



Morton College

Public Regular Board Meeting

Wednesday, November 29, 2023, 11 :00 AM



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527
Minutes for the Regular Board Meeting
Wednesday, October 25, 2023

1. Call to Order

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 11:05 AM on Wednesday, October 25, 2023, at the Jedlicka Performing Arts Center, located at 3801 S. Central Ave, Cicero, IL 60804.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Roll Call

Present:

Leonard Cannata, Trustee
Jose Collazo, Trustee
Susan Grazzini, Trustee
Anthony Martinucci, Trustee
Oscar Montiel, Trustee
Frances F. Reitz, Trustee

Absent:

Charlie Hernandez, Trustee

Also Present:

Dr. Keith D. McLaughlin, President
Edward Wong, Attorney, Del Galdo Law Group, LLC

4. Citizen Comments

None

5. Reports

Full-time faculty member, Dr. Prairie Markussen presented on the Human Library event that was held on October 19th. The organization has been around for more than 20 years started in Denmark. Dr. Markussen had one student present on his experience. The event was recognized on NPR news.

Dr. McLaughlin highlighted the Student Service departments, they've held 64 events for to engage and support students and prepare them for their next step, to transfer. They have also had a door decorating contest, representing their alma mater, wore spirit wear, attended college visits, and teamed with Financial Aid office for financial workshops.

Dr. McLaughlin highlighted the Athletics after another successful season. The women's soccer team will be participating the regional competition on Sunday, October 29th in

Madison, Wisconsin.

Dr. McLaughlin mentions how busy the theater stage has been for the past several weeks with the Steel Magnolias show, thanks Micheal Kott for directing the show. Dr. McLaughlin has the opportunity to attend, he thought it was an outstanding show and acting. The theater had 160 student for the Alphabet Soup, will have 260 more student for the rest of the week.

Dr. McLaughlin met with Joe Florio, Director of Facilities & Operations, they are looking at the facilities master plan that was last updated on 2010. They were pleasantly surprised by the fact that so many of the projects part of the plan have been completed but do need to update not only for the ICCB recognition due at the end of this year. Dr. McLaughlin would like to meet with the board to talk about ideas about future development plans of our facilities and out campus.

Dr. McLaughlin recognized the colleagues and fellow walkers who are all in a mission with the step competition this month that the HR department launched on October 2nd and concludes at the end of the month. Collectively the participants have a combined total of 6,220,969 steps so far.

6. President's Report

7. Consent Agenda

Trustee Martinucci made a motion to approve the consent agenda, which includes agenda items 7.1 to 7.29.3, as listed below.

Trustee Grazzini seconded the motion.

Ayes: Trustees, Cannata, Collaz, Grazzini, Martinucci, Montiel, Reitz

Nays: None

Absent: Trustee, Hernandez

Motion Carried

- 7.1. Approval of the Minutes of the Regular Board Meeting held on August 23, 2023, Public Hearing of the FY24 Budget held on August 23, 2023, Special Board Meeting held on September 13, 2023, and Regular Board Meeting held of September 28, 2023.
- 7.2. Approval and ratification of accounts payable and payroll for the month of September 2023, in the amount of \$3,984,629.00, and budget transfers in the amount of \$0.
- 7.3. Approval of the Monthly Budget Report for the fiscal year to date ending in September 2023.
- 7.4. Approval of the Treasurer's Report for September 2023.
- 7.5. Approval of the changes to Curriculum.
- 7.6. Approval of the college calendars for academic years 2024/2025 and 2025/2026.
- 7.7. Approval to change the winter break 2023/2024 to December 20, 2023 – January 2, 2024.
- 7.8. Approval of the Heartland Business Systems, in the amount of \$50,000.00.
- 7.9. Approval of architectural fees in the amount of \$50,000.00, for Legat Architects to complete design work for biology lab renovations.
- 7.10. Approval of the purchase of iSimulate software and hardware for Paramedic, in the amount of \$41,020.00.

- 7.11. Approval of the American Association of Community Colleges annual membership, in the amount of \$6,557.00.
- 7.12. Approval of the annual subscription of ExamSoft, in the amount of \$27,307.50.
- 7.13. Approval of out-of-state travel for Efren Alonso to Orlando, Florida for NACADA Annual Conference, October 3 – 7, 2023, in the approximate cost of \$1,800.00.
- 7.14. Approval of out-of-state travel for Luis Sanchez to Las Vegas, Nevada for Autodesk University Conference, November 13 – 15, 2023, in the approximate cost of \$3,450.00.
- 7.15. Approval of out-of-state travel for Gabriela Mata to Indianapolis, Indiana, from October 29 – 31, 2023, at an approximate cost of \$831.50.
- 7.16. Approval of out-of-state travel for Men's Soccer to Madison, Wisconsin, from November 3 – 5, 2023, at an approximate cost of \$5,100.00.
- 7.17. Approval of out-of-state travel for Men's Soccer to Tucson, Arizona from November 11 – 19, 2023, at an approximate cost of \$44,450.00.
- 7.18. Approval of out-of-state travel for Women's Basketball to Ft. Lauderdale, Florida from December 14 – 20, 2023, at an approximate cost of \$20,600.00.
- 7.19. Approval of out-of-state travel for Men's Basketball to West Plains, Missouri from November 23 – 26, 2023, at an approximate cost of \$3,186.00.
- 7.20. Approval of out-of-state travel for Men's and Women's Wrestling to Stevens Point, Wisconsin from November 3 – 5, 2023, at an approximate cost of \$5,330.00.
- 7.21. Approval of out-of-state travel for Men's and Women's Wrestling to Plymouth, Wisconsin from November 10 – 12, 2023, at an approximate cost of \$5,330.00.
- 7.22. Approval of out-of-state travel for Men's and Women's Wrestling to St. Charles, Missouri from November 17 – 19, 2023, at an approximate cost of \$5,330.00.
- 7.23. Approval of salary increase for Joseph Feulner, for the amount of \$64,000.00, effective October 25, 2023.
- 7.24. Approval of Facility Use Permits
 - 7.24.1. Walgreens to hold covid and flu vaccination for Morton College/Community on November 2, 2023.
- 7.25. Approval of New Job Descriptions
 - 7.25.1 Fitness Center Assistant
 - 7.25.2 Project Care Support Specialist (PT)
- 7.26. Approval of Position Changes
 - 7.26.1. Joanna Martin, Executive Assistant to the College President/Board Professional, \$75,000.00, effective November 1, 2023.
- 7.27. Approval of Full-Time Employment
 - 7.27.1. Thomas Sherry, Campus Police Officer (FT), effective October 30, 2023.
- 7.28. Approval of Part-Time Employment
 - 7.28.1. Efrain De La Torre, Student Aide – Theater, \$13.00 per hr., effective October 5, 2023.

- 7.28.2. Brynne Katcher, Student Aide– Fitness Center, \$13.00 per hr., effective October 10, 2023.
- 7.28.3. Manuel Leanos, Student Aide – Library, \$13.00 per hr., effective October 11, 2023.
- 7.28.4. Jordy Rivera, Student Aide – Art Department, \$13.00 per hr., effective October 5, 2023.
- 7.28.5. Angelina Viola, Student Aide – Pre-School Center, \$13.00 per hr., effective October 11, 2023.
- 7.28.6. Christina Bavone, English Adjunct, effective January 16, 2024.
- 7.28.7. Jacob Turner, Fitness Center Specialist, effective October 26, 2023.
- 7.28.8. Clara Martinez, Nursing Adjunct, effective January 16, 2024.
- 7.28.9. Paloma Martinez, Peer Tutor, \$13.00 per hr., effective October 12, 2023.
- 7.28.10. Diane Sanchez, Peer Tutor, \$13.00 per hr., effective October 23, 2023.
- 7.28.11. Ronja Hofstetter, Student Aide – Fitness Center, \$13.00., effective October 31, 2023.
- 7.28.12. Arleth Espinoza, Student Aide - Fitness Center, \$13.00., effective October 31, 2023.
- 7.29. Approval of Resignation
 - 7.29.1. Alexander Gutierrez, Part Time, Circulation Librarian, effective September 14, 2023.
 - 7.29.2. Misael Saldana, Part Time, Switchboard Operator, effective September 29, 2023.
 - 7.29.3. Diego Aleman Santiaguillo, Alumni Relations Coordinator, effective October 31, 2023.

Dr. McLaughlin highlights from the consent agenda 7.26.1, approval of position change for Joanna Martin, Executive Assistant to the College President/Board Professional. Joanna will be joining the President's Office and support the Board. Joanna holds a BS in accounting, she graduated from Governor's State University with over 18 years of experience in payroll and office processing. She has been with Morton College since 2018, she is recognized for been efficient and accurate with payroll. Joanna will be helping with the transition of the new payroll coordinator.

Dr. McLaughlin also took the opportunity to extend a very heartfelt thanks to Liliana Raygoza in the Human Resources office for assisting board meetings, agendas and minutes since June.

8. Adjournment

Trustee Martinucci motioned to adjourn the Regular Board Meeting at 11:20 AM.

Trustee Collazo seconded the motion.

Ayes: Trustees, Cannata, Collazo, Grazzini, Martinucci, Montiel, Reitz

Nays: None

Absent: Trustee, Hernandez

/s/ Leonard Cannata, Board Chair

/s/ Jose Collazo, Secretary

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.1 for 11/29/2023 Board Meeting
Date: Tuesday, November 14, 2023 3:50:51 PM
Attachments: [BT 10.31.23.pdf](#)
[Check Register 10.31.23.pdf](#)
[Over 10k Oct 2023.pdf](#)
[Board AS Totals 10.31.23.pdf](#)

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

Sent: Tuesday, November 14, 2023 3:29 PM

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

Subject: Action Item 8.1 for 11/29/2023 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF OCTOBER 2023 IN THE AMOUNT OF \$3,672,804 AND BUDGET TRANSFERS IN THE AMOUNT OF \$48,000 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,



Suzanna Raigoza
Senior Accountant

P: (708) 656-8000, Ext. 2305

E: suzanna.raigoza@morton.edu

www.morton.edu

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of October 2023, be approved and/or ratified in the amount of \$3,672,804 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements -		
Monthly	10/31/2023	1,052,594
Payroll	10/15/2023	827,255
Payroll	10/31/2023	876,179
Student Refunds	10/31/2023	<u>916,776</u>
		3,672,804

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	10/31/2023	<u>0</u>
TOTAL ALL FUNDS		<u>\$3,672,804</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$48,000 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 29th day of November by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College					
Budget Transfers					
October 2023					
		GL Account	Description	Debit	Credit
	1	01-8070-20116-510200100	Institutional Research: Professional/Tech		48,000
		01-8070-20116-530900000	Institutional Research: Other Contract Services	48,000	
			Total Budget Transfers	48,000	48,000

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ACCOUNTS PAYABLE CHECK REGISTER
Period 10/01/2023 - 10/31/2023

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0115675	10/06/23	Recon	0219643	Tootie C. Cade	V0187105	10/03/23		100.00		100.00
								100.00		100.00
0115676	10/06/23	Recon	0221348	Cesar Castaneda	V0187091	10/03/23		135.00		135.00
								135.00		135.00
0115677	10/06/23	Recon	0215514	Nariah C. Clay	V0187114	10/03/23		75.00		75.00
								75.00		75.00
0115678	10/06/23	Recon	0201909	Irineo M. Cortes Gallard	V0187094	10/03/23		135.00		135.00
								135.00		135.00
0115679	10/06/23	Recon	0000794	Ms. Janet M. Crockett	V0185932	09/26/23		794.24		794.24
								794.24		794.24
0115680	10/06/23	Outst	0205769	Dwayne Cruz	V0187084	10/03/23		285.00		285.00
								285.00		285.00
0115681	10/06/23	Void	0205769	Dwayne Cruz						
0115682	10/06/23	Recon	0000790	Mr. Refugio De La Torre	V0186875	09/27/23		180.95		180.95
								180.95		180.95
0115683	10/06/23	Recon	0208811	Stephen Dowjotas	V0187080	10/03/23		240.00		240.00
								240.00		240.00
0115684	10/06/23	Recon	0208811	Stephen Dowjotas	V0187082	10/03/23		240.00		240.00
								240.00		240.00
0115685	10/06/23	Outst	0000931	Mr. Juan M. Franco	V0187087	10/03/23		450.00		450.00
								450.00		450.00
0115686	10/06/23	Recon	0206312	Brandy S. Garcia	V0185843	09/20/23		50.00		50.00
								50.00		50.00
0115687	10/06/23	Recon	0218629	Wesley Gathings	V0185910	09/25/23		814.25		814.25
								814.25		814.25

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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
0115688	10/06/23	Recon	0201672	Abel Gonzalez	V0187119	10/03/23		135.00		135.00
								135.00		135.00
0115689	10/06/23	Recon	0211129	Adam Herges	V0187093	10/03/23		175.00		175.00
								175.00		175.00
0115690	10/06/23	Recon	0219182	Andrew J. Hietpas	V0187089	10/03/23		210.00		210.00
								210.00		210.00
0115691	10/06/23	Recon	0002912	Mr. Joseph Imburgia	V0185822	09/18/23		644.53		644.53
					V0185958	09/27/23		203.00		203.00
								847.53		847.53
0115692	10/06/23	Recon	0060105	Michael Jonas	V0185860	09/22/23		514.14		514.14
								514.14		514.14
0115693	10/06/23	Recon	0217841	Brynne L. Katcher	V0187109	10/03/23		120.00		120.00
								120.00		120.00
0115694	10/06/23	Outst	0220397	Oscar Lagunas	V0187095	10/03/23		135.00		135.00
								135.00		135.00
0115695	10/06/23	Recon	0001259	The League for Innovatio	V0187100	10/03/23		855.00		855.00
								855.00		855.00
0115696	10/06/23	Outst	0216255	Luis Loza	V0187110	10/03/23		120.00		120.00
								120.00		120.00
0115697	10/06/23	Recon	0212781	Alfredo I. Martinez	V0187113	10/03/23		75.00		75.00
								75.00		75.00
0115698	10/06/23	Recon	0003232	Ms. Lisa A. Mathelier	V0187078	10/03/23		13.93		13.93
								13.93		13.93
0115699	10/06/23	Recon	0201543	Timothy McKinnon	V0187097	10/03/23		135.00		135.00
								135.00		135.00
0115700	10/06/23	Recon	0221426	Nicholas Mears	V0187116	10/03/23		210.00		210.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 10/01/2023 - 10/31/2023

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								210.00		210.00
0115701	10/06/23	Recon	0166708	Kerilyn O'Donnell	V0187090	10/03/23		175.00		175.00
								175.00		175.00
0115702	10/06/23	Recon	0221347	Francisco J. Ojeda	V0187092	10/03/23		135.00		135.00
								135.00		135.00
0115703	10/06/23	Recon	0199313	John Orowick	V0187127	10/04/23		187.50		187.50
								187.50		187.50
0115704	10/06/23	Recon	0208184	Rod Polich	V0187098	10/03/23		405.00		405.00
								405.00		405.00
0115705	10/06/23	Recon	0156534	Presidents Council	V0187074	10/02/23		4,250.00		4,250.00
								4,250.00		4,250.00
0115706	10/06/23	Recon	0190852	Darren M. Reese	V0187096	10/03/23		540.00		540.00
								540.00		540.00
0115707	10/06/23	Recon	0008146	Rock Valley College	V0187088	10/03/23		150.00		150.00
								150.00		150.00
0115708	10/06/23	Recon	0209695	Jonathan Rush	V0187083	10/03/23		315.00		315.00
								315.00		315.00
0115709	10/06/23	Recon	0209695	Jonathan Rush	V0187124	10/04/23		630.00		630.00
								630.00		630.00
0115710	10/06/23	Recon	0209695	Jonathan Rush	V0187125	10/04/23		315.00		315.00
								315.00		315.00
0115711	10/06/23	Recon	0001780	Gary Spevak	V0187128	10/04/23		187.50		187.50
								187.50		187.50
0115712	10/06/23	Recon	0001161	State Univ Retirement Sy	V0187081	10/03/23		2,304.65		2,304.65
								2,304.65		2,304.65

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0115713	10/06/23	Recon	0219314	Alexandra L. Stewart	V0187111	10/03/23		100.00		100.00
								100.00		100.00
0115714	10/06/23	Recon	0153795	Maciej Telus	V0187118	10/03/23		175.00		175.00
								175.00		175.00
0115715	10/06/23	Recon	0219781	Pavel Valchev	V0187117	10/03/23		25.00		25.00
								25.00		25.00
0115716	10/06/23	Recon	0200282	Victor M. Albanil Beltra	V0187014	10/02/23		190.00		190.00
								190.00		190.00
0115717	10/06/23	Recon	0002767	West Central Municipal C	V0187101	10/03/23		1,950.00		1,950.00
								1,950.00		1,950.00
0115756	10/13/23	Recon	0171475	ABC Automotive Electroni	V0187443	10/12/23	B0005581	4,164.84		4,164.84
								4,164.84		4,164.84
0115757	10/13/23	Recon	0002355	ACEN	V0187149	10/04/23	P0014425	2,975.00		2,975.00
								2,975.00		2,975.00
0115758	10/13/23	Recon	0209512	The Art Institute of Chi	V0187466	10/12/23	P0014436	5,000.00		5,000.00
								5,000.00		5,000.00
0115759	10/13/23	Outst	0002866	Associated Attractions I	V0187426	10/11/23	P0014462	1,300.00		1,300.00
								1,300.00		1,300.00
0115760	10/13/23	Recon	0198820	Asure Software	V0187252	10/10/23	B0005512	131.99		131.99
								131.99		131.99
0115761	10/13/23	Recon	0000973	AT&T	V0187519	10/13/23	B0005375	943.80		943.80
								943.80		943.80
0115762	10/13/23	Recon	0000973	AT&T	V0187520	10/13/23	B0005375	928.02		928.02
								928.02		928.02
0115763	10/13/23	Recon	0001953	AT&T Mobility	V0187460	10/12/23	B0005431	20.00		20.00
								20.00		20.00

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0115764	10/13/23	Recon	0001401	AZ Commercial	V0187208	10/06/23	B0005450	14.95		14.95
								14.95		14.95
0115765	10/13/23	Recon	0220822	Cristian J. Biviano	V0187141	10/04/23	P0014346	775.00		775.00
					V0187142	10/04/23	P0014433	775.00		775.00
								1,550.00		1,550.00
0115766	10/13/23	Recon	0167677	Buona Companies	V0187399	10/10/23	P0014435	999.00		999.00
								999.00		999.00
0115767	10/13/23	Recon	0000995	Bureau Water/Sewer Town	V0187283	10/10/23	B0005461	699.73		699.73
								699.73		699.73
0115768	10/13/23	Recon	0001556	Ceramic Supply Chicago	V0187493	10/12/23	P0013984	590.00		590.00
								590.00		590.00
0115769	10/13/23	Recon	0001195	Cintas Corporation	V0187246	10/10/23	B0005419	258.24		258.24
					V0187430	10/12/23	B0005385	258.24		258.24
								516.48		516.48
0115770	10/13/23	Recon	0001008	The College Board	V0187428	10/11/23	P0014438	400.00		400.00
								400.00		400.00
0115771	10/13/23	Recon	0001752	Comcast	V0187213	10/06/23	B0005421	261.69		261.69
								261.69		261.69
0115772	10/13/23	Recon	0001240	Enterprise Leasing Compa	V0187273	10/10/23	B0005465	101.01		101.01
								101.01		101.01
0115773	10/13/23	Recon	0217792	FedEx	V0187219	10/06/23	B0005479	19.71		19.71
								19.71		19.71
0115774	10/13/23	Recon	0001033	Fisher Scientific Compan	V0187523	10/13/23	P0014473	76.71		76.71
								76.71		76.71
0115775	10/13/23	Outst	0001034	Flinn Scientific Inc	V0187486	10/12/23	P0014457	20.21		20.21
								20.21		20.21

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0115776	10/13/23	Recon	0196370	Follett Higher Education	V0187079	10/03/23		196,903.35		196,903.35
								196,903.35		196,903.35
0115777	10/13/23	Recon	0183673	Forvis, LLP	V0187218	10/06/23	B0005423	30,000.00		30,000.00
								30,000.00		30,000.00
0115778	10/13/23	Recon	0001037	Fox Valley Fire & Safety	V0187131	10/04/23	B0005464	879.00		879.00
								879.00		879.00
0115779	10/13/23	Recon	0170244	Jonathan S. Gomez	V0187495	10/12/23	P0014490	1,400.00		1,400.00
								1,400.00		1,400.00
0115780	10/13/23	Recon	0001235	HACU	V0187425	10/11/23	P0014453	6,282.00		6,282.00
								6,282.00		6,282.00
0115781	10/13/23	Outst	0001666	Herbkoe Fun Foods	V0187521	10/13/23	P0014478	870.00		870.00
								870.00		870.00
0115782	10/13/23	Outst	0001666	Herbkoe Fun Foods	V0187522	10/13/23	P0014479	870.00		870.00
								870.00		870.00
0115783	10/13/23	Recon	0219722	High Point Scientific	V0187497	10/12/23	P0014469	638.12		638.12
								638.12		638.12
0115784	10/13/23	Recon	0001381	Home Depot/GECF	V0187411	10/11/23	B0005388	9.97		9.97
					V0187446	10/12/23	B0005579	128.84		128.84
					V0187447	10/12/23	B0005579	159.30		159.30
					V0187448	10/12/23	B0005579	454.76		454.76
					V0187449	10/12/23	B0005579	33.32		33.32
								786.19		786.19
0115785	10/13/23	Outst	0007969	ILASFAA	V0184235	07/13/23	P0013937	200.00		200.00
								200.00		200.00
0115786	10/13/23	Recon	0001068	ILLCO, Inc.	V0187132	10/04/23	B0005380	29.82		29.82
					V0187133	10/04/23	B0005380	556.18		556.18
					V0187134	10/04/23	B0005380	63.47		63.47
					V0187216	10/06/23	B0005380	820.12		820.12
								1,469.59		1,469.59

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0115787	10/13/23	Recon	0001647	Iron Mountain	V0187267	10/10/23	B0005390	762.39		762.39
								762.39		762.39
0115788	10/13/23	Recon	0001848	Jack Phelan Chevrolet	V0187011	09/29/23		798.47		798.47
								798.47		798.47
0115789	10/13/23	Recon	0211664	Kiesler Police Supply, I	V0187440	10/12/23	B0005586	2,000.00		2,000.00
								2,000.00		2,000.00
0115790	10/13/23	Recon	0207573	Mongoose	V0187467	10/12/23	P0014443	5,000.00		5,000.00
								5,000.00		5,000.00
0115791	10/13/23	Outst	0001662	New Readers Press	V0187475	10/12/23	P0014353	228.28		228.28
								228.28		228.28
0115792	10/13/23	Recon	0002406	Paisans Pizza	V0187391	10/10/23	P0014372	178.15		178.15
					V0187420	10/11/23	P0014334	692.96		692.96
					V0187421	10/11/23	P0014476	900.00		900.00
					V0187471	10/12/23	P0014428	530.00		530.00
					V0187474	10/12/23	P0014405	410.00		410.00
								2,711.11		2,711.11
0115793	10/13/23	Recon	0217317	Panera, LLC	V0187372	10/10/23	P0014396	117.97		117.97
								117.97		117.97
0115794	10/13/23	Recon	0002805	Pitney Bowes Inc	V0187464	10/12/23	B0005422	82.99		82.99
								82.99		82.99
0115795	10/13/23	Recon	0001835	Ray O'Herron Co. of Oakb	V0187261	10/10/23	B0005430	94.93		94.93
					V0187289	10/10/23	B0005430	90.00		90.00
								184.93		184.93
0115796	10/13/23	Recon	0001143	Sargent Welch	V0187496	10/12/23	P0014333	139.95		139.95
								139.95		139.95
0115797	10/13/23	Outst	0221354	Town of Cicero Health De	V0187472	10/12/23	P0014432	50.00		50.00
								50.00		50.00
0115798	10/13/23	Outst	0001186	Waubonsee Community Coll	V0187439	10/12/23	P0014495	500.00		500.00

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								500.00		500.00
0115799	10/13/23	Recon	0166312	Wells Fargo Equiptment F	V0187518	10/13/23	B0005426	1,248.00		1,248.00
								1,248.00		1,248.00
0115800	10/13/23	Recon	0177469	Bright Start College Sav	V0187500	10/13/23		100.00		100.00
								100.00		100.00
0115801	10/13/23	Recon	0001371	Colonial Life & Accident	V0187504	10/13/23		12.00		12.00
								12.00		12.00
0115802	10/13/23	Outst	0101061	Morton College Faculty	V0187502	10/13/23		91.74		91.74
								91.74		91.74
0115803	10/13/23	Recon	0001563	State Disbursement Unit	V0187513	10/13/23		50.00		50.00
					V0187514	10/13/23		961.71		961.71
								1,011.71		1,011.71
0115804	10/13/23	Recon	0218573	Strategic Solutions Serv	V0187512	10/13/23		100.00		100.00
								100.00		100.00
0115805	10/13/23	Recon	0000835	Ms Sandra Alcala	V0187144	10/04/23		49.99		49.99
								49.99		49.99
0115806	10/13/23	Recon	0184092	Oriana I. Alvarado	V0187196	10/06/23		70.00		70.00
								70.00		70.00
0115807	10/13/23	Recon	0002595	Joelle Beranek	V0187166	10/05/23		1,000.00		1,000.00
								1,000.00		1,000.00
0115808	10/13/23	Outst	0215401	Tekolya F. Brown	V0187160	10/13/23		200.00		200.00
								200.00		200.00
0115809	10/13/23	Recon	0000995	Bureau Water/Sewer Town	V0187401	10/11/23		358.83		358.83
					V0187402	10/11/23		1,175.19		1,175.19
					V0187403	10/11/23		198.10		198.10
					V0187404	10/11/23		198.10		198.10
					V0187405	10/11/23		198.10		198.10
					V0187406	10/11/23		198.10		198.10
								2,326.42		2,326.42

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0115810	10/13/23	Recon	0219643	Tootie C. Cade	V0187237	10/10/23		25.00		25.00
								25.00		25.00
0115811	10/13/23	Recon	0211068	Oscar Carreon	V0187004	09/29/23		1,250.00		1,250.00
								1,250.00		1,250.00
0115812	10/13/23	Recon	0205769	Dwayne Cruz	V0187000	09/29/23		3,750.00		3,750.00
								3,750.00		3,750.00
0115813	10/13/23	Void	0205769	Dwayne Cruz						
0115814	10/13/23	Void	0205769	Dwayne Cruz						
0115815	10/13/23	Outst	0205769	Dwayne Cruz	V0187257	10/10/23		285.00		285.00
								285.00		285.00
0115816	10/13/23	Void	0208811	Stephen Dowjotas						
0115817	10/13/23	Recon	0202383	Flexible Benefit Service	V0187410	10/11/23		380.00		380.00
								380.00		380.00
0115818	10/13/23	Void	0000931	Mr. Juan M. Franco						
0115819	10/13/23	Void	0000931	Mr. Juan M. Franco						
0115820	10/13/23	Void	0000931	Mr. Juan M. Franco						
0115821	10/13/23	Recon	0040272	Ms Beth A. Gilmartin	V0187214	10/06/23		1,233.43		1,233.43
								1,233.43		1,233.43
0115822	10/13/23	Recon	0137499	Pedro Guardian	V0187002	09/29/23		1,250.00		1,250.00
								1,250.00		1,250.00
0115823	10/13/23	Recon	0210775	Timothy Gyoerkoes	V0187230	10/10/23		135.00		135.00
								135.00		135.00
0115824	10/13/23	Recon	0000805	Ms. Jamie M. Halmon	V0187086	10/03/23		1,608.75		1,608.75
								1,608.75		1,608.75
0115825	10/13/23	Recon	0215397	Melissa Harlow	V0187167	10/13/23		1,000.00		1,000.00

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								1,000.00		1,000.00
0115826	10/13/23	Recon	0221466	Amanda Hoople	V0187169	10/13/23		200.00		200.00
								200.00		200.00
0115827	10/13/23	Recon	0221364	Julie Hurt	V0187158	10/13/23		200.00		200.00
								200.00		200.00
0115828	10/13/23	Recon	0001858	ILEAS	V0187148	10/04/23		60.00		60.00
								60.00		60.00
0115829	10/13/23	Recon	0217841	Brynne L. Katcher	V0187239	10/10/23		30.00		30.00
								30.00		30.00
0115830	10/13/23	Outst	0216255	Luis Loza	V0187240	10/10/23		30.00		30.00
								30.00		30.00
0115831	10/13/23	Outst	0221362	Laura MacGregor	V0187164	10/05/23		200.00		200.00
								200.00		200.00
0115832	10/13/23	Outst	0219811	Nancy E DeMuro	V0187008	09/29/23		1,275.00		1,275.00
								1,275.00		1,275.00
0115833	10/13/23	Recon	0221363	Michelle D. Perry	V0187162	10/13/23		250.00		250.00
								250.00		250.00
0115834	10/13/23	Recon	0190852	Darren M. Reese	V0187232	10/10/23		135.00		135.00
								135.00		135.00
0115835	10/13/23	Recon	0000731	Dr. Kymberly L. Seo	V0185931	09/26/23		1,001.71		1,001.71
								1,001.71		1,001.71
0115836	10/13/23	Recon	0219314	Alexandra L. Stewart	V0187241	10/10/23		25.00		25.00
								25.00		25.00
0115837	10/13/23	Recon	0219171	Tekom LLC	V0187229	10/10/23		135.00		135.00
								135.00		135.00

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0115838	10/13/23	Recon	0001820	United States Postal Ser	V0187225	10/10/23		2,500.00		2,500.00
								2,500.00		2,500.00
0115839	10/13/23	Outst	0221365	Ariyana White	V0187156	10/13/23		250.00		250.00
								250.00		250.00
0115889	10/19/23	Outst	0002783	Oakton Community College	V0187579	10/17/23		180.00		180.00
								180.00		180.00
0115890	10/20/23	Recon	0221505	Mehdi Aantar	V0187588	10/18/23		135.00		135.00
								135.00		135.00
0115891	10/20/23	Recon	0156097	ACI Payments, Inc.	V0187577	10/17/23		454.00		454.00
								454.00		454.00
0115892	10/20/23	Outst	0024766	Miriam V. Andablo	V0187582	10/18/23		135.00		135.00
								135.00		135.00
0115893	10/20/23	Outst	0024766	Miriam V. Andablo	V0187583	10/18/23		135.00		135.00
								135.00		135.00
0115894	10/20/23	Recon	0210003	Blue Cross Blue Shield o	V0187570	10/17/23		11,358.83		11,358.83
								11,358.83		11,358.83
0115895	10/20/23	Outst	0184815	Joseph Chiappetta	V0187516	10/13/23		100.54		100.54
								100.54		100.54
0115896	10/20/23	Recon	0219446	Gabriel Estrella Salvia	V0187595	10/18/23		25.00		25.00
								25.00		25.00
0115897	10/20/23	Recon	0219905	Ashley Finke	V0187569	10/16/23		2,052.88		2,052.88
								2,052.88		2,052.88
0115898	10/20/23	Recon	0000724	Dr. Brian R. Gilligan	V0187436	10/12/23		45.00		45.00
								45.00		45.00
0115899	10/20/23	Recon	0210775	Timothy Gyoerkoes	V0187593	10/18/23		135.00		135.00
								135.00		135.00

