



Morton College

Public Regular Board Meeting

Wednesday, March 23, 2022, 11:00 AM



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527
COOK COUNTY, ILLINOIS
Agenda for the Regular Meeting
Wednesday, March 23, 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, March 23, 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 Tejeda

6. Consent Agenda

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

6.1. Approval of the Minutes of the Regular Meeting held on February 28, 2022.

6.2. Approval and ratification of accounts payable and payroll for the month of February 2022, in the amount of \$3,502,315.00, and budget transfers in the amount of \$1,373,031.00.

6.3. Approval of the Monthly Budget Report for fiscal year to date ending in February 2022.

6.4. Approval of the Treasurer's Report for February 2022.

6.5. Approval of the installation of a new Catalyst 6509 core switching from DYOPATH to support the growth of technology peripherals/users, in the amount of \$79,604.39, funded by HEERF grant.

6.6. Approval of the 10% temporary work assignment for Hernan Alonso, to assist with Adult Education enrollment process, effective March 25 through June 24, 2022.

6.7. Approval of the renewal of the clinical affiliation agreement with Norridge Gardens for Health Science clinicals.

6.8. Approval of the renewal of the clinical affiliation agreement with Cook County Health and Hospital System for Health Science clinicals.

- 6.9. Approval of the reimbursement of Dr. Alison Deasey, Director of Physical Therapist Assistant Program, for the Annual American Physical Therapy Association (APTA) membership, in the amount of \$595.00.
- 6.10. Approval of the purchase of 200 desktop computers which support the new Windows 11 OS from Konica Minolta, in the amount of \$263,200.00, funded by HEERF grant.
- 6.11. Approval of the Differential Pay Report for Spring semester 2022, in the amount of \$18,252.41, pending additional classes and/or additions.
- 6.12. Approval of the out-of-state travel of Trustee Anthony Martinucci to attend the NJCAA DII National Women's Basketball Championship in Port Huron, Michigan, from March 14-19, 2022 with the approximate cost of \$2,072.00.
- 6.13. Approval of the Softdocs Master Services 3-Year Contract to transition the college from paper to electronic forms, in the amount of \$204,305.00, partially funded by HEERF grant.
- 6.14. Approval of fy23 course fees, due to the increased cost of materials, equipment, and software, effective fall 2022 term.
- 6.15. Approval of the Memorandum of Understanding MOU with Latinologues, in the amount of \$20,000.00 for the April 9, 2022, show.
- 6.16. Approval of Cornerstone Government Affairs, Inc, for professional services, effective April 1, 2022, to March 31, 2023, for a monthly fee of \$14,000.00.
- 6.17. Approval of the purchase of Microsoft Office 3-year license from JourneyEd.com, Inc. in the amount of \$188,398.77, partially funded by HEERF grant.
- 6.18. Approval of the partnership agreement with Cicero District 99 for participation in the STEAMers Camp.
- 6.19. Approval of the partnership agreement with Cicero District 99 for offering summer programming to young learners in grades 4,5,6,7 and 8 affiliated with the district.
- 6.20. Approval of Elisa McKinley Independent Contract Agreement as Head Athletic Trainer, \$38,500.00, effective November 15, 2021, to June 15, 2022.
- 6.21. Approval of New Job Descriptions
- 6.21.1. One-Stop Center Specialist Full-Time
 - 6.21.2. One-Stop Center Specialist Part-Time
 - 6.21.3. Adjunct Instructor - Economics
 - 6.21.4. Director of College Community Experience
 - 6.21.5. Community College Experience Specialist
- 6.22. Approval of Updated Job Description
- 6.22.1. Event Manager
- 6.23. Approval of Part-Time Employment
- 6.23.1. Earliana McLaurin, Instructional Technologist Liaison for Arts and Sciences Department, \$17.62 per hr, effective April 04, 2022.
 - 6.23.2. Emily Erazo, Peer Tutor, \$12.00 per hr, effective March 16, 2022.

6.23.3. Anthony Jenkins, Biology Tutor, \$21.00 per hr, effective March 24, 2022.

6.23.4. Yoselin Villegas, Peer Tutor, \$12.00 per hr, effective March 16, 2022.

6.23.5. Eric Gutierrez, Student Aide - CIS/CPS, \$12.00 per hr, effective March 29, 2022.

6.23.6. Jacqueline Medina, Student Aide - CIS/CPS, \$12.00 per hr, effective March 29, 2022.

6.23.7. Fernando Hernandez, Student Helper - Fitness Center, \$12.00 per hr, effective March 28, 2022.

6.23.8. Lorena Garcia-Guerrero, Student Helper - Fitness Center, \$12.00 per hr, effective March 28, 2022.

6.23.9. Courtney Price, Student Helper - Fitness Center, \$12.00 per hr, effective March 28, 2022.

6.23.10. Victor Alvarado, Student Helper - Fitness Center, \$12.00 per hr, effective March 28, 2022.

6.24. Approval of Resignations

6.24.1. Amanda Braun, PTA Lab Assistant/Tutor, effective June 9, 2022.

6.25. Approval of Retirement

6.25.1. Edward McGuee, Custodian, effective February 28, 2022.

7. Adjournment

***The next Regular Meeting of the Board will be on
Wednesday, April 27, 2022, at 11 AM
in the Jedlicka Performing Arts Center,
followed by a closed session board retreat for the purpose of board self-evaluation,
facilitated by ICCTA Executive Director, Jim Reed, Jr., J.D,***

Student Report to the Board

March 2022

<u>Date</u>	<u>Event</u>	<u>Organization</u>
March 1st	Fat Tuesday	SAO
Paczkis were given out to students and faculty in the student union in honor of Fat Tuesday. Paczkis are a polish dessert of a filled doughnut		
March 3rd	MAP Info Table	SAO
A MAP info table was held in the student commons.		
March 9th	Alcohol Awareness Workshop	SAO
Curtis Hill, a guest speaker, was brought to Morton College to talk about the effects of alcohol on college campuses. He talked about alcohol awareness, the dangers of binge drinking, and success strategies		
March 14th-15th	Midterm Week	SAO
Midterm week was held for the students as they completed their midterms for the spring semester.		
March	Tampons and Toiletries Drive	Nursing Club
The nursing club held a tampons and toiletries drive so that they could collect menstrual care products and other essential supplies for the Morton College Panther Pantry. Students were able to donate these items at specific locations such as the Nursing department, fitness center, and the Panther Pantry.		
March 15th	Watch Party	SAO
A watch party was held for the Woman's basketball team as they take on nationals in Michigan. The game was streamed in the student commons and the basketball gym. Free food and snacks were provided.		



MORTON COLLEGE

Minutes for the Regular Meeting

Monday, February 28, 2022

1. Call to Order

The regular Board meeting was called to order by Board Chair, Frances Reitz at 11:04 AM on Monday, February 28, 2022 at the JPAC Theater.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance

3. Roll Call

Present:

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

Also Present:

Dr. Stan Fields, President
Terrence Casey, Attorney

Trustee Martinucci made a motion to connect Trustee Banks via Zoom.

Trustee Collazo seconded the motion

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

Nays: None Absent: None

4. Citizen Comments - None

5. Recognition - None

6. Reports

6.1. ICCTA – ACCT – None

6.2. Student Member Ivan Tejeda

Student Member Ivan Tejeda gave his monthly report on February's student activities around campus.

7. Consent Agenda.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes agenda items 7.1 to 7.34.1, as listed below.

Trustee Reitz seconded the motion

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

Nays: Trustee Hernandez Absent: None

Trustee Martinucci made a motion to approve the Consent Agenda, which includes agenda items 7.1 to 7.34.1, as listed below.

Trustee Reitz seconded the motion

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

Nays: Trustee Hernandez Absent: None

7.1. Approval of the Minutes of the Regular Meeting held on January 26, 2022.

7.2. Approval and ratification of accounts payable and payroll for the month of January 2022, in the amount of \$2,840,868.00, and budget transfers, in the amount of \$53,700.00.

7.3. Approval of the Monthly Budget Report for fiscal year to date ending in January 2022.

7.4. Approval of the Treasurer's Report for January 2022.

7.5. Approval of the Adjunct Faculty Assignment/Employment Report for Spring Semester 2022, in the amount of \$525,308.57, pending additional class cancellations and/or additions.

7.6. Approval of the Overload Employment Report for Spring Semester 2022, in the amount of \$334,680.26, pending additional class cancellations and/or additions.

7.7. Approval to accept the Comprehensive Annual Financial Report for Fiscal Year 2021 and the accompanying communication prepared by BKD, LLD Auditors.

7.8. Approval of changes in Curriculum.

7.9. Approval of employment status of seven non-tenure and nine tenure instructors for Academic Year 2022-2023.

7.10. Approval of the out-of-state athletic travel for the men's wrestling team to Council Bluffs, IA, from March 3-6, 2022, with the approximate cost of \$2,260.00.

7.11. Approval of the out-of-state athletic travel for the men's wrestling team to Port Huron, MI, from February 18-20, 2022, with the approximate cost of \$2,078.28.

7.12. Approval of the out-of-state athletic travel for the women's basketball team to Port Huron, MI, from March 13-19, 2022, with the approximate cost of \$20,400.00.

7.13. Approval of the out-of-state athletic travel for the women's softball team to Tampa, Florida, from March 21-27, 2022.

7.14. Approval of the resolution adopting an affiliation agreement with Sheridan Healthcare Services.

7.15. Approval of the NASPA Student Affairs Administrators in Higher Education membership, in the amount of \$962.00

7.16. Approval of the Commercial Driver's License (CDL) Program price update from \$2,850.00 to \$4,000.00 per eight-week cohort.

7.17. Approval of the renewal of the clinical affiliation agreement with Norwood Crossing for nursing students' clinicals.

7.18. Approval of the furniture purchase and installation fee for the Student Services One-Stop Center from KI, in the amount of \$565,873.20.

7.19. Approval of the furniture purchase and installation fee for the Student Services One-Stop Center from Forward Space LLC, in the amount of \$79,854.05.

7.20. Approval of the following Facility Use Permits

7.20.1. Heritage and Freedom Middle School Band Concerts, effective March 12, 2022.

7.20.2. AlphaBet Soup Productions, from 10 AM to 1 PM, effective March 1-4 and May 3-6, 2022.

7.21. Approval of the Assessment Technologies Institute ATI, to access nursing school resources and the NCLEX, in the amount of \$23,555.00.

7.22. Approval of the 10% temporary increase for Suzanna Raigoza for additional duties of the Business Office, \$1,950.00, from February 16 to May 15, 2022.

7.23. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA) for Irene Mulvey, Nursing Department, effective January 18, 2022.

7.24. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA), for Toula Kelikian, Nursing Department, effective January 18, 2022.

7.25. Approval of the furniture purchase for the campus hallways from KI, in the amount of \$66,250.12, funded by HEERF grant.

7.26. Approval of the furniture purchase for the Innovation Room from KI, in the amount of \$81,182.00, funded by HEERF grant.

7.27. Approval of Ashlaur Construction Join Venture change order #1, to repair the old existing ductwork at the Student Services One-Stop Center, in the amount of \$69,788.26, funded by HEERF grant.

7.28. Approval of the updated Memorandum of Understanding with All-Pro Truck Driving School LLC, to offer the Commercial Driver's License (CDL) Program in the amount of \$130,000.00 per cohort paid from the student's registration.

7.29. Approval of the donation of obsolete music instruments & equipment to District 201 Band Programs.

7.30. Approval of Updated Job Description

7.30.1. Campus Police Sergeant

7.30.2. Campus Police Officer (Full-Time)

7.31. Approval of Full-Time Employment

7.31.1. Daniel Vasta, Sport Information Director, \$65,000.00, effective February 14, 2022

7.31.2. Monica Rosas, Retention and Transition Specialist, \$66,000.00, effective March 2, 2022, funded by REMOTE grant.

7.31.3. Veronica Tinajero, Mentorship Coordinator, \$60,000.00, effective February 17, 2022, funded by REMOTE grant.

7.31.4. Murneka Davis, Director of Human Resources, \$100,000.00, effective March 14, 2022.

7.31.5. Aaron Patawaran, Student Success Coach, effective March 7, 2022.

7.32. Approval of Part-Time Employment

7.32.1. Kaileen M. Magana, Student Aide Student Activities, \$12.00 per hr, effective March 1, 2022.

7.32.2. Rick Najera, Adjunct Faculty, effective January 14, 2022.

7.32.3. Osvaldo Perez, Student Aide Student Activities, \$12.00 per hr, effective March 1, 2022.

7.32.4. Karen Valdez, Student Aide Admissions & Records, \$12.00 per hr, effective March 1, 2022.

7.32.5. Emely Martinez, Fitness Center Specialist, \$16.15 per hr, effective March 1, 2022.

7.32.6. Vivian Velazquez, Financial Aide Service Aide, \$14.69 per hr, March 1, 2022.

7.32.7. Tiffany Becerra, Advising Service Aide, \$14.69 per hr, effective March 7, 2022.

7.33. Approval of Resignations

7.33.1. Amanda Braun, PTA Lab Assistant/Tutor, effective February 22, 2022.

7.34. Approval of Retirement

7.34.1. Michele Mohr, English Faculty, effective May 20, 2022.

8. Adjournment

Trustee Martinucci made a motion to adjourn the Regular Meeting of the Board.

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

Nays: None

Absent: None

The meeting was adjourned at 11:10 AM

Frances Reitz
Board Chair

Jose Collazo
Board Secretary

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Fw: Action Item 8.1 for 3/23/2022 Board Meeting
Date: Friday, March 11, 2022 2:01:48 PM
Attachments: [Board AS Totals 2.28.22.pdf](#)
[BT 2.28.22.pdf](#)
[Check Register 2.28.22.pdf](#)
[Over 10k FEB 2022.pdf](#)

Thank you,



Mireya Perez
Chief Financial Officer/Treasurer

P: (708) 656-8000, Ext. 2289
E: mireya.perez@morton.edu
www.morton.edu

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Friday, March 11, 2022 1:58 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 3/23/2022 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF FEBRUARY 2022 IN THE AMOUNT OF \$3,502,315 AND BUDGET TRANSFERS IN THE AMOUNT OF \$1,373,031 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
3801 S Central Ave
Cicero, IL 60804
P: 708-656-8000 ext 2305
F: 708-656-3194

10 Mar 2022
10:01

ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2022 - 02/28/2022

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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
0103467	02/01/22	Outst	0001485	Citibank, N.A.	V0157628	02/01/22	P0011018	162.92		162.92
					V0157629	02/01/22	P0011076	173.95		173.95
					V0157630	02/01/22	P0011020	2,397.57		2,397.57
					V0157631	02/01/22	B0004346	99.00		99.00
					V0157632	02/01/22		26.64-		-26.64
								2,806.80		2,806.80
0103468	02/04/22	Recon	0173659	Mr. Scott Anderson	V0157374	01/28/22		140.00		140.00
								140.00		140.00
0103469	02/04/22	Recon	0212427	Arthur Berschel	V0157606	02/01/22		67.00		67.00
								67.00		67.00
0103470	02/04/22	Recon	0212440	Jeff Bert	V0157615	02/01/22		67.00		67.00
								67.00		67.00
0103471	02/04/22	Recon	0210003	Blue Cross Blue Shield o	V0157534	01/31/22		8,710.91		8,710.91
								8,710.91		8,710.91
0103472	02/04/22	Recon	0212392	Gerard V. Blum	V0157610	02/01/22		67.00		67.00
								67.00		67.00
0103473	02/04/22	Recon	0203119	Brandon L. Cawthon	V0157372	01/28/22		140.00		140.00
								140.00		140.00
0103474	02/04/22	Outst	0101068	Robert P. Copas	V0157617	02/01/22		67.00		67.00
								67.00		67.00
0103475	02/04/22	Outst	0001298	Dave Cronin	V0157369	01/28/22		140.00		140.00
								140.00		140.00
0103476	02/04/22	Recon	0197148	Joseph Foster	V0157365	01/28/22		140.00		140.00
								140.00		140.00
0103477	02/04/22	Recon	0040272	Ms Beth A. Gilmartin	V0157621	02/01/22		295.00		295.00
								295.00		295.00
0103478	02/04/22	Recon	0179768	David Hamill	V0157373	01/28/22		140.00		140.00
								140.00		140.00

10 Mar 2022
10:01

ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2022 - 02/28/2022

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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
0103479	02/04/22	Recon	0180341	Dr. Lainey Havertape	V0157345	01/27/22		75.00		75.00
								75.00		75.00
0103480	02/04/22	Recon	0001425	Craig Jeffreys	V0157370	01/28/22		140.00		140.00
								140.00		140.00
0103481	02/04/22	Outst	0003145	Ms. Christina B. Jonas	V0157540	01/31/22		75.00		75.00
								75.00		75.00
0103482	02/04/22	Recon	0007932	Kevin E. Joyce	V0157614	02/01/22		67.00		67.00
								67.00		67.00
0103483	02/04/22	Recon	0211303	Kara Kennedy	V0157590	01/31/22		100.00		100.00
								100.00		100.00
0103484	02/04/22	Recon	0001226	Raymond W Konrath	V0157361	01/28/22		120.00		120.00
								120.00		120.00
0103485	02/04/22	Outst	0162911	Ryan Kvasnicka	V0157377	01/28/22		140.00		140.00
								140.00		140.00
0103486	02/04/22	Outst	0211767	Thomas P. Lentine	V0157363	01/28/22		540.00		540.00
					V0157602	02/01/22		200.00		200.00
								740.00		740.00
0103487	02/04/22	Outst	0208089	Steven Lessman	V0157360	01/28/22		200.00		200.00
					V0157604	02/01/22		250.00		250.00
								450.00		450.00
0103488	02/04/22	Recon	0000833	Dr. Mark J. Litwicki	V0157328	01/27/22		400.00		400.00
								400.00		400.00
0103489	02/04/22	Outst	0212429	David D. Lopshire	V0157611	02/01/22		67.00		67.00
								67.00		67.00
0103490	02/04/22	Recon	0197146	Christopher Mays	V0157379	01/28/22		140.00		140.00
								140.00		140.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0103491	02/04/22	Outst	0212394	Peter Meehan	V0157613	02/01/22		67.00		67.00
								67.00		67.00
0103492	02/04/22	Recon	0187216	Mr. Neil J. Moss	V0157358	01/28/22		40.00		40.00
								40.00		40.00
0103493	02/04/22	Recon	0001585	Terry Murphy	V0157378	01/28/22		140.00		140.00
								140.00		140.00
0103494	02/04/22	Recon	0212382	Keith Nykiel	V0157616	02/01/22		67.00		67.00
								67.00		67.00
0103495	02/04/22	Recon	0212430	Craig Ochoa	V0157608	02/01/22		67.00		67.00
								67.00		67.00
0103496	02/04/22	Outst	0197145	Forrest Olesiak	V0157382	01/28/22		140.00		140.00
								140.00		140.00
0103497	02/04/22	Recon	0001663	Pamela Oliver	V0157367	01/28/22		140.00		140.00
					V0157612	02/01/22		67.00		67.00
								207.00		207.00
0103498	02/04/22	Recon	0212805	James J. Pater	V0157601	02/01/22		75.00		75.00
								75.00		75.00
0103499	02/04/22	Recon	0212769	Right Call Officials Inc	V0157598	02/01/22		250.00		250.00
								250.00		250.00
0103500	02/04/22	Recon	0000925	Mr. Juan A. Rivera	V0157591	01/31/22		250.00		250.00
								250.00		250.00
0103501	02/04/22	Recon	0002668	Dr. Behrooz Sedaie	V0157636	02/02/22		132.00		132.00
								132.00		132.00
0103502	02/04/22	Recon	0209212	Simon P. Steiner	V0157364	01/28/22		100.00		100.00
								100.00		100.00
0103503	02/04/22	Recon	0212807	Stephen Terpening	V0157619	02/01/22		67.00		67.00

10 Mar 2022
10:01

ACCOUNTS PAYABLE CHECK REGISTER
Period 02/01/2022 - 02/28/2022

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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
								67.00		67.00
0103504	02/04/22	Recon	0211558	Charles a. Thomas	V0152688	11/02/21		140.00		140.00
								140.00		140.00
0103505	02/04/22	Recon	0208567	Phillip Troutman	V0157368	01/28/22		140.00		140.00
								140.00		140.00
0103506	02/04/22	Recon	0007918	Leonard J. Turnbull	V0157609	02/01/22		67.00		67.00
								67.00		67.00
0103507	02/04/22	Recon	0001390	Unum Life Ins Co of Amer	V0157521	01/31/22		104.90		104.90
								104.90		104.90
0103508	02/04/22	Outst	0001367	Sal Vasta	V0157599	02/01/22		146.25		146.25
								146.25		146.25
0103509	02/04/22	Recon	0208654	James B. White Jr	V0157607	02/01/22		67.00		67.00
								67.00		67.00
0103510	02/04/22	Recon	0212436	David Zuro	V0157618	02/01/22		67.00		67.00
								67.00		67.00
0103511	02/04/22	Recon	0188188	Amazon Capital Services	V0157638	02/04/22	B0004348	619.86		619.86
								619.86		619.86
0103512	02/04/22	Recon	0206101	Kevin W. McManaman	V0157355	01/28/22		160.00		160.00
								160.00		160.00
0103513	02/04/22	Recon	0206101	Kevin W. McManaman	V0157356	01/28/22		160.00		160.00
								160.00		160.00
0103514	02/04/22	Outst	0209668	Nikolas Radenkovich	V0157353	01/28/22		230.00		230.00
								230.00		230.00
0103515	02/04/22	Outst	0209668	Nikolas Radenkovich	V0157354	01/28/22		230.00		230.00
								230.00		230.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0103521	02/11/22	Void	0000995	Bureau Water/Sewer Town						
0103522	02/11/22	Recon	0000995	Bureau Water/Sewer Town	V0157743	02/08/22		420.95		420.95
								420.95		420.95
0103523	02/11/22	Recon	0209933	Christopher P. Butz	V0157655	02/04/22		360.00		360.00
								360.00		360.00
0103524	02/11/22	Recon	0203119	Brandon L. Cawthon	V0157698	02/07/22		140.00		140.00
								140.00		140.00
0103525	02/11/22	Outst	0001298	Dave Cronin	V0157689	02/07/22		140.00		140.00
								140.00		140.00
0103526	02/11/22	Outst	0202383	Flexible Benefit Service	V0157744	02/08/22		570.00		570.00
								570.00		570.00
0103527	02/11/22	Recon	0193664	Mr. Joseph Florio	V0157637	02/04/22		141.61		141.61
								141.61		141.61
0103528	02/11/22	Recon	0202361	Paul E. Frerking	V0157694	02/07/22		140.00		140.00
								140.00		140.00
0103529	02/11/22	Recon	0212408	Jesse A. Galeana	V0156419	01/06/22		750.00		750.00
								750.00		750.00
0103530	02/11/22	Recon	0000724	Dr. Brian R. Gilligan	V0157662	02/06/22		60.00		60.00
								60.00		60.00
0103531	02/11/22	Recon	0040272	Ms Beth A. Gilmartin	V0157750	02/08/22		299.00		299.00
								299.00		299.00
0103532	02/11/22	Recon	0170244	Jonathan S. Gomez	V0157633	02/02/22		600.00		600.00
					V0157634	02/02/22		700.00		700.00
					V0157635	02/02/22		300.00		300.00
								1,600.00		1,600.00
0103533	02/11/22	Outst	0001425	Craig Jeffreys	V0157690	02/07/22		140.00		140.00
								140.00		140.00

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0103534	02/11/22	Recon	0186517	Jeremy Jones	V0157691	02/07/22		140.00		140.00
								140.00		140.00
0103535	02/11/22	Recon	0001226	Raymond W Konrath	V0157652	02/04/22		120.00		120.00
								120.00		120.00
0103536	02/11/22	Outst	0211767	Thomas P. Lentine	V0157654	02/04/22		400.00		400.00
								400.00		400.00
0103537	02/11/22	Outst	0208089	Steven Lessman	V0157649	02/04/22		200.00		200.00
								200.00		200.00
0103538	02/11/22	Recon	0207766	Massachusetts Mutual Lif	V0157745	02/08/22		2,069.26		2,069.26
								2,069.26		2,069.26
0103539	02/11/22	Outst	0197146	Christopher Mays	V0157697	02/07/22		140.00		140.00
								140.00		140.00
0103540	02/11/22	Recon	0176689	Jessica Molinar	V0157751	02/09/22		58.50		58.50
								58.50		58.50
0103541	02/11/22	Outst	0212407	Xavier Montalvo	V0156427	01/06/22		750.00		750.00
								750.00		750.00
0103542	02/11/22	Recon	0187216	Mr. Neil J. Moss	V0157651	02/04/22		80.00		80.00
								80.00		80.00
0103543	02/11/22	Recon	0002598	Alex R. Newkirk	V0157663	02/07/22		400.00		400.00
								400.00		400.00
0103544	02/11/22	Outst	0000820	Ms. Tsonka I. Pencheva	V0157195	01/22/22		15.00		15.00
								15.00		15.00
0103545	02/11/22	Recon	0212406	Shamar Pugh	V0156423	01/06/22		750.00		750.00
								750.00		750.00
0103546	02/11/22	Recon	0172977	Lloyd E. Schreiner	V0157693	02/07/22		140.00		140.00

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								140.00		140.00
0103547	02/11/22	Recon	0172149	Leanne Surmin	V0157687	02/07/22		140.00		140.00
								140.00		140.00
0103548	02/11/22	Outst	0173036	Shannon Tinken	V0157688	02/07/22		140.00		140.00
								140.00		140.00
0103549	02/11/22	Outst	0001367	Sal Vasta	V0157692	02/07/22		140.00		140.00
								140.00		140.00
0103550	02/11/22	Outst	0002319	Danny M Wafford	V0157605	02/01/22		67.00		67.00
								67.00		67.00
0103551	02/11/22	Outst	0002057	Jennifer Washo	V0157686	02/07/22		140.00		140.00
								140.00		140.00
0103552	02/11/22	Recon	0158266	Mr. Christopher J. Wido	V0157647	02/04/22		2,880.00		2,880.00
								2,880.00		2,880.00
0103553	02/11/22	Recon	0155972	Andrew T. Williams	V0157696	02/07/22		140.00		140.00
								140.00		140.00
0103575	02/11/22	Recon	0000995	Bureau Water/Sewer Town	V0157664	02/07/22		430.03		430.03
					V0157665	02/07/22		1,122.27		1,122.27
					V0157666	02/07/22		382.68		382.68
					V0157667	02/07/22		382.68		382.68
					V0157668	02/07/22		382.68		382.68
					V0157669	02/07/22		420.95		420.95
								3,121.29		3,121.29
0103576	02/15/22	Recon	0177469	Bright Start College Sav	V0157883	02/15/22		100.00		100.00
								100.00		100.00
0103577	02/15/22	Outst	0001422	CCCTU-Cope Fund	V0157884	02/15/22		120.00		120.00
								120.00		120.00
0103578	02/15/22	Recon	0001374	College & University Cre	V0157886	02/15/22		200.00		200.00
								200.00		200.00

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0103579	02/15/22	Recon	0001371	Colonial Life & Accident	V0157887	02/15/22		12.00		12.00
								12.00		12.00
0103580	02/15/22	Outst	0160763	Illinois Education Assoc	V0157888	02/15/22		1,965.50		1,965.50
								1,965.50		1,965.50
0103581	02/15/22	Outst	0191845	Metropolitan Alliance of	V0157889	02/15/22		184.00		184.00
								184.00		184.00
0103582	02/15/22	Outst	0101061	Morton College Faculty	V0157885	02/15/22		90.35		90.35
								90.35		90.35
0103583	02/15/22	Outst	0001372	Morton College Teachers	V0157891	02/15/22		1,623.98		1,623.98
								1,623.98		1,623.98
0103584	02/15/22	Outst	0001372	Morton College Teachers	V0157890	02/15/22		2,993.72		2,993.72
								2,993.72		2,993.72
0103585	02/15/22	Outst	0001513	SEIU Local 73 Cope	V0157893	02/15/22		7.00		7.00
								7.00		7.00
0103586	02/15/22	Recon	0001373	Service Employees Intl U	V0157894	02/15/22		350.09		350.09
								350.09		350.09
0103587	02/15/22	Recon	0001563	State Disbursement Unit	V0157895	02/15/22		50.00		50.00
					V0157896	02/15/22		961.71		961.71
								1,011.71		1,011.71
0103588	02/15/22	Outst	0193039	ACCA	V0158003	02/14/22	P0011122	250.00		250.00
								250.00		250.00
0103589	02/15/22	Recon	0209709	Accurate Employment Scre	V0157943	02/14/22	B0004349	1,293.46		1,293.46
								1,293.46		1,293.46
0103590	02/15/22	Recon	0168159	ACS	V0158034	02/14/22	P0011116	261.00		261.00
								261.00		261.00
0103591	02/15/22	Outst	0211202	Administrative Consultin	V0157847	02/11/22	B0004167	1,041.50		1,041.50

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								1,041.50		1,041.50
0103592	02/15/22	Recon	0196815	Advance Auto Parts	V0157836	02/11/22	B0004353	22.04		22.04
					V0158041	02/15/22	B0004380	82.40		82.40
					V0158042	02/15/22	B0004380	22.00-		-22.00
								82.44		82.44
0103593	02/15/22	Recon	0175113	Algor Plumbing	V0157956	02/14/22	B0004225	12.53		12.53
					V0157957	02/14/22	B0004225	26.53		26.53
					V0157958	02/14/22	B0004225	17.45		17.45
								56.51		56.51
0103594	02/15/22	Recon	0190802	All-Types Elevators Inc	V0157960	02/14/22	B0003995	548.00		548.00
								548.00		548.00
0103595	02/15/22	Recon	0188188	Amazon Capital Services	V0157773	02/10/22	B0004012	354.98		354.98
					V0157774	02/10/22	B0004343	589.52		589.52
					V0157775	02/10/22	B0004348	100.73		100.73
					V0157787	02/11/22	B0004028	123.91		123.91
					V0157852	02/11/22	B0004344	395.79		395.79
					V0157853	02/11/22	B0004102	29.99		29.99
					V0157854	02/11/22	B0004329	214.14		214.14
					V0157855	02/11/22	B0004342	279.52		279.52
					V0157856	02/11/22	B0004330	242.32		242.32
					V0157857	02/11/22	B0004342	684.39		684.39
					V0157858	02/11/22	B0004342	389.68		389.68
					V0157945	02/14/22	B0004181	202.33		202.33
					V0157946	02/14/22	B0004337	320.07		320.07
					V0157948	02/14/22	P0011120	26.07		26.07
					V0157949	02/14/22	B0004337	40.88		40.88
					V0157979	02/14/22	P0011111	144.99		144.99
					V0158004	02/14/22	P0011110	233.96		233.96
					V0158007	02/14/22	B0004028	312.51		312.51
					V0158012	02/14/22	P0011118	295.60		295.60
								4,981.38		4,981.38
0103596	02/15/22	Recon	0001490	Arc One Electric	V0157816	02/11/22	B0004370	1,278.70		1,278.70
					V0157817	02/11/22	B0004369	2,010.00		2,010.00
					V0157917	02/14/22	B0004350	897.75		897.75
								4,186.45		4,186.45
0103597	02/15/22	Outst	0211568	Artistic Engraving	V0158033	02/14/22	P0011097	476.00		476.00
								476.00		476.00

