



**Morton College**

**Public Regular Board Meeting**

**Wednesday, October 26, 2022, 11 :00 AM**



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

Agenda for the Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 11:00 AM on Wednesday, October 26, 2022, in the Henry J. Vais Gymnasium, Building E , 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 - Osvaldo Perez

6. President's Report

6.1. Finance Review

7. 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 placed later on the agenda at the discretion of the Board.

7.1. Approval of the correction to the July 7, 2022, minutes. Minutes should state, "The regular Board meeting was called to order by Board Chair, Frances Reitz at 11:04 AM on Thursday, July 7, 2022."

7.2. Approval of the correction to the August 24, 2022, minutes. Minutes should state, "Trustee Reitz made a motion to approve the Consent Agenda, which includes agenda items 11.1 to 11.33.2, as listed below."

7.3. Approval of the Minutes of the Regular Board Meeting held on September 28, 2022

7.4. Approval and ratification of accounts payable and payroll for the month of September 2022, in the amount of \$4,358,191.00 and budget transfers in the amount of \$23,460.00.

7.5. Approval of the Monthly Budget Report for fiscal year to date ending in September 2022.

7.6. Approval of the Treasurer's Report for September 2022.

7.7. Approval of the changes in Curriculum.

7.8. Approval of the out-of-state travel for the women's soccer team to Tucson, AZ., from November 13 - 20, 2022, at an approximate cost of \$15,500.00

7.9. Approval of the out-of-state travel for the men's soccer team to Tucson, AZ., from November 13 - 20, 2022, at an approximate cost of \$15,500.00.

7.10. Approval of the out-of-state travel of the women's volleyball team to Cedar Rapids, IA, from November 16-20, 2022, at an approximate cost of \$13,000.00.

7.11. Approval of the out-of-state travel of the women's basketball team to Muskegon, MI., from November 18-19, 2022, at a cost of \$6,000.00.

7.12. Approval of the out-of-state travel of the men's basketball team to Dowagiac, MI., from December 16 - 19, 2022, at an approximate cost of \$9,500.00.

7.13. Approval of the out-of-state travel of the women's basketball team to Miami, FL, from December 17 - 20, 2022, at an approximate cost of \$20,600.00.

7.14. Approval of the out-of-state travel of the women's wrestling team to Adrian, MI., from November 12 - 13, 2022, at an approximate cost of \$640.00.

7.15. Approval of the out-of-state travel of the men's wrestling team to Muskegon, MI., from November 4 - 5, 2022, at an approximate cost of \$2,270.00.

7.16. Approval of the out-of-state of the men's and women's wrestling team to St. Charles, MO., from November 18 - 20, 2022, at an approximate cost of \$5,330.00.

7.17. Approval of the out-of-state travel of the men's wrestling team to Dearborn, MI, from December 2 - 3, 2022, at an approximate cost of \$2,360.00

7.18. Approval of the 10% temporary salary increase for Liliana Raygoza, Human Resources Support Specialist, to assist with responsibilities of the HR Coordinator, effective November 1, to January 31, 2023.

7.19. Approval of the 10% temporary salary increase for Anayeli Fuentes, Human Resources Generalist, to assist with responsibilities of the HR Coordinator, effective November 1, to January 31, 2023.

7.20. Approval of the 10% salary increase temporary work assignment for Clara Martinez, to assist with responsibilities of the Simulation Coordinator, effective October 4, to December 16, 2022.

7.21. Approval of Sergeant Joseph Feulner salary adjustment, to supervise afternoon duties and tasks, \$51,501.00, effective October 31, 2022.

7.22. Approval of Ford Motor Company MLR License Agreement for automotive student service educational training.

7.23. Approval of the resolution adopting an educational affiliation agreement with Physical Therapy Providers, Inc.

7.24. Approval of the renovation of the Innovation Room collaborative workspace, by Bee Liner Lean Services, in the amount of \$46,635.00.

7.25. Approval of the renewal of the resolution adopting a clinical affiliation agreement with Illinois Pain Clinic for Health Science clinicals.

7.26. Approval of the International Nursing Association of Clinical and Simulation Learning membership, in the amount of \$606.00.

7.27. Approval of the replacement of Building E access doors, by Bee Liner Lean Services, in the amount of \$46,650.00.

7.28. Approval of the renewal of the clinical affiliation agreement with Corazon Community Services for Health Science clinicals.

7.29. Approval of the renewal of the Higher Education Recruitment Consortium, in the amount of \$3,450.00.

7.30. Approval of the agreement with 3OE Higher Education Solutions for professional services to provide ongoing assistance and support to the Project Director and Principal Investigator for year four of activities associated with implementation of the Department of Education five-year Title III Grant-MC SUCCESS STEM, effective from November 1, 2022, to June 30, 2022, in the amount of \$34,664.00.

7.31. Approval of a three-year service agreement with Mesirow Insurance Service, Inc., an Alliant-owned company, in the amount of \$50,000.00 annually.

7.32. Approval of the following Facility Use Permits

7.32.1. Girl Scouts Grater Chicago & Northwest Indiana SU 540, 542, & 548, Lecture Room, November 10, 2022.

7.33. Approval of Job Descriptions

7.33.1. ACTE Student Aide

7.33.2. Director of Culinary Arts and Services

7.33.3. Director of ACTE Grants and Compliance

7.33.4. Director of Student Activities

7.33.5. Human Resources Benefits Specialist

7.34. Approval of Full-Time Employment

7.34.1. Martha Padilla, Evening Custodian, effective October 17, 2022.

7.34.2. Alberto Sanchez, Campus Police, effective October 31, 2022.

7.34.3. Hector Jaimes, Campus Police, effective October 31, 2022.

7.34.4. Rebecca Angevine, Project Care and Adult Education Liaison, \$53,851.00, effective October 31, 2022.

7.35. Approval of Part-Time Employment

7.35.1. Martello Gillespie, CIS/CPS Student Aide, \$12.00 per hr, effective October 3, 2022.

7.35.2. Brenda Villegas, Childhood Learning Center Service Aide, \$15.13 per hr, effective October 31, 2022.

7.35.3. Kira Ballesteros, Peer Tutor, \$12.00 per hr, effective October 4, 2022.

7.35.4. Jonatan Gomez, Nursing Student Aide, \$12.00 per hr, effective October 31, 2022.

7.35.5. Naven Valdez, Help Desk Technician, \$15.00 per hr, effective October 31, 2022.

7.35.6. Inez Morales, Library Student Aide, \$12.00 per hr, effective October 5, 2022.

7.35.7. Carlos Figueroa Molero, Fitness Center Student Aide, \$12.00 per hr, effective October 24, 2022.

7.35.8. Kayla Long, Tutoring Center Student Aide, \$12.00 per hr, effective October 31, 2022.

7.36. Approval of Terminations

7.36.1. Kathleen Nugent, Coordinator of Simulation and Lab Learning for Health Careers, effective October 4, 2022.

7.37. Approval of Resignations

7.37.1. Chris Rathunde, Human Resources Coordinator, effective November 10, 2022.

8. Approval of the tentative estimated 2022 Tax Levy of \$11,107,261.00, which represents a 4.97% or a \$526,153.00 increase from the \$10,581,108.00 Cook County extended 2021 levy.

9. First reading of the Tuition Reimbursement Board Policy 2.12A for Classified Exempt staff.

10. First reading of the Tuition Reimbursement Board Policy 2.12B for Administrative staff.

11. Closed Session

Approval to adjourn to Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of Morton College pursuant to 5 ILCS 120/2(c)(1) and collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules or one or more classes of employees pursuant to 5 ILCS 120/2(c)(2).

12. Approval to rescind approval of August 24, 2022, Board Meeting consent agenda item 11.26 - Approval of fy23 Non-union Compensation and employment agreements, as submitted.

13. Approval of fy23 non-union compensation and employment agreements (as amended and submitted.)

14. Adjournment

No Regular Board Meeting in November. Special Meeting of the Board for a Board Retreat on Wednesday, November 16, 2022, 8:30 AM to 3 PM at The Elm, La Grange.

# **Student Member of the Board of Trustee's Report**

## **October**

### **FAFSA/RISE ACT APPLICATION**

**October 3rd**

The Financial Aid department hosted an event helping students complete their applications for the upcoming school year.

### **Everyday Dirty Work**

**October 11th**

The Student Activities Department hosted a book discussion and signing with Author Wilfredo Alvarez. There were over 40 individuals in attendance including students and faculty/staff. The discussion surrounded Dr. Wilfredo's book "Everyday Dirty Work" exploring communication practices in the workplace, specifically those in custodial roles.

### **Scholarship 1-1 Support**

**Financial Aid**

**October 12th**

This event allows students to get the full attention from a financial aid staff in helping them complete scholarships as well as any applications required for FAFSA/RISE ACT.

### **CAB Halloween Activity**

**October 24th**

This event is a pumpkin decorating contest which allows students to get into the spooky spirit.

### **Cupcake w/ a Cop**

**October 25th**

This event allows students to get to know their local law enforcement on campus as well as become more educated on what goes on behind the scenes to make sure students are safe.

### **Movie Night**

**October 26th**

An event to unite the student body in a fun and non stressful way.

### **A.G.U Tournament**

**October 29th**

An event to have fun with students and show their true selves in a fun environment. Where everyone plays games and the last one standing wins a prize!

# Student Member of the Board of Trustee's Report

## October

### **Dia de los Muertos**

#### **October 31st**

An event to celebrate Day of the dead. A representative from the National Mexican Museum of Art will be hosting the workshop.

### **Scholarships:**

Hope Scholarship | Deadline: October 16, 2022

### **HACU**

An event that took place in San Diego where 5 students from Morton college had the opportunity to take part in it. The event helped students learn to network with major companies and hear leaders at these companies speak. It was an amazing opportunity that I was lucky to have taken part in.

**PROPOSED ACTION:** THAT THE BOARD APPROVES THE CORRECTION TO THE JULY 7, 2022, MINUTES. MINUTES SHOULD STATE; "THE SPECIAL BOARD MEETING WAS CALLED TO ORDER BY BOARD CHAIR, FRANCES REITZ AT 11:04 AM ON THURSDAY, JULY 7, 2022."

**RATIONALE:** Correction of approved minutes on the September BOT regular meeting.

**COST ANALYSIS:** None

**ATTACHMENT:** None



**PROPOSED ACTION:** THAT THE BOARD APPROVES THE CORRECTION TO THE AUGUST 24, 2022, MINUTES. MINUTES SHOULD STATE; "TRUSTEE REITZ MADE A MOTION TO APPROVE THE CONSENT AGENDA, WICH INCLUDES AGENDA ITEMS 11.1 TO 11.22.2, AS LISTED BELOW."

**RATIONALE:** Correction of approved minutes on the September BOT regular meeting.

**COST ANALYSIS:** None

**ATTACHMENT:** None



## MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527  
COOK COUNTY, ILLINOIS  
Minutes for the Regular Meeting  
Wednesday, September 28, 2022

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

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, September 28, 2022, beginning at 11:05 p.m.

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

Attendees recited the Pledge of Allegiance

### **3. Roll Call**

#### **Present:**

Frances F. Reitz, Trustee  
Anthony Martinucci, Trustee  
Jose Collazo, Trustee  
Susan Grazzini, Trustee  
Charles Hernandez, Trustee  
Oscar Montiel, Trustee  
Osvaldo Perez, Student Advisory

#### **Absent:**

Susan Banks, Trustee

#### **Also Present:**

Dr. Stan Fields, President  
Edward Wong, Attorney

### **4. Citizen Comments-** None

### **5. Reports**

#### ***5.1. ICCTA – ACCT-*** None

#### ***5.2. Student Member-*** Osvaldo Perez

Student Trustee Osvaldo Perez gave his monthly report on student activities which took place during the month of September 2022.

## **6. President's Report**

### ***6.1. Finance Review***

Mireya Perez, Chief of Financial Officer / Treasurer provided an overview of the institution's finances for the month of August 2022, including the Operating Fund, Revenues and Expenditures, and Education Fund Expenditures.

## **7. Consent Agenda**

Trustee Martinucci made a motion to establish the Consent Agenda, which includes agenda items 7.1 to 7.28.2, as listed below.

Trustee Grazzini seconded the motion

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

Nays: None      Absent: Banks      Motion Carried

Trustee Martinucci made a motion to approve the consent agenda, which includes agenda items 7.1 to 7.28.2, as listed below.

Trustee Collazo seconded the motion

Ayes: Trustee, Collazo, Grazzini, Hernandez, Martinucci, Montiel, Reitz, Student Advisory Perez.

Nays: None      Absent: Banks      Motion Carried

7.1. Approval of the Minutes of the Special Meeting held on July 7, 2022, Special Board Meeting held on August 11, 2022, Special Board Meeting held on August 15, 2022, Regular Board Meeting, and Public Hearing of the fy23 Budget held on August 24, 2022.

7.2. Approval and ratification of accounts payable and payroll for the month of August 2022, in the amount of \$4,336,257.00, and budget transfers, in the amount of \$0.

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

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

7.5. Approval of the American Association of Community Colleges, AACC continued membership, in the amount of \$6,461.00.

7.6. Approval of the employment status of Tenure and Non-Tenure instructors for the academic year 2022-2023.

7.7. Approval of the out-of-state travel for the women's basketball team to Lawrence, Kansas, from October 14-15, 2022, with the approximate cost of \$7,500.00.

- 7.8. Approval of the out-of-state travel for the women's basketball team to Phoenix, Arizona, from November 9-13, 2022, with the approximate cost of \$10,000.00.
- 7.9. Approval of the out-of-state travel of five students and two advisors to the Hispanic Association of College and Universities, HACU 36th Annual Conference, in San Diego, CA, October 6-11, 2022, with the approximate cost of \$14,284.00.
- 7.10. Approval of the changes in Curriculum.
- 7.11. Approval of the renewal of the resolution adopting an affiliation agreement with Renewal Rehab, LLC.
- 7.12. Approval the American Association for Paralegal Education, AAFPE membership, in the amount of \$519.75.
- 7.13. Approval of the Illinois Council of Community College Presidents, ICCCP membership, in the amount of \$4,250.00.
- 7.14. Approval of the NJCAA Men's Region IV membership, in the amount of \$3,550.00.
- 7.15. Approval of the NJCAA Women's Region IV membership, in the amount of \$3,200.00.
- 7.16. Approval of the agreement with Robert Half International, Inc., to provide accounting services, in the amount not to exceed \$45,000.00.
- 7.17. Approval of the 10% temporary work assignment for Suzanna Raigoza, to help with grant accountant duties, \$1,950, effective August 16 through October 31, 2022.
- 7.18. Approval of the Overload Employment Report for fall semester 2022, in the amount of \$335,632.84, pending additional class cancelations and/or additions.
- 7.19. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA), for Lisa Mathelier in the Adult Education Department, effective August 22, 2022.
- 7.20. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA), for Meredith Watkins, in the Nursing Department, effective August 22, 2022.
- 7.21. Approval of the out-of state travel of the Board Trustees, Susan Grazzini and Frances Reitz, to attend the 53rd ACCT Leadership Congress in New York, NY, October 26-29, 2022, with the approximate cost of \$7,900.00.
- 7.22. Approval of the following Facility Use Permit
- 7.22.1. OTHRAM, Inc., JPAC Theater, November 7, 2022, from 8 AM to 2 PM, at no cost.
  - 7.22.2. Real Estate Institute REI, Saturday, October 22, 2022, from 8 AM -5 PM, at no cost.
- 7.23. Approval of New Job Descriptions
- 7.23.1. Public Safety Cadet Student Aide
  - 7.23.2. Theater Student Aide
  - 7.23.3. Theater Tech Student Aide
  - 7.23.4. Human Resources Student Aide

#### 7.24. Approval of Updated Job Descriptions

7.24.1. Project Care and Adult Education Liaison

7.24.2. HVAC Technician

7.24.3. Peer Tutor Student Aide

#### 7.25. Approval of Full-Time Employment

7.25.1. Angelica Alvarado, Admission and Records Clerk I, effective October 3, 2022.

7.25.2. Gabriela Mata, Director of College Community Experience, \$85,001.00, effective October 3, 2022.

7.25.3. Raul Martinez, HVAC Mechanic, \$70,402.97, effective October 3, 2022.

7.25.4. Adam Bradley, Maintenance Foreman, \$65,000.00, effective October 3, 2022.

7.25.5. Brandie Windham, Dean of Liberal Arts and Sciences & Director of Guided Pathways, \$108,000.00, effective September 29, 2022.

7.25.6. Sandra Salas, Student Counselor, effective October 3, 2022.

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

7.26.1. Nathan Garza, Multimedia Student Aide, \$12.00 per hr, effective August 29, 2022.

7.26.2. Cheyenne Harris, Peer Tutor, \$12.00 per hr, effective August 29, 2022.

7.26.3. Gustavo Cortiñas Fouilloux, Humanities Adjunct Instructor, effective September 6, 2022.

7.26.4. Christian Lezama Cardoso, Fitness Center Student Aide, \$12.00 per hr, effective September 12, 2022.

7.26.5. Mauricio Guerrero Bucio, One Stop Center Specialist, effective October 3, 2022.

7.26.6. Miguel Mercado, Multimedia Student Aide, \$12.00 per hr, effective September 12, 2022.

7.26.7. Irene Velazquez, Library Student Aide, \$12.00 per hr, effective September 12, 2022.

7.26.8. Jacqueline Alvarez, Library Student Aide, \$12.00 per hr, effective September 12, 2022.

7.26.9. Paolo Zavala, Fitness Center Specialist, effective October 3, 2022.

7.26.10. Matheus M. Santos, Institutional Advancement Student Aide, \$12.00 per hr, effective September 13, 2022.

7.26.11. Joao V. Rosito, Institutional Advancement Student Aide, \$12.00 per hr, effective September 13, 2022.

7.26.12. Dayanara Diaz, Panther Pantry Service Aide, effective October 3, 2022.

7.26.13. Landon Barber, Sociology Adjunct Instructor, effective September 14, 2022.

7.26.14. Jacelyn Zamora, Dean of Students' Office Student Aide, \$12.00 per hr, effective October 3, 2022.

7.26.15. Vivian Velazquez, One Stop Center Specialist, effective September 19, 2022.

7.26.16. Patricia Haro, One Stop Center Specialist, effective September 19, 2022.

7.26.17. Tiffany Becerra, One Stop Center Specialist, effective September 19, 2022.

7.26.18. Lincoln Pinto, Business Tutor, effective October 3, 2022.

7.27. Approval of Resignations

7.27.1. Manuel Becerra, Fitness Center Specialist, effective October 1, 2022.

7.27.2. Angel Rivas, Custodian, effective September 25, 2022.

7.27.3. Christian Erickson, Sociology Adjunct Instructor, effective August 26, 2022.

7.27.4. Rodolfo Yanez, Student Success Coach, effective September 21, 2022.

7.28. Approval of Terminations

7.28.1. Miguel Gutierrez, Peer Tutor, effective September 12, 2022.

7.28.2. Emily Erazo, Peer Tutor, effective September 12, 2022.

## **8. Closed Session**

Trustee Martinucci made a motion to adjourn the open session and convene to closed session to discuss and consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of Morton College pursuant to [5 ILCS 120/2(c)(1)] and collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules or one or more classes of employees pursuant to [5 ILCS 120/2(c)(1)].

Trustee Collazo seconded the motion

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

Nays: None      Absent: Banks      Motion Carried

The Board went into Closed session at 11:17 AM in the Green Room

## **Return to Open Session**

Trustee Martinucci made a motion to convene to open session

Trustee Collazo seconded

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

Nays: None      Absent: Banks, Trustee Hernandez left at some point during the Close Session

Motion Carried

The Board returned to Open Session at 12:01 PM

## **9. Adjournment**

Trustee Martinucci moved to adjourn the Regular Meeting of the Board

Trustee Collazo seconded the motion

All were in favor. Motion carried

The meeting was adjourned at 12:02 PM

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Frances Reitz  
Board Chair

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Jose Collazo  
Secretary

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** FW: Action Item 8.1 for 10/26/2022 Board Meeting  
**Date:** Monday, October 17, 2022 12:12:47 PM  
**Attachments:** [Board AS Totals 9.30.22.pdf](#)  
[BT 9.30.22.pdf](#)  
[Over 10k Oct 2022.pdf](#)  
[Check Register Sept 2022.pdf](#)

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Thank you,



**Mireya Perez**  
Chief Financial Officer/Treasurer  
**P:** (708) 656-8000, Ext. 2289  
**E:** [mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)  
[www.morton.edu](http://www.morton.edu)

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Monday, October 17, 2022 11:57 AM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.1 for 10/26/2022 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF SEPTEMBER 2022 IN THE AMOUNT OF \$4,358,191 AND BUDGET TRANSFERS IN THE AMOUNT OF \$23,460 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



BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of September 2022, be approved and/or ratified in the amount of \$4,358,191 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements -		
Monthly	09/30/2022	1,963,230
Payroll	09/15/2022	807,007
Payroll	09/30/2022	809,984
Student Refunds	09/30/2022	<u>776,507</u>
		4,356,728

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	09/30/2022	<u>1,463</u>
TOTAL ALL FUNDS		<u>\$4,358,191</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$23,460 be approved as outlined on the attached Journal No. 1-1 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 26th day of October by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

<b>Morton College</b>				
<b>Budget Transfers</b>				
<b>September 2022</b>				
		<b>GL Account</b>	<b>Description</b>	<b>Debit      Credit</b>
	1	06-0000-99212-420900000	Preschool For All: Other IL Governmental Sources	3,339
		06-4090-99212-510200100	Preschool For All: Professional/Tech	4,870
		06-4090-99212-510200200	Preschool For All: Professional Staff-PT	9,975
		06-4090-99212-520100100	Preschool For All: Group Medical Ins	14,000
		06-4090-99212-520100300	Preschool For All: Dental Insurance	250
		06-4090-99212-520100400	Preschool For All: Life Insurance	350
		06-4090-99212-520500000	Preschool For All: Medicare	3,000
		06-4090-99212-520800005	Preschool For All: SURS Medical Ins	600
		06-4090-99212-540100100	Preschool For All: Office Supplies	250
		06-4090-99212-540100200	Preschool For All: Instr Supplies	4,711
		06-4090-99212-540100900	Preschool For All: Other Supplies	1,185
		06-4090-99212-550100005	Preschool For All: Meeting Expense	250
		06-4090-99212-550100010	Preschool For All: Field Trips	140
		06-4090-99212-550100015	Preschool For All: Meal Money	4,000
			<b>Total Budget Transfers</b>	<b>23,460      23,460</b>

17 Oct 2022  
12:10

ACCOUNTS PAYABLE CHECK REGISTER  
Period 09/01/2022 - 09/30/2022

Page 1

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0107510	09/02/22	Recon	0001350	APTA	V0167291	08/22/22		3,705.00		3,705.00
								3,705.00		3,705.00
0107511	09/02/22	Recon	0205805	CF Ruffled Feathers Arci	V0167554	08/30/22		2,080.00		2,080.00
								2,080.00		2,080.00
0107512	09/02/22	Recon	0085548	Geanabelle Chapp	V0167461	08/25/22		36.96		36.96
								36.96		36.96
0107513	09/02/22	Recon	0212341	Noah J. Chase	V0167566	08/30/22		100.00		100.00
								100.00		100.00
0107514	09/02/22	Recon	0205769	Dwayne Cruz	V0167530	08/26/22		350.00		350.00
								350.00		350.00
0107515	09/02/22	Outst	0205769	Dwayne Cruz	V0167532	08/26/22		350.00		350.00
								350.00		350.00
0107516	09/02/22	Recon	0205769	Dwayne Cruz	V0167531	08/26/22		350.00		350.00
								350.00		350.00
0107517	09/02/22	Recon	0215387	Cassandra J. Darschewski	V0167567	08/30/22		900.00		900.00
								900.00		900.00
0107518	09/02/22	Recon	0212368	J. Gary Dennis	V0167766	08/31/22		1,000.00		1,000.00
								1,000.00		1,000.00
0107519	09/02/22	Recon	0208811	Stephen Dowjotas	V0167560	08/30/22		4,000.00		4,000.00
								4,000.00		4,000.00
0107520	09/02/22	Recon	0208811	Stephen Dowjotas	V0167561	08/30/22		640.00		640.00
								640.00		640.00
0107521	09/02/22	Recon	0000931	Mr. Juan M. Franco	V0167534	08/26/22		320.00		320.00
								320.00		320.00
0107522	09/02/22	Recon	0178521	Mara F. Galeno	V0167499	08/25/22		247.62		247.62
					V0167718	08/31/22		384.00		384.00

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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
								631.62		631.62
0107523	09/02/22	Outst	0170257	Mr. Guillermo Gasca, Jr.	V0167503	08/25/22		116.33		116.33
								116.33		116.33
0107524	09/02/22	Recon	0202943	Susan K. Grazzini	V0167552	08/29/22		434.20		434.20
								434.20		434.20
0107525	09/02/22	Recon	0189759	Mrs. Amy Green	V0167471	08/25/22		139.95		139.95
								139.95		139.95
0107526	09/02/22	Recon	0208915	Keep It Moving Media LLC	V0167540	08/29/22		1,600.00		1,600.00
								1,600.00		1,600.00
0107527	09/02/22	Outst	0209713	Joshua T. Kwiatkowski	V0167555	08/30/22		60.00		60.00
								60.00		60.00
0107528	09/02/22	Recon	0193312	Kyra Leigh	V0167716	08/31/22		128.00		128.00
								128.00		128.00
0107529	09/02/22	Recon	0201851	Natalie E. Mendoza-sanch	V0167558	08/30/22		75.00		75.00
								75.00		75.00
0107530	09/02/22	Recon	0212798	Sergio A. Orellana	V0167529	08/26/22		50.00		50.00
								50.00		50.00
0107531	09/02/22	Recon	0204709	Kiana Roman	V0167557	08/30/22		60.00		60.00
								60.00		60.00
0107532	09/02/22	Recon	0209667	Robert L. Salas	V0167724	08/31/22		144.00		144.00
								144.00		144.00
0107533	09/02/22	Recon	0197693	Mr. Alejandro Sanchez	V0167592	08/30/22		84.00		84.00
								84.00		84.00
0107534	09/02/22	Recon	0160304	Mrs. Melissa M. Stanukin	V0167543	08/29/22		52.00		52.00
								52.00		52.00

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0107535	09/02/22	Recon	0001161	State Univ Retirement Sy	V0167542	08/29/22		851.93		851.93
								851.93		851.93
0107536	09/02/22	Recon	0214050	Amy Tamez	V0167252	08/19/22		24.99		24.99
								24.99		24.99
0107537	09/02/22	Recon	0055604	Ana L. Valdez	V0167593	08/30/22		249.99		249.99
								249.99		249.99
0107538	09/02/22	Recon	0209668	Nikolas Radenkovich	V0167533	08/26/22		50.00		50.00
								50.00		50.00
0107539	09/09/22	Recon	0024766	Miriam V. Andablo	V0167877	09/02/22		210.00		210.00
								210.00		210.00
0107540	09/09/22	Recon	0052335	Andy Avalos	V0167772	08/31/22		300.00		300.00
								300.00		300.00
0107541	09/09/22	Recon	0215508	Douglas R. Barnes, Jr.	V0167895	09/06/22		30.00		30.00
								30.00		30.00
0107542	09/09/22	Recon	0161316	Justin Basovsky	V0167904	09/06/22		260.00		260.00
								260.00		260.00
0107543	09/09/22	Recon	0075665	Emanueal J. Buckley	V0167863	09/01/22		1,000.00		1,000.00
								1,000.00		1,000.00
0107544	09/09/22	Recon	0000995	Bureau Water/Sewer Town	V0167894	09/06/22		278.09		278.09
					V0167906	09/07/22		198.10		198.10
					V0167907	09/07/22		663.85		663.85
					V0167910	09/07/22		198.10		198.10
					V0167911	09/07/22		198.10		198.10
					V0167912	09/07/22		198.10		198.10
					V0167913	09/07/22		237.72		237.72
								1,972.06		1,972.06
0107545	09/09/22	Recon	0094966	Mr. Antonio J. Clemente	V0167926	09/07/22		425.00		425.00
								425.00		425.00

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0107546	09/09/22	Recon	0212726	Amari T. Cole	V0167920	09/07/22		50.00		50.00
								50.00		50.00
0107547	09/09/22	Recon	0205769	Dwayne Cruz	V0167878	09/02/22		525.00		525.00
								525.00		525.00
0107548	09/09/22	Outst	0215415	The Dukes Group LLC	V0167868	09/01/22		973.56		973.56
								973.56		973.56
0107549	09/09/22	Recon	0214508	Kaylen S. Evans	V0167922	09/07/22		25.00		25.00
								25.00		25.00
0107550	09/09/22	Recon	0202383	Flexible Benefit Service	V0167882	09/06/22		385.00		385.00
								385.00		385.00
0107551	09/09/22	Recon	0000931	Mr. Juan M. Franco	V0167893	09/06/22		320.68		320.68
								320.68		320.68
0107552	09/09/22	Recon	0000931	Mr. Juan M. Franco	V0167881	09/02/22		480.00		480.00
								480.00		480.00
0107553	09/09/22	Outst	0194384	Jesus A. Frias	V0167838	08/31/22		300.00		300.00
								300.00		300.00
0107554	09/09/22	Recon	0212851	Get Moore Softball	V0167924	09/07/22		480.00		480.00
								480.00		480.00
0107555	09/09/22	Recon	0210775	Timothy Gyoerkoes	V0167902	09/06/22		130.00		130.00
								130.00		130.00
0107556	09/09/22	Recon	0187329	Jesus S. Hernandez	V0167839	08/31/22		300.00		300.00
								300.00		300.00
0107557	09/09/22	Recon	0021828	Dean S. Hoskin	V0167903	09/06/22		130.00		130.00
								130.00		130.00
0107558	09/09/22	Recon	0214491	Claire Hyde	V0167921	09/07/22		25.00		25.00
								25.00		25.00

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0107559	09/09/22	Recon	0208631	Leia B. James	V0167899	09/06/22		50.00		50.00
								50.00		50.00
0107560	09/09/22	Outst	0211767	Thomas P. Lentine	V0167896	09/06/22		110.00		110.00
								110.00		110.00
0107561	09/09/22	Recon	0215507	The Lira Ensemble	V0167905	09/06/22		7,000.00		7,000.00
								7,000.00		7,000.00
0107562	09/09/22	Recon	0198741	Josue Lopez	V0167841	08/31/22		300.00		300.00
								300.00		300.00
0107563	09/09/22	Recon	0198890	Andy X. Lugo	V0167773	08/31/22		300.00		300.00
								300.00		300.00
0107564	09/09/22	Recon	0184177	Oscar E. Mares Vazquez	V0167901	09/06/22		30.00		30.00
								30.00		30.00
0107565	09/09/22	Recon	0156559	Raymundo Molina	V0167915	09/07/22		30.00		30.00
								30.00		30.00
0107566	09/09/22	Recon	0187216	Mr. Neil J. Moss	V0167898	09/06/22		80.00		80.00
								80.00		80.00
0107567	09/09/22	Recon	0001133	Pitney Bowes Inc	V0167930	09/08/22		500.00		500.00
								500.00		500.00
0107568	09/09/22	Recon	0209668	Nikolas Radenkovich	V0167880	09/02/22		75.00		75.00
								75.00		75.00
0107569	09/09/22	Outst	0000787	Mrs. Monica Rosas	V0167871	09/02/22		497.19		497.19
								497.19		497.19
0107570	09/09/22	Recon	0209212	Simon P. Steiner	V0167914	09/07/22		150.00		150.00
								150.00		150.00
0107571	09/09/22	Recon	0215515	Trejo 4.0 Productions, I	V0167890	09/06/22		10,000.00		10,000.00

