



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527  
COOK COUNTY, ILLINOIS  
Agenda for the Regular Meeting  
Wednesday, January 26, 2022

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, January 26, 2022, 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. Reports

5.1. ICCTA - ACCT

5.2. Student Member Ivan Tejada

6. Consent Agenda

Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

6.1. Approval of the Minutes of the Regular Meeting held on December 15, 2021, and the Special Meeting held on December 20, 2021.

6.2. Approval and ratification of accounts payable and payroll for the month of December 2021, in the amount of \$3,105,726.00, and budget transfers, in the amount of \$150,700.00.

6.3. Approval of the Monthly Budget Report for fiscal year to date ending in December 2021.

6.4. Approval of the Treasurer's Report for December 2021.

6.5. Approval of the out-of-the-country travel to Finland, May 14-28, 2022, for Johnathan Gourlay and Randi Plosza as part of the two-week International Exchange Program of the Illinois Consortium for International Studies and Programs (ICISP) 2022.

6.6. Approval of the out-of-state athletic travel for the baseball team to Vincennes, Indiana, from February 25-27, 2022, with the approximate cost of \$7,743.10.

6.7. Approval of the out-of-state athletic travel for the baseball team to Albertville, Alabama, from February 18-21, 2022, with the approximate cost of \$5,548.09

6.8. Approval of a Board of Trustees "Statement of Commitment", as an addendum to Board Policy Section III: Code of Conduct., as presented at the Regular Board Meeting on December 15, 2021.

- 6.9. Approval of the membership with the American Association for Paralegal Education (AAfPE), in the amount of \$519.75.
- 6.10. Approval of the Keith RN membership, in the amount of \$2,395.00, effective February 6, 2022.
- 6.11. Approval of the Organization for Associate Degree Nursing, OADN membership, in the amount of \$575.00, effective March 2, 2022.
- 6.12. Approval of the Independent Contract Agreement with Teresa Alderman as Assistant Women's Basketball Coach, \$8,000.00 effective October 1, 2021, to June 30, 2022, and Nutrition Center Assistant Manager, \$21,000.00 effective July 1, 2021, to January 1, 2022.
- 6.13. Approval of the Transfer Articulation Agreement with Purdue University Northwest.
- 6.14. Approval of the resolution adopting a Master Educational Agreement with Clare Propco, LLC.
- 6.15. Approval of the resolution adopting a Master Education Affiliation Agreement with Goodlife Physical Therapy, P.C.
- 6.16. Approval of the resolution adopting a Master Educational Affiliation Agreement with Vital Rehabilitation Association, INC,
- 6.17. Approval of the resolution adopting a Master Educational Affiliation Agreement with WorkRight Occupational Health Services.
- 6.18. Approval of a resolution adopting a Master Educational Affiliation Agreement with Whitehall of Deerfield Healthcare.
- 6.19. Approval of the clinical affiliation agreement with Maryville Academy for Nursing students' clinicals.
- 6.20. Approval of the proposal from Konica Minolta, to scan and digitize students' records from the OAR Office, in the amount of \$57,927.00, funded by HEERF Grant.
- 6.21. Approval of F.E. Moran, Inc., as the lowest responsible bidder for the Mechanical Upgrades Project, in the amount of \$1,476,750.00, funded by HEERF Grant.
- 6.22. Approval of the following Facility Use Permit
  - 6.22.1. Real Estate Institute, Saturdays and Sundays from 8 AM to 5 PM, effective January 29, 2022, through May 22, 2022.
  - 6.22.2. Harper College Motorcycle Program, from March to August 2022.
- 6.23. Approval of New Job Descriptions
  - 6.23.1. Adjunct Instructor - Theater Arts
  - 6.23.2. Student Ambassador -Student Aide
- 6.24. Approval of Full-Time Employment
  - 6.24.1. Ricardo Whitehead, Social Media Manager, \$43,000.00, effective February 1, 2022.
  - 6.24.2. Carmen Ruiz-Guerrero, Custodian, effective February 7, 2022.
  - 6.24.3. Monica Sanchez-Torres, Recruitment Specialist, effective January 27, 2022.
- 6.25. Approval of Part-Time Employment

6.25.1. Sthefania Renteria, Advising Service Aide, effective January 27, 2022

6.25.2. Celina Luna, Adjunct Nursing Instructor, effective January 18, 2022.

6.25.3. Maricela Guzman, Adjunct Nursing Instructor, effective January 18, 2022.

6.25.4. Letravia Johnson, Adjunct Nursing Instructor, effective January 18, 2022.

6.25.5. Virginia Bahena, Adjunct Nursing Instructor, effective January 18, 2022.

6.25.6. Samuel S Martin, Adjunct CIS Instructor, January 19, 2022.

6.25.7. Kelly Valencia, Student Aide, Tutoring, effective January 19, 2022.

6.26. Approval of Resignations

6.26.1. Dana Kraft, Community Health Nurse, effective December 31, 2022.

6.26.2. Vincent Acevez, Chief of Campus Police, effective January 13, 2022.

6.27. Approval of Retirement

6.27.1. James P. McFadden, Campus Safety Part-Time Officer, effective December 12, 2021.

7. Adjournment

***The next Regular Board Meeting will be on  
Monday, February 28, 2022, at 11 AM  
in the Jedlicka Arts Center***

# Student Report to the Board

## January 2022

<u>Date</u>	<u>Event</u>	<u>Organization</u>
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<b>December 13<sup>th</sup>-17<sup>th</sup></b>	<b>Finals Week</b>	<b>SAO</b>
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The SAO hosted Finals Week activities to help students relieve the stress from final exams. Some of the activities included a free breakfast, DIY activities, and a campus spa.

<b>January 6th</b>	<b>NSO</b>	<b>OAR</b>
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The OAR held an orientation for all new and incoming students. Students learned from various departments and walked away with Morton College giveaways.

<b>January 18<sup>th</sup>-21st</b>	<b>Welcome Week</b>	<b>SAO</b>
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The SAO held several activities for the students during their first week back on campus for classes. They included breakfast, an involvement fair, a resource fair, and a DIY activity. The SAO also included the ASK ME! Panther Information Table, a new initiative to help welcome students.

<b>January 26th</b>	<b>Movie Night</b>	<b>JPAC/Library/SAO</b>
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The JPAC, Library, and SAO kick off the semester with Movie Night, a monthly series to provide free entertainment and encourage students to visit the theatre.





## MORTON COLLEGE

### Minutes for the Regular Meeting

Wednesday, December 15, 2021

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

The regular Board meeting was called to order by Board Chair Frances Reitz at 11:14 a.m. on Wednesday, December 15, 2021.

#### **2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance

#### **3. Roll Call**

##### **Present:**

Frances F. Reitz, Trustee  
Anthony Martinucci, Trustee  
Jose Collazo, Trustee  
Susan Banks, Trustee  
Susan Grazzini, Trustee  
Charles Hernandez, Trustee  
Ivan Tejeda, Student Trustee  
Oscar Montiel, Trustee

##### **Absent:**

None

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

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

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

None

#### **5. Recognition**

##### **5.1. Speech and Debate Program Canned Food Drive**

The Speech and Debate program at Morton College had a successful Panther Pantry canned food drive. In total, over 300 cans of food (pictured) were donated to the Panther Pantry on behalf of Speech and Debate at Morton College. The team also hosted an open campus speech tournament in tandem with the canned food drive.

## **6. Reports**

### **6.1. ICCTA – ACCT**

None

### **6.2. Student Member Ivan Tejeda**

Student Trustee Ivan Tejeda, gave his report, detailing various ways that students have been participating and supporting different activities across campus.

## **7. President's Report**

### **7.1. Strategic Plan**

Keith McLaughlin, Provost, talked about the 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, 2021 HLC Focused Visit team report.

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

Courtney O'Brien, Director of Admissions and Records/Registrar, reported on different outreach events and campaigns, to reach out to the students who attended last spring but who did not attend in the Fall 2021, students whose transcripts were received and have not enrolled yet, applicants who were admitted but never attended, and reach out to new admits. Courtney also talked about the successful Future Panther Night held on December 6, 2021, The Dual Enrollment Open House held on November 16, 2021, and additional events. She shared that the college will be offering extended registrations dates and hours on the week of January 10<sup>th</sup>, which includes Friday until 7 p.m. and Saturday, from 9 a.m. to 2 p.m.

### **7.3. Institutional Advancement**

Blanca Jara, Vice President of Institutional Advancement reported the data behind the college social media marketing throughout multiple social media networks. Blanca informed about some of the most popular social media posts and talked about the most recent social media mentions such as "Latino Thought Makers" which was a series of events held at the Jedlicka Arts Center. Blanca introduced Perla Santoyo and Diego Aleman to talk about the current marketing campaigns. Some of the campaigns mentioned were the Adult, Career and Technical Education billboards, sponsored content on the following advertising platforms, Geo fencing, mail, radio, website, signature, mobile MC Ellucian App, Panther Newsletter.

### **7.4. Capital Improvements**

Joseph Florio, reported that the One Stop Center renovation project will start during the winter break.

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

Keith McLaughlin informed that The HLC team who visited the college on September 13-14 will report to the HLC Board on the month of February. After their Board Meeting the college is expecting a report with their decision on the current "On Notice" status.

### **7.6. Finance Review**

Mireya Perez, Chief Financial Officer/Treasurer, provided an overview of the November 2021 finances, including the Operating Fund, Revenues and Expenditures, and Educational Fund

Expenditures. Mireya also talked about the Approval of the resolution authorizing the final 2021 tax levy and certifying compliance with the Truth in Taxation Act.

## **8. Consent Agenda**

Chair Reitz made a motion to removed agenda item, 8.32.2. and 9.1. as listed below.

Trustee Grazzini seconded the motion

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

Nays: None      Absent: None

Motion Carried

Chair Martinucci made a motion to establish the Consent Agenda, which includes agenda items 8.1 to 8.35.2, as listed below.

Trustee Collazo seconded the motion

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

Nays: None      Absent: None

Motion Carried

Chair Martinucci made a motion to approved the Consent Agenda, which includes agenda items 8.1 to 8.35.2, as listed below.

Trustee Collazo seconded the motion

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

Nays: None      Absent: None

Motion Carried

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**

Trustee Reitz made a motion to adjourned the Regular Meeting of the Board.

Trustee Grazzini seconded the motion

Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Grazzini, Hernandez, Montiel, Student Advisory  
Tejeda

Nays: None      Absent: None

The meeting was adjourned at 12:47 p.m.



## **MORTON COLLEGE**

### **Minutes for the Special Meeting**

**Monday, December 20, 2021**

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

The Special Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frances F. Reitz at 11:03 a.m. on Monday, December 20, 2021, in the form of a teleconference call.

#### **2. Roll Call**

##### **Present:**

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

##### **Absent:**

Charles Hernandez, Trustee

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

Dr. Stan Fields, President  
Terrence Casey, Attorney, Del Galdo Law Group, LLC (by phone)

#### **3. Citizen Comments**

None

#### **4. Approval of to hire Rodolfo Flores, Lieutenant, Campus Police Department, \$85,000.00, effective November 22, 2021.**

Trustee Martinucci made a motion to approve to hire Rodolfo Flores, Lieutenant, Campus Police Department, \$85,000.00, effective November 22, 2021.

Trustee Collazo seconded the motion.

Ayes: Student Member Tejeda, Trustees, Banks, Collazo, Grazzini, Martinucci, Montiel, Reitz.

Nays: None. Absent: Hernandez

Motion carried.

## **5. Adjournment**

Trustee Reitz made a motion to adjourn the Special Meeting of the Board.

Trustee Martinucci seconded the motion

Ayes: Trustees, Reitz, Martinucci, Collazo, Banks, Grazzini, Hernandez, Montiel, Student Advisory  
Tejeda

Nays: None      Absent: None

The meeting was adjourned at 11:07 a.m.



▼ Hide message history

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

**Sent:** Wednesday, January 12, 2022 5:23 PM

**To:** Mireya Perez <mireya.perez@morton.edu>

**Subject:** Action Item 8.1 for 1/14/2022 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF DECEMBER 2021 IN THE AMOUNT OF \$3,105,726 AND BUDGET TRANSFERS IN THE AMOUNT OF \$150,700 AS SUBMITTED.

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

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

Thank you,

Suzanna Raigoza  
Senior Accountant  
Morton College

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of December 2021, be approved and/or ratified in the amount of \$3,105,726 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements -		
Monthly	12/31/2021	699,732
Payroll	12/15/2021	858,641
Payroll	12/31/2021	674,607
Student Refunds	12/31/2021	<u>461,468</u>
		2,694,448

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	12/31/2021	<u>411,278</u>
TOTAL ALL FUNDS		<u><u>\$3,105,726</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$150,700 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

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

PASSED this 14th day of January by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

<b>Morton College</b>				
<b>Budget Transfers</b>				
<b>December 2021</b>				
	GL Account Number	Description	Debit	Credit
1	01-8020-80104-510600100	Business Office: Clerical		20,000
	01-8020-80104-540100100	Business Office: Office Supplies	20,000	
2	06-1030-99152-510600100	CTE Perkins Leadership: Clerical		35,000
	06-1030-99152-520100100	CTE Perkins Leadership: Group Medical Ins		7,900
	06-1030-99152-520100200	CTE Perkins Leadership: Dental Insurance		900
	06-1030-99152-520100300	CTE Perkins Leadership: Vision Insurance		800
	06-1030-99152-520100400	CTE Perkins Leadership: Life Insurance		900
	06-1030-99152-540100200	CTE Perkins Leadership: Instr Supplies		4,500
	06-1030-99152-540100205	CTE Perkins Leadership: Inst Equip < \$5,000	50,000	
3	06-1030-99152-520900005	CTE Perkins Leadership: Employee Professional Dev		700
	06-1030-99152-510300200	CTE Perkins Leadership: Part-Time Faculty	10,700	
	06-1030-99152-510600100	CTE Perkins Leadership: Clerical		10,000
4	01-1040-10152-510100100	Nursing: Administrative		30,000
	01-1040-10152-540100200	Nursing: Instr Supplies		3,000
	01-1040-10152-540400200	Nursing: Computer Software		7,000
	01-1040-10152-510600100	Nursing: Clerical		30,000
	01-1040-10152-550100005	Nursing: Meeting Expense	10,000	
	01-1040-10152-530800000	Nursing: Instr Serv Contracts	60,000	
		<b>Total Budget Transfers</b>	<b>150,700</b>	<b>150,700</b>

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
All-Types Elevators Inc	12/15/2021	0102525	11/17/2021	\$34,988.81	Final Pay out
All-Types Elevators Inc	12/17/2021	0102733	EXEMPT	\$548.00	Maintenance
ComEd	12/15/2021	0102526	EXEMPT	\$12,431.86	Energy Services
Correct Digital Displays, Inc.	12/15/2021	0102527	11/17/2021	\$15,747.00	Carbajal Field Video Scor
Demonica Kemper Architects	12/15/2021	0102528	11/17/2021	\$358,789.51	21-006 Student Services
Ellucian Inc.	12/15/2021	0102529	8/25/2021	\$16,135.25	MC Project
First Midwest Bank	12/15/2021	0102530	EXEMPT	\$18,091.65	American Airlines/Various Credit Card Expenses
Freepoint Energy Solutions, LLC.	12/15/2021	0102535	11/18/2020	\$26,652.66	Energy Services
Krueger International Inc	12/15/2021	0102532	6/23/2021	\$59,933.48	Furniture
Latinologues Inc	12/9/2021	E0013004	8/25/2021	\$20,000.00	December LTM Event
Latinologues Inc	12/14/2021	E0013061	EXEMPT	\$2,500.00	LIT 002 01
Lo Destro Construction Company	12/15/2021	0102533	10/27/2021	\$18,491.00	Exterior Brick Repair
Omni Financial Group, Inc.	12/14/2021	E0013059	4/28/2021	\$19,054.65	Payroll Deductions
Omni Financial Group, Inc.	12/16/2021	E0013158	4/28/2021	\$18,954.50	Payroll Deductions
Scholar Buys LLC	12/15/2021	0102534	EXEMPT	\$24,544.48	Adobe VIP
State Univ Retirement Systems	12/14/2021	E0013062	EXEMPT	\$76,256.01	Payroll Deductions
State Univ Retirement Systems	12/17/2021	E0013157	EXEMPT	\$65,000.41	Payroll Deductions
The Graphic Edge, LLC	12/15/2021	0102531	7/22/2020	\$28,645.50	Addidas Sleeve Athletic gear
			<b>Total Paid</b>	<b>816,764.77</b>	

11 Jan 2022  
12:16

ACCOUNTS PAYABLE CHECK REGISTER  
Period 12/01/2021 - 12/31/2021

Page 1

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102306	12/03/21	Recon	0209905	Teresa L. Alderman	V0155369	11/30/21		3,500.00		3,500.00
								3,500.00		3,500.00
0102307	12/03/21	Recon	0210003	Blue Cross Blue Shield o	V0155366	11/29/21		8,732.99		8,732.99
								8,732.99		8,732.99
0102308	12/03/21	Recon	0159847	Craig Bunton	V0155388	11/30/21		280.00		280.00
								280.00		280.00
0102309	12/03/21	Outst	0211885	Tyler L. Bush	V0155316	11/24/21		250.00		250.00
								250.00		250.00
0102310	12/03/21	Recon	0209933	Christopher P. Butz	V0155399	11/30/21		260.00		260.00
								260.00		260.00
0102311	12/03/21	Recon	0001322	Mau Cason	V0155395	11/30/21		140.00		140.00
								140.00		140.00
0102312	12/03/21	Recon	0211886	Mark Cassello	V0155200	11/24/21		250.00		250.00
								250.00		250.00
0102313	12/03/21	Recon	0204185	Sherie L. DeDore	V0155436	12/01/21		385.00		385.00
								385.00		385.00
0102314	12/03/21	Recon	0160009	Mr. Benjamin B. Dillinge	V0155160	11/23/21		100.00		100.00
								100.00		100.00
0102315	12/03/21	Recon	0211884	Nieta S. Dortch	V0155314	11/24/21		250.00		250.00
								250.00		250.00
0102316	12/03/21	Recon	0209372	Great States Volleyball	V0155378	11/30/21		299.00		299.00
								299.00		299.00
0102317	12/03/21	Outst	0203069	Trevor R. Harris	V0155393	11/30/21		140.00		140.00
								140.00		140.00
0102318	12/03/21	Outst	0209191	Wayne P. Jakalski	V0153496	11/18/21		1,000.00		1,000.00
					V0155409	12/01/21		500.00		500.00

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								1,500.00		1,500.00
0102319	12/03/21	Recon	0202660	Neal Jeffery	V0155391	11/30/21		140.00		140.00
								140.00		140.00
0102320	12/03/21	Outst	0001365	Bill Jones	V0155392	11/30/21		140.00		140.00
								140.00		140.00
0102321	12/03/21	Recon	0001226	Raymond W Konrath	V0155385	11/30/21		120.00		120.00
								120.00		120.00
0102322	12/03/21	Recon	0172976	Dylan Kramer	V0155390	11/30/21		140.00		140.00
								140.00		140.00
0102323	12/03/21	Outst	0003327	Daniel E. Kusinski	V0155394	11/30/21		140.00		140.00
								140.00		140.00
0102324	12/03/21	Outst	0211767	Thomas P. Lentine	V0155387	11/30/21		400.00		400.00
								400.00		400.00
0102325	12/03/21	Outst	0208089	Steven Lessman	V0155384	11/30/21		200.00		200.00
								200.00		200.00
0102326	12/03/21	Outst	0000833	Dr. Mark J. Litwicki	V0155376	11/30/21		118.68		118.68
								118.68		118.68
0102327	12/03/21	Recon	0211860	Stacy Majchrowski	V0155397	11/30/21		140.00		140.00
								140.00		140.00
0102328	12/03/21	Recon	0156168	Jerry Ming	V0155396	11/30/21		140.00		140.00
								140.00		140.00
0102329	12/03/21	Recon	0205567	Ms. Courtney O'Brien	V0153495	11/18/21		227.52		227.52
								227.52		227.52
0102330	12/03/21	Recon	0202682	Matthew T. Plaskota	V0155365	11/29/21		150.00		150.00
								150.00		150.00