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0115900	10/20/23	Outst	0216436	Sina Kashef	V0187589	10/18/23		175.00		175.00
								175.00		175.00
0115901	10/20/23	Recon	0217841	Brynne L. Katcher	V0187600	10/18/23		30.00		30.00
								30.00		30.00
0115902	10/20/23	Recon	0167013	Renata M. Kicilinska-Rit	V0187224	10/06/23		150.00		150.00
								150.00		150.00
0115903	10/20/23	Outst	0221503	L.A. Court Reporters, LL	V0187542	10/13/23		1,099.80		1,099.80
								1,099.80		1,099.80
0115904	10/20/23	Outst	0216255	Luis Loza	V0187601	10/18/23		30.00		30.00
								30.00		30.00
0115905	10/20/23	Outst	0212781	Alfredo I. Martinez	V0187608	10/18/23		25.00		25.00
								25.00		25.00
0115906	10/20/23	Outst	0211128	Quinton McFarlen	V0187549	10/16/23		175.00		175.00
								175.00		175.00
0115907	10/20/23	Void	0206101	Kevin W. McManaman						
0115908	10/20/23	Outst	0221504	Mason Messina	V0187587	10/18/23		135.00		135.00
								135.00		135.00
0115909	10/20/23	Outst	0155697	Abiodun Okulaja	V0187585	10/18/23		175.00		175.00
								175.00		175.00
0115910	10/20/23	Recon	0160663	Elias Sanchez	V0187590	10/18/23		135.00		135.00
								135.00		135.00
0115911	10/20/23	Outst	0221533	Benjamin Shebar	V0187586	10/18/23		135.00		135.00
								135.00		135.00
0115912	10/20/23	Recon	0219314	Alexandra L. Stewart	V0187602	10/18/23		25.00		25.00
								25.00		25.00

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0115913	10/20/23	Outst	0210204	August Trexler	V0187550	10/16/23		135.00		135.00
								135.00		135.00
0115914	10/20/23	Recon	0206704	Yuzim L. Valencia	V0187591	10/18/23		135.00		135.00
								135.00		135.00
0115915	10/20/23	Outst	0216435	Paul Vanek	V0187592	10/18/23		135.00		135.00
								135.00		135.00
0116342	10/27/23	Outst	0221564	Dimitrije Andrejevic	V0187745	10/24/23		135.00		135.00
								135.00		135.00
0116343	10/27/23	Outst	0201559	AW Referee Services Inc	V0187752	10/24/23		175.00		175.00
								175.00		175.00
0116344	10/27/23	Outst	0221083	Andres Balladares	V0187753	10/24/23		135.00		135.00
								135.00		135.00
0116345	10/27/23	Outst	0216788	Rolf Bennett	V0187744	10/24/23		175.00		175.00
								175.00		175.00
0116346	10/27/23	Outst	0002595	Joelle Beranek	V0187730	10/24/23		728.62		728.62
								728.62		728.62
0116347	10/27/23	Outst	0221753	Steven Booth	V0187759	10/24/23		150.00		150.00
								150.00		150.00
0116348	10/27/23	Outst	0214155	Josiah L. Brabham	V0187774	10/24/23		30.00		30.00
								30.00		30.00
0116349	10/27/23	Outst	0215401	Tekolya F. Brown	V0187161	10/27/23		200.00		200.00
								200.00		200.00
0116350	10/27/23	Outst	0209933	Christopher P. Butz	V0187738	10/24/23		600.00		600.00
								600.00		600.00
0116351	10/27/23	Outst	0209933	Christopher P. Butz	V0187739	10/24/23		650.00		650.00
								650.00		650.00

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0116352	10/27/23	Outst	0209933	Christopher P. Butz	V0187740	10/24/23		760.00		760.00
								760.00		760.00
0116353	10/27/23	Recon	0219643	Tootie C. Cade	V0187780	10/24/23		75.00		75.00
								75.00		75.00
0116354	10/27/23	Outst	0211068	Oscar Carreon	V0187005	09/29/23		1,250.00		1,250.00
								1,250.00		1,250.00
0116355	10/27/23	Outst	0196235	Duardo Y. Cruz	V0187741	10/24/23		175.00		175.00
								175.00		175.00
0116356	10/27/23	Outst	0205769	Dwayne Cruz	V0187001	09/29/23		3,750.00		3,750.00
								3,750.00		3,750.00
0116357	10/27/23	Recon	0205769	Dwayne Cruz	V0187737	10/24/23		855.00		855.00
								855.00		855.00
0116358	10/27/23	Outst	0219308	Efrain A. De La Torre	V0187729	10/24/23		400.00		400.00
								400.00		400.00
0116359	10/27/23	Outst	0200699	Cutperto E. Del Rosario	V0187754	10/24/23		135.00		135.00
								135.00		135.00
0116360	10/27/23	Outst	0197148	Joseph Foster	V0187750	10/24/23		175.00		175.00
								175.00		175.00
0116361	10/27/23	Void	0000931	Mr. Juan M. Franco						
0116362	10/27/23	Outst	0202361	Paul E. Frerking	V0187749	10/24/23		175.00		175.00
								175.00		175.00
0116363	10/27/23	Outst	0000724	Dr. Brian R. Gilligan	V0187578	10/17/23		150.00		150.00
								150.00		150.00
0116364	10/27/23	Outst	0208379	Shante Glenn	V0187751	10/24/23		175.00		175.00
								175.00		175.00

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0116365	10/27/23	Outst	0221750	Kimberly Greenback	V0187756	10/24/23		405.00		405.00
								405.00		405.00
0116366	10/27/23	Outst	0137499	Pedro Guardian	V0187003	09/29/23		1,250.00		1,250.00
								1,250.00		1,250.00
0116367	10/27/23	Outst	0211553	Carter B. Hall	V0187767	10/24/23		100.00		100.00
								100.00		100.00
0116368	10/27/23	Outst	0215397	Melissa Harlow	V0187168	10/05/23		500.00		500.00
					V0187728	10/24/23		48.39		48.39
								548.39		548.39
0116369	10/27/23	Outst	0219447	Ronja Hofstetter	V0187762	10/24/23		25.00		25.00
					V0187792	10/24/23		500.00		500.00
								525.00		525.00
0116370	10/27/23	Outst	0221466	Amanda Hoople	V0187170	10/05/23		200.00		200.00
								200.00		200.00
0116371	10/27/23	Outst	0221364	Julie Hurt	V0187159	10/27/23		200.00		200.00
								200.00		200.00
0116372	10/27/23	Outst	0221749	Gia Jakovisevic	V0187787	10/24/23		90.00		90.00
								90.00		90.00
0116373	10/27/23	Outst	0217841	Brynne L. Katcher	V0187782	10/24/23		90.00		90.00
								90.00		90.00
0116374	10/27/23	Outst	0167013	Renata M. Kicilinska-Rit	V0187654	10/20/23		150.00		150.00
								150.00		150.00
0116375	10/27/23	Outst	0001226	Raymond W Konrath	V0187772	10/24/23		30.00		30.00
								30.00		30.00
0116376	10/27/23	Outst	0221563	Rachel Lenoir	V0187706	10/23/23		240.00		240.00
								240.00		240.00

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0116377	10/27/23	Outst	0214056	Lo's LLC	V0187743	10/24/23		135.00		135.00
								135.00		135.00
0116378	10/27/23	Outst	0216255	Luis Loza	V0187783	10/24/23		90.00		90.00
								90.00		90.00
0116379	10/27/23	Outst	0221362	Laura MacGregor	V0187165	10/27/23		200.00		200.00
								200.00		200.00
0116380	10/27/23	Outst	0215934	Tom Maglione	V0187747	10/24/23		150.00		150.00
								150.00		150.00
0116381	10/27/23	Outst	0210205	Peter Malec	V0187742	10/24/23		135.00		135.00
								135.00		135.00
0116382	10/27/23	Outst	0207766	Massachusetts Mutual Lif	V0187571	10/17/23		1,526.94		1,526.94
								1,526.94		1,526.94
0116383	10/27/23	Outst	0001779	Daniel Meziere	V0187755	10/24/23		62.50		62.50
								62.50		62.50
0116384	10/27/23	Recon	0205567	Ms. Courtney O'Brien	V0187581	10/17/23		55.73		55.73
								55.73		55.73
0116385	10/27/23	Outst	0221363	Michelle D. Perry	V0187163	10/05/23		250.00		250.00
								250.00		250.00
0116386	10/27/23	Outst	0194029	Rommel Ram R. Ramos	V0187612	10/19/23		485.00		485.00
								485.00		485.00
0116387	10/27/23	Outst	0190852	Darren M. Reese	V0187758	10/24/23		405.00		405.00
								405.00		405.00
0116388	10/27/23	Outst	0218606	Grissell Reyna	V0187707	10/23/23		244.00		244.00
								244.00		244.00
0116389	10/27/23	Outst	0211060	Victor H. Rodriguez	V0187746	10/24/23		135.00		135.00
								135.00		135.00

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0116390	10/27/23	Outst	0209695	Jonathan Rush	V0187736	10/24/23		315.00		315.00
								315.00		315.00
0116391	10/27/23	Outst	0204700	Brandon Spevak	V0187748	10/24/23		150.00		150.00
								150.00		150.00
0116392	10/27/23	Recon	0219486	Casey R. Taylor	V0187777	10/24/23		25.00		25.00
								25.00		25.00
0116393	10/27/23	Recon	0200282	Victor M. Albanil Beltra	V0187711	10/23/23		710.00		710.00
								710.00		710.00
0116394	10/27/23	Outst	0001186	Waubonsee Community Coll	V0187817	10/25/23		200.00		200.00
								200.00		200.00
0116395	10/27/23	Outst	0221365	Ariyana White	V0187157	10/27/23		250.00		250.00
								250.00		250.00
0116396	10/31/23	Outst	0177469	Bright Start College Sav	V0188812	10/31/23		100.00		100.00
								100.00		100.00
0116397	10/31/23	Outst	0001371	Colonial Life & Accident	V0188816	10/31/23		12.00		12.00
								12.00		12.00
0116398	10/31/23	Outst	0101061	Morton College Faculty	V0188814	10/31/23		90.35		90.35
								90.35		90.35
0116399	10/31/23	Outst	0001563	State Disbursement Unit	V0188824	10/31/23		50.00		50.00
					V0188825	10/31/23		961.71		961.71
								1,011.71		1,011.71
0116400	10/31/23	Outst	0007821	American Student Governm	V0187859	10/25/23	P0014531	1,196.00		1,196.00
								1,196.00		1,196.00
0116401	10/31/23	Outst	0001714	ASA	V0187826	10/25/23	P0014510	50.00		50.00
								50.00		50.00

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0116402	10/31/23	Outst	0220592	Aspira Consulting, Inc.	V0188762	10/25/23	P0014582	4,000.00		4,000.00
								4,000.00		4,000.00
0116403	10/31/23	Outst	0194139	Berwyn's Violet Flower S	V0187713	10/23/23	B0005511	100.00		100.00
					V0187714	10/23/23	B0005511	115.00		115.00
								215.00		215.00
0116404	10/31/23	Outst	0202329	Bowen Productions, Inc.	V0188755	10/25/23	P0013905	810.00		810.00
								810.00		810.00
0116405	10/31/23	Outst	0001075	Cengage Learning	V0187819	10/25/23	B0005592	4,945.00		4,945.00
								4,945.00		4,945.00
0116406	10/31/23	Outst	0001195	Cintas Corporation	V0187838	10/25/23	B0005420	213.91		213.91
					V0187839	10/25/23	B0005385	189.24		189.24
								403.15		403.15
0116407	10/31/23	Outst	0001195	Cintas Corporation	V0187650	10/20/23	B0005419	258.24		258.24
					V0188844	10/30/23	B0005419	258.24		258.24
								516.48		516.48
0116408	10/31/23	Outst	0001752	Comcast	V0187820	10/25/23	B0005429	78.79		78.79
					V0188840	10/30/23	B0005393	304.85		304.85
								383.64		383.64
0116409	10/31/23	Outst	0001752	Comcast	V0187716	10/23/23	B0005393	6.30		6.30
								6.30		6.30
0116410	10/31/23	Void	0001013	ComEd			B0005393			
0116411	10/31/23	Outst	0001676	Del Galdo Law Group, LLC	V0187644	10/20/23	B0005509	19,061.25		19,061.25
					V0187645	10/20/23	B0005509	8,961.37		8,961.37
					V0187646	10/20/23	B0005509	156.00		156.00
								28,178.62		28,178.62
0116412	10/31/23	Outst	0003205	Ceola Drane	V0188751	10/25/23	P0014513	504.00		504.00
								504.00		504.00
0116413	10/31/23	Outst	0220314	Ellman's Music Center, I	V0187862	10/25/23	P0014069	2,394.00		2,394.00
								2,394.00		2,394.00

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0116414	10/31/23	Outst	0001240	Enterprise Leasing Compa	V0187721	10/23/23	B0005465	180.14		180.14
					V0187722	10/23/23	B0005465	159.62		159.62
					V0187723	10/23/23	B0005465	159.62		159.62
					V0187724	10/23/23	B0005465	266.51		266.51
					V0187725	10/23/23	B0005465	171.82		171.82
					V0187726	10/23/23	B0005465	180.14		180.14
					V0187727	10/23/23	B0005465	159.62		159.62
								1,277.47		1,277.47
0116415	10/31/23	Outst	0001240	Enterprise Leasing Compa	V0188834	10/30/23	B0005465	30.50		30.50
								30.50		30.50
0116416	10/31/23	Outst	0171201	European Sports	V0188871	10/31/23	P0014613	133.00		133.00
					V0188873	10/31/23	P0014613	112.00		112.00
					V0188874	10/31/23	P0014613	399.94		399.94
								644.94		644.94
0116417	10/31/23	Outst	0155859	Everything But the Mime,	V0187832	10/25/23	P0014505	3,550.00		3,550.00
								3,550.00		3,550.00
0116418	10/31/23	Outst	0217792	FedEx	V0187613	10/19/23	B0005479	13.11		13.11
					V0188866	10/31/23	B0005479	14.24		14.24
								27.35		27.35
0116419	10/31/23	Outst	0001033	Fisher Scientific Compan	V0188851	10/30/23	P0014473	84.79		84.79
								84.79		84.79
0116420	10/31/23	Outst	0001034	Flinn Scientific Inc	V0187834	10/25/23	P0014484	547.65		547.65
					V0187835	10/25/23	P0014457	39.84		39.84
								587.49		587.49
0116421	10/31/23	Outst	0002727	Gabe Lara	V0184961	08/14/23	P0014126	3,950.00		3,950.00
								3,950.00		3,950.00
0116422	10/31/23	Outst	0210378	Hinckley Springs	V0187793	10/24/23	B0005458	111.86		111.86
								111.86		111.86
0116423	10/31/23	Outst	0167304	HRdirect	V0186993	09/29/23	P0014416	99.99		99.99
								99.99		99.99

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0116424	10/31/23	Outst	0201903	Hudl	V0187855	10/25/23	P0014548	549.00		549.00
								549.00		549.00
0116425	10/31/23	Outst	0166259	Indiana University	V0187822	10/25/23	P0014417	470.00		470.00
								470.00		470.00
0116426	10/31/23	Outst	0221784	Integrity Automatic Door	V0188830	10/30/23	B0005602	1,576.00		1,576.00
								1,576.00		1,576.00
0116427	10/31/23	Outst	0001647	Iron Mountain	V0188853	10/30/23	P0014589	4,309.82		4,309.82
								4,309.82		4,309.82
0116428	10/31/23	Outst	0197706	Johnson Controls Securit	V0187776	10/24/23	B0005476	317.27		317.27
								317.27		317.27
0116429	10/31/23	Outst	0197745	Kentwood Office Furnitur	V0188752	10/25/23	P0014173	7,068.84		7,068.84
								7,068.84		7,068.84
0116430	10/31/23	Outst	0001273	Lawson Products Inc	V0187580	10/17/23		670.69		670.69
								670.69		670.69
0116431	10/31/23	Outst	0001085	Manufacturers' News Inc	V0188847	10/30/23	P0014579	582.00		582.00
								582.00		582.00
0116432	10/31/23	Outst	0194501	Michael Kautz Carpets &	V0187639	10/20/23	B0005590	415.00		415.00
					V0187640	10/20/23	B0005590	695.00		695.00
								1,110.00		1,110.00
0116433	10/31/23	Outst	0220293	Molten USA, Inc	V0187828	10/25/23	P0014059	967.86		967.86
								967.86		967.86
0116434	10/31/23	Outst	0208924	Nicor Gas	V0187633	10/19/23	B0005481	1,766.48		1,766.48
								1,766.48		1,766.48
0116435	10/31/23	Outst	0220780	Oreilly Auto Parts	V0187617	10/19/23	B0005541	191.35		191.35
					V0187618	10/19/23	B0005541	86.90		86.90
					V0187619	10/19/23	B0005541	44.95		44.95
								323.20		323.20

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0116436	10/31/23	Outst	0221460	Orland Fire Protection D	V0188746	10/25/23	P0014502	3,000.00		3,000.00
								3,000.00		3,000.00
0116437	10/31/23	Outst	0002406	Paisans Pizza	V0187823	10/25/23	P0014525	390.37		390.37
					V0187833	10/25/23	P0014483	137.25		137.25
					V0187843	10/25/23	P0014488	78.00		78.00
					V0187864	10/25/23	P0014522	220.00		220.00
					V0187873	10/25/23	P0014522	322.50		322.50
					V0187874	10/25/23	P0014522	170.00		170.00
					V0187875	10/25/23	P0014522	60.00		60.00
					V0188739	10/25/23	P0014516	103.30		103.30
					V0188748	10/25/23	P0014508	642.50		642.50
					V0188750	10/25/23	P0014511	681.64		681.64
					V0188754	10/25/23	P0014441	475.00		475.00
					V0188756	10/25/23	P0014568	103.30		103.30
					V0188757	10/25/23	P0014570	392.00		392.00
					V0188758	10/25/23	P0014571	259.99		259.99
					V0188759	10/25/23	P0014576	181.00		181.00
					V0188760	10/25/23	P0014577	639.98		639.98
					V0188761	10/25/23	P0014578	78.00		78.00
					V0188763	10/25/23	P0014556	840.00		840.00
					V0188764	10/25/23	P0014539	30.00		30.00
					V0188849	10/30/23	P0014562	164.56		164.56
								5,969.39		5,969.39
0116438	10/31/23	Outst	0217317	Panera, LLC	V0188848	10/30/23	P0014565	83.38		83.38
								83.38		83.38
0116439	10/31/23	Outst	0001835	Ray O'Herron Co. of Oakb	V0187647	10/20/23	B0005430	30.78		30.78
					V0187648	10/20/23	B0005430	1,702.97		1,702.97
					V0187649	10/20/23	B0005430	62.18		62.18
					V0187821	10/25/23	B0005430	976.68		976.68
					V0187836	10/25/23	B0005430	164.00		164.00
					V0188841	10/30/23	B0005430	154.99		154.99
								3,091.60		3,091.60
0116440	10/31/23	Outst	0200122	Riccio Construction Corp	V0187631	10/19/23	B0005587	12,000.00		12,000.00
								12,000.00		12,000.00
0116441	10/31/23	Outst	0214392	Schelli Reporting Servic	V0188845	10/30/23	B0005515	611.35		611.35
								611.35		611.35
0116442	10/31/23	Outst	0001742	Scout Electric Supply Co	V0187614	10/19/23	B0005392	237.50		237.50
								237.50		237.50

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0116443	10/31/23	Outst	0219810	Stillville Fire LLC	V0188854	10/30/23	P0014593	909.00		909.00
								909.00		909.00
0116444	10/31/23	Outst	0187642	Trane U.S. Inc	V0187171	10/05/23		99.20		99.20
					V0187172	10/05/23		217.65		217.65
					V0187620	10/19/23	B0005573	116.20		116.20
					V0187778	10/24/23	B0005588	1,742.49		1,742.49
								2,175.54		2,175.54
0116445	10/31/23	Outst	0155718	Twin Supplies, LTD.	V0188836	10/30/23	B0005598	6,979.75		6,979.75
								6,979.75		6,979.75
0116446	10/31/23	Outst	0200282	Victor M. Albanil Beltra	V0187827	10/25/23	P0014523	190.00		190.00
					V0188741	10/25/23	P0014519	710.00		710.00
								900.00		900.00
0116447	10/31/23	Outst	0001183	Ward's Natural Science	V0187837	10/25/23	P0014468	90.70		90.70
								90.70		90.70
0116448	10/31/23	Outst	0001406	Wex Bank	V0187852	10/25/23	B0005467	4,103.43		4,103.43
								4,103.43		4,103.43
0116449	10/31/23	Outst	0001013	ComEd	V0187853	10/25/23	B0005462	22,997.45		22,997.45
								22,997.45		22,997.45
0116450	10/31/23	Outst	0001013	ComEd	V0187779	10/24/23	B0005463	992.25		992.25
								992.25		992.25
E0022491	10/05/23	Outst	0219340	Antionique A. Auston	V0187115	10/03/23		75.00		75.00
								75.00		75.00
E0022492	10/05/23	Outst	0214218	Jean L. Balduino	V0187122	10/04/23		25.00		25.00
								25.00		25.00
E0022493	10/05/23	Outst	0219291	Sydney M. Donaldson	V0187104	10/03/23		25.00		25.00
								25.00		25.00
E0022494	10/05/23	Outst	0219529	Laniya D. Early	V0187112	10/03/23		25.00		25.00

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								25.00		25.00
E0022495	10/05/23	Outst	0000931	Mr. Juan M. Franco	V0187126	10/04/23		36.71		36.71
								36.71		36.71
E0022496	10/05/23	Outst	0197416	Vanessa Jaimes	V0186901	09/28/23		485.00		485.00
								485.00		485.00
E0022497	10/05/23	Outst	0204642	George Martinez	V0187123	10/04/23		880.00		880.00
								880.00		880.00
E0022498	10/05/23	Outst	0002697	Dr. Keith McLaughlin	V0186956	09/29/23		256.46		256.46
								256.46		256.46
E0022499	10/05/23	Outst	0205773	Anthony A. Mejia	V0185909	09/25/23		200.00		200.00
								200.00		200.00
E0022500	10/05/23	Outst	0187216	Mr. Neil J. Moss	V0187108	10/03/23		40.00		40.00
								40.00		40.00
E0022501	10/05/23	Outst	0199309	Jason Nichols	V0186992	09/29/23		5,000.00		5,000.00
								5,000.00		5,000.00
E0022502	10/05/23	Outst	0000928	Mr. James P. O'Connell,	V0187106	10/03/23		120.00		120.00
								120.00		120.00
E0022503	10/05/23	Outst	0213490	Aaron Patawaran	V0186903	09/28/23		130.00		130.00
								130.00		130.00
E0022504	10/05/23	Outst	0213478	Helena Peschke	V0187103	10/03/23		25.00		25.00
								25.00		25.00
E0022505	10/05/23	Outst	0209212	Simon P. Steiner	V0187107	10/03/23		300.00		300.00
								300.00		300.00
E0022506	10/05/23	Outst	0201801	Michael R. Traversa	V0187099	10/03/23		660.00		660.00
								660.00		660.00

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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
E0022507	10/05/23	Outst	0000808	Ms. Marisol Velazquez	V0186908	09/28/23		354.76		354.76
								354.76		354.76
E0022508	10/05/23	Outst	0214190	Naomi M. Woerner	V0187102	10/03/23		25.00		25.00
								25.00		25.00
E0022545	10/12/23	Outst	0202517	Mr. Diego U. Aleman Sant	V0187200	10/06/23		1,000.00		1,000.00
								1,000.00		1,000.00
E0022546	10/12/23	Outst	0219340	Antionique A. Auston	V0187245	10/10/23		25.00		25.00
								25.00		25.00
E0022547	10/12/23	Outst	0214784	Jeffrey Bambule	V0187206	10/06/23		3,000.00		3,000.00
								3,000.00		3,000.00
E0022548	10/12/23	Outst	0182499	Mrs. Mary J. Buongiorno	V0187129	10/04/23		359.26		359.26
								359.26		359.26
E0022549	10/12/23	Outst	0209933	Christopher P. Butz	V0187209	10/06/23		4,250.00		4,250.00
								4,250.00		4,250.00
E0022550	10/12/23	Outst	0220269	Senon A. Cruz	V0186996	09/29/23		2,000.00		2,000.00
								2,000.00		2,000.00
E0022551	10/12/23	Outst	0200047	Ms. Carissa Davis	V0185852	09/21/23		185.12		185.12
					V0185853	09/21/23		168.88		168.88
					V0185854	09/21/23		132.54		132.54
					V0185855	09/21/23		157.28		157.28
								643.82		643.82
E0022552	10/12/23	Outst	0212368	J. Gary Dennis	V0185954	09/27/23		310.50		310.50
								310.50		310.50
E0022553	10/12/23	Outst	0216762	Keelan Donald	V0187207	10/06/23		1,000.00		1,000.00
								1,000.00		1,000.00
E0022554	10/12/23	Outst	0219291	Sydney M. Donaldson	V0187238	10/10/23		25.00		25.00
								25.00		25.00

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E0022555	10/12/23	Outst	0000931	Mr. Juan M. Franco	V0186998	09/29/23		4,000.00		4,000.00
								4,000.00		4,000.00
E0022556	10/12/23	Outst	0220660	Nova A. Kohlstedt	V0186994	09/29/23		1,750.00		1,750.00
								1,750.00		1,750.00
E0022557	10/12/23	Outst	0000004	Mr. Micheal A. Kott	V0187153	10/05/23		1,091.28		1,091.28
					V0187154	10/05/23		1,217.28		1,217.28
					V0187155	10/05/23		556.78		556.78
								2,865.34		2,865.34
E0022558	10/12/23	Outst	0017224	Ms Gabriela Mata	V0187120	10/04/23		576.71		576.71
								576.71		576.71
E0022559	10/12/23	Outst	0002697	Dr. Keith McLaughlin	V0187173	10/05/23		564.69		564.69
								564.69		564.69
E0022560	10/12/23	Outst	0206101	Kevin W. McManaman	V0187233	10/10/23		110.00		110.00
								110.00		110.00
E0022561	10/12/23	Outst	0187216	Mr. Neil J. Moss	V0187244	10/10/23		40.00		40.00
								40.00		40.00
E0022562	10/12/23	Outst	0000928	Mr. James P. O'Connell,	V0187242	10/10/23		30.00		30.00
								30.00		30.00
E0022563	10/12/23	Outst	0173991	Edgar Olaguez	V0187202	10/06/23		500.00		500.00
								500.00		500.00
E0022564	10/12/23	Outst	0213478	Helena Peschke	V0187235	10/10/23		25.00		25.00
								25.00		25.00
E0022565	10/12/23	Outst	0197850	Tania Ramirez Reyes	V0187077	10/03/23		57.32		57.32
								57.32		57.32
E0022566	10/12/23	Outst	0160304	Mrs. Melissa M. Stanukin	V0187150	10/04/23		37.13		37.13
								37.13		37.13

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E0022567	10/12/23	Outst	0209212	Simon P. Steiner	V0187243	10/10/23		75.00		75.00
								75.00		75.00
E0022568	10/12/23	Outst	0201801	Michael R. Traversa	V0187236	10/10/23		110.00		110.00
								110.00		110.00
E0022569	10/12/23	Outst	0187940	Jacob L. Turner	V0187205	10/06/23		750.00		750.00
								750.00		750.00
E0022570	10/12/23	Outst	0214190	Naomi M. Woerner	V0187234	10/10/23		25.00		25.00
								25.00		25.00
E0022571	10/12/23	Outst	0204746	Paolo Zavala	V0187204	10/06/23		1,750.00		1,750.00
								1,750.00		1,750.00
E0022572	10/12/23	Outst	0219634	Kristen B Dahl	V0187009	09/29/23		1,320.00		1,320.00
								1,320.00		1,320.00
E0022606	10/13/23	Outst	0182919	Mr. Ryan Denson	V0187254	10/10/23	B0005402	2,800.00		2,800.00
								2,800.00		2,800.00
E0022607	10/13/23	Outst	0208914	Janice Marshall	V0187422	10/11/23	B0005513	3,125.00		3,125.00
								3,125.00		3,125.00
E0022608	10/13/23	Outst	0190089	3OE Solutions	V0187517	10/13/23	B0005418	5,000.00		5,000.00
								5,000.00		5,000.00
E0022609	10/13/23	Outst	0013221	4IMPRINT	V0187223	10/06/23	P0014348	951.04		951.04
								951.04		951.04
E0022610	10/13/23	Outst	0209709	Accurate Employment Scre	V0187301	10/10/23	B0005514	4,012.50		4,012.50
								4,012.50		4,012.50
E0022611	10/13/23	Outst	0190802	All-Types Elevators Inc	V0187302	10/10/23	B0005445	569.60		569.60
								569.60		569.60
E0022612	10/13/23	Outst	0188188	Amazon Capital Services	V0187197	10/06/23	P0014407	45.99-		-45.99
					V0187198	10/06/23	P0014407	96.66		96.66

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					V0187199	10/06/23	B0005491	29.73		29.73
					V0187262	10/10/23	B0005454	26.27		26.27
					V0187263	10/10/23	B0005454	9.99		9.99
					V0187264	10/10/23	B0005454	100.75		100.75
					V0187265	10/10/23	B0005454	64.47		64.47
					V0187268	10/10/23	B0005522	248.72		248.72
					V0187269	10/10/23	B0005569	61.59		61.59
					V0187270	10/10/23	B0005569	79.98		79.98
					V0187271	10/10/23	B0005521	62.05		62.05
					V0187272	10/10/23	B0005492	929.67		929.67
					V0187274	10/10/23	B0005491	424.90		424.90
					V0187275	10/10/23	B0005568	76.98		76.98
					V0187276	10/10/23	B0005435	23.99		23.99
					V0187280	10/10/23	B0005552	17.82		17.82
					V0187392	10/10/23	P0014335	165.99		165.99
					V0187393	10/10/23	P0014373	48.99		48.99
					V0187394	10/10/23	P0014365	224.91		224.91
					V0187395	10/10/23	P0014439	322.81-		-322.81
					V0187396	10/10/23	P0014439	135.92-		-135.92
					V0187397	10/10/23	P0014439	16.99-		-16.99
					V0187398	10/10/23	P0014439	475.72		475.72
					V0187416	10/11/23	B0005491	10.03		10.03
					V0187418	10/11/23	B0005568	21.99		21.99
					V0187423	10/11/23	P0014412	289.23		289.23
					V0187424	10/11/23	P0014454	436.50		436.50
					V0187476	10/12/23	P0014386	100.96		100.96
					V0187477	10/12/23	P0014395	84.16		84.16
					V0187478	10/12/23	P0014400	29.99		29.99
					V0187479	10/12/23	P0014424	958.20		958.20
					V0187480	10/12/23	P0014401	696.82		696.82
					V0187481	10/12/23	P0014426	99.00		99.00
					V0187482	10/12/23	P0014427	340.35		340.35
					V0187483	10/12/23	P0014429	29.99		29.99
					V0187484	10/12/23	P0014430	302.19		302.19
					V0187485	10/12/23	P0014447	645.73		645.73
					V0187488	10/12/23	P0014458	52.99		52.99
					V0187489	10/12/23	P0014472	156.49		156.49
					V0187490	10/12/23	P0014470	34.48		34.48
								6,936.57		6,936.57
E0022613	10/13/23	Outst	0211568	Artistic Engraving	V0187441	10/12/23	B0005585	1,376.75		1,376.75
								1,376.75		1,376.75
E0022614	10/13/23	Outst	0196421	Balloons by Tommy	V0187390	10/10/23	P0014418	997.00		997.00
								997.00		997.00
E0022615	10/13/23	Outst	0213545	Berwyn Garage	V0187492	10/12/23	P0014482	472.27		472.27