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								10,000.00		10,000.00
0107572	09/09/22	Recon	0055604	Ana L. Valdez	V0167569	08/30/22		151.48		151.48
								151.48		151.48
0107573	09/09/22	Recon	0195274	Marco A. Villegas, SR	V0167844	08/31/22		300.00		300.00
								300.00		300.00
0107574	09/09/22	Recon	0215509	Dante Vizconde	V0167900	09/06/22		30.00		30.00
								30.00		30.00
0107578	09/15/22	Recon	0190089	3OE Solutions	V0168124	09/14/22	B0004819	4,333.00		4,333.00
								4,333.00		4,333.00
0107579	09/15/22	Recon	0209709	Accurate Employment Scree	V0168010	09/09/22	B0004730	4,825.32		4,825.32
								4,825.32		4,825.32
0107580	09/15/22	Recon	0002355	ACEN	V0168038	09/09/22	P0012158	2,875.00		2,875.00
								2,875.00		2,875.00
0107581	09/15/22	Recon	0175113	Algor Plumbing	V0168025	09/09/22	B0004667	1,564.32		1,564.32
					V0168026	09/09/22	B0004667	204.40		204.40
					V0168187	09/14/22	P0012093	5,251.85		5,251.85
								7,020.57		7,020.57
0107582	09/15/22	Recon	0206735	All Pro Truck Driving Sc	V0167959	09/09/22	B0004893	6,800.00		6,800.00
					V0167960	09/09/22	B0004893	8,500.00		8,500.00
								15,300.00		15,300.00
0107583	09/15/22	Recon	0190802	All-Types Elevators Inc	V0168036	09/09/22	B0004672	548.00		548.00
								548.00		548.00
0107584	09/15/22	Recon	0188188	Amazon Capital Services	V0167936	09/08/22	B0004876	370.92		370.92
					V0167937	09/08/22	B0004787	622.00		622.00
					V0167938	09/08/22	B0004787	271.96		271.96
					V0167939	09/08/22	B0004826	183.09		183.09
					V0167940	09/08/22	B0004761	16.99		16.99
					V0167941	09/08/22	B0004880	178.90		178.90
					V0167942	09/08/22	B0004761	165.47		165.47
					V0167943	09/08/22	B0004787	114.28		114.28
					V0167944	09/08/22	B0004896	450.36		450.36



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					V0167945	09/08/22	B0004896	71.13		71.13
					V0167946	09/08/22	B0004876	125.56		125.56
					V0167947	09/08/22	B0004866	196.97		196.97
					V0167948	09/08/22	B0004734	99.15		99.15
					V0167978	09/09/22	B0004787	1,060.59		1,060.59
					V0167983	09/09/22	B0004773	17.43		17.43
					V0168065	09/12/22	B0004886	74.49		74.49
					V0168066	09/12/22	B0004880	19.92		19.92
					V0168111	09/14/22	B0004915	2,839.90		2,839.90
					V0168112	09/14/22	B0004773	11.97		11.97
					V0168173	09/14/22	P0012126	40.63		40.63
					V0168174	09/14/22	P0012145	269.00		269.00
					V0168190	09/14/22	P0012151	24.95		24.95
					V0168197	09/14/22	P0012131	128.49		128.49
					V0168199	09/14/22	P0012140	356.11		356.11
					V0168206	09/14/22	P0012050	564.66		564.66
					V0168213	09/15/22	B0004787	441.26		441.26
					V0168214	09/15/22	B0004901	379.30		379.30
					V0168231	09/15/22	B0004898	102.00		102.00
					V0168232	09/15/22	B0004901	27.02		27.02
					V0168233	09/15/22	B0004787	112.37		112.37
					V0168234	09/15/22	B0004886	55.04		55.04
					V0168235	09/15/22	B0004876	185.97		185.97
					V0168236	09/15/22	P0012135	1,199.98		1,199.98
					V0168237	09/15/22	B0004880	9.99		9.99
					V0168238	09/15/22	B0004885	277.92		277.92
								11,065.77		11,065.77
0107585	09/15/22	Recon	0000977	Apple, Inc.	V0168084	09/12/22	B0004904	14,380.00		14,380.00
					V0168085	09/12/22	B0004904	6,230.00		6,230.00
					V0168086	09/12/22	B0004904	2,745.00		2,745.00
					V0168087	09/12/22	B0004904	2,745.00		2,745.00
					V0168088	09/12/22	B0004904	7,194.00		7,194.00
					V0168089	09/12/22	B0004904	13,440.00		13,440.00
					V0168090	09/12/22	B0004904	5,580.00		5,580.00
					V0168091	09/12/22	B0004904	13,440.00		13,440.00
					V0168092	09/12/22	B0004903	299.00		299.00
					V0168093	09/12/22	B0004903	1,499.00		1,499.00
					V0168116	09/14/22	B0004911	1,899.00		1,899.00
					V0168117	09/14/22	B0004911	1,347.00		1,347.00
					V0168118	09/14/22	B0004911	5,318.00		5,318.00
								76,116.00		76,116.00
0107586	09/15/22	Recon	0001490	Arc One Electric	V0168013	09/09/22	B0004887	920.00		920.00
								920.00		920.00
0107587	09/15/22	Outst	0002866	Associated Attractions I	V0168194	09/14/22	P0012210	1,100.00		1,100.00

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								1,100.00		1,100.00
0107588	09/15/22	Recon	0000973	AT&T	V0167966	09/09/22	B0004679	3,826.76		3,826.76
								3,826.76		3,826.76
0107589	09/15/22	Recon	0000973	AT&T	V0168120	09/14/22	B0004679	923.58		923.58
								923.58		923.58
0107590	09/15/22	Recon	0000973	AT&T	V0168121	09/14/22	B0004679	928.02		928.02
								928.02		928.02
0107591	09/15/22	Recon	0001953	AT&T Mobility	V0168071	09/12/22	B0004722	2,102.00		2,102.00
								2,102.00		2,102.00
0107592	09/15/22	Recon	0156646	ATI Nursing Education	V0167956	09/09/22	B0004888	21,536.00		21,536.00
					V0167957	09/09/22	B0004888	10,881.00		10,881.00
								32,417.00		32,417.00
0107593	09/15/22	Recon	0001401	AZ Commercial	V0167967	09/09/22	B0004841	127.64		127.64
								127.64		127.64
0107594	09/15/22	Recon	0000983	B & H Photo-Video	V0168244	09/15/22	P0012061	995.00		995.00
								995.00		995.00
0107595	09/15/22	Recon	0196421	Balloons by Tommy	V0168193	09/14/22	P0012209	865.00		865.00
								865.00		865.00
0107596	09/15/22	Recon	0215394	Belec Electrical, Inc.	V0168004	09/09/22	B0004884	1,860.00		1,860.00
								1,860.00		1,860.00
0107597	09/15/22	Recon	0213545	Berwyn Garage	V0168242	09/15/22	P0012203	1,101.53		1,101.53
								1,101.53		1,101.53
0107598	09/15/22	Recon	0194510	Blades of Glory Inc	V0168029	09/09/22	B0004673	700.00		700.00
					V0168030	09/09/22	B0004673	700.00		700.00
					V0168032	09/09/22	B0004673	700.00		700.00
					V0168033	09/09/22	B0004673	700.00		700.00
					V0168034	09/09/22	B0004673	700.00		700.00
								3,500.00		3,500.00

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0107599	09/15/22	Recon	0166207	BSA	V0168133	09/14/22	B0004666	3,064.23		3,064.23
					V0168152	09/14/22	B0004666	1,719.04		1,719.04
								4,783.27		4,783.27
0107600	09/15/22	Recon	0001206	BSN Sports	V0168158	09/14/22	P0012032	253.00		253.00
					V0168180	09/14/22	P0012084	788.50		788.50
								1,041.50		1,041.50
0107601	09/15/22	Recon	0206652	Cajan Laundry II, LLC	V0168175	09/14/22	P0012162	36.00		36.00
								36.00		36.00
0107602	09/15/22	Recon	0001593	CDW-Government, Inc	V0168039	09/09/22	P0012012	157.98		157.98
					V0168159	09/14/22	P0012013	144.00		144.00
					V0168161	09/14/22	P0012012	179.54		179.54
					V0168162	09/14/22	P0012013	144.00		144.00
					V0168163	09/14/22	P0012013	432.00		432.00
					V0168164	09/14/22	P0012012	127.48		127.48
					V0168208	09/14/22	P0012087	23,760.00		23,760.00
					V0168209	09/14/22	P0012216	2,447.70		2,447.70
								27,392.70		27,392.70
0107603	09/15/22	Recon	0001713	Cicero Landscape Inc.	V0168179	09/14/22	P0012160	4,800.00		4,800.00
								4,800.00		4,800.00
0107604	09/15/22	Recon	0001195	Cintas Corporation	V0168018	09/09/22	B0004689	217.32		217.32
								217.32		217.32
0107605	09/15/22	Recon	0001195	Cintas Corporation	V0167954	09/09/22	B0004689	217.32		217.32
								217.32		217.32
0107606	09/15/22	Recon	0001485	Citibank, N.A.	V0168239	09/15/22	P0012163	78.53		78.53
					V0168240	09/15/22	P0012204	114.96		114.96
					V0168241	09/15/22	P0012190	745.00		745.00
								938.49		938.49
0107607	09/15/22	Recon	0211877	City Wide Facility Solut	V0168014	09/09/22	B0004755	200.00		200.00
								200.00		200.00
0107608	09/15/22	Recon	0201853	Club Automation, LLC	V0168017	09/09/22	B0004737	908.68		908.68
								908.68		908.68

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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
0107609	09/15/22	Recon	0001752	Comcast	V0167964	09/09/22	B0004698	191.34		191.34
								191.34		191.34
0107610	09/15/22	Recon	0169149	Computer Aided Technolog	V0168150	09/14/22	P0011963	1,400.00		1,400.00
								1,400.00		1,400.00
0107611	09/15/22	Recon	0215014	Computer Sports Medicine	V0168182	09/14/22	P0012031	300.00		300.00
								300.00		300.00
0107612	09/15/22	Recon	0168196	Concentra Health Service	V0168200	09/14/22	P0012127	60.00		60.00
								60.00		60.00
0107613	09/15/22	Recon	0209459	Cornerstone Government A	V0167982	09/09/22	B0004729	14,000.00		14,000.00
								14,000.00		14,000.00
0107614	09/15/22	Recon	0161721	Crestline Specialties In	V0168067	09/12/22	P0012045	1,001.87		1,001.87
					V0168070	09/12/22	P0011918	924.28		924.28
								1,926.15		1,926.15
0107615	09/15/22	Recon	0161721	Crestline Specialties In	V0168068	09/12/22	B0004752	601.22		601.22
					V0168069	09/12/22	B0004745	2,418.37		2,418.37
								3,019.59		3,019.59
0107616	09/15/22	Outst	0185698	D. Stafford and Associat	V0168202	09/14/22	P0012130	775.00		775.00
								775.00		775.00
0107617	09/15/22	Recon	0001676	Del Galdo Law Group, LLC	V0168015	09/09/22	B0004825	1,794.00		1,794.00
					V0168016	09/09/22	B0004825	14,181.25		14,181.25
								15,975.25		15,975.25
0107618	09/15/22	Recon	0001711	Demonica Kemper Architec	V0168077	09/12/22	B0004907	2,883.78		2,883.78
					V0168078	09/12/22	B0004907	3,970.00		3,970.00
					V0168079	09/12/22	B0004907	15,278.75		15,278.75
					V0168080	09/12/22	B0004906	380.00		380.00
					V0168081	09/12/22	B0004906	1,600.00		1,600.00
					V0168082	09/12/22	B0004905	5,949.23		5,949.23
					V0168083	09/12/22	B0004905	7,246.80		7,246.80
								37,308.56		37,308.56
0107619	09/15/22	Recon	0000989	Dick Blick	V0167955	09/09/22	B0004796	174.16		174.16

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					V0167979	09/09/22	B0004824	39.90		39.90
					V0167980	09/09/22	B0004795	64.90		64.90
					V0168005	09/09/22	B0004797	113.76		113.76
					V0168006	09/09/22	B0004799	12.28		12.28
					V0168007	09/09/22	B0004791	78.18		78.18
					V0168008	09/09/22	B0004797	208.48		208.48
								691.66		691.66
0107620	09/15/22	Recon	0208992	Direct Energy Business	V0168119	09/14/22	B0004713	2,667.17		2,667.17
								2,667.17		2,667.17
0107621	09/15/22	Recon	0209578	DisposAll Waste Services	V0167935	09/08/22	B0004714	460.30		460.30
					V0167972	09/09/22	B0004714	275.00		275.00
					V0168196	09/14/22	B0004714	1,017.74		1,017.74
								1,753.04		1,753.04
0107622	09/15/22	Recon	0182724	Dyopath LLC	V0167984	09/09/22	B0004669	8,137.50		8,137.50
								8,137.50		8,137.50
0107623	09/15/22	Outst	0002659	Easy English News	V0168181	09/14/22	P0012062	624.00		624.00
								624.00		624.00
0107624	09/15/22	Recon	0002145	Education to Go	V0168177	09/14/22	P0012156	1,595.00		1,595.00
								1,595.00		1,595.00
0107625	09/15/22	Recon	0205812	Electude USA LLC	V0168037	09/09/22	P0012152	5,605.00		5,605.00
								5,605.00		5,605.00
0107626	09/15/22	Recon	0002185	Ellucian Inc.	V0168114	09/14/22	B0004913	2,130.00		2,130.00
					V0168115	09/14/22	B0004912	582.50		582.50
								2,712.50		2,712.50
0107627	09/15/22	Outst	0215434	Fifty Four Eleven LLC	V0168210	09/14/22	P0012212	4,159.50		4,159.50
								4,159.50		4,159.50
0107628	09/15/22	Recon	0001034	Flinn Scientific Inc	V0168166	09/14/22	P0011951	357.00		357.00
					V0168167	09/14/22	P0011951	130.66		130.66
					V0168170	09/14/22	P0011883	392.70		392.70
					V0168184	09/14/22	P0012086	980.91		980.91
					V0168185	09/14/22	P0012086	46.71		46.71
					V0168186	09/14/22	P0012086	46.71		46.71

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								1,954.69		1,954.69
0107629	09/15/22	Recon	0183673	Forvis, LLP	V0168113	09/14/22	B0004914	13,500.00		13,500.00
								13,500.00		13,500.00
0107630	09/15/22	Recon	0001960	Freestyle Photo Supplies	V0168160	09/14/22	P0012060	748.21		748.21
								748.21		748.21
0107631	09/15/22	Recon	0205565	Game One	V0167994	09/09/22	B0004759	1,965.40		1,965.40
					V0167995	09/09/22	B0004759	1,138.65		1,138.65
					V0167996	09/09/22	B0004759	2,836.10		2,836.10
					V0167997	09/09/22	B0004759	1,082.18		1,082.18
					V0167998	09/09/22	B0004759	2,819.40		2,819.40
					V0167999	09/09/22	B0004749	2,710.00		2,710.00
					V0168000	09/09/22	B0004822	73.05		73.05
					V0168001	09/09/22	B0004822	55.70		55.70
					V0168003	09/09/22	B0004675	2,044.70		2,044.70
					V0168076	09/12/22	B0004674	1,164.16		1,164.16
					V0168125	09/14/22	B0004759	104.49		104.49
					V0168136	09/14/22	B0004674	1,250.12		1,250.12
					V0168138	09/14/22	B0004831	142.09		142.09
					V0168139	09/14/22	B0004674	774.33		774.33
					V0168140	09/14/22	B0004822	3,002.95		3,002.95
					V0168142	09/14/22	B0004822	1,489.63		1,489.63
					V0168143	09/14/22	B0004822	791.94		791.94
					V0168144	09/14/22	B0004822	235.29		235.29
					V0168146	09/14/22	B0004675	198.03		198.03
					V0168147	09/14/22	B0004675	198.03		198.03
					V0168148	09/14/22	B0004822	1,399.85		1,399.85
					V0168149	09/14/22	B0004820	1,274.20		1,274.20
					V0168151	09/14/22	B0004820	955.74		955.74
								27,706.03		27,706.03
0107632	09/15/22	Outst	0213850	Florentino Gutierrez	V0168192	09/14/22	P0012205	1,050.00		1,050.00
								1,050.00		1,050.00
0107633	09/15/22	Recon	0161549	Heartland Business Syste	V0167934	09/08/22	B0004703	412.50		412.50
								412.50		412.50
0107634	09/15/22	Outst	0205770	Henry Schein, Inc.	V0167985	09/09/22	B0004740	91.00		91.00
					V0167986	09/09/22	B0004740	6,211.67		6,211.67
					V0167987	09/09/22	B0004740	145.77		145.77
					V0167988	09/09/22	B0004740	315.28		315.28
					V0167989	09/09/22	B0004740	472.37		472.37
					V0167990	09/09/22	B0004740	338.13		338.13

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					V0167991	09/09/22	B0004740	189.00		189.00
					V0167992	09/09/22	B0004740	28.70		28.70
					V0167993	09/09/22	B0004740	9.92		9.92
								7,801.84		7,801.84
0107635	09/15/22	Recon	0001430	The Higher Learning Comm	V0168064	09/12/22	B0004895	5,924.65		5,924.65
								5,924.65		5,924.65
0107636	09/15/22	Recon	0001381	Home Depot/GECF	V0167969	09/09/22	B0004877	586.35		586.35
					V0167970	09/09/22	B0004853	42.84		42.84
								629.19		629.19
0107637	09/15/22	Recon	0001647	Iron Mountain	V0167953	09/09/22	B0004659	590.06		590.06
								590.06		590.06
0107638	09/15/22	Recon	0001890	Konica Minolta Bus Solut	V0168035	09/09/22	B0004856	14.15		14.15
								14.15		14.15
0107639	09/15/22	Recon	0002233	Konica Minolta Premier F	V0167961	09/09/22	B0004662	125.17		125.17
								125.17		125.17
0107640	09/15/22	Recon	0002233	Konica Minolta Premier F	V0167962	09/09/22	B0004662	451.00		451.00
								451.00		451.00
0107641	09/15/22	Recon	0002233	Konica Minolta Premier F	V0167963	09/09/22	B0004662	2,897.00		2,897.00
								2,897.00		2,897.00
0107642	09/15/22	Recon	0001559	Krueger International In	V0168022	09/09/22	B0004844	4,081.12		4,081.12
					V0168073	09/12/22	B0004802	7,618.98		7,618.98
								11,700.10		11,700.10
0107643	09/15/22	Recon	0188162	Lake County Press	V0168094	09/12/22	B0004767	177.07		177.07
					V0168095	09/12/22	B0004767	312.00		312.00
					V0168096	09/12/22	B0004767	430.00		430.00
					V0168134	09/14/22	B0004767	519.00		519.00
					V0168135	09/14/22	B0004767	7,938.00		7,938.00
								9,376.07		9,376.07
0107644	09/15/22	Recon	0001419	Medline Industries Inc	V0168019	09/09/22	B0004860	150.32		150.32
					V0168020	09/09/22	B0004860	39.54		39.54

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					V0168021	09/09/22	B0004860	13.32		13.32
					V0168131	09/14/22	B0004860	85.93		85.93
								289.11		289.11
0107645	09/15/22	Recon	0001289	Menards	V0168023	09/09/22	B0004692	73.03		73.03
					V0168024	09/09/22	B0004692	166.68		166.68
					V0168075	09/12/22	B0004692	31.88		31.88
								271.59		271.59
0107646	09/15/22	Recon	0182207	Mesirow Insurance Servic	V0168212	09/15/22	B0004668	11,250.00		11,250.00
								11,250.00		11,250.00
0107647	09/15/22	Recon	0176689	Jessica Molinar	V0167951	09/08/22	B0004889	1,140.00		1,140.00
								1,140.00		1,140.00
0107648	09/15/22	Recon	0001109	NJCAA	V0168040	09/09/22	P0012128	3,600.00		3,600.00
								3,600.00		3,600.00
0107649	09/15/22	Recon	0211148	NJCAA Coaches Associatio	V0168243	09/15/22	P0012202	100.00		100.00
								100.00		100.00
0107650	09/15/22	Recon	0001122	Office Depot	V0168128	09/14/22	B0004686	26.59		26.59
					V0168129	09/14/22	B0004686	23.09		23.09
								49.68		49.68
0107651	09/15/22	Recon	0002406	Paisans Pizza	V0168154	09/14/22	P0012137	125.98		125.98
					V0168172	09/14/22	P0012097	165.00		165.00
					V0168188	09/14/22	P0012167	320.00		320.00
					V0168189	09/14/22	P0012169	104.24		104.24
					V0168191	09/14/22	P0012132	112.25		112.25
					V0168195	09/14/22	P0012164	28.00		28.00
					V0168204	09/14/22	P0012080	57.00		57.00
					V0168205	09/14/22	P0012079	75.00		75.00
					V0168207	09/14/22	P0012213	30.00		30.00
					V0168211	09/14/22	P0012214	600.00		600.00
								1,617.47		1,617.47
0107652	09/15/22	Recon	0214798	Paeteria Azteca #2	V0168153	09/14/22	P0012134	630.50		630.50
								630.50		630.50
0107653	09/15/22	Recon	0001128	Pasco Scientific	V0168168	09/14/22	P0011952	250.00		250.00



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					V0168169	09/14/22	P0011954	687.00		687.00
					V0168183	09/14/22	P0011937	511.00		511.00
								1,448.00		1,448.00
0107654	09/15/22	Recon	0001835	Ray O'Herron Co. of Oakb	V0167949	09/08/22	B0004733	4.99		4.99
								4.99		4.99
0107655	09/15/22	Recon	0001143	Sargent Welch	V0168165	09/14/22	P0011940	616.71		616.71
								616.71		616.71
0107656	09/15/22	Recon	0001967	Shaw Media	V0168009	09/09/22	B0004661	1,199.00		1,199.00
								1,199.00		1,199.00
0107657	09/15/22	Recon	0182899	Sherwin Williams	V0168072	09/12/22	B0004705	389.65		389.65
								389.65		389.65
0107658	09/15/22	Recon	0208071	Signature Transportation	V0168176	09/14/22	P0012148	950.00		950.00
								950.00		950.00
0107659	09/15/22	Recon	0188908	Signco	V0168178	09/14/22	P0012159	1,600.00		1,600.00
								1,600.00		1,600.00
0107660	09/15/22	Recon	0157227	Staples Advantage	V0168171	09/14/22	P0012096	35.34		35.34
								35.34		35.34
0107661	09/15/22	Outst	0194617	Thermo Electron North Am	V0168126	09/14/22	B0004902	24,652.22		24,652.22
								24,652.22		24,652.22
0107662	09/15/22	Recon	0193721	TimeClock Plus	V0168201	09/14/22	P0012129	1,291.50		1,291.50
								1,291.50		1,291.50
0107663	09/15/22	Recon	0200590	Titanium Software, Inc.	V0168203	09/14/22	P0012141	1,445.00		1,445.00
								1,445.00		1,445.00
0107664	09/15/22	Recon	0002095	Trugreen	V0168027	09/09/22	B0004701	375.00		375.00
					V0168028	09/09/22	B0004701	712.00		712.00
								1,087.00		1,087.00

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0107665	09/15/22	Recon	0206026	Uline, Inc	V0168155	09/14/22	P0012067	537.68		537.68
								537.68		537.68
0107666	09/15/22	Recon	0001174	Veritiv Operating Compan	V0167950	09/08/22	B0004894	2,330.00		2,330.00
					V0168130	09/14/22	B0004894	19.50		19.50
								2,349.50		2,349.50
0107667	09/15/22	Recon	0001183	Ward's Natural Science	V0168156	09/14/22	P0012049	494.71		494.71
								494.71		494.71
0107668	09/15/22	Recon	0001824	Waukegan Roofing Co., In	V0167981	09/09/22	B0004732	416.27		416.27
					V0168132	09/14/22	B0004732	1,325.00		1,325.00
								1,741.27		1,741.27
0107669	09/15/22	Recon	0166312	Wells Fargo Equiptment F	V0168123	09/14/22	B0004766	1,248.00		1,248.00
								1,248.00		1,248.00
0107670	09/15/22	Outst	0163626	Windy City Limousine	V0168157	09/14/22	P0012040	3,795.00		3,795.00
								3,795.00		3,795.00
0107671	09/15/22	Void	0215527	Zen Vegan Life						
0107672	09/15/22	Recon	0177469	Bright Start College Sav	V0168215	09/15/22		100.00		100.00
								100.00		100.00
0107673	09/15/22	Outst	0001422	CCCTU-Cope Fund	V0168216	09/15/22		110.00		110.00
								110.00		110.00
0107674	09/15/22	Recon	0001374	College & University Cre	V0168218	09/15/22		200.00		200.00
								200.00		200.00
0107675	09/15/22	Recon	0001371	Colonial Life & Accident	V0168219	09/15/22		12.00		12.00
								12.00		12.00
0107676	09/15/22	Outst	0160763	Illinois Education Assoc	V0168220	09/15/22		1,746.27		1,746.27
								1,746.27		1,746.27
0107677	09/15/22	Recon	0191845	Metropolitan Alliance of	V0168221	09/15/22		238.50		238.50
								238.50		238.50

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0107678	09/15/22	Recon	0213771	Midland Credit Managemen	V0168222	09/15/22		293.39		293.39
								293.39		293.39
0107679	09/15/22	Outst	0101061	Morton College Faculty	V0168217	09/15/22		88.96		88.96
								88.96		88.96
0107680	09/15/22	Outst	0001372	Morton College Teachers	V0168224	09/15/22		1,686.61		1,686.61
								1,686.61		1,686.61
0107681	09/15/22	Outst	0001372	Morton College Teachers	V0168223	09/15/22		3,010.46		3,010.46
								3,010.46		3,010.46
0107682	09/15/22	Recon	0001513	SEIU Local 73 Cope	V0168226	09/15/22		38.00		38.00
								38.00		38.00
0107683	09/15/22	Recon	0001373	Service Employees Intl U	V0168227	09/15/22		350.09		350.09
								350.09		350.09
0107684	09/15/22	Recon	0001563	State Disbursement Unit	V0168228	09/15/22		50.00		50.00
					V0168229	09/15/22		961.71		961.71
								1,011.71		1,011.71
0107685	09/16/22	Outst	0203959	Ms. Rebecca Angevine	V0168011	09/09/22		150.00		150.00
								150.00		150.00
0107686	09/16/22	Recon	0085548	Geanabelle Chapp	V0167933	09/08/22		71.24		71.24
								71.24		71.24
0107687	09/16/22	Recon	0205769	Dwayne Cruz	V0167879	09/02/22		525.00		525.00
					V0167977	09/09/22		3,750.00		3,750.00
								4,275.00		4,275.00
0107688	09/16/22	Recon	0208811	Stephen Dowjotas	V0168062	09/12/22		240.00		240.00
								240.00		240.00
0107689	09/16/22	Outst	0001726	Elmhurst College	V0168098	09/13/22		120.00		120.00
								120.00		120.00

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0107690	09/16/22	Outst	0214211	Sarah E. Escalante Aguir	V0168099	09/13/22		25.00		25.00
								25.00		25.00
0107691	09/16/22	Recon	0212851	Get Moore Softball	V0168059	09/12/22		675.00		675.00
								675.00		675.00
0107692	09/16/22	Recon	0000724	Dr. Brian R. Gilligan	V0167952	09/09/22		132.60		132.60
								132.60		132.60
0107693	09/16/22	Recon	0060105	Michael Jonas	V0167927	09/07/22		651.73		651.73
								651.73		651.73
0107694	09/16/22	Recon	0171358	Sean P. McHugh	V0168044	09/12/22		200.00		200.00
								200.00		200.00
0107695	09/16/22	Recon	0209668	Nikolas Radenkovich	V0168056	09/12/22		75.00		75.00
								75.00		75.00
0107696	09/16/22	Recon	0209668	Nikolas Radenkovich	V0168057	09/12/22		75.00		75.00
								75.00		75.00
0107697	09/16/22	Outst	0209668	Nikolas Radenkovich	V0168058	09/12/22		75.00		75.00
								75.00		75.00
0107698	09/16/22	Void	0206964	Arely Ramirez						
0107699	09/16/22	Recon	0192553	Michael Rose	V0168051	09/12/22		150.00		150.00
								150.00		150.00
0107700	09/16/22	Outst	0209112	Fermin Sanchez	V0168045	09/12/22		120.00		120.00
								120.00		120.00
0107701	09/16/22	Recon	0215224	Kiran Sandiford	V0168046	09/12/22		120.00		120.00
								120.00		120.00
0107702	09/16/22	Recon	0001780	Gary Spevak	V0168043	09/12/22		200.00		200.00
								200.00		200.00

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0107703	09/16/22	Outst	0158266	Mr. Christopher J. Wido	V0168060	09/12/22		510.00		510.00
								510.00		510.00
0107707	09/22/22	Outst	0188213	Old National Bank	V0168333	09/21/22	P0012007	95.00		95.00
								423.68		423.68
								420.34		420.34
								1,250.00		1,250.00
								404.79		404.79
								2,925.00		2,925.00
								405.17		405.17
								753.96		753.96
								6,677.94		6,677.94
0107708	09/22/22	Outst	0188213	Old National Bank	V0168331	09/21/22		20.00		20.00
								304.04		304.04
								964.95		964.95
								806.46		806.46
								7.70		7.70
								2,759.90		2,759.90
								25.00		25.00
								242.71		242.71
								666.42		666.42
								81.80		81.80
								115.00		115.00
								56.96		56.96
								40.00		40.00
								539.68-		-539.68
								251.00		251.00
								20.00		20.00
								150.00		150.00
								62.58		62.58
								35.00		35.00
								75.00		75.00
								1,717.21		1,717.21
								240.00		240.00
								1,527.60		1,527.60
								120.00		120.00
								270.00		270.00
								496.82		496.82
								1,718.73		1,718.73
								120.00		120.00
								12,355.20		12,355.20
0107709	09/23/22	Outst	0215255	Meltwater News US Inc	V0167727	08/31/22	P0012089	10,000.00		10,000.00
								10,000.00		10,000.00

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0107715	09/23/22	Recon	0156097	ACI Payments, Inc.	V0168367	09/22/22		9,991.80		9,991.80
								9,991.80		9,991.80
0107716	09/23/22	Recon	0200282	Victor M. Albanil Beltra	V0168327	09/21/22		250.00		250.00
								250.00		250.00
0107717	09/23/22	Outst	0024766	Miriam V. Andablo	V0168275	09/19/22		120.00		120.00
								120.00		120.00
0107718	09/23/22	Recon	0210003	Blue Cross Blue Shield o	V0168254	09/19/22		9,191.72		9,191.72
								9,191.72		9,191.72
0107719	09/23/22	Outst	0211068	Oscar Carreon	V0168279	09/20/22		1,250.00		1,250.00
								1,250.00		1,250.00
0107720	09/23/22	Outst	0212726	Amari T. Cole	V0168298	09/20/22		50.00		50.00
								50.00		50.00
0107721	09/23/22	Outst	0205769	Dwayne Cruz	V0168308	09/20/22		131.17		131.17
								131.17		131.17
0107722	09/23/22	Outst	0205769	Dwayne Cruz	V0168274	09/19/22		525.00		525.00
								525.00		525.00
0107723	09/23/22	Recon	0210774	Tarah Dickerson	V0168302	09/20/22		130.00		130.00
								130.00		130.00
0107724	09/23/22	Outst	0000917	Mr. Carlos M. Dominguez	V0168100	09/13/22		151.18		151.18
								151.18		151.18
0107725	09/23/22	Recon	0208811	Stephen Dowjotas	V0168272	09/19/22		240.00		240.00
								240.00		240.00
0107726	09/23/22	Recon	0208811	Stephen Dowjotas	V0168273	09/19/22		240.00		240.00
								240.00		240.00
0107727	09/23/22	Recon	0213797	Matthew J. Dykstra	V0168282	09/20/22		125.00		125.00
								125.00		125.00

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0107728	09/23/22	Outst	0214211	Sarah E. Escalante Aguir	V0168287	09/20/22		25.00		25.00
								25.00		25.00
0107729	09/23/22	Recon	0214508	Kaylen S. Evans	V0168297	09/20/22		50.00		50.00
								50.00		50.00
0107730	09/23/22	Outst	0000931	Mr. Juan M. Franco	V0168276	09/19/22		480.00		480.00
								480.00		480.00
0107731	09/23/22	Recon	0212851	Get Moore Softball	V0168268	09/19/22		2,524.98		2,524.98
					V0168283	09/20/22		480.00		480.00
								3,004.98		3,004.98
0107732	09/23/22	Outst	0137499	Pedro Guardian	V0168278	09/20/22		1,250.00		1,250.00
								1,250.00		1,250.00
0107733	09/23/22	Recon	0211129	Adam Herges	V0168289	09/20/22		120.00		120.00
								120.00		120.00
0107734	09/23/22	Outst	0008067	Illinois Central College	V0168311	09/20/22		160.00		160.00
								160.00		160.00
0107735	09/23/22	Recon	0208631	Leia B. James	V0168295	09/20/22		50.00		50.00
								50.00		50.00
0107736	09/23/22	Outst	0002722	Lakeshore Athletic Servi	V0168310	09/20/22		120.00		120.00
								120.00		120.00
0107737	09/23/22	Outst	0211767	Thomas P. Lentine	V0168291	09/20/22		220.00		220.00
								220.00		220.00
0107738	09/23/22	Recon	0215934	Tom Maglione	V0168280	09/20/22		125.00		125.00
								125.00		125.00
0107739	09/23/22	Recon	0215992	Everardo E. Mares Chavez	V0168330	09/21/22		500.00		500.00
								500.00		500.00

