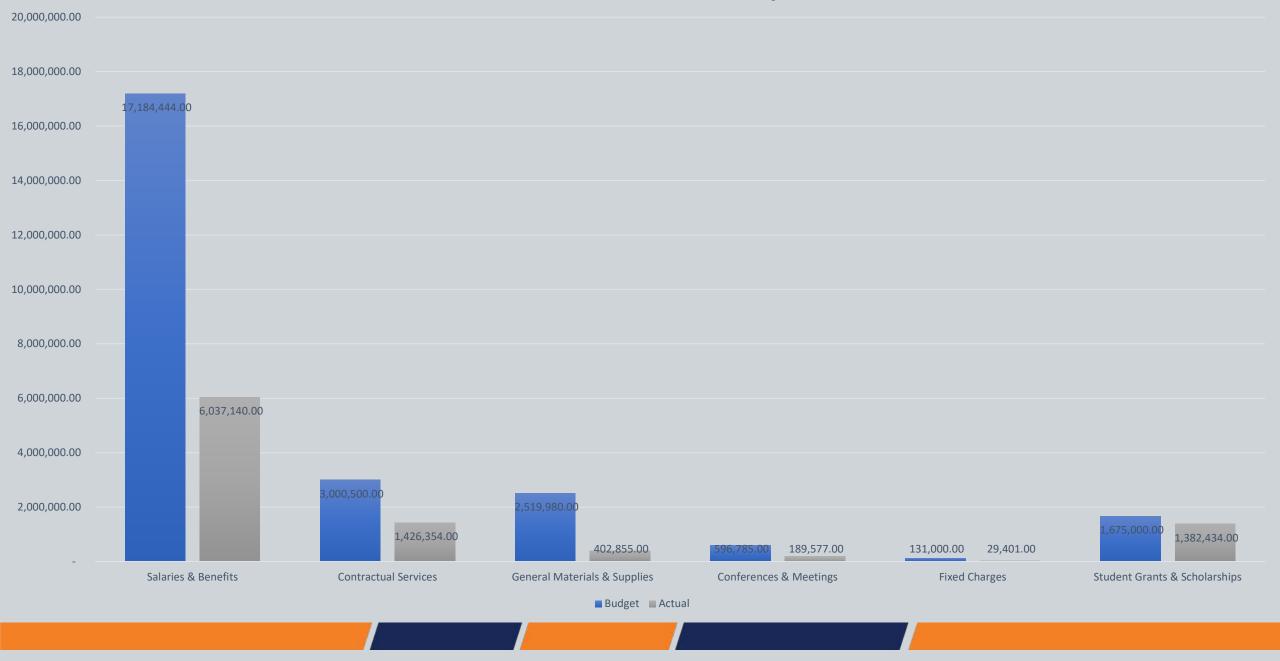
### Monthly Finance Updates Business Office Month ending November 2021

#### November 2021 - Operating Fund Revenues & Expenditures





**November 2021 - Education Fund Expenditures** 





## Thank you!



 $\overline{()}$ 



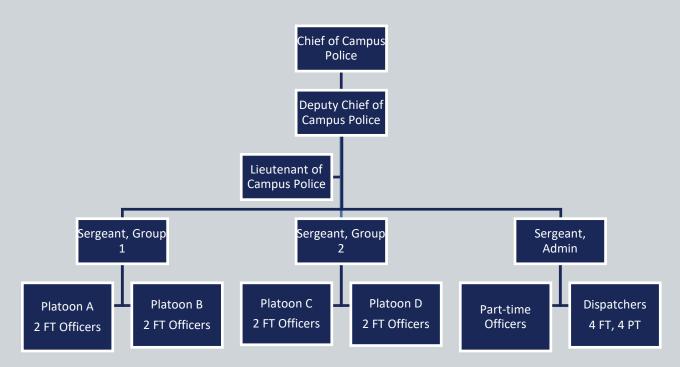
## Board Meeting December 15, 2021 11:00 a.m.



## Police Department Restructuring and Financial Overview December 15, 2021

### **Department Organizational Chart**

- Administrative positions: Chief of Police, Deputy Chief of Police, Lieutenant, Sergeants
- Union positions: FT Police Officers, PT Police Officers, FT/PT Dispatchers



### **Benefits of new organizational structure**

- A professional, effective, efficient, and self-sustaining police department
- A properly trained police department with the ability to manage any situation it encounters
- The ability to meet the rapidly evolving demands of local crime patterns
- The ability to meet the growing needs of the surrounding residential and business community
- A safer and more secure college community
- Less risk and liability for MC
- A partner with the MC Community
- The ability to recruit, hire, and retain the best qualified, diverse, and experienced candidates
- A trend that is often seen in public safety is that budgets are allocated *after* a critical incident occurs. By that time, it's too late. We must be forward-thinking.

### **Annual Salary/Benefit Cost**

### Budget comparison – 3 fiscal years

	FY2021	FY2022 (current)	FY2023
Salaries	\$859,317	\$650,185	\$1,112,864
Benefits	\$43,703	\$20,478	\$270,000
Total	\$903,020	\$670,663	\$1,382,864

- Savings from unfilled positions: \$384,648
  - ➤ V.P. of Admin Services \$203,690
  - Executive Assistant Operations \$83,206
  - Executive Assistant/Clerk of the Board \$97,752

### **Community College Comparison**

- Moraine Valley PD
  - > 32 employees
  - > \$2.3M budget
- Joliet Junior College PD
  - ➢ 45 employees
  - > \$3M budget
- Triton College PD
  - > 18 employees
  - > \$1.9M budget
- Oakton Community College
  - > 18 employees
  - > \$1.5M budget

Morton College
 18 FT employees
 \$1.4M budget



## Board Meeting December 15, 2021 11:00 a.m.



#### MORTON COLLEGE

Minutes for the Regular Board Meeting

Wednesday, November 17, 2021

#### 1. Call to Order

The regular Board meeting was called to order by Board Chair, Frances Reitz at 11:10 AM on Wednesday, November 17, 2021 at the JPAC Theater.

#### 2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance

#### 3. Swearing in of Student Member, Ivan Tejeda

Student Member, Ivan Tejeda was swear-in by Michael Del Galdo, Attorney.

#### 4. Roll Call

#### Present:

Frances F. Reitz, Trustee Anthony Martinucci, Trustee Jose Collazo, Trustee Susan Banks, Trustee (via phone) Susan Grazzini, Trustee Charles Hernandez, Trustee Oscar Montiel, Trustee

#### Absent:

None

#### Also Present:

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

#### 5. <u>Citizen Comments</u> - None

- 6. Recognition None
- 7. <u>Reports</u>

#### 7.1. ICCTA - ACCT - None

#### 8. President's Report

#### 8.1. Strategic Plan

Keith McLaughlin, commented on the approval of the 2022-2024 Institutional Strategic Plan presented at the October 27, 2021, Regular Board Meeting. He mentioned that the plan focused on making the student success the core work of Morton College.

#### 8.1.1. Police Department Re-Organization

Vincent Acevez, Chief of Campus Police, provided an overview of the current issues found on the Morton College Campus Police Department. Vincent reported on some topics that need to be addressed, like work culture, leadership, and communication within the department. Vincent also reported on his inability to properly staff shifts due to chronic call-offs and the fact that the police department is secondary to the officer's full-time jobs. He commented on the crime increase in the community. Therefore, there is a need for improvement in his department. Vincent talked about the benefits of restructuring his department to assure the safety of all the students. Trustee Hernandez asked Vince some questions and it was suggested by Chair Reitz to form a subcommittee with a couple of trustees to talk about the Morton College Campus Police Department re-organization before the December Board meeting. Stan Fields, President informed that Mireya and Vincent will update the Board on the December regular meeting on the Morton College Campus Police Department Financial Review.

- 8.2. Strategic Enrollment Plan None
- 8.3. Institutional Advancement None
- 8.4. Capital Improvements None
- 8.5. Higher Learning Commission (HLC) None
- 8.6. Finance Review

Mireya Perez, Chief Financial Officer/Treasurer, provided an overview of October 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. Mireya also talked about the 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, presented for Board members revision before the final approval at the December 15, Regular Board Meeting.

#### 9. Consent Agenda

Stan Fields, President asked to tabled item 9.27.2. Rodolfo Flores, Lieutenant, Morton College Campus Police Department, \$85,000.00, effective November 22, 2021.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes Agenda items 9.1 to 9.29.1, as listed below, with the exception of item 9.27.2. Trustee Reitz 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 9.1 to 9.29.1, as listed below. Trustee Montiel seconded the motion Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Grazzini, Hernandez, Montiel Nays: None Absent: None

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 Diving 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.

Trustee Martinucci made a motion to approve Agenda item 10.1, as listed. Trustee Collazo seconded the motion Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Grazzini, Hernandez, Montiel Nays: None Absent: None

#### 11. Adjournment

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

> Frances Reitz Board Chair

Jose Collazo Board Secretary 
 From:
 Mireya Perez

 To:
 Board Materials

 Subject:
 FW: Action Item 8.1 for 12/15/2021 Board Meeting

 Date:
 Wednesday, December 1, 2021 4:24:31 PM

 Attachments:
 BT 11.30.21.pdf

 Over 10k Nov 2021.pdf
 Board AS Totals 11.30.21.pdf

 Check Register 11.30.21.pdf

Thank you,



From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Wednesday, December 1, 2021 4:20 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 12/15/2021 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF NOVEMBER 2021 IN THE AMOUNT OF \$4,100,514 AND BUDGET TRANSFERS IN THE AMOUNT OF \$590,399 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

Suzanna Raigoza

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

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 November 2021, be approved and/or ratified in the amount of \$4,100,514 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),

O&M Restricted Fund (03)

11/30/2021	767,240
11/15/2021	767,860
11/30/2021	779,050
11/30/2021	1,740,815
	4,054,965
	11/15/2021 11/30/2021

Cash Disbursements - Monthly	11/30/2021	45,549
TOTAL ALL FUNDS		\$4,100,514

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$590,399 be

approved as outlined on the attached Journal No. 1-3 entry dates attached hereto.

AND BE IT FURTHER RESOLVED THAT the treasurer of Morton College is hereby

authorized and directed to make payments as listed and/or summarized above.

PASSED this 15th day of December 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 Status		Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101458	11/05/21	Recon		Lizeth Arias		10/21/21		335.00		335.00
								335.00		335.00
0101459	11/05/21	Recon	0188990	Natalie Baeza	V0152671	10/29/21		30.00		30.00
								30.00		30.00
0101460	11/05/21	Recon	0196413	Tomas Blasberg	V0152662	10/29/21		120.00		120.00
								120.00		120.00
0101461	11/05/21	Recon	0207419	Maricela Busso	V0151745	10/19/21		105.00		105.00
								105.00		105.00
0101462	11/05/21	Recon	0209632	Mizael Carrera	V0152770	11/03/21		500.00		500.00
								500.00		500.00
0101463	11/05/21	Recon	0200455	Ms. Lauren Caruso	V0152672	10/29/21		124.55		124.55
								124.55		124.55
0101464	11/05/21	Recon	0211473	Manou Chahmirzadi	V0152660	10/29/21		160.00		160.00
								160.00		160.00
0101465	11/05/21	Outst	0187179	Claudia M. Cisneros	V0152670	10/29/21		30.00		30.00
								30.00		30.00
0101466	11/05/21	Outst	0208165	Arnold J. Cross	V0152659	10/29/21		115.00		115.00
								115.00		115.00
0101467	11/05/21	Recon	0001965	Michael Daniels	V0152686	11/02/21		140.00		140.00
								140.00		140.00
0101468	11/05/21	Recon	0211294	Nicole Dizon	V0151694	10/15/21		200.00		200.00
								200.00		200.00
0101469	11/05/21	Recon	0208811	Stephen Dowjotas	V0152678	11/01/21		320.00		320.00
								320.00		320.00

0101470 11/05/21 Void 0000931 Mr. Juan M. Franco

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101471	11/05/21	Recon	0209596	Ms. Anayeli Fuentes	V0152657	10/29/21		300.00		300.00
								300.00		300.00
0101472	11/05/21	Recon	0201672	Abel Gonzalez	V0152690	11/02/21		120.00		120.00
								120.00		120.00
0101473	11/05/21	Recon	0210055	Karolina Grela	V0152661	10/29/21		120.00		120.00
								120.00		120.00
0101474	11/05/21	Outst	0179768	David Hamill	V0152687	11/02/21		140.00		140.00
								140.00		140.00
0101475	11/05/21	Recon	0211034	Heidi Hansfield	V0151690	10/15/21		200.00		200.00
								200.00		200.00
0101476	11/05/21	Recon	0211035	Samantha Hilger	V0151688	10/15/21		200.00		200.00
								200.00		200.00
0101477	11/05/21	Recon	0211559	Melvin E. Hubbard	V0152664	10/29/21		115.00		115.00
								115.00		115.00
0101478	11/05/21	Recon	0123738	Mr. Kevin R. Kalal	V0152682	11/02/21		500.00		500.00
								500.00		500.00
0101479	11/05/21	Recon	0117035	James J. La Pietra	V0151684	10/15/21		200.00		200.00
								200.00		200.00
0101480	11/05/21	Recon	0193312	Kyra Leigh	V0151883	10/27/21		500.00		500.00
								500.00		500.00
0101481	11/05/21	Outst	0208089	Steven Lessman	V0152668	10/29/21		50.00		50.00
								50.00		50.00
0101482	11/05/21	Recon	0211037	Tyler Maxie	V0151682	10/15/21		200.00		200.00
								200.00		200.00
0101483	11/05/21	Recon	0187216	Mr. Neil Moss	V0152669	10/29/21		40.00		40.00
								40.00		40.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

0101484 11/05/21 Recon         0211033 Caroline Passalino         V0151692 10/15/21         200.00         200.00           0101485 11/05/21 Recon         0211417 Jordyne Pippenger         V0151882 10/27/21         560.00         560.00           0101485 11/05/21 Recon         0208184 Rod Folich         V0152663 10/29/21         115.00         115.00           0101487 11/05/21 Void         0195558 Nr. Andrew E. Pulaski         0101688 11/05/21 Recon         0209211 Nr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101489 11/05/21 Recon         0210558 Charles a. Thomas         V0152688 11/02/21         100.00         200.00           0101489 11/05/21 Recon         0211036 Nicholas Schrier         V0152688 11/02/21         615.22         615.22           0101499 11/05/21 Recon         0211558 Charles a. Thomas         V0152680 10/28/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gins G. Torres         V0152689 11/02/21         160.00         160.00           0101492 11/05/21 Recon         0003201 Kevin Walter         V0152689 11/02/21         160.00         120.00         120.00           0101493 11/05/21 Recon         0209005 Teresa L. Alderman         V0152691 11/02/21         120.00         120.00         120.00           0101538 11/12/21 Recon         0209005 T	Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
D101485 11/05/21 Recon         D211417 Jordyne Pippenger         V0151882 10/27/21         500.00         500.00           0101486 11/05/21 Recon         0208184 Rod Polich         V0152663 10/29/21         115.00         115.00           0101486 11/05/21 Recon         0195558 Mr. Andrew E. Pulaski         0195558 Mr. Andrew E. Pulaski         0101481 11/05/21 Recon         0209211 Mr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101489 11/05/21 Recon         0211036 Nicholas Schrier         V0152668 10/15/21         200.00         200.00           0101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152688 11/02/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152630 10/28/21         160.00         160.00           0101491 11/05/21 Recon         0002900 Marwan Zein         V0152689 11/02/21         160.00         160.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         320.00           0101539 11/12/21 Recon         0209905 Teresa L. Alderman         V0152165 11/08/21         2,000.00         2,000.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc         V0153153 11/08/21         160.00         110.00           0101540 11/12/21 Recon         0201559	0101484	11/05/21	Recon	0211033	Caroline Passalino	V0151692	10/15/21		200.00		200.00
500.00         500.00         500.00           0101486 11/05/21 Recon         0208184 Rod Polich         V0152663 10/29/21         115.00         115.00           0101487 11/05/21 Void         0195558 Mr. Andrew E. Pulaski          115.00         115.00           0101488 11/05/21 Recon         0209211 Mr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101489 11/05/21 Recon         0211036 Nicholas Schrier         V0151666 10/15/21         200.00         200.00           0101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152688 11/02/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152689 11/02/21         51.94         51.94           0101491 11/05/21 Recon         0002900 Marwan Zein         V0152691 11/02/21         160.00         160.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101538 11/12/21 Recon         0200282 Victor M. Albanil Beltra         V01531049 11/04/21         200.00         200.00           0101539 11/12/21 Recon         0209905 Teresa L. Alderman         V0151866 10/26/21         2,000.00         2,000.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc         V0153153 11/08/								-	200.00		200.00
0101486 11/05/21 Recon         0208184 Rod Polich         V0152663 10/29/21         115.00         115.00           0101487 11/05/21 Void         0195558 Mr. Andrew E. Pulaski         115.00         115.00         115.00           0101488 11/05/21 Recon         0209211 Mr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101489 11/05/21 Recon         0211036 Nicholas Schrier         V0151686 10/15/21         200.00         200.00           0101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152683 11/02/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152689 11/02/21         160.00         160.00           0101492 11/05/21 Recon         0002900 Marwan Zein         V0152689 11/02/21         160.00         160.00           0101493 11/05/21 Outst         002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101493 11/05/21 Recon         0200282 Victor M. Albanil Beltra         V0153049 11/04/21         200.00         200.00           0101539 11/12/21 Recon         0209905 Teresa L. Alderman         V0151866 10/26/21         2.000.00         2.000.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc         V0151815 11/08/21         160.00         160.00	0101485	11/05/21	Recon	0211417	Jordyne Pippenger	V0151882	10/27/21		500.00		500.00
115.00         115.00         115.00           0101487 11/05/21 Void         0195558 Mr. Andrew E. Pulaski         615.22         615.22           0101488 11/05/21 Recon         0209211 Mr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101489 11/05/21 Recon         0211036 Nicholas Schrier         V0151686 10/15/21         200.00         200.00           10101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152688 11/02/21         140.00         140.00           1101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152630 10/28/21         51.94         51.94           0101492 11/05/21 Recon         0003201 Kevin Walter         V0152689 11/02/21         160.00         160.00           1101492 11/05/21 Recon         002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101493 11/05/21 Outst         002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101538 11/12/21 Recon         0209905 Teresa L. Alderman         V0151866 10/26/21         2,000.00         110.00           0101539 11/12/21 Recon         0201559 AW Referee Services Inc         V0151515 11/08/21         160.00         100.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc         V01515153 11/08/21								-	500.00		500.00
0101487 11/05/21 Void         0195558 Mr. Andrew E. Pulaski           0101488 11/05/21 Recon         0209211 Mr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101489 11/05/21 Recon         021036 Nicholas Schrier         V0151686 10/15/21         200.00         200.00           0101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152689 11/02/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152630 10/28/21         51.94         51.94           0101492 11/05/21 Recon         0003201 Kevin Walter         V0152689 11/02/21         160.00         160.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101538 11/12/21 Recon         0200282 Victor M. Albanil Beltra V0153049 11/04/21         220.00         220.00         220.00           0101539 11/12/21 Recon         0209905 Teresa L. Alderman         V0151866 10/26/21         2,000.00         110.00           0101540 11/12/21 Recon         0201555 AW Referee Services Inc V0153153 11/08/21         160.00         160.00         160.00	0101486	11/05/21	Recon	0208184	Rod Polich	V0152663	10/29/21		115.00		115.00
0101488 11/05/21 Recon         0209211 Mr. Chris Rathunde         V0152675 11/01/21         615.22         615.22           0101488 11/05/21 Recon         0211036 Nicholas Schrier         V0151686 10/15/21         200.00         200.00           0101489 11/05/21 Recon         0211558 Charles a. Thomas         V0152688 11/02/21         140.00         140.00           0101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152630 10/28/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152630 10/28/21         51.94         51.94           0101492 11/05/21 Recon         0003201 Kevin Walter         V0152689 11/02/21         160.00         160.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101538 11/12/21 Recon         02002082 Victor M. Albanil Beltra V0153049 11/04/21         320.00         320.00           0101539 11/12/21 Recon         0209905 Teresa L. Alderman         V0151866 10/26/21         2,000.00         2,000.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc         V0153153 11/08/21         160.00         160.00								-	115.00		115.00
615.22         615.22         615.22           0101489         11/05/21         Recon         0211036         Nicholas         Schrier         V0151686         10/15/21         200.00         200.00           0101490         11/05/21         Outst         0211558         Charles a.         Thomas         V0152688         11/02/21         140.00         140.00           0101490         11/05/21         Recon         0000738         Ms Gina G.         Torres         V0152630         10/28/21         51.94         51.94           0101492         11/05/21         Recon         0003201         Kevin Walter         V0152689         11/02/21         160.00         160.00           0101493         11/05/21         Recon         0002900         Marwan Zein         V0152691         11/02/21         120.00         120.00           0101493         11/12/21         Recon         0200282         Victor M.         Albanil Beltra         V0153049         11/04/21         320.00         320.00           0101539         11/12/21         Recon         0209905         Teresa         L.         Alderman         V0151866         10/26/21         2,000.00         110.00           0101539         11/12/21         Recon	0101487	11/05/21	Void	0195558	Mr. Andrew E. Pulaski						
0101489 11/05/21 Recon       0211036 Nicholas Schrier       V0151686 10/15/21       200.00       200.00         0101490       11/05/21 Outst       0211558 Charles a. Thomas       V0152688 11/02/21       140.00       140.00         0101491       11/05/21 Recon       0000738 Ms Gina G. Torres       V0152630 10/28/21       51.94       51.94         0101492       11/05/21 Recon       0003201 Kevin Walter       V0152689 11/02/21       160.00       160.00         0101493       11/05/21 Outst       0002900 Marwan Zein       V0152691 11/02/21       120.00       120.00         0101493       11/05/21 Outst       0002900 Marwan Zein       V0152691 11/02/21       120.00       120.00         0101538       11/12/21 Recon       0200282 Victor M. Albanil Beltra       V0153049 11/04/21       200.00       320.00         0101539       11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21       2,000.00       2,000.00         0101540       11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00	0101488	11/05/21	Recon	0209211	Mr. Chris Rathunde	V0152675	11/01/21		615.22		615.22
0101490 11/05/21 Outst         0211558 Charles a. Thomas         V0152688 11/02/21         140.00         140.00           0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152630 10/28/21         51.94         51.94           0101492 11/05/21 Recon         0003201 Kevin Walter         V0152689 11/02/21         160.00         160.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         120.00         120.00           0101538 11/12/21 Recon         0200282 Victor M. Albanil Beltra V0153049 11/04/21         320.00         320.00           0101539 11/12/21 Recon         020905 Teresa L. Alderman         V0151866 10/26/21         2,000.00         2,000.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc V0153153 11/08/21         160.00         160.00         100.00								_	615.22		615.22
0101490 11/05/21 Outst       0211558 Charles a. Thomas       V0152688 11/02/21       140.00       140.00         0101491 11/05/21 Recon       0000738 Ms Gina G. Torres       V0152630 10/28/21       51.94       51.94         0101492 11/05/21 Recon       0003201 Kevin Walter       V0152689 11/02/21       160.00       160.00         0101492 11/05/21 Recon       0002900 Marwan Zein       V0152691 11/02/21       160.00       120.00         0101538 11/12/21 Recon       0200282 Victor M. Albanil Beltra V0153049 11/04/21       320.00       320.00         0101539 11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21       2,000.00       2,000.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00	0101489	11/05/21	Recon	0211036	Nicholas Schrier	V0151686	10/15/21		200.00		200.00
0101491 11/05/21 Recon         0000738 Ms Gina G. Torres         V0152630 10/28/21         51.94         51.94           0101492 11/05/21 Recon         0003201 Kevin Walter         V0152689 11/02/21         160.00         160.00           0101493 11/05/21 Outst         0002900 Marwan Zein         V0152691 11/02/21         160.00         120.00           0101538 11/12/21 Recon         0200282 Victor M. Albanil Beltra V0153049 11/04/21         320.00         320.00           0101539 11/12/21 Recon         0209905 Teresa L. Alderman         V0151866 10/26/21 V0153153 11/08/21         2,000.00         2,000.00           0101540 11/12/21 Recon         0201559 AW Referee Services Inc         V0153153 11/08/21         160.00         160.00									200.00		200.00
0101491 11/05/21 Recon 0000738 Ms Gina G. Torres V0152630 10/28/21 51.94 51.94 51.94 0101492 11/05/21 Recon 0003201 Kevin Walter V0152689 11/02/21 160.00 160.00 0101493 11/05/21 Outst 0002900 Marwan Zein V0152691 11/02/21 120.00 120.00 0101538 11/12/21 Recon 0200282 Victor M. Albanil Beltra V0153049 11/04/21 320.00 320.00 0101539 11/12/21 Recon 0209905 Teresa L. Alderman V0151866 10/26/21 2,000.00 2,000.00 0101540 11/12/21 Recon 0201559 AW Referee Services Inc V0153153 11/08/21 160.00 160.00 0101530 11/12/21 Recon 0201559 AW Referee Services Inc V0153153 11/08/21 000 160.00	0101490	11/05/21	Outst	0211558	Charles a. Thomas	V0152688	11/02/21		140.00		140.00
0101492 11/05/21 Recon       0003201 Kevin Walter       V0152689 11/02/21       160.00       160.00         0101493 11/05/21 Outst       0002900 Marwan Zein       V0152691 11/02/21       120.00       120.00         0101538 11/12/21 Recon       0200282 Victor M. Albanil Beltra       V0153049 11/04/21       320.00       320.00         0101539 11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21       2,000.00       110.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00									140.00		140.00
0101492 11/05/21 Recon       0003201 Kevin Walter       V0152689 11/02/21       160.00       160.00         0101493 11/05/21 Outst       0002900 Marwan Zein       V0152691 11/02/21       120.00       120.00         0101538 11/12/21 Recon       0200282 Victor M. Albanil Beltra V0153049 11/04/21       320.00       320.00         0101539 11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21 V0153125 11/08/21       2,000.00 110.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00	0101491	11/05/21	Recon	0000738	Ms Gina G. Torres	V0152630	10/28/21	_	51.94		51.94
160.00       160.00         0101493 11/05/21 Outst       0002900 Marwan Zein       V0152691 11/02/21       120.00       120.00         0101538 11/12/21 Recon       0200282 Victor M. Albanil Beltra V0153049 11/04/21       320.00       320.00         0101539 11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21 V0153153 11/08/21       2,000.00 110.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00									51.94		51.94
0101493 11/05/21 Outst 0002900 Marwan Zein V0152691 11/02/21 120.00 120.00 0101538 11/12/21 Recon 0200282 Victor M. Albanil Beltra V0153049 11/04/21 320.00 320.00 0101539 11/12/21 Recon 0209905 Teresa L. Alderman V0151866 10/26/21 2,000.00 110.00 2,000.00 0101540 11/12/21 Recon 0201559 AW Referee Services Inc V0153153 11/08/21 160.00 160.00	0101492	11/05/21	Recon	0003201	Kevin Walter	V0152689	11/02/21	_	160.00		160.00
120.00       120.00         0101538 11/12/21 Recon       0200282 Victor M. Albanil Beltra V0153049 11/04/21       320.00         320.00       320.00         0101539 11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21 V0153125 11/08/21       2,000.00 110.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00									160.00		160.00
0101538 11/12/21 Recon 0200282 Victor M. Albanil Beltra V0153049 11/04/21 320.00 320.00 0101539 11/12/21 Recon 0209905 Teresa L. Alderman V0151866 10/26/21 V0153125 11/08/21 2,000.00 110.00 0101540 11/12/21 Recon 0201559 AW Referee Services Inc V0153153 11/08/21 160.00 160.00	0101493	11/05/21	Outst	0002900	Marwan Zein	V0152691	11/02/21	_	120.00		120.00
0101539 11/12/21 Recon       0209905 Teresa L. Alderman       V0151866 10/26/21 V0153125 11/08/21       2,000.00 110.00       2,000.00 110.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00									120.00		120.00
0101539 11/12/21 Recon 0209905 Teresa L. Alderman V0151866 10/26/21 2,000.00 2,000.00 V0153125 11/08/21 2,000.00 110.00 2,110.00 2,110.00 0101540 11/12/21 Recon 0201559 AW Referee Services Inc V0153153 11/08/21 160.00	0101538	11/12/21	Recon	0200282	Victor M. Albanil Beltra	V0153049	11/04/21	_	320.00		320.00
V0153125 11/08/21       110.00       110.00         2,110.00       2,110.00       2,110.00         0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00									320.00		320.00
0101540 11/12/21 Recon       0201559 AW Referee Services Inc       V0153153 11/08/21       160.00       160.00	0101539	11/12/21	Recon	0209905	Teresa L. Alderman						
0101540 11/12/21 Recon 0201559 AW Referee Services Inc V0153153 11/08/21 160.00 160.00							, .0, 11	-			
	0101540	11/12/21	Recon	0201559	AW Referee Services Inc	V0153153	11/08/21				
100.00 100.00								-	160.00		160.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101541	11/12/21	Outst	0000781	Ms. Sandra Barajas	V0153198	11/09/21		141.99		141.99
								141.99		141.99
0101542	11/12/21	Recon	0002595	Joelle Beranek	V0153197	11/09/21		435.04		435.04
								435.04		435.04
0101543	11/12/21	Outst	0197675	Mr. Michael T. Brown	V0153196	11/08/21		490.24		490.24
								490.24		490.24
0101544	11/12/21	Recon	0000995	Bureau Water/Sewer Town	V0153202 V0153203 V0153204	11/09/21 11/09/21 11/09/21 11/09/21 11/09/21		379.85 1,191.34 191.34 191.34 191.34 191.34		379.85 1,191.34 191.34 191.34 191.34
								2,145.21		2,145.21
0101545	11/12/21	Recon	0000794	Ms. Janet M. Crockett	V0153156	11/08/21		187.63		187.63
								187.63		187.63
0101546	11/12/21	Recon	0202383	Flexible Benefit Service	V0153116	11/08/21		365.00		365.00
								365.00		365.00
0101547	11/12/21	Recon	0011159	Heartland Community Coll	V0151964	10/27/21		120.00		120.00
								120.00		120.00
0101548	11/12/21	Recon	0001226	Raymond W Konrath	V0153123	11/08/21		30.00		30.00
								30.00		30.00
0101549	11/12/21	Outst	0208089	Steven Lessman	V0153122	11/08/21		50.00		50.00
								50.00		50.00
0101550	11/12/21	Recon	0011526	Lindenwood University	V0153154	11/08/21		400.00		400.00
								400.00		400.00
0101551	11/12/21	Recon	0003247	Sargun Odishu	V0153119	11/08/21		120.00		120.00
								120.00		120.00
0101552	11/12/21	Recon	0195558	Mr. Andrew E. Pulaski	V0151873	10/26/21		713.75		713.75

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								713.75		713.75
0101553	11/12/21	Outst	0211662	Score Sports Center	V0153117	11/08/21		150.00		150.00
							-	150.00		150.00
0101554	11/12/21	Outst	0210204	August Trexler	V0153120	11/08/21		120.00		120.00
							_	120.00		120.00
0101555	11/15/21	Recon	0177469	Bright Start College Sav	V0153385	11/15/21		100.00		100.00
							-	100.00		100.00
0101556	11/15/21	Outst	0001422	CCCTU-Cope Fund	V0153386	11/15/21		120.00		120.00
								120.00		120.00
0101557	11/15/21	Recon	0001374	College & University Cre	V0153388	11/15/21		200.00		200.00
								200.00		200.00
0101558	11/15/21	Recon	0001371	Colonial Life & Accident	V0153389	11/15/21		12.00		12.00
								12.00		12.00
0101559	11/15/21	Outst	0160763	Illinois Education Assoc	V0153390	11/15/21		332.00		332.00
								332.00		332.00
0101560	11/15/21	Recon	0191845	Metropolitan Alliance of	V0153391	11/15/21	_	269.00		269.00
								269.00		269.00
0101561	11/15/21	Outst	0101061	Morton College Faculty	V0153387	11/15/21	-	91.74		91.74
								91.74		91.74
0101562	11/15/21	Outst	0001372	Morton College Teachers	V0153393	11/15/21	_	1,594.15		1,594.15
								1,594.15		1,594.15
0101563	11/15/21	Outst	0001372	Morton College Teachers	V0153392	11/15/21	_	3,037.98		3,037.98
								3,037.98		3,037.98
0101564	11/15/21	Recon	0001513	SEIU Local 73 Cope	V0153395	11/15/21	_	7.00		7.00
								7.00		7.00

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	
0101565	11/15/21	Recon	0001373	Service Employees Intl U	V0153396	11/15/21		377.02		
								377.02		377.02
0101566	11/15/21	Recon	0001563	State Disbursement Unit	V0153397 V0153398	11/15/21 11/15/21		50.00 961.71		50.00 961.71
								1,011.71		1,011.71
0101567	11/15/21	Outst	0001161	State Univ Retirement Sy	V0153399	11/15/21		72,432.94		72,432.94
								72,432.94		72,432.94
0101568	11/15/21	Recon	0190089	30E Solutions	V0153340	11/10/21	B0004065	4,333.00		4,333.00
								4,333.00		4,333.00
0101569	11/15/21	Recon	0013221	4IMPRINT	V0153419	11/15/21	P0010727	678.67		678.67
								678.67		678.67
0101570	11/15/21	Recon	0211633	A&A Pro Services LLC	V0153095 V0153096 V0153097	11/05/21 11/05/21 11/05/21	B0004198 B0004198 B0004198	350.00 350.00 980.00		350.00 350.00 980.00
								1,680.00		1,680.00
0101571	11/15/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0153113	11/05/21	B0003990	240.00		240.00
								240.00		240.00
0101572	11/15/21	Recon	0209709	Accurate Employment Scre	V0153065	11/05/21	B0004025	2,686.45		2,686.45
								2,686.45		2,686.45
0101573	11/15/21	Recon	0175113	Algor Plumbing	V0153112	11/05/21	B0003992	152.20		152.20
								152.20		152.20
0101574	11/15/21	Recon	0190802	All-Types Elevators Inc	V0153105	11/05/21	B0003995	548.00		548.00
								548.00		548.00
0101575	11/15/21	Recon	0188188	Amazon Capital Services	V0153063 V0153152 V0153177 V0153188	11/05/21 11/08/21 11/08/21 11/08/21	B0004074 B0004028 B0004181 B0004021 P0010769 B0004028 P0010812	119.82 1,559.84 75.19 59.68 70.67 252.10 199.99		119.82 1,559.84 75.19 59.68 70.67 252.10 199.99

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0153367 V0153368 V0153371	11/10/21 11/10/21 11/10/21	P0010810 B0004028 B0004097 B0004202 P0010809	545.69 832.83 193.44		315.81 117.84 545.69 832.83 193.44
								4,342.90		4,342.90
0101576	11/15/21	Recon	0000977		V0153059	11/05/21	B0004180 B0004180 B0004180	108.00 999.00 358.00		108.00 999.00 358.00
								1,465.00		1,465.00
0101577	11/15/21	Recon	0001490	Arc One Electric	V0153355	11/10/21	B0004207	2,328.50		2,328.50
								2,328.50		2,328.50
0101578	11/15/21	Recon	0000973	AT&T	V0153108	11/05/21	B0003967	2,384.94		2,384.94
								2,384.94		2,384.94
0101579	11/15/21	Recon	0001953	AT&T Mobility	V0153352	11/10/21	B0003987	143.03		143.03
								143.03		143.03
0101580	11/15/21	Recon	0001401	AZ Commercial	V0153358	11/10/21	B0004019	69.86		69.86
								69.86		69.86
0101581	11/15/21	Recon	0196421	Balloons by Tommy	V0153375	11/10/21	P0010841	562.00		562.00
								562.00		562.00
0101582	11/15/21	Recon	0000985	Berwyn Ace Hardware	V0153114	11/05/21	B0003946	9.99		9.99
								9.99		9.99
0101583	11/15/21	Outst	0211523	Best-Way Refinishing, In	V0153151	11/08/21	B0004191	1,975.00		1,975.00
								1,975.00		1,975.00
0101584	11/15/21	Recon	0207419	Maricela Busso	V0153374	11/10/21	P0010852	812.50		812.50
								812.50		812.50
0101585	11/15/21	Recon	0001466	CAIRS	V0153178 V0153181	11/08/21 11/08/21	P0010762 P0010794	3,920.00 2,654.00		3,920.00 2,654.00
								6,574.00		6,574.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name			PO/BPO Number		Cash Disc Amount	Check Amount
0101586	11/15/21	Recon					P0010821	4,500.00		4,500.00
								4,500.00		4,500.00
0101587	11/15/21	Recon	0000998	Carolina Biological Supp	V0153191	11/08/21	P0010758	35.25		35.25
								35.25		35.25
0101588	11/15/21	Outst	0165266	CASAS	V0153176	11/08/21	P0010790	184.80		184.80
								184.80		184.80
0101589	11/15/21	Recon	0001593	CDW-Government, Inc	V0153162 V0153359	11/08/21	P0010779 P0010802	19.79 24.53		19.79 24.53
								98.92		98.92
								143.24		143.24
0101590	11/15/21	Recon	0158916	Cepro, Inc.	V0153172	11/08/21	P0010473	1,305.00		1,305.00
								1,305.00		1,305.00
0101591	11/15/21	Void	0001195	Cintas Corporation						
0101592	11/15/21	Recon	0001195	Cintas Corporation	V0153101	11/05/21	B0003974	206.30		206.30
								206.30		206.30
0101593	11/15/21	Recon	0001195	Cintas Corporation	V0153413	11/15/21	B0003974	206.30		206.30
								206.30		206.30
0101594	11/15/21	Recon	0201853	Club Automation, LLC	V0153066	11/05/21	B0004042	908.68		908.68
								908.68		908.68
0101595	11/15/21	Outst	0001752	Comcast	V0153050	11/05/21	B0004034	177.67		177.67
								177.67		177.67
0101596	11/15/21	Recon	0001013	ComEd	V0153410	11/15/21	B0004003	12,261.81		12,261.81
								12,261.81		12,261.81
0101597	11/15/21	Recon	0168196	Concentra Health Service	V0153169	11/08/21	P0010807	50.00		50.00
								50.00		50.00
0101598	11/15/21	Outst	0201588	CUT-WELD Supply, Inc.	V0153376 V0153377	11/10/21 11/10/21	P0010826 P0010827	265.00 15.00		265.00 15.00

GL Account No: 01-0000-00000-110000000

Check Number			Vendor ID	Payee Name	Voucher ID			Voucher Amount	Cash Disc Amount	Check Amount
						11/10/21	P0010828	144.00 630.00		144.00 630.00
								1,054.00		1,054.00
0101599	11/15/21	Recon	0001676	Del Galdo Law Group, LLC	V0153054 V0153055	11/05/21 11/05/21	B0004063 B0004063	10,809.63 6,103.50		10,809.63 6,103.50
								16,913.13		16,913.13
0101600	11/15/21	Recon	0205020	DiaMedical USA Equipment	V0153361	11/10/21	P0010610	813.66		813.66
								813.66		813.66
0101601	11/15/21	Recon	0000989	Dick Blick	V0153353	11/10/21	B0004206	8.80		8.80
								8.80		8.80
0101602	11/15/21	Recon	0208992	Direct Energy Business	V0153127	11/08/21	B0004001	4,505.94		4,505.94
								4,505.94		4,505.94
0101603	11/15/21	Recon	0209578	DisposAll Waste Services	V0153090	11/05/21	B0003964	450.00		450.00
								450.00		450.00
0101604	11/15/21	Recon	0002185	Ellucian Inc.	V0153091	11/05/21	B0004108	4,194.00		4,194.00
								4,194.00		4,194.00
0101605	11/15/21	Recon	0198694	ePromos Promotional Prod	V0153068	11/05/21	B0004200	906.77		906.77
					V0153069	11/05/21	B0004200 B0004128	863.69		863.69 371.96
					V0153071	11/05/21	B0004128 B0004128	474.46		474.46
								2,616.88		2,616.88
0101606	11/15/21	Recon	0001029	Fed Ex	V0153341	11/10/21	B0003947	57.27		57.27
								57.27		57.27
0101607	11/15/21	Recon	0157592	First Communications	V0153344	11/10/21	B0003989	1,110.54		1,110.54
								1,110.54		1,110.54
0101608	11/15/21	Recon	0001034	Flinn Scientific Inc			P0010741 P0010650	23.10 67.68		23.10 67.68
								90.78		90.78