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								472.27		472.27
E0022616	10/13/23	Outst	0213459	Bohm Consulting LLC	V0187277	10/10/23	B0005576	3,100.00		3,100.00
								3,100.00		3,100.00
E0022617	10/13/23	Outst	0166207	BSA	V0187412	10/11/23	B0005399	4,000.62		4,000.62
								4,000.62		4,000.62
E0022618	10/13/23	Outst	0201853	Club Automation, LLC	V0187138	10/04/23	B0005424	1,192.55		1,192.55
								1,192.55		1,192.55
E0022619	10/13/23	Outst	0207194	DD's Operations LLC	V0187442	10/12/23	B0005584	1,286.25		1,286.25
								1,286.25		1,286.25
E0022620	10/13/23	Outst	0209578	DisposAll Waste Services	V0187292	10/10/23	B0005414	291.75		291.75
								291.75		291.75
E0022621	10/13/23	Outst	0218528	ezCater, Inc	V0187293	10/10/23	B0005556	484.92		484.92
					V0187305	10/10/23	P0014312	333.54		333.54
					V0187306	10/10/23	P0014370	262.57		262.57
					V0187465	10/12/23	P0014450	1,002.95		1,002.95
					V0187468	10/12/23	P0014358	684.95		684.95
					V0187469	10/12/23	P0014344	80.07		80.07
					V0187470	10/12/23	P0014414	122.13		122.13
					V0187494	10/12/23	P0014287	218.68		218.68
								3,189.81		3,189.81
E0022622	10/13/23	Outst	0219326	Ferrilli	V0187250	10/10/23	B0005441	4,200.00		4,200.00
								4,200.00		4,200.00
E0022623	10/13/23	Outst	0205565	Game One	V0187217	10/06/23	B0005563	425.51		425.51
					V0187296	10/10/23	B0005538	1,300.21		1,300.21
					V0187297	10/10/23	B0005538	503.73		503.73
					V0187299	10/10/23	B0005577	103.94		103.94
					V0187414	10/11/23	B0005447	2,623.95		2,623.95
					V0187415	10/11/23	B0005549	323.91		323.91
					V0187427	10/11/23	P0014463	2,044.86		2,044.86
					V0187450	10/12/23	B0005549	412.20		412.20
					V0187451	10/12/23	B0005532	583.59		583.59
					V0187452	10/12/23	B0005532	2,231.88		2,231.88
					V0187453	10/12/23	B0005538	1,638.37		1,638.37
					V0187454	10/12/23	B0005538	1,805.58		1,805.58
					V0187455	10/12/23	B0005538	2,335.99		2,335.99

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					V0187456	10/12/23	B0005538	279.30		279.30
					V0187457	10/12/23	B0005538	584.95		584.95
					V0187458	10/12/23	B0005538	22.75		22.75
					V0187459	10/12/23	B0005577	494.95		494.95
								17,715.67		17,715.67
E0022624	10/13/23	Outst	0205972	Gas Plus DBA Buddy Bear	V0187284	10/10/23	B0005412	89.95		89.95
					V0187285	10/10/23	B0005412	113.94		113.94
								203.89		203.89
E0022625	10/13/23	Outst	0001775	Jostens	V0187140	10/04/23	B0005499	34.70-		-34.70
					V0187146	10/04/23	B0005499	43.88		43.88
					V0187461	10/12/23	B0005469	9.81		9.81
								18.99		18.99
E0022626	10/13/23	Outst	0001890	Konica Minolta Bus Solut	V0187286	10/10/23	B0005416	102.00		102.00
					V0187288	10/10/23	B0005416	102.00		102.00
					V0187290	10/10/23	B0005416	240.00		240.00
					V0187294	10/10/23	B0005416	102.00		102.00
					V0187295	10/10/23	B0005416	102.00		102.00
								648.00		648.00
E0022627	10/13/23	Outst	0002233	Konica Minolta Premier F	V0187247	10/10/23	B0005417	451.00		451.00
					V0187251	10/10/23	B0005417	125.17		125.17
					V0187266	10/10/23	B0005417	1,960.36		1,960.36
					V0187287	10/10/23	B0005417	2,897.00		2,897.00
								5,433.53		5,433.53
E0022628	10/13/23	Outst	0208992	NRG Business Marketing L	V0187419	10/11/23	B0005478	3,276.87		3,276.87
								3,276.87		3,276.87
E0022629	10/13/23	Outst	0219663	Paragon Micro Inc	V0187473	10/12/23	P0014369	415.80		415.80
								415.80		415.80
E0022630	10/13/23	Outst	0001967	Shaw Media	V0187298	10/10/23	B0005451	100.00		100.00
								100.00		100.00
E0022631	10/13/23	Outst	0208071	Signature Transportation	V0187491	10/12/23	P0014481	1,309.63		1,309.63
								1,309.63		1,309.63
E0022632	10/13/23	Outst	0001156	Smithereen Exterminating	V0187221	10/06/23	B0005383	186.00		186.00

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								186.00		186.00
E0022633	10/13/23	Outst	0157227	Staples Advantage	V0187130	10/04/23	B0005564	249.30		249.30
					V0187135	10/04/23	B0005564	40.89		40.89
					V0187136	10/04/23	B0005564	39.09		39.09
					V0187137	10/04/23	B0005567	40.78		40.78
					V0187139	10/04/23		44.55-		-44.55
					V0187303	10/10/23	B0005566	39.09		39.09
					V0187304	10/10/23	B0005566	3.49		3.49
								368.09		368.09
E0022634	10/13/23	Outst	0002889	Suburban Door Check & Lo	V0187010	09/29/23		980.00		980.00
					V0187215	10/06/23	B0005561	4,740.00		4,740.00
					V0187413	10/11/23	B0005395	421.00		421.00
					V0187445	10/12/23	B0005580	1,577.20		1,577.20
								7,718.20		7,718.20
E0022635	10/13/23	Outst	0002095	TruGreen LP	V0187462	10/12/23	B0005394	758.28		758.28
					V0187463	10/12/23	B0005394	399.37		399.37
								1,157.65		1,157.65
E0022636	10/13/23	Outst	0201761	Zoom Video Communication	V0187143	10/04/23	P0014445	89.26		89.26
								89.26		89.26
E0022637	10/13/23	Outst	0001422	CCCTU-Cope Fund	V0187501	10/13/23		117.00		117.00
								117.00		117.00
E0022638	10/13/23	Outst	0001374	College & University Cre	V0187503	10/13/23		200.00		200.00
								200.00		200.00
E0022639	10/13/23	Outst	0160763	Illinois Education Assoc	V0187505	10/13/23		174.32		174.32
								174.32		174.32
E0022640	10/13/23	Outst	0191845	Metropolitan Alliance of	V0187506	10/13/23		117.50		117.50
								117.50		117.50
E0022641	10/13/23	Outst	0001372	Morton College Teachers	V0187507	10/13/23		3,194.10		3,194.10
					V0187508	10/13/23		1,734.34		1,734.34
								4,928.44		4,928.44
E0022642	10/13/23	Outst	0209135	Omni Financial Group, In	V0187509	10/13/23		10,711.44		10,711.44

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								10,711.44		10,711.44
E0022643	10/13/23	Outst	0001513	SEIU Local 73 Cope	V0187510	10/13/23		35.00		35.00
								35.00		35.00
E0022644	10/13/23	Outst	0001373	Service Employees Intl U	V0187511	10/13/23		350.09		350.09
								350.09		350.09
E0022645	10/13/23	Outst	0001161	State Univ Retirement Sy	V0187515	10/13/23		82,748.27		82,748.27
								82,748.27		82,748.27
E0022646	10/17/23	Outst	0001485	Citibank, N.A.	V0187282	10/10/23		119.61		119.61
					V0187400	10/11/23		224.26		224.26
					V0187552	10/16/23	P0014316	139.29		139.29
					V0187553	10/16/23	P0014382	209.06		209.06
					V0187554	10/16/23	P0014422	248.95		248.95
					V0187555	10/16/23	P0014449	722.28		722.28
					V0187556	10/16/23	P0014446	78.91		78.91
					V0187557	10/16/23	P0014444	172.40		172.40
					V0187558	10/16/23	P0014475	224.40		224.40
					V0187559	10/16/23	P0014293	182.34		182.34
					V0187560	10/16/23	P0014305	120.94		120.94
					V0187561	10/16/23	P0014377	283.66		283.66
					V0187562	10/16/23	P0014383	318.00		318.00
					V0187563	10/16/23	P0014410	296.15		296.15
					V0187564	10/16/23	P0014384	1,944.51		1,944.51
					V0187565	10/16/23	P0014455	205.51		205.51
					V0187566	10/16/23	P0014480	444.37		444.37
					V0187567	10/16/23	P0014461	166.29		166.29
					V0187568	10/16/23	P0014460	86.19		86.19
								6,187.12		6,187.12
E0022647	10/19/23	Outst	0209905	Teresa L. Alderman	V0187536	10/13/23		1,500.00		1,500.00
					V0187547	10/16/23		55.06		55.06
								1,555.06		1,555.06
E0022648	10/19/23	Outst	0219340	Antionique A. Auston	V0187603	10/18/23		25.00		25.00
								25.00		25.00
E0022649	10/19/23	Outst	0214218	Jean L. Balduino	V0187596	10/18/23		25.00		25.00
								25.00		25.00
E0022650	10/19/23	Outst	0214738	Magdalena Bigdon	V0187599	10/18/23		25.00		25.00

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								25.00		25.00
E0022651	10/19/23	Outst	0198871	Frances A. Blankenship	V0187543	10/16/23		485.00		485.00
								485.00		485.00
E0022652	10/19/23	Outst	0166671	Ms. Cara A. Bonick	V0187545	10/16/23		1,933.80		1,933.80
								1,933.80		1,933.80
E0022653	10/19/23	Outst	0200455	Ms. Lauren Caruso	V0187145	10/04/23		500.00		500.00
								500.00		500.00
E0022654	10/19/23	Outst	0210057	Colin Denny	V0187534	10/13/23		1,750.00		1,750.00
								1,750.00		1,750.00
E0022655	10/19/23	Outst	0219291	Sydney M. Donaldson	V0187604	10/18/23		25.00		25.00
								25.00		25.00
E0022656	10/19/23	Outst	0208811	Stephen Dowjotas	V0187530	10/13/23		4,250.00		4,250.00
								4,250.00		4,250.00
E0022657	10/19/23	Outst	0219529	Laniya D. Early	V0187605	10/18/23		25.00		25.00
								25.00		25.00
E0022658	10/19/23	Outst	0000762	Mr. George F. Fejt	V0187499	10/12/23		115.28		115.28
								115.28		115.28
E0022659	10/19/23	Outst	0212408	Jesse A. Galeana	V0187584	10/18/23		5,500.00		5,500.00
								5,500.00		5,500.00
E0022660	10/19/23	Outst	0215109	Nicole Gambon	V0187528	10/13/23		1,250.00		1,250.00
								1,250.00		1,250.00
E0022661	10/19/23	Outst	0040272	Ms Beth A. Gilmartin	V0187544	10/16/23		1,969.28		1,969.28
								1,969.28		1,969.28
E0022662	10/19/23	Outst	0220406	Emily Goranson	V0187535	10/13/23		2,400.00		2,400.00
								2,400.00		2,400.00

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E0022663	10/19/23	Outst	0220199	James Goranson	V0187531	10/13/23		750.00		750.00
								750.00		750.00
E0022664	10/19/23	Outst	0220323	Nicolette Goranson	V0187533	10/13/23		3,600.00		3,600.00
								3,600.00		3,600.00
E0022665	10/19/23	Outst	0201566	Dana M. Hasan	V0187539	10/13/23		485.00		485.00
								485.00		485.00
E0022666	10/19/23	Outst	0000841	Mrs. Michelle C. Herrera	V0187228	10/10/23		2,083.36		2,083.36
								2,083.36		2,083.36
E0022667	10/19/23	Outst	0002697	Dr. Keith McLaughlin	V0187541	10/13/23		316.35		316.35
								316.35		316.35
E0022668	10/19/23	Outst	0206101	Kevin W. McManaman	V0187597	10/18/23		110.00		110.00
								110.00		110.00
E0022669	10/19/23	Outst	0181094	Ms Elizabeth Melgoza	V0187226	10/10/23		28.81		28.81
								28.81		28.81
E0022670	10/19/23	Outst	0190911	Lisette Melgoza	V0187227	10/10/23		28.81		28.81
								28.81		28.81
E0022671	10/19/23	Outst	0199309	Jason Nichols	V0187546	10/16/23		774.95		774.95
								774.95		774.95
E0022672	10/19/23	Outst	0000928	Mr. James P. O'Connell,	V0187606	10/18/23		30.00		30.00
								30.00		30.00
E0022673	10/19/23	Outst	0000820	Ms. Tsonka I. Pencheva	V0187548	10/16/23		75.99		75.99
								75.99		75.99
E0022674	10/19/23	Outst	0195558	Mr. Andrew E. Pulaski	V0187429	10/12/23		1,443.25		1,443.25
								1,443.25		1,443.25
E0022675	10/19/23	Outst	0176638	Monica Sanchez-Torres	V0187575	10/17/23		72.94		72.94
								72.94		72.94

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E0022676	10/19/23	Outst	0209212	Simon P. Steiner	V0187607	10/18/23		75.00		75.00
								75.00		75.00
E0022677	10/19/23	Outst	0216761	Demetrice Stephens	V0187529	10/13/23		1,000.00		1,000.00
								1,000.00		1,000.00
E0022678	10/19/23	Outst	0201801	Michael R. Traversa	V0187594	10/18/23		220.00		220.00
								220.00		220.00
E0022679	10/19/23	Outst	0214190	Naomi M. Woerner	V0187598	10/18/23		25.00		25.00
								25.00		25.00
E0022681	10/23/23	Outst	0188213	Old National Bank	V0187006	09/29/23		870.00		870.00
					V0187657	10/20/23	P0014536	150.75		150.75
					V0187658	10/20/23	P0014311	249.00		249.00
					V0187659	10/20/23	P0014324	929.00		929.00
					V0187660	10/20/23	P0014403	643.57		643.57
					V0187662	10/20/23	P0014230	250.00		250.00
					V0187663	10/20/23	P0014229	323.80		323.80
					V0187665	10/20/23	P0014404	252.00		252.00
					V0187666	10/20/23	P0014375	1,545.00		1,545.00
					V0187667	10/20/23	P0014262	982.95		982.95
					V0187668	10/20/23	P0014233	285.26		285.26
					V0187669	10/20/23	B0005444	150.00		150.00
					V0187670	10/20/23	P0014404	20.00		20.00
					V0187671	10/20/23	P0014257	2,022.70		2,022.70
					V0187672	10/20/23	B0005455	135.00		135.00
					V0187673	10/20/23	P0014277	881.20		881.20
					V0187674	10/20/23	P0014326	90.00		90.00
					V0187675	10/20/23	P0014327	404.48		404.48
					V0187676	10/20/23	P0014321	1,575.00		1,575.00
					V0187677	10/20/23	P0014318	307.97		307.97
					V0187678	10/20/23	P0014404	252.00		252.00
					V0187679	10/20/23	B0005455	75.00		75.00
					V0187680	10/20/23	P0014385	1,135.05		1,135.05
					V0187682	10/20/23	P0014452	1,158.15		1,158.15
					V0187683	10/20/23	P0014440	120.00		120.00
					V0187684	10/20/23	P0014411	521.88		521.88
					V0187685	10/20/23	P0014452	1,806.27		1,806.27
					V0187686	10/20/23	P0014423	1,082.30		1,082.30
					V0187687	10/20/23	B0005571	3,519.31		3,519.31
					V0187688	10/20/23	P0014542	245.21		245.21
					V0187691	10/20/23		300.00-		-300.00
					V0187692	10/20/23		901.00-		-901.00
								20,781.85		20,781.85

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E0023079	10/26/23	Outst	0202517	Mr. Diego U. Aleman Sant	V0187201 V0187540	10/06/23 10/13/23		1,000.00 126.16		1,000.00 126.16
								1,126.16		1,126.16
E0023080	10/26/23	Outst	0024766	Miriam V. Andablo	V0187625	10/19/23		4,500.00		4,500.00
								4,500.00		4,500.00
E0023081	10/26/23	Outst	0214218	Jean L. Balduino	V0187763	10/24/23		25.00		25.00
								25.00		25.00
E0023082	10/26/23	Outst	0065369	Faviola Bedoy	V0187576	10/17/23		485.00		485.00
								485.00		485.00
E0023083	10/26/23	Outst	0193307	Megan K. Blits	V0187788	10/24/23		75.00		75.00
								75.00		75.00
E0023084	10/26/23	Outst	0166671	Ms. Cara A. Bonick	V0187609 V0187697	10/18/23 10/23/23		96.23 390.00		96.23 390.00
								486.23		486.23
E0023085	10/26/23	Outst	0220208	Shanihya C. Brown	V0187789	10/24/23		75.00		75.00
								75.00		75.00
E0023086	10/26/23	Outst	0214098	Ms. Marisol Campos Garci	V0187538	10/13/23		302.25		302.25
								302.25		302.25
E0023087	10/26/23	Outst	0212726	Amari T. Cole	V0168298	09/20/22		50.00		50.00
								50.00		50.00
E0023088	10/26/23	Outst	0220269	Senon A. Cruz	V0186997	09/29/23		2,000.00		2,000.00
								2,000.00		2,000.00
E0023089	10/26/23	Outst	0219291	Sydney M. Donaldson	V0187781	10/24/23		75.00		75.00
								75.00		75.00
E0023090	10/26/23	Outst	0000762	Mr. George F. Fejt	V0187498 V0187731	10/12/23 10/24/23		290.45 14.38		290.45 14.38
								304.83		304.83

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E0023091	10/26/23	Outst	0000931	Mr. Juan M. Franco	V0186999	09/29/23		4,000.00		4,000.00
								4,000.00		4,000.00
E0023092	10/26/23	Outst	0061134	Mrs. Jennifer R. Iniquez	V0187693	10/23/23		156.40		156.40
								156.40		156.40
E0023093	10/26/23	Outst	0156123	Mrs. Nancy N. Jeffries	V0187634	10/19/23		65.01		65.01
								65.01		65.01
E0023094	10/26/23	Outst	0220660	Nova A. Kohlstedt	V0186995	09/29/23		1,750.00		1,750.00
								1,750.00		1,750.00
E0023095	10/26/23	Outst	0162050	Ms Prairie L. Markussen	V0187572	10/17/23		633.57		633.57
					V0187611	10/18/23		351.00		351.00
								984.57		984.57
E0023096	10/26/23	Outst	0206101	Kevin W. McManaman	V0187764	10/24/23		110.00		110.00
								110.00		110.00
E0023097	10/26/23	Outst	0220603	Austin Mitchell	V0187627	10/19/23		3,000.00		3,000.00
					V0187769	10/24/23		30.00		30.00
								3,030.00		3,030.00
E0023098	10/26/23	Outst	0187216	Mr. Neil J. Moss	V0187768	10/24/23		40.00		40.00
								40.00		40.00
E0023099	10/26/23	Outst	0199309	Jason Nichols	V0187732	10/24/23		2,000.00		2,000.00
								2,000.00		2,000.00
E0023100	10/26/23	Outst	0000928	Mr. James P. O'Connell,	V0187770	10/24/23		30.00		30.00
								30.00		30.00
E0023101	10/26/23	Outst	0173991	Edgar Olaguez	V0187203	10/06/23		500.00		500.00
								500.00		500.00
E0023102	10/26/23	Outst	0212798	Sergio A. Orellana	V0187765	10/24/23		25.00		25.00
								25.00		25.00

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E0023103	10/26/23	Outst	0213478	Helena Peschke	V0187766	10/24/23		25.00		25.00
								25.00		25.00
E0023104	10/26/23	Outst	0209695	Jonathan Rush	V0187622	10/19/23		3,000.00		3,000.00
								3,000.00		3,000.00
E0023105	10/26/23	Outst	0216705	Stephanie M. Schmidt	V0185140	10/27/23		2,000.00		2,000.00
								2,000.00		2,000.00
E0023106	10/26/23	Outst	0209212	Simon P. Steiner	V0187771	10/24/23		300.00		300.00
								300.00		300.00
E0023107	10/26/23	Outst	0201801	Michael R. Traversa	V0187573	10/27/23		6,000.00		6,000.00
					V0187760	10/24/23		660.00		660.00
								6,660.00		6,660.00
E0023108	10/26/23	Outst	0158266	Mr. Christopher J. Wido	V0187773	10/24/23		75.00		75.00
								75.00		75.00
E0023109	10/26/23	Outst	0214190	Naomi M. Woerner	V0187761	10/24/23		125.00		125.00
								125.00		125.00
E0023110	10/30/23	Outst	0001422	CCCTU-Cope Fund	V0188813	10/31/23		117.00		117.00
								117.00		117.00
E0023111	10/30/23	Outst	0001374	College & University Cre	V0188815	10/31/23		200.00		200.00
								200.00		200.00
E0023112	10/30/23	Outst	0191845	Metropolitan Alliance of	V0188818	10/31/23		103.00		103.00
								103.00		103.00
E0023113	10/30/23	Outst	0001372	Morton College Teachers	V0188819	10/31/23		3,145.16		3,145.16
					V0188820	10/31/23		1,703.21		1,703.21
								4,848.37		4,848.37
E0023114	10/30/23	Outst	0209135	Omni Financial Group, In	V0188821	10/31/23		10,847.15		10,847.15
								10,847.15		10,847.15

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E0023115	10/30/23	Outst	0001513	SEIU Local 73 Cope	V0188822	10/31/23		35.00		35.00
								35.00		35.00
E0023116	10/30/23	Outst	0001373	Service Employees Intl U	V0188823	10/31/23		350.09		350.09
								350.09		350.09
E0023117	10/30/23	Outst	0001161	State Univ Retirement Sy	V0188826	10/31/23		87,128.20		87,128.20
								87,128.20		87,128.20
E0023118	10/31/23	Outst	0182919	Mr. Ryan Denson	V0188735	10/25/23	B0005402	2,800.00		2,800.00
								2,800.00		2,800.00
E0023119	10/31/23	Outst	0199645	Frankie L. Johnson	V0187868	10/25/23	P0014509	500.00		500.00
					V0188879	10/31/23	P0014590	1,000.00		1,000.00
								1,500.00		1,500.00
E0023120	10/31/23	Outst	0013221	4IMPRINT	V0187854	10/25/23	P0014477	942.79		942.79
								942.79		942.79
E0023121	10/31/23	Outst	0188188	Amazon Capital Services	V0187641	10/20/23	B0005589	3,717.86		3,717.86
					V0187656	10/20/23	B0005500	56.03		56.03
					V0187661	10/20/23	B0005492	105.17		105.17
					V0187664	10/20/23	B0005453	130.65		130.65
					V0187681	10/20/23	B0005492	69.78		69.78
					V0187689	10/20/23	B0005454	11.00		11.00
					V0187690	10/20/23	B0005582	234.10		234.10
					V0187694	10/23/23	B0005453	204.73		204.73
					V0187695	10/23/23	B0005474	221.01		221.01
					V0187696	10/23/23	B0005500	147.47		147.47
					V0187698	10/23/23	P0014500	180.00		180.00
					V0187699	10/23/23	P0014464	952.25		952.25
					V0187701	10/23/23	P0014487	173.27		173.27
					V0187702	10/23/23	P0014518	17.98		17.98
					V0187703	10/23/23	P0014530	14.80		14.80
					V0187708	10/23/23	P0014515	36.53		36.53
					V0187710	10/23/23	P0014515	605.82		605.82
					V0187717	10/23/23	B0005436	1,306.94		1,306.94
					V0187840	10/25/23	P0014521	317.98		317.98
					V0187842	10/25/23	P0014558	126.72		126.72
					V0187844	10/25/23	B0005403	897.55		897.55
					V0187846	10/25/23	B0005589	235.02		235.02
					V0187849	10/25/23	B0005521	59.64		59.64
					V0187850	10/25/23	B0005593	39.94		39.94
					V0187876	10/25/23		9.99-		-9.99

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					V0187877	10/25/23		19.00-		-19.00
					V0188868	10/31/23	B0005474	12.99		12.99
					V0188869	10/31/23	B0005474	113.22		113.22
								9,959.46		9,959.46
E0023122	10/31/23	Outst	0221066	Amzec, Llc	V0188747	10/25/23	P0014506	2,616.00		2,616.00
								2,616.00		2,616.00
E0023123	10/31/23	Outst	0196421	Balloons by Tommy	V0188740	10/25/23	P0014517	520.00		520.00
								520.00		520.00
E0023124	10/31/23	Outst	0202171	Carroll Seating Company,	V0187856	10/25/23	P0014549	2,500.00		2,500.00
								2,500.00		2,500.00
E0023125	10/31/23	Outst	0001593	CDW Government LLC	V0187825	10/25/23	P0014538	2,958.09		2,958.09
								2,958.09		2,958.09
E0023126	10/31/23	Outst	0211877	City Wide Facility Solut	V0187861	10/25/23	P0014544	3,984.75		3,984.75
								3,984.75		3,984.75
E0023127	10/31/23	Outst	0209459	Cornerstone Government A	V0187869	10/25/23	B0005457	14,000.00		14,000.00
								14,000.00		14,000.00
E0023128	10/31/23	Outst	0161721	Crestline Specialties In	V0188870	10/31/23	B0005603	878.32		878.32
								878.32		878.32
E0023129	10/31/23	Outst	0207194	DD's Operations LLC	V0188835	10/30/23	B0005595	1,907.50		1,907.50
								1,907.50		1,907.50
E0023130	10/31/23	Outst	0212349	Del's Moving Inc	V0188846	10/30/23	P0014573	950.00		950.00
								950.00		950.00
E0023131	10/31/23	Outst	0001333	Direct Fitness Solutions	V0188850	10/30/23	P0014553	97.50		97.50
								97.50		97.50
E0023132	10/31/23	Outst	0209578	DisposAll Waste Services	V0187621	10/19/23	B0005414	426.83		426.83
					V0187712	10/23/23	B0005414	594.60		594.60
								1,021.43		1,021.43

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ACCOUNTS PAYABLE CHECK REGISTER
Period 10/01/2023 - 10/31/2023

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0023133	10/31/23	Outst	0218528	ezCater, Inc	V0187829	10/25/23	P0014493	236.25		236.25
					V0187830	10/25/23	P0014448	530.09		530.09
					V0188736	10/25/23	P0014503	514.47		514.47
					V0188737	10/25/23	P0014471	184.78		184.78
					V0188738	10/25/23	P0014474	288.62		288.62
								1,754.21		1,754.21
E0023134	10/31/23	Outst	0212760	F.E. Moran, Inc.	V0188837	10/30/23	B0005597	1,995.00		1,995.00
								1,995.00		1,995.00
E0023135	10/31/23	Outst	0219437	Farmer's Fridge	V0187720	10/23/23	B0005524	3,751.67		3,751.67
								3,751.67		3,751.67
E0023136	10/31/23	Outst	0202852	Freepoint Energy Solutio	V0187624	10/19/23	B0005484	27,228.02		27,228.02
								27,228.02		27,228.02
E0023137	10/31/23	Outst	0205565	Game One	V0187642	10/20/23	B0005542	796.95		796.95
					V0187643	10/20/23	B0005542	2,196.34		2,196.34
					V0187715	10/23/23	B0005559	1,622.50		1,622.50
					V0188838	10/30/23	B0005535	4,044.29		4,044.29
					V0188839	10/30/23	B0005538	374.08		374.08
					V0188856	10/30/23	P0014597	557.71		557.71
								9,591.87		9,591.87
E0023138	10/31/23	Outst	0001775	Jostens	V0187615	10/19/23	B0005499	12.85		12.85
					V0188843	10/30/23	B0005469	21.94		21.94
								34.79		34.79
E0023139	10/31/23	Outst	0001890	Konica Minolta Bus Solut	V0187628	10/19/23	B0005416	8,559.00		8,559.00
					V0187635	10/19/23	B0005416	44.31-		-44.31
					V0187636	10/19/23	B0005416	43.35-		-43.35
					V0187637	10/19/23	B0005416	44.31-		-44.31
					V0187638	10/19/23	B0005416	14.52-		-14.52
					V0187718	10/23/23	B0005416	1,988.16		1,988.16
					V0187719	10/23/23	B0005416	1,817.02		1,817.02
								12,217.69		12,217.69
E0023140	10/31/23	Outst	0002233	Konica Minolta Premier F	V0187813	10/24/23	B0005417	193.47		193.47
					V0187814	10/24/23	B0005417	332.61		332.61
					V0188831	10/30/23	B0005417	777.63		777.63
					V0188833	10/30/23	B0005417	654.91		654.91
								1,958.62		1,958.62

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ACCOUNTS PAYABLE CHECK REGISTER
Period 10/01/2023 - 10/31/2023

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0023141	10/31/23	Outst	0217171	Los Designs, LLC	V0187857	10/25/23	P0014527	600.00		600.00
					V0187858	10/25/23	P0014528	600.00		600.00
					V0188743	10/25/23	P0014498	900.00		900.00
					V0188744	10/25/23	P0014499	1,200.00		1,200.00
								3,300.00		3,300.00
E0023142	10/31/23	Outst	0217543	NobleTec, LLC	V0187824	10/25/23	P0014537	4,480.85		4,480.85
					V0188832	10/30/23	B0005440	9,032.00		9,032.00
								13,512.85		13,512.85
E0023143	10/31/23	Outst	0169197	Porter Pipe & Supply Co.	V0187860	10/25/23	P0014541	377.97		377.97
								377.97		377.97
E0023144	10/31/23	Outst	0183893	REACH	V0187841	10/25/23	P0014497	421.50		421.50
								421.50		421.50
E0023145	10/31/23	Outst	0156310	Scholar Buys LLC	V0188852	10/30/23	P0014596	11,862.00		11,862.00
								11,862.00		11,862.00
E0023146	10/31/23	Outst	0001857	Scorebuilders, LLC	V0188855	10/30/23	P0014594	1,145.00		1,145.00
								1,145.00		1,145.00
E0023147	10/31/23	Outst	0196722	Sense Media LLC	V0188742	10/25/23	P0014496	2,638.75		2,638.75
								2,638.75		2,638.75
E0023148	10/31/23	Outst	0157227	Staples Advantage	V0187652	10/20/23	B0005566	30.49		30.49
					V0187775	10/24/23	B0005432	44.98		44.98
								75.47		75.47
E0023149	10/31/23	Outst	0220719	Strictly Self Defense LL	V0187870	10/25/23	P0014283	200.00		200.00
								200.00		200.00
E0023150	10/31/23	Outst	0177607	YBP Library Services	V0187623	10/19/23	B0005497	92.85		92.85
					V0188867	10/31/23	B0005497	41.49		41.49
								134.34		134.34
E0023151	10/31/23	Outst	0221066	Amzec, Llc	V0188882	10/31/23	B0005604	3,600.00		3,600.00
					V0188883	10/31/23	B0005604	1,862.97		1,862.97
								5,462.97		5,462.97

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ACCOUNTS PAYABLE CHECK REGISTER
Period 10/01/2023 - 10/31/2023

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								=====	=====	=====
								1,052,594.01		1,052,594.01

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CHECK REGISTER SUMMARY REPORT
Period 10/01/2023 - 10/31/2023

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,052,594.01	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,052,594.01
			-----	-----
			1,052,594.01	1,052,594.01