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0103598	02/15/22	Recon	0198820	Asure Software	V0158051	02/15/22	B0003998	131.99		131.99
								131.99		131.99
0103599	02/15/22	Recon	0000973	AT&T	V0157834	02/11/22	B0004361	2,383.87		2,383.87
								2,383.87		2,383.87
0103600	02/15/22	Recon	0000973	AT&T	V0158039	02/15/22	B0004361	1,119.02		1,119.02
								1,119.02		1,119.02
0103601	02/15/22	Recon	0000973	AT&T	V0158040	02/15/22	B0004361	1,148.38		1,148.38
								1,148.38		1,148.38
0103602	02/15/22	Recon	0001953	AT&T Mobility	V0158048	02/15/22	B0004038	2,102.00		2,102.00
								2,102.00		2,102.00
0103603	02/15/22	Recon	0001953	AT&T Mobility	V0157793	02/11/22	B0003987	83.05		83.05
								83.05		83.05
0103604	02/15/22	Recon	0156646	ATI Nursing Education	V0157996	02/14/22	P0011113	82.00		82.00
								82.00		82.00
0103605	02/15/22	Recon	0198097	Audacy	V0157981	02/14/22	P0011094	3,020.00		3,020.00
					V0158043	02/15/22	P0011190	6,040.00		6,040.00
								9,060.00		9,060.00
0103606	02/15/22	Recon	0001401	AZ Commercial	V0157928	02/14/22	B0003954	44.87		44.87
					V0157929	02/14/22	B0004019	17.38		17.38
					V0157930	02/14/22	B0004019	85.09		85.09
								147.34		147.34
0103607	02/15/22	Outst	0211963	Beat the Streets Chicago	V0158015	02/14/22	P0011173	1,000.00		1,000.00
								1,000.00		1,000.00
0103608	02/15/22	Void	0000985	Berwyn Ace Hardware						
0103609	02/15/22	Outst	0194139	Berwyn's Violet Flower S	V0157779	02/10/22	B0003945	110.00		110.00
								110.00		110.00
0103610	02/15/22	Recon	0001206	BSN Sports	V0157942	02/14/22	B0004122	14,166.23		14,166.23

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					V0158053	02/15/22	B0004122	1,000.77		1,000.77
								15,167.00		15,167.00
0103611	02/15/22	Recon	0206652	Cajan Laundry II, LLC	V0157983	02/14/22	P0011144	111.75		111.75
								111.75		111.75
0103612	02/15/22	Recon	0165266	CASAS	V0158011	02/14/22	P0011154	33.00		33.00
								33.00		33.00
0103613	02/15/22	Recon	0001593	CDW-Government, Inc	V0157915	02/14/22	B0004162	16,238.52		16,238.52
					V0157987	02/14/22	P0011093	3,087.30		3,087.30
					V0158005	02/14/22	P0011026	4,827.96		4,827.96
								24,153.78		24,153.78
0103614	02/15/22	Outst	0001075	Cengage Learning	V0157963	02/14/22	B0004313	580.81		580.81
								580.81		580.81
0103615	02/15/22	Recon	0000961	Chicago Communication LL	V0157831	02/11/22	B0004335	820.00		820.00
								820.00		820.00
0103616	02/15/22	Recon	0001713	Cicero Landscape Inc.	V0157839	02/11/22	B0003982	2,400.00		2,400.00
					V0157841	02/11/22	B0003982	1,200.00		1,200.00
					V0157951	02/14/22	B0003982	1,200.00		1,200.00
					V0157952	02/14/22	B0003982	1,200.00		1,200.00
					V0157959	02/14/22	B0003982	2,100.00		2,100.00
								8,100.00		8,100.00
0103617	02/15/22	Recon	0001195	Cintas Corporation	V0157784	02/10/22	B0003974	206.30		206.30
					V0157947	02/14/22	B0003974	206.30		206.30
								412.60		412.60
0103618	02/15/22	Recon	0001485	Citibank, N.A.	V0157788	02/11/22	B0004346	99.00		99.00
					V0157789	02/11/22	B0004346	26.59		26.59
								125.59		125.59
0103619	02/15/22	Recon	0201853	Club Automation, LLC	V0157964	02/14/22	B0004042	908.68		908.68
								908.68		908.68
0103620	02/15/22	Recon	0182245	The College Agency, LLC	V0158010	02/14/22	P0011157	919.00		919.00
								919.00		919.00

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0103621	02/15/22	Recon	0001752	Comcast	V0157916	02/14/22	B0004034	201.32		201.32
								201.32		201.32
0103622	02/15/22	Recon	0212349	Del's Moving Inc	V0157950	02/14/22	B0004332	950.00		950.00
								950.00		950.00
0103623	02/15/22	Recon	0001711	Demonica Kemper Architec	V0157818	02/11/22	B0004366	536.83		536.83
					V0157819	02/11/22	B0004366	4,769.21		4,769.21
					V0157820	02/11/22	B0004366	17,525.00		17,525.00
								22,831.04		22,831.04
0103624	02/15/22	Recon	0209578	DisposAll Waste Services	V0157848	02/11/22	B0003964	450.00		450.00
					V0157940	02/14/22	B0003964	275.00		275.00
								725.00		725.00
0103625	02/15/22	Recon	0001023	Dramatic Publishing	V0158058	02/15/22	P0011161	893.40		893.40
								893.40		893.40
0103626	02/15/22	Recon	0182724	Dyopath LLC	V0157837	02/11/22	B0004011	7,750.00		7,750.00
								7,750.00		7,750.00
0103627	02/15/22	Recon	0205067	Effectv	V0157989	02/14/22	P0011129	288.00		288.00
					V0157990	02/14/22	P0011130	1,790.50		1,790.50
					V0157991	02/14/22	P0011131	1,797.00		1,797.00
					V0157992	02/14/22	P0011132	256.00		256.00
					V0157993	02/14/22	P0011133	573.25		573.25
								4,704.75		4,704.75
0103628	02/15/22	Recon	0002185	Ellucian Inc.	V0157801	02/11/22	B0004371	639.00		639.00
					V0157802	02/11/22	B0004371	426.00		426.00
					V0157803	02/11/22	B0004371	159.75-		-159.75
					V0157804	02/11/22	B0004371	1,757.25		1,757.25
					V0157805	02/11/22	B0004371	692.25		692.25
					V0157806	02/11/22	B0004371	250.00		250.00
					V0157807	02/11/22	B0004371	905.25		905.25
					V0157808	02/11/22	B0004371	1,331.25		1,331.25
					V0157809	02/11/22	B0004371	3,000.00		3,000.00
					V0157810	02/11/22	B0004371	750.00		750.00
					V0157811	02/11/22	B0004371	1,562.50		1,562.50
					V0157812	02/11/22	B0004371	2,944.00-		-2,944.00
					V0157813	02/11/22	B0004108	174.75		174.75
					V0157814	02/11/22	B0004108	1,165.00		1,165.00

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					V0157815	02/11/22	B0004108	233.00		233.00
								9,782.50		9,782.50
0103629	02/15/22	Recon	0001240	Enterprise Rent-A-Car	V0158025	02/14/22	P0011167	1,408.18		1,408.18
					V0158026	02/14/22	P0011167	1,408.18		1,408.18
								2,816.36		2,816.36
0103630	02/15/22	Recon	0198694	ePromos Promotional Prod	V0157965	02/14/22	B0004310	993.55		993.55
								993.55		993.55
0103631	02/15/22	Recon	0001029	Fed Ex	V0157780	02/10/22	B0003947	28.78		28.78
					V0158045	02/15/22	B0003947	11.94		11.94
					V0158046	02/15/22	B0003947	28.90		28.90
								69.62		69.62
0103632	02/15/22	Recon	0157592	First Communications	V0157791	02/11/22	B0004372	1,105.14		1,105.14
								1,105.14		1,105.14
0103633	02/15/22	Recon	0001034	Flinn Scientific Inc	V0157978	02/14/22	P0011106	219.54		219.54
					V0157980	02/14/22	P0011100	228.56		228.56
								448.10		448.10
0103634	02/15/22	Recon	0192360	Fusion Cloud Services, L	V0157783	02/10/22	B0004365	3,074.92		3,074.92
								3,074.92		3,074.92
0103635	02/15/22	Recon	0205972	Gas Plus DBA Buddy Bear	V0158047	02/15/22	B0004023	107.94		107.94
								107.94		107.94
0103636	02/15/22	Recon	0205565	The Graphic Edge, LLC	V0157781	02/10/22	B0004334	233.38		233.38
					V0157782	02/10/22	B0004334	231.30		231.30
					V0157918	02/14/22	B0004334	143.52		143.52
					V0157962	02/14/22	B0004322	1,914.24		1,914.24
					V0157967	02/14/22	B0004092	21,875.64		21,875.64
					V0157968	02/14/22	B0004147	917.38		917.38
					V0157969	02/14/22	B0004334	309.38		309.38
					V0157970	02/14/22	B0004147	910.55		910.55
					V0157971	02/14/22	B0004147	199.03		199.03
					V0157972	02/14/22	B0004147	122.30		122.30
					V0157973	02/14/22	B0004147	474.67		474.67
					V0157974	02/14/22	B0004147	220.90		220.90
					V0157975	02/14/22	B0004253	1,814.36		1,814.36
					V0157988	02/14/22	P0011112	162.50		162.50

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								29,529.15		29,529.15
0103637	02/15/22	Outst	0001578	GW Berkheimer	V0158006	02/14/22	P0011069	961.83		961.83
								961.83		961.83
0103638	02/15/22	Recon	0161549	Heartland Business Syste	V0158024	02/14/22	P0011179	405.00		405.00
								405.00		405.00
0103639	02/15/22	Recon	0205770	Henry Schein, Inc.	V0158019	02/14/22	P0011178	62.60		62.60
								15.54		15.54
								23.31		23.31
								409.77		409.77
								316.54		316.54
								827.76		827.76
0103640	02/15/22	Recon	0210378	Hinckley Springs	V0158049	02/15/22	B0004112	3.99		3.99
								3.99		3.99
0103641	02/15/22	Recon	0001381	Home Depot/GECE	V0157931	02/14/22	B0004324	8.61		8.61
								70.65		70.65
								1,278.68		1,278.68
								46.11		46.11
								56.97		56.97
								1,461.02		1,461.02
0103642	02/15/22	Outst	0002727	Illinois Skyway Collegia	V0158009	02/14/22	P0011009	1,900.00		1,900.00
								2,050.00		2,050.00
								3,950.00		3,950.00
0103643	02/15/22	Recon	0001647	Iron Mountain	V0157937	02/14/22	B0004006	579.33		579.33
								579.33		579.33
0103644	02/15/22	Recon	0001775	Jostens	V0157851	02/11/22	B0004352	20.69		20.69
								496.56		496.56
								806.91		806.91
								1,324.16		1,324.16
0103645	02/15/22	Recon	0001080	Keen Edge Co	V0158062	02/15/22	B0003949	212.88		212.88
								24.01		24.01
								236.89		236.89

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0103646	02/15/22	Recon	0207676	KeithRN	V0157998	02/14/22	P0011115	2,395.00		2,395.00
								2,395.00		2,395.00
0103647	02/15/22	Recon	0001890	Konica Minolta Bus Solut	V0157827	02/11/22	B0004269	4,346.40		4,346.40
					V0157828	02/11/22	B0004269	1,512.00		1,512.00
								5,858.40		5,858.40
0103648	02/15/22	Recon	0002233	Konica Minolta Premier F	V0157826	02/11/22	B0004008	2,897.00		2,897.00
								2,897.00		2,897.00
0103649	02/15/22	Outst	0002233	Konica Minolta Premier F	V0157829	02/11/22	B0004008	125.17		125.17
								125.17		125.17
0103650	02/15/22	Recon	0002233	Konica Minolta Premier F	V0157830	02/11/22	B0004008	451.00		451.00
								451.00		451.00
0103651	02/15/22	Recon	0169333	Liaison International, L	V0157995	02/14/22	P0011139	1,250.00		1,250.00
								1,250.00		1,250.00
0103652	02/15/22	Recon	0204562	Lo Destro Construction C	V0157795	02/11/22	B0004378	3,296.00		3,296.00
					V0157796	02/11/22	B0004377	7,769.00		7,769.00
					V0157797	02/11/22	B0004376	6,575.00		6,575.00
					V0157798	02/11/22	B0004375	3,416.00		3,416.00
					V0157799	02/11/22	B0004374	16,060.00		16,060.00
					V0157849	02/11/22	B0004189	5,569.20		5,569.20
					V0157941	02/14/22	B0004252	28,125.50		28,125.50
					V0157966	02/14/22	B0004345	997.00		997.00
								71,807.70		71,807.70
0103653	02/15/22	Recon	0001673	M.L. Plumbing LLC.	V0157838	02/11/22	B0004358	375.00		375.00
								375.00		375.00
0103654	02/15/22	Recon	0001085	Manufacturers' News Inc	V0158059	02/15/22	P0011181	397.80		397.80
					V0158060	02/15/22	P0011181	397.80		397.80
								795.60		795.60
0103655	02/15/22	Recon	0001812	Max Sports LLC	V0158027	02/14/22	P0011168	7,400.00		7,400.00
					V0158028	02/14/22	P0011168	5,590.00		5,590.00
								12,990.00		12,990.00

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0103656	02/15/22	Recon	0001113	New Readers Press	V0157976	02/14/22	P0010925	601.48		601.48
					V0157977	02/14/22	P0010926	2,451.00		2,451.00
								3,052.48		3,052.48
0103657	02/15/22	Outst	0001103	OADN	V0157997	02/14/22	P0011114	575.00		575.00
								575.00		575.00
0103658	02/15/22	Recon	0001122	Office Depot	V0157842	02/11/22	B0004004	38.97		38.97
					V0157844	02/11/22	B0004004	18.29		18.29
					V0157919	02/14/22	B0004004	259.52		259.52
					V0157920	02/14/22	B0004059	45.27		45.27
					V0157921	02/14/22	B0004059	11.98		11.98
					V0157923	02/14/22	B0004059	94.83		94.83
					V0157924	02/14/22	B0004059	67.48		67.48
								536.34		536.34
0103659	02/15/22	Recon	0002406	Paisans Pizza	V0157984	02/14/22	P0011142	694.00		694.00
					V0157985	02/14/22	P0011141	245.00		245.00
					V0157986	02/14/22	P0011140	300.00		300.00
					V0157999	02/14/22	P0011124	40.41		40.41
					V0158000	02/14/22	P0011125	86.55		86.55
					V0158001	02/14/22	P0011126	159.50		159.50
					V0158018	02/14/22	P0011177	1,000.00		1,000.00
					V0158029	02/14/22	P0011170	600.80		600.80
					V0158030	02/14/22	P0011158	92.00		92.00
					V0158031	02/14/22	P0011159	250.00		250.00
					V0158032	02/14/22	P0011119	290.50		290.50
					V0158035	02/14/22	P0011186	300.30		300.30
					V0158036	02/14/22	P0011187	86.98		86.98
					V0158037	02/14/22	P0011188	62.50		62.50
					V0158038	02/14/22	P0011189	124.50		124.50
								4,333.04		4,333.04
0103660	02/15/22	Recon	0166827	PeopleAdmin, Inc.	V0158002	02/14/22	P0011107	11,715.90		11,715.90
								11,715.90		11,715.90
0103661	02/15/22	Recon	0197256	Precision Electric	V0157800	02/11/22	B0004373	850.00		850.00
								850.00		850.00
0103662	02/15/22	Recon	0172704	Radon Detection	V0157832	02/11/22	B0004363	450.00		450.00
					V0157833	02/11/22	B0004363	650.00		650.00
								1,100.00		1,100.00

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0103663	02/15/22	Recon	0001802	Robert R. Andreas & Sons	V0157822	02/11/22	P0010605	29,995.00		29,995.00
					V0157823	02/11/22	P0010606	29,995.00		29,995.00
					V0157824	02/11/22	B0004136	20,000.00		20,000.00
					V0157825	02/11/22	B0004135	19,995.00		19,995.00
								99,985.00		99,985.00
0103664	02/15/22	Recon	0007922	RR Donnelley	V0157846	02/11/22	B0004347	328.29		328.29
					V0157859	02/11/22	B0004347	226.98		226.98
					V0157938	02/14/22	B0004347	1,150.39		1,150.39
								1,705.66		1,705.66
0103665	02/15/22	Recon	0001967	Shaw Media	V0157926	02/14/22	B0003956	1,216.99		1,216.99
								1,216.99		1,216.99
0103666	02/15/22	Recon	0000965	Sigma-Aldrich Inc	V0158044	02/15/22	P0011143	161.38		161.38
								161.38		161.38
0103667	02/15/22	Recon	0208071	Signature Transportation	V0158013	02/14/22	P0011174	1,146.00		1,146.00
					V0158014	02/14/22	P0011174	1,048.00		1,048.00
								2,194.00		2,194.00
0103668	02/15/22	Recon	0001156	Smithereen Exterminating	V0157925	02/14/22	B0003973	177.00		177.00
								177.00		177.00
0103669	02/15/22	Recon	0157227	Staples Advantage	V0157982	02/14/22	P0011007	127.50		127.50
								127.50		127.50
0103670	02/15/22	Recon	0002889	Suburban Door Check & Lo	V0157953	02/14/22	B0003988	76.54		76.54
					V0157954	02/14/22	B0003988	36.00		36.00
					V0157955	02/14/22	B0003988	88.05		88.05
								200.59		200.59
0103671	02/15/22	Recon	0001165	Swank Motion Pictures In	V0158008	02/14/22	P0011037	780.00		780.00
								780.00		780.00
0103672	02/15/22	Recon	0155715	Technology Management Re	V0157939	02/14/22	B0004009	1,141.05		1,141.05
								1,141.05		1,141.05
0103673	02/15/22	Outst	0193068	Top Tier Baseball LLC	V0158016	02/14/22	P0011175	1,300.00		1,300.00
								1,300.00		1,300.00

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0103674	02/15/22	Outst	0212426	Workright Occupational H	V0157994	02/14/22	P0011137	345.00		345.00
								345.00		345.00
0103675	02/15/22	Recon	0177607	YBP Library Services	V0158050	02/15/22	B0003993	175.53		175.53
								175.53		175.53
0103676	02/15/22	Recon	0205064	Correct Digital Displays	V0158067	02/15/22	P0010472	77,983.00		77,983.00
								77,983.00		77,983.00
0103677	02/18/22	Recon	0156097	ACI Payments, Inc.	V0158065	02/15/22		10,029.86		10,029.86
								10,029.86		10,029.86
0103678	02/18/22	Recon	0001770	The Bank of New York	V0157899	02/14/22		535.00		535.00
								535.00		535.00
0103679	02/18/22	Outst	0159847	Craig Bunton	V0157863	02/14/22		140.00		140.00
								140.00		140.00
0103680	02/18/22	Outst	0001965	Michael Daniels	V0157878	02/14/22		140.00		140.00
								140.00		140.00
0103681	02/18/22	Recon	0003212	Mr. Dan M. Farnsworth	V0157786	02/11/22		525.00		525.00
					V0157790	02/11/22		65.63		65.63
								590.63		590.63
0103682	02/18/22	Recon	0000762	Mr. George F. Fejt	V0157626	02/01/22		40.94		40.94
								40.94		40.94
0103683	02/18/22	Outst	0197148	Joseph Foster	V0157866	02/14/22		140.00		140.00
								140.00		140.00
0103684	02/18/22	Outst	0001226	Raymond W Konrath	V0157872	02/14/22		90.00		90.00
								90.00		90.00
0103685	02/18/22	Outst	0211767	Thomas P. Lentine	V0157874	02/14/22		410.00		410.00
								410.00		410.00

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0103686	02/18/22	Outst	0208089	Steven Lessman	V0157870	02/14/22		150.00		150.00
								150.00		150.00
0103687	02/18/22	Recon	0213283	Michael Mache	V0157862	02/14/22		140.00		140.00
								140.00		140.00
0103688	02/18/22	Outst	0208489	Allen Matuszewski	V0157864	02/14/22		140.00		140.00
								140.00		140.00
0103689	02/18/22	Recon	0213382	Meag Maldo Inc	V0158072	02/16/22		920.00		920.00
								920.00		920.00
0103690	02/18/22	Recon	0187216	Mr. Neil J. Moss	V0157871	02/14/22		80.00		80.00
								80.00		80.00
0103691	02/18/22	Outst	0168388	Bill Oostdyk	V0157876	02/14/22		140.00		140.00
								140.00		140.00
0103692	02/18/22	Recon	0213284	Kim F. Robare	V0157869	02/14/22		60.00		60.00
								60.00		60.00
0103693	02/18/22	Recon	0156164	Michael J. Skrabis	V0157877	02/14/22		140.00		140.00
								140.00		140.00
0103694	02/18/22	Outst	0172149	Leanne Surmin	V0157867	02/14/22		140.00		140.00
								140.00		140.00
0103695	02/18/22	Recon	0000738	Ms Gina G. Torres	V0158071	02/16/22		71.88		71.88
								71.88		71.88
0103696	02/18/22	Outst	0190167	Daniel K. Treadwell	V0157882	02/14/22		2,000.00		2,000.00
								2,000.00		2,000.00
0103697	02/18/22	Outst	0055604	Ana L. Valdez	V0157753	02/10/22		68.45		68.45
								68.45		68.45
0103698	02/18/22	Recon	0211861	Gregory L. Walter	V0157865	02/14/22		140.00		140.00
								140.00		140.00

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0103699	02/18/22	Outst	0158266	Mr. Christopher J. Wido	V0157881	02/14/22		1,600.00		1,600.00
								1,600.00		1,600.00
0103700	02/18/22	Outst	0212729	Xavier Nuez Inc	V0157785	02/11/22		100.00		100.00
								100.00		100.00
0103701	02/18/22	Outst	0212851	Aaron M. Moore	V0157640	02/04/22		2,000.00		2,000.00
								2,000.00		2,000.00
0103712	02/23/22	Outst	0188213	First Midwest Bank	V0158140	02/23/22	P0011185	7,877.81		7,877.81
					V0158141	02/23/22	B0004355	510.00		510.00
					V0158142	02/23/22	B0003994	20.00		20.00
					V0158143	02/23/22	P0011162	9,437.87		9,437.87
					V0158144	02/23/22	B0004040	14.85		14.85
					V0158145	02/23/22	P0011155	180.00		180.00
					V0158147	02/23/22	B0003961	111.56		111.56
					V0158152	02/23/22	P0011006	6,360.00		6,360.00
					V0158153	02/23/22	P0011196	79.00		79.00
					V0158154	02/23/22	P0011197	129.90		129.90
					V0158155	02/23/22	P0011195	319.49		319.49
					V0158156	02/23/22	B0004138	150.00		150.00
					V0158157	02/23/22	B0003961	45.00		45.00
					V0158158	02/23/22	P0011216	183.78		183.78
					V0158159	02/23/22	P0011065	250.00		250.00
					V0158160	02/23/22	P0011075	378.00		378.00
					V0158161	02/23/22	P0011172	1,290.00		1,290.00
					V0158162	02/23/22	P0011085	517.83		517.83
					V0158163	02/23/22	P0011086	240.00		240.00
					V0158164	02/23/22	P0011214	110.19		110.19
					V0158166	02/23/22	P0011184	955.64		955.64
					V0158167	02/23/22	P0011102	481.61		481.61
					V0158169	02/23/22	P0011108	177.88		177.88
								29,820.41		29,820.41
0103713	02/25/22	Outst	0209933	Christopher P. Butz	V0158102	02/22/22		960.00		960.00
								960.00		960.00
0103714	02/25/22	Outst	0000724	Dr. Brian R. Gilligan	V0157821	02/11/22		369.00		369.00
								369.00		369.00
0103715	02/25/22	Outst	0007932	Kevin E. Joyce	V0158123	02/22/22		140.00		140.00
								140.00		140.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0103716	02/25/22	Outst	0001226	Raymond W Konrath	V0158116	02/22/22		60.00		60.00
								60.00		60.00
0103717	02/25/22	Outst	0211767	Thomas P. Lentine	V0158130	02/23/22		100.00		100.00
								100.00		100.00
0103718	02/25/22	Outst	0208089	Steven Lessman	V0158111	02/22/22		140.00		140.00
								140.00		140.00
0103719	02/25/22	Recon	0023364	Nichole Melka	V0158135	02/23/22		84.00		84.00
								84.00		84.00
0103720	02/25/22	Outst	0187216	Mr. Neil J. Moss	V0158112	02/22/22		40.00		40.00
								40.00		40.00
0103721	02/25/22	Outst	0186052	Jason Shook	V0158121	02/22/22		140.00		140.00
								140.00		140.00
0103722	02/25/22	Outst	0008030	Spoon River College	V0158094	02/18/22		550.00		550.00
								550.00		550.00
0103723	02/25/22	Outst	0002396	John Szafraniec	V0158120	02/22/22		140.00		140.00
								140.00		140.00
0103724	02/25/22	Outst	0007918	Leonard J. Turnbull	V0158124	02/22/22		140.00		140.00
								140.00		140.00
0103725	02/25/22	Outst	0001367	Sal Vasta	V0158122	02/22/22		140.00		140.00
								140.00		140.00
0103726	02/25/22	Outst	0158266	Mr. Christopher J. Wido	V0158090	02/18/22		330.00		330.00
								330.00		330.00
0103727	02/25/22	Outst	0158266	Mr. Christopher J. Wido	V0158091	02/18/22		330.00		330.00
								330.00		330.00
0103728	02/25/22	Outst	0158266	Mr. Christopher J. Wido	V0158092	02/18/22		990.00		990.00
								990.00		990.00

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0103729	02/25/22	Outst	0002389	Mark Witzke	V0158118	02/22/22		140.00		140.00
								140.00		140.00
0104057	02/28/22	Outst	0177469	Bright Start College Sav	V0159182	02/28/22		100.00		100.00
								100.00		100.00
0104058	02/28/22	Outst	0001422	CCCTU-Cope Fund	V0159183	02/28/22		120.00		120.00
								120.00		120.00
0104059	02/28/22	Outst	0001374	College & University Cre	V0159185	02/28/22		200.00		200.00
								200.00		200.00
0104060	02/28/22	Outst	0001371	Colonial Life & Accident	V0159186	02/28/22		12.00		12.00
								12.00		12.00
0104061	02/28/22	Outst	0160763	Illinois Education Assoc	V0159187	02/28/22		1,965.50		1,965.50
								1,965.50		1,965.50
0104062	02/28/22	Outst	0191845	Metropolitan Alliance of	V0159188	02/28/22		184.00		184.00
								184.00		184.00
0104063	02/28/22	Outst	0101061	Morton College Faculty	V0159184	02/28/22		90.35		90.35
								90.35		90.35
0104064	02/28/22	Outst	0001372	Morton College Teachers	V0159190	02/28/22		1,652.59		1,652.59
								1,652.59		1,652.59
0104065	02/28/22	Outst	0001372	Morton College Teachers	V0159189	02/28/22		2,993.72		2,993.72
								2,993.72		2,993.72
0104066	02/28/22	Outst	0001513	SEIU Local 73 Cope	V0159192	02/28/22		7.00		7.00
								7.00		7.00
0104067	02/28/22	Outst	0001373	Service Employees Intl U	V0159193	02/28/22		350.09		350.09
								350.09		350.09
0104068	02/28/22	Outst	0001563	State Disbursement Unit	V0159194	02/28/22		50.00		50.00

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					V0159195	02/28/22		961.71		961.71
								1,011.71		1,011.71
0104069	02/28/22	Outst	0190089	3OE Solutions	V0159149	02/24/22	B0004384	4,333.00		4,333.00
								4,333.00		4,333.00
0104070	02/28/22	Outst	0211633	A&A Pro Services LLC	V0159171	02/25/22	B0004400	950.00		950.00
					V0159177	02/25/22	B0004407	1,300.00		1,300.00
								2,250.00		2,250.00
0104071	02/28/22	Outst	0175113	Algor Plumbing	V0159081	02/24/22	B0004225	139.69		139.69
								139.69		139.69
0104072	02/28/22	Outst	0206735	All Pro Truck Driving Sc	V0159227	02/25/22	P0011228	11,007.50		11,007.50
								11,007.50		11,007.50
0104073	02/28/22	Outst	0190802	All-Types Elevators Inc	V0159083	02/24/22	B0003995	557.00		557.00
					V0159085	02/24/22	B0003995	395.00		395.00
								952.00		952.00
0104074	02/28/22	Outst	0188188	Amazon Capital Services	V0159098	02/24/22	B0004329	142.99		142.99
					V0159099	02/24/22	B0004028	184.14		184.14
					V0159100	02/24/22	B0004181	226.54		226.54
					V0159101	02/24/22	B0004360	31.79		31.79
					V0159102	02/24/22	B0004359	36.48		36.48
					V0159103	02/24/22	B0004359	167.86		167.86
					V0159107	02/24/22	B0004028	67.22		67.22
					V0159108	02/24/22	B0004028	278.34		278.34
					V0159110	02/24/22	B0004102	475.62		475.62
					V0159111	02/24/22	B0004383	704.48		704.48
					V0159112	02/24/22	B0004394	189.00		189.00
					V0159113	02/24/22	B0004342	335.88		335.88
					V0159114	02/24/22	B0004161	122.97		122.97
					V0159115	02/24/22	B0004395	121.74		121.74
					V0159116	02/24/22	B0004161	33.90		33.90
					V0159117	02/24/22	B0004028	970.53		970.53
					V0159118	02/24/22	B0004315	377.48		377.48
					V0159168	02/25/22	B0004395	399.90		399.90
					V0159178	02/25/22	B0004401	148.27		148.27
					V0159179	02/25/22	B0004401	206.17		206.17
					V0159206	02/25/22	P0011169	149.67		149.67
					V0159208	02/25/22	P0011164	183.58		183.58
					V0159212	02/25/22	P0011207	536.27		536.27
					V0159221	02/25/22	P0011218	65.06		65.06

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								6,155.88		6,155.88
0104075	02/28/22	Outst	0000977	Apple, Inc.	V0159097	02/24/22	B0004351	298.00		298.00
					V0159104	02/24/22	B0004351	108.00		108.00
					V0159105	02/24/22	B0004351	1,798.00		1,798.00
					V0159216	02/25/22	P0011224	49.00		49.00
								2,253.00		2,253.00
0104076	02/28/22	Outst	0001490	Arc One Electric	V0159082	02/24/22	B0004393	610.00		610.00
					V0159143	02/24/22	B0004389	492.89		492.89
								1,102.89		1,102.89
0104077	02/28/22	Outst	0211963	Beat the Streets Chicago	V0159226	02/25/22	P0011236	1,000.00		1,000.00
								1,000.00		1,000.00
0104078	02/28/22	Outst	0001466	CAIRS	V0159210	02/25/22	P0011209	1,008.00		1,008.00
								1,008.00		1,008.00
0104079	02/28/22	Outst	0000998	Carolina Biological Supp	V0159160	02/24/22	P0011206	561.34		561.34
					V0159207	02/25/22	P0011182	104.81		104.81
								666.15		666.15
0104080	02/28/22	Outst	0001593	CDW-Government, Inc	V0159093	02/24/22		1,241.39		1,241.39
					V0159094	02/24/22		1,241.39		-1,241.39
					V0159223	02/25/22	P0011079	162.89		162.89
					V0159224	02/25/22	P0011109	27.81		27.81
								190.70		190.70
0104081	02/28/22	Outst	0001556	Ceramic Supply Chicago	V0159247	02/25/22	P0011008	708.00		708.00
								708.00		708.00
0104082	02/28/22	Outst	0001195	Cintas Corporation	V0159131	02/24/22	B0003974	114.73		114.73
								114.73		114.73
0104083	02/28/22	Outst	0001195	Cintas Corporation	V0159089	02/24/22	B0003974	206.30		206.30
					V0159152	02/24/22	B0003974	206.30		206.30
								412.60		412.60
0104084	02/28/22	Outst	0211877	City Wide Facility Solut	V0159096	02/24/22	B0004222	3,795.00		3,795.00
								3,795.00		3,795.00