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101609	11/15/21	Recon	0007936	Ford Motor Company	V0153175	11/08/21	P0010804	1,350.00		1,350.00
								1 250 00		1,350.00
0101610	11/15/21	Recon	0001037	Fox Valley Fire & Safety	V0153109	11/05/21	B0004035	992.00		992.00
					V0153110	11/05/21	B0004035	984.00		984.00
				Fox Valley Fire & Safety	V0153111	11/05/21	B0004035	1,202.00		1,202.00
								3,178.00		3,178.00
0101611	11/15/21	Recon	0202852	Freepoint Energy Solutio	V0153411	11/15/21	B0004015	22,815.31		22,815.31
								22,815.31		22,815.31
0101612	11/15/21	Recon	0201760	Garvey's Office Products	V0153362	11/10/21	P0010814	473.08		473.08
							-	473.08		473.08
0101613	11/15/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0153342	11/10/21	B0004186	161.05		161.05
								161.05		161.05
0101614	11/15/21	Recon	0199308	Global Music Rights, LLC	V0153174	11/08/21	P0010820	851.20		851.20
								051 00		0 5 1 0 0
0101615	11/15/21	Recon	0205565	The Graphic Edge, LLC	V0153078	11/05/21	в0004150	567.17		567.17
				1 3 1	V0153079	11/05/21	B0004150	501.81		501.81
					V0153080	11/05/21	B0004147	2,086.52		2,086.52
					V0153081	11/05/21	B0004147	472.98		472.98
					V0153082	11/05/21	B0004147	642.87		642.87
					V0153083	11/05/21	B0004147	599.79		599.79
					V0153084	11/05/21	B0004147	1,869.07		1,869.07
					V0153085	11/05/21	B0004147	953.33		953.33
					V0153086	11/05/21	B0004147	472.48		472.48
					V0153087	11/05/21	B0004147	635.64		635.64
					V0153103	11/05/21	B0004093	743.74		743.74
					V0153129	11/08/21	B0004165	69.10		69.10
					V0153130	11/08/21	B0004165	3,046.72		3,046.72
					V0153132	11/08/21	B0004165	2,329.32		2,329.32
					V0153133	11/08/21	B0004165	687.29		687.29
					V0153134	11/08/21	B0004165	41.75		41.75
					VU153135	11/08/21	BUUU4165	2,182.81		2,182.81
					VUL53L36	11/08/21	BUUU4147	1,084.43		1,684.43
					VULD3137	11/00/21		458.65		458.65
					VU153138	11/00/21	DUUU414/	1,/10.2U		1,/18.2U
					VULDDL39	11/00/21	D000414/	200.94		200.94
					V0153140	11/08/21	B0004147	200 26		200 26
				The Graphic Edge, LLC	V0153142	11/08/21	B0004150	462.95		462.95

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	ID	Date	PO/BPO Number	Amount	Cash Disc Amount	Check Amount
					V0153144	11/08/21	B0004150	36.10 297.16 528.64 210.86 841.01		36.10
					V0153192	11/08/21	B0004043	297.16		297.16
					VU153345	11/10/21	B0004150	528.64		528.64 210.86 841.01
					VU153346	11/10/21	B0004058	210.86		210.86
					V0153347	11/10/21	B0004058	841.01 564.98 2,877.19 3,605.84 1,348.02 305.37 274.24 1,856.19 309.46		841.01 564.98 2,877.19 3,605.84 1,348.02 205.37
					V0153348	11/10/21	B0004058	2 877 10		2 877 19
					V0153349	11/10/21	B0004058	3 605 84		3 605 84
					V0153550	11/15/21	B0004050	1 348 02		1 348 02
					V0153405	11/15/21	B0004149	305 37		305.37
					V0153406	11/15/21	B0001119 B0004149	274 24		274 24
					V0153407	11/15/21	B0001119 B0004148	1 856 19		274.24 1,856.19
					V0153407	11/15/21	B0004140 B0004072	309.46		309.46
					10122100	11/13/d1	D00010/2	952.44		952.44
					V0155105	11/13/21	00001105	37,442.16		37,442.16
0101616	11/15/21	Outst	0001666	Herbkoe Fun Foods	V0153180	11/08/21	P0010665			820.00
								820.00		820.00
0101617	11/15/21	Recon	0001381	Home Depot/GECF	V0153107	11/05/21	B0003978	76.18		76.18
								76.18		76.18
0101618	11/15/21	Recon	0001058	Horizon Screen Print Inc	V0153366	11/10/21	P0010834	382.00		382.00
								382.00		382.00
0101619	11/15/21	Recon	0208931	International Sport Surf	V0153190	11/08/21	P0010822	490.00		490.00
								490.00		490.00
0101620	11/15/21	Recon	0001647	Iron Mountain	V0153051	11/05/21	B0004006	607.62		607.62
								607.62		607.62
0101621	11/15/21	Recon	0001848	Jack Phelan Chevrolet	V0153064	11/05/21	B0004193	72.73		72.73
								72.73		72.73
0101622	11/15/21	Recon	0001775	Jostens	V0153052	11/05/21	B0004061	9.97		9.97
								9.97		9.97
0101623	11/15/21	Outst	0204867	Kahoot! AS	V0153182	11/08/21	P0010833	1,080.00		1,080.00
								1,080.00		1,080.00
0101624	11/15/21	Recon	0002233	Konica Minolta Premier F	V0153053	11/05/21	B0004008	2,897.00		2,897.00

Check Number			Vendor ID	Payee Name	Voucher ID		PO/BPO Number		Cash Disc Amount	Check Amount
								2,897.00		2,897.00
0101625	11/15/21	Recon	0002233	Konica Minolta Premier H	v0153077	11/05/21	B0004008	451.00		451.00
								451.00		451.00
0101626	11/15/21	Recon	0002233	Konica Minolta Premier H	V0153088	11/05/21	B0004008	140.00		140.00
								140.00		140.00
0101627	11/15/21	Recon	0002233	Konica Minolta Premier H	V0153089	11/05/21	B0004008	125.17		125.17
								125.17		125.17
0101628	11/15/21	Recon	0001673	M.L. Plumbing LLC.	V0153100	11/05/21	B0004195	300.00		300.00
								300.00		300.00
0101629	11/15/21	Recon	0201918	Marco Promos LLC	V0153412	11/15/21	B0004194	999.79		999.79
								999.79		999.79
0101630	11/15/21	Recon	0001299	McMaster-Carr	V0153163	11/08/21	P0010806	953.86		953.86
								953.86		953.86
0101631	11/15/21	Recon	0002157	Medical Equipment Affili	V0153171	11/08/21	P0010372	1,200.00		1,200.00
								1,200.00		1,200.00
0101632	11/15/21	Recon	0001529	New Pocket Nurse	V0153170	11/08/21	P0010791	875.79		875.79
								875.79		875.79
0101633	11/15/21	Recon	0208924	Nicor Gas	V0153159	11/08/21	B0004000	2,367.72		2,367.72
								2,367.72		2,367.72
0101634	11/15/21	Recon	0001122	Office Depot	V0153072 V0153073 V0153075 V0153145 V0153147 V0153149 V0153165 V0153166 V0153167 V0153356	11/05/21 11/05/21 11/05/21 11/08/21 11/08/21 11/08/21 11/08/21 11/08/21 11/08/21 11/08/21 11/08/21	B0004155 B0004140 B0004140 B0004140 B0004155 B0004140 B0003950 P0010730 P0010730 B0004121	68.61 52.01 16.39 30.49 156.16 51.58 150.40 5.89 302.10 15.72 55.95		68.61 52.01 16.39 30.49 156.16 51.58 150.40 5.89 302.10 15.72 55.95

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101635	11/15/21	Recon	0002406	Paisans Pizza	V0153161 V0153168 V0153173 V0153380 V0153381	11/08/21 11/08/21 11/08/21 11/08/21 11/10/21 11/10/21 11/15/21	P0010808 P0010825 P0010839 P0010839	35.00 171.00 58.50 125.00 70.00 66.00 720.00		35.00 171.00 58.50 125.00 70.00 66.00 720.00 1.245.50
0101636	11/15/21	Recon	0001128	Pasco Scientific	V0153360	11/10/21	P0010707	165.00		165.00
								165.00		165.00
0101637	11/15/21	Recon	0211542	PryzmArts LLC	V0153186	11/08/21	P0010830	600.00		600.00
								600.00		600.00
0101638	11/15/21	Recon	0001967	Shaw Media	V0153351	11/10/21	B0003956	1,974.00		1,974.00
								1,974.00		1,974.00
0101639	11/15/21	Recon	0000965	Sigma-Aldrich Inc	V0153158	11/08/21	P0010783	89.60		89.60
								89.60		89.60
0101640	11/15/21	Recon	0208071	Signature Transportation	V0153164	11/08/21	P0010819	999.00		999.00
								999.00		999.00
0101641	11/15/21	Recon	0001156	Smithereen Exterminating	V0153076	11/05/21	B0003973	177.00		177.00
								177.00		177.00
0101642	11/15/21	Void	0157227	Staples Advantage			B0003973			
0101643	11/15/21	Recon	0211610	Tee Jay Service Company,	V0153098	11/05/21	B0004197	490.00		490.00
								490.00		490.00
0101644	11/15/21	Recon	0199533	Tim's Glass and Mirror			B0004196 B0004209	907.40 1,040.00		907.40 1,040.00
								1,947.40		1,947.40
0101645	11/15/21	Recon	0000974	Verizon Wireless	V0153150	11/08/21	B0003968	28.67		28.67
								28.67		28.67

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Check Amount
0101646	11/15/21	Recon	0001703	Vernier Software & Techn	V0153369	11/10/21		834.00	834.00
								834.00	 834.00
0101647	11/15/21	Recon	0001824	Waukegan Roofing Co., In	V0153160	11/08/21	B0003986	1,325.00	 1,325.00
								1,325.00	1,325.00
0101648	11/15/21	Recon	0001406	Wex Bank	V0153106	11/05/21	B0004068	1,186.87	 1,186.87
								1,186.87	1,186.87
0101649	11/15/21	Outst	0209883	Priscilla Williams	V0153102	11/05/21	B0004049	160.00	 160.00
								160.00	160.00
0101650	11/15/21	Recon	0177607	YBP Library Services	V0153128	11/08/21	B0003993	103.14	 103.14
								103.14	103.14
0101651	11/15/21	Recon	0001953	AT&T Mobility	V0153433	11/15/21	B0004038	2,102.00	2,102.00
								2,102.00	 2,102.00
0101652	11/15/21	Recon	0007998	Cassidy Tire & Service	V0153440	11/15/21	B0004104	997.09	997.09 969.85
					V0153442	11/15/21	B0004104	334.82	334.82
								2,301.76	 2,301.76
0101653	11/15/21	Recon	0208915	Keep It Moving Media LLC	V0153443	11/15/21	B0004130	1,500.00	 1,500.00
								1,500.00	1,500.00
0101654	11/15/21	Recon	0157227	Staples Advantage	V0153056 V0153057 V0153126 V0153414 V0153415	11/05/21 11/05/21 11/08/21 11/15/21 11/15/21	B0004199 B0004199 B0004201 B0004201 B0004201	17.99 20.58 107.95 16.69 16.69-	17.99 20.58 107.95 16.69 -16.69
								146.52	 146.52
0101655	11/17/21	Outst	0188213	First Midwest Bank	V0153453 V0153454 V0153455 V0153456 V0153457 V0153458	11/17/21 11/17/21 11/17/21 11/17/21 11/17/21 11/17/21	P0010849 P0010746 B0004086 B0004159 P0010696 P0010690 P0010690 P0010863	368.08 300.36 10.81 252.00 325.00 306.00 97.70 44.83	368.08 300.36 10.81 252.00 325.00 306.00 97.70 44.83

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0153460	11/17/21	B0003961	510.00		510.00 745.00
					V0153462	11/17/21	B0004026	40 00		745.00 40.00 4.64 111.56 202.92 520.00 295.08 150.00
					V0153463	11/17/21	B0004040	4.64		4.64
					V0153464	11/17/21	B0003961	111.56		111.56
					V0153465	11/17/21	P0010849	202.92		202.92
					V0153466	11/17/21	P0010766	520.00		520.00
					V0153467	11/17/21	P0010765	295.08		295.08
					V0153468	11/17/21	B0004138	$\begin{array}{c} 295.08\\ 150.00\\ 1,583.73\\ 40.00\\ 45.00\\ 18.44\\ 134.00\\ 144.00\\ 3,888.75\\ 79.99\\ 43.90\\ 99.98\\ 179.99\\ 71.87\\ 25.99\end{array}$		100.00
					V0153469	11/17/21	P0010849	1,583.73		$150.00 \\ 1,583.73 \\ 40.00 \\ 45.00 \\ 18.44 \\ 134.00 \\ 144.00 \\ 3,888.75 \\ 79.99 \\ 43.90 \\ 99.98 \\ 179.99 \\ 179$
					V0153470	11/17/21	B0004026	40.00		40.00
					V0153471	11/17/21	B0004086	45.00		45.00
					V0153472	11/17/21	B0004086	18.44		18.44
					V0153473	11/17/21	B0003961	134.00		134.00
					V0153474	11/17/21	B0003961	144.00		144.00
					V0153475	11/17/21	P0010849	3,888.75		3,888.75
					V0153476	11/17/21	P0010838	79.99		79.99
					V0153477	11/17/21	P0010856	43.90		43.90
					V0153478	11/17/21	P0010858	99.98		99.98
					V0153479	11/17/21	P0010857	179.99		179.99
					V0153480	11/17/21	P0010859	71.87		71.87
					V0153481	11/17/21	P0010855	25.99		25.99
								10,639.62		10,639.62
0101656 11	1/19/21	Recon	0156097	ACI Payments, Inc.	V0153712	11/18/21		1,804.52		1,804.52
								1,804.52		1,804.52
0101657 11	1/19/21	Recon	0000995	Bureau Water/Sewer Town	V0153206	11/09/21		229.61		229.61
				Bureau Water/Sewer Town	V0153436	11/15/21		828.75		828.75
								1,058.36		1,058.36
0101658 13	1/19/21	Recon	0001322	Mau Cason	V0153423	11/15/21		140.00		140.00
								140.00		140.00
0101659 13	1/19/21	Recon	0208857	Dwayne F. Chandler	V0153424	11/15/21		140.00		140.00
								140.00		140.00
0101660 11	1/19/21	Recon	0001965	Michael Daniels	V0153422	11/15/21		140.00		140.00
								140.00		140.00
0101661 13	1/19/21	Recon	0001237	George Demos	V0153431	11/15/21		140.00		140.00
								140.00		140.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID		Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101662	11/19/21	Recon	0001360	John Garcia	V0153432	11/15/21		140.00		140.00
							-	140.00		140.00
0101663	11/19/21	Recon	0000724	Dr. Brian R. Gilligan	V0153445	11/16/21		150.00		150.00
							-	150.00		150.00
0101664	11/19/21	Recon	0001226	Raymond W Konrath	V0153426	11/15/21		60.00		60.00
							-	60.00		60.00
0101665	11/19/21	Recon	0167127	Christian Kopp	V0153438	11/15/21		140.00		140.00
							-	140.00		140.00
0101666	11/19/21	Outst	0211767	Thomas P. Lentine	V0153437	11/15/21		110.00		110.00
							-	110.00		110.00
0101667	11/19/21	Outst	0208089	Steven Lessman	V0153430	11/15/21		50.00		50.00
							-	50.00		50.00
0101668	11/19/21	Recon	0207766	Massachusetts Mutual Lif	V0153451	11/16/21		2,069.26		2,069.26
							-	2,069.26		2,069.26
0101669	11/19/21	Outst	0159613	MCAA	V0153439	11/15/21		4,540.00		4,540.00
							-	4,540.00		4,540.00
0101670	11/19/21	Outst	0211634	Elisa McKinley	V0153425	11/15/21		1,050.00		1,050.00
							-	1,050.00		1,050.00
0101671	11/19/21	Outst	0206101	Kevin W. McManaman	V0153446	11/16/21		3,500.00		3,500.00
							-	3,500.00		3,500.00
0101672	11/19/21	Recon	0205567	Ms. Courtney O'Brien	V0153383	11/10/21		34.96		34.96
							-	34.96		34.96
0101673	11/19/21	Outst	0001161	State Univ Retirement Sy	V0153444	11/16/21		17,793.35		17,793.35
							-	17,793.35		17,793.35
0101674	11/19/21	Recon	0209212	Simon P. Steiner	V0153435	11/15/21		100.00		100.00
							-	100.00		100.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0101792	11/24/21	Outst	0209933	Christopher P. Butz	V0153450	11/16/21		260.00		260.00
							-	260.00		260.00
0101793	11/24/21	Recon	0197670	Mrs. Leslie Graham	V0153494	11/18/21		75.69		75.69
							-	75.69		75.69
0101794	11/24/21	Recon	0003232	Ms. Lisa A. Mathelier	V0153711	11/18/21		180.00		180.00
							-	180.00		180.00
0101795	11/24/21	Recon	0206101	Kevin W. McManaman	V0153716	11/19/21		1,180.00		1,180.00
								1,180.00		1,180.00
0101796	11/24/21	Outst	0011896	North Central College	V0153487	11/17/21		175.00		175.00
								175.00		175.00
0101797	11/24/21	Outst	0209668	Nikolas Radenkovich	V0153447	11/16/21		230.00		230.00
								230.00		230.00
0101798	11/24/21	Outst	0209668	Nikolas Radenkovich	V0153448	11/16/21		230.00		230.00
								230.00		230.00
0101799	11/24/21	Outst	0209668	Nikolas Radenkovich	V0153449	11/16/21		230.00		230.00
								230.00		230.00
0101800	11/24/21	Recon	0000953	Ms. Liliana Raygoza	V0153774	11/22/21		287.29		287.29
								287.29		287.29
0101801	11/24/21	Recon	0211811	Austin Wright	V0153482	11/17/21		2,000.00		2,000.00
								2,000.00		2,000.00
0102147	11/24/21	Outst	0007791	Linda Caputi Inc	V0151721	10/18/21		3,800.00		3,800.00
								3,800.00		3,800.00
0102227	11/30/21	Outst	0177469	Bright Start College Sav	V0155344	11/30/21		100.00		100.00
								100.00		100.00
0102228	11/30/21	Outst	0001422	CCCTU-Cope Fund	V0155345	11/30/21		120.00		120.00

01 Dec 2021 09:53

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								120.00		120.00
0102229	11/30/21	Outst	0001374	College & University Cre	V0155347	11/30/21		200.00		200.00
							-	200.00		200.00
0102230	11/30/21	Outst	0001371	Colonial Life & Accident	V0155348	11/30/21		12.00		12.00
								12.00		12.00
0102231	11/30/21	Outst	0160763	Illinois Education Assoc	V0155349	11/30/21		332.00		332.00
								332.00		332.00
0102232	11/30/21	Outst	0191845	Metropolitan Alliance of	V0155350	11/30/21		258.00		258.00
								258.00		258.00
0102233	11/30/21	Outst	0101061	Morton College Faculty	V0155346	11/30/21		91.74		91.74
								91.74		91.74
0102234	11/30/21	Outst	0001372	Morton College Teachers	V0155352	11/30/21		1,623.98		1,623.98
								1,623.98		1,623.98
0102235	11/30/21	Outst	0001372	Morton College Teachers	V0155351	11/30/21		3,037.98		3,037.98
								3,037.98		3,037.98
0102236	11/30/21	Outst	0001513	SEIU Local 73 Cope	V0155354	11/30/21		7.00		7.00
								7.00		7.00
0102237	11/30/21	Outst	0001373	Service Employees Intl U	V0155355	11/30/21		350.09		350.09
								350.09		350.09
0102238	11/30/21	Outst	0001563	State Disbursement Unit	V0155356 V0155357			50.00 961.71		50.00 961.71
								1,011.71		1,011.71
0102239	11/30/21	Outst	0001161	State Univ Retirement Sy	V0155358	11/30/21		72,134.59		72,134.59
								72,134.59		72,134.59
0102240	11/30/21	Outst	0007956	AACRAO	V0155370	11/30/21	P0010874	798.00		798.00
								798.00		798.00

01 Dec 2021 09:53

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Vo ID	oucher	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102241	11/30/21	Outst	0175113	Algor Plumbing	V0	155360	11/29/21	B0004224	990.00		990.00
									990.00		990.00
0102242	11/30/21	Outst	0188188	Amazon Capital Se	V0 V0 V0 V0	153735 153736 153738 153766	11/19/21 11/19/21 11/19/21 11/19/21	B0004208 B0004028 B0004028 P0010868 B0004158	194.90 169.15 395.03 179.90 592.37 269.60		194.90 169.15 395.03 179.90 592.37 269.60
									1,800.95		1,800.95
0102243	11/30/21	Outst	0000977	Apple, Inc.	V0	153737	11/19/21	B0004180	897.00		897.00
									897.00		897.00
0102244	11/30/21	Outst	0000973	AT&T	V0	155149	11/23/21	B0003967	480.88		480.88
									480.88		480.88
0102245	11/30/21	Outst	0000973	AT&T	V0	155148	11/23/21	B0003967	453.28		453.28
									453.28		453.28
0102246	11/30/21	Outst	0156646	ATI Nursing Educa	tion V0	154252	11/22/21	P0010873	65.00		65.00
									65.00		65.00
0102247	11/30/21	Outst	0002062	Automotive Video	Inc VO	154251	11/22/21	P0010884	1,200.00		1,200.00
									1,200.00		1,200.00
0102248	11/30/21	Outst	0194510	Blades of Glory I	V0	155334	11/29/21	B0003997 B0003997 B0003997	700.00 700.00 700.00		700.00 700.00 700.00
									2,100.00		2,100.00
0102249	11/30/21	Outst	0166207	BSA	V0 V0	153741 153742	11/19/21 11/19/21	B0004039 B0004039	3,118.61 1,036.93		3,118.61 1,036.93
									4,155.54		4,155.54
0102250	11/30/21	Outst	0001466	CAIRS	V0	154254	11/22/21	P0010860	3,248.00		3,248.00
									3,248.00		3,248.00
0102251	11/30/21	Outst	0206652	Cajan Laundry II,	LLC VO	154245	11/22/21	P0010889	232.44		232.44
									232.44		232.44

Check Number		Check Status		Payee Name	Voucher ID		PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102252	11/30/21	Outst	0000998	Carolina Biological Supp			P0010758 P0010486	51.60 27.00		51.60 27.00
								78.60		78.60
0102253	11/30/21	Outst	0001593	CDW-Government, Inc	V0153769 V0153770	11/19/21 11/19/21	P0010797 P0010797	144,902.80 75.58 876.95		144,902.80 75.58 876.95
					V0154253	11/22/21	P0010835	35.65		35.65
								145,890.98		145,890.98
0102254	11/30/21	Outst	0211613	Certified Balance & Scal	V0155156	11/23/21	P0010843	565.00		565.00
								565.00		565.00
0102255	11/30/21	Outst	0001195	Cintas Corporation	V0155147	11/23/21	B0003975	160.58		160.58
								160.58		160.58
0102256	11/30/21	Outst	0001195	Cintas Corporation	V0153745 V0155324	11/19/21 11/24/21	B0003974 B0003974	206.30 206.30		206.30 206.30
								412.60		412.60
0102257	11/30/21	Outst	0001485	Citibank, N.A.	V0155319 V0155320 V0155321 V0155322	11/24/21 11/24/21 11/24/21 11/24/21	P0010882 P0010879 P0010880 P0010845	63.63 1,729.83 990.79 2,622.87		63.63 1,729.83 990.79 2,622.87
								5,407.12		5,407.12
0102258	11/30/21	Outst	0211877	City Wide Facility Solut	V0155323	11/24/21	B0004222	1,227.02		1,227.02
								1,227.02		1,227.02
0102259	11/30/21	Outst	0001752	Comcast	V0154242	11/22/21	B0004034 B0003941 B0003941	59.27 6.30 183.35		59.27 6.30 183.35
								248.92		248.92
0102260	11/30/21	Outst	0001013	ComEd	V0153731	11/19/21	B0004016	1,664.95		1,664.95
								1,664.95		1,664.95
0102261	11/30/21	Outst	0001711	Demonica Kemper Architec	V0153755	11/19/21	B0004216 B0004215 B0004214	2,685.12 7,106.34 1,076.76		2,685.12 7,106.34 1,076.76

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0153757 V0153758	11/19/21 11/19/21		1,909.56 21,008.87		1,909.56 21,008.87
								33,786.65		33,786.65
0102262	11/30/21	Outst	0000989	Dick Blick	V0154240	11/22/21	B0004211	149.21		149.21
								149.21		149.21
0102263	11/30/21	Outst	0182724	Dyopath LLC	V0154234	11/22/21	B0004011	7,750.00		7,750.00
								7,750.00		7,750.00
0102264	11/30/21	Outst	0001034	Flinn Scientific Inc	V0154246	11/22/21	P0010741	61.08		61.08
					V0155341	11/29/21	P0010900	161.78		161.78
					V0155342	11/29/21	P0010899	442.84		442.84
								665.70		665.70
0102265	11/30/21	Outst	0201760	Garvey's Office Products	V0155343	11/29/21	P0010814	151.20		151.20
								151.20		151.20
0102266	11/30/21	Outst	0205565	The Graphic Edge, LLC	V0153721	11/19/21	в0004148	20.75 1,117.85 942.08 1,047.68 4,162.75 337.64 1,698.66 1,023.04		20.75 1,117.85
	, ,				V0153722	11/19/21	B0004148	1,117.85		1,117.85
					V0153723	11/19/21	B0004148	942.08		942.00
					V0153724	11/19/21	B0004148	1,047.68		1,047.68
					V0153725	11/19/21	B0004148	4,162.75		4,162.75
					V0153726	11/19/21	B0004148	337.64		337.64
					V0153727	11/19/21	B0004148	1,698.66		1,698.66
					V0153759	11/19/21	B0004149	1,033.04		1,033.04
								10,360.45		10,360.45
0102267	11/30/21	Outst	0161549	Heartland Business Syste	V0153744	11/19/21	B0004218	5,000.00		5,000.00
								5,000.00		5,000.00
0102268	11/30/21	Outst	0001666	Herbkoe Fun Foods	V0153764	11/19/21	P0010663	820.00		820.00
								820.00		820.00
0102269	11/30/21	Outst	0210378	Hinckley Springs	V0154241	11/22/21	B0004112	50.88		50.88
								50.88		50.88
0102270	11/30/21	Outst	0009558	Hinsdale District 86	V0154250	11/22/21	P0010883	1,000.00		1,000.00
								1,000.00		1,000.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102271	11/30/21	Outst	0001381	Home Depot/GECF	V0153732		B0003978 B0003978	426.90 311.55		426.90 311.55
								738.45		738.45
0102272	11/30/21	Outst	0201903	Hudl	V0154243	11/22/21	P0010881	450.00		450.00
								450.00		450.00
0102273	11/30/21	Outst	0002500	IMACC	V0155371	11/30/21	P0010911	350.00		350.00
								350.00		350.00
0102274	11/30/21	Void	0001030	JC Licht, LLC						
0102275	11/30/21	Outst	0001775	Jostens	V0153747	11/19/21	B0004061	20.69		20.69
								20.69		20.69
0102276	11/30/21	Outst	0001890	Konica Minolta Bus Solut	V0155144 V0155367	11/23/21 11/30/21	B0004007	1,430.49 1,055.04 17.35- 7,875.00		1,430.49 1,055.04 -17.35
					VU155368	11/30/21	B0004007			
0100055	11/20/01					11/10/01	50004000	10,343.18		10,343.18
0102277	11/30/21	Outst	0002233	Konica Minolta Premier F	VU153717	11/19/21	B0004008	777.63		
0100050	11/20/01					11 /00 /01	20004000	777.63		777.63
0102278	11/30/21	Outst	0002233	Konica Minolta Premier F	VU154236	11/22/21	B0004008			197.00
0100050	11/20/01					11/00/01	50004000	197.00		197.00
0102279	11/30/21	Outst	0002233	Konica Minolta Premier F	V0154237	11/22/21	B0004008			332.61
								332.61		332.61
0102280	11/30/21	Outst	0208914	Janice Marshall			P0010864 P0010865	2,250.00		2,750.00 2,250.00
								5,000.00		5,000.00
0102281	11/30/21	Outst	0001289	Menards			B0003977 B0003977	123.12 60.25		123.12 60.25
								183.37		183.37
0102282	11/30/21	Outst	0001492	Metal Supermarkets	V0155340	11/29/21	P0010411	500.00		500.00
								500.00		500.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number			Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102283	11/30/21	Outst	0194501	Michael Kautz Carpets &	V0154231	11/22/21	B0004221	11,762.50		11,762.50
								11,762.50		11,762.50
0102284	11/30/21	Outst	0001339	Minuteman Press of Lyons	V0155155	11/23/21	P0010904	71.79		71.79
								71.79		71.79
0102285	11/30/21	Outst	0156243	Nasco	V0153763	11/19/21	P0010572	213.95		213.95
								213.95		213.95
0102286	11/30/21	Outst	0211614	New Era Enterprises, Inc	V0154261	11/22/21	P0010848	468.84		468.84
								468.84		468.84
0102287	11/30/21	Outst	0001529	New Pocket Nurse	V0154260	11/22/21	P0010813	174.74		174.74
								174.74		174.74
0102288	11/30/21	Outst	0001122	Office Depot	V0155145 V0155146	11/23/21 11/23/21	B0004140 B0004140	27.79 98.62		27.79 98.62
					V0155150	11/23/21	B0004155			
								57.80		57.80
0102289	11/30/21	Outst	0002406	Paisans Pizza	V0153760 V0153761 V0154247 V0154248 V0154249 V0154255 V0154258 V0154258 V0154258 V0155151 V0155152 V0155318	11/19/21 11/19/21 11/22/21 11/22/21 11/22/21 11/22/21 11/22/21 11/22/21 11/22/21 11/23/21 11/23/21 11/24/21		68.00 83.00 250.00 200.50 396.00 450.00 64.00 80.00 837.96 465.21 283.50 3,178.17		68.00 83.00 250.00 200.50 396.00 450.00 64.00 80.00 837.96 465.21 283.50 
0102290	11/30/21	Outst	0158956	Sound Incorporated	V0153740	11/19/21	B0004220	1,217.00 		1,217.00  1,217.00
0102291	11/30/21	Outst	0157227	Staples Advantage	V0155326	11/24/21	B0004199 B0004199 B0004199 B0004199	194.93 57.78		194.93 57.78 84.98 78.18 415.87

Check Number		Check Status		Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102292	11/30/21	Outst	0211161	Strivven Media LLC	V0155364	11/29/21	P0010897	3,950.00		3,950.00
							-	3,950.00		3,950.00
0102293	11/30/21	Outst	0002889	Suburban Door Check & Lo	V0153743	11/19/21	B0003988	354.75		354.75
							-	354.75		354.75
0102294	11/30/21	Outst	0200518	Support Warehouse LTD	V0153748 V0153749	11/19/21 11/19/21	P0010692 P0010692	4,851.00 17,143.62		4,851.00 17,143.62
							-	21,994.62		21,994.62
0102295	11/30/21	Outst	0001165	Swank Motion Pictures In	V0153752	11/19/21	P0010770	784.75		784.75
							-	784.75		784.75
0102296	11/30/21	Outst	0001665	Trophies by George	V0154244	11/22/21	P0010891	55.50		55.50
								55.50		55.50
0102297	11/30/21	Outst	0001174	Veritiv Operating Compan	V0153718	11/19/21	B0004005	1,922.00		1,922.00
							-	1,922.00		1,922.00
0102298	11/30/21	Outst	0000974	Verizon Wireless	V0155329	11/29/21	B0003968	28.67		28.67
								28.67		28.67
0102299	11/30/21	Outst	0166312	Wells Fargo Equiptment F	V0154235	11/22/21	B0003991	1,248.00		1,248.00
								1,248.00		1,248.00
0102300	11/30/21	Outst	0001406	Wex Bank	V0153720	11/19/21	B0004020	1,447.94		1,447.94
							-	1,447.94		1,447.94
0102301	11/30/21	Outst	0209883	Priscilla Williams	V0153750	11/19/21	B0004049	330.00		330.00
							-	330.00		330.00
0102302	11/30/21	Outst	0177607	YBP Library Services	V0154233	11/22/21	B0003993	36.22		36.22
							-	36.22		36.22
0102303	11/30/21	Outst	0001030	JC Licht, LLC	V0153729	11/19/21	B0003948	68.20		68.20
							-	68.20		68.20

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102304	11/30/21	Outst	0196171	Association of Governing	V0151252	09/29/21	P0010644	18,000.00		18,000.00
								18,000.00		18,000.00
E0012097	11/04/21	Outst	0000809	Mr. Hernan Alonso	V0152602	10/28/21		43.98		43.98
								43.98		43.98
E0012098	11/04/21	Outst	0201847	Dr. Alison Gehrke	V0152673	10/29/21		24.17		24.17
								24.17		24.17
E0012099	11/04/21	Outst	0107686	Mrs. Blanca E. Jara		10/28/21		166.34		166.34
						10/28/21 10/28/21		191.38 55.00		191.38 55.00
								412.72		412.72
E0012100	11/04/21	Outst	0206101	Kevin W. McManaman	V0152680	11/01/21		399.40		399.40
								399.40		399.40
E0012101	11/04/21	Outst	0199309	Jason Nichols	V0152685	11/02/21		155.76		155.76
								155.76		155.76
E0012102	11/04/21	Outst	0000928	Mr. James P. O'Connell,	V0152667	10/29/21		30.00		30.00
								30.00		30.00
E0012103	11/04/21	Outst	0209668	Nikolas Radenkovich	V0152681	11/01/21		288.97		288.97
								288.97		288.97
E0012104	11/04/21	Outst	0172606	MRS Catalina Sada	V0151837	10/22/21		100.00		100.00
								100.00		100.00
E0012105	11/04/21	Outst	0200456	Alyssa Serewicz	V0150427	09/27/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0012106	11/04/21	Outst	0003089	Mr. Bradley J. Sleeth	V0149083	08/27/21		2,000.00		2,000.00
								2,000.00		2,000.00
E0012107	11/04/21	Outst	0201801	Michael R. Traversa	V0152665	10/29/21		110.00		110.00
								110.00		110.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0012108	11/04/21	Outst	0158266	Mr. Christopher J. Wido		10/29/21 11/01/21		110.00 4,000.00		110.00 4,000.00
								4,110.00		4,110.00
E0012201	11/11/21	Outst	0202517	Mr. Diego U. Aleman Sant	V0152774	11/03/21		24.00		24.00
								24.00		24.00
E0012202	11/11/21	Outst	0206556	Lisa Booko	V0153148	11/08/21		195.00		195.00
								195.00		195.00
E0012203	11/11/21	Outst	0017224	Ms Gabriela Mata	V0152771	11/03/21		375.00		375.00
								375.00		375.00
E0012204	11/11/21	Outst	0206101	Kevin W. McManaman		11/08/21 11/08/21		300.57 23.51		300.57 23.51
								324.08		324.08
E0012205	11/11/21	Outst	0197664	Ms. Claudia Mosqueda	V0153047	11/04/21		150.00		150.00
								150.00		150.00
E0012206	11/11/21	Outst	0200456	Alyssa Serewicz	V0150428	09/27/21		1,500.00		1,500.00
								1,500.00		1,500.00
E0012207	11/11/21	Outst	0201801	Michael R. Traversa	V0153121	11/08/21		110.00		110.00
								110.00		110.00
E0012208	11/11/21	Outst	0000019	Mr. Scott E. Ulbrich	V0153124	11/08/21		30.00		30.00
								30.00		30.00
E0012209	11/11/21	Outst	0190102	Ms. Brandie N. Windham	V0153195	11/08/21		240.80		240.80
								240.80		240.80
E0012210	11/12/21	Outst	0209950	Creativity Lives Here			P0010853 P0010854	950.00 950.00		950.00 950.00
								1,900.00		1,900.00
E0012211	11/12/21	Outst	0207194	DD's Operations LLC	V0153357	11/10/21	B0004210	1,750.00		1,750.00
								1,750.00		1,750.00

01 Dec 2021 09:53

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0012212	11/12/21			Latinologues Inc			B0004160	2,500.00		2,500.00
								2,500.00		2,500.00
E0012213	11/12/21	Outst	0209135	Omni Financial Group, In	v0153394	11/15/21		10,649.75		10,649.75
								10,649.75		10,649.75
E0012214	11/14/21	Outst	0209135	Omni Financial Group, In	V0153384	11/12/21		7,700.00		7,700.00
								7,700.00		7,700.00
E0012215	11/18/21	Outst	0209933	Christopher P. Butz	V0153434	11/15/21		665.91		665.91
								665.91		665.91
E0012216	11/18/21	Outst	0162406	Mrs. Irina V. Cline	V0153421	11/15/21		71.95		71.95
								71.95		71.95
E0012217	11/18/21	Outst	0210057	Colin Denny	V0148935	08/17/21		1,500.00		1,500.00
								1,500.00		1,500.00
				Mrs. Blanca E. Jara Mrs. Blanca H. Martinez	V0153334 V0153335 V0153336 V0153337 V0153400 V0153401 V0153402 V0153403	11/10/21 11/10/21 11/10/21 11/14/21 11/14/21 11/14/21 11/14/21		71.50 36.36 59.57 23.31 20.44 45.78 95.96 276.66 202.72 274.00 980.00 2,086.30 149.11		71.50 36.36 59.57 23.31 20.44 45.78 95.96 276.66 202.72 274.00 980.00  2,086.30 149.11
								149.11		149.11
E0012220	11/18/21	Outst	0206101	Kevin W. McManaman	V0151870	10/26/21		4,000.00		4,000.00
								4,000.00		4,000.00
E0012221	11/18/21	Outst	0199309	Jason Nichols	V0153179	11/08/21		8,000.00		8,000.00
										8,000.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0012222	11/18/21	Outst	0000928	Mr. James P. O'Connell,	V0153429	11/15/21		60.00		60.00
								60.00		60.00
E0012223	11/18/21	Outst	0201801	Michael R. Traversa	V0153428	11/15/21		110.00		110.00
								110.00		110.00
E0012224	11/18/21	Outst	0000019	Mr. Scott E. Ulbrich	V0153427	11/15/21		60.00		60.00
								60.00		60.00
E0012225	11/18/21	Outst	0158266	Mr. Christopher J. Wido		09/30/21 10/28/21		637.46 961.73		637.46 961.73
								1,599.19		1,599.19
E0012226	11/18/21	Outst	0190102	Ms. Brandie N. Windham	V0153338	11/10/21		539.40		539.40
								539.40		539.40
E0012332	11/23/21	Outst	0199309	Jason Nichols	V0153488	11/17/21		100.00		100.00
								100.00		100.00
E0012333	11/23/21	Outst	0199729	Miss Laura G. Valdez	V0153773	11/22/21		160.16		160.16
								160.16		160.16
E0012917	11/29/21	Outst	0183910	Ms Vickie L. Gukenberger	V0155339	11/29/21	P0010910	5,000.00		5,000.00
								5,000.00		5,000.00
E0012918	11/29/21	Outst	0209950	Creativity Lives Here	V0155338	11/29/21	P0010909	950.00		950.00
								950.00		950.00
E0012919	11/29/21	Outst	0207194	DD's Operations LLC	V0155359	11/29/21	B0004226	1,575.00		1,575.00
								1,575.00		1,575.00
E0012920	11/29/21	Outst	0205065	GradUp, LLC			P0010907 P0010908	990.00 990.00		990.00 990.00
								1,980.00		1,980.00
E0012921	11/29/21	Outst	0209062	Latinologues Inc	V0153751	11/19/21	B0004160	2,500.00		2,500.00
								2,500.00		2,500.00

#### ACCOUNTS PAYABLE CHECK REGISTER Period 11/01/2021 - 11/30/2021

Check Number		Check Status	Vendor ID	Payee	Name			Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0012922	11/29/21	Outst	0209135	Omni	Financial	Group,	In		11/30/21 11/29/21		11,354.65 7,700.00		11,354.65 7,700.00
											19,054.65		19,054.65
											812,789.22		812,789.22

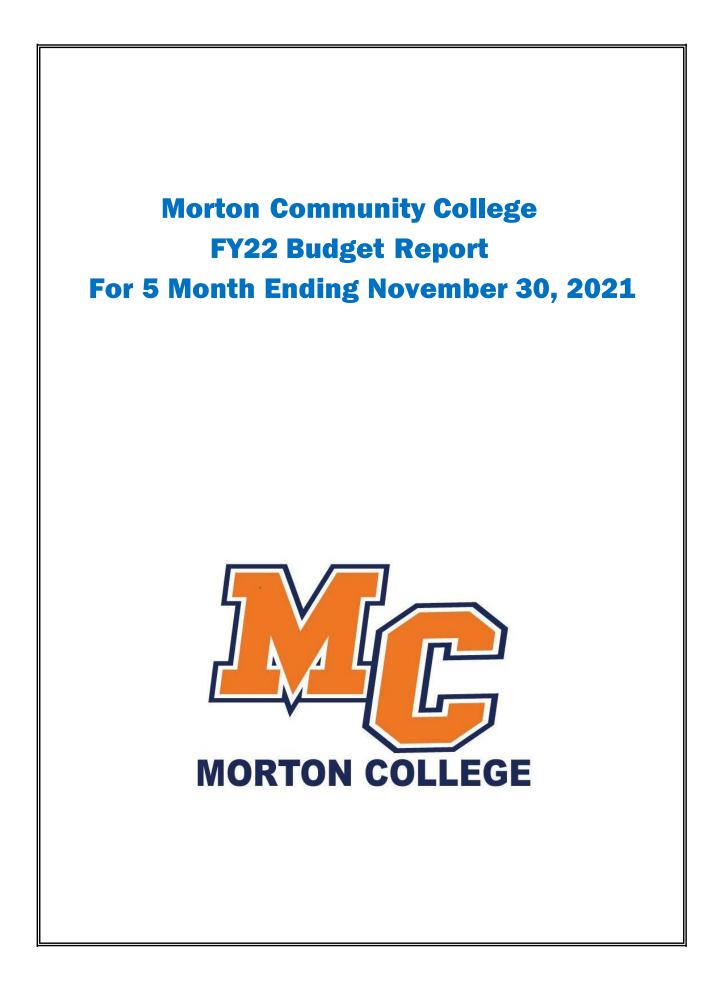
Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	812,789.22	0.00
	01-0000-00000-110000000	General : Cash	0.00	812,789.22
			812,789.22	812,789.22