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0107740	09/23/22	Outst	0184177	Oscar E. Mares Vazquez	V0168305	09/20/22		25.00		25.00
								25.00		25.00
0107741	09/23/22	Recon	0207766	Massachusetts Mutual Lif	V0168246	09/15/22		2,069.26		2,069.26
								2,069.26		2,069.26
0107742	09/23/22	Recon	0003232	Ms. Lisa A. Mathelier	V0168101	09/13/22		40.23		40.23
								40.23		40.23
0107743	09/23/22	Outst	0001779	Daniel Meziere	V0168281	09/20/22		125.00		125.00
								125.00		125.00
0107744	09/23/22	Outst	0156559	Raymundo Molina	V0168304	09/20/22		30.00		30.00
								30.00		30.00
0107745	09/23/22	Recon	0187216	Mr. Neil J. Moss	V0168294	09/20/22		80.00		80.00
								80.00		80.00
0107746	09/23/22	Outst	0211474	Shalin Hoops	V0168313	09/20/22		140.00		140.00
								140.00		140.00
0107747	09/23/22	Outst	0155697	Abiodun Okulaja	V0168288	09/20/22		160.00		160.00
								160.00		160.00
0107748	09/23/22	Recon	0190852	Darren M. Reese	V0168303	09/20/22		130.00		130.00
								130.00		130.00
0107749	09/23/22	Recon	0201307	Mallory Roberts	V0168300	09/20/22		130.00		130.00
								130.00		130.00
0107750	09/23/22	Recon	0184912	Cinque Robinson	V0168301	09/20/22		130.00		130.00
								130.00		130.00
0107751	09/23/22	Outst	0008146	Rock Valley College	V0168312	09/20/22		200.00		200.00
								200.00		200.00
0107752	09/23/22	Recon	0197705	Ms. Trisha D. Russo	V0168248	09/15/22		114.35		114.35
								114.35		114.35



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0107753	09/23/22	Recon	0209212	Simon P. Steiner	V0168293	09/20/22		150.00		150.00
								150.00		150.00
0107754	09/23/22	Recon	0211130	Kaitlyn Trowbridge	V0168290	09/20/22		120.00		120.00
								120.00		120.00
0108093	09/30/22	Outst	0013221	4IMPRINT	V0169277	09/29/22	P0012173	818.69		818.69
					V0169278	09/29/22	P0012172	598.12		598.12
					V0169332	09/29/22	P0012226	514.33		514.33
								1,931.14		1,931.14
0108094	09/30/22	Outst	0001466	5 Star Interpreting	V0169340	09/29/22	P0012232	1,360.00		1,360.00
								1,360.00		1,360.00
0108095	09/30/22	Outst	0175113	Algor Plumbing	V0169273	09/29/22	B0004667	101.60		101.60
								101.60		101.60
0108096	09/30/22	Outst	0215749	Wilfredo Alvarez	V0169349	09/29/22	P0012223	3,500.00		3,500.00
								3,500.00		3,500.00
0108097	09/30/22	Outst	0188188	Amazon Capital Services	V0169184	09/28/22	B0004876	55.98		55.98
					V0169185	09/28/22	B0004787	753.76		753.76
					V0169219	09/28/22	B0004787	374.54		374.54
					V0169220	09/28/22	B0004748	639.61		639.61
					V0169221	09/28/22	B0004826	118.18		118.18
					V0169222	09/28/22	B0004923	719.00		719.00
					V0169223	09/28/22	B0004915	1,490.33		1,490.33
					V0169224	09/28/22	B0004876	341.50		341.50
					V0169236	09/29/22		126.94-		-126.94
					V0169302	09/29/22	P0012131	48.98		48.98
					V0169303	09/29/22	P0012155	69.04		69.04
					V0169307	09/29/22	P0012195	426.47		426.47
					V0169309	09/29/22	P0012211	189.77		189.77
					V0169310	09/29/22	P0012200	29.97		29.97
					V0169311	09/29/22	P0012227	858.48		858.48
					V0169312	09/29/22	B0004783	444.13		444.13
					V0169313	09/29/22	P0012235	224.48		224.48
					V0169314	09/29/22	P0012236	72.35		72.35
					V0169315	09/29/22	P0012221	150.78		150.78
					V0169316	09/29/22	P0012236	98.00		98.00
					V0169317	09/29/22	P0012240	77.15		77.15
					V0169318	09/29/22	P0012246	33.98		33.98
					V0169319	09/29/22	P0012245	570.10		570.10

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					V0169320	09/29/22	P0012249	54.08		54.08
					V0169321	09/29/22	P0012175	65.94		65.94
					V0169334	09/29/22	P0012176	358.47		358.47
					V0169335	09/29/22	P0012193	611.25		611.25
					V0169367	09/30/22	P0012195	117.84		117.84
					V0169370	09/30/22	B0004931	54.48		54.48
					V0169371	09/30/22	B0004932	74.85		74.85
								8,996.55		8,996.55
0108098	09/30/22	Outst	0184753	American College Counsel	V0169325	09/29/22	P0012105	90.00		90.00
								90.00		90.00
0108099	09/30/22	Outst	0000977	Apple, Inc.	V0169233	09/29/22	B0004909	7,460.00		7,460.00
					V0169234	09/29/22	B0004909	1,890.00		1,890.00
					V0169235	09/29/22	B0004910	1,196.00		1,196.00
					V0169372	09/30/22	B0004909	675.00		675.00
					V0169373	09/30/22	B0004910	648.00		648.00
								11,869.00		11,869.00
0108100	09/30/22	Outst	0212015	Ashlaur Construction Com	V0169208	09/28/22	B0004849	458,220.79		458,220.79
								458,220.79		458,220.79
0108101	09/30/22	Outst	0002866	Associated Attractions I	V0169183	09/28/22	P0012278	1,100.00		1,100.00
								1,100.00		1,100.00
0108102	09/30/22	Outst	0198820	Asure Software	V0169271	09/29/22	B0004728	131.99		131.99
								131.99		131.99
0108103	09/30/22	Outst	0001401	AZ Commercial	V0169196	09/28/22	B0004658	74.91		74.91
					V0169197	09/28/22	B0004841	29.08		29.08
								103.99		103.99
0108104	09/30/22	Outst	0214691	Bee Liner Lean Services	V0167685	08/30/22	B0004851	182,007.90		182,007.90
					V0169276	09/29/22	B0004851	190,728.00		190,728.00
								372,735.90		372,735.90
0108105	09/30/22	Outst	0001206	BSN Sports	V0169281	09/29/22	P0011980	727.04		727.04
					V0169288	09/29/22	P0011981	727.04		727.04
					V0169323	09/29/22	P0012201	759.60		759.60
								2,213.68		2,213.68

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0108106	09/30/22	Outst	0001593	CDW-Government, Inc	V0169241	09/29/22	P0012215	4,192.22		4,192.22
					V0169267	09/29/22	P0012165	8,222.22		8,222.22
								12,414.44		12,414.44
0108107	09/30/22	Outst	0001195	Cintas Corporation	V0169195	09/28/22	B0004690	216.03		216.03
								216.03		216.03
0108108	09/30/22	Outst	0001195	Cintas Corporation	V0169227	09/29/22	B0004689	217.32		217.32
					V0169248	09/29/22	B0004689	217.32		217.32
					V0169275	09/29/22	B0004689	217.32		217.32
								651.96		651.96
0108109	09/30/22	Outst	0211877	City Wide Facility Solut	V0169186	09/28/22	B0004755	200.00		200.00
					V0169230	09/29/22	B0004755	3,795.00		3,795.00
								3,995.00		3,995.00
0108110	09/30/22	Outst	0001752	Comcast	V0169215	09/28/22	B0004660	184.85		184.85
					V0169216	09/28/22	B0004660	6.30		6.30
					V0169217	09/28/22	B0004768	71.44		71.44
								262.59		262.59
0108111	09/30/22	Outst	0001013	ComEd	V0169210	09/28/22	B0004716	698.99		698.99
								698.99		698.99
0108112	09/30/22	Outst	0209459	Cornerstone Government A	V0169231	09/29/22	B0004729	14,000.00		14,000.00
								14,000.00		14,000.00
0108113	09/30/22	Outst	0000989	Dick Blick	V0169259	09/29/22	B0004824	95.04		95.04
								95.04		95.04
0108114	09/30/22	Outst	0209578	DisposAll Waste Services	V0169249	09/29/22	B0004714	370.00		370.00
								370.00		370.00
0108115	09/30/22	Outst	0215018	DreamBox Learning, Inc.	V0169280	09/29/22	P0011961	7,150.00		7,150.00
								7,150.00		7,150.00
0108116	09/30/22	Outst	0001240	Enterprise Rent-A-Car	V0169344	09/29/22	P0012270	114.50		114.50
					V0169345	09/29/22	P0012270	537.37		537.37
								651.87		651.87

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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
0108117	09/30/22	Outst	0198694	ePromos Promotional Prod	V0169178	09/28/22	B0004872	993.16		993.16
					V0169188	09/28/22	B0004873	949.70		949.70
								1,942.86		1,942.86
0108118	09/30/22	Outst	0201873	Field Museum of Natural	V0169348	09/29/22	P0012234	345.00		345.00
								345.00		345.00
0108119	09/30/22	Outst	0001034	Flinn Scientific Inc	V0169299	09/29/22	P0011951	169.25		169.25
					V0169301	09/29/22	P0011951	33.85		33.85
								203.10		203.10
0108120	09/30/22	Outst	0007936	Ford Motor Company	V0169324	09/29/22	P0012238	600.00		600.00
								600.00		600.00
0108121	09/30/22	Outst	0202852	Freepoint Energy Solutio	V0169274	09/29/22	B0004738	31,712.64		31,712.64
								31,712.64		31,712.64
0108122	09/30/22	Outst	0215534	Full Circle Cleaning LLC	V0169298	09/29/22	P0012168	1,500.00		1,500.00
								1,500.00		1,500.00
0108123	09/30/22	Outst	0205565	Game One	V0169232	09/29/22	B0004892	438.17		438.17
					V0169252	09/29/22	B0004759	152.23		152.23
					V0169254	09/29/22	B0004677	361.92		361.92
					V0169255	09/29/22	B0004677	361.25		361.25
					V0169256	09/29/22	B0004677	360.34		360.34
					V0169257	09/29/22	B0004677	1,985.33		1,985.33
					V0169258	09/29/22	B0004820	1,357.50		1,357.50
					V0169260	09/29/22	B0004822	30.43		30.43
					V0169263	09/29/22	B0004822	1,364.37		1,364.37
					V0169264	09/29/22	B0004867	648.56		648.56
					V0169265	09/29/22	B0004822	2,327.37		2,327.37
					V0169283	09/29/22	P0012064	701.08		701.08
					V0169284	09/29/22	P0012064	658.50		658.50
					V0169285	09/29/22	P0012064	721.96		721.96
					V0169287	09/29/22	P0012083	950.15		950.15
					V0169294	09/29/22	P0012083	981.99		981.99
					V0169327	09/29/22	P0012196	25.90		25.90
					V0169346	09/29/22	P0012267	206.77		206.77
								13,633.82		13,633.82
0108124	09/30/22	Outst	0214913	Ginasol Inc	V0169291	09/29/22	P0012222	4,000.00		4,000.00
								4,000.00		4,000.00

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0108125	09/30/22	Outst	0159121	Grammarly Inc.	V0169322	09/29/22	P0012264	5,544.00		5,544.00
								5,544.00		5,544.00
0108126	09/30/22	Outst	0001235	HACU	V0169347	09/29/22	P0012263	7,500.00		7,500.00
								7,500.00		7,500.00
0108127	09/30/22	Outst	0161549	Heartland Business Syste	V0169226	09/29/22	B0004808	1,312.50		1,312.50
					V0169247	09/29/22	B0004703	5,000.00		5,000.00
					V0169251	09/29/22	B0004808	150.00		150.00
								6,462.50		6,462.50
0108128	09/30/22	Outst	0210378	Hinckley Springs	V0169239	09/29/22	B0004814	57.38		57.38
								57.38		57.38
0108129	09/30/22	Outst	0001381	Home Depot/GECF	V0169211	09/28/22	B0004853	54.98		-54.98
					V0169212	09/28/22	B0004853	376.06		376.06
					V0169213	09/28/22	B0004693	62.37		62.37
					V0169214	09/28/22	B0004693	102.71		102.71
								486.16		486.16
0108130	09/30/22	Outst	0195156	iHeartMedia	V0169336	09/29/22	P0012254	6,800.00		6,800.00
								6,800.00		6,800.00
0108131	09/30/22	Outst	0001848	Jack Phelan Chevrolet	V0169198	09/28/22	B0004920	55.95		55.95
								55.95		55.95
0108132	09/30/22	Outst	0001030	JC Licht, LLC	V0169250	09/29/22	B0004682	297.55		297.55
								297.55		297.55
0108133	09/30/22	Outst	0208915	Keep It Moving Media LLC	V0169337	09/29/22	P0012255	1,600.00		1,600.00
								1,600.00		1,600.00
0108134	09/30/22	Outst	0001890	Konica Minolta Bus Solut	V0169238	09/29/22	B0004856	2.85		2.85
								2.85		2.85
0108135	09/30/22	Outst	0002233	Konica Minolta Premier F	V0169209	09/28/22	B0004662	332.61		332.61
								332.61		332.61
0108136	09/30/22	Outst	0002233	Konica Minolta Premier F	V0169243	09/29/22	B0004662	777.63		777.63

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								777.63		777.63
0108137	09/30/22	Outst	0002233	Konica Minolta Premier F	V0169268	09/29/22	B0004662	654.91		654.91
								654.91		654.91
0108138	09/30/22	Outst	0001559	Krueger International In	V0169269	09/29/22	B0004844	17,764.74		17,764.74
								17,764.74		17,764.74
0108139	09/30/22	Outst	0215430	La Bella Uniforms	V0169329	09/29/22	P0012144	678.05		678.05
								678.05		678.05
0108140	09/30/22	Outst	0200688	The Lincoln Electric Com	V0169194	09/28/22	P0012247	980.00		980.00
								980.00		980.00
0108141	09/30/22	Outst	0001289	Menards	V0169244	09/29/22	B0004692	81.17		81.17
					V0169245	09/29/22	B0004692	78.16		78.16
								159.33		159.33
0108142	09/30/22	Outst	0214397	MMNTM, LLC	V0169338	09/29/22	P0012257	2,072.25		2,072.25
					V0169339	09/29/22	P0012256	2,698.50		2,698.50
								4,770.75		4,770.75
0108143	09/30/22	Outst	0166258	Mountain Measurement, In	V0169292	09/29/22	P0012230	425.00		425.00
								425.00		425.00
0108144	09/30/22	Outst	0208793	NAPA Auto Parts	V0169199	09/28/22	B0004919	94.99		94.99
					V0169200	09/28/22	B0004919	26.00		26.00
					V0169201	09/28/22	B0004919	110.48		110.48
					V0169202	09/28/22	B0004919	35.71		35.71
								267.18		267.18
0108145	09/30/22	Outst	0166228	National Museum of Mexic	V0167706	08/30/22	P0012101	200.00		200.00
								200.00		200.00
0108146	09/30/22	Outst	0001529	New Pocket Nurse	V0169289	09/29/22	P0012198	253.14		253.14
								253.14		253.14
0108147	09/30/22	Outst	0208924	Nicor Gas	V0169192	09/28/22	B0004712	2,394.41		2,394.41
								2,394.41		2,394.41

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0108148	09/30/22	Outst	0189285	NurseTim, Inc	V0169293	09/29/22	P0012231	4,545.00		4,545.00
								4,545.00		4,545.00
0108149	09/30/22	Outst	0001122	Office Depot	V0169330	09/29/22	P0012199	42.69		42.69
					V0169331	09/29/22	P0012199	27.49		27.49
								70.18		70.18
0108150	09/30/22	Outst	0002406	Paisans Pizza	V0169282	09/29/22	P0012170	41.74		41.74
					V0169295	09/29/22	P0012187	3,115.00		3,115.00
					V0169296	09/29/22	P0012188	1,825.00		1,825.00
					V0169297	09/29/22	P0012166	61.00		61.00
					V0169326	09/29/22	P0012194	133.00		133.00
					V0169369	09/30/22	P0012284	239.75		239.75
								5,415.49		5,415.49
0108151	09/30/22	Outst	0001128	Pasco Scientific	V0169300	09/29/22	P0011937	129.00		129.00
					V0169333	09/29/22	P0012197	602.00		602.00
								731.00		731.00
0108152	09/30/22	Outst	0002237	Proshred Security	V0169290	09/29/22	P0012219	1,850.00		1,850.00
								1,850.00		1,850.00
0108153	09/30/22	Outst	0214249	PYT Sports, Inc	V0169279	09/29/22	P0012147	980.00		980.00
					V0169341	09/29/22	P0012273	980.00		980.00
								1,960.00		1,960.00
0108154	09/30/22	Outst	0001835	Ray O'Herron Co. of Oakb	V0169218	09/28/22	B0004733	29.99		29.99
					V0169272	09/29/22	B0004733	47.98		47.98
								77.97		77.97
0108155	09/30/22	Outst	0205863	Respondus, Inc.	V0169328	09/29/22	P0012171	7,695.00		7,695.00
								7,695.00		7,695.00
0108156	09/30/22	Outst	0215512	Robert Half	V0169242	09/29/22	B0004933	2,100.00		2,100.00
								2,100.00		2,100.00
0108157	09/30/22	Outst	0007922	RR Donnelley	V0169203	09/28/22	B0004878	451.93		451.93
					V0169207	09/28/22	B0004878	438.39		438.39
								890.32		890.32

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0108158	09/30/22	Outst	0211662	Score Sports Center	V0169343	09/29/22	P0012271	500.00		500.00
								500.00		500.00
0108159	09/30/22	Outst	0001742	Scout Electric Supply Co	V0169237	09/29/22	B0004697	9.90		9.90
								9.90		9.90
0108160	09/30/22	Outst	0001514	Specialty Floors Inc	V0169342	09/29/22	P0012272	2,195.00		2,195.00
								2,195.00		2,195.00
0108161	09/30/22	Outst	0002889	Suburban Door Check & Lo	V0169193	09/28/22	B0004925	210.81		210.81
								210.81		210.81
0108162	09/30/22	Outst	0187642	Trane U.S. Inc	V0169246	09/29/22	B0004771	287.24		287.24
								287.24		287.24
0108163	09/30/22	Outst	0000974	Verizon Wireless	V0169206	09/28/22	B0004680	28.91		28.91
								28.91		28.91
0108164	09/30/22	Outst	0001406	Wex Bank	V0169189	09/28/22	B0004744	1,474.94		1,474.94
					V0169190	09/28/22	B0004694	1,170.49		1,170.49
					V0169191	09/28/22	B0004731	504.32		504.32
								3,149.75		3,149.75
0108165	09/30/22	Outst	0177607	YBP Library Services	V0169262	09/29/22	B0004747	85.25		85.25
								85.25		85.25
0108166	09/30/22	Void	0215527	Zen Vegan Life			B0004747			
0108167	09/30/22	Outst	0201761	Zoom Video Communication	V0169270	09/29/22	B0004917	10.85		10.85
								10.85		10.85
0108168	09/30/22	Outst	0214174	Almas Garden Floral Cout	V0168419	09/26/22		940.00		940.00
								940.00		940.00
0108169	09/30/22	Outst	0216024	Rafael Alvarado Castillo	V0168403	09/26/22		160.00		160.00
								160.00		160.00
0108170	09/30/22	Outst	0024766	Miriam V. Andablo	V0168390	09/26/22		180.00		180.00
								180.00		180.00



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0108171	09/30/22	Outst	0196413	Tomas Blasberg	V0168404	09/26/22		120.00		120.00
								120.00		120.00
0108172	09/30/22	Outst	0215398	Dairyon Bolden	V0167850	09/01/22		200.00		200.00
								200.00		200.00
0108173	09/30/22	Outst	0215400	Ealon Boudreaux	V0167856	09/01/22		200.00		200.00
								200.00		200.00
0108174	09/30/22	Outst	0215401	Tekolya F. Brown	V0167858	09/01/22		200.00		200.00
								200.00		200.00
0108175	09/30/22	Outst	0075665	Emanueal J. Buckley	V0167864	09/01/22		1,000.00		1,000.00
								1,000.00		1,000.00
0108176	09/30/22	Outst	0211068	Oscar Carreon	V0168377	09/26/22		1,250.00		1,250.00
								1,250.00		1,250.00
0108177	09/30/22	Outst	0205769	Dwayne Cruz	V0168383	09/26/22		3,750.00		3,750.00
								3,750.00		3,750.00
0108178	09/30/22	Outst	0205769	Dwayne Cruz	V0168384	09/26/22		525.00		525.00
								525.00		525.00
0108179	09/30/22	Outst	0205769	Dwayne Cruz	V0168385	09/26/22		525.00		525.00
								525.00		525.00
0108180	09/30/22	Outst	0022377	Robert C. Dietz	V0168376	09/26/22		500.00		500.00
								500.00		500.00
0108181	09/30/22	Outst	0208811	Stephen Dowjotas	V0168393	09/26/22		240.00		240.00
								240.00		240.00
0108182	09/30/22	Outst	0208811	Stephen Dowjotas	V0168394	09/26/22		240.00		240.00
								240.00		240.00
0108183	09/30/22	Outst	0208811	Stephen Dowjotas	V0168395	09/26/22		480.00		480.00

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								480.00		480.00
0108184	09/30/22	Outst	0208811	Stephen Dowjotas	V0168396	09/26/22		240.00		240.00
								240.00		240.00
0108185	09/30/22	Outst	0216076	Daniel Dvorak	V0168415	09/26/22		160.00		160.00
								160.00		160.00
0108186	09/30/22	Outst	0214211	Sarah E. Escalante Aguir	V0168408	09/26/22		25.00		25.00
								25.00		25.00
0108187	09/30/22	Outst	0214508	Kaylen S. Evans	V0168409	09/26/22		25.00		25.00
								25.00		25.00
0108188	09/30/22	Outst	0000931	Mr. Juan M. Franco	V0168398	09/26/22		480.00		480.00
								480.00		480.00
0108189	09/30/22	Outst	0212851	Get Moore Softball	V0168386	09/26/22		480.00		480.00
								480.00		480.00
0108190	09/30/22	Outst	0212851	Get Moore Softball	V0168388	09/26/22		480.00		480.00
								480.00		480.00
0108191	09/30/22	Outst	0212851	Get Moore Softball	V0168389	09/26/22		480.00		480.00
								480.00		480.00
0108192	09/30/22	Outst	0170244	Jonathan S. Gomez	V0168420	09/26/22		700.00		700.00
					V0168421	09/26/22		700.00		700.00
								1,400.00		1,400.00
0108193	09/30/22	Outst	0208670	Itza M. Gonzales	V0168401	09/26/22		130.00		130.00
								130.00		130.00
0108194	09/30/22	Outst	0210055	Karolina Grela	V0168413	09/26/22		120.00		120.00
								120.00		120.00
0108195	09/30/22	Outst	0137499	Pedro Guardian	V0168381	09/26/22		1,250.00		1,250.00
								1,250.00		1,250.00

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0108196	09/30/22	Outst	0215397	Melissa Harlow	V0167852	09/01/22		200.00		200.00
								200.00		200.00
0108197	09/30/22	Outst	0002717	ICCCA/ICCFa	V0168392	09/26/22		200.00		200.00
								200.00		200.00
0108198	09/30/22	Outst	0166259	Indiana University	V0168245	09/15/22		1,125.00		1,125.00
								1,125.00		1,125.00
0108199	09/30/22	Outst	0214056	Lo's LLC	V0168412	09/26/22		120.00		120.00
								120.00		120.00
0108200	09/30/22	Outst	0189604	Matheus A. Lopes	V0169177	09/28/22		850.00		850.00
								850.00		850.00
0108201	09/30/22	Outst	0215399	Katie MacLauchlan	V0167854	09/01/22		200.00		200.00
								200.00		200.00
0108202	09/30/22	Outst	0215992	Everardo E. Mares Chavez	V0168378	09/26/22		500.00		500.00
								500.00		500.00
0108203	09/30/22	Outst	0206101	Kevin W. McManaman	V0168399	09/26/22		960.00		960.00
								960.00		960.00
0108204	09/30/22	Outst	0206101	Kevin W. McManaman	V0168400	09/26/22		1,200.00		1,200.00
								1,200.00		1,200.00
0108205	09/30/22	Outst	0001102	NJCAA Region IV, NFP	V0168430	09/27/22		3,550.00		3,550.00
					V0168431	09/27/22		3,200.00		3,200.00
								6,750.00		6,750.00
0108206	09/30/22	Outst	0002823	Miguel Panduro Jr	V0168411	09/26/22		160.00		160.00
								160.00		160.00
0108207	09/30/22	Outst	0209668	Nikolas Radenkovich	V0168433	09/27/22		540.00		540.00
								540.00		540.00
0108208	09/30/22	Outst	0206964	Arely Ramirez	V0168286	09/20/22		25.00		25.00

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					V0168407	09/26/22		25.00		25.00
								50.00		50.00
0108209	09/30/22	Outst	0216075	Michael A. Richy	V0168414	09/26/22		160.00		160.00
								160.00		160.00
0108210	09/30/22	Outst	0215402	Debra Rodkin	V0167860	09/01/22		200.00		200.00
								200.00		200.00
0108211	09/30/22	Outst	0211060	Victor H. Rodriguez	V0168405	09/26/22		120.00		120.00
								120.00		120.00
0108212	09/30/22	Outst	0192553	Michael Rose	V0168261	09/19/22		400.96		400.96
								400.96		400.96
0108213	09/30/22	Outst	0215395	Manuel Sevilla, Jr.	V0167867	09/01/22		200.00		200.00
								200.00		200.00
0108214	09/30/22	Outst	0160304	Mrs. Melissa M. Stanukin	V0168429	09/27/22		58.97		58.97
								58.97		58.97
0108215	09/30/22	Outst	0055604	Ana L. Valdez	V0168428	09/27/22		209.61		209.61
								209.61		209.61
0108216	09/30/22	Outst	0158266	Mr. Christopher J. Wido	V0168391	09/26/22		510.00		510.00
								510.00		510.00
0108217	09/30/22	Outst	0215433	Katherine Witt	V0167873	09/02/22		200.00		200.00
								200.00		200.00
0108218	09/30/22	Outst	0216092	Steven P. Wroten	V0168426	09/27/22		200.00		200.00
								200.00		200.00
0108219	09/30/22	Outst	0003046	Karl H. Ziegler	V0168425	09/27/22		200.00		200.00
								200.00		200.00
0108480	09/30/22	Outst	0177469	Bright Start College Sav	V0169351	09/30/22		100.00		100.00
								100.00		100.00

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0108481	09/30/22	Outst	0001422	CCCTU-Cope Fund	V0169352	09/30/22		110.00		110.00
								110.00		110.00
0108482	09/30/22	Outst	0001374	College & University Cre	V0169354	09/30/22		200.00		200.00
								200.00		200.00
0108483	09/30/22	Outst	0001371	Colonial Life & Accident	V0169355	09/30/22		12.00		12.00
								12.00		12.00
0108484	09/30/22	Outst	0160763	Illinois Education Assoc	V0169356	09/30/22		1,833.72		1,833.72
								1,833.72		1,833.72
0108485	09/30/22	Outst	0191845	Metropolitan Alliance of	V0169357	09/30/22		197.50		197.50
								197.50		197.50
0108486	09/30/22	Outst	0213771	Midland Credit Managemen	V0169358	09/30/22		293.39		293.39
								293.39		293.39
0108487	09/30/22	Outst	0101061	Morton College Faculty	V0169353	09/30/22		88.96		88.96
								88.96		88.96
0108488	09/30/22	Outst	0001372	Morton College Teachers	V0169360	09/30/22		1,688.26		1,688.26
								1,688.26		1,688.26
0108489	09/30/22	Outst	0001372	Morton College Teachers	V0169359	09/30/22		3,010.46		3,010.46
								3,010.46		3,010.46
0108490	09/30/22	Outst	0001513	SEIU Local 73 Cope	V0169362	09/30/22		33.00		33.00
								33.00		33.00
0108491	09/30/22	Outst	0001373	Service Employees Intl U	V0169363	09/30/22		323.16		323.16
								323.16		323.16
0108492	09/30/22	Outst	0001563	State Disbursement Unit	V0169364	09/30/22		50.00		50.00
					V0169365	09/30/22		961.71		961.71
								1,011.71		1,011.71

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0108493	09/30/22	Outst	0188188	Amazon Capital Services	V0169376	09/30/22		7.20		7.20
								7.20		7.20
E0016481	09/01/22	Outst	0002990	Ms Carolina Castillo	V0167238	08/19/22		45.00		45.00
								45.00		45.00
E0016482	09/01/22	Outst	0210057	Colin Denny	V0167564	08/30/22		1,750.00		1,750.00
								1,750.00		1,750.00
E0016483	09/01/22	Outst	0215109	Nicole Gambon	V0167565	08/30/22		1,250.00		1,250.00
								1,250.00		1,250.00
E0016484	09/01/22	Outst	0107686	Mrs. Blanca E. Jara	V0167544	08/29/22		500.00		500.00
					V0167545	08/29/22		70.67		70.67
					V0167546	08/29/22		304.79		304.79
					V0167547	08/29/22		149.46		149.46
					V0167548	08/29/22		26.00		26.00
					V0167549	08/29/22		26.00		26.00
								1,076.92		1,076.92
E0016485	09/01/22	Outst	0000004	Mr. Micheal A. Kott	V0167748	08/31/22		1,000.00		1,000.00
								1,000.00		1,000.00
E0016486	09/01/22	Outst	0199994	Tyler A. Kott	V0167556	08/30/22		220.00		220.00
								220.00		220.00
E0016487	09/01/22	Outst	0017224	Ms Gabriela Mata	V0165459	08/15/22		432.29		432.29
								432.29		432.29
E0016488	09/01/22	Outst	0206101	Kevin W. McManaman	V0167563	08/30/22		28.00		28.00
								28.00		28.00
E0016489	09/01/22	Outst	0199309	Jason Nichols	V0167553	08/30/22		1,030.83		1,030.83
								1,030.83		1,030.83
E0016490	09/01/22	Outst	0209668	Nikolas Radenkovich	V0167562	08/30/22		333.92		333.92
								333.92		333.92
E0016491	09/01/22	Outst	0209100	Heather I. Ward	V0167559	08/30/22		60.00		60.00

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								60.00		60.00
E0016547	09/08/22	Outst	0111441	Ms Jazmyne J. Alzate	V0167923	09/07/22		1,881.00		1,881.00
								1,881.00		1,881.00
E0016548	09/08/22	Outst	0201072	Marcella Contreras	V0167843	08/31/22		300.00		300.00
								300.00		300.00
E0016549	09/08/22	Outst	0200047	Ms. Carissa Davis	V0165129	06/30/22		42.98		42.98
								42.98		42.98
E0016550	09/08/22	Outst	0210057	Colin Denny	V0167874	09/02/22		1,750.00		1,750.00
								1,750.00		1,750.00
E0016551	09/08/22	Outst	0079155	Dr. Stanley S. Fields	V0167541	08/29/22		135.11		135.11
								135.11		135.11
E0016552	09/08/22	Outst	0215109	Nicole Gambon	V0167876	09/02/22		1,250.00		1,250.00
								1,250.00		1,250.00
E0016553	09/08/22	Outst	0191029	Tomas Garcia	V0167845	08/31/22		300.00		300.00
								300.00		300.00
E0016554	09/08/22	Outst	0165694	Dr. Sara E. Helmus	V0167457	08/25/22		199.00		199.00
								199.00		199.00
E0016555	09/08/22	Outst	0000841	Mrs. Michelle C. Herrera	V0167445	08/23/22		100.00		100.00
								100.00		100.00
E0016556	09/08/22	Outst	0195487	Julian Lopez	V0167842	08/31/22		300.00		300.00
								300.00		300.00
E0016557	09/08/22	Outst	0206101	Kevin W. McManaman	V0167891	09/06/22		16.00		16.00
								16.00		16.00
E0016558	09/08/22	Outst	0197664	Ms. Claudia Mosqueda	V0167869	09/01/22		303.22		303.22
								303.22		303.22