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0104085	02/28/22	Outst	0001752	Comcast	V0159126	02/24/22	B0004037	93.57		93.57
					V0159127	02/24/22	B0003941	6.30		6.30
					V0159261	02/28/22	B0003941	184.85		184.85
								284.72		284.72
0104086	02/28/22	Outst	0001013	ComEd	V0158974	02/24/22	B0004003	14,095.82		14,095.82
								14,095.82		14,095.82
0104087	02/28/22	Outst	0001013	ComEd	V0158458	02/24/22	B0004230	662.86		662.86
								662.86		662.86
0104088	02/28/22	Outst	0205064	Correct Digital Displays	V0159225	02/25/22	P0011235	10,300.00		10,300.00
								10,300.00		10,300.00
0104089	02/28/22	Outst	0001676	Del Galdo Law Group, LLC	V0159133	02/24/22	B0004063	8,921.25		8,921.25
					V0159134	02/24/22	B0004063	13,971.50		13,971.50
								22,892.75		22,892.75
0104090	02/28/22	Outst	0212349	Del's Moving Inc	V0159170	02/25/22	B0004332	950.00		950.00
								950.00		950.00
0104091	02/28/22	Outst	0000989	Dick Blick	V0159088	02/24/22	B0004276	441.83		441.83
					V0159137	02/24/22	B0004276	185.92		185.92
								627.75		627.75
0104092	02/28/22	Outst	0208992	Direct Energy Business	V0159125	02/24/22	B0004001	8,555.72		8,555.72
								8,555.72		8,555.72
0104093	02/28/22	Outst	0209578	DisposAll Waste Services	V0159140	02/24/22	B0003964	1,034.75		1,034.75
					V0159268	02/28/22	B0003964	370.00		370.00
								1,404.75		1,404.75
0104094	02/28/22	Outst	0002145	Education to Go	V0159181	02/25/22	B0004398	1,595.00		1,595.00
					V0159199	02/25/22	B0004398	1,595.00		1,595.00
					V0159200	02/25/22	B0004398	1,595.00		1,595.00
					V0159201	02/25/22	B0004398	1,595.00		1,595.00
					V0159202	02/25/22	B0004398	1,595.00		1,595.00
					V0159203	02/25/22	B0004398	1,595.00		1,595.00
								9,570.00		9,570.00

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0104095	02/28/22	Outst	0213326	Expert Chemical & Supply	V0159147	02/24/22	B0004387	342.00		342.00
								342.00		342.00
0104096	02/28/22	Outst	0196370	FHEG Morton College Book	V0158088	02/18/22		155,945.70		155,945.70
					V0159205	02/25/22	P0011200	110.74		110.74
					V0159234	02/25/22	P0011203	288.75		288.75
								156,345.19		156,345.19
0104097	02/28/22	Outst	0202852	Freepoint Energy Solutio	V0159132	02/24/22	B0004015	25,464.69		25,464.69
								25,464.69		25,464.69
0104098	02/28/22	Outst	0001960	Freestyle Photo Supplies	V0159243	02/25/22	P0011104	361.66		361.66
					V0159244	02/25/22	P0011105	765.91		765.91
								1,127.57		1,127.57
0104099	02/28/22	Outst	0205565	The Graphic Edge, LLC	V0159135	02/24/22	B0004322	2,005.46		2,005.46
					V0159138	02/24/22	B0004334	1,017.12		1,017.12
					V0159139	02/24/22	B0004287	3,148.88		3,148.88
					V0159154	02/24/22	B0004334	2,480.06		2,480.06
					V0159155	02/24/22	B0004334	689.17		689.17
					V0159156	02/24/22	B0004339	146.97		146.97
					V0159157	02/24/22	B0004339	146.97		146.97
					V0159158	02/24/22	B0004339	114.97		114.97
					V0159159	02/24/22	B0004339	964.31		964.31
					V0159172	02/25/22	B0004402	1,093.99		1,093.99
								11,807.90		11,807.90
0104100	02/28/22	Outst	0001381	Home Depot/GECF	V0159128	02/24/22	B0004324	56.97-		-56.97
					V0159204	02/25/22	B0004282	98.03		98.03
								41.06		41.06
0104101	02/28/22	Outst	0187812	Hornblower Cruises and E	V0159150	02/24/22	B0004382	897.50		897.50
								897.50		897.50
0104102	02/28/22	Outst	0002776	ICAIA	V0159235	02/25/22	P0011204	115.00		115.00
								115.00		115.00
0104103	02/28/22	Outst	0001030	JC Licht, LLC	V0159153	02/24/22	B0003948	18.87		18.87
								18.87		18.87
0104104	02/28/22	Outst	0193931	Johnson Controls Inc	V0159174	02/25/22	B0004404	1,869.50		1,869.50

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								1,869.50		1,869.50
0104105	02/28/22	Outst	0001775	Jostens	V0159120	02/24/22	B0004352	703.46		703.46
								703.46		703.46
0104106	02/28/22	Void	0001890	Konica Minolta Bus Solut			B0004352			
0104107	02/28/22	Void	0002233	Konica Minolta Premier F			B0004352			
0104108	02/28/22	Outst	0002233	Konica Minolta Premier F	V0159121	02/24/22	B0004008	777.63		777.63
								777.63		777.63
0104109	02/28/22	Outst	0002233	Konica Minolta Premier F	V0159122	02/24/22	B0004008	197.00		197.00
								197.00		197.00
0104110	02/28/22	Outst	0002233	Konica Minolta Premier F	V0159123	02/24/22	B0004008	332.61		332.61
								332.61		332.61
0104111	02/28/22	Outst	0188162	Lake County Press	V0159218	02/25/22	P0011220	680.00		680.00
					V0159219	02/25/22	P0011221	485.00		485.00
					V0159228	02/25/22	P0011229	9,223.00		9,223.00
								10,388.00		10,388.00
0104112	02/28/22	Outst	0001273	Lawson Products Inc	V0159124	02/24/22	B0004391	183.96		183.96
								183.96		183.96
0104113	02/28/22	Outst	0200688	The Lincoln Electric Com	V0159231	02/25/22	P0011068	190.99		190.99
					V0159232	02/25/22	P0011099	140.27		140.27
					V0159245	02/25/22	P0011068	52.67		52.67
					V0159246	02/25/22	P0011099	752.27		752.27
					V0159248	02/25/22	P0011068	710.94		710.94
								1,847.14		1,847.14
0104114	02/28/22	Outst	0001289	Menards	V0158215	02/24/22	B0003977	50.89		50.89
					V0159142	02/24/22	B0003977	35.90		35.90
								86.79		86.79
0104115	02/28/22	Outst	0209373	Meraki Kreativ LLC	V0159229	02/25/22	P0011230	2,647.50		2,647.50
					V0159230	02/25/22	P0011232	2,346.00		2,346.00
								4,993.50		4,993.50

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0104116	02/28/22	Outst	0194501	Michael Kautz Carpets &	V0159176	02/25/22	B0004405	14,980.00		14,980.00
								14,980.00		14,980.00
0104117	02/28/22	Outst	0212845	Moulage Concepts Inc	V0159222	02/25/22	P0011160	693.00		693.00
								693.00		693.00
0104118	02/28/22	Outst	0201589	NCCR Metals, Inc	V0159233	02/25/22	P0011128	788.35		788.35
								788.35		788.35
0104119	02/28/22	Outst	0001121	O'Brien Cleaners	V0159144	02/24/22	B0004388	24.00		24.00
					V0159145	02/24/22	B0004388	24.00		24.00
					V0159146	02/24/22	B0004388	24.00		24.00
								72.00		72.00
0104120	02/28/22	Outst	0002406	Paisans Pizza	V0159119	02/24/22		260.00-		-260.00
					V0159161	02/24/22	P0011193	1,271.04		1,271.04
					V0159215	02/25/22	P0011205	165.00		165.00
					V0159217	02/25/22	P0011225	361.75		361.75
					V0159269	02/28/22	P0011215	377.80		377.80
					V0159270	02/28/22	P0011215	72.00		72.00
								1,987.59		1,987.59
0104121	02/28/22	Outst	0197256	Precision Electric	V0159148	02/24/22	B0004385	3,300.00		3,300.00
								3,300.00		3,300.00
0104122	02/28/22	Outst	0211542	PryzmArts LLC	V0159220	02/25/22	P0011222	600.00		600.00
								600.00		600.00
0104123	02/28/22	Outst	0209068	Quest Software Inc	V0159169	02/25/22	B0004368	18,000.39		18,000.39
								18,000.39		18,000.39
0104124	02/28/22	Outst	0208166	Salerno's Pizzeria & Spo	V0159214	02/25/22	P0011202	624.22		624.22
								624.22		624.22
0104125	02/28/22	Outst	0002889	Suburban Door Check & Lo	V0159024	02/24/22	B0003988	130.00		130.00
								130.00		130.00
0104126	02/28/22	Outst	0213327	TherapyEd, Ltd	V0159162	02/24/22	P0011198	4,130.00		4,130.00
								4,130.00		4,130.00

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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
0104127	02/28/22	Outst	0001006	Town of Cicero	V0159141	02/24/22	B0003969	925.00		925.00
								925.00		925.00
0104128	02/28/22	Outst	0002594	Training Concepts, Inc.	V0159211	02/25/22	P0011212	100.00		100.00
								100.00		100.00
0104129	02/28/22	Outst	0206041	Welding Industrial Suppl	V0159209	02/25/22	P0011017	13,480.20		13,480.20
					V0159236	02/25/22	P0011145	726.10		726.10
					V0159237	02/25/22	P0011146	726.10		726.10
					V0159238	02/25/22	P0011147	726.10		726.10
					V0159239	02/25/22	P0011148	726.10		726.10
					V0159240	02/25/22	P0011149	726.10		726.10
					V0159241	02/25/22	P0011151	726.10		726.10
					V0159242	02/25/22	P0011153	771.10		771.10
								18,607.90		18,607.90
0104130	02/28/22	Outst	0166312	Wells Fargo Equiptment F	V0159129	02/24/22	B0003991	1,248.00		1,248.00
								1,248.00		1,248.00
0104131	02/28/22	Outst	0001406	Wex Bank	V0159090	02/24/22	B0003979	559.58		559.58
					V0159091	02/24/22	B0004068	169.95		169.95
					V0159092	02/24/22	B0004293	281.34		281.34
								1,010.87		1,010.87
0104132	02/28/22	Outst	0209883	Priscilla Williams	V0159106	02/24/22	B0004049	230.00		230.00
								230.00		230.00
0104133	02/28/22	Outst	0177607	YBP Library Services	V0159136	02/24/22	B0003993	106.88		106.88
					V0159151	02/24/22	B0003993	371.76		371.76
								478.64		478.64
0104134	02/28/22	Outst	0001890	Konica Minolta Bus Solut	V0159271	02/28/22	B0004007	5.18		5.18
					V0159272	02/28/22	B0004007	1,363.49		1,363.49
					V0159273	02/28/22	B0004007	7,875.00		7,875.00
								9,243.67		9,243.67
E0013392	02/03/22	Outst	0166671	Ms. Cara A. Bonick	V0157351	01/28/22		70.00		70.00
					V0157413	01/28/22		1,929.41		1,929.41
					V0157622	02/01/22		267.01		267.01
								2,266.42		2,266.42

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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
E0013393	02/03/22	Outst	0200047	Mr. Carissa Davis	V0156201	12/15/21		509.11		509.11
					V0156202	12/15/21		397.97		397.97
					V0157592	01/31/22		66.00		66.00
					V0157593	01/31/22		938.45		938.45
					V0157594	01/31/22		335.00		335.00
								2,246.53		2,246.53
E0013394	02/03/22	Outst	0211634	Elisa McKinley	V0157600	02/01/22		250.00		250.00
								250.00		250.00
E0013395	02/03/22	Outst	0206101	Kevin W. McManaman	V0157588	01/31/22		416.11		416.11
								416.11		416.11
E0013396	02/03/22	Outst	0000928	Mr. James P. O'Connell,	V0157359	01/28/22		150.00		150.00
					V0157603	02/01/22		200.00		200.00
								350.00		350.00
E0013397	02/03/22	Outst	0160605	Ms Rebecca M. Primm	V0157323	01/26/22		87.70		87.70
								87.70		87.70
E0013398	02/03/22	Outst	0201801	Michael R. Traversa	V0157357	01/28/22		440.00		440.00
								440.00		440.00
E0013399	02/03/22	Outst	0000019	Mr. Scott E. Ulbrich	V0157362	01/28/22		120.00		120.00
								120.00		120.00
E0013400	02/03/22	Outst	0199729	Miss Laura G. Valdez	V0157625	02/01/22		25.44		25.44
								25.44		25.44
E0013401	02/03/22	Outst	0158266	Mr. Christopher J. Wido	V0157597	02/01/22		247.31		247.31
								247.31		247.31
E0013402	02/03/22	Outst	0190102	Ms. Brandie N. Windham	V0157237	01/25/22		125.00		125.00
								125.00		125.00
E0013403	02/10/22	Outst	0166671	Ms. Cara A. Bonick	V0157749	02/08/22		256.89		256.89
								256.89		256.89
E0013404	02/10/22	Outst	0206556	Lisa Booko	V0157646	02/04/22		1,750.00		1,750.00

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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
								1,750.00		1,750.00
E0013405	02/10/22	Outst	0182499	Mrs. Mary J. Buongiorno	V0157623	02/01/22		30.36		30.36
					V0157670	02/07/22		664.85		664.85
								695.21		695.21
E0013406	02/10/22	Outst	0209933	Christopher P. Butz	V0156742	01/13/22		3,500.00		3,500.00
								3,500.00		3,500.00
E0013407	02/10/22	Outst	0000938	Ms. Xiaoling Gan	V0157671	02/07/22		523.92		523.92
								523.92		523.92
E0013408	02/10/22	Outst	0061134	Mrs. Jennifer R. Iniquez	V0157586	01/31/22		61.35		61.35
								61.35		61.35
E0013409	02/10/22	Outst	0002697	Dr. Keith McLaughlin	V0157639	02/04/22		483.82		483.82
					V0157748	02/08/22		540.20		540.20
								1,024.02		1,024.02
E0013410	02/10/22	Outst	0212851	Aaron M. Moore	V0157645	02/04/22		3,000.00		3,000.00
								3,000.00		3,000.00
E0013411	02/10/22	Outst	0199309	Jason Nichols	V0157620	02/01/22		643.60		643.60
					V0157746	02/08/22		336.26		336.26
								979.86		979.86
E0013412	02/10/22	Outst	0000928	Mr. James P. O'Connell,	V0157650	02/04/22		120.00		120.00
								120.00		120.00
E0013413	02/10/22	Outst	0201801	Michael R. Traversa	V0157648	02/04/22		440.00		440.00
								440.00		440.00
E0013414	02/10/22	Outst	0000019	Mr. Scott E. Ulbrich	V0157653	02/04/22		120.00		120.00
								120.00		120.00
E0013415	02/10/22	Outst	0000808	Ms. Marisol Velazquez	V0157624	02/01/22		250.00		250.00
								250.00		250.00
E0013416	02/10/22	Outst	0158266	Mr. Christopher J. Wido	V0149061	08/27/21		3,000.00		3,000.00

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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
								3,000.00		3,000.00
E0013431	02/14/22	Outst	0001161	State Univ Retirement Sy	V0157897	02/15/22		71,232.16		71,232.16
								71,232.16		71,232.16
E0013432	02/14/22	Outst	0209135	Omni Financial Group, In	V0157892	02/15/22		8,077.16		8,077.16
					V0157898	02/14/22		11,225.06		11,225.06
								19,302.22		19,302.22
E0013433	02/14/22	Outst	0183910	Ms Vickie L. Gukenberger	V0157860	02/11/22	B0004307	1,239.67		1,239.67
								1,239.67		1,239.67
E0013434	02/14/22	Outst	0208914	Janice Marshall	V0157861	02/11/22	P0011134	1,800.00		1,800.00
					V0157913	02/14/22	P0011138	3,000.00		3,000.00
					V0157914	02/14/22	P0011138	2,200.00		2,200.00
								7,000.00		7,000.00
E0013435	02/14/22	Outst	0212424	Kathryn M. Watkins	V0157912	02/14/22	B0004305	2,408.37		2,408.37
								2,408.37		2,408.37
E0013436	02/14/22	Outst	0207194	DD's Operations LLC	V0157794	02/11/22	B0004379	1,400.00		1,400.00
								1,400.00		1,400.00
E0013440	02/17/22	Outst	0166823	Gabriela Avila	V0157922	02/14/22		60.00		60.00
								60.00		60.00
E0013441	02/17/22	Outst	0166671	Ms. Cara A. Bonick	V0157880	02/14/22		215.00		215.00
								215.00		215.00
E0013442	02/17/22	Outst	0206556	Lisa Booko	V0157879	02/14/22		25.00		25.00
								25.00		25.00
E0013443	02/17/22	Outst	0183588	Heather Huldin	V0157843	02/11/22		56.72		56.72
								56.72		56.72
E0013444	02/17/22	Outst	0107686	Mrs. Blanca E. Jara	V0157755	02/10/22		397.96		397.96
					V0157756	02/10/22		908.00		908.00
					V0157757	02/10/22		830.52		830.52
					V0157758	02/10/22		24.05		24.05
					V0157759	02/10/22		15.71		15.71

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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
					V0157760	02/10/22		13.72		13.72
					V0157761	02/10/22		15.44		15.44
					V0157762	02/10/22		17.06		17.06
					V0157763	02/10/22		22.46		22.46
					V0157777	02/10/22		135.00		135.00
					V0157911	02/14/22		139.20		139.20
								2,519.12		2,519.12
E0013445	02/17/22	Outst	0206101	Kevin W. McManaman	V0148201	07/08/21		2,500.00		2,500.00
					V0151871	10/26/21		4,000.00		4,000.00
								6,500.00		6,500.00
E0013446	02/17/22	Outst	0000928	Mr. James P. O'Connell,	V0157875	02/14/22		30.00		30.00
								30.00		30.00
E0013447	02/17/22	Outst	0209668	Nikolas Radenkovich	V0148206	07/08/21		5,000.00		5,000.00
								5,000.00		5,000.00
E0013448	02/17/22	Outst	0209695	Jonathan Rush	V0148225	07/12/21		4,000.00		4,000.00
								4,000.00		4,000.00
E0013449	02/17/22	Outst	0172945	Ms. Perla A. Santoyo	V0157754	02/10/22		415.95		415.95
					V0157778	02/10/22		135.00		135.00
								550.95		550.95
E0013450	02/17/22	Outst	0201801	Michael R. Traversa	V0157868	02/14/22		220.00		220.00
								220.00		220.00
E0013451	02/17/22	Outst	0000019	Mr. Scott E. Ulbrich	V0157873	02/14/22		90.00		90.00
								90.00		90.00
E0013452	02/17/22	Outst	0000808	Ms. Marisol Velazquez	V0158068	02/15/22		101.78		101.78
								101.78		101.78
E0013455	02/24/22	Outst	0166671	Ms. Cara A. Bonick	V0158100	02/22/22		50.00		50.00
								50.00		50.00
E0013456	02/24/22	Outst	0209933	Christopher P. Butz	V0148931	08/17/21		2,000.00		2,000.00
					V0158134	02/23/22		245.04		245.04
								2,245.04		2,245.04

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Period 02/01/2022 - 02/28/2022

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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
E0013457	02/24/22	Outst	0107686	Mrs. Blanca E. Jara	V0158146	02/23/22		406.22		406.22
					V0158148	02/23/22		413.88		413.88
					V0158150	02/23/22		59.46		59.46
					V0158151	02/23/22		93.47		93.47
					V0158165	02/23/22		80.81		80.81
								1,053.84		1,053.84
E0013458	02/24/22	Outst	0211634	Elisa McKinley	V0158064	02/15/22		5,500.00		5,500.00
								5,500.00		5,500.00
E0013459	02/24/22	Outst	0206101	Kevin W. McManaman	V0158132	02/23/22		274.75		274.75
								274.75		274.75
E0013460	02/24/22	Outst	0199309	Jason Nichols	V0158131	02/23/22		772.65		772.65
								772.65		772.65
E0013461	02/24/22	Outst	0000928	Mr. James P. O'Connell,	V0158110	02/22/22		60.00		60.00
								60.00		60.00
E0013462	02/24/22	Outst	0194866	Ms. Randi Ploszaj	V0158084	02/17/22		1,084.77		1,084.77
								1,084.77		1,084.77
E0013463	02/24/22	Outst	0209668	Nikolas Radenkovich	V0158089	02/18/22		269.51		269.51
								269.51		269.51
E0013464	02/24/22	Outst	0172945	Ms. Perla A. Santoyo	V0158126	02/22/22		107.04		107.04
					V0158127	02/22/22		31.04		31.04
					V0158128	02/22/22		79.83		79.83
								217.91		217.91
E0013465	02/24/22	Outst	0000738	Ms Gina G. Torres	V0157747	02/08/22		43.96		43.96
					V0158070	02/16/22		20.38		20.38
								64.34		64.34
E0013466	02/24/22	Outst	0201801	Michael R. Traversa	V0158109	02/22/22		110.00		110.00
								110.00		110.00
E0013467	02/24/22	Outst	0000019	Mr. Scott E. Ulbrich	V0158117	02/22/22		60.00		60.00
								60.00		60.00

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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
E0013468	02/24/22	Outst	0158266	Mr. Christopher J. Wido	V0158129	02/23/22		2,000.00		2,000.00
								2,000.00		2,000.00
E0013945	02/28/22	Outst	0212424	Kathryn M. Watkins	V0159166	02/25/22	B0004305	1,808.37		1,808.37
								1,808.37		1,808.37
E0013946	02/28/22	Outst	0207194	DD's Operations LLC	V0159167	02/25/22	B0004406	1,400.00		1,400.00
								1,400.00		1,400.00
E0013947	02/25/22	Outst	0209135	Omni Financial Group, In	V0159175	02/25/22		11,225.06		11,225.06
					V0159191	02/28/22		8,152.16		8,152.16
								19,377.22		19,377.22
E0013948	02/25/22	Outst	0001161	State Univ Retirement Sy	V0159196	02/28/22		71,406.25		71,406.25
								71,406.25		71,406.25
								1,246,120.42		1,246,120.42

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CHECK REGISTER SUMMARY REPORT
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Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,246,120.42	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,246,120.42
			-----	-----
			1,246,120.42	1,246,120.42

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of February 2022, be approved and/or ratified in the amount of \$3,502,315 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	02/28/2022	1,018,397
Payroll	02/15/2022	751,360
Payroll	02/28/2022	747,869
Student Refunds	02/28/2022	<u>756,966</u>
		3,274,592

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	02/28/2022	<u>227,723</u>
TOTAL ALL FUNDS		<u><u>\$3,502,315</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$1,373,031 be approved as outlined on the attached Journal No. 1-6 entry dates attached hereto.

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

PASSED this 23rd day of March by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

**Morton College
Over 10K Report
February 2022**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
ACI Payments, Inc.	2/18/2022	0103677	EXEMPT	\$10,029.86	Jan up bill
All Pro Truck Driving School LLC	2/28/2022	0104072	6/23/2021	\$11,007.50	Student registration fees
Amazon Capital Services	2/4/2022	0103511	EXEMPT	\$619.86	Table Cloths
Amazon Capital Services	2/15/2022	0103595	EXEMPT	\$4,981.38	Arduino Robot Kits
Amazon Capital Services	2/28/2022	0104074	EXEMPT	\$6,155.88	Camera & Charger
BSN Sports	2/15/2022	0103610	EXEMPT	\$15,167.00	Sprint Store items
CDW-Government, Inc	2/15/2022	0103613	EXEMPT	\$24,153.78	Cisco
CDW-Government, Inc	2/28/2022	0104080	EXEMPT	\$190.70	LVO
ComEd	2/28/2022	0104086	EXEMPT	\$14,095.82	Energy Services
ComEd	2/28/2022	0104087	EXEMPT	\$662.86	Energy Services
Correct Digital Displays, Inc.	2/15/2022	0103676	5/26/2021	\$77,963.00	Soccer scoreboard
Correct Digital Displays, Inc.	2/28/2022	0104088	11/17/2021	\$10,300.00	Scoring table extension
Del Galdo Law Group, LLC	2/28/2022	0104089	8/25/2021	\$22,892.75	Attorney Services
Demonica Kemper Architects	2/15/2022	0103623	11/17/2021	\$22,831.04	21-018 Corridor Floor Pol
FHEG Morton College Bookstore	2/28/2022	0104096	8/26/2020	\$156,345.19	Digital delivery fee
First Midwest Bank	2/23/2022	0103712	EXEMPT	\$29,820.41	AACC Conference
Freepoint Energy Solutions, LLC.	2/28/2022	0104097	11/18/2020	\$25,464.69	Energy Services
Game One	2/15/2022	0103636	7/22/2020	\$29,529.15	Adidas Beanies
Game One	2/28/2022	0104099	7/22/2020	\$11,807.90	Adidas Backpacks
Konica Minolta Bus Solut	2/15/2022	0103647	12/15/2021	\$5,858.40	White Glove Packing
Konica Minolta Bus Solut	2/28/2022	0104134	EXEMPT	\$9,243.67	Maintenance
Lake County Press	2/28/2022	0104111	EXEMPT	\$10,388.00	Alumni Bingo Cards
Lo Destro Construction Company	2/15/2022	0103652	8/25/2021	\$71,807.70	Admin Reprograming
Max Sports LLC	2/15/2022	0103655	EXEMPT	\$12,990.00	Athletic Rental Jan.
Michael Kautz Carpets & Flooring	2/28/2022	0104116	EXEMPT	\$14,980.00	Wall Base
Mr. Christopher J. Wido	2/3/2022	E0013401	EXEMPT	\$247.31	office supplies
Mr. Christopher J. Wido	2/10/2022	E0013416	EXEMPT	\$3,000.00	BB Coaching Stipend
Mr. Christopher J. Wido	2/11/2022	0103552	EXEMPT	\$2,880.00	Meal Money 2/18/22 -
Mr. Christopher J. Wido	2/18/2022	0103699	EXEMPT	\$1,600.00	Meal Money
Mr. Christopher J. Wido	2/24/2022	E0013468	EXEMPT	\$2,000.00	Athletic Field
Mr. Christopher J. Wido	2/25/2022	0103726	EXEMPT	\$330.00	Meal Money 3/1/22
Mr. Christopher J. Wido	2/25/2022	0103727	EXEMPT	\$330.00	Meal Money 3/5/22
Mr. Christopher J. Wido	2/25/2022	0103728	EXEMPT	\$990.00	Meal Money 3/11/22 &
Omni Financial Group, Inc.	2/14/2022	E0013432	4/28/2021	\$19,302.22	Payroll Deductions
Omni Financial Group, Inc.	2/25/2022	E0013947	4/28/2021	\$19,377.22	Payroll Deductions
PeopleAdmin, Inc.	2/15/2022	0103660	EXEMPT	\$11,715.90	Select12 Applicant Trcking
Quest Software Inc	2/28/2022	0104123	4/28/2021	\$18,000.39	Kiace Systems
Robert R. Andreas & Sons Inc	2/15/2022	0103663	8/25/2021	\$29,995.00	Baseball brick knee-wall
Robert R. Andreas & Sons Inc	2/15/2022	0103663	8/25/2021	\$29,995.00	Baseball dugout
Robert R. Andreas & Sons Inc	2/15/2022	0103663		\$20,000.00	Softball
Robert R. Andreas & Sons Inc	2/15/2022	0103663		\$19,995.00	Softball away team
State Univ Retirement Systems	2/14/2022	E0013431	EXEMPT	\$71,232.16	Payroll Deductions
State Univ Retirement Systems	2/25/2022	E0013948	EXEMPT	\$71,406.25	Payroll Deductions
Welding Industrial Supply Co., Inc.	2/28/2022	0104129	EXEMPT	\$18,607.90	Welding Machine/Delivery
Total Paid				940,310.89	

Morton College					
Budget Transfers					
February 2022					
		GL Account Number	Description	Debit	Credit
	1	02-7010-70102-530400000	Maintenance: Maintenance Services	15,000	
		02-7020-70108-540100400	Custodial: Maintenance Supplies		5,000
		02-7030-70110-540100500	Grounds: Vehicle Supplies		10,000
		02-7060-70114-570500000	Plant Utilities: Telephone	15,000	
		02-7060-70114-570700000	Plant Utilities: Refuse Disposal		15,000
	2	01-1030-10148-540100200	Heating, Ventilation AC: Instr Supplies		15,000
		01-1030-10170-540100200	Welding: Instr Supplies	15,000	
	3	01-1030-10174-540100200	Paramedic: Instr Supplies		25,000
		01-1030-10174-510300200	Paramedic: Part-Time Faculty	15,000	
		01-1030-10174-530800000	Paramedic: Instr Serv Contracts	10,000	
	4	01-0000-00000-600000000	General: Contingency		100,000
		01-8030-20114-540700000	Marketing & Publications: Advertising	100,000	
	5	06-0000-99160-430100020	COVID19: Dept of Ed Grant Revenue		183,043
		06-9010-99160-590200000	COVID19: Student Grants/Schlr	183,043	
	6	06-0000-99162-430100020	CARES HEERF Institutional: Dept of Ed Grant Revenue	1,019,988	
		06-8090-99162-540100200	CARES HEERF Institutional: Instr Supplies		750,000
		06-8090-99162-590100300	CARES HEERF Institutional: Institutional Waiver		250,000
		06-8090-99162-520900005	CARES HEERF Institutional: Employee Professional Dev		19,988
			Total Budget Transfers	1,373,031	1,373,031

Morton Community College
FY22 Budget Report
For 8 Month Ending February 28, 2022



**Morton Community College
Budget Report Summary
February 28, 2022**

66%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 21,002,536	\$ 29,127,709	72.1%	\$ 8,125,173
Expenditures	(15,264,976)	(29,127,709)	52.4%	(13,862,733)
Net	\$ 5,737,560	\$ -		\$ (5,737,560)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 2,333,254	\$ 2,927,600	79.7%	\$ 594,346
Expenditures	(1,599,157)	(2,927,065)	54.6%	(1,327,908)
Net	\$ 734,097	\$ 535		\$ (733,562)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 9,332,611	\$ 31,168,576	29.9%	\$ 21,835,965
Expenditures	(10,728,900)	(31,172,062)	34.4%	(20,443,162)
Net	\$ (1,396,289)	\$ (3,486)		\$ 1,392,803
<u>Audit Fund</u>				
Revenue	\$ 50,405	\$ 72,950	69.1%	\$ 22,545
Expenditures	-	(81,600)	0.0%	(81,600)
Net	\$ 50,405	\$ (8,650)		\$ (59,055)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 552,937	\$ 811,916	68.1%	\$ 258,979
Expenditures	(698,692)	(1,227,500)	56.9%	(528,808)
Net	\$ (145,755)	\$ (415,584)		\$ (269,829)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 588,519	\$ 675,628	87.1%	\$ 87,109
Expenditures	(474,475)	(646,575)	73.4%	(172,100)
Net	\$ 114,044	\$ 29,053		\$ (84,991)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ (16,121)	\$ 6,366,308	-0.3%	\$ 6,382,429
Expenditures	(897,660)	(6,366,308)	14.1%	(5,468,648)
Net	\$ (913,781)	\$ -		\$ 913,781
<u>All Funds</u>				
Revenue	\$ 33,844,141	\$ 71,150,687	47.6%	\$ 37,306,546
Expenditures	(29,663,860)	(71,548,819)	41.5%	\$ (41,884,959)
Net	\$ 4,180,281	\$ (398,132)		\$ (4,578,413)