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

`

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Association of Governing Boards	11/30/2021	0102304	3/24/2021	\$18,000.00	Inv # 200590
CDW-Government, Inc	11/15/2021	0101589	EXEMPT	\$143.24	Crucial 8 GB-order 10/27
CDW-Government, Inc	11/30/2021	0102253	10/27/2021	\$145,890.98	Barracuda Email Security
ComEd	11/15/2021	0101596	EXEMPT	\$12,261.81	Energy Services
ComEd	11/30/2021	0102260	EXEMPT	\$1,664.95	Electricity Supplies
Del Galdo Law Group, LLC	11/15/2021	0101599	8/25/2021	\$16,913.13	Attorney Services
Demonica Kemper Architects	11/30/2021	0102261		\$33,786.65	19-017C Toilet Room II
First Midwest Bank	11/17/2021	0101655	EXEMPT	\$10,639.62	2021 IPERLA Annl Trng Cnf
Freepoint Energy Solutions, LLC.	11/15/2021	0101611	11/18/2020	\$22,815.31	Energy Services
Konica Minolta Bus Solut	11/30/2021	0102276	EXEMPT	\$10,343.18	Maintenance Copiers
Michael Kautz Carpets & Flooring	11/30/2021	0102283	EXEMPT	\$11,762.50	Deposit for Est. 2301
Omni Financial Group, Inc.	11/12/2021	E0012213	4/28/2021	\$10,649.75	Payroll Deductions
Omni Financial Group, Inc.	11/14/2021	E0012214	4/28/2021	\$7,700.00	Pres Stan Fields Salary
Omni Financial Group, Inc.	11/29/2021	E0012922	4/28/2021	\$19,054.65	Payroll Deductions
State Univ Retirement Systems	11/15/2021	0101567	EXEMPT	\$72,432.94	Payroll Deductions
State Univ Retirement Systems	11/19/2021	0101673	EXEMPT	\$17,793.35	Earnings exceed gov
State Univ Retirement Systems	11/30/2021	0102239	EXEMPT	\$72,134.59	Payroll Deductions
Support Warehouse LTD	11/30/2021	0102294	EXEMPT	\$21,994.62	Annual Care Renewal
The Graphic Edge, LLC	11/15/2021	0101615	7/22/2020	\$37,442.16	Adidas Glove sports clothing
The Graphic Edge, LLC	11/30/2021	0102266	7/22/2020	\$10,360.45	Adidas Shoe sports clothing
			Total Paid	553,783.88	

Morton Colle	ege				
Budget Trans	sfers				
November 20	021				
		GL Account Number	Description	Debit	Credit
	1	06-0000-99124-430900005	Federal EL Civics: Adult Education		5,010
		06-1060-99124-510300200	Federal EL Civics: Part-Time Faculty	5,010	
	2	06-0000-99172-430100020	CARES MSI: Dept of Ed Grant Revenue		267,400
		06-8090-99172-540400200	CARES MSI: Computer Software	267,400	
	3	06-0000-99176-430100020	Governor Emerg Ed Relief II: Dept of Ed Grant Revenue		317,989
		06-3090-99176-510600100	Governor Emerg Ed Relief II: Clerical	60,000	,
		06-3090-99176-510600200	Governor Emerg Ed Relief II: Clerical-PT	85,000	
		06-3090-99176-520100100	Governor Emerg Ed Relief II: Group Medical Ins	5,450	
		06-3090-99176-520100200	Governor Emerg Ed Relief II: Dental Insurance	500	
		06-3090-99176-520100300	Governor Emerg Ed Relief II: Vision Insurance	100	
		06-3090-99176-520100400	Governor Emerg Ed Relief II: Life Insurance	200	
		06-3090-99176-520800005	Governor Emerg Ed Relief II: SURS Medical Ins	300	
		06-3090-99176-520800010	Governor Emerg Ed Relief II: SURS-Employer	7,000	
		06-3090-99176-530900015	Governor Emerg Ed Relief II: Training	54,500	
		06-3090-99176-540100200	Governor Emerg Ed Relief II: Instr Supplies	5,000	
		06-3090-99176-540100900	Governor Emerg Ed Relief II: Other Supplies	17,439	
		06-3090-99176-540400200	Governor Emerg Ed Relief II: Computer Software	7,500	
		06-3090-99176-550100015	Governor Emerg Ed Relief II: Meal Money	75,000	
			Total Budget Transfers	590,399	590,399



### Morton Community College Budget Report Summary November 30, 2021

Funds	 Actual		Budget	%	Budget Remaining		
Education Fund							
Revenue	\$ 15,179,624	\$	29,127,709	52.1%	\$	13,948,085	
Expenditures	(9,490,063)	·	(29,127,709)	32.6%	·	(19,637,646)	
Net	\$ 5,689,561	\$	-		\$	(5,689,561)	
Operations & Maintenance Fund							
Revenue	\$ 1,024,491	\$	2,927,600	35.0%	\$	1,903,109	
Expenditures	 (1,113,543)		(2,927,065)	38.0%		(1,813,522)	
Net	\$ (89,052)	\$	535		\$	89,587	
Restricted Purpose Fund							
Revenue	\$ 4,617,499	\$	31,997,928	14.4%	\$	27,380,429	
Expenditures	(6,327,478)		(32,001,414)	19.8%		(25,673,936)	
Net	\$ (1,709,979)	\$	(3,486)		\$	1,706,493	
Audit Fund							
Revenue	\$ 31,818	\$	72,950	43.6%	\$	41,132	
Expenditures	 -		(81,600)	0.0%		(81,600)	
Net	\$ 31,818	\$	(8,650)		\$	(40,468)	
Liability, Protection & Settlement Fund							
Revenue	\$ 347,531	\$	811,916	42.8%	\$	464,385	
Expenditures	 (438,588)		(1,227,500)	35.7%		(788,912)	
Net	\$ (91,057)	\$	(415,584)		\$	(324,527)	
General Bond Obligation Fund							
Revenue	\$ 401,708	\$	675,628	59.5%	\$	273,920	
Expenditures	 -		(646,575)	0.0%		(646,575)	
Net	\$ 401,708	\$	29,053		\$	(372,655)	
Operations & Maintenance (Restricted) Fund	(0, (, 00))						
Revenue	\$ (9,163)	\$	6,366,308	-0.1%	\$	6,375,471	
Expenditures	 (245,762)		(6,366,308)	3.9%		(6,120,546)	
Net	\$ (254,925)	\$	-		\$	254,925	
All Funds							
Revenue	\$ 21,593,508	\$	71,980,039	30.0%	\$	50,386,531	
Expenditures	 (17,615,434)		(72,378,171)	24.3%	\$	(54,762,737)	
Net	\$ 3,978,074	\$	(398,132)		\$	(4,376,206)	

### EDUCATION FUND REVENUE

November 30, 2021

November 30, 2021							Budget
		Actual		Budget	%	R	emaining
REVENUE							
LOCAL GOVERNMENT							
Property taxes	\$	3,304,036	\$	7,649,000	43.2%	\$	4,344,964
Total Local Government	\$	3,304,036	\$	7,649,000		\$	4,344,964
CORPORATE PERSONAL PROPERTY TAXES	\$	313,566	\$	750,000	41.8%	\$	436,434
SURS HEALTH - ON BEHALF PAYMENTS	\$	-	\$	-	0.0%	\$	-
STATE GOVERNMENT							
ICCB credit hour grants	\$	1,056,409	\$	2,314,560	45.6%	\$	1,258,151
ICCB equalization grants		2,192,187		4,570,045	48.0%		2,377,858
CTE formula grant		4,530		160,000	0.0%		155,470
Total State Government	\$	3,253,126	\$	7,044,605		\$	3,791,479
STUDENT TUITION AND FEES							
Tuition	\$	6,983,113	\$	9,859,300	70.8%	\$	2,876,187
Fees		1,313,659		2,182,504	60.2%		868,845
Other		-	_	1,300,000	0.0%		1,300,000
Total Tuition and Fees	\$	8,296,772	\$	13,341,804		\$	5,045,032
MISCELLANEOUS							
Sales and service fees	\$	10,822	\$	252,300	4.3%	\$	241,478
Investment revenue		1,302		60,000	2.2%		58,698
Nongovernmental gifts & scholarships		-		30,000	0.0%		30,000
Total Other Sources	\$	12,124	\$	342,300		\$	330,176
Total Revenue	<u>\$</u>	15,179,624	<u>\$</u>	29,127,709	<u>52.1%</u>	\$	13,948,085
Transfers in	\$	-	\$	-	<u>0.0%</u>	\$	-
Total Revenue and Transfers in	\$	15,179,624	\$	29,127,709	52.1%	\$	13,948,085

### EDUCATION FUND EXPENDITURES

### November 30, 2021

		Actual	Budget		%	Budget Remaining	
EXPENDITURES							
By Program:							
Instruction							
Salaries	\$	3,218,756	\$	8,734,743	36.9%	\$	5,515,987
	Ş	322,450	Ş	8,734,743	37.9%	Ş	
Employee benefits Contractual services		522,450 71,453		312,500	22.9%		527,812 241,047
Material and supplies		75,655		631,950	12.0%		556,295
Conferences and meetings		10,420		39,785	26.2%		29,365
Total Instruction		3,698,734		10,569,240	35.0%		6,870,506
		5,050,754		10,303,240	33.07		0,870,500
Academic Support							
Salaries		402,047		1,240,696	32.4%		838,649
Employee benefits		50,372		265,380	19.0%		215,008
Contractual services		137,299		298,000	46.1%		160,701
Material and supplies		84,653		346,280	24.4%		261,627
Conferences and meetings		5,712		26,100	21.9%		20,388
Fixed charges		29,241		80,000	36.6%		50,759
Other Expenditures		-		1,000	0.0%		1,000
Total Academic Support		709,324		2,257,456	31.4%		1,548,132
Student Services							
Salaries		740,264		2,121,429	34.9%		1,381,165
Employee benefits		100,317		296,988	33.8%		196,671
Contractual services		60,979		221,000	27.6%		160,021
Material and supplies		-3,384		179,750	-1.9%		183,134
Conferences and meetings		25,900		83,650	31.0%		57,750
Fixed charges		(37)		21,500	-0.2%		21,537
Total Student Services		924,039		2,924,317	31.6%		2,000,278
Public Service/Continuing Education							
Salaries		102,676		246,224	41.7%		143,548
Employee benefits		15,889		54,745	29.0%		38,856
Contractual services		8,265		217,000	3.8%		208,735
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		127,961		554,419	23.1%		426,458
Auxiliary Services							
-		92 E 4 4		220 425	27 40/		127 001
Salaries Employee benefits		82,544 16,137		220,425 42,026	37.4% 38.4%		137,881 25,889
Contractual services		338,390					
Material and supplies		338,390 140,244		450,000 612,000	75.2% 22.9%		111,610 471,756
Conferences and meetings		90,587		228,000	39.7%		137,413
Fixed charges		90,587 150		228,000	39.7% 0.5%		27,850
Total Auxiliary Services		668,052		1,580,451	42.3%		912,399
i otal Auxiliary Sci Vices		000,032		1,500,451	42.370		912,399

### EDUCATION FUND EXPENDITURES

### November 30, 2021

November 50, 2021	Actual		Budget		%	Budget Remaining	
EXPENDITURES							
Institutional Support							
Salaries	\$	837,635	\$	2,599,647	32.2%	\$	1,762,012
Employee benefits		151,991		511,879	29.7%		359,888
Contractual services		809,968		1,502,000	53.9%		692,032
Material and supplies		104,932		723,800	14.5%		618,868
Conferences and meetings		56,570		214,000	26.4%		157,430
Fixed charges		48		1,500	3.2%		1,452
Other		41,086		140,000	29.3%		98,914
Total Institutional Support		2,002,230		5,692,826	35.2%		3,690,596
Scholarships, Student Grants & Waivers							
Student grants and scholarships		1,359,788		1,529,000	88.9%		169,212
Total Scholarships, Student Grants & Waivers		1,359,788		1,529,000	88.9%		169,212
Contingencies		-		520,000	0.0%		520,000
Total Expenditures	\$	9,490,128	\$	25,627,709	37.0%	\$	16,137,581
Transfers out		-		3,500,000	0.0%		3,500,000
Total Expenditures and Transfers out		\$9,490,128	\$	29,127,709	32.6%	\$	19,637,581

### **OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**

November 30, 2021

	Actual			Budget	%	R	Budget Remaining	
REVENUE							<u> </u>	
LOCAL GOVERNMENT						_		
Property taxes	\$	647,387	\$	1,498,600	43.2%	\$	851,213	
CORPORATE PERSONAL PROPERTY TAXES		313,566		750,000	41.8%		436,434	
STATE GOVERNMENT			_			_		
ICCB equalization grants		-		650,000	0.0%		650,000	
STUDENT FEES								
Fees		65,747		0	#DIV/0!		-65,747	
Total Student Fees		65,747	_	0	#DIV/0!		-65,747	
MISCELLANEOUS								
Sales and service fees		20		5,000	0.4%		4,980	
Facilities		-		14,000	0.0%		14,000	
Investment revenue		-2,228		10,000	-22.3%		12,228	
Total Miscellaneous		-2,208	_	29,000	-7.6%		31,208	
Transfers in		-		-	-		-	
Total Revenue	\$	1,024,492	\$	2,277,600	45.0%	\$	1,253,108	
EXPENDITURES								
By Program:								
Operations and Maintenance of Plant								
Salaries		\$550,119		\$1,267,024	43.4%		\$716,905	
Employee benefits		67,589		199,041	34.0%		131,452	
Contractual services		133,881		418,000	32.0%		284,119	
Material and supplies		32,530		194,500	16.7%		161,970	
Conferences and meetings		-		6,500	0.0%		6,500	
Utilities		329,321		770,000	42.8%		440,679	
Capital outlay		103		62,000	0.2%		61,897	
Other		-		10,000	0.0%		10,000	
Total Operations and Maintenance of Plant		1,113,543		2,927,065	38.0%		1,813,522	
Total Expenditures	\$	1,113,543	\$	2,927,065	38.0%	\$	1,813,522	
				<u> </u>	·			

## RESTRICTED PURPOSE FUND REVENUE

November 30, 2021	_	_		Budget
REVENUE	Actual	Budget	%	Remaining
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	130,676	\$698,382	18.7%	567,706
ISBE grant revenue- other	88,800	261,362	34.0%	172,562
Other Sources	3,487	3,693,486	0.1%	3,689,999
Total State Government	222,963	4,653,230	4.8%	4,430,267
FEDERAL GOVERNMENT				
ICCB - adult education	-	370,575	0.0%	370,575
Department of education	4,393,549	26,958,623	16.3%	22,565,074
Other	986	15,500	0.0%	14,514
Total Federal Government	4,394,535	27,344,698	16.1%	22,579,588
<u>Total Revenue</u>	\$ 4,617,498	\$ 31,997,928	14.4%	\$ 27,009,855

### RESTRICTED PURPOSE FUND EXPENDITURES

November 30, 2021

	Actual	Pudgot	%	Budget
EXPENDITURES	Actual	Budget	70	Remaining
By Program:				
Instruction				
Salaries	\$ 435,0	76 \$ 1,135,347	38.3%	\$ 700,271
Employee benefits	÷ +55,0 60,6		2.9%	2,024,218
Contractual services	17,1		32.3%	35,974
Material and supplies	69,9		27.2%	187,194
Conferences and meetings	03,5	- 4,600	0.0%	4,600
Other Fixed Charges	4,4	,	24.6%	13,526
Student grants and scholarships	-,- 5,5		110.2%	(511)
Total Instruction	592,7		110.2%	2,965,272
Academic Support				
Employee benefits		- 250,000	0.0%	250,000
Total Academic Support		- 250,000	0.0%	250,000
Student Services				
Salaries	38,	735 743,552	5.2%	704,817
Employee benefits	4,	507 540,095	0.8%	535,588
Other Contract Services	23,7	73 300,769	7.9%	276,996
Material and supplies	85,2	55 724,379	11.8%	639,124
Conferences and meetings	4	42 93,018	0.5%	92,576
Fixed charges		- 100	0.0%	100
Student grants and scholarships	88,3	29 267,045	33.1%	178,716
Total Student Services	241,	2,668,958	9.0%	2,427,917
Public Service/Continuing Education				
Salaries	84,4	450 206,814	40.8%	122,364
Employee benefits	18,3	255 116,200	15.7%	97,945
Contractual services	4	56 3,000	15.2%	2,544
Material and supplies	(	25) 10,738	-0.2%	10,763
Conferences and meetings	2,5	60 22,610	11.3%	20,050
Total Public Service/Continuing Education	105,6	359,362	29.4%	253,666

### RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES

November 30, 2021

	Actual	Budget	%	Budget Remaining
Auxiliary Services	<u>,</u>	4 405 000	0.0%	A 435 000
Employee benefits	<u>\$</u> -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services		125,000	0.0%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant		450,000	0.0%	450,000
Institutional Support				
Salaries	50,737	90,000	56.4%	39,263
Employee benefits	13,804	520,000	2.7%	506,196
Contractual services	438,141	1,000,000	43.8%	561,859
Materials and supplies	435,780	3,541,884	12.3%	3,106,104
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	1,254,320	9,218,141	13.6%	7,963,821
Scholarships, Student Grants & Waivers				
Salaries	14,769	131,529	11.2%	116,760
Student grants and scholarships	4,118,898	15,240,397	27.0%	11,121,499
Total Scholarships, Student Grants & Waivers	4,133,667	15,371,926	26.9%	11,238,259
Total Expenditures	\$ 6,327,479	\$ 32,001,414	19.8%	\$ 25,673,935

AUDIT FUND REVENUE AND EXPENDITURES November 30, 2021

	 <u>Actual</u>	<u> </u>	<u>Budget</u>	<u>%</u>	Budget emaining
REVENUE					
LOCAL GOVERNMENT Property taxes	\$ 31,818	\$	72,900	43.6%	\$ 41,082
MISCELLANEOUS Investment revenue	 -		50	0.0%	 50
<u>Total Revenue</u>	\$ 31,818	\$	72,950	43.6%	\$ 41,132
<u>Transfers in</u>	-		-	0.0%	-
Total Revenue and Transfers in	\$ 31,818	\$	72,950	43.6%	\$ 41,132
EXPENDITURES By Program: Institutional Support Contractual services	 		81,600	0.0%	 81,600
Total Expenditures	\$ -	\$	81,600	0.0%	\$ 81,600

## LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES

November 30, 2021

		Actual	Budget	%		Budget emaining
REVENUE						
LOCAL GOVERNMENT						
Property taxes	\$	347,527	\$ 811,816	42.8%	\$	464,289
MISCELLANEOUS	_		 		_	
Investment revenue		4	 100	4.0%		96
Total Revenue	\$	347,531	\$ 811,916	42.8%	\$	464,385
EXPENDITURES						
By Program: Instruction						
Employee benefits		34,770	135,000	25.8%		100,230
Total Instruction		34,770	 135,000	25.8%		100,230
Academic Support						
Employee benefits		4,302	 16,500	26.1%		12,198
Student Services						
Employee benefits		7,415	20,500	36.2%		13,085
Total Academic Support		7,415	 20,500	36.2%		13,085
Public Service/Continuing Education			 			
Employee benefits		1,169	 7,500	15.6%		6,331
Auxiliary Services			 			
Employee benefits		781	 4,500	17.4%		3719
Operations and Maintenance of Plant						
Salaries Employee benefits		(3,037) 5,303	350,000 23,500	-0.9% 22.6%		353,037 18,197
		5,505	23,500	22.070		10,157
Total Operations and Maintenance of Plant		2,266	 373,500	0.6%		371,234
Institutional Support						
Employee benefits Contractual services		10,569	75,000	14.1%		64,431
Other Fixed Charges		80,607 296,710	200,000 395,000	40.3% 75.1%		119,393 98,290
Total Institutional Support		387,886	 	57.9%		
rotar institutional support		307,880	 670,000	57.9%		282,114
Total Expenditures	\$	438,589	\$ 1,227,500	35.7%	\$	788,911

### GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES November 30, 2021

REVENUE	Actual	Budget	%	Budget Remaining
LOCAL GOVERNMENT Property taxes	\$ 401,704	\$ 675,528	59.5%	\$ 273,824
MISCELLANEOUS Investment revenue	3	100	3.0%	97
Total Revenue	401,707	675,628	59.5%	273,921
EXPENDITURES By Program: Institutional Support			0.0%	CAC 575
Fixed charges TRANSFERS OUT		646,575	0.0%	
Total Expenditures	\$ -	\$ 646,575	0.0%	\$ 646,575

### **OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES** November 30, 2021

				Budget
	 Actual	 Budget	%	 Remaining
REVENUE				
STATE GOVERNMENT				
Capital Development Board	 -	 2,866,308	0.0%	 2,866,308
Total	-	 2,866,308	0.0%	2,866,308
OTHER SOURCES				
Bonds		-	0.0%	-
Investment Interest	9,163	-	0.0%	(9,163)
Total	9,163	 -	#DIV/0!	(9,163)
TRANSFERS IN	\$ -	\$ 3,500,000	0.0%	\$ 3,500,000
Total Revenue and Transfers in	\$ 9,163	\$ 6,366,308	0.1%	\$ 6,357,145
<u>EXPENDITURES</u>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	35,918	100,000	35.9%	64,082
Capital outlay	209,843	6,266,308	3.3%	6,056,465
Total Operation and Maintenance of Plant	 245,761	 6,366,308	3.9%	 6,120,547
Total Expenditures	\$ 245,761	\$ 6,366,308	3.9%	\$ 6,120,547

# Morton College Treasurer's Report

## Month Ending: November 2021

Institution	Purchased	Principal	Rate	Туре	Maturity
The Illinois Funds, Springfield					
	1-May-06	\$10,643,593.67	0.0100%	TIF Prime Fund	30-Nov-21
First Midwest Bank	11-Mar-20	\$ 251,472.74	1.0940%	CD	30-Nov-21
First Midwest Bank	11-Mar-20	\$ 251,472.74	1.0940%	CD	30-Nov-21
	Sum	\$11,146,539.15			
Grand Total		\$ 11,146,539.15			

### RESOLUTION AUTHORIZING THE 2021 TAX LEVY AND CERTIFYING COMPLIANCE WITH THE TRUTH IN TAXATION ACT

WHEREAS, the State of Illinois Public Community College Act, Chapter 110, Act 805, Section 3-20.5 requires that an annual levy be filed with the County Clerk by the last Tuesday in December; and

WHEREAS, State of Illinois Compiled Statutes, Chapter 35, Act 200, Section 18-55 through 18-95 of the Truth in Taxation Act, requires that the taxes to be levied be formally estimated prior to the adoption of its aggregate levy, which was done on November 17, 2021; and

WHEREAS, it is the intent of the Board of Trustees of Illinois Community College District No. 527 to levy an additional increase of 4.18% in 2021 of the levy extended for calendar year 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND CERTIFIED AS FOLLOWS:

1. That the Board of Trustees of Illinois Community College District No. 527 establishes levies for the following taxes for 2021:

\$7,775,000	for Educational Purposes
1,500,000	for Operations, Building and Maintenance Purposes
584,022	for Insurance Purposes as follows: Tort Liability, Workers' Compensation, Occupational Diseases and Unemployment
240,542	for Social Security and Medicare Insurance Purposes
74,578	for Financial Audit Purposes
	for Protection, Health and Safety Purposes
\$10,174,142	Total

The levy for Calendar Year 2021 will be allocated 50% for Fiscal Year 2022 and 50% for Fiscal Year 2023.

2. That the 2020 taxes levied for Illinois Community College District No. 527 were as follows:

\$7,450,000	for Educational Purposes
1,460,000	for Operations, Building and Maintenance Purposes
556,000	for Insurance Purposes as follows: Tort Liability, Workers' Compensation,
229,000	for Social Security and Medicare Insurance
71,000	for Financial Audit Purposes
	for Protection, Health and Safety Purposes
\$9,766,000	Total

3. That the proposed increase in the extended property tax levy for 2021, is estimated to be \$424,468 over the 2020 extended levy calculated as follows:

Proposed 2021 extended levy 2020 extended levy	\$10,581,108 <u>\$10,156,640</u>
Dollar increase	<u>\$ 424,468</u>

4. That this Board authorizes the Secretary to file this Resolution and Certification and the attached 2021 Certificate of Tax Levy, with levy amounts specified, with the County Clerk as required by law.

Passed this 15<sup>th</sup> day of December, 2021

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

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

### **CERTIFICATE OF TAX LEVY 2021**

Community College District N	to. 527 County(ies) Cook				
Community College District N	ame: Morton College	and and	State of Illinois		
We hereby certify that we require	re:				
the sum of \$ <u>7,775,000</u>	to be levied as a tax for educationa	l purposes (110 ILCS 805/3-1), and			
the sum of \$ <u>1,500,000</u>	to be levied as a tax for operations	and maintenance purposes (110 ILCS 805/	(3-1), and		
the sum of \$	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-1), and				
the sum of \$584,022	to be levied as a special tax for pur Employees Tort Immunity Act (74	poses of the Local Government and Gover 5 ICLS 10/9-107), and	nmental		
the sum of \$240,542	to be levied as a special tax for Soc $5/21-110$ and $5/21-110.1$ ), and	ial Security and Medicare insurance purpo	oses (40 ILCS		
the sum of \$74,578	to be levied as a special tax for fina	ancial audit purposes (50 ILCS 310/9), and			
the sum of \$	to be levied as a special tax for pro 20.3.01), and	tection, health, and safety purposes (110 II	LCS 805/3-		
the sum of \$	to be levied as a special tax for (sp	ecify)	_purposes, on		
Signed this <u>15</u> day of	December , <u>2021</u>	Fr Chairman of the Board of Said Communi District	ances F Reitz ty College		
		Secretary of the Board of Said Communit	Jose Collazo y College		

Secretary of the Board of Said Community College District

1

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy for the bonds and interest.

Number of bond issues of said community college district which have not been paid in full

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

### (DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20\_\_\_\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_\_, 20\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20\_\_\_\_\_ is \$\_\_\_\_\_.

### Morton Community College Commmunity College District 527 Final Tax Levy for 2021

	Levy	Final	Loss	Final	Increase	
Fund	Final 2020	2021 Levy	Amount	2021 Extended	(Decrease)	
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
Total	10,156,640	10,174,142	406,966	10,581,108	424,468	4.18%
Bonds	680,108	646,575	25,863	672,438	(7,670)	Proposed Increase with
Total Extended Levy with Bonds	10,836,748	10,820,717	432,829	11,253,546	416,798	Debt Service
			,			
Equalized assessed valuation						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	
Increase	416,798		
	3.85%		



## Dues Renewal Notice 2nd Installment

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

		i	ii
	Invoice #	Date	Terms
	7762	12/1/2021	Due on receipt
Description			Amount
FY22 Illinois Community College Trustees As (ICCTA) - 2nd Half <i>Thank you for your continuing su</i>		s	5,570.00
		Tota	<b>1</b> \$5,570.00

Please make check payable to ICCTA and mail to address printed above. If you would like to set up Electronic Deposit, please contact Stephanie at sspann@communitycolleges.org.



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

Get Adobe Reader Now!

### PROPOSED ACTION:

THAT THE BOARD APPROVE NATIONAL LEAGUE FOR NURSING MEMBERSHIP RENEWAL INVOICE FROM DECEMBER 31,2021 TO DECEMBER 31, 2022 IN THE AMOUNT OF \$1,515.00

**RATIONALE:** FOR INDIVIDUALS WHO GRADUATED BETWEEN SEPTEMBER 1, 2018 AND AUGUST 31, 2019 WE HAD 51-100 GRADUATES.

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

### **COST ANALYSIS:**

\$1515.00

### ATTACHMENT:

Invoice



National League for Nursing 2600 Virginia Ave, NW – 8<sup>th</sup> Fl Washington, DC 20037 Telephone: (202) 909-2500, Fax: (202) 888-3111 Employer Identification Number: 13-1896510

### Agency Membership Renewal Invoice

Dues Balance:	\$1515
Agency ID:	391439
UNITED STATES	
Cicero, IL 60804	
3801 South Central Aven	iue, Rm 331B
Department of Nursing	
Morton College	

Invoice Date: 10/28/2021 Invoice Number: 39143922

#### Payment Due Upon Receipt

For single campus/site schools, annual membership dues are based on the total number of graduates from allnursin g programs. For schools with multiple campuses/sites there is a flat membership fee plus an additionalfee per camp us/site. For all schools please provide the total number of individuals who graduated between September 1, 2018 and August 31, 2019. Please remit payment according to the structure below.

Nursing Programs	Number of Graduates	Membership Fee Structure	
<ul> <li>Practical Nursing</li> </ul>		Single campus/site school	
<ul> <li>Associate Degree</li> </ul>		<ul> <li>0-50 graduates</li> </ul>	\$1,230
o Diploma		<ul> <li>51-100 graduates</li> </ul>	\$1,515
<ul> <li>Baccalaureate</li> </ul>		<ul> <li>101 or more graduates</li> </ul>	\$1,805
<ul> <li>RN to BSN</li> </ul>			
<ul> <li>Master's</li> </ul>		Schools with multiple campuses/sites	
<ul> <li>Doctoral</li> </ul>	· · · · · · · · · · · · · · · · · · ·	<ul> <li>Main campus/site</li> </ul>	\$1,805
		<ul> <li>Additional campus(es)/site(s)</li> </ul>	\$380
Total Number of Graduat	es		
		One or main campus/site \$_	
		Membership Dues Balance \$_	
	Total amount enclosed	for period January-December 2022 \$_	
Payment Options		· · · · · · · · · · · · · · · · · · ·	
<ul> <li>Check enclosed, Na DC 20037</li> </ul>	ational League for Nursing, 260 ard: □ American Express □ Dis	00 Virginia Ave., NW - 8th Floor, Washingt scover 🗆 Mastercard 🗆 Visa	on,
Card Number:		Exp Date:	
Name as it appears on ca	ard:		
Signat	ure:		
Did you remember to:			
* include agency ID, 391439,	on check * return a copy of thi	s invoice with payment * keep a copy for yo	our records

THANK YOU!

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

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

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

WHEREAS, Dr. Stanley Fields (the "President") and Morton entered into an employment agreement (the "Employment Agreement") on or about February 8, 2018, whereby the Board of Trustees of Community College District No. 527 (the "Board") determined that it was in the best interest of Morton to secure the services of the President to serve as President of Morton; and

WHEREAS, the President is entitled to \$129,257.88 ("Gross Salary") between January and June of calendar year 2022, payable in installments over the next twelve (12) pay periods in accordance with Morton's payroll procedures; and

WHEREAS, the President elects to defer a maximum of \$61,000.00 ("Deferred Compensation") out of his Gross Salary, resulting in the receipt of \$68,257.88 ("Gross Salary after Deferred Compensation") in lieu of receiving his full Gross Salary; and

WHEREAS, the President's Deferred Compensation, Gross Salary after Deferred Compensation, and Gross Salary over the President's next twelve (12) pay periods in the calendar year 2022 are set forth in Exhibit A, attached hereto and incorporated herein; and

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

1

2022; and

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

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

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

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

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

#### Section 1. Incorporation of Preambles.

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

### Section 2. Purpose.

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

#### Section 3. Authorization.

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

#### Section 4. Headings.

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

#### Section 5. Severability.

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

#### Section 6. Superseder.

3

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict

herewith are, to the extent of such conflict, hereby superseded.

### Section 7. Effective Date.

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

Passed by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_\_ day of December, 2021.

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

Attest:

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

### EXHIBIT A

President Stan Fields Salary and Deferred Compensation

		Deferred	Gross Salary after
Pay Period	Gross Salary	Compensation	Def Comp
1/15/2022	10,771.49	5,087.00	5,684.49
1/31/2022	10,771.49	5,083.00	5,688.49
2/15/2022	10,771.49	5,083.00	5,688.49
2/27/2022	10,771.49	5,083.00	5,688.49
3/15/2022	10,771.49	5,083.00	5,688.49
3/31/2022	10,771.49	5,083.00	5,688.49
4/15/2022	10,771.49	5,083.00	5,688.49
4/30/2022	10,771.49	5,083.00	5,688.49
5/15/2022	10,771.49	5,083.00	5,688.49
5/31/2022	10,771.49	5,083.00	5,688.49
6/15/2022	10,771.49	5,083.00	5,688.49
6/30/2022	10,771.49	5,083.00	5,688.49
	129,257.88	61,000.00	68,257.88



Date: 11/30/2021 Account: 1127



230 South LaSalle Street, Suite 7-500 Chicago IL 60604-1411

### \*\*PAST DUE\*\*

MORTON COLLEGE DR. STANLEY FIELDS, PRESIDENT 3801 S. CENTRAL AVENUE CICERO IL 60804

Document No.	Date	Code	Description	Amount	Balance
H14672	8/5/2021	SLS	H14672	\$975.00	\$975.00
H14971	9/30/2021	SLS	H14971	\$4,511.17	\$5,486.17
H15071	10/25/2021	SLS	H15071	\$1,000.00	\$6,486.17

Amount Due:

\$6,486.17

Current	31 - 60 Days	61 - 90 Days	91 and Over
\$0.00	\$1,000.00	\$4,511.17	\$975.00

Pursuant to Commission policy, membership in the Commission is contingent upon keeping accounts current. Members with past due accounts may incur surcharges or may be placed on Administrative Probation in accordance with Commission policy.

For Inquiries Contact us At:finance@hlcommission.org or 312-881-8119

### PROPOSED ACTION:

THAT THE BOARD APPROVE KAPLAN FOR NURSING PROGRAM FOR FALL 2021 AND SPRING 2022

### RATIONALE:

This program has been used for our Sophomore students. We would like to have continued access. Kaplan allows students to have access to NCLEX prep course, case studies, and several adaptive testing quizzes for each course the students are enrolled in. This program is to help prepare students for their current classes and the NCLEX board exam. This software was approved by students and faculty after reviewing several other demonstrations they thought this would be the best to further their education. NUR 107,108, 115, 119, 202, 219, 220.

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

### COST ANALYSIS:

\$34,750.00 for sophomore students Fall term 2021 <u>\$30,000.00 for freshmen students Spring term 2021</u> \$64,750.00 Total for FY22

### ATTACHMENT:

Invoice



## Invoice No. 3148-17101-1

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

> 11/11/2021 12/11/2021

\$ 34,750.00

Invoice Date:

Due Date: Amount Due:

#### SID: 1831358171

SCHOOL:

Morton College 3801 S Central Ave Cicero, IL 60804

Lauren Caruso 708-656-8000 lauren.caruso@morton.edu AP CONTACT:

Lauren Caruso 708-656-8000 lauren.caruso@morton.edu

May 2022 w CAT and UNE - ODWC22021						
START DATE	END DATE	EID	BILLABLE	FINAL COUNT	PRICE	AMOUNT
2021-09-01	2022-01-31	1306326704	139	139	\$ 250.00	\$ 34,750.00
					Subtotal:	\$ 34,750.00

TOTAL:

\$ 34,750.00

REMITTANCE:

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

WIRE TRANSFER REMITTANCE INSTRUCTIONS:

Wells Fargo Bank, NA ABA Number: 121000248 SWIFT Code: WFBIUS6S Account Number: 4122097512 Account Name: KTPA Depository

Please include the Invoice Number on your remittance payment.

### <u>PROPOSED ACTION</u>: THAT THE BOARD APPROVE KONICA MINOLTA BUSINESS SOLUTIONS USA INC SCANNING PROPOSAL IN THE AMOUNT OF \$85,802 WHICH WILL BE FUNDED BY HEERF FUNDS, AS SUBMITTED.

### **RATIONALE:**

Scan/digitize all Business Office and Human Resources files. This will alleviate storage space limitations and will make file viewing a lot more easier and faster.

Capture services (scanning) - \$69,275 Packaging/transportation - \$4,875 Destruction/shredding - \$3,000 Square9 Solution (software) - \$8,652 TOTAL \$85,802

### **COST ANALYSIS:** \$85,802

2<sup>ND</sup> QUOTE – IRON MOUNTAIN \$108,400 3<sup>RD</sup> QUOTE – BRADFORD INC \$86,075

### ATTACHMENT: BACKFILE SCANNING PROPOSAL AND SQUARE9 PROPOSAL





## **PROPOSAL FOR:**

Morton College

## **PRESENTED BY:**

Clem Klima Technical Account Manager Konica Minolta Business Solutions U.S.A., Inc.



November 17, 2021

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

Dear Mireya Perez,

At Konica Minolta we know that successful partnerships are built on a shared vision. Based on your key objectives and your organizational vison, we trust that we are uniquely positioned to offer the industry leading solutions and innovation that you need, while forming a long successful partnership.

The Konica Minolta Intelligent Information Management team is committed to helping you increase collaboration and productivity while also improving your overall workplace efficiencies and we look forward to demonstrating the value we will bring to Morton College.

Thank you for considering Konica Minolta. We look forward to demonstrating our commitment to you and are confident that our offering will meet your expectations and deliver increased value and efficiencies.

Sincerely,

Clem Klima cklima@kmbs.konicaminolta.us 630-918-6938



## **Executive Summary**

We are excited for the opportunity to present our proposal for Square 9 Global Search C2. You will find our teams of experienced industry professionals are aligned and dedicated to executing and implementing your Document Management System. One of the many elements that make us unique from other providers is our ability to listen to our client's requirements, act on them and offer innovative solutions and options. We are committed to add value throughout your organization.

Based upon our discussions with you we understand the following to be your key objectives:

- Eliminate paper document storage
- Greatly improve the search ability of documents
- Enable secure remote access to vital records

Our proposal addresses all of the above key objectives and defines our plan and methodology to implement our Square 9 Global Search platform. This platform will result in enhanced operational efficiencies, seamless and consistent support, and realized continuous improvements to reduce costs across your organization.



## **Our Proposed Solution**

### **High Level Overview:**

- Square9 Global Search C2 Configuration:
  - Configure up to 2 custom Archive's
    - Up to 4 index values per Archive
    - Up to 4 drop down lists with up to 10 values per drop down
  - Configure \Upload Business Essentials Archive's
  - AP AR HR Contracts
- Configure direct connect for scanning into Archive's
- Configure queue search to find documents awaiting manual or key free indexing
- Configure Archive's for content search
- 100 GB of data storage included

### **Custom Configuration:**

- Global Search Configure the following archives
- AP
  - Document type
  - Balancing
  - Journal Entry's
  - Vouchers
  - Deposit slips
- HR
  - Employee Records
  - Payroll
- Configure direct connect for 2 archives
- Configure Queues for documents awaiting indexing
- Document Import Training



## **Cost Proposal**

Product/Line Item		
S9 Global Search C2 Office Essentials	3 Concurrent User Licenses	Included
Global Search Storage 100 GB		Included
Global Capture Convey		Included
IIM SMB Professional Services – Remote		Included
		Solution Total:
		\$8,652

\*Annual SaaS Subscription after Year One: \$2,652

\* This is an Estimate only. Final numbers will be provided upon a formal scoping engagement and completion of a Statement of Work

\* No Travel & Expense included in this estimate

\* Quote is valid for 30 days from quote date



**Solution Proposal** 



# Morton College

**Backfile Scanning Proposal** 

Submitted by:

Clem Klima and Lisa Jones

Submitted Date: 11/19/21

## **Executive Summary**

## Introduction & Background

Morton College was founded in 1924 and is the second oldest community college in the state of Illinois. As a comprehensive college, its mission is to enhance the quality of life for its diverse community through exemplary teaching and learning opportunities. Konica Minolta Business Solutions U.S.A., Inc. (Konica Minolta) is pleased to provide this Proposal for Document Imaging Services ("Proposal") in response to Morton College's request for backfile scanning services of its Finance and Human Resource records. Morton College has a large volume of documents described as follows:

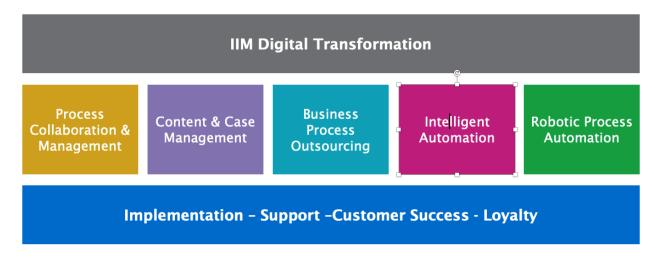
- Payroll documents are stored in 10 lateral filing cabinet drawers measuring 36" each and 20 long Banker's boxes measuring 24" each.
- Accounts Payable documents are stored in 15 lateral cabinet drawers measuring 36" each and 2 long Banker's boxes measuring 24" each.
- Journal Entry documents are stored in 4 lateral filing cabinet drawers measuring 36" each and 7 long Banker's boxes measuring 24" each.
- Voucher documents are stored in 5 lateral cabinet drawers measuring 36" each.
- Balancing documents are stored in 10 lateral cabinet drawers and 14 long Banker's boxes measuring 24" each.
- Deposit Slips are in 2 lateral filing cabinet drawers measuring 36" each.
- HR documents are stored in 53-1/2 lateral cabinet drawers measuring 36" each and 42 long Banker's boxes measuring 24" each.
- There is a combination of the document types listed above currently stored in 54 long Banker's boxes measuring 24" each.
- It is estimated that approximately 20% of the pages are duplex.
- It is estimated that the page count for this backfile scanning project, including 20% duplex, is 1,000,000 pages.
- <u>Please Note</u>: The total page volume has been provided by Morton College. Actual volumes will be determined throughout the capture process.

This Proposal presents Konica Minolta's findings and recommendations to improve Document Management and document retrieval at Morton College. These findings and recommendations are based upon the information provided during Konica Minolta's staff visit to your office in July 2021 and subsequent meetings. In the event that material changes occur in your environment, or additional key information is missing from this analysis, these recommendations may no longer apply and should be re-examined.