Morton College
Over 10K Report
October 2023

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Amazon Capital Services	10/13/2023	E0022612	EXEMPT	\$6,936.57	Accommodation items
Amazon Capital Services	10/31/2023	E0023121	EXEMPT	\$9,959.46	Advising Order
Blue Cross Blue Shield of Illinois	10/20/2023	0115894	EXEMPT	\$11,358.83	Sept23: Critical &
ComEd	10/31/2023	0116449	EXEMPT	\$22,997.45	electricity delivery
ComEd	10/31/2023	0116450	EXEMPT	\$992.25	Electric 9/19-10/18
Cornerstone Government Affairs, Inc.	10/31/2023	E0023127	5/24/2023	\$14,000.00	Services for 10/2023
Del Galdo Law Group, LLC	10/31/2023	0116411	8/25/2021	\$28,178.62	Attorney Fees
Follett Higher Education Group, LLC	10/13/2023	0115776	8/26/2020	\$196,903.35	Fall 2023 Bookstore
Forvis, LLP	10/13/2023	0115777	5/24/2023	\$30,000.00	Audit Services FY2023
Freepoint Energy Solutions, LLC.	10/31/2023	E0023136	11/18/2020	\$27,228.02	Energy Charge 9/13-10/12
Game One	10/13/2023	E0022623	6/28/2023	\$17,715.67	BB Helmets, Faceguards
Game One	10/31/2023	E0023137	6/28/2023	\$9,591.87	Basketball Hoodies
Konica Minolta Bus Solut	10/13/2023	E0022626	EXEMPT	\$648.00	Maintenance Services
Konica Minolta Bus Solut	10/31/2023	E0023139	3/29/2023	\$12,217.69	Aggregate Fleet
NobleTec, LLC	10/31/2023	E0023142	4/26/2023	\$13,512.85	Cisco Switches Installati
Old National Bank	10/23/2023	E0022681	EXEMPT	\$20,781.85	1-year Subs - Accommodate/Various Credit Card Transactions
Omni Financial Group, Inc.	10/13/2023	E0022642	4/28/2021	\$10,711.44	Payroll Deductions
Omni Financial Group, Inc.	10/30/2023	E0023114	4/28/2021	\$10,847.15	Payroll Deductions
Riccio Construction Corporation	10/31/2023	0116440	EXEMPT	\$12,000.00	PCC Pavement Patching
Scholar Buys LLC	10/31/2023	E0023145	EXEMPT	\$11,862.00	Adobe VIP Named: Acrobat
State Univ Retirement Systems	10/6/2023	0115712	EXEMPT	\$2,304.65	6% bill Armando Perez
State Univ Retirement Systems	10/13/2023	E0022070	EXEMPT	\$82,748.27	Payroll Deductions
State Univ Retirement Systems	10/30/2023	E0022451	EXEMPT	\$87,128.20	Payroll Deductions

\$ 640,624.19

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: Board action - Monthly Budget Report for Month End October 2023
Date: Friday, November 10, 2023 12:16:39 PM
Attachments: [MC- OCTOBER 2023 MONTHLY BUDGET REPORT.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE
ENDING OCTOBER 2023 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thank you,



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

Morton Community College
FY24 Budget Report
Month Ending October 31, 2023



**Morton Community College
Budget Report Summary
October 31, 2023**

33%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 12,195,358	\$ 31,529,250	38.7%	\$ 19,333,892
Expenditures	(8,897,568)	(31,529,250)	28.2%	(22,631,682)
Net	\$ 3,297,790	\$ -		\$ (3,297,790)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 1,137,650	\$ 3,300,631	34.5%	\$ 2,162,981
Expenditures	(1,048,307)	(3,300,631)	31.8%	(2,252,324)
Net	\$ 89,343	\$ -		\$ (89,343)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 3,702,368	\$ 25,067,898	14.8%	\$ 21,365,530
Expenditures	(3,976,657)	(25,067,898)	15.9%	(21,091,241)
Net	\$ (274,289)	\$ -		\$ 274,289
<u>Audit Fund</u>				
Revenue	\$ 26,587	\$ 95,900	27.7%	\$ 69,313
Expenditures	35,900	(95,900)	-37.4%	(131,800)
Net	\$ 62,487	\$ -		\$ (62,487)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 292,685	\$ 890,500	32.9%	\$ 597,815
Expenditures	(433,294)	(890,500)	48.7%	(457,206)
Net	\$ (140,609)	\$ -		\$ 140,609
<u>General Bond Obligation Fund</u>				
Revenue	\$ 322,652	\$ 640,950	50.3%	\$ 318,298
Expenditures	-	(640,950)	0.0%	(640,950)
Net	\$ 322,652	\$ -		\$ (322,652)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 32,593	\$ 4,530,558	0.7%	\$ 4,497,965
Expenditures	(231,826)	(4,530,558)	5.1%	(4,298,732)
Net	\$ (199,233)	\$ -		\$ 199,233
<u>All Funds</u>				
Revenue	\$ 17,709,893	\$ 66,055,687	26.8%	\$ 48,345,794
Expenditures	(14,551,752)	(66,055,687)	22.0%	\$ (51,503,935)
Net	\$ 3,158,141	\$ -		\$ (3,158,141)

EDUCATION FUND REVENUE
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 2,844,586	\$ 8,392,145	33.9%	\$ 5,547,559
Total Local Government	<u>\$ 2,844,586</u>	<u>\$ 8,392,145</u>		<u>\$ 5,547,559</u>
CORPORATE PERSONAL PROPERTY TAXES	\$ 53,615	\$ 2,550,000	2.1%	\$ 2,496,385
SURS HEALTH - ON BEHALF PAYMENTS	\$ -	\$ -	0.0%	\$ -
STATE GOVERNMENT				
ICCB credit hour grants	\$ 1,016,363	\$ 2,659,801	38.2%	\$ 1,643,438
ICCB equalization grants	1,473,743	3,645,280	40.4%	2,171,537
CTE formula grant	67,014	225,000	29.8%	157,986
Total State Government	<u>\$ 2,557,120</u>	<u>\$ 6,530,081</u>		<u>\$ 3,972,961</u>
STUDENT TUITION AND FEES				
Tuition	\$ 5,389,989	\$ 11,330,112	47.6%	\$ 5,940,123
Fees	1,006,096	1,909,712	52.7%	903,616
Total Tuition and Fees	<u>\$ 6,396,085</u>	<u>\$ 13,239,824</u>		<u>\$ 6,843,739</u>
MISCELLANEOUS				
Sales and service fees	\$ 41,731	\$ 215,700	19.3%	\$ 173,969
Investment revenue	302,220	600,000	50.4%	297,780
Nongovernmental gifts & scholarships	-	1,500	0.0%	1,500
Total Other Sources	<u>\$ 343,951</u>	<u>\$ 817,200</u>		<u>\$ 473,249</u>
Total Revenue	<u>\$ 12,195,357</u>	<u>\$ 31,529,250</u>	<u>38.7%</u>	\$ 19,333,893
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 12,195,357</u>	<u>\$ 31,529,250</u>	38.7%	<u>\$ 19,333,893</u>

EDUCATION FUND EXPENDITURES

October 31, 2023

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 2,576,491	\$ 9,246,674	27.9%	\$ 6,670,183
Employee benefits	356,606	1,007,348	35.4%	650,742
Contractual services	100,480	527,000	19.1%	426,520
Material and supplies	122,235	815,650	15.0%	693,415
Conferences and meetings	11,156	75,450	14.8%	64,294
Total Instruction	<u>3,166,968</u>	<u>11,672,122</u>	<u>27.1%</u>	<u>8,505,154</u>
Academic Support				
Salaries	390,469	1,373,721	28.4%	983,252
Employee benefits	72,831	210,838	34.5%	138,007
Contractual services	227,265	422,000	53.9%	194,735
Material and supplies	70,493	341,280	20.7%	270,787
Conferences and meetings	13,893	40,850	34.0%	26,957
Fixed charges	29,591	100,000	29.6%	70,409
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>804,542</u>	<u>2,489,689</u>	<u>32.3%</u>	<u>1,685,147</u>
Student Services				
Salaries	754,845	2,783,711	27.1%	2,028,866
Employee benefits	134,294	369,844	36.3%	235,550
Contractual services	49,160	362,000	13.6%	312,840
Material and supplies	33,228	227,690	14.6%	194,462
Conferences and meetings	44,323	130,500	34.0%	86,177
Fixed charges	-	26,500	0.0%	26,500
Total Student Services	<u>1,015,850</u>	<u>3,900,245</u>	<u>26.0%</u>	<u>2,884,395</u>
Public Service/Continuing Education				
Salaries	99,025	209,471	47.3%	110,446
Employee benefits	12,019	31,235	38.5%	19,216
Contractual services	15,750	158,000	10.0%	142,250
Material and supplies	1,566	21,700	7.2%	20,134
Conferences and meetings	3,258	20,350	16.0%	17,092
Other tuition/fee waiver	-	10,000	0.0%	10,000
Total Public Service/Continuing Education	<u>131,618</u>	<u>450,756</u>	<u>29.2%</u>	<u>319,138</u>
Auxiliary Services				
Salaries	70,261	245,524	28.6%	175,263
Employee benefits	17,904	51,199	35.0%	33,295
Contractual services	310,038	530,000	58.5%	219,962
Material and supplies	114,364	545,000	21.0%	430,636
Conferences and meetings	104,836	285,000	36.8%	180,164
Fixed charges	4,000	35,000	11.4%	31,000
Total Auxiliary Services	<u>621,403</u>	<u>1,691,723</u>	<u>36.7%</u>	<u>1,070,320</u>

EDUCATION FUND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 704,289	\$ 2,699,096	26.1%	\$ 1,994,807
Employee benefits	127,948	572,669	22.3%	444,721
Contractual services	727,042	1,887,500	38.5%	1,160,458
Material and supplies	101,985	795,550	12.8%	693,565
Conferences and meetings	40,664	233,400	17.4%	192,736
Fixed charges	-	1,500	0.0%	1,500
Other	43,169	200,000	21.6%	156,831
Total Institutional Support	<u>1,745,097</u>	<u>6,389,715</u>	<u>27.3%</u>	<u>4,644,618</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>1,412,090</u>	<u>2,000,000</u>	<u>70.6%</u>	<u>587,910</u>
Total Scholarships, Student Grants & Waivers	<u>1,412,090</u>	<u>2,000,000</u>	<u>70.6%</u>	<u>587,910</u>
Contingencies				
	-	1,200,000	0.0%	1,200,000
Total Expenditures	<u>\$ 8,897,568</u>	<u>\$ 29,794,250</u>	<u>29.9%</u>	<u>\$ 20,896,682</u>
Transfers out	-	1,735,000	0.0%	1,735,000
Total Expenditures and Transfers out	<u>\$8,897,568</u>	<u>\$ 31,529,250</u>	<u>28.2%</u>	<u>\$ 22,631,682</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
October 31, 2023

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 532,295	\$ 1,621,631	32.8%	\$ 1,089,336
CORPORATE PERSONAL PROPERTY TAXES	604,882	1,000,000	60.5%	395,118
STATE GOVERNMENT				
ICCB equalization grants	-	650,000	0.0%	650,000
MISCELLANEOUS				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	14,000	0.0%	14,000
Investment revenue	474	10,000	4.7%	9,526
Total Miscellaneous	474.00	29,000	1.6%	28,526
Transfers in	-	-	-	-
Total Revenue	\$ 1,137,651	\$ 2,650,631	42.9%	\$ 1,512,980
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$468,858	\$1,478,920	31.7%	\$1,010,062
Employee benefits	67,813	211,711	32.0%	143,898
Contractual services	124,176	698,000	17.8%	573,824
Material and supplies	70,695	163,500	43.2%	92,805
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	256,765	672,000	38.2%	415,235
Capital outlay	60,000	60,000	0.0%	-
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	1,048,307	3,300,631	31.8%	2,252,324
Total Expenditures	\$ 1,048,307	\$ 3,300,631	31.8%	\$ 2,252,324

RESTRICTED PURPOSE FUND REVENUE
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB	551,392	\$1,647,591	33.5%	1,096,199
ISBE grant revenue- other	88,240	264,701	33.3%	176,461
Other Sources	85,000	9,151,476	0.9%	9,066,476
Total State Government	<u>724,632.00</u>	<u>11,063,768</u>	<u>6.5%</u>	<u>10,339,136</u>
FEDERAL GOVERNMENT				
ICCB	-	1,333,673	0.0%	1,333,673
Department of education	2,977,004	12,649,833	23.5%	9,672,829
Other	732	20,623	0.0%	19,891
Total Federal Government	<u>2,977,736</u>	<u>14,004,129</u>	<u>21.3%</u>	<u>9,692,720</u>
Total Revenue	<u>\$ 3,702,368</u>	<u>\$ 25,067,897</u>	<u>14.8%</u>	<u>\$ 20,031,856</u>

RESTRICTED PURPOSE FUND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 384,129	\$ 1,783,149	21.5%	\$ 1,399,020
Employee benefits	135,026	5,374,532	2.5%	5,239,506
Contractual services	60,692	166,134	36.5%	105,442
Material and supplies	84,327	371,158	22.7%	286,831
Conferences and meetings	857	52,008	1.6%	51,151
Student grants and scholarships	19,416	573,719	3.4%	554,303
Total Instruction	<u>684,447</u>	<u>8,320,700</u>	<u>8.2%</u>	<u>7,636,253</u>
Academic Support				
Salaries	-	17,500	0.0%	17,500
Employee benefits	-	600,000	0.0%	600,000
Material and supplies	1,091.00	2,000	0.0%	909
Conferences and meetings	-	2,000	0.0%	2,000
Other Fixed Charges	-	1,720	0.0%	1,720
Total Academic Support	<u>1,091</u>	<u>623,220</u>	<u>0.2%</u>	<u>622,129</u>
Student Services				
Salaries	134,575	462,878	29.1%	328,303
Employee benefits	47,420	1,130,892	4.2%	1,083,472
Other Contract Services	32,504	267,255	12.2%	234,751
Material and supplies	7,340	792,724	0.9%	785,384
Conferences and meetings	14,714	60,586	24.3%	45,872
Fixed charges	-	100	0.0%	100
Total Student Services	<u>236,553</u>	<u>2,714,435</u>	<u>8.7%</u>	<u>2,477,882</u>
Public Service/Continuing Education				
Salaries	70,957	205,709	34.5%	134,752
Employee benefits	16,843	295,400	5.7%	278,557
Contractual services	504	2,592	19.4%	2,088
Material and supplies	-	3,700	0.0%	3,700
Conferences and meetings	1,305	15,300	8.5%	13,995
Total Public Service/Continuing Education	<u>89,609</u>	<u>522,701</u>	<u>17.1%</u>	<u>433,092</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	750,000	0.0%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.0%</u>	<u>450,000</u>
Institutional Support				
Salaries	-	-	0.0%	-
Employee benefits	8	1,300,000	0.0%	1,299,992
Contractual services	3,509	10,000	35.1%	6,491
Materials and supplies	64,220	396,517	16.2%	332,297
Total Institutional Support	<u>67,737</u>	<u>1,706,517</u>	<u>4.0%</u>	<u>1,638,780</u>
Scholarships, Student Grants & Waivers				
Salaries	36,715	123,003	29.8%	86,288
Student grants and scholarships	2,860,507	10,182,321	28.1%	7,321,814
<u>Total Scholarships, Student Grants & Waivers</u>	<u>2,897,222</u>	<u>10,305,324</u>	<u>28.1%</u>	<u>7,408,102</u>
<u>Total Expenditures</u>	<u>\$ 3,976,659</u>	<u>\$ 24,767,897</u>	<u>16.1%</u>	<u>\$ 20,791,238</u>

AUDIT FUND REVENUE AND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 26,553	\$ 80,850	32.8%	\$ 54,297
MISCELLANEOUS				
Investment revenue	34	50	68.0%	16
Total Revenue	\$ 26,587	\$ 80,900	32.9%	\$ 54,313
<u>Transfers in</u>	-	15,000	0.0%	15,000
Total Revenue and Transfers in	\$ 26,587	\$ 95,900	27.7%	\$ 69,313
EXPENDITURES				
<u>By Program:</u>				
Institutional Support				
Contractual services	(35,900)	95,900	-37.4%	131,800
Total Expenditures	\$ (35,900)	\$ 95,900	-37.4%	\$ 131,800

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 292,448	\$ 890,400	32.8%	\$ 597,952
MISCELLANEOUS				
Investment revenue	237	100	237.0%	(137)
Total Revenue	<u>\$ 292,685</u>	<u>\$ 890,500</u>	<u>32.9%</u>	<u>\$ 597,815</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Employee benefits	-	135,000	0.0%	135,000
Total Instruction	<u>-</u>	<u>135,000</u>	<u>0.0%</u>	<u>135,000</u>
Academic Support				
Employee benefits	-	16,500	0.0%	16,500
Student Services				
Employee benefits	-	24,500	0.0%	24,500
Total Academic Support	<u>-</u>	<u>24,500</u>	<u>0.0%</u>	<u>24,500</u>
Public Service/Continuing Education				
Employee benefits	-	8,000	0.0%	8,000
Auxiliary Services				
Employee benefits	-	4,500	0.0%	4,500
Operations and Maintenance of Plant				
Employee benefits	-	21,000	0.0%	21,000
Total Operations and Maintenance of Plant	<u>-</u>	<u>21,000</u>	<u>0.0%</u>	<u>21,000</u>
Institutional Support				
Employee benefits	840	70,000	1.2%	69,160
Contractual services	77,182	206,000	37.5%	128,818
Other Fixed Charges	355,272	405,000	87.7%	49,728
Total Institutional Support	<u>433,294</u>	<u>681,000</u>	<u>63.6%</u>	<u>247,706</u>
Total Expenditures	<u>\$ 433,294</u>	<u>\$ 890,500</u>	<u>48.7%</u>	<u>\$ 457,206</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 322,449</u>	<u>\$ 640,850</u>	<u>50.3%</u>	<u>\$ 318,401</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>203</u>	<u>100</u>	<u>203.0%</u>	<u>(103)</u>
Total Revenue	<u>322,652</u>	<u>640,950</u>	<u>50.3%</u>	<u>318,298</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>-</u>	<u>640,950</u>	<u>0.0%</u>	<u>640,950</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
<u>Total Expenditures</u>	<u>\$ -</u>	<u>\$ 640,950</u>	<u>0.0%</u>	<u>\$ 640,950</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
October 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
STATE GOVERNMENT				
Capital Development Board	-	2,810,558	0.0%	2,810,558
Total	-	2,810,558	0.0%	2,810,558
OTHER SOURCES				
Bonds	-	-	0.0%	-
Investment Interest	32,593	-	0.0%	(32,593)
Total	32,593	-	0.0%	(32,593)
TRANSFERS IN	\$ -	\$ 1,720,000	0.0%	\$ 1,720,000
<u>Total Revenue and Transfers in</u>	<u>\$ 32,593</u>	<u>\$ 4,530,558</u>	<u>0.7%</u>	<u>\$ 4,497,965</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	9,574	500,000	1.9%	490,426
Capital outlay	222,252	4,030,558	5.5%	3,808,306
Total Operation and Maintenance of Plant	231,826	4,530,558	5.1%	4,298,732
Total Expenditures	\$ 231,826	\$ 4,530,558	5.1%	\$ 4,298,732

From: [Mireya Perez](#)
To: [Board Materials](#)
Subject: FW: Action Item 8.3 for 11/29/2023 Board Meeting
Date: Tuesday, November 14, 2023 3:42:02 PM
Attachments: [TR 10.31.23.pdf](#)

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Tuesday, November 14, 2023 3:30 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 11/29/2023 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR OCTOBER 2023 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,



Suzanna Raigoza
Senior Accountant

P: (708) 656-8000, Ext. 2305

E: suzanna.raigoza@morton.edu

www.morton.edu

Morton College Treasurer's Report

Month Ending: October 2023

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$11,284,286.79	0.0100%	TIF Prime Fund	31-Oct-23
	Sum	<u>\$11,284,286.79</u>			
<i>Grand Total</i>		\$ 11,284,286.79			



MORTON COLLEGE

DISTRICT 527

Proposed

Calendar of Regular Board Meetings

January through December 2024

January 24, 2024 at 10:00 a.m.

February 28, 2024 at 10:00 a.m.

March 8, 2024 - Board Retreat, TBD

March 27, 2024 at 10:00 a.m.

April 24, 2024 at 10:00 a.m.

May 22, 2024 at 10:00 a.m.

June 26, 2024 at 10:00 a.m.

August 28, 2024 at 10:00 a.m.

September 25, 2024 at 10:00 a.m.

October 23, 2024 at 10:00 a.m.

November 1, 2024 - Board Retreat, TBD

November 13, 2024 at 10:00 a.m.

December 11, 2024 at 10:00 a.m.

Jedlicka Performing Arts Center

Updated November 29, 2023

MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

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

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

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

- New course- SPE 114 Argumentation
- New courses- MAT 150 prepares students for Calculus
- MAT 102- update student learning outcomes
- MAT-201 and MAT 224 updates to pre-reqs

COST ANALYSIS: N/A

ATTACHMENTS: DISPOSITION SHEET ATTACHED

[illegible]

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD OF TRUSTEES TENTATIVELY APPROVE THE ESTIMATED 2023 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 2022 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 4.99%. The individual levies have been adjusted to add more dollars to the Education Fund, Building Fund, Insurance Fund and Social Security Fund.

COST ANALYSIS:

Total estimated 2023 Levy is \$11,384,880 which represents a 4.99% or a \$541,514 increase from the \$10,843,366 Cook County extended 2022 levy.

ATTACHMENTS:

Estimated 2023 Tax Levy and Tax Rate Calculation

**Morton Community College
Community College District 527
Proposed Tax Levy for 2023**

Fund	Levy Final 2022	Proposed 2023 Levy	Loss Amount	Proposed 2023 Extended	Increase (Decrease)	
Education	8,283,600	8,295,000	331,800	8,626,800	343,200	
O & M	1,600,623	1,640,000	65,600	1,705,600	104,977	
Social Security	256,181	270,000	10,800	280,800	24,619	
Audit	79,928	82,000	3,280	85,280	5,352	Proposed
Liability Insurance - Tort	623,034	660,000	26,400	686,400	63,366	Increase
Total	10,843,366	10,947,000	437,880	11,384,880	541,514	4.99%
 Bonds	 674,908	 652,950	 26,118	 679,068	 4,160	 Proposed
Levy adjustment PA	269,390					
 Total Extended Levy with Bonds	 11,787,664	 11,599,950	 463,998	 12,063,948	 545,674	 Increase with Debt Service

2.34%

<u>Equalized assessed valuation</u>	
2022 Equalized Assessed Value (EAV)	1,920,327,082
2023 estimated EAV	2,400,408,853
County Final Tax Rate 2022	0.614
2023 estimated tax rate	0.642
 Increase	 276,284
	 2.34%

PROPOSED ACTION: THAT THE BOARD APPROVES THE DIFFERENTIAL PAY REPORT FOR FACULTY IN THE AMOUNT OF \$27,610.72 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: \$27,610.72 – Full-Time & Part-Time Faculty

ATTACHMENT: DIFFERENTIAL/CBA PAY STIPEND REPORT – FALL 2023

2023 Fall Differential Pay Stipend Report

Person Full Name	Section Name	Section Title	Enrollment	Students Over	Rate	Differential Pay	Credits	Assignment Instructional Method	Start Date	End Date
Andrade, Jorge	BIO-102-H1	Introduction to Biology	22	2	1087	\$195.66	4	LAB	8/22/2023	12/12/2023
Andrade, Jorge	BIO-102-H1	Introduction to Biology	22	2	1087	\$195.66	4	LEC	8/22/2023	12/12/2023
Ashraf, Asiyya	BIO-203-6K	Anatomy & Physiology I	21	1	1087	\$97.83	4	LEC	8/21/2023	12/13/2023
Ashraf, Asiyya	BIO-212-1E	Microbiology	22	4	1087	\$391.32	4	LAB	8/21/2023	12/11/2023
Ashraf, Asiyya	BIO-212-1E	Microbiology	22	4	1087	\$391.32	4	LEC	8/21/2023	12/11/2023
Barnett, Ryan	BIO-102-3H	Introduction to Biology	22	2	988.33	\$177.90	4	LEC	8/21/2023	12/11/2023
Barnett, Ryan	BIO-203-5H	Anatomy & Physiology I	23	3	988.33	\$266.85	4	LEC	8/22/2023	12/14/2023
Casey, Robert	MAT-105-2F	College Algebra	32	2	1188	\$285.12	4	LEC	8/21/2023	12/11/2023
Casey, Robert	MAT-110-1E	College Trig	32	2	1188	\$213.84	3	LEC	8/22/2023	12/12/2023
Casey, Robert	MAT-201-1G	Calculus I	34	4	1188	\$712.80	5	LEC	8/22/2023	12/14/2023
Cortinas-Fouilloux, Gustavo	MUS-100-3C	Music Appreciation	26	1	940.71	\$84.66	3	LEC	8/21/2023	12/13/2023
Edgar, Jason	SPE-101-3D	Principles of Public Speaking	24	1	1188	\$106.92	3	LEC	8/21/2023	12/11/2023
Gatyas, Kenton	PHI-126-NR	Introduction to Ethics	35	3	1241	\$335.07	3	LEC	8/21/2023	12/15/2023
Gilligan, Brian	BUS-101-1D	Financial Accounting	34	2	1188	\$213.84	3	LEC	8/21/2023	12/11/2023
Halmon, Jamie	PEH-102-1D	First Aid	25	1	1188	\$71.28	2	LEC	8/21/2023	12/11/2023
Halmon, Jamie	PEH-102-2E	First Aid	25	1	1188	\$71.28	2	LEC	8/21/2023	12/13/2023
Halmon, Jamie	PEH-103-1C	Nutrition	26	2	1188	\$213.84	3	LEC	8/22/2023	12/12/2023
Helmus, Sara	CHM-100-1B	Fundamentals of Chemistry	26	2	1188	\$213.84	4	LAB	8/21/2023	12/11/2023
Helmus, Sara	CHM-100-1B	Fundamentals of Chemistry	26	2	1188	\$213.84	4	LEC	8/21/2023	12/11/2023
Hubacek, Scott	CIS-105-H1	Introduction to Progamming	21	1	901.5	\$81.14	3	LAB	8/26/2023	12/9/2023
Hubacek, Scott	CIS-105-H1	Introduction to Progamming	21	1	901.5	\$54.09	3	LEC	8/26/2023	12/9/2023
Imburgia, Joseph	PSY-101-2C	Intro to Psychology	33	1	1241	\$111.69	3	LEC	8/21/2023	12/13/2023
Imburgia, Joseph	PSY-101-8F	Intro to Psychology	34	2	1241	\$223.38	3	LEC	8/22/2023	12/12/2023
Jonas, David	HVA-105-11	Basic HVAC/R Controls	17	1	1140	\$68.40	3	LAB	8/24/2023	12/14/2023
Jonas, David	HVA-105-11	Basic HVAC/R Controls	17	1	1140	\$68.40	3	LEC	8/24/2023	12/14/2023
Khalifeh, Khalaf	BIO-203-8C	Anatomy & Physiology I	27	7	1077.62	\$678.90	4	LEC	8/25/2023	12/15/2023
Leven, Robert	BIO-203-71	Anatomy & Physiology I	25	5	1132.55	\$509.65	4	LEC	8/21/2023	12/11/2023
Loudon, Nicholas	PHS-101-1E	Astronomy	30	2	1140	\$205.20	3	LEC	8/21/2023	12/13/2023
Lyons, Kenneth	LAW-102-1C	Intro to Criminology	34	2	1077.98	\$194.04	3	LEC	8/22/2023	12/12/2023
Markussen, Prairie	ENG-086-3E	Reading & Writing III	25	1	1140	\$102.60	3	LEC	8/21/2023	12/13/2023
Markussen, Prairie	ENG-101-NR3	Rhetoric I	26	2	1140	\$205.20	3	LEC	8/28/2023	12/15/2023
Montgomery, Jered	HUM-150-2G	Humanities Through the Arts	33	1	1087	\$97.83	3	LEC	8/21/2023	12/13/2023
Montgomery, Jered	HUM-150-NR1	Humanities Through the Arts	37	5	1087	\$489.15	3	LEC	9/5/2023	12/15/2023
Montgomery, Jered	MUS-100-62	Music Appreciation	26	1	1087	\$97.83	3	LEC	9/13/2023	12/13/2023
Montgomery, Jered	MUS-100-NR2	Music Appreciation	28	3	1087	\$293.49	3	LEC	8/21/2023	12/15/2023
Montgomery, Jered	MUS-108-NR1	World Music Survey	26	1	1087	\$97.83	3	LEC	9/5/2023	12/15/2023
Norrenberns, Ryan	SOC-100-NR2	Intro to Sociology	33	1	940.71	\$84.66	3	LEC	9/5/2023	12/15/2023

2023 Fall Differential Pay Stipend Report

Person Full Name	Section Name	Section Title	Enrollment	Students Over	Rate	Differential Pay	Credits	Assignment Instructional Method	Start Date	End Date
Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	17	1	1188	\$106.92	5	LAB	8/21/2023	12/13/2023
Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	17	1	1188	\$142.56	5	LEC	8/21/2023	12/13/2023
Pearson, Dennis	BIO-204-1B	Anatomy & Physiology II	22	2	1188	\$213.84	4	LEC	8/22/2023	12/14/2023
Pearson, Dennis	BIO-204-3F	Anatomy & Physiology II	22	2	1188	\$213.84	4	LEC	8/22/2023	12/12/2023
Pierce, Tom	ENG-084-4C	Reading & Writing II	26	2	1241	\$223.38	3	LEC	8/22/2023	12/12/2023
Ploszaj, Randi	ENG-101-LE	Rhetoric I	25	1	1140	\$102.60	3	LEC	8/29/2023	12/12/2023
Riemer, Nathan	SOC-100-NR1	Intro to Sociology	34	2	1087	\$195.66	3	LEC	9/5/2023	12/15/2023
Sanchez, Alejandro	MAT-105-NR	College Algebra	31	1	1087	\$130.44	4	LEC	8/21/2023	12/15/2023
Seo, Kymberly	BIO-100-NR	Introducing Biology	21	1	1241	\$111.69	3	LEC	8/21/2023	12/15/2023
Silva, Josue	SPE-101-NR3	Principles of Public Speaking	26	3	940.71	\$253.99	3	LEC	9/5/2023	12/15/2023
Sleeth, Bradley	PHS-101-NR1	Astronomy	30	2	1140	\$205.20	3	LEC	9/18/2023	12/15/2023
Stanukinas, Melissa	BIO-102-3H	Introduction to Biology	22	2	1140	\$205.20	4	LAB	8/21/2023	12/11/2023
Stanukinas, Melissa	BIO-102-2F	Introduction to Biology	24	4	1140	\$410.40	4	LEC	8/21/2023	12/11/2023
Stelmack, Zachary	BIO-102-2F	Introduction to Biology	24	4	988.33	\$355.80	4	LAB	8/21/2023	12/11/2023
Styer, Audrey	CPS-111-NR3	Business Computer Systems	28	8	1241	\$893.52	3	LAB	10/16/2023	12/15/2023
Styer, Audrey	CPS-111-NR3	Business Computer Systems	28	8	1241	\$595.68	3	LEC	10/16/2023	12/15/2023
Thelemaque, Cristina	BIO-102-5F	Introduction to Biology	22	2	1132.55	\$203.86	4	LAB	8/22/2023	12/12/2023
Thelemaque, Cristina	BIO-102-5F	Introduction to Biology	22	2	1132.55	\$203.86	4	LEC	8/22/2023	12/12/2023
Walley, Cynthia	CPS-111-H1	Business Computer Systems	21	1	1188	\$106.92	3	LAB	8/21/2023	12/11/2023
Walley, Cynthia	CPS-111-H1	Business Computer Systems	21	1	1188	\$71.28	3	LEC	8/21/2023	12/11/2023
Wilks, Anitrese	PSY-101-NR2	Intro to Psychology	35	3	988.33	\$266.85	3	LEC	9/5/2023	12/15/2023
Wood, Robert	PSY-101-4G	Intro to Psychology	33	1	1188	\$106.92	3	LEC	8/21/2023	12/13/2023
Wood, Robert	PSY-101-7E	Intro to Psychology	33	1	1188	\$106.92	3	LEC	8/22/2023	12/12/2023
					Total	\$13,543.67				
						\$ 27,610.72	Grand Total			

PROPOSED ACTION: That the board approve a two-year contract with NRG Business Marketing LLC for Ni-Cor gas supplier.