EDUCATION FUND REVENUE
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 5,245,166	\$ 7,649,000	68.6%	\$ 2,403,834
Total Local Government	<u>\$ 5,245,166</u>	<u>\$ 7,649,000</u>		<u>\$ 2,403,834</u>
CORPORATE PERSONAL PROPERTY TAXES	\$ 595,863	\$ 750,000	79.4%	\$ 154,137
SURS HEALTH - ON BEHALF PAYMENTS	\$ -	\$ -	0.0%	\$ -
STATE GOVERNMENT				
ICCB credit hour grants	\$ 1,645,481	\$ 2,314,560	71.1%	\$ 669,079
ICCB equalization grants	2,857,500	4,570,045	62.5%	1,712,545
CTE formula grant	87,196	160,000	0.0%	72,804
Total State Government	<u>\$ 4,590,177</u>	<u>\$ 7,044,605</u>		<u>\$ 2,454,428</u>
STUDENT TUITION AND FEES				
Tuition	\$ 8,904,387	\$ 9,859,300	90.3%	\$ 954,913
Fees	1,646,257	2,182,504	75.4%	536,247
Other	-	1,300,000	0.0%	1,300,000
Total Tuition and Fees	<u>\$ 10,550,644</u>	<u>\$ 13,341,804</u>		<u>\$ 2,791,160</u>
MISCELLANEOUS				
Sales and service fees	\$ 17,540	\$ 252,300	7.0%	\$ 234,760
Investment revenue	3,146	60,000	5.2%	56,854
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 20,686</u>	<u>\$ 342,300</u>		<u>\$ 321,614</u>
Total Revenue	<u>\$ 21,002,536</u>	<u>\$ 29,127,709</u>	<u>72.1%</u>	<u>\$ 8,125,173</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 21,002,536</u>	<u>\$ 29,127,709</u>	<u>72.1%</u>	<u>\$ 8,125,173</u>

EDUCATION FUND EXPENDITURES

February 28, 2022

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 5,393,204	\$ 8,689,743	62.1%	\$ 3,296,539
Employee benefits	505,780	850,262	59.5%	344,482
Contractual services	146,595	382,500	38.3%	235,905
Material and supplies	125,606	594,950	21.1%	469,344
Conferences and meetings	15,980	51,785	30.9%	35,805
Total Instruction	<u>6,187,165</u>	<u>10,569,240</u>	<u>58.5%</u>	<u>4,382,075</u>
Academic Support				
Salaries	684,736	1,240,696	55.2%	555,960
Employee benefits	89,882	265,380	33.9%	175,498
Contractual services	152,533	298,000	51.2%	145,467
Material and supplies	102,963	346,280	29.7%	243,317
Conferences and meetings	8,925	26,100	34.2%	17,175
Fixed charges	55,517	80,000	69.4%	24,483
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>1,094,556</u>	<u>2,257,456</u>	<u>48.5%</u>	<u>1,162,900</u>
Student Services				
Salaries	1,211,078	2,121,429	57.1%	910,351
Employee benefits	155,831	296,988	52.5%	141,157
Contractual services	114,866	221,000	52.0%	106,134
Material and supplies	-3,878	179,750	-2.2%	183,628
Conferences and meetings	34,898	83,650	41.7%	48,752
Fixed charges	1,991	21,500	9.3%	19,509
Total Student Services	<u>1,514,786</u>	<u>2,924,317</u>	<u>51.8%</u>	<u>1,409,531</u>
Public Service/Continuing Education				
Salaries	172,050	246,224	69.9%	74,174
Employee benefits	25,289	54,745	46.2%	29,456
Contractual services	45,342	217,000	20.9%	171,658
Material and supplies	4,096	26,200	15.6%	22,104
Conferences and meetings	400	5,250	7.6%	4,850
Other tuition/fee waiver	1,538	5,000	30.8%	3,462
Total Public Service/Continuing Education	<u>248,715</u>	<u>554,419</u>	<u>44.9%</u>	<u>305,704</u>
Auxiliary Services				
Salaries	140,917	220,425	63.9%	79,508
Employee benefits	25,915	42,026	61.7%	16,111
Contractual services	410,859	450,000	91.3%	39,141
Material and supplies	261,539	612,000	42.7%	350,461
Conferences and meetings	152,408	228,000	66.8%	75,592
Fixed charges	21,170	28,000	75.6%	6,830
Total Auxiliary Services	<u>1,012,808</u>	<u>1,580,451</u>	<u>64.1%</u>	<u>567,643</u>

EDUCATION FUND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,435,213	\$ 2,579,647	55.6%	\$ 1,144,434
Employee benefits	254,852	511,879	49.8%	257,027
Contractual services	995,789	1,502,000	66.3%	506,211
Material and supplies	214,889	843,800	25.5%	628,911
Conferences and meetings	109,435	214,000	51.1%	104,565
Fixed charges	48	1,500	3.2%	1,452
Other	65,208	140,000	46.6%	74,792
Total Institutional Support	<u>3,075,434</u>	<u>5,792,826</u>	<u>53.1%</u>	<u>2,717,392</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>2,131,513</u>	<u>1,529,000</u>	<u>139.4%</u>	<u>(602,513)</u>
Total Scholarships, Student Grants & Waivers	<u>2,131,513</u>	<u>1,529,000</u>	<u>139.4%</u>	<u>(602,513)</u>
Contingencies				
	-	420,000	0.0%	420,000
Total Expenditures	<u>\$ 15,264,977</u>	<u>\$ 25,627,709</u>	<u>59.6%</u>	<u>\$ 10,362,732</u>
Transfers out	-	3,500,000	0.0%	3,500,000
Total Expenditures and Transfers out	<u>\$15,264,977</u>	<u>\$ 29,127,709</u>	<u>52.4%</u>	<u>\$ 13,862,732</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 1,023,851</u>	<u>\$ 1,498,600</u>	<u>68.3%</u>	<u>\$ 474,749</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>595,863</u>	<u>750,000</u>	<u>79.4%</u>	<u>154,137</u>
STATE GOVERNMENT				
ICCB equalization grants	<u>650,000.00</u>	<u>650,000</u>	<u>100.0%</u>	<u>-</u>
STUDENT FEES				
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>
MISCELLANEOUS				
Sales and service fees	20	5,000	0.4%	4,980
Facilities	-	14,000	0.0%	14,000
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>
Total Revenue	<u>\$ 2,333,253</u>	<u>\$ 2,277,600</u>	<u>102.4%</u>	<u>\$ 594,347</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$770,069	\$1,267,024	60.8%	\$496,955
Employee benefits	102,883	199,041	51.7%	96,158
Contractual services	267,284	483,000	55.3%	215,716
Material and supplies	53,349	179,500	29.7%	126,151
Conferences and meetings	142	6,500	2.2%	6,358
Utilities	404,996	720,000	56.2%	315,004
Capital outlay	434	62,000	0.7%	61,566
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	<u>1,599,157</u>	<u>2,927,065</u>	<u>54.6%</u>	<u>1,327,908</u>
Total Expenditures	<u>\$ 1,599,157</u>	<u>\$ 2,927,065</u>	<u>54.6%</u>	<u>\$ 1,327,908</u>

RESTRICTED PURPOSE FUND REVENUE
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	326,691	\$705,975	46.3%	379,284
ISBE grant revenue- other	155,439	261,362	59.5%	105,923
Other Sources	28,487	3,693,486	0.8%	3,664,999
Total State Government	<u>510,617</u>	<u>4,660,823</u>	<u>11.0%</u>	<u>4,150,206</u>
FEDERAL GOVERNMENT				
ICCB - adult education	139,215.00	370,575	37.6%	231,360
Department of education	8,680,398	26,121,678	33.2%	17,441,280
Other	2,381	15,500	0.0%	13,119
Total Federal Government	<u>8,821,994</u>	<u>26,507,753</u>	<u>33.3%</u>	<u>17,454,399</u>
Total Revenue	<u>\$ 9,332,611</u>	<u>\$ 31,168,576</u>	<u>29.9%</u>	<u>\$ 21,604,605</u>

RESTRICTED PURPOSE FUND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 713,117	\$ 1,111,826	64.1%	\$ 398,709
Employee benefits	103,080	2,072,446	5.0%	1,969,366
Contractual services	24,248	55,196	43.9%	30,948
Material and supplies	120,760	292,171	41.3%	171,411
Conferences and meetings	2,453	4,090	60.0%	1,637
Other Fixed Charges	7,800	17,936	43.5%	10,136
Student grants and scholarships	12,225	11,954	102.3%	(271)
Total Instruction	<u>983,683</u>	<u>3,565,619</u>	<u>27.6%</u>	<u>2,581,936</u>
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Student Services				
Salaries	79,360	743,552	10.7%	664,192
Employee benefits	12,986	540,095	2.4%	527,109
Other Contract Services	37,008	300,769	12.3%	263,761
Material and supplies	282,608	724,379	39.0%	441,771
Conferences and meetings	1,142	93,018	1.2%	91,876
Fixed charges	-	100	0.0%	100
Student grants and scholarships	103,679	267,045	38.8%	163,366
Total Student Services	<u>516,783</u>	<u>2,668,958</u>	<u>19.4%</u>	<u>2,152,175</u>
Public Service/Continuing Education				
Salaries	137,748	206,814	66.6%	69,066
Employee benefits	29,330	116,200	25.2%	86,870
Contractual services	456	3,000	15.2%	2,544
Material and supplies	16	10,738	0.1%	10,722
Conferences and meetings	4,284	22,610	18.9%	18,326
Total Public Service/Continuing Education	<u>171,834</u>	<u>359,362</u>	<u>47.8%</u>	<u>187,528</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.0%</u>	<u>450,000</u>
Institutional Support				
Salaries	79,320	90,000	88.1%	10,680
Employee benefits	20,179	500,012	4.0%	479,833
Contractual services	502,757	1,000,000	50.3%	497,243
Materials and supplies	577,793	2,791,884	20.7%	2,214,091
Other Fixed Charges	119,959	750,000	16.0%	630,041
Capital Outlay	339,088	1,316,257	25.8%	977,169
Student grants and waivers	43,074	1,750,000	2.5%	1,706,926
Total Institutional Support	<u>1,682,170</u>	<u>8,198,153</u>	<u>20.5%</u>	<u>6,515,983</u>
Scholarships, Student Grants & Waivers				
Salaries	43,811	131,529	33.3%	87,718
Student grants and scholarships	7,330,618	15,423,440	47.5%	8,092,822
<u>Total Scholarships, Student Grants & Waivers</u>	<u>7,374,429</u>	<u>15,554,969</u>	<u>47.4%</u>	<u>8,180,540</u>
<u>Total Expenditures</u>	<u>\$ 10,728,899</u>	<u>\$ 31,172,061</u>	<u>34.4%</u>	<u>\$ 20,443,162</u>

AUDIT FUND REVENUE AND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 50,405</u>	<u>\$ 72,900</u>	<u>69.1%</u>	<u>\$ 22,495</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>-</u>	<u>50</u>	<u>0.0%</u>	<u>50</u>
<u>Total Revenue</u>	<u>\$ 50,405</u>	<u>\$ 72,950</u>	<u>69.1%</u>	<u>\$ 22,545</u>
 <u>Transfers in</u>	 <u>-</u>	 <u>-</u>	 <u>0.0%</u>	 <u>-</u>
<u>Total Revenue and Transfers in</u>	<u>\$ 50,405</u>	<u>\$ 72,950</u>	<u>69.1%</u>	<u>\$ 22,545</u>
 <u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	<u>-</u>	<u>81,600</u>	<u>0.0%</u>	<u>81,600</u>
<u>Total Expenditures</u>	<u>\$ -</u>	<u>\$ 81,600</u>	<u>0.0%</u>	<u>\$ 81,600</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 552,933	\$ 811,816	68.1%	\$ 258,883
MISCELLANEOUS				
Investment revenue	4	100	4.0%	96
Total Revenue	<u>\$ 552,937</u>	<u>\$ 811,916</u>	<u>68.1%</u>	<u>\$ 258,979</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Employee benefits	72,281	135,000	53.5%	62,719
Total Instruction	<u>72,281</u>	<u>135,000</u>	<u>53.5%</u>	<u>62,719</u>
Academic Support				
Employee benefits	<u>8,290</u>	<u>16,500</u>	<u>50.2%</u>	<u>8,210</u>
Student Services				
Employee benefits	14,161	20,500	69.1%	6,339
Total Academic Support	<u>14,161</u>	<u>20,500</u>	<u>69.1%</u>	<u>6,339</u>
Public Service/Continuing Education				
Employee benefits	<u>2,397</u>	<u>7,500</u>	<u>32.0%</u>	<u>5,103</u>
Auxiliary Services				
Employee benefits	<u>1,562</u>	<u>4,500</u>	<u>34.7%</u>	<u>2,938</u>
Operations and Maintenance of Plant				
Salaries	149,053	350,000	42.6%	200,947
Employee benefits	10,581	23,500	45.0%	12,919
Total Operations and Maintenance of Plant	<u>159,634</u>	<u>373,500</u>	<u>42.7%</u>	<u>213,866</u>
Institutional Support				
Employee benefits	26,360	75,000	35.1%	48,640
Contractual services	118,518	200,000	59.3%	81,482
Other Fixed Charges	295,490	395,000	74.8%	99,510
Total Institutional Support	<u>440,368</u>	<u>670,000</u>	<u>65.7%</u>	<u>229,632</u>
Total Expenditures	<u>\$ 698,693</u>	<u>\$ 1,227,500</u>	<u>56.9%</u>	<u>\$ 528,807</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 588,516</u>	<u>\$ 675,528</u>	<u>87.1%</u>	<u>\$ 87,012</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>3</u>	<u>100</u>	<u>3.0%</u>	<u>97</u>
Total Revenue	<u>588,519</u>	<u>675,628</u>	<u>87.1%</u>	<u>87,109</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>474,475</u>	<u>646,575</u>	<u>73.4%</u>	<u>172,100</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Total Expenditures	<u>\$ 474,475</u>	<u>\$ 646,575</u>	<u>73.4%</u>	<u>\$ 172,100</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

February 28, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
STATE GOVERNMENT				
Capital Development Board	-	2,866,308	0.0%	2,866,308
Total	-	2,866,308	0.0%	2,866,308
OTHER SOURCES				
Bonds		-	0.0%	-
Investment Interest	16,121	-	0.0%	(16,121)
Total	16,121	-	#DIV/0!	(16,121)
TRANSFERS IN	\$ -	\$ 3,500,000	0.0%	\$ 3,500,000
<u>Total Revenue and Transfers in</u>	<u>\$ 16,121</u>	<u>\$ 6,366,308</u>	<u>0.3%</u>	<u>\$ 6,350,187</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	99,216	100,000	99.2%	784
Capital outlay	798,444	6,266,308	12.7%	5,467,864
Total Operation and Maintenance of Plant	897,660	6,366,308	14.1%	5,468,648
Total Expenditures	<u>\$ 897,660</u>	<u>\$ 6,366,308</u>	<u>14.1%</u>	<u>\$ 5,468,648</u>

Morton College Treasurer's Report*Month Ending: February 2022*

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,645,741.20	0.0100%	TIF Prime Fund	28-Feb-22
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,534.75	1.0940%	CD	28-Feb-22
<i>First Midwest Bank</i>	11-Mar-20	\$ 251,534.75	1.0940%	CD	28-Feb-22
	Sum	<u>\$11,148,810.70</u>			
Grand Total		\$ 11,148,810.70			

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE INSTALLATION OF A NEW CATALYST 6509 CORE SWITCHING FROM DYOPATH USING HEERF GRANT FOR THE AMOUNT OF \$79,604.39

RATIONALE:

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

Goals: To Install a new Catalyst 6509 core switching to be able to support the grow on different technology peripherals/users

COST ANALYSIS:

\$79,604.39 – DYOPATH - HEERF Grant

ATTACHMENTS:

DYOPATH



13430 Northwest Freeway, Suite 1000
Houston, TX 77040
t. 866.609.PATH

Attachment A

Number Q-03487
Date Dec 10, 2021

Client

Morton College
3801 S Central Ave
Cicero, IL 60804
United States
Phone +1 708-656-8000
Email ruben.ruiz@morton.edu

Ship To

Morton College
3801 S Central Ave
Cicero, IL 60804 United
States
Phone +1 708-656-8000
FAX

DYOPATH Contact	Phone Number	Fax	Email
Katie Buckley			katie.buckley@dyopath.com

Professional Service(Non-Recurring)

Sub-Service	Part Number	Service Description	Quantity	Unit-Price	Extended Price
Hardware	PS-HW-001	Catalyst 9300 48-port PoE+, Network Advantage	1	\$5,867.69	\$5,867.69
Hardware	PS-MW-001	SNTC-8X5XNBD Catalyst 9300 48-port PoE+, Network Adva	1	\$2,025.07	\$2,025.07
Maintenance					
Software	PS-SOF-001	C9300 Network Advantage, 48-port license	1	\$0.00	\$0.00
Software	PS-SOF-001	UNIVERSAL	1	\$0.00	\$0.00
Hardware	PS-HW-001	715W AC 80+ platinum Config 1 Power Supply	1	\$0.00	\$0.00
Hardware	PS-HW-001	715W AC 80+ platinum Config 1 SecondaryPower Supply	1	\$724.52	\$724.52
Hardware	PS-HW-001	No SSD Card Selected	1	\$0.00	\$0.00
Hardware	PS-HW-001	Catalyst Stack Power Cable 150 CM - Upgrade	1	\$57.97	\$57.97
Software	PS-SOF-001	C9300 DNA Advantage, 48-Port Term Licenses	1	\$0.00	\$0.00
Software	PS-SOF-001	C9300 DNA Advantage, 48-Port, 3 Year Term License	1	\$2,185.14	\$2,185.14
Software	PS-SOF-001	Cisco DNA Premier Add-On Session Opt Out (No Fulfillment)	1	\$0.00	\$0.00
Software	PS-SOF-001	Cisco ThousandEyes Enterprise Agent IBN Embedded	1	\$0.00	\$0.00
Software	PS-SOF-001	ThousandEyes - Enterprise Agents	1	\$0.00	\$0.00
Software	PS-SOF-001	Prime Infrastructure Lifecycle & Assurance Term - Smart Lic	1	\$0.00	\$0.00
Software	PS-SOF-001	PI Dev Lic for Lifecycle & Assurance Term 3Y	1	\$0.00	\$0.00
Software	PS-SOF-001	Cisco DNA Spaces Extend Term License for Catalyst Switches	1	\$0.00	\$0.00
Software	PS-SOF-001	Cisco DNA Spaces Extend for Catalyst Switching - 3Year	1	\$0.00	\$0.00
Hardware	PS-HW-001	Catalyst 9300 8 x 10GE Network Module	1	\$1,478.02	\$1,478.02
Software	PS-SOF-001	Network Plug-n-Play Connect for zero-touch device deployment	1	\$0.00	\$0.00

Hardware	PS-HW-001	North America AC Type A Power Cable	2	\$0.00	\$0.00
Software	PS-SOF-001	TE agent for IOSXE on C9K	1	\$0.00	\$0.00
Hardware	PS-HW-001	1M Type 1 Stacking Cable	1	\$115.92	\$115.92
Hardware	PS-HW-001	Catalyst 9300 48-port PoE+, Network Advantage	3	\$5,867.69	\$17,603.07
Hardware Maintenance	PS-MW-001	SNTC-8X5XNBD Catalyst 9300 48-port PoE+, Network Adva	3	\$2,025.07	\$6,075.21
Software	PS-SOF-001	C9300 Network Advantage, 48-port license	3	\$0.00	\$0.00
Software	PS-SOF-001	UNIVERSAL	3	\$0.00	\$0.00
Hardware	PS-HW-001	715W AC 80+ platinum Config 1 Power Supply	3	\$0.00	\$0.00
Hardware	PS-HW-001	No SSD Card Selected	3	\$0.00	\$0.00
Hardware	PS-HW-001	50CM Type 1 Stacking Cable	3	\$57.97	\$173.91
Hardware	PS-HW-001	Catalyst Stack Power Cable 150 CM - Upgrade	3	\$57.97	\$173.91
Software	PS-SOF-001	C9300 DNA Advantage, 48-Port Term Licenses	3	\$0.00	\$0.00
Software	PS-SOF-001	C9300 DNA Advantage, 48-Port, 3 Year Term License	3	\$2,185.14	\$6,555.42
Software	PS-SOF-001	Cisco DNA Premier Add-On Session Opt Out (No Fulfillment)	3	\$0.00	\$0.00
Software	PS-SOF-001	Cisco ThousandEyes Enterprise Agent IBN Embedded	3	\$0.00	\$0.00
Software	PS-SOF-001	ThousandEyes - Enterprise Agents	3	\$0.00	\$0.00
Software	PS-SOF-001	Prime Infrastructure Lifecycle & Assurance Term - Smart Lic	3	\$0.00	\$0.00
Software	PS-SOF-001	PI Dev Lic for Lifecycle & Assurance Term 3Y	3	\$0.00	\$0.00
Software	PS-SOF-001	Cisco DNA Spaces Extend Term License for Catalyst Switches	3	\$0.00	\$0.00
Software	PS-SOF-001	Cisco DNA Spaces Extend for Catalyst Switching - 3Year	3	\$0.00	\$0.00
Hardware	PS-HW-001	Catalyst 9300 8 x 10GE Network Module	3	\$1,478.02	\$4,434.06

Software	PS-SOF-001	Network Plug-n-Play Connect for zero-touch device deployment	3	\$0.00	\$0.00
Hardware	PS-HW-001	North America AC Type A Power Cable	3	\$0.00	\$0.00
Hardware	PS-HW-001	No Secondary Power Supply Selected	3	\$0.00	\$0.00
Hardware	PS-HW-001	Config 1 Power Supply Blank	3	\$0.00	\$0.00
Software	PS-SOF-001	TE agent for IOSXE on C9K	3	\$0.00	\$0.00
Hardware	PS-HW-001	Catalyst 9200 48-port PoE+, Network Essentials	2	\$3,750.10	\$7,500.20
Hardware Maintenance	PS-MW-001	SNTC-8X5XNBD Catalyst 9200 48-port PoE+, Network Esse	2	\$1,306.26	\$2,612.52
Software	PS-SOF-001	C9200 Network Essentials, 48-port license	2	\$0.00	\$0.00
Hardware	PS-HW-001	Catalyst 9200 4 x 10G Network Module	2	\$1,159.24	\$2,318.48
Hardware	PS-HW-001	1KW AC Config 6 Power Supply - Secondary Power Supply	2	\$1,095.22	\$2,190.44
Hardware	PS-HW-001	North America AC Type A Power Cable	4	\$0.00	\$0.00
Software	PS-SOF-001	C9200 Cisco DNA Essentials, 48-Port Term Licenses	2	\$0.00	\$0.00
Software	PS-SOF-001	C9200 Cisco DNA Essentials, 48-port - 3 Year Term License	2	\$649.17	\$1,298.34
Hardware	PS-HW-001	Cisco Catalyst 9200 Stack Module	2	\$760.56	\$1,521.12
Hardware	PS-HW-001	Catalyst 9200 Stack Module	4	\$0.00	\$0.00
Software	PS-SOF-001	Network Plug-n-Play Connect for zero-touch device deployment	2	\$0.00	\$0.00
Hardware	PS-HW-001	1M Type 4 Stacking Cable	2	\$115.92	\$231.84
Hardware	PS-HW-001	10GBASE-CU SFP+ Cable 2 Meter	4	\$63.73	\$254.92
Hardware	PS-HW-001	10GBASE-SR SFP Module	3	\$598.06	\$1,794.18
Hardware	PS-HW-001	1000Mbps Multi-Mode Rugged SFP	6	\$329.74	\$1,978.44
Senior Engineer Business Hours	PS-SE-BH-001	Planning & Design	12	\$225.00	\$2,700.00

Senior Engineer Business Hours	PS-SE-BH-001	Staging & Configuration	12	\$225.00	\$2,700.00
Senior Engineer Weekend Hours	PS-SE-WH-001	Installation & Testing	12	\$292.00	\$3,504.00
Project Management	PS-PM-001	Project Management	6	\$225.00	\$1,350.00
Hardware	PS-HW-001	3m MMF Patch Cables	3	\$60.00	\$180.00
Non-Recurring Subtotal					\$79,604.39



Pricing Summary

Non-Recurring	
Professional Service	\$79,604.39
Total	\$79,604.39

Notes: This is a DYOPATH Catalyst 6509 core switching refresh quote.

- *DYOPATH will procure, stage, configure, install and test proposed equipment.*
- *Quote includes L2 and L3 managed switching.*
- *No copper patch cabling quoted. Quote assumes reuse of existing copper patch cabling.*
- *3yr licensing and Smartnet maintenance quoted.*
- *Quote assumes DYOPATH will copy existing 6509 switching configurations for this equipment refresh.*
- *Client to provide all infrastructure/environmental requirements including but not limited to (patch panel/cabinet/cable management/PDU/DMARC extension) to support quoted equipment.*
- *Cabling labeling/tracing/cleanup not included in proposal. Straight equipment swap labor quoted.*

Design Notes:

- *Client currently using three X2-10GB-SR modules which will be replaced with three SFP-10G-SR*
 - o *We will need to replace the three fiber cables connected to these modules but will need to know the type of fiber patch panel in place*
- *We have confirmed that the existing GLC-SX-MM-RGD modules are compatible with the 9300 and will be re-used*
- *There are 4 after-market 1G SFP's currently in use. We are proposing they be replaced with GLC-SX-MM-RGD modules.*
- *We added two spare GLC-SX-MM-RGD modules as there is a port showing as Faulty*
- *We will caveat the quote that the official supported distances on these cable types are as follows. They'll need to ensure that the cable specs are up to snuff especially when they try to move to 10G in the future.*
 - o *GLC-SX-MM-RGD*
 - *OM1 – 275m*
 - *OM2 – 550m*
 - *OM3/4/5 – 1000m*
 - o *SFP-10G-SR*
 - *OM1 – 33m*
 - *OM2 – 82m*
 - *OM3 – 300m*
 - *OM4/5 – 400m*

CLIENT SIGNATURE

DYOPATH SIGNATURE

Client Signature		Signature	
Title	Chief Information Officer	Title	COO & President
Client Name	Ruben Ruiz	Name	Patrick Clary
Date Signed		Date Signed	

- * This Attachment A is governed by the DYOPATH Managed Services Agreement, effective on the date this Attachment A is signed, which are incorporated in full by this reference.
- * The DYOPATH Managed Services Agreement is available at <https://dyopath.com/wp-content/uploads/2020/05/MSA.pdf> and will also be sent by email to the purchaser upon request.
- * Client by its signature on the Attachment A unequivocally accepts the Managed Services Agreement and all related Attachments and/or Addendums and their respective terms and agrees that DYOPATH will not be bound by any variations from or additions to the terms and conditions contained in the Managed Services Agreement and all related Attachments and/or Addendums or any other document submitted by purchaser unless agreed to in writing by an authorized representative of DYOPATH.
- * Client agrees to obtain Services under the terms of the Managed Services Agreement for the terms specified above.
- * Unless otherwise agreed to in writing by DYOPATH and the Client, revisions made to this contract shall be coterminous with the term of this agreement. As described in "Section 3.10- Service Term" of the Managed Services Agreement, the Client acknowledges that it is financially responsible for the Services provided hereunder at the rates set forth in this Attachment A for the term of this Attachment A unless terminated earlier pursuant to the Managed Services Agreement.
- * Pricing does not include taxes, travel, shipping or handling.
- * This Attachment A is valid for 30 calendar days from the following date on this document.
- * This Attachment A is contingent pending credit approval.
- * Pricing does not include carrier services, equipment or installation (unless otherwise specified) including but not limited to: Wiring, circuit and/or station identification ("toning and tagging"), patch cables, cross connects, patch panels, racks, shelves, rack mounting kits, wire management, cable labels/tags, demarcation extension, environmental, UPS, or electrical.
- * Customer is responsible for ensuring environmental requirements are met including but not limited to physical space, physical clearance, weight, electrical power, electrical static discharge, altitude, temperature and humidity. DYOPATH to provide equipment data sheet upon request.*
- * Discounted pricing is contingent upon 3rd party vendor approval, if applicable. Please check with your DYOPATH account manager to ensure this has been approved.*
- * Any client provided hardware that requires remediation is not included in the scope of this project. DYOPATH will bill and invoice separately for this work on a time and material basis given client approval.*
- * If included, Professional Services pricing is to be considered an estimate until a mutually agreed upon Scope of Work document can be developed during a solution review meeting. Deviations from these resulting documents may result in additional charges, and such additional charges must be approved by both parties in writing.*
- * Unless otherwise stated, payment terms include 50% upon contract execution, 40% upon equipment delivery to site, 10% upon project completion and due prior to administrative turnover. DYOPATH reserves the right to request a progress payment to cover the hardware and any performed services to date on the Bill of Materials after 60 days from the project kickoff date if the project is delayed for reasons outside of DYOPATH control including but not limited to carrier delays, construction delays, and/or client delays.*
- * Any 3rd party software or cloud licenses sold and billed on a regular basis by DYOPATH do not include services for ongoing monitoring and management of these solutions. These services will be invoiced on a Time and Material basis if requested.*

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: That the Board approve a 10% temporary work assignment for Hernan Alonso effective March 25 through June 24, 2022.

RATIONALE:

There has been turnover in staff and work output has been slower than expected. Assistance is needed to keep work flow of department steady.

Additionally, assistance is now needed on student outreach in regards to retention and persistence as this is an important focus in the department.

Temporary Work Assignment Form has been submitted.

COST ANALYSIS: (10) percent higher than the employee's regular rate of compensation.
Approximately 10% ~ \$1,050

ATTACHMENTS:



Temporary Work Assignment

Per section 6.7- Work Assignment: When an employee is assigned to work temporarily in a higher pay grade there shall be no change in the rate of compensation for ten (10) work days. Therefore, if the employee continues to work in the higher paying position, the employee shall be paid at the rate of compensation ten (10) percent higher than the employee's regular rate of compensation, and for those days worked in excess of said ten (10) days.

Note: Temporary Assignment shall not exceed twelve 12 weeks.

Temporary assignment is defined as:

- a. Is assigned to perform the required work in a higher position
- b. Performs a preponderance of the duties of the higher position.

Employee appointed temporary work assignment: Hernan Alonso

Employee reporting to: Claudia Mosqueda

Start date of temporary assignment: 03/14/2022

End date of temporary assignment: 06/06/2022

Budget account number to be charged: 06_1060_99230_510200100

Temporary Duties/Responsibilities:

Assist with Adult Education enrollment process. Assist with Adult Education AW process including roster matching. Oversee online learning form student outreach. Will also be trained in using the Colleague system to be able to fulfil mentioned responsibilities.

Reason for temporary work assignment:

There has been turnover in staff and work output has been slower than expected. Assistance is needed to keep work flow of department steady.

Additionally, assistance is now needed on student outreach in regards to retention and persistence as this is an important focus in the department.

Supervisor's Signature: Claudia Mosqueda - Elec Sig

Date: 02/23/2022

CFO Signature: Mireya Perez

Digitally signed by Mireya Perez
DN: cn=Mireya Perez, o=Morton College, ou=Business Affairs,
email=mireya.perez@morton.edu, c=US
Date: 2022.03.02 12:58:38 -0600

Date: _____

Provost Signature: [Signature]

Date: 3/14/2022

President Signature: [Signature]

Date: 3-14-22

PROPOSED ACTION:

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL
AFFILIATION AGREEMENT WITH NORRIDGE GARDENS 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: SIGNED AGREEMENT AND RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING
A MASTER EDUCATIONAL AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT NO. 527
AND
NORRIDGE GARDENS**

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, Norridge Gardens (“**Norridge**”) 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, Norridge is a skilled nursing facility 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 Norridge 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, Norridge 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 Norridge.

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 Norridge, 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 _____, 2022.

Passed by a vote of ____ ayes and ____ nays at a Regular Meeting of the Board of Trustees held this _____ day of _____ 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

Nursing

(Revised) October 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
NORRIDGE GARDENS**

THIS AFFILIATION AGREEMENT (the “**Agreement**”) is entered into this 1st day of December, 2021 by, and between NORRIDGE GARDENS (“the **Facility**”) and **Morton College** (“the **School**”). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a “**Party**”) and collectively as the “**Parties**”.)