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0102331	12/03/21	Recon	0194372	Mr. Erik Skov	V0155161	11/23/21		100.00		100.00
					V0155363	11/29/21		150.00		150.00
								250.00		250.00
0102332	12/03/21	Recon	0208565	Keith Tillman	V0155398	11/30/21		140.00		140.00
								140.00		140.00
0102333	12/03/21	Recon	0190167	Daniel K. Treadwell	V0155372	11/30/21		2,000.00		2,000.00
								2,000.00		2,000.00
0102334	12/03/21	Recon	0001390	Unum Life Ins Co of Amer	V0155328	11/29/21		104.90		104.90
								104.90		104.90
0102335	12/03/21	Outst	0055604	Ana L. Valdez	V0155315	11/24/21		37.46		37.46
								37.46		37.46
0102336	12/03/21	Recon	0202681	Andrew Vogt	V0155362	11/29/21		150.00		150.00
								150.00		150.00
0102337	12/03/21	Recon	0211861	Gregory L. Walter	V0155389	11/30/21		140.00		140.00
								140.00		140.00
0102407	12/06/21	Recon	0211955	Henricksen & Company Inc	V0155557	12/06/21	B0004238	5,487.85		5,487.85
								5,487.85		5,487.85
0102408	12/10/21	Recon	0161181	Ninos Alexander	V0155555	12/06/21		600.00		600.00
								600.00		600.00
0102409	12/10/21	Recon	0000995	Bureau Water/Sewer Town	V0155578	12/07/21		191.34		191.34
					V0155580	12/07/21		293.52		293.52
					V0155581	12/07/21		828.75		828.75
					V0155582	12/07/21		191.34		191.34
					V0155583	12/07/21		191.34		191.34
					V0155584	12/07/21		191.34		191.34
					V0155585	12/07/21		191.34		191.34
								2,078.97		2,078.97
0102410	12/10/21	Outst	0202383	Flexible Benefit Service	V0155577	12/07/21		360.00		360.00
								360.00		360.00

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0102411	12/10/21	Recon	0208379	Shante Glenn	V0155567	12/06/21		140.00		140.00
								140.00		140.00
0102412	12/10/21	Recon	0162057	Johnny J. Jackson	V0155568	12/06/21		140.00		140.00
								140.00		140.00
0102413	12/10/21	Outst	0212057	Joel R. Jerominski	V0155576	12/06/21		140.00		140.00
								140.00		140.00
0102414	12/10/21	Recon	0167013	Renata M. Kicilinska-Rit	V0155553	12/06/21		150.00		150.00
								150.00		150.00
0102415	12/10/21	Recon	0169153	Ms. Amy L. Kinney	V0155579	12/07/21		96.68		96.68
								96.68		96.68
0102416	12/10/21	Recon	0001226	Raymond W Konrath	V0155564	12/06/21		30.00		30.00
								30.00		30.00
0102417	12/10/21	Outst	0211767	Thomas P. Lentine	V0155566	12/06/21		100.00		100.00
								100.00		100.00
0102418	12/10/21	Outst	0208089	Steven Lessman	V0155562	12/06/21		50.00		50.00
								50.00		50.00
0102419	12/10/21	Recon	0187216	Mr. Neil J. Moss	V0155563	12/06/21		40.00		40.00
								40.00		40.00
0102420	12/10/21	Recon	0163631	Daniel Reyes	V0155440	12/02/21		13.93		13.93
								13.93		13.93
0102421	12/10/21	Recon	0122566	Meredith A. Watkins	V0155552	12/03/21		1,500.73		1,500.73
								1,500.73		1,500.73
0102514	12/15/21	Recon	0177469	Bright Start College Sav	V0155834	12/15/21		100.00		100.00
								100.00		100.00
0102515	12/15/21	Outst	0001422	CCCTU-Cope Fund	V0155835	12/15/21		120.00		120.00
								120.00		120.00



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0102516	12/15/21	Recon	0001374	College & University Cre	V0155837	12/15/21		200.00		200.00
								200.00		200.00
0102517	12/15/21	Recon	0001371	Colonial Life & Accident	V0155838	12/15/21		12.00		12.00
								12.00		12.00
0102518	12/15/21	Recon	0191845	Metropolitan Alliance of	V0155839	12/15/21		280.00		280.00
								280.00		280.00
0102519	12/15/21	Outst	0101061	Morton College Faculty	V0155836	12/15/21		91.74		91.74
								91.74		91.74
0102520	12/15/21	Outst	0001372	Morton College Teachers	V0155841	12/15/21		1,623.98		1,623.98
								1,623.98		1,623.98
0102521	12/15/21	Outst	0001372	Morton College Teachers	V0155840	12/15/21		3,037.98		3,037.98
								3,037.98		3,037.98
0102522	12/15/21	Outst	0001513	SEIU Local 73 Cope	V0155843	12/15/21		7.00		7.00
								7.00		7.00
0102523	12/15/21	Recon	0001373	Service Employees Intl U	V0155844	12/15/21		350.09		350.09
								350.09		350.09
0102524	12/15/21	Recon	0001563	State Disbursement Unit	V0155845 V0155846	12/15/21 12/15/21		50.00 961.71		50.00 961.71
								1,011.71		1,011.71
0102525	12/15/21	Outst	0190802	All-Types Elevators Inc	V0155860	12/14/21	B0004152	34,988.81		34,988.81
								34,988.81		34,988.81
0102526	12/15/21	Recon	0001013	ComEd	V0155886	12/15/21	B0004003	12,431.86		12,431.86
								12,431.86		12,431.86
0102527	12/15/21	Recon	0205064	Correct Digital Displays	V0156126	12/15/21	P0010890	15,747.00		15,747.00
								15,747.00		15,747.00

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0102528	12/15/21	Recon	0001711	Demonica Kemper Architec	V0155613	12/08/21	B0004236	52,728.73		52,728.73
					V0155614	12/08/21	B0004235	67,610.58		67,610.58
					V0155616	12/08/21	B0004234	173,758.15		173,758.15
					V0155617	12/08/21	B0004233	63,297.80		63,297.80
					V0155802	12/09/21	B0004219	1,394.25		1,394.25
								358,789.51		358,789.51
0102529	12/15/21	Recon	0002185	Ellucian Inc.	V0155858	12/14/21	B0004108	16,135.25		16,135.25
								16,135.25		16,135.25
0102530	12/15/21	Outst	0188213	First Midwest Bank	V0155887	12/15/21	B0004026	40.00		40.00
					V0155888	12/15/21	P0010976	767.28		767.28
					V0155889	12/15/21	P0010976	1,242.60		1,242.60
					V0155890	12/15/21	P0010816	220.00		220.00
					V0155891	12/15/21	B0003961	510.00		510.00
					V0155892	12/15/21	B0004040	16.44		16.44
					V0155893	12/15/21	P0010976	129.80		129.80
					V0155894	12/15/21	P0010871	195.98		195.98
					V0155896	12/15/21	P0010976	256.58		256.58
					V0155897	12/15/21	P0010976	1,448.91		1,448.91
					V0155898	12/15/21	P0010976	2,563.55		2,563.55
					V0155899	12/15/21	B0004203	41.72		41.72
					V0155900	12/15/21	B0003961	111.56		111.56
					V0155901	12/15/21	P0010862	95.00		95.00
					V0155902	12/15/21	P0010905	772.50		772.50
					V0155903	12/15/21	P0010866	150.00		150.00
					V0155904	12/15/21	P0010870	1,031.88		1,031.88
					V0155905	12/15/21	P0010976	1,870.74		1,870.74
					V0155907	12/15/21	B0004138	150.00		150.00
					V0155908	12/15/21	P0010885	582.50		582.50
					V0155909	12/15/21	B0003961	45.00		45.00
					V0155910	12/15/21	P0010967	323.50		323.50
					V0155911	12/15/21	P0010966	297.46		297.46
					V0155912	12/15/21	P0010885	439.11		439.11
					V0155914	12/15/21	P0010976	669.45		669.45
					V0155917	12/15/21	P0010951	20.00		20.00
					V0155918	12/15/21	P0010931	383.89		383.89
					V0155919	12/15/21	P0010968	25.00		25.00
					V0155920	12/15/21	P0010912	26.82		26.82
					V0155921	12/15/21	P0010962	574.43		574.43
					V0155922	12/15/21	P0010965	109.35		109.35
					V0156125	12/15/21	P0010976	2,980.60		2,980.60
								18,091.65		18,091.65
0102531	12/15/21	Recon	0205565	The Graphic Edge, LLC	V0155607	12/08/21	B0004205	1,896.25		1,896.25
					V0155608	12/08/21	B0004204	1,923.25		1,923.25
					V0155621	12/08/21	B0004093	227.95		227.95

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					V0155622	12/08/21	B0004093	670.56		670.56
					V0155778	12/09/21	B0004150	908.26		908.26
					V0155779	12/09/21	B0004118	1,575.88		1,575.88
					V0155781	12/09/21	B0004118	134.98		134.98
					V0155782	12/09/21	B0004149	346.69		346.69
					V0155783	12/09/21	B0004093	798.38		798.38
					V0155784	12/09/21	B0004093	41.85		41.85
					V0155785	12/09/21	B0004165	343.35		343.35
					V0155808	12/09/21	B0004078	19,026.00		19,026.00
					V0155809	12/09/21	B0004147	752.10		752.10
								28,645.50		28,645.50
0102532	12/15/21	Recon	0001559	Krueger International In	V0155600	12/08/21	B0004075	2,240.20		2,240.20
					V0155601	12/08/21	B0004075	3,492.32		3,492.32
					V0155602	12/08/21	B0004075	51,562.96		51,562.96
					V0155862	12/14/21	B0004075	2,638.00		2,638.00
								59,933.48		59,933.48
0102533	12/15/21	Recon	0204562	Lo Destro Construction C	V0155615	12/08/21	B0004237	991.00		991.00
					V0155805	12/09/21	B0004163	17,500.00		17,500.00
								18,491.00		18,491.00
0102534	12/15/21	Outst	0156310	Scholar Buys LLC	V0155869	12/15/21	B0004249	24,544.48		24,544.48
								24,544.48		24,544.48
0102535	12/15/21	Recon	0202852	Freepoint Energy Solutio	V0156200	12/15/21	B0004015	26,652.66		26,652.66
								26,652.66		26,652.66
0102536	12/17/21	Recon	0177469	Bright Start College Sav	V0156213	12/17/21		100.00		100.00
								100.00		100.00
0102537	12/17/21	Outst	0001422	CCCTU-Cope Fund	V0156214	12/17/21		120.00		120.00
								120.00		120.00
0102538	12/17/21	Recon	0001374	College & University Cre	V0156216	12/17/21		200.00		200.00
								200.00		200.00
0102539	12/17/21	Recon	0001371	Colonial Life & Accident	V0156217	12/17/21		12.00		12.00
								12.00		12.00
0102540	12/17/21	Recon	0191845	Metropolitan Alliance of	V0156218	12/17/21		159.00		159.00

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								159.00		159.00
0102541	12/17/21	Outst	0101061	Morton College Faculty	V0156215	12/17/21		91.74		91.74
								91.74		91.74
0102542	12/17/21	Outst	0001372	Morton College Teachers	V0156220	12/17/21		1,623.98		1,623.98
								1,623.98		1,623.98
0102543	12/17/21	Outst	0001372	Morton College Teachers	V0156219	12/17/21		3,037.98		3,037.98
								3,037.98		3,037.98
0102544	12/17/21	Outst	0001513	SEIU Local 73 Cope	V0156222	12/17/21		7.00		7.00
								7.00		7.00
0102545	12/17/21	Outst	0001373	Service Employees Intl U	V0156223	12/17/21		350.09		350.09
								350.09		350.09
0102546	12/17/21	Recon	0001563	State Disbursement Unit	V0156224	12/17/21		50.00		50.00
					V0156225	12/17/21		961.71		961.71
								1,011.71		1,011.71
0102547	12/17/21	Recon	0156097	ACI Payments, Inc.	V0156211	12/16/21		6,855.80		6,855.80
								6,855.80		6,855.80
0102548	12/17/21	Recon	0209905	Teresa L. Alderman	V0151867	10/26/21		2,000.00		2,000.00
					V0155849	12/14/21		323.43		323.43
								2,323.43		2,323.43
0102549	12/17/21	Outst	0197675	Mr. Michael T. Brown	V0153489	11/17/21		81.65		81.65
								81.65		81.65
0102550	12/17/21	Outst	0209632	Mizael Carrera	V0155833	12/14/21		68.90		68.90
								68.90		68.90
0102551	12/17/21	Recon	0160009	Mr. Benjamin B. Dillinger	V0155831	12/14/21		250.00		250.00
								250.00		250.00
0102552	12/17/21	Recon	0195025	Mr. Jason R. Edgar	V0155603	12/08/21		175.00		175.00
					V0155825	12/13/21		36.89		36.89

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					V0155827	12/13/21		94.00		94.00
								305.89		305.89
0102553	12/17/21	Recon	0000762	Mr. George F. Fejt	V0155590	12/08/21		232.70		232.70
					V0155824	12/13/21		25.94		25.94
								258.64		258.64
0102554	12/17/21	Recon	0205730	Christine C. Garbe	V0155768	12/09/21		70.00		70.00
								70.00		70.00
0102555	12/17/21	Outst	0203058	Vanessa Gutierrez	V0155626	12/08/21		45.98		45.98
								45.98		45.98
0102556	12/17/21	Outst	0169153	Ms. Amy L. Kinney	V0155832	12/14/21		63.98		63.98
								63.98		63.98
0102557	12/17/21	Recon	0211634	Elisa McKinley	V0155850	12/14/21		5,500.00		5,500.00
								5,500.00		5,500.00
0102558	12/17/21	Outst	0206101	Kevin W. McManaman	V0155865	12/15/21		160.00		160.00
								160.00		160.00
0102559	12/17/21	Outst	0001638	Municipal Research Servi	V0155812	12/10/21		1,450.00		1,450.00
								1,450.00		1,450.00
0102560	12/17/21	Recon	0000820	Ms. Tsonka I. Pencheva	V0156199	12/15/21		279.00		279.00
								279.00		279.00
0102561	12/17/21	Outst	0209668	Nikolas Radenkovich	V0155864	12/15/21		230.00		230.00
								230.00		230.00
0102562	12/17/21	Recon	0201037	Usiel E. Ruiz	V0155813	12/10/21		92.63		92.63
								92.63		92.63
0102563	12/17/21	Recon	0160304	Mrs. Melissa M. Stanukin	V0155814	12/10/21		35.64		35.64
								35.64		35.64
0102564	12/17/21	Recon	0190167	Daniel K. Treadwell	V0155821	12/13/21		2,000.00		2,000.00

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								2,000.00		2,000.00
0102565	12/17/21	Outst	0055604	Ana L. Valdez	V0155818	12/12/21		82.49		82.49
								82.49		82.49
0102725	12/17/21	Recon	0190089	3OE Solutions	V0156269	12/16/21	B0004065	4,333.00		4,333.00
								4,333.00		4,333.00
0102726	12/17/21	Recon	0013221	4IMPRINT	V0155852	12/14/21	P0010803	8,663.66		8,663.66
								8,663.66		8,663.66
0102727	12/17/21	Recon	0169531	A.N.S., Inc.	V0156268	12/16/21	B0004251	1,971.06		1,971.06
								1,971.06		1,971.06
0102728	12/17/21	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0155811	12/09/21	B0003990	240.00		240.00
								240.00		240.00
0102729	12/17/21	Recon	0209709	Accurate Employment Scre	V0156301	12/16/21	B0004025	1,441.00		1,441.00
								1,441.00		1,441.00
0102730	12/17/21	Outst	0211202	Administrative Consultin	V0155788	12/09/21	B0004167	1,041.50		1,041.50
					V0155789	12/09/21	B0004167	1,041.50		1,041.50
								2,083.00		2,083.00
0102731	12/17/21	Recon	0196815	Advance Auto Parts	V0156236	12/16/21	P0010995	39.34		39.34
					V0156271	12/16/21	B0004248	7.98		7.98
					V0156292	12/16/21		15.04-		-15.04
					V0156293	12/16/21		33.00-		-33.00
					V0156294	12/16/21	B0004246	37.84		37.84
								37.12		37.12
0102732	12/17/21	Recon	0175113	Algor Plumbing	V0155775	12/09/21	B0004225	1,839.24		1,839.24
					V0156315	12/17/21	B0004225	423.36		423.36
					V0156316	12/17/21	B0004225	770.00		770.00
					V0156317	12/17/21	B0003992	331.04		331.04
					V0156319	12/17/21	B0004225	339.04		339.04
					V0156320	12/17/21	B0003992	5.56		5.56
								3,708.24		3,708.24
0102733	12/17/21	Outst	0190802	All-Types Elevators Inc	V0156299	12/16/21	B0003995	548.00		548.00
								548.00		548.00

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0102734	12/17/21	Recon	0188188	Amazon Capital Services	V0155593	12/08/21	P0010875	13.99		13.99
					V0155594	12/08/21	B0004028	191.75		191.75
					V0155595	12/08/21	B0004028	292.19		292.19
					V0155596	12/08/21	B0004028	26.54		26.54
					V0155597	12/08/21	B0004228	232.18		232.18
					V0155598	12/08/21	B0004158	44.54		44.54
					V0155794	12/09/21	B0004116	869.49		869.49
					V0156243	12/16/21	P0010875	217.83		217.83
					V0156244	12/16/21	P0010924	1,296.60		1,296.60
					V0156245	12/16/21		20.15-		-20.15
					V0156246	12/16/21	B0004028	26.59-		-26.59
					V0156249	12/16/21	B0004028	29.99-		-29.99
					V0156250	12/16/21	B0004028	29.99-		-29.99
					V0156251	12/16/21	B0004028	253.79		253.79
					V0156253	12/16/21	P0010985	108.78		108.78
					V0156310	12/17/21	B0004271	34.97		34.97
					V0156311	12/17/21	B0004271	27.97		27.97
					V0156353	12/17/21	B0004102	86.48		86.48
					V0156354	12/17/21	B0004137	113.99		113.99
					V0156355	12/17/21	P0010939	295.60		295.60
					V0156357	12/17/21	B0004137	316.02		316.02
					V0156358	12/17/21	B0004074	139.99		139.99
								4,455.98		4,455.98
0102735	12/17/21	Recon	0000977	Apple, Inc.	V0155599	12/08/21	B0004217	2,495.00		2,495.00
					V0155606	12/08/21	B0004217	27.00		27.00
								2,522.00		2,522.00
0102736	12/17/21	Outst	0001490	Arc One Electric	V0155801	12/09/21	B0004227	1,695.00		1,695.00
								1,695.00		1,695.00
0102737	12/17/21	Recon	0001714	ASA	V0156361	12/17/21	P0011001	50.00		50.00
								50.00		50.00
0102738	12/17/21	Recon	0000973	AT&T	V0155800	12/09/21	B0003967	2,386.58		2,386.58
								2,386.58		2,386.58
0102739	12/17/21	Recon	0001953	AT&T Mobility	V0156273	12/16/21	B0004038	4,204.00		4,204.00
								4,204.00		4,204.00
0102740	12/17/21	Recon	0001953	AT&T Mobility	V0156287	12/16/21	B0003987	104.16		104.16
								104.16		104.16

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0102741	12/17/21	Recon	0001401	AZ Commercial	V0155609	12/08/21	B0004019	20.09		20.09
					V0155610	12/08/21	B0004019	34.05		34.05
					V0155611	12/08/21	B0004019	66.08		66.08
					V0155612	12/08/21	B0004019	99.65		99.65
					V0156262	12/16/21	B0004019	17.19		17.19
					V0156321	12/17/21	B0003954	109.90		109.90
								346.96		346.96
0102742	12/17/21	Recon	0001272	Batteries Plus LLC	V0155774	12/09/21	B0003976	262.60		262.60
					V0156291	12/16/21	B0003976	20.00-		-20.00
								242.60		242.60
0102743	12/17/21	Recon	0211963	Beat the Streets Chicago	V0156337	12/17/21	P0010941	1,000.00		1,000.00
								1,000.00		1,000.00
0102744	12/17/21	Outst	0196243	Burlington English Propo	V0156313	12/17/21	P0010935	9,600.00		9,600.00
								9,600.00		9,600.00
0102745	12/17/21	Outst	0207419	Maricela Busso	V0156332	12/17/21	P0010898	195.00		195.00
								195.00		195.00
0102746	12/17/21	Recon	0206652	Cajan Laundry II, LLC	V0156326	12/17/21	P0010934	391.87		391.87
								391.87		391.87
0102747	12/17/21	Outst	0165533	Campus Spa	V0156356	12/17/21	P0010981	3,175.00		3,175.00
								3,175.00		3,175.00
0102748	12/17/21	Recon	0000998	Carolina Biological Supp	V0155795	12/09/21	P0010915	994.33		994.33
								994.33		994.33
0102749	12/17/21	Recon	0007998	Cassidy Tire & Service	V0156275	12/16/21	P0010836	667.77		667.77
					V0156331	12/17/21	P0010837	417.10		417.10
								1,084.87		1,084.87
0102750	12/17/21	Recon	0001593	CDW-Government, Inc	V0156255	12/16/21	P0010896	371.64		371.64
					V0156256	12/16/21	P0010914	1,215.79		1,215.79
								1,587.43		1,587.43
0102751	12/17/21	Recon	0001317	Chicago Lighthouse For/B	V0155804	12/09/21	B0004239	165.00		165.00
								165.00		165.00