RATIONALE: Two-year contract@ Fixed Price of 4.688/MMBTU

COST ANALYSIS:

ATTACHMENT: See attached contract and supporting documentation



NRG Business Marketing LLC
804 Carnegie Center
Princeton, NJ, 08540
1.844.737.6742 | nrg.com

Date: 10/10/2023
Time: 8:36 AM
Proposal ID: 68571530
Marketer Name: Loose, Keenan

CUSTOMER INFORMATION

Customer Name: Morton College

☐ New ☒ Renew

Contact Name: Mireya Perez

Billing Contact:

Address: 3801 S Central Ave CICERO, IL 60804
US

Billing Address:

Telephone: (708) 656-
8000

Fax:

Telephone:

Fax:

Email:

NATURAL GAS TRANSACTION CONFIRMATION

This Transaction Confirmation confirms the terms of the Gas Transaction entered into between NRG Business Marketing LLC ("Seller"), and the customer above ("Buyer" or "Customer") pursuant to the terms of the Commodity Master Agreement (CMA) between Buyer and Seller dated November 16, 2020 as may be amended. The Purchase Price excludes Utility distribution charges and Taxes that are or may be the responsibility of Buyer. Gas volumes will be adjusted for Utility line loss, where applicable. The prices listed below are based on market conditions as of the time, stated above, that this Transaction Confirmation was issued and may be adjusted by Seller to reflect market conditions as of the date it is executed and returned by Buyer. THIS TRANSACTION CONFIRMATION WILL NOT BE EFFECTIVE UNTIL SIGNED BY BOTH PARTIES.

SERVICE LOCATIONS

(Additional pages may be attached if necessary)

Service Address	Utility Account Number	Rate
3801 S Central Ave	1999370000	Rate 4 - R

DELIVERY PERIOD

Begin: 01/01/2024

End: 12/31/2025

The service start date hereunder will be the date that the Utility enrolls Customer for Seller's service. Seller will request the Utility to enroll Customer on the first meter read date within the Delivery Period.

Upon the expiration of the Delivery Period, this Transaction shall continue for successive one month terms (collectively the "Renewal Term") until either Party notifies the other Party in writing of its intention to terminate, at least 15 days prior to (1) the end of the Delivery Period or (2) during the Renewal Term, the earlier of the end of each successive month Renewal Term or the next cycle read date. After notice is given as contemplated in the previous sentence, the date of termination ("Termination Date") shall be the next effective drop date permitted by the Utility. The Purchase Price for delivery to the Delivery Point during the Renewal Term or for any period outside of the Delivery Period, shall be the then Market Price for delivery to the Delivery Point, unless otherwise agreed to in writing.

DELIVERY POINT

Nicor Gas / Nicor Rider 13 Pool #6674

CONTRACT QUANTITY (MMBTU)

Buyer and Seller agree that the Contract Quantity purchased and received means a positive volume up to or greater than the estimated quantities listed below, provided, that for purposes of determining whether a Material Deviation has occurred and for purposes of calculating Contract Quantities remaining to be delivered under the Remedies section of the CMA, Contract Quantity shall be determined by reference to the applicable estimated quantity(ies) listed below.

	Daily	X	Monthly		
January		2665		July	996
February		2652		August	988
March		2279		September	1151
April		2040		October	1423
May		1386		November	1667
June		1097		December	2367

PURCHASE PRICE

Fixed Price : \$4.688/MMBTU

SPECIAL PROVISIONS

Change in Utility Account Numbers:

The account number for a Service Location shall be the Utility Account Number set forth in the Service Locations section above or as attached, as applicable, or any replacement account number issued by the Utility from time to time.

Fixed Price: The Purchase Price for the Contract Quantity, unless otherwise specified in this Transaction Confirmation is \$4.688 / MMBTU

Buyer acknowledges that it is acting for its own account, and that it has made its own independent decisions with respect to this Transaction Confirmation and that Seller is not acting as a fiduciary, financial, investment or commodity trading advisor for it in connection with the negotiation and execution of this Transaction Confirmation.

Full Plant Requirement – No GSA

TAX EXEMPTION STATUS - If exempt, must attach certificate

In order to ensure accurate billing, tax status indication is required. Please check the appropriate status below:

☐ Non-Exempt

☐ Exempt (e.g. Residential, Non-Profit Organization, Manufacturing, Small Business, Agricultural, Resale, etc.)

Buyer: **Morton College**

Seller: **NRG Business Marketing LLC**

By: 

By: _____

Name: 

Name: _____

Title: President

Title: _____

Date: 10-25-2023

Date: _____

Proposal ID: 68571530

Internal ID: 00195376 - CMA V.3

PROPOSED ACTION: THAT THE BOARD APPROVED Ezcater, LLC FOR CATERING SERVICES FOR FY2024 FOR AN AMOUNT NOT TO EXCEED \$50,000.

RATIONALE:

The purpose of this request is for departments to continue using ezCater services, as an ordering option for events, meetings and department. EzCater's platform is user friendly, we are able to select from over 100,000 restaurants, for any group size, dietary need or budget.

Exempt from bidding per section 105 ILCS 5/10-20.21(a)(iv) of the Illinois Compiled Statute.

-contracts for the purchase of perishable foods and perishable beverages

COST ANALYSIS:

\$50,000 for fiscal year 2024

ATTACHMENT: Ezcater contract



ezCater Order Form

This "Order" is effective as of the date of last signature below (the "Effective Date") and is entered into between ezCater, Inc. ("ezCater") and the customer listed below ("Customer"). ezCater operates the ezCater Marketplace ("Marketplace"), which enables users to place business food orders with local restaurants and caterers participating in the Marketplace. ezCater also offers additional services to help employers feed their workforce, such as "Relish," ezCater's customizable group-ordering platform. ezCater will provide to Customer the "Additional Services" selected below (Additional Services, together with the Marketplace (if used by Customer), the "Covered Services"). The Covered Services will be governed the terms of this Order and the Terms of Service, attached as Exhibit A (collectively, the "Agreement").

1. Customer Information

Customer (legal entity name)	
Customer's Point of Contact (name, email, phone of person responsible for this Agreement)	
Customer's Accounts Payable Contact (name, email, phone of person responsible for billing and payment)	
Customer's Corporate Address (full physical address)	
ezBill Account Limit (the maximum outstanding amount permitted at any point in time)	

2. Additional Services*

Fees and other costs**

(Check all that apply) _____	Corporate Account <ul style="list-style-type: none">Dedicated account manager, account setup, and user onboardingAdmin DashboardExpense reporting with custom checkout fields, department codesPolicy tools: single sign-on, apply Customer's budget policies to orders (e.g., monthly spend caps)Self-service tools to manage Customer's account and custom onboarding links to share with Customer's employees, consultants and other individuals who create an ezCater account linked to Customer's corporate account ("Participating Personnel")	No Cost
_____	Concierge <ul style="list-style-type: none">At customer's request, ezCater Concierge provides order consultation, drafting, planning, and management for large or recurring Marketplace orders.Customer may use Concierge at their requested frequency per order fee.When Participating Personnel use ezCater Concierge, the fee is added to the Marketplace order total at checkout and included in the receipt in the Participating Personnel's account, so is not separately charged.	\$39 per order
_____	Relish <ul style="list-style-type: none">Group ordering platform that allows Customer's Participating Personnel to order individual meals from local restaurants that are delivered to Customer's location(s) at a designated drop-off area.Customized to meet Customer's workplace needs: Customer chooses the office locations and number of days it will offer Relish as well as the restaurant(s) to order from each day.Participating Personnel can order via desktop and mobile app.Includes dedicated account manager, account setup, and user onboarding.Customer can choose to subsidize all, a portion, or none of a Participating Personnel's order total ("Customer Subsidy"). The Customer Subsidy is applied to the total food and beverage cost of the order (including tax), up to the Customer Subsidy amount. If the total cost of an order is greater than the Customer Subsidy amount, that person must use a credit card to pay for the balance. Unused Customer Subsidy amounts do not roll over to the next meal, day, or week (as applicable).	Delivery Fee: \$25 per location, per day, per restaurant in a day's rotation at a location. Additional fees may apply for more than one drop-off area at a location. Order minimum: \$200 food and beverage order minimum per location, per day. Additional minimums will apply for multiple meal types in a single day (e.g., breakfast and lunch). Tip*** Customer Subsidy (if applicable)
_____	On-site services <ul style="list-style-type: none">For Relish and/or Marketplace as applicableOn-site catering coordination service support per office location requested by Customer.Consisting of general on-site support, including facilitating receipt of catering order delivery, assisting with set-up, order distribution, and clean-up, each as directed by Customer on an as-needed basis. The scope and the extent of the services provided are subject to ezCater's consent.	TBD based on customer needs and frequency

	ezBill Invoicing Account <ul style="list-style-type: none"> Helps streamline Customer's payments for use of the Covered Services. These include, as applicable, any Marketplace orders its Participating Personnel place through Customer's Corporate Account and any other fees or costs Customer incurs for using Additional Services, such as a Relish Subsidy. See ezBill Logistics below for additional information. Prior to an ezBill Account being activated, Customer must document any procedures, data or processes needed to be paid through Customer's invoicing systems and/or processes. Available for qualified accounts only. 	See ezBill Fees and Payment Terms below
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* The parties may mutually agree to add additional Services by executing a change order or a new order form.

** ezCater may modify the Fees from time to time upon 90 days prior written notice (including by email) to the Account Admin at the address set forth at the top of this Order. Customer's use of the Covered Services after the effective date of any Fee modification constitutes Customer's acceptance of the modification.

*** Customer will set tip amount (% or specified \$) it pays per delivery. Tip is passed on to the delivering entity (restaurant or delivery partner, as applicable).

3. ezBill Fees and Payment Terms

Payments to ezCater	By wire/ACH: Boston Private Bank, Ten PO Square, Boston, MA 02109, f/b/o ezCater, Inc. ABA Number 011002343, Account Number 4100688.
Invoicing Frequency	Semi-monthly. The first invoice will be for amounts incurred from the 1 st to the 15 th of the month, and the second invoice will be for amounts incurred from the 16 th to month-end (each period, an "Invoicing Period").
Payment Terms	Net 15 days from Customer's receipt of invoice.
Late Fee	1.5% per month, may be levied on all past due amounts Customer owes under this Agreement.
Set-up Fee	Waived
Invoicing Fee	3% of all fulfilled Marketplace order totals (if any) and of any fees or other costs Customer incurs by using Additional Services (if any).
Backup Payment Method	If ezBill Account Limit is less than \$25,000, Customer must provide a back-up payment method(s) (e.g., credit card or banking details for ACH debits at ezCater's discretion and direction). ezCater may utilize, without further approval/authorization, the back-up payment method to obtain payment for invoice(s) that are outstanding for more than 60 days past their original due date.

4. **ezBill Logistics.** Any costs and fees Customer incurs by using the Covered Services increase Customer's outstanding ezBill Account balance, until the ezBill Account Limit is reached. Customer may elect to have its Participating Personnel use the ezBill Account as a payment method at checkout to pay for the Marketplace orders they place (including tax, gratuity, Concierge Fees, and any other amounts charged for each order) until the ezBill Account Limit is reached. Participating Personnel will not be able to pay for Marketplace orders using the ezBill Account if the ezBill Account Limit has been reached. If an attempted Marketplace order would cause Customer's outstanding balance to exceed the ezBill Account Limit, Participating Personnel will not be allowed to place that order unless they switch to credit card payment for the order. If Customer's ezBill Account Limit is reached, ezCater may deactivate Customer's Relish service. Customer may request an increase to its ezBill Account Limit, subject to ezCater's approval. ezCater may decrease the ezBill Account Limit at ezCater's option. In addition, if Customer's ezBill average monthly spend falls below \$5,000, ezCater may deactivate Customer's ezBill Account. Any change to the ezBill Account Limit does not change any other terms of this Agreement. For avoidance of doubt, ezCater is not a lender, and no loan is extended to Customer in connection with ezBill. Customer acknowledges that it may only use ezBill for commercial purposes, and not for personal, family or household purposes.

5. **Payment and Fees; Invoicing.** At the end of each Invoicing Period, ezCater will invoice Customer for all fees and costs incurred by Customer for the Covered Services in that Invoicing Period including, if applicable, all fulfilled Marketplace orders. Customer will pay such invoice in accordance with the terms of this Agreement, and any late payments may be subject to the Late Fee. Customer payments will be applied based upon the remittance information provided to ezCater at: **billing@ezcater.com**. Customer will pay all reasonable costs, including attorneys' fees, that ezCater incurs to collect amounts owed under this Agreement. ezCater may suspend any services it provides Customer and may cancel any existing orders or decline to accept new orders, if the ezBill Account Limit is exceeded or Customer owes ezCater any amounts under this Agreement that are past due their original due date.

6. **Term; Termination.** The term of this Agreement begins on the Effective Date and continues until it is terminated. Either party may terminate this Agreement (or one or more Additional Services) at any time by providing thirty (30) days' written notice (email acceptable) to the other party. Upon termination, Customer and ezCater will settle any placed but unfulfilled orders. ezCater may cancel such orders if in ezCater's sole judgment adequate payment arrangements are not made. Customer will be responsible for any restaurant-imposed fees incurred due to any Customer or ezCater initiated cancellations.

7. **Publicity.** Customer grants ezCater the right to use Customer's name and logo on ezCater's website and in marketing and promotional materials (such as press releases and client lists), subject to any standard trademark usage guidelines that Customer may provide.

This Agreement forms the entire agreement between Customer and ezCater with respect to the Covered Services, and supersedes all prior agreements, proposals, and other communications between Customer and ezCater, whether oral or in writing, regarding the Covered Services.

CUSTOMER

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Notice Contact: Customer's Account Admin

EZCATER, INC.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Notice Address: 40 Water Street, 5th Floor

Boston, MA 02109

Attn: General Counsel (GC@ezcater.com)

For Billing and Invoicing: Billing@ezcater.com

Exhibit A: Terms of Service

1. **Description.** ezCater will provide Customer the Covered Services set forth in an executed Order Form between ezCater and Customer, subject to the terms of the Order Form and these Terms of Service (collectively, the "Agreement"). ezCater is not a (i) caterer, restaurant, or other food preparer (each a "Food Provider") or (ii) delivery service, and ezCater instead relies upon the Food Providers and other providers of delivery services to deliver food ordered through the ezCater Platform (each a "Deliverer"). Food Providers and Deliverers available through the Platform are independent of ezCater and are subject to laws, rules, regulation, and standards regarding their businesses and services. ezCater does not assess or guarantee the quality or suitability of any Food Provider's food, products, services, menus, descriptions, or other disclosures or of any Deliverer's services, and ezCater is not responsible for any Food Provider's or Deliverer's acts or omissions. Customer understands and agrees that ezCater is not liable for any losses, damages, liabilities, lawyers' fees, or other expenses caused by the acts or omissions of a Food Provider or Deliverer.
2. **Authorized Use/Access.** Customer will keep its user IDs and passwords for the Covered Services confidential and will be responsible for all actions taken under Customer's account. Customer will comply with all applicable laws, rules, and regulations in connection with its use of the Covered Services. Customer is responsible for notifying ezCater if Customer becomes aware of any unauthorized use of or access to Customer's account. To notify ezCater, please email support@ezcater.com. Customer understands and agrees that ezCater may require Customer to provide information that may be used to confirm Customer's identity and help ensure the security of Customer's account. By creating an account with ezCater, Customer agrees that it is fully responsible for all activities that occur under Customer's login credentials and that ezCater may assume that any communications it receives through Customer's account have been made by Customer.
3. **Confidentiality.** In connection with this Agreement, each party may receive or have access to confidential or proprietary information of the other party, including but not limited to trade secrets, know how, customer lists, pricing strategies, payment terms, the terms of this Agreement, marketing and business plans, strategies, and prospects ("Confidential Information"). Except as expressly allowed in this Agreement, each party will hold the Confidential Information of the other party in confidence and (i) will not use it for any purpose other than to perform its obligations under this Agreement which, in ezCater's case, includes providing the Covered Services, and (ii) will not disclose it to any third party, other than its affiliates, employees, third party contractors, advisors and agents who have a need to know and a duty to the receiving party to protect the confidentiality of such information. If disclosure of the other party's Confidential Information is required by law, the party required to disclose Confidential Information will cooperate with the other party (at the other party's request and expense) so that the other party may seek to preserve the confidentiality of the Confidential Information. Notwithstanding the foregoing, Confidential Information does not include any information that: (a) is or becomes generally available or publicly known other than by breach of this Agreement; (b) was previously known by the receiving party without obligation to keep it confidential; (c) is received by the receiving party in good faith from a third party lawfully in possession of it without obligation to the other party to keep the information confidential; or (d) was independently developed by the receiving party without use of any Confidential Information of the other party. In addition, Confidential Information shall not include any information a Marketplace or Relish user provides to ezCater when using the Covered Services, other than personally identifiable information provided by a Customer Sourced Employee. For purposes of this Agreement, a "Customer Sourced Employee" shall mean a Customer employee who registers for Marketplace or Relish through Customer's corporate portal, single sign-on (if applicable), or a dedicated Customer corporate account URL.
4. **LIMITATION OF LIABILITY.** EXCEPT FOR LIABILITY ARISING FROM A PARTY'S WILLFUL MISCONDUCT OR FRAUD, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY UNDER THIS AGREEMENT FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES OF ANY KIND (INCLUDING, BUT NOT LIMITED TO BUSINESS INTERRUPTION OR LOST PROFITS OR BUSINESS OPPORTUNITIES), STRICT LIABILITY, OR OTHERWISE. EXCEPT FOR LIABILITY ARISING FROM (A) A PARTY'S WILLFUL MISCONDUCT OR FRAUD OR (B) AMOUNTS DUE TO EZCATER UNDER THIS AGREEMENT, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY UNDER THIS AGREEMENT FOR ANY AMOUNT THAT EXCEEDS THE LESSER OF (I) THE TOTAL FEES PAID OR PAYABLE TO EZCATER UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE THE CLAIM IS BROUGHT, AND (II) \$50,000.00.
5. **General**
 - a) **Assignment.** Neither party may assign this Agreement to any third party without the other party's prior written consent, which will not be unreasonably withheld, except that either party may assign without consent to an affiliate or any successor entity in a merger, consolidation, business combination or sale of all or substantially all of its assets to which this Agreement relates.
 - b) **No agency.** Each party and its employees are independent contractors, and not employees or agents of the other party.
 - c) **Governing law.** This Agreement is governed by the laws of the Commonwealth of Massachusetts, without regard to the conflict of law principles.
 - d) **Survival.** Upon expiration or termination of the Agreement, the obligations which by their nature are intended to survive expiration or termination of the Agreement shall survive.

From: estore@gfoa.org
To: [Mireya Perez](#)
Subject: Agency Membership Dues Renewal Notice.
Date: Friday, October 27, 2023 5:20:39 PM

Government Finance Officers Association

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

Renewal Dues Notice

Notice #: 2352013
Notice Date: 10/27/2023

Member ID: 136352013
Current Paid Thru: 11/30/2023

Membership renewal for the period of 12/01/2023 through 11/30/2024

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

Membership Dues Base Fee \$ 500.00

In-Base Member(s)

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

No. of In Base Membership Included in Base Fee: 2
Current Number of In Base Members: 1

Add-On Member(s)

NONE

Total Add-on Memberships \$ 0.00

Total Amount Due: \$ 500.00

To pay online:

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

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

[Pay online Tutorial](#)

To pay by Mail, Please Print and Remit to:

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

To update your membership information

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

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



2024 HACU Membership Dues Information

(Membership year runs from January 1 to December 31)

I. Institutional Membership – Nonprofit institutions of higher education may be eligible to join as members of HACU. To be considered for membership, an institutional membership application may be submitted to HACU's membership department. Upon approval of the membership application, an invoice will be e-mailed to the Accounting/Billing Contact listed on the application. All renewing members will renew online at http://www.hacu.net/hacu/Renew_Your_Membership.asp.

A. National Members – National members are nonprofit, accredited colleges or universities of higher education or systems/districts located in the United States, the District of Columbia, and Puerto Rico. National member institutions fall into the following types:

- 1. Hispanic-Serving Institution (HSI)** – a nonprofit, accredited college, university, or system/district in the U.S. or Puerto Rico, where total Hispanic enrollment constitutes a minimum of 25% of the total enrollment at the undergraduate *or* graduate level *or* both.
- 2. Associate Member Institution (AMI)** – a nonprofit, accredited college, university, or system/district in the U.S. or Puerto Rico, where at least 1,000 Hispanic students are enrolled, *or* total Hispanic enrollment constitutes at least 10% of the total enrollment at the undergraduate *or* graduate level *or* both.
- 3. Partner Institution** – a nonprofit, accredited college, university, or system/district in the U.S. or Puerto Rico, where total Hispanic enrollment constitutes less than 10% of the total enrollment.

Institutional Annual Membership Dues (Campus)

Total Enrollment* (Fall 2023)	HSI (25% >)	AMI (10%-24% <i>or</i> 1,000 Hispanic students)	Partner (< 10%)
< 500	\$ 2,760	\$1,900	\$1,745
501 – 1,000	\$ 3,235	\$2,225	\$2,090
1,001 – 1,500	\$ 3,550	\$2,450	\$2,390
1,501 – 3,000	\$ 4,445	\$3,040	\$2,980
3,001 – 5,000	\$ 5,785	\$3,860	\$3,795
5,001 – 7,000	\$ 6,745	\$4,530	\$4,445
7,001 – 10,000	\$ 7,930	\$5,320	\$5,232
10,001 – 14,000	\$10,075	\$6,895	\$6,775
14,001 – 20,000	\$11,000	\$7,540	\$7,400
20,001 – 30,000	\$12,015	\$8,240	\$8,105
> 30,000	\$12,920	\$8,840	\$8,695

* Total enrollment is defined as headcount, including full-time and part-time students, taking courses for credit towards a degree, whether at the undergraduate or graduate level.

Institutional Annual Membership Dues (Systems/Districts)

Total Enrollment* (Fall 2023)	HSI (25% >)	AMI (10%-24%)	Partner (< 10%)
< 30,000	\$5,925	\$4,370	\$3,695
30,001 – 100,000	\$7,132	\$5,160	\$4,635
> 100,000	\$7,745	\$5,585	\$5,495

System/district membership is for central administrative offices only. It is the system/district that will be considered a member of HACU. Campuses within a member system/district are not considered HACU members unless the campus itself is a dues-paid member. System/district members are not eligible for certain member benefits (e.g., scholarships). *HACU offers complimentary membership to any system/district when all the campuses within that system/district are members of HACU.*

- B. International Institution** – an institution of higher education abroad that documents that it is a legally constituted entity authorized to operate in its country according to the rules and regulations required by its government.

International annual membership dues: \$2,500

- C. Hispanic-Serving School District (HSSD) Affiliate** – a school district where total Hispanic enrollment constitutes a minimum 25% of the total district enrollment. For HSSD questions, please contact Melissa Flowers, Assistant Director of PK-12 Initiatives, at melissa.flowers@hacu.net or by phone at (210) 576-3210.

HSSD Affiliate Annual Membership Dues

Total Enrollment (2023-2024 School Year)	HSSD Dues
< 1,000	\$ 575
1,000 – 9,999	\$1,200
10,000 – 49,999	\$1,650
50,000 – 99,999	\$1,900
> 99,999	\$2,200

- II. Educational Affiliate** – a nonprofit organization, association or council that is in support of HACU’s mission. In order to qualify for affiliation, an organization must be a 501(c)(3) nonprofit as determined by the Internal Revenue Service and not an institution of higher education or a school district eligible for membership in any of the above-mentioned categories.

Annual Budget	Educational Affiliate Dues
< \$999,999	\$ 700
\$1,000,000 – \$4,999,999	\$ 850
\$5,000,000 – \$9,999,999	\$1,200
> \$10,000,000	\$1,900

- III. Faculty and Staff Affiliate** – for individual faculty or staff from HACU-member institutions, non-member nonprofit colleges and universities, and K-12 school districts. The Faculty and Staff Affiliates are an important asset to HACU’s mission to promote Hispanic success in higher education. Individuals interested in Hispanic issues in education, professional development, and networking opportunities are encouraged to join.

Annual Affiliate membership dues for faculty and staff from **HACU-member institutions**..... \$195
 Annual Affiliate membership dues for faculty and staff from **nonmember institutions** \$250

- IV. Trustee Affiliate** – for individual board or trustee members from HACU-member institution as well as non-member nonprofit colleges and universities. The Trustee Affiliates are an important asset to HACU’s mission to promote Hispanic success in higher education. Individual board members or trustees interested in Hispanic issues in higher education, advocacy work, and networking opportunities, are encouraged to join.

Annual Affiliate membership dues for board or trustee members from **HACU-member institutions** \$300
 Annual Affiliate membership dues for board or trustee members from **nonmember institutions**..... \$500
 Annual Affiliate membership dues for board or trustee members from **K-12 School Districts** \$200

- V. Student Affiliate** – for individual students enrolled at a nonprofit college or university or a student organization on campus.

Annual Affiliate membership dues for **undergraduate** level students \$25
 Annual Affiliate membership dues for **graduate** level students..... \$30
 Annual Affiliate membership dues for **Student Organization** Affiliate \$75

For membership questions, please contact the Hispanic Association of Colleges & Universities

Membership Department at:

4801 NW Loop 410, Suite 701 • San Antonio, Texas 78229

Tel: (210) 576-3213 • E-mail: memberinfo@hacu.net

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADOBE LICENSE RENEWAL FOR THE AMOUNT OF \$31,068.00

RATIONALE:

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

Goals: To continue to support students and staff with Adobe products.

COST ANALYSIS: \$31,068 – SCHOLARSBUYS

ATTACHMENTS:

ScholarBuys



Quote

Q78764

P.O. Box 734939
Chicago, IL 60673-4939

Bill To	
Morton College Accounts Payable 3801 S. Central Avenue Cicero, IL, 60804 708-656-8000	

Ship To
Morton College Attn: Campus Receiving 3801 S. Central Avenue Cicero, IL 60804

Date	Terms	Rep
------	-------	-----

10/10/2023

Net 30

BREN

Qty	Item	Description	Per	Total
100	65297993BB04...	Adobe VIP Named: Acrobat Pro DC - 12 Month Renewal	118.62	11,862.00
		Terms: 12/13/2023 - 12/12/2024		
		Total sales tax calculated by AvaTax	0.00	0.00

ScholarBuys LLC extends terms to approved K12 and Higher Education institutions. Payment is due to be received no later than thirty (30) days from the date set forth in each respective ScholarBuys LLC invoice. In the event that any debt is not paid in accordance with the above terms, customer shall pay to ScholarBuys LLC interest on the entire outstanding balance due at a rate of one point five percent (1.5%) per month (18% per annum) or at the highest interest rate allowable by law. By submitting a purchase order to ScholarBuys LLC you agree to these terms.

ScholarBuys LLC reserves all remedies available to it in the event the debt is not paid in accordance with the above terms, including all Illinois state contractual remedies available under Illinois law. To that end, ScholarBuys LLC reserves the right to bring any breach of contract claim or related action in Kane County or Cook County, in order to enforce the payment terms.

All quoted prices include a 3.5% cash discount unless stated otherwise.

Buyer responsible for shipping charges on all refused shipments. If there are specific shipping insurance minimums buyer must express this in writing prior to order.

Subtotal	\$11,862.00
-----------------	--------------------

Sales Tax (0.0%)	\$0.00
------------------	--------

Total	\$11,862.00
--------------	--------------------



Quote

Q78763

P.O. Box 734939
Chicago, IL 60673-4939

Bill To

Morton College
Accounts Payable
3801 S. Central Avenue
Cicero, IL, 60804
708-656-8000

Ship To

Morton College
Attn: Campus Receiving
3801 S. Central Avenue
Cicero, IL 60804

Date	Terms	Rep
------	-------	-----

10/10/2023

Net 30

BREN

Qty	Item	Description	Per	Total
100	65297198BB04...	Adobe VIP Shared Device: CC Complete (All Apps) – 12 Month Renewal	192.06	19,206.00
		Terms: 12/13/2023 - 12/12/2024		
		Total sales tax calculated by AvaTax	0.00	0.00

ScholarBuys LLC extends terms to approved K12 and Higher Education institutions. Payment is due to be received no later than thirty (30) days from the date set forth in each respective ScholarBuys LLC invoice. In the event that any debt is not paid in accordance with the above terms, customer shall pay to ScholarBuys LLC interest on the entire outstanding balance due at a rate of one point five percent (1.5%) per month (18% per annum) or at the highest interest rate allowable by law. By submitting a purchase order to ScholarBuys LLC you agree to these terms.

ScholarBuys LLC reserves all remedies available to it in the event the debt is not paid in accordance with the above terms, including all Illinois state contractual remedies available under Illinois law. To that end, ScholarBuys LLC reserves the right to bring any breach of contract claim or related action in Kane County or Cook County, in order to enforce the payment terms.

All quoted prices include a 3.5% cash discount unless stated otherwise.

Buyer responsible for shipping charges on all refused shipments. If there are specific shipping insurance minimums buyer must express this in writing prior to order.

Subtotal	\$19,206.00
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Sales Tax (0.0%)	\$0.00
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Total	\$19,206.00
--------------	--------------------

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

PROPOSED ACTION: Purchase of Apple hardware for CTE Programs

RATIONALE

Purchase of Apple Macbooks and iPads for the paramedic and nursing programs will support students in completing their clinical requirements, as well as faculty who require updated equipment. The purchase will also support students in the ECE program as they fulfill program requirements.

COST ANALYSIS:

\$47,940.00– to be funded by Perkins and ECACE grant.