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

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

A. SCHOOL RESPONSIBILITIES:

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

2. Student professional liability insurance.

(i) State Colleges and Universities

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

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

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

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

(ii) Other Colleges and Universities

Unless otherwise specified in **Exhibit C**, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars

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

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

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

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

4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B and influenza vaccinations, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.

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

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

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

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

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

B. FACILITY RESPONSIBILITIES:

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

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

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

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

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

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

7. School tour of Facility. The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by

representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

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

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

C. OTHER RESPONSIBILITIES:

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

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

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

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

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

5. Removal of students.

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

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

D. TERM OF AGREEMENT

The term of this Agreement shall be for three (3) years, to commence on February 1ST, 2022 and terminate on January 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 who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

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

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

If to the Facility:

Norridge Gardens
7001 West Cullom Avenue
Norridge, IL 60706

With a Copy to:

Facility Legal Counsel:

[FILL IN, IF NECESSARY]

If to the School:

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

With a Copy to:

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

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

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

binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

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

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

For and on behalf of:

[FILL IN] NORRIDGE GARDENS

MORTON COLLEGE

Sandra Cubas
[FILL IN TITLE] ADMINISTRATOR

President

Title: ADMINISTRATOR

Title: _____

Date: 3/9/22

Date: _____

EXHIBIT A

Location Of Facility Sites

Norridge Gardens
7001 West Cullom Ave
Norridge, IL 60706

EXHIBIT B

List of Programs

Nursing

Morton College
3801 S. Central Avenue
Cicero, IL 60804

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility: Norridge Gardens

School: Morton College

Program: Nursing

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, Rubeola and Mumps vaccination with proof of titer.		x
3. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.		x
4. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.		x
5. Verification that the student/s have an annual TB screening with a QuantiFERON test.		x
6. Verification that the student/s have a flu shot for the current flu season.		x
7. Verification that students have an annual Physical Examination		x
8. 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	
9. OSHA compliance for prevention of transmission of bloodborne pathogens and TB		x
10. Current American Heart Association Healthcare Provider CPR card		x
11. Proof of student professional and general liability (paragraph A.2)		x
12. Proof of comprehensive health insurance (paragraph A.2)		
13. Additional insurance coverage If yes, type of insurance and coverage required:		x
14. Evidence of relevant faculties' certifications or licensures (paragraph E.2)		x
15. Other: Covid-19 Booster	x	
16. Other: National Sexual Offender website Check	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

School requires:

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

☐ ☐

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

☐ ☐

3. Other _____

☐ ☐

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply to this Exhibit to the Agreement.

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

2. Obligations of Business Associate

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

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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

PROPOSED ACTION:

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL
AFFILIATION AGREEMENT WITH COOK COUNTY HEALTH AND HOSPITAL
SYSTEM 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

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
COOK COUNTY HEALTH AND HOSPITALS SYSTEM**

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, Cook County Health and Hospitals System, doing business as Cook County Health (“CCH”), 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, CCH provides health care to residents of Cook County 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 CCH 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, CCH 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 Agency.

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 CCH, 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 23, 2022.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this 23rd day of February 2022.

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

Attest:

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

EXHIBIT A

**NURSING PROGRAM
AFFILIATION AGREEMENT
BETWEEN
THE COOK COUNTY HEALTH
AND
MORTON COLLEGE
COMMUNITY COLLEGE
DISTRICT 527**

THIS AFFILIATION AGREEMENT (the “**Agreement**”) is entered into by and between the County of Cook (“**County**”) through its Cook County Health and Hospitals System, doing business as Cook County Health (“**CCH**” or “**Facility**”) and Morton Community College District 527 (“**School**”). (For convenience, the School and CCH/Facility may sometimes hereinafter be referred to individually as a “**Party**” and collectively as the “**Parties**”).)

RECITALS

WHEREAS, CCH provides health care to persons residing in Cook County, and is comprised of the following system affiliates: the John H. Stroger, Jr. Hospital of Cook County (“**Stroger Hospital**” or “**SHCC**”); Provident Hospital of Cook County (“**Provident**”); the Ambulatory and Community Health Network of Cook County (“**ACHN**”); Oak Forest Health Center (“**OFHC**”); Cermak Health Services of Cook County (“**Cermak**”); the Ruth M. Rothstein CORE Health Center (“**CORE**”); and the Cook County Department of Public Health (“**CCDPH**”) (collectively “**Facility Sites**”); and

WHEREAS, the School desires to utilize various Facility Sites listed in Exhibit A [Name/Location of CCH Facility Sites], that may be available for the purpose of providing practical learning and clinical experiences to students (“**Students**”) seeking certification and/or degrees in the following areas of study: doctorate in nursing, masters in nursing, associate degree in nursing, bachelor of science in nursing, surgical technician, anesthesia technician, sterile processing technician, emergency room technician, certified medical assistant and/or certified nursing assistant, as specifically listed in Exhibit B [Name of School’s Program], by School in connection with students of the School;

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter set forth, the sufficiency and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

1. INCORPORATION OF RECITALS

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

2. INCORPORATION BY REFERENCE

This Agreement incorporates the terms and provisions of the following documents, attached hereto, which are hereby fully incorporated into this Agreement by reference and are binding upon both parties hereto:

2.1. Exhibit A: Name/Location of CCH Facility Sites

2.2. Exhibit B: Names of School’s Programs

Exhibits A and B may be updated by the Parties, as necessary. Such updates, if approved by both Parties in writing, shall be incorporated into this Agreement by reference and be binding upon the Parties.

3. **SCHOOL RESPONSIBILITIES**

Provision of Foundational Curriculum to Students. The School shall have the total responsibility for planning and determining the adequacy of the practical learning and clinical 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.

3.1. **Insurance.**

3.1.1. State Colleges and Universities Located in Illinois. If the School is a state college or university located within Illinois, the School shall: (a) maintain professional liability insurance, which may be self-insured, covering faculty and Students; or (b) require faculty and Students participating in the practical learning and clinical educational experience to maintain a personal professional liability insurance policy. Such professional liability insurance policy shall have limits of not less than 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 faculty and Students while participating in the program at the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to faculty and Students participation in the practical learning and clinical educational experience.

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

3.1.1.2. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Students and supervising faculty.

3.1.2. Other Colleges and Universities. School shall: (a) maintain professional liability insurance, which may be self-insured, covering faculty and Students; or (b) require faculty and students participating in the practicum to maintain a personal professional liability insurance policy. Such policy shall have limits for professional liability insurance of not less than 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 faculty and Students while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to faculty and Students participation in the practical learning and clinical educational experience. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the Students and supervising faculty.

3.1.3. Health Insurance. School shall require faculty and students participating in the practical learning and clinical educational experience 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(s) and supervising faculty.

- 3.2. 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 practical learning and clinical experience 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 will also designate supervising faculty (“**Faculty**”) for undergraduate and prelicensure Students, including Students in the following programs: Associate Degree in Nursing, Bachelor of Science in Nursing, Surgical Technicians, Anesthesia Technicians, Sterile Processing Technicians, Emergency Room Technicians, Certified Medical Assistants, and Certified Nursing Assistants. The School’s supervising Faculty shall remain on site at Facility at all times during such Students’ participation in the practical learning and clinical educational experience. 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 and providing on-site supervision of Students.
- 3.3. Evidence of Licensure, Certifications, Vaccinations, etc.** As required by the Facility, the School shall provide evidence that each student has met all CCH and CCH Employee Health Services (“**EHS**”) requirements, which may include, but are not limited to: evidence of licensure, if applicable; evidence of certifications, if applicable; CPR certification; successful fit testing by School and/or Facility; proof of absence of TB; immunity to measles, mumps, rubella and varicella; hepatitis B vaccination; Tdap vaccination; annual flu vaccination; OSHA compliance for prevention of transmission of blood borne pathogens and TB; and general HIPAA training. Facility may update these requirements upon written notice to School. Any Student not meeting applicable requirements shall not be eligible to participate in a clinical rotation. School faculty must also be in compliance with this provision.
- 3.4. Criminal Background Check and Drug Screen Compliance.** A criminal background check and a drug screen, as required by and acceptable to CCH and CCH Human Resources (“**HR**”) are required of each placed Student prior to participation in the practical learning and clinical educational experience. 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’s policy. No Student with a failed criminal background check or drug screening will be allowed to participate in the practical learning and clinical education experience at CCH site. The results of a criminal background check and drug screening shall be provided to CCH HR. The criminal background check must be conducted no more than ten (10) months prior to the Student’s start date at Facility. The drug screening must be within (30) calendar days of the Student’s start date. School Faculty must also be in compliance with this provision.

- 3.5. **School Notices to Students.** The School shall notify each Student and supervising faculty, prior to his/her arrival at the Facility, that he/she is required to:
- 3.5.1. Follow the administrative policies, standards, and practices of the Facility.
 - 3.5.2. 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.
 - 3.5.3. Provide his/her own transportation and living arrangements.
 - 3.5.4. Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
 - 3.5.5. Conform to the standards and practices established by the School while functioning at the Facility.
 - 3.5.6. Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.
 - 3.5.7. 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.
- 3.6. **Accreditation.** As required by Facility, School represents that it is and, for the term of this Agreement, will be: (a) approved by the Illinois Board of Higher Education, or similar body for the state in which the School is located; and (b) accredited by an accrediting body that is recognized by the Council for Higher Education Accreditation or the U.S. Department of Education. School will provide Facility with copies of all accreditations upon request. In the event accreditation is lost, suspended, or otherwise restricted, School shall notify Facility, in writing, within three (3) business days. Facility may, at its sole discretion, suspend or terminate this Agreement if School fails to maintain its accreditation.
- 3.7. **Attire and Identification.** Students and Faculty shall wear the uniform and identifying insignia of the School at all times while at Facility, unless otherwise instructed by Facility. Students and Faculty shall present a clean, neat appearance at all times and shall wear appropriate attire for the site to which they are assigned. While at the site, Students and supervising faculty shall exhibit appropriate identification badges furnished or approved by Facility. If a CCH issued identification badge is lost and/or stolen, the Student and/or Faculty must immediately file a police report with CCH police.
Additionally, the Student and/or Faculty will be required to pay \$ 50.00 identification badge replacement fee. A replacement identification badge will not be issued until the \$50.00 fee is paid. A Student and/or Faculty cannot be on the premises or participate in the practical learning and clinical educational experience at a CCH site until a replacement identification badge has been issued. All badges shall be returned at the conclusion of the assignment. Students and Faculty shall identify themselves to CCH patients and staff in accordance with procedures established by Facility.
- 3.8. **Compliance With Facility HR and EHS Requirements.** School faculty and Students shall comply with all CCH, CCH HR and CCH EHS requirements, policies, rules and regulations prior to and during participation in the practical learning and clinical educational experience.

4. **FACILITY RESPONSIBILITIES**

- 4.1. **Provision of Facilities For Supervised Clinical Experiences.** Subject to the ability of Facility to accommodate School's request, which Facility shall determine in its sole discretion, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised practical learning and clinical educational 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. Facility shall provide faculty and Students with an orientation to Facility, including HIPAA training. School Faculty and Students must complete an orientation provided by CCH HR prior to participation in the practical learning and clinical educational experience. School Faculty and Students must also complete a Facility Nursing Professional Development and Education orientation.
- 4.2. **Facility Rules Applicable To Students During Clinical Assignments.** Students and Faculty are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience, Students and Faculty 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.
- 4.3. **Patient Care.** While at the Facility, School Faculty and 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 practical learning and clinical educational experiences. Any such direct contact between School Faculty and Students and a patient shall be under the proximate supervision and oversight of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
- 4.4. **Emergency Treatment.** Emergency outpatient treatment will be available to, or arranged for, Students and Faculty while in the hospital for practical learning and clinical educational experience 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 and/or Faculty's responsibility to bear the cost of the emergency treatment.
- 4.5. **Designation of Liaison To School; Communications Relating To Practical Learning And Clinical Educational Experiences.** The Facility shall designate a liaison responsible for coordinating the practical learning and clinical educational experience. That person shall maintain contact with the School's designated liaison to assure mutual participation in and surveillance of the practical learning and clinical educational experience. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the practical learning and clinical educational experience.
- 4.6. **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 Students' experiences.
- 4.7. **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 practical learning and clinical educational experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

- 4.8. **Provision of Relevant Facility Policies.** The Facility shall provide the Faculty, Student(s) and the School access to Facility's administrative policies, standards and practices relevant to the practical learning and clinical educational experience.
- 4.9. **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.

5. **OTHER RESPONSIBILITIES**

- 5.1. **Compliance with Patient Privacy Laws.** The School agrees to abide by and require that its Faculty and Students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act ("HIPAA") and related privacy rules. School Faculty and 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. School Faculty and/or Students shall obtain prior written approval of Facility and School before publishing any material relative to the practical learning and clinical educational experience. Further, if approved by Facility in writing prior to use, School shall require that Faculty and/or Students de-identify all documents created and/or utilized for educational purposes outside of Facility. This shall include, at a minimum, removal of patient name, date of birth, address, medical record number, insurance information, social security number and other personal information that could be used to identify a patient. The Parties acknowledge that School's Students and Faculty are part of the Facility's "work force" and, as such, no Business Associate agreement is required between them pursuant to the HIPAA privacy rule.
- 5.2. **Determination of Instructional Period.** The course of the practical learning and clinical educational experience 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.
- 5.3. **Determination of Number of Participating Students.** The number of Students eligible to participate in the practical learning and clinical educational experience 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 practical learning and clinical educational experiences 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 practical learning and clinical educational experience with prior notice to the School and adequate time for the School to reassign the affected 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.
- 5.4. **Evaluation of Students' Clinical Experiences.** Evaluation of the practical learning and clinical educational 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 practical learning and clinical educational experiences offered to students.

5.5. Removal of Students.

5.5.1. The School has the right to remove a Student from a practical learning and clinical educational experience. The School shall notify the Facility of such removal in writing.

5.5.2. The Facility may immediately remove any Student participating in a practical learning and clinical educational experience 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 or instructor for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before such a removal.

6. TERM AND TERMINATION

6.1. Term. The term of this Agreement shall commence upon execution by the parties and shall terminate three (3) years after the date of execution.

6.2. Termination. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) calendar days prior written notice to the other Party. In the event that this Agreement is not renewed for subsequent terms, Students who are participating in the practical learning and clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

7. ADDITIONAL TERMS

7.1. 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 negligence 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.

7.2. Force Majeure. Either Party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including but not limited to, acts of God, acts of war, fire, insurrection, labor disputes, riots, civil disorder, earthquakes, pandemics, or other acts of nature, curtailment of transportation services, or other emergency beyond such Party's reasonable control. The obligations and rights of the Party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a Party's performance hereunder continues for a period in excess of thirty (30) calendar days, the other Party shall have the right to terminate this Agreement upon ten (10) calendar days' prior written notice to the other Party.

7.3. After-enacted laws. If, prior to the cancellation, termination or expiration of this Agreement, any federal, state or local authority or regulatory body including, but not limited to, the Centers for Medicare and Medicaid, Department of Health and Human Services, or the Internal Revenue Service, determines that this Agreement is illegal or jeopardizes either Party's tax exempt status or otherwise materially affects either Party's business, then the affected Party shall give the other Party such notice as is reasonable in the circumstances and shall make available a reasonable period within which to cure. If the Parties initiate no acceptable cure or remedy, then the affected Party may terminate this Agreement upon ten (10) calendar days'

prior written notice to the other Party

- 7.4. **Qualifications of School Faculty.** The School represents that relevant faculty members, including on-site Faculty, are appropriately qualified, certified and/or licensed. The School will provide the Facility with copies of evidence of such qualifications, certifications and/or licensures, upon request. The School's Faculty shall be in compliance with the provisions of this Agreement including, but not limited to: the requirements of Section A relating to insurance coverage, licensing, certifications and vaccination requirements, criminal background check, drug screening requirements, orientation and any CCH, CCH HR and CCH EHS requirements.
- 7.5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
- 7.6. **Excluded Providers.** The School warrants that all Students and Faculty to be assigned to Facility pursuant to this Agreement are eligible, without limitation, to participate in all State or Federal funding or reimbursement programs applicable to CCH ("**Funding Programs**") including, but not limited to, the Medicaid and Medicare programs. School shall screen Students and Faculty prior to assignment, and at least monthly thereafter, by reviewing the list of sanctioned Persons through:

- The Department of Health and Human Services ("**HHS**") Office of Inspector General ("**OIG**") List of Excluded Individuals/Entities ("**LEIE**") Searchable Database (<https://exclusions.oig.hhs.gov>),
- HFS OIG exclusion (available at <http://www.state.il.us/agency/oig>),
- the Excluded Parties List System ("**EPLS**")/System of Award Management ("**SAM**") maintained by the U.S. Government (available at <https://www.sam.gov/portal/SAM/##11>), and
- the Office of Foreign Assets Control ("**OFAC**") Specially Designated Nationals ("**SDN**") (<https://sanctionssearch.ofac.treas.gov/>)

School shall provide CCH's Chief Compliance Officer, or designee, with immediate written notice and shall discontinue the assignment in the event that it or any Student or Faculty member assigned to the Facility is:

- (1) convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid or another federal health care program;
- (2) suspended, excluded or debarred from participation in any federal health care program, including Medicare and Medicaid; or
- (3) the subject of an investigation which may result in a suspension, exclusion or debarment.

CCH may terminate this Agreement immediately upon the occurrence or notification of any of the above.

- 7.7. **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.
- 7.8. **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, the Rules and Regulations of the Illinois Department of Human Rights, and the Cook County

Human Rights Ordinance. There shall be no unlawful discrimination or treatment because of race, ethnicity, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, citizenship status, sexual orientation, gender identity, physical or mental disability or any other legally protected classification or group or because of actual or perceived association with such classification or group in the implementation of this Agreement and the employment, training, or promotion of Students or personnel engaged in the performance of this Agreement.

- 7.9. Employment Status.** No Student, Faculty, School employee or agent of School under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such Student, Faculty, School employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits, unemployment compensation, or other rights normally afforded to employees of the Facility. No employee or personnel of Facility shall in any way be considered and employee or agent of School nor be entitled to any fringe benefits, Worker's Compensation, disability benefits, unemployment compensation, or other rights normally afforded to employees of the School. No Party undertakes to perform any obligation of the other Party, whether regulatory or contractual, or to assume any responsibility for the management of the other's performance.
- 7.10. 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); (c) or on the date of personal delivery, if delivered by hand; or (d) 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 as set forth below or to such other addresses as the Parties may specify in writing from time to time.

To School:

Dr. Stanley Fields
President
Morton Community College District 527
380 S. Central Ave.
Cicero, IL 60804
Phone: _____
Fax: _____

With copy to:

Michael Del Galdo, P.C.
Managing Member
Del Galdo Law Group, LLC.
1441 S. Harlem Avenue
Berwyn, IL 60402

To CCHHS/FACILITY:

System Director of Nursing,
Professional Development and Education
Cook County Health
1900 West Harrison Street, Suite 340
Chicago, Illinois 60612
Phone: (312) 864-7626
Fax: (312) 864-9577

With copy to:

CCH/Facility Legal Counsel at:
Office of the General Counsel
Cook County Health
1950 West Polk Street, Suite 9200B
Chicago, Illinois 60612

- 7.11. Governing Law; Venue.** 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. The Parties agree that the sole venue for any litigation concerning this Agreement is either in the state or federal courts located within Cook County, Illinois.

- 7.12. **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.
- 7.13. **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.
- 7.14. **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 term of this Agreement and any extensions thereof.
- 7.15. **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.
- 7.16. **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.
- 7.17. **Relationship of the Parties.** Facility and School are independent contractors for purposes of this Agreement. Nothing contained in this Agreement nor any act of the Parties is intended to nor shall be construed by any person or entity to create any relationship of partners, joint venture or any other relationship between Facility and School other than that of independent contractors.
- 7.18. **No Compensation.** Neither Facility, School, nor School's faculty or students shall be entitled to compensation from the other pursuant to this Agreement. Each Party shall perform its responsibilities under this Agreement at its own cost and expense. Additionally, Facility shall not be responsible for providing School's Faculty or Students with wages, life or health insurance benefits, workers' compensation or occupational disease benefits or any other type of compensation. Facility shall be entitled to bill and collect all fees for patient services provided in its facilities.
- 7.19. **Marketing; Use of Names.** Neither Party shall use the name of the other in any written material including, but not limited to, brochures, letters, and circulars, without the prior written consent of the other, but with the exception of listings of facilities as may be required by Parties' accrediting agencies.
- 7.20. **Non-Exclusive Agreement.** It is understood by both Parties that this Agreement does not prevent or preclude Facility from accepting other trainees in addition to School's students for training experiences in its facilities.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their respective corporate names by their duly authorized representatives whose signatures appear below:

FOR MORTON COMMUNITY COLLEGE DISTRICT 527:

Signature: _____ Date: _____
Name: _____
Title: _____
School Name: _____

FOR COOK COUNTY HEALTH/FACILITY:

_____ Date: _____
Israel Rocha, Jr.
Chief Executive Officer
Cook County Health

Acknowledged by:

_____ Date: _____
Chief Nursing Officer
Cook County Health

EXHIBIT A

NAME/LOCATION OF CCH FACILITY SITES

1. Cook County Health (“CCH”)
1900 West Polk Street
Chicago, Illinois 60612
2. John H. Stroger, Jr. Hospital of Cook County (“Stroger Hospital” or “SHCC”)
1901 West Harrison Street
Chicago, Illinois 60612
3. Provident Hospital of Cook County (“Provident”)
500 East 51st Street
Chicago, Illinois 60615
4. Ambulatory and Community Health Network of Cook County (“ACHN”)
1901 West Harrison Street
Chicago, Illinois 60612
Includes various clinic locations throughout Cook County
5. Oak Forest Health Center
15900 South Cicero Avenue
Oak Forest, Illinois 60452
6. Cermak Health Services of Cook County (“Cermak”)
2800 South California Avenue
Chicago, Illinois 60608
Also includes the Juvenile Temporary Detention Center (“JTDC”) located at another site
7. Ruth M. Rothstein CORE Health Center (“CORE”)
2020 West Harrison Street
Chicago, Illinois 60612
8. Cook County Department of Public Health (“CCDPH”)
Oak Forest Health Center
15900 South Cicero Ave.
Administration Building - 1st floor
Oak Forest Illinois 60452
Includes various locations throughout suburban Cook County

EXHIBIT B

NAMES OF SCHOOL'S PROGRAMS

Program Name

**Certification or Degree Conferred
(e.g. AD, BSN, PhD etc.)**

- 1. Nursing** _____
- 2.** _____
- 3.** _____
- 4.** _____
- 5.** _____
- 6.** _____
- 7.** _____
- 8.** _____
- 9.** _____
- 10.** _____

Use additional sheets if necessary.

PROPOSED ACTION:

THAT THE BOARD APPROVE THE REIMBURSEMENT FOR ANNUAL AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA) MEMBERSHIP FOR THE DIRECTOR OF PHYSICAL THERAPIST ASSISTANT PROGRAM, DR ALISON DEASEY, AT MORTON COLLEGE.

RATIONALE:

APTA is a community of 100,000 physical therapists, physical therapist assistants, and physical therapy students who are dedicated to pursuing our transformative vision for the physical therapy profession.

The association supports therapist throughout their career with outstanding benefits and trusted content. They serve therapists through advocacy and public awareness. They empower therapists to make a difference through advocacy and engagement. They connect therapists to thought leaders and peers who share their professional interests.

Students in the PTA program are required to have memberships as well. Membership for all PTA program faculty, staff, administration, and students is encouraged by our accreditors, CAPTE.

This membership will cover renewal for 2022-2023 membership period.

[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:

\$ 595.00

ATTACHMENT:

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASE OF 200 NEW DESKTOP COMPUTER FROM KONICA MINOLTA USING HEERF GRANT FOR THE AMOUNT OF \$263,200.00

RATIONALE:

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

Goals: To replace all college desktops, In order to support the new Windows 11 Operating system.
Konica Minolta is part of the Sourcewell purchasing consortium

COST ANALYSIS:

\$263,200.00 – KONICA MINOLTA - HEERF Grant

ATTACHMENTS:

KONICA-MINOLTA QUOTE

Quotation

Prepared Exclusively for:

Morton College

Ruben Ruiz, CIO
3801 S Central Ave
Cicero, IL 60804-4300

Prepared by:

Jennifer Kline

SALES ASSOCIATE - PROCUREMENT
Office: **(636) 368-4342**
jkline@allcovered.com

Offer Expires: 03/29/2022

Product: Device & Software (Third Party Procured)

Installation Location - 1: Morton College, 3801 S Central Ave, Cicero, IL 60804-4300

Delivery Contact:

Qty	Product Category	Product Description	Unit Price	Extended Price
200	Systems - Desktops	HP EliteOne 800 G6 All-in-one - Core i7 10700 / 2.9 GHz - vPro - RAM 8 GB - SSD 256 GB - NVMe, TLC - UHD Graphics 630 - GigE - WLAN: 802.11a/b/g/n/ac/ax, Bluetooth 5.1 - Win 10 Pro 64-bit - monitor: LED 23.8" 1920 x 1080 (Full HD) touchscre	\$1,316.00	\$263,200.00
1	Shipping Fee	FedEx:Ground	\$0.00	\$0.00

Quotation Summary & Acceptance

Transaction Type : **Purchase**

Credit Terms: **NET 30 DAYS**

Projected Total Purchase Price(s):

Amount

Device/Software:

\$263,200.00

Total(Excluding applicable taxes)

\$263,200.00

Please contact Jennifer Kline, (636) 368-4342, to accept this quotation and have an Order/Lease Agreement delivered for signature.

DRAFT

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

PROPOSED ACTION: THAT THE BOARD APPROVE THE DIFFERENTIAL PAY REPORT FOR SPRING SEMESTER 2022 AT TOTAL AMOUNT OF \$18,252.41 AS SUBMITTED, PENDING ADDITIONAL CLASS AND/OR ADDITIONS.

RATIONALE: [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 895, Section 3-26 of the *Illinois Compiled Statutes*] Includes full-time and part-time faculty.

COST ANALYSIS: \$18,252.41 Overall Faculty Differential Pay for Spring 2022

ATTACHMENT: Faculty Differential Pay Report – Spring 2022

2022 Spring Course By Arrangements/Independent Study

Faculty ID	Person Full Name	Section Name	Section Title	Enrollment	Credit Hour	Differential Load	Minimum Load	Rate	CBA Stipend Amount	Assignment Instructional Method	Section Start Date	Section End Date
0175368	Brink, Marilyn	ECE-220-1C	Young Child As Scientist	4	1	0.40		940.71	\$ 376.28	CBA	4/1/2022	5/6/2022
0209957	Chavira, Iris	PLS-104-11	Legal Research	2	3	0.60		988.33	\$ 593.00	CBA	1/19/2022	5/18/2022
0205289	Dussman, Luike	PLS-204-11	Family Law	2	3	0.60		988.33	\$ 593.00	CBA	1/20/2022	5/17/2022
0000828	Fabiyi, Edith	OMT-140-1C	Office Orientation	4	3	1.20		1,109	\$ 1,330.80	CBA	1/29/2022	3/19/2022
0000828	Fabiyi, Edith	OMT-215-11	Medical Office Practices	7	3	2.10		1,109	\$ 2,328.90	CBA	3/30/2022	5/18/2022
0000828	Fabiyi, Edith	OMT-250-NR	Integrated Office Simulations	4	3	1.20		1,109	\$ 1,330.80	CBA	1/24/2022	5/18/2022
0162452	Foltz, Chris	FIR-100-01	Principles of Emergency Ser	2	3	0.60		1,077.98	\$ 646.79	CBA	1/18/2022	5/19/2022
0003100	Lyons, Kenneth	LAW-208-04	Police Organization and Adm	1	3	0.30	0.33	1,077.98	\$ 355.73	CBA	3/2/2022	5/19/2022
0183993	Martino, Shannon	IND-199-05	ART 217 Indigenous Art	2	3	0.60		1,109	\$ 665.40	IND	1/26/2022	5/19/2022
0000769	Mohr, Michele	IND-199-03	IND 199 English 101	2	1	0.20	0.33	1,109	\$ 365.97	IND	2/1/2022	5/19/2022
0000820	Pencheva, Tsonka	ECE-120-21	Language Arts for Children	1	3	0.30	0.33	1,109	\$ 365.97	CBA	1/24/2022	5/15/2022
0160605	Primm, Rebecca	IND-199-06	ART 213 Ceramics II	1	1	0.10	0.33	1,064	\$ 351.12	IND	1/31/2022	5/19/2022
0195558	Pulaski, Andrew	PLS-202-11	Residential Real Estate	1	3	0.30	0.33	1,159	\$ 382.47	CBA	1/18/2022	5/17/2022
0056628	Roman, Daniel	IND-199-04	ART 205 Painting II	2	1	0.20	0.33	1,109	\$ 365.97	IND	2/1/2022	5/19/2022
0003149	Sasseti, James	LAW-203-01	Law Enforcement & Comm Rel	1	3	0.30	0.33	1,077.98	\$ 355.73	CBA	2/7/2022	5/16/2022
0003149	Sasseti, James	LAW-208-03	Police Organization and Adm	2	3	0.60		1,077.98	\$ 646.79	CBA	2/15/2022	5/16/2022
0194372	Skov, Erik	MUS-110-01	Music Theory I	2	3	0.60		979.93	\$ 587.96	CBA	3/1/2022	5/19/2022
0181260	Smith, Jeanine	HIT-103-11	Coding & Classification System	5	3	1.50		1,025.70	\$ 1,538.55	CBA	1/21/2022	5/13/2022
0000736	Wood, Robert	IND-199-02	PSY 101 Intro to Psychology	1	1	0.10	0.33	1,109	\$ 365.97	IND	2/14/2022	5/2/2022
0200289	Young, Amanda	WEL-102-H1	Introduction to Welding	1	1	0.10	0.33	1,014	\$ 334.62	CBA	1/18/2022	5/19/2022
									\$ 13,505.54			

2022 Spring Instructor's Differential Pay Stipend Report

Person Full Name	Section Name	Section Title	Enrollment	Students Over	Rate	Differential Pay	Assignment Instructional Method	Section Start Date	Section End Date	Credits
Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte	41	9	1159	\$938.79	LEC	1/18/2022	5/19/2022	3
Ashraf, Asiyya	BIO-212-1F	Microbiology	19	1	1014	\$182.52	LEC/LAB	1/18/2022	5/19/2022	4
Ashraf, Asiyya	BIO-212-2L	Microbiology	21	3	1014	\$273.78	LEC	1/18/2022	5/19/2022	4
Dillinger, Benjamin	MUS-106-1F	Trends Modern American Music	26	1	979.93	\$88.19	LEC	1/31/2022	5/16/2022	3
Farina, Peter	BIO-212-2L	Microbiology	21	3	1077.98	\$291.05	LAB	1/18/2022	5/19/2022	4
Grady, Myeisha	SPE-101-NR1	Principles of Public Speaking	26	3	1014	\$273.78	LEC	2/7/2022	5/19/2022	3
Halmon, Jamie	PEH-103-NR2	Nutrition	27	3	1064	\$95.76	LEC	1/18/2022	5/19/2022	2
Halmon, Jamie	PEH-103-NR	Nutrition	28	4	1064	\$255.36	LEC	1/18/2022	5/19/2022	2
Khalifeh, Khalaf	BIO-203-2F	Anatomy & Physiology I	22	2	1077.62	\$193.97	LEC	1/19/2022	5/16/2022	4
Leven, Robert	BIO-203-31	Anatomy & Physiology I	23	3	1132.55	\$305.79	LEC	1/18/2022	5/19/2022	4
LoPresti, Joseph	ART-120-NR	Art Appreciation	33	1	1132.55	\$101.93	LEC	1/31/2022	5/19/2022	3
Montgomery, Jered	MUS-108-NR1	World Music Survey	28	3	1014	\$273.78	LEC	1/18/2022	5/19/2022	3
Pierce, Tom	ENG-101-NR1	Rhetoric I	26	2	1109	\$199.62	LEC	1/18/2022	5/19/2022	3
Sleeth, Bradley	PHS-101-NR1	Astronomy	33	5	1064	\$478.80	LEC	2/7/2022	5/19/2022	3
Sulack, Alexandra	MUS-100-NR	Music Appreciation	34	9	979.93	\$793.74	LEC	1/31/2022	5/19/2022	3
					Total	\$4,746.87				

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

PROPOSED ACTION: To approve the agreement with Soft Docs.