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0102752	12/17/21	Recon	0001195	Cintas Corporation	V0155806	12/09/21	B0003974	206.30		206.30
					V0155810	12/09/21	B0003974	206.30		206.30
					V0156242	12/16/21	B0003974	206.30		206.30
								618.90		618.90
0102753	12/17/21	Recon	0001485	Citibank, N.A.	V0156363	12/17/21	P0010978	240.00		240.00
					V0156365	12/17/21	P0011000	151.00		151.00
					V0156367	12/17/21	P0010982	3,592.69		3,592.69
					V0156368	12/17/21	P0010983	988.27		988.27
					V0156369	12/17/21	P0010984	707.69		707.69
					V0156370	12/17/21	P0010940	287.48		287.48
					V0156371	12/17/21	P0010977	152.91		152.91
								6,120.04		6,120.04
0102754	12/17/21	Recon	0201853	Club Automation, LLC	V0156302	12/16/21	B0004042	908.68		908.68
								908.68		908.68
0102755	12/17/21	Outst	0001752	Comcast	V0156232	12/16/21	B0004037	59.27		59.27
					V0156233	12/16/21	B0003941	6.30		6.30
					V0156234	12/16/21	B0003941	183.35		183.35
					V0156235	12/16/21	B0004034	177.67		177.67
								426.59		426.59
0102756	12/17/21	Recon	0198009	Comevo	V0156330	12/17/21	P0010919	6,180.00		6,180.00
								6,180.00		6,180.00
0102757	12/17/21	Recon	0168196	Concentra Health Service	V0156237	12/16/21	P0010994	250.00		250.00
								250.00		250.00
0102758	12/17/21	Recon	0211951	Concord Theatricals Corp	V0156328	12/17/21	P0010923	2,814.21		2,814.21
								2,814.21		2,814.21
0102759	12/17/21	Outst	0001676	Del Galdo Law Group, LLC	V0156279	12/16/21	B0004063	5,395.00		5,395.00
								5,395.00		5,395.00
0102760	12/17/21	Recon	0208992	Direct Energy Business	V0156286	12/16/21	B0004001	5,965.49		5,965.49
								5,965.49		5,965.49
0102761	12/17/21	Recon	0209578	DisposAll Waste Services	V0155792	12/09/21	B0003964	275.00		275.00
					V0155807	12/09/21	B0003964	982.90		982.90

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					V0156239	12/16/21	B0003964	370.00		370.00
					V0156297	12/16/21	B0003964	275.00		275.00
					V0156298	12/16/21	B0003964	370.00		370.00
								2,272.90		2,272.90
0102762	12/17/21	Recon	0182724	Dyopath LLC	V0155772	12/09/21	B0004011	7,750.00		7,750.00
								7,750.00		7,750.00
0102763	12/17/21	Recon	0001034	Flinn Scientific Inc	V0155604	12/08/21	P0010899	28.00		28.00
					V0155605	12/08/21	P0010869	532.03		532.03
					V0156342	12/17/21	P0010851	89.64		89.64
					V0156343	12/17/21	P0010850	202.80		202.80
					V0156359	12/17/21	P0010900	13.23		13.23
								865.70		865.70
0102764	12/17/21	Recon	0001960	Freestyle Photo Supplies	V0156345	12/17/21	P0010786	261.99		261.99
								261.99		261.99
0102765	12/17/21	Recon	0192360	Fusion Cloud Services, L	V0155791	12/09/21	B0004247	2,518.51		2,518.51
								2,518.51		2,518.51
0102766	12/17/21	Recon	0201760	Garvey's Office Products	V0156303	12/16/21	B0004229	163.60		163.60
								163.60		163.60
0102767	12/17/21	Recon	0205972	Gas Plus DBA Buddy Bear	V0156278	12/16/21	B0004023	396.15		396.15
								396.15		396.15
0102768	12/17/21	Outst	0001666	Herbkoe Fun Foods	V0156346	12/17/21	P0010664	920.00		920.00
								920.00		920.00
0102769	12/17/21	Recon	0001381	Home Depot/GECE	V0156288	12/16/21	B0003978	84.64		84.64
					V0156289	12/16/21	B0003978	255.96		255.96
								340.60		340.60
0102770	12/17/21	Recon	0001061	ICCTA	V0156360	12/17/21	P0010999	5,570.00		5,570.00
								5,570.00		5,570.00
0102771	12/17/21	Recon	0001068	ILLCO, Inc.	V0156304	12/16/21	B0003972	137.28		137.28
								137.28		137.28

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0102772	12/17/21	Recon	0001647	Iron Mountain	V0155777	12/09/21	B0004006	522.02		522.02
								522.02		522.02
0102773	12/17/21	Recon	0001775	Jostens	V0156290	12/16/21	B0004061	18.50		18.50
								18.50		18.50
0102774	12/17/21	Recon	0208915	Keep It Moving Media LLC	V0156270	12/16/21	B0004130	1,500.00		1,500.00
								1,500.00		1,500.00
0102775	12/17/21	Recon	0002233	Konica Minolta Premier F	V0155796	12/09/21	B0004008	140.00		140.00
								140.00		140.00
0102776	12/17/21	Recon	0002233	Konica Minolta Premier F	V0155797	12/09/21	B0004008	2,897.00		2,897.00
								2,897.00		2,897.00
0102777	12/17/21	Recon	0002233	Konica Minolta Premier F	V0155798	12/09/21	B0004008	451.00		451.00
								451.00		451.00
0102778	12/17/21	Recon	0002233	Konica Minolta Premier F	V0155799	12/09/21	B0004008	125.17		125.17
								125.17		125.17
0102779	12/17/21	Recon	0002233	Konica Minolta Premier F	V0156231	12/16/21	B0004008	777.63		777.63
								777.63		777.63
0102780	12/17/21	Recon	0002233	Konica Minolta Premier F	V0156322	12/17/21	B0004008	197.00		197.00
								197.00		197.00
0102781	12/17/21	Recon	0002233	Konica Minolta Premier F	V0156323	12/17/21	B0004008	332.61		332.61
								332.61		332.61
0102782	12/17/21	Recon	0209949	Latimer Levay Fyock Llc	V0156347	12/17/21	P0010954	576.00		576.00
					V0156348	12/17/21	P0010955	291.00		291.00
					V0156349	12/17/21	P0010956	1,113.00		1,113.00
					V0156350	12/17/21	P0010957	627.00		627.00
					V0156351	12/17/21	P0010958	675.00		675.00
					V0156352	12/17/21	P0010959	720.00		720.00
								4,002.00		4,002.00
0102783	12/17/21	Recon	0211124	Laystrom-Buescher, Inc.	V0156276	12/16/21	B0004175	1,510.00		1,510.00

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								1,510.00		1,510.00
0102784	12/17/21	Recon	0001673	M.L. Plumbing LLC.	V0155620	12/08/21	B0004232	420.12		420.12
					V0156241	12/16/21	B0004261	1,000.00		1,000.00
					V0156295	12/16/21	B0004245	300.00		300.00
					V0156296	12/16/21	B0004244	450.00		450.00
								2,170.12		2,170.12
0102785	12/17/21	Recon	0208090	Maxient, LLC	V0156324	12/17/21	P0010928	6,000.00		6,000.00
								6,000.00		6,000.00
0102786	12/17/21	Recon	0001763	Mecor, Inc.	V0155773	12/09/21	B0003984	439.10		439.10
								439.10		439.10
0102787	12/17/21	Recon	0001289	Menards	V0156281	12/16/21	B0003977	130.63		130.63
					V0156282	12/16/21	B0003977	108.43		108.43
								239.06		239.06
0102788	12/17/21	Recon	0194501	Michael Kautz Carpets &	V0156240	12/16/21	B0004262	1,070.00		1,070.00
					V0156309	12/17/21	B0004263	1,310.00		1,310.00
								2,380.00		2,380.00
0102789	12/17/21	Outst	0212043	MP Medical Equipment Ser	V0156325	12/17/21	P0010936	700.00		700.00
								700.00		700.00
0102790	12/17/21	Recon	0167131	Nationwide Power	V0156340	12/17/21	P0010929	3,060.85		3,060.85
								3,060.85		3,060.85
0102791	12/17/21	Recon	0208924	Nicor Gas	V0156267	12/16/21	B0004000	2,900.50		2,900.50
								2,900.50		2,900.50
0102792	12/17/21	Recon	0001122	Office Depot	V0156258	12/16/21	B0004270	172.95		172.95
					V0156259	12/16/21	B0004270	25.99		25.99
					V0156260	12/16/21	B0004270	29.58		29.58
								228.52		228.52
0102793	12/17/21	Outst	0002406	Paisans Pizza	V0155867	12/15/21	P0010943	330.00		330.00
					V0155868	12/15/21	P0010960	374.00		374.00
					V0155870	12/15/21	P0010961	720.00		720.00
					V0155871	12/15/21	P0010963	13.00		13.00
					V0155872	12/15/21	P0010902	268.75		268.75

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Period 12/01/2021 - 12/31/2021

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0155873	12/15/21	P0010920	237.00		237.00
					V0155874	12/15/21	P0010920	79.00		79.00
					V0155875	12/15/21	P0010920	203.50		203.50
					V0155876	12/15/21	P0010920	144.00		144.00
					V0155878	12/15/21	P0010948	127.50		127.50
					V0155879	12/15/21	P0010947	66.00		66.00
					V0155880	12/15/21	P0010945	61.81		61.81
					V0155881	12/15/21	P0010918	489.00		489.00
					V0155882	12/15/21	P0010921	330.00		330.00
					V0155883	12/15/21	P0010922	673.75		673.75
					V0155884	12/15/21	P0010933	597.00		597.00
					V0155885	12/15/21	P0010937	59.00		59.00
					V0156127	12/15/21	P0010980	3,533.75		3,533.75
					V0156128	12/15/21	P0010986	147.50		147.50
					V0156129	12/15/21	P0010987	53.50		53.50
					V0156130	12/15/21	P0010988	147.50		147.50
					V0156131	12/15/21	P0010989	53.50		53.50
					V0156132	12/15/21	P0010990	53.50		53.50
					V0156133	12/15/21	P0010991	147.50		147.50
					V0156134	12/15/21	P0010992	53.50		53.50
					V0156135	12/15/21	P0010993	147.50		147.50
								9,111.06		9,111.06
0102794	12/17/21	Recon	0001131	Phi Theta Kappa	V0156333	12/17/21	P0010949	65.00		65.00
					V0156334	12/17/21	P0010949	65.00		65.00
					V0156335	12/17/21	P0010949	50.00		50.00
								180.00		180.00
0102795	12/17/21	Recon	0206685	Rainmakers Irrigation &	V0156338	12/17/21	P0010942	360.00		360.00
								360.00		360.00
0102796	12/17/21	Recon	0001835	Ray O'Herron Co. of Oakb	V0156283	12/16/21	B0004103	1,022.78		1,022.78
					V0156284	12/16/21	B0004103	230.87-		-230.87
					V0156285	12/16/21	B0004103	196.96		196.96
								988.87		988.87
0102797	12/17/21	Recon	0212266	RELX Inc	V0156210	12/16/21	P0010997	960.00		960.00
								960.00		960.00
0102798	12/17/21	Recon	0001143	Sargent Welch	V0156344	12/17/21	P0010846	121.51		121.51
								121.51		121.51
0102799	12/17/21	Recon	0001742	Scout Electric Supply Co	V0155776	12/09/21	B0003983	702.00		702.00
								702.00		702.00

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ACCOUNTS PAYABLE CHECK REGISTER  
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Bank Code: 01 General Checking  
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102800	12/17/21	Recon	0001967	Shaw Media	V0156272	12/16/21	B0003956	1,199.00		1,199.00
								1,199.00		1,199.00
0102801	12/17/21	Recon	0000965	Sigma-Aldrich Inc	V0156339	12/17/21	P0010893	308.49		308.49
					V0156341	12/17/21	P0010893	141.90		141.90
								450.39		450.39
0102802	12/17/21	Recon	0208071	Signature Transportation	V0156305	12/16/21	P0010938	4,200.00		4,200.00
					V0156306	12/16/21	P0010938	1,140.75		1,140.75
					V0156312	12/17/21	P0010938	999.75		999.75
								6,340.50		6,340.50
0102803	12/17/21	Recon	0168276	SmartDeploy	V0155877	12/15/21	P0010950	3,174.00		3,174.00
								3,174.00		3,174.00
0102804	12/17/21	Recon	0001156	Smithereen Exterminating	V0155787	12/09/21	B0003973	177.00		177.00
								177.00		177.00
0102805	12/17/21	Void	0157227	Staples Advantage			B0003973			
0102806	12/17/21	Recon	0189862	Stoneside LLC	V0156254	12/16/21	B0004184	7,326.00		7,326.00
								7,326.00		7,326.00
0102807	12/17/21	Recon	0002889	Suburban Door Check & Lo	V0155786	12/09/21	B0003988	329.10		329.10
								329.10		329.10
0102808	12/17/21	Recon	0155715	Technology Management Re	V0156300	12/16/21	B0004009	1,141.05		1,141.05
								1,141.05		1,141.05
0102809	12/17/21	Outst	0002594	Training Concepts, Inc.	V0156314	12/17/21	P0010927	2,800.00		2,800.00
					V0156327	12/17/21	P0010927	262.80		262.80
								3,062.80		3,062.80
0102810	12/17/21	Recon	0001824	Waukegan Roofing Co., In	V0156308	12/17/21	B0003986	1,325.00		1,325.00
								1,325.00		1,325.00
0102811	12/17/21	Recon	0166312	Wells Fargo Equiptment F	V0156230	12/16/21	B0003991	1,248.00		1,248.00
								1,248.00		1,248.00

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ACCOUNTS PAYABLE CHECK REGISTER  
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0102812	12/17/21	Void	0001406	Wex Bank			B0003991			
0102813	12/17/21	Recon	0177607	YBP Library Services	V0156266	12/16/21	B0003993	624.23		624.23
								624.23		624.23
0102814	12/17/21	Recon	0212016	Zoll Medical Corporation	V0156263	12/16/21	B0004250	564.90		564.90
								564.90		564.90
0102815	12/17/21	Recon	0001406	Wex Bank	V0155790	12/09/21	B0003979	1,433.51		1,433.51
								1,433.51		1,433.51
0102816	12/17/21	Recon	0001406	Wex Bank	V0156229	12/16/21	B0004020	553.19		553.19
								553.19		553.19
E0012923	12/02/21	Outst	0202517	Mr. Diego U. Aleman Sant	V0155402	11/30/21		46.15		46.15
					V0155403	11/30/21		57.01		57.01
					V0155404	11/30/21		21.49		21.49
					V0155405	11/30/21		6.00		6.00
					V0155406	11/30/21		1.30		1.30
					V0155407	11/30/21		2.40		2.40
								134.35		134.35
E0012924	12/02/21	Outst	0209933	Christopher P. Butz	V0155433	12/01/21		187.93		187.93
								187.93		187.93
E0012925	12/02/21	Outst	0000838	Mrs. Brenda M. Garcia-Se	V0155154	11/23/21		45.98		45.98
								45.98		45.98
E0012926	12/02/21	Outst	0201847	Dr. Alison Gehrke	V0155374	11/30/21		639.29		639.29
								639.29		639.29
E0012927	12/02/21	Outst	0183910	Ms Vickie L. Gukenberger	V0154230	11/22/21		1,426.61		1,426.61
								1,426.61		1,426.61
E0012928	12/02/21	Outst	0107686	Mrs. Blanca E. Jara	V0153775	11/22/21		39.98		39.98
					V0153776	11/22/21		373.45		373.45
					V0153777	11/22/21		1,400.00		1,400.00
								1,813.43		1,813.43
E0012929	12/02/21	Outst	0002697	Dr. Keith McLaughlin	V0155375	11/30/21		404.74		404.74

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ACCOUNTS PAYABLE CHECK REGISTER  
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Bank Code: 01 General Checking  
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								404.74		404.74
E0012930	12/02/21	Outst	0206101	Kevin W. McManaman	V0153771	11/22/21		160.90		160.90
					V0155379	11/30/21		368.96		368.96
								529.86		529.86
E0012931	12/02/21	Outst	0197664	Ms. Claudia Mosqueda	V0155153	11/23/21		34.48		34.48
								34.48		34.48
E0012932	12/02/21	Outst	0199309	Jason Nichols	V0153184	11/08/21		3,000.00		3,000.00
					V0153772	11/22/21		66.88		66.88
					V0155380	11/30/21		773.72		773.72
								3,840.60		3,840.60
E0012933	12/02/21	Outst	0000928	Mr. James P. O'Connell,	V0155383	11/30/21		120.00		120.00
								120.00		120.00
E0012934	12/02/21	Outst	0195558	Mr. Andrew E. Pulaski	V0155377	11/30/21		432.04		432.04
					V0155410	12/01/21		1,134.41		1,134.41
								1,566.45		1,566.45
E0012935	12/02/21	Outst	0201801	Michael R. Traversa	V0155382	11/30/21		440.00		440.00
								440.00		440.00
E0012936	12/02/21	Outst	0000019	Mr. Scott E. Ulbrich	V0155386	11/30/21		90.00		90.00
								90.00		90.00
E0012937	12/02/21	Outst	0199729	Miss Laura G. Valdez	V0155435	12/01/21		112.14		112.14
								112.14		112.14
E0012938	12/02/21	Outst	0158266	Mr. Christopher J. Wido	V0155381	11/30/21		2,000.00		2,000.00
								2,000.00		2,000.00
E0012993	12/09/21	Outst	0202517	Mr. Diego U. Aleman Sant	V0155401	11/30/21		172.50		172.50
					V0155570	12/06/21		50.00		50.00
								222.50		222.50
E0012994	12/09/21	Outst	0107686	Mrs. Blanca E. Jara	V0155571	12/06/21		64.97		64.97
					V0155572	12/06/21		87.47		87.47
					V0155573	12/06/21		196.99		196.99



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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0155574	12/06/21		107.32		107.32
								456.75		456.75
E0012995	12/09/21	Outst	0206101	Kevin W. McManaman	V0155554	12/06/21		268.85		268.85
								268.85		268.85
E0012996	12/09/21	Outst	0199309	Jason Nichols	V0153143	11/08/21		46.44		46.44
					V0155556	12/06/21		170.00		170.00
					V0155559	12/06/21		60.99		60.99
								277.43		277.43
E0012997	12/09/21	Outst	0000928	Mr. James P. O'Connell,	V0155561	12/06/21		30.00		30.00
								30.00		30.00
E0012998	12/09/21	Outst	0209668	Nikolas Radenkovich	V0155558	12/06/21		60.00		60.00
								60.00		60.00
E0012999	12/09/21	Outst	0056628	Mr. Daniel B. Roman	V0155592	12/08/21		183.77		183.77
								183.77		183.77
E0013000	12/09/21	Outst	0000797	Mr. Ruben V. Ruiz	V0155589	12/08/21		500.00		500.00
								500.00		500.00
E0013001	12/09/21	Outst	0172945	Ms. Perla A. Santoyo	V0155400	11/30/21		172.50		172.50
								172.50		172.50
E0013002	12/09/21	Outst	0201801	Michael R. Traversa	V0155373	11/30/21		422.40		422.40
					V0155560	12/06/21		110.00		110.00
								532.40		532.40
E0013003	12/09/21	Outst	0000019	Mr. Scott E. Ulbrich	V0155565	12/06/21		30.00		30.00
								30.00		30.00
E0013004	12/09/21	Outst	0209062	Latinologues Inc	V0155569	12/06/21		20,000.00		20,000.00
								20,000.00		20,000.00
E0013059	12/14/21	Outst	0209135	Omni Financial Group, In	V0155842	12/15/21		11,354.65		11,354.65
					V0155851	12/14/21		7,700.00		7,700.00
								19,054.65		19,054.65

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Bank Code: 01 General Checking  
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0013060	12/14/21	Outst	0207194	DD's Operations LLC	V0155853	12/14/21	B0004254	1,925.00		1,925.00
								1,925.00		1,925.00
E0013061	12/14/21	Outst	0209062	Latinologues Inc	V0155857	12/14/21	B0004160	2,500.00		2,500.00
								2,500.00		2,500.00
E0013062	12/14/21	Outst	0001161	State Univ Retirement Sy	V0155847	12/15/21		76,256.01		76,256.01
								76,256.01		76,256.01
E0013063	12/15/21	Outst	0209950	Creativity Lives Here	V0156204	12/15/21	P0010971	950.00		950.00
					V0156205	12/15/21	P0010972	570.00		570.00
					V0156206	12/15/21	P0010973	950.00		950.00
								2,470.00		2,470.00
E0013064	12/15/21	Outst	0205065	GradUp, LLC	V0156207	12/15/21	P0010969	990.00		990.00
								990.00		990.00
E0013157	12/17/21	Outst	0001161	State Univ Retirement Sy	V0156226	12/17/21		65,000.41		65,000.41
								65,000.41		65,000.41
E0013158	12/16/21	Outst	0209135	Omni Financial Group, In	V0156221	12/17/21		11,254.50		11,254.50
					V0156247	12/16/21		7,700.00		7,700.00
								18,954.50		18,954.50
E0013159	12/16/21	Outst	0209933	Christopher P. Butz	V0148929	08/17/21		2,000.00		2,000.00
					V0155771	12/09/21		34.11		34.11
								2,034.11		2,034.11
E0013160	12/16/21	Outst	0107686	Mrs. Blanca E. Jara	V0155575	12/06/21		19.79		19.79
					V0155586	12/07/21		1,080.00		1,080.00
					V0155780	12/09/21		750.00		750.00
					V0155815	12/12/21		700.00		700.00
					V0155816	12/12/21		92.03		92.03
					V0155817	12/12/21		154.53		154.53
								2,796.35		2,796.35
E0013161	12/16/21	Outst	0017224	Ms Gabriela Mata	V0155828	12/13/21		345.00		345.00
					V0155829	12/13/21		403.21		403.21
					V0155854	12/14/21		345.00		345.00
					V0155855	12/14/21		320.00		320.00