Apple Inc. Education Price Quote

Customer:

Ruben Ruiz
MORTON COLLEGE
Phone: 708-656-8000
Email: ruben.ruiz@morton.edu

Apple Inc:

Jessica Jones
Email: jessicajones@apple.com

Apple Quote:

2212389096

Quote Date:

October 26, 2023

Quote Valid Until:

November 25, 2023

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

Item #	Details	Qty	Unit List Price	Extended List Price
1	10.2-inch iPad Wi-Fi 64GB - Space Gray Part Number: MK2K3LL/A	10	\$299.00	\$2,990.00
2	AppleCare for Enterprise for iPad 36 Months Tier 1 Part Number: SAA22LL/A	10	\$59.00	\$590.00
3	Jamf Pro macOS (EDU) Subscription License (3 Year) (100-9,999 licenses) Part Number: HLX12LL/A	10	\$54.00	\$540.00

Education List Price Total **\$4,120.00**

Additional Tax \$0.00

Estimated Tax \$0.00

Total Tax \$0.00

Extended Total Price* **\$4,120.00**

**In most cases Extended Total Price does not include Sales Tax*

**If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

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Apple Quote ID: 2212389096

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Date of last revision – December 8th, 2022

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 - Physical ship-to name and address (No P.O. Boxes)
 - Purchase order number
 - Valid signature of an authorized purchaser
 - Apple part number and/or description of product and quantity
 - Total dollar amount authorized or unit price and extended price on all line items
 - Contact information: name, phone number and email
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Apple Inc. Education Price Quote

Customer:

Ruben Ruiz
MORTON COLLEGE
Phone: 708-656-8000
Email: ruben.ruiz@morton.edu

Apple Inc:

Jessica Jones
Email: jessicajones@apple.com

Apple Quote:

2212389096

Quote Date:

October 26, 2023

Quote Valid Until:

November 25, 2023

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

Item #	Details	Qty	Unit List Price	Extended List Price
1	10.2-inch iPad Wi-Fi 64GB - Space Gray Part Number: MK2K3LL/A	10	\$299.00	\$2,990.00
2	AppleCare for Enterprise for iPad 36 Months Tier 1 Part Number: SAA22LL/A	10	\$59.00	\$590.00
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Education List Price Total **\$4,120.00**

Additional Tax \$0.00

Estimated Tax \$0.00

Total Tax \$0.00

Extended Total Price* **\$4,120.00**

**In most cases Extended Total Price does not include Sales Tax*

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 - Purchase order number
 - Valid signature of an authorized purchaser
 - Apple part number and/or description of product and quantity
 - Total dollar amount authorized or unit price and extended price on all line items
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Apple Inc. Education Price Quote

Customer: Ruben Ruiz MORTON COLLEGE Phone: 708-656-8000 Email: ruben.ruiz@morton.edu	Apple Inc: Jessica Jones Email: jessicajones@apple.com	Apple Quote: 2212332889 Quote Date: October 02, 2023 Quote Valid Until: November 01, 2023
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Quote Comments:
Please reference Apple Quote number on your Purchase Order.

Item #	Details	Qty	Unit List Price	Extended List Price
1	13-inch MacBook Pro: Apple M2 chip with 8-core CPU and 10-core GPU, 256GB SSD - Space Gray (Packaged in a 5-pack) Part Number: MNER3LL/A Configuration: 065-CDG4 : Apple M2 chip with 8-core CPU, 10-core GPU, 16-core Neural Engine 065-CDG5 : 8GB unified memory 065-CDG8 : 256GB SSD storage 065-CDHX : Force Touch trackpad 065-CDHY : Two Thunderbolt / USB 4 ports 065-CDJ0 : Touch Bar and Touch ID 065-CDJ1 : 13-inch Retina display with True Tone 065-CDHM : None 065-CDHD : Backlit Magic Keyboard - US English 065-CDHJ : Accessory Kit	10	\$1,179.00	\$11,790.00
2	AppleCare for Enterprise MacBook Pro 13-inch Apple Silicon 36M Tier 1 Part Number: SAJ92LL/A	10	\$219.00	\$2,190.00
3	Jamf Pro macOS (EDU) Subscription License (3 Year) (100-9,999 licenses) Part Number: HLX12LL/A	10	\$54.00	\$540.00

Education List Price Total	\$14,520.00
Additional Tax	\$0.00
Estimated Tax	\$0.00
Total Tax	\$0.00
Extended Total Price*	\$14,520.00

**In most cases Extended Total Price does not include Sales Tax*

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 - Physical ship-to name and address (No P.O. Boxes)
 - Purchase order number
 - Valid signature of an authorized purchaser
 - Apple part number and/or description of product and quantity
 - Total dollar amount authorized or unit price and extended price on all line items
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**MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

PROPOSED ACTION: Purchase of Apple hardware for CTE Programs

RATIONALE

Purchase of Apple Macbooks and iPads for the paramedic and nursing programs will support students in completing their clinical requirements, as well as faculty who require updated equipment. The purchase will also support students in the ECE program as they fulfill program requirements.

COST ANALYSIS:

\$47,940.00– to be funded by Perkins and ECACE grant.



Apple Inc. Education Price Quote

Customer:

Ruben Ruiz
MORTON COLLEGE
Phone: 708-656-8000
Email: ruben.ruiz@morton.edu

Apple Inc:

Jessica Jones
Email: jessicajones@apple.com

Apple Quote:

2212235530

Quote Date:

September 05, 2023

Quote Valid Until:

October 05, 2023

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

Item #	Details	Qty	Unit List Price	Extended List Price
1	13-inch MacBook Air: Apple M1 chip with 8-core CPU and 7-core GPU, 256GB – Space Gray Part Number: MGN63LL/A Configuration: 065-C99J : Apple M1 chip with 8-core CPU, 7-core GPU and 16-core Neural Engine 065-C99M : 8GB unified memory 065-C99Q : 256GB SSD storage 065-C9CK : Touch ID 065-C9CJ : Two Thunderbolt / USB 4 ports 065-C9CH : Force Touch trackpad 065-C9CL : Retina display with True Tone 065-C171 : None 065-C172 : None 065-C9DG : Backlit Magic Keyboard with Touch ID – US English 065-C9DK : Accessory Kit	10	\$899.00	\$8,990.00
2	AppleCare for Enterprise 13-inch MacBook Air (M2) 36 months Tier 1 Part Number: SFGH2LL/A	10	\$139.00	\$1,390.00
3	Jamf Pro macOS (EDU) Subscription License (3 Year) (100-9,999 licenses) Part Number: HLX12LL/A	10	\$54.00	\$540.00

Education List Price Total **\$10,920.00**

Additional Tax \$0.00

Estimated Tax \$0.00

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Apple Quote ID: 2212235530

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Page 1 of 3

Total Tax

\$0.00

Extended Total Price*

\$10,920.00

**In most cases Extended Total Price does not include Sales Tax*

**If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

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 - Physical ship-to name and address (No P.O. Boxes)
 - Purchase order number
 - Valid signature of an authorized purchaser
 - Apple part number and/or description of product and quantity
 - Total dollar amount authorized or unit price and extended price on all line items
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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE RENEWAL OF PRINT PERIODICAL AND JOURNAL SUBSCRIPTIONS FOR THE LIBRARY FROM EBSCO IN THE TOTAL AMOUNT OF \$25,246 FOR FY24

RATIONALE:

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

Students enrolled at Morton College are supported in their academic studies by the Morton College Library. A basic part of their education is access to periodicals and journals to write papers for their course work. In order to continue providing our students with up-to-date materials, the Library must renew all subscriptions. EBSCO provides the most economical subscriptions to these periodicals and journals.

COST ANALYSIS:

\$25,246 – FY 2024 fee

\$28,344 – FY 2023 fee

\$27,455 – FY 2022 fee

\$30, 177 - FY 2021 fee

\$26,611 – FY 2020 fee

ATTACHMENTS:

None



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PO BOX 204661 DALLAS, TX 75320-4661 FAX 205-995-1613

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PUBLISHERS 60 TO 90 DAYS
FROM DATE OF INVOICE TO
BEGIN SERVICE.

INVOICE

BILLING ADDRESS:
MORTON COLLEGE
LIBRARY
3801 S CENTRAL AVE
CICERO IL 60804

SUBSCRIBER:
LIBRARY BLDG B
MORTON COLLEGE
3801 S CENTRAL AVE
CICERO IL 60804

When making remittance, and when inquiring about this invoice, please refer to both the invoice number and account number.

Currency: USD

Your Purchase No.	Account No.	Sub	Date	Ref. Code	Invoice No.	Page No.
.	CG-F-16188-00	AA	10-25-2023		1695612	1

American Journal of Nursing 1,165.95*

Title Number: 043831007 12 issues per year
Print
EBSCO Order Number: C0605817 1 Year 01/01/2024
12/31/2024
Print ISSN: 0002-936X
Coverage: 124(01/24)-124(12/24)

American Journal of Public Health 1,150.00*

Title Number: 044264000 12 issues per year
Print + Online Membership Title
EBSCO Order Number: C0660534 1 Year 01/01/2024
12/31/2024
Print ISSN: 0090-0036 Online ISSN: 1541-0048
Coverage: 114(01/24)-114(12/24)

Art in America 99.95

Title Number: 081366007 5 issues per year
Print
EBSCO Order Number: C0583231 1 Year 01/01/2024
12/31/2024
Print ISSN: 0004-3214
Coverage: 112(01/24)-112(12/24)

Artnews: Top 200 Collectors Issue

Title Number: 083594693 1 issue per year
Print Membership Title
Comes with: Art in America

Cancer Nursing 1,171.00*

Title Number: 179365002 6 issues per year
Print
EBSCO Order Number: C0606055 1 Year 01/01/2024
12/31/2024
Print ISSN: 0162-220X
Coverage: 47(01/24)-47(12/24)

Chronicle of Higher Education 169.00*

Title Number: 205449002 25 issues per year
Print
EBSCO Order Number: C0586590 1 Year 03/25/2024
03/24/2025
Print ISSN: 0009-5982
Coverage: 70(03/24)-71(03/25)

continued on next page

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WELLS FARGO BANK, SAN FRANCISCO, CALIFORNIA
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ABA FOR ACH'S: 121000248

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Currency: USD

Your Purchase No.	Account No.	Sub	Date	Ref. Code	Invoice No.	Page No.
.	CG-F-16188-00	AA	10-25-2023		1695612	2

College Teaching 417.00*

Title Number: 218434165 4 issues per year
Print + Online
EBSCO Order Number: C0599783 1 Year 01/01/2024
12/31/2024
Print ISSN: 8756-7555 Online ISSN: 1930-8299
Coverage: 72(01/24)-72(12/24)

Community College Journal 57.00

Title Number: 225087279 6 issues per year
Print Membership Title
EBSCO Order Number: C0658353 1 Year 01/01/2024
12/31/2024
Print ISSN: 1067-1803
Coverage: 94(01/24)-95(12/24)

Community College Times 15.00

Title Number: 225093582 24 issues per year
Online
EBSCO Order Number: E3544597 1 Year Open Access
FR EXP
Print ISSN: 1089-4373 Online ISSN: 2152-9787

Congressional Digest 610.00*

Title Number: 231916008 10 issues per year
Print + Online
EBSCO Order Number: C0667521 1 Year 01/01/2024
12/31/2024
Print ISSN: 0010-5899 Online ISSN: 1944-7566
Coverage: 103(01/24)-103(12/24)

Consumer Reports 30.00

Title Number: 234883858 13 issues per year
Print
EBSCO Order Number: C0587580 1 Year 01/01/2024
12/31/2024
Print ISSN: 0010-7174
Coverage: 89(01/24)-89(12/24)

Consumer Reports Buying Guide

Title Number: 234901007 1 issue per year
Online Membership Title
Comes with: Consumer Reports
Print ISSN: 1555-2357

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.	CG-F-16188-00	AA	10-25-2023		1695612	3

Crains Chicago Business 169.00*

Title Number: 243797008 52 issues per year
Print
EBSCO Order Number: C0668269 1 Year 01/01/2024
12/31/2024
Print ISSN: 0149-6956
Coverage: 47(01/24)-47(12/24)

Crains Chicago Business the Book

Title Number: 243797240 1 issue per year
Print Membership Title
Comes with: Crains Chicago Business

Educational Leadership 74.00*

Title Number: 294531009 8 issues per year
Print + Online Membership Title
EBSCO Order Number: C0663211 1 Year 01/01/2024
12/31/2024
Print ISSN: 0013-1784 Online ISSN: 1943-5878
Coverage: 81(01/24)-82(12/24)

Forbes 29.95

Title Number: 347436008 8 issues per year
Print
EBSCO Order Number: C0593761 1 Year 07/01/2023
06/30/2024
Print ISSN: 0015-6914
Coverage: (07/23)-(06/24)

Harvard Business Review 120.00

Title Number: 386291009 12 issues per year
Print + Online
EBSCO Order Number: C0649436 1 Year 07/01/2023
06/30/2024
Print ISSN: 0017-8012
Coverage: 101(07/23)-102(06/24)

Information Technology & Libraries 15.00*

Title Number: 428742084 4 issues per year
Online Open Access
EBSCO Order Number: E3544606 1 Year FR EXP
Print ISSN: 0730-9295 Online ISSN: 2163-5226

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Your Purchase No.	Account No.	Sub	Date	Ref. Code	Invoice No.	Page No.
.	CG-F-16188-00	AA	10-25-2023		1695612	4

JAMA : Journal of the American Medical Association

1,757.00*

Title Number: 459057022 48 issues per year
Print
EBSCO Order Number: C0572724 1 Year 01/01/2024
12/31/2024
Print ISSN: 0098-7484
Coverage: 331(01/24)-332(12/24)

Journal of Clinical Nursing

4,352.00*

Title Number: 473831148 12 issues per year
Online
EBSCO Order Number: L9750237 1 Year 01/01/2024
12/31/2024
Print ISSN: 0962-1067 Online ISSN: 1365-2702
Coverage: 33(01/24)-33(12/24)

Journal of Developmental Education

15.00

Title Number: 475919270 3 issues per year
Online
EBSCO Order Number: C0682585 1 Year Open Access
01/01/2024
12/31/2024
Print ISSN: 0894-3907
Coverage: 47(01/24)-48(12/24)

Journal of Hispanic Higher Education

806.00*

Title Number: 481711562 4 issues per year
Print + Online
EBSCO Order Number: C0626029 1 Year 07/01/2023
06/30/2024
Print ISSN: 1538-1927 Online ISSN: 1552-5716
Coverage: 22(07/23)-23(06/24)

Journal of Obstetric Gynecologic & Neonatal Nursing

Title Number: 490044980 6 issues per year
Print Membership Title
Comes with: Journal of Obstetric Gynecologic and Neonatal Nursing -
Print ISSN: 0884-2175

Journal of Obstetric Gynecologic and Neonatal Nursing - Combination

1,761.00

Title Number: 490045028 12 issues per year
Print
EBSCO Order Number: J1795536 1 Year 07/01/2023
06/30/2024
Print ISSN: 0884-2175
Coverage: (07/23)-(06/24)

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ACCOUNT NUMBER: 2000027339684
ABA FOR WIRES: 121000248
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.	CG-F-16188-00	AA	10-25-2023		1695612	5

Journal of Orthopaedic and Sports Physical Therapy 985.00

Title Number: 490595585 12 issues per year
Online Membership Title
EBSCO Order Number: C0678426 6 Months 01/01/2024
06/30/2024
Print ISSN: 0190-6011 Online ISSN: 1938-1344
Coverage: 54(01/24)-54(06/24)

Journal of Psychosocial Nursing and Mental Health Services 547.00*

Title Number: 493305856 12 issues per year
Print Membership Title
EBSCO Order Number: C0690225 1 Year 07/01/2023
06/30/2024
Print ISSN: 0279-3695
Coverage: 61(07/23)-62(06/24)

Journal for Specialists in Pediatric Nursing 349.00*

Title Number: 497433567 4 issues per year
Online
EBSCO Order Number: C0580656 1 Year 01/01/2024
12/31/2024
Print ISSN: 1539-0136 Online ISSN: 1744-6155
Coverage: 29(01/24)-29(12/24)

Journal of Transcultural Nursing 1,544.00*

Title Number: 498668722 6 issues per year
Print + Online
EBSCO Order Number: C0626179 1 Year 01/01/2024
12/31/2024
Print ISSN: 1043-6596 Online ISSN: 1552-7832
Coverage: 35(01/24)-35(12/24)

Library Journal 390.00

Title Number: 524849026 12 issues per year
Print + Online
EBSCO Order Number: C0623396 1 Year 01/01/2024
12/31/2024
Print ISSN: 0363-0277
Coverage: 149(01/24)-149(12/24)

Ms 45.00

Title Number: 600583017 4 issues per year
Print
EBSCO Order Number: C0605410 1 Year 07/01/2023
06/30/2024
Print ISSN: 0047-8318
Coverage: 33(07/23)-34(06/24)

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.	CG-F-16188-00	AA	10-25-2023		1695612	6

Nation - NY - without Index

89.00

Title Number: 608232005 30 issues per year
Print
EBSCO Order Number: C0682091 1 Year 01/01/2024
12/31/2024
Print ISSN: 0027-8378
Coverage: 311(01/24)-311(12/24)

New York Times - National ed

Title Number: 630783413 52 issues per year Paid Thru 06-2024
Newspaper
EBSCO Order Number: C0684247
Print ISSN: 0362-4331

New York Times Magazine

Title Number: 631005055 52 issues per year
Newspaper Membership Title
Comes with: New York Times - National ed
Print ISSN: 0028-7822

New York Times Style Magazine

Title Number: 631005057 2 issues per year
Newspaper Membership Title
Comes with: New York Times - National ed

New York Times Week in Review

Title Number: 631048949 52 issues per year
Print Membership Title
Comes with: New York Times - National ed

Nursing

1,233.95*

Title Number: 648097723 12 issues per year
Print
EBSCO Order Number: C0607213 1 Year 07/01/2023
06/30/2024
Print ISSN: 0360-4039
Coverage: 53(07/23)-54(06/24)

Nursing Made Incredibly Easy

722.95*

Title Number: 648243756 6 issues per year
Print
EBSCO Order Number: C0607323 1 Year 07/01/2023
06/30/2024
Print ISSN: 1544-5186
Coverage: 21(07/23)-22(06/24)

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Nursing Outlook

810.00*

Title Number: 648345007 6 issues per year
Print
EBSCO Order Number: C0612542 1 Year 01/01/2024
12/31/2024
Print ISSN: 0029-6554
Coverage: 72(01/24)-72(12/24)

Nursing for Womens Health

Title Number: 648497619 6 issues per year
Print Membership Title
Comes with: Journal of Obstetric Gynecologic and Neonatal Nursing -
Print ISSN: 1751-4851

People

118.26

Title Number: 683641005 52 issues per year
Print
EBSCO Order Number: E3555729 1 Year 11/14/2023
11/13/2024
Print ISSN: 0093-7673
Coverage: 100(11/23)-102(11/24)

Psychology Today

19.97

Title Number: 735846008 6 issues per year
Print
EBSCO Order Number: C0632724 1 Year 01/01/2024
12/31/2024
Print ISSN: 0033-3107
Coverage: 57(01/24)-57(12/24)

PTJ : Physical Therapy & Rehabilitation Journal

271.00

Title Number: 736339500 12 issues per year
Online
EBSCO Order Number: C0660370 1 Year 01/01/2023
12/31/2023
Print ISSN: 0031-9023 Online ISSN: 1538-6724
Coverage: 103(01/23)-103(12/23)

Research in Nursing and Health

2,761.00*

Title Number: 765514570 6 issues per year
Online
EBSCO Order Number: L9750272 1 Year 01/01/2024
12/31/2024
Print ISSN: 0160-6891 Online ISSN: 1098-240X
Coverage: 47(01/24)-47(12/24)

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.	CG-F-16188-00	AA	10-25-2023		1695612	8

Science News 59.00*

Title Number: 804607000 22 issues per year
Print
EBSCO Order Number: C0629256 1 Year 07/01/2023
06/30/2024
Print ISSN: 0036-8423
Coverage: 204(07/23)-206(06/24)

Scientific American 84.00

Title Number: 806136991 12 issues per year
Print
EBSCO Order Number: C0629405 1 Year 01/01/2024
12/31/2024
Print ISSN: 0036-8733
Coverage: (01/24)-(12/24)

Sports Illustrated 65.00

Title Number: 844927004 12 issues per year
Print
EBSCO Order Number: F7764901 1 Year 09/24/2023
09/23/2024
Print ISSN: 0038-822X
Coverage: 139(09/23)-141(09/24)

Sunday Opinion

Title Number: 864217375 52 issues per year
Print Membership Title
Comes with: New York Times - National ed

TIME Magazine - Domestic ed 76.13

Title Number: 892081001 48 issues per year
Print
EBSCO Order Number: C0652321 1 Year 06/11/2023
06/10/2024
Print ISSN: 0040-781X
Coverage: (06/23)-(06/24)

YC Young Children - Regular Subscription 120.00*

Title Number: 971173901 4 issues per year
Print
EBSCO Order Number: C7722261 1 Year 01/01/2024
12/31/2024
Print ISSN: 1538-6619
Coverage: 79(01/24)-79(12/24)

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Invoice Subtotal	24,274.11
Service Charge	970.96
Inv Subtotal after SC	25,245.07
Net Amount Due in U.S. Dollars	25,245.07

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INVUS2

PROPOSED ACTION:

Board approval for Men's Wrestling out of state travel to Dearborn, Michigan December 2, 2023 through December 3, 2023.

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:

Lodging: \$1,200.00

Meals: \$500.00

Tournament Fees: \$630.00

Total: \$2,330.00

ATTACHMENT:

None

PROPOSED ACTION:

Board approval for Women's Soccer out of state travel to Madison, Wisconsin October 28, 2023 through October 29, 2023.

RATIONALE:

Qualifier for Region IV Quarter-Final.

COST ANALYSIS:

Lodging: \$1,134.00

Meal Money: \$855.00

Total: \$1,989.00

ATTACHMENT:

None

PROPOSED ACTION:

Board approval for Men's Basketball out of state travel to Mesa, Arizona December 27, 2023 through December 30, 2023.

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:

Lodging: \$1,700.00

Airline Flights: \$9,000.00

Vehicles: \$2,100.00

Meals: \$2,500.00

Total: \$15,300.00

Fundraising: Each Athletic Team will be required to fundraise 50% of the total cost.

ATTACHMENT:

None

PROPOSED ACTION:

Board approval for Men's Cross Country out of state travel to Huntsville, Alabama November 9, 2023 through November 11, 2023.

RATIONALE:

To participate and compete at the NJCAA Men's Cross Country National Tournament as a result of Athletes qualifying.

COST ANALYSIS:

Lodging: \$1,200.00

Vehicles: \$780.00

Meal Money: \$720.00

Tournament Fee: \$120.00

Total: \$2,820.00

ATTACHMENT:

None



College Business Leave Request

Request Submission Date: 10/11/2023

Requestor Name: Claudia Mosqueda

Requestor Email: claudia.mosqueda@morton.edu Department: ACTE

Event Start Date: 03/17/2024 Event End Date: 03/20/2024 Leave Days Requested: 5

Event Name: Coalition of Adult Basic Education 2024 National Conference

Event Purpose/Description:

COABE' s mission is to inspire educators so adults succeed and communities thrive. They provide leadership, professional development, advocacy, and communication services that encourage greater consciousness and cultural competency in interactions with teachers, administrators, adult learners, and partners. The conference will allow Associate Deans to learn about new best practices and receive targeted training from national level speakers. Over 30 strands-comprised of more than 400 break out sessions will be offered, providing valuable, state-of-the-art training that we will be able to take back to our adult education program!

Event Location: Gaylord Opryland Resort & Convention Center - 2800 Opryland Drive Nashville, TN 37214

Event Cost: \$2,600 Event Cost Detail: Conference Registration fee: \$450

Estimated conference Lodging fees: \$1,800 Estimated flight fee: \$350

Brochure/Flyer/Description attached? Yes ☒ No ☐

Additional Information:

Funding Source: IELCE Grant & Perkins Grant



College Business Leave Request

For Approval Use Only:

Supervisor

Submission Received Date: 10/11/2023

Approver Name: Laurie Cashman

Approver Title: Dean Adult & Career Technical Education

Approver Email: laurie.cashman@morton.edu

Approver Decision: Yes ☐ No ☐ Good Standing: Yes ☐ No ☐ Budgeted: Yes ☐ No ☐

Approver Signature: Laurie Cashman Date: 10/11/2023

Vice President/Provost

Submission Received Date: 10/12/23

Approver Name: Marisol Velazquez

Approver Title: Associate Provost

Approver Email: Marisol.Velazquez@morton.edu

Approver Decision: Yes ☒ No ☐

Approver Signature: Marisol Velazquez Date: 10/12/23

President

Submission Received Date: 10/12/23

Approver Name: Keith McLaughlin

Approver Title: President

Approver Email: Keith.McLaughlin@morton.edu

Approver Decision: Yes ☐ No ☐

Approver Signature: Keith McLaughlin Date: 10/12/23



College Business Leave Request

Request Submission Date: 10/11/2023

Requestor Name: Michael Rose

Requestor Email: michael.rose@morton.edu Department: ACTE

Event Start Date: 03/17/2024 Event End Date: 03/20/2024 Leave Days Requested: 5

Event Name: Coalition of Adult Basic Education 2024 National Conference

Event Purpose/Description:

COABE' s mission is to inspire educators so adults succeed and communities thrive. They provide leadership, professional development, advocacy, and communication services that encourage greater consciousness and cultural competency in interactions with teachers, administrators, adult learners, and partners. The conference will allow Associate Deans to learn about new best practices and receive targeted training from national level speakers. Over 30 strands-comprised of more than 400 break out sessions will be offered, providing valuable, state-of-the-art training that we will be able to take back to our adult education program!

Event Location: Gaylord Opryland Resort & Convention Center - 2800 Opryland Drive Nashville, TN 37214

Event Cost: \$2,600 Event Cost Detail: Conference Registration fee: \$450

Estimated conference Lodging fees: \$1,800 Estimated flight fee: \$350

Brochure/Flyer/Description attached? Yes ☒ No ☐

Additional Information:

Funding Source: IELCE Grant & Perkins Grant



College Business Leave Request

For Approval Use Only:

Supervisor

Submission Received Date: 10/11/2023

Approver Name: Laurie Cashman

Approver Title: Dean Adult & Career Technical Education

Approver Email: laurie.cashman@morton.edu

Approver Decision: Yes ☐ No ☐ Good Standing: Yes ☐ No ☐ Budgeted: Yes ☐ No ☐

Approver Signature: Laurie Cashman Date: 10/11/2023

Vice President/Provost

Submission Received Date: 10/12/23

Approver Name: Marisol Velazquez

Approver Title: Associate Provost

Approver Email: Marisol.Velazquez@morton.edu

Approver Decision: Yes ☒ No ☐

Approver Signature: [Signature] Date: 10/12/23

President

Submission Received Date: 10/12/23

Approver Name: Keith McLaughlin

Approver Title: President

Approver Email: Keith.McLaughlin@morton.edu

Approver Decision: Yes ☐ No ☐

Approver Signature: [Signature] Date: 10/12/23



College Business Leave Request

Request Submission Date: 11/7/2023

Requestor Name: Jennifer Schreier

Requestor Email: jennifer.schreier@morton.edu Department: Adult and Career Technical Education

Event Start Date: 3/17 Event End Date: 3/20 Leave Days Requested: 0

Event Name: COABE National Conference

Event Purpose/Description:

Learn about new best practices and receive targeted training from national level speakers. Over 30 strands - comprised of more than 400 break out sessions - will be offered, providing valuable, state-of-the-art training that you will be able to take back to your adult education program!

Event Location: Nashville, TN

Event Cost: \$725 Event Cost Detail: This is the cost for the conference. I will be applying for a grant to pay for this.

Brochure/Flyer/Description attached? Yes ☒ No ☐

Additional Information:

I will be applying for faculty development funds to pay for the majority of the trip. I will be requesting funds through my department for food (\$250), parking, (\$60) and transfers in Nashville (\$40).



College Business Leave Request

For Approval Use Only:

Supervisor

Submission Received Date: 11/07/2023

Approver Name: Laurie Cashman

Approver Title: Dean, AECTE

Approver Email: Laurie.cashman@morton.edu

Approver Decision: Yes ☒ No ☐ Good Standing: Yes ☒ No ☐ Budgeted: Yes ☒ No ☐

Approver Signature: Laurie Cashman Date: 11/07/2023

Vice President/Provost

Submission Received Date: 11/8/23

Approver Name: Marisol Velazquez

Approver Title: Associate Provost

Approver Email: marisol.velazquez@morton.edu

Approver Decision: Yes ☒ No ☐

Approver Signature: Marisol Velazquez Date: 11/08/2023

President

Submission Received Date: _____

Approver Name: Keith McLaughlin

Approver Title: President

Approver Email: Keith.McLaughlin@morton.edu

Approver Decision: Yes ☒ No ☐

Approver Signature: Keith McLaughlin Date: 11/9/23

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

PROPOSED ACTION: Approval of Contract Ryan Denson, Paramedic Program Consultant

RATIONALE

The new Paramedic program consultant provides oversight of the paramedic program, the learning outcomes, accreditation, curriculum, students' clinical and ride time requirements and all other program requirements.

COST ANALYSIS:

\$75,000 per year

MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT CAREER AND TECHNICAL EDUCATION PARAMEDIC DIRECTOR

This Agreement outlines the arrangement between Ryan Denson an Independent Consultant, heretofore referred to as IC, and Morton College, heretofore referred to as CLIENT. IC and CLIENT are the only parties to this Agreement.

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804.

The IC's principal place of business is located at 3801 S. Central Ave, Cicero, IL 60848.

CLIENT desires to engage IC to perform consulting services. In consideration of the foregoing representations, CLIENT and IC have agreed upon the term and conditions as stated in this Agreement as follows:

1. TERM OF THE AGREEMENT

The term of this shall commence on the 1st day of July 2023 and end on the 30th day of June 2024, unless terminated earlier upon seven (7) days written notice by CLIENT. All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed. This contract will auto renew upon its expiration date unless terminated by either side prior to that date.

2. INDEPENDENT CONTRACTOR STATUS

The express intention of the parties is that IC 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 IC and CLIENT or any employee or agent of IC. Both parties acknowledge the IC is not an employee for state or federal tax purposes.

IC declares that IC is self-employed and engaged in the independent business of instructing.

3. LICENSING REQUIREMENTS

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

4. TAX RESPONSIBILITIES

IC must submit to CLIENT an Internal Revenue Service ("IRS") W-9 form and will receive from CLIENT a 1099-MISC IRS form for tax reporting purposes.

IC declares that IC has complied with all necessary federal, state, and local self-employment tax requirements and that IC 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 IC.

5. INSURANCE

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

6. PERFORMANCE OF SERVICES

The parties agree that IC will perform the consulting services described in Exhibit A attached hereto. IC reserves the sole right to control or direct the manner in which services are to be performed. IC shall retain the right to perform similar services for other entities during the term of this Agreement. IC reserves the right to refuse to perform services outside the scope of this Agreement. Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

7. TIME AND LOCATION OF WORK

IC shall perform the services required by this Agreement at the Morton College campus 3801 S. Central Avenue; as needed.

8. TERMS OF PAYMENT

In consideration for the services to be performed by IC, IC shall be paid a total fee of \$ 40.00 per hour (not to exceed 35 hours per week unless with prior authorization) for the entire natural term of this Agreement. Said fee shall be payable in 2 monthly pay checks.

9. PAYROLL AND EMPLOYMENT TAXES

No payroll or employment taxes of any kind shall be withheld or paid by CLIENT on behalf of IC, 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 IC is taking care of all of these items.

10. EXPENSES

IC shall be responsible for all costs and expenses incidental to the performance of services for CLIENT, including without limitation, all costs of supplies, fees, fines, licenses, or taxes required of or imposed against IC and all other of IC's costs of doing business. CLIENT shall not be responsible for expenses incurred by IC in performing services for CLIENT.

11. INDEMNIFICATION

To the extent permitted by law, IC 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 IC to indemnify any party for or against such party's own negligence. The obligations of IC 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. IC's obligation to indemnify the CLIENT shall survive the termination of this Agreement.