RATIONALE:

To enhance the student experience in the Morton College One Stop Student Service Center, the college needs to transition to electronic forms. Softdocs a browser-based solution minimizes paper records, improves student and employee service and increases overall processing efficiencies. Not only departments in the one stop center will be able to use the software but the entire college that uses paper forms to be converted into electronic redords.

Below are some highlights of Softdocs:

- Eliminating the need for paper and improving productivity for students and employees.
- Students will be able to retrieve their documents and see the process of the forms improving communication.
- Digital student records improve communication with prospective students and other campus departments.
- Improves student and employee service and increases overall processing efficiencies.
- Consolidate all financial aid documentation including parent, student, federal and state forms to a single portal for easy access, submission, review and verification.
- Integrates with colleague (ellucian). Student information automatically imports into Etrive.

<u>COST ANALYSIS:</u>	YEAR 1	YEAR 2	YEAR 3
None	\$99,760.00 grant funded	\$51,500	\$53,045
	—		
	HEERF – U.S. DEPT. OF EDUCATION.	Institutional Funds	Institutional Funds

Total 3 year contract cost: \$204,305.00

ATTACHMENTS: Quote.

Softdocs Master Services Agreement

Softdocs SC, LLC ("Softdocs") is excited to partner with Morton College ("Client") and look forward to your experience with us!

1. This Softdocs Master Services Agreement (this "Agreement") is entered into by Client and Softdocs and sets forth the terms and conditions that govern your access to and use of Our Solutions. Please contact Softdocs if you have any questions about this Agreement. Each party agrees as follows:

2. Ordering Procedures

Subject to Client's compliance with the terms set forth herein, Softdocs will provide Client access to Our Solutions and deliver the Services detailed in the applicable Order. This Agreement, the Order, and any attachments or exhibits thereto, which may include statements of work for Services (each an "SOW"), constitute the complete and entire agreement, and supersede all other agreements between Softdocs and Client concerning such subject matter. In the event of any conflict in terms, an Order, or an SOW, the following order of precedence shall apply: (1) Order; (2) this Agreement; (3) SOW.

3. Access and Use Rights

- a. **Access and Renewals.** Employees of Client may access and use Subscriptions and the Documentation for Client's internal business purposes only during the term set forth on the Order. Unless Client notifies Softdocs in writing of Client's desire to cancel at least forty-five (45) days prior to the start of the upcoming renewal term, the Subscription shall renew for consecutive one (1) year terms after the initial term. Renewal fees or Subscription pricing for renewal terms are subject to an annual adjustment unless agreed to otherwise in writing at least forty-five (45) days prior to the start of the upcoming renewal term.
- b. **Suspension.** Softdocs may suspend access to any Solution upon written notice if Client fails to pay fees when due or violates this Agreement. Suspensions are rare and exercised in a manner proportionate to the severity of the violation. Softdocs agrees to work with Client in good faith to address any violations in a reasonable manner, to prevent similar violations, and to reinstate the affected Solutions as quickly as possible.

4. Fees, Expenses, and Payment

- a. **Fees, Duties, and Taxes.** Fees for Solutions are set forth in the applicable Order, exclusive of taxes. Client will be responsible for all applicable taxes. If Client is tax-exempt, Client must provide Softdocs with written evidence of such tax exemption prior to any invoicing.
- b. **Expenses.** If Softdocs incurs reasonable travel and living expenses to perform the Services in the Order, Client is required to reimburse Softdocs for such expenses pursuant to Softdocs' then-current Billable Expense Policy, which is set forth in the applicable Order.
- c. **Invoices.** Invoices shall be paid in accordance with the applicable Order. The initial invoice for the Solutions is issued immediately following an Order signature. All other invoices shall be issued as follows: (i) invoices for Services will be issued in accordance with the applicable SOW; (ii) pro forma invoices for upcoming Subscription renewals shall be sent to Client at least forty-five (45) days prior to the start of the renewal term; (iii) and unless terminated in compliance with the Agreement, renewal invoices for Subscriptions will be issued at least thirty (30) days prior to the start of the renewal term.
- d. **Payments and Late Payments.** Payment is due as stated on the Order. All payments are non-refundable except for breach of this Agreement by Softdocs. If Client believes an invoice is inaccurate, Client must notify Softdocs in writing within ten (10) days from the date of such invoice. Except for amounts subject to a good faith dispute, Softdocs may invoice an interest rate at eighteen percent (18%) per year, or the maximum amount allowable under applicable laws, for any outstanding invoice not paid when due.

5. Confidential Information

- a. **Definitions.** “Confidential Information” means (i) all information disclosed by Client or Softdocs (“Discloser”) to the other (“Recipient”) electronically, visually, orally or in a tangible form which is either (a) marked as “confidential” (or with a similar legend), (b) is identified at the time of disclosure as being confidential, or (c) should be reasonably understood to be confidential or proprietary, regardless as to whether marked as such; (ii) the terms of this Agreement, Our architecture, software, data, and technology that comprise the Solutions, Order(s), SOW(s), and any proposals or other documents that preceded this Agreement; and (iii) donor, prospect and financial information. Recipient shall not obtain any rights, title, or interest in any Confidential Information of Discloser. Information generally known to the public, independently developed by Recipient without access to Confidential Information, in the possession of Recipient without an obligation of confidentiality, or information required to be disclosed by court order or applicable law after Discloser has been notified shall not be considered Confidential Information if Recipient can provide sufficient evidence of the foregoing.
- b. **Treatment of Confidential Information.** Recipient shall only (i) use Discloser’s Confidential Information to carry out the purposes of this Agreement; and (ii) disclose Discloser’s Confidential Information to those third parties operating under non-disclosure provisions no less restrictive than those set forth in this Agreement and who have a justified business “need to know.” Recipient shall be responsible for any mistreatment of Confidential Information by such third parties. Recipient shall protect Discloser’s Confidential Information using the same degree of care it uses to protect its own confidential and proprietary information, but in any case not less than reasonable care, and shall protect such information in accordance with applicable laws. Upon termination of this Agreement, Recipient shall return or destroy all Discloser Confidential Information in its possession or control, if feasible. If not destroyed, Recipient shall continue to protect such information as required above.

6. Security

- a. Client and Softdocs agree that it takes both parties to protect the Client’s Data and Softdocs’ Solutions. Softdocs has implemented and will maintain administrative, physical, and technical safeguards designed to: (i) protect against anticipated threats or hazards to the security of Client’s Confidential Information, and (ii) protect against unauthorized access to or use of Confidential Information that could materially cause harm to Client. Softdocs’ technical safeguards include firewalls, virus and intrusion detection, and authentication protocols. In order to continually improve these safeguards, Client reserves the right to make changes to the physical and technical safeguards at any time, and creation or changes to all policies and data security programs that may be affected, provided, Softdocs will at all times maintain commercially reasonable database security procedures and standards. Client and Softdocs acknowledge that Solutions may include sending email and publishing web pages over the public Internet using SMTP or HTTP protocols, and that these standard protocols do not support many enhanced data security protections. In no case will the use of the public Internet in this manner be deemed to violate Softdocs’ obligations under this Agreement. Client commits to take commercially reasonable security precautions to prevent unauthorized or fraudulent use of Solutions that Client has access to. Upon request, Softdocs may provide Client with additional information about Our security standards. Client shall take reasonable security precautions to prevent unauthorized use of the Solutions and Client’s Data.
- b. **Client Obligations.** Solutions may only be used or accessed from devices and systems of the Client that meet the System Requirements. Client shall administer and monitor the use of all login IDs, passwords, and all accesses to the Solutions by Client’s employees pursuant to the guidelines Client will receive when Solutions are activated. Client further acknowledge and agrees that the Solutions are limited to only those licensed departments as expressly set forth on the applicable Order and any use beyond the expressly licensed departments shall constitute a material breach of this Agreement, which may result in immediate termination by Softdocs or an invoice commensurate to the expanded usage by Client.

7. Indemnity

Each party shall indemnify and defend the other party against any third party claims arising from the indemnifying party’s gross negligence or willful misconduct. Client shall indemnify and defend Softdocs against any third party claims in the case of breach of the this agreement by Client or obligations of Client. The indemnified party shall give the indemnifying party prompt written notice of any

claims for indemnification and the indemnified party agrees to relinquish control of defending any such claim to the indemnifying party, including the right to settle; provided however, that the indemnifying party will not settle any such suit or claim without the indemnified party's prior written consent if such settlement would be adverse to the indemnified party's interests. This section states the entire liability of each party with respect to any type of third party claim.

8. Representations, Warranties, and Disclaimer

- a. **Mutual Representations and Warranties.** Each party represents and warrants that (i) it has the right and power to enter into this Agreement, (ii) an authorized representative has accepted this Agreement, and (iii) it will comply with all applicable laws and regulations pertaining to this Agreement.
- b. **Softdocs Limited Warranties.** Solutions will materially perform pursuant to their then current Documentation. All Services will be performed in a professional manner in accordance with industry standards. If Client believes that a Solution fails to perform as described in the Documentation, Client must notify Softdocs in writing within thirty (30) days of the occurrence of the problem, and Softdocs will use reasonable efforts to repair or replace the Solution without charge. If a Service has been improperly performed, Client must notify Softdocs in writing within thirty (30) days of the occurrence of the problem, and Softdocs will reperform the Service without charge. The foregoing provides Client with the sole remedy for Solutions or Services that do not comply with the foregoing promise.
- c. **Disclaimer.** EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION 9, SOFTDOCS EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY (BY ANY TERRITORY OR JURISDICTION) TO THE EXTENT PERMITTED BY LAW, AND FURTHER Softdocs EXPRESSLY EXCLUDES ANY WARRANTY OF NON-INFRINGEMENT, TITLE, FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY.

9. Limitation of Liability

TO THE FULLEST EXTENT PERMITTED BY LAW, AND EXCEPT FOR THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 8 AND CLIENT'S PAYMENT OBLIGATIONS, EACH PARTY'S MAXIMUM LIABILITY TO THE OTHER PARTY FOR ANY ACTION ARISING UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION AND WHETHER IN TORT OR CONTRACT, SHALL BE LIMITED TO THE GREATER OF (X) \$25,000 OR (Y) THE AMOUNT OF FEES PAID OR PAYABLE BY CLIENT FOR THE SOLUTION FROM WHICH THE CLAIM AROSE DURING THE SIX (6) MONTHS PRECEDING THE CLAIM. TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CLIENT AND SOFTDOCS AGREE TO THE ALLOCATION OF RISK SET FORTH HEREIN. SOFTDOCS' TOTAL, AGGREGATE LIABILITY FOR ITS INDEMNIFICATION AS SET FORTH HEREIN SHALL NOT EXCEED FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00 USD).

10. Ownership

- a. **Ownership and License.** Client owns Client's data, Client's Confidential Information and any artwork, logos, trade names, and trademarks that Client provides to Softdocs ("Client Data"). In order for Softdocs to provide the Solutions, Client assigns to Softdocs and its suppliers all rights to use, reproduce, store, modify, and display Client Data. Softdocs may aggregate benchmarking results of Client's use of Solutions with results of other customers' use, and use and disclose such results for business or commercial purposes provided Softdocs does not individually identify Client, identifiable Confidential Information, or Client's individual use of Solutions (the "Aggregated Data"). Softdocs will own all such Aggregated Data.
- b. **Softdocs Ownership and License.** Subject to Client's rights to Client Data set forth above, Softdocs has all right, title, and interest in and to any expressions and results of Solutions, the work, findings, analyses, conclusions, opinions, recommendations, ideas, techniques, know-how, designs, programs, tools, applications, interfaces, enhancements, other technical information, and all derivatives of the foregoing created in connection with this Agreement ("Work Product"). Softdocs grants to Client a nonexclusive, fully paid-up license to use Work Product, solely to the extent necessary for Client's end users to use Solutions in accordance with

this Agreement. If Client provide any feedback, comments, suggestions, ideas, requests, or recommendations for modifications or improvements to Softdocs, Client hereby assigns all right, title, and interest in any such feedback to Softdocs to be used for any appropriate business or commercial purpose. All rights not expressly granted to Client hereunder are reserved by Softdocs.

11. Notice

All notices or other communications sent pursuant to or in connection with this Agreement shall be made in writing and sent to the applicable address set forth on the Order, or as designated from time to time in writing in accordance with this Section 11. All notices shall be deemed given if delivered receipt confirmed using email or facsimile transmission, registered or certified first class mail, postage prepaid, or recognized courier delivery.

12. Publicity

Client acknowledges and agrees and hereby grant to Softdocs the right to use the Client's name, logo and/or trademark(s) for Softdocs' marketing materials, customer lists, website testimonials, publications and/or as a referral. Softdocs may display Client's name, logo and/or trademark(s) on Softdocs' website and/or any other marketing materials in its sole discretion.

13. Force Majeure

Neither Client nor Softdocs shall be liable for any failure to perform its obligations under this Agreement if prevented from doing so by a cause(s) beyond its reasonable control.

14. Dispute Resolution; Governing Law

Unresolved disputes shall be submitted to and resolved exclusively by arbitration conducted in accordance with American Arbitration Association rules, with one (1) arbitrator appointed to conduct arbitration and arbitration taking place in a mutually agreed location, or the State of South Carolina, if the parties cannot agree otherwise within thirty (30) days of an initial filing. Any decision in arbitration shall be final and binding upon Us. In addition to the above, either party may sue or seek injunctive relief in any court for infringement of its proprietary or intellectual property rights. Softdocs may sue in any court to collect unpaid amounts. CLIENT AND Softdocs EXPRESSLY WAIVE ANY RIGHT TO A TRIAL BY JURY IN ANY PROCEEDING ARISING UNDER OR RELATED TO THIS AGREEMENT. This Agreement shall be governed by the laws of the State of South Carolina, excluding choice of law principles. Applicable laws may limit the terms and conditions of this Agreement for public educational or government institutions, and in such cases, the terms and conditions shall apply to the fullest extent allowed.

15. Term and Termination

- a. **Term.** The term of this Agreement commences on the Effective Date and remains in effect for as long as there is an Order Form in effect.
- b. **Default.** Either party may terminate this Agreement if the other party materially defaults in performing its obligations under this Agreement and the default remains uncured for at least thirty (30) days following receipt of written notice from the party requesting termination, and immediately by Softdocs upon written notice for Client's failure to pay undisputed invoices when due. In addition, this Agreement may be terminated by Softdocs upon written notice and the making of an assignment for the benefit of creditors by Client or the dissolution of Client's entity.
- c. **Effect of Termination.** Upon termination of this Agreement or termination of a Solution, Softdocs may immediately cease providing the terminated Solution(s). Subject to Softdocs' then-current rates, Softdocs will provide a copy of Client's Data in a mutually agreed upon format to the extent Softdocs has Client's Data in its possession upon termination. If Softdocs has archive copies of Client's Data created during the course of performing its obligations under this Agreement, Client agree that Softdocs may retain such copies following termination subject to Softdocs' internal practices for record destruction. All earned and unpaid

fees and expenses are due upon termination.

16. General

Except as specifically stated herein, remedies are cumulative. No failure or delay in enforcing any term or exercising any option shall be construed as a waiver unless agreed to in writing by Us. If any provision of this Agreement is held to be unenforceable, the other provisions shall remain in full force and effect. No purchase order, RFP response, marketing materials, or other ordering document that purports to modify or supplement the printed text of this Agreement or any attached or referenced document shall add to or vary the terms of this Agreement. All proposed modifications to this Agreement, Order(s) or SOW(s) are objected to and deemed material unless otherwise mutually agreed to in writing. Orders may be executed electronically, and in counterparts, which together form one legal instrument. If any provision of this Agreement is held to be invalid, excessive, illegal or unenforceable by a court of competent jurisdiction, such provision shall be stricken in its entirety and the remainder of this Agreement shall remain in full force and effect. A copy of an executed Order and any purchases within a Solution and made by reliable means, including but not limited to electronic acceptance, shall be considered an original. Client may not assign Client's rights or obligations under this Agreement without Our written consent. Softdocs performs its obligations under this Agreement as an independent contractor, not as Client's employee, partnership, or agent. Sections 3(b), 4, 5, 8 – 17 survive the termination of this Agreement. Client has accepted this Agreement by the signing of an Order by a duly authorized officer or officer representative of the Client.

17. Definitions

- "Documentation" applicable manuals and documentation that Softdocs generally provides or makes available for Solutions.
- "Effective Date" means the date of Client's signature on the Order.
- "Order" and "Order Form" mean the Softdocs order form signed by You (electronically or otherwise) and accepted by Softdocs setting forth the Solutions You have ordered.
- "Service Level Agreement" means the service level terms provided by Softdocs (if any) and set forth at the location as set forth in the Order, which describes the levels of which Softdocs shall maintain the Services during the term of this Agreement. Not all Solutions have Service Level Agreements.
- "Services" means services provided by Softdocs other than Subscriptions that are pursuant to an Order (and SOW if applicable) and may include professional, consulting, or training services.
- "Softdocs", "Our", and "We" mean Softdocs, Inc. and its affiliates and subsidiaries.
- "Solution" means Subscriptions and Services collectively.
- "Subscription" means any Softdocs subscriptions, including maintenance, support, application services and payment services provided by Softdocs pursuant to an Order.
- "System Requirements" means the requirements located in the portal, as updated from time to time by Softdocs.
- "Travel Policy" means the travel terms as set forth in the applicable Order.

SOFTDOCS ORDER FORM

This Order Form (the "Order") is hereby incorporated by reference into the Software as a Solution Agreement entered into by and between Softdocs SC, LLC ("Softdocs") and Morton College, effective March 24, 2022 (the "Agreement").

General Information

Client Name: Morton College
Department: Finance
Subscription Dates: March 24, 2022 – March 23, 2025

	Year 1	Year 2	Year 3
Etrieve Platform <ul style="list-style-type: none"> Etrieve Content <ul style="list-style-type: none"> 10 licenses (concurrent & scanning) Etrieve File Etrieve Launch Etrieve Forms <ul style="list-style-type: none"> Unlimited licenses Forms Builder Etrieve Flow <ul style="list-style-type: none"> Unlimited licenses Etrieve Security Etrieve Central Serve Platform <ul style="list-style-type: none"> Serve Serve Design Module eDelivery 	\$55,000	\$56,650	\$58,350
<i>Discount Applied</i>	(\$5,000)	(\$5,150)	(\$5,305)
Subscription Total	\$50,000	\$51,500	\$53,045
Professional Services			
Implementation of Etrieve Platform with Deployment, Etrieve Content, Etrieve +, Etrieve Flow and Etrieve Forms for 2 departments as defined in the corresponding SOW.	\$70,000		
<i>Discount Applied</i>	(\$20,240)		
Professional Services Total	\$49,760		
Total Annual Investment	\$99,760	\$51,500	\$53,045
Total 3-Year Contract	\$204,305		

Softdocs Invoicing Schedule

Subscription and services for Year 1 will be invoiced upfront upon execution of contract and annually thereafter, using the following payment schedule:

Year 1 - \$99,760

Year 2 - \$51,500

Year 3 - \$53,045

Softdocs Payment Terms

Offer expires 03/30/2022, if signed Order Form and Master Services Agreement (MSA) are not received. The initial invoice for Your Solutions is issued immediately following an Order signature. Invoices for any successive years during the term shall be sent thirty (30) days prior to successive year. Once invoiced, payments are due net 30 days.

Notes

In the event of any conflict between this Order Form and the Agreement, this Order Form shall prevail.

All professional services, including implementation services and technical services days, if listed above, are only valid during the subscription term described in the proposal/statement of work or for twelve months (12) from date of signature, whichever comes first. Unused days will expire at the end of the term.

Client will reimburse Softdocs for expenses reasonably incurred in the performance of the services described above, including travel, lodging, etc., in accordance with Softdocs' travel policy.

Agreement Signatures

This Sales Order Form is subject to the SaaS Agreement, incorporated therein and referenced above.

Morton College

SOFTDOCS SC, LLC

Signature:

Signature:

Name:

Name:

Date:

Date:

Title:

Purchase Order Number:

A purchase order number is required for all order forms unless otherwise agreed to.

Billing Contact

First Name:

Billing Contact

Last Name:

Billing Contact Email:

Billing Phone Number:

Billing Street:

City:

State:

Zip Code:

Standard Statement of Work

Cloud-based Enterprise Etrieve Deployment, Implementation and Training

Project Overview and Approach

This Statement of Work ("SOW") outlines the services to be provided by Softdocs, the responsibilities of both the Client and Softdocs, as well as the procedures and criteria which will indicate acceptance of project deliverables.

Any products or services demonstrated or discussed during the sales engagement preceding a contract that are not specifically listed as deliverables in the corresponding approved Softdocs Order Form are not included in the scope of products or services to be provided to the Client by Softdocs.

Project Control

Project control is best conducted in a collaborative manner between the Client and Softdocs. The Softdocs Project Manager and a client-designated Project Lead will be responsible for and have the authority to approve project deliverable acceptance ("PDAs") and project change requests ("PCRs").

Project Deliverable Acceptance – As the project deliverables in scope, as defined by the Softdocs Order Form, are met in accordance with their definition in this document, the Softdocs Project Manager will initiate the following PDA request process.

- The Softdocs Project Manager will submit the Client Project Lead a standard PDA request document which details the project deliverable requiring acceptance and the date upon which the deliverable was met.
- Once presented with the PDA, the Client Project Lead will respond within (5) business days of receipt to approve or reject the PDA request in writing, within the PDA request document or via email.
- If the PDA request document is rejected, the Client Project Lead will provide written explanation as to the reason(s) for rejection, which details all manners in which the Client believes Softdocs has not met the project deliverable, including sufficient information to allow Softdocs to meet the deliverable in a reasonable and timely manner. Once Softdocs has met the deliverable in accordance with its documentation within this SOW document, a new PDA request document will be submitted to the Client Project Lead.
- If the Client Project Lead does not provide written acceptance or rejection of the deliverable with reasons for rejection documented in writing or provide a written request for additional time to review the deliverable within ten (10) business days of the receiving the PDA, the deliverable shall be deemed accepted.

Project Change Management – In order for Softdocs to ensure successful, timely, and economical delivery of products and services to Clients, Softdocs must adhere to the expressly defined project deliverables as listed in the corresponding approved Softdocs Order Form. Project changes, whether to scope, timeline, level of service, or any deliverable listed in the corresponding Softdocs Order Form may require, as determined solely by the Softdocs Project Manager, written approval of a PCR by the Client's Project Lead. Depending upon the nature of the requested change, PCRs may require consequential adjustments be made to original project scopes, timelines, or costs, and should be carefully considered and exercised sparingly.

When a PCR is identified as necessary during the course of a project, by both the Softdocs Project Manager and Client's Project Lead, the following will occur:

- The Softdocs Project Manager will document and submit the requested change, in a standard PCR document, to the Client Project Lead.
- The Client Project Lead will approve or reject the requested change, in writing within the PCR document or via email, within three (5) business days of their receipt of the PCR.
- If the Client Project Lead approves the PCR, the Client Project Lead will provide a signed copy of the PCR to the Softdocs Project Manager, who will consider the change request approved and make the necessary adjustments to the project scope, timeline, or other affected item(s).
- If the Client Project Lead does not approve or request additional time, up to an additional five (5) business days, to review the PCR within three (3) business days of their receipt of the PCR, the Softdocs Project Manager will document the decision as a potential known and Client-accepted project risk or concern and proceed with project work as though the PCR has been rejected by the Client. Client rejection of a PCR does not relieve the Client of any costs previously approved and due by the Client.

Softdocs Deliverables

Softdocs will provide the services associated with the deliverables outlined below if the corresponding approved Softdocs Order Form lists that deliverable in scope. All Softdocs Professional Services engagements include General Consulting, Project Management and Post-Implementation Support as defined below, even if it is not listed as a deliverable on the corresponding Softdocs Order Form.

Project Management:

Softdocs will provide project management throughout implementation cycle. A Softdocs Project Manager will be assigned to the project for the purposes of planning project deliverables and tasks, following up with Softdocs and client staff assigned to the project to ensure that tasks are completed on time, project control and change management.

Deployment:

Softdocs will provide the client deployment assistance including production instance installation of the solutions licensed as listed on the corresponding approved Softdocs Order Form, single sign-on configuration assistance and third-party authentication configuration assistance as required for best-practices use of the licensed solutions.

Etrieve Content:

- **Etrieve Content Discovery** – Softdocs will complete Discovery for the departments listed in scope as defined on the corresponding Softdocs Order Form, to determine how the licensed software can best be utilized by the client. This requires participation by the client project team as defined in the Client Responsibilities section.
- **Etrieve Content Documentation** - After Discovery, as necessary, Fact Checkers, a configuration workbook and may be created to document all configuration necessary for the processes discovered. These documents will be delivered and a PDA will be required before moving forward to the next steps of implementation and training. Any modifications made to configuration by the client following approval of the documents will be considered PCRs.
- **Etrieve Content Administration Training** – Softdocs will train client-designated Etrieve Administrators on the best-practices administration of the Etrieve Content solution. Softdocs recommends this training session be limited to 3 participants. During this training engagement, the client will be expected to work with the Softdocs consultant to perform hands-on configuration of the client's production environment as preparation for the next steps of implementation.
- **Etrieve Content End-User Training** – Softdocs will train client-designated end-user staff for the departments defined on the Softdocs Order Form on the best-practices use of Etrieve Content, both generally and as it applies to the in-scope department's end-users' anticipated everyday use of the solution.

Document Migration:

Softdocs will complete the coding, exports, and imports for all documents and filing data to be migrated from the client's legacy ECM system to Etrieve Content for up to an average of 500,000 documents per department as listed on the approved Softdocs Order Form. A migration workbook will be completed by the Softdocs consultant working with the client project team during the Etrieve Content Discovery engagement to map the data from the clients legacy ECM over to Etrieve Content. No document history data will be migrated. This deliverable assumes the client's current ECM system is deployed on-premise and can export the documents and data to be migrated in an unencrypted format compatible with Etrieve Content import requirements. If this is not the case, the client will be responsible for providing Softdocs the documents and filing data to be migrated in an unencrypted format compatible with Etrieve Content import requirements, and Softdocs' responsibilities will be limited to migration imports only.

Etrieve+:

- **Etrieve File, Etrieve Launch, Etrieve Email Capture and Etrieve Reports Administrator Training** – Softdocs will provide client-designated staff with training on the best-practices configuration of the Etrieve File, Etrieve Launch, Etrieve Email Capture and Etrieve Reports solutions as they pertain to the implementation in the departments defined on the Softdocs Order Form. These trainings will be separate sessions, and Softdocs recommends the same attendees as Etrieve Content Administration Training attend.
- **Etrieve File, Etrieve Launch, and Etrieve Email Capture End-User Training** – Softdocs will train the best-practices use of these solutions to the same client-designated staff during the Etrieve Content End-User Training as it pertains to their daily use.
- **Etrieve Form Builder Training** – Softdocs will provide the client with best-practices use training on Etrieve Form Builder. This will be provided during the same training engagement as Etrieve Forms Training, so long as the Etrieve Forms solution is also listed on the corresponding Softdocs Order Form.

Etrieve Flow:

- **Etrieve Flow Training** – Softdocs will provide the client with Etrieve Flow training as necessary for use with Etrieve Content documents and/or for use with Etrieve Forms based on the solutions licensed on the approved Softdocs Order Form. This training material will be covered during Etrieve Content Administration Training and/or Etrieve Forms Training accordingly and will not be a stand-alone training engagement.

Etrieve Forms:

- **Etrieve Forms Training** – Softdocs will provide the client with best-practices use training on the Etrieve Forms solution. The training will be conducted in 2 separate phases. The first training phase will include how to discover the requirements for a form and workflow process, and utilizing the Etrieve Forms Builder if Etrieve+ was listed as a deliverable on the corresponding Softdocs Order Form. The second training phase will include security configuration, advanced forms design, basic and advanced workflow configuration, basic integrations configuration utilizing Etrieve Connect, and how to take a form and workflow process live. Softdocs recommends the training be limited to no more than 5 participants and that the participants in the second training phase have general experience with CSS, HTML, and JavaScript.
- **Etrieve Forms Progress Review and Assessment** – Following the completion of the Etrieve Forms Training and after the client has had ample opportunity to make progress with forms and workflow design, Softdocs will provide the client a review and assessment to include adjustment, improvement, and advancement recommendations.

Serve Platform:

- **Serve Platform Training** – Softdocs will train designated client staff on the best practices administration, configuration, and use of the Serve Platform, which includes the following modules: Serve, Design Module, Manual Check Module, Positive Pay Module, and eDelivery. The Serve Design Module training will be centered on 1 Check Design, 1 Purchase Order Design, and 1 of the following designs to be selected by the client in advance of training: Transcript Design, Grade Mailer Design, or Cash Receipt Design. Training for any other design types will necessitate Project Change Management. This is necessary to ensure that the client receives training on all solution components licensed. If the client does not have an identified use during the project for any of the individual modules, training on them may be omitted. Softdocs recommends that the client designated software administrators attend this training in addition to key functional users. This training is limited to 5 participants.

Etrieve Test:

Softdocs will provision a test environment and complete installation of the licensed solutions as listed on the corresponding Softdocs Order Form onto the test environment. Softdocs will provide 5 user licenses to the Test environment, 500 GB of storage space, migration of Production environment configuration to Test environment 4 times per year and infrastructure scaling 4 times per year for performance testing.

General Consulting:

Softdocs will provide general consulting to client staff as requested or as necessary to ensure the best opportunity for successful training and solution implementation.

Post-Implementation Support:

For up to fifteen (15) business days following the completion of Etrieve Content End-User Training, Softdocs will provide Client staff with Post-Implementation Support, including on-call assistance, related to any of the Softdocs project deliverables included in this document, to the extent necessary for Client staff to sufficiently use the licensed products. Following the completion of the Post-Implementation Support period, Softdocs will work with the Client to transition the Client's account from the care of the Softdocs project team to the Softdocs Support Team, in accordance with our Guaranteed Service Agreement.

Client Responsibilities

Project Management –The client should appoint a Project Lead responsible for standard project management, including but not limited to assigning client resourcing, partnering with the Softdocs Project Manager to plan the project phases and tasks, and monitoring and resolving project risks. This Project Lead will also be responsible for review of all PCRs and PDA requests.

Technical Requirements and Resources – Client IT staff should provide, configure and maintain the necessary hybrid server hardware, scan/capture hardware, operating system, network environment, user and data imports and Single Sign-On solution(s) necessary to operate the licensed solutions in the desired manner. The client is also responsible for providing technical resources for assistance with any third-party application integration.

Software Administration – Softdocs' implementation approach is structured to deliver services in a manner that promotes rapid client self-sufficiency. Softdocs will work closely with the client's designated Etrieve system administrator(s) during the course of the implementation. Throughout the project, the client's administrator(s) will assume increasing responsibility for administering, and configuring the software.

Training Documentation – Generally, the client is responsible for end-user training documentation and materials. The client may create the materials during the training through screen shots of the system and by using existing Softdocs templates. Estimates for the creation of custom solution specific documentation can be provided if desired.