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ACCOUNTS PAYABLE CHECK REGISTER  
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Bank Code: 01 General Checking  
GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0155856	12/14/21		110.00		110.00
					V0155861	12/14/21		320.00		320.00
								1,843.21		1,843.21
E0013162	12/16/21	Outst	0002697	Dr. Keith McLaughlin	V0156209	12/16/21		140.53		140.53
								140.53		140.53
E0013163	12/16/21	Outst	0206101	Kevin W. McManaman	V0148200	07/08/21		2,500.00		2,500.00
					V0155769	12/09/21		237.89		237.89
								2,737.89		2,737.89
E0013164	12/16/21	Outst	0199309	Jason Nichols	V0149934	09/13/21		2,999.00		2,999.00
					V0153187	11/08/21		3,000.00		3,000.00
					V0155770	12/09/21		41.46		41.46
					V0155848	12/14/21		562.95		562.95
								6,603.41		6,603.41
E0013165	12/16/21	Outst	0000776	Mrs. Mireya Perez	V0155625	12/08/21		275.62		275.62
								275.62		275.62
E0013166	12/16/21	Outst	0195558	Mr. Andrew E. Pulaski	V0155830	12/14/21		102.67		102.67
								102.67		102.67
E0013167	12/16/21	Outst	0209668	Nikolas Radenkovich	V0148205	07/08/21		5,000.00		5,000.00
					V0155863	12/15/21		679.32		679.32
								5,679.32		5,679.32
E0013168	12/16/21	Outst	0209695	Jonathan Rush	V0148224	07/12/21		3,000.00		3,000.00
								3,000.00		3,000.00
E0013169	12/16/21	Outst	0172945	Ms. Perla A. Santoyo	V0155826	12/13/21		53.40		53.40
								53.40		53.40
E0013170	12/16/21	Outst	0201801	Michael R. Traversa	V0155820	12/13/21		3,000.00		3,000.00
								3,000.00		3,000.00
E0013171	12/16/21	Outst	0199729	Miss Laura G. Valdez	V0155866	12/15/21		160.20		160.20
								160.20		160.20

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0013172	12/16/21	Outst	0190102	Ms. Brandie N. Windham	V0155822	12/13/21		86.81		86.81
					V0155823	12/13/21		114.60		114.60
								201.41		201.41
								1,111,010.38		1,111,010.38

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CHECK REGISTER SUMMARY REPORT  
Period 12/01/2021 - 12/31/2021

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,111,010.38	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,111,010.38
			-----	-----
			1,111,010.38	1,111,010.38

**Morton Community College**  
**FY22 Budget Report**  
**For 6 Month Ending December 31, 2021**



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

**50%**

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 16,799,409	\$ 29,127,709	57.7%	\$ 12,328,300
Expenditures	(11,226,709)	(29,127,709)	38.5%	(17,901,000)
Net	\$ 5,572,700	\$ -		\$ (5,572,700)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 1,151,025	\$ 2,927,600	39.3%	\$ 1,776,575
Expenditures	(1,340,161)	(2,927,065)	45.8%	(1,586,904)
Net	\$ (189,136)	\$ 535		\$ 189,671
<u>Restricted Purpose Fund</u>				
Revenue	\$ 6,294,617	\$ 32,005,522	19.7%	\$ 25,710,905
Expenditures	(7,006,267)	(32,009,007)	21.9%	(25,002,740)
Net	\$ (711,650)	\$ (3,485)		\$ 708,165
<u>Audit Fund</u>				
Revenue	\$ 37,972	\$ 72,950	52.1%	\$ 34,978
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 37,972	\$ (8,650)		\$ (46,622)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 418,601	\$ 811,916	51.6%	\$ 393,315
Expenditures	(446,230)	(1,227,500)	36.4%	(781,270)
Net	\$ (27,629)	\$ (415,584)		\$ (387,955)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 480,786	\$ 675,628	71.2%	\$ 194,842
Expenditures	(474,475)	(646,575)	73.4%	(172,100)
Net	\$ 6,311	\$ 29,053		\$ 22,742
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ (9,163)	\$ 6,366,308	-0.1%	\$ 6,375,471
Expenditures	(657,040)	(6,366,308)	10.3%	(5,709,268)
Net	\$ (666,203)	\$ -		\$ 666,203
<u>All Funds</u>				
Revenue	\$ 25,173,247	\$ 71,987,633	35.0%	\$ 46,814,386
Expenditures	(21,150,882)	(72,385,764)	29.2%	\$ (51,234,882)
Net	\$ 4,022,365	\$ (398,131)		\$ (4,420,496)

**EDUCATION FUND REVENUE**  
**December 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 3,949,703	\$ 7,649,000	51.6%	\$ 3,699,297
Total Local Government	<u>\$ 3,949,703</u>	<u>\$ 7,649,000</u>		<u>\$ 3,699,297</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 313,566	\$ 750,000	41.8%	\$ 436,434
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,056,409	\$ 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	<u>\$ 3,253,126</u>	<u>\$ 7,044,605</u>		<u>\$ 3,791,479</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 7,694,148	\$ 9,859,300	78.0%	\$ 2,165,152
Fees	1,553,064	2,182,504	71.2%	629,440
Other	-	1,300,000	0.0%	1,300,000
Total Tuition and Fees	<u>\$ 9,247,212</u>	<u>\$ 13,341,804</u>		<u>\$ 4,094,592</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 14,500	\$ 252,300	5.7%	\$ 237,800
Investment revenue	1,302	60,000	2.2%	58,698
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 15,802</u>	<u>\$ 342,300</u>		<u>\$ 326,498</u>
<b>Total Revenue</b>	<u>\$ 16,779,409</u>	<u>\$ 29,127,709</u>	<u>57.6%</u>	\$ 12,348,300
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 16,779,409</u>	<u>\$ 29,127,709</u>	57.6%	<u>\$ 12,348,300</u>



**EDUCATION FUND EXPENDITURES**  
**December 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 3,992,063	\$ 8,674,743	46.0%	\$ 4,682,680
Employee benefits	395,605	850,262	46.5%	454,657
Contractual services	82,956	372,500	22.3%	289,544
Material and supplies	93,624	621,950	15.1%	528,326
Conferences and meetings	14,134	49,785	28.4%	35,651
Total Instruction	<u>4,578,382</u>	<u>10,569,240</u>	<u>43.3%</u>	<u>5,990,858</u>
<b>Academic Support</b>				
Salaries	499,932	1,240,696	40.3%	740,764
Employee benefits	61,068	265,380	23.0%	204,312
Contractual services	137,477	298,000	46.1%	160,523
Material and supplies	87,226	346,280	25.2%	259,054
Conferences and meetings	6,623	26,100	25.4%	19,477
Fixed charges	34,161	80,000	42.7%	45,839
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>826,487</u>	<u>2,257,456</u>	<u>36.6%</u>	<u>1,430,969</u>
<b>Student Services</b>				
Salaries	898,791	2,121,429	42.4%	1,222,638
Employee benefits	120,411	296,988	40.5%	176,577
Contractual services	83,672	221,000	37.9%	137,328
Material and supplies	-3,946	179,750	-2.2%	183,696
Conferences and meetings	28,841	83,650	34.5%	54,809
Fixed charges	(37)	21,500	-0.2%	21,537
Total Student Services	<u>1,127,732</u>	<u>2,924,317</u>	<u>38.6%</u>	<u>1,796,585</u>
<b>Public Service/Continuing Education</b>				
Salaries	125,554	246,224	51.0%	120,670
Employee benefits	19,253	54,745	35.2%	35,492
Contractual services	10,765	217,000	5.0%	206,235
Material and supplies	744	26,200	2.8%	25,456
Conferences and meetings	400	5,250	7.6%	4,850
Other tuition/fee waiver	474	5,000	9.5%	4,526
Total Public Service/Continuing Education	<u>157,190</u>	<u>554,419</u>	<u>28.4%</u>	<u>397,229</u>
<b>Auxiliary Services</b>				
Salaries	100,685	220,425	45.7%	119,740
Employee benefits	19,520	42,026	46.4%	22,506
Contractual services	345,660	450,000	76.8%	104,340
Material and supplies	181,299	612,000	29.6%	430,701
Conferences and meetings	110,221	228,000	48.3%	117,779
Fixed charges	1,150	28,000	4.1%	26,850
Total Auxiliary Services	<u>758,535</u>	<u>1,580,451</u>	<u>48.0%</u>	<u>821,916</u>

**EDUCATION FUND EXPENDITURES**  
**December 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>Institutional Support</b>				
Salaries	\$ 1,038,513	\$ 2,579,647	40.3%	\$ 1,541,134
Employee benefits	174,460	511,879	34.1%	337,419
Contractual services	896,035	1,502,000	59.7%	605,965
Material and supplies	153,380	743,800	20.6%	590,420
Conferences and meetings	63,851	214,000	29.8%	150,149
Fixed charges	48	1,500	3.2%	1,452
Other	48,032	140,000	34.3%	91,968
Total Institutional Support	<u>2,374,319</u>	<u>5,692,826</u>	<u>41.7%</u>	<u>3,318,507</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	<u>1,404,063</u>	<u>1,529,000</u>	<u>91.8%</u>	<u>124,937</u>
Total Scholarships, Student Grants & Waivers	<u>1,404,063</u>	<u>1,529,000</u>	<u>91.8%</u>	<u>124,937</u>
<b>Contingencies</b>				
	-	520,000	0.0%	520,000
<b>Total Expenditures</b>	<u>\$ 11,226,708</u>	<u>\$ 25,627,709</u>	<u>43.8%</u>	<u>\$ 14,401,001</u>
<b>Transfers out</b>				
	-	3,500,000	0.0%	3,500,000
<b>Total Expenditures and Transfers out</b>	<u>\$11,226,708</u>	<u>\$ 29,127,709</u>	<u>38.5%</u>	<u>\$ 17,901,001</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 773,920</u>	<u>\$ 1,498,600</u>	<u>51.6%</u>	<u>\$ 724,680</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>313,566</u>	<u>750,000</u>	<u>41.8%</u>	<u>436,434</u>
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	<u>-</u>	<u>650,000</u>	<u>0.0%</u>	<u>650,000</u>
<b>STUDENT FEES</b>				
Fees	<u>65,747</u>	<u>-</u>	<u>#DIV/0!</u>	<u>-65,747</u>
Total Student Fees	<u>65,747</u>	<u>0</u>	<u>#DIV/0!</u>	<u>-65,747</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	<u>20</u>	<u>5,000</u>	<u>0.4%</u>	<u>4,980</u>
Facilities	<u>-</u>	<u>14,000</u>	<u>0.0%</u>	<u>14,000</u>
Investment revenue	<u>-2,228</u>	<u>10,000</u>	<u>-22.3%</u>	<u>12,228</u>
Total Miscellaneous	<u>-2,208</u>	<u>29,000</u>	<u>-7.6%</u>	<u>31,208</u>
Transfers in	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenue</b>	<u>\$ 1,151,025</u>	<u>\$ 2,277,600</u>	<u>50.5%</u>	<u>\$ 1,126,575</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	<u>\$677,125</u>	<u>\$1,267,024</u>	<u>53.4%</u>	<u>\$589,899</u>
Employee benefits	<u>81,189</u>	<u>199,041</u>	<u>40.8%</u>	<u>117,852</u>
Contractual services	<u>157,716</u>	<u>418,000</u>	<u>37.7%</u>	<u>260,284</u>
Material and supplies	<u>37,587</u>	<u>194,500</u>	<u>19.3%</u>	<u>156,913</u>
Conferences and meetings	<u>-</u>	<u>6,500</u>	<u>0.0%</u>	<u>6,500</u>
Utilities	<u>386,441</u>	<u>770,000</u>	<u>50.2%</u>	<u>383,559</u>
Capital outlay	<u>103</u>	<u>62,000</u>	<u>0.2%</u>	<u>61,897</u>
Other	<u>-</u>	<u>10,000</u>	<u>0.0%</u>	<u>10,000</u>
Total Operations and Maintenance of Plant	<u>1,340,161</u>	<u>2,927,065</u>	<u>45.8%</u>	<u>1,586,904</u>
<b>Total Expenditures</b>	<u>\$ 1,340,161</u>	<u>\$ 2,927,065</u>	<u>45.8%</u>	<u>\$ 1,586,904</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB - adult education	130,676	\$705,975	18.5%	575,299
ISBE grant revenue- other	133,226	261,362	51.0%	128,136
Other Sources	3,487	3,693,486	0.1%	3,689,999
Total State Government	<u>267,389</u>	<u>4,660,823</u>	<u>5.7%</u>	<u>4,393,434</u>
<b>FEDERAL GOVERNMENT</b>				
ICCB - adult education	-	370,575	0.0%	370,575
Department of education	6,025,180	26,958,623	22.3%	20,933,443
Other	2,046	15,500	0.0%	13,454
Total Federal Government	<u>6,027,226</u>	<u>27,344,698</u>	<u>22.0%</u>	<u>20,946,897</u>
<b>Total Revenue</b>	<u>\$ 6,294,615</u>	<u>\$ 32,005,521</u>	<u>19.7%</u>	<u>\$ 25,340,331</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 536,017	\$ 1,111,826	48.2%	\$ 575,809
Employee benefits	76,725	2,072,446	3.7%	1,995,721
Contractual services	17,198	55,196	31.2%	37,998
Material and supplies	81,899	292,171	28.0%	210,272
Conferences and meetings	-	4,090	0.0%	4,090
Other Fixed Charges	4,410	17,936	24.6%	13,526
Student grants and scholarships	13,893	11,954	116.2%	(1,939)
Total Instruction	<u>730,142</u>	<u>3,565,619</u>	<u>20.5%</u>	<u>2,835,477</u>
<b>Academic Support</b>				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
<b>Student Services</b>				
Salaries	49,376	743,552	6.6%	694,176
Employee benefits	6,634	540,095	1.2%	533,461
Other Contract Services	28,126	300,769	9.4%	272,643
Material and supplies	86,847	724,379	12.0%	637,532
Conferences and meetings	442	93,018	0.5%	92,576
Fixed charges	-	100	0.0%	100
Student grants and scholarships	90,329	267,045	33.8%	176,716
Total Student Services	<u>261,754</u>	<u>2,668,958</u>	<u>9.8%</u>	<u>2,407,204</u>
<b>Public Service/Continuing Education</b>				
Salaries	103,216	206,814	49.9%	103,598
Employee benefits	21,960	116,200	18.9%	94,240
Contractual services	456	3,000	15.2%	2,544
Material and supplies	(25)	10,738	-0.2%	10,763
Conferences and meetings	3,280	22,610	14.5%	19,330
Total Public Service/Continuing Education	<u>128,887</u>	<u>359,362</u>	<u>35.9%</u>	<u>230,475</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.0%</u>	<u>450,000</u>
<b>Institutional Support</b>				
Salaries	63,181	90,000	70.2%	26,819
Employee benefits	16,819	520,000	3.2%	503,181
Contractual services	443,390	1,000,000	44.3%	556,610
Materials and supplies	476,460	3,541,884	13.5%	3,065,424
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	43,074	2,000,000	2.2%	1,956,926
Total Institutional Support	<u>1,315,839</u>	<u>9,218,141</u>	<u>14.3%</u>	<u>7,902,302</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	22,004	131,529	16.7%	109,525
Student grants and scholarships	4,547,639	15,240,397	29.8%	10,692,758
<u>Total Scholarships, Student Grants &amp; Waivers</u>	<u>4,569,643</u>	<u>15,371,926</u>	<u>29.7%</u>	<u>10,802,283</u>
<b><u>Total Expenditures</u></b>	<u>\$ 7,006,265</u>	<u>\$ 32,009,006</u>	<u>21.9%</u>	<u>\$ 25,002,741</u>

AUDIT FUND REVENUE AND EXPENDITURES  
December 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 37,971	\$ 72,900	52.1%	\$ 34,929
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	-	50	0.0%	50
<b><u>Total Revenue</u></b>	<u>\$ 37,971</u>	<u>\$ 72,950</u>	<u>52.1%</u>	<u>\$ 34,979</u>
<u>Transfers in</u>	-	-	0.0%	-
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 37,971</u>	<u>\$ 72,950</u>	<u>52.1%</u>	<u>\$ 34,979</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b><u>Institutional Support</u></b>				
Contractual services	-	81,600	0.0%	81,600
<b><u>Total Expenditures</u></b>	<u>\$ -</u>	<u>\$ 81,600</u>	<u>0.0%</u>	<u>\$ 81,600</u>

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 415,560	\$ 811,816	51.2%	\$ 396,256
<b>MISCELLANEOUS</b>				
Investment revenue	4	100	4.0%	96
<b>Total Revenue</b>	<u>\$ 415,564</u>	<u>\$ 811,916</u>	<u>51.2%</u>	<u>\$ 396,352</u>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b>Instruction</b>				
Employee benefits	34,770	135,000	25.8%	100,230
Total Instruction	<u>34,770</u>	<u>135,000</u>	<u>25.8%</u>	<u>100,230</u>
<b>Academic Support</b>				
Employee benefits	4,302	16,500	26.1%	12,198
<b>Student Services</b>				
Employee benefits	7,415	20,500	36.2%	13,085
Total Academic Support	<u>7,415</u>	<u>20,500</u>	<u>36.2%</u>	<u>13,085</u>
<b>Public Service/Continuing Education</b>				
Employee benefits	1,169	7,500	15.6%	6,331
<b>Auxiliary Services</b>				
Employee benefits	781	4,500	17.4%	3719
<b>Operations and Maintenance of Plant</b>				
Salaries	(3,037)	350,000	-0.9%	353,037
Employee benefits	5,303	23,500	22.6%	18,197
Total Operations and Maintenance of Plant	<u>2,266</u>	<u>373,500</u>	<u>0.6%</u>	<u>371,234</u>
<b>Institutional Support</b>				
Employee benefits	10,569	75,000	14.1%	64,431
Contractual services	86,002	200,000	43.0%	113,998
Other Fixed Charges	295,920	395,000	74.9%	99,080
Total Institutional Support	<u>392,491</u>	<u>670,000</u>	<u>58.6%</u>	<u>277,509</u>
<b>Total Expenditures</b>	<u>\$ 443,194</u>	<u>\$ 1,227,500</u>	<u>36.1%</u>	<u>\$ 784,306</u>



GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES  
December 31, 2021

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	<u>\$ 480,784</u>	<u>\$ 675,528</u>	<u>71.2%</u>	<u>\$ 194,744</u>
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	<u>3</u>	<u>100</u>	<u>3.0%</u>	<u>97</u>
<b>Total Revenue</b>	<u>480,787</u>	<u>675,628</u>	<u>71.2%</u>	<u>194,841</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	<u>474,475</u>	<u>646,575</u>	<u>73.4%</u>	<u>172,100</u>
<b><u>TRANSFERS OUT</u></b>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
<b>Total Expenditures</b>	<u>\$ 474,475</u>	<u>\$ 646,575</u>	<u>73.4%</u>	<u>\$ 172,100</u>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**  
**December 31, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b>STATE GOVERNMENT</b>				
Capital Development Board	-	2,866,308	0.0%	2,866,308
Total	-	2,866,308	0.0%	2,866,308
<b>OTHER SOURCES</b>				
Bonds		-	0.0%	-
Investment Interest	9,163	-	0.0%	(9,163)
Total	9,163	-	#DIV/0!	(9,163)
<b>TRANSFERS IN</b>	\$ -	\$ 3,500,000	0.0%	\$ 3,500,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 9,163</u>	<u>\$ 6,366,308</u>	<u>0.1%</u>	<u>\$ 6,357,145</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	99,216	100,000	99.2%	784
Capital outlay	557,824	6,266,308	8.9%	5,708,484
Total Operation and Maintenance of Plant	657,040	6,366,308	10.3%	5,709,268
<b>Total Expenditures</b>	<u>\$ 657,040</u>	<u>\$ 6,366,308</u>	<u>10.3%</u>	<u>\$ 5,709,268</u>

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

**Sent:** Wednesday, January 12, 2022 5:25 PM

**To:** Mireya Perez <mireya.perez@morton.edu>

**Subject:** Action Item 8.3 for 1/14/2022 Board Meeting

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

**Rationale:** [Required by Board Policy 1.6.7]

**Attachments:** Treasurer's Reports

**Morton College Treasurer's Report***Month Ending: December 2021*

<i><b>Institution</b></i>	<i><b>Purchased</b></i>	<i><b>Principal</b></i>	<i><b>Rate</b></i>	<i><b>Type</b></i>	<i><b>Maturity</b></i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,644,102.68	0.0100%	TIF Prime Fund	31-Dec-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,472.74	1.0940%	CD	31-Dec-21
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,472.74	1.0940%	CD	31-Dec-21
	Sum	<u>\$11,147,048.16</u>			
<b>Grand Total</b>		<b>\$ 11,147,048.16</b>			

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE JOHNATHAN GOURLAY AND RANDI PLOSZA FOR OUT OF COUNTRY TRAVEL FOR THE ILLINOIS CONSORTIUM FOR INTERNATIONAL STUDIES AND PROGRAMS (ICISP) 2022 TWO WEEK INTERNATIONAL EXCHANGE PROGRAM WITH FINLAND MAY 14 - 28, 2022.