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E0016559	09/08/22	Outst	0199309	Jason Nichols	V0167892	09/06/22		1,130.15		1,130.15
								1,130.15		1,130.15
E0016560	09/08/22	Outst	0000928	Mr. James P. O'Connell,	V0167897	09/06/22		60.00		60.00
								60.00		60.00
E0016561	09/08/22	Outst	0195455	Josemanuel Patino	V0167840	08/31/22		300.00		300.00
								300.00		300.00
E0016562	09/08/22	Outst	0195558	Mr. Andrew E. Pulaski	V0167847	09/01/22		396.97		396.97
								396.97		396.97
E0016563	09/08/22	Outst	0144950	Edgar Rivera	V0167837	08/31/22		300.00		300.00
								300.00		300.00
E0016564	09/08/22	Outst	0209456	Mia A. Simpson	V0167919	09/07/22		50.00		50.00
								50.00		50.00
E0016565	09/08/22	Outst	0212851	Get Moore Softball	V0167875	09/02/22		1,650.00		1,650.00
								1,650.00		1,650.00
E0016570	09/14/22	Void	0176689	Jessica Molinar						
E0016571	09/14/22	Void	0209950	Creativity Lives Here						
E0016572	09/14/22	Void	0207194	DD's Operations LLC						
E0016573	09/14/22	Outst	0209950	Creativity Lives Here	V0168109	09/14/22	P0012207	500.00		500.00
					V0168110	09/14/22	P0012208	950.00		950.00
								1,450.00		1,450.00
E0016574	09/14/22	Outst	0207194	DD's Operations LLC	V0168107	09/14/22	B0004908	761.25		761.25
								761.25		761.25
E0016575	09/15/22	Outst	0209135	Omni Financial Group, In	V0168225	09/15/22		9,596.43		9,596.43
								9,596.43		9,596.43
E0016576	09/15/22	Outst	0001161	State Univ Retirement Sy	V0168230	09/15/22		77,968.85		77,968.85
								77,968.85		77,968.85



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E0016577	09/16/22	Outst	0024766	Miriam V. Andablo	V0168050	09/12/22		75.00		75.00
								75.00		75.00
E0016578	09/16/22	Outst	0206556	Lisa Booko	V0167973	09/09/22		2,000.00		2,000.00
					V0168052	09/12/22		266.72		266.72
								2,266.72		2,266.72
E0016579	09/16/22	Outst	0000931	Mr. Juan M. Franco	V0167971	09/09/22		4,000.00		4,000.00
								4,000.00		4,000.00
E0016580	09/16/22	Outst	0000841	Mrs. Michelle C. Herrera	V0167454	08/24/22		54.64		54.64
								54.64		54.64
E0016581	09/16/22	Outst	0107686	Mrs. Blanca E. Jara	V0167974	09/09/22		123.96		123.96
					V0167975	09/09/22		41.97		41.97
								165.93		165.93
E0016582	09/16/22	Outst	0003033	Ms Gloria Lozano	V0167537	08/26/22		64.60		64.60
								64.60		64.60
E0016583	09/16/22	Outst	0162050	Ms Prairie L. Markussen	V0167928	09/07/22		41.32		41.32
								41.32		41.32
E0016584	09/16/22	Outst	0017224	Ms Gabriela Mata	V0167929	09/07/22		140.00		140.00
								140.00		140.00
E0016585	09/16/22	Outst	0211634	Elisa McKinley	V0168053	09/12/22		5,500.00		5,500.00
								5,500.00		5,500.00
E0016586	09/16/22	Outst	0002697	Dr. Keith McLaughlin	V0167848	09/01/22		364.26		364.26
								364.26		364.26
E0016587	09/16/22	Outst	0206101	Kevin W. McManaman	V0167965	09/09/22		2,500.00		2,500.00
					V0168042	09/12/22		110.00		110.00
								2,610.00		2,610.00
E0016588	09/16/22	Outst	0199309	Jason Nichols	V0168054	09/12/22		6,000.00		6,000.00
								6,000.00		6,000.00

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E0016589	09/16/22	Outst	0212798	Sergio A. Orellana	V0168049	09/12/22		25.00		25.00
								25.00		25.00
E0016590	09/16/22	Outst	0195558	Mr. Andrew E. Pulaski	V0167870	09/02/22		525.00		525.00
								525.00		525.00
E0016591	09/16/22	Outst	0209668	Nikolas Radenkovich	V0167976	09/09/22		4,000.00		4,000.00
					V0168055	09/12/22		80.00		80.00
								4,080.00		4,080.00
E0016592	09/16/22	Outst	0172945	Ms. Perla A. Santoyo	V0167931	09/08/22		63.98		63.98
								63.98		63.98
E0016593	09/16/22	Outst	0201801	Michael R. Traversa	V0168047	09/12/22		110.00		110.00
								110.00		110.00
E0016594	09/16/22	Outst	0158266	Mr. Christopher J. Wido	V0167968	09/09/22		4,250.00		4,250.00
								4,250.00		4,250.00
E0016595	09/16/22	Outst	0190102	Ms. Brandie N. Windham	V0167932	09/08/22		401.65		401.65
								401.65		401.65
E0016602	09/22/22	Outst	0209905	Teresa L. Alderman	V0168270	09/19/22		2,000.00		2,000.00
								2,000.00		2,000.00
E0016603	09/22/22	Outst	0167416	Mrs. Cynthia Aleman - Lo	V0168247	09/15/22		425.00		425.00
								425.00		425.00
E0016604	09/22/22	Outst	0202517	Mr. Diego U. Aleman Sant	V0168277	09/20/22		1,000.00		1,000.00
					V0168326	09/21/22		73.38		73.38
								1,073.38		1,073.38
E0016605	09/22/22	Outst	0209933	Christopher P. Butz	V0168285	09/20/22		110.00		110.00
								110.00		110.00
E0016606	09/22/22	Outst	0201847	Dr. Alison J. Deasey	V0168263	09/19/22		78.33		78.33
								78.33		78.33

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E0016607	09/22/22	Outst	0210057	Colin Denny	V0168266	09/19/22		1,750.00		1,750.00
								1,750.00		1,750.00
E0016608	09/22/22	Outst	0208811	Stephen Dowjotas	V0168269	09/19/22		4,250.00		4,250.00
					V0168309	09/20/22		246.99		246.99
								4,496.99		4,496.99
E0016609	09/22/22	Outst	0215109	Nicole Gambon	V0168265	09/19/22		1,694.78		1,694.78
								1,694.78		1,694.78
E0016610	09/22/22	Outst	0107686	Mrs. Blanca E. Jara	V0168074	09/12/22		47.55		47.55
					V0168255	09/19/22		8.58		8.58
					V0168256	09/19/22		5.99		5.99
					V0168257	09/19/22		311.08		311.08
					V0168258	09/19/22		80.97		80.97
					V0168259	09/19/22		950.00		950.00
					V0168260	09/19/22		41.72		41.72
								1,445.89		1,445.89
E0016611	09/22/22	Outst	0156123	Mrs. Nancy N. Jeffries	V0168264	09/19/22		4,000.00		4,000.00
								4,000.00		4,000.00
E0016612	09/22/22	Outst	0197664	Ms. Claudia Mosqueda	V0168253	09/16/22		1,050.00		1,050.00
								1,050.00		1,050.00
E0016613	09/22/22	Outst	0199309	Jason Nichols	V0168262	09/19/22		4,000.00		4,000.00
					V0168307	09/20/22		192.77		192.77
								4,192.77		4,192.77
E0016614	09/22/22	Outst	0000928	Mr. James P. O'Connell,	V0168306	09/20/22		30.00		30.00
								30.00		30.00
E0016615	09/22/22	Outst	0209695	Jonathan Rush	V0168271	09/19/22		4,000.00		4,000.00
								4,000.00		4,000.00
E0016616	09/22/22	Outst	0209456	Mia A. Simpson	V0168296	09/20/22		50.00		50.00
								50.00		50.00
E0016617	09/22/22	Outst	0201801	Michael R. Traversa	V0168284	09/20/22		110.00		110.00
								110.00		110.00

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E0016618	09/22/22	Outst	0000019	Mr. Scott E. Ulbrich	V0168292	09/20/22		30.00		30.00
								30.00		30.00
E0016619	09/22/22	Outst	0209062	Latinologues Inc	V0168329	09/21/22		20,000.00		20,000.00
								20,000.00		20,000.00
E0016620	09/29/22	Outst	0209950	Creativity Lives Here	V0168108	09/14/22	P0012206	950.00		950.00
					V0169181	09/28/22	P0012280	950.00		950.00
								1,900.00		1,900.00
E0016621	09/29/22	Outst	0207194	DD's Operations LLC	V0169180	09/28/22	B0004930	1,242.50		1,242.50
								1,242.50		1,242.50
E0016622	09/29/22	Outst	0209062	Latinologues Inc	V0169179	09/28/22	B0004916	2,500.00		2,500.00
								2,500.00		2,500.00
E0016943	09/29/22	Outst	0176689	Jessica Molinar	V0169240	09/29/22	B0004889	1,200.00		1,200.00
								1,200.00		1,200.00
E0016944	09/30/22	Outst	0202517	Mr. Diego U. Aleman Sant	V0168380	09/26/22		1,000.00		1,000.00
								1,000.00		1,000.00
E0016945	09/30/22	Outst	0206556	Lisa Booko	V0168382	09/26/22		2,000.00		2,000.00
								2,000.00		2,000.00
E0016946	09/30/22	Outst	0162406	Mrs. Irina V. Cline	V0168267	09/19/22		15.98		15.98
								15.98		15.98
E0016947	09/30/22	Outst	0079155	Dr. Stanley S. Fields	V0168328	09/21/22		60.64		60.64
								60.64		60.64
E0016948	09/30/22	Outst	0000931	Mr. Juan M. Franco	V0168379	09/26/22		4,000.00		4,000.00
								4,000.00		4,000.00
E0016949	09/30/22	Outst	0000841	Mrs. Michelle C. Herrera	V0168368	09/22/22		865.00		865.00
								865.00		865.00

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E0016950	09/30/22	Outst	0003033	Ms Gloria Lozano	V0168432	09/27/22		81.49		81.49
								81.49		81.49
E0016951	09/30/22	Outst	0214466	Taylor M. Marquart	V0168410	09/26/22		25.00		25.00
								25.00		25.00
E0016952	09/30/22	Outst	0017224	Ms Gabriela Mata	V0168375	09/24/22		528.28		528.28
								528.28		528.28
E0016953	09/30/22	Outst	0002697	Dr. Keith McLaughlin	V0168418	09/26/22		298.96		298.96
								298.96		298.96
E0016954	09/30/22	Outst	0197664	Ms. Claudia Mosqueda	V0168299	09/20/22		450.00		450.00
								450.00		450.00
E0016955	09/30/22	Outst	0201801	Michael R. Traversa	V0168406	09/26/22		220.00		220.00
								220.00		220.00
E0016956	09/30/22	Outst	0001161	State Univ Retirement Sy	V0169366	09/30/22		78,129.53		78,129.53
								78,129.53		78,129.53
E0016957	09/30/22	Outst	0209135	Omni Financial Group, In	V0169361	09/30/22		9,013.69		9,013.69
								9,013.69		9,013.69
								=====	=====	=====
								1,964,692.56		1,964,692.56

17 Oct 2022  
12:10

CHECK REGISTER SUMMARY REPORT  
Period 09/01/2022 - 09/30/2022

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,964,692.56	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,964,692.56
			-----	-----
			1,964,692.56	1,964,692.56

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

Vendor Name	Check Desc	Check Number	Board Approval Date	Amount	Item Description Line 1
All Pro Truck Driving School LLC	9/15/2022	0107593	7/7/2022	\$15,300.00	CDL Program
Amazon Capital Services	9/15/2022	0107594	EXEMPT	\$11,065.77	amazon
Amazon Capital Services	9/30/2022	0108097	EXEMPT	\$8,996.55	4-Port/USB Flash Drive Hub
Amazon Capital Services	9/30/2022	0108493	EXEMPT	\$7.20	Shipping
Apple, Inc.	9/15/2022	0107585	5/25/2022	\$76,116.00	Mac 24" Blu
Apple, Inc.	9/30/2022	0108099	EXEMPT	\$11,869.00	BOL iPad
Ashlar Construction Company, Inc.	9/30/2022	0108100	10/27/2021	\$458,220.79	App 6 Student Services
ATI Nursing Education	9/15/2022	0107592	8/24/2022	\$32,417.00	Supreme Bundle RN
Bee Liner Lean Services	9/30/2022	0108104	4/27/2022	\$372,739.90	App 3 Biology Lab Renovation
CDW Government, Inc.	9/15/2022	0107602	10/27/2021	\$27,462.10	Barracuda email protectio
CDW Government, Inc.	9/30/2022	0108106	EXEMPT	\$12,414.44	Fortinet License renewal
Cornerstone Government Affairs, Inc.	9/15/2022	0107613	3/23/2022	\$14,000.00	August 2022
Cornerstone Government Affairs, Inc.	9/30/2022	0108112	3/23/2022	\$14,000.00	Gvl Relations & consulti
Del Galdo Law Group, LLC	9/15/2022	0107617	8/25/2021	\$15,975.25	Attorney Services
Demonica Kemper Architects	9/15/2022	0107618	11/17/2021	\$37,308.56	Building F Renovations
Dwayne Cruz	9/2/2022	0107514	EXEMPT	\$350.00	Meal Money 9-7-22
Dwayne Cruz	9/2/2022	0107515	EXEMPT	\$350.00	Meal Money 9-9-22
Dwayne Cruz	9/2/2022	0107516	EXEMPT	\$350.00	Meal Money 9-12-22
Dwayne Cruz	9/9/2022	0107547	EXEMPT	\$525.00	Meal Money 9-14-22
Dwayne Cruz	9/16/2022	0107587	EXEMPT	\$4,275.00	Head WS Coach Stipend
Dwayne Cruz	9/23/2022	0107721	EXEMPT	\$131.17	Gasoline 9-17-22
Dwayne Cruz	9/23/2022	0107722	EXEMPT	\$525.00	Meal Money 9-28-22
Dwayne Cruz	9/30/2022	0108177	EXEMPT	\$3,750.00	WS Head Coach Stipend
Dwayne Cruz	9/30/2022	0108178	EXEMPT	\$525.00	Meal \$ 10-7-22
Dwayne Cruz	9/30/2022	0108179	EXEMPT	\$525.00	Meal \$ 10-12-22
Foris, LLP	9/15/2022	0107629	4/27/2022	\$13,500.00	Audit Services
Freepoint Energy Solutions, LLC.	9/30/2022	0108121	11/18/2020	\$31,712.64	Energy Services
Game One	9/15/2022	0107631	7/22/2020	\$27,706.03	Backpack Various Athletic Supplies
Game One	9/30/2022	0108123	7/22/2020	\$13,633.82	Cam Golf/Various Athletic Supplies
Jason Nichols	9/1/2022	E0016489	EXEMPT	\$1,000.00	Coaches Meeting
Jason Nichols	9/8/2022	E0016559	EXEMPT	\$1,320.15	Golf Outing
Jason Nichols	9/16/2022	E0016598	7/7/2022	\$6,000.00	Head Coach WBB Stipend
Jason Nichols	9/22/2022	E0016613	7/7/2022	\$4,000.00	9-12-22 Coaches Meeting
Jason Nichols	9/22/2022	E0016613	EXEMPT	\$192.77	Reimbursement
Krueper International Inc	9/15/2022	0107642	2/28/2022	\$11,700.10	Innovation Room Furniture
Krueper International Inc	9/30/2022	0108138	2/28/2022	\$17,764.74	Furniture
Latinoques Inc	9/22/2022	E0016619	5/25/2022	\$20,000.00	Oct LTM
Latinoques Inc	9/29/2022	E0016622	EXEMPT	\$2,000.00	LIT-002-01
Meltwater News US Inc	9/23/2022	0107709	EXEMPT	\$10,000.00	Media Relations platform
Messor Insurance Services, Inc.	9/15/2022	0107648	EXEMPT	\$11,250.00	Quarterly Payment
Mr. Juan M. Franco	9/2/2022	0107521	EXEMPT	\$320.00	Meal Money 9-8-22
Mr. Juan M. Franco	9/9/2022	0107551	EXEMPT	\$320.68	Meal Money 9-27-22
Mr. Juan M. Franco	9/9/2022	0107552	EXEMPT	\$480.00	Meal Money 9-17-22
Mr. Juan M. Franco	9/16/2022	E0016579	EXEMPT	\$4,000.00	Head MS Coach Stipend
Mr. Juan M. Franco	9/23/2022	0107730	EXEMPT	\$480.00	Meal Money 9-29-22
Mr. Juan M. Franco	9/30/2022	0108188	EXEMPT	\$480.00	Meal \$ 10-11-22
Mr. Juan M. Franco	9/30/2022	E0016948	EXEMPT	\$4,000.00	MS Head Coach Stipend
Old National Bank	9/22/2022	0107707	EXEMPT	\$6,677.94	Crestline
Old National Bank	9/22/2022	0107708	EXEMPT	\$12,355.20	AnyPromo Refund
Omni Financial Group, Inc.	9/15/2022	E0016575	4/26/2021	\$9,596.43	Payroll Deductions
Omni Financial Group, Inc.	9/30/2022	E0016957	4/28/2021	\$9,013.89	Payroll Deductions
REX Electric and Technologies, LLC.	8/15/2022	0108925	12/15/2021	\$68,337.10	App 2 Security & Access Control Project
REX Electric and Technologies, LLC	8/31/2022	0107472	12/15/2021	\$68,150.80	App 3 Remodeling of 13 classrooms
State Univ Retirement Systems	9/15/2022	E0016576	EXEMPT	\$77,968.85	Payroll Deductions
State Univ Retirement Systems	9/30/2022	E0016956	EXEMPT	\$78,129.53	Payroll Deductions
Stephen Dowjotas	9/2/2022	0107519	8/24/2022	\$4,000.00	Meal Money Tampa, FL
Stephen Dowjotas	9/2/2022	0107520	EXEMPT	\$640.00	Meal Money 9-16-22 &
Stephen Dowjotas	9/16/2022	0107688	EXEMPT	\$240.00	Meal Money 9-22-22
Stephen Dowjotas	9/22/2022	E0016608	EXEMPT	\$4,496.59	Parking Mchewy Airport
Stephen Dowjotas	9/23/2022	0107725	EXEMPT	\$240.00	Meal Money 9-29-22
Stephen Dowjotas	9/23/2022	0107726	EXEMPT	\$240.00	Meal Money 9-29-22
Stephen Dowjotas	9/30/2022	0108181	EXEMPT	\$240.00	Meal \$ 10-5-22
Stephen Dowjotas	9/30/2022	0108182	EXEMPT	\$240.00	Meal \$ 10-13-22
Stephen Dowjotas	9/30/2022	0108183	EXEMPT	\$480.00	Meal \$ 10-16-22
Stephen Dowjotas	9/30/2022	0108184	EXEMPT	\$240.00	Meal \$ 10-19-22
Thermo Electron North America, LLC	9/15/2022	0107661	EXEMPT	\$24,652.22	Infrared Spectrometer
Trejo 4.0 Productions, Inc.	9/9/2022	0107571	EXEMPT	\$10,000.00	LTM Danny Trejo
Total Paid				1,657,265.84	

**From:** [Mireya Perez](#)  
**To:** [Board Materials](#)  
**Subject:** Board action - Monthly Budget Report September 2022  
**Date:** Wednesday, October 19, 2022 9:23:13 AM  
**Attachments:** [MC- SEPT 22 Monthly Budget Report.pdf](#)

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Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE  
ENDING SEPTEMBER 2022 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thank you,



**Mireya Perez**  
Chief Financial Officer/Treasurer  
P: (708) 656-8000, Ext. 2289  
E: [mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)  
[www.morton.edu](http://www.morton.edu)



**Morton Community College**  
**FY23 Budget Report**  
**For 3 Month Ending September 30, 2022**



**Morton Community College  
Budget Report Summary  
September 30, 2022**

25%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 10,174,400	\$ 30,138,668	33.8%	\$ 19,964,268
Expenditures	(6,485,195)	(30,138,668)	21.5%	(23,653,473)
Net	\$ 3,689,205	\$ -		\$ (3,689,205)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 427,668	\$ 3,170,275	13.5%	\$ 2,742,607
Expenditures	(550,857)	(3,170,275)	17.4%	(2,619,418)
Net	\$ (123,189)	\$ -		\$ 123,189
<u>Restricted Purpose Fund</u>				
Revenue	\$ 2,033,597	\$ 25,145,598	8.1%	\$ 23,112,001
Expenditures	(5,349,414)	(25,145,598)	21.3%	(19,796,184)
Net	\$ (3,315,817)	\$ -		\$ 3,315,817
<u>Audit Fund</u>				
Revenue	\$ 19,391	\$ 77,355	25.1%	\$ 57,964
Expenditures	(13,500)	(87,300)	15.5%	(73,800)
Net	\$ 5,891	\$ (9,945)		\$ (15,836)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 214,387	\$ 847,810	25.3%	\$ 633,423
Expenditures	(339,948)	(924,500)	36.8%	(584,552)
Net	\$ (125,561)	\$ (76,690)		\$ 48,871
<u>General Bond Obligation Fund</u>				
Revenue	\$ 238,550	\$ 682,710	34.9%	\$ 444,160
Expenditures	-	(641,575)	0.0%	(641,575)
Net	\$ 238,550	\$ 41,135		\$ (197,415)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 1,612	\$ 5,853,967	0.0%	\$ 5,852,355
Expenditures	(142,903)	(5,853,967)	2.4%	(5,711,064)
Net	\$ (141,291)	\$ -		\$ 141,291
<u>Auxiliary Services</u>				
Revenue	\$ 11,278	\$ 100,000	11%	\$ 88,722
Expenditures	(13,045)	(100,000)	13%	(86,955)
Net	\$ (1,767)	\$ -		
<u>All Funds</u>				
Revenue	\$ 13,120,883	\$ 66,016,383	19.9%	\$ 52,895,500
Expenditures	(12,894,862)	(66,061,883)	19.5%	\$ (53,167,021)
Net	\$ 226,021	\$ (45,500)		\$ (271,521)

**EDUCATION FUND REVENUE**  
**September 30, 2022**

	Actual	Budget	%	Budget Remaining
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 2,059,135	\$ 8,030,388	25.6%	\$ 5,971,253
Total Local Government	\$ 2,059,135	\$ 8,030,388		\$ 5,971,253
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 37,800	\$ 1,950,000	1.9%	\$ 1,912,200
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 638,349	\$ 2,553,397	25.0%	\$ 1,915,048
ICCB equalization grants	1,248,173	4,342,690	28.7%	3,094,517
CTE formula grant	120,417	185,995	64.7%	65,578
Total State Government	\$ 2,006,939	\$ 7,082,082		\$ 5,075,143
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 4,994,240	\$ 10,563,595	47.3%	\$ 5,569,355
Fees	1,036,014	2,150,903	48.2%	1,114,889
Total Tuition and Fees	\$ 6,030,254	\$ 12,714,498		\$ 6,684,244
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 11,250	\$ 271,700	4.1%	\$ 260,450
Investment revenue	29,022	60,000	48.4%	30,978
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	\$ 40,272	\$ 361,700		\$ 321,428
<b>Total Revenue</b>	<u>\$ 10,174,400</u>	<u>\$ 30,138,668</u>	<u>33.8%</u>	\$ 19,964,268
Transfers in	\$ -	\$ -	0.0%	\$ -
<b>Total Revenue and Transfers in</b>	<u>\$ 10,174,400</u>	<u>\$ 30,138,668</u>	33.8%	<u>\$ 19,964,268</u>

# EDUCATION FUND EXPENDITURES

September 30, 2022

	Actual	Budget	%	Budget Remaining
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 1,632,954	\$ 9,014,438	18.1%	\$ 7,381,484
Employee benefits	223,136	885,141	25.2%	662,005
Contractual services	98,798	363,750	27.2%	264,952
Material and supplies	72,412	724,950	10.0%	652,538
Conferences and meetings	9,784	63,600	15.4%	53,816
Total Instruction	<u>2,037,084</u>	<u>11,051,879</u>	<u>18.4%</u>	<u>9,014,795</u>
<b>Academic Support</b>				
Salaries	230,436	1,356,614	17.0%	1,126,178
Employee benefits	40,628	204,681	19.8%	164,053
Contractual services	139,546	383,000	36.4%	243,454
Material and supplies	78,139	348,280	22.4%	270,141
Conferences and meetings	5,552	26,100	21.3%	20,548
Fixed charges	17,422	90,000	19.4%	72,578
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>511,723</u>	<u>2,409,675</u>	<u>21.2%</u>	<u>1,897,952</u>
<b>Student Services</b>				
Salaries	511,700	2,402,059	21.3%	1,890,359
Employee benefits	81,705	301,147	27.1%	219,442
Contractual services	50,844	280,500	18.1%	229,656
Material and supplies	24,188	175,638	13.8%	151,450
Conferences and meetings	23,678	89,750	26.4%	66,072
Fixed charges	-	21,500	0.0%	21,500
Total Student Services	<u>692,115</u>	<u>3,270,594</u>	<u>21.2%</u>	<u>2,578,479</u>
<b>Public Service/Continuing Education</b>				
Salaries	66,639	160,646	41.5%	94,007
Employee benefits	9,638	22,127	43.6%	12,489
Contractual services	26,670	122,500	21.8%	95,830
Material and supplies	1,508	27,200	5.5%	25,692
Conferences and meetings	392	10,350	3.8%	9,958
Other tuition/fee waiver	1,362	5,000	27.2%	3,638
Total Public Service/Continuing Education	<u>106,209</u>	<u>347,823</u>	<u>30.5%</u>	<u>241,614</u>
<b>Auxiliary Services</b>				
Salaries	60,516	300,589	20.1%	240,073
Employee benefits	13,212	54,788	24.1%	41,576
Contractual services	199,940	480,000	41.7%	280,060
Material and supplies	103,243	592,000	17.4%	488,757
Conferences and meetings	54,090	280,000	19.3%	225,910
Fixed charges	1,606	40,000	4.0%	38,394
Total Auxiliary Services	<u>432,607</u>	<u>1,747,377</u>	<u>24.8%</u>	<u>1,314,770</u>

**EDUCATION FUND EXPENDITURES**  
**September 30, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>Institutional Support</b>				
Salaries	\$ 539,775	\$ 2,968,518	18.2%	\$ 2,428,743
Employee benefits	115,644	599,752	19.3%	484,108
Contractual services	720,268	1,754,500	41.1%	1,034,232
Material and supplies	119,622	890,250	13.4%	770,628
Conferences and meetings	34,055	232,800	14.6%	198,745
Fixed charges	-	1,500	0.0%	1,500
Other	27,753	140,000	19.8%	112,247
Total Institutional Support	<u>1,557,117</u>	<u>6,587,320</u>	<u>23.6%</u>	<u>5,030,203</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	<u>1,148,344</u>	<u>1,529,000</u>	<u>75.1%</u>	<u>380,656</u>
Total Scholarships, Student Grants & Waivers	<u>1,148,344</u>	<u>1,529,000</u>	<u>75.1%</u>	<u>380,656</u>
<b>Contingencies</b>				
	-	225,000	0.0%	225,000
<b>Total Expenditures</b>	<u>\$ 6,485,199</u>	<u>\$ 27,168,668</u>	<u>23.9%</u>	<u>\$ 20,683,469</u>
<b>Transfers out</b>				
	-	3,000,000	0.0%	3,000,000
<b>Total Expenditures and Transfers out</b>	<u>\$6,485,199</u>	<u>\$ 30,168,668</u>	<u>21.5%</u>	<u>\$ 23,683,469</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**  
**September 30, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 390,000</u>	<u>\$ 1,561,275</u>	<u>25.0%</u>	<u>\$ 1,171,275</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>37,800</u>	<u>1,000,000</u>	<u>3.8%</u>	<u>962,200</u>
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	<u>-</u>	<u>650,000</u>	<u>0.0%</u>	<u>650,000</u>
<b>STUDENT FEES</b>				
Fees	<u>(132.00)</u>	<u>-</u>	<u>0.0%</u>	<u>132</u>
Total Student Fees	<u>(132.00)</u>	<u>0</u>	<u>0.0%</u>	<u>132</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	<u>-</u>	<u>5,000</u>	<u>0.0%</u>	<u>5,000</u>
Facilities	<u>-</u>	<u>14,000</u>	<u>0.0%</u>	<u>14,000</u>
Investment revenue	<u>-</u>	<u>10,000</u>	<u>0.0%</u>	<u>10,000</u>
Total Miscellaneous	<u>-</u>	<u>29,000</u>	<u>0.0%</u>	<u>29,000</u>
Transfers in	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenue</b>	<u>\$ 427,668</u>	<u>\$ 2,590,275</u>	<u>16.5%</u>	<u>\$ 2,162,607</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	<u>\$302,867</u>	<u>\$1,386,021</u>	<u>21.9%</u>	<u>\$1,083,154</u>
Employee benefits	<u>38,024</u>	<u>159,254</u>	<u>23.9%</u>	<u>121,230</u>
Contractual services	<u>53,750</u>	<u>553,000</u>	<u>9.7%</u>	<u>499,250</u>
Material and supplies	<u>18,608</u>	<u>195,500</u>	<u>9.5%</u>	<u>176,892</u>
Conferences and meetings	<u>-</u>	<u>6,500</u>	<u>0.0%</u>	<u>6,500</u>
Utilities	<u>137,608</u>	<u>810,000</u>	<u>17.0%</u>	<u>672,392</u>
Capital outlay	<u>-</u>	<u>50,000</u>	<u>0.0%</u>	<u>50,000</u>
Other	<u>-</u>	<u>10,000</u>	<u>0.0%</u>	<u>10,000</u>
Total Operations and Maintenance of Plant	<u>550,857</u>	<u>3,170,275</u>	<u>17.4%</u>	<u>2,619,418</u>
<b>Total Expenditures</b>	<u>\$ 550,857</u>	<u>\$ 3,170,275</u>	<u>17.4%</u>	<u>\$ 2,619,418</u>

**RESTRICTED PURPOSE FUND REVENUE**  
**September 30, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB	6,604	\$1,239,378	0.5%	1,232,774
ISBE grant revenue- other	-	264,701	0.0%	264,701
Other Sources	26,477	3,774,376	0.7%	3,747,899
Total State Government	<u>33,081.00</u>	<u>5,278,455</u>	<u>0.6%</u>	<u>5,245,374</u>
<b>FEDERAL GOVERNMENT</b>				
ICCB	-	418,245	0.0%	418,245
Department of education	2,000,340	18,900,763	10.6%	16,900,423
Other	176	548,135	0.0%	547,959
Total Federal Government	<u>2,000,516</u>	<u>19,867,143</u>	<u>10.1%</u>	<u>17,448,382</u>
 <b>Total Revenue</b>	 <u>\$ 2,033,597</u>	 <u>\$ 25,145,598</u>	 <u>8.1%</u>	 <u>\$ 22,693,756</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**September 30, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 253,828	\$ 1,633,885	15.5%	\$ 1,380,057
Employee benefits	35,902	2,160,251	1.7%	2,124,349
Contractual services	15,175	118,409	12.8%	103,234
Material and supplies	35,070	345,823	10.1%	310,753
Conferences and meetings	-	25,750	0.0%	25,750
Other Fixed Charges	-	9,551	0.0%	9,551
Student grants and scholarships	300	206,424	0.1%	206,124
Total Instruction	<u>340,275</u>	<u>4,500,093</u>	<u>7.6%</u>	<u>4,159,818</u>
<b>Academic Support</b>				
Salaries	2,502	17,500	0.0%	14,998
Employee benefits	367	250,000	0.0%	249,633
Material and supplies	-	2,000	0.0%	2,000
Conferences and meetings	-	2,000	0.0%	2,000
Other Fixed Charges	-	1,720	0.0%	1,720
Total Academic Support	<u>2,869.00</u>	<u>273,220</u>	<u>1.1%</u>	<u>270,351</u>
<b>Student Services</b>				
Salaries	109,333	614,061	17.8%	504,728
Employee benefits	29,112	494,442	5.9%	465,330
Other Contract Services	14,906	326,405	4.6%	311,499
Material and supplies	52,267	823,882	6.3%	771,615
Conferences and meetings	1,877	116,746	1.6%	114,869
Fixed charges	100	100	100.0%	0
Total Student Services	<u>207,595</u>	<u>2,375,636</u>	<u>8.7%</u>	<u>2,168,041</u>
<b>Public Service/Continuing Education</b>				
Salaries	53,611	201,709	26.6%	148,098
Employee benefits	11,710	134,400	8.7%	122,690
Contractual services	400	3,000	13.3%	2,600
Material and supplies	373	4,592	8.1%	4,219
Conferences and meetings	320	19,000	1.7%	18,680
Total Public Service/Continuing Education	<u>66,414</u>	<u>362,701</u>	<u>18.3%</u>	<u>296,287</u>