### About Us

Konica Minolta Business Solutions U.S.A., Inc. is a leader in content management, technology optimization and cloud services. Our solutions help organizations improve their speed to market, manage technology costs, and facilitate the sharing of information to increase productivity.

Konica Minolta Content Management designs roadmaps through process collaboration, deploys solutions and utilizes support tools to help manage content, enhance security, integrate with core business systems, replace legacy systems, and accelerate processes with intelligent and robotic process automation. Our solutions capture and distribute documents in any form, automate routing, maintain compliance, preserve records and more -- to speed the flow of information, control costs and make all essential business processes more productive.



From business process outsourcing to content management, we guide our customers to the best solution for their digital transformation. Through our consultative process, we mutually identify your challenges and needs then co-author the plan for the platform and services that you will need to achieve your goals.

The world runs on innovation. We shape it.

## Solution Assessment Review

### **CURRENT STATE**

Morton College currently manages a variety of Finance and HR documents in hard copy. These documents are either filed in lateral file cabinets or stored in large Banker's boxes. The record types addressed in this proposal include the following:

- Payroll
- Accounts Payable
- Journal Entries
- Vouchers
- Balancing
- Deposit Slips
- Human Resources

It is anticipated that the technology and processes may be beneficial in other areas of the business including, but not limited to Active and/or Culminated Student Records.

### **Desired Outcome**

The benefits of digitization include the ability to access records when working remotely, reducing the time and effort associated with retrieving these records, and saving senior knowledge workers time as they conduct their work in reliance of this vital information. The incidence of lost or misfiled files will be reduced, the long-term archival of the documents will be accomplished, and responsiveness to outside requests will be materially faster.

## **Proposed Solution Summary**

Konica Minolta recommends Morton College entrust their document imaging to us. Documents will be scanned and indexed by Konica Minolta and delivered to Morton College's preferred retrieval solution. We propose Square9 as your hosted Document Management Solution of choice (quoted separately.) The benefits of outsourcing this work to Konica Minolta include:

**History** – We have been delivering top-quality imaging services to organizations like yours for more than two decades.

**Quality** – We have developed many proprietary quality assurance systems, some of which have been licensed to other capture companies and existing customers. We have a national reputation for our quality. Since many of these systems are automated, we can provide extra quality assurance steps at no additional cost to our clients. Most other BPO centers charge extra for these additional quality assurance measures.

**Speed** – We are able to complete the capture and delivery processes in a highly compressed timeframe.

**Cost** – We provide an exceptional price-performance value, considering the overall quality and the value of our on-time and on-budget project management services.

**Geographic Diversity** – We have processing facilities on both coasts and centrally located, allowing us to serve clients throughout the country.

**Dedicated Project Management** – We assign a Project Manager and Certified Document Imaging Architech<sup>™</sup> (CDIA)/Enterprise Content Management Specialist (ecm<sup>S</sup>) to your organization for the duration of the capture process so your organization reaps the benefits of a quality, valued solution on time and on budget.

Konica Minolta can continue to perform ongoing, go-forward imaging work, and also work with Morton College to establish an internal imaging operation. Ad hoc scanning can be performed by users under either go-forward scenario.

## **Project Estimated Pricing Summary**

## **Imaging Services Estimated Extended Pricing**

Morton College currently has a backfile of hardcopy documents they have estimated at over 1,000,000 pages. This includes an estimated 20% duplex pages. These are detailed below.

## **BACKFILE CAPTURE – UNIT PRICING**

Service and Description	Unit Pricing
Capture Services at 300 DPI for standard size pages 11"x 17" or smaller (per page)*	6¢
Document Preparation (per hour)	\$25

\*See specifications for a detailed description of Capture Services.

All-inclusive Backfile pricing is based on the assumptions and delivery specifications included in the Project Specifications section of this Proposal. If the actual conditions differ from these assumptions and specifications, the unit prices are subject to change. Should additional services be required, the customer is subject to additional charges as listed in this Proposal.

## SUMMARIZED EXTENDED BACKFILE COST

PROJECT NAME	PAGES	DOCUMENTS
Payroll	120,613	1,402
AP	84,675	1,227
Journal Entries	45,165	886
Vouchers	26,056	511
Balancing	100,750	1,976
Deposit Slips	10,423	205
HR	424,715	8,329
Miscellaneous	187,603	3,679
TOTALS	1,000,000	18,215

## **Additional Pricing**

Additional Services and Pricing	Unit Pricing
Disaster Recovery Archival CD Copy (per CD – if applicable)	\$20
Disaster Recovery Annual Storage (per CD, per year – if applicable)	\$15
Shredding and Disposal of documents (per pound)	25¢
Extended Box Storage (per box, per month)	\$9
Shipping of documents to and from KONICA MINOLTA	TBD
Photocopying for poor quality	20¢
Retrieval and faxing of requested documents*	\$35/hour

### **Disaster Recovery**

In the event of a disaster, data recovery becomes paramount in re-establishing business operations. Konica Minolta will optionally provide an ANSI standard Archival CD Copy of your data and will store it at our facility, in compliance with disaster recovery standards. CDs are used for archival masters because the ANSI standard guarantees backwards compatibility with readers. This standard does not exist for DVDs, making them subject to obsolescence over time. Pricing has been included below for the second master CD copy as well as the annual disaster recovery storage at our facility.

## **Box Disposition**

There are several options with respect to document disposition.

- Documents may be returned to your office following processing.
- Documents may be stored for 30-days following data delivery at no cost. Documents are delivered on a rolling basis throughout the term of the project as boxes are completed. The 30-day customer QA and destruction cycle are based on each completed and delivered box.

Konica Minolta is authorized to shred all original documents pertaining to the project(s) under this proposal 30-days after the completed work has been delivered. Box destruction will occur on a rolling basis throughout the term of the project based on the delivery of each box.

Konica Minolta will send a Destruction Certificate confirming the destruction. In the event more time is needed for quality assurance testing, Morton College will notify Konica Minolta seven-days prior to destruction to hold the content queued for destruction.

If Morton College requires boxes to be stored beyond 30-days, Konica Minolta will continue to store the boxes at the prevailing rate.

## White-Glove Packing

Morton College may choose to manage transportation and logistics associated with relocating the boxes to be scanned to the Konica Minolta processing facility. In the event Morton College engages Konica Minolta to provide white-glove packing and transportation, the following services can be provided:

- On-site inventory and box labeling.
- Management of un-shelving and loading for transportation.
- Creation of box-level manifests including box number and first and last folder tab.
- Labeling of each box with start
- Detailed chain-of-custody form.

The range of services to be provided by Konica Minolta, and associated costs, are presented below.

## Transportation

The following represents the typical description of services if Konica Minolta is engaged to facilitate the packing transportation of documents:

If Konica Minolta provides the transportation, the documents will be transported to the Konica Minolta processing center via a secure cargo truck. Our drivers do not make any additional pickup stops during transit and will not leave the truck unattended at any time. Prior to transporting documents, both Morton College and Konica Minolta will review and sign-off on the final manifest. Both Morton College and Konica Minolta will retain a physical copy of the signed manifest. This manifest will be reviewed upon arrival at the Konica Minolta processing center to

ensure all contents are accounted for. Each document container is then logged into the Konica Minolta batch/container management system for tracking throughout the capture and return process.

## **Processing Center Receipt and Tracking**

Storage at our facility will include secure, climate-controlled box storage in our controlled and monitored staging area as well as controlled access in our production area during the scanning and data entry processes.

The procedures for storage at the Konica Minolta processing center during the production life-cycle include specified chain-of-custody processes that involve employee sign-offs for the acceptance and transfer of the records, and control of the records and data during the entire conversion process to ensure that no data or documents are copied or disclosed for any reason other than the communication of technical details or staff questions during the conversion process.

## **Destruction Services**

Depending on the specific needs of the Morton College, there are three methods used for destruction:

- In-house shredding For small batches, Konica Minolta staff perform shredding tasks using a shredder with a security rating of P-4, exceeding the requirements for HIPAA.
- In-house third-party shredding For large destruction engagements, typically following a backfile capture, Konica Minolta contracts with a partner with high-capacity mobile destruction capability. The partner's shred trucks perform the destruction on-site at the Konica Minolta BPO processing center.
- External third-party shredding Under certain conditions, Konica Minolta transports high-volume destruction work to our partner's facility for destruction.

All shredded documents are recycled. A destruction certificate, listing all boxes destroyed, is sent to Morton College upon completion of shredding.

Packing, Transportation and Destruction Pricing*	Estimated Cost
<ul> <li>White-glove packing service: KMBS creates a shipping manifest, labels each box with a start and end range, packs documents into boxes. This portion of the service is estimated at \$1,980.</li> <li>White-glove transportation and supplies: KMBS creates a box-level manifest, provides all packing supplies, loads all boxes, and transports to the scanning center. This portion of the service is estimated at \$2,985.</li> </ul>	\$4,875
Destruction/Shredding – Estimate assumes 400 boxes weighing 30 pounds each at a cost of 25¢ per pound to shred	\$3,000

\*The price quoted above is subject to change if the actual conditions related to packing and/or shipping differ from the attached pack and ship specification.

## Post Delivery Data Purge

All customer data is purged from Konica Minolta servers 60-days following the successful delivery of digitized content. As a result, it is imperative that any delivery issues be addressed prior to the data purge.

## Security

From building security to redundant data backup, Konica Minolta understands the importance of security as it relates to data and documents. A plethora of security practices and procedures are in place at Konica Minolta to ensure data and documents are secure during the capture process.

Facility security is at the forefront of every customer's mind. Rest assured, from secure-card building to secure-card door entry to operations, Konica Minolta has the necessary security to ensure documents are protected at every phase of capture processing.

Video surveillance provides round-the-clock, digitally captured recordings of all office entrances and exits as well as the operations area. Moreover, no technology devices are permitted in the operations area (e.g., cell phones, USB devices, etc.). Additionally, the data center is firewalled within the operations area. No web hosting or FTP services are provided through Konica Minolta servers.

Konica Minolta provides a fault-over capability for all client data by taking a snapshot every 15 minutes of the main server. As a further protection against a technical failure, Konica Minolta retains all paper documents on-site until all quality assurance steps are completed and the source documents are no longer required. Finally, the server is backed up weekly and the resulting backup is stored off-site.

Serving customers in the government, education, medical, financial, and legal communities, certain standards must be followed. Every Konica Minolta employee signs a confidentiality agreement, acknowledging the proprietary nature of the information being processed and documenting the legal repercussions for failing to comply with this policy.

## **Change Control Process**

Konica Minolta realizes that from time to time, certain job specifications may need to change. To accommodate project change and facilitate communication of the changes, Konica Minolta utilizes a Change Control Process (document attached). This process allows for any changes to project specifications in a controlled and managed environment. The document outlines any impact on project cost, resources, timelines, etc. and is signed by Morton College and Konica Minolta representatives.

Scanned content will be delivered in a format to support the document management software ingestion requirements.

## **Project Specifications - General**

The processes listed below will be utilized for all projects under this Proposal, subject to Morton College and Konica Minolta approval or adjustment. The project scope-of-work will be agreed upon during the Kickoff meeting.

- There will be one person at Morton College and one person at Konica Minolta who will be responsible for the logistics and transportation of the documents.
- Shipping will be billed as incurred.
- Konica Minolta will scan the documents at 300 DPI.
- All documents will be captured in black and white.
- Auto-Rotation will be applied to all images. This automated page orientation function will attempt to orient the page based on text detected. Auto-Rotation does not guarantee a 100% correct orientation of every page scanned.
- All data and images will be thoroughly tested via software to ensure all the images associated with the database are viable and uncorrupted.
- Destination document repository: Konica Minolta recommends Square9 as the hosted Document Management Repository (to be quoted separately.)
- If Square9 is selected by Morton College as its Document Management Solution, data will be output as image-only, multi-page PDFs. Otherwise, data will be output as required for Morton College, such as single-page or multi-page TIFF files, as per the specifications by Morton College.
- All data deliveries will be made via Secure FTP (SFTP) unless specified otherwise in this Proposal.
- Under a separate Square9 Statement of Work, Konica Minolta will provide training to Morton College on ingesting images delivered through the BPO process.
- Based on historical back file capture projects, Document Preparation is assumed at 2.5 hours per box. Variance will be reported on a regular basis to Morton College.
- For projects that have double-sided (duplex) pages, Konica Minolta will apply our proprietary auto-assisted manual blank page review, Blank Page Eradicator (BPE). Most vendors use a method referred to as auto drop-out to delete suspected blanks. The typical threshold used is 2,500 bytes.

We have found content, such as signature pages or fax headers/footers that are less than 850 bytes. Using a 2,500-byte threshold would cause the loss of vital data. Using a threshold of less than 850 bytes would result in the delivery, and payment for, blank pages.

Konica Minolta uses BPE to ensure only blanks are deleted and that no content is lost. This process also ensures that pages with "bleed-through" that would have survived a 2,500-byte drop-out are deleted.

- Konica Minolta performs a proprietary post-process review that identifies and corrects possible "piggy-back" documents. Piggy-back documents occur when a barcode slip sheet is not detected by the scanner resulting in two files being combined. This condition effectively loses the second document, making it almost impossible to find post-scan.
- Konica Minolta provides a scan-on-demand service to provide access to documents while they are in the capture process.
   Konica Minolta provides a secure, hosted repository for access to images/data during document processing and prior to ingestion into the document management system.

User IDs will be issued based on the instructions provided by the customer's project team leaders. Documents will be accessible within two (2) business hours of the

request, or, upon special arrangement between the Konica Minolta project manager and the customer's project manager, if access is required outside of normal business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. EST. Requests in excess of four-per day are subject to a charge of \$35 each, at the discretion of the Konica Minolta Project Manager. After-hours retrieval will be charged at a rate of \$150 per request.

 Konica Minolta has a robust IIM software and SharePoint professional services practice and has resources available to engage with Morton College to provide services associated with the ingestion of the images into their IIM software or SharePoint. These services are billable at the then current Professional Services rates.

## **Project Specification – Various Document Types**

The project specifications listed below will be reviewed and agreed upon during a document review.

- The files contain a combination of single-sided (simplex) and double-sided (duplex) pages. For purposes of this Proposal it is assumed that the percent is 20% duplex.
- Document preparation will consist of removal of staples, taping-up of post-it notes on separate sheets, application of bar-coded slip sheets, and the extraction and recording of index values. It is assumed that no more than 5% of the total document population may include page sizes smaller than standard-size half pages, such as receipts that require mounting to standard size pages for the purpose of scanning. It is assumed that there are no stitch-bound or comb-bound books that require the binding to be cut or removed.
- The files will be unitized at the folder level, creating a single document for each folder or clearly identifiable, segmented document set.
- It is estimated that there is an approximate average of 50 images per document.
- The files contain primarily 8<sup>1</sup>/<sub>2</sub>"X11," 8<sup>1</sup>/<sub>2</sub>"X14," 11" x 17" pages. It is assumed that approximately 5% of pages may be smaller than standard half-pages, such as receipts.
- It is assumed that there are no large-format sheets (pages larger than 11" x 17."
- The documents will be indexed by up to 3 values as specified below. It is assumed that all index values can be identified on either the folder tab or the 1st page of each document set, in a consistent location with no searching required.
  - For Payroll Documents: Date Range and Hourly
  - For Accounts Payable Documents: Vendor Name, Invoice Number, Invoice Date
  - For Journal Entry Documents: Journal Number (handwritten) and Fiscal Year
  - For Voucher Documents: Vendor Name, Voucher Number, Date
  - For Balancing Documents: Up to 3 index values (to be determined by Morton College)
  - For Deposit Slip Documents: Up to 3 index values (to be determined by Morton College)
  - For HR Documents: Last Name, First Name, Middle Name or Initial (if present) and Last 4-digits of the Social Security Number.

- Miscellaneous boxes identified as a combination of the records listed above will be indexed in the same manner as identified above and up to 3 index values.
- This proposal is based on the following average number of pages per document, by document type:
  - For Payroll Documents: 86
  - For Accounts Payable Documents: 68
  - For Journal Entry Documents: 50
  - For Voucher Documents: 50
  - For Balancing Documents: 50
  - For Deposit Slip Documents: 50
  - For HR Documents: 50
  - Miscellaneous: 50
- The files contain a mixture of black and white (bitonal) and color pages. If Morton College has color pages that need to be captured in color, KMBS can provide auto-color detection services at no additional cost. Unless specifically requested by Morton College, all pages will be captured in black and white.
- Scanned data will be delivered via secure FTP on a rolling basis as boxes are completed.
- Morton College's 30-day Quality Assurance review cycle is based on each completed and delivered box of data.
- Documents are not typically reconstructed to their original state, unless this has been stipulated for the project. Instead, Konica Minolta prepped bundles, along with file folders, will be placed back in the corresponding boxes in which the collection was received.
- Certified Document Destruction Services have been elected by Morton College upon project completion.

## Key Dates (To Be Determined)

The key dates listed below are preliminary and mutually agreed upon by Morton College and Konica Minolta. These dates are subject to change, but any changes would be discussed, reviewed, and approved by Konica Minolta and Morton College.

Description	Target Date
Contract Execution	TBD
Purchase Order Delivery (if necessary)	TBD
Project Kickoff Call/Meeting	TBD
Pack/Ship	TBD
Initial Delivery and Review	TBD
Final Delivery	TBD

Upon execution of this Proposal and a Purchase Order (if necessary) has been received, the digital conversion process identified above will be initiated with development of an initial project plan and schedule. This should take one to two weeks, and be cooperatively developed with Morton College as a part of the project initiation phase, depending on resource availability. It is very important for both organizations to understand that starts and stops during the

Implementation Process are very costly. Working together to develop a workable plan that will ensure a smooth process is critical to the overall success of the project.

## **Proposal Acceptance**

## **Document Conversion Process and Methodology**

The attached Document Conversion Process and Methodology document describes the general processes and procedures employed at the Konica Minolta BPO processing center. Some or all of the processes will be applied to Morton College's projects, as described in this Proposal.

### **Proposal Acceptance Period**

This Proposal, and the pricing contained herein, is valid for a period of 30 days from the date stated on the cover page,

### **Controlling Document**

This Proposal is subject to the terms and conditions contained in the attached Scanning Services Agreement.

### Acceptance

I have read and understand the terms and conditions set forth in this Proposal. As a duly authorized representative of Morton College, I hereby accept this Proposal on behalf of Morton College.

I further understand that this Proposal and the governing Scanning Services Agreement constitute the complete and exclusive statement of the agreement between the parties related to the subject matter contained herein, and all prior agreements for these services verbal or written are superseded. Any changes to the scope of work specifications following signature of this agreement are subject to the Change Control Process.

### Selections

Please check below product/service to be acquired:

Yes	No	Product and/or Service	
		Backfile scanning services for Morton College's Finance and Human Resource documents at an estimated page count of 1,000,000 pages.	
		White Glove Packing Services is estimated based on 1,000,000 pages or approximately 400 standard size boxes. KMBS will create a shipping manifest, provide all packing supplies, load boxes, and provide 1 trip to transport boxes to the scanning facility at an estimated cost of \$4,876.	
		Certified Destruction Services, based on approximately 400 standard-size boxes, estimated at \$3,000.	

Please check below any additional services that you would like Konica Minolta to provide with respect to this project:

### Master Archival CDs

□ CD copies (See Disaster Recovery section, above.)

- Annual disaster recovery storage at KONICA MINOLTA facility (See Disaster Recovery section, above.)
- □ Box Disposition (Check the option below)
  - Return documents to Customer
  - Store for 30-days following data delivery then, in the absence of a request to hold, destroy
  - Extended Storage (\_\_\_\_\_ Days)

### Signatures

AGREED AND ACCEPTED by an authorized representative of each party.

Morton College Approval

Title	Approver	Signature	Date Signed
Konica Min	olta Business Soli	utions U.S.A., Inc. Appr	oval

Title

Approver

Signature

Date Signed

## Konica Minolta Business Solutions U.S.A., Inc. Approval

Title	Approver	Signature	Date Signed

# **Appendix A: Attachment List**

Document Conversion Process and Methodology

Konica Minolta White Glove Pack and Ship or Transport Specifications

Konica Minolta Change Control Process Document Sample

Konica Minolta Scanning Services Agreement (SSA)

# Appendix B: Document Conversion Process & Methodology

Konica Minolta Business Processing Outsourcing Processing (BPO) Centers are located in Chatsworth, CA, Lexington, KY and Warwick, RI. These processing centers are capable of capturing over eight million images per month. Best practices and quality assurance processes are built into all BPO processes. The National Director has served as Chairman of the Board of the Association for Intelligent Information Management (AIIM), with a focus on BPO quality and best practices. AIIM is an international association focused on IIM and BPO, with over 60,000 members. These quality processes and BPO best practices are deeply ingrained in the Konica Minolta BPO business.

### **Project Methodology**

Konica Minolta follows a Project Implementation Methodology (PIM) based on lean principles. The PIM provides a framework for a repeatable and continually improving process for delivering high-quality services to our customers.

The PIM provides a common language for the project team and includes best practices and process guides to leverage the experience gained from past projects. It takes into consideration resource and time constraints by utilizing templates, tools, sample project plans, and intellectual capital.

Working with Konica Minolta project managers, customers' team members collaboratively finalize a mutually acceptable project schedule. The schedule outlines tasks and timelines detailing every facet of the project from document pickup and delivery to periodic batch turnaround times.

Roles and responsibilities, a communication plan, and issue tracking and resolution procedures will be finalized during a project kick-off meeting.

### **Project Initiation and Planning**

Upon the initiation of a project, a Project Initiation Meeting is scheduled between the customer and Konica Minolta. The Project Initiation Meeting will include Processing Center and customer key project team members.

The agenda for this meeting includes evaluating project requirements, determining project timelines, confirming responsibilities of key individuals, establishing designated customer contacts, discussing quality assurance procedures and outlining delivery and pickup schedules. Additionally, overall document preparation and indexing requirements will be discussed.

A resulting project specification document will be created documenting project requirements. This document will include detailed steps related to document pickup and delivery, document preparation activities, including specific knowledge/decision making requirements, indexing, scanning, output, delivery of metadata and digital images, and final box disposition. The Processing Center staff and the customer will work through an iterative process to fine-tune the project specifications until it accurately reflects the procedures required to properly transform the paper documents to digital format.

### **Document Pickup and Delivery**

Konica Minolta understands the importance of maintaining an iron-clad chain-of-custody with respect to the customer's records.

Konica Minolta is able to provide full service, including packaging, manifesting and shipping documents. Alternatively, customers are able to perform these tasks with clear guidance and tools provided by Konica Minolta. Boxes will be delivered to the Processing Center for processing. A receipt for delivery and pickup will be signed by both a Processing Center and customer authorized contact.

Konica Minolta recommends the use of manifests to support the chain-of-custody as well as document requests throughout the capture process. Konica Minolta provides tools that will support either a detailed or summary manifesting process.

The boxes will be logged in a tracking system when unloaded at Konica Minolta's facility and physically "checked off" on the courier form to ensure receipt. The contents of the box will be reconciled against the enclosed manifest during processing. If there are any anomalies in either the courier form or the manifest, the responsible customer representative will be contacted immediately to correct or reconcile the issue.

Each stage of the transformation from paper to digital format is tracked and managed through a combination of project management tools and Operations personnel and management. Boxes are systematically labeled to track their status and the next step in the process. The tracking system is constantly updated to provide an audit trail and record the flow and status of the documents.

In order to ensure the project is delivered on time, a project plan and timeline will be created and maintained. The project plan and timeline will become the reporting mechanism for regularly scheduled project status reports and meetings.

### **Document Preparation**

Document preparation includes creation and application of bar-code break sheets, staple removal, document separation, organization, taping of torn documents and photocopying of poor originals, if necessary.

The document preparation staff will apply a break (cover) sheet to each document as required for each project. The bar-coded sheets provide an automated method of populating the index fields during document scanning. The cover sheet can also be manually populated with index values. In the past, Konica Minolta has been able to use a combination of automated bar code indexing and manual document index identification for various projects.

Often it is determined that Konica Minolta can receive electronic files from customers with metadata associated with the documents to be scanned. In these cases, the majority of metadata is provided in electronic form by the customer and Konica Minolta produces barcode slip sheets with this metadata.

This process provides two benefits: (1) It provides 100 percent accuracy on document indexing and; (2) It provides a tool for identifying any missing files or files for which there is no associated data. Any exceptions identified are brought to the attention of the customer's team member

responsible for the project for reconciliation and correction. This process is finalized during the project kick off meeting.

In the event that large format items are included in a project (e.g., blueprints, design drawings, etc., which exceed 11"X17"), Konica Minolta is uniquely qualified to capture these documents and integrate the items in the same order in which they were found in the source document of folder. Some vendors scan these items as separate documents, while other vendors group all large format items at the end of a document. Either option creates chaos as pages of content are delivered in an out-of-order sequence.

Konica Minolta utilizes internally developed processes and software to guarantee large format items are captured in the original file order within the collection. After completion of the document preparation, the boxes are moved to the scanning area.

### Scan, Index and Verify

Quality is implemented throughout every stage of the document conversion process. Each project is examined on the front-end and configured to the specifications that will ensure the best quality image. The scan process incorporates personnel skills, technology configuration and a consistent process. Scan operators have years of experience and are skilled with hand-eye coordination, to view every image as it is scanned, while also ensuring it is fed through the scanning equipment properly. The equipment is configured to detect double feeds, preventing "piggy-backs". The equipment goes through periodic maintenance processes throughout the day, including cleaning and calibration, to ensure optimal performance.

Each scan operator is trained on the specifications of each project and the expected end-results. The scan operator reviews each image. If the image is difficult to read, a visual inspection is conducted using the source document and adjustments are made to the scanning software to produce a quality scanned image. If automated indexing is performed (through barcodes) during the scanning process, the scan operator verifies and validates upon scan the appropriate values are being populated

Upon completion of scanning, the project will enter the manual indexing stage, if required. Konica Minolta will manually index documents; double-keying any key fields as designated by the customer, and will enter additional indexes as defined in the project. Double blind key indexing is a process whereby an index is entered a second time by a separate operator to validate accuracy. This process assures 99.95 percent accuracy, at the character level, of the indexing. The use of the barcode cover sheets provides significant savings and an even higher level of quality.

Konica Minolta can provide automatic indexing through the use of external database sources utilizing a match and merge process. This process provides additional indexing for minimal cost, will produce high quality indexing results, and will provide additional search criteria for the end user retrieval application.

Konica Minolta has the capability to perform verification checks against data sources provided by the customer to ensure 100 percent accuracy of key fields.

Indexing of each of all content types is determined at the onset of the project. Manual, zonal OCR and blind key verification, along with the use of bar codes when feasible are employed for

the highest level of quality available. The indexing operator and QA staff will verify and validate that the appropriate values are being populated.

Once the indexing has been reviewed and determined to be accurate, the project is transitioned to the post-processing step.

### **Post-Processing**

Images are post-processed in order to de-skew and remove black borders. Konica Minolta can optionally remove other predictable defects, such as hole-punches.

Once the post-processing has been completed, the project is transitioned to the Quality Assurance process for final review and verification.

### Quality Assurance – Blank page detection

An internally developed, manual-assisted automated Blank Page Eradicator (BPE) technology is utilized to identify true blank pages for deletion, ensuring blank pages are eliminated from the collection and pages that actually contain content are not arbitrarily deleted. Other BPO processors rely on file size thresholds to delete suspected blanks. The threshold is typically 2,500 bytes. Konica Minolta has found signature pages as small as 850 bytes. By deploying our proprietary BPE process, we ensure our customers never lose vital data due to arbitrary criteria.

Konica Minolta executes a proprietary quality assurance process, developed internally by Konica Minolta technical staff. This process will run against the production data prior to image delivery. The purpose of the quality assurance step is to ensure there is an image for every database entry. Likewise, this step will verify there is a database entry for every image. Furthermore, this process will electronically open every image in the delivery to ensure (1) the image can be opened and (2) the image is not corrupt.

Finally, this quality assurance process will check for embedded break sheets validating there are no "piggy-back" documents in the queue prior to image publication and delivery. A piggy-back condition is created when a break sheet is not properly identified by the scanner and one document becomes the end of the prior document, making that document irretrievable by end-users. Most vendors do not have a means to identify and eliminate this condition. A page-by-page review is conducted by a QA operator. The operator is able to rescan poor images during this final step.

Once quality assurance tasks are completed, the batch is staged for output and delivery.

### **Output and Data Delivery**

After quality assurance is completed, images will be delivered to the specifications defined by the customer in conjunction with Konica Minolta. Any exceptions reported during transmission will be identified, reconciled and either corrected or reported to the appropriate customer representative for resolution. A designated representative will receive notification emails and electronic deliveries are completed. Optionally, they can get confirmation of a successful load into their document retrieval software. This requires that the software supports auto-notifications.

The customer will then carry out any designated internal quality assurance within thirty (30) calendar days. Upon completion of any customer designated internal quality assurance, the customer will either certify the work as conforming to quality standards agreed to at the inception of the project, or report any problems found during the internal quality assurance process. If Konica Minolta is not notified of acceptability of the work delivered, the work delivered will be deemed "accepted" after thirty (30) calendar days.

### Post Delivery Data Purge

All customer data is purged from Konica Minolta servers 60-days following the successful delivery of digitized content. As a result, it is imperative that any delivery issues be addressed prior to the data purge.

### Box Disposition/Delivery

Documents are not typically reconstructed to their original state, unless this has been stipulated for the project. Instead, Konica Minolta prepped bundles, along with file folders, will be placed back in the corresponding boxes in which the collection was received. Completed boxes are either returned to the customer, stored for 30-days and destroyed, or placed into extended storage, at the instruction of the customer.

### **Destruction Services**

Depending on the specific needs of the customer, there are three methods used for destruction:

- In-house shredding For small batches, Konica Minolta staff perform shredding tasks using a shredder with a security rating of P-4, exceeding the requirements for HIPAA.
- In-house third-party shredding For large destruction engagements, typically following a backfile capture, Konica Minolta contracts with a partner with high-capacity mobile destruction capability. The partner's shred trucks perform the destruction on-site at the Konica Minolta BPO processing center.
- External third-party shredding Under certain conditions, Konica Minolta transports high-volume destruction work to our partner's facility for destruction.

All shredded documents are recycled. A destruction certificate, listing all boxes destroyed, is sent to the customer upon completion of shredding.

### **Exception Process/Issue Resolution**

In the event of exceptions, the Konica Minolta Project Manager will contact the customer's Project Manager and determine a mutually agreeable means to overcome the exception. Any process change stemming from an exception process will be documented via email with a request for confirmation from the customer's Project Manager. Any changes will be added to the customer's processing manual to ensure consistency through the project and, in many cases, supported by a signed Change Control.

### Document Access – Scan on Demand Service

Konica Minolta will provide a secure, hosted repository for access to images/data during document processing and prior to ingestion into the document management system. User IDs will be issued based on the instructions provided by the customer's project team leaders.

Documents will be accessible within two (2) business hours of the request, or, upon special arrangement between the Konica Minolta project manager and the customer's project manager, if access is required outside of normal business hours, Monday through Friday from 8:00 a.m. to 5:00 p.m. EST. If daily document access exceeds four requests, Konica Minolta reserves the right to charge \$35/hour for additional requests.

# **Appendix C: Konica Minolta White Glove Pack** and Ship Specifications

Konica Minolta has provided three optional transport services with pricing listed below based upon an approximate box count of 400 standard-size Banker's boxes, weighing approximately 30 pounds each:

White-Glove Packing Services is estimated based on 1,000,000 pages or approximately 400 standard size boxes. KMBS will create a shipping manifest, label boxes, provide all packing supplies, load boxes, and provide 1 trip to transport boxes to the scanning facility at an estimated cost of \$4,875.

# Appendix D: Konica Minolta Change Control Process Document Sample

### CHANGE CONTROL

Title:	Project:
Date:	
Author:	Organization:
Originator:	Organization:
Proposed Change Description: Justification: Affected Requirements: Impact on Cost: Impact on Schedule: Impact on Resources: Travel: Detailed Review Results:	

Approved	Defer Until:	Declined
Y/N	Date:	Y/N
Reasons/Comments:		
Payment Terms:		

### FINAL APPROVALS (Signature Block is Provided Here)

# **Appendix E: Scanning Services Agreement**

This Scanning Services Agreement ("Agreement") is made and entered into this \_\_\_\_\_ day of November, 2021 ("Effective Date") by and between Morton College, located at 3801 South Central Avenue, Cicero Illinois 60804 ("CLIENT"), and Konica Minolta Business Solutions U.S.A., Inc., located at 100 Williams Drive, Ramsey, New Jersey 07446 ("CONTRACTOR").

#### WITNESSETH

**WHEREAS**, CLIENT desires to engage Contractor to provide the document services specified herein as an independent contractor and in accordance with the terms and conditions set forth in this Agreement; and

**WHEREAS**, CONTRACTOR desires to provide the document services specified herein to CLIENT as an independent contractor and in accordance with the terms and conditions set forth in this Agreement;

**NOW, THEREFORE**, in consideration of the promises and mutual covenants hereinafter contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

#### 1. SCOPE OF DUTIES.

- (a) CONTRACTOR shall provide the services set forth in each proposal issued by CONTRACTOR ("Proposal"), which may be attached hereto or, if not attached, shall be treated as an addendum to this Agreement when fully executed by the parties. To the extent there are any discrepancies or inconsistencies in the terms of this Agreement and a Proposal, the terms of this Agreement shall prevail.
- (b) To the extent CONTRACTOR provides scanning services, CLIENT certifies that CLIENT is authorized by the owner of the documents and data included in the Proposal to deliver the documents and data to CONTRACTOR to be duplicated and captured electronically. CLIENT further certifies that copying and electronically capturing these documents will not violate any copyrights.
- (c) CLIENT Contact Person is:
- (d) CONTRACTOR and CLIENT may hereafter mutually agree to include additional Statements of Work as Change Controls referencing the original Proposal and this Agreement. Such additional Change Controls shall not be valid unless in writing signed by both parties. Any valid Change Control shall be incorporated herein by this reference and included in the definition of Proposal and Contract Documents, as such terms are used herein.
- (e) In the event that CONTRACTOR is requested or required to perform services beyond those which are specifically set forth in the Proposal or a Change Control, any such additional services and a compensation schedule for such services shall be mutually agreed upon in advance by a written Change Control between the parties, specifying the amended scope of work, project specifications, delivery dates, and the impact on compensation. Said mutually agreed upon Change Control shall be an amendment to the applicable Proposal and this Agreement. If the parties are unable to agree on the

terms of a Change Control, then the parties may agree to complete the project according to the original Proposal or Change Control.

2. **WORK STANDARDS**. CONTRACTOR shall perform the services in a professional and workmanlike manner in accordance with generally accepted industry standards and in material compliance with the original Proposal and each subsequent Change Control executed by the parties. THIS SECTION 2 SETS FORTH THE ONLY WARRANTIES MADE BY CONTRACTOR. CONTRACTOR HEREBY DISCLAIMS ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3. **TERM AND TERMINATION.** (a) The term of this Agreement shall commence on the Effective Date and terminate on the date that Contractor receives payment in full for all outstanding Statements of Work contained in Attachment A. (b) Either party may terminate this Agreement for cause if the other party fails to cure a material breach of this Agreement within ten (10) days following receipt of written notice which details the nature of the breach. (c) Either party may also terminate this Agreement without cause upon thirty (30) days written notice to the other party. (d) If this Agreement is terminated by either party without cause, CLIENT shall pay CONTRACTOR for all work completed or otherwise performed up to the date of termination; CLIENT shall be relieved of any further obligations or liabilities to CONTRACTOR, financial and otherwise; and CONTRACTOR shall promptly deliver to CLIENT any deliverable or CLIENT documents in its possession.

4. **COMPENSATION.** In consideration of the performance of the terms of this Agreement, CLIENT shall pay to CONTRACTOR, and CONTRACTOR shall accept from CLIENT, in full payment for CONTRACTOR's services hereunder the fees set forth in the Proposal and any associated Change Controls. CONTRACTOR shall invoice CLIENT monthly. Payment shall be due Net 30 Days from the date of each invoice. Any additional fees shall be mutually agreed upon prior to CONTRACTOR's performing additional services.

#### 5. CONFIDENTIALITY; INDEMNIFICATION.

(a) CONTRACTOR recognizes that it will have access to confidential information of CLIENT as a result of its performance of the services hereunder and agrees to take commercially reasonable precaution to safeguard and treat the information as confidential and to take appropriate action by instruction, agreement and notice to its employees of the confidential and proprietary nature of the information provided. CONTRACTOR shall not use or disclose, directly or indirectly, any of the information which it receives from CLIENT other than as required to perform its obligations hereunder.

(b) CONTRACTOR agrees to abide by all applicable state and federal laws regarding the security of the information it receives from CLIENT. CONTRACTOR agrees to indemnify, defend, and hold harmless CLIENT from and against any third party claims, causes of action, damages, costs, expenses or liabilities (including reasonable attorneys' fees) arising from CONTRACTOR'S disclosure of CLIENT's employee personal information as a result of CONTRACTOR's negligence or willful misconduct.

(c) The above confidentiality provisions and indemnification obligations shall not apply to any information or liability arising from disclosure of information that:

- (i) is or (through no improper action or inaction by CONTRACTOR becomes generally known to the public;
- (ii) was properly in CONTRACTOR's possession or known by it without restriction prior to receipt from CLIENT;
- (iii) was rightfully disclosed to CONTRACTOR by a third party without restriction;
- (iv) was developed by CONTRACTOR independently and without the use of CLIENT's confidential information; or
- (v) is required to be disclosed by court order or operation of law; provided, that CONTRACTOR shall immediately notify CLIENT of such required disclosure to enable CLIENT to contest such disclosure, in which event CONTRACTOR shall takes reasonable steps to cooperate with CLIENT to limit such disclosure in accordance with applicable law.

6. **NON-DISCRIMINATION**. CONTRACTOR represents and warrants that it complies with all applicable federal and state laws and regulations governing employment relationships with its employees and subcontractors, including, but not limited to, equal employment and nondiscrimination, affirmative action, sexual harassment, equal pay, accommodation of disabilities, family and medical leave and workplace safety.

7. LIMITATION OF LIABILITY. (A) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. CONTRACTOR SHALL NOT BE RESPONSIBLE FOR PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE OR THIRD PARTY PERSONNEL. (B) EXCEPT FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, CONTRACTOR'S TOTAL LIABILITY TO CLIENT ARISING OUT OF SERVICES PERFORMED UNDER THIS AGREEMENT OR ANY STATEMENT OF WORK ISSUED HEREUNDER, REGARDLESS OF THE LEGAL THEORY UPON WHICH SUCH LIABILITY MAY BE BASED, SHALL NOT EXCEED IN THE AGGREGATE THE TOTAL PAYMENTS MADE BY CLIENT TO CONTRACTOR FOR THE SERVICES IN QUESTION IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE EVENT GIVING RISE TO SUCH LIABILITY.

8. **WAIVER**. The failure of either party at any time to require performance by the other party of any provision expressed herein shall in no way affect such party's right thereafter to enforce such provision; nor shall the waiver by either party of any breach of any provision expressed herein be taken or held to be a waiver of any succeeding breach of any such provision or as a waiver of the provision itself.

9. **INDEPENDENT CONTRACTOR**. The parties hereto are independent contractors and nothing contained in this Agreement shall be construed to place them in the relationship of partners, principal and agent, employer/employee or joint venture.

10. **ASSIGNMENT**. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. No consent shall be required where an assignment is made (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of the party's assets. Any purported assignment in violation of this section shall be void.

11. **NOTICE**. All notices, requests, and consents required to be made or given hereunder shall be given in writing, registered mail (return receipt requested), and addressed:

If to CLIENT:	Morton College Attn.: 3801 South Central Ave. Cicero, Illinois 60804
If to CONTRACTOR:	Konica Minolta Business Solutions U.S.A., Inc. Attn: Paul Engel 2464 Fortune Drive, Ste. 180 Lexington, KY 40509

12. **FORCE MAJEURE.** Neither party shall be liable to the other for any delay or failure to perform any obligation under this Agreement or any Change Controls (except for a failure to pay fees) if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, fire, floods, earthquakes or other natural disasters and power outages, insofar as such an event prevents or delays the affected party from fulfilling its obligations, such party is not able to prevent or remove the force majeure at reasonable cost, and such party resumes performance hereunder as soon as possible.

13. **APPLICABLE LAW**. The parties agree that this Agreement shall be construed in accordance with and governed by the laws of the Commonwealth of Kentucky and the parties consent to the jurisdiction and venue of the state and federal courts of the Commonwealth of Kentucky.

14. **INTEGRATION**. This Agreement (and all attachments) embodies and constitutes the entire understanding between the parties with respect to the transactions contemplated herein, and all prior agreements, understandings, representations and statements, whether oral or written, are merged into this agreement. Neither this Agreement nor any provisions hereof may be modified or amended unless in an instrument signed by both CONTRACTOR and an authorized representative of CLIENT.

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have hereunto executed this Agreement as of the Effective Date provided above.