12. CONFIDENTIALITY

So long as this Agreement remains in effect, IC 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. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC 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 IC 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 IC 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 IC or those acting on behalf of IC, shall remain the property of the CLIENT.

At any time upon the CLIENT's request and/or upon termination of the Agreement, IC 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 IC's activities relating to the Project (collectively, the "Property"). The Property is acknowledged by IC to be the CLIENT's property, which is only entrusted to IC 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, IC agrees that the work shall be in the name of IC. IC 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 IC. IC 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.

IC has no authority to contract with third parties. IC may recommend vendors to the President. 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.

IC 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 addresses either party may specify in writing.

If to the CLIENT: Morton College
 3801 South Central Ave. Cicero,
 IL 60804
 Attn.: Office of the President
 Phone: 708-656-8000
 Fax: 708-656-3186
 Email: Keith.McLaughlin@morton.edu

If to IC Name
 Address
 Email
 Phone Number

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 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. 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.

C. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

D. Non Assignment

This Agreement is personal in character and neither the CLIENT nor IC 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.

16. TERMINATION

The natural term of this Agreement is from the 1st day of July, 2023 to the 30th day of June 2024. However, CLIENT may terminate this Agreement earlier with or without cause upon **seven (7) days' written notice to IC.**

17. 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.

18. MODIFICATION IN WRITING

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.

19. 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.

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

Independent Consultant Signature	Print	Date
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Client Signature	Print	Date
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EXHIBIT A

PARAMEDIC DIRECTOR CONSULTANT DUTIES AND ACADEMIC CALENDAR

I. Consultant Duties and Requirements

1. Requirements include: Bachelor's degree from an accredited college or university. A minimum of four (4) years of experience as a licensed paramedic, of which at least two (2) years must include field experience in emergency care. A minimum of two (2) years of experience teaching in an emergency science program either as an appointed faculty member or as a clinical preceptor. Individual must hold the following certifications and licensures:
 - Must be licensed (or eligible) at the paramedic level in Illinois.
 - Must be certified (or eligible) as an EMS Instructor in Illinois.
 - BLS, ACLS, and PALS certification is required.
 - AHA BLS, ACLS, PALS, and NAEMT PHTLS instructor is preferred.
2. Responsible for all aspects of the program, including the administration, planning, continuous review, development, and general effectiveness of the program as well as all duties as defined for full-time faculty. Responsibilities also include meeting and maintaining program accreditation requirements, a systematic review of program effectiveness among didactic, laboratory, and clinical components, student recruitment, committee assignments, and serving as a liaison with health care facilities.
3. Plans, administers, manages, and evaluates Paramedic Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, learning labs, online tutoring, and other learning support services.
4. Provides leadership and vision for the creation and implementation of a strategic plan for the Paramedic Program.
5. Paramedic Program.
6. Develops and implements program changes and courses in response to the needs of the community.
7. Functions as the instructional leader for the Emergency Medical Science Program in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
8. Interacts with community groups, local school districts, and businesses, and industry regarding their specific training needs.
9. Assists in the development and writing of proposals.
10. Provides recommendations to the Dean of Adult, Career and Technical Education for the employment, assignment, evaluation, and professional development of all full-time and adjunct Paramedic Program faculty.
11. Verifies and approves Paramedic Program faculty credentials in collaboration with the Dean of Adult, Career, and Technical Education.
12. Participates in faculty and committee activities.
13. Reviews, maintains, and evaluates the Emergency Medical Science Program budget and directs appropriation of funds and expenditures relating to the program and courses.
14. Develops, implements, monitors, and revises Emergency Medical Science Program policies and procedures in collaboration with the Dean of Adult, Career, and Technical Education.
15. Leads the process for systematic Emergency Medical Science Program review and evaluation as per the model adopted by the College.
16. Develops and maintains positive partnerships with NREMT, COAEMSP, local workforce boards, local economic development agencies, program advisory committees, business and industry, school districts, and other governmental, community, business, and educational institutions of the College's service area to ensure the needs of the area businesses, credit, and non-credit students are met.
17. Develops marketing and promotional strategies for the Emergency Medical Science Program and courses.
18. Works with the dean, faculty, and staff to resolve student issues and complaints in compliance with college policies and procedures.

19. Serves as a liaison or representative on instruction-related committees on behalf of the Vice President and the Dean of Healthcare Career and Technical Education, as needed.
20. Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite (which may be on campus or at an off-site location).
21. Working hours may include evenings, holidays, or weekends depending on the deadline requirements and special events.

MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

PROPOSED ACTION: SIGN MEMORANDUM OF UNDERSTANDING WITH BERWYN SCHOOL DISTRICT 100 SO THAT MORTON COLLEGE CAN BEGIN TO OFFER ADULT EDUCATION CLASSES AT THEIR BUILDINGS.

RATIONALE

The Adult Education Department at Morton College offers English as a Second Language courses, English Conversation courses, "GED" Prep Courses, and Computer Digital Literacy courses to our surrounding communities. This partnership will allow Morton College to hold classes in our communities in partnership with the Berwyn School District 100

COST ANALYSIS:

None.

Community Partnership Linkage Agreement
Between
Morton College
and
Berwyn School District 100

This Community Partnership Linkage Agreement (“**Agreement**”) is made and entered into this __11__ and of __November__ 2023, by and between Morton Community College District 527, an Illinois Community College District (“**College**”), and the Berwyn School District 100 (“**BSD100**”). For convenience, the College and the BSD100 may hereinafter sometimes be referred to individually as a “**Party**” or collectively as the “**Parties**”.

WHEREAS, the College’s Adult Education Department (“**Department**”) provides High School Equivalency, English as a Second Language classes (“**ESL Classes**”), and Computer Literacy classes (“**Computer Classes**”) free of charge to residents of the College’s community, and the College and Department are committed to the College’s mission of lifelong learning and community involvement; and

WHEREAS, the BSD100 supports the local community by providing an accessible environment for learning, enlightenment, and enjoyment where diversity is celebrated, and connections are created; and

WHEREAS, the College would like to conduct ESL Classes and Computer Classes at a BSD100 facility; and

WHEREAS, the BSD100 would like to provide classroom space at a BSD100 facility to host such ESL Classes and Computer Classes.

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

A. **Incorporation of Recitals:** The above-mentioned recitals are full, true and correct, and are hereby incorporated into this Agreement as if fully restated herein.

B. **Cooperation:** The Department and BSD100 agree to cooperate with each other and maintain communication and coordinate services for clients that have been referred for services, while maintaining appropriate limitations around confidentiality. Each Party agrees to provide updated contact information for their respective organization and relevant information regarding changes in services provided. Under the terms set forth below, the BSD100 agrees to host ESL Classes and Computer Classes at a BSD100 facility.

B. **Term and Termination:** At no cost to the College or the BSD100, the services described below will be delivered from January 01, 2024, to July 1, 2025 (“**Term**”). Either Party may terminate this Agreement at any time and for any reason upon thirty (30) days’ written notice to the other Party.

C. **The Department’s Obligations:** The Department agrees to provide:

1. Marketing for the ESL Classes and Computer Classes;
2. Recruitment of students;
3. Registration and Orientation of students;
4. One teacher per class for an ESL Classes per term and a Computer class per term;
5. Materials and supplies for teachers and students in classes conducted at the BSD100 facility; and
6. Technical support for students and teachers in ESL Classes taking place at the BSD100 facility.

D. **The BSD100's Obligations:** The BSD100 agrees to provide:

1. Marketing of the ESL Classes and Computer Classes;
2. Recruitment of students for the ESL Classes and Computer Classes;
3. Assistance with registration of students for the ESL Classes Computer Classes;
4. One (1) classroom with tables and seating sufficient to accommodate 25 students, plus seating for College Faculty and Staff and available file storage space on days and at times that match the College's class schedule;
5. One (1) classroom / computer lab with a minimum of 15 computer stations to accommodate minimum of 15 students, plus seating for College Faculty and Staff and available file storage space on days and at times that match the College's class schedule;
6. Network/internet access for College Faculty and Staff and students participating in ESL Classes and Computer classes;
7. Access to technical support, as needed;
8. Reasonable access to other support services normally made available to the clients at the BSD100 facility; and
9. Space for College branding within the classrooms that the College is utilizing.

E. **Independent Contractors:** The College and BSD100 are independent contractors, and neither is an agent or employee of the other and nothing in this Agreement is intended to imply or create anything to the contrary. None of either Party's employees are entitled to any employment rights or benefits of the other and nothing in this Agreement shall create, or be construed to create, the relationship of employer and employee or a partnership between College and the BSD100 or their employees.

F. **Equal Opportunity:** Neither Party to this Agreement shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation.

G. **Governing Law:** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in a court of competent jurisdiction.

H. **Indemnification:** Both Parties agree to defend, indemnify, save and hold harmless fully the other Party against any and all claims, suits, or judgments, costs or expenses (including reasonable attorneys' fees and costs), to the extent that any such losses are caused by the negligence or willful misconduct of a Party in connection with the terms of this Agreement. The provisions of this paragraph shall survive the cancellation, expiration or termination of this Agreement.

I. **Assignment:** Neither Party may assign or transfer the responsibilities or Agreement made herein without the prior written consent of the non-assigning Party, which approval shall not be unreasonably withheld.

J. **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 shall continue to be valid and enforceable to the fullest extent permitted by law.

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

If to the BSD100:

Berwyn School District 100

Attention: _Junely Escobar_____
3401 Gunderson Ave.
Berwyn, IL 60402

If to Morton College:

Morton College
Attention: Office of the President
3801 S. Central Avenue
Cicero, IL 60804

With Copy to:

The School Legal Counsel
Del Galdo Law Group, LLC
1441 S. Harlem Ave.
Berwyn, IL 60402

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

M. **Entire Agreement; Modification:** This document shall be the entire understanding and agreement between the Parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein are superseded hereby. No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless in writing and signed by both Parties.

N. **Authorized Parties.** This Agreement is executed by an authorized representative of each Party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

IN WITNESS WHEREOF, the respective parties hereto have executed this Agreement.

Junely Escobar

Berwyn School District 100

11-13-2023

(Date)

Morton College

(Date)

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

PROPOSED ACTION: SIGN A MEMORANDUM OF UNDERSTANDING WITH BERWYN NORTH SCHOOL DISTRICT 98 SO THAT MORTON COLLEGE CAN BEGIN TO OFFER ADULT EDUCATION CLASSES AT THEIR BUILDINGS.

RATIONALE

The Adult Education Department at Morton College offers English as a Second Language courses, English Conversation courses, “GED” Prep Courses, and Computer Digital Literacy courses to our surrounding communities. This partnership will allow Morton College to hold classes in our communities in partnership with the Berwyn North School District 98

COST ANALYSIS:

None.

**Community Partnership Linkage Agreement
Between
Morton College
and
Berwyn School District 98**

This Community Partnership Linkage Agreement (“**Agreement**”) is made and entered into this 15TH and of NOV 2023, by and between Morton Community College District 527, an Illinois Community College District (“**College**”), and the Berwyn North School District 98 (“**BNSD98**”). For convenience, the College and the BNSD98 may hereinafter sometimes be referred to individually as a “**Party**” or collectively as the “**Parties**”.

WHEREAS, the College’s Adult Education Department (“**Department**”) provides High School Equivalency, English as a Second Language classes (“**ESL Classes**”), and Computer Literacy classes (“**Computer Classes**”) free of charge to residents of the College’s community, and the College and Department are committed to the College’s mission of lifelong learning and community involvement; and

WHEREAS, the BNSD98 supports the local community by providing an accessible environment for learning, enlightenment, and enjoyment where diversity is celebrated, and connections are created; and

WHEREAS, the College would like to conduct ESL Classes and Computer Classes at a BNSD98 facility; and

WHEREAS, the BNSD98 would like to provide classroom space at a BNSD98 facility to host such ESL Classes and Computer Classes.

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

A. **Incorporation of Recitals:** The above-mentioned recitals are full, true and correct, and are hereby incorporated into this Agreement as if fully restated herein.

B. **Cooperation:** The Department and BNSD98 agree to cooperate with each other and maintain communication and coordinate services for clients that have been referred for services, while maintaining appropriate limitations around confidentiality. Each Party agrees to provide updated contact information for their respective organization and relevant information regarding changes in services provided. Under the terms set forth below, the BNSD98 agrees to host ESL Classes and Computer Classes at a BNSD98 facility.

B. **Term and Termination:** At no cost to the College or the BNSD98, the services described below will be delivered from January 01, 2024, to July 1, 2025 (“**Term**”). Either Party may terminate this Agreement at any time and for any reason upon thirty (30) days’ written notice to the other Party.

C. **The Department’s Obligations:** The Department agrees to provide:

1. Marketing for the ESL Classes and Computer Classes;
2. Recruitment of students;
3. Registration and Orientation of students;
4. One teacher per class for all ESL Classes per term and each Computer class per term;
5. Materials and supplies for teachers and students in classes conducted at the BNSD98 facility; and

6. Technical support for students and teachers in ESL Classes taking place at the BNSD98 facility.

D. **The BNSD98's Obligations:** The BNSD98 agrees to provide:

1. Marketing of the ESL Classes and Computer Classes;
2. Recruitment of students for the ESL Classes and Computer Classes;
3. Assistance with registration of students for the ESL Classes Computer Classes;
4. One (1) classroom per course offered with tables and seating sufficient to accommodate a 25 students, plus seating for College Faculty and Staff and available file storage space on days and at times that match the College's class schedule;
5. One (1) classroom / computer lab with a minimum of 15 computer stations to accommodate minimum of 15 students, plus seating for College Faculty and Staff and available file storage space on days and at times that match the College's class schedule;
6. Network/internet access for College Faculty and Staff and students participating in ESL Classes and Computer classes;
7. Access to technical support, as needed, during normal business hours.
8. Reasonable access to other support services normally made available to the clients at the BNSD98 facility; and
9. Space for College branding within the classrooms that the College is utilizing.

E. **Independent Contractors:** The College and BNSD98 are independent contractors, and neither is an agent or employee of the other and nothing in this Agreement is intended to imply or create anything to the contrary. None of either Party's employees are entitled to any employment rights or benefits of the other and nothing in this Agreement shall create, or be construed to create, the relationship of employer and employee or a partnership between College and the BNSD98 or their employees.

F. **Equal Opportunity:** Neither Party to this Agreement shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation.

G. **Governing Law:** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in a court of competent jurisdiction.

H. **Indemnification:** Both Parties agree to defend, indemnify, save and hold harmless fully the other Party against any and all claims, suits, or judgements, costs or expenses (including reasonable attorneys' fees and costs), to the extent that any such losses are caused by the negligence or willful misconduct of a Party in connection with the terms of this Agreement. The provisions of this paragraph shall survive the cancellation, expiration or termination of this Agreement.

I. **Assignment:** Neither Party may assign or transfer the responsibilities or Agreement made herein without the prior written consent of the non-assigning Party, which approval shall not be unreasonably withheld.

J. **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 shall continue to be valid and enforceable to the fullest extent permitted by law.

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

If to the BNSD98:

Berwyn North School District 98

Attention: **Dr. Michelle** Smith
6633 W. 16th Street
Berwyn, IL 60402

If to Morton College:

Morton College
Attention: Office of the President
3801 S. Central Avenue
Cicero, IL 60804

With Copy to:

The School Legal Counsel
Del Galdo Law Group, LLC
1441 S. Harlem Ave.
Berwyn, IL 60402

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

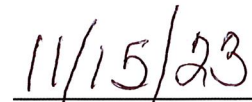
M. **Entire Agreement; Modification:** This document shall be the entire understanding and agreement between the Parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein are superseded hereby. No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless in writing and signed by both Parties.

N. **Authorized Parties.** This Agreement is executed by an authorized representative of each Party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.


IN WITNESS WHEREOF, the respective parties hereto have executed this Agreement.



Berwyn North School District 98



(Date)



Morton College

(Date)

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

PROPOSED ACTION: Contractual Agreement with Manufacturing Renaissance

RATIONALE

This contract will support the partnership between Morton and Manufacturing Renaissance to offer a Manufacturing Bridge Program. This partnership will rely on the Trade Schools grant which Morton was awarded earlier this year. The grant will fund the cost of bridge course tuition and supplies for students.

COST ANALYSIS:
Trade Schools Grant.

No cost to college. Up to \$226,000 which will be entirely funded by the

NO-COST PARTNERSHIP AGREEMENT

This NO-COST PARTNERSHIP AGREEMENT (“**Agreement**”) is entered into on November 29, 2023 (“**Effective Date**”), by and between Morton College, Illinois Community College District No 527 (“**Morton**”), located 3800 S. Central Ave., Cicero, Illinois 60804, and Manufacturing Renaissance, f/k/a Center For Labor & Community Research (“**MR**”), a Chicago-based non-for-profit organization located at 3411 W. Diversey Ave., #10, Chicago, Illinois, 60647. (For convenience, Morton and MR may hereinafter sometimes be referred to individually as a “**Party**” and collectively as the “**Parties.**”)

The purpose of this Agreement is to specify the terms and conditions under which Morton and MR agree to form a partnership in order to offer a Manufacturing Bridge Program (“**Program**”) (described in the attached **Exhibits A & B**), to students in Morton’s Adult Education and Seniors Plus Programs.

The Parties agree as follows:

I. ENTIRE AGREEMENT; AMENDMENT:

1. This Agreement and the accompanying and attached **Exhibit A** (describing the specific arrangements of the course to be offered under the Program and its funding source), and **Exhibit B** (Describing course contents and pricing) constitute the entire Agreement between the Parties and supersede all prior and contemporaneous oral or written proposals, negotiations and agreements concerning the subject matter of this Agreement.
2. This Agreement must be fully executed prior to any students starting in the Program.
3. This Agreement may not be amended or modified in any way except by a further written agreement signed by both Parties to this Agreement specifically referencing this Agreement.

II. GENERAL TERMS AND CONDITIONS:

1. **Representations and Warranties.** MR represents, warrants and covenants that it has the right, power and authority to enter into this Agreement and to consummate the transactions contemplated herein, and that the consummation of the transactions described in this Agreement are not subject to any agreement, law, regulation or pending or threatened litigation which would materially affect the consummation of the transactions contemplated hereunder. MR also represents, warrants and covenants that it will, at all times, comply with all federal and/or state rules and regulations relevant to the terms of this Agreement.
2. **Term and Termination.**
The term of this agreement shall commence on the Effective Date and end on June 30, 2024 (“**Term**”). Either Party may terminate this Agreement, with or without cause, upon giving thirty (30) calendar days prior written notice to the other Party. This Agreement may be terminated at any time without prior notice by the mutual, written Agreement of the Parties.
3. **Program Name.** The Program will be named the “Manufacturing Bridge Course”, or whatever other Program name Morton deems appropriate.
4. **Insurance.** MR agrees to add and maintain Morton as an additional insured on MR’s General Liability and Surety Bond insurance policies, and to provide Morton written proof that MR has done

so upon Morton's request. Throughout the term of this agreement, MR shall maintain General and Professional liability insurance coverages of no less than \$1,000,000.00 per occurrence and \$3,000,000.00 in aggregate.

5. **Promotion/Marketing.** MR agrees to assist Morton in promoting and marketing the Program under the chosen Morton Program name.
6. **Provision of Necessary Materials: Filing Necessary paperwork.** MR is responsible for providing all equipment, instructors, materials, and facilities required for the Program, as well as obtaining any licenses and filing any paperwork or forms, on behalf of itself, Morton and/or Program students required under the Program.
7. **Compliance with Morton's Policies.** MR agrees to comply with all of Morton's academic, institutional and registration policies.
8. **Public Posting.** The Parties agree that **Exhibit A** and **Exhibit B** of this Agreement will be posted for public access.
9. **Refund Policy.** MR agrees to comply with whatever tuition refund policy Morton chooses to establish during the Term of this Agreement.
10. **Payment Plan.** MR agrees that it will comply with whatever payment plan Morton establishes for paying for Program costs exclusively through ICCB Trade Schools Grant ("**Grant**") funds, without any cost to Morton.
11. **Parties' Contacts.** The Parties agree that Michael Rose, Morton's Associate Dean for Strategic Initiatives, or his designee, will be Morton's contact person for student registration, and Program payments and inquiries. After registration, all enrolled students will work with designated MR staff directly to complete Program requirements.
12. **Staffing and Operation of Program.** The Parties agree that MR will fully staff and operate the Program and classrooms located at Morton and provided by Morton under Morton's direction.
13. **Independent Entities.** The Morton and the MR shall retain their respective rights, privileges, powers, and functions as autonomous and independent entities. Their legal, financial, education, and administrative policies and procedures shall be unaffected by the terms of this Agreement, except as is expressly provided for herein. MR faculty and employees shall not be deemed or considered to be employees of Morton and shall not replace Morton staff or render client services except as identified and delineated in the Program. MR agrees to provide and maintain all payroll services for any MR faculty and employees provided to staff the Program, to maintain payroll records and to withhold and remit all payroll taxes and social security payments on behalf of such MR employees.
14. **Non-Discrimination.** MR hereby affirms that it is an equal opportunity employer which prohibits discrimination based on race, sex, color, gender identity or expression, sexual orientation, religion, creed, ancestry, national origin, disability, age, marital status, military status, genetic information or any other status protected by applicable federal, state and/or local laws.
15. **Confidentiality of Parties' Information.** To the fullest extent permitted under the law, the Morton and MR shall treat each other's Confidential Information (defined below) as proprietary. The Morton and MR shall each exercise due care to keep in strict confidence and not disclose Confidential Information to any individual other than its respective employees, who have a "need

to know” in accordance with the performance obligations of MR or Morton, as applicable, under this Agreement. For purposes hereof, **“Confidential Information”** shall mean personnel, student, software, business, customer, medical records, marketing, educational, financial and other non-public information; including, proposals, contracts, letter contracts, reports, or trade secrets (methods, techniques, processes and costs) relating to the business of MR or Morton, as applicable, and created or learned by Morton or MR, as applicable, in connection with the performance of the Program services, and any information of whatever kind disclosed or revealed by one Party to the other in relation to this Agreement that is by its nature confidential, is designated by a Party as confidential, or the receiving Party knows or reasonably ought to know is confidential.

Notwithstanding the foregoing, nothing in this Agreement shall be construed to limit Morton’s internal use of the techniques, models, information, reports, deliverables or any other materials embodied in the Program provided pursuant to this Agreement (hereinafter, **“Program Content”**) before or after termination or expiration of this Agreement and MR hereby grants the Client a fully-paid, perpetual, irrevocable license to use such Program Content during and after the Term for any and all purposes related to the mission of the Client.

16. **Force Majeure.** In no event shall either party be responsible or liable for any failure or delay on its part in the performance of any of its obligations under this Agreement arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes, pandemics or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software or hardware) services; it being further understood that MR shall use reasonable efforts which are consistent with accepted practices in the applicable industry to resume performance as soon as practicable under all of the circumstances.
17. **Indemnification.** To the extent permitted by the laws of the state of Illinois, the Parties agree to indemnify and hold each other, their respective trustees, directors, officers, employees, agents, successors and assigns harmless from any liability, loss, claim, expense, demand, judgement or costs, including reasonable attorneys' fees, damage, claim, liability, action and cause of action arising out of or in connection with the acts, errors, omissions, work, or service of their respective employees/students/agents.
18. **Limitation on Liability.** Any legal action or proceeding relating to or arising out of this Agreement must be brought by MR within one (1) year of the date the cause of action arose or it shall be expressly time barred.
19. **Severability.** If any provisions 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.
20. **Survival.** The Parties' obligations under this Agreement, which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.
21. **Governing Law; Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of law principles thereof. Both Parties agree that any action arising under or otherwise relating to this Agreement shall be filed in the Circuit Court of Cook County, Illinois or the United States District Court for the Northern District of Illinois.
22. **Confidentiality of Student Information.** The Parties shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 ("**FERPA**"), 20 U.S.C. §1232(g) *et seq.*, and shall take all measures necessary to ensure the confidentiality of any and all information in their possession regarding Morton's students. To the extent permitted by law, nothing contained herein shall be construed as precluding either Party from releasing such information to the other so that each can perform its respective responsibilities under this Agreement.
23. **Assignment: No Third-Party Beneficiaries.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, express or implied, is intended to confer upon 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.
24. **Execution in 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.

25. **Headings.** The headings contained in this Agreement are for convenience of reference only, and do not define, describe, or limit the scope of this Agreement or any of its provisions.
26. **Not to Be Construed Against The Drafter.** Both parties to this Agreement acknowledge that they have had an adequate opportunity to review each and every provision of this Agreement, that they have participated equally in the drafting hereof and that they have had adequate time to submit the same to legal counsel for review and advice. Based on said review and consultation, the rule of construction that a contract be construed against the drafter, if any, shall not be applied in the interpretation and construction of this Agreement.
27. **Notices.** Any notice required to be given to a Party to this Agreement shall be in writing and shall be considered effective as of the date of receipt by the notified Party. All such notices shall be sent by U.S. mail, certified mail, return receipt requested, postage prepaid, addressed as set forth below:

If to the MR:

[Insert Contact]

If to the Morton:

Mr. Michael Rose
Associate Dean for Strategic Initiatives
Morton College
3801 South Central Avenue, Office 217C
Cicero, IL 60804

With a copy to:

Del Gald Law Group, LLC
Attn: Michael Del Galdo, Esq.
1441 S. Harlem Ave.
Berwyn, IL 60402

IN WITNESS THEREOF, the Parties hereto have caused the execution of this Agreement as of the Effective Date:

MANUFACTURING RENAISSANCE

MORTON COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Name: _____

Date: _____

Date: _____

EXHIBIT A
(Offered Courses and Funding)

The following is agreed to under this Agreement:

- Morton and MR agree to form a partnership in order to offer the Program to the Morton's Adult Education and Seniors Plus students.
 - The Program under the partnership will be called "Manufacturing Connect @ Morton College" or something similar, in Morton's sole discretion.
- The Program will be solely funded by the Grant at no additional cost to Morton.
- Morton will post this Agreement public access.
- MR agrees to:
 - enroll 36 participants into the Program over the course of the academic year
 - provide instructors for work readiness and technical trainings during the fall and spring Program courses
 - add Morton as additional insured on their General Liability and Surety Bond insurance policies.
 - assist in promoting and marketing the program under the Morton College name.
 - abide by all Academic, Institutional and Registration Policies established by Morton College.
 - abide by the Refund Policy established by Morton College where applicable
- Morton agrees to:
 - provide equipment, access to Morton manufacturing instructors, materials and facilities as needed to perform the duties of training the students participating in the Program.
- Michael Rose will be the Morton College's MR contact person for student questions, payments and registration inquiries.
 - Upon registration into the West Side 40 program, the students will have an opportunity to enroll in the Program and work with MR staff directly.
- MR will staff and operate the classroom located at Morton, which will be provided by Morton.

COURSE PRICING

At the present time, the Program will offer one (1) course:

PROGRAM	STUDENT	MR	Total	Total
	HOURS	Cost	Student Cost	Grant Cost
Manufacturing Bridge	60 hours	\$6,000 Per Student	\$0	\$6000/student

EXHIBIT B
(Curriculum Requirements)
MR 60 HOUR COURSE
MR offers the following curriculum:

CURRICULUM FOR MCMC Manufacturing Bridge

The following curriculum must be offered to each first time MCMC student in a minimum of eight (8) weeks

COURSE SCHEDULE

Week 1	Orientation Week	Monday and Tuesday: Professionalism Training Workshop <ul style="list-style-type: none"> • Staff Intros, GTK for participants, Program Expectations, Overview of WIOA & MC Forms, Thursday and Friday: <ul style="list-style-type: none"> • Technical Training Orientation
Week 2	Orientation Week Continued	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Intro into Mfg processes • History of Manufacturing & MR Thursday and Friday: <ul style="list-style-type: none"> • Technical Training Intro Activity
Week 3	Start of Technical Training Monday No Session: Columbus Day Field Trip Oct. 11th TBD	Monday No Session: Columbus Day Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Communications Training pt 1 Thursday and Friday: <ul style="list-style-type: none"> • Understanding the anatomy & proper use of machinist scale
Week 4	Technical Training	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Career Planning Workshop Intro into Careers and Planning • Communications Training pt 2 Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Understanding the anatomy & proper use of machinist scale • Focus on OSHA standards
Week 5	Technical Training	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Mfg. Types: Sub sectors w/student assignment (TBD) • Resume writing workshop Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Understanding the anatomy & proper use of machinist scale • MFG Safety

Week 6	Technical Training	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • College 101 • Paying for college workshop Wednesday Thursday Technical Training <ul style="list-style-type: none"> • Understanding the anatomy & proper use of machinist scale • MFG Safety
Week 7	Technical Training	Monday and Tuesday Professionalism Training Workshop Professionalism Training Workshop <ul style="list-style-type: none"> • Soft Skills Training • Successful Attributes Workshops Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Understanding the anatomy of micrometer and proper use of machinist scale • Material Handling
Week 8	Technical Training Midterm Week	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • College Focus: Do's and Don'ts • College Focus Workshop pt 2 Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Understanding the anatomy of micrometer & proper use of machinist scale
Week 9	Technical Training Holiday- Off 11/22 and 11/23	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Apprenticeships and Trades workshop pt 1: • Career Coaching pt. 1 Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Understanding the anatomy of micrometer & proper use of machinist scale
Week 10	Technical Training Job Shadow Day Week	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Success and Attendance Tips • Soft Skills Training • Work Readiness 1-on1's w/ Miss DeeDee Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Focus on the content in the Machinery Handbook relevant to current industry duties • Practice NIMS and Test Prep
Week 11	Technical Training	Monday and Tuesday Professionalism Training Workshop <ul style="list-style-type: none"> • Social-Emotional Learning Workshop • Job Readiness Training • Work Readiness 1-on1's w/ Miss DeeDee Continued Wednesday and Thursday Technical Training <ul style="list-style-type: none"> • Focus on the content in the Machinery Handbook relevant to current industry duties • Practice NIMS and Test Prep
Week 12	Last Program Week:	Monday through Thursday

	Program Wrap-up & Celebration Technical Training Finals: NIMS Test	<ul style="list-style-type: none"> • Finals Reviews • Nims Testing week • End of Program Celebration: More details to come
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**MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

PROPOSED ACTION: THAT THE BOARD APPROVES THE LAW ENFORCEMENT
INTERNSHIP AGREEMENT WITH THE STICKNEY POLICE
DEPARTMENT.

RATIONALE: Approval will allow a Morton College student to begin an
internship with the Stickney Police Department in January
2024.

COST ANALYSIS: N/A

ATTACHMENTS: Law Enforcement Internship Agreement

MORTON COLLEGE
3801 S. Central
Cicero, IL
(708) 656 - 8000 EXT. 1412

LAW ENFORCEMENT INTERNSHIP AGREEMENT

Date: 11/13/2023

I, Frank L. Figueroa (hereinafter the "Supervising Mentor") hereby agree to accept
Juan C. Lebron (hereinafter referred to as the "Internship Student") at

Stickney Police Department

(the place of business or other legal environment hereinafter referred to as the "Internship Site")
as an internship student from the Law Enforcement Program at Morton College for a total of 188
hours during Spring Semester 2024)

1. The Internship Student is enrolled in the Law Enforcement Internship Class and is in good standing at Morton College.
2. A definite schedule is planned and supervised. If the Internship Student must miss time due to illness or personal problems, the time must be made up.
3. The Internship Student agrees to perform to the best of his/her ability all duties assigned and conform to the rules and policies of the Supervising Mentor (or the Internship Site) and Morton College, including, but not limited to the Student Codes of Conduct contained in the current Morton College catalog (which are hereby incorporated by reference into this Agreement).