**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**
**September 30, 2022**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
<b>Institutional Support</b>				
Salaries	3,089	30,000	10.3%	26,911
Employee benefits	518	400,000	0.1%	399,482
Contractual services	47,061	311,942	15.1%	264,881
Materials and supplies	517,119	1,940,457	26.6%	1,423,338
Other Fixed Charges	-	100,000	0.0%	100,000
Capital Outlay	1,505,552	2,546,121	59.1%	1,040,569
Student grants and waivers	109,140	100,000	109.1%	(9,140)
Total Institutional Support	2,182,479	5,428,520	40.2%	3,246,041
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	7,647	131,529	5.8%	123,882
Student grants and scholarships	2,542,135	11,498,898	22.1%	8,956,763
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<b>2,549,782</b>	<b>11,630,427</b>	<b>21.9%</b>	<b>9,080,645</b>
<b>Total Expenditures</b>	<b>\$ 5,349,414</b>	<b>\$ 25,145,597</b>	<b>21.3%</b>	<b>\$ 19,796,183</b>

AUDIT FUND REVENUE AND EXPENDITURES  
September 30, 2022

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	<u>\$ 19,391</u>	<u>\$ 77,305</u>	<u>25.1%</u>	<u>\$ 57,914</u>
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	<u>-</u>	<u>50</u>	<u>0.0%</u>	<u>50</u>
<b><u>Total Revenue</u></b>	<u>\$ 19,391</u>	<u>\$ 77,355</u>	<u>25.1%</u>	<u>\$ 57,964</u>
<u>Transfers in</u>	-	-	0.0%	-
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 19,391</u>	<u>\$ 77,355</u>	<u>25.1%</u>	<u>\$ 57,964</u>
<b><u>EXPENDITURES</u></b>				
<u>By Program:</u>				
<b><u>Institutional Support</u></b>				
<u>Contractual services</u>	<u>13,500</u>	<u>87,300</u>	<u>15.5%</u>	<u>73,800</u>
<b><u>Total Expenditures</u></b>	<u>\$ 13,500</u>	<u>\$ 87,300</u>	<u>15.5%</u>	<u>\$ 73,800</u>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**September 30, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 214,387	\$ 847,710	25.3%	\$ 633,323
<b>MISCELLANEOUS</b>				
Investment revenue	-	100	0.0%	100
<b>Total Revenue</b>	<b>\$ 214,387</b>	<b>\$ 847,810</b>	<b>25.3%</b>	<b>\$ 633,423</b>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b>Instruction</b>				
Employee benefits	-	135,000	0.0%	135,000
Total Instruction	-	135,000	0.0%	135,000
<b>Academic Support</b>				
Employee benefits	-	16,500	0.0%	16,500
<b>Student Services</b>				
Employee benefits	-	24,500	0.0%	24,500
Total Academic Support	-	24,500	0.0%	24,500
<b>Public Service/Continuing Education</b>				
Employee benefits	-	8,000	0.0%	8,000
<b>Auxiliary Services</b>				
Employee benefits	-	4,500	0.0%	4,500
<b>Operations and Maintenance of Plant</b>				
Salaries	-	70,000	0.0%	70,000
Employee benefits	-	21,000	0.0%	21,000
Total Operations and Maintenance of Plant	-	91,000	0.0%	91,000
<b>Institutional Support</b>				
Employee benefits	5,073	70,000	7.2%	64,927
Contractual services	29,597	220,000	13.5%	190,403
Other Fixed Charges	305,278	355,000	86.0%	49,722
Total Institutional Support	339,948	645,000	52.7%	305,052
<b>Total Expenditures</b>	<b>\$ 339,948</b>	<b>\$ 924,500</b>	<b>36.8%</b>	<b>\$ 584,552</b>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES  
September 30, 2022

	Actual	Budget	%	Budget Remaining
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 238,550	\$ 682,610	34.9%	\$ 444,060
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	-	100	0.0%	100
<b>Total Revenue</b>	238,550	682,710	34.9%	444,160
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	-	641,575	0.0%	641,575
<b><u>TRANSFERS OUT</u></b>	-	-	0.0%	-
<b><u>Total Expenditures</u></b>	\$ -	\$ 641,575	0.0%	\$ 641,575

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**  
**September 30, 2022**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b>STATE GOVERNMENT</b>				
Capital Development Board	-	2,853,967	0.0%	2,853,967
Total	-	2,853,967	0.0%	2,853,967
<b>OTHER SOURCES</b>				
Bonds		-	0.0%	-
Investment Interest	1,612	-	0.0%	(1,612)
Total	1,612	-	#DIV/0!	(1,612)
<b>TRANSFERS IN</b>	\$ -	\$ 3,000,000	0.0%	\$ 3,000,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 1,612</u>	<u>\$ 5,853,967</u>	<u>0.0%</u>	<u>\$ 5,852,355</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	1,980	1,965,500	0.1%	1,963,520
Capital outlay	140,923	3,888,467	3.6%	3,747,544
Total Operation and Maintenance of Plant	142,903	5,853,967	2.4%	5,711,064
<b>Total Expenditures</b>	\$ 142,903	\$ 5,853,967	2.4%	\$ 5,711,064
<b>AUXILIARY SERVICES</b>				
<b>September 30, 2022</b>				
<b><u>REVENUE</u></b>				
<b>OTHER SOURCES</b>				
Sales	11,278	100,000	11.3%	88,722
<b><u>Total Revenue and Transfers in</u></b>	<u>11,278</u>	<u>100,000</u>	<u>11.3%</u>	<u>88,722</u>
<b><u>EXPENDITURES</u></b>				
Materials & Supplies	13,045	100,000	13.0%	86,955
<b><u>Total Expenditures</u></b>	<u>13,045</u>	<u>100,000</u>	<u>13.0%</u>	<u>86,955</u>

**Morton College Treasurer's Report**

Month Ending: September 2022

<i><b>Institution</b></i>	<i><b>Purchased</b></i>	<i><b>Principal</b></i>	<i><b>Rate</b></i>	<i><b>Type</b></i>	<i><b>Maturity</b></i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,725,936.37	0.0100%	TIF Prime Fund	30-Sep-22
<i>Old National Bank</i>	11-Mar-20	\$ 251,597.11	1.0940%	CD	30-Sep-22
<i>Old National Bank</i>	11-Mar-20	\$ 251,597.11	1.0940%	CD	30-Sep-22
	Sum	<u>\$11,229,130.59</u>			
<b>Grand Total</b>		<b>\$ 11,229,130.59</b>			

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

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

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

- New course ANT 104 as new transfer elective
- EMT 101- After completing course successfully certificate will be awarded
- New Paramedic Degree

This recommendation is based upon input from faculty, the academic deans', Curriculum Committee, and the Provost.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Disposition Sheet- October 4,2022

October Disposition Sheet

Item#	Agenda Item	No Action Necessary	Approved as Presented	Details or Approved w/Modification	Vetoed	Tabled	Effective Date
I.	ANT 104		X	New transfer elective			Spring 2023
IV.	EMT Course		X	Certificate will be awarded after the course is passed successfully			Spring 2023
IV.	New Paramedic Degree			Approved once additions are made to curriculum: Admission requirement students must be a licensed EMT. "C" or better in all program classes.			Fall 2023

**PROPOSED ACTION:**

*Board approval for Women's Soccer out of state travel to Tucson, Arizona November 13, 2022 through November 20, 2022.*

**RATIONALE:**

*Potential to qualify for NJCAA National Tournament.*

**COST ANALYSIS:**

*Hotel Rooms: \$5,000.00*

*Airline Flights: \$5000.00*

*Vehicles: \$1,500.00*

*Meal Money: \$4,000.00*

*Total: \$15,500.00*

**ATTACHMENT:**

*None*



**PROPOSED ACTION:**

*Board approval for Men's Soccer out of state travel to Tucson, Arizona November 13, 2022 through November 20, 2022.*

**RATIONALE:**

*Potential to qualify for NJCAA National Tournament.*

**COST ANALYSIS:**

*Hotel Rooms: \$5,000.00*

*Airline Flights: \$5,000.00*

*Vehicles: \$1,500.00*

*Meal Money: \$4,000.00*

*Total: \$15,500.00*

**ATTACHMENT:**

*None*

**PROPOSED ACTION:**

*Board approval for Women's Volleyball out of state travel to Cedar Rapids, Iowa November 16, 2022 through November 20, 2022.*

**RATIONALE:**

*Potential to qualify for NJCAA National Tournament.*

**COST ANALYSIS:**

*Hotel Rooms: \$5,000.00*

*Vehicles: \$4,000.00*

*Meals: \$4,000.00*

*Total: \$13,000.00*

**ATTACHMENT:**

*None*

### **PROPOSED ACTION:**

*Board approval for Women's Basketball out of state travel to Muskegon, Michigan November 18, 2022 through November 19, 2022.*

### **RATIONALE:**

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

### **COST ANALYSIS:**

*Hotel Rooms: \$2,100.00*

*Vehicles: \$3,000.00*

*Meals: \$900.00*

*Total: \$6,000.00*

### **ATTACHMENT:**

*None*

## **PROPOSED ACTION:**

*Board approval for Men's Basketball out of state travel to Dowagiac, Michigan December 16, 2022 through December 19, 2022.*

## **RATIONALE:**

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

## **COST ANALYSIS:**

*Hotel Rooms: \$3,800.00*

*Vehicles: \$3,900.00*

*Meals: \$1,800.00*

*Total: \$9,500.00*

## **ATTACHMENT:**

*None*

## **PROPOSED ACTION:**

*Board approval for Women's Basketball out of state travel to Miami, Florida December 17, 2022 through December 20, 2022.*

## **RATIONALE:**

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

## **COST ANALYSIS:**

*Hotel Rooms: \$9,000.00*

*Airline Flights: \$5,000.00*

*Vehicles: \$2,000.00*

*Meals: \$4,600.00*

*Total: \$20,600.00*

## **ATTACHMENT:**

*None*

**PROPOSED ACTION:**

*Board approval for Women's Wrestling out of state travel to Adrian, Michigan November 12, 2022 through November 13, 2022.*

**RATIONALE:**

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

**COST ANALYSIS:**

*Hotels: (1 Evening): \$420.00*

*Meals: \$150.00*

*Tournament Fee: \$70.00*

*Total: \$640.00*

**ATTACHMENT:**

*None*

## **PROPOSED ACTION:**

*Board approval for Men's Wrestling out of state travel to Muskegon, Michigan November 4, 2022 through November 5, 2022.*

## **RATIONALE:**

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

## **COST ANALYSIS:**

*Hotels: (1 Evening): \$1,220.00*

*Meals: \$540.00*

*Tournament Fee: \$510.00*

*Total: \$2,270.00*

## **ATTACHMENT:**

*None*

## **PROPOSED ACTION:**

*Board approval for Men's and Women's Wrestling out of state travel to St. Charles, Missouri November 18, 2022 through November 20, 2022.*

## **RATIONALE:**

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

## **COST ANALYSIS:**

### ***Women:***

*Hotels (2 evenings): \$320.00*

*Meals: \$100.00*

*Tournament Fees: \$150.00*

*Total: \$570.00*

### ***Men:***

*Hotels (2 evenings): \$3,480.00*

*Meals: \$600.00*

*Tournament Fees: \$680.00*

*Total: \$4,760.00*

***Total Combined: \$5,330.00***

## **ATTACHMENT:**

*None*



## **PROPOSED ACTION:**

*Board approval for Men's Wrestling out of state travel to Dearborn, Michigan December 2, 2022 through December 3, 2022.*

## **RATIONALE:**

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

## **COST ANALYSIS:**

*Hotels: (1 Evening): \$1,300.00*

*Meals: \$550.00*

*Tournament Fee: \$510.00*

*Total: \$2,360.00*

## **ATTACHMENT:**

*None*

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR LILIANA RAYGOZA EFFECTIVE NOVEMBER 1 THROUGH JANUARY 31, 2023.

**RATIONALE:**

MS. RAYGOZA WILL HELP WITH THE HR COORDINATOR DUTIES UNTIL WE REPLACE THAT POSITION.

**COST ANALYSIS:** 10% OF SALARY = \$1,423

**ATTACHMENT:** NONE

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 10% TEMPORARY WORK ASSIGNMENT FOR ANAYELI FUENTES EFFECTIVE NOVEMBER 1 THROUGH JANUARY 31, 2023.

**RATIONALE:**

MS. FUENTES WILL HELP WILL THE HR COORDINATOR DUTIES UNTIL WE REPLACE THAT POSITION.

**COST ANALYSIS:** 10% OF SALARY = \$1,630

**ATTACHMENT:** NONE

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE A TEMPORARY SALARY INCREASE BY 10% FOR CLARA MARTINEZ BEGINNING OCTOBER 4, 2022, ENDING DECEMBER 16, 2022

**RATIONALE:** Due to a vacancy of the Simulation Coordinator position, Clara Martinez will pick up additional job duties in order for the department to continue to provide simulation to students. In addition there is a need for someone to maintain and order lab supplies and equipment.

**COST ANALYSIS:** 10% of salary (\$1,354.17)

**PROPOSED ACTION:** THAT THE BOARD APPROVE SERGEANT JOSEPH FEULNER'S SALARY ADJUSTMENT ABOVE A FULL-TIME PATROL OFFICER EFFECTIVE DATE OF 10/31/2022.

**RATIONALE:** To meet the college and department needs, provides the police department with afternoon supervision duties and tasks.

**COST ANALYSIS:** Salary Increase Adjustment \$51,501.00

**ATTACHMENT:**

## **PROPOSED ACTION:**

Review and Approval of Ford MLR License Agreement between Morton College and Ford Motor Company.

## **RATIONALE:**

The Ford MLR (Maintenance & Light Repair) License Agreement is being submitted for review and approval.

This is a renewal of the existing agreement, and documents the ongoing partnership between the Morton College Automotive Technology Program and Ford Motor Company Technical Service Operations.

## **COST ANALYSIS:**

MLR STARS Student Access Fee costs have remained stable

## **ATTACHMENT:**

FORD MOTOR COMPANY TECHNICAL SUPPORT OPERATIONS

MLR - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING

Morton College

FORD AGREEMENT #83185379

**FORD MOTOR COMPANY TECHNICAL SUPPORT OPERATIONS  
MLR - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING  
Morton College  
FORD AGREEMENT #83185379**

This FORD MOTOR COMPANY Technical Support Operations License Agreement (“AGREEMENT”) is between Morton College (MC) (“SCHOOL”), an educational institution organized under the laws of Illinois, whose principal address is 3801 S. Central Avenue, Cicero, IL 60804 and Ford Motor Company (“FORD”), a Delaware corporation with its principal place of business at One American Road, Dearborn, Michigan 48126.

SCHOOL is an educational institution providing post-secondary education programs in the United States, including the Maintenance Light and Repair program (“FORD MLR Program”). SCHOOL desires to obtain from FORD, and FORD desires to grant to SCHOOL, a license to reproduce and use FORD training curriculum and other course materials to deliver FORD-specific training to students for the goal of producing qualified technicians for possible employment at Ford and/or Lincoln dealerships, all in accordance with the terms and conditions of this AGREEMENT.

The FORD MLR Program is intended to be a 9 to 12 month certificate program. Except as otherwise set forth in this AGREEMENT or its Exhibits, SCHOOL shall be responsible for conducting the FORD MLR Program.

## **1. LICENSE AGREEMENT**

The following attached Exhibits, along with the terms contained herein, shall constitute the terms and conditions of this AGREEMENT:

<u>EXHIBIT</u>	<u>EXHIBIT CONTENT</u>	<u>VERSION DATE</u>
Exhibit 1:	Definitions; Terms and Conditions of License	July 1, 2020
Exhibit 2:	LICENSED SERVICE MATERIALS	July 1, 2020
Exhibit 3:	SCHOOL Obligations Regarding FORD MLR Program	July 1, 2020
Exhibit 4:	FORD Obligations Regarding FORD MLR Program	July 1, 2020
Exhibit 5:	MLR Training Access Fee; Payment Details / Location	July 1, 2020
Exhibit 6:	FORD TRAINING VEHICLES and FORD EQUIPMENT Terms	July 1, 2020
Exhibit 7:	Notice Addresses	July 1, 2020

The Parties anticipate that Exhibits may be amended, revised, added, or deleted from time to time during the term of this AGREEMENT and shall be signed by each party’s authorized representative upon such amendment, revision, addition, or deletion, at which point the version date shall be updated. Execution of a new Exhibit constitutes an amendment to this AGREEMENT with no further documentation required. When a new Exhibit is amended and executed, it shall replace and supersede any prior versions of the Exhibit.

**Effective Date and Term of Exhibits** Each Exhibit shall contain an effective date for each revision or amendment to such Exhibit. The revision, amendment, or termination of any Exhibit shall not affect the term of this AGREEMENT. The Parties anticipate that new Exhibits may be amended, revised, added, or deleted from time to time during the term of this AGREEMENT and shall be signed by the respective party’s authorized representative. When an Exhibit is amended and executed, it shall replace and supersede all prior versions of the Exhibit.

## **2. ORDER OF PRECEDENCE**

The terms and conditions contained herein shall take precedence over all Exhibits. In the event of conflict between the Exhibits, the order of precedence shall be in the same order as set forth in Section 1 above.

**3. TERM**

This AGREEMENT is effective as of July 1, 2020 (the “EFFECTIVE DATE”), subject to signatures of all the parties below, and shall expire on June 30, 2025 (the “TERM”), unless terminated sooner pursuant to the terms of this AGREEMENT.

THE PARTIES INDICATE THEIR AGREEMENT TO THESE TERMS BY THEIR SIGNATURES BELOW:

Morton College  
(SCHOOL)

Ford Motor Company  
(FORD)

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

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

Print: Stan Fields

Print: Greg Brown

Title: President

Title: Managing Counsel

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

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



**EXHIBIT 1**

**DEFINITIONS: TERMS AND CONDITIONS OF LICENSE**

**1. DEFINITIONS**

1.1 “MLR ADVISORY COMMITTEE” shall be comprised of representatives from SCHOOL, local Ford and/or Lincoln dealership personnel, and FORD Technical Support Operations personnel.

1.2 “FORD ASSOCIATED COMPANIES” shall mean FORD and any company in which FORD, currently or in the future, owns or controls, directly or indirectly, 25% or more of the voting stock or equivalent voting interest.

1.3 “FORD MARKS” shall mean current and future trademarks, service marks, and trade dress rights of FORD.

1.4 “FORD EQUIPMENT” shall mean sub-assemblies of vehicles (for example but not exclusively - engines, transmissions, etc.), or items deemed required by FORD, to support an automotive training program (for example but not exclusively, VCMs, tools specific to FORD vehicles, etc.), provided by FORD, and/or Dealer Group to SCHOOL. If provided by FORD, SCHOOL’s use of FORD EQUIPMENT is subject to the general terms and conditions in Exhibit 6.

1.5 “FORD TRAINING VEHICLE(S)” shall mean vehicles provided by FORD and/or Dealer Group to SCHOOL. If provided by FORD, SCHOOL’s use of FORD TRAINING VEHICLE(S) is subject to the general terms and conditions in Exhibit 6. However, specific terms may be contained in separate agreement(s) between FORD and SCHOOL obtaining such vehicles.

1.6 “GRADUATE” shall mean an individual who completed all of SCHOOL’S academic requirements and the MLR Training Planner located in STARS.

1.7 “LICENSED COPYRIGHTS” shall mean copyrights rights owned by FORD, or which FORD has the right to license, embodied in LICENSED SERVICE MATERIALS.

1.8 “LICENSED INTELLECTUAL PROPERTY” shall mean LICENSED COPYRIGHTS and LICENSED SERVICE MATERIALS.

1.9 “LICENSED SERVICE MATERIALS” shall mean materials provided by FORD to SCHOOL and listed in Exhibit 2.

1.10 “PERMITTED USE” shall mean using LICENSED SERVICE MATERIALS in order to provide FORD-specific training to STUDENTS enrolled in the FORD MLR Program at SCHOOL for possible employment at Ford and/or Lincoln dealerships. If SCHOOL does not possess the FORD TRAINING VEHICLE indicated in the curriculum of the LICENSED SERVICE MATERIALS training materials, SCHOOL may revise the curriculum to make it applicable for the FORD TRAINING VEHICLE or FORD EQUIPMENT that is available at SCHOOL.

1.11 “STARS” shall mean Ford’s Standardized Training And Resource System that is FORD’s technical training and reporting repository and contains FORD’s technical training curriculum and records.

1.12 “STUDENT” shall mean an individual who is enrolled in the FORD MLR Program at the SCHOOL.

**2. LICENSE GRANTS AND GRANTBACK RIGHTS**

2.1 Subject to the terms, conditions, and limitations set forth herein, FORD grants to SCHOOL a limited, non-exclusive, license during the TERM, with no rights to sublicense others, to use LICENSED INTELLECTUAL PROPERTY to reproduce, display, publish, and distribute the LICENSED SERVICE MATERIALS to STUDENTS at SCHOOL, all in connection with the PERMITTED USE only. SCHOOL may not reproduce, distribute, display, publish, alter, modify,

create or otherwise create derivative works of, or sell this material for gain or for any other purposes other than the PERMITTED USE.

2.2 SCHOOL acknowledges FORD's exclusive ownership of and/or rights in the LICENSED INTELLECTUAL PROPERTY and FORD MARKS and agrees to use them for the PERMITTED USE only.

### **3. TRAINING FEE, PAYMENT CYCLE, STATEMENTS AND TAXES**

3.1 Each SCHOOL agrees to pay to FORD an access fee (hereinafter called "TRAINING ACCESS FEE") for its FORD-Proprietary training, at the rate established in Exhibit 5, for each student receiving a STARS ID to access the FORD MLR PROGRAM. Each payment shall be paid within sixty (60) days after close of each quarter in which STARS IDs are generated. If FORD receives any such payment more than sixty (60) days after its due date, SCHOOL shall also pay to FORD compounded interest on such payment at the rate of 1.5% per month, or the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amounts for each calendar month (or fraction thereof) that such TRAINING ACCESS FEE payment is late.

In the event a FORD MLR PROGRAM student is or previously was a dealership employee, and already has a STARS ID, the SCHOOL's MLR Program Instructor should not request a second STARS ID through the TCEP website.

SCHOOL is advised that once a STARS ID has been generated, there will be no refunds of the TRAINING ACCESS FEE. Upon prior written notice to SCHOOL, but no more often than annually, FORD may increase the TRAINING ACCESS FEE that SCHOOL shall pay to FORD for each new student that receives a STARS ID.

SCHOOL shall not pay a TRAINING ACCESS FEE to FORD on STARS IDs that are established by SCHOOL for its CERTIFIED TRAINED INSTRUCTORS AND PROFESSORS who conduct training on the FORD MLR PROGRAM to students at SCHOOL.

Ford shall send an invoice to SCHOOL within thirty (30) calendar days following close of the prior calendar quarter that identifies the amount of TRAINING ACCESS FEE due by SCHOOL for the prior calendar quarter and further highlights each student at SCHOOL by name who has received a STARS ID during the prior quarter to access the FORD MLR PROGRAM.

3.2 Except as directed otherwise by FORD in writing, all payments and Training ACCESS FEES shall conform to the requirements of Exhibit 5. Wire or electronic or check fund transfer fees as well as all other bank fees, taxes, or charges of any kind related to any payments required of SCHOOL under this AGREEMENT shall be the sole expense of SCHOOL, so that FORD shall receive the full amount of all payments without reduction. All payments shall be made in U.S. currency. The payments due upon sales made in non-U.S. currency shall be converted to U.S. currency using the New York commercial selling rate (quoted by the Bankers Trust Company in *The Wall Street Journal* at 3:00 p.m., Eastern Standard Time) on the day such payments are due. The cost of conversion of all currencies into U.S. dollars shall be the sole expense of SCHOOL. Any cost of conversion built into a bank's exchange rate must be accounted for with a corresponding increase in the amount being converted so that all the costs of conversion of all local currencies into U.S. dollars shall be the sole expense of SCHOOL.

3.3 In the event FORD shall institute legal proceedings to collect any amounts due hereunder, SCHOOL agrees to pay the costs of any litigation, including reasonable attorneys' fees.

3.4 Intentionally Left Blank

3.5 Intentionally Left Blank

3.6 SCHOOL shall permit audit of any of its records or other obligations arising under this AGREEMENT, to be examined upon thirty (30) days advance written notice during the TERM, and for two (2) years thereafter, by authorized representatives of FORD during usual business hours, to the extent necessary to verify compliance with the terms and

conditions of this AGREEMENT. Such examination shall be at FORD's expense. In addition, and at the request and expense of FORD, SCHOOL agrees that examinations or audits may be performed by FORD's own employees, third parties under the direction of FORD, and/or FORD's designated independent auditor, all of whom shall hold SCHOOL's audit information confidential in accordance with Section 19.

3.7. SCHOOL shall permit FORD personnel or authorized representatives, at FORD's expense, to observe SCHOOL's performance of its obligations pursuant to this AGREEMENT or to independently test any student to determine whether he/she has successfully completed the MLR program. SCHOOL also agrees to meet with FORD in connection with, and to provide reports on, the FORD MLR Program and topics such as student recruiting, placement, and performance, as FORD may reasonably request.

3.8 SCHOOL shall be responsible, if required, for payment of all sales taxes and regulatory fees of any kind imposed by any federal, national, state, provincial, local, or foreign government with respect to the licenses provided for in this AGREEMENT. FORD shall be responsible for all taxes based solely on FORD's income and any other applicable taxes apart from sales taxes. In the event SCHOOL fails to timely pay sales taxes or to provide a valid exemption certificate, SCHOOL shall indemnify and hold FORD harmless from any liability therefore, including interest, penalties, or other expenses, by reason of SCHOOL's failure.

#### **4. MARKS**

4.1 FORD grants SCHOOL a non-exclusive, non-transferable, non-sublicensable license to use FORD MARKS furnished by FORD to SCHOOL that is contained within LICENSED INTELLECTUAL PROPERTY for the limited purpose of marketing and administering the FORD MLR Program. SCHOOL agrees to discontinue any use of FORD MARKS upon FORD's request. Upon expiration or termination of this AGREEMENT, SCHOOL shall promptly return to FORD all LICENSED INTELLECTUAL PROPERTY provided hereunder and shall take immediate steps to cease using FORD MARKS. If requested by FORD, SCHOOL will submit to FORD, for FORD's prior review and approval, SCHOOL materials that use FORD MARKS.

4.2. During the TERM of the AGREEMENT, SCHOOL grants FORD the non-exclusive license to use certain SCHOOL names, marks, and logos ("SCHOOL MARKS"). SCHOOL MARKS shall be used only in the exact form and style provided by SCHOOL and FORD shall not use SCHOOL MARKS in marketing or other materials without the prior consent of SCHOOL, provided that communications of FORD to dealerships announcing the FORD MLR Program, and other such communications with dealerships participating in the FORD MLR Program that mention SCHOOL's involvement, shall not require any prior approval of SCHOOL. SCHOOL MARKS are and shall remain exclusively the property of SCHOOL. FORD shall neither directly, nor indirectly, obtain, or attempt to obtain, during the TERM hereof or at any time thereafter, any right, title, or interest in or to said SCHOOL MARKS, and FORD hereby expressly waives any right it may have to do so. FORD recognizes SCHOOL has exclusive ownership of SCHOOL MARKS.

#### **5. CONDUCTING THE FORD MLR PROGRAM AND STUDENT & GRADUATE INFORMATION**

##### **5.1 Conducting the FORD MLR Program, Recruiting Potential STUDENTS, and Placement of STUDENTS.**

The parties' respective obligations for conducting the FORD MLR Program are specified in Exhibit 3 and 4 attached hereto. One of FORD's principal purposes in participating in the support of the FORD MLR Program is to attract qualified STUDENTS who would not otherwise be reached by the educational institutions participating in FORD's other training programs. SCHOOL understands and agrees that if FORD is not satisfied with the results of SCHOOL's activities for any reason, FORD will have no obligation to continue with the FORD MLR Program. SCHOOL also understands and agrees that FORD may measure the success or failure of the FORD MLR Program based upon the number of qualified GRADUATES of the FORD MLR Program. SCHOOL and FORD also acknowledge that while they will cooperate in an effort to coordinate between dealerships and STUDENTS, final sponsorship and employment decisions are between dealerships and STUDENTS/GRADUATES. FORD makes no guarantee that any or all STUDENTS/GRADUATES will be offered employment by a dealership. SCHOOL makes no guarantee that GRADUATES will accept any offer from dealerships.

5.2 Student Information. The parties expressly acknowledge that SCHOOL will provide FORD with certain information about STUDENTS who enroll in the FORD MLR Program ("STUDENT INFORMATION") in connection with this AGREEMENT and that SCHOOL's disclosure of certain of the STUDENT INFORMATION may be subject to student privacy laws. Notwithstanding the foregoing, the parties agree that information directly provided to FORD by a FORD or Lincoln dealership concerning a STUDENT or former STUDENT, or by such individual, does not constitute STUDENT INFORMATION for purposes of this AGREEMENT.

5.2.1 Obligations of SCHOOL. SCHOOL will be solely responsible for ensuring that it complies with applicable student privacy laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), in disclosing any STUDENT INFORMATION to FORD, including, for example, obtaining any required consent for disclosure of STUDENT INFORMATION to FORD.

5.2.2 Obligations of FORD. FORD agrees that it shall only use, reproduce, disclose, or retain STUDENT INFORMATION received from SCHOOL for the following purposes: (i) to support the objectives of the FORD MLR Program, including supporting placement of STUDENTS, prospective STUDENTS, and GRADUATES in co-ops and/or positions with FORD or Lincoln dealerships; (ii) to credit STUDENTS with completing required FORD curriculum for purposes of issuing FORD technician certification credit; and (iii) for internal purposes to evaluate the success of the FORD MLR Program. FORD will use REASONABLE CARE to protect the security, integrity and confidentiality of Personally Identifiable Information of SCHOOL's STUDENT INFORMATION. "REASONABLE CARE" shall mean the standard of care FORD uses in protecting the security, integrity, and confidentiality of its own confidential information.

## **6. FORD TRAINING VEHICLES AND FORD EQUIPMENT**

6.1 FORD, and/or Dealer Group, will make a reasonable attempt, to provide SCHOOL with FORD TRAINING VEHICLES as specified in Exhibit 4 and, if provided by FORD, pursuant to the terms provided in Exhibit 6.

6.2 FORD, and/or Dealer Group, will make a reasonable attempt, to provide SCHOOL with FORD EQUIPMENT as specified in Exhibit 4 and, if provided by FORD, pursuant to the terms in Exhibit 6.

## **7. SCHOOL ACKNOWLEDGEMENTS AND COVENANTS**

7.1 SCHOOL agrees that it will not engage, participate, or otherwise become involved in any activity or course of action that FORD reasonably believes diminishes or tarnishes the image or reputation of FORD or any LICENSED INTELLECTUAL PROPERTY or presentation thereof.

7.2 SCHOOL shall not post on the Internet or otherwise electronically display, reproduce, modify or distribute LICENSED INTELLECTUAL PROPERTY without prior, express written authorization from FORD, provided, however, that SCHOOL may provide electronic access to LICENSED SERVICE MATERIALS on SCHOOL's own secured network for the PERMITTED USE as long as such content is password protected and access is limited to STUDENTS.

7.3 FORD expressly reserves the sole and exclusive right, at its own discretion and expense, to maintain or abandon any or all rights in LICENSED INTELLECTUAL PROPERTY.

7.4 SCHOOL shall not, without FORD's prior review and express written consent, issue any press release, or issue or make any other public comment, or publish or broadcast any advertisement in any media, or disseminate any sales promotion materials, regarding its relationship with FORD.