# Morton College Approval

Title	Approver	Signature	Date Signed
Konica Mir	nolta Approval		
Title	Approver	Signature	Date Signed

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE ADDENDUM TO THE DIFFERENTIAL PAY REPORT FOR FALL SEMESTER 2021 AT TOTAL AMOUNT OF \$18,680.34 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

- **RATIONALE:** [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 895, Section 3-26 of the *Illinois Compiled Statues*] Includes full-time and part-time faculty.
- **COST ANALYSIS:** \$16,418.82 Approved in the December Board Meeting \$2,261.52 To be approved in the December Board Meeting \$18,680.34 Overall Faculty Differential Pay for Fall 2021

ATTACHMENT: Addendum Faculty Differential Pay Report - Fall 2021

#### 2021 Fall Course By Arrangements

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Credit Hour	Differential Load	Mininum Load	Rate	CBA Stipend Amount	Assignment Instructional Method	Section Start Date	Section End Date
0197414	Balek, Ludwig	CIS-295-01	CIS Intership	1	1	0.10	0.33	1014.00	\$ 334.62	CBA	8/23/2021	12/17/2021
0003183	Dukes, Jackie	LAW-102-01	Intro to Criminology	1	3	0.30	0.33	1077.98	\$ 355.73	CBA	11/11/2021	12/17/2021
0203102	Erickson, Christian	IND-199-03	SOC 100 - Intro to Sociology	1	3	0.30	0.33	1029.55	\$ 339.75	IND	12/2/2021	12/17/2021
0195025	Edgar, Jason	IND-199-02	Competative Speech	1	1	0.10	0.33	1109.00	\$ 365.97	IND	9/29/2021	12/17/2021
0027824	Lorgus, Richard	BUS-127-NR	Bussiness Math	4	3	1.20		1025.70	\$1,230.84	CBA	8/23/2021	12/17/2021
0003118	Hayward, James	CIS-103-H1	Introduction to Web Design	5	3	1.50		979.93	\$1,469.90	CBA	8/27/2021	12/17/2021
0003118	Hayward, James	CIS-159-NR	Adobe Photoshop & Flash	4	3	1.20		979.93	\$1,175.92	CBA	8/23/2021	12/17/2021
0003100	Lyons, Kenneth	LAW-201-01	Police Ops and Procedures I	1	3	0.30	0.33	1077.98	\$ 355.73	CBA	9/7/2021	12/17/2021
0002935	Murphy, Martha	BUS-130-12	Quickbooks	6	2	1.20		1025.70	\$1,230.84	CBA	8/25/2021	12/15/2021
0000862	Napoletano, Elizabeth	GSP-111-H1	Game Development Essentials	2	3	0.60		986.47	\$ 591.88	CBA	8/27/2021	12/17/2021
0081992	O'Halloran, Denis	FIR-240-11	Building Construction-Fir Prot	5	3	1.50		1025.70	\$1,538.55	CBA	8/25/2021	12/15/2021
0152888	Voight, William	LAW-203-01	Law Enforcement & Comm Rela	1	3	0.30	0.33	1025.70	\$ 338.48	CBA	8/23/2021	12/15/2021
								Total	\$9,328.21			

#### 2021 Fall Adjunct Differential Pay Stipend Report

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

#### 2021 Fall Faculty Differential Pay Stipend Report

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

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE REMODELING OF 13 CLASSROOMS FROM REX ELECTRIC TECHNOLOGIES HEERF GRANT FOR THE AMOUNT OF \$344,344.71

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

Goals: To upgrade 13 classrooms and 2 lecture halls with more modern and UpToDate technology, to be able to offer remote learning to students.

<u>COST ANALYSIS</u>: \$106,693.80 – 2 Lecture Halls REX ELECTRIC TECHNOLOGIES - HEERF Grant \$237,650.91 - 13 Classrooms Halls REX ELECTRIC TECHNOLOGIES -HEERF Grant

ATTACHMENTS: REX ELECTRIC TECHNOLOGIES

# **Morton College**

Classroom AV Upgrades

Document ID # J-2134991-9-BP-2

September 21, 2021





Morton College Classroom AV Upgrades DOC # J-2134991-9-BP-2 9/21/2021

### **About This Proposal**

We'd like to thank you for the opportunity to propose a technology solution for your upcoming project. Included in this document are all of the pertinent specifications necessary to move forward. Should you ever have any questions or need additional clarification or information, please do not hesitate to contact your Rex representative.

All proposal pricing and specifications are valid for 30 days from the date at the top of this document. Rex reserves the right to re-quote or alter specifications or pricing beyond a 30 day window.

This proposal covers the installation, configuration and tuning of specific low voltage systems outlined in detail throughout this document.

All conduit, junction boxes, and lighting fixtures required by local code or by project specification for both high and low voltage wiring is to be provided by the electrical contractor.

#### **Industry Associations and Manufacturer Certifications**





### **Classroom AV Upgrades**

#### Overview

This AV system includes a projector and screen mounted in the ceiling. Sources will include an owner furnished devices such as a laptop and a document camera. A wireless presentation device will also be an available video source. The sources will connect via an HDMI extender to the projector and audio will be amplified from the projector audio output to 2 new speakers. There will also be a handheld and or lavalier microphone for the teacher/presenter. Video conferencing will also

#### Work Required by Others

- Installation of Display's backbox
- Electrical power for Display, Projector, Screen, Table, and Rack
- AV Conduit/Junction Boxes
- Tel/Data/CATV Cabling

Manufacturer	Qty	Description	Unit	Extended
Epson	13	WXGA Long-throw 5,200 lumens Laser Video Projector, White	2,123.75	27,608.75
Da-Lite	13	Advantage 16:10 72.5"x116"x137"	3,693.75	48,018.75
Extron	13	SF 26CT 6.5 70v spkrs (pair)	324.00	4,212.00
Extron	13	XPA U 1002 2ch 100x 70v/8ohm	444.00	5,772.00
Chief	13	KIT, RPMAU, CMS009012, CMA101	279.72	3,636.36
Mersive	13	Solstice Pod Gen3 w/ 1-year Solstice Subscription (pwr supply sold separately)	1,175.16	15,277.08
Extron	13	Four Input HDMI Switcher	336.00	4,368.00
Crestron	13	DM Lite HDMI over CATx Transmitter	198.00	2,574.00
Crestron	13	DM Lite HDMI over CATx Receiver	198.00	2,574.00
Crestron	13	USB over Twisted Pair Extender	600.00	7,800.00
Shure	13	SLX Wireless Lavalier System	510.00	6,630.00
Logitech	13	Logitech Rally Cam Wall Mount Kit	79.20	1,029.60
Logitech	13	Rally PTZ 4K Camera, USB 3.0, H.264	1,556.39	20,233.07
Windy City Wire	3250	23 AWG 4 Pair Bare Copper, Shielded Non- Plenum Rated Category 6e, Black Jacket	0.33	1,072.50
Windy City Wire	650	14 AWG 2 Conductor, Non-Shielded Non- Plenum Outdoor Cable Suitable for Wet Locations, Black Jacket	0.55	357.50
Windy City Wire	26	6' HDMI-M to HDMI-M Cable	7.92	205.92
Windy City Wire	78	10' HDMI-M to HDMI-M Cable	7.74	603.72
	26	Misc. Hardware	387.50	10,075.00
		Equipment Sub-Total		162,048.25
	403	Installation	110.00	44,330.00
	52	Engineering	95.00	4,940.00
	52	Project Management	115.00	5,980.00



Manufacturer	Qty	Description	Unit	Extended
	104	Programming (Level 1)	110.00	11,440.00
		Labor Sub-Total		66,690.00
			TOTAL	228,738.25

Classroom AV Upgrades Total:

\$228,738.25



### **Project Investment Summary**

The following summary represents the total price for each system. Shipping and Sales Tax charges have been applied to the grand total.

Grand Total	\$237,650.91
	40,912.03
Shipping and Handling	\$8,912.65
Sub Total	\$228,738.25
Classroom AV Systems	\$228,738.25

#### NOTES:

- Rex Electric and Technologies is NOT responsible for any repairs to dry wall, painting or patching.
- The pricing in this proposal is only valid for 30 days from the date listed above.
- High voltage work and conduit is not included in this proposal and that work is provided by others.
- High Voltage Dimmers, Keypads & Switches are installed by GC's electrician.
- Control systems will only contain those modules listed in this proposal. Other can be added for additional costs.
- Any changes to the design in this proposal need to be authorized by customer.
- Rex Electric and Technologies warranties all products sold in this proposal.
- Maintenance and extended warranty programs are available for additional costs.
- Rex Electric and Technologies reserves the right to substitute products that meet or exceed specifications of original Item

Date:
Purchase Order Number (if applicable):

# **Morton College**

Lecture Hall AV Upgrades

Document ID # J-2134991-9-BP-3

October 6, 2021





Morton College Lecture Hall AV Upgrades DOC # J-2134991-9-BP-3 10/6/2021

### **About This Proposal**

We'd like to thank you for the opportunity to propose a technology solution for your upcoming project. Included in this document are all of the pertinent specifications necessary to move forward. Should you ever have any questions or need additional clarification or information, please do not hesitate to contact your Rex representative.

All proposal pricing and specifications are valid for 30 days from the date at the top of this document. Rex reserves the right to re-quote or alter specifications or pricing beyond a 30 day window.

This proposal covers the installation, configuration and tuning of specific low voltage systems outlined in detail throughout this document.

All conduit, junction boxes, and lighting fixtures required by local code or by project specification for both high and low voltage wiring is to be provided by the electrical contractor.

#### **Industry Associations and Manufacturer Certifications**





### Lecture Hall AV Systems

#### Overview

This AV system includes a 65" LED Display installed on a swing arm mount used as a confidence monitor. A 6000 Lumen projector and recessed screen will provide video content from the teacher's location. Camera, microphones and speakers will provide audio for the room during a presentation and a video streaming session. A tabletop touch panel will control all aspects of the system.

#### Work Required by Others

- Installation of Display's backbox
- Electrical power for Display, Projector, Screen, Table, and Rack
- AV Conduit/Junction Boxes
- Tel/Data/CATV Cabling

Manufacturer	Qty	Description	Unit	Extended
Vivitek	2	6000 Lumen 4k WUXGA	\$4,200.00	\$8,400.00
Da-Lite	2	87"x139"x164" Advantage Series	\$3,665.52	\$7,331.04
Samsung	2	65" UHD LED LCD Commercial Display	\$1,118.99	\$2,237.98
Chief		Fusion Micro-Adjustable Tilt Wall Mount (32"- 65")	\$155.27	\$310.54
Crestron	2	3-Series 4K DigitalMedia Presentation System 150	\$3,000.00	\$6,000.00
Crestron	2	4K DigitalMedia 8G 4K60 4:4:4 HDR Receiver & Room Controller w/ Scaler	\$1,080.00	\$2,160.00
Crestron	2	4K DigitalMedia Wall Plate Transmitter 100 - CHOOSE W OR B (Power Supply not included)	\$600.00	\$1,200.00
Crestron	2	7 in. Tabletop Touch Screen, Black Smooth	\$1,200.00	\$2,400.00
Crestron	2	AirMedia® Series 3 Receiver 200 with WiFi Connectivity	\$1,080.00	\$2,160.00
Crestron	2	USB over Twisted Pair Extender	\$600.00	\$1,200.00
Shure	2	Dante Audio Conferencing Processor with Intellimix AEC, 10x4	\$1,366.86	\$2,733.72
Shure	2	Wireless Microphone Combo System w/ Handheld & Lavalier shared channel mics, G58 Band (470-514 MHz)	\$796.86	\$1,593.72
Chief	2	1' x 2' Plenum Rated Storage Box w/ Projector Column Drop	\$331.06	\$662.12
Chief	2	Universal Video Projector Ceiling Mount, White	\$170.32	\$340.64
Chief		ADJ. PIPE 12" TO 18"	\$98.50	\$197.00
Shure	2	Wireless Microphone Combo System w/ Handheld & Lavalier shared channel mics, G58 Band (470-514 MHz)	\$796.86	\$1,593.72
Logitech	2	Logitech Rally Cam Wall Mount Kit	\$79.20	\$158.40
Logitech		Rally PTZ 4K Camera, USB 3.0, H.264	\$1,556.39	\$3,112.78
JBL	2	Control 26CT 70V Ceiling Speaker with backbox and ring	\$142.92	\$285.84
Crown	2	2 Channel 70v Amp	\$893.86	\$1,787.72



Manufacturer	Qty	Description	Unit	Extended
	2	CAT6S Cable	\$240.00	\$480.00
Windy City Wire		22AWG 1-Pair Shielded Non-Plenum Tinned- Copper Cable, Black jacket	\$0.13	\$0.26
Windy City Wire	2	14 AWG 2 Conductor, Non-Shielded Non- Plenum Outdoor Cable Suitable for Wet Locations, Black Jacket	\$0.55	\$1.10
Windy City Wire	2	6' HDMI-M to HDMI-M Cable	\$7.92	\$15.84
Windy City Wire	2	25' HDMI-M to HDMI-M Cable	\$68.22	\$136.44
	10	Misc. Hardware	\$300.00	\$3,000.00
		Equipment Sub-Total		\$49,498.86
	320	Installation	\$110.00	\$35,200.00
	48	Engineering	\$105.00	\$5,040.00
	32	Project Management	\$115.00	\$3,680.00
	80	Programming (Level 2)	\$135.00	\$10,800.00
		Labor Sub-Total		\$54,720.00
			TOTAL	\$104,218.86

Generic Conference Room Total:

\$104,218.86



### Project Investment Summary

The following summary represents the total price for each system. Shipping and Sales Tax charges have been applied to the grand total.

Lecture Hall AV Systems	\$104,218.86
Sub Total	\$104,218.86
Shipping and Handling	\$2,474.94
Grand Total	\$106,693.80

#### NOTES:

- Rex Electric and Technologies is NOT responsible for any repairs to dry wall, painting or patching.
- The pricing in this proposal is only valid for 30 days from the date listed above.
- High voltage work and conduit is not included in this proposal and that work is provided by others.
- High Voltage Dimmers, Keypads & Switches are installed by GC's electrician.
- Control systems will only contain those modules listed in this proposal. Other can be added for additional costs.
- Any changes to the design in this proposal need to be authorized by customer.
- Rex Electric and Technologies warranties all products sold in this proposal.
- Maintenance and extended warranty programs are available for additional costs.
- Rex Electric and Technologies reserves the right to substitute products that meet or exceed specifications of original Item.

Accepted By:	Date:
Signature:	Purchase Order Number (if applicable):

# MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

#### PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR FALL SEMESTER 2021 AT TOTAL AMOUNT OF \$604,811.47 AS SUBMITTED.

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

COST ANALYSIS:\$561,047.96Approved in the December Board Meeting\$43,763.51To be approved in the December Board Meeting\$604,811.47Overall Adjunct Faculty Report for Fall 2021

ATTACHMENTS: Addendum – Adjunct Faculty Employment Report – Fall 2021

					Faculty		Section	Assignment		
Faculty					Assignment	Assignment	Minimum	Instructional	Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0206560	Akpan, Anitha	NUR-108-A1	Foundations of Nursing P	8	1.5	\$1,411.07	5	LAB	10/18/2021	12/13/2021
0206560	Akpan, Anitha	NUR-108-B1	Foundations of Nursing P	6	1.5	\$1,411.07	5	LAB	10/18/2021	12/13/2021
0156009	Arias, Olga	ENG-084-5C	Reading & Writing II	22	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0156009	Arias, Olga	ENG-102-6B	Rhetoric II	23	3	\$3,077.10	3	LEC	8/24/2021	12/16/2021
0003075	Behling, William	BUS-111-1E	Introduction to Business	29	3	\$3,233.94	3	LEC	8/23/2021	12/15/2021
0003075	Behling, William	BUS-111-NR1	Introduction to Business	10	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003075	Behling, William	BUS-208-1F	Principles of Management	10	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003082	Bondlow, Fred	BUS-102-22	Managerial Accounting	9	3	\$3,233.94	3	LEC	8/25/2021	12/15/2021
0003082	Bondlow, Fred	BUS-202-12	Intermediate Accounting I	11	3	\$3,233.94	3	LEC	8/26/2021	12/16/2021
0210193	Booe, Laura	NUR-105-A1	Basic Nursing Assistant	15	3.94	\$3,706.40	7	CLN	11/4/2021	12/2/2021
0204227	Bostic, Josephine	NUR-105-B1	Basic Nursing Assistant	13	2.93	\$2,871.19	7	LAB	8/24/2021	12/14/2021
0204227	Bostic, Josephine	NUR-105-B1	Basic Nursing Assistant	13	2.94	\$2,880.99	7	CLN	8/25/2021	12/14/2021
0157079	Brasher, Stephen	ENG-101-8B	Rhetoric I	20	3	\$3,232.86	3	LEC	8/28/2021	12/11/2021
0175368	Brink, Marilyn	ECE-140-8B	Nature, Art & the Young Child	6	1	\$940.71	1	LEC	9/23/2021	10/14/2021
0175368	Brink, Marilyn	ECE-230-11	Environment:nature Play in and	8	1	\$940.71	1	LEC	9/23/2021	10/21/2021
0000915	Bulat, Cheryl	ECE-105-NR	Health & Nutrition for Child	23	3	\$3,327.00	3	LEC	8/23/2021	12/17/2021
0000915	Bulat, Cheryl	ECE-160-NR	Curriculum Planning for Childr	20	3	\$3,327.00	3	LEC	8/23/2021	12/17/2021
0003095	Burns, David	HUM-154-1G	Latin American Culture	23	3	\$3,397.65	3	LEC	8/23/2021	12/15/2021
0191822	Buzruk, Anupama	BUS-101-32	Financial Accounting	20	3	\$2,939.79	3	LEC	8/24/2021	12/13/2021
0184815	Chiappetta, Joseph	EMT-101-21	Emergency Medical Technician	6	9	\$8,466.39	9	LEC/LAB	8/23/2021	12/17/2021
0003192	Cisneros, Sharon	BUS-111-NR	Introduction to Business	23	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0193047	Collins, Lorita	NUR-105-B1	Basic Nursing Assistant Traini	10	2.94	\$2,880.99	7	CLN	11/6/2021	12/1//2021
0193047	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	26	3	\$3,233.94	3	LEC	8/23/2021	12/2/2021
0007800	Corral, Iris	ECE-210-NR	Early Childhood Administration	15	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0199979	Creighton, Shana	NUR-108 A2	Foundations of Nursing P	7	3	\$2,939.79	5	CLN	10/18/2021	12/17/2021
	-		Fundamental Legal Docume	5						
0204185	DeDore, Sherie	PLS-102-11		-	3	\$2,704.50	3	LEC	8/24/2021	12/14/2021
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	10	8	\$8,466.39	9	LEC/LAB	8/23/2021	12/17/2021
0160009	Dillinger, Benjamin	MUS-106-NR	Trends Modern American Music	28	3	\$2,939.79	3	LEC	8/23/2021	12/17/2021
0160009	Dillinger, Benjamin	MUS-108-1F	World Music Survey	25	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0160009	Dillinger, Benjamin	MUS-108-2E	World Music Survey	24	3	\$2,939.79	3	LEC	8/24/2021	12/14/2021
0160009	Dillinger, Benjamin	MUS-138-1R	Private Applied Strings Major	2	0	\$0.00	2	LEC	8/27/2021	12/17/2021
0210192	Domaracki, Suzanne	PHT-212-1B	Syst & Interv II: Neurology	11	5	\$3,762.84	3	LEC/LAB	8/23/2021	12/13/2021
0210192	Domaracki, Suzanne	PHT-212-2B	Syst & Interv II: Neurology	12	3	\$3,762.84	3	LEC/LAB	8/23/2021	12/14/2021
0210192	Domaracki, Suzanne	0.000	Special Project		2	\$1,881.42			11/1/2021	12/17/2021
0003185	Drew, John	CPS-111-H6	Business Computer Systems	14	3	\$3,233.94	3	LAB	9/11/2021	12/11/2021
0003185	Drew, John	CPS-111-H6	Business Computer Systems	14	2	\$2,155.96	3	LEC	9/11/2021	12/11/2021
0003183	Dukes, Jackie	LAW-102-1C	Intro to Criminology	18	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003183	Dukes, Jackie	LAW-208-1C	Police Organization and Admin	11	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003181	Dutt, Eric	ENG-101-O2	Rhetoric I	17	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
0003181	Dutt, Eric	ENG-102-K2	Rhetoric II	25	3	\$3,233.94	3	LEC	8/26/2021	12/16/2021
0203102	Erickson, Christian	SOC-100-1B	Intro to Sociology	15	3	\$3,088.65	3	LEC	8/23/2021	12/13/2021
0203102	Erickson, Christian	SOC-100-92	Intro to Sociology	21	3	\$3,088.65	3	LEC	8/25/2021	12/15/2021
0003179	Eshafi, Nouri	ECE-101-8B	Observ & Assessment / Children	7	3	\$3,314.76	3	LEC	8/28/2021	12/11/2021

					Faculty		Section	Assignment		
Faculty						Assignment	Minimum	Instructional	Section	Section
ID É	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0003210	Farina, Peter	BIO-203-2E	Anatomy & Physiology I	20	3	\$3,233.94	4	LEC	8/23/2021	12/17/2021
0003210	Farina, Peter	BIO-204-3L	Anatomy & Physiology II	13	3	\$3,233.94	4	LEC	8/24/2021	12/16/2021
0003210	Farina, Peter	BIO-212-H2	Microbiology	10	3	\$3,233.94	4	LAB	8/24/2021	12/16/2021
0162452	Foltz, Chris	FIR-100-11	Principles of Emergency Servic	11	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0162452	Foltz, Chris	FIR-160-11	Legal Aspects of the Fire Serv	8	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
0162452	Foltz, Chris		Special Project		3	\$3,233.94	-		9/1/2021	12/17/2021
0000938	Gan, Xiaoling	CIS-144-NR	Intro to Python	9	5	\$5,128.50	3	LEC/LAB	8/23/2021	12/13/2021
0000938	Gan, Xiaoling	CIS-170-NR	Introduciton to Java	10	5	\$5,128.50	3	LEC/LAB	8/23/2021	12/17/2021
0040272	Gilmartin, Beth	PHT-113-1B	Introduction to Disease	19	2	\$2,051.40	2	LEC	8/25/2021	12/15/2021
0040272	Gilmartin, Beth	PHT-218-1B	Cardio Pulmon & Integmnt Mgt	11	3.5	\$3,589.95	2	LEC/LAB	8/24/2021	12/14/2021
0040272	Gilmartin, Beth	PHT-218-2B	Cardio Pulmon & Integmnt Mgt	12	3.5	\$3,589.95	2	LEC/LAB	8/24/2021	12/15/2021
0040272	Gilmartin, Beth		Special Project		2.5	\$2,564.25	_		11/1/2021	12/17/2021
0156018	Glover, Brian	CAD-141-15	Autocad Productivity Essentia	5	5	\$4,932.35	3	LEC/LAB	8/24/2021	12/16/2021
0003110	Halm, James	SOC-100-3G	Intro to Sociology	15	3	\$3,397.65	3	LEC	8/23/2021	12/15/2021
0003110	Halm, James	SOC-100-NR1	Intro to Sociology	19	3	\$3,397.65	3	LEC	8/30/2021	12/17/2021
0003110	Halm, James	SOC-100-8B	Intro to Sociology	29	3	\$3,397.65	3	LEC	8/28/2021	12/11/2021
0177808	Harmon, Loretta	NUR-108-A3	Foundations of Nursing P	6	3	\$3,077.10	5	CLN	10/18/2021	12/17/2021
0177808	Harmon, Loretta	NUR-219-B4	Nursing Care of Adults II	7	4.5	\$4,615.65	5	CLN	10/18/2021	12/16/2021
0177808	Harmon, Loretta	NUR-219-D4	Nursing Care of Adults II	7	4.5	\$4,615.65	5	CLN	10/18/2021	12/16/2021
0000841	Herrera, Michelle	CSS-100-2F	College Study Seminar	19	2.57	\$2,417.62	3	LEC	9/8/2021	12/13/2021
00003127	Hubacek, Scott	CIS-105-H1	Intro to Progamming	20	5	\$4,507.50	3	LEC/LAB	9/11/2021	11/20/2021
0205893	Hutches, Marybeth	NUR-219-C4	Nursing Care of Adults II	7	4.5	\$4,849.29	5	CLN	8/24/2021	10/16/2021
		BIO-102-1B	Introduction to Biology	20	4.5		4	LEC/LAB	8/23/2021	12/17/2021
0003136	Jenkins, Anthony	BIO-102-1B BIO-102-6F	Introduction to Biology	20	6	\$6,795.30	4	LEC/LAB	8/24/2021	
0003136	Jenkins, Anthony			15	3.94	\$6,795.30	7		-	12/16/2021
0200722	Jordan, Martinique	NUR-105-A1	Basic Nursing Assistant			\$3,551.91		CLN	11/4/2021	12/2/2021
0106675	Khalifeh, Khalaf	BIO-203-1B	Anatomy & Physiology I	16	3	\$3,232.86	4	LEC	8/23/2021	12/17/2021
0106675	Khalifeh, Khalaf	BIO-203-3H	Anatomy & Physiology I	21	3	\$3,232.86	4	LEC	8/23/2021	12/13/2021
0200721	Kilheeney, Heather	CHM-100-2F	Fundamentals of Chemistry	10	6	\$5,879.58	4	LEC/LAB	8/23/2021	12/13/2021
0000004	Kott, Micheal	HUM-153-NR	Survey of Film History	23	3	\$2,822.13	3	LEC	8/23/2021	12/17/2021
0036968	Kubelka, Jennifer	NUR-108-A1	Foundations of Nursing P	8	3	\$2,822.13	5	CLN	10/18/2021	12/17/2021
0036968	Kubelka, Jennifer	NUR-108-C2	Foundations of Nursing P	6	3	\$2,822.13	5	CLN	10/18/2021	12/17/2021
0036968	Kubelka, Jennifer	NUR-202-A4	Mental Health Nursing	8	3	\$2,822.13	4	CLN	8/23/2021	10/17/2021
0036968	Kubelka, Jennifer	NUR-202-B3	Mental Health Nursing	7	2.25	\$2,116.60	4	CLN	9/11/2021	10/17/2021
0003171	Lasorella, Dalania	CPS-111-H5	Business Computer Systems	18	5	\$5,524.60	3	LEC/LAB	8/26/2021	12/16/2021
0003171	Lasorella, Dalania	CPS-111-NR3	Business Computer Systems	20	5	\$5,524.60	3	LEC/LAB	10/25/2021	12/17/2021
0003176	Leven, Robert	BIO-203-43	Anatomy & Physiology I	20	3	\$3,397.65	4	LEC	8/23/2021	12/15/2021
0003139	Loomis, Tisha	CSS-100-2F	College Study Seminar	19	0.43	\$403.16	3	LEC	9/8/2021	9/15/2021
0003139	Loomis, Tisha	ENG-101-NR1	Rhetoric I	24	3	\$2,822.13	3	LEC	8/30/2021	12/14/2021
0002926	Lopez, Beda	HCP-130-3F	Medical Terminology	10	3	\$2,959.41	3	LEC	8/23/2021	12/17/2021
0003094	Lopez, Noe	MAT-097-CR6	Intermediate Algebra Support	12	3	\$3,233.94	3	LEC	9/20/2021	12/16/2021
0003094	Lopez, Noe	MAT-105-CR6	College Algebra	13	4	\$4,311.92	4	LEC	9/20/2021	12/15/2021
0002037	LoPresti, Joseph	ART-103-2L	Drawing I	13	6	\$6,795.30	3	LAB	9/6/2021	12/16/2021
0002037	LoPresti, Joseph	ART-120-3F	Art Appreciation	18	3	\$3,397.65	3	LEC	8/23/2021	12/13/2021

					Faculty		Section	Assignment		
Faculty						Assignment	Minimum		Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0027824	Lorgus, Richard	BUS-106-1C	Principles of Finance	12	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0027824	Lorgus, Richard	BUS-106-22	Principles of Finance	12	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0003100	Lyons, Kenneth	LAW-101-1D	Intro to Law Enforcement	14	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0003100	Lyons, Kenneth	LAW-201-1C	Police Ops and Procedures II	22	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0206661	McCracken, William	NUR-219-F2	Nursing Care of Adults II	6	4.5	\$4,447.49	5	CLN	10/18/2021	12/16/2021
0173996	Mallett, Klaudia	PSY-101-J2	Intro to Psychology	23	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0173996	Mallett, Klaudia	PSY-101-M2	Intro to Psychology	22	3	\$3,077.10	3	LEC	8/25/2021	12/15/2021
0037631	Marquez, Carlos	CAD-127-1L	Solid Works Essentials	7	5	\$4,932.35	3	LEC/LAB	8/24/2021	12/16/2021
0167581	Martinez Jr, Salvador	ENG-084-1B	Reading & Writing II	17	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0167581	Martinez Jr, Salvador	ENG-084-2D	Reading & Writing II	20	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0167581	Martinez Jr, Salvador	ENG-088-3E	Basic Composition	24	3	\$3,077.10	3	LEC	8/23/2021	12/15/2021
0167581	Martinez Jr, Salvador	ENG-102-3F	Rhetoric II	15	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0164639	Mazza, Anne	NUR-108-A3	Foundations of Nursing P	6	1.5	\$1,469.90	5	LAB	10/18/2021	12/13/2021
0016851	Medina, Gabriel	CAD-137-8B	Revit MEP Fundamentals	7	5	\$4,703.55	3	LEC/LAB	8/28/2021	12/13/2021
0002885	Miculinic, Bonnie	ENG-088-5F	Basic Composition	10	3	\$3,327.00	3	LEC	8/31/2021	12/17/2021
0002885	Miculinic, Bonnie	ENG-101-SE	Rhetoric I	22	3	\$3,327.00	3	LEC	8/31/2021	12/17/2021
0062924	Montiel, Octavio	MUS-161-1R	Private Applied Piano Non-Majo	1	0	\$3,327.00	1	LEC	8/27/2021	12/17/2021
				1	-			LEC	-	
0062924	Montiel, Octavio	MUS-230-1R	Private Applied Piano Music Ma		0	\$0.00	2		8/27/2021	12/17/2021
0155712	Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	22	3	\$3,232.86	3	LEC	8/23/2021	12/17/2021
0155712	Moreno, Benjamin	LAW-104-1E	Police Ops and Procedures I	20	3	\$3,232.86	3	LEC	8/24/2021	12/16/2021
0076708	Moreno, Berta	BUS-111-22	Introduction to Business	10	3	\$2,939.79	3	LEC	8/23/2021	12/13/2021
0156814	Ortega, Cesar	ATM-206-11	Steering and Suspension	8	5	\$4,507.50	3	LEC/LAB	8/25/2021	12/16/2021
0057627	Ortega, Judith	NUR-219-D3	Nursing Care of Adults II	7	3.38	\$3,179.60	5	CLN	9/11/2021	10/16/2021
0003160	Perusich, James	ENG-086-72	Reading & Writing III	25	3	\$3,233.94	3	LEC	8/24/2021	12/16/2021
0003160	Perusich, James	ENG-088-H2	Basic Composition	16	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0210219	Reed, Jermaine	ENG-088-4C	Basic Composition	8	3	\$2,822.13	3	LEC	8/31/2021	12/14/2021
0003172	Ritz, Jim	LAW-206-11	Criminal Investigations	16	3	\$3,233.94	3	LEC	8/25/2021	12/15/2021
0003172	Ritz, Jim	LAW-210-1B	Cold Case Investigation	15	3	\$3,233.94	3	LEC	8/25/2021	12/17/2021
0196244	Rosson, Raiford	NUR-219-A3	Nursing Care of Adults II	7	4.5	\$4,409.90	5	CLN	10/18/2021	12/16/2021
0000797	Ruiz, Ruben	OMT-206-15	Presentation Software Fundamen	6	1	\$1,077.98	1	LEC	8/31/2021	10/12/2021
0000797	Ruiz, Ruben	OMT-207-NR	Presentation Software Advanced	12	2	\$2,155.96	2	LEC	10/19/2021	12/14/2021
0000797	Ruiz, Ruben	OMT-210-11	Word Processing Fundamentals	7	1	\$1,077.98	1	LEC	8/31/2021	10/12/2021
0000797	Ruiz, Ruben	OMT-211-NR	Word Processing Software Adv	10	2	\$2,155.96	2	LEC	10/19/2021	12/14/2021
0210191	Russell, Elizabeth	PHT-111-1B	Patient Mgt Basic Skills/Pta	19	4	\$3,953.32	2	LEC/LAB	8/27/2021	12/17/2021
0000895	Rutka, Leonard	LAW-105-11	Administration of Justice	10	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0005990	Salgado, Daniel	PHT-105-1F	Therapeutic Modalities I	9	1.75	\$1,981.97	1	LEC/LAB	10/19/2021	12/14/2021
0005990	Salgado, Daniel	PHT-105-2F	Therapeutic Modalities I	9	1.75	\$1,981.97	1	LEC/LAB	10/19/2021	12/15/2021
0003149	Sassetti, James	LAW-210-21	Cold Case Investigation	8	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0192448	Schmidt, Michael	ENG-088-2C	Reading & Writing III	22	3	\$2,939.79	3	LEC	8/23/2021	12/15/2021
0192448	Schmidt, Michael	ENG-086-3E	Reading & Writing III	24	3	\$2,939.79	3	LEC	8/23/2021	12/13/2021
0192448	Schmidt, Michael	ENG-086-5C	Reading & Writing III	23	3	\$2,939.79	3	LEC	8/24/2021	12/14/2021
0192448	Schmidt, Michael	ENG-086-6F	Reading & Writing III	22	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0192448	Schmidt, Michael	ENG-101-RB	Rhetoric I	24	3	\$2,939.79	3	LEC	8/31/2021	12/16/2021

					Faculty		Section	Assignment		
Faculty						Assignment	Minimum		Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0189751	Selvaggio, Nicole	ENG-102-9H	Rhetoric II	27	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0189751	Selvaggio, Nicole	ENG-102-NR	Rhetoric II	22	3	\$2,939.79	3	LEC	8/23/2021	12/17/2021
0194372	Skov, Erik	MUS-100-3F	Music Appreciation	24	3	\$2,939.79	3	LEC	8/24/2021	12/16/2021
0194372	Skov, Erik	MUS-100-5C	Music Appreciation	25	3	\$2,939.79	3	LEC	8/24/2021	12/14/2021
0194372	Skov, Erik	MUS-100-NR2	Music Appreciation	12	3	\$2,939.79	3	LEC	8/30/2021	12/17/2021
0194372	Skov, Erik	MUS-134-1R	Private Applied Guitar Music M	3	0	\$0.00	2	LAB	8/27/2021	12/17/2021
0194372	Skov, Erik	MUS-164-1R	Private Applied Guitar Music M	1	0	\$0.00	2	LEC	8/27/2021	12/17/2021
0194372	Skov, Erik	MUS-264-1R	Private Applied Guitar Music M	2	0	\$0.00	2	LEC	8/27/2021	12/17/2021
0003170	Smith, Duane	ATM-101-1C	Automotive Engine Repair	15	6	\$6,232.56	5	LAB	8/24/2021	12/16/2021
0003170	Smith, Duane	ATM-101-1C	Automotive Engine Repair	15	3	\$3,116.28	5	LEC	8/24/2021	12/16/2021
0003170	Smith, Duane	ATM-120-1G	Intro to Automotive Tech.	10	3	\$3,116.28	3	LAB	8/23/2021	12/15/2021
0003165	Smith-Irowa, Pamela	ENG-086-1B	Reading & Writing III	23	3	\$3,397.65	3	LEC	8/23/2021	12/13/2021
0003165	Smith-Irowa, Pamela	ENG-086-2C	Reading & Writing III	24	3	\$3,397.65	3	LEC	8/23/2021	12/15/2021
0003165	Smith-Irowa, Pamela	ENG-101-9B	Rhetoric I	20	3	\$3,397.65	3	LEC	8/24/2021	12/16/2021
0003165	Smith-Irowa, Pamela	ENG-101-J2	Rhetoric I	13	3	\$3,397.65	3	LEC	8/23/2021	12/13/2021
0181260	Smith, Jeanine	HCP-130-13	Medical Terminology	10	3	\$3,077.10	3	LEC	8/23/2021	12/13/2021
0181260	Smith, Jeanine	PHT-101-NR	Medical Terminology/Clinicians	19	2	\$2,051.40	2	LEC	8/23/2021	12/17/2021
0161559	Sosa, Michelle	PHT-219-1B	Special Pops: Peds & Geriatric	11	1.75	\$1,577.63	2	LEC/LAB	11/1/2021	12/17/2021
0161559	Sosa, Michelle	PHT-219-1B	Special Pops: Peds & Geriatric	12	1.75	\$1,577.63	2	LEC/LAB	11/1/2021	12/15/2021
			Wrld Religions in Global Conte							
0003155	Spoleti, Thomas	PHI-125-4E		26	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
0003155	Spoleti, Thomas	PHI-201-1D	Philosophy	20	3	\$3,233.94	3	LEC	8/23/2021	12/13/2021
0184165	Stefanski, Eric	HUM-150-42	Humanities Through the Arts	25	3	\$3,077.10	3	LEC	9/2/2021	12/16/2021
0003141	Stevens, Jane	ART-115-8B	Photography I	10	6	\$6,467.88	3	LAB	8/28/2021	12/11/2021
0003141	Stevens, Jane	ART-116-8B	Photography II	5	0	\$0.00	3	X-listed	8/28/2021	12/11/2021
0190101	Sulack, Alexandra	MUS-100-NR	Music Appreciation	25	3	\$2,822.13	3	LEC	8/23/2021	12/17/2021
0190101	Sulack, Alexandra	MUS-101-NR	History of Music:pre-20th Cent	20	3	\$2,822.13	3	LEC	8/23/2021	12/17/2021
0190101	Sulack, Alexandra	MUS-132-1R	Private Applied Voice Music Ma	1	0	\$0.00	2	LAB	8/27/2021	12/17/2021
0003130	Sun, Yizhong	POL-201-1B	Us Natl Government	21	3	\$3,397.65	3	LEC	8/24/2021	12/16/2021
0189488	Swint, Ashley	BUS-107-1C	Principles of Marketing	11	3	\$3,077.10	3	LEC	8/23/2021	12/15/2021
0189488	Swint, Ashley	BUS-107-22	Principles of Marketing	13	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0156444	Talwar, Sundeep	CHM-100-4C	Fundamentals of Chemistry	24	6	\$5,879.58	4	LEC/LAB	8/24/2021	12/16/2021
0159232	Thelemaque, Cristina	BIO-152-2H	Anatomy & Physiology (therapie	10	7	\$7,927.85	5	LEC/LAB	8/23/2021	12/13/2021
0159232	Thelemaque, Cristina	BIO-204-2F	Anatomy & Physiology II	11	3	\$3,397.65	4	LEC	8/23/2021	12/15/2021
0160493	Traver, David	PHI-125-3C	Wrld Religions in Global Conte	22	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0160493	Traver, David	PHI-126-22	Introduction to Ethics	13	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0198069	Tsang, Yukto	BIO-102-7J	Introduction to Biology	19	6	\$5,929.98	4	LEC/LAB	8/27/2021	12/17/2021
0198069	Tsang, Yukto	BIO-102-H2	Introduction to Biology	18	6	\$5,929.98	4	LEC/LAB	8/23/2021	12/15/2021
0003107	Vacek, Sarah	ECE-100-11	Early Child Growth & Developme	11	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0003107	Vacek, Sarah	ECE-200-11	Play & Guidance of Children	14	3	\$3,233.94	3	LEC	8/24/2021	12/14/2021
0110171	Vasquez, Rose	NUR-219-D4	Nursing Care of Adults II	8	4.5	\$4,233.20	5	CLN	8/23/2021	10/16/2021
0209956	Viar, David	WEL-131-11	Gas Metal Arc Welding I	8	4	\$3,606.00	3	LEC/LAB	8/23/2021	10/12/2021
0209956	Viar, David	WEL-132-11	Gas Metal Arc Welding II	8	4	\$3,606.00	3	LEC/LAB	10/26/2021	12/13/2021
0201870	Violante, Angela	NUR-202-D1	Mental Health Nursing	7	3	\$2,822.13	4	CLN	10/18/2021	12/16/2021

### 2021 Fall Adjunct Stipend Report

_					Faculty		Section	Assignment		
Faculty					Assignment	Assignment	Minimum	Instructional	Section	Section
ID	Person Full Name	Section Name	Section Title	Enrollment	Load	Paid Amount	Credits	Method	Start Date	End Date
0152888	Voight, William	LAW-102-21	Intro to Criminology	11	3	\$3,077.10	3	LEC	8/24/2021	12/14/2021
0152888	Voight, William	LAW-203-21	Law Enforcement & Comm Relatio	14	3	\$3,077.10	3	LEC	8/25/2021	12/15/2021
0162450	Wasilewski, Adam	CHM-100-8B	Fundamentals of Chemistry	27	6	\$5,644.26	4	LEC/LAB	8/28/2021	12/11/2021
0205629	Wente, Karla	PHT-219-1B	Special Pops: Peds & Geriatric	11	1.75	\$1,729.58	2	LEC/LAB	8/25/2021	10/1/2021
0205629	Wente, Karla	PHT-219-2B	Special Pops: Peds & Geriatric	12	1.75	\$1,729.58	2	LEC	8/25/2021	10/1/2021
0163956	Wiehle, Michael	BUS-230-NR	Business Law and Contracts	20	3	\$3,077.10	3	LEC	8/23/2021	12/17/2021
0209515	Wilks, Anitrese	PSY-101-NR	Life Span: Survey of Hum	31	3	\$2,964.99	3	LEC	8/30/2021	12/17/2021
0209515	Wilks, Anitrese	PSY-215-NR	Life Span: Survey of Hum	30	3	\$2,964.99	3	LEC	9/20/2021	12/17/2021
0160501	Willit, James	CHM-100-31	Fundamentals of Chemistry	20	6	\$6,154.20	4	LAB	8/23/2021	12/13/2021
0190102	Windham, Brandie	MAT-102-4G	General Education Mathematics	9	4	\$4,056.00	4	LEC	9/7/2021	12/16/2021
0133829	Yaghoubi, Poupak	MAT-080-4B	Mathematics Fundamentals	13	3	\$3,077.10	3	LEC	9/21/2021	12/16/2021
0122566	Yeager, Charleen	NUR-108-C2	Foundations of Nursing Prac II	6	1.5	\$1,411.07	5	CLN	10/18/2021	12/13/2021
0122566	Yeager, Charleen	NUR-108-B1	Foundations of Nursing Prac II	6	1.31	\$1,232.33	5	LAB	10/25/2021	12/13/2021
0003086	Zick, Jennifer	ECE-101-NR	Observ & Assessment / Children	20	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
0003086	Zick, Jennifer	ECE-115-NR	Family, School & Community	15	3	\$3,233.94	3	LEC	8/23/2021	12/17/2021
					Total	\$604,811.47				

This Agreement outlines the **third year** arrangement between 3OE SOLUTIONS, a registered company in the State of Pennsylvania, providing project lead and implementation solutions for institutions of higher education, hereafter referred to as 3OE, and Morton College, hereafter referred to as CLIENT. 3OE and CLIENT are the only parties to this Agreement. CLIENT desires to engage 3OE to:

- 1. Assist in the ongoing support and implementation of the **third year** of the U.S. Department of Education Title III Grant project MC Success (awarded September 2019) -according to the grant program, guidelines, and federal regulations.
- Perform ongoing tasks directly related to the third year project goals, objectives, and activities assisting in tracking, compiling, reporting and preparing Annual and Interim Progress Reports for Client and the U.S. Department of Education.
- 3. Conduct and ensure an open, impartial evaluation of the project, along with the MC Institutional Research department, and the submission of evaluation findings and reports in compliance with grant award requirements.
- 4. Maintain and routinely update dashboard system for recording and reporting progress of guideline objectives and outcomes.
- 5. Maintain and routinely update the project management platform to ensure development and implementation of the two key project strategies: the establishment of a STEM Resource Center and the development of an Engineering AS degree.
- 6. Ensure open and continuous communication with the MC-SUCCESS team members.
- 7. Research, identify and report to project director on best practices, professional development for faculty and staff, and career opportunities for students in STEM related fields.
- 8. Coordinate and collaborate with other project personnel.
- 9. Design all program information and communication collateral across all platforms

In consideration of the foregoing representations, CLIENT and 3OE have agreed upon the terms and conditions as stated in this Agreement as follows:

#### 1. TERM OF THE AGREEMENT

The term of this Agreement shall commence on **01/1/22** and terminate **06/30/22**. Either party may terminate this Agreement on thirty (30) days' written notice. All provisions of this Agreement shall apply to all services and all periods of time in which 3OE renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

#### 2. INDEPENDENT CONTRACTOR STATUS

The express intention of the parties is that 3OE is an independent contractor and not an employee, agent, or partner of CLIENT. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employee and employer between 3OE and CLIENT or any employee or agent of 3OE. Both parties acknowledge the 3OE is not an employee for state or federal tax purposes.