Environment Access – The Client is responsible for providing Softdocs with network access for all hardware components necessary for Softdocs to meet the project deliverables set forth in this document. Additionally, in order to ensure appropriate security measures are enabled and observed for Client environment access by Softdocs resources, Softdocs requires Client-attended screen-share access or that ConnectWise be installed and enabled to allow for unattended or consent-required unattended access. ConnectWise is provided to Softdocs Clients for this purpose without charge. To facilitate this, the Client must inform Softdocs of its connection preference and facilitate assistance for Softdocs with installing ConnectWise as necessary and appropriate.

Go-Live – Softdocs and the client will jointly deliver a system that is ready for use, but the actual go-live is a responsibility of the client.

Site – All services will be delivered remotely, unless otherwise stated on the approved Softdocs Order Form. The client is responsible for arranging professional quality audio-visual capabilities and an environment where staff can have uninterrupted participation to ensure the remote services can be conducted effectively. If on-site services are agreed upon, Softdocs will only render services at one physical location. The client shall arrange for parking, security badges, access codes, and clearances necessary to ensure that Softdocs has access to the work site.

Timeliness – The Client is responsible for timely decision-making, proper attendance at all scheduled project engagements, and timely completion of client-designated deliverables per the mutually agreed-upon project plan.

Assumptions

The following assumptions apply to Softdocs implementations. Any deviation may cause a change in project scope and/or fees, which will be managed through the Project Change Management process.

- Upon execution of the Softdocs Order Form, a Softdocs Project Manager will be assigned for the duration of this implementation. This Project Manager will work directly with the Client Project Lead throughout the implementation to ensure successful completion of all deliverables in scope in accordance with the Softdocs Order Form and as defined in this SOW.
- All communication between project teams will include the Softdocs Project Manager and the Client Project Lead to facilitate effective project communication and follow-up.
- For the purposes of all Softdocs implementations, departments are defined as specific business or functional units (i.e. Admissions, Financial Aid, Accounts Payable, Procurement) within broader areas of divisions of services (i.e. Student Services / Finance).
- Specific departmental assumptions or constraints may be identified during the Etrieve Content Discovery engagement. This will be documented in the associated project documentation provided to the client as part of the Etrieve Content Documentation deliverable.
- Client will assign adequate resources to complete their assigned activities and deliverables within the timeframes specified in the project plan, including, but not limited to, requirements definition, review and approval of project documents, testing and end-user training.
- Should the Client cause any delays in the mutually agreed-upon project plan or impact the project in any manner which causes Softdocs to increase its effort required for the successful delivery of this project, the Client may be responsible for the procurement of additional professional services, as deemed necessary by the Softdocs Project Manager.
- Unless stated otherwise in the approved Softdocs Order Form, acceptance of the implementation services fees indicates acceptance that all licensed solutions will be configured in a production-ready state and all services deliverables will be completed in one continuous implementation phase within 12 months of the execution of the Softdocs Order Form.

PROPOSED ACTION: THAT THE BOARD APPROVED THE COURSE FEE CHANGES EFFECTIVE FALL 2022 TERM, AS SUBMITTED.

RATIONALE:

INCREASED COST OF MATERIALS, EQUIPMENT AND SOFTWARE FOR THESE COURSES.

COST ANALYSIS:

ATTACHMENT: Course Fees 2022-2023, Nursing Course Fees FY 2023, PTA StudentFees FiscalYr2023

Morton College
Course Fees - Increase/Decrease Effective Fall 2022

Course	Course Name	Current Course Fee	Proposed Course Fee
NUR-107	Foundations of Nursing I	\$ 475.00	\$ 690.00
NUR-108	Foundations of Nursing Prac II	\$ 300.00	\$ 250.00
NUR-110	Clinical Judgement in Nursing	\$ 50.00	\$ 175.00
NUR-115	Obstetrics and Pediatric Nur	\$ 250.00	\$ 200.00
NUR-119	Nursing Care of Adults	\$ 450.00	\$ 550.00
NUR-202	Mental Health Nursing	\$ 425.00	\$ 540.00
NUR-219	Nursing Care of Adults II	\$ 300.00	\$ 250.00
NUR-220	NUR Care of Complex Patients	\$ 300.00	\$ 450.00
NUR-224	Transition to RN Practice	\$ 750.00	\$ 130.00
PHT-105	Therapeutic Modalities I	\$ 100.00	\$ 50.00
PHT-111	Patient Mgt Basic Skills/Pta	\$ 158.00	\$ 219.00
PHT-112	Princ. of Prac. I: Intro to Pt	\$ 250.00	\$ 290.00
PHT-113	Introduction to Disease	\$ -	\$ 64.99
PHT-114	Fundamentals of Kinesiology I	\$ 100.00	\$ 200.00
PHT-124	Introduction to Clinical Ed	\$ 109.00	\$ 25.00
PHT-125	Therapeutic Modalities II	\$ 85.00	\$ 50.00
PHT-212	Syst & Interv II: Neurology	\$ 60.00	\$ 50.00
PHT-217	Clinical Internship	\$ 154.00	\$ 105.00
PHT-218	Cardio Pulmon & Integmnt Mgt	\$ 60.00	\$ 50.00
PHT-220	Adv. Physical Therapy Techniqu	\$ 149.00	\$ 129.00
GED-012	GED Review	18 \$	-
MAT-012	Mathematics for Proficiency	18 \$	-

Nursing Student Fees Fiscal Year 2023

Nursing Student Fees in FY 2023

NUR107	\$690
NUR108	\$250
NUR110	\$175
NUR115	\$200
NUR119	\$550
NUR202	\$540
NUR219	\$250
NUR220	\$450
NUR224	\$130
Total	\$3235

First Semester

NUR107: Fundamentals I \$690 Total/student

- \$100.00/student Lab & PPE
- \$90/student ExamSoft
- \$350/student ATI
- \$150/student Lab bag

NUR108: Fundamentals II \$250/student

- \$100/student Lab & PPE
- \$150/student CJE questions

NUR110: Clinical Judgment \$175/student

- \$100.00/student
 - \$20 supplies
 - \$80 online textbook resources
- \$75 CJSim, NextGen Case Studies

Second Semester

NUR115: OB/Peds \$200/student

- \$135 Lab/Simulation & PPE
- \$65 CPR

NUR119: Med Surg I \$550/student

- \$200.00/student
 - Lab/Simulation & PPE
- \$350/student ATI

****Total Student Fees First Year students FY 2023 = \$1865/student**

Third Semester

NUR202: Mental Health \$540/student

- \$90/student ExamSoft

- \$350/student ATI
- \$100.00/student
 - Lab & PPE

NUR219: Med Surg II \$250/student

- \$100.00/student
 - Lab & PPE
 - \$150 CJE question bank

Fourth Semester

NUR220: Med Surg III \$450/student

- \$100.00/student
 - Lab & PPE
 - \$350/student ATI

NUR224: Transition to Practice \$130/student

- \$50.00/student Supplies
- \$30/student pictures
- \$50/student Stoles

****Total Student Fees Second Year students FY 2023 = \$1370/student**

CNA program

NUR105: BNAT

- \$200/student
 - Background check \$35
 - Lab fees \$100
 - CPR AHA \$65

****Total Student Fees CNA program FY 2023 = \$200/student**

PTA Student Fees Fiscal Year 2023

1st Year Student Fees in FY2023

Admission Fees:

- **\$215.00/student**
 - Bootcamp & Orientation Fees – polos/supplies/speakers/food/etc.
 - C.A.R.E. Package Fees
 - Exxat Software 2-year membership
 - \$100.00/student

First Semester

PHT 105: Therapeutic Modalities I

- **- \$50.00/student**
 - Lab & PPE/Infection Control

PHT 111: Patient Management I: Basic Skills for the PTA

- **\$50.00/student**
 - Lab & PPE/Infection Control
- **\$169.00/student**
 - PhysioU – PT/PTA Student & Professional Evidence-based guideline software, online; 2-year membership

PHT 112: Principles of Practice I: Introduction to Physical Therapy

- **\$95.00/student**
 - 1st year/annual American Physical Therapy Association (APTA) student dues
- **\$195.00/student**
 - EHRGo - Educational Electronic Health Record chart review, documentation, and patient case learning platform, online; 2-year

PHT 113: Introduction to Disease

- **\$64.99/student**
 - Visible Body - Visual/interactive 3D virtual anatomy software, online & applications; 2-year membership

PHT 114: Fundamentals of Kinesiology I

- **\$50.00/student**
 - Lab & PPE/Infection Control
- **\$150.00/student**
 - OnHand Clinician Bag for the PTA

Second Semester

PHT 115: Fundamentals of Kinesiology II

- **\$50.00/student**
 - Lab & PPE/Infection Control

PHT 117: Patient Management II: Tests & Measures

- **\$50.00/student**
 - Lab & PPE/Infection Control

PHT 122: Therapeutic Exercise

- **\$50.00/student**
 - Lab & PPE/Infection Control

PHT 123: Systems & Interventions I: Ortho

- **\$50.00/student**
 - Lab & PPE/Infection Control

PHT 124: Introduction to Clinical Education

- **\$25.00/student**
 - Lab/Simulation

PHT 125: Therapeutic Modalities II

- **\$50.00/student**
 - Lab & PPE/Infection Control

****Total 1st Year Student Fees FY2023= \$1,313.99/student**

2nd Year Student Fees in FY 2023

Third Semester

PHT 212: Systems & Interventions II: Neurology

- **\$50.00/student**
 - Lab & PPE/Infection Control

PHT 217: Clinical Affiliation I

- **\$105.00/student**
 - EHRGo - Educational Electronic Health Record chart review, documentation, and patient case learning platform, online; Academic-year

PHT 218: Systems & Interventions III: Cardiovascular, Pulmonary, and Integumentary Management

- **\$50.00/student**
 - Lab/Simulation & PPE/Infection Control

PHT 219: Special Populations: Pediatrics & Geriatrics

- **\$50.00/student**
 - Lab & PPE/Infection Control

Fourth Semester

PHT 220: Advanced Physical Therapy Techniques

- **\$50.00/student**
 - Guest Speakers/Student Experiences/Lab
- **\$79.00/student**
 - National Physical Therapy Preparation Exam (PEAT Exam – 2 Exams & Results Review)

PHT 222: Seminar in Health Care Literature

- **No Fee**

PHT 224: Principles of Practice II: Professional Issues in Physical Therapy

- **\$215.00/student**
 - Graduation Stoles
 - Graduation/Pinning Attire
 - PTA Class Photos
 - \$95.00 2nd year/annual American Physical Therapy Association (APTA) student dues

****Total 2nd Year Student Fees FY2023 = \$599.00/student**

****Total Student Fees for entire 2-Year technical phase of PTA Program = \$1,912.99/student**

PROPOSED ACTION: THAT THE BOARD APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN MORTON COLLEGE AND LATINOLOGUES. IN THE TOTAL AMOUNT \$20,000.

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 host an in-person live sit-down interview on Saturday, April 9, 2022. Latino Thought Makers which will help build bridges of understanding in cultural diversity through personal and comedic dialogue through unscripted interviews highlighting prominent Latinx personalities.

COST ANALYSIS: The total amount to be paid to Latinologues will not exceed \$20,000 for the April 9, 2022 live interview.

ATTACHMENT: Resolution and Memorandum of Understanding

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Memorandum of Understanding between Latinologues and Morton Community College

This Memorandum of Understanding ("**MOU**") is made and entered into on the date of the last signature below ("**Effective Date**"), by and between Latinologues ("**Company**"), and Morton Community College District No. 527, an Illinois Community College District ("**Morton College**" or the "**College**"). For convenience, the parties hereto may be referred to individually as a "**Party**", and collectively as the "**Parties**".

WHEREAS, Morton College is an Illinois public community college district established under the Public Community College Act (110 ILCS 805/1 et seq.); and

WHEREAS, Latinologues is a production company and creator of the show Latino Thought Makers, which helps build bridges of understanding in cultural diversity through personal and comedic dialogue through unscripted interviews highlighting prominent Latinx personalities; and

WHEREAS, Morton College and Company desire to enter into this MOU to provide Company with a location to film the show Latino Thought Makers and to provide College students and residents in the surrounding area the opportunity to attend the shows; and

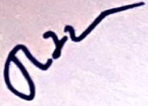
NOW, THEREFORE, it is hereby understood and agreed by the Parties as follows:

1. **Purpose.** The purpose of this MOU is to establish an effective working relationship between Company, and the College, for the Company to produce and present one (1) show of Latino Thought Makers, to be held at the Jedlicka Performing Arts Center building ("**PAC**") on the College campus on Saturday, April 9, 2022 (the "**Program**"), and for the Company and the College to continue to work together to build, expand and fund future versions of the show.
2. **Scope of Work.**
 - A. **Company.** For the Term (defined below), Company in consultation with the College will produce and deliver one (1) show of the Latino Thought Makers series during the Term of this MOU. Company will be responsible for all production and support costs. Company will be responsible to recruit and retain well known and professional talent as needed. Company is responsible for securing all legal rights to materials. Company will coordinate with College faculty and students to engage students and members of the community to participate in and/or attend the scheduled production. Company will give best efforts in working with the College in obtaining grants, and securing corporate support as mutually agreed to by all Parties to this MOU. Company will give best efforts in marketing, promotion, community outreach and fundraising to support the programming.

In addition to the Company's other duties, responsibilities and obligations as described herein: (a) the Company shall make best efforts to maintain the facility in its present state; and (b) the Company, the Company's guests, employees, independent

contractors, officials, agents, representatives and invitees shall abide by and observe all rules and regulations established, from time to time, by the College and shall comply with any and all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, now or hereafter in effect.

- B. College.** For the Term (defined below), the College will give best efforts in marketing, promotion, community outreach and fundraising to support the programming. The College will be responsible for filming costs.
3. **Rights of the College.** In consideration of the College supporting future Latino-focused programs produced and delivered by Company in any form, including but not limited to, the Thought Makers Series, by expending College resources, including staff time and effort, to promote and foster partnerships and other business relationships in order to expand the number and nature of the Company's Latino-focused programs, College shall retain a mutually agreed upon percentage of the pre-defined net revenue directly related to the expansion and growth of the distribution of any future Latino-focused programs produced and developed by Company that are thematically derived from this program series.
4. **Payment.** Company shall be paid Twenty Thousand and 00/100 Dollars (\$20,000.00) for the delivery of the Program.
5. **Condition of Property.** The Company has examined and knows the condition of the PAC and agrees that the Company has received the same in good condition and repair, and acknowledges that no representations as to the condition and repair, and no agreements or promises to decorate, alter, repair or improve the PAC, have been made by the College or an agent or representative of the College prior to or at the execution of this MOU. Company shall maintain the PAC in the same condition prior to usage by Company.
6. **Intellectual Property.** Except for rights expressly granted under this MOU, nothing in this MOU will function to transfer any of the College's intellectual property rights to the Company, and each Party will retain exclusive interest in and ownership of its intellectual property developed before this MOU or developed outside the scope of this MOU. The College owns the intellectual property for the Morton College logo and therefore shall have the authority to use the logo for whatever reason without the Company's consent. Company shall not be permitted to use the Morton College logo without the College's written consent.
7. **Rights to Film.** Subject to the terms, conditions and limitations contained in this MOU, the College hereby grants to Company a non-exclusive, temporary right to use the PAC on April 9, 2022 to film the Latin Thought Maker show. The College will be responsible for filming the live sit-down interview and shall provide the Company with a copy of the recorded interview.

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8. **Mutual Ownership of Shows.** The College owns the intellectual property for Morton College and shall have the authority to use the shows for whatever reason without the Company's consent. Company shall be permitted to use the show without the College's consent however, if Company obtains any revenue from the shows filmed at the College's PAC, the College shall be entitled to fifty percent (50%) of the net proceeds.
9. **Thefts.** The College is not responsible for any damages or theft which occurs during the Company's use of the PAC. The College assumes no liability or responsibility for any personal property of Company or of its employees, agents, representatives, guests, or invitees, brought on to the premise during the term of this MOU.
10. **Indemnification.** Notwithstanding anything else to the contrary, the Company agrees to defend, indemnify and hold the College, its past, present and future elected officials, trustees, officers, employees, agents, representatives, attorneys, servants, successors and assigns harmless from and against any loss, liability, cost, damage, injury, or expense (including reasonable attorneys' fees and court costs) that occurred or is alleged to have occurred in whole or in part in connection with the filming of the shows or this MOU. The Company further releases, discharges, covenants not to sue and waives the College, its past, present and future elected officials, trustees, officers, employees, agents, representatives, attorneys, servants, successors and assigns from and against any and all losses, liabilities, costs, damages, injuries, claims, demands, action or causes of action of every nature and character whatsoever that arose, in whole or in part, out of the filming of the shows or this Agreement. Company, its employees, owners, and agents are not covered by College's insurance.
11. **Assignment and Subletting.** Company shall not assign this MOU, or any interest therein, and shall not sublet the PAC premises or any part thereof, or allow another party to occupy or use the PAC premises, without prior written consent of the College.
12. **Term.** The term of the MOU shall commence on the Effective Date and shall continue through April 9, 2022. Any additional funding provided in the future shall be negotiated and included by mutually agreed renewal agreement.
13. **Termination.** Either the College or Company may terminate this MOU without cause upon providing thirty (30) days advanced written notice to the other Party. In the event that either Party exercises their right to terminate this agreement prior to the delivery of the Program, Company will not be entitled to any of the payment set forth in Section 4 of this MOU.
14. **Severability.** If any provision of this MOU or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this MOU shall continue to be valid and enforceable to the fullest extent permitted by law.

15. **Governing Law.** This MOU shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to conflict of laws principles and venue shall be Cook County, Illinois.

16. **Notices.** All notices to the Parties shall be in writing and shall be sent as follows:

a. If to Company:

Rick Najera
17352 Martha Street
Encino, CA 91316
(312) 500-7425

b. If to Morton College

Morton College
Attention: Dr. Stan Fields, President
3801 S. Central Avenue
Cicero, IL 60804

With Copy to:

Del Galdo Law Group, LLC
Attention: Michael T. Del Galdo
1441 S. Harlem Ave.
Berwyn, IL 60402

17. **Counterparts.** This MOU 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.

18. **Entire Agreement.** This document shall be the entire understanding and agreement between the Parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein are superseded hereby.

19. **Amendment.** No amendment or modification to this MOU, including any amendment or modification of this paragraph, shall be effective unless in writing and signed by the Parties.

20. **Authorized Parties.** Each of the Parties hereto represents and warrants that it has the full right, power, legal capacity and authority to enter into and perform its respective obligations hereunder.

[SIGNATURE PAGE FOLLOWS]

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20. **Authorized Parties.** Each of the Parties hereto represents and warrants that it has the full right, power, legal capacity and authority to enter into and perform its respective obligations hereunder.

[SIGNATURE PAGE FOLLOWS]

Morton Community College

Name: _____

Title: _____

Signature: _____

Date: _____

Company

Name: Rick Nayer

Title: President

Signature: [Signature]

Date: March 15 2022

PROPOSED ACTION:

Approval of an agreement between Morton College and Cornerstone Government Affairs, Inc. for professional services, effective April 1, 2022 to March 31, 2023 for a monthly fee of \$14,000.00, as submitted.

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

Cornerstone Government Affairs, Inc., will provide Morton college Public Affairs and Government Relations professional services to support Morton College continuing to strengthen our public relations and government relation throughout our college community, and throughout the state and on national levels.

COST ANALYSIS: The total amount paid to Cornerstone Government Affairs will not exceed \$14, 000 per month, effective April 1, 2022, to March 31, 2023.

ATTACHMENT: Cornerstone Agreement.

**A RESOLUTION APPROVING AND RENEWING AN AGREEMENT
BETWEEN MORTON COLLEGE AND CORNERSTONE
GOVERNMENT AFFAIRS, INC. FOR PROFESSIONAL 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 (the “Act”), as supplemented and amended; and

WHEREAS, Cornerstone Government Affairs, Inc. (“Cornerstone”) is a for profit business that provides strategic consulting and advocacy services to assist clients in dealing with federal, state and local governments and governmental and regulatory authorities, and public relations services (the “Services”); and

WHEREAS, Morton, upon passage and approval of the Board of Trustees of Community College District No. 527 (the “Board”), previously entered into an agreement with Cornerstone on or about April 1, 2021 (the “Agreement”), attached hereto as Exhibit A; and

WHEREAS, Cornerstone requested a one-year extension for the Agreement, effective April 1, 2022, whereby the Cornerstone would continue to provide the Services (the “Proposal”), attached hereto as Exhibit B; and

WHEREAS, Morton desires to renew the Agreement with Cornerstone; and

WHEREAS, the Services outlined in the Agreement constitute professional services under Section 3-27.1 of the Act; therefore, the contract does not require bidding; and

WHEREAS, based on the foregoing, the Board has determined that it is in the best interests of Morton to renew the Agreement with Cornerstone;

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to renew the Agreement with Cornerstone, 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 renew 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 immediately upon passage and approval.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ____ day of March, 2022.

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

Attest:

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

EXHIBIT A

EXHIBIT B

TO: Morton College Board of Trustees
FROM: Cornerstone Government Affairs – Government Relations and Public Affairs Teams
SUBJECT: Summary of Work and Contract Renewal Proposal
DATE: March 11, 2022

SUMMARY

Our team at Cornerstone Government Affairs prepared this summary of work to outline the efforts our Public Affairs and Government Relations teams have undertaken over the past year to support Morton College in achieving its goals.

Our government relations team has worked alongside the College in boosting resources for student success. We have enhanced the College's legislative relationships at the state and national levels and worked to secure additional state resources for Morton.

Our public affairs team has actively crafted and implemented strategic communications plans for difficult circumstances, while planning for future initiatives.

We see ourselves as an extension of Morton College's team. It has a pleasure working with and behalf of Morton College. We would greatly appreciate the opportunity to continue this great work on the College's behalf to advance the mission of providing a high quality, affordable education for diverse students across northern Illinois.

We seek the Board of Trustees approval for a one-year (12 month) extension of our contract at the same fee, with the same scope of work. Thank you for your consideration.

PUBLIC AFFAIRS – WORK SUMMARY & OVERVIEW

Social Media

The public affairs team brought recommendations surrounding the 2021 commencement, which were recorded and posted the College's social media channels.

Morton College staff identified several potential problematic social media practices occurring on-campus and use of Morton College's brand, logo and likeness without the College's permission. Upon learning of this, Morton College consulted with Cornerstone's team to determine appropriate next steps to stop imposter accounts from posting, which, if left unchecked, could have posed a reputational risk to the college. In addition, as one such imposter account imitated a College police force, it could have also presented a campus safety threat.

In close collaboration with Morton College staff, Cornerstone worked to draft a social media policy that harmonized the College's digital communications policies while giving departments, athletic teams,



among others, the autonomy and power to generate content and inform interested parties independently. In doing so, the policy protects the college while empowering faculty, staff and students to share the positive impact occurring on-campus daily.

Crisis Communication

Cornerstone's team understands and recognizes that news doesn't always break during business hours. Throughout our work with Morton College, Cornerstone has regularly worked with Morton College leadership, staff and legal counsel to strategize and draft messaging related to litigation, impending announcements, among other events. While not all communications materials are distributed, Morton College's public relations team is at-the-ready to message critical situations effectively.

Press Releases

In conjunction with Morton College's communications staff and leadership, Cornerstone worked to write and distribute numerous press releases during our engagement with the College. This includes, but is not limited to, the exciting news related to the College coming off "on notice" by the Higher Learning Commission (HLC), a successful financial audit, a legislative visit, which was ultimately cancelled at the last minute due to a positive COVID-19 case, among other events. Our team stands ready to quickly and effectively distribute news and information about happenings at the College locally, statewide and beyond.

Media Inquires

Our team established a credible list of media outlets and reporters to distribute external Morton College communications to. Furthermore, the public affairs team fielded requests from reporters surrounding events in which we lent support. In both English and Spanish, the Cornerstone team established relationships with local press and plan to continue expanding our media contacts with Chicagoland media.

Media Relations

The public affairs team also handled media strategy and proactive outreach on behalf of the College. Memos were created to identify timely messaging and media opportunities for the College. Additionally, our team lent support to crowd build and notify Chicagoland press about Latino Thought Makers and other key College events.

GOVERNMENT RELATIONS

Legislative Engagement

Our team engaged with [HB 3145: COM-COL TRUSTEE DISTRICTS](#) during the spring 2021 session to address concerns of the College. This bill would have required community college trustee board members to be elected based on their districts instead of at-large. We spoke with the house sponsor several times and advised him of our concerns to the bill. We also asked him to exempt Morton College from his proposal. Although he refused, we continued our efforts. We worked with the Community College Trustees Association (CCTA) to share our concerns with lawmakers. Our team expressed the College's concerns to



Leader Hernandez, the College's local representative. At our request, she discussed these concerns with the bill's sponsor. We also reached out to the Senate sponsor, who chose to remove herself from the bill due to our concerns. During the committee hearing, we filed a slip on behalf of the College in opposition and prepared a report to the House Higher Education Committee for the College. Eventually, we were able to work with the sponsor and the College to secure an amendment that would exempt the College from the bill due to the population of the district.

Additionally, we have regularly sent bill introductions, bill amendments, Higher Education Committee reports, and bill files of legislation we are tracking for the College. We believe this ensures the College is proactively aware of all legislation which could impact students, administrators, and programs core to the College's mission.

Relationship Building

Federal congressional meetings – At the beginning of February, the College visited Washington D.C. for the Association of Community College Trustees National Legislative Summit. As part of this visit, we arranged for the College's team to visit in person with Congressman Jesus "Chuy" Garcia's office and Congresswoman Marie Newman's office.

Our team has scheduled multiple campus visits for our local legislators, members of the Latino caucus, members of the Higher Education Committees, and the Illinois Comptroller to connect with the College for recent updates. Unfortunately, these visits have been cancelled due to the legislators being called to a bill signing with the Governor and a COVID case at the college. However, we have continued our discussions with these elected officials in which they have all conveyed they are still eager to visit the College. Our current plan is to aim for a rescheduled campus visit once session has ended and members have more time to spend in their districts.

We are scheduling meetings in Springfield for students of the College to engage with state legislators. This will enable the beneficiaries of the College's hard work to advocate on behalf of the College and directly share their experiences with members who affect higher education policy.

Additionally, we prepared talking points and federal legislator biographies for a member of the College's team to serve as a fellow for the Hispanic Association of Colleges and Universities' second cohort of its Leadership Academy, La Academia de Liderazgo. This enabled the College to expertly connect with Illinois' legislators during the conference to further promote community college diversity at the national level.

Funding

Our team has been actively engaged in the College's request for \$20 million in capital funding to renovate and transform the Recreation Fields. First, we developed a strategy for this request to connect with local stakeholders and secure their support for the project. We drafted a support letter which was used by the College in these conversations for stakeholders to submit in affirmation of their position. We worked with the College's graphic designer to draft a one-pager for use in communicating this request to legislators



and staff. We have continued to have conversations with Leader Hernandez and staff on this request, confirming that this is on her priority list for budgetary requests.

We also sent information to the College on funding included for community colleges through the American Rescue Plan Act. As the guidance for this funding has developed, we have continued to keep the College updated.

College Programs

Our team reached out to a respected minority business leader in Chicago to discuss dispensary technology training at the College. We also reached out to the House Appropriations – Higher Education Committee chair for a potential partnership on dispensary technology training. We have continued to monitor state activity for opportunities for the College to engage.

Our team also had several conversations in the spring of 2021 with the National Junior Community College Athletics Association to negotiate a compromise for tournament participation for the girls' basketball team.

CONCLUSION

Cornerstone thoroughly enjoys its working relationship with Morton College. We are prepared to continue advancing the College's mission and priorities in Springfield, Washington, D.C., and through effective public relations.

We respectfully request a one-year (12-month) contract extension, effective April 1, 2022, at the same monthly fee of \$14,000.00, which includes all government relations and public affairs services.

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASE OF MICROSOFT OFFICE LICENSE FROM JOURNEYED.COM, USING HEERF GRANT FOR THE AMOUNT OF \$188,398.77

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

Goals: To continue to support students and staff with Microsoft Office products as well to increase the security of our system.

COST ANALYSIS: \$188,398.77 – JOURNEYED.COM - HEERF Grant total 3-year cost

\$62,799.59 – June 1, 2022 –May 31, 2023 (HEERF GRANT)
\$62,799.59 – June 1, 2023 – May 31, 2024 (INST)
\$62,799.59 – June 1, 2024 – May 31, 2025 (INST)

ATTACHMENTS: JOURNEYED.COM QUOTE



80 E. McDermott Dr.
Allen, TX 75002
Phone 1-800-876-3507
Fax (866) 947-4604

Remit Payments To:
JourneyEd.com, Inc.
Attn: Accounts Receivable
P.O. Box 732357
Dallas, TX 75373-2357

Quote

Quote #	10478387
Valid Through	04/14/22
Sales Rep	Marcy Rodriguez
Toll Free	(800) 876-3507 Ext. 7333
Ship Via	Ground
Email	mrodriguez@journeyed.com

BILL TO

Accounts Payable
Morton College
3801 S. Central Avenue
Cicero, IL 60804

SHIP TO

Ruben Ruiz
Morton College
3801 S. Central Avenue
Cicero, IL 60804

Items

Line #	Part #	OS	Description	Price	Qty	Line Price
1	1899100	N/A	Microsoft M365 Education A3 Monthly Subscriptions-VolumeLicense (EES) Faculty A 1 Month (s)(M365 EDU A3 ShrdSvr ALNG SubsVL Per User for CoreCAL)	52.50	450	23,625.00
2	1899148	N/A	Microsoft M365 Education A3 Monthly Subscriptions-VolumeLicense (EES) Student C 1 Month (s)(M365 EDU A3 ShrdSvr ALNG SubsVL MVL PerUsr STUUseBnft)	0.00	18000	0.00
3	1781804		Microsoft M365A5Security-EDU ShrdSvr ALNG SubsVL MVL PerUsr Additional Product	38.90	450	17,505.00
4	1752832	N/A	Microsoft Project Professional License/Software Assurance Pack (EES) Faculty 1 Year(s)(PrjctPro ALNG LicSAPk MVL w1PrjctSvrCAL)	6.40	450	2,880.00
5	1585342	N/A	Microsoft VisioPro ALNG LicSAPk MVL (EES Additional Product 1 Year(s) License/Software Assurance Pack)	55.00	1	55.00
6	1497919	N/A	Microsoft Visual Studio Pro Sub MSDN License/Software Assurance Pack (EES) 1 Year(s)(VSPProSubMSDN ALNG LicSAPk MVL)	58.00	1	58.00
7	1585392	N/A	Microsoft WinRmtDsktpSrvcsCAL ALNG LicSAPk MVL DvcCAL (EES Faculty 1 Year(s) License/Software Assurance Pack)	6.90	450	3,105.00
8	1540319	Win	Microsoft SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic (EES)	1,200.90	10	12,009.00
9	1535701	Win	Microsoft SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic (EES)	313.15	4	1,252.60
10	1704844	N/A	Microsoft Windows Server DC Core License/Software Assurance Pack (EES) 1 Year(s)(WinSvrDCCore ALNG LicSAPk MVL 16Lic CoreLic)	322.57	7	2,257.99
11	1704836	N/A	Microsoft Windows Server STD CORE License/Software Assurance Pack (EES) 1 Year(s)(WinSvrSTDCore ALNG LicSAPk MVL 16Lic CoreLic)	52.00	1	52.00

Subtotal: \$62,799.59

Shipping: 0

Tax: \$0.00

Total: \$62,799.59

Notes

- This is EES pricing, paid annually but pricing is locked in for 3 years.
- Term - quotes are valid for 30 days from the date issued. Any changes made to the quote may affect the pricing offered.
- Payment - this quote assumes payment by check or ACH. Payment by credit card will result in an additional 3% fee to cover costs.
- Products - by accepting this quote, you agree to review all products, quantities, and system requirements to ensure they are correct.
- Availability - quotes do not hold or guarantee product availability.
- Returns - Most unopened items may be returned within 30 days of receipt for a refund. All software Licensing and Electronic Software Downloadable (ESD) products are non-returnable and non-refundable.
- We reserve the right to modify our policies at any time without prior notice to our customers.
- Please include your tax exempt ID number on all purchase orders.
- Terms & Conditions: http://journeyed.com/page/terms_and_conditions

Signature: _____

JourneyEd.com

Page 1 of 1

PROPOSED ACTION: THAT THE BOARD APPROVE THE PARTNERSHIP AGREEMENT WITH CICERO DISTRICT 99 FOR PARTICIPATION IN MORTON COLLEGE'S STEAMERS CAMP.