7.5 In the event SCHOOL shall become aware of any infringement of LICENSED INTELLECTUAL PROPERTY, SCHOOL shall promptly notify FORD. FORD expressly reserves the sole and exclusive right, at its own discretion and expense, to take such action, if any, as it deems necessary and appropriate, against infringers of LICENSED INTELLECTUAL PROPERTY.

## **8. WARRANTY AND INDEMNIFICATION**

8.1 Each party warrants and represents that it has the full right, power, and authority to enter into this AGREEMENT.

8.2 OTHER THAN THE WARRANTIES AND REPRESENTATIONS CONTAINED HEREIN, FORD MAKES NO REPRESENTATION OR WARRANTY, EXPRESS, IMPLIED, OR STATUTORY, WITH RESPECT TO THE LICENSED INTELLECTUAL PROPERTY, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WITHOUT IN ANY WAY LIMITING THE GENERALITY OF THE FOREGOING, FORD MAKES NO REPRESENTATION OR WARRANTY THAT THE USE OF THE LICENSED SERVICE MATERIALS OR LICENSED INTELLECTUAL PROPERTY WILL NOT INFRINGE ANY PATENT, COPYRIGHT, OR OTHER INTELLECTUAL PROPERTY RIGHT OF ANY THIRD PARTY, NOR ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY, SAFETY, OR SUITABILITY OF THE LICENSED SERVICE MATERIALS OR LICENSED INTELLECTUAL PROPERTY.

8.3 Each party to this agreement shall be responsible for the acts, omissions and/or breach of its own officers, agents, and employees in their performance under this agreement. Notwithstanding the generality of the foregoing, SCHOOL shall be responsible for any acts, omissions and/or breach by SCHOOL, including its officers, agents, and employees, of SCHOOL's obligations under this Agreement, or acts or omissions arising from or connected with its application or facilitation of the FORD MLR Program, its use of FORD EQUIPMENT and/or FORD TRAINING VEHICLE(S), its use of LICENSED SERVICE MATERIALS, and/or its use of LICENSED INTELLECTUAL PROPERTY outside the PERMITTED USE.

## **9. INSURANCE**

9.1. SCHOOL shall be responsible for maintenance and repairs SCHOOL performs on its vehicles. In the event SCHOOL borrows vehicles from FORD, SCHOOL shall maintain the insurance as set forth in a separate bailment agreement.

## **10. TERM AND TERMINATION**

10.1 This AGREEMENT shall be subject to termination by either party, upon written notice to the other party, where there has been a default in the due observance or performance of any material covenant, condition, or agreement herein, and such default has continued for a period of thirty (30) days after written notice specifying the same shall have been given to the breaching party.

10.2 FORD or SCHOOL, upon ninety (90) day's advance written notice, may terminate this AGREEMENT at any time for convenience. In the event of such termination of this AGREEMENT for any reason, the parties shall cooperate in orderly winding down the FORD MLR Program, including completing any FORD MLR Program courses in progress and completing and teaching out all such courses in which existing SCHOOL STUDENTS are enrolled at the time of termination ("TEACH OUT"). To effectuate the TEACH OUT, SCHOOL shall, upon the delivery of a termination notice by either party, immediately cease enrolling students into the FORD MLR Program and provide to FORD a list of all existing STUDENTS currently enrolled in the FORD MLR Program as of the date of the notice of termination ("TEACH OUT LIST"). For purposes of this AGREEMENT except as provided below, the TEACH OUT period shall not exceed the earlier to occur of twelve (12) months or the completion of the FORD MLR Program by all STUDENTS identified on the TEACH OUT LIST. In addition, upon completion of the TEACH OUT, SCHOOL shall promptly return to FORD, all LICENSED SERVICE MATERIALS, FORD TRAINING VEHICLES and FORD EQUIPMENT, and SCHOOL shall cease using FORD MARKS as provided hereunder. Notwithstanding the foregoing, if for any reason, any STUDENT on the TEACH OUT LIST has not completed the TEACH OUT by the expiration of the twelve (12) month TEACH OUT period, SCHOOL shall remain obligated to complete the TEACH OUT and will secure from FORD the existing vehicles, tools, and equipment, at SCHOOL's cost, needed to complete the TEACH OUT. FORD agrees that, in such event, SCHOOL shall have the right to continue to use FORD MARKS and LICENSED SERVICE MATERIALS until such TEACH OUT LIST STUDENTS have completed the TEACH OUT, and FORD will honor credentials and certifications earned by any

TEACH OUT LIST STUDENT without regard to whether such were earned by completing the FORD MLR Program after the expiration of the initial twelve (12) month TEACH OUT period.

10.3 Upon termination of this AGREEMENT, SCHOOL agrees to:

- (a) Cease use of FORD MARKS in any advertising, marketing, solicitations, or otherwise,
- (b) Make no further use of LICENSED INTELLECTUAL PROPERTY,
- (c) Return FORD TRAINING VEHICLES, FORD EQUIPMENT, and any other FORD-supplied materials, tools, or property, including specialized diagnostic and repair equipment, to FORD in accordance with directions provided by FORD, unless otherwise indicated by an equipment donation form;
- (d) Terminate access to any FORD system, within two (2) weeks after the TEACH OUT of the last active class.

10.4 All reporting obligations of SCHOOL accrued during the TERM shall survive termination or expiration, as shall other terms of this AGREEMENT that by their nature survive termination or expiration.

10.5 If SCHOOL files a petition in bankruptcy, is adjudicated bankrupt, becomes insolvent, makes an assignment for the benefit of its creditors, makes an arrangement pursuant to any bankruptcy law, discontinues all or a significant portion of its business, or has a receiver appointed for it or its business, or if a petition in bankruptcy is filed against SCHOOL, then this AGREEMENT shall terminate without any notice being required from FORD, provided, however, that FORD may, at its election, specify a different date of termination in order to minimize any prejudice to STUDENTS.

## **11. INTENTIONALLY LEFT BLANK**

## **12. INTENTIONALLY LEFT BLANK**

## **13. ENTIRE AGREEMENT**

13.1 This AGREEMENT constitutes the entire agreement of FORD and SCHOOL with respect to the licenses granted herein and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions between the parties, oral and written, with respect to such licenses.

## **14. MODIFICATIONS**

14.1 No alteration, amendment, modification, waiver, or termination of this AGREEMENT shall be valid or binding unless made pursuant to an instrument in writing signed by FORD and SCHOOL.

## **15. WAIVERS AND EXTENSIONS**

15.1 A party may waive any right, breach, or default which the party has the right to waive, provided that such waiver will not be effective against the waiving party unless it is in writing, is signed by such party, and specifically refers to this AGREEMENT. No failure on the part of the party to exercise, and no delay in exercising, any right, power, or remedy created hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or remedy by the party preclude any other or further exercise thereof. No waiver of any party hereto of any breach of or default in any terms or condition of this AGREEMENT shall constitute a waiver of or consent to any succeeding breach of or default in the same or any other term or condition thereof.

## **16. SUCCESSORS AND ASSIGNEES**

16.1 This AGREEMENT and the provisions hereof shall be binding upon and shall inure to the benefit of FORD and SCHOOL and each of their respective successors and permitted assignees.



## **17. ASSIGNMENT**

17.1 This AGREEMENT and the rights, duties, and obligations hereunder may not be assigned or delegated by SCHOOL without the prior written consent of FORD. FORD shall have the right to assign this AGREEMENT or any right or obligation arising under this AGREEMENT upon notice to SCHOOL.

## **18. RELATIONSHIP OF THE PARTIES**

18.1 This AGREEMENT creates no relationship of joint venture, employment, partnership, or agency between FORD and SCHOOL. SCHOOL is an independent contractor, and not an agent or employee of FORD for any purpose whatsoever.

## **19. CONFIDENTIAL INFORMATION**

19.1 With the exception of any information disclosed by a party hereto which is intended for distribution to unrelated third parties, FORD and SCHOOL shall each instruct their personnel to regard all information gained from the other party as information which is confidential to the disclosing party and neither party shall disclose such confidential information to any third party not authorized under this AGREEMENT without the written permission of the disclosing party.

19.2 With respect to all obligations of any of the parties to retain in confidence confidential information of the other party whether such obligations have been created by this AGREEMENT or by a purchase order, such obligations shall survive the dissolution, cancellation, or termination of this AGREEMENT or any purchase order for any reason or any modification, extension, or renewal thereof and for a period of five (5) years following such termination. A party shall have no obligation with respect to another party's information which:

- (a) was in the possession of the party before it was acquired from the other party;
- (b) is or becomes a matter of public knowledge through no fault of the party;
- (c) is rightfully received by the party from a rightfully possessing non-party without a duty of confidentiality to the other party;
- (d) is required to be disclosed by court order, state law or regulation, or other lawful governmental action, but only to the extent so ordered or required, and provided that the party shall notify the other party so that the other party may attempt to obtain a protective order;
- (e) is disclosed to a third party contractor or consultant who is acting on behalf of the party and unless such third party contractor or consultant is bound to protect the information as if they were a full time employee of the party; or
- (f) is disclosed by the party with the other party's prior written approval and in accordance with said written approval.

The terms and conditions of this AGREEMENT are confidential information of FORD and SCHOOL. The parties may acknowledge the existence of this AGREEMENT without revealing any of its terms and conditions.

## **20. FORCE MAJEURE**

20.1 FORD and SCHOOL agree that neither FORD nor SCHOOL shall be deemed in default of its obligations under this AGREEMENT to the extent that the performance of any such obligations shall have been prevented by circumstances outside of such party's control, including, but not limited to, acts of God, fire, riot, war, or government actions, or any other factor or circumstance beyond the control of FORD or SCHOOL, which is not attributable to the negligence of such party, but only to the extent of the duration of the circumstances comprising the basis for the operation of this section. If FORD or SCHOOL believes that any one or more of the above occurrences or events will cause a delay or prevent its performance hereunder, then FORD or SCHOOL shall promptly notify the other party of such fact in writing.

## **21. INVALID PROVISIONS**

21.1 All of the provisions of this AGREEMENT shall be applicable and binding only to the extent that they do not violate any applicable laws and are intended to be limited to the extent necessary to render this AGREEMENT legal, valid, and enforceable. If any term of this AGREEMENT, or part thereof, not essential to the commercial purpose of this AGREEMENT shall be held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, it is the intention of FORD and SCHOOL that the remaining terms hereof shall constitute their AGREEMENT with respect to the subject matter hereof, and all such remaining terms shall remain in full force and effect. To the extent legally permissible, any illegal, invalid, or unenforceable provision of this AGREEMENT shall be replaced by a valid provision which will implement the commercial purpose of the illegal, invalid, or unenforceable provision.

## **22. COUNTERPARTS**

22.1 This AGREEMENT may be executed in two counterparts, each of which shall be deemed an original and all of which together shall constitute one document.

## **23. NOTICES**

23.1 All notices required or permitted under this AGREEMENT shall be given in accordance with the instructions and to the addresses listed in Exhibit 7.

## **24. HEADINGS**

24.1 The captions and headings in this Agreement are inserted only as a matter of convenience and for reference and in no way define the scope or content of this Agreement or the construction of any provision hereof or of any document or instrument referred to herein.

## **EXHIBIT 1**

Version Date: July 1, 2020

This version replaces and supersedes all prior versions

AGREED:

Morton College  
(SCHOOL)

Ford Motor Company  
(FORD)

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

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

Print: Stan Fields

Print: Greg Brown

Title: President

Title: Managing Counsel

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

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



**EXHIBIT 2**  
**LICENSED SERVICE MATERIALS**

The following LICENSED SERVICE MATERIALS may be used by SCHOOL in order to provide FORD-specific training to STUDENTS enrolled in the FORD MLR Program at SCHOOL for possible employment at a Ford and/or Lincoln dealership in line with PERMITTED USE.

Note: The LICENSED SERVICE MATERIALS listed below include those intended for Ford Motor Company automotive vehicle lines branded Ford or Lincoln that are produced in or for the North American Automotive Market (some of which are shipped to markets other than North America).

<b><u>Service Materials</u></b>	<b><u>Format</u></b>	<b><u>Source</u></b>
1. Training Instruction Guides / Web Based Training	Web	STARS
2. To the extent necessary to facilitate a PERMITTED USE, LICENSED SERVICE MATERIAL included in:		
2a. STARS (Standardized Training and Resource System)	Web	STARS
2b. PTS (Professional Technician Society)	Web	PTS
3. CMI (Classroom Management Interface – Student Guides)	Software (Ford Provided)	Discs (initial installation) / Updates provided by method to be determined (Flash Drive / Web / download / Other)

Note: Complimentary access of web options to access LICENSED SERVICE MATERIALS will be provided by FORD for SCHOOL's use in line with PERMITTED USE.

**EXHIBIT 2**

Version Date: July 1, 2020

This version replaces and supersedes all prior versions

AGREED:

Morton College  
(SCHOOL)Ford Motor Company  
(FORD)

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

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

Print: Stan FieldsPrint: Greg BrownTitle: PresidentTitle: Managing Counsel

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

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

**EXHIBIT 3**

**SCHOOL OBLIGATIONS REGARDING FORD MLR PROGRAM**

SCHOOL shall be solely responsible for compliance with the following:

1. SCHOOL INSTRUCTORS Responsibilities, Training, and Certification

- a. FORD MLR Program Instructors must be employees of SCHOOL and fully qualified and experienced automotive technology instructors. The FORD MLR Program Instructor must also be ASE Certified to meet the ASE Maintenance & Light Repair Instructor Qualifications.
- b. FORD MLR Program Instructors must be certified by FORD for any FORD specific courses they teach or for which they issue credentials. Instructor Certification Training is to be completed at an approved FORD training facility designated by FORD.
- c. FORD MLR Program Instructors must maintain STUDENT records in STARS that are accurate and up-to-date.
- d. FORD MLR Program Instructors will only grant credit to STUDENTS within STARS for course work passed with an 80% score and above. (FORD reserves the right to deny certification to any individual if requirements are not met in full.)
- e. FORD MLR Program Instructors will schedule and facilitate the MLR ADVISORY COMMITTEE meeting a minimum of twice a year.

2. SCHOOL Responsibilities

- a. Facilitate delivery of the FORD-approved courses of the FORD MLR Program.
- b. Possess Maintenance & Light Repair Automotive Service Excellence Education (ASE) Foundation certification.
- c. Recruit STUDENTS for the FORD MLR Program.
- d. Graduate a minimum of 12 STUDENTS per class, or the number of STUDENTS approved by FORD in writing (email is acceptable).
- e. Provide equipment and tools per current Maintenance Light Repair (MLR) ASE requirement, contained in individual sets or tool crib, in sufficient quantities to permit efficient instruction.
- f. Provide and maintain tools and equipment required to deliver the Ford STST (Service Technician Specialty Training) curriculum.
- g. Maintain hardcopies of STST course exams, STST hands-on worksheets, and “*Dealership Visitation Summary*” for a minimum of 3 years after a STUDENT’s graduation and make available for inspection upon request of FORD.
- h. Advise prospective STUDENTS of the requirement to meet Dealership employment standards that may include drug testing and/or criminal background checks.
- i. Close a class within thirty (30) days of completion.
- j. SCHOOL is responsible for proper coding of each STUDENT, in STARS, as:
  - i. GRADUATE – as defined in Exhibit 1 Section 1.6.
  - ii. Not Complete – a STUDENT who has not completed the SCHOOL’S academic requirements, the MLR Planner located in STARS.
  - iii. Dropped – A STUDENT who withdraws from the FORD MLR Program after enrollment and will not be continuing with the FORD MLR Program.

**3. Marketing / Recruiting**

- a. SCHOOL shares responsibility with FORD for development and use of any marketing materials for the FORD MLR Program, subject to any approvals that must be obtained from FORD pursuant to this AGREEMENT.
- b. SCHOOL shall obtain FORD's prior, written approval (email is acceptable) of any marketing materials that use or display any FORD MARKS. Such approval shall not be unreasonably withheld. All such approved marketing materials shall only be used in connection with the FORD MLR Program and shall be returned to FORD upon termination of the AGREEMENT.
- c. FORD will assist in coordinating a working relationship between SCHOOL and Ford and/or Lincoln Dealerships.
- d. FORD will promote the FORD MLR Program at SCHOOL through awareness and marketing materials, the manner of such promotions to be determined by FORD at its sole discretion.

**4. Financial Agreement**

- a. SCHOOL is fully responsible for all aspects of the STUDENT tuition process.
- b. FORD makes no promises of financial support for this program to SCHOOL or any SCHOOL STUDENT.
- c. Except for the FORD obligations (as defined in Exhibit 4), SCHOOL will be solely responsible for all costs for development, implementation, operation, and delivery of the FORD MLR Program. This includes, without limitation, instructors, buildings, furniture, infrastructure, hand tools, standard training equipment, standard lab tools and equipment, classroom computers, lab computer equipment, and any other materials needed for the delivery or operation of the FORD MLR Program.

**EXHIBIT 3**

Version Date: July 1, 2020

This version replaces and supersedes all prior versions

AGREED:

Morton College  
(SCHOOL)

Ford Motor Company  
(FORD)

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

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

Print: Stan Fields

Print: Greg Brown

Title: President

Title: Managing Counsel

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

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

**EXHIBIT 4**

**FORD OBLIGATIONS REGARDING FORD MLR PROGRAM**

FORD shall be responsible for compliance with the following:

1. FORD Responsibilities:
  - a. Will cooperate with SCHOOL in establishing a certification or credential for those STUDENTS who successfully complete the requirements.
2. FORD, at its sole discretion, will provide the following for SCHOOL's use in the FORD MLR Program:
  - a. MLR Program marketing materials.
  - b. Access to training for FORD MLR Program Instructors on FORD products at a Ford Certified Training Center.
  - c. Master copy of FORD's proprietary FORD Instructors Guide that shall be deemed confidential information pursuant to Section 19. SCHOOL shall only use the FORD Instructor's Guide for the purpose of the FORD MLR Program and in compliance with the PERMITTED USE.
3. FORD or Dealer Group, will make a reasonable attempt to provide the following for SCHOOL's use in the FORD MLR Program:
  - a. FORD TRAINING VEHICLES, as they become available, required to conduct the FORD MLR Program.
  - b. FORD EQUIPMENT, as deemed necessary by FORD, to conduct the FORD MLR Program.

Except for the above-listed FORD obligations, FORD shall not be required to provide any other materials or resources. No other fees, payments, or reimbursements of any kind shall be due SCHOOL from FORD. Any deviation from the foregoing shall require the prior written consent of an authorized representative of FORD.

**EXHIBIT 4**

Version Date: July 1, 2020

This version replaces and supersedes all prior versions

AGREED:

Morton College  
(SCHOOL)

Ford Motor Company  
(FORD)

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

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

Print: Stan Fields

Print: Greg Brown

Title: President

Title: Managing Counsel

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

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

**EXHIBIT 5**

**MLR TRAINING ACCESS FEE; PAYMENT DETAILS; PAYMENT LOCATION**

**TRAINING ACCESS FEE**

SCHOOL agrees to pay TRAINING ACCESS FEE of \$150 (U.S. Dollars) per student for STARS IDs generated access to Ford MLR Training.

Payment is due 60 days after close of each quarter in which STARS IDs are generated. As reference:

February 28 <sup>th</sup>	(October 1 <sup>st</sup> thru December 31 <sup>st</sup> )
May 31 <sup>st</sup>	(January 1 <sup>st</sup> thru March 31 <sup>st</sup> )
August 31 <sup>st</sup>	(April 1 <sup>st</sup> thru June 30 <sup>th</sup> )
November 30 <sup>th</sup>	(July 1 <sup>st</sup> thru September 30 <sup>th</sup> )

Furthermore, SCHOOL shall use the following payment instructions when submitting TRAINING ACCESS FEE payment to FORD:

**Payment Details**

**Make Payment Payable to:** Ford Motor Company

**Wire Transfers in U.S. Dollars to:**

Comerica Bank, Detroit, MI USA 48226  
Swift/ABA No. 072000096, Account # 1850995570  
Business Unit: 5001  
Account: 27A99  
Subdivision: MLR  
Department: 2460000000  
REF: Ford Agreement #: 83185379

**Check Payments Mail to:**

Ford Motor Company  
P.O. Box 70548  
Chicago, IL 60673 USA

**Remittance Note:**

Business Unit: 5001  
Account: 27A99  
Subdivision: MLR  
Department: 2460000000  
REF: Morton College MLR Training Access Fee Payment  
Ford Agreement #: 83185379

**EXHIBIT 6**

**FORD TRAINING VEHICLES AND FORD EQUIPMENT TERMS**

SCHOOL shall be responsible for SCHOOL's adherence to the following:

**FORD TRAINING VEHICLES – IF PROVIDED BY FORD**

1. SCHOOL shall enter into one of the below-described agreements for each FORD TRAINING VEHICLE provided by FORD, for:
  - a. "BAILED FORD TRAINING VEHICLE(S)" are any FORD TRAINING VEHICLES titled to FORD, FORD ASSOCIATED COMPANIES, or The American Road Insurance Company. BAILED FORD TRAINING VEHICLE(S) must have the following on file with the FORD National MLR Coordinator:
    - i. Completed Annual Bailment Agreement Form (4619D or latest version)  
AND
    - ii. Completed Vehicle Acceptance Agreement
  - b. "DONATED FORD TRAINING VEHICLE(S)" are any FORD TRAINING VEHICLES donated to SCHOOL and titled to SCHOOL. DONATED FORD TRAINING VEHICLES must have the following on file with the FORD National MLR Coordinator
    - i. Completed Vehicle Acceptance Agreement
2. GENERAL – SCHOOL OBLIGATIONS FOR ALL FORD TRAINING VEHICLES PROVIDED BY FORD
  - a. SCHOOL agrees that FORD TRAINING VEHICLES shall be used only for the FORD MLR Program and shall not at any time be removed from the applicable SCHOOL's campus without FORD's prior written consent.
  - b. FORD TRAINING VEHICLES will be used solely by SCHOOL and solely for educational purposes and SCHOOL will not:
    - i. donate FORD TRAINING VEHICLES to high schools or other educational facilities.
    - ii. sell or otherwise transfer FORD TRAINING VEHICLES for non-educational purposes or to any third party.
  - c. FORD TRAINING VEHICLES will not be licensed, titled, or operated on any public or private road or highway. Parts will not be removed and used on any other vehicle that is operated on a public or private road or highway.
  - d. FORD TRAINING VEHICLES will be accepted by SCHOOL "AS IS" and are not covered by any warranty, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose.
  - e. In the event a FORD TRAINING VEHICLE is the subject of a safety recall, it is SCHOOL's responsibility to have the vehicle towed or trailered to a Ford or Lincoln dealership to have the recall performed.
  - f. When a FORD TRAINING VEHICLE is no longer useful for training as a complete operating unit, major assemblies may be removed for ongoing training purposes. The FORD TRAINING VEHICLE(S) will be scrapped.
  - g. SCHOOL agrees to comply with FORD procedures with respect to receipt, tracking, return, or scrapping of FORD TRAINING VEHICLES.

- h. SCHOOL bears all responsibility for loss of and damage to FORD TRAINING VEHICLES possessed by SCHOOL for use in performing this AGREEMENT, including responsibility for loss and damage that occurs despite SCHOOL's exercise of reasonable care, but excluding normal wear and tear.

SCHOOL shall:

- i. properly house and maintain FORD TRAINING VEHICLES.
- j. permit FORD the right to enter SCHOOL's premises at reasonable times to ensure presence or inspect FORD TRAINING VEHICLES and SCHOOL's records pertaining thereto.

### **3. BAILED FORD TRAINING VEHICLES – SCHOOL OBLIGATIONS**

- a. SCHOOL shall comply with the terms outlined in Section 2, above, and in the “Annual Bailment Agreement for Ford Training Vehicles” form.
- b. To scrap a BAILED FORD TRAINING VEHICLE, SCHOOL shall contact the FORD MLR National Coordinator and arrange for actual disposal by submission of “Vehicle Destruction Request Form.”
- c. SCHOOL shall mark BAILED FORD TRAINING VEHICLES with: “Property of Ford Motor Company.”
- d. Upon expiration or termination of this AGREEMENT, upon FORD's request, SCHOOL shall promptly return to FORD all BAILED FORD TRAINING VEHICLES provided pursuant to this AGREEMENT. In the event that FORD requests that SCHOOL scrap any BAILED FORD TRAINING VEHICLE, SCHOOL will follow FORD's scrapping policy and shall be responsible for transportation and scrapping costs incurred in disposing of BAILED FORD TRAINING VEHICLE.

### **4. DONATED FORD TRAINING VEHICLES – SCHOOL OBLIGATIONS**

- a. SCHOOL shall comply with the terms outlined listed in Section 2, above, and in the “Ford Training Vehicle Acceptance Agreement.”
- b. SCHOOL must provide a signed and notarized copy of the form, “*Limited Power of Attorney/Motor Vehicle Transactions*” form to the FORD MLR National Coordinator for each FORD TRAINING VEHICLE donated and titled to SCHOOL.

## **FORD EQUIPMENT – IF PROVIDED BY FORD**

### **1. SCHOOL OBLIGATIONS FOR FORD EQUIPMENT provided by FORD**

- a. FORD EQUIPMENT is and shall remain the property of FORD.
- b. SCHOOL agrees that FORD EQUIPMENT shall be used only for the FORD MLR Program and shall not at any time be removed from the SCHOOL without FORD's prior, written consent.
- c. SCHOOL shall not sell, donate, or otherwise transfer FORD EQUIPMENT to a third party without FORD's prior, written authorization.
- d. SCHOOL agrees to comply with FORD procedures with respect to receipt, tracking, return, or scrapping of FORD EQUIPMENT.
- e. SCHOOL bears all responsibility for loss of and damage to FORD EQUIPMENT possessed by SCHOOL for use in performing this AGREEMENT, including responsibility for loss and damage that occurs despite SCHOOL's exercise of reasonable care, but excluding normal wear and tear.
- f. SCHOOL shall:
  - i. Properly house and maintain FORD EQUIPMENT on SCHOOL's premises.

- ii. Mark applicable FORD EQUIPMENT with: "Property of Ford Motor Company".
- g. FORD shall have the right to enter SCHOOL's premises, at reasonable times, to ensure presence or inspect FORD EQUIPMENT and SCHOOL's records pertaining thereto.
- h. SCHOOL shall be solely responsible for insuring FORD EQUIPMENT against injury to property or persons and risk of loss and that is a condition to FORD's furnishing of any such equipment.
- i. Upon expiration or termination of this AGREEMENT, upon FORD's request, SCHOOL shall promptly return to FORD all FORD EQUIPMENT provided hereunder. In the event that FORD requests that SCHOOL scrap any FORD EQUIPMENT, SCHOOL will follow FORD's then applicable policy and SCHOOL shall be responsible for transportation and scrapping costs incurred in disposing of FORD EQUIPMENT.

**EXHIBIT 6**

Version Date: July 1, 2020

This version replaces and supersedes all prior versions

AGREED:

Morton College  
(SCHOOL)

Ford Motor Company  
(FORD)

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

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

Print: Stan Fields

Print: Greg Brown

Title: President

Title: Managing Counsel

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

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



**EXHIBIT 7**  
**NOTICE ADDRESSES**

All notices, other than legal notices, required or permitted under this AGREEMENT must be in writing and will be deemed given when issued. All notices must be sent electronically, via email, to the receiving Party's email address as set forth below, or to such other address as the receiving Party provides in writing for purposes of receiving notices under this AGREEMENT. All legal notices shall be sent via overnight carrier, certified U.S. mail, or hand delivered to the receiving Party's address for legal notices set forth below, or to such other address as the receiving Party provides in writing for purposes of receiving such legal notices under this AGREEMENT.

**TO FORD:**

Attn: Licensing Manager  
Ford Customer Service Division  
Ford Motor Company  
1555 Fairlane Drive  
Allen Park, MI 48101  
Email: [charri32@ford.com](mailto:charri32@ford.com)

with courtesy copy sent to:  
Ford Customer Service Division  
Ford Motor Company  
1555 Fairlane Drive  
Allen Park, MI 48101  
Email: [tfarr2@ford.com](mailto:tfarr2@ford.com)

LEGAL NOTICES: should be sent to the Licensing Manager at the above FORD address and also to the following address:

Attn: Managing Counsel  
Ford Global Technologies  
Suite 800, Fairlane Plaza South (FPS)  
330 Town Center Drive  
Dearborn, MI 48126

**TO SCHOOL:**

Attn: Stan Fields  
Morton College  
3801 S. Central Avenue  
Cicero, IL 60804  
Email: [stan.fields@morton.edu](mailto:stan.fields@morton.edu)

with courtesy copy sent to:

Attn: Don Sykora  
Morton College  
3801 S. Central Avenue  
Cicero, IL 60804  
Email: [don.sykora@morton.edu](mailto:don.sykora@morton.edu)

**EXHIBIT 7**

Version Date: July 1, 2020

This version replaces and supersedes all prior versions

**AGREED:**

Morton College  
(SCHOOL)

Ford Motor Company  
(FORD)

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

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

Print: Stan Fields

Print: Greg Brown

Title: President

Title: Managing Counsel

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

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

## **PROPOSED ACTION:**

**THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND PHYSICAL THERAPY PROVIDERS INC.**

## **RATIONALE:**

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

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

## **COST ANALYSIS:**

\$ 0.00

## **ATTACHMENT:**

Resolution  
Affiliation Agreement

**A RESOLUTION APPROVING AND ADOPTING  
CLINICAL AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
PHYSICAL THERAPY PROVIDERS INC.**

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

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

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

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

**WHEREAS**, Physical Therapy Providers Inc. (“PTP”) 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**, PTP owns and operates a number occupational therapist clinic in Chicago, Illinois 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 PTP 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**, PTP 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 PTP.

**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 PTP, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

**Section 3. Authorization.**

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

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

**Section 4. Headings.**

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

**Section 5. Severability.**

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

**Section 6. Superseder.**

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

**Section 7.      Effective Date.**

This Resolution shall be effective and in full force October 26, 2022.

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

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

Attest:

---

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised December 2021)**

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



**AFFILIATION AGREEMENT**  
**BETWEEN**  
**MORTON COLLEGE**  
**AND**  
**Physical Therapy Providers Inc**

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

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

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

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

**A. SCHOOL RESPONSIBILITIES:**

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

by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

## **B. FACILITY RESPONSIBILITIES:**

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

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

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

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

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

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the Parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the Clinical Program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. **Removal of students.**
  - (a) The School has the right to remove a student from the Clinical Program. The School shall notify the Facility of such removal in writing.
  - (b) The Facility may immediately remove any student participating in the Clinical Program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

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

The term of this Agreement shall be for three (3) years, to commence on December 1<sup>st</sup>, 2022 and terminate on November 30<sup>th</sup>, 2025, unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.

## **E. ADDITIONAL TERMS:**

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

10. **Employment status.** School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
11. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the Party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either Party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Physical Therapy Providers Inc  
6222 South Pulaski Rd  
Chicago, IL 60629

With a Copy to:

If to the School:

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

and to:

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

With a Copy to:

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

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

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

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

Physical Therapy Providers Inc

Mashkoor Ali Khan P.T.  
A Khan

Printed Name: Mashkoor Ali Khan

Title: Administrator

Date: 9/29/2022

**MORTON COLLEGE:**

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

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

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

Physical Therapist Assistant Program:

Printed Name: Alison Gehrke, PT, DPT

Title: Program Director

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

## EXHIBIT A

### NAME/LOCATION OF FACILITY SITES:

#### Therapy Providers

##### **Berwyn**

6641 Ogden Ave, Berwyn, IL 60402

Tel: (708) 749-4460

Fax: (708) 749-4463

##### **Chicago**

6222 S Pulaski Ave, Chicago, IL 60629

Tel: 773-581-5000

Fax: 773-581-7781

2625 S. Lawndale, Chicago, IL 60623

Tel: 773-277-4600

Fax: 773-277-4601

##### **Franklin Park**

3545 Rose St., Franklin Park, IL 60131

Tel: (847) 671-0555

Fax: (847) 671-0685

##### **Evergreen Park**

3849 W 95th St., Evergreen Park, IL 60805

Tel: (708) 229-9030

Fax: (708) 229-9032

##### **Homewood**

18636 S. Dixie Highway, Homewood, IL 60430

Tel: (708) 922-0400

Fax: (708) 922-0330

##### **Oak Lawn**

4505 W 95th St., Oak Lawn, IL 60453

Tel: (800) 403-7279

Fax: (708) 229-0084



## **EXHIBIT B**

### **LIST OF PROGRAMS:**

Physical Therapist Assistant Program

## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

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

Facility: Goodlife Physical Therapy, P.C.