Internship Site: Stickney Police Department

Street Address: 6533 Pershing Road

City: Stickney State: IL Zip: 60402

Office Phone: 708-788-2131 Fax: 708-749-2742

Internship Student: _____

Supervising Mentor: [Signature] Deputy Chief

Internship Instructor: [Signature]
Andrew Pulaski, J.D., Law Enforcement Department Chair

For Morton College: Laurie J. Cashman
Dean of Career and Technical Education

PROPOSED ACTION:

Approval of Ford Motor Company Vehicle Donation and Vehicle Bailment Agreement forms.

Donation includes two vehicles from the Ford Motor Company for use in the Automotive Technology Program in support of the Ford Technical Career Entry Program and the Maintenance & Light Repair Certificate (MLR).

(1) 2023 Ford F150

(1) 2023 Ford F350

RATIONALE:

The donated vehicles will be used for practical learning in the Automotive Technology Program. The vehicles will ensure that students gain hands-on experience through learning diagnostic and repair techniques on current vehicles similar to what they will find as they enter the workplace.

COST ANALYSIS:

N/A

ATTACHMENT:

Vehicle Donation Agreement

Vehicle Bailment Agreement



Technical Career Entry Programs ANNUAL BAILMENT AGREEMENT FOR FORD TRAINING VEHICLES

This ANNUAL BAILMENT AGREEMENT FOR FORD TRAINING VEHICLES covers the usage and disposal of TRAINING VEHICLES provided by Ford Motor Company ("FORD") to the school shown below ("SCHOOL"). Please return this completed and signed Agreement to the TCEP program coordinator by email or at Technical Support Operations, Ford Motor Company, 1555 Fairlane Drive, Allen Park, MI 48101.

SCHOOL Name: MORTON COLLEGE			
Address: 3801 S Central Ave		City: Cicero	State: IL
Contact Name: Don Sykora		E-Mail Address: don.sykora@morton.edu	Zip: 60804
Phone: 708-656-2100			
Check all that apply:			
<input type="checkbox"/> Automotive Student Service Educational Training (ASSET) program		<input type="checkbox"/> Ford Accelerated Credential Training (FACT) program	
<input type="checkbox"/> Maintenance and Light Repair (MLR) program		<input type="checkbox"/> Youth and Adult Automotive Training Center (YAATC)	
<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit <input type="checkbox"/> Trade School <input type="checkbox"/> College/University <input type="checkbox"/> Community College <input type="checkbox"/> Vocational School <input type="checkbox"/> Other – Specify: X1329			

List the TRAINING VEHICLE(S) from FORD currently in SCHOOL's possession (Add additional page(s) if required)

Year	Make	Model	VIN	Year	Make	Model	VIN
2023	Ford	F-350	1FTRF3BT9PEC47643				
2023	Ford	F-150	1FTEX1EP6PKD79081				

SCHOOL's Officer/Authorized Representative*: Please initial each statement below to indicate agreement from SCHOOL that the FORD TRAINING VEHICLE(S) in SCHOOL's possession will be used and then disposed of under the specified terms and conditions.

THIS ONE YEAR AGREEMENT/BAILMENT IS SUBJECT TO RENEWAL UPON FORD APPROVAL ONLY.

- 1) SCHOOL acknowledges that this is a bailment agreement and FORD reserves the right to retrieve, redistribute or demand the crushing of any TRAINING VEHICLE(S) in SCHOOL's possession.
- 2) FORD retains ownership and title of TRAINING VEHICLES. INITIAL: _____
- 3) SCHOOL agrees that as long as they maintain a fleet of FORD-owned vehicles, they will complete and sign this Agreement, in its then-current form revision, annually and return to FORD. Failure to comply will result in Ford's retrieval of the entire fleet of FORD-owned vehicles. INITIAL: _____
- 4) The TRAINING VEHICLE(S) was/were provided in "As Is" condition and FORD disclaims any and all express and implied warranties, including any implied warranty of merchantability or fitness for a regular purpose. INITIAL: _____
- 5) The TRAINING VEHICLE(S) will be used solely by SCHOOL for on-site delivery of FORD-sponsored classroom training and will not be sold or otherwise transferred to any person, business or organization. INITIAL: _____
- 6) The TRAINING VEHICLE(S) will not be licensed, titled or operated on any public or private road or highway, nor will any parts be removed and used on any other vehicle that is operated on a public or private road or highway. INITIAL: _____
- 7) The TRAINING VEHICLE(S) is/are not certified to comply with U.S. Environmental Protection Agency regulations or U.S. Motor Vehicle Safety Regulations. INITIAL: _____
- 8) In no event shall SCHOOL make the TRAINING VEHICLES available to motor vehicle manufacturers or their agents, or motor vehicle suppliers or their agents, other than (i) SCHOOL's own authorized designees or (ii) FORD and its designated agents. INITIAL: _____
- 9) FORD will be immediately and irreparably harmed by SCHOOL's use of TRAINING VEHICLES for purposes other than instructional purposes. The use or sale of TRAINING VEHICLES in violation of this Agreement constitutes a breach of such character that will result in irreparable harm to FORD trademarks applied to the TRAINING VEHICLES which is not compensable by monetary damages. Damages occasioned by harm to trademarks are, by their very nature, irreparable and not subject to adequate measurement for remedy at law. Accordingly, SCHOOL agrees that, in addition to any monetary relief available to FORD, FORD will be entitled, without the posting of a bond or the necessity of proving actual damages, to injunctive relief against SCHOOL upon making an adequate showing of a breach or threatened breach by SCHOOL of this Agreement. INITIAL: _____
- 10) SCHOOL shall check FORD records (using OASIS or other means) two times per year to determine if there are any safety-related Field Service Actions for the TRAINING VEHICLE(S) in SCHOOL's possession. If safety-related Field Service Actions exist, SCHOOL will either make arrangements with a Ford or Lincoln dealership to repair the TRAINING VEHICLE(S), or contact Ford for direction regarding the DISPOSITION of the TRAINING VEHICLE(S). If the repair is to be performed, SCHOOL is responsible for the cost of transportation of the TRAINING VEHICLE(S) to and from the Ford or Lincoln dealership. INITIAL: _____
- 11) SCHOOL acknowledges that automobiles, machinery or equipment of any sort are potentially dangerous by their nature. SCHOOL acknowledges that there is a risk associated with the operation of the TRAINING VEHICLE(S) and SCHOOL knowingly assumes this risk. INITIAL: _____
- 12) Up to the maximum extent permitted by law, SCHOOL shall indemnify and save harmless FORD and its subsidiaries and their respective officers, directors and employees, agents and assigns ("Indemnitees") from and against all liabilities, obligations, losses, damages, penalties, claims, actions, suits, costs, charges, subrogations, and expenses (collectively "Damages") including fees and expenses of legal counsel and expert witnesses, which may be imposed upon or incurred by or asserted against the Indemnitees, or any of them, by reason of actual or alleged (i) injury or death to persons (including without limitation, employees of one or more of the Indemnitees or of SCHOOL and employees of its contractors, subcontractors, vendors, or agents); (ii) damage to the property of any person or legal entity (including without limitation, the property of one or more of the Indemnitees and the property of its contractors, subcontractors, vendors, agents or employees) as a result of or arising out of any or all of the work or services performed under this Agreement by SCHOOL or its contractors, subcontractors, vendors, agents and/or employees. However, the foregoing Agreement to indemnify and hold the Indemnitees harmless shall not be applicable to the extent that such Damages are caused by the willful misconduct or sole negligence of the Indemnitees; (iii) violation of any law, ordinance or regulation of any governmental authority (including, without limitation, the United States of America or any of its states or localities, or Canada or any of its provinces or localities) by SCHOOL or by any of its contractors, subcontractors, vendors, agents or employees as a result of or arising out of or in connection with the testing, evaluation, possession or use by or on behalf of SCHOOL, of the TRAINING VEHICLE(S), or the condition thereof. SCHOOL shall promptly notify FORD of any event covered by this Article of which SCHOOL has actual notice, and FORD shall be entitled to participate in the defense of any claim for expenses. INITIAL: _____

- 13) If school is unable to comply with Article 12, SCHOOL agrees to maintain a minimum of \$10M commercial general liability and \$10M automobile liability insurance coverage per occurrence as set forth below. Such insurance may be made up through a combination of primary and excess / umbrella policies:
- A. Any automotive liability and commercial general liability insurance policies, including any excess or umbrella policies covering SCHOOL shall also name FORD as additional insured under the policy(ies) in order to cover any liability arising out of or in connection with the TRAINING VEHICLE(S) used by SCHOOL. INITIAL: _____ (Please ensure that SCHOOL is able to comply with this provision before initialing.)
 - B. All such insurance policies shall be endorsed to state that the policy will be primary to, and will not be excess to or contributory with, any self-insurance or insurance policies maintained by FORD. INITIAL: _____ (Please ensure that SCHOOL is able to comply with this provision before initialing)
 - C. The insurance policy shall provide that the policy may not be canceled or materially altered without 30 days prior written notice to FORD or, in lieu of such written notice being specified in the policy, SCHOOL shall be obligated to provide 30 days prior written notice to FORD of any cancellation or material alteration of the insurance policy. INITIAL: _____
 - D. SCHOOL agrees to furnish to FORD an acceptable certificate of insurance evidencing the required coverage. This certificate must be provided annually and also upon request by FORD. INITIAL: _____
 - E. The furnishing of acceptable evidence of required coverage shall not relieve SCHOOL from any liability or obligation for which it is otherwise responsible to FORD. INITIAL: _____
- 14) If School is able to comply with Article 12, SCHOOL agrees to maintain a minimum of \$1M commercial general liability and \$1M automobile liability insurance coverage per occurrence as set forth below. Such insurance may be made up through a combination of primary and excess / umbrella policies:
- A. Any automotive liability and commercial general liability insurance policies, including any excess or umbrella policies covering SCHOOL shall also name FORD as additional insured under the policy(ies) in order to cover any liability arising out of or in connection with the TRAINING VEHICLE(S) used by SCHOOL. INITIAL: _____ (Please ensure that SCHOOL is able to comply with this provision before initialing)
 - B. All such insurance policies shall be endorsed to state that the policy will be primary to, and will not be excess to or contributory with, any self-insurance or insurance policies maintained by FORD. INITIAL: _____ (Please ensure that SCHOOL is able to comply with this provision before initialing)
 - C. The insurance policy shall provide that the policy may not be canceled or materially altered without 30 days prior written notice to FORD or, in lieu of such written notice being specified in the policy, SCHOOL shall be obligated to provide 30 days prior written notice to FORD of any cancellation or material alteration of the insurance policy. INITIAL: _____
 - D. SCHOOL agrees to furnish to FORD an acceptable certificate of insurance evidencing the required coverage. This certificate must be provided annually and also upon request by FORD. INITIAL: _____
 - E. The furnishing of acceptable evidence of required coverage shall not relieve SCHOOL from any liability or obligation for which it is otherwise responsible to FORD. INITIAL: _____
- 15) When the TRAINING VEHICLE(S) is/are no longer useful for training as a complete operating unit, major assemblies may be removed for ongoing training purposes. Upon completion of SCHOOL's use of the TRAINING VEHICLE(S) and major assemblies, SCHOOL will contact FORD for direction regarding the DISPOSITION of the TRAINING VEHICLE(s). INITIAL: _____
- 16) If SCHOOL has a FORD TCEP PROGRAM in place and such FORD TCEP PROGRAM is terminated and FORD does not exercise its right to retrieve, redistribute or demand the crushing of TRAINING VEHICLE(S) in SCHOOL's possession, SCHOOL agrees to either: (i) continue to use TRAINING VEHICLE(S) for training and annually complete and sign ANNUAL BAILMENT AGREEMENT FOR FORD TRAINING VEHICLES (Form 4619D) in its then-current form revision and provide proof of insurance for TRAINING VEHICLE(S) in SCHOOL's possession; or (ii) contact FORD for direction regarding the DISPOSITION of the TRAINING VEHICLE(S). INITIAL: _____
- 17) SCHOOL, its employees, agents and independent contractors voluntarily consent to inspection and audit of SCHOOL's facilities, books, records, locations and routes upon reasonable notice by FORD or its agents for the purpose of determining compliance with the terms and conditions of this Agreement. INITIAL: _____
- 18) SCHOOL shall ensure that the conditions set forth above have been communicated to, and are understood by, its CURRENT AND SUCCESSOR employees, instructors, students, agents and independent contractors and that these individuals will comply with the terms and conditions of this Agreement. INITIAL: _____
- 19) This Agreement shall be governed by and construed in accordance with Michigan law with venue in the state and county where the SCHOOL is located. SCHOOL hereby waives the right to challenge jurisdiction and/or venue in connection with this Agreement and any claims for relief sought by FORD. INITIAL: _____
- 20) The term "FORD" includes, without limitation, Ford Motor Company, Ford Motor Company Fund, their successors and assigns, subsidiaries, affiliated corporations, partnerships, their officers, directors, employees, servants, or any agents, all distributors and sellers of FORD products and services, and all of their underwriters at interest. INITIAL: _____
- 21) As to each FORD vehicle in SCHOOL's possession, this Agreement will expire on the earlier of the date that (i) FORD transfers title of said vehicle to SCHOOL pursuant to the terms of a separate agreement; or (ii) the vehicle has been disposed of pursuant to Sections 15 or 16(ii) herein. INITIAL: _____

[SIGNATURES TO IMMEDIATELY FOLLOW]

SCHOOL has read, understood, and is in Agreement with the above terms and conditions. *SCHOOL's Officer/Authorized Representative is defined as having authority to agree to the above terms and conditions and other related documents on behalf of SCHOOL.

MORTON COLLEGE

SCHOOL Name

Instructor's Signature

Instructor's Printed Name

Date

SCHOOL Officer/Authorized Representative's* Signature

Date

SCHOOL Officer/Authorized Representative's* Printed Name



Technical Career Entry Programs Ford Training Vehicle Acceptance Agreement

This Agreement applies to the acceptance of TRAINING VEHICLE(S) from FORD in support of the respective FORD TECHNICAL CAREER ENTRY PROGRAM (ASSET). Please return this completed Agreement to the TCEP Vehicle Coordinator, Technical Support Operations, Ford Motor Company, 1555 Fairlane Drive, Cube 206A, Allen Park, MI 48101.

FORD is willing to provide the TRAINING VEHICLE(S) described below in support of **MORTON COLLEGE**.

VIN	Model Year	Brand	Vehicle Model
1FTRF3BT9PEC47643	2023	Ford	F-350
1FTEX1EP6PKD79081	2023	Ford	F-150

MORTON COLLEGE will receive the TRAINING VEHICLE(S) listed above and has read, understands and is in agreement with the Equipment Donation terms and conditions.

Equipment Donation

This Equipment Donation Agreement ("Agreement") is entered into this **03 of November, 2023** by and between FORD MOTOR COMPANY and **MORTON COLLEGE**.

Recitals

- A. Ford is willing to donate to School certain Equipment described above.
- B. School is willing to receive the Equipment and use it for the purpose and in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, for the good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

TERMS & CONDITIONS

1. Donation.
 - (a) This Agreement shall constitute a donation of the Equipment to School. Ford hereby donates the Equipment specified to School for good and valuable consideration as provided herein, to be held and used by School or its designees in accordance with this Agreement:
 - (b) **ALL EQUIPMENT IS USED. SCHOOL AGREES THAT THE EQUIPMENT IS BEING DONATED IN "AS IS" CONDITION, AND FORD DISCLAIMS ANY AND ALL EXPRESS AND IMPLIED WARRANTIES.**
2. Location; Title; Risk of Loss. Upon execution of this Agreement and assignment of title, the Equipment shall become the property of School, and School shall bear the risk of loss of and damage to the Equipment, including loss or damage that occurs despite School's or Ford's exercise of reasonable care.
3. Ford expressly disclaims, and College expressly releases Ford from, any and all liability associated with the Donated item(s).

4. Taxes, Fees and Other Permits. School shall pay all occupational taxes and governmental charges imposed in connection with the use and operation of the Equipment.
5. Delivery. Ford shall be responsible for delivery of the Equipment to School, [OR School shall pick up the equipment] at MORTON COLLEGE. Ford shall not be responsible for any delay in delivery or availability of the Equipment.
6. Use of Equipment.
 - (a) School may utilize Equipment only for training programs. When the Equipment is no longer useful for training as a complete operating unit, major assemblies may be removed for ongoing training purposes. Upon completion of School's use of the Equipment and major assemblies, the Equipment and major assemblies will be crushed, disposing of it/them in such a manner as to ensure that the Equipment or any of its/their components can no longer be used or sold. The Equipment will be crushed at School's expense, including transportation to the scrap yard and any associated fees. School is entitled to collect and keep any funds paid by the scrap yard for the scrap value of the vehicle and/or major assemblies.
 - (b) The Equipment may not be operated on public roads. School shall not use or operate the Equipment in violation of any federal, state, local, or provincial law, rule, regulation or ordinance. The Equipment shall be operated at all times in a safe, careful and lawful manner and by legally qualified operators. Under no circumstances shall any such operators be presumed to be the agent, servant or employee of Ford, nor shall any of them be deemed to be under Ford's exclusive direction and control.
 - (c) In no event shall School make the Equipment available to motor vehicle manufacturers or their agents, or motor vehicle suppliers or their agents, other than (i) School's own authorized designees identified in Paragraph 1 hereof, or (ii) Ford and its designated agents.
7. Confidentiality and Publicity. Except as required by law, School shall not disclose or publicize to any third party: (i) any description of the Equipment, technical specifications or other information about the Equipment, (ii) the nature or terms of this Agreement, or (iii) the results of any testing, inspection or evaluation by School without Ford's prior written consent. School shall take the necessary steps to familiarize all appropriate employees of its obligations under this paragraph.
8. Force Majeure/Limitation of Liability.
 - (a) Ford shall not be liable for any failure in performing any provision hereof due to fire or other casualty, labor difficulty, governmental restriction or any cause beyond Ford's control.
 - (b) **IN NO EVENT SHALL FORD BE LIABLE FOR ANY LOSS OF PROFITS, OTHER CONSEQUENTIAL DAMAGES OR INCONVENIENCE DUE TO ANY THEFT, DAMAGE, LOSS, DELAY OR FAILURE OF DELIVERY OR DEFECT OR FAILURE OF THE EQUIPMENT OR THE TIME CONSUMED IN RECOVERING, REPAIRING, SERVICING OR REPLACING THE SAME.**
9. Dispute Resolution. If either party initiates litigation on contractual causes arising from this Agreement, the other party shall have the right to initiate mediation with the Model Procedure for mediation of Business disputes of the Center for Public Resources ("CPR"). Each party will bear equally the costs of the mediation.

- (a) The parties will jointly appoint a mutually acceptable mediator, seeking assistance in such regard from CPR if they have been unable to agree upon such appointment within 20 days.
- (b) The parties agree to participate in good faith in the mediation and negotiations related thereto for a period of 30 days.
- (c) If the mediation is not successful, the parties may continue to litigation.
10. Vehicle(s) listed on this agreement are added to the School's Annual Bailment Agreement.
- (a) As of the date of delivery, the vehicle(s) on this agreement are added to the existing Vehicle Bailment Agreement and are covered by that agreement and the School's Certificate of Insurance (COI) until such time as the vehicle(s) are scrap titled to the School.
11. Entire Agreement, Waiver and Notice.
- (a) This agreement constitutes the entire agreement between the parties and may only be amended, modified or supplemented by a written amendment executed by Ford and School. In no event shall any course of dealing, custom or usage of trade modify, alter or supplement any of the terms or provisions contained herein.
- (b) Failure by Ford to enforce any term, provision or condition hereof, or to exercise any of its rights hereunder, shall not be construed as thereafter waiving any such terms, provisions, conditions or rights.
- (c) All notices specified or permitted herein shall be in writing, shall be given by postpaid U.S. mail, and shall be deemed given when mailed in a post box regularly maintained by the U.S. Postal Service.

SCHOOL



Instructor's Signature

11.12.23
Date

Don Sykora

Instructor's Printed Name

SCHOOL Officer/Authorized Representative's* Signature

Date

SCHOOL Officer/Authorized Representative's* Printed Name

SCHOOL Officer/Authorized Representative's* Title

****SCHOOL's Officer/Authorized Representative must have the authority to agree to the requirements.***

Vehicle Delivery Contact at SCHOOL:

Name: Don Sykora

Email: don.sykora@morton.edu

Phone: 708-656-8000 X1324

PROPOSED ACTION: For the board to approve South Berwyn District 100, Freedom School Grade School Promotion Ceremony on May 30, 2024 from 5:00 pm to 8:30 pm.

RATIONALE: Grade School Promotion Ceremony

COST ANALYSIS: None

ATTACHMENT:

PROPOSED ACTION: For the board to approve South Berwyn District 100, Heritage Grade School Promotion Ceremony on May 28, 2024 from 5:00 pm to 8:30 pm.

RATIONALE: Grade School Promotion Ceremony

COST ANALYSIS: None

ATTACHMENT:

PROPOSED ACTION: For the board to approve Hispanic Business Network for a Toy Drive on December 8th from 6:00 pm to 9:00 pm

RATIONALE: To support a Toy Drive

COST ANALYSIS: None

ATTACHMENT:

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: 11.2.23

Name of Organization: Hispanic Business Network - Chicago
Address: 5624 S. Keeler Chgo, IL 60629
Street City Zip Code
Telephone: 773.606.8584 Person to Contact: Carmen Jimenez

Date(s) Requested: Friday, December 8th
Time Requested: From: 6:00 pm To: 9:00 pm

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

Facility Requested: _____

Purpose of Use: Community toy drive drop off

Expected Attendance: 15

Equipment Requested: tables, chairs

Extent to which refreshments, if any, are to be served: Water, soft drinks

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

Authorized Signature: _____

Organization Title: _____

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

_____ Keith McLaughlin
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: Hispanic Business Network
ADDRESS: 5624 S. Keeler Ave Chgo, IL 60629
TELEPHONE: 773. 406. 8584
DATE (S) OF UTILIZATION: Friday, December 8th 6⁰⁰-9⁰⁰ pm

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

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

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

Authorized Signature: Carmela J
Organization Title: President
Date: 11/2/23



Morton College

Job Description

Job Title: Adjunct Instructor - Adult Education ESL Digital Literacy

Range: N/A

Grant-Funded: N/A

**Reports to and
Evaluated by:
Required
Qualifications:**

Associate Dean of Adult and Career Technical Education
BA degree in education or related field, demonstrated proficiency in oral and written English. Training or coursework in second language instructional methodology. Fluency in Essential Computer Skills (Basic Computer Skills, Internet Basics, Using Email, Windows, OS, Mac OS), Essential Software Skills (Microsoft Word, Excel, PowerPoint, Google Docs), and Using Technology in Daily Life (Social Media, Information Literacy, Career Search Skills, Distant Learning).

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

**Desirable
Qualifications:**

MA in TESOL or related field, three years of teaching ESL, knowledge of a second language, completion of at least 3 instructional workshops in ESL. Experience with curriculum design. Experience teaching at a College level.

Job Summary:

The adjunct instructor will teach beginning, intermediate, and/or advanced levels of English as a Second Language in computer and digital literacy, technology-related career exploration, and the use of applications for the workplace and in education to a diverse student population. Attend staff development activities and submit data on student attendance and progress as required. These courses will be offered during the day and evening. The responsibilities and duties of the instructor may change as the needs of the college arise.

**Essential Job
Functions**

- Utilize departmental syllabus template, approved textbooks, and supplemental course materials.
- Design and implement activities for ESL students which pertain to digital literacy and related topics.
- Use a variety of teaching strategies to meet the needs of diverse learners.

- Use multiple assessment measures to evaluate student learning.
- Maintain a class site on the Morton College classroom management system (Blackboard).
- Submit personalized course syllabus to Deans' Office in electronic format one (1) week prior to course start date.
- Distribute and review comprehensive course syllabus to students no later than the first week of the course.
- Receive, understand, and follow Course Data Form as distributed by Deans' Office.
- Adhere to printed course schedule meeting times and locations.
- Obtain prior approval for any substitute teachers or guest speakers from Deans' Office.
- Track student progress via an online application such as NorthStar and maintain grade book in electronic or hard copy format.
- Take and record student Attendance each day.
- Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Deans' Office
- Give final exam at the time and date indicated on the college's Final Exam Schedule.
- Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.
- Check assigned college mailbox regularly.

Other Duties:

- Perform other duties and special projects as assigned

**Work
Environment:**

Classroom environment

**Physical
Demands:**

Long periods of standing

Position Unit:

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

- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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

Employee_____ Date_____



Morton College

Job Description

Job Title: Service Aide— Office Support Specialist - Adult & Career Technical Education, Community Programming & Outreach (Part-time, ~~Less than 20hrs~~)

Range: Range A

Grant-Funded: N/A

Reports to and Evaluated by: Associate Dean of Adult & Community Career Technical Education

Required Qualifications: The candidate must have a GED certificate, HS High School diploma or the equivalent, with excellent interpersonal skills and above average clerical and computer skills. Must have some office or office-related AND one (1) year of experience. The candidate must be well organized, dependable, punctual, detail- in a clerical/office setting and/or customer service. Strong organizational and detailed oriented skills. Excellent customer service skills and have good judgment. The candidate must have the ability to use communicate well with internal and external customers verbally and written. Intermediate skills with Microsoft Office- (i.e., Excel, Word, Outlook, PowerPoint) and ability to learn new database software applications. Must be flexible in work availability including evening work. The duties and responsibilities may change as the need of the college rises. Desire to work with and serve diverse communities and promote equity and inclusion. Must be bilingual (English/Spanish).

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

Desirable Qualifications: Associate's Degree or equivalent degree. Two (2) plus years of related administrative experience. English-Spanish bilingual, and experience in an academic setting.

Job Summary: The Service Aide in Office Support Specialist supports the Adult & Career Technical Education, Community Programming & Outreach Department will assist with office with the day-to-day operation of the office operations by maintaining student files, answering current and prospective student's questions, and assisting staff as needed-, and overall administrative support. The Office Support Specialist provides excellent customer service and

Job Description: ~~Service Aide—Office Support Specialist - Adult & Career Technical Education, Community Programming & Outreach~~ Page 2
(Part-time, Less than 20hrs)

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Page 2

provides information to the public about Morton College's Adult & Career Technical Education programs. Work includes keeping inventory of technology equipment for program participants. In addition, this role will also assist with testing, outreach, recruitment, student follow-up, and other duties will include general receptionist/office work, filing, answering phone calls, assisting students, faculty & staff as needed for the Adult & Career Technical Education Office.

Essential Job Functions

- Provide excellent customer service to all student~~internal~~ and assist them
 - Answer~~external~~ customers of the telephone~~Adult & Career Technical Education Office.~~
 - Welcome visitors and take~~provide~~ them with the necessary resources, if necessary, redirect to the appropriate personnel.
 - Respond to general Adult Education emails.
 - Perform general receptionist duties including answering phone calls, taking messages, returning calls, and responding to emails all in the main office when needed a timely matter.
 - ~~Assist~~ Provide administrative support to department staff as needed in addition to mailing and making follow-up calls.
- Sort, maintain, and file student records
- Perform word processing functions
 - Perform, and assist with data entry.
- Mailing and follow-up calls
 - Operate basic office equipment including personal computers, photocopy machine and laptops.
 - Prepare daily off-site materials for site supervisors.
 - Proctor and assist with Adult Education testing sessions.
 - Organize and maintain inventory of technology equipment loan program.
 - Assist with course roster distribution/attendance and book distribution.
 - Assist with ~~test sign-up, assessment, registration & orientation~~ the outreach, recruitment, and retention efforts of the department.

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Other Duties:

- Perform other duties as assigned

Job Description: ~~Service Aide—Office Support Specialist - Adult & Career Technical Education, Community Programming & Outreach - Page 2~~
(Part-time, ~~Less than 20hrs~~)

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Page 2

Work Environment: Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

Physical Demands: Must be able to move around the campus on occasion to deliver student files and attendance bags for off-site classes; be able to transfer files to storage and lift boxes weighing 10-20 pounds 5-10% of the time.

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:	Help Desk and Technical Support Specialist – Digital Media (Part-Time)
Range:	C
Grant-Funded:	N/A
Reports to and Evaluated by:	Chief Information Officer
Required Qualifications:	<p>Highschool diploma or equivalent AND two years of computer related experience with emphasis in audio, video and multimedia creation, production and purposing or related field experience. Knowledge of computer hardware and software. Good customer service, interpersonal and communication skills. Ability to interact well with students, faculty, and staff.</p> <p>Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	Associate's degree. Four years of experience. Bilingual in Spanish and English.
Job Summary:	The Specialist will answer calls, update, document, and attend to Helpdesk tickets as it pertains to Digital Media. Assists in Computer installations and troubleshooting; perform various functions for maintaining inventory controls. Provide support for campus events. Support the Radio Station. The duties and responsibilities may change as the need of the College arises.
Essential Job Functions:	<ul style="list-style-type: none">• Assist with all aspects of Helpdesk operations as it pertains to Digital media.• Answer technical questions from end-users.• Assist in support of systems and applications used by Morton College.• Assist and instructs Student Aids with resolution of Digital Media Projects and Requests.• Assist in the processing, compression and streaming of video and audio files for the College's Media Services.• Provide Multimedia support for campus events/functions, including sporting events and theatre productions.

- Maintain audio and video production equipment for Multimedia staff use.
- Assist with training for Campus Radio Station.

Other Duties: • Performs other duties as assigned.

Work Environment: Office Environment.

Physical Demands:

- Ability to lift 20 lbs.
- Bending, twisting, climbing, crawling, pushing, kneeling, stooping and reaching overhead.

Position Unit:

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

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

Employee_____ **Date**_____



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Bidding

NO. 5.3.1

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained.

At least three quotes for proposals for goods and services ranging between ~~\$1000~~ \$2,500 and not exceeding \$24,999 in value must be provided by the Business Office with requisitions. Any proposal for goods and services exceeding \$25,000 in value shall be bid out as provided below.

Orders for goods and services exceeding \$25,000 in value but not excluded under Chapter 110, Act 805, Section 3-27.1 of the Illinois Compiled Statutes shall be subject to the bidding process outlined in said statute. The Board shall award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability and compliance with the College's Purchasing Policy and the Business Enterprise for Minorities, Females and Persons with Disabilities Act.

In accordance with the Illinois Community College Act, a technology purchasing plan will be submitted to the Board on an annual basis.

Contracts for Professional Services shall not require a bidding process as these contracts are for the service of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part. Professional Services shall include but not be limited to; engineers, insurance brokers, doctors, health officers, land planners, finance directors, auditors, attorneys, or other professional consultants who require technical training or knowledge, or any other professional service that is incorporated into the Illinois Municipal Code, 65 ILCS 5/1(et seq.)

The College may enter into contracts for a term exceeding one year and not exceeding the terms of office of the majority of the members of the Board holding office at the time the contract is executed related to Professional Services subject to the discretion of the President.

Additionally, the College shall follow an RFP bid cycle every 3 years as the awarded contract shall terminate after such time, unless specified differently in the RFP.

RFP responses shall include an economic interest requirement to ensure all conflicts of interests are disclosed between the company bidding and the College.

DATE APPROVED BY BOARD OF TRUSTEES: November 20, 1980; January 23, 2017; January 23, 2019; December 18, 2019

DATES REVISED: March 24, 1983; November 28, 1990; August 25, 1994; October 25, 2001; January 28, 2004; October 26, 2011; June 26, 2019

REVIEWED DATES: November 2013; December 19, 2018; June 26, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527