3OE declares that 3OE is self-employed and engaged in the independent business of consulting and project lead services.

#### 3. LICENSING REQUIREMENTS

3OE declares that 3OE has complied with all federal, state, and local business permits and licensing requirements necessary to conduct business.

#### 4. TAX RESPONSIBILITIES

3OE declares that 3OE has complied with all necessary federal, state, and local self-employment tax requirements and that 3OE shall file all of the necessary tax returns and pay all of the necessary self-employment taxes. CLIENT shall not assist with any federal or state income tax withholdings or make any tax contributions on behalf of 3OE.

#### 5. INSURANCE

3OE declares that 3OE has obtained professional liability insurance for 3OE and that 3OE shall make all applicable premium payments, deductibles, and renewal payments for such insurance policies of 3OE. 3OE agrees to hold harmless and indemnify CLIENT for any and all claims arising out of any injury, disability, or death of 3OE. 3OE understands that CLIENT shall not obtain or pay for any insurance on behalf of 3OE.

#### 6. PERFORMANCE OF SERVICES

3OE shall work on selected projects designated by Morton College and related to the Morton College Provost Office as delineated in the opening section of this agreement.

3OE representatives shall report to the Morton College Provost/Project Director and work in collaboration with:

• Provost staff as assigned

3OE reserves the sole right to control or direct the manner in which services are to be performed.

3OE shall retain the right to perform similar services for other entities during the term of this Agreement but agrees to use its best efforts to perform the consulting services for Morton College.

3OE reserves the right to refuse to perform services outside the scope of this Agreement.

Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

#### 7. TIME AND LOCATION OF WORK

3OE shall perform the services required by this Agreement at any place or location and at any time as 3OE and Client deem necessary, appropriate, and in support of a successful implementation of the Title III grant. This will include regular conference calls, electronic communications and face-to-face, on campus meetings with the project director and/or other project personnel every 4-6 weeks between

3OE representatives and Client.

#### 8. TERMS OF PAYMENT

Client agrees to compensate 3OE **\$25,998** for the aforementioned projects, invoiced in six separate monthly payments.

#### 9. PAYROLL AND EMPLOYMENT TAXES

No payroll or employment taxes of any kind shall be withheld or paid by CLIENT on behalf of 3OE, including without limitation, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, workers' compensation, and state unemployment tax. CLIENT's understanding is that 3OE is taking care of all of these items.

#### **10. EXPENSES**

3OE shall be responsible for all costs and expenses incidental to the performance of services for CLIENT, including without limitation, any costs of travel and related expenses, fees, fines, licenses, or taxes required of or imposed against 3OE and all other of 3OE costs of doing business. CLIENT shall not be responsible for expenses incurred by 3OE in performing services for CLIENT except for costs and fees directly associated with platform subscriptions and domain registration for online components that will be owned by CLIENT.

#### **11. INDEMNIFICATION**

To the extent permitted by law, 3OE will indemnify protect, defend and hold the College, its trustees, individually and collectively, and its affiliates, officers, agents and employees (the "Indemnified Parties") free and harmless for any and all liabilities, claims, demands, actions, costs, suits or matters arising out of or related to the performance of the work under this Agreement, whether based upon or claimed to be based upon statutory, contractual, tort or other liability of any indemnity hereunder, provided that no party shall be indemnified for claims arising from such party's own negligence. The provisions of this Article shall not be construed to require 3OE to indemnify any party for or against such party's own negligence. The obligations of 3OE pursuant to this Article are not to be construed to negate or reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Article. 3OE obligation to indemnify the CLIENT shall survive the termination of this Agreement.

#### **12. CONFIDENTIALITY**

So long as this Agreement remains in effect, 3OE may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. 3OE acknowledges such information is secret and confidential (except as prohibited by law) and that the

CLIENT disclosed the same to 3OE so it could undertake the work per this Agreement. 3OE shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that 3OE may develop for itself, or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes 3OE from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by 3OE or those acting on behalf of 3OE, shall remain the property of the CLIENT. 3OE shall not be entitled to review any records protected by the Family Educational Rights and Privacy Act, except upon written approval by an officer of the CLIENT.

At any time upon the CLIENT's request and/or upon termination of the Agreement, 3OE shall immediately deliver to the CLIENT all personal property owned by, belonging to or concerning any part of the CLIENT's activities or concerning any part of 3OE activities relating to the Project (collectively, the "Property"). The Property is acknowledged by 3OE to be the CLIENT's property, which is only entrusted to 3OE on a temporary basis in its capacity as a provider of services to the CLIENT.

#### **13. SUBSIDIARY OR AFFILIATE OF CONTRACTOR**

By signing this contract, 3OE agrees that the work shall be in the name of 3OE. 3OE may not enter into a contract with the CLIENT in the name of any affiliate, subsidiary, parent, brother or sister company or related entity of 3OE. 3OE may not subcontract the work of the agreement. Subcontracting will be deemed to be in substantial compliance with the contract and will be deemed to be non-responsive to the CLIENT's contractual terms.

3OE has no authority to contract with third parties. 3OE may recommend vendors to the Provost. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT. 3OE must disclose all financial gains resulting from vendor contracts or for service procured by third party vendors.

#### **14. NOTICES**

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

If to CLIENT: Office of the President

Morton College 3801 S. Central Avenue Cicero, IL 60804

If to 3OE: Peter A. Castor, President 3OE Solutions 2226 Silver Lane Willow Street, PA 17584

#### **15. MISCELLANEOUS**

#### A. Construction and Governing Law

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

#### B. Modification

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

C. Headings

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

D. Facsimile Transmission

A signature affixed to this Agreement and transmitted by electronic/digital means shall have the same effect as an original signature.

E. Non-Assignment

This Agreement is personal in character and neither the CLIENT nor 3OE shall assign its respective interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

#### F. Partial Invalidity

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

#### **17. ENTIRE AGREEMENT**

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

This Agreement, together with the Confidentiality and Proprietary Information Agreement, represents the entire agreement between the parties and the provisions of this Agreement shall supersede all prior oral and written commitments, contracts, and understandings with respect to the subject matter of this Agreement. This Agreement may be amended only by mutual written agreement of the party.

This Agreement shall inure to the benefit of and shall be binding upon each party's successors and assigns. Neither party shall assign any right or obligation hereunder in whole or in part, without the prior written consent of the other party.

This Agreement shall be governed and construed in accordance with common U.S. law. If any provision in this Agreement is declared illegal or unenforceable, the provision will become void, leaving the remainder of this Agreement in full force and effect.

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

3OE SOLUTIONS - INDEPENDENT CONT.:

MORTON COLLEGE — CLIENT:

President

President

Date\_\_\_\_\_

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE CARA BONICK FOR A LANE CHANGE FOR THE PTA DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 18, 2022.

**<u>RATIONALE</u>**: Per the Faculty CBA – Section 4.9.3

**<u>COST ANALYSIS</u>**: New salary per the CBA - \$67,478

ATTACHMENTS: Lane Change form

## APPLICATION FOR LANE CHANGE

Per Board-Union Agreement, I am requesting a lane change from:

(Please check) Effective - Fall Term Effective - Spring Terr	Bachelors +24toMasters Current Lane New Lane m					
An official transcript reflecting an earned Doctorate degree has been forwarded to the President's Office for inclusion in my personnel file						
All completed documentation, including applicable transcripts, for PGCs has been approved by appropriate Dean and the Provost and is on file with the Office of the Provost						
Cara Bonick	Cara Bonick	11/15/21				
Faculty: Printed Name	Signature	Date				
APPROVED FOR LANE CHANGE:Laurie Cashman11/15/2021						
	Lawie Cummun	11/10/2021				
Dean: Printed Name	Signature	Date				
Dean: Printed Name Keith McLaughlin McLaughlin Provost: Printed Name						
Keith McLaughlin	Signature					

Date sent to HR for processing: \_\_\_\_\_ Date processed by HR: \_\_\_\_\_

**PROPOSED ACTION:** THAT THE BOARD APPROVE A TEN PERCENT SALARY INCREASE FOR CHERYL SCHOEPF EFFECTIVE NOVEMBER 1, 2021.

### **RATIONALE:**

Increase in salary due to additional duties added. With all the campus upgrades, Cheryl has been involved in data collection, project status updates, processing board action sheets and change orders. She is in constant communication vendors, contractors and architects.

### COST ANALYSIS:

Old salary - \$61,487.28 New salary - \$67,636.00

#### PROPOSED ACTION:

#### THAT THE BOARD APPROVE A RESOLUTION APROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND SPORTS AND ORTH, PC.

#### RATIONALE:

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

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

#### COST ANALYSIS:

\$ 0.00

#### ATTACHMENT:

Resolution Affiliation Agreement

### A RESOLUTION APPROVING AND ADOPTING AN AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND SPORTS AND ORTHO, PC

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

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

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

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

WHEREAS, Sports and Ortho, PC ("S & O") may be a unit of local government and public agency of the State of Illinois; and

WHEREAS, the educational program at Morton for Physical Therapist Assistant ("Program") has a clinical component; and

WHEREAS, each student enrolled in the Program must complete the clinical component in order to graduate from the Program; and

**WHEREAS**, S & O operates several rehabilitation clinics licensed in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component of the Program;

and

WHEREAS, Morton desires to enter into the affiliation agreement with S & O to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as Exhibit A and is hereinafter referred to as the "Agreement"); and

**WHEREAS,** S & O desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the "Board") has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as <u>Exhibit A</u> to allow its students to do required clinical work with S & O.

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

#### Section 1. Incorporation of Preambles.

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

#### Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with S & O, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

### Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and

approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

#### Section 4. Headings.

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

#### Section 5. Severability.

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

#### Section 6. Superseder.

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

### Section 7. Effective Date.

This Resolution shall be effective and in full force December \_\_\_\_, 2021.

Passed by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of December 2021.

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

Attest:

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

### EXHIBIT A

# **Standard Clinical Affiliation Agreement**

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

### **AFFILIATION AGREEMENT**

### BETWEEN MORTON COLLEGE AND SPORTS AND ORTHO, PC

**THIS AGREEMENT** (the "Agreement") is entered into this 1st day of January, 2022, by and between Sports and Ortho, PC ("the Facility") and Morton Community College District No. 527 ("the School").

**WHEREAS**, the School desires to utilize the various Facility sites listed in the attached <u>Exhibit A</u> that may be available for the purpose of providing practical learning and clinical experiences ("Clinical Program") (see attached Exhibit B for a list of programs and attached <u>Exhibit C for program-specific requirements</u>) for students of the School; and

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

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

#### A. SCHOOL RESPONSIBILITIES:

- 1. <u>Provision of foundational curriculum to students.</u> The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
- 2. <u>Student professional liability insurance</u>. The School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the Clinical Program at the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the Clinical Program.
- 3. <u>General Liability</u>. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 4. <u>Student Health Insurance</u>. The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
- 5. <u>Designation of liaison to Facility; communications relating to clinical</u> <u>placements.</u> The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

- Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that each student has met all requirements of CPR certification, hepatitis B vaccination, OSHA compliance for prevention of transmission of blood borne pathogens and TB.
- 7. <u>Criminal background check and drug screen compliance.</u> Where applicable, a criminal background check and drug screen, as specified in <u>Exhibit C</u>, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by Facility policy.
- 8. <u>School notices to students.</u> The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:
  - (a) Follow the administrative policies, standards, and practices of the Facility.
  - (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
  - (c) Provide his/her own transportation and living arrangements.
  - (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
  - (e) Conform to the standards and practices established by the School while at the Facility.
  - (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
  - (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

#### **B. FACILITY RESPONSIBILITIES:**

- Provision of facilities for supervised clinical experiences. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.
- 2. <u>Facility rules applicable to students during clinical assignments.</u> Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and

regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

- 3. <u>Patient care.</u> While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
- 4. <u>Emergency treatment of students.</u> Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
- 5. <u>Designation of liaison to School; communications relating to clinical</u> <u>placements.</u> The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
- 6. <u>Identity and credentials of Facility supervising personnel.</u> The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
- 7. <u>School tour of Facility.</u> The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
- 8. <u>Provision of relevant Facility policies.</u> The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
- 9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, *20 USC 1232 (g)*, otherwise known as FERPA and the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this Agreement.

### C. OTHER RESPONSIBILITIES:

1. <u>Compliance with patient privacy laws.</u> The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or

any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the parties, abide by the conditions and requirements stated in the attached <u>Exhibit D</u> through the remainder of the term of this Agreement.

- 2. <u>Determination of instructional period</u>. The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
- 3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the Clinical Program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
- 4. <u>Evaluation of students' clinical experiences.</u> Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

#### 5. <u>Removal of students.</u>

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

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

#### D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on January 1<sup>st</sup>, 2022 and terminate on December 31<sup>st</sup>, 2025. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.

#### E. ADDITIONAL TERMS:

- 1. <u>Stipulations as to liability.</u> Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 2. <u>Additional insurance coverage.</u> Any additional applicable insurance coverage requirements shall be set out by the parties in the attached <u>Exhibit C</u> to this agreement.
- 3. <u>Indemnification.</u> Each party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such party, its employees, agents or contractors or any failure of such party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive the termination, expiration or cancellation of this Agreement.
- 4. <u>Qualifications of School faculty.</u> The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures upon request.
- 5. <u>Assignment of Agreement.</u> This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
- 6. <u>Excluded Providers.</u> Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
- 7. <u>Entire Agreement.</u> This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
- 8. <u>Severability.</u> If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
- 9. <u>Non-Discrimination.</u> The parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, promotion of students or personnel engaged in the performance of this Agreement, or any other protected category.
- Employment status. School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits,

Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

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

If to the Facility: Sports and Ortho, PC 412 W 31<sup>st</sup> St Chicago, IL 60616 Attn: Colleen Pirkle

With a Copy to: N/A

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

and to:

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

With a Copy to:

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

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

12. <u>Governing Law.</u> This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

- 13. <u>Counterparts.</u> This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
- 14. <u>No Third-Party Beneficiaries.</u> This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
- 15. <u>Agreement binding on parties successors and assigns.</u> This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
- 16. <u>Captions for reference only.</u> The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

SPORTS AND ORTHO, PC

**MORTON COLLEGE:** 

Colleen Pirkle

Printed Name: COLLEEN PIRKLE

Title: VP OF OPERATIONS

Date: NOVEMBER 29<sup>TH</sup> 2021

Title:

Date:

Physical Therapist Assistant Program:

Printed Name: Alison Gehrke, PT, DPT Title: Program Director

Date:

#### **EXHIBIT A**

### NAME/LOCATION OF FACILITY SITES:

Beverly 10909 S Western Ave Chicago, IL 60643

Bridgeport 412 W 31<sup>st</sup> St Chicago, IL 60616

Lincoln Park 1148 W Diversey Chicago, IL 60614

Edison Park 7238 N Harlem Chicago, IL 60630

Glenview 2747 Pfingsten Rd Glenview, IL 60026

Evanston 2930 Central St Evanston, IL 60201

Sauganash 6021 N Cicero Chicago, IL 60646

### EXHIBIT B

### LIST OF PROGRAMS:

Physical Therapist Assistant Program

### **EXHIBIT C**

PROGRAM SPECIFIC REQUIREMENTS (Each program shall have its own program specific requirement checklist)

Facility: SPORTS / School Program: Physical T	I: Morton	College
Facility requires: Please check box to indicate requirements	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	x	
2. Proof of comprehensive health insurance (paragraph A.2)		x
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	Х	
b. Hepatitis vaccination		x
c. OSHA compliance for prevention of transmission of blood born pathogens and TB		x
d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer),</u> and negative annual TB skin test		Х
4. Criminal background check (paragraph A.5) If yes, type of check		х
5. Drug screen (paragraph A.5) If yes, type of screening		х
6. Acceptance of faith-based provision addendum (if included)	х	
<ol> <li>Evidence of relevant faculties' certifications or licensures (paragraph E.4)</li> </ol>		x
<ol> <li>Additional insurance coverage (paragraph E.2)         If yes, type of insurance and coverage required         -     </li> </ol>		x
9. OtherCOVID VACCINE	Х	
School requires:		
1. Copy of relevant Facility policies (paragraph B.8)	х	
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	X	
3. Other		

### EXHIBIT D

### **Confidentiality of Protected Health Information**

### 1. Definitions

The following definitions apply only to this Exhibit.

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

#### 2. Obligations of Business Associate

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

- g. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.
- h. The Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
- i. The Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
- j. The Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
- 3. <u>Permitted Uses and Disclosures by Business Associate</u>. Except as otherwise limited in the Agreement, the Business Associate may use or disclose PHI to perform functions related to the clinical portion of the <u>Physical Therapist Assistant</u> Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

#### 4. <u>Obligations of the Facility and Provisions for the Facility to Inform the Business</u> <u>Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement</u>

- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with *45 CFR §164.520*, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
- b. The Facility shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect the Business Associate's use or disclosure of PHI.
- c. The Facility shall notify the Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of PHI.
- 5. <u>Permissible Requests by the Facility</u>. The Facility shall not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

#### 6. Term and Termination

a. <u>Term</u>. The obligations of this Attachment shall become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

- b. <u>Termination for Cause</u>. Upon the Facility's knowledge of what it believes to be a material breach of this Attachment by the Business Associate, the Facility shall either:
  - Provide an opportunity for the Business Associate to cure the alleged breach or end the alleged violation and terminate the Agreement if the Business Associate does not cure the alleged breach or end the violation within the time specified by and to the satisfaction of the Facility;
  - (ii) Immediately terminate the Agreement if the Business Associate has breached a material term of this Agreement and cure is not possible; or
  - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, the Business Associate shall return or destroy all PHI received from the Facility, or created or received by the Business Associate on behalf of the Facility. If the Business Associate destroys all or some of the PHI, the Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of the Business Associate
- d. In the event that the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between the Business Associate and the Facility, that return or destruction of PHI is infeasible, the Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such PHI.
- 7. <u>Interpretation</u>. Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

### **PROPOSED ACTION:**

Approval of the Independent Contract Agreement between Morton College and Jason Nichols as Head Women's Basketball Coach, \$24,999.00 effective July 1, 2021 to June 30, 2022 and Co-Head Women's Softball Coach, \$16,000.00 effective August 1, 2021 to June 31, 2022.

### **RATIONALE:**

To coach Morton College Women's Basketball Team. To coach Morton College Women's Softball Team.

### **COST ANALYSIS:**

Head Women's Basketball Coach: \$24,999.00 Co-Head Women's Softball Coach: \$16,000.00

### **ATTACHMENT:**

Women's Basketball Head Coach Morton College Service Agreement Contract Women's Softball Co-Head Coach Morton College Service Agreement Contract

### MORTON COLLEGE PART-TIME AND TEMPORARY PERSONAL SERVICES AGREEMENT (Athletics' Department)

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is made and effective as of this <u>13th</u> day of <u>September</u>, 20<u>21</u> (the "Effective Date") by and between Morton College, Community College District No. 527, an Illinois Community College District ("Morton College" or "Morton" or the "College"), and <u>Jason Nichols</u>, an individual residing in Illinois ("Independent Contractor"), (collectively, Morton College and Independent Contractor may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

### WITNESSETH:

WHERAS, the Independent Contractor's Personal Information is as follows:

Name: Jason Nichols					
Address: 4681 Kings Way North		City:	Gurnee	Zip:	IL
Home Phone Number:					
Mobile Phone Number: _6	30-670-2933				
Date of Birth: 03/28/73					
Drivers License Number: _					
Full-Time Employer: YES					
Business Address: Morto	on College				
<b>Business Phone Number:</b>					

WHEREAS, Independent Contractor desires to serve as the <u>Head</u> <u>Women's basketball</u> of Morton for the <u>2021-22</u> season under the terms and conditions set forth herein; and

WHEREAS, the Administration of the College has determined that it is in the best interest of Morton to secure the part-time and temporary services of Independent Contractor based on the terms and conditions set forth herein; and

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

### 1. ENGAGEMENT.

- 1.1 <u>Personal Services</u>. Independent Contractor shall provide the personal services of a Coach on a part-time and temporary basis as described herein.
- 1.2 <u>Status</u>. Nothing herein shall be construed to create an employee / employer relationship between the Parties. Nothing herein shall be construed to create a joint venture / partnership between the Parties. Independent Contractor shall in no way be considered an employee or agent of Morton. Independent Contractor is not entitled to any fringe benefits normally afforded to employees of Morton. Independent Contractor is retained by Morton for a specific purpose. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 1.2 Duties. Independent Contractor shall perform the duties, undertake the responsibilities and exercise the authority as specifically set forth in the description for Head women's basketball , attached hereto and as governed by the coach Board's Policies and Procedures, as well as any applicable employee manual and past practices and all applicable bylaws, rules, policies, and statements of the National Junior College Athletic Association ("NJCAA"), as the same may be updated from time to time. The Independent Contractor shall do mandatory institutional training, including but not limited to Title IX training, as designated by Morton. Independent Contractor shall perform such other duties as are assigned to him/her by the Board, the President of Morton or their respective designees in the Independent Contractor's capacity as a Coach.
- 1.3 <u>Best Efforts</u>. Independent Contractor agrees that at all times he/she will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from him/her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Independent Contractor shall abide by all policies and decisions made by Morton, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, including those bylaws, rules, policies, and statements of the NJCAA, in addition to the Board's Policies and Procedures. Independent Contractor shall act in the best interests of Morton at all times.

- 2. <u>TERM</u>. The term of Independent Contractor's personal services Agreement shall commence on the <u>July 1<sup>st</sup>, 2021</u> (the "Commencement Date") and shall continue until the <u>June 30, 2022</u> ("Expiration Date"), unless terminated earlier as provided for herein. Independent Contractor acknowledges that this Agreement for part-time temporary personal services is not a commitment on the part of Morton for future assignment; as such commitment can only be made at a later date based on student participation, exceptional needs, budget considerations and the Independent Contractor's past performance, among other factors.
- 3. <u>RESTRICTIVE COVENANTS</u>. To the fullest extent of Independent Contractor's knowledge, Independent Contractor represents and warrants to Morton that Independent Contractor is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Independent Contractor's acceptance of this personal services Agreement with Morton or the performance of the duties and services hereunder. Independent Contractor shall defend, indemnify and hold harmless Morton for any liability Morton may incur as the result of the existence of any such covenants, obligations or commitments.

4. <u>REMUNERATION</u>. Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend): <u>24,999</u>. Said stipend is payable as follows:

1.\$10,000 on Friday July 16th ,2021

2.\$ 8,000 on Friday September 17<sup>th</sup>, 2021

3.\$ 4,000 on Friday October 8th, 2021

4.\$ 2,999 on Friday December 17th, 2021

The stipend shall be prorated if the Termination Date is earlier than the Expiration Date.

4.1 Taxes. No federal, state and/or local taxes, deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including but not limited to, Social Security, FICA or otherwise, shall be withheld by Morton from payments to Independent Contractor understands Independent Contractor. he/she is responsible for the payment of any and all applicable state federal. and/or local taxes. deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including, but not limited to, Social Security, FICA or otherwise, and any other fees which may be levied against him/her in fulfillment of the services requested by the College.

### 5. TERMINATION.

- 5.1 <u>Termination by the College</u>. This Agreement may be terminated at any time and for any reason by the President of the College. In such event, the Board shall give the Independent Contractor seven (7) calendar days notice prior to the effective date of the early termination ("Termination Date"). Morton shall only be responsible for paying Independent Contractor his/her prorated stipend through the effective date of the early termination.
- 5.2 <u>Termination by Independent Contractor for Good Reason</u>. Independent Contractor may terminate his/her personal services Agreement with Good Reason at any time by giving written notice thereof to the President of the College and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Independent Contractor specifically agrees in writing that such event shall not be Good Reason:
  - (a) Any material breach of this Agreement by Morton;
  - (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Independent Contractor;
  - (c) A reduction in Independent Contractor's total cash compensation from those required to be provided under this Agreement or a material delay in payment; or
  - (d) Any failure to assign this Agreement to the successor of Morton, unless Independent Contractor and such successor enter into a successor agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the receipt by the President of the College of written notice from Independent Contractor describing in detail the event constituting Good Reason, Morton cures the event constituting Good Reason.

5.3 <u>Termination due to Death</u>. In the event of Independent Contractor's death during the term of this Agreement and while Independent Contractor is providing personal services hereunder, this Agreement shall terminate immediately at the time of Independent Contractor's death and Morton shall pay to Independent Contractor's estate his/her salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within

fourteen (14) calendar days from the date of Independent Contractor's death.

- 6. <u>RETURN OF MORTON'S PROPERTY</u>. At any time upon Morton's request and/or upon termination of Independent Contractor's Agreement with Morton, Independent Contractor shall immediately deliver to Morton all personal property owned by, belonging to or concerning any part of Morton's activities or concerning any part of Independent Contractor's activities relating to Independent Contractor's provision of services to Morton (collectively, the "Property"). The Property is acknowledged by Independent Contractor to be Morton's property, which is only entrusted to Independent Contractor on a temporary basis in his/her capacity as a Coach of Morton.
- 7. <u>NOTICE</u>. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton College Community College District No. 527 Attn: President 3801 S. Central Avenue Cicero, IL 60804

If to Independent Contractor:

## 4681 Kings Way North Gurnee, Illinois 60031

8. <u>FERPA.</u> Independent Contractor shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding Morton's students.

#### 9. <u>MISCELLANEOUS</u>.

- 9.1 <u>Construction and Governing Law</u>. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Independent Contractor acknowledges that he/she has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.2 <u>Severability</u>. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 <u>Entire Agreement</u>. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 <u>Modification</u>. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.5 <u>Headings</u>. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.6 <u>No Conflict of Interest</u>. During the term of Independent Contractor's Agreement with Morton and during any period that Independent Contractor is receiving payments from Morton, Independent Contractor must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with Morton, as may be determined by the Board in its sole discretion. Independent

Contractor shall not provide, arrange for, or be involved with the housing of student-athletes in any way except for providing housing contact information to current and prospective student-athletes. If the Board believes a conflict exists during the term of this Agreement, the Board or its designee may ask Independent Contractor to choose to discontinue the other work or cease providing personal services to Morton.

- 9.7 <u>Right to Counsel</u>. Independent Contractor acknowledges that he/she was informed that he/she has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Independent Contractor acknowledges that he/she had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 <u>Signing in Counterparts</u>. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 <u>Assignment</u>. This Agreement is personal in character and neither Morton nor Independent Contractor shall assign their respective interests in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

The remainder of this page is intentionally left blank.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this <u>13th</u> day of <u>September</u>, 20 <u>21</u>.

Executed:

<u>9.13.21</u> Date <u>9/13/2</u>,

President of Morton College

ndependent Contractor

Updated: 11/7/2014

## MORTON COLLEGE PART-TIME AND TEMPORARY PERSONAL SERVICES AGREEMENT (Athletics' Department)

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is made and effective as of this <u>1st</u> day of <u>OCTOBER</u>, 20 <u>21</u> (the "Effective Date") by and between Morton College, Community College District No. 527, an Illinois Community College District ("Morton College" or "Morton" or the "College"), and <u>Jason Nichols</u>, an individual residing in Illinois ("Independent Contractor"), (collectively, Morton College and Independent Contractor may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

#### WITNESSETH:

WHERAS, the Independent Contractor's Personal Information is as follows:

Name: Jason Nichols		
Address: _4681 kings way north	City: Gurnee	<b>Zip:</b> 60031
Home Phone Number:		
Mobile Phone Number: _630-670-2933		
Date of Birth: 03/28/73		
Drivers License Number:		
Full-Time Employer: YES		
Business Address: Morton College		
Business Phone Number:		

WHEREAS, the Administration of the College has determined that it is in the best interest of Morton to secure the part-time and temporary services of Independent Contractor based on the terms and conditions set forth herein; and

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

#### 1. ENGAGEMENT.

- 1.1 <u>Personal Services</u>. Independent Contractor shall provide the personal services of a Coach on a part-time and temporary basis as described herein.
- 1.2 <u>Status</u>. Nothing herein shall be construed to create an employee / employer relationship between the Parties. Nothing herein shall be construed to create a joint venture / partnership between the Parties. Independent Contractor shall in no way be considered an employee or agent of Morton. Independent Contractor is not entitled to any fringe benefits normally afforded to employees of Morton. Independent Contractor is retained by Morton for a specific purpose. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 1.2 Duties. Independent Contractor shall perform the duties, undertake the responsibilities and exercise the authority as specifically set Co-Head softball coach forth in the description for \_, attached hereto and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices and all applicable bylaws, rules, policies, and statements of the National Junior College Athletic Association ("NJCAA"), as the same may be updated from time to time. The Independent Contractor shall do mandatory institutional training. including but not limited to Title IX training, as designated by Morton. Independent Contractor shall perform such other duties as are assigned to him/her by the Board, the President of Morton or their respective designees in the Independent Contractor's capacity as a Coach.
- 1.3 <u>Best Efforts</u>. Independent Contractor agrees that at all times he/she will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from him/her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Independent Contractor shall abide by all policies and decisions made by Morton, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, including those bylaws, rules, policies, and statements of the NJCAA, in addition to the Board's Policies and Procedures. Independent Contractor shall act in the best interests of Morton at all times.

- 2. <u>TERM</u>. The term of Independent Contractor's personal services Agreement shall commence on the <u>August 1<sup>st</sup>, 2021</u> (the "Commencement Date") and shall continue until the <u>July 31, 2022</u> ("Expiration Date"), unless terminated earlier as provided for herein. Independent Contractor acknowledges that this Agreement for part-time temporary personal services is not a commitment on the part of Morton for future assignment; as such commitment can only be made at a later date based on student participation, exceptional needs, budget considerations and the Independent Contractor's past performance, among other factors.
- 3. <u>RESTRICTIVE COVENANTS</u>. To the fullest extent of Independent Contractor's knowledge, Independent Contractor represents and warrants to Morton that Independent Contractor is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Independent Contractor's acceptance of this personal services Agreement with Morton or the performance of the duties and services hereunder. Independent Contractor shall defend, indemnify and hold harmless Morton for any liability Morton may incur as the result of the existence of any such covenants, obligations or commitments.

4. <u>REMUNERATION</u>. Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend): <u>16,000</u>. Said stipend is payable as follows:

1.\$8,000 on Friday November 19, 2021 2.\$3,000 on Friday December 3rd, 2021 3.\$3,000 on Friday December 19th, 2021 4.\$2,000 on Friday April 15th, 2022

The stipend shall be prorated if the Termination Date is earlier than the Expiration Date.

No federal, state and/or local taxes, deductions, 4.1 Taxes. pensions, contributions, insurance or other costs, payments, taxes or otherwise, including but not limited to, Social Security, FICA or otherwise, shall be withheld by Morton from payments to Independent Contractor. Independent Contractor understands he/she is responsible for the payment of any and all applicable federal. state and/or local taxes, deductions, pensions. contributions, insurance or other costs, payments, taxes or otherwise, including, but not limited to, Social Security, FICA or otherwise, and any other fees which may be levied against him/her in fulfillment of the services requested by the College.

#### 5. TERMINATION.

- 5.1 <u>Termination by the College</u>. This Agreement may be terminated at any time and for any reason by the President of the College. In such event, the Board shall give the Independent Contractor seven (7) calendar days notice prior to the effective date of the early termination ("Termination Date"). Morton shall only be responsible for paying Independent Contractor his/her prorated stipend through the effective date of the early termination.
- 5.2 <u>Termination by Independent Contractor for Good Reason</u>. Independent Contractor may terminate his/her personal services Agreement with Good Reason at any time by giving written notice thereof to the President of the College and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Independent Contractor specifically agrees in writing that such event shall not be Good Reason:
  - (a) Any material breach of this Agreement by Morton;
  - (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Independent Contractor;
  - (c) A reduction in Independent Contractor's total cash compensation from those required to be provided under this Agreement or a material delay in payment; or
  - (d) Any failure to assign this Agreement to the successor of Morton, unless Independent Contractor and such successor enter into a successor agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the receipt by the President of the College of written notice from Independent Contractor describing in detail the event constituting Good Reason, Morton cures the event constituting Good Reason.

5.3 <u>Termination due to Death</u>. In the event of Independent Contractor's death during the term of this Agreement and while Independent Contractor is providing personal services hereunder, this Agreement shall terminate immediately at the time of Independent Contractor's death and Morton shall pay to Independent Contractor's estate his/her salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within

fourteen (14) calendar days from the date of Independent Contractor's death.

- 6. <u>RETURN OF MORTON'S PROPERTY</u>. At any time upon Morton's request and/or upon termination of Independent Contractor's Agreement with Morton, Independent Contractor shall immediately deliver to Morton all personal property owned by, belonging to or concerning any part of Morton's activities or concerning any part of Independent Contractor's activities relating to Independent Contractor's provision of services to Morton (collectively, the "Property"). The Property is acknowledged by Independent Contractor to be Morton's property, which is only entrusted to Independent Contractor on a temporary basis in his/her capacity as a Coach of Morton.
- 7. <u>NOTICE</u>. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton College Community College District No. 527 Attn: President 3801 S. Central Avenue Cicero, IL 60804

If to Independent Contractor:

Jason Nichols 4681 kings way North

Gurnee, Illinois 60031

8. <u>FERPA.</u> Independent Contractor shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding Morton's students.

#### 9. MISCELLANEOUS.

- 9.1 <u>Construction and Governing Law</u>. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Independent Contractor acknowledges that he/she has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.2 <u>Severability</u>. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 <u>Entire Agreement</u>. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 <u>Modification</u>. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.5 <u>Headings</u>. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.6 <u>No Conflict of Interest</u>. During the term of Independent Contractor's Agreement with Morton and during any period that Independent Contractor is receiving payments from Morton, Independent Contractor must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with Morton, as may be determined by the Board in its sole discretion. Independent

Contractor shall not provide, arrange for, or be involved with the housing of student-athletes in any way except for providing housing contact information to current and prospective student-athletes. If the Board believes a conflict exists during the term of this Agreement, the Board or its designee may ask Independent Contractor to choose to discontinue the other work or cease providing personal services to Morton.

- 9.7 <u>Right to Counsel</u>. Independent Contractor acknowledges that he/she was informed that he/she has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Independent Contractor acknowledges that he/she had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 <u>Signing in Counterparts</u>. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 <u>Assignment</u>. This Agreement is personal in character and neither Morton nor Independent Contractor shall assign their respective interests in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

The remainder of this page is intentionally left blank.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this <u>1st</u> day of <u>October 1st</u>, 20 <u>21</u>.

**Executed:** 

President of Morton College

ason No

Independent Contractor

 $\frac{1}{2} \frac{1}{2} \frac{1}{2} \frac{1}{2}$ Date  $\frac{10/1/2}{1}$ Date

Updated: 11/7/2014

# **PROPOSED ACTION:**

Approval of the Independent Contract Agreement between Morton College and Christopher Wido as Head Men's Baseball Coach, \$15,000.00 effective August 1, 2021 to July 31, 2022 and Athletic Complex/Maintenance Services, \$24,999.00 effective September 1, 2021 to August 1, 2022.

# RATIONALE:

To coach Morton College Men's Baseball Team and to manage maintenance & grounds of the Athletic Baseball and Softball Fields.

# **COST ANALYSIS:**

Head Baseball Coach: \$15,000.00 Athletic Complex/Maintenance Services: \$24,999.00

# **ATTACHMENT:**

Men's Baseball Head Coach Morton College Service Agreement Contract

### MORTON COLLEGE PART-TIME AND TEMPORARY PERSONAL SERVICES AGREEMENT (Athletics' Department)

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is made and effective as of this <u>1st</u> day of <u>August</u>, 20 <u>21</u> (the "Effective Date") by and between Morton College, Community College District No. 527, an Illinois Community College District ("Morton College" or "Morton" or the "College"), and <u>Chris Wido</u>, an individual residing in Illinois ("Independent Contractor"), (collectively, Morton College and Independent Contractor may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

#### WITNESSETH:

WHERAS, the Independent Contractor's Personal Information is as follows:

Name: Chris Wido		
Address: 6N622 Rt 31	City: St. Charles	<b>Zip:</b> 60175
Home Phone Number:		
Mobile Phone Number: 630-373-974	7	
Date of Birth: 12/7/93		
Drivers License Number:W300-1109	)-3348	
Full-Time Employer: YES		
Business Address: Morton College		
Business Phone Number:		

 WHEREAS, Independent Contractor desires to serve as the Head Men's

 baseball coach
 ("Coach") of Morton for the 2021-22

 \_\_\_\_\_\_ season under the terms and conditions set forth herein; and

WHEREAS, the Administration of the College has determined that it is in the best interest of Morton to secure the part-time and temporary services of Independent Contractor based on the terms and conditions set forth herein; and

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

#### 1. ENGAGEMENT.

- 1.1 <u>Personal Services</u>. Independent Contractor shall provide the personal services of a Coach on a part-time and temporary basis as described herein.
- 1.2 <u>Status</u>. Nothing herein shall be construed to create an employee / employer relationship between the Parties. Nothing herein shall be construed to create a joint venture / partnership between the Parties. Independent Contractor shall in no way be considered an employee or agent of Morton. Independent Contractor is not entitled to any fringe benefits normally afforded to employees of Morton. Independent Contractor is retained by Morton for a specific purpose. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 1.2 <u>Duties</u>. Independent Contractor shall perform the duties, undertake the responsibilities and exercise the authority as specifically set forth in the description for <u>Head men's baseball coach</u>, attached hereto and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices and all applicable bylaws, rules, policies, and statements of the National Junior College Athletic Association ("NJCAA"), as the same may be updated from time to time. The Independent Contractor shall do mandatory institutional training, including but not limited to Title IX training, as designated by Morton. Independent Contractor shall perform such other duties as are assigned to him/her by the Board, the President of Morton or their respective designees in the Independent Contractor's capacity as a Coach.
- 1.3 <u>Best Efforts</u>. Independent Contractor agrees that at all times he/she will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from him/her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Independent Contractor shall abide by all policies and decisions made by Morton, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, including those bylaws, rules, policies, and statements of the NJCAA, in addition to the Board's Policies and Procedures. Independent Contractor shall act in the best interests of Morton at all times.