School: Morton College

Program: Physical Therapy Assistant

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

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

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

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

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply only to this Exhibit.

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

#### 2. Obligations of Business Associate

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

- g. If the Business Associate obtains PHI in a Designated Record Set, the Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to *45 CFR §164.526* at the request of the Facility or an Individual, and in the mutually agreed time and manner.
  - h. The Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
  - i. The Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with *45 CFR §164.528*.
  - j. The Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with *45 CFR §164.528*.
3. **Permitted Uses and Disclosures by Business Associate.** Except as otherwise limited in the Agreement, the Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with *45 CFR §164.520*, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
  - b. The Facility shall notify the Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect the Business Associate's use or disclosure of PHI.
  - c. The Facility shall notify the Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with *45 CFR §164.522*, to the extent that such restriction may affect the Business Associate's use or disclosure of PHI.
5. **Permissible Requests by the Facility.** The Facility shall not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. **Term and Termination**
- a. **Term.** The obligations of this Attachment shall become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

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

**PROPOSED ACTION:** For the board approve the Innovation Room collaborative work space, by Bee Liner Lean Services, in the amount of \$46,635.00.

**RATIONALE:** Innovation Room collaborative work space,

**COST ANALYSIS:** \$46,635.00

**ATTACHMENT:** quotes

John Florio | Director of Campus Operations  
3801S. Central Avenue  
Cicero, IL 60804

Re. Executive Office -Kitchen Remodeling Bid

Date: 09/30/2022

Dear Mr. Florio;

Please consider this as a formal proposal for Executive Office - Kitchen Remodeling project. Contractor will perform all labor in good workmanship; provide all materials, tools and equipment needed for the project. The following is the itemized project description;

SCOPE OF WORK – The work will consist as follow;

- Prep and set-up: Prepare the work area for construction.
- Demolition: Remove and haul away the existing casework and plumbing fixtures.
- Flooring: Polish the existing concrete with a grab B grind.
- Painting: Paint the entire room with a color to match campus standard.
- Millwork: Provide new casework to replace the existing ones
- Finished Carpentry: Provide new countertops
- Plumbing: Furnish and install new sink and faucet to preplace the existing ones.
- Equipment: Provide and install new ice maker and dishwasher.
- Construction Cleaning: Provide construction cleaning upon completion of the project
- All work to be performed on straight time.

Our Total Quote for this project is.....  
**Forty Six Thousand Six Hundred Thirty Five Dollars and Zero Cents ..... (\$46,635.00)**

I hope this is documented in a format you will find useful. If you have any questions, or if I can be of any further assistance, please call me at 708 -262-1761.

Sincerely,

*Mourad Chekhar*

Mourad CHEKHAR, P.E  
General Manager



Lo Destro Construction Company  
211 E Ontario, Suite 500  
Chicago, IL 60611  
P 312.521.5599  
www.lodestroconstruction.com

February 7, 2022

Morton College  
Attn: Joseph Florio  
3801 S Central Ave  
Cicero, IL 60804

Re: Morton College – President's Office Casework Upgrade

Dear Mr. Collins:

Please find the attached detailed breakdown for the President's Office Casework Upgrade Project. Please feel free to contact me at any time with questions.

Thank you for the opportunity to bid on this project.

Respectfully,

Nicholas Santarelli

Digitally signed by Nicholas Santarelli  
DN: C=US,  
E=nsantarelli@lodestroconstruction.com,  
O=Lo Destro Construction, CN=Nicholas  
Santarelli  
Date: 2022.02.07 05:42:42-06'00'

Nick Santarelli  
Lo Destro Construction Company

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MORTON COLLEGE  
President's Office - Break Room  
2022.02.07

DESCRIPTION	TOTAL COST
<b>Dust Control / Protection of Existing Finishes</b>	\$ 444
Protection of existing finishes	\$ 444
All work performed on straight time	
<b>Demolition</b>	\$ 5,950
Remove all casework throughout space	\$ 5,950
Remove existing flooring	
<b>Finish Carpentry</b>	\$ 5,796
Installation of new casework	\$ 5,796
All work on straight time	
<b>Millwork</b>	\$ 15,463
Furnish new casework to replace existing elevation	\$ 15,463
Provide coat rack and shelf to match existing	
<b>Flooring</b>	\$ 6,250
Provide polish concrete, grade B grind	\$ 6,250
All work performed on straight time	
<b>Painting</b>	\$ 4,200
Paint entire room new color scheme to match campus standard	\$ 4,200
All work performed on straight time	
<b>Equipment</b>	\$ 4,000
Furnish and install new ice maker and dishwasher	\$ 4,000
All work performed on straight time	
<b>Plumbing</b>	\$ 2,300
Demo and make safe	\$ 2,300
Furnish and install new sink and faucet to replace existing	
Hook up of new ice machine and diswasher	
<b>Construction Clean</b>	\$ 444
Provide construction clean at completion of the project	\$ 444
All work performed on straight time	
<b>Construction Cost</b>	\$ 44,847
General Conditions / Supervision	\$ 2,691
Insurance	\$ 951
Fee	\$ 1,455
<b>Total Cost</b>	\$ 49,943

CLARIFICATIONS



October 11, 2022

Morton College  
Attn: Mr. Joseph Florio  
[joseph.florio@morton.edu](mailto:joseph.florio@morton.edu)  
3801 S Central Ave  
Cicero, IL 60804

**RE: Morton College Kitchen Renovation Proposal**

Dear Mr. Florio,

After reviewing the project site at the site walk-through, we are pleased to present the following budget for your review.

**220B Kitchen (20' x 22'): \$50,624**

- Demo existing space, removal of floor and existing millwork
- Moving of file cabinets and furniture to a location on site
- Polished concrete floor
- New cabinets (upper & lower) & countertops. Allowance of \$400/cabinet and \$50/LF for countertops. Matching countertop heights.
- Painting of existing walls
- Miscellaneous plumbing work to accommodate new layout
- New ice machine and dishwasher

**Exclusions**

- No abatement included
- No HVAC or Electrical work included. Existing items figured to be in good working order
- Normal working hours, no overtime is included

**ALTERNATES;**

- New 2'x2' ACT & HVAC Grilles...**ADD \$10,320.**

Please feel free to call me with any questions or to discuss.

Thank you,

Frank Nelson  
Project Manager

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL  
AFFILIATION AGREEMENT WITH ILLINOIS PAIN CLINIC 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 AFFILIATION AGREEMENT, RESOLUTION AND PROPOSED ACTION.

**A RESOLUTION APPROVING AND ADOPTING  
AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
THE PAIN CENTERS OF ILLINOIS**

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

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

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

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

**WHEREAS**, The Pain Centers of Illinois (“TPCI”) 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**, TPCI owns and operates a number of advanced pain management clinics throughout Illinois that are suitable for providing students a clinical setting to satisfy the clinical

component of the Program; and

**WHEREAS**, Morton desires to enter into the affiliation agreement with TPCI 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**, TPCI 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 TPCI.

**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 TPCI, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

**Section 3. Authorization.**

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

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

**Section 4. Headings.**

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

**Section 5. Severability.**

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

**Section 6. Superseder.**

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

**Section 7. Effective Date.**

This Resolution shall be effective and in full force October 26, 2022.

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

**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  
THE PAIN CENTER OF ILLINOIS**

---

**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 26<sup>th</sup> day of, August, 2022 by, and between **The Pain Center of Illinois** (“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; and

**WHEREAS**, the Facility is a duly licensed and accredited medical facility established under the laws of the State of Illinois; and

**WHEREAS**, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the program(s) set forth in **Exhibit B** in connection with students of the School.

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

**A. SCHOOL RESPONSIBILITIES:**

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

2. **Student professional liability insurance.**

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

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

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

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

5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

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

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

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

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

5. **Removal of students.**

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

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

**D. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on November 1<sup>st</sup>, 2022 and terminate on October 31<sup>st</sup>, 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:

The Pain Center of Illinois  
360 W. Butterfield Rd. Suite 100  
Elmhurst, IL 60126 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

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.
17. **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.
18. **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

**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:

**THE PAIN CENTER OF ILLINOIS**

D. Bayan M.D.

**MEDICAL DIRECTOR**

Title: Medical Director

Date: 10/5/2022

**MORTON COLLEGE**

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

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

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

## **EXHIBIT A**

### **Location Of Facility Sites**

The Pain Center of Illinois  
830 North Ashland Unit 1N Chicago,  
IL 60622  
312-624-8364

Garfield Park  
Clinic and Physical Therapy  
5401 S. Wentworth Ave., Suite 22W  
Chicago, IL 60609  
312-878-9172

Oak Park Clinic and  
Physical Therapy 836 S.  
Oak Park Ave.  
Oak Park, Il 60304

Elmhurst  
Illinois Back and Neck Ins.-Surgical Center  
360 W. Butterfield Rd. Suite 100  
Elmhurst, IL 60126  
630-501-1706

Palos Heights 7600  
W. College Dr.  
Palos Heights, Il 60463

Elmhurst Illinois Back and  
Neck Ins. 300 W.  
Butterfield Rd.  
Elmhurst, IL 60126

The Pain Center of Illinois  
2041 W Division St. 1C  
Chicago, IL 60622

New Lenox  
688 Cedar Crossings Dr  
New Lenox, IL 60451

## **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: The Pain Center of Illinois

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)	X	
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:		

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

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

## **EXHIBIT D**

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

#### **1. Definitions**

The following definitions apply to this Exhibit to the Agreement.

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

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

- a. Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required By Law.
- b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.
- d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

- f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.
- g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.
- h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
- i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
- j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
3. **Permitted Uses and Disclosures by Business Associate** Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. **Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. **Permissible Requests by the Facility.** The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. **Term and Termination**
- a. **Term.** The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

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

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

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

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

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

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

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



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

**PROPOSED ACTION:** THAT THE BOARD APPROVE INACSL A RENEWAL MEMBERSHIP OF \$606.00 FOR THE NURSING DEPARTMENT DUE 12/31/2022

**RATIONALE**

International Nursing Association of Clinical and Simulation Learning help our faculty to advance in the science of healthcare.

**COST ANALYSIS:**

\$606.00

# INVOICE 4161



Morton College  
3801 South Central Ave  
Cicero, Illinois 60804

Invoice # 4161  
Invoice Date 10/07/2022  
Invoice Due 12/31/2022

<b>Amount Due</b>	<b>\$ 606.00</b>
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## Transactions

Description	Amount
Membership Renewal - Institutional - Morton College - (through December 31, 2023) Amy Green Toula Kelikian Cynthia Young	\$ 606.00

<b>Total Amount</b>	<b>\$ 606.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 606.00</b>

This membership invoice is intended for Morton College (ID: 116648).

If paying via check, please remit payment to:

INACSL  
PO Box 773175  
Chicago, IL 60677-3175

**PROPOSED ACTION:** For the board to approve the replacement of Building E access doors by Bee Liner Lean Services, in the amount of \$46,650.00.

**RATIONALE:** To update current doors

**COST ANALYSIS:** \$46,650.00

**ATTACHMENT:** See Attached

# BEE LINER LEAN SERVICES

8401S. Thomas Avenue, A2

Bridgeview, IL 60455

Tel: (708) 262-1761

[www.Bee-Lean-Services.com](http://www.Bee-Lean-Services.com)

Integrating and Executing Lean & Clean into Construction, Building and Plant Operations and Maintenance Services



John Florio | Director of Campus Operations  
3801S. Central Avenue  
Cicero, IL 60804

Re. Gymnasium Building Access Doors and Overhead Door

Date: 09/13/2022

Dear Mr. Florio;

Please consider this as a formal proposal for the Gymnasium East and North side doors (4) and overhead door (1). Contractor will perform all labor in good workmanship; provide all materials, tools and equipment needed for the project. The following is the itemized project description;

SCOPE OF WORK – The work will consist as follow;

- Demolition; disconnect the existing electrical connections to the doors. Remove existing doors and frames and properly dispose of them off site.
- Provide and install four doors matching the existing ones using the same openings.
- Provide and install one overhead door using the existing wall opening. Match campus standard doors instead of existing.
- Prime and paint coating for the new doors, overhead, and frames to match Morton College standard painting.

Our Total Quote for this project is.....  
**Forty Six Thousand Six Hundred Fifty Dollars and Zero Cents ..... (\$46,650.00)**

## EXCLUSION

- Reuse existing security devices and wiring. Any new security device or wiring will be an additional cost (if required).
- Security programming is not part of the scope of work above. If required, it will be at an additional cost.
- Any rework to the masonry or lintels (if required) will be at an additional cost.

I hope this is documented in a format you will find useful. If you have any questions, or if I can be of any further assistance, please call me at 312-912-5181.

Sincerely,

Henri Alvarez

Henri ALVAREZ  
Project Engineer



# **KANDU CONSTRUCTION INC.**

8055 Ridgeway Ave. Skokie, IL. 60076  
PHONE (847) 456-4028 FAX (847) 983-0180

## **Proposal 22015**

**09-14-2022**

**Customer:**

Morton College  
3801 S Central Avenue  
Cicero, Illinois, 60804

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The work will include removing existing doors and installing the new doors to match the existing doors.

- Replacement of the Gymnasium 4 entry doors and 1 overhead door.
- Paint the doors and frames and clean the place.
- Supply and Install

**Total.....\$58,750.00**

X \_\_\_\_\_  
Customer

X \_\_\_\_\_  
Kandu Construction Inc.



**Lo Destro Construction Company**  
211 E Ontario, Suite 500  
Chicago, IL 60611  
P 312.521.5599  
[www.lodestroconstruction.com](http://www.lodestroconstruction.com)

September 22, 2022

Morton College  
Attn: Mr. Joe Florio  
3801 S Central Ave  
Cicero, IL 60804

Re: Morton College – Door, Frame and Hardware Replacement

Dear Mr. Florio:

Please find the attached detailed breakdown for the Door Replacement Project. Please feel free to contact me at any time with questions.

Thank you for the opportunity to bid on this project.

Respectfully,

Nicholas Santarelli

Digitally signed by Nicholas Santarelli  
DN: C=US,  
E=nsantarelli@lodestroconstruction.com,  
O=Lo Destro Construction, CN=Nicholas  
Santarelli  
Date: 2022.09.22 15:28:17-05'00'

Nick Santarelli  
Lo Destro Construction Company

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**MORTON COLLEGE**  
**Gym Door Replacement**  
**2022.09.22**

DESCRIPTION	TOTAL COST
<b>Carpentry</b>	<b>\$ 4,500</b>
Install (3) door openings around gym perimeter	\$ 4,500
Remove door, frame and hardware in 3 openigns	
All work on straight time	
<b>Doors, Frames and Hardware</b>	<b>\$ 22,500</b>
Furnish (3) openings to match existing	\$ 22,500
All work on straight time	
<b>OH Door</b>	<b>\$ 16,400</b>
Furnish and install <b>manual</b> OH door at Gymnasium	\$ 16,400
All work performed on straight time	
<b>Painting</b>	<b>\$ 2,000</b>
Painting all doors, frames and OH door to match campus standard	
All work performed on straight time	
<b>Total Cost</b>	<b>\$ 45,400</b>
General Conditions/Supervision	\$ 3,178
Insurance	\$ 908
Fee	\$ 495
<b>Total Cost</b>	<b>\$ 49,486</b>

**CLARIFICATIONS**

All work performed on straight time  
 ALL SECURITY PROGRAMMING REQUIRED IS NOT INCLUDED IN THIS PROPOSAL  
 All security devices and wiring to be reused  
 All existing lintels assumed to be adequate and in tact  
 Any rework of masonry is not included, at this time, no damage has been found  
**Alternate - Provide electrified OH door - \$20,400**

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL AFFILIATION AGREEMENT WITH CORAZON COMMUNITY SERVICES 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 AFFILIATION AGREEMENT, RESOLUTION AND PROPOSED ACTION



**A RESOLUTION APPROVING AND ADOPTING  
AN AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE  
AND  
CORAZÓN COMMUNITY SERVICES**

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

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

**WHEREAS**, Morton’s Nursing Program (“Program”) has a clinical component; and

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

**WHEREAS**, Corazón Community Services (“Corazón”) is a community-focused impact organization that 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 Corazón 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**, Corazón desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; and

**WHEREAS**, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement;

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

**Section 1. Incorporation of Preambles.**

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

**Section 2. Purpose.**

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

**Section 3. Authorization.**

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

**Section 4. Headings.**

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution

nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**Section 5. Severability.**

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

**Section 6. Superseder.**

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

**Section 7. Effective Date.**

This Resolution shall be effective and in full force October 26, 2022.

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

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

Attest:

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

**EXHIBIT A**

**[Affiliation Agreement]**

# **Standard Clinical Affiliation Agreement**

## **Nursing**

**(Revised) February 2022**

**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  
CORAZON COMMUNITY SERVICES**

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**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 26<sup>th</sup> day of, August, 2022 by, and between Corazon Community Services (“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; and

**WHEREAS**, the Facility is a community impact-focused organization established under the laws of the State of Illinois; and

**WHEREAS**, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the program(s) set forth in **Exhibit B** in connection with students of the School.

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

**A. SCHOOL RESPONSIBILITIES:**

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

**2. Student professional liability insurance.**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

The term of this Agreement shall be for three (3) years, to commence on November 1<sup>st</sup>, 2022 and terminate on October 31<sup>st</sup>, 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:

Corazon Community Services  
5339 W. 25<sup>th</sup> Street  
Cicero, IL 60804

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.
17. **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.
18. **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

**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:

**Corazón Community Services**

**MORTON COLLEGE**

\_\_\_\_\_  
Esteban Rodriguez

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

**Executive Director**

Title: Executive Director

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

Date: 9/27/2022

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

## **EXHIBIT A**

### **Location Of Facility Sites**

Corazon Community Services  
5339 W. 25<sup>th</sup> Street  
Cicero, IL 60804

**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: Corazón Community Services

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)		x
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:		

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

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



## **EXHIBIT D**

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

#### **1. Definitions**

The following definitions apply to this Exhibit to the Agreement.

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

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

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

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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

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

**PROPOSED ACTION:** That the Board Approve to renew Morton's annual membership with HERC, Higher Education Recruitment Consortium.

**RATIONALE**

This membership allows the Morton's HR recruitment team to reach diverse candidate pools to applicants that post to HERC. Morton can post open positions to HERC job boards. HERC provides training surrounding workplace inclusion. HERC allows members of the HR department to network with higher education peers.

**COST ANALYSIS:**

\$3,450.00 annual membership.



# Invoice

**Date** 4/19/2022  
**Invoice #** INV-TC-1066-157  
**Terms**  
**Due Date** 7/1/2022  
**Please Make Payments To:** HERC/Tides Center  
Tides Center  
Attn: Accounts Receivable  
P.O. Box 889385  
Los Angeles CA 90088-9385

## Memo

PLEASE NOTE NEW MAILING ADDRESS. Paid after August 1, 2022 incurs 3% surcharge

## Project

HERC/Tides Center  
Tides Center  
Attn: Accounts Receivable  
P.O. Box 889385  
Los Angeles CA 90088-9385  
United States

## Bill To

Morton College  
3801 S Central Ave  
Cicero IL 60804  
United States

Quantity	Description	Rate	Amount
1	Membership to the Greater Chicago Midwest HERC 2022-23 HERC Membership Fees Tier III  DATES OF SERVICE: July 1, 2022 - June 30, 2023  PAYMENT BY CHECK/ACH PREFERRED. PAYMENT BY CREDIT CARD INCURS 3.7% FEE ON BALANCE. EMAIL SANDRA@HERCJOBS.ORG FOR ACH or CREDIT CARD FORM	3,450.00	3,450.00
		<b>Total</b>	<b>\$3,450.00</b>

## MORTON COLLEGE INDEPENDENT CONTRACTOR AGREEMENT

This Agreement outlines the ongoing scope of work of 3OE Solutions in support of **Year Four** of the Department of Education Title III MC-Success grant.

1. Assist in the ongoing support and implementation of **Year Four** of the U.S. Department of Education Title III Grant project – MC Success (awarded September 2019 and year 4 budget approved by the Department of Education) -according to the grant program, guidelines, and federal regulations.
2. Perform ongoing tasks directly related to the **Year Four** project goals, objectives, and activities – assisting the Principal Investigator in tracking, compiling, reporting and preparing Annual and Interim Progress Reports for Client and the U.S. Department of Education.
3. Maintain and routinely update dashboard system for recording and reporting progress of guideline objectives and outcomes.
4. Maintain and routinely update the project management platform to ensure development and implementation of Year 4 goals and activities.
5. Ensure open and continuous communication with the MC-SUCCESS team members.
6. Research, identify and report to Project Director and Principal Investigator on best practices, professional development for faculty and staff, and career opportunities for students in STEM related fields.
7. Collaborate with other project personnel.
8. Design all program information and communication collateral across all platforms
9. Assist the Office of the Provost with special projects as assigned

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

### 1. TERM OF THE AGREEMENT

The term of this Agreement shall commence on **11/1/22** and terminate **06/30/23**. Either party may terminate this Agreement on thirty (30) days' written notice. All provisions of this Agreement shall apply to all services and all periods of time in which 3OE renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

### 2. INDEPENDENT CONTRACTOR STATUS

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

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

### **3. LICENSING REQUIREMENTS**

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

### **4. TAX RESPONSIBILITIES**

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

### **5. INSURANCE**

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

### **6. PERFORMANCE OF SERVICES**

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

3OE representatives shall report to the Morton College Grant Project Director and Principal Investigator and work in collaboration with:

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

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

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

### **7. TIME AND LOCATION OF WORK**

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

### **8. TERMS OF PAYMENT**

Client agrees to compensate 3OE **\$34,664** for the aforementioned projects, invoiced in eight separate monthly payments.

#### **9. PAYROLL AND EMPLOYMENT TAXES**

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

#### **10. EXPENSES**

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

#### **11. INDEMNIFICATION**

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

#### **12. CONFIDENTIALITY**

So long as this Agreement remains in effect, 3OE may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. 3OE acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to 3OE so it could undertake the work per this Agreement. 3OE shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that 3OE may



develop for itself, or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes 3OE from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

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

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

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

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

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

### **14. NOTICES**

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

If to CLIENT: Office of the President

Morton College  
3801 S. Central Avenue  
Cicero, IL 60804

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

## 15. MISCELLANEOUS

### A. Construction and Governing Law

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

### B. Modification

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

### C. Headings

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

### D. Facsimile Transmission

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

E. Non-Assignment

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

F. Partial Invalidity

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

**17. ENTIRE AGREEMENT**

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

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

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

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

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

3OE SOLUTIONS – INDEPENDENT CONT.:

MORTON COLLEGE — CLIENT:

\_\_\_\_\_  
President

\_\_\_\_\_  
President

Date \_\_\_\_\_

Date \_\_\_\_\_

**PROPOSED ACTION:** That the board to approve a three-year service agreement with Mesirow Insurance Services in the amount of \$50,000 annually as submitted.

**RATIONALE:** Insurance broker for medical, prescription drug, dental, vision and additional ancillary benefit plans

**COST ANALYSIS:** \$50,000

**ATTACHMENT:** Service agreement

**SERVICES AGREEMENT  
BETWEEN  
MESIROW INSURANCE SERVICES, INC., AN ALLIANT-OWNED COMPANY  
AND  
MORTON COLLEGE**

This Services Agreement (the “**Agreement**”) is entered into between Mesirow Insurance Services, Inc., an Alliant-owned company and Morton College (“**Client**”). Broker and Client may be individually referred to herein as a “**Party**” or collectively as the “**Parties**.”

The Parties agree as follows:

**I. Scope of Services**

Broker is hereby engaged to act as Client’s insurance broker with respect to Client’s Medical, Prescription Drug, Dental and additional ancillary plans, and shall provide Client with the services set forth in **Appendix A** (the “**Services**”) in accordance with the terms described herein. **Appendix A** may be amended from time to time by written agreement of the Parties.

**II. Compensation**

Broker will be compensated for providing the Services to Client as set forth in **Appendix B**. **Appendix B** may be amended from time to time by written agreement of the Parties. If there is a significant change in Client’s operations or exposures that affects the nature and scope of its insurance program and/or services needs, Broker and Client agree to renegotiate Broker’s compensation in good faith as both Parties deem appropriate.

**III. Term and Termination**

a. This Agreement shall become effective on April 1, 2023 (the “**Effective Date**”), and unless earlier terminated as provided for herein shall remain in effect for a term of three (3) years through March 31<sup>st</sup> 2026. Thereafter, this Agreement will automatically renew for successive one (1) year terms (each a “**Renewal Term**”), unless either Party provides the other with written notice of its intent not to renew the Agreement at least sixty (60) days prior to the end of the then current Initial Term or Renewal Term.

b. Notwithstanding the Term, this Agreement may be terminated upon sixty (60) days written notice

to the other Party. In the event of termination of this Agreement by Client prior to expiration of either the Initial Term or any Renewal Term, Broker’s annual compensation will be deemed fully earned in accordance with the following schedule: 60% at commencement of the annual term; 75% after four (4) months; and 100% after seven (7) months. In the event of a termination by Broker prior to expiration of the Contract Term, Broker’s annual compensation will be deemed earned on a pro-rata basis. It is further agreed that Broker’s responsibility to provide the Services will cease on the effective date of any termination of this Agreement, except for such continued responsibilities as may be required by law.

**IV. Confidentiality**

Broker agrees to take all reasonable measures to maintain the confidentiality of the information that it receives from Client. Broker will use this information solely to meet the objectives of this Agreement, and except to the extent required to provide the Services, it will not disclose such information to any third-party. Conversely, Client recognizes that it may use or be exposed to certain proprietary information and trade secrets of Broker. Client will take all reasonable steps to maintain the confidentiality of Broker’s proprietary information and trade secrets and will not disclose them to any third-party.

**V. Governing Law**

This Agreement will be governed by and construed in accordance with the laws of the state of Illinois without regard to its conflict of laws provisions.

**VII. Entire Agreement**

This Agreement sets forth the complete, final and entire understanding and agreement of the Parties and supersedes any and all prior oral or written agreements between them. This Agreement may be amended, modified or changed only by a writing signed by both Parties.

In witness whereof, by having their authorized representatives sign below, the Parties each agree to be bound by the terms of this Agreement as of the Effective Date.

**Broker:**

Name: Brian Tyrrell

Title: Senior Vice President

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

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

**Client:**

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

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

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

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

**APPENDIX A**  
**SCOPE OF SERVICES**  
**MORTON COLLEGE**

**Service Deliverables**

***Annual Benefit Plan Audit***

- ♦ Review goals, risk tolerance, financial objectives
- ♦ Jointly develop short and long-term goals
- ♦ Plan cost analysis
- ♦ Plan design analysis
- ♦ Plan administration review
- ♦ Premium statement review for accuracy
- ♦ Review of plan communication materials (booklets, benefit summaries, brochures, SBC's, etc.)

***Plan Improvement Guidance***

- ♦ Plan design analysis
- ♦ Employee contribution analysis
- ♦ Utilization analysis of current plan performance (in-network utilization, discount analysis, employee cost sharing, etc.)
- ♦ Determine administrative needs and requirements
- ♦ Review wellness opportunities (carrier level and third party)
- ♦ Evaluate technology alternatives (employee portal, enrollment system, HRIS, payroll, etc.)

***Competitive Assessment***

- ♦ Benchmark current plan offerings, plan designs, total costs and employee contributions
- ♦ Review historical cost trends
- ♦ Review alternate funding mechanisms
- ♦ Examine carrier's financial stability and rating

***Vendor Management***

- ♦ Contract review and negotiation
- ♦ Price and service negotiations
- ♦ Brokerage of and insurance product placements
- ♦ Discount Analysis and Discount Guarantee negotiations, if applicable
- ♦ Analysis of vendor performance relative to guarantees, if applicable
- ♦ Coordinate and attend periodic vendor information/education presentations
- ♦ Evaluate new vendor products and benefit provisions
- ♦ Maximize vendor product and service deliverables

***Strategic Recommendations***

- ♦ Additional product discussion
- ♦ Analyze administrative needs and potential efficiencies
- ♦ Review potential market and program alternatives
- ♦ Review Health Care Reform impact and strategy for compliance
- ♦ Discuss Affordable Care Act (ACA) compliance solutions and strategies
- ♦ Assist in development of wellness strategy, design, structure, and deployment
- ♦ Design employee education/communication strategy

## **Service Deliverables (Cont.)**

### ***Renewal Management***

- ◆ Pre-renewal
  - Pre-renewal strategy meeting
  - Analysis of plan performance and renewal underwriting projections
  - Educate and evaluate alternative design approaches
  - Discuss market alternatives and potential network, cost and administrative impact
  - Model plan design alternatives
- ◆ Prepare Request For Proposal (RFP)
  - Review alternative bids
  - Coordinate carrier interviews
  - Prepare financial and benefits comparisons
- ◆ Model employee contribution schemes
  - Model financial impact of changes and changes to various employee groups, if needed
  - Compare current and alternative contributions to benchmarks
- ◆ Renewal
  - Analyze renewal offer and negotiate where appropriate
  - Finalize plan designs, fees and rates
  - Finalize employee contributions
  - Coordinate and assist with employee meetings and communication campaign

### ***Plan Administration Assistance***

- ◆ Ongoing escalated claim intervention/ troubleshooting
- ◆ Ongoing escalated policy administration troubleshooting
- ◆ Personal employee assistance on coverage and claims matters as needed
- ◆ Provide ongoing regulatory compliance guidance
  - In-house benefits compliance attorney
  - Provide Broker prepared legislative updates
  - Provide Broker prepared benefit-related topical reference materials
- ◆ Provide ongoing Health Care Reform Consulting
  - Provide Customized “Road To Compliance” report
  - Provide ACA Financial Modeler report
- ◆ Assist with periodic carrier meetings
  - Schedule, attend and coordinate educational, administrative and review meetings
  - Attend insurance committee, administrative, union and Board meetings
  - Present benefit materials to insured membership on as needed basis
  - Monitor insurance industry product developments
- ◆ Review and edit annual renewal communication materials
- ◆ COBRA administration support services: evaluation, placement & monitoring

## **Reporting**

- ◆ Fully Insured Plans:
  - Periodic Medical Premium versus Claims Reporting
  - Periodic Medical Financial Analysis of plan performance
- ◆ Historical Medical Premium versus Claims Reporting
- ◆ Historical Medical Financial Analysis of plan performance



- ◆ Claims experience analysis, if applicable
- ◆ Annual Stewardship Report of Accountability
- ◆ Special projects

## **Tools and Resources**

- ◆ Develop customized Employee Benefit Guides
- ◆ HR Compliance Resource: e-View Benefits
- ◆ Monthly Webinar Series
- ◆ Legislative Bulletins and Compliance Alerts
- ◆ Access to certified Human Resources support: Mineral formerly ThinkHR hotline, website & library
- ◆ Broker seminars and webinars

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Initials – Client

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Initials – Broker

**APPENDIX B**  
**COMPENSATION**  
**MORTON COLLEGE**

**COMPENSATION & APPLICABLE LINES OF COVERAGE**

**Compensation.** As compensation for the Services rendered hereunder Broker will receive an annual benefits consulting service fee of \$50,000 (the “**Service Fee**”), which will be billed quarterly in four equal quarterly installments of \$12,500. The installments will be due on April 1<sup>st</sup>, July 1<sup>st</sup>, October 1<sup>st</sup> and January 1<sup>st</sup> of each annual service period during the Term. For example, during the first annual service period the quarterly installments will be due on April 1, 2023, July 1, 2023, October 1<sup>st</sup>, 2023 and January 1<sup>st</sup>, 2024. Installments due for subsequent annual service periods will follow the same schedule.

Policies to which this service fee applies:

<b><u>Policy Number</u></b>	<b><u>Carrier</u></b>	<b><u>Line of Coverage</u></b>	<b><u>Effective Date</u></b>
17296	BlueCross BlueShield of IL	Medical & Rx	July 1 <sup>st</sup> , 2023
17296	BlueCross BlueShield of IL	Dental	July 1 <sup>st</sup> , 2023
F026582	BlueCross BlueShield of IL	Life/AD&D, LTD, Supp.Life/AD&D and Vision	July 1 <sup>st</sup> , 2023

- a) Changes in Services. If Client requests a change in Services or if changes in Client’s size, operations, or organization require a change in the scope and/or nature of the Services and/ or Plans, compensation will be adjusted accordingly.