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

Morton College and Cicero District 99 will collaborate to provide summer programming at the STEAMers Camp for students in grades 6, 7, and 8.

COST ANALYSIS: No cost to the college. Cicero District 99 will provide funding for district students enrolled in the STEAMers Camp up to 65 students.

ATTACHEMENT: Memorandum of Agreement

PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT ("Agreement") is made by and between Morton College ("MC"), and The Board of Education of Cicero School District No. 99 ("DISTRICT"). Collectively, the MC and the DISTRICT may be referred to herein as the "Parties" and each individually as a "Party". This Agreement is made with reference to the following facts:

- A. MC operates STEAMers Camp which provides a safe, fun, and active environment on campus in which young learners ages 6 to 12 develop new skills, self-esteem, and friendships. STEAM programming focus on Science, Technology, Engineering, Arts and Mathematics. STEAMers Camp daily curriculum includes science activities, arts and crafts, theater programming, and outdoor play.
- B. DISTRICT operates a public school district in Cicero, IL, which provides elementary education to local children.
- C. The Parties desire to collaborate to provide summer programming at the STEAMers Camp for District students in grades 6, 7, and 8.

Accordingly, in consideration of the foregoing recitals, which recitals are incorporated herein as a material part of the Agreement, the Parties further agree as follows:

1. **Responsibilities of MC.**

- a. Provide summer programming for District students enrolled in the STEAMers Camp. STEAMers Camp shall operate 8am-12pm, Monday through Thursday, from June 27 through July 28, 2022.
- b. Hire instructors and aides for the program.
- c. Provide space for programming.
- d. Support the curriculum implementation with necessary supplies and activities.

2. **Responsibilities of District.**

- a. Provide funding for District students enrolled in STEAMers Camp up to 65 students. Cost of STEAMers Camp is \$275/ student.

3. **Term.** The Initial Term of this Agreement shall be from the Effective Date of this Agreement and terminate July 31, 2022 ("Initial Term"). The Effective Date of this Agreement shall be the last date this Agreement is executed by either Party.

4. **Termination.** Either party may terminate this Agreement due to lack of enrollment of DISTRICT students, defined as 30 students or less, into the STEAMers Camp.

5. **Compliance with Laws.** The Parties shall comply at all times with all federal, state, and local laws, ordinances, statutes, rules, policies, and regulations applicable to the performance of this Agreement.

6. **Mutual Indemnification.** Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers.

The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

7. **Captions for Reference Only.** The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

8. **Governing Law and Jurisdiction.** This Agreement has been negotiated and executed in the State of Illinois and shall be governed by and construed in accordance with the laws of the State of Illinois. Both Parties acknowledge and agree that the courts sitting in the State of Illinois, County of Cook, shall have jurisdiction of any action filed by either party in relation to this Agreement.

9. **Severability.** If any provision of this Agreement as applied to either Party or to any circumstance shall be adjudged by a court of competent jurisdiction to be void or unenforceable for any reason, the same shall in no way affect (to the maximum extent permissible by law) any other provision of this Agreement, the application of any such provision under circumstances different from those adjudicated by the court, or the validity or enforceability of the Agreement as a whole.

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

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and the final, complete, and exclusive expression of the terms and conditions thereof. Each person executing this Agreement hereby represents and warrants that he or she has full authority to execute this document on behalf of the Parties to the Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, MC and DISTRICT have duly executed this Agreement as of the date indicated below.

CICERO SCHOOL DISTRICT NO. 99

MORTON COLLEGE

By: _____

Board President

By: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____

By: _____

Secretary

Name: _____

Date: _____

PROPOSED ACTION: THAT THE BOARD APPROVE THE PARTNERSHIP AGREEMENT WITH DISTRICT 99 FOR OFFERING SUMMER PROGRAMMING TO YOURNG LEARNERS IN GRADES 4,5,6, 7 AND 8 AFFILIATED WITH THE DISTRICT.

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 create theatrical related summer programming for young learners.

COST ANALYSIS: No cost to the college. District 99 will provide funding for children in grades 4, 5 6,7and 8 affiliated with D99 interested in the ActUp Theatre Camp and related activities for up to \$20,000.

ATTACHMENT: MOU

PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT ("Agreement") is made by and between Morton College ("MC"), and The Board of Education of Cicero School District No. 99 ("DISTRICT"). Collectively, the MC and the DISTRICT may be referred to herein as the "Parties" and each individually as a "Party". This Agreement is made with reference to the following facts:

- A. MC operates ActUp Theatre Camp which provides a safe, fun, and active environment on campus in which young actors ages 9 to 13 develop new skills, self-esteem, and friendships. ActUp programming focuses on building self-confidence, learning new skills, creating a sense of teamwork and cooperation by creating art, with their peers, in the form of theatrical expression.
- B. DISTRICT operates a public school district in Cicero, IL, which provides elementary education to local children.
- C. The Parties desire to collaborate to provide summer programming at the ActUp Theatre Camp for District students in grades 4, 5, 6, 7, and 8.

Accordingly, in consideration of the foregoing recitals, which recitals are incorporated herein as a material part of the Agreement, the Parties further agree as follows:

1. **Responsibilities of MC.**

- a. Provide summer programming for District students enrolled in the ActUp Theatre Camp. ActUp Theatre Camp shall operate 9am-12pm, Monday through Thursday, from July 5 through July 28, 2022.
- b. Hire instructors and aides for the program.
- c. Provide space for programming.
- d. Support the curriculum implementation with necessary supplies and activities.

2. **Responsibilities of District.**

- a. Provide funding for District students enrolled in ActUp Theatre Camp up to 90 students. Cost of ActUp Camp is \$220/student.

3. **Term.** The Initial Term of this Agreement shall be from the Effective Date of this Agreement and terminate July 31, 2022 ("Initial Term"). The Effective Date of this Agreement shall be the last date this Agreement is executed by either Party.

4. **Termination.** Either party may terminate this Agreement due to lack of enrollment of DISTRICT students, defined as 30 students or less, into the ActUp Theatre Camp.

5. **Compliance with Laws.** The Parties shall comply at all times with all federal, state, and local laws, ordinances, statutes, rules, policies, and regulations applicable to the performance of this Agreement.

6. **Mutual Indemnification.** Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers.

The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

7. **Captions for Reference Only.** The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

8. **Governing Law and Jurisdiction.** This Agreement has been negotiated and executed in the State of Illinois and shall be governed by and construed in accordance with the laws of the State of Illinois. Both Parties acknowledge and agree that the courts sitting in the State of Illinois, County of Cook, shall have jurisdiction of any action filed by either party in relation to this Agreement.

9. **Severability.** If any provision of this Agreement as applied to either Party or to any circumstance shall be adjudged by a court of competent jurisdiction to be void or unenforceable for any reason, the same shall in no way affect (to the maximum extent permissible by law) any other provision of this Agreement, the application of any such provision under circumstances different from those adjudicated by the court, or the validity or enforceability of the Agreement as a whole.

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

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and the final, complete, and exclusive expression of the terms and conditions thereof. Each person executing this Agreement hereby represents and warrants that he or she has full authority to execute this document on behalf of the Parties to the Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, MC and DISTRICT have duly executed this Agreement as of the date indicated below.

CICERO SCHOOL DISTRICT NO. 99

MORTON COLLEGE

By: _____

Board President

By: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____

By: _____

Secretary

Name: _____

Date: _____

PROPOSED ACTION:

Approval of the Independent Contract Agreement between Morton College and Elisa McKinley as Head Athletic Trainer, \$38,500.00 effective November 15, 2021 to June 15, 2022.

RATIONALE:

To hire an Athletic Trainer as Athletico (contract was \$75,000.00 per year) cut services due to labor shortages.

COST ANALYSIS:

Head Athletic Trainer: \$5,500.00 per month

ATTACHMENT:

Head Athletic Trainer 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 15th day of November, 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 Elisa McKinley, 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: Elisa McKinley
Address: 855 Burnham Drive Apt B **City:** University Park **Zip:** 60484
Home Phone Number: N/A
Mobile Phone Number: 219-293-7744
Date of Birth: 01/06/97
Drivers License Number: 3410-14-5812
Full-Time Employer: N/A
Business Address: N/A
Business Phone Number: N/A

WHEREAS, Independent Contractor desires to serve as the **Head Athletic Trainer** ('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 **Head Athletic Trainer** 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 November 15, 2021 (the "Commencement Date") and shall continue until the June 15, 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): **\$38,500.00** Said stipend is payable as follows:

1. \$5,500.00	on Friday, December 17, 2021
2. \$5,500.00	on Friday, January 14, 2022
3. \$5,500.00	on Friday, February 18, 2022
4. \$5,500.00	on Friday, March 18, 2022
5. \$5,500.00	on Friday, April 15, 2022
6. \$5,500.00	on Friday, May 13, 2022
7. \$5,500.00	on Friday, June 17, 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:

Elisa McKinley
855 Burnham Drive Apt B
University Park, IL 60484

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 15th day of NOVEMBER, 20 21.

Executed:

 _____
President of Morton College Date 11.8.21

 _____
Independent Contractor Date 11.9.2021

Updated: 11/7/2014



Morton College

Job Description

Job Title:	One Stop Center Specialist (FT)
Range:	Classified
Grant-Funded:	NA
Reports to and Evaluated by:	One Stop Center Manager
Required Qualifications:	<p>Associates degree required or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.</p> <p>One to two years of general office experience and/or customer service is required.</p> <p>SKILL REQUIREMENTS: High level of interpersonal, communication & presentation skills are required. Ability to give and receive advice and opinions and interact with individuals in situations requiring sensitivity and tact. Commitment to providing excellent customer/student service. Exceptional problem-solving skills. Must have a high level of proficiency in Excel, Word, and PowerPoint.</p> <p>Must be bilingual (English/Spanish).</p> <p>Flexibility to work some weekends and evenings as needed to cover special events.</p> <p>Desire to work with and serve diverse communities and promote equity and inclusion.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>

**Desirable
Qualifications:**

Experience working with student information systems (colleague preferred).
Work experience in higher education setting.

Job Summary:

The One Stop Center Specialist is an ambassador for the Morton College One Stop Student Services Center, serving as the primary point of contact for students, prospective students and their families, and is an expert in the delivery of student services. The Specialist represents the following Student Services areas: Academic Advising, Admissions, Financial Aid, Student Admissions & Records, Counseling and Disability service. They provide comprehensive information and guidance to students and families, as well as other services/resources from other areas of the College.

Specialist provide a warm and welcoming environment and interfaces with current students, prospective students and their families. They will be available to teach students how to access and use technology for self-service and will provide basic advising information, requirements, academic policies and procedures. They will work with students, parents, faculty, and staff to solve problems related to systems, policies or procedures.

They participate in ongoing professional development, as well as direct support of cross-training opportunities for other One Stop Specialists. This position supports cooperative cross-functional, cross-campus communications and dialogue by maintaining a close working relationship with all campus offices.

The position will require the ability to work in a fast-paced environment where organization, attention to detail, and resourceful problem solving are essential skills.

Exercise judgment requiring knowledge of federal, state, and College policies and practices related to enrollment services functions.

The position will interface with other campus areas to achieve the College's mission and goals.

**Essential Job
Functions**

Provide complete and direct assistance to students and their families seeking a wide-range of student services at the College.

Offer excellent service to students, parents, faculty & staff to MC administrative policies and procedures and to assist them in

accessing the information and related services using student systems and technology.

Greet students and provide convenient and thorough support and care through a variety of service channels including walk-in, phone, email, chat and virtual meetings.

Provide general information from student services offices such as financial aid eligibility and application requirements, advising services, registration, OAR forms, etc.

Assist students with (but not limited to) booking appointments in student services areas, filling out FAFSA, answering questions regarding registration and placement test scores, panther portal support (such as change passwords, how to add/drop classes, etc) and provide payment plan information.

Make referrals to other offices only when necessary.

Respond to inquiries from students, faculty and staff. Deliver comprehensive information about admissions, enrollment and student support services.

Adhere to guidelines of the Family Educational Rights and Privacy Act (FERPA).

Participate in on-going professional development activities to promote personal growth, and awareness of best practices in higher education.

Provide administrative support to the center Administrators.

Process invoices and vouchers and order and maintain an inventory of office supplies for center Administrators and departments.

Assist with data entry, filing and other office functions as may be required

Offer suggestions for continuous quality/process improvement to the One Stop Center management.

Perform other duties as assigned

-

Other Duties: • Perform other duties as assigned

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

Physical Demands: Some lifting of approximately 15-20lbs.

Position Unit:

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

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

Employee _____ **Date** _____



Morton College

Job Description

Job Title:	One Stop Center Specialist (PT)
Range:	Classified
Grant-Funded:	NA
Reports to and Evaluated by:	One Stop Center Manager
Required Qualifications:	<p>Must have some post-secondary education or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.</p> <p>One year of general office experience and/or customer service is required.</p> <p>SKILL REQUIREMENTS: Interpersonal & communication skills are required. Ability to give and receive advice and opinions and interact with individuals in situations requiring sensitivity and tact. Commitment to providing excellent customer/student service. Exceptional problem-solving skills. Must have a level of proficiency in Excel, Word, and PowerPoint.</p> <p>Must be bilingual (English/Spanish).</p> <p>Flexibility to work some weekends and evenings as needed to cover special events.</p> <p>Desire to work with and serve diverse communities and promote equity and inclusion.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Associates degree preferred.</p> <p>Experience working with student information systems (colleague preferred).</p>

Work experience in higher education setting.

Job Summary:

The One Stop Center Specialist is an ambassador for the Morton College One Stop Student Services Center, serving as the primary point of contact for students, prospective students and their families, and is an expert in the delivery of student services. The Specialist represents the following Student Services areas: Academic Advising, Admissions, Financial Aid, Student Admissions & Records, Counseling and Disability service. They provide comprehensive information and guidance to students and families, as well as other services/resources from other areas of the College.

Specialist provide a warm and welcoming environment and interfaces with current students, prospective students and their families. They will be available to teach students how to access and use technology for self-service and will provide basic advising information, requirements, academic policies and procedures. They will work with students, parents, faculty, and staff to solve problems related to systems, policies or procedures.

They participate in ongoing professional development, as well as direct support of cross-training opportunities for other One Stop Specialists. This position supports cooperative cross-functional, cross-campus communications and dialogue by maintaining a close working relationship with all campus offices.

The position will require the ability to work in a fast-paced environment where organization, attention to detail, and resourceful problem solving are essential skills.

Exercise judgment requiring knowledge of federal, state, and College policies and practices related to enrollment services functions.

The position will interface with other campus areas to achieve the College's mission and goals.

Essential Job Functions

Provide complete and direct assistance to students and their families seeking a wide-range of student services at the College.

Offer excellent service to students, parents, faculty & staff to MC administrative policies and procedures and to assist them in accessing the information and related services using student systems and technology.

Greet students and provide convenient and thorough support and care through a variety of service channels including walk-in, phone, email, chat and virtual meetings.

Provide general information from student services offices such as financial aid eligibility and application requirements, advising services, registration, OAR forms, etc.

Assist students with (but not limited to) booking appointments in student services areas, filling out FAFSA, answering questions regarding registration and placement test scores, panther portal support (such as change passwords, how to add/drop classes, etc) and provide payment plan information.

Make referrals to other offices only when necessary.

Respond to inquiries from students, faculty and staff. Deliver comprehensive information about admissions, enrollment and student support services.

Adhere to guidelines of the Family Educational Rights and Privacy Act (FERPA).

Participate in on-going professional development activities to promote personal growth, and awareness of best practices in higher education.

Assist with data entry, and other office functions as may be required

Offer suggestions for continuous quality/process improvement to the One Stop Center management.

-

Other Duties:

- Perform other duties as assigned

Work Environment:

Work is generally performed within an office environment, with standard office equipment available

Physical Demands:

Some lifting of approximately 15-20lbs.

Position Unit:

☐ Administration - Exempt

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

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Employee _____ Date _____



Morton College

Job Description

Job Title: Adjunct Instructor - Economics

Range: N/A

Grant-Funded: N/A

**Reports to and
Evaluated by:** Dean of Arts and Sciences

**Required
Qualifications:** Masters Degree with concentration in Economics or related field.

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

**Desirable
Qualifications:** Experience teaching at a College level.

Job Summary: The adjunct instructor will teach Principles of Economics I & II 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.

**Essential Job
Functions**

- Utilize departmental syllabus template, approved textbooks, and supplemental course materials.
- Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.
- Distribute and review comprehensive course syllabus to students no later than the first week of the course.
- Receive, understand, and follow Course Data Form as distributed by Deans' Office.
- Adhere to printed course schedule meeting times and locations.
- Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.
- Maintain grade book in electronic or hard copy format.
- Take and record student Attendance each day.
- 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

Job Description

Job Title:	Director of College Community Experience
Range:	Administration
Grant-Funded:	NA
Reports to and Evaluated by:	Associate Provost & Vice President of Student Services
Required Qualifications:	<p>Bachelors degree in management, education, or a related field. Three or more years of higher education student services (or related area) experience. Supervisory and management experience.</p> <p>A professional history that demonstrates the ability to execute multiple large-scale, detailed, and time-sensitive projects.</p> <p>A proven track record in teamwork, assessing progress, and attention to detail. Outstanding written and interpersonal communication skills. Ability to deliver services in an environment where there is an emphasis on high quality customer/student service.</p> <p>Excellent organizational skills with ability to effectively prioritize and work on multiple tasks with concurrent deadlines and demonstrate excellent time management skills and efficiency.</p> <p>Strong ability to give and receive advice and opinions and interact with individuals in situations requiring sensitivity and tact. Proven ability to react to customers quickly, thoughtfully, and courteously.</p> <p>Ability to manage difficult and stressful situations. Possess problem solving and critical thinking skills.</p> <p>Must have strong presentation skills and training skills. Strong public speaking skills.</p> <p>Intermediate Excel, Word, and PowerPoint skills.</p> <p>Desire to work with and serve diverse communities and promote equity and inclusion.</p>

Ability to work effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Must be bilingual (English/Spanish).

Must be able to work one evening per week, and flexibility to work some weekends as needed to cover special events and manage operational needs.

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

**Desirable
Qualifications:**

Masters degree in management, education, or a related field.

Job Summary:

The Director of College Community Experience is responsible for providing leadership and direction for the One Stop Center as the central hub for all campus visitors and creating a positive experience for the entire college community. The manager will focus on the day-to-day operations and activities of the one stop center as well as ensure the college is providing high-quality service on campus buildings and virtually.

Cultivates a warm and welcoming environment and interfaces with the college community which includes, visitors, current students, prospective students, and their families.

The position will require the ability to work in a fast-paced environment where organization, attention to detail, and resourceful problem solving are essential skills.

The director will be responsible for hiring, training and directly supervising staff and student workers/ambassadors, who are responsible for providing high-quality customer/student service and tours to prospective students and families.

Develop and administer policies and procedures that guide staff and promote campus safety for the college community.

Exercise judgment requiring knowledge of federal, state, and College policies and practices related to enrollment services functions.

The position will interface with other campus areas to achieve the College's mission and goals.

The director will also represent the college by giving informational sessions to prospective students and families visiting campus.

Essential Job Functions

Respond to inquiries from students, faculty and staff. Deliver comprehensive information about admissions, enrollment and student support services and other services housed under the One Stop Center.

Create an environment that supports students from admission to graduation, fostering a sense of belonging and impacting student success and retention.

Manages the hiring, recruitment, selection, training, scheduling, supervision, and retention of the one stop center staff, student ambassadors and college community experience specialist.

Adhere to guidelines of the Family Educational Rights and Privacy Act (FERPA).

To be visible and accessible to the college community to improve and maintain positive relationships and collaborations.

Responsible for monitoring processes and performances, adhering to service standards, working collaboratively to resolve problems, and promoting positive interactions with all students and the college community.

Maintain documentation of student services and enrollment services processes and procedures, including compliance with Federal and State regulations, including college processes and procedures.

Develop and coordinate with other Student Services and Adult Ed Departments, content and methods of cross training and delivery in addition to identifying goals, service issues, or individual student needs. Cooperatively create specific activities to enhance learning opportunities for students, and college community.

Assures appropriate communication of procedural updates and changes to support staff, student success coaches, supervisors, and administrators.

Maintain and update One Stop Center virtual functions and services on Morton College website.

Provide on-going training to one stop center staff on customer/student experience, campus safety, technology, software, text messaging platforms and other tools to improve the college community experience.

Conduct assessment of the one stop center processes and activities, setting and implementing measurable goals and planning for continuous improvement.

Leads team that manages the day-to-day campus visitor experience for the entire college community including students, families, and special groups.

Under guidance of the Dean/Vice President, responds to emergency/crisis situations as requested.

Actively participate in the college Emergency Response / Campus Safety meetings, and training, to provide a safe and secure environment in one stop center and all college campus property.

Ensures that the one stop center physical space is well-kept and maintained.

Manages areas budget.

Coordination and supervision of in-bound call center operations.

Perform other duties as assigned.

Other Duties:

Work is generally performed within an office environment, with standard office equipment available
Some lifting of approximately 15-20lbs.

**Work
Environment:**

**Physical
Demands:**

- ☐ 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

Position Unit:

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

Employee _____ **Date** _____



Morton College

Job Description

Job Title: Community College Experience Specialist

Range: Classified - non-union

Grant-Funded: NA

Reports to and Evaluated by: Director of College Community Experience

Required Qualifications: High school diploma or equivalent.

SKILL REQUIREMENTS:

Excellent communication skills are required.

Professional appearance and portray campus pride.

Ability to interact with individuals in situations requiring sensitivity and tact.

Problem solving skills.

Commitment to providing excellent customer/student service.

Flexibility to work some weekends and evenings as needed to cover special events.

Transportation of your own to local off-campus events, when needed.

Desire to work with and serve diverse communities and promote equity and inclusion.

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

Desirable Qualifications: Work experience in higher education setting.
Bilingual (English/Spanish).

Job Summary: The College Community Experience Specialist serves as an ambassador for the entire Morton College campus, serving as one of the primary points of contact for the college community

Commented [GU1]: I would move this to desirable qualifications.

Commented [GU2R2]: under flexibility to work evenings, for when we return to 8 pm

including guest, outside agencies, staff/faculty, students, prospective students and their families.

Specialists meet and greet the college community providing high quality service.

Provide a warm and welcoming environment as they interface with college community members including current students, prospective students and their families, guests and staff/faculty.

Ensure the college community has a positive and high-quality experience as they interact with the college.

The position will interface with other campus areas to achieve the College's mission and goals.

Essential Job Functions

Welcome and greet college community members as they enter campus and during special events on and off-campus.

Offer high-quality and excellent service to the entire college community including students, parents, faculty, staff and visitors.

Escort and guide college community members to their desired location.

Provide general Morton College information including campus resources, special events and activities, and campus tours, if necessary.

Be visible within the college including attending and participating in off- and on-campus functions.

Handle college community members interactions in a professional and courteous manner. Assist in conflict resolution efforts.

Anticipate guests needs in order to accommodate them and provide an exceptional college experience.

Monitor campus area on foot, checking for suspicious activity or persons, and report appropriately.

Speak using clear and professional language and appropriate student-friendly etiquette.

Develop and maintain positive working relationships with others, and support team and college to reach common goals.

Participate in training in handling crisis situations, which may arise at the college campus or off-campus property.

Participate in on-going professional development activities to promote personal growth, and awareness of best practices in higher education and maintaining high-quality customer/student services.

Offer suggestions for continuous quality/process improvement to the college management.

Perform other duties as assigned

Other Duties:

Some lifting of approximately 15-20lbs.

**Work
Environment:**

**Physical
Demands:**

- ☐ 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

Position Unit:

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

Employee_____ Date_____



Morton College

Job Description

Job Title: Events Manager

Range: Staff

Grant-Funded: NA

Reports to and Evaluated by: Vice President of Institutional Advancement

Required Qualifications:

The candidate will possess ~~a bachelor's~~ associates' degree in marketing or communications and a valid Illinois driver's license. A minimum of 2 years of experience in the areas of event planning, conference management, and marketing and/or public relations with demonstrated success in leading large-scale events. Must be able to interact well with students, faculty, staff and college community. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Ability to set priorities and meet deadlines, and be detailed oriented. Excellent customer service skills. Demonstrated word processing, database management and data entry skills. Must be able to work a flexible schedule including some evening & weekend hours.

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

Desirable Qualifications:

Proficiency in Spanish/English, both oral and written. ~~Master's~~ Bachelor's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of alumni relations and student engagement. Familiarity with budgets and public relations experience.

Job Summary:

The Events Coordinator is responsible for cultivating and enhancing Morton College's image through execution of events across campus for the college community. The Events Coordinator will be responsible to ensuring that events run efficiently, in a quality manner and with superior customer service.

This includes working with various college personnel to help develop, plan, implement and evaluate events and special functions. With the mission, vision and core values of Morton College central to the work, this position is an integral part of the Institutional Advancement team and is a key member in helping achieve the college's success.

Essential Job Functions

- Together with the Institutional Advancement team, will be responsible for creating and managing quality campus-wide events.
- Interacts effectively with a diverse group of guests including faculty, staff, students, alumni and community members
- Provides creative, appropriate, timely, and unique solutions for overall event plans and plays key role in executing each event, including at times being on site for events.
- Collaborates with student groups as necessary for marketing events and continues history of strong campus partnerships by building effective relationships with key stakeholders across the College.
- Coordinates requests for use of college space and other locations.
- Coordinates and oversees all event logistics, including but not limited to athletics, venue research and selection, security, catering, transportation, floral installations, floor plan, linen, equipment, audio-visual, and custodial services per event
- Coordinates event logistics including space reservations, set-up, audio/visual needs, event parking and catering services.
- Ensures that event details including communication, venues, presenters, travel arrangements, materials, refreshments and technology are arranged and completed in an appropriate and timely manner.
- Researches information to resolve problems or issues.
- Based on event analysis, feedback and competitive intelligence, identifies opportunities to improve and enhance events.
- Build and maintain a campus events calendar

Other Duties:

- Perform other job-related duties as assigned by the Vice President of Institutional Advancement

Work Environment:

Work is generally performed in an office setting. Some work and supervision will be on the Athletic Fields, Athletic Facility, and

events. Due to position requirements, Events Manager may conduct their work at off-campus sites.

**Physical
Demands:**

Position Unit:

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

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

Employee _____ **Date** _____

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

PROPOSED ACTION: THAT THE BOARD APPROVE Earliana McLaurin AS A NEW Instructional Technologist Liaison FOR THE Arts and Sciences Department WITH AN EFFECTIVE START DATE OF 04/04/22.

RATIONALE

Needed to continue to support the development of Morton College's online learning

COST ANALYSIS:

17.62 per hour

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

PROPOSED ACTION: THAT THE BOARD APPROVE EMILY ERAZO AS A NEW PEER TUTOR IN SPEECH FOR THE COLLEGE TUTORING DEPARTMENT WITH AN EFFECTIVE START DATE OF March 16, 2022.

RATIONALE

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

COST ANALYSIS:

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

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

PROPOSED ACTION: THAT THE BOARD APPROVE ANTHONY JENKINS AS A NEW PART-TIME BIOLOGY TUTOR FOR THE COLLEGE TUTORING DEPARTMENT WITH AN EFFECTIVE START DATE OF March 24, 2022.

RATIONALE

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

COST ANALYSIS:

\$21/hr. (Less than 20 hours per week)

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

PROPOSED ACTION: THAT THE BOARD APPROVE YOSELIN VILLEGAS AS A NEW PEER TUTOR IN ASTRONOMY FOR THE COLLEGE TUTORING DEPARTMENT WITH AN EFFECTIVE START DATE OF March 16, 2022.

RATIONALE

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

COST ANALYSIS:

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

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE ERIC GUITIERREZ AS A NEW STUDENT AIDE FOR THE CIS NETWORKING LABS 313B AND 314B WITH AN EFFECTIVE START DATE OF 3/29/22.

RATIONALE:

- To assist in the setup and proactive maintenance of computer labs and its network.
- To perform routine hardware checks and assist other technical staff in the resolution of hardware and software installations and repairs.
- To perform various inventory control tasks including the preparation of lab purchases orders for general supplies.
- To provide technical support to adjunct instructors.
- To answer technical questions from end-users.
- Host open labs for students to come and do their work.
- Monitor System Backups and have them be completed.

COST ANALYSIS: Federal Work Study Program at \$12.00/hour,
Limit 15 hours/week

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE JACQUEINE A MEDINA **AS A NEW** STUDENT AIDE FOR THE CIS NETWORKING LABS 313B AND 314B WITH AN EFFECTIVE START DATE OF 3/29/22.

RATIONALE:

- To assist in the setup and proactive maintenance of computer labs and its network.
- To perform routine hardware checks and assist other technical staff in the resolution of hardware and software installations and repairs.
- To perform various inventory control tasks including the preparation of lab purchases orders for general supplies.
- To provide technical support to adjunct instructors.
- To answer technical questions from end-users.
- Host open labs for students to come and do their work.
- Monitor System Backups and have them be completed.

COST ANALYSIS: Federal Work Study Program at \$12.00/hour,
Limit 15 hours/week

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE FERNANDO HERNANDEZ AS A NEW STUDENT HELPER FOR THE FITNESS CENTER WITH AN EFFECTIVE START DATE OF MARCH 28, 2022.

RATIONALE : As a component of the Skills for Daily Living Program, students receive work skills experience while working in on campus positions. As a Student Helper in the fitness center, students will assist fitness center staff and learn a variety of skills that will hopefully result in students being able to attain employment off campus.

COST ANALYSIS: \$12/hr.

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

PROPOSED ACTION: THAT THE BOARD APPROVE LORENA GARCIA AS A NEW STUDENT HELPER FOR THE FITNESS CENTER WITH AN EFFECTIVE START DATE OF MARCH 28, 2022.

RATIONALE : As a component of the Skills for Daily Living Program, students receive work skills experience while working in on campus positions. As a Student Helper in the fitness center, students will assist fitness center staff and learn a variety of skills that will hopefully result in students being able to attain employment off campus.

COST ANALYSIS: \$12/hr.

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

PROPOSED ACTION: THAT THE BOARD APPROVE COURTNEY PRICE AS A NEW STUDENT HELPER FOR THE FITNESS CENTER WITH AN EFFECTIVE START DATE OF MARCH 28, 2022.

RATIONALE : As a component of the Skills for Daily Living Program, students receive work skills experience while working in on campus positions. As a Student Helper in the fitness center, students will assist fitness center staff and learn a variety of skills that will hopefully result in students being able to attain employment off campus.

COST ANALYSIS: \$12/hr.

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

PROPOSED ACTION: THAT THE BOARD APPROVE VICTOR ALVARADO AS A NEW STUDENT HELPER FOR THE FITNESS CENTER WITH AN EFFECTIVE START DATE OF MARCH 28, 2022.

RATIONALE : As a component of the Skills for Daily Living Program, students receive work skills experience while working in on campus positions. As a Student Helper in the fitness center, students will assist fitness center staff and learn a variety of skills that will hopefully result in students being able to attain employment off campus.

COST ANALYSIS: \$12/hr.