**RATIONALE:**

MORTON COLLEGE IS COMMITTED TO HELPING STUDENTS PARTICIPATE IN THE ILLINOIS CONSORTIUM OF INTERNATIONAL STUDIES AND PROGRAMS (ICISP) STUDY ABROAD OPPORTUNITIES IN AUSTRIA, CHINA, COSTA RICA, FINLAND, FRANCE, IRELAND, NETHERLANDS, AND THE UNITED KINGDOM. IT IS ALSO COMMITTED TO GLOBALIZING THE CAMPUS IN ORDER TO PREPARE STUDENTS FOR SUCCESS IN A GLOBAL ECONOMY. MORTON COLLEGE PROVIDES PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR OUR FACULTY TO ENGAGE IN INTERCULTURAL UNDERSTANDING AND GAIN INSIGHT IN GLOBAL CITIZENSHIP AND TRANSFORMATIVE LEARNING.

**COST ANALYSIS:**

\$1350 PER PARTICPANT (COVERS FLIGHTS AND A \$125 ADMINISTRATIVE FEE)

**ATTACHMENTS:** ACCEPTANCE LETTER



at Heartland Community College  
1500 W. Raab Rd.  
Normal, IL 61761  
Phone: (309) - 268 - 8664  
Fax: (309) - 268 - 7981

[www.icisp.org](http://www.icisp.org)

Katherine Schuster, Ph.D., President  
Oakton Community College

Jody Littleton, Vice President  
Parkland College

Zach Petrea, Membership Secretary  
Heartland Community College

Gavin Lee, ICISP/Host Institution Liaison  
Heartland Community College

December 17, 2021

Dear ICISP Two Week Exchange Program Applicant,

We are pleased to inform you that you have been selected to participate in the 2022 Two Week International Professional Exchange Program sponsored by the Illinois Consortium for International Studies and Programs (ICISP).

The application and/or supplemental profile sheet for your exchange partner is attached and we recommend that you write or email your partner as soon as possible. Past participants in this program have suggested it is very helpful to send photos, describing yourself, your college, your professional interests and your family, and connect through Facebook, Skype, or other technical/social media if possible.

These short-term exchanges have been most successful when both parties communicate clearly about their interests and the goals they would like to accomplish during the visits. Having this information far in advance will allow you and your exchange partner to plan well for your visits. **Please note: It is the responsibility of each individual participant to book all flights to and from the exchange destination. You will receive updated information by February 1, 2022 about the status of ICISP participants' travel for the exchanges, and about booking flights. You should wait and book your flight after receiving this information. Purchasing trip cancelation insurance when you book your flights is strongly encouraged.**

Just to remind you, the exchanges are scheduled to take place according to the following timetable:

**U.S. Partners visit Finland:**

May 14-28, 2022

**Finland Partners visit the U.S.:**

October 15-29, 2022

**It is mandatory for all ICISP participants to complete a virtual orientation session prior to the exchange start dates.** The orientation session will be held in Zoom format starting at 9:30 a.m. on Saturday, January 22, 2022. Details for joining the meeting will be sent at a later date.

Other documents attached with this letter include the Program Overview, and the Participant Acceptance/Participant Release form (fillable pdf) for you to sign (digital signature may be used) and return to [karen.huber@heartland.edu](mailto:karen.huber@heartland.edu) by no later than January 21, 2022. Please note both of these documents were recently updated to reflect ICISP's international travel policy that all participants must be fully vaccinated for COVID-19 before traveling with ICISP programs.

If you have any questions related to your exchange, please contact the Finland Exchange Program committee chair, Paul Edleman, [paul.edleman@svcc.edu](mailto:paul.edleman@svcc.edu).

Best regards,

Karen Huber  
ICISP Program Assistant

Cc: Paul Edleman, Finland Exchange Program Chair  
Katherine Schuster, ICISP President  
ICISP Representative

Attachments

## **PROPOSED ACTION:**

*Board approval for Baseball out of state travel to Vincennes, Indiana February 25, 2022 through February 27, 2022.*

## **RATIONALE:**

*As required by the National Junior College Athletic Association (NJCAA) to allow our men to compete against the players and teams in the Country. This trip also allows the men's exposure they need to be recruited by Division 1, 2, 3 and NAIA Schools after completing 2 years of Education at Morton College.*

## **COST ANALYSIS:**

*Signature Transportation: \$4,200.00*

*Lodging: \$1,943.10*

*Meal Money: \$1,600.00*

*Total: \$7,743.10*

## **ATTACHMENT:**

*No attachment*

## **PROPOSED ACTION:**

*Board approval for Baseball out of state travel to Albertsville, Alabama February 18, 2022 through February 21, 2022.*

## **RATIONALE:**

*As required by the National Junior College Athletic Association (NJCAA) to allow our men to compete against the players and teams in the Country. This trip also allows the men's exposure they need to be recruited by Division 1, 2, 3 and NAIA Schools after completing 2 years of Education at Morton College.*

## **COST ANALYSIS:**

*Lodging: \$2,988.09*

*Meal Money: \$2,560.00*

*Total: \$5,548.09*

## **ATTACHMENT:**

*No attachment*



**PROPOSED ACTION:** Approval of of a Board of Trustees “Statement of Commitment, as an addendum to Board Policy Section III: Code of Conduct., as presented at the Regular Board Meeting on December 15, 2021. 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

## **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;

1/20/2022

- 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;

2/20/2022

- 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

**PROPOSED ACTION:** That the Board approve the American Association for Paralegal Education (AAfPE) association membership in the amount of \$519.75.

**RATIONALE:** AAfPE is a standard professional organization that high quality paralegal programs join. Membership also allows educators to attend workshops, conferences, and meetings regarding updates to paralegal teaching technology, updates to technology in paralegal field, best teaching practices, curriculum discussions, textbook discussions, and evaluations. Additionally, AAfPE provides online job postings for students whose schools are members.

**COST ANALYSIS:** The membership costs \$519.75

**ATTACHMENT:** Invoice for American Association for Paralegal Education membership

American Association for Paralegal Education (AAfPE)  
222 S. Westmonte Dr, Suite 111  
Altamonte Springs, FL 32714  
Phone 407-774-7880 \* Fax 407-774-6440

## INVOICE 3754



Morton College

Invoice # 3754  
Invoice Date 01/06/2022  
Invoice Due Due Upon Receipt

<b>Amount Due</b>	<b>\$ 519.75</b>
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### Transactions

Description	Amount
Membership Join - Institution Org (through Dec 31, 2022) - 1 year - \$519.75	\$ 519.75

<b>Total Amount</b>	<b>\$ 519.75</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 519.75</b>

AAfPE Tax ID Number: 61-1047512

\*\* We do not accept purchase orders. Members paying by check are eligible for a 5% discount (Annual dues: \$495).

**PROPOSED ACTION:**

THAT THE BOARD APPROVE NURSING MEMBERSHIP KEITH RN IN THE AMOUNT OF \$2,395.00 FROM 2/6/2022-2/6/2023

**RATIONALE:** This membership provides annual access to over 110 unfolding clinical reasoning case study topics across the nursing curriculum to make learning active and develop clinical judgment skills in nursing students. [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:**

\$2,395.00

**ATTACHMENT:**

Invoice



KeithRN  
3700 153rd Lane NW  
Andover, MN 55304 US  
763.227.1773  
Keith@KeithRN.com  
www.KeithRN.com

Invoice 5566

BILL TO  
Morton College

DATE  
01/07/2022

PLEASE PAY  
\$2,395.00

DUE DATE  
02/06/2022

ACTIVITY	QTY	RATE	AMOUNT
<b>Membership site for nurse educators:THINK LIKE A NURSE ALL-INCLUSIVE MEMBERSHIP FOR NURSE EDUCATORS</b> This membership provides annual access to over 110 unfolding clinical reasoning case study topics across the nursing curriculum to make learning active and develop clinical judgment skills in nursing students. Additional handouts to strengthen classroom and clinical learning and faculty development webinars that provide contact hours are also included.	1	2,395.00	2,395.00

TOTAL DUE

\$2,395.00

THANK YOU.



**PROPOSED ACTION:**

THAT THE BOARD APPROVE OADN MEMBERSHIP RENEWAL FROM 3/2022 -3/2023 IN THE AMOUNT OF \$575.00

**RATIONALE:**

ORGANIZATION FOR ASSOCIATE DEGREE IN NURSING  
[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:**

\$575.00

**ATTACHMENT:**

INVOICE

advocate on behalf on the associate degree pathway across the country. Your renewal will continue to give associate degree nursing a vital voice in the policy making realm where decisions on health care and higher education are made.

Renewing your membership ensures that you continue to receive other OADN benefits, such as:

- A subscription to OADN's official journal, *Teaching and Learning in Nursing*
- Member schools invited to participate in the Alpha Delta Nu Nursing Student Honor Society
- Eligibility for Foundation scholarships, awards, and grants
- Tailored educational offerings
- Numerous discounts from OADN partners in education and other industries
- Special member rates for the OADN Annual Convention
- Leadership opportunities
- Assistance from other experts in nursing education
- Networking, and more!

OADN is excited to continue providing these valuable benefits to members. One benefit of OADN, however, is truly invaluable. The advocacy that OADN does on your behalf is essential to building influence and steering the national conversation towards the priorities OADN members identify. OADN advocates daily on behalf of the associate degree nursing pathways. We work to ensure that policy makers, the public, and others understand that associate degree nursing programs offer high quality education with the interest of patient safety and quality care as the priority. OADN's responsibility is to clearly assert the basic truth that without this pathway healthcare access in our country would be compromised. At the same time, OADN must be responsible for explaining and continually emphasizing the vital importance of academic progression in the workforce.

By renewing with OADN, you are not only demonstrating your commitment to associate degree nursing education, you are also helping to safeguard the health and wellbeing of your community.

Should you have any questions with your membership and your benefits, please contact us by replying to this email or calling us at: (800) 809-6260

We appreciate your continuing support!

Sincerely,

The OADN Team

[www.oadn.org](http://www.oadn.org)

If you're having trouble viewing this email, you may [see it online](#)



## Renewal INVOICE - Organization for Associate Degree Nursing

### Mailing Address:

OADN

219 Second Avenue, Suite B

Edwardsville, IL 62025

## INVOICE

01/06/2022

Invoice #: OADN2021-1052

Item: Annual OADN Membership Renewal

Organization: Morton College  
(If Org is blank, please fill in as needed)

Primary Contact for Membership: Lauren Caruso

**AMOUNT DUE: \$575.00**

**Due Date: 03/07/2022**

Payment address: Send checks to - 219 Second Avenue, Suite B Edwardsville, IL 62025 ; for credit card payments, see member portal instructions below or call 800.809.6260

Dear Lauren Caruso,

This note serves as your invoice of membership fees due to OADN; please see details above. You may pay by mailing a check or by logging into the [membership portal](#). We'll notify you as soon as we receive your payment.

To avoid any disruption to your print and electronic subscription to *Teaching and Learning in Nursing*, please complete the renewal process on or before your renewal date. As a reminder, all nursing programs which house a chapter of the Alpha Delta Nu Honor Society need to complete their annual OADN Membership renewal, as outlined in the Alpha Delta Nu national bylaws.

- If you have already submitted payment, please disregard this reminder. Checks sent in the mail typically take one to two weeks to arrive to our finance office in Edwardsville, Illinois for processing.
- Password help: If you forgot your login or password, you may reset it here:  
[https://oadn.app.neoncrm.com/np/clients/oadn/setLogin.jsp?secureId=c3u7UkY1PivUXwiPNcxMmgPANpwjg9hKMUGZ4WzuigpBwfi9Z3rcgZrZrlv0oYU8Y2lhV\\_yAIL0tKLivjVXZWg%3D%3D&W9](https://oadn.app.neoncrm.com/np/clients/oadn/setLogin.jsp?secureId=c3u7UkY1PivUXwiPNcxMmgPANpwjg9hKMUGZ4WzuigpBwfi9Z3rcgZrZrlv0oYU8Y2lhV_yAIL0tKLivjVXZWg%3D%3D&W9) Requests: You may access OADN's current [W9 here](#).
- Inputting your faculty: For program members, you may enter your faculty into the membership portal, or email your current faculty list to [harriet.mcclung@oadn.org](mailto:harriet.mcclung@oadn.org). This is an important step that ensures that your faculty are also all considered members of OADN individually with full benefits.

Thank you for your continued commitment to OADN and the important work we do together to prepare the next generation of the nursing workforce. Renewing your membership reaffirms your place in the organization and allows OADN to continue to be your voice as we

## **PROPOSED ACTION:**

*Approval of the Independent Contract Agreement between Morton College and Teresa Alderman as Assistant Women's Basketball Coach, \$8,000.00 effective October 1, 2021 to June 30, 2022 and Nutrition Center Assistant Manager, \$21,000.00 effective July 1, 2021 to January 1, 2022.*

## **RATIONALE:**

*To coach Morton College Women's Basketball Team and Morton College Nutrition Center Assistant Manager.*

## **COST ANALYSIS:**

*Assistant Women's Basketball Coach: \$8,000.00  
Nutrition Center Assistant Manager: \$21,000.00*

## **ATTACHMENT:**

*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 1st day of October, 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 Teresa Alderman, 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:**

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

**Name:** Teresa Alderman  
**Address:** 838 Stewart Street **City:** Batavia **Zip:** 60510  
**Home Phone Number:** N/A  
**Mobile Phone Number:** 331-302-4610  
**Date of Birth:** 6/24/94  
**Drivers License Number:** A436-8129-4779  
**Full-Time Employer:** N/A  
**Business Address:** N/A  
**Business Phone Number:** N/A

WHEREAS, Independent Contractor desires to serve as the **Women's Basketball Assistant** ('Coach') of Morton for the **2021-2022** 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 Personal Services. Independent Contractor shall provide the personal services of a Coach on a part-time and temporary basis as described herein.
- 1.2 Status. 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 **Women's Basketball Assistant Coach** 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 Best Efforts. 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. **TERM.** The term of Independent Contractor's personal services Agreement shall commence on the October 1, 2021 (the "Commencement Date") and shall continue until the June 30, 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. **RESTRICTIVE COVENANTS.** 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. **REMUNERATION.** Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend):  
\$ 8,000.00 Said stipend is payable as follows:

- |               |                              |
|---------------|------------------------------|
| 1. \$2,000.00 | on Friday, October 29, 2021  |
| 2. \$2,000.00 | on Friday, November 12, 2021 |
| 3. \$2,000.00 | on Friday, December 17, 2021 |
| 4. \$2,000.00 | on Friday, January 14, 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 Termination by the College. 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 Termination by Independent Contractor for Good Reason. 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 Termination due to Death. 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. RETURN OF MORTON'S PROPERTY. 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. NOTICE. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via 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:

**Teresa Alderman**  
**838 Stewart St.**  
**Batavia, IL 60510**

8. FERPA. 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 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. 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 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 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 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 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.
- 9.6 No Conflict of Interest. 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 Right to Counsel. 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 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. 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 October, **2021**\_\_.

Executed:

  
\_\_\_\_\_  
President of Morton College                      Date 10.13.21

  
\_\_\_\_\_  
Independent Contractor                      Date 10/01/2021

Updated: 11/7/2014

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE TRANSFER ARTICULATION AGREEMENT WITH  
PURDUE UNIVERSITY NORTHWEST

**RATIONALE:**

This affiliation will provide Morton College students with the ability to continue their education and receive a Bachelor's Degree with Purdue University Northwest.

[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:**

Agreement

## **Appendix Two: Online RNBSN Completion Degree Requirements (120 Credit Hours (including transfer credit))**

- Minimum grade of C (2.0) required for all nursing core courses and pre-requisite courses including ENGL 10500 and SOC 38200
- Minimum GPA of 2.0 required for graduation
- One Experiential Learning (EL) course required, EL courses are noted by (e) next to the course title
- Milestone Courses noted by (m) next to the course title have been identified as being critical to your success in this field of study
- All major core courses are offered in an online format

### **Major Nursing Core (34 Credits)**

- NUR 18200 - Conceptual And Theoretical Thinking In Nursing
- NUR 38801 - Health Assessment For The Nursing Professional
- NUR 39000 - Nursing Research (m)
- NUR 39100 - Professional Ethics
- NUR 39401 - Health Promotion And Education
- NUR 39700 - Nursing Care Of The Aged, Disabled and Chronically Ill
- NUR 41500 - Pathophysiology
- NUR 45100 - Nursing Informatics
- NUR 45200 - Quality And Safety In Professional Nursing Practice
- NUR 48200 - Nursing Leadership And Management
- NUR 48300 - Community And Public Health Nursing
- NUR 49800 - Capstone Course In Nursing (e)

### **Non-Nursing Required Courses (56 Credits)**

- Math/Science, nonspecific (17 credits)
- English Composition, nonspecific (6 credits)
- Humanities or Social Science, nonspecific (12 credits)
- Psychology, nonspecific (3 credits)
- Free Electives, nonspecific (12 credits)
- Statistical Methods, nonspecific (3 credits)\* prerequisite for NUR 39000
- Communication, nonspecific (3 credits)

### **Nursing Transfer Credits (30 Credits)**

- Nursing credits from previous degree (30 credits)

### **Order of Nursing Classes: Phase I and Phase II**

- NUR 18200 Conceptual and Theoretical Thinking in Nursing is the first nursing course in the carousel and NUR 49800 is the last course in the nursing program.
- Students are only allowed to take one (1) nursing course during a 5-week session. The only exception is NUR 39100 & 39401, which are offered concurrently.
- Progression in nursing course is dependent on whether the course is considered a Phase I, milestone or Phase II courses. Phase I courses must be taken before being allowed to register for NUR 39000 Nursing Research. NUR 39000 Nursing Research is considered a Milestone Course. Phase II courses can only be taken after completing NUR 39000 Nursing Research.
  - Phase I Courses: NUR 18200, NUR 39401, NUR 39700, NUR 41500, NUR 39100 & NUR 48200
  - **Milestone Course: NUR 39000**
  - Phase II: NUR 38801, NUR 45100, NUR 45200, NUR 48300, NUR 49800

Purdue University Northwest		Credit Hours	Morton College	Credit Hours
<b>Math/Science/Pharmacology Requirements (17 credit hours):</b> ding but not limited to; Anatomy & Physiology, Microbiology, Chemistry, Math, Pharmacology. Any combination of credit hours of the above courses will be. Zero credit or developmental courses cannot be applied.				
• College Level Biol/ Math/Sci/Chem/Pharm	4		Biol 203 Anp I*	4
• College Level Biol/ Math/Sci/Chem/Pharm	4		Biol 204 Anp II*	4
• College Level Biol/ Math/Sci/Chem/Pharm	4		Biol 212 Microbiology*	4
• College Level Biol/ Math/Sci/Chem/Pharm	2		Biol 102 (4) or Chem 100 (4) or Chem 105 (5) *	4/5
• College Level Biol/ Math/Sci/Chem/Pharm	3		Math/Sci (If student took Bio 102 or Chem 100 and not Chem 105)	1
<b>Humanities/ Social Science Electives &amp; Free Electives Requirement (30 credit hours):</b> Hum./SS may include but are not limited to; Human Growth & Dev, Sociology, Child Psych, Nutrition or other. Free electives can be any college level course for credit that has not been applied to any other requirement within the student's curriculum. Zero credit or developmental courses cannot be applied.				
• Elementary Psychology	3		Psy 101 Intro to Psych*	3
• Communication elective	3		Spe 101 Public Speaking	3
• Other Social Science or Humanities elective	3		Humanities*	3
• Other Social Science or Humanities elective	3		Peh 103 Nutrition*	2
• Other Social Science or Humanities elective	3		Psy 215 Human Development*	3
• Other Social Science or Humanities elective	3		Social Science/Humanities	4
• Free Elective 1	3		ASN Nursing Course*	3
• Free Elective 2	3		ASN Nursing Course*	3
• Free Elective 3	3		ASN Nursing Course*	3
• Free Elective 4	3		Free Elective	3
<b>English Composition &amp; Statistics Requirement (9 credit hours):</b> College level writing composition courses and college level statistical methods course				
• English Composition 1	3		Eng 101 Rhetoric I*	3
• English Composition 2	3		Eng 102 Rhetoric II*	3
• Statistics for Sociology	3		Statistics	3
<b>Lower Division Nursing Requirement (30 credit hours):</b> 30 credit hours of lower division nursing coursework from Associates Degree				
• Nursing Coursework	30		ASN Nursing Coursework*	39 (9 credit hours applied to free electives)

1. Courses specified by title at partnering college have already been articulated as acceptable transfer to PNW to meet requirements. Courses may transfer in to PNW as *undistributed credit* (UND or XXX) – these courses are accepted toward program requirements.
2. Courses that are listed by title are part of the student's curriculum based on the 2019-2020 Catalog.
3. Students can also look up course for course transfer credit equivalencies to see what following link:  
[https://ssb-prod.pnw.edu/dbServer\\_prod/bzwtxcrd.p\\_select\\_info](https://ssb-prod.pnw.edu/dbServer_prod/bzwtxcrd.p_select_info)
4. Nursing credit taken beyond the required 30 credits can be applied to **Free Electives** if needed.
5. \* indicates courses are part of the students ADN curriculum

Updated 9/4/2019

Dean, College of Nursing

For Morton College

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\_\_\_\_\_  
Stanley Fields, Ph.D  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Lauren Caruso*

\_\_\_\_\_  
*1/12/2022*

Dr. Lauren Caruso  
Dean of Nursing

\_\_\_\_\_  
Date

**Appendix One: Articulation of Courses *Morton College Curriculum***



15. Each Party shall comply with all applicable laws, specifically without limitation, the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC §1231(g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the students who apply and/or transfer to PNW under this Agreement.
16. Each Party agrees to indemnify and hold harmless the other from and against any and all claims, costs, actions, suits, judgments, damages, liabilities, losses, or expenses including, without limitation, reasonable attorneys' fees and the reasonable fees of expert witnesses and other consultants, which arise or are asserted against or imposed upon or incurred by the Party seeking indemnification ("Indemnitee") as a consequence of any act or omission related to the program by the Party from whom indemnification is sought ("Indemnitor") or any employees, agents, or contractors of the Indemnitor. This provision shall survive termination of this Agreement. Nothing in this Agreement shall be construed to limit the indemnity or contribution rights that the Parties may have under law.
17. All notices hereunder shall be in writing and sent via facsimile, registered or certified mail, return receipt requested, or via recognized overnight courier service. All notices shall be deemed effective on the date of actual receipt, as evidenced by the return receipt, courier record, facsimile confirmation record or similar document. In the event any notice is sent via facsimile, a copy of such notice shall also be promptly sent to the other party via first class mail.