2. **Transparency and Disclosure.** Upon Client’s reasonable request, Broker will disclose Commissions it receives, where possible, in connection with any insurance placements on behalf of Client under Broker’s “Transparency and Disclosure” policy, a copy of which is made available upon request. Pursuant to its policy, Broker will conduct business in conformance with all applicable insurance regulations and in advancement of the best interests of its clients. In addition, Broker’s conflict of interest policy precludes it from accepting any form of broker incentives that would result in business being placed with carriers in conflict with the interests of Broker’s clients.
3. **Services Included in Cost of Premium.** In addition to the compensation described in this Appendix B, Broker and/or its related entities may receive additional compensation for underwriting, program administration, and other services that are (a) provided to either Client or the insurance carrier, (b) not contracted for directly by Client, and (c) outside the scope of Services described in Appendix A. This additional compensation, if any, will be included in the cost of the premium Client pays to the carrier and accordingly, will create no additional cost for Client. Notwithstanding this paragraph, any services contracted for directly by Client may be subject to additional costs.
4. **Indirect Income.** With exception, Broker may also receive income as a result of a contingent or supplemental income agreement with the insurance carriers. Client may opt-out of having its premiums included in the calculation of indirect income by accessing the “opt-out” form from the link on Alliant’s website: <http://www.alliant.com/Legal-Notices/Pages/Disclosure-Policy.aspx>. The parties acknowledge that indirect income, if any, is determined by insurance carriers, and if the Client does not opt-out, it remains the carriers’ exclusive decision to include or exclude certain premiums in any calculation. The availability of information regarding the make-up of any indirect income payment is at the carrier’s discretion.

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE USE OF SPACE FOR THE GIRL SCOUTS GREATER CHICAGO AND NORTHWEST INDIANA SU 540, 542, 548 ON NOVEMBER 10, 2022.

**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 the Girl Scouts of Greater Chicago for Adult and volunteer training.

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

**ATTACHMENT:** Facility Use application and COI.

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

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

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

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

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

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

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

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

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

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

**Date:** October 12, 2022

**Name of Organization:** Girl Scouts Greater Chicago and Northwest Indiana SU 540,542 & 548

**Address:** 8237 43rd Pl Lyons 60534  
**Street City Zip Code**

**Telephone:** 708-299-5300 **Person to Contact:** Tina Melendez

**Date(s) Requested:** Nov. 10, 2022

**Time Requested: From:** 6:30pm **To:** 9:00pm

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

**Facility Requested:** Lecture room

**Purpose of Use:** Adult volunteer meeting and training

**Expected Attendance:** 50

**Equipment Requested:** a table if possible

**Extent to which refreshments, if any, are to be served:** Only cookie samples

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

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

*Tina M. Melendez*

**Organization Title:** Service Unit Manager

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

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

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

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



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

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

**ORGANIZATION:** Girl Scouts GCNWI SU 540,542 & 548

**ADDRESS:** 8237 43rd Pl, Lyons 60534

**TELEPHONE:** 708-299-5300

**DATE (S) OF UTILIZATION:** Nov. 10, 2022

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

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

**I have carefully read the foregoing release and know the contents thereof and sign this release as my own fr**

**Authorized Signature:** —  —

**Organization Title:** Service Unit Manager

**Date:** October 14, 2022

## Morton College Rental Fees

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

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

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

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/10/2022

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

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

<b>PRODUCER</b> Palmer & Cay, LLC 22 Barnard Street Suite 200 Savannah GA 31401	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> gssolutions@palmerandcay.com
<b>INSURED</b> Girl Scouts of Greater Chicago and Northwest IN 20 South Clark Street, 2nd FL Chicago IL 60606-6101	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : National Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : <b>NAIC #</b> 11991

**COVERAGES****CERTIFICATE NUMBER:** 185073187**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		KKO26746700	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sex Abuse & Molestation			KKO26746700	7/1/2022	7/1/2023	Per Occurrence Aggregate \$ 1,000,000 \$ 2,000,000

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

The Certificate Holder named below is an Additional Insured on the general liability policy with respect to the use of its premises for Girl Scout activities of the insured Girl Scout Council.

**CERTIFICATE HOLDER****CANCELLATION**

Morton College  
3801 S Central Ave  
Cicero IL 60804

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

AUTHORIZED REPRESENTATIVE

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# Morton College

## Job Description

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<b>Job Title:</b>	Student Aide- (Adult and Career Technical Education)
<b>Funding:</b>	<input checked="" type="checkbox"/> Non Work Study/Institutional <input checked="" type="checkbox"/> Federal Work Study
<b>Reports to:</b>	Associate Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	<p>Applicant must be a current Morton College student carrying 6 credits hours in the Fall and Spring. One credit in the Summer. Good academic standing with a minimum GPA of a 2.0.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p> <p>Bilingual: English / Spanish</p>
<b>Job Summary:</b>	Student Worker is a vital part of the Adult Education team which supports family literacy in our English as a Second Language Program. Together with Adult Education staff, Student Worker conducts community outreach and focuses on recruiting perspective tutors and students to work exclusively for our ESL/HSEC program.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Provide customer service to all student and assist them</li><li>• Answers telephones, takes messages and transfers calls to appropriate personnel</li><li>• Assist in the development and distribution of promotional and marketing materials</li><li>• Assist in daily upkeep of department's social media accounts</li><li>• Perform word processing functions</li><li>• Learn computer programs to assist with data entering</li><li>• Maintain and/or create spreadsheets, reports, and logs as needed</li><li>• May assist with special projects, research and events</li><li>• Assist in recruiting perspective tutors</li><li>• Perform other duties as assigned</li></ul>
<b>Work Environment:</b>	

Job Description:

Page 2

**Physical  
Demands:**



# Morton College

## Job Description

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<b>Job Title:</b>	Director of Culinary Arts and Services
<b>Range:</b>	
<b>Grant-Funded:</b>	
<b>Reports to and Evaluated by:</b>	Dean of Adult, Career and Technical Education (ACTE)
<b>Required Qualifications:</b>	<p>Bachelor's Degree in Culinary Arts, Restaurant Management or related field. Five (5) years of industry work experience in a high volume or fine dining venue with at least two (2) years in a supervisory position in the industry. Certified as a Sous Chef or higher as per the American Culinary Federation (ACF) guidelines. Certified as a ServSafe Manager. Strong customer service and excellent communication, both written and verbal.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Master's Degree in Culinary Arts, Restaurant Management, or related field. Proficient in Point-of-Sale system. Experience in course/curriculum development, planning, quality and accreditation processes, and committee service. Experience with traditional and non-traditional students or workforce from diverse backgrounds.
<b>Job Summary:</b>	<p>The Director of Culinary Arts and Services will provide leadership and vision in the development and implementation of the new Culinary Arts program. The Director will be responsible for the selection, coordination, and layout of various aspects from conceptual design through the completion of the project which would include building a culinary lab and kitchen. The Director serves as the key liaison and college spokesperson for the Culinary Arts Program and provides strong leadership through strategic planning, program development, resource development, innovation, and cross-disciplinary collaboration. The Director has a strong external focus, which includes establishing and fostering relationships with the culinary industry. The Director will provide a vision for an on-campus dining center to serve Morton College and its community.</p>
<b>Essential Job Functions</b>	<p><b>Program Implementation and Management</b></p> <ul style="list-style-type: none"><li>• Provide leadership and vision in the development and implementation of the new Culinary Arts program.</li><li>• Oversee the buildout of the Culinary Lab and kitchen, including but not limited to collaborating with contractors,</li></ul>

and ensuring project and design meet established budgets and timelines.

- Manage the operations of the new Culinary Arts program once it has been established.
- Order equipment and supplies for Culinary Lab; supervise inventory.
- Assist the Dean of ACTE in the development of the Culinary Arts institutional budget.
- Coordinate the preparation, submission, allocation, and expenditure of the Culinary Arts program budget.
- Plan, develop, and manage the operations of an on-campus dining center and catering for Morton College and surrounding community.
- Manage on-campus ServSafe Food Safety Manager certification program for food service professionals in the region.
- Coordinate the preparation and submission of all reports required from the department by other areas of the college, state agencies and accrediting bodies.
- Monitor student enrollment: work collaboratively to develop marketing, recruitment, and retention strategies.
- Collaborate with other departments and divisions of the College in student recruitment, retention, placement, orientation, and informing the public of the College's programs and services.

### **Community At-Large**

- Develop and maintain effective working relationships with area high schools and colleges, appropriate businesses, agencies, and community organizations and individuals in the College's service area.
- Foster collaborative partnerships with the community and maintain an active relationship with the Food Service Industry.
- Act as key liaison and College spokesperson for the Culinary Arts Program to the community, prospective students, and other interested parties

### **Team Leadership/Strategic Planning/Supervision**

- Identify current and emerging trends and opportunities in the Culinary Arts to develop and maintain visionary and responsive courses, student support services, and community partnerships.



- Serve on internal and external committees, including cross-departmental work groups.
- Develop a professional advisory committee that reflects diversity in the industry.
- Lead the development and achievement of team goals and related strategic plan items in addition to developing policies and procedures.
- Hire, train, mentor, evaluate and supervise assigned staff, support in the recruitment and selection of team staff.
- Promote and encourage faculty and staff professional development, including support for innovation and instructional and research opportunities.
- Coordinate faculty workload decisions to ensure appropriate staffing, equity, and efficient resource utilization.

**Other Duties:**

- Perform other duties and projects as appropriate.

**Work Environment:**

Work is generally performed within an office environment, in addition to a lab and working kitchen environment.

**Physical Demands:**

Some lifting up to approximately 25 lbs.

**Position Unit:**

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

***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

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<b>Job Title:</b>	Director of <u>Adult, Career &amp; Technical Education-ACTE</u> Grants and Compliance
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	<p>Bachelor's degree <del>in Accounting, Business, Finance, or related field</del>. Two years' experience working in a post-secondary educational <u>or not-for-profit</u> setting. Two years' grant proposal writing and submission, budget preparation and grant monitoring/<u>compliance</u>. Must possess superior interpersonal and writing skills and demonstrated knowledge of the multi-cultural workplace. Must be self-motivated and able to think and work independently. Must be able to multi-task and work within deadlines. Must be able to interact with people at all college levels, both interdepartmentally and with students. <del>Familiarity with standardized assessments (TABE and CASAS) for Adult Education students.</del></p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Bilingual Spanish/English. Knowledge of Community College programming, especially Adult Basic Education and its distinct programs: ESL, HSE, as well as Career and Technical Education (CTE). <u>Familiarity with standardized assessments (TABE and CASAS) for Adult Education students</u> <del>Experience supervising community college staff.</del></p>
<b>Job Summary:</b>	<p><u>The Director c</u>Coordinates all grant program activities of new and existing Adult Education and CTE grants including proposal writing and submission, budget preparation, compliance and monitoring. Ensure registration and testing processes are efficient and in compliance with ICCB policies. Supervise <u>assigned staff</u> <del>three specialists</del> in the department.</p>

**Essential Job Functions**

- Gather, prepare and submit pertinent data and materials for all department grant proposals and programs, both new and existing
- Work with Dean and other staff members to ensure compliance with ICCB Adult Education policies, including registration, testing, attendance, and instruction
- Coordinate the writing and submission of grant proposals for existing and potential Adult Education and CTE grants
- Prepare budgets for all Adult Education and CTE grant programs, both new and existing
- Maintain database of departmental grant budgets for awarded grant programs
- Monitor all departmental grant allocations and funds to ensure local, state and federal compliance
- Monitor and follow guidelines for all departmental grant programs to ensure local, state and federal compliance
- Comply with and submit all grant program reporting requirements, i.e., quarterly reports, annual reports, and programmatic monitoring and audit reports
- Serve ~~as College representative on the~~ Area Planning Council
- Track and monitor all Corporate, Community and Continuing Education program expenditure and grant program expenditures to ensure budget reconciliation
- ~~Monitor and coordinate all AE and CTE grant programs to ensure smooth operation and programming~~
- Seek out additional grant funds for future departmental and College programming
- Assist in preparations for external monitoring visits, reviews, and audits and participate as appropriate
- Conduct routine compliance reviews of grant programs
- ~~Supervise the Adult Education Enrollment and Data Staff.~~
- ~~Supervise the Adult Volunteer Literacy program Staff~~Hire, train, mentor, evaluate and supervise assigned staff, support in the recruitment and selection of team staff.
- Carry out payroll processes for Adult Education, CTE, and Corporate, Community and Continuing Education programs
- Perform other ~~job-related~~job-related duties as assigned by supervisor

**Other Duties:**

- Perform other duties as assigned.

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

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

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ 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

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**Job Title:** Director of Student Activities

**Range:** Administrator

**Grant-Funded:** NA

**Reports to and Evaluated by:** DeanAssociate Provost and Vice President of StudentsStudent Services

**Required Qualifications:** Bachelor's degree in liberal arts or college student personnel administration. Ability to provide leadership, exercise sound judgment, maintain an even disposition and demonstrate initiative and flexibility in administering all aspects of co-curricular activities, program development and event planning. Experience with development and presenting informational, motivational and leadership workshops and seminars. Ability ~~o~~to establish effective relationships with students, faculty, and staff in a multicultural environment. Must be able to work a flexible schedule and accompany student leaders on occasional trips off campus. Valid IL driver's license. Prior relevant leadership/advising experience. Excellent organizational, verbal and written communication skills. Ability to maintain confidentiality.

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

**Desirable Qualifications:** Master's degree. Bilingual in Spanish and English, both written and oral. Prior supervisory experience in a community college setting. Experience coordinating cultural programming and organizing campus activities and/or intramural events. Experience in student success, ~~and career planning and placement programs.~~ Detail oriented, self-directed, and creative. Aptitude with word processing and database systems.

**Job Summary:** ~~Develop~~The Director of Student Activities leads, develop and implement cultural, educational, social, recreational and governance programs for students. ~~Coordinate~~In addition, the Director coordinates the activities of student clubs/organizations, student publications, intramurals, leadership development programs, commencement, student government, and ~~a~~-campus

~~activity~~activities board. Develop, implement and maintain governance, student leadership, and student success. Duties will have a focus on recruitment, retention, and transition, and student success of all students while collaborating with any and all areas of the college, as appropriate.

## Essential Job Functions

### Program Management & Operations

- Develop and implement ~~a program of~~ cultural, educational, social, recreational, and governance programs to enhance the educational experience of students, build community, and provide opportunities for students to build, professional and leadership skills.
- Develop and lead workshops and seminars on topics which promote personal growth and development, including skills enhancement, college adjustment, educational planning.
- Coordinate the activities of student clubs/organizations, student publications, ~~intramurals~~, leadership development programs, commencement, student government and a campus ~~activity~~activities board.
- ~~Exercise major responsibilities in the selection, training, supervision and evaluation of full-time and part-time employees.~~
- Direct the daily operation of the Student Activities Office and Student Union in addition, manage the daily operations of the Panther Pantry.
- Oversee the advising structure for student organizations/clubs and provide training, resources, and guidance to advisors this includes providing support and structure for student officer training and transition.
- Serve as Advisor to the Student Government Association, Student Activities Board, and support other national associations.
- Develop and, monitor the, and administer departmental and student association budgets, prepare and submit reports, and collaborate overseeing the allocation of funds to student organizations and Student Associations.
- Coordinate and execute the annual student leadership recognition and student leadership conference.
- Collaborate with other college departments as needed in the development of a comprehensive campus life program.
- Assess, develop, and implement policies and procedures for the department and for the student organization in addition to evaluating current policies and procedures and recommend revisions to enhance campus life.

### **Quality Assurance, Compliance and Reporting**

- ~~Promote high standards of student conduct and ethical decision making.~~
- Work closely with student organizations to ensure programs are effective and reflect college policy.
- Attend student club/organization meetings, advise individual members, provide training and leadership development, and assure compliance with college policy and procedures, including financial practices.
- ~~Provide support~~ Track data, maintain records, and structure use assessment tools for student officer training reports.
- Prepare and transition submit reports as needed.
- ~~Provide direction for faculty club advisors.~~
- ~~Serve as Advisor to Student Government Association~~
- ~~Ensure proper funding of requests and spending of the student association budget.~~

### **Coordinate**

### **Team Leadership/Strategic Planning/Supervision**

- Hire, train, mentor, evaluate and supervise assigned staff, support in the recruitment and selection of team staff.
- Develop department goals, assess the departmental needs, and provide staff development, research and assessment.
- Coordinate Serve on the annual Student Services Deans Council and other student leadership recognition and student leadership conference-related committees.
- Represent the College in the IL Skyway Collegiate Conference.
- Assist in developing and managing services designed to increase student retention and transition rates.
- ~~Track data, maintain records, and use assessment tools for reports.~~
- ~~Develop workshops and seminars on topics which promote personal growth and development, including skills enhancement, college adjustment, educational planning.~~
- ~~Evaluate existing procedures and recommend revisions that enhance campus life.~~
- ~~Serve on the Student Services Deans Council.~~

### **Other**

- Promote high standards of student conduct and ethical decision making.
- Review, edit and approve all marketing for the Student Activities Office, Panther Pantry, and student

clubs/organizations and ensure brand guidelines are successfully executed.

- Oversee all digital communication efforts, including social media, SMS text messaging, and virtual spaces for the Student Activities Office, Panther Pantry, and student clubs/organizations.
- ~~Represent the College in the IL Skyway Collegiate Conference.~~

**Other Duties:**

- Perform other duties as assigned.

**Work Environment:**

Typical office environment

**Physical Demands:**

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

**Position Unit:**

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

***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:** Human Resources ~~Coordinator~~Benefits Specialist

**Range:** Classified ~~Non-Union~~Excluded

**Grant-Funded:** ~~N/ANA~~

**Reports to and Evaluated by:** ~~Chief Financial Officer~~  
Director of Human Resources

**Required Qualifications:** Bachelor's degree in Human Resources, Business Administration, or related field, and ~~a minimum of~~ three years of job-related human resource experience.  
Excellent ~~organizational, verbal and written~~ communication ~~and skills.~~ Excellent interpersonal skills. ~~Proficient in MS office, including PowerPoint and Excel.~~ Working understanding of human resources principles, practices and procedures. Must have good word processing, database management, file maintenance, and data ~~entry~~conflict resolution skills. ~~Must be able~~Excellent organizational skills and attention to detail. Ability to handle multiple priorities and confidential information. Able to interact assignments, and function independently. Thorough knowledge of employment-related laws and regulations. Experience with Microsoft suite and the ability to learn Colleague and other systems. Ability to work well with students, faculty and staff ~~others~~ in a multicultural environment.

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

**Desirable Qualifications:** Master's degree, SHRM-CP, and experience in related field. Experience with union environment and/or higher education. Experience with Colleague.  
~~Excellent oral communication skills. Ability~~ Ability to communicate in English and Spanish. ~~Be well organized, detail-oriented, and self-motivated. Able to work independently with little or no supervision. Display a customer service orientation and demonstrate good judgment. SHRM-CP or SHRM-SCP preferred.~~

**Job Summary:** ~~The HR coordinator will provide administrative support to the human resource department as needed, including record-~~

~~keeping, file maintenance, customer service, and data entry. Administer employee health plans and act as a liaison between employees and insurance providers.~~

The Human Resource Benefits Specialist will perform tasks and services to support effective and efficient operations of the overall HR department in some or all of the following functional areas; benefits administration, data research and analysis, ad hoc reporting, SURS, database records, billing, employee inquiries, claims assistance, benefits eligibility, COBRA, leaves of absences, disability and worker's compensation administration. The Specialist will assist in enforcing policies and procedures, and the administration of five (5) collective bargaining agreements.

### **Essential Job Functions**

- ~~• Administer health~~ Research, analyze and administer healthcare plans and other wellness programs
- ~~• Perform quality checks of benefits-related data~~
- ~~• Manages ADA, LOA, and FML requests~~
- ~~• Advise employees, answer questions and enroll staff in benefit programs~~
- ~~• Processes employee benefits, including enrollments, benefit change requests, life event changes and terminations, COBRA and leaves of absence, LTD, FML and worker's compensation,~~
- ~~• Assist with onboarding processes and new hire paperwork~~
- ~~• Manage and coordinate open enrollment and benefit fairs (coordinating with external vendors and benefit brokers)~~
- ~~• Managing the enrollment, renewal and distribution process~~
- ~~• Ensures the accuracy of all benefits enrollments~~
- ~~• Coordinates retirement plans, tuition reimbursements~~
- ~~• Assist with the performance evaluation process~~
- ~~• Process required documents through payroll and insurance providers inquiries related to ensure accurate record-keeping and proper deductions~~ verification of employment.
- ~~• Perform customer service functions by answering employee requests and questions.~~
- ~~• Complete Forms I-9, verifies I-9 documentation and maintains I-9 files. Assists with new employee background checks and pre-employment screenings.~~
- ~~• Reconcile benefits statements and enter check vouchers for each insurance carrier.~~
- ~~• Assist with processing of terminations.~~

- ~~Coordinate FMLA, LOA, Worker's comp, and COBRA processing.~~
- ~~Assist with the preparation of the performance review process.~~
- ~~Schedule meetings and interviews as requested by the CFO~~
- ~~Assist in preparation of various reports.~~
- ~~Help with the administration of with the Union Contracts.~~
- ~~Assist in maintaining personnel and payroll information used for accurate database records.~~
- ~~Manage time management system for paid time off for all employees.~~
- ~~Enters all new employees into Colleague system and prepares new employee files.~~
- ~~Coordinate with Payroll Coordinator to audit payroll reports for accuracy.~~
- ~~Ensure webpage and portal is updated.~~
- ~~Assist in the orientation and training process of new personnel.~~
- ~~Coordinate the Service years' recognition and staff awards~~
- ~~File documents into appropriate employee files.~~
- ~~Assist or prepare correspondence as requested. Process mail.~~
- Support all special events hosted by the office of Human Resources.
- Administer various human resources plans and procedure; assist in the development and implementation of personnel procedures; prepare and maintain the employee handbook and procedure manual.
- Tracks and ensures compliance surrounding mandatory trainings
- Research and recommend updated to policies and procedures to comply with federal, state, and local legal requirements.
- Assist with submitting reports to various state and federal educational agencies, including ICCB and ACA reporting
- Coordinate with the Dean's office in processing faculty salary adjustments, lane advancement and step placement and other processes.
- Provide assistance with processing inquiries from SURS.

**Other Duties:**

- Perform other duties as assigned by supervisor

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

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

**Position Unit:** ☐ Administration - Exempt

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

**PROPOSED ACTION:** For the board to approve to hire evening custodian Martha Padilla, effective 10-17-22

**RATIONALE:** To fill open night position in Maintenance Department.

**COST ANALYSIS:** \$15.10 per hour (plus CBA required shift differential)

**ATTACHMENT:**

**PROPOSED ACTION:** THAT THE BOARD APPROVE ALBERT SANCHEZ AS A NEW FULL-TIME PATROL OFFICER WITH AN EFFECTIVE START DATE OF 10/31/2022.

**RATIONALE:** To meet the college and department needs in the following areas, Campus Safety, shift coverage, and risk management.

**COST ANALYSIS:** Salary \$51,500.00

**ATTACHMENT:**

**PROPOSED ACTION:** THAT THE BOARD APPROVE HECTOR JAIMES AS A NEW FULL-TIME PATROL OFFICER WITH AN EFFECTIVE START DATE OF 10/31/2022.

**RATIONALE:** To meet the college and department needs in the following areas, Campus Safety, shift coverage, and risk management.

**COST ANALYSIS:** Salary \$51,500.00

**ATTACHMENT:**

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE REBECCA ANGEVINE AS THE PROJECT CARE AND ADULT EDUCATION LIAISON FOR THE A&CTE DEPARTMENT WITH AN EFFECTIVE START DATE OF 10/31/2022.

**RATIONALE**

Updated Job description and change of status with additional duties related to AE & CTE grant work as well as Adult Education testing and data support to meet the department's needs.

**COST ANALYSIS:**

\$ 53,851.00



# **MORTON COLLEGE BOARD OF TRUSTEES**

## **REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE MARTELLO GILLESPIE AS A NEW STUDENT AIDE FOR THE CIS NETWORKING LABS 313B AND 314B WITH AN EFFECTIVE START DATE OF 10/1/22.

### **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 BRENDA VILLEGAS AS A NEW SERVICE AIDE FOR THE CHILD LEARNING CENTER WITH AN EFFECTIVE START DATE OF OCTOBER 31, 2022.

**RATIONALE**

The Service Aide of the Child Learning Center will assist the coordinator in the daily operation of the Preschool classes in. The duties and responsibilities may change as the need of the College arises.

- To assist the coordinator and teachers in preparing materials and equipment for children's games, play, crafts, music, reading, social and exercise activities.
- To provide information to parents about the Child Learning Center policies and procedures.
- To assist with Child Learning Center record keeping and correspondence activities.
- To interact with and supervise children.
- Communicate and provide oral and/or written translation to bilingual parents.
- Perform other duties and special projects as assigned

**COST ANALYSIS:**                      \$15.13 HOURLY

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

**PROPOSED ACTION:** THE BOARD HIRE KIRA BALLESTEROS AS A PEER TUTOR WITH A START DATE OF OCTOBER 31, 2022.

**RATIONALE:** KIRA BALLESTEROS POSSESSES ALL THE QUALIFICATIONS OF A PEER TUTOR. THE POSITION WILL BE FUNDED BY THE MC SUCCESS GRANT.

**COST ANALYSIS:** Rate of \$12 per hour

**ATTACHMENTS:** N/A

**PROPOSED ACTION:**

THAT THE BOARD APPROVE NURSING STUDENT AID JONATAN GOMEZ AT THE PAY RATE OF \$12.00.

**RATIONALE:** To assist the Nursing Department with cleaning and organizing the labs and classrooms. 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:**

\$12.00

**ATTACHMENT:**

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE NAVEN VALDEZ AS A NEW Help Desk Technician FOR THE STUDENT IT DEPARTMNET WITH AN EFFECTIVE START DATE OF 10/31/2022.

**RATIONALE**

To support the daily operations of the department by performing day-to-day tasks, assisting with calls to the Hotline, answer technical questions from end-users , instruct end-users about various software.

**COST ANALYSIS:**

\$15.00/Hourly – Grant funded

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE INEZ MORALES AS A NEW STUDENT AIDE FOR THE LIBRARY WITH AN EFFECTIVE START DATE OF 10/05/2022.

**RATIONALE**

To support the librarians with daily operations of the college library by performing routine library duties such as checking material in and out, locating and shelving items, and assisting patrons with routine library usage.

**COST ANALYSIS:**

12.00/Hourly (FWS)

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE Carlos Figueroa AS A NEW Student Aide FOR THE Fitness Center WITH AN EFFECTIVE START DATE OF 10/24/2022

**RATIONALE**

To provide sufficient coverage in our Fitness and Nutrition Centers as we expand our hours of operation

**COST ANALYSIS:**

\$12/hour

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

**PROPOSED ACTION:** THE BOARD HIRE KAYLA LONG AS A STUDENT AIDE FOR THE TUTORING CENTER WITH A START DATE OF OCTOBER 31, 2022.

**RATIONALE:** KAYLA LONG POSSESSES ALL THE QUALIFICATIONS OF A STUDENT AIDE IN THE TUTORING CENTER. THE POSITION WILL BE FUNDED BY FROM THE TUTORING CENTER BUDGET.

**COST ANALYSIS:** Rate of \$12 per hour

**ATTACHMENTS:** N/A



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

**PROPOSED ACTION:** THAT THE BOARD OF TRUSTEES TENTATIVELY APPROVE THE ESTIMATED 2022 TAX LEVY.

**RATIONALE:**

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

Illinois law requires that the taxes to be levied be formally estimated not less than twenty (20) days prior to the adoption of its aggregate levy. Non-compliance with existing laws will disallow any increase in the estimated tax levy if a tentative levy is not approved. Cook County as well as the other Chicagoland counties have tax caps to limit the tax increase to inflation. Cook County Tax Extension Office has limited this year's increase to 5% of the 2021 levy plus any new property coming on the tax rolls. The operating and capital needs of Morton College support the importance of raising the College's extended levy by 4.97%. The individual levies have been adjusted to add more dollars to the Education Fund, Building Fund, Insurance Fund and Social Security Fund.

The financial impact on a homeowner with a house valued at \$150,000 and assessed at the county's published assessment rate of 10% is \$10-\$15 for the year.

**COST ANALYSIS:**

Total estimated 2022 Levy is \$11,107,261 which represents a 4.97% or a \$526,153 increase from the \$10,581,108 Cook County extended 2021 levy.

**ATTACHMENTS:**

Estimated 2022 Tax Levy and Tax Rate Calculation

**Morton Community College  
Community College District 527  
Proposed Tax Levy for 2022**

	(estimated)					
Fund	Levy Final 2021	Proposed 2022 Levy	Loss Amount	Proposed 2022 Extended	Increase (Decrease)	
Education	8,086,000	8,160,000	326,400	8,486,400	400,400	
O & M	1,560,000	1,575,600	63,024	1,638,624	78,624	
Social Security	250,163	252,665	10,107	262,771	12,608	
Audit	77,562	78,338	3,134	81,471	3,909	Proposed
Liability Insurance - Tort	607,383	613,457	24,538	637,995	30,612	Increase
<b>Total</b>	<b>10,581,108</b>	<b>10,680,059</b>	<b>427,202</b>	<b>11,107,261</b>	<b>526,153</b>	<b>4.97%</b>
<b>Bonds</b>	<b>680,108</b>	<b>641,575</b>	<b>25,663</b>	<b>667,238</b>	<b>(12,870)</b>	Proposed
<b>Total Extended Levy with Bonds</b>	<b>11,261,216</b>	<b>11,321,634</b>	<b>452,865</b>	<b>11,774,499</b>	<b>513,283</b>	Increase with Debt Service

**4.56%**

### Equalized assessed valuation

<b>2021 Equalized Assessed Value (EAV)</b>	<b>2,132,706,707</b>	<b>(estimated)</b>
<b>2022 estimated EAV</b>	<b>2,132,706,707</b>	<b>(estimated)</b>
<b>County Final Tax Rate 2021</b>	<b>0.509</b>	<b>(estimated)</b>
<b>2022 estimated tax rate</b>	<b>0.552</b>	<b>(estimated)</b>

**Increase** **513,283**  
**4.56%**

Title: Classified Excluded Staff - Tuition Reimbursement Policy Proposal

Section: Administration

**Board Policy Proposal: 2.12A**

Employees have duties and responsibilities that require constant recertification and ongoing training to ensure Morton College keeps a competitive edge with recruitment efforts. Morton College recognizes the strengths of each employee and wishes to offer benefits geared toward helping staff strengthen job skills and requirements and pursue advanced degrees.

Morton offers and will continue to offer tuition reimbursement to employees that qualify.

Employees with the prior approval of their respective Administrator, shall be entitled to tuition reimbursement in the amount of four thousand (\$4, 000) per academic year. Eligibility requirements:

- Completion of one year of service at Morton College
- Coursework is related to the administrator's current role
- If unused this policy will not convert to a cash payout
- Unused tuition reimbursement dollars do not carry over annually

All other terms of the college's tuition reimbursement policy should apply to the employee. In the event the President requests the employee take certain educational classes, no tuition cap applies. Education reimbursements will be issued in accordance with the employee education reimbursement guidelines.

Title: Administrator's Tuition Reimbursement Policy

Section: Administration

**Board Policy Proposal: 2.12B**

Administrators have duties and responsibilities that require constant recertification and ongoing training to ensure Morton College keeps a competitive edge with recruitment efforts. Morton College recognizes the strengths of each administrator and wishes to offer benefits geared toward helping administrators strengthen job skills and requirements and pursue advanced degrees.

Morton offers and will continue to offer tuition reimbursement to employees that qualify.

Administrators, with the prior approval of the President, shall be entitled to tuition reimbursement in the amount of five thousand (\$5, 000) per academic year. Eligibility requirements:

- Completion of one year of service at Morton college
- Coursework has to relate to the Administrator's current role
- If unused this policy will not convert to a cash payout
- Unused tuition reimbursement dollars do not carry over annually

All other terms of the college's tuition reimbursement policy for administrator should apply to the employee. In the event the President requests the administrator take certain educational classes, no tuition cap applies. Education reimbursements will be issued in accordance with the employee education reimbursement guidelines.