- 2. <u>TERM</u>. The term of Independent Contractor's personal services Agreement shall commence on the <u>August 1, 2021</u> (the "Commencement Date") and shall continue until the July 31, 2022\_\_\_\_\_ ("Expiration Date"), unless terminated earlier as provided for herein. Independent Contractor acknowledges that this Agreement for part-time temporary personal services is not a commitment on the part of Morton for future assignment; as such commitment can only be made at a later date based on student participation, exceptional needs, budget considerations and the Independent Contractor's past performance, among other factors.
- 3. <u>RESTRICTIVE COVENANTS</u>. To the fullest extent of Independent Contractor's knowledge, Independent Contractor represents and warrants to Morton that Independent Contractor is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Independent Contractor's acceptance of this personal services Agreement with Morton or the performance of the duties and services hereunder. Independent Contractor shall defend, indemnify and hold harmless Morton for any liability Morton may incur as the result of the existence of any such covenants, obligations or commitments.
- <u>REMUNERATION</u>. Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend):
   \$15,000 Said stipend is payable as follows:

1. \$6,000	on Friday, September 17, 2021
2. \$3,000	on Friday, February 14, 2022
3. \$3,000	on Friday, April 1, 2022
4. \$3,000	on Friday, May 27, 2022

The stipend shall be prorated if the Termination Date is earlier than the Expiration Date.

4.1 No federal, state and/or local taxes, deductions, Taxes. pensions, contributions, insurance or other costs, payments, taxes or otherwise, including but not limited to, Social Security, FICA or otherwise, shall be withheld by Morton from payments to Independent Contractor. Independent Contractor understands he/she is responsible for the payment of any and all applicable state and/or local taxes. federal. deductions, pensions. contributions, insurance or other costs, payments, taxes or otherwise, including, but not limited to, Social Security, FICA or otherwise, and any other fees which may be levied against him/her in fulfillment of the services requested by the College.

#### 5. <u>TERMINATION</u>.

- 5.1 <u>Termination by the College</u>. This Agreement may be terminated at any time and for any reason by the President of the College. In such event, the Board shall give the Independent Contractor seven (7) calendar days notice prior to the effective date of the early termination ("Termination Date"). Morton shall only be responsible for paying Independent Contractor his/her prorated stipend through the effective date of the early termination.
- 5.2 <u>Termination by Independent Contractor for Good Reason</u>. Independent Contractor may terminate his/her personal services Agreement with Good Reason at any time by giving written notice thereof to the President of the College and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Independent Contractor specifically agrees in writing that such event shall not be Good Reason:
  - (a) Any material breach of this Agreement by Morton;
  - (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Independent Contractor;
  - (c) A reduction in Independent Contractor's total cash compensation from those required to be provided under this Agreement or a material delay in payment; or
  - (d) Any failure to assign this Agreement to the successor of Morton, unless Independent Contractor and such successor enter into a successor agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the receipt by the President of the College of written notice from Independent Contractor describing in detail the event constituting Good Reason, Morton cures the event constituting Good Reason.

5.3 <u>Termination due to Death</u>. In the event of Independent Contractor's death during the term of this Agreement and while Independent Contractor is providing personal services hereunder, this Agreement shall terminate immediately at the time of Independent Contractor's death and Morton shall pay to Independent Contractor's estate his/her salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within

fourteen (14) calendar days from the date of Independent Contractor's death.

- 6. <u>RETURN OF MORTON'S PROPERTY</u>. At any time upon Morton's request and/or upon termination of Independent Contractor's Agreement with Morton, Independent Contractor shall immediately deliver to Morton all personal property owned by, belonging to or concerning any part of Morton's activities or concerning any part of Independent Contractor's activities relating to Independent Contractor's provision of services to Morton (collectively, the "Property"). The Property is acknowledged by Independent Contractor to be Morton's property, which is only entrusted to Independent Contractor on a temporary basis in his/her capacity as a Coach of Morton.
- 7. <u>NOTICE</u>. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton College Community College District No. 527 Attn: President 3801 S. Central Avenue Cicero, IL 60804

If to Independent Contractor:

### Chris Wido 6N622 RT. 31 St. Charles, Illinois

#### <u>60175</u>

8. <u>FERPA.</u> Independent Contractor shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding Morton's students.

#### 9. MISCELLANEOUS.

- 9.1 <u>Construction and Governing Law</u>. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Independent Contractor acknowledges that he/she has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.2 <u>Severability</u>. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 <u>Entire Agreement</u>. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 <u>Modification</u>. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.5 <u>Headings</u>. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.6 <u>No Conflict of Interest</u>. During the term of Independent Contractor's Agreement with Morton and during any period that Independent Contractor is receiving payments from Morton, Independent Contractor must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with Morton, as may be determined by the Board in its sole discretion. Independent

Contractor shall not provide, arrange for, or be involved with the housing of student-athletes in any way except for providing housing contact information to current and prospective student-athletes. If the Board believes a conflict exists during the term of this Agreement, the Board or its designee may ask Independent Contractor to choose to discontinue the other work or cease providing personal services to Morton.

- 9.7 <u>Right to Counsel</u>. Independent Contractor acknowledges that he/she was informed that he/she has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Independent Contractor acknowledges that he/she had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 <u>Signing in Counterparts</u>. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 <u>Assignment</u>. This Agreement is personal in character and neither Morton nor Independent Contractor shall assign their respective interests in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

The remainder of this page is intentionally left blank.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this <u>1st</u> day of <u>August 1st</u>, 20 <u>21</u>.

Executed:

President of Morton College

Independent Contractor

8.24.21 Date 8/24 /2021 Date

Updated: 11/7/2014

# **PROPOSED ACTION:**

Approval of the Independent Contract Agreement between Morton College and Kevin McManaman as Head Women's Softball Coach, \$16,000.00 effective July 1, 2021 to July 1, 2022 and Asst. Women's Basketball Coach, \$10,000.00 effective July 6, 2021 to June 30, 2022.

# **RATIONALE:**

To coach Morton College Women's Softball Team. To coach Morton College Women's Basketball Team.

# **COST ANALYSIS:**

Head Women's Softball Coach: \$16,000.00 Asst. Women's Basketball Coach: \$10,000.00

# **ATTACHMENT:**

Women's Softball Head Coach Morton College Service Agreement Contract Women's Basketball Assistant Coach Morton College Service Agreement Contract

## MORTON COLLEGE PART-TIME AND TEMPORARY PERSONAL SERVICES AGREEMENT (Athletics' Department)

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is made and effective as of this <u>1st</u> day of <u>July</u>, 2021 (the "Effective Date") by and between Morton College, Community College District No. 527, an Illinois Community College District ("Morton College" or "Morton" or the "College"), and <u>Kevin McManaman</u>, an individual residing in Illinois ("Independent Contractor"), (collectively, Morton College and Independent Contractor may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

### W | T N E S S E T H:

WHERAS, the Independent Contractor's Personal Information is as follows:

Name: Kevin McManaman				
Address: _405 Burlington Ave	City:	Western Springs	gs <b>Zip</b> : <u>60558</u>	
Home Phone Number: N/A				
Mobile Phone Number: 815-901-31	88			
Date of Birth: 05/11/69				
Drivers License Number: M255-519	6-9135			
Full-Time Employer: Yes				
Business Address: _3801 S. Central	Ave. Cice	ro, II. 60804		
Business Phone Number: 708-656-	8000			

WHEREAS, Independent Contractor desires to serve as the <u>Head</u> <u>Softball</u> ('Coach") of Morton for the <u>2021-2022</u> season under the terms and conditions set forth herein; and

WHEREAS, the Administration of the College has determined that it is in the best interest of Morton to secure the part-time and temporary services of Independent Contractor based on the terms and conditions set forth herein; and

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

#### 1. ENGAGEMENT.

- 1.1 <u>Personal Services</u>. Independent Contractor shall provide the personal services of a Coach on a part-time and temporary basis as described herein.
- 1.2 <u>Status</u>. Nothing herein shall be construed to create an employee / employer relationship between the Parties. Nothing herein shall be construed to create a joint venture / partnership between the Parties. Independent Contractor shall in no way be considered an employee or agent of Morton. Independent Contractor is not entitled to any fringe benefits normally afforded to employees of Morton. Independent Contractor is retained by Morton for a specific purpose. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 1.2 <u>Duties</u>. Independent Contractor shall perform the duties, undertake the responsibilities and exercise the authority as specifically set forth in the description for <u>Head Softball Coach</u> attached hereto and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices and all applicable bylaws, rules, policies, and statements of the National Junior College Athletic Association ("NJCAA"), as the same may be updated from time to time. The Independent Contractor shall do mandatory institutional training, including but not limited to Title IX training, as designated by Morton. Independent Contractor shall perform such other duties as are assigned to him/her by the Board, the President of Morton or their respective designees in the Independent Contractor's capacity as a Coach.
- 1.3 <u>Best Efforts</u>. Independent Contractor agrees that at all times he/she will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from him/her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Independent Contractor shall abide by all policies and decisions made by Morton, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, including those bylaws, rules, policies, and statements of the NJCAA, in addition to the Board's Policies and Procedures. Independent Contractor shall act in the best interests of Morton at all times.

- 2. <u>TERM</u>. The term of Independent Contractor's personal services Agreement shall commence on the <u>July 1, 2021</u> (the "Commencement Date") and shall continue until the <u>July 1, 2022</u> ("Expiration Date"), unless terminated earlier as provided for herein. Independent Contractor acknowledges that this Agreement for part-time temporary personal services is not a commitment on the part of Morton for future assignment; as such commitment can only be made at a later date based on student participation, exceptional needs, budget considerations and the Independent Contractor's past performance, among other factors.
- 3. <u>RESTRICTIVE COVENANTS</u>. To the fullest extent of Independent Contractor's knowledge, Independent Contractor represents and warrants to Morton that Independent Contractor is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Independent Contractor's acceptance of this personal services Agreement with Morton or the performance of the duties and services hereunder. Independent Contractor shall defend, indemnify and hold harmless Morton for any liability Morton may incur as the result of the existence of any such covenants, obligations or commitments.
- <u>REMUNERATION</u>. Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend):
   <u>\$ 16,000.00</u>. Said stipend is payable as follows:

<b>1. \$4,000.00</b>	on Friday, October 29, 2021
2. \$4,000.00	on Friday, November 20, 2021
3. \$4,000.00	on Friday, February 19, 2022
4. \$4,000.00	on Friday, March 26, 2022

The stipend shall be prorated if the Termination Date is earlier than the Expiration Date.

4.1 Taxes. No federal, state and/or local taxes, deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including but not limited to, Social Security, FICA or otherwise, shall be withheld by Morton from payments to Independent Contractor. Independent Contractor understands he/she is responsible for the payment of any and all applicable federal. state and/or local taxes, deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including, but not limited to, Social Security, FICA or otherwise, and any other fees which may be levied against him/her in fulfillment of the services requested by the College.

#### 5. TERMINATION.

- 5.1 <u>Termination by the College</u>. This Agreement may be terminated at any time and for any reason by the President of the College. In such event, the Board shall give the Independent Contractor seven (7) calendar days notice prior to the effective date of the early termination ("Termination Date"). Morton shall only be responsible for paying Independent Contractor his/her prorated stipend through the effective date of the early termination.
- 5.2 <u>Termination by Independent Contractor for Good Reason</u>. Independent Contractor may terminate his/her personal services Agreement with Good Reason at any time by giving written notice thereof to the President of the College and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Independent Contractor specifically agrees in writing that such event shall not be Good Reason:
  - (a) Any material breach of this Agreement by Morton;
  - (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Independent Contractor;
  - (c) A reduction in Independent Contractor's total cash compensation from those required to be provided under this Agreement or a material delay in payment; or
  - (d) Any failure to assign this Agreement to the successor of Morton, unless Independent Contractor and such successor enter into a successor agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the receipt by the President of the College of written notice from Independent Contractor describing in detail the event constituting Good Reason, Morton cures the event constituting Good Reason.

5.3 <u>Termination due to Death</u>. In the event of Independent Contractor's death during the term of this Agreement and while Independent Contractor is providing personal services hereunder, this Agreement shall terminate immediately at the time of Independent Contractor's death and Morton shall pay to Independent Contractor's estate his/her salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within

fourteen (14) calendar days from the date of Independent Contractor's death.

- 6. <u>RETURN OF MORTON'S PROPERTY</u>. At any time upon Morton's request and/or upon termination of Independent Contractor's Agreement with Morton, Independent Contractor shall immediately deliver to Morton all personal property owned by, belonging to or concerning any part of Morton's activities or concerning any part of Independent Contractor's activities relating to Independent Contractor's provision of services to Morton (collectively, the "Property"). The Property is acknowledged by Independent Contractor to be Morton's property, which is only entrusted to Independent Contractor on a temporary basis in his/her capacity as a Coach of Morton.
- 7. <u>NOTICE</u>. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton College Community College District No. 527 Attn: President 3801 S. Central Avenue Cicero, IL 60804

If to Independent Contractor:

Kevin McManaman	
405 Burlington Ave.	
Western Spring, II. 60558	

8. <u>FERPA.</u> Independent Contractor shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding Morton's students.

#### 9. <u>MISCELLANEOUS</u>.

- 9.1 <u>Construction and Governing Law</u>. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Independent Contractor acknowledges that he/she has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.2 <u>Severability</u>. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 <u>Entire Agreement</u>. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 <u>Modification</u>. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.5 <u>Headings</u>. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.6 <u>No Conflict of Interest</u>. During the term of Independent Contractor's Agreement with Morton and during any period that Independent Contractor is receiving payments from Morton, Independent Contractor must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with Morton, as may be determined by the Board in its sole discretion. Independent

Contractor shall not provide, arrange for, or be involved with the housing of student-athletes in any way except for providing housing contact information to current and prospective student-athletes. If the Board believes a conflict exists during the term of this Agreement, the Board or its designee may ask Independent Contractor to choose to discontinue the other work or cease providing personal services to Morton.

- 9.7 <u>Right to Counsel</u>. Independent Contractor acknowledges that he/she was informed that he/she has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Independent Contractor acknowledges that he/she had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 <u>Signing in Counterparts</u>. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 <u>Assignment</u>. This Agreement is personal in character and neither Morton nor Independent Contractor shall assign their respective interests in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

The remainder of this page is intentionally left blank.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this <u>7th</u> day of <u>October</u>, 2021.

Executed:

President of Morton College

10.13.21

rton College Date Mc Margunan 10/7/21

Independent Contractor

Date

Updated: 11/7/2014

# MORTON COLLEGE PART-TIME AND TEMPORARY PERSONAL SERVICES AGREEMENT (Athletics' Department)

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is made and effective as of this <u>1st</u> day of <u>June</u>, 20 <u>21</u> (the "Effective Date") by and between Morton College, Community College District No. 527, an Illinois Community College District ("Morton College" or "Morton" or the "College"), and <u>Kevin Mcmanaman</u>, an individual residing in Illinois ("Independent Contractor"), (collectively, Morton College and Independent Contractor may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

#### W I T N E S S E T H:

WHERAS, the Independent Contractor's Personal Information is as follows:

Name: Kevin Mcmanaman

Address:	City:	Western	Zip:	
405 Burlington Ave.		Springs		60558
Home Phone Number:				
Mobile Phone Number: 815-901-3188				
Date of Birth: 05/11/69				
Drivers License Number: M255-5196-9	135			
Full-Time Employer: YES				
Business Address:				
Business Phone Number:				

WHEREAS, the Administration of the College has determined that it is in the best interest of Morton to secure the part-time and temporary services of Independent Contractor based on the terms and conditions set forth herein; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable

consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

- 1. ENGAGEMENT.
  - 1.1 <u>Personal Services</u>. Independent Contractor shall provide the personal services of a Coach on a part-time and temporary basis as described herein.
  - 1.2 <u>Status</u>. Nothing herein shall be construed to create an employee / employer relationship between the Parties. Nothing herein shall be construed to create a joint venture / partnership between the Parties. Independent Contractor shall in no way be considered an employee or agent of Morton. Independent Contractor is not entitled to any fringe benefits normally afforded to employees of Morton. Independent Contractor is retained by Morton for a specific purpose. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
  - 1.2 Duties. Independent Contractor shall perform the duties, undertake the responsibilities and exercise the authority as specifically set forth in the description for \_\_\_\_\_ ASST WOMEN"S , attached hereto and as BASKETBALL COACH governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices and all applicable bylaws, rules, policies, and statements of the National Junior College Athletic Association ("NJCAA"), as the same may be updated from time to time. The Independent Contractor shall do mandatory institutional training, including but not limited to Title IX training, as designated by Morton. Independent Contractor shall perform such other duties as are assigned to him/her by the Board, the President of Morton or their respective designees in the Independent Contractor's capacity as a Coach.
  - 1.3 <u>Best Efforts</u>. Independent Contractor agrees that at all times he/she will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from him/her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Independent Contractor shall abide by all policies and decisions made by Morton, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, including those bylaws, rules, policies, and statements of the NJCAA, in addition to the Board's Policies and Procedures. Independent Contractor shall act in the best interests of Morton at all times.

- 2. <u>TERM</u>. The term of Independent Contractor's personal services Agreement shall commence on the <u>JULY 6<sup>th</sup>,2021</u> (the "Commencement Date") and shall continue until the <u>June 30<sup>th</sup>,</u> <u>2022</u> ("Expiration Date"), unless terminated earlier as provided for herein. Independent Contractor acknowledges that this Agreement for part-time temporary personal services is not a commitment on the part of Morton for future assignment; as such commitment can only be made at a later date based on student participation, exceptional needs, budget considerations and the Independent Contractor's past performance, among other factors.
- 3. <u>RESTRICTIVE COVENANTS</u>. To the fullest extent of Independent Contractor's knowledge, Independent Contractor represents and warrants to Morton that Independent Contractor is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Independent Contractor's acceptance of this personal services Agreement with Morton or the performance of the duties and services hereunder. Independent Contractor shall defend, indemnify and hold harmless Morton for any liability Morton may incur as the result of the existence of any such covenants, obligations or commitments.

<u>REMUNERATION</u>. Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend): 10,000. Said stipend is payable as follows:

1.	\$2,500.00	on Friday, July 16, 2021
2.	\$2,500.00	on Friday, October 22, 2021
3.	\$2,500.00	on Friday, December 17, 2021
4.	\$2,500.00	on Friday, February 18, 2022

The July 16<sup>th</sup> payment is for program recruiting for the 2021-2022 season. The stipend shall be prorated if the Termination Date is earlier than the Expiration Date.

4.1 Taxes. No federal, state and/or local taxes, deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including but not limited to, Social Security, FICA or otherwise, shall be withheld by Morton from payments to Independent Contractor. Independent Contractor understands he/she is responsible for the payment of any and all applicable federal. state and/or local taxes, deductions, pensions. contributions, insurance or other costs, payments, taxes or otherwise, including, but not limited to, Social Security, FICA or otherwise, and any other fees which may be levied against him/her in fulfillment of the services requested by the College.

### 5. <u>TERMINATION</u>.

- 5.1 <u>Termination by the College</u>. This Agreement may be terminated at any time and for any reason by the President of the College. In such event, the Board shall give the Independent Contractor seven (7) calendar days notice prior to the effective date of the early termination ("Termination Date"). Morton shall only be responsible for paying Independent Contractor his/her prorated stipend through the effective date of the early termination.
- 5.2 <u>Termination by Independent Contractor for Good Reason</u>. Independent Contractor may terminate his/her personal services Agreement with Good Reason at any time by giving written notice thereof to the President of the College and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Independent Contractor specifically agrees in writing that such event shall not be Good Reason:
  - (a) Any material breach of this Agreement by Morton;
  - (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Independent Contractor;
  - (c) A reduction in Independent Contractor's total cash compensation from those required to be provided under this Agreement or a material delay in payment; or
  - (d) Any failure to assign this Agreement to the successor of Morton, unless Independent Contractor and such successor enter into a successor agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the receipt by the President of the College of written notice from Independent Contractor describing in detail the event constituting Good Reason, Morton cures the event constituting Good Reason.

5.3 <u>Termination due to Death</u>. In the event of Independent Contractor's death during the term of this Agreement and while Independent Contractor is providing personal services hereunder, this Agreement shall terminate immediately at the time of Independent Contractor's death and Morton shall pay to Independent Contractor's estate his/her salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within

fourteen (14) calendar days from the date of Independent Contractor's death.

- 6. <u>RETURN OF MORTON'S PROPERTY</u>. At any time upon Morton's request and/or upon termination of Independent Contractor's Agreement with Morton, Independent Contractor shall immediately deliver to Morton all personal property owned by, belonging to or concerning any part of Morton's activities or concerning any part of Independent Contractor's activities relating to Independent Contractor's provision of services to Morton (collectively, the "Property"). The Property is acknowledged by Independent Contractor to be Morton's property, which is only entrusted to Independent Contractor on a temporary basis in his/her capacity as a Coach of Morton.
- 7. <u>NOTICE</u>. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton College Community College District No. 527 Attn: President 3801 S. Central Avenue Cicero, IL 60804

If to Independent Contractor:

 Kevin Mcmanaman	
405 Burlington Ave	
 Western Springs, IL 60558	

8. <u>FERPA.</u> Independent Contractor shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding Morton's students.

#### 9. <u>MISCELLANEOUS</u>.

- 9.1 <u>Construction and Governing Law</u>. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Independent Contractor acknowledges that he/she has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.2 <u>Severability</u>. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 <u>Entire Agreement</u>. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 <u>Modification</u>. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.5 <u>Headings</u>. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.6 <u>No Conflict of Interest</u>. During the term of Independent Contractor's Agreement with Morton and during any period that Independent Contractor is receiving payments from Morton, Independent Contractor must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with Morton, as may be determined by the Board in its sole discretion. Independent

Contractor shall not provide, arrange for, or be involved with the housing of student-athletes in any way except for providing housing contact information to current and prospective student-athletes. If the Board believes a conflict exists during the term of this Agreement, the Board or its designee may ask Independent Contractor to choose to discontinue the other work or cease providing personal services to Morton.

- 9.7 <u>Right to Counsel</u>. Independent Contractor acknowledges that he/she was informed that he/she has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Independent Contractor acknowledges that he/she had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 <u>Signing in Counterparts</u>. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 <u>Assignment</u>. This Agreement is personal in character and neither Morton nor Independent Contractor shall assign their respective interests in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

The remainder of this page is intentionally left blank.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this \_\_\_\_\_1st day of \_\_\_\_\_, 20 21 .

Executed:

President of Morton College

 Image: Contractor
 62121

 Date

 Image: Contractor

 Image: Contractor

Independent Contractor

Updated: 11/7/2014

## MORTON COLLEGE BOARD OF

#### TRUSTEES REQUEST FOR BOARD

ACTION

**PROPOSED ACTION:** To purchase 75 laptops for Morton College students from CDW.

#### RATIONALE:

Morton College will provide brand-new laptop computers to new and currently enrolled students to provide the technology tools they need to succeed during the current COVID-19 pandemic.

Students must complete the following requirements:

- Complete the Laptop Form.
- Enroll in a minimum of one course, 3 credit hours for the Spring semester.
- Agree to return laptop at the end of the semester. Students enrolling for the following semester, and maintain a 2.0 gpa at the end of the fall, keep the laptop for the remainder of their studies at Morton College.

COST ANALYSIS: \$35,395.50 None GEER Funding.

ATTACHMENTS: Quote.

## **QUOTE CONFIRMATION**



#### DEAR RUBEN RUIZ,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. <u>Click here</u> to convert your quote to an order.

Here you go!

Thank you,



ACCOUNT MANAGER NOTES: Marty Mangan

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

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MLZD080	11/15/2021	MLZD080	1307885	\$35,395.50

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP 250 G8 - 15.6" - Core i3 1005G1 - 4 GB RAM - 128 GB SSD - US	75	6491944	\$471.94	\$35,395.50
Mfg. Part#: 38J04UT#ABA				
Contract: IPHEC D1702TMS Catalog Microcomp (D1702TMS)				

PURCHASER BILLING INFO	SUBTOTAL	\$35,395.50
Billing Address:	SHIPPING	\$0.00
MORTON COLLEGE ACCTS PAYABLE	SALES TAX	\$0.00
3801 S CENTRAL AVE CICERO, IL 60804-4300	GRAND TOTAL	\$35,395.50
Phone: (708) 656-8000 Payment Terms: NET 30 Days-Govt/Ed		
DELIVER TO	Please remit payments to:	
Shipping Address: MORTON COLLEGE RUBEN RUIZ 3801 S CENTRAL AVE CICERO, IL 60804-4300 Phone: (708) 656-8000 Shipping Method: NiteMoves Local Super-Saver	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assis	tance? Cl	DW•G LLC SALES CONTACT	INFORMATION	1
CDWG Account Team - Tyler and Marty	I	(866) 723-3280	I	tylerandmarty@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$35,395.50	\$957.45/Month	\$35,395.50	\$1,103.28/Month

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

Why finance?

• Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

• Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.

• Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

• Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

• Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

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

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

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

#### MORTON COLLEGE BOARD OF

#### TRUSTEES REQUEST FOR BOARD

ACTION

**PROPOSED ACTION:** To purchase 200 laptops for Morton College students to meet REMOTE grant outcomes.

#### RATIONALE:

Morton College will provide brand-new laptop computers to students under the REMOTE grant.

Students must complete the following requirements:

- Complete the Laptop Form.
- Enroll in programs designated by the college

• Agree to return laptop at the end of the semester. Students enrolling for the following semester, and maintain a 2.0 gpa at the end of the fall, keep the laptop for the remainder of their studies at Morton College.

**COST ANALYSIS:** \$138,400.00

ATTACHMENTS: Quote.

## **QUOTE CONFIRMATION**



#### DEAR RUBEN RUIZ,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. <u>Click here</u> to convert your quote to an order.

Here you go!

Thank you,



ACCOUNT MANAGER NOTES: Marty Mangan

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

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

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

PURCHASER BILLING INFO	<b>SUBTOTAL</b> \$138,400.0
Billing Address:	SHIPPING \$0.0
MORTON COLLEGE ACCTS PAYABLE	SALES TAX \$0.0
3801 S CENTRAL AVE CICERO, IL 60804-4300 <b>Phone:</b> (708) 656-8000 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	GRAND TOTAL \$138,400.0
DELIVER TO	Please remit payments to:
Shipping Address: MORTON COLLEGE RUBEN RUIZ 3801 S CENTRAL AVE CICERO, IL 60804-4300 Phone: (708) 656-8000	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Need Assist	ance? CDV	V•G LLC SALES CONTACT	INFORMATION	
CDWG Account Team - Tyler and Marty		(866) 723-3280	I	tylerandmarty@cdwg.com

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

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

Why finance?

• Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.

• Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.

• Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

• Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

• Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

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

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

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

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

**PROPOSED ACTION:** That the Board approve a consulting agreement with Vickie Gukenberger, Ph.D. RN, a recognized expert in nurse education and former nursing program administrator in Illinois community colleges, between January 1 and June 30, 2022.

**RATIONALE** Dr. Gukenberger's expertise is needed to assist the Morton College nursing program in taking all necessary corrective actions and program improvements to improve student outcomes and NCLEX licensure exam pass rates.

This is a continuation of substantial nursing program reform recommendations Dr. Gukenberger has provided during her engagement with Morton College between July 1 and December 30, 2021, for which she was compensated \$28, 664.70.

**COST ANALYSIS:** \$60,000 in consulting fees and up to \$12,000 in travel

### ADVISORY CONSULTANT AGREEMENT BETWEEN MORTON COLLEGE AND VICKIE GUKENBERGER PhD RN

#### TERMS OF AGREEMENT:

Start of agreement is January 1, 2022. End of agreement is June 30, 2022. Agreement can be extended based on mutual agreement of parties involved.

**TASKS:** The services to be provided are noted as follows:

- 1. With Associate Dean and Faculty, plan for 2023 Academic year.
  - a. Define program goals and priorities
  - b. Prepare 2023 budget
- 2. Assist Associate Dean and Faculty in preparing required remediation plans due to low NCLEX pass rate.
- 3. Recommend/review
  - a. Nursing Student Handbook
    - i. Work with Student Program participation committee specifically on admission and advanced placement policies.
    - ii. Consider OSEN Standard 3
- 4. Provide guidance on developing the Fall 2022 schedule and faculty assignments.
- 5. Oversee adoption of the information and data maintenance standards including (recommendations for) revisions to content and format of web page, portal page and share drive.
- 6. Work with Associate Dean and assigned faculty on curriculum immersion focusing on criteria in ACEN Standards 4 and 6.
  - a. Curriculum mapping
  - b. Concept validation
  - c. Conceptual framework affirmation
  - d. Use of simulation
  - e. Student outcome assessment and evaluation activities
    - i. Authenticity, Interrater reliability, Validity
    - ii. Grading and testing policies
  - f. Create Systematic Evaluation of Program plan

Fees for services from 1/2/2022-9/30/2021

Based on the enumerated tasks, the fee for these services is \$65,000.

#### NOTE:

- Specific dates for select tasks (i.e., budget development, schedule development, faculty assignment making) are defined by the college, and will be adhered to.
- Much of this work is contingent on Nursing Department faculty and staff playing an active part in the work and the timelines herein.

#### Work will be completed using various means:

- 1. Independent work.
- 2. Regular ZOOM meeting with Dean and/or Associate Dean (suggested twice a week with Associate Dean...at beginning of week and end of week).
- 3. On-site visits: (up to) 20 days of on campus visits during the period of this agreement.

#### Morton will provide Consultant with:

- a. Confirmation of work plan as noted above, terms and conditions for situations for deviation from timeline and estimated costs.
- b. Travel budget (air and ground transportation, lodging, meals) for on-site visits to Morton as mutually agreed upon by Consultant and Morton College.
- c. Access to needed resources, including but not limited to
  - i. Intranet/Portal page (and directions on how to use)
  - ii. Nursing and Student services staff
  - iii. Admission, retention, and completion data
  - iv. Learning resources (i.e., library articles)
  - v. Reports to ACEN and IBON
  - vi. Copies of identified materials such as curriculum, evaluation plan and results, program policies and procedures, committee meeting minutes, etc.
  - vi. Workspace with electricity and printer access when doing work on Morton campus.
  - vii. Access to Research Department to do statistical analysis.
  - viii. Others to be determined.
- d. Payments will be made as follows:
  - i. 50% at start of contract
  - ii. 25% on March 31, 2022
  - iii. 25% at end of contract
  - iv. Travel expenses will be paid within 15 days of invoice submission.

The Consultant will provide Morton with products as defined in the action plans. These products will be the sole ownership of Morton College. Updates will be provided to the Provost and/or Nurse Administrator as requested.

Keith McLaughlin, Provost Morton College

Date

#### Temporary Duties for Dean of Students Office:

- Serves as the head of the student feedback committee, processing student appeals, complaints, and refund requests.

- Monitors the annual department budget, prepares and submits reports for dean of students office.

- Serves on the college's Behavioral Intervention Team to evaluate and assist students in crisis.

- Responsible for enforcing the student code of conduct, and in accordance with policy, renders decisions on student appeals.

- Serves on the colleges Title IX team, regarding student on student cases.

- Serves as the student ombudsman and assists students with Morton College processes and identifies appropriate departments or programs to effectively address educational issues and concerns.

- Heads the Satisfactory Academic Progress (SAP) committee, ensuring an efficient process.

- Coordinates proper implementation and execution of Dean of Student Office initiatives.



#### **Temporary Work Assignment**

Per section 6.7- Work Assignment: When an employee is assigned to work temporarily in a higher pay grade there shall be no change in the rate of compensation for ten (10) work days. Therefore, if the employee continues to work in the higher paying position, the employee shall be paid at the rate of compensation ten (10) percent higher than the employee's regular rate of compensation, and for those days worked in excess of said ten (10) days.

#### Note: Temporary Assignment shall not exceed twelve 12 weeks.

Temporary assignment is defined as:

- a. Is assigned to perform the required work in a higher position
- b. Performs a preponderance of the duties of the higher position.

Michael Brown

Employee appointed temporary work assignment: Several Duties of Dean of Students Office

Employee reporting to: Marisol Velazquez

Start date of temporary assignment: 12/01/2021

End date of temporary assignment: 01/21/2022

Length of work assignment: 12/1/21-01/21/22

Budget account number to be charged: 01-3080-30128-510100100

Temporary Duties/Responsibilities:

- Serves as the head of the student feedback committee, processing student appeals, complaints, and refund requests.

- Monitors the annual department budget, prepares and submits reports for dean of students office.

Reason for temporary work assignment:

Currently not filling the Dean of Students Role

Supervisor's Signature:	Date:	12/07/2021
CFO Signature: Mileya Perez	Date:	
Provost Signature:	Date:	12/9/4
President Signature:	Date:	1210.21

**PROPOSED ACTION:** First reading of a Board of Trustees "Statement of Commitment, as an addendum to Board Policy Section III: Code of Conduct. This Statement will be included in the institution's response to the September 13-14 HLC Focused Visit team report.

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

## COST ANALYSIS: None

**ATTACHMENT:** BOT STATEMENT OF COMMITMENT DRAFT

### DRAFT

### First Reading

## MORTON COLLEGE BOARD OF TRUSTEES

## **Statement of Board Member Commitment**

(Addendum to Board Member Code of Conduct)

Serving on the Board of Trustees of Morton College is an honor bestowed by residents of the Illinois Community College District 527. Recognizing my responsibilities as a board member and the expectations of my service as a fiduciary is essential if the College is to achieve its mission. I understand that my board colleagues and I are accountable to Morton College's students, faculty, staff as well as to the residents of the community, and to each other. As a member of the board, I take pride in my service and I am committed to the fiduciary standards that define the scope and limits of my authority.

By signing this Statement of Commitment, I endorse the important responsibilities and behaviors that define my service to the College.

As a Board member of Morton College, I publicly commit to the following guiding principles:

- As a fiduciary I recognize, that while an independent elected board member, that the board acts in a respectful and orderly manner in order to contribute to advancing the mission and strategic priorities of Morton College;
- I am committed to being part of a healthy culture of board governance, one that is committed to gaining the trust and support of Morton College's stakeholders and to the restoration of its reputation;
- I respect the opinions of other Board members and I avoid any derogatory comments about them, the President and the faculty and staff in all settings;
- I recognize that as a board member I should work to be supportive of presidential vision and leadership, while also accepting my role in holding the President accountable for the effective leadership of the College;
- I realize as a board member that my authority comes in the form of adding value to board policy and strategy considerations, and that no individual board member has specific authority to act on behalf of the board or the College unless specifically requested to do so by the board or its leadership;

- I commit to maintaining the highest standard of ethical behavior and I recognize that conflict of interest —whether material or in appearance—can create uncertainty and should be avoided unless there is a board approved "compelling interest";
- I willingly take part in board education programs in order to demonstrate personal continuous improvement, both for the benefit of my service and to demonstrate to institution stakeholders that Morton College board members recognize one of the most important values of a higher education institution;
- I recognize that as a board member I must refrain from active (or indirect) engagement with, or efforts to influence the management of staff throughout the College or its various departments or affiliates;
- I will work through the appropriate structures of the board in order to avoid seeking direct influence or information from college staff, other than from the President;
- I understand that as a board member I should seek to add value to the board's strategy and policy responsibilities by providing leadership as assigned and asking appropriate and provocative strategic questions; challenging as appropriate but avoiding being a disruptive member of the fiduciary body;
- I respect that the public and sole voice of the board shall be the Board Chair and the voice of the College will be the President;
- I realize the importance to prepare for and participate in all official Board meetings and other functions and appropriate campus events;
- I understand that while I can suggest items for inclusion on board meeting agendas, I respect the leadership role of the President and Board Chair to finalize agendas;
- I respect and adhere to the Board's appropriate expectation that all board members maintain the confidentiality of sensitive College-related information;
- I will communicate promptly to the President and the Board Chair any significant concerns related to the College's well-being;
- I recognize that no Board member is entitled to request that actions be taken that violate written policies, rules and regulations of the Board or the College, or make inappropriate requests for special perks or privileges;
- I recognize that the Board will establish a periodic assessment of my performance as a Board member and fiduciary of Morton College;

• I will periodically participate in evaluating the state of the College relative to its mission;

In the event the Board, through its Governance Committee, should determine that any board member is in violation of the Board Code of Conduct and/or this Statement of Commitment, the Board will take all legally permissible actions, up to and including a formal censure, to remediate the board member's conduct.

Signature of Board Member

Date



Calendar of Regular Board Meetings January through December 2022

January 26, 2022 at 11:00 a.m. February 23, 2022 at 11:00 a.m. March 23, 2022 at 11:00 a.m. April 27, 2022 at 11:00 a.m. May 25, 2022 at 11:00 a.m. June 22, 2022 at 11:00 a.m. August 24, 2022 at 11:00 a.m. September 28, 2022 at 11:00 a.m. October 26, 2022 at 11:00 a.m. November 16, 2022 at 11:00 a.m.

Jedlika Performing Arts Center

**PROPOSED ACTION:** that the board approve the facility use application for AlphaBet Soup Productions 12/7/21 - 12/9/21 10 am to 1 pm

**RATIONALE:** [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes] Morton College will support our community partner organizations and provide space for AlphaBet Soup Productions

COST ANALYSIS: No cost to Morton College

ATTACHMENT: facility use application and Certificate of Insurance

#### MORTON COLLEGE CAMPUS FACILITIES RENTAL AND USE PROCEDURE

The purpose of this procedure is to set forth the rules and regulations under which College sponsored and other eligible groups may utilize campus facilities. The Director of Physical Plant in accordance with the provisions of Board of Trustee Policy No. 5.8, shall administer the procedure. Use of Buildings by Organizations and Societies and the rules and regulations set forth herein.

- 1. The use of campus facilities by College students and for College sponsored activities shall have priority over all other requests for use by outside groups. Because of this priority, many requests for campus facility use, even though desirable, may of necessity be denied or granted on a limited basis.
- Campus facilities will be made available, subject to the above limitations, to bona fide community groups which are headquartered in or derive the greatest number of their members from within the boundaries of Illinois Community College District No. 527 or other educational or governmental institutions.
- 3. Use of the campus facilities shall be limited to educational, cultural, and recreational activities.
- Use of campus facilities shall not be granted which will be injurious to the buildings, grounds, or equipment.
- 5. Users shall be required to sign a Hold Harmless Agreement prior to using campus facilities. By signing that agreement, users shall consent to save, hold harmless and indemnify the College, Board of Trustees, staff, students, agents and/or associates from all damages, claims, legal fees or any other losses arising from the use of campus facilities.
- 6. Users shall be required to file a certificate of insurance with the College indicating that the user has secured a fully paid policy of insurance, in an amount deemed adequate to indemnify the College, Board of Trustees, staff, students, agents and/or associates against all liabilities, personal injuries and property damage claims or losses which user may cause or incur as a result of the utilization of campus facilities. In all policies of insurance, the College, Board of Trustees, staff, students, agents and/or associates shall be named as additional insured.
- 7. The College reserves the right to revoke any authority previously granted for the use of facilities at any time it deems such action is in the best interest of the College without

prior notice to users. No authorization for campus facility use granted hereunder shall be deemed to be a contract or a lease between the College and the user.

- 8. Fees for the use of campus facilities shall be charged as follows:
  - A.) College sponsored activities shall incur no charges.
  - B.) Hourly rental fees shall be charged to outside users in accordance with the Rental Fee Schedule which is attached hereto and made a part hereof. Charges shall be based on the actual number of hours of use. They shall include a one-half hour period both prior to and following the scheduled use to allow for opening, closing, and securing of the facility. Rental fees are charged to recover costs of utilities and to pay for normal cleaning and security. Additional fees shall be charged for use of equipment in accordance with the attached Rental Fee Schedule. When, in the judgment of the Director of Physical Plant, additional security, supervisory custodial, or special equipment operators are required, the actual cost of such labor shall be one and one-half their normal rate. Holiday utilization of personnel shall be double their normal labor rates. All damages shall be billed at cost to repair or replace.
  - C.) Long term regular users, such as other colleges or educational institutions who wish to utilize campus facilities to offer extension courses, may be granted use of the facilities by the President. When such use is granted under this long-term use, facility and equipment rates shall be one-half of the regular fees. All other fees will remain the same.
  - D.) Fees associated with facilities usage may be waived by the President of the College for community groups as defined in section 2 which conduct or sponsor activities aimed at improving and/or enhancing the community and/or its citizens. Requests for a waiver of fees must be submitted to the Director of Physical Plant in writing with a rationale for the exemption.
- Users shall complete a Facility Use Permit Application and submit it to the college no less than forty-five (45) days prior to the date for which the facility is being requested.
- 10. All users shall adhere to rules listed below. Failure to comply may result in cancellation of Facility Use Permit.
  - A.) The presence or use of alcoholic beverages and/or controlled substances on school property is strictly prohibited.
  - B.) There shall be no physical attachments to the buildings or grounds without prior permission of the Director of Physical Plant. The use of stakes or

posts pounded, dug, or otherwise inserted into the asphalt or concrete surfaces shall be strictly prohibited.

- C.) Smoking is not permitted within the campus. Disposal of the remains of smoking materials on any floor or other surface may result in the cancellation of the immediate use and future requests for campus facility use.
- D.) Users serving refreshments during their meeting shall furnish all necessary consumable supplies and shall be responsible for placing all evidence of food, beverages and supplies in appropriate waste containers provided by the College.
- E.) Heating controls shall be regulated by College personnel only.
- F.) Fire exits and doorways must be kept clear and hallways passable at all times.
- G.) Access to any portion of the campus facilities other than those authorized on the permit is prohibited.
- H.) An employee of the College must be present within a building at all times during its use.
- I.) Keys to any building or any portion of a facility within a building shall not be given to any user.
- J.) Continued use of facilities by an organization shall be contingent upon its compliance with all applicable rules and regulations.
- K.) Failure to pay rental fees prior to the date of use may result in cancellation of the immediate use and future requests for campus facility use.
- L.) All checks for fees shall be made payable to Morton College, 3801 South Central Avenue, Cicero, Illinois 60804. They must be received in the Physical Plant Office no later than one week prior to the date requested.
- M.) Users shall provide adequate competent adult supervision of the activity at all times during use of facilities.
- N.) College equipment, furniture or materials shall not be rearranged or removed from its normal location without written permission granted when the request for use is approved.