If to Morton College:

Dr. Lauren Caruso  
Morton College  
3801 S. Central Avenue  
Cicero, IL 60804  
Facsimile: (708) 656-3156

If to PNW:

Dr. Lisa Hopp  
Purdue University Northwest  
2200 169<sup>th</sup> Street  
Hammond, IN 46323  
Facsimile: (219) 989-2823

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the 15<sup>th</sup> day of January, 2022 by the proper persons, as set forth below.

For Purdue University Northwest

Kenneth C. Holford 1-5-2022

Kenneth Holford, Ph.D. Date  
Vice Chancellor for Academic Affairs and Provost

Lisa Hopp PhD RN FAAN 01/05/2022

Lisa Hopp, Ph.D. Date

5. Morton College continuously complies with the State Board of Nursing rules governing associate degree preparation of prelicensure students and is either a candidate for national accreditation or is nationally accredited through either ACEN or CNEA.
6. Morton College will announce the cooperative relationship with PNW College of Nursing Online RNBSN Completion program via:
  - a. Morton College nursing website
  - b. emails to current students
  - c. promotional materials provided
7. This agreement will remain in effect until terminated by either party. Written notice of intent to terminate, modify, or withdraw from this Articulation Agreement must be submitted by the academic head of either institution at least one academic semester prior to the proposed date of termination/withdrawal. Should a decision be made to modify or dissolve this agreement, students who are already attending Purdue University Northwest at the time will be permitted to continue as long as their academic performance remains in good standing.
8. This Agreement may be amended, in writing, signed by the Parties, for specific program articulation or as deemed mutually necessary by the parties. 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 made in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
9. Neither Party shall be compensated monetarily under this Agreement. It is hereby acknowledged that the Program provided hereunder is mutually beneficial. The Institutions will cooperate in administering the Program in a manner that benefits both Parties.
10. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
11. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to conflict of law principles.
12. This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
13. 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.
14. The Parties shall not discriminate on the basis of race, color, religion, sex, sexual preference, genetics, national origin, citizenship status, ancestry, age, marital status, physical or mental handicap, military status or any other factor as protected or prohibited by federal, state or local law, statute, ordinance, rule or regulation.



## **TRANSFER ARTICULATION AGREEMENT**

Between

Purdue University Northwest

and

Morton College

For Transfer of Morton College Associate Degree in Nursing to Purdue University Northwest RNBSN Bachelor of Science in Nursing

### **Statement of Purpose**

Purdue University on behalf of its Northwest campus, hereinafter referred to as PNW, enters into a cooperative transfer agreement with Morton College, for students who desire to complete a bachelor's degree at PNW. The intent is for students completing an associate's degree program in nursing to move seamlessly to an online RNBSN Bachelor of Science in Nursing at PNW.

### **Transfer Agreement**

Morton Community College graduates from the associate's degree program in Nursing may transfer and apply a maximum of 86 credit hours from that completed degree to the requirements for Purdue University Northwest's Bachelor of Science in Nursing.

Under the terms of this agreement:

1. Morton College students are eligible for admission to Purdue University Northwest College of Nursing Online RNBSN Completion program provided:
  - a. The student has submitted a complete application for admission to Purdue University Northwest. Student may apply and start their first RNBSN course (NUR 18200) while in their last semester of the ASN program at Morton College.
  - b. The student provides a copy of a registered nurse license before registering for the second course in the PNW curriculum.
  - c. The student has a 2.3 or higher GPA on a 4.0-point scale.
  - d. Transfers into PNW courses with an earned grade of C or better that fulfill the stated requirements.
2. For successful degree completion and graduation, students pursuing an online RNBSN degree must meet the graduation requirements as approved by Purdue University Northwest and in force at the time of the student's admission to the relevant degree program.
3. Recognizing that changes in curricula and course content are inevitable, each institution agrees to discuss with the other institution curricular changes affecting this agreement. Changes in curriculum at Morton College affecting this agreement must be approved by PNW as meeting the terms of this agreement.
4. A review of this agreement and the resulting programs by representatives from both institutions must occur every three years from the date of implementation.

**PROPOSED ACTION:**

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND THE CLARE PROPCO LLC.

**RATIONALE:**

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

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

**COST ANALYSIS:**

\$ 0.00

**ATTACHMENT:**

AFFILIATION AGREEMENT  
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
A MASTER EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
THR CLARE PROPCO, LLC**

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

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

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

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

**WHEREAS**, The Clare Propco, LLC (“The Clare”) may be a unit of local government and a public agency of the State of Illinois; and

**WHEREAS**, the educational program at Morton for Physical Therapist Assistants (“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**, The Clare is an Illinois licensed nursing home that is suitable for providing students a clinical setting to satisfy the clinical component of the Program; and

**WHEREAS,** Morton desires to enter into the affiliation agreement with The Clare 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,** The Clare 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 **Exhibit A** to allow its students to do required clinical work with The Clare.

**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 The Clare, 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 January 26, 2022.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of January 2022.

---

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

Attest:

---

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



**EXHIBIT A**

**PROPOSED ACTION:**

**THAT THE BOARD APPROVE A RENEWED RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND GOODLIFE PHYSICAL THERAPY, P.C.**

**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  
A MASTER EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
GOODLIFE PHYSICAL THERAPY, P.C.**

**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**, Goodlife Physical Therapy, P.C. (“Goodlife”) may be a unit of local government and a public agency of the State of Illinois; and

**WHEREAS**, the educational program at Morton for Physical Therapist Assistants (“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**, Goodlife owns and operates a number of rehabilitation facilities in Illinois that are suitable for providing students a clinical setting to satisfy the clinical component of the

Program; and

**WHEREAS**, Morton desires to enter into the affiliation agreement with Goodlife 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**, Goodlife 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 **Exhibit A** to allow its students to do required clinical work with Goodlife.

**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 Goodlife, 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 January 26, 2022.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of January 2022.

---

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**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised December 2021)**

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



# **AFFILIATION AGREEMENT**

## **BETWEEN MORTON COLLEGE AND Goodlife Physical Therapy, P.C.**

**THIS AFFILIATION AGREEMENT** (the "**Agreement**") is entered into this 1<sup>st</sup> day of June, 2022, by and between Goodlife Physical Therapy, P.C. ("**Facility**") and Morton Community College District No. 527 ("**School**"). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a "**Party**" and collectively as the "**Parties**".)

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

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

### **A. SCHOOL RESPONSIBILITIES:**

1. **Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
2. **Student professional liability insurance.** 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. **General Liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
4. **Student Health Insurance.** The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
5. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and

a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.



2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA 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. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of

patient information and the use of all such information. The Parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the Parties, abide by the conditions and requirements stated in **Exhibit D** through the remainder of the term of this Agreement.

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at 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. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. **Removal of students.**
  - (a) The School has the right to remove a student from 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 June 1<sup>st</sup>, 2022 and terminate on May 31, 2025, unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students 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. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this agreement.
3. **Indemnification.** Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** 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. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, 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, or promotion of students or personnel engaged in the performance of this Agreement.

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

If to the Facility:

Goodlife Physical Therapy, P.C.  
14753 Founders Crossing  
Homer Glen, IL 60491

With a Copy to:

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. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

Goodlife Physical Therapy, P.C.

Kathryn Ehmann

Printed Name: Kathryn Ehmann

Title: PT, DPT, SCCE \_\_\_\_\_

Date: 1/13/2022

**MORTON COLLEGE:**

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

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

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

Physical Therapist Assistant Program:

\_\_\_\_\_  
Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

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

## **EXHIBIT A**

### **NAME/LOCATION OF FACILITY SITES:**

Goodlife Physical Therapy  
16517 106<sup>th</sup> Ct.  
Orland Park, IL 60467



**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: Goodlife Physical Therapy, P.C.

School: Morton College

Program: Physical Therapy Assistant

**Facility Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.		x
2. Verification that student/s have met the requirements for the Rubella vaccination with proof of titer.		x
3. Verification that student/s have met the requirements for the Rubeola (Measles) with proof of titer.		x
4. Verification that student/s have met the requirements for the Mumps vaccination with proof of titer.		x
5. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.		x
6. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.		x
7. Verification that the student/s have an annual TB screening with a QuantiFERON test.		x
8. Verification that the student/s have a flu shot for the current flu season.		x
9. Verification that students have an annual Physical Examination		x
10. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination. Other: or proof of weekly testing, which is responsibility of the student.	x	
11. Additional insurance coverage If yes, type of insurance and coverage required:		x
12. Other:		x

**School Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Copy of relevant facility policies (paragraph B.8)	x	
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	x	
3. Other		x

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

#### 2. Obligations of Business Associate

- a. 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. **Permitted Uses and Disclosures by Business Associate.** 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 Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- 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. **Permissible Requests by the Facility.** 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. **Term.** 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. **Termination for Cause.** 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:
    - (i) 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. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

**PROPOSED ACTION:**

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND VITAL REHABILITATION ASSOCIATION INC.

**RATIONALE:**

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

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

**COST ANALYSIS:**

\$ 0.00

**ATTACHMENT:**

AFFILIATION AGREEMENT  
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
AN AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT 527  
AND  
VITAL REHABILITATION ASSOCIATION, INC.**

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

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

**WHEREAS**, 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**, Vital Rehabilitation Association, Inc. (“VRA”) 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**, VRA operates a number of pediatric and adult physical, occupational and speech therapy 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 VRA 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**, VRA 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 **Exhibit A** to allow its students to do required clinical work with VRA.

**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 VRA, 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 January 26, 2022.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of January 2022.

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

Attest:

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised December 2021)**

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

**AFFILIATION AGREEMENT**  
**BETWEEN**  
**MORTON COLLEGE**  
**AND**  
**VITAL REHABILITATION ASSOCIATION, INC.**

**THIS AFFILIATION AGREEMENT** (the "**Agreement**") is entered into this 1<sup>st</sup> day of February 2022, by and between Vital Rehabilitation Association, Inc. ("**Facility**") and Morton Community College District No. 527 ("**School**"). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a "**Party**" and collectively as the "**Parties**".)

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

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

**A. SCHOOL RESPONSIBILITIES:**

1. **Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
2. **Student professional liability insurance.** 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. **General Liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
4. **Student Health Insurance.** The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
5. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and

a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.

2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA 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. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of

patient information and the use of all such information. The Parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the Parties, abide by the conditions and requirements stated in **Exhibit D** through the remainder of the term of this Agreement.

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at 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. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. **Removal of students.**
  - (a) The School has the right to remove a student from 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 February 1, 2022, and terminate on January 31, 2025, unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students 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. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this agreement.
3. **Indemnification.** Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Faculty with copies of evidence of certifications or licensures upon request.
5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, 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, or promotion of students or personnel engaged in the performance of this Agreement.

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

If to the Facility:

Vital Rehabilitation Association, Inc.  
Attn: Tom Kokocinski, President & CEO  
5820 West Irving Park Road  
Chicago, IL 60634

With a Copy to:

[FILL IN, IF NECESSARY]

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. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

**VITAL REHABILITATION ASSOCIATION, INC.**

**MORTON COLLEGE:**

  
Printed Name: Tom Kokocinski

Title: President & CEO

Date: 4/5/2022

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

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

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

Physical Therapist Assistant Program:

Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

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

**EXHIBIT A**

**NAME/LOCATION OF FACILITY SITES:**

Vital Rehabilitation (Portage Park)  
5820 W. Irving Park Rd.  
Chicago, IL 60634  
(P) 773.685.8482  
(email) [businessmanagement@vitalrehabilitation.com](mailto:businessmanagement@vitalrehabilitation.com)

**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: Vital Rehabilitation Association, Inc.

School: Morton College

Program: Physical Therapy Assistant

**Facility Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.	X	
2. Verification that student/s have met the requirements for the Rubella vaccination with proof of titer.	X	
3. Verification that student/s have met the requirements for the Rubeola (Measles) with proof of titer.	X	
4. Verification that student/s have met the requirements for the Mumps vaccination with proof of titer.	X	
5. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.	X	
6. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.	X	
7. Verification that the student/s have an annual TB screening with a QuantiFERON test.	X	
8. Verification that the student/s have a flu shot for the current flu season.	X	
9. Verification that students have an annual Physical Examination	X	
10. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination.	X	
11. Additional insurance coverage If yes, type of insurance and coverage required:		x
12. Other:		x

**School Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Copy of relevant facility policies (paragraph B.8)	x	
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. **Facility.** "Facility" shall mean Vital Rehabilitation Association, Inc. ("Facility").
- c. **Individual.** "Individual" shall refer to a patient and have all the same meaning as the term "individual" in *45 CFR §164.501* and shall include a person who qualifies as a personal representative in accordance with *45 CFR §164.502(g)*.
- d. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at *45 CFR Part 160 and Part 164, Subparts A and E*.
- e. **Protected Health Information.** Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in *45 CFR §164.501*, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. **Required By Law.** "Required By Law" shall have the same meaning as the term "required by law" in *45 CFR §164.501*.
- g. **Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. **Capital Terms.** All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

#### 2. Obligations of Business Associate

- a. 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. **Permitted Uses and Disclosures by Business Associate.** 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 Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
  4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
    - 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. **Permissible Requests by the Facility.** 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. **Term.** 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. **Termination for Cause.** 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:
- (i) 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. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

**PROPOSED ACTION:**

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND WORKRIGHT OCCUPATIONAL HEALTH SERVICES.

**RATIONALE:**

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

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

**COST ANALYSIS:**

\$ 0.00

**ATTACHMENT:**

AFFILIATION AGREEMENT  
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
A MASTER EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
WORKRIGHT OCCUPATIONAL HEALTH SERVICES**

**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**, WorkRight Occupational Health Services (“WorkRight”) may be a unit of local government and a public agency of the State of Illinois; and

**WHEREAS**, the educational program at Morton for Physical Therapist Assistants (“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**, WorkRight is an occupational health and physical therapy company with multiple facilities in Illinois that are suitable for providing students a clinical setting to satisfy

the clinical component of the Program; and

**WHEREAS**, Morton desires to enter into the affiliation agreement with WorkRight 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**, WorkRight 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 **Exhibit A** to allow its students to do required clinical work with WorkRight.

**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 WorkRight, 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 February \_\_\_\_, 2022.

Passed by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this  
\_\_\_\_\_ day of February 2022.

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

Attest:

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised December 2021)**

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



**AFFILIATION AGREEMENT**  
**BETWEEN**  
**MORTON COLLEGE**  
**AND**  
**WorkRight Occupational Health Services**

**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 1<sup>st</sup> day of June, 2022, by and between WorkRight Occupational Health Services (“**Facility**”) and Morton Community College District No. 527 (“**School**”). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a “**Party**” and collectively as the “**Parties**”.)

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

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

**A. SCHOOL RESPONSIBILITIES:**

1. **Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School’s curriculum.
2. **Student professional liability insurance.** 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. **General Liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker’s Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
4. **Student Health Insurance.** The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
5. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and

a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.

2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, *20 USC 1232 (g)*, otherwise known as FERPA 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. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of

patient information and the use of all such information. The Parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed to by the Parties, abide by the conditions and requirements stated in **Exhibit D** through the remainder of the term of this Agreement.

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at 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. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. **Removal of students.**
  - (a) The School has the right to remove a student from 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 June 1<sup>st</sup>, 2022 and terminate on May 31, 2025, unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students 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. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this agreement.
3. **Indemnification.** Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** 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. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, 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, or promotion of students or personnel engaged in the performance of this Agreement.

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

If to the Facility:

WorkRight Occupational Health Services  
6555 Willow Springs Rd STE 6  
Countryside, IL 60525

With a Copy to:

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:

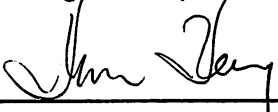
The School Legal Counsel at:  
Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, IL 60402  
Telephone: 708-656-7000  
Facsimile: 708-656-7001

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

WorkRight Occupational Health Services



Printed Name: Marina Ramsey

Title: Administrator

Date: 1/17/2022

**MORTON COLLEGE:**

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

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

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

Physical Therapist Assistant Program:

Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

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

## **EXHIBIT A**

### **NAME/LOCATION OF FACILITY SITES:**

WorkRight Occupational Health Services  
6555 WILLOW SPRINGS RD STE 6  
COUNTRYSIDE, IL 6052

WorkRight Occupational Health Services  
11921 S CICERO AVE  
ALSIP, IL 60803



## **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: Goodlife Physical Therapy, P.C.

School: Morton College

Program: Physical Therapy Assistant

**Facility Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.		x
2. Verification that student/s have met the requirements for the Rubella vaccination with proof of titer.		x
3. Verification that student/s have met the requirements for the Rubeola (Measles) with proof of titer.		x
4. Verification that student/s have met the requirements for the Mumps vaccination with proof of titer.		x
5. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.		x
6. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.		x
7. Verification that the student/s have an annual TB screening with a QuantiFERON test.		x
8. Verification that the student/s have a flu shot for the current flu season.	x	
9. Verification that students have an annual Physical Examination	x	
10. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination. Other: or proof of weekly testing, which is responsibility of the student.	x	
11. Additional insurance coverage If yes, type of insurance and coverage required:		x
12. Other:		x

**School Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Copy of relevant facility policies (paragraph B.8)	x	
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	x	
3. Other		x

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

#### 2. Obligations of Business Associate

- a. 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. **Permitted Uses and Disclosures by Business Associate.** 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 Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- 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. **Permissible Requests by the Facility.** 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. **Term.** 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. **Termination for Cause.** 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:
- (i) 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. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

**PROPOSED ACTION:**

**THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND WHITEHALL OF DEERFIELD.**

**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  
WHITEHALL OF DEERFIELD HEALTHCARE**

**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**, Whitehall of Deerfield Healthcare (“Whitehall”) 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**, Whitehall is able to provide Morton students a clinical setting to satisfy the clinical component of the Program; and

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

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

**WHEREAS,** based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as **Exhibit A** to allow Morton students to do required clinical work at Select.

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

**Section 1.     Incorporation of Preambles.**

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

**Section 2.     Purpose.**

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Whitehall, 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 January 26, 2022.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of January 2022.

---

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

Attest:

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

**EXHIBIT A**

# Standard Clinical Affiliation Agreement

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised) November 2021**

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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**

**WHITEHALL OF DEERFIELD**

**THIS AFFILIATION AGREEMENT** (the "**Agreement**") is entered into this 31<sup>st</sup> day of January, 2022, by and between Whitehall of Deerfield ("**Facility**") and Morton Community College District No. 527 ("**School**"). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a "**Party**" and collectively as the "**Parties**".)

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

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

### **A. SCHOOL RESPONSIBILITIES:**

- Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
- Student professional liability insurance.** 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.
- General Liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- Student Health Insurance.** The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
- Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and

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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.

6. **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.

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7. **Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by Facility policy.

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8. **School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

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- (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:**

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.

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2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

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3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

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4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

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5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

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6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

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7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

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8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

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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.

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#### C. OTHER RESPONSIBILITIES:

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of

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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 Exhibit D through the remainder of the term of this Agreement.

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

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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.

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4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

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5. **Removal of students.**

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(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.

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#### D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on 01/31/2022 and terminate on 01/30/2025, unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students 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. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the Parties in **Exhibit C** to this agreement.
3. **Indemnification.** Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** 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. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of *Executive Order 11246, 42 U.S.C. Section 2000d* and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, 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, or promotion of students or personnel engaged in the performance of this Agreement.

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10. **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.

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

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If to the Facility:

Patty Bank, PT THERAPY DIRECTOR,  
Whitehall Of Deerfield  
300 Waukegan Rd  
Deerfield, IL 60015

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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

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

13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

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

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

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

**WHITEHALL OF DEERFIELD**

**MORTON COLLEGE:**

*Patty Bank*

Printed Name: Patty Bank

Title: Therapy Director

Date: 12/1/2021

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

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

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

Physical Therapist Assistant Program:

Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

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

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**EXHIBIT A**

**NAME/LOCATION OF FACILITY SITES:**

WhiteHall of Deerfield  
300 Waukegan Rd  
Deerfield, IL 60015

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**EXHIBIT B**

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**LIST OF PROGRAMS:**

Physical Therapist Assistant Program

## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

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

Facility: WhiteHall of Deerfield

School: Morton College

Program: Physical Therapy Assistant

#### Facility requires:

Please check box to indicate requirements

Yes No

1. Proof of student professional and general liability insurance (paragraph A.2)

X

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2. Proof of comprehensive health insurance (paragraph A.2)

X

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3. Verification that students have met requirements for:  
(paragraph A.4)

X

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a. Current CPR health care provider card

X

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b. Hepatitis vaccination

X

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c. OSHA compliance for prevention of transmission of blood born pathogens and TB

X

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d. Other: Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer),  
and negative annual TB skin test

X

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4. Criminal background check (paragraph A.5)

If yes, type of

check STATE

X

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5. Drug screen (paragraph A.5)

If yes, type of

screening \_\_\_\_\_

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6. Acceptance of faith-based provision addendum (if included)

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7. Evidence of relevant faculties' certifications or licensures  
(paragraph E.4)

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X

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8. Additional insurance coverage (paragraph E.2)

If yes, type of insurance and coverage required

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9. Other COVID VACCINE CARD AND PCR BEFORE START DATE

X

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#### School requires:

1. Copy of relevant Facility policies (paragraph B.8)

X

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2. Evidence of academic credentials, certifications and licensures of individual(s)  
overseeing student(s) experiences (paragraph B.6)

X

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

#### 2. Obligations of Business Associate

- a. **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.

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- 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. **Permitted Uses and Disclosures by Business Associate.** 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 Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- 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. **Permissible Requests by the Facility.** 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. **Term.** 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

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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. **Termination for Cause.** 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:

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

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**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL AFFILIATION AGREEMENT WITH MARYVILLE ACADEMY FOR NURSING STUDENT CLINICALS

**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:** AGREEMENT AND RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
AN EDUCATION AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT 527  
AND  
MARYVILLE ACADEMY**

**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**, Maryville Academy (“Maryville”) may be a unit of local government and public agency of the State of Illinois; and

**WHEREAS**, the educational program at Morton for Nursing (“Program”) has a clinical component; and

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

**WHEREAS**, Maryville is a pediatric healthcare center licensed to do business in the

State of Illinois, which is able to provide students a clinical setting to satisfy the clinical component of the Program; and

**WHEREAS**, Morton desires to enter into the education affiliation agreement with Maryville 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**, Maryville 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 Exhibit A to allow its students to do required clinical work with Maryville.

**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 Maryville, 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 January \_\_\_\_, 2022.

Passed by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this  
\_\_\_\_ day of January, 2022.

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

Attest:

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement Nursing (Revised)**

**2020**

**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  
MARYVILLE ACADEMY**

**THIS AFFILIATION AGREEMENT (“Agreement”)** is entered into this \_\_\_12th\_ day of Januar\_\_ 2022, by and between Maryville Academy (“**Facility**”) and Morton College (“**School**”). (For convenience, the Facility and School may hereinafter sometime be referred to individually as a “**Party**” and collectively as the “**Parties**”).)

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

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

**A. SCHOOL RESPONSIBILITIES:**

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

**2. Student professional liability insurance.**

(i) State Colleges and Universities

If the School is a state college or university, the School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility.

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

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

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

(ii) Other colleges and universities

Unless otherwise specified in Exhibit C, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**3. Designation of liaison to Facility; communications relating to clinical placements.**

The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

**4. Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B and influenza vaccinations, and OSHA compliance for prevention of transmission of blood borne pathogens and TB. The School shall also provide evidence that all students and School instructors participating in the educational program have been fully vaccinated against the COVID-19 virus.

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

**6. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to all Facility COVID-19-related safety protocols.

(f) Conform to the standards and practices established by the School while functioning at the Facility.

Deleted:

Deleted:

(g) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

(h) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

**1. Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

**2. Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

**3. Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

**4. Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

**5. Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

**6. Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

#### **C. OTHER RESPONSIBILITIES:**

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

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

3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility.

Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

#### **5. Removal of students.**

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

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

#### **D. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on **January 12, 2022**, and terminate on **January 11, 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, or is terminated, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

#### **E. ADDITIONAL TERMS:**

1. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Indemnification.** Each Party will indemnify and hold the other harmless from and against all claims, demands, costs, expenses, liabilities and losses, including reasonable attorneys' fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents, students or contractors, or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive expiration, cancellation or termination of this Agreement.
3. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in **Exhibit C** to this Agreement.
4. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

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

If to the Facility:  
Edward McCarthy  
Manager of Risk Management  
Maryville Academy  
1150 N. River Road  
Des Plaines, IL 60016

With a Copy to:

Facility Legal Counsel at:  
N/A

If to the School:

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

With a Copy to:

The School Legal Counsel at: DelGaldo  
Law Group, LLC 1441 S. Harlem Ave.  
Berwyn, IL 60402

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
15. **Agreement binding on parties' successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

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

For and on behalf of:

**MARYVILLE ACADEMY**  
Facility Name

**MORTON COLLEGE**  
School Name

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**President**

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

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

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

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



**EXHIBIT A**

**LOCATION OF FACILITY SITES**

Maryville Academy  
Children's Healthcare Center  
6650 West Irving Park Road  
Chicago, IL 60634

**EXHIBIT B**

**LIST OF PROGRAMS**

Career Ladder Nursing

## **EXHIBIT C**

### **PROGRAM SPECIFIC REQUIREMENTS**

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

Facility: \_\_\_\_\_

School: \_\_\_\_\_

Program: \_\_\_\_\_

#### **Facility requires:**

	<b>Yes</b>	<b>No</b>
1. Proof of student professional and general liability insurance (paragraph A.2)	<b>X</b>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<b>X</b>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Negative annual TB test or chest x-ray	<b>X</b>	<input type="checkbox"/>
b. Rubella, Rubeola and Mumps with proof of immunization or titer	<b>X</b>	<input type="checkbox"/>
c. Varicella with proof of immunization or titer	<b>X</b>	<input type="checkbox"/>
d. Hepatitis B with proof of disease/immunization or immunity by titer	<b>X</b>	<input type="checkbox"/>
e. Current American Heart Association Healthcare Provider CPR card	<b>X</b>	<input type="checkbox"/>
f. OSHA compliance for prevention of transmission of bloodborne pathogens and TB	<b>X</b>	<input type="checkbox"/>
a. Other: COVID-19 vaccination	<b>X</b>	
5. Criminal background check (paragraph A.5) <input type="checkbox"/>		
If yes, type of check _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Drug screen (paragraph A.5)		
If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
8. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	<b>X</b>	<input type="checkbox"/>
9. Additional insurance coverage (paragraph E.2)		
If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input type="checkbox"/>
10. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

#### **School requires:**

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

## **EXHIBIT D**

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

#### **1. Definitions**

The following definitions apply to this Exhibit to the Agreement.

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

#### **2. Obligations of Business Associate**

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

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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

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

**PROPOSED ACTION:**

That the Board approve Konica Minolta Business Solutions U.S.A., Inc. (Konica Minolta) Imaging Project for Student Records for Morton College.

**RATIONALE**

The purpose for the imaging/digitization include the ability to access records when working remotely, reducing the time of locating Student Records and saving time of reviewing the documents. The issues of lost or misplaced files will be reduced, long term archival of documents will be accomplished and response to academic request will occur faster.

**COST ANALYSIS:**

The cost of the Imaging Project is \$57,927.00.  
Project will be funded using HEERF Institutional Grant.



## Solution Proposal



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# Morton College

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## In Progress Backfile Scanning Proposal Student Records

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**Submitted by:**  
Clem Klima  
and  
Lisa Jones

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**Submitted Date:**  
1/14/22

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# Executive Summary

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## Introduction & Background

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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 Student Records. Morton College has a large volume of documents described as follows:

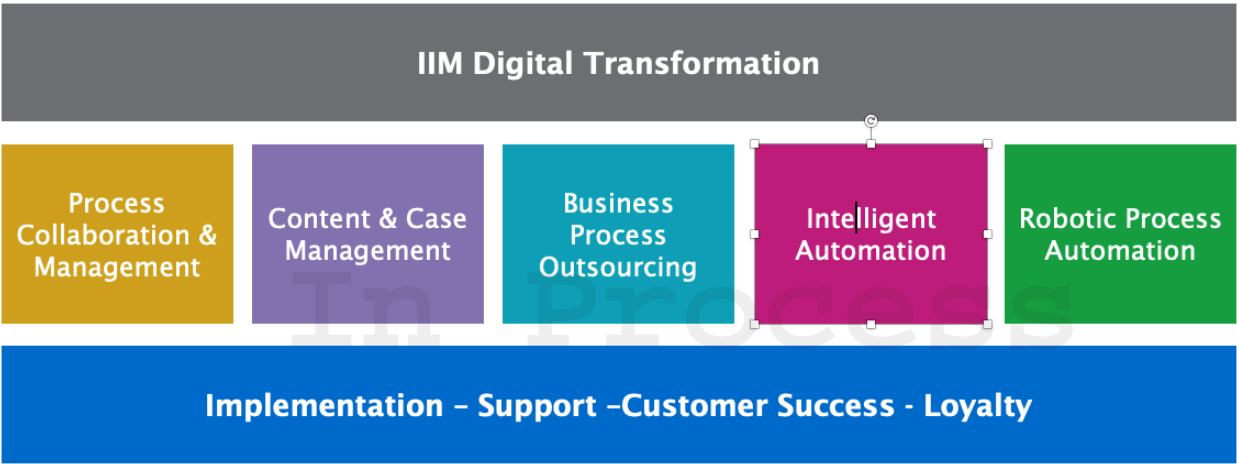
- Student Records are stored in 36 lateral filing cabinet drawers measuring 36" each.
- Registration documents are stored in 26 long Banker's boxes (24"L).
- Student Conduct documents are stored in 5 standard Banker's boxes (15"L).
- Roster documents are stored in 20 three-ring, 4-inch binders.
- Old Student Registration Cards are stored in seven drawers, measuring 24" in depth and two rows of Registration Cards in each drawer.
- It is estimated that the page count for this Student Record backfile scanning project, including separator sheets, is approximately 411,952 pages.

This Proposal presents Konica Minolta's findings and recommendations to improve Document Management and document retrieval of Student Records at Morton College. These findings and recommendations are based upon the information provided during Konica Minolta's staff visit to your office in December 2021. 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

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### CURRENT STATE

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

- Student Records
- Registration
- Student Conduct
- Old Student Registration Cards

It is anticipated that the technology and processes may be beneficial in other areas of the business including, but not limited to Student Support Services, and Facilities Management departments.

### Desired Outcome

The benefits of digitization include the ability to access records when working remotely, reducing the time and effort associated with retrieving these Student 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 academic requests will become materially faster.

## Proposed Solution Summary

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Konica Minolta recommends Morton College entrust the conversion of its Student Records to us. Student Records will be scanned and indexed by Konica Minolta and delivered to Morton College's existing Square9 Document Management Solution for which Konica Minolta is the current provider.

**Existing Relationship** – Konica Minolta is very pleased to have recently become Morton College's Square9 Solution and scanning service provider of its Finance and Human Resource records. By adding conversion services to Morton College's Student Records, would ensure a fully turn-key and streamlined implementation of your digital transformation. This means that Student Record documents will not only be scanned and indexed by Konica Minolta but also stored into Morton College's existing Square9 solution (to be quoted separately). This includes:

- Detailed Project Reporting on a bi-weekly basis
- Secure and seamless FTP upload of scanned data as boxes are completed.

**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™ (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 Student Record hardcopy documents estimated at over 411,952 pages including separator sheets. These are detailed below. The estimates provided for the purposes of pricing are based upon the number of pages estimated by Konica Minolta during a site visit. Due to the variability of document types within the Student Records Dept, Morton College is presented with All-Inclusive pricing that is specific to each of the document types represented in the following price chart. Morton College Student Record Department will be billed based upon the pricing below for **actual** pages processed within each document type category as shown below:

### BACKFILE CAPTURE – UNIT PRICING

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.

All-Inclusive Pricing By Document Type			
Description	Unit Price	Estimated Quantity	Extended Total
<b>Student Records:</b>			
Scan price per page:	7.5¢ per page	241,303 pages	\$18,098
Document Preparation	\$25 per hour	345.6 prep hours (Based on 4 hrs/box)	\$8,640
<b>Estimated total for Student Records:</b>			<b>\$26,738</b>
<b>Registration:</b>			
Scan price per page:	7.9¢ per page	115,305 pages	\$9,109
Document Preparation	\$25 per hour	208 prep hours (Based on 5 hrs/box)	\$5,200
<b>Estimated total for Registration:</b>			<b>\$14,309</b>
<b>Student Conduct:</b>			
Scan price per page:	7.3¢ per page	13,260 pages	\$968
Document Preparation	\$25 per hour	22.5 prep hours (Based on 4.5 hrs/box)	\$563
<b>Estimated Total for Student Conduct:</b>			<b>\$1,531</b>

All-Inclusive Pricing By Document Type (CONTINUED)			
Description	Unit Price	Estimated Quantity	Extended Total
<b><u>Rosters</u></b>			
Scan price per page:	7.2¢ per page	10,500 pages	\$756
Document Preparation	\$25 per hour	15.6 prep hours (Based on 4 hrs/box)	\$392
Estimated total for Rosters:			<b>\$1,148</b>
<b><u>Old Student Registration Cards</u></b>			
Scan price per page:	21.6¢ per card	31,584 cards	\$6,822
Document Preparation	\$25 per hour	12.4 prep hours (Based on 1 hrs/box)	\$563
Estimated Total for Old Student Registration Cards:			<b>\$7,132</b>
<b><u>Total Estimated Project :</u></b>			<b>\$50,858</b>

## 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
Photocopying for poor quality	20¢
Retrieval and faxing of requested documents*	\$35/hour

## Disaster Recovery

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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

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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

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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

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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

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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
<p>White-glove packing service based on estimated 149 boxes: KMBS creates a shipping manifest, labels each box with a start and end range, and packs documents into boxes. This portion of the service is estimated at \$566.</p> <p>White-glove transportation and supplies based on estimated 149 boxes: KMBS creates a box-level manifest, provides all packing supplies, loads all boxes, and transports (1 Trip) to the scanning center. This portion of the service is estimated at \$2,857</p>	\$3,423
<b>Optional:</b> Return Box Transport: To return an estimated 149 document boxes to Morton College after project completion, based on 1 Trip	\$2,526
<b>Optional:</b> Destruction/Shredding – As opposed to having document boxes returned after project completion, Morton College may instead choose document shredding services. Estimate assumes 149 boxes weighing 30 pounds each at a cost of 25¢ per pound to shred	\$1,120

\*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

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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

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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

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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, with the exception of the Registration documents, which will be scanned using auto-color detect to capture color for color.
- 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: Square9 hosted Document Management Repository
- Data will be outputted as image-only, multi-page PDFs.
- 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.
- 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 – Student Records

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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 there are little to no duplex pages.
- 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.
- The files will be unitized at the folder level, creating a single document for each Student folder.
- It is estimated that there are an average of 10.5 images per document.
- The files contain primarily 8½"X11" pages, but may contain 8½"X14" pages.
- The documents will be indexed on 3 values:
  - Student Last Name, First Name, Middle Name or Initial (if present)
  - Student ID Number (This will be a unique number to each student.)
  - Semester
  - All of the above index values will be located on the file folder tab.
- Morton College will provide a data file containing data elements for the match and merge indexing process
- Pages will be scanned 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.
- Morton College is to confirm if Certified Document Destruction Services have been elected for its Student Records.

## Project Specification – Registration

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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 there are little to no duplex pages.
- Document preparation will consist of unfolding and unstapling Registration packets, taping-up of post-it notes on separate sheets, application of bar-coded slip sheets, and the extraction and recording of index values.
- The files will be unitized at the folder level, creating a single document for each folded Registration packet.
- The Add/Drop Form appears as the 1st page for each document and there will be some Add/Drop forms that have no additional pages.
- It is estimated that there are an average of 11.5 images per document.
- The files contain primarily 8½”X11” pages, but may contain 8½”X14” pages.
- The documents will be indexed on 3 values:
  - Student Last Name, First Name, Middle Name or Initial (if present)
  - Student ID Number (This will be a unique number to each student.)
  - Semester
  - All of the above index values are handwritten and located on the 1st page of each Registration packet in consistent locations, no search for index values will be required.
- Morton College will provide a data file containing data elements for the match and merge indexing process
- Color pages will be scanned in color using auto color detect.
- 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.
- Morton College is to confirm if Certified Document Destruction Services has been selected.

## Project Specification – Student Conduct

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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 there are little to no duplex pages.
- 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.
- Some pages are in mixed-up order but KMBS is not required to re-order these pages.
- The files will be unitized at the folder level, creating a single document for each Student folder or clipped/stapled group of pages.
- It is assumed that Student Conduct pages that are not in a folder have been unitized by stapled or clipped groups to identify where one Student Conduct document set ends and the next one starts.
- It is estimated that there are an average of 10.5 images per document.
- The files contain primarily 8½”X11” pages, but may contain 8½”X14” pages.
- The documents will be indexed on 3 values:
  - Student Last Name, First Name, Middle Name or Initial (if present)
  - Student Date of Birth
  - Student Social Security Number
  - All of the above index values will be located on either the file folder tab or the 1st page of each clipped document set in a consistent location so that no searching of index values is required.
- Pages will be scanned 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.
- Morton College is to confirm if Certified Document Destruction Services has been selected.

## Project Specification – Old Student Registration Cards

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

- The files contain a combination of single-sided (simplex) cards. For purposes of this Proposal, it is assumed that 100% of the Registration Cards are simplex.
- Document preparation will consist of extraction and recording of index values. Document separator sheets will not be required because there will be only 1 image associated with each document.
- The Registration Cards will be unitized at the card level, creating a single document for each Registration Card.
- It is estimated that there is an average of 1 image per document.
- The Registration Cards are measured as 6" x 4."
- The documents will be indexed on 3 values:
  - Student Last Name, First Name, MI or MN, if present
  - Student Date of Birth
  - Student Social Security Number
  - All index values listed above are handwritten and will be located in a consistent location on the Registration Card so that searching is not required.
- Cards will be scanned 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.
- Morton College is to confirm if Certified Document Destruction Services has been selected.

## 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 Morton College's existing 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 Student Record documents at an estimated page count of 411,952 pages is estimated at a total of <b>\$50,858</b> .
		White Glove Packing Services is estimated based on approximately 149 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 <b>\$3,423</b> .
		<b>Optional:</b> Return Document Box Transportation: KMBS can return 149 completed document boxes to Morton College based on 1 trip at a cost of <b>\$2,528</b> .
		<b>Optional:</b> Rather than have boxes returned upon project completion, KMBS offers Certified Destruction Services, based on approximately 149 standard-size boxes estimated at <b>\$1,120</b> .

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

marisol velazquez

Title	Approver	Signature	Date Signed
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Konica Minolta Business Solutions U.S.A., Inc. Approval

Title	Approver	Signature	Date Signed
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Konica Minolta Business Solutions U.S.A., Inc. Approval

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Title	Approver	Signature	Date Signed

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In Process

## **Appendix A: Attachment List**

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Document Conversion Process and Methodology

Konica Minolta White Glove Pack and Ship and Return Transport Specifications

Konica Minolta Change Control Process Document Sample

In Process

## Appendix B: Document Conversion Process & Methodology

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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.

In Process

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

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Konica Minolta has provided transport services with pricing listed below based upon an approximate box count of 149 standard-size Banker's boxes, weighing approximately 30 pounds each:

White-Glove Packing Services is estimated based on 149 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 \$3,423.

Optional: If Morton College chooses to have document boxes returned after project completion, 1 trip to return 149 completed boxes will cost \$2,528.

In Process

# 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:

In Process

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

## FINAL APPROVALS (Signature Block is Provided Here)

**PROPOSED ACTION:** That the Board approve F.E. Moran as the lowest responsible bidder for the Mechanical Upgrades project in the amount of \$1,479,750, as submitted. Project will be funded by HEERF Grant.

**RATIONALE:** Replacement of bathroom exhaust and (2) Roof Top Units.  
(See scope of work in bid.)

**COST ANALYSIS:** Project total cost \$1,479,750

**ATTACHMENT:** See Bid



DEMONICA KEMPER ARCHITECTS

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

January 19, 2022

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

Re: Morton College  
2021 Mechanical Upgrades  
Letter of Recommendation to Award a Construction Contract

Dear Dr. Fields:

Bids were received on the above referenced project at Morton College at 2:00 pm on January 13, 2021. Seven (7) bidders were Bidders of Record and four (4) bids were received.

Demonica Kemper Architects has reviewed the qualifications and scope of work with the low bid contractor, F.E Moran, Inc., and has found no evidence which would disqualify them from being awarded the contract for this work. Demonica Kemper Architects, therefore, recommends that the Board of Trustees of Morton College consider awarding the contract for construction to:

**F.E. Moran, Inc.**  
**2265 Carlson Drive**  
**Northbrook, Illinois 60062**

The contract amount shall include the Base Bid, Alternate No. 2, and Alternate No. 3 for a total contract amount of **\$1,479,750.00**, and all Work shall be substantially complete as indicated in the bidding documents

If you have any questions concerning the bidding of the Morton College 2021 Mechanical Upgrades project, please do not hesitate to call. We look forward to working with the College toward the successful completion of this project.

Sincerely,

A handwritten signature in black ink, reading 'Dominick A. Demonica', with a long horizontal flourish extending to the right.

Dominick Demonica, AIA, NCARB, LEED AP  
Principal

Attachments: Bid Tabulation Form

Bidder	Addenda Included  Addendum 1	Bid Documents Submitted								Bid Amounts Submitted			
		00 04 00	00 04 10	00 04 40	00 04 85	00 04 87	00 04 88	00 04 89	00 04 95	Base Bid	Alternate 1 (Deduct)	Alternate 2 (Add)	Alternate 3 (Add)
Amber Mechanical	X	X	X	X	X	X	X	X	X	\$ 1,136,000	\$ -	\$ 36,000	\$ 422,000
Bee Liner Lean Services										NO BID			
Comprehensive Construction Solutions										NO BID			
FE Moran	X	X	X	X	X	X	X	X	X	\$ 1,059,500	\$ -	\$ 35,250	\$ 385,000
Ideal Heating										NO BID			
Lo Destro Construction	X	X	X	X	X	X	X	X	X	\$ 1,170,000	\$ -	\$ 34,000	\$ 400,000
MG Mechanical	X	X	X	X	X	X	X	X	X	\$ 1,083,000	\$ (4,000)	\$ 94,000	\$ 405,000

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

**Alternate 2:** ADD amount to connect new exhaust fans into existing BAS system

**Alternate 3:** ADD amount to remove existing AHU boilers and provide new boilers, piping, pumps, etc.

**00 04 00** - Bid Form

**00 04 10** - Bid Bond

**00 04 40** - Substitution Sheet

**00 04 85** - Certificate of Compliance w/ Illinois Drug-Free Workplace

**00 04 87** - Certificate of Compliance w/ Illinois Human Rights Act

**00 04 88** - Certificate Regarding Criminal Background Investigations

**00 04 89** - Authorization for Criminal Background Investigation

**00 04 95** - Bidder Eligibility Certification and Non-Collusion Affidavit

**PROPOSED ACTION:** *THAT THE BOARD APPROVE THE FACILTY USE APPLICATION FOR REAL ESTATE INSTITUTE 1/29/2022 – 5/22/2022, SATURDAYS AND SUNDAYS 8:00AM-5PM.*

**RATIONALE:** *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]  
Morton College will support our community partner organization and provide space for Real Estate Institute.*

**COST ANALYSIS:** *No cost to Morton College.*

**ATTACHMENT:** *Facility Use Application*



## **MORTON COLLEGE CAMPUS FACILITIES RENTAL AND USE PROCEDURE**

The purpose of this procedure is to set forth the rules and regulations under which College sponsored and other eligible groups may utilize campus facilities. The Director of Physical Plant in accordance with the provisions of Board of Trustee Policy No. 5.8, shall administer the procedure. Use of Buildings by Organizations and Societies and the rules and regulations set forth herein.

1. The use of campus facilities by College students and for College sponsored activities shall have priority over all other requests for use by outside groups. Because of this priority, many requests for campus facility use, even though desirable, may of necessity be denied or granted on a limited basis.
2. Campus facilities will be made available, subject to the above limitations, to bona fide community groups which are headquartered in or derive the greatest number of their members from within the boundaries of Illinois Community College District No. 527 or other educational or governmental institutions.
3. Use of the campus facilities shall be limited to educational, cultural, and recreational activities.
4. Use of campus facilities shall not be granted which will be injurious to the buildings, grounds, or equipment.
5. Users shall be required to sign a Hold Harmless Agreement prior to using campus facilities. By signing that agreement, users shall consent to save, hold harmless and indemnify the College, Board of Trustees, staff, students, agents and/or associates from all damages, claims, legal fees or any other losses arising from the use of campus facilities.
6. Users shall be required to file a certificate of insurance with the College indicating that the user has secured a fully paid policy of insurance, in an amount deemed adequate to indemnify the College, Board of Trustees, staff, students, agents and/or associates against all liabilities, personal injuries and property damage claims or losses which user may cause or incur as a result of the utilization of campus facilities. In all policies of insurance, the College, Board of Trustees, staff, students, agents and/or associates shall be named as additional insured.
7. The College reserves the right to revoke any authority previously granted for the use of facilities at any time it deems such action is in the best interest of the College without

prior notice to users. No authorization for campus facility use granted hereunder shall be deemed to be a contract or a lease between the College and the user.

8. Fees for the use of campus facilities shall be charged as follows:
  - A.) College sponsored activities shall incur no charges.
  - B.) Hourly rental fees shall be charged to outside users in accordance with the Rental Fee Schedule which is attached hereto and made a part hereof. Charges shall be based on the actual number of hours of use. They shall include a one-half hour period both prior to and following the scheduled use to allow for opening, closing, and securing of the facility. Rental fees are charged to recover costs of utilities and to pay for normal cleaning and security. Additional fees shall be charged for use of equipment in accordance with the attached Rental Fee Schedule. When, in the judgment of the Director of Physical Plant, additional security, supervisory custodial, or special equipment operators are required, the actual cost of such labor shall be charged to the user. Usually, labor rates for full time personnel shall be one and one-half their normal rate. Holiday utilization of personnel shall be double their normal labor rates. All damages shall be billed at cost to repair or replace.
  - C.) Long term regular users, such as other colleges or educational institutions who wish to utilize campus facilities to offer extension courses, may be granted use of the facilities by the President. When such use is granted under this long-term use, facility and equipment rates shall be one-half of the regular fees. All other fees will remain the same.
  - D.) Fees associated with facilities usage may be waived by the President of the College for community groups as defined in section 2 which conduct or sponsor activities aimed at improving and/or enhancing the community and/or its citizens. Requests for a waiver of fees must be submitted to the Director of Physical Plant in writing with a rationale for the exemption.
9. Users shall complete a Facility Use Permit Application and submit it to the college no less than forty-five (45) days prior to the date for which the facility is being requested.
10. All users shall adhere to rules listed below. Failure to comply may result in cancellation of Facility Use Permit.
  - A.) The presence or use of alcoholic beverages and/or controlled substances on school property is strictly prohibited.
  - B.) There shall be no physical attachments to the buildings or grounds without prior permission of the Director of Physical Plant. The use of stakes or

posts pounded, dug, or otherwise inserted into the asphalt or concrete surfaces shall be strictly prohibited.

- C.) Smoking is not permitted within the campus. Disposal of the remains of smoking materials on any floor or other surface may result in the cancellation of the immediate use and future requests for campus facility use.
- D.) Users serving refreshments during their meeting shall furnish all necessary consumable supplies and shall be responsible for placing all evidence of food, beverages and supplies in appropriate waste containers provided by the College.
- E.) Heating controls shall be regulated by College personnel only.
- F.) Fire exits and doorways must be kept clear and hallways passable at all times.
- G.) Access to any portion of the campus facilities other than those authorized on the permit is prohibited.
- H.) An employee of the College must be present within a building at all times during its use.
- I.) Keys to any building or any portion of a facility within a building shall not be given to any user.
- J.) Continued use of facilities by an organization shall be contingent upon its compliance with all applicable rules and regulations.
- K.) Failure to pay rental fees prior to the date of use may result in cancellation of the immediate use and future requests for campus facility use.
- L.) All checks for fees shall be made payable to Morton College, 3801 South Central Avenue, Cicero, Illinois 60804. They must be received in the Physical Plant Office no later than one week prior to the date requested.
- M.) Users shall provide adequate competent adult supervision of the activity at all times during use of facilities.
- N.) College equipment, furniture or materials shall not be rearranged or removed from its normal location without written permission granted when the request for use is approved.

- O.) Any piece of equipment that is purchased for the use of the College by outside groups or individuals, becomes the property of the College to ensure the control of the equipment by the administration.
  - P.) College equipment or equipment purchased for and donated to the College by an outside user shall not be removed from the campus facility.
  - Q.) Equipment, furniture, or materials belonging to users shall not be brought into the campus facility without prior written permission. Requests for such permission shall be made at the time the Facility Use Permit is applied for.
  - R.) Equipment, furniture or materials brought onto the premises with permission must be removed from the campus facility when the use is concluded. The items, which may remain, are those that will not interfere with normal college operations, when storage facilities are available. Authorization to store materials or equipment may be revoked at the convenience of the College.
  - S.) There shall be no solicitation of students or staff members without prior approval.
  - T.) No literature with respect to any proposed utilization of campus facilities shall be posted or distributed without prior approval.
  - U.) Any use of pyrotechnics, i.e. smoke, fire, flame, or spark producing devices are strictly prohibited on campus inside and outside of buildings. Use of such devices will only be allowed with the explicit written permission of the Director of Physical Plant, authorized agent from the Town of Cicero's Fire Department, and the State Fire Marshall. Any such uses, if permitted, shall adhere to all local town ordinances and state laws.
11. College owned equipment, furniture, or materials would not be available for off campus use by individuals or organizations. Exceptions may be granted to individuals or organizations approved for use of facilities for a specific event part of which must take place off campus.

**MORTON COLLEGE**  
**Facility Use Permit Application**

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

**Date:** December 16, 2021

**Name of Organization:** Real Estate Institute

**Address:** 6203 W. Howard Street, Niles, IL 60714

**Street**

**City**

**Zip Code**

**Telephone:** 800-995-1700

**Person to Contact:** Liz Ryan (847-423-5017)

**Date(s) Requested:** January 29 - May 22 / Saturday's & Sunday's (skipping Easter weekend, April 16/17)

**Time Requested: From:** 8:00 a.m.

**To:** 5:00p.m.

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

**Facility Requested:** 3801 South Central Avenue, 106C

**Purpose of Use:** Instruct Illinois Real Estate Pre-License Courses

**Expected Attendance:** 50 Students

**Equipment Requested:** Audio & Visual Equipment

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

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

**Authorized Signature:**

Elizabeth Ryan

**Organization Title:**

Real Estate Institute / Events Manager

**Please send this form to:** **Director of Physical Plant**  
**Morton College**  
**3801 S. Central Ave.**  
**Cicero, Illinois 60804**  
**(708) 656-8000, Ext. 2221 Fax (708) 656-7679**

**Date**

**Stan Fields**  
**President**

**Date**

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

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

**ORGANIZATION:** Professional License Education Company LLC  
dba Real Estate Institute

**ADDRESS:** 6203 W. Howard Street, Niles, IL 60714

**TELEPHONE:** 800-995-1700

**DATE (S) OF UTILIZATION:**

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

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

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

**Authorized Signature:** Elizabeth Ryan

**Organization Title:** Real Estate Institute / Events Manager

**Date:** 12/16/2021

## Morton College Rental Fees

**\*Minimum charge of \$10.00 an hour for administrative and processing costs will apply to ALL groups In addition to the following fee schedule.**

<u>AREA/SPACE</u>	<u>CAPACITY</u>	<u>HOURLY RATE</u>		<u>HOURLY RATE</u>
		<b>For-Profit</b>		<b>Non-Profit</b>
CLASSROOM	15-30	\$15.00		\$11.25
CONFERENCE ROOM	12	\$12.00		\$9.00
LARGE LECTURE HALL	125	\$35.00		\$26.25
SMALL LECTURE HALL	75	\$35.00		\$26.95
CAFETERIA	300	\$100.00	1 <sup>ST</sup> HR	\$75.00
		\$40.00	thereafter	\$30.00
GYMNASIUM	500-1000	\$100.00	1 <sup>ST</sup> HR	\$75.00
		\$35.00	thereafter	\$30.00
UPPER GYMNASIUM	350	\$100.00	1 <sup>ST</sup> HR	\$75.00
		\$50.00	thereafter	\$30.50
CORRIDOR/LOBBIES		\$25.00		\$18.75
OUTDOOR STAGE AREA	400	\$50.00		\$37.50
ATHLETIC FIELD		\$25.00	PER DAY	\$18.75
PARKING LOT	750	Cost to be arranged		
EQUIPMENT USE	NOTE: Hourly RATE/DAILY			HOURLY RATE
		<b>For-Profit</b>		<b>Non-Profit</b>
Piano		\$50.00		\$35.00
Overhead Projector	+Operators Cost	\$25.00		\$15.00
Microphone	+Operators Cost	\$15.00		\$10.00
TV/DVD	+Operators Cost	\$40.00		\$35.00
Folding Chair	Use/Set-up	.75		.50
Stage Lighting Controls	+Operators Cost	\$50.00		\$35.00
Scoreboard Gymnasium	+Operators Cost	\$50.00		\$35.00



<b>Folding Table</b>	<b>Use/Set-up</b>	<b>\$10.00</b>	<b>\$5.00</b>
<b>Other AV Equipment</b>	<b>Cost to be arranged</b>		

**An Additional CHARGE will be applied for any college CUSTODIAL/CAMPUS POLICE related costs. A discount may be applicable for reuse.**

<b>Theatre Rental</b>	<b>\$1000.00 per day (weekends)</b>
<b>(340 person capacity).</b>	<b>\$800.00 per day (week days)</b>

**This fee does not include lights/sound and extra staff.**



**PROPOSED ACTION:** *THAT THE BOARD APPROVE THE FACILITY USE APPLICATION FOR HARPER COLLEGE MOTORCYCLE PROGRAM MARCH-AUGUST 2022 AS SUBMITTED.*

**RATIONALE:** *[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]  
Morton College will support our community partner organization and provide space for Harper College Motorcycle program classes.*

**COST ANALYSIS:** *No cost to Morton College. Harper College Motorcycle program will submit rental fees.*

**ATTACHMENT:** *Facility Use Application*

**MORTON COLLEGE**  
**Facility Use Permit Application**

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

Date: 01/07/22

Name of Organization: Harper College Motorcycle Safety Program

Address: 1200 W. Algonquin Rd. Palatine, IL 60067  
Street City Zip Code

Telephone: 847-925-6372 Person to Contact: Scott Haas

Requested: see attached schedule

Time Requested: From: see attached schedule To: \_\_\_\_\_

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

Facility Requested: Classroom and Parking Lot

Purpose of Use: Motorcycle Safety Classes

Expected Attendance: 12 students and 2 instructors per class

Equipment  
Requested: none

Extent to which refreshments, if any, are to be served: none

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

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



Organization Title: Program Coordinator

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 2221 Fax (708) 656-7679

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stan Fields  
President

\_\_\_\_\_  
Date

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

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

**ORGANIZATION:** Harper College Motorcycle Safety Program  
**ADDRESS:** 1200 W. Algonquin Rd., Palatine, IL 60067  
**TELEPHONE:** 847-925-6372  
**DATE (S) OF UTILIZATION:** see attached schedule

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:** Program Coordinator

**Date:** 01/11/22



# Morton College

## Job Description

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<b>Job Title:</b>	Adjunct Instructor – Theatre Arts
<b>Range:</b>	N/A
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Dean
<b>Required Qualifications:</b>	<p>The candidate will possess a Master's degree in Theatre or related subject. The candidate will have excellent interpersonal, oral and written communication skills.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Experience teaching at a College level.
<b>Job Summary:</b>	<p>The adjunct instructor will teach theatre production courses such as Performance, Stagecraft and Technical Theatre Management to a diverse student population. 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.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><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></ul>

- Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office
- Give final exam at the time and date indicated on the college's Final Exam Schedule.
- Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.
- Check assigned college mailbox regularly.

**Other Duties:**

- Perform other duties and special projects as assigned

**Work Environment:**

Classroom environment

**Physical Demands:**

Long periods of standing

**Position Unit:**

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

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

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

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

**PROPOSED ACTION:**

That the Board approve the new job description of the Morton College Student Ambassador-Student Aide

**RATIONALE**

The purpose of this position is to support a variety of the College departments in college wide initiatives, events, and to serve as a Morton College representative.

**COST ANALYSIS:**

\$12.00 per hour

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE RICARDO WHITEHEAD AS THE SOCIAL MEDIA MANAGER FOR THE INSTITUTIONAL ADVANCEMENT DEPARTMENT WITH AN EFFECTIVE START DATE OF 2/1/22

**RATIONALE**

**TO SUPPORT THE INSTITUTIONAL ADVANCEMENT EFFORTS IN GROWTH, STRATEGY, ENGAGEMENT, CONTENT CREATION AND STORY TELLING THROUGH SOCIAL MEDIA OUTLETS AND ADDITIONAL DUTIES AS ASSIGNED.**

**COST ANALYSIS:**

**\$43,000 Annual Salary**

**PROPOSED ACTION:** That the Board approve the hiring of Carmen Ruiz-Guerrero for the position of Custodian with an effective date of 2/7/2022

**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:** \$13.50 per hour

**ATTACHMENT:**



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

**PROPOSED ACTION:**

THAT THE BOARD APPROVE Monica Sanchez-Torres AS A NEW Recruitment Specialist FOR THE OAR WITH AN EFFECTIVE START DATE OF January 27, 2022.

**RATIONALE**

The purpose of this position is to support the college with Recruitment initiatives.

**COST ANALYSIS:**

\$53,669

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE Sthefania Renteria AS A NEW SERVICE AIDE FOR THE STUDENT SERVICES DEPT WITH AN EFFECTIVE START DATE OF January 27, 2022.

**RATIONALE**

**ADDITIONAL COVERAGE OF ADVISING/STUDENT  
SERVICE FRONT DESK AND OPERATIONS NEEDED**

**COST ANALYSIS:**

\$14.69/hr

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE HIRING OF CELINA LUNA FOR THE POSITION OF  
ADJUNCT NURSING INSTRUCTOR

**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:** \$940.71/ ECH

**ATTACHMENT:**

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE HIRING OF MARICELA GUZMAN FOR THE POSITION OF ADJUNCT NURSING INSTRUCTOR

**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:** \$940.71/ ECH

**ATTACHMENT:**

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE HIRING OF LETRAVIA JOHNSON FOR THE POSITION OF ADJUNCT NURSING INSTRUCTOR

**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:** \$940.71/ ECH

**ATTACHMENT:**

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE HIRING OF VIRGINIA BAHENA FOR THE POSITION OF  
ADJUNCT NURSING INSTRUCTOR

**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:** \$940.71/ ECH

**ATTACHMENT:**

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE KELLY VELENCIA AS A NEW STUDENT AIDE FOR THE COLLEGE TUTORING DEPARTMENT WITH AN EFFECTIVE START DATE OF January 19, 2022.

**RATIONALE**

**Needed to fulfill the needs of the college's tutoring program.**

**COST ANALYSIS:**

\$12/hr. (minimum for 10-12 hours per week)

## Letter of Resignation

Vincent Acevez <vincent.acevez@morton.edu>

Thu 1/13/2022 12:56 PM

To: Stan Fields <stan.fields@morton.edu>

President Fields,

I regret to inform you of my resignation from Morton College, effective today, January 13, 2021. You and your staff were terrific to work with; however, the actions of certain members of the Board, and more specifically, their unprofessional, retaliatory, and vindictive behavior towards me, was unacceptable.

I have always held myself to the highest ethical and performance standards in my 25-years of public service, and those standards were reflected in my professional reputation. But, unfortunately, certain members of the Board have forced me into an untenable position with no hope of moving forward and the threat of staining my personal and professional reputation.

I will always value the time I spent working alongside you and your staff; all of you made me a better person and professional.

Sincerely,

Vincent Acevez

**Vincent Acevez**

Chief of Campus Police  
Morton College  
3801 S. Central Avenue  
Cicero, Illinois 60804  
(708) 656-8000 ext 2203