- O.) Any piece of equipment that is purchased for the use of the College by outside groups or individuals, becomes the property of the College to ensure the control of the equipment by the administration.
- P.) College equipment or equipment purchased for and donated to the College by an outside user shall not be removed from the campus facility.
- Q.) Equipment, furniture, or materials belonging to users shall not be brought into the campus facility without prior written permission. Requests for such permission shall be made at the time the Facility Use Permit is applied for.
- R.) Equipment, furniture or materials brought onto the premises with permission must be removed from the campus facility when the use is concluded. The items, which may remain, are those that will not interfere with normal college operations, when storage facilities are available. Authorization to store materials or equipment may be revoked at the convenience of the College.
- S.) There shall be no solicitation of students or staff members without prior approval.
- T.) No literature with respect to any proposed utilization of campus facilities shall be posted or distributed without prior approval.
- U.) Any use of pyrotechnics, i.e. smoke, fire, flame, or spark producing devices are strictly prohibited on campus inside and outside of buildings. Use of such devices will only be allowed with the explicit written permission of the Director of Physical Plant, authorized agent from the Town of Cicero's Fire Department, and the State Fire Marshall. Any such uses, if permitted, shall adhere to all local town ordinances and state laws.
- 11. College owned equipment, furniture, or materials would not be available for off campus use by individuals or organizations. Exceptions may be granted to individuals or organizations approved for use of facilities for a specific event part of which must take place off campus.

#### MORTON COLLEGE Facility Use Permit Application

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

		Date:Nov	4, 2021
Name of Organization:	Alphabet Soup Product	ions	
Address: 376 F S	St Charles Road, Po Box 85		
Street	onanes road, ro box os	City	Zip Code
Telephone: 630-932-1555		Person to Contact:	Chris Bloemke
Date(s) Requested:	12/7/21, 12/8/21, 12/9/21		
Time Requested: From:	9:00 am	To:1	2:00pm
Include one-half hour be	fore and one-half hour after	scheduled event).	
Facility Requested:	Theatre - Lights and S	ound	
Purpose of Use:	Production of a Play f	or Children	
Equipment Requested: Extent to which refreshm	ents, if any, are to be serve	d: n/a	
I (we) agree to comply wi Campus Facilities Rental	ith all rules and regulations and Use Procedure.	set forth in the Morton (	College
	Authorized Signat	ure: Austa	Bloember
	Organization	Title: Office	manager
Please send this form to:	Director of Physical Plant Morton College 3801 S. Central Ave. Cicero, Illinois 60804 (708) 656-8000, Ext. 2221 Fax	c (708) 656-7679	
			Date
		Stan Fields	Date

President

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

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

ORGANIZATION:	AlphaBet Soup Productions			
ADDRESS:	376 E. St Charles Road, PO Box 85 Lombard, Il 60148			
TELEPHONE:	630-932-1555			
DATE (S) OF UTILIZATION:	12/7/21, 12/8/21, 12/9/21			

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

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

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

Authorized Signature:

Organization Title:

Office manager 11-10-21

Date:

4/12/00

Ą		ER	TIF	ICATE OF LIA	BIL	ITY INS	URANC	E		e (MM/DD/YYYY)
C B R	HIS CERTIFICATE IS ISSUED AS A M ERTIFICATE DOES NOT AFFIRMATIV ELOW. THIS CERTIFICATE OF INSU EPRESENTATIVE OR PRODUCER, A	/ELY RAN ND 1	OR CE D	NEGATIVELY AMEND, EX OES NOT CONSTITUTE A ERTIFICATE HOLDER.	(TEND A CON	OR ALTER 1 TRACT BETV	THE COVER	AGE AFFORDED BY THI SSUING INSURER(S), AU	olde E Pol JTHO	ER. THIS LICIES RIZED
lf	IPORTANT: If the certificate holder i SUBROGATION IS WAIVED, subject his certificate does not confer rights t	to th	e ter	ms and conditions of the	policy	, certain poli	cies may red	AL INSURED provisions quire an endorsement.	or be A stat	e endorsed. ement on
_	DUCER Quantum Insurance Grou	_			CONTA NAME:	CT Katat	,. ie Kowalczyl	ĸ		
	3140 Finley Rd, STE 400		ΠÇ		PHONE (A/C, N	o, Ext); (630)	964-1360	FAX (A/C, No):	(630)	689-0933
	DOWNERS GROVE, IL 60		•		E-MAIL	ss: kristi	e@quantum	agencies.com		
	License #: 8677362				INSURER(S) AFFORDING COVERAGE NAIC #				NAIC #	
INSU	IRED	_			INSURI			surance Company		
	ALPHABET SOUP PROD	UCI		s	INSUR		nology ins	surance C.		
	P.O. BOX 85			-	INSUR					
	LOMBARD, IL 60148				INSURI					
					INSURI	ERF:				
				ENUMBER: 00009873-5					13	
IN C E	HIS IS TO CERTIFY THAT THE POLICIES ( IDICATED. NOTWITHSTANDING ANY RE ERTIFICATE MAY BE ISSUED OR MAY PE XCLUSIONS AND CONDITIONS OF SUCH	DUIR RTAI POLI	EMEN N, TH	IT, TERM OR CONDITION OF E INSURANCE AFFORDED E LIMITS SHOWN MAY HAVE	F ANY ( BY THE	CONTRACT OF POLICIES DE REDUCED BY	COTHER DOC SCRIBED HEF PAID CLAIMS	UMENT WITH RESPECT TO REIN IS SUBJECT TO ALL T	O WHI	CH THIS
INSR		INSD	WVD	POLICY NUMBER				LIMIT		1
A	CLAIMS-MADE X OCCUR	Y	Y	PHPK2318046		11/01/2021	11/01/2022	EACH OCCURRENCE DAMAGE TO RENTED	\$	1,000,000
	CLAIMS-MADE X OCCUR							PREMISES (Ea occurrence) MED EXP (Any one person)	\$ \$	100,000
								PERSONAL & ADV INJURY	\$ \$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$	2,000,000
								PRODUCTS - COMP/OP AGG	\$	2,000,000
	OTHER:								\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	OWNED SCHEDULED							BODILY INJURY (Per person)	\$	
	AUTOS ONLY AUTOS HIRED NON-OWNED							BODILY INJURY (Per accident) PROPERTY DAMAGE		
	AUTOS ONLY AUTOS ONLY							(Per accident)	\$ \$	
	UMBRELLA LIAB OCCUR		-					EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$	
	DED RETENTION \$								\$	
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TARIL1045199-00		11/01/2021	11/01/2022	X PER OTH- STATUTE ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A						E.L. EACH ACCIDENT	\$	500,000
	(Mandatory in NH)							E.L. DISEASE - EA EMPLOYEE	\$	500,000
_	DESCRIPTION OF OPERATIONS below	_						E.L. DISEASE - POLICY LIMIT	\$	500,000
	CRIPTION OF OPERATIONS / LOCATIONS / VEHICI orkers Comp: Excl: Susan Holm	.ES (/	ACORD	101, Additional Remarks Schedul	e, may b	e attached if more	e space is requir	ed)		
CEI	RTIFICATE HOLDER				CAN	ELLATION				
Jedlicka Performing Arts Center 3801 S. Central Avenue			er	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
CICERO, IL 60804			AUTHO		MATIVE			(K-K)		

© 1988-2015 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD Printed by K-K on 11/05/2021 at 12:55PM

(K-K)



# Morton College Job Description

Job Title:	Meal Planning Coordinator
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. Experience with financial and/or data management. Detailed oriented and organized. Ability to partner 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. 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 education setting. Bilingual in English and Spanish, both written and oral.
Job Summary:	The Meal Planning Coordinator will develop a meal planning service to assist students experiencing food insecurity. This position is responsible for coordinating meal plans, manage and distribute funds, and keep accurate data record of funds disbursed throughout the academic year. The Coordinator will also analyze data to help combat food insecurity experienced by students. The Coordinator will assist students in overcoming challenges related to food insecurity.
Essential Job Functions	<ul> <li>Develop and implement a meal plan service for students</li> <li>Coordinate meal plans for students, this includes but not limited to maintaining the student database once meal plans are implemented</li> </ul>

	<ul> <li>Manage and distribute funds</li> </ul>
	<ul> <li>Serves as the point of contact for all meal plan issues or concerns</li> </ul>
	<ul> <li>Compile data, update database and create reports</li> <li>Analyze data and identify trends that are causing students to become food insecure</li> <li>Assist students to work through a variety of obstacles that they may experience</li> <li>Assist with the coordination of occasional student activities and host workshops to meet the student needs and help maintain student morale and retention</li> </ul>
	<ul> <li>Develop and maintain student relationships to assess their needs and satisfaction</li> </ul>
Other Duties:	Other duties as assigned.
Work Environment:	Typical work environment.
Physical Demands:	Prolong sitting. Some lighting up to 20 lbs. Some standing, stooping and bending.
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>Classified Staff - Part-Time, Non-Union</li> </ul>

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

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

Job Description:

## **PROPOSED ACTION**: THAT THE BOARD APPROVE THE JOB DESCRIPTION FOR COMMUNITY EDUCATION ADJUNCT INSTRUCTOR

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

Morton College will expand Community Education course offerings to meet the needs of the diverse learners.

**<u>COST ANALYSIS</u>**: The hired candidates will receive wages based on the class contact hours and their qualifications. The instructor's payment will not exceed \$10,000.00 per course.

ATTACHMENT: Community Education Adjunct Instructor Job Description.



# Morton College Job Description

Job Title:	Community Education Adjunct Instructor				
Reports to and Evaluated	Director of Community and Continuing Education				
by: Required Qualifications:	BA degree in Education or relevant discipline. 1-2 years of teaching experience in the instructor's area of expertise. Must have an ability to create an active learning environment and maintain a positive and energetic attitude. The candidate must be willing to take direction, be dependable, flexible, and punctual and show good judgment. Must be able to model appropriate teaching strategies.				
Preferred Qualifications:	Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Experience working in a community college and/or non-credit environment. Strong customer service skills. English-Spanish				
Job Summary:	bilingual. Teach and develop community education classes based in the instructor's area of expertise to a diverse student population. Submit data on student attendance and progress as required. These courses will be offered during the day and evening. The responsibilities and duties of the instructor may change as the needs of the college arise.				
Specific Job Duties:	<ul> <li>Utilize departmental syllabus template, approved textbooks, and supplemental course materials.</li> <li>Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.</li> <li>Design, facilitate, and teach community education classes based in the instructor's area of expertise.</li> <li>Prepare and execute lesson plans, assigning tasks and evaluating student work and progress.</li> <li>Develop course syllabus, assess, supervise, and motivate students.</li> <li>Distribute and review comprehensive course syllabus to students no later than the first week of the course.</li> <li>Receive, understand, and follow Course Data Form as distributed by Deans' Office.</li> <li>Adhere to printed course schedule meeting times and locations.</li> <li>Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.</li> </ul>				

	<ul> <li>Maintain grade book in electronic or hard copy format.</li> </ul>
	<ul> <li>Take and record student Attendance each day.</li> <li>Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office</li> </ul>
	<ul> <li>Give final exam at the time and date indicated on the college's Final Exam Schedule.</li> </ul>
	<ul> <li>Promote safe, effective, and ethical learning environment.</li> </ul>
	<ul> <li>Use professional discretion and judgment in managing students in classroom setting.</li> </ul>
	<ul> <li>Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.</li> <li>Check assigned college mailbox regularly.</li> </ul>
Other Duties:	<ul> <li>Perform other duties and special projects as assigned</li> </ul>
Work	Classroom environment
Environment:	
Physical	Long periods of standing
Demands:	Long periods of standing
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>Classified Staff - Part-Time, Non-Union</li> </ul>

*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.* 



# Morton College Job Description

Job Title:	Events Manager
Range:	Classified Excluded
Grant-Funded:	NA
Reports to and Evaluated by:	Vice President of Institutional Advancement
Required Qualifications:	The candidate will possess a bachelor's degree in marketing or communications and a valid Illinois driver's license. A minimum of 2 years of experience in the areas of event planning, conference management, and marketing and/or public relations with demonstrated success in leading large-scale events. Must be able to interact well with students, faculty, staff and college community. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Ability to set priorities and meet deadlines, and be detailed oriented. Excellent customer service skills. Demonstrated word processing, database management and data entry skills. Must be able to work a flexible schedule including some evening & weekend hours.
	The candidate will Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
Desirable Qualifications:	Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of alumni relations and student engagement. Familiarity with budgets and public relations experience.
Job Summary:	The Events Coordinator is responsible for cultivating and enhancing Morton College's image through execution of events across campus for the college community. The Events Coordinator will be responsible to ensuring that events run efficiently, in a quality manner and with superior customer service.

This includes working with various college personnel to help develop, plan, implement and evaluate events and special functions. With the mission, vision and core values of Morton College central to the work, this position is an integral part of the Institutional Advancement team and is a key member in helping achieve the college's success.

## **Essential Job Functions** • Together with the Institutional Advancement team, will be responsible for creating and managing quality campus-wide events.

- Interacts effectively with a diverse group of guests including faculty, staff, students, alumni and community members
- Provides creative, appropriate, timely, and unique solutions for overall event plans and plays key role in executing each event, including at times being on site for events.
- Collaborates with student groups as necessary for marketing events and continues history of strong campus partnerships by building effective relationships with key stakeholders across the College.
- Coordinates requests for use of college space and other locations.
- Coordinates and oversees all event logistics, including but not limited to athletics, venue research and selection, security, catering, transportation, floral installations, floor plan, linen, equipment, audio-visual, and custodial services per event
- Coordinates event logistics including space reservations, setup, audio/visual needs, event parking and catering services.
- Ensures that event details including communication, venues, presenters, travel arrangements, materials, refreshments and technology are arranged and completed in an appropriate and timely manner.
- Researches information to resolve problems or issues.
- Based on event analysis, feedback and competitive intelligence, identifies opportunities to improve and enhance events.
- Build and maintain a campus events calendar
- **Other Duties:** Perform other job related duties as assigned by the Vice President of Institutional Advancement

WorkWork is generally performed in an office setting. Some work and<br/>supervision will be on the Athletic Fields, Athletic Facility, and

conduct their work at off-campus sites.

Physical Demands:

Position Unit:	Administration - Exempt
	x 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\_\_\_\_\_



- Job Title: Social Media Manager
- Range: Staff

Grant-Funded: NA

**Reports to and** Vice President of Institutional Advancement

Required

Evaluated by:

Qualifications: The candidate will possess a bachelor's degree in marketing, journalism or communications and a valid Illinois driver's license. Two-three years of direct social media marketing experience. Demonstrated word processing, database management and data entry skills. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Must be able to work a flexible schedule including some evening & weekend hours.

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

- **Desirable Qualifications:** Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of alumni relations and student engagement. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience.
- Job Summary: The Social Media Manager role requires an individual who is steeped in social media knowledge and creativity, as well as best practices for the creation of and strategy for both paid and organic social media content. Responsible for strategies for content creation, storytelling, and managing the online communities through multiple social media outlets. Monitor social media account activity and lead the college's efforts to remain relevant, engaging and on the leading edge of social media content that

effectively and successfully tells the story and communicates the culture of Morton College.

Essential Job Functions	<ul> <li>Together with the Institutional Advancement team, contribute to creating and implementing paid and organic social media strategies for the college with the primary goal of growing engagement with current and prospective students, patients, and alumni audiences and their influencers</li> <li>Understanding of digital world, user experience and social media management platforms</li> <li>Remain current with trends in social media, making recommendations for content strategy on existing channels, and/or creation of presence on new channels</li> <li>Strategize a sustainable balance of actionable, shareable, engaging, cutting-edge content per channel that builds and strengthens the college's audiences</li> <li>Create original, authentic, high-quality content for current and prospective student/patient audiences</li> <li>Monitor the college's social media advertising campaigns</li> <li>Create and lead student aides for the development of specific content and guide the group on content strategy and execution</li> <li>Work with other communicators across campus to ensure all college's social media channels are following best practices according to Board policy, and working to grow their audiences</li> <li>Build and maintain a content calendar</li> <li>Identify compelling stories college wide</li> <li>Track, report and respond to social media metrics and engagement, troubleshooting and pivoting when necessary</li> <li>Initiate innovative ideas for digital marketing efforts</li> </ul>
Other Duties:	<ul> <li>Perform other job related duties as assigned by the Vice President of Institutional Advancement</li> </ul>
Work Environment:	Work is generally performed in an office setting. Some work and supervision will be on the Athletic Fields, Athletic Facility, and events. Due to position requirements, Social Media Manager may conduct their work at off-campus sites.
Physical Demands:	Prolonged sitting. Some lifting up to 20 lbs. Some stopping and bending.

<b>Position Unit:</b>	Administration - Exempt
	x 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\_\_\_\_\_



Job Title:	Spirit Store Manager
Range:	Classified Excluded
Grant-Funded:	N/A
Reports to and Evaluated by:	Vice President of Institutional Advancement
Required Qualifications:	The candidate will possess an associate degree in business and a valid Illinois drive license. A minimum of three years of retail experience, preferably in a retail or spirit store. Must be able to interact well with students, faculty, staff and college community. Excellent managerial, supervisory, inventory control, and computational skills. Including excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Ability to set priorities and meet deadlines, and be detailed oriented. Excellent customer service skills. Demonstrated word processing, database management and data entry skills. Must be able to work a flexible schedule including some evening & weekend hours. Must be able to operate office machines, program electronic register, and use microcomputer.
	Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.
Desirable Qualifications:	Bachelor's degree in marketing desirable. Ability to interact well with students, faculty and staff. Able to communicate in Spanish.
Job Summary:	To manage the daily operations of the Spirit Store. To order, stock and inventory and other supplies for students, faculty and staff.
Essential Job Functions:	<ul> <li>To manage the daily operations of the Spirit Store</li> <li>To order clothing, insignia and school supplies, and maintain stock.</li> </ul>

	<ul> <li>To deposit daily Spirit Store receipts.</li> <li>To computer and report Illinois State Sales Tax.</li> <li>To invoice and bill college offices, outside accounts, and government agencies for monies due the Spirit Store.</li> <li>To organize and conduct annual inventory and summary for audit purposes.</li> <li>To coordinate and supervise pop-up shops.</li> <li>Supervises the student aides of the department including assigning and evaluating work as well as interviewing, hiring and training new employees.</li> <li>Builds key partnerships with other store staff and campus organizations for promotional opportunities and special events and assist with off-site sales opportunities (e.g., graduation, athletic events, annual conferences, etc.).</li> <li>Manages the in-store merchandise display from stockroom to sales floor.</li> <li>Responds to student, faculty, staff, alumni and other customer questions and issues resolving escalated issues as necessary.</li> </ul>
Other Duties:	• To perform other duties as assigned by supervisor.
Work Environment:	Typical office environment
Physical Demands:	Prolonged sitting and standing. Must be able to lift up to 25 lbs. Climbing and working overhead required occasionally.
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff, Local 1600, A.F.T.</li> </ul>

- 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
- $\Box$

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

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



- Job Title: Sports Information Director
- Range: Classified Excluded

Grant-Funded: N/A

**Reports to and** Athletic Director **Evaluated by:** 

Required Bachelor in Communications, Marketing, Public Relations, **Qualifications:** Journalism, Athletics or related field. The candidate will demonstrate success as a collaborative, entrepreneurial and effective leader with the ability to communicate Morton College's mission, values and strategies through intercollegiate athletics. Proven commitment and knowledge of creating publicity for intercollegiate athletic program. Demonstrated word processing, database management and data entry skills. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Must be able to work a flexible schedule including evening, holiday & weekend hours. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

- **Desirable Qualifications:** Prior experience in intercollegiate athletics or in the area of Sports Information. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience.
- **Job Summary:** The Sports Information Director is responsible for publicizing, promoting and informing the Morton College community and its related constituencies about the accomplishments of the student-athletes for its 12 intercollegiate athletic programs. Strategically develop an annual work plan that includes a calendar of activities, events, and programs tailored to motivate and engage different segments of the athletic community.

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

#### Essential Job Functions

- The Sports Information Director will work to ensure accurate statistics for intercollegiate athletics and disseminate timely information to maximize media and public visibility for athletics. Responsible for adhering to all governing procedures and regulations of Morton College, the athletic department, the conference, and the NJCAA.
  - Write and develop press releases, pre and postseason summaries, news releases, media guides, game programs, game recaps, staff biographies, as well as feature stories for various publications to promote Morton College's 12 intercollegiate athletic programs.
  - Maintain athletic web page update stats, game-day previews, postgame summaries, and graphics.
  - Proficiency in basic computer software and programs such as Microsoft Word, Excel, Adobe InDesign and Photoshop.
  - Coordinate sports information staffing for all intercollegiate athletic events
  - Designing, writing, and editing game programs, media guides and other promotional publications for the department
  - Maintaining athletic records, Sports Hall of Fame and statistical files
  - Maintaining and updating the University's athletic website including rosters, schedules, season logs and statistics
  - Manage and update the department's various social media accounts including but not limited to Facebook, Twitter and YouTube
  - Scheduling team photos, headshots and action photos.
  - Promoting individual athletes and teams for weekly and postseason honors through the NJCAA and Illinois Skyway Collegiate Conference
  - Filming and editing videos and video clips and overseeing live event streaming
  - Working with athletics and university personnel to staff, promote and cover athletically related events
  - Operate the sports information department within the assigned budget including personnel
  - Understanding of social media Twitter, Facebook, Instragram, TikTok and the ability to use graphics, videos and other visual pieces to share information online, via social media and through other channels.

	<ul> <li>Photography skills and knowledge of photography a plus <i>Knowledge of NJCAA &amp; NCAA stat entry requirements</i> and regulations</li> <li>Experience in specialty programs like Presto Sports and SIDEARM or similar stat/data entry systems</li> <li>Understanding and knowledge of stat entry systems as used by NJCAA</li> <li>Work weekends, holidays and evenings, able to adjust to changes to athletic schedule</li> <li>Out of state travel required</li> <li>Nominate past Morton College student-athletes and team for awards and honors through the Illinois Skyway Collegiate</li> <li>Conference, Region IV and the NJCAA.</li> <li>Generate home town releases on student-athletes</li> <li>Knowledge and understanding of HIPPA and FERPA.</li> <li>Attends athletic events (home and away)</li> </ul>
Other Duties:	Other duties as assigned by supervisor.
Work Environment:	Work is generally performed in an office setting. Will have designated desk space to complete daily tasks. Some work will be on the athletic fields.
Physical Demands:	Must be able to lift up to 50 lbs. and help with the setup and breakdown of tables, chairs, etc. for home game events.
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>Classified Staff - Part-Time, Non-Union</li> </ul>

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

Employee	Date



Job Title: Student Activities and Student Leadership Assistant and **Undocumented Student Liaison** Range III Range: Grant-Funded: NA Athletic Director of Student Activities Reports to and Evaluated by: Required Associate degree or equivalent experience in a Student Qualifications: Development setting. English/Spanish bilingual ability both written and oral. -Good computer and office management skills. -Ability to work a flexible schedule including occasional evening, weekend and overnight hours. Willingness to attend professional development programs and accompany student leaders on trips off-campus. -Experience in an educational or social service setting. - Must be detail-oriented and possess a valid driver's license. -Previous experience in a community college setting working directly with the student body and undocumented students and/or mixed status student student population. Ability to learn about current legislation and policy changes through professional development with the Illinois Dream Fund Commission. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Desirable English/Spanish bilingual ability both written and oral. Interest in Qualifications: cultural programming and willingness to work with a diverse population of students in various co-curricular activities. Experience in campus and community activities and organizations. -Experience with organizing intramural and student leadership activities and programs. Experience working with undocumented students and mixed status student population. Ability to pProvide students with access to resources to support successful degree completion. Obtain exceptional outreach skills. Ability to communicate well with students, faculty and staff. Ability to be open-minded, creative and self-directed.

Job Summary: The Student Activities Assistant and Undocumented Student

Job Description: Student Activities and Student Leadership Assistant Undocumented Student Liaison Page 2

> Liaison is responsible to To-assist the Student Development Services division with all aspects of co--curricular programming and department operations, including the development and planning of student leadership programs, assist\_-with the graduation program, recruitment and retention initiatives, training students leaders in addition to supporting undocumented students and mixed status students. The Assistant and Liaison will provide assistance to undocumented students and mixed status students in streamlining access to financial aid and academic support to successfully matriculate to degree completion. Assisting with orientation and registration. Assisting with reports, surveys and vouchers.

#### Essential Job Functions

- <u>To-A</u>assist with the planning and implementation of cocurricular programming and related activities
- Organize and implement a variety of student leadership initiatives
- Assist with the Morton Ambassador Program
- To wWork closely with all student clubs and organizations to assist with procedures, programming and financial matters
- <u>To-P</u>provide clerical support for Student <u>Development</u> <u>Services</u> operations and events
- <u>To-H</u>handle all inventory and order supplies as needed this includes the ordering of incentives and giveaways for all events

Order incentives and give-away items for all events Scheduling of all venues for Student Activities events

- <u>To Aassist with planning and coordinating student</u> leadership programs <u>including the scheduling of all venues</u> for student activities events
- <u>To Aassist</u> in the planning and implementation of the graduation program
- Co-advise the Campus Activities Board and Student Government
- <u>To-rRecruit, train, retain and graduate student leaders in</u> addition to providing support to <u>and-undocumented</u> <u>students and mixed status students</u>
- To-Aassist with recruitment and retention initiatives
- <u>To Aassist with preparing forms, and report, surveys and voucherss</u>
- <u>To Aattend professional development programs (this</u> includes professional development provided by the Illinois

Job Description: Student Activities and Student Leadership Assistant Undocumented Student Liaison Page 3

	<ul> <li>Fund Commission to provide the wrap-around services to such students)</li> <li>Ensure that undocumented immigrants and students from mixed status households receive equitable and inclusive access to the College's retention and matriculation programs</li> <li>Assist with the review of policies and procedures that directly affect undocumented and mixed status students</li> <li>To-Aaccompany student leaders on trips off-campus</li> </ul>
Other Duties:	<ul> <li>Perform other duties and special projects as assigned</li> </ul>
Work Environment:	Typical office environment
Physical Demands:	Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>Classified Staff - Part-Time, Non-Union</li> </ul>

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

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



Job Title:	Adjunct Instructor Computer Aided Design (CAD) Part-Time
Range:	N/A
Grant-Funded:	N/A
Reports to and Evaluated by:	Associate Dean of Instruction
Required Qualifications:	Associate degree in CAD or related field with 3 years of experience with AutoCAD and instructional level knowledge of AutoCAD. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
Desirable Qualifications:	Bachelor's or Master's degree in engineering or related field with advanced knowledge of AutoCAD. 5 years of experience with CAD with instructional level knowledge of AutoCAD. Instructional level knowledge of CAD, Autodesk Inventor, Solid Works, 20/20 Kitchen Design.
Job Summary:	The adjunct instructor will teach classes in his/her field of expertise to a diverse student population. This course will be offered during the day and/or evening. The responsibilities and duties may change as the needs of the college arise.
Essential Job Functions	<ul> <li>Utilize departmental syllabus template, approved textbooks, and supplemental course materials.</li> <li>Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.</li> <li>Distribute and review comprehensive course syllabus to students no later than the first week of the course.</li> <li>Receive, understand, and follow Course Data Form as distributed by Deans' Office.</li> <li>Adhere to printed course schedule meeting times and locations.</li> <li>Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.</li> <li>Maintain grade book in electronic or hard copy format.</li> <li>Take and record student Attendance each day.</li> <li>Submit accurate and certified Tenth (10<sup>th</sup>) Day Attendance Verification and Mid-Semester Class Roster or other report to</li> </ul>

	<ul> <li>Deans' Office</li> <li>Give final exam at the time and date indicated on the college's Final Exam Schedule.</li> <li>Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.</li> <li>Check assigned college mailbox regularly.</li> <li>Attend campus-wide and department professional development and / or trainings.</li> </ul>
Other Duties:	<ul> <li>Perform other duties and special projects as assigned</li> </ul>
Work Environment:	Classroom environment W/CAD computers
Physical Demands:	Long periods of standing
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Part-Time, Local 1600, A.F.T</li> <li>Classified Staff - Part-Time, Non-Union</li> </ul>

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

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



Job Title:	Facilities and Operations Specialist
Range:	(state range for classified union, else administrator, professional, o <del>r classified excluded)</del> Range III
Grant-Funded:	(state which grant and percentage)
Reports to and Evaluated by:	Director of Facilities and Operations
Required Qualifications:	The candidate must have an Associate degree or equivalent experience with excellent written and communication skills. The candidate must have three years of general office experience, with good grammar and spelling skills. The candidate must have good word processing and data entry skills in MS Office. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth
Desirable Qualifications:	Associate degree in Office Careers or related field. Excellent verbal communication skills and the ability to communicate in English and Spanish. Experience working in an educational setting. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. Demonstrate good judgment and the ability to work well with others in a multicultural environment.
Job Summary:	The Facilities and Operations Specialist will provide assistance to the Office of the Director of Facilities and Operations, perform general office and technical duties, assist with departmental purchasing and special projects as needed, often with little supervision. The duties and responsibilities may change as the need of the College arises.
Essential Job Functions	<ul> <li>To-Ccomplete routine and complex word processing and typing tasks such as correspondence, reports, and related materials.</li> <li>To-Ccomplete routine and simple data entry_and generatto generateing data reports and maintain spreadsheets of campus projects.</li> </ul>
	<ul> <li>To-Hhandle confidential information.</li> <li>To-Mmaintain all documents, files and records in the office.</li> <li>To-Pperform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments.</li> <li>To-Pprovide customer services to students, faculty</li> </ul>

	<ul> <li>staff or guests in the office.</li> <li>To-Hhandle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities.</li> <li>Coordinate scheduling of any facility use for meetings, class or related activities.</li> <li>To aAssist with departmental purchasing including entering purchase order requisitions and reimbursements.</li> <li>Enter any change orders, obtain change order supporting documentation and submit for Board approval.</li> <li>To aArrange with special projects as needed.</li> <li>Assist with contractors, architects and vendors as needed, in addition to corresponding with new vendors and obtaining needed documentation such as W-9 forms.</li> </ul>
Other Duties:	<ul> <li>Assist Director of Facilities and Operation with the completion and processing of administrative documents (this includes but not limited to new hire forms and termination forms).</li> <li>Participate in conference calls with internal and/or external stakeholders as needed regarding campus upgrades or other special projects to meet the department needs.</li> <li>Assist with Campus Police with practice fire drills and safety.</li> <li>To perform other job related duties as assigned by the</li> </ul>
Work	Director of Facilities and Operations.
Environment:	Typical office environment.
Physical Demands:	Prolonged sitting. Some standing, stooping and bending. Occasional walking and some lifting up to 20 lbs. may be required.
Position Unit:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO</li> <li>Classified Staff - Part-Time, Local 1600, A.F.T</li> </ul>

Classified Staff - Part-Time, Non-Union

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

Employee	Date



Job Title: Range: Grant-Funded:	Student Services Liaison Range II 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 aide in retention strategies across

Page 2

the College.

Essential Job Functions	<ul> <li>Provide student support by working collaboratively with other departments internally and externally</li> <li>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.</li> <li>Implement strategies that motivate and inspire students to succeed, stay in school and ultimately lead to graduation</li> <li>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</li> <li>Analyze data and identify trends that are causing students to address these issues</li> <li>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</li> <li>Assist with the coordination of occasional activities and host workshops to meet the student needs and help maintain student engagement and morale</li> <li>Develop and maintain student relationships to assess their needs and satisfaction</li> </ul>		
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:	<ul> <li>Administration - Exempt</li> <li>Professional Staff - Exempt</li> <li>Faculty, Local 1600, A.F.T.</li> <li>Adjunct Faculty, IEA-NEA</li> <li>Classified Staff - Excluded</li> <li>Classified Staff, Local 1600, A.F.T.</li> <li>Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO</li> </ul>		

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

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

Employee	Date	

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

**PROPOSED ACTION:**THAT THE BOARD APPROVE Lissette MelgozaAS A NEWFinancial Aid ClerkFOR THE DEPARTMENTFinancial AidWITH AN EFFECTIVE START DATE OF 1.3.22

**RATIONALE** To provide assistance to students who need hands on help with the process.

COST ANALYSIS:

\$36,481

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

**PROPOSED ACTION:**THAT THE BOARD APPROVE Jon Garren DennisAS A NEWTechnical Director / Production ManagerFOR THE DEPARTMENTTheatreWITH AN EFFECTIVE START DATE OF 01/03/2022

**RATIONALE** The Technical Director/Production Manager will be instrumental in the rebuilding of the JPAC Theatre program. Responsible for overseeing the design, management, and execution of all technical elements of productions for the JPAC. Maintaining the performance facilities and technical equipment in the JPAC

#### COST ANALYSIS:

\$50,000/YR

### MORTON COLLEGE ADMINISTRATOR EMPLOYMENT AGREEMENT

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

WHEREAS, the College desires to hire Employee to serve as Academic Director of Online Learning("Academic Director of Online Learning" or "Administrator") based upon the terms and conditions set forth herein; and

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

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

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

#### 1. INCORPORATION OF PREAMBLES.

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

#### 2. <u>EMPLOYMENT.</u>

A. <u>Position.</u> Employee shall be employed as the Academic Director of Online Learning of the College.

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

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

### 3. <u>TERM.</u>

The term of Employee's employment shall commence on the January 5, 2022 (the "Commencement Date") and end on June 30, 2022 (the "Expiration Date") unless terminated as provided for in Section 6 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

### 4. <u>RESTRICTIVE COVENANTS.</u>

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

### 5. <u>REMUNERATION.</u>

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

A. <u>Base Salary.</u> Employee shall receive an annual base salary of Eightyfive thousand. \$85,000.00 for Fiscal Year 2022 (July 1, 2021-June 30, 2022) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2022. Said amounts shall be paid in equal installments according to the payroll dates in effect for other administrators, with such deductions as may be required by law or Board policies.

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

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

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

#### E. Insurance.

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

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

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

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

F. <u>Paid Time Off Benefits.</u> Employee shall receive the following benefits:

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

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

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

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

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

### 6. <u>TERMINATION.</u>

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

A. <u>Termination due to Disability.</u> Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College, is total and permanent. B. Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment for Cause by providing a thirty (30) day written notification. For purposes of this Agreement, "Cause" means any of the following:

i. Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;

ii. Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;

iii. Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

iv. A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

v. Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

vi. Other conduct, including but not limited to, committing criminal assault or battery on another employee, or on an invitee of the College, or committing abuse or neglect of a person in Employee's professional care.

vii. Acts or omissions constituting gross negligence, recklessness or misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College. "Misconduct" includes, but is not limited to, the following:

a. Conduct one or omitted by the Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College;

b. Conduct demonstrating conscious disregard of the College's interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which the College expects of its employees. Such conduct may include, but is not limited to, willful damage to the College's property that results in damage or more than \$50.00, or theft of College property or property of an invitee of the College;

c. Carelessness of negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of the College's interests or of Employee's duties and obligations to the College; d. Chronic absenteeism or tardiness in deliberate violation of a known policy of the College or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence;

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

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

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

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

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

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

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

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

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

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

## 7. <u>RETURN OF THE COLLEGE'S PROPERTY.</u>

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

## 8. <u>CONFIDENTIALITY</u>.

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

## 9. <u>NOTICE</u>.

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

If to the College:	Morton College 3801 S. Central Ave Cicero, IL. 60804 Attn: President's Office
With copy to:	Morton College's Legal Counsel Del Galdo Law Group, LLC 1441 S. Harlem Ave Berwyn, IL. 60402
If to Employee:	Nick Hryhorczuk

#### 10. MISCELLANEOUS.

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

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

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

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

E. <u>Modification</u>. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's request, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of

a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

F. <u>Headings.</u> The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

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

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

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

[SIGNATURE PAGE TO FOLLOW]

#### THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

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

Executed:

Stanley S. Fields Ph.D. Morton College

Date

Nick Hryhorczuk Employee Date

**PROPOSED ACTION:** That the Board approve the hiring of Cristina Trujillo for the position of Custodian with an effective date of 1/3/22

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

COST ANALYSIS: \$13.50 per hour

**ATTACHMENT:** 

**PROPOSED ACTION:** THAT THE BOARD APPROVE ELIZABETH MACIAS AS A NEW COUNSELOR FOR THE STUDENT SERVICES WITH AN EFFECTIVE START DATE OF JANUARY 3, 2022.

# RATIONALEADDITIONAL MENTAL HEALTH SERVICES FOR THE<br/>STUDENT BODY. FUNDS APPROVED THROUGH GEERS<br/>GRANT

**COST ANALYSIS:** \$69,483

THAT THE BOARD APPROVE THE HIRING OF GEANNABELLE CHAPP FOR THE POSITION OF CLINICAL COORDINATOR FOR HEALTH SCIENCES WITH AN EFFECTIVE DATE OF 1/3/2022.

#### RATIONALE:

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

COST ANALYSIS: \$72k per year

ATTACHMENT:

**PROPOSED ACTION:** THAT THE BOARD APPROVE Teresa Alderman AS A NEW Assistant Nutrition Center Manager FOR THE Fitness Center WITH AN EFFECTIVE START DATE OF 1/3/2022

 RATIONALE
 To replace an employee who previously resigned

**<u>COST ANALYSIS</u>:** \$41,000

THAT THE BOARD APPROVE THE HIRING OF KATHLEEN NUGENT FOR THE POSITION OF SIMULATION COORDINATOR FOR HEALTH SCIENCES WITH AN EFFECTIVE DATE OF JANUARY 18, 2022.

#### RATIONALE:

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

COST ANALYSIS: \$58,000 per year

ATTACHMENT:

**PROPOSED ACTION:** That the Board approve the hiring of Julian Romero for the position of General Maintenance with an effective date of 1/3/22

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

COST ANALYSIS: \$33,355

### **ATTACHMENT:**

**PROPOSED ACTION**: THAT THE BOARD APPROVE DANIEL NORIEGA AS THE STUDENT AIDE IN THE DEAN'S OFFICE START DATE OF NOVEMBER 29, 2021.

**RATIONALE:** STUDENT AIDE NEEDED IN THE DEAN'S OFFICE.

ANALYSIS: \$11.00 PER HOUR

Approval of Part-Time Employment Brian Donlea, Student Aide Athletic Department, \$11.00 per hour effective November 29, 2021.

#### **RATIONALE:**

To provide extra support in the Athletic Department.

### **COST ANALYSIS:**

\$11.00 per hour, not to exceed 20 hours per week through May 20, 2022.

### **ATTACHMENT:**

Approval to Hire

Approval of Part-Time Employment Jalyssa Carrasco, Student Aide Athletic Department, \$11.00 per hour effective November 29, 2021.

### **RATIONALE:**

To provide extra support in the Athletic Department.

### **COST ANALYSIS:**

\$11.00 per hour, not to exceed 20 hours per week through May 20, 2022.

### **ATTACHMENT:**

Approval to Hire

**PROPOSED ACTION:** THAT THE BOARD APPROVE Alfredo Jaramillo AS A NEW STUDENT AIDE FOR THE FINANCIAL AID OFFICE WITH AN EFFECTIVE START DATE OF 12/6/2021.

**RATIONALE:** To support the daily operations of the front desk. Customer service, answering phone and any filing or shredding that needs to be done.

**COST ANALYSIS:** \$11.00/Hourly

**PROPOSED ACTION:** THAT THE BOARD APPROVE TEOFILO GOUVEA AS THE NEW STUDENT AIDE POSITION IN THE BUSINESS OFFICE DEPARTMENT WITH AN EFFECIVE START DATE OF DECEMBER 6, 2021.

### **RATIONALE:**

STUDENT WILL HELP WITH FILING, SCANNING, AND OTHER OFFICE DUTIES.

COST ANALYSIS: \$11.00

**PROPOSED ACTION**: THAT THE BOARD APPROVE MISAEL SALDANA AS A NEW SWITCHBOARD OPERATOR PT FOR THE STUDENT SERVICES DEPT WITH AN EFFECTIVE START DATE OF DECEMBER 9, 2021.

## RATIONALEADDITIONAL COVERAGE OF MAIN ENTRANCE AND<br/>OPERATIONS NEEDED, PARTICULARLY FOR EVENING

COST ANALYSIS: \$14.69/hr

Adjunct Instructor	: THAT THE BOARD APPROVE <u>Robert Ebersold</u> AS A NEW FOR THE DEPARTMENT ent / Accous WITH AN EFFECTIVE START DATE OF January 3, 20
RATIONALE	Mr. Ebersold will be replacing a retired faculty member. Therefore, we will need to staff this position.
<u>COST ANALYSIS</u> :	\$940.71 per credit per CBA

9

 PROPOSED ACTION:
 THAT THE BOARD APPROVE Colette Tracy
 AS A NEW

 Adjunct Instructor
 FOR THE DEPARTMENT

 Business Management / Accoust WITH AN EFFECTIVE START DATE OF January 3, 202

#### RATIONALE

Ms. Tracy will be replacing a retired faculty member. Therefore, we will need to staff this position.

COST ANALYSIS:

\$988.33 per credit per CBA

**PROPOSED ACTION:** THAT THE BOARD APPROVE Megan Blitz AS A NEW Student Aide-Multimedia Digital Media Multimedia DEPT WITH AN EFFECTIVE START DATE OF 01/03/2022

# RATIONALEMegan IS BEING hire as a student Aide FWS FOR THE<br/>MULTIMEDIA DEPT

\$12.00/hr

COST ANALYSIS: