



Morton College

Public Regular Board Meeting

Wednesday, January 24, 2024, 10:00 AM



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO.527
Minutes for the Regular Board Meeting
Wednesday, November 29, 2023

1. Call to Order

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 11:05 AM on Wednesday, November 29, 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. Swearing in Student Member, Alejandro D. Joleanis

Student Member, Alejandro D. Joleanis was sworn in by Michael Del Galdo, Attorney.

4. Roll Call

Present:

Leonard Cannata, Trustee
Charles Hernandez, Trustee
Anthony Martinucci, Trustee
Oscar Montiel, Trustee
Frances F. Reitz, Trustee
Jose Collazo, Trustee
Susan Grazzini, Trustee (attended virtually)

Absent:

None

Also Present:

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

5. Citizen Comments

None

6. Reports

6.1 ICCTA-ACCT - None

7. President's Report

Trustee Hernandez thanked the college for attending the HACU Conference.

Dr. McLaughlin highlighted the nursing program for their performance on the NCLEX exam and introduced Dean Laurie Cashman for an update.

Laurie Cashman, Dean of Adult, Career, and Technical Education was honored and excited to announce based on the last graduating class of this past May, 89.6% first-time takers passed the NCLEX and 100% of students passed the NCLEX for LPN. Dean Cashman introduced Full-time faculty member, Toulia Kelikian, to present how this improvement was made. Toulia Kelikian gave some background information and a thorough explanation of improved clinical enhancement. Trustee Reitz and Hernandez congratulated them on their success.

Dr. McLaughlin concluded his report by welcoming the new student of the trustee and is looking forward to working with him and hearing from him as a representative voice of our students. Dr. McLaughlin held a student forum several weeks ago and received great feedback from our students that we will be able to follow through and improve the environment here for our students.

8. Consent Agenda

Trustee Martinucci made a motion to approve the consent agenda, which includes agenda items 8.1 to 8.32.5, as listed below.

Trustee Reitz seconded the motion.

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

Nays: None

Motion Carried

- 8.1. Approval of the Minutes of the Regular Board Meeting held on October 25, 2023.
- 8.2. Approval and ratification of accounts payable and payroll for the month of October 2023, in the amount of \$3,672,801.00, and budget transfers in the amount of \$48,000.00.
- 8.3. Approval of the Monthly Budget Report for the fiscal year to date ending in October 2023.
- 8.4. Approval of the Treasurer's Report for October 2023.
- 8.5. Approval of the proposed Calendar of Regular Board Meetings from January to December 2024.
- 8.6. Approval of the curriculum changes as submitted.
- 8.7. Approval of the Differential Pay Report for the Fall 2023 semester, in the amount of \$27,610.72.
- 8.8. Approval of the two-year contract with NRG Business Marketing LLC for NicCor Gas supplier, with a fixed price of 4.688/MMBTU.
- 8.9. Approval of the EzCater, LLC for catering services for FY2024, in the amount of \$75,000.00.
- 8.10. Approval of the Government Finance Officers Association Annual Membership, in the amount of \$500.00.
- 8.11. Approval of the renewal of the annual membership 2024 with Hispanic Association of Colleges and Universities (HACU), in the amount \$5,785.00.
- 8.12. Approval of the Adobe License renewal, in the amount of \$31,068.00.
- 8.13. Approval of Apple hardware for CTE Programs, in the amount of \$47,940.00, funded by Perkins and ECACE grants.

- 8.14. Approval of Apple purchase for the New Tutoring Center, in the amount of \$10,920.00.
- 8.15. Approval of the renewal of EBSCO subscription for FY 2024, in the amount of \$25,246.00.
- 8.16. Approval of out-of-state travel for Men's Cross-Country team to Huntsville, Alabama from November 9 – 11, 2023, in the approximate cost \$2,820.00.
- 8.17. Approval of out-of-state travel for Women's Soccer team to Madison, Wisconsin from October 28 – 29, 2023, in the approximate cost of \$1,989.00.
- 8.18. Approval of out-of-state travel for the Men's Basketball team to Mesa, Arizona from December 27 – 30, 2023, in the approximate cost of \$15,300.00.
- 8.19. Approval of out-of-state travel for the Men's Wrestling team to Dearborn, Michigan from December 2 – 3, 2023, in the approximate cost of \$2,330.00.
- 8.20. Approval of out-of-state travel for Claudia Mosqueda to the COABE National Conference in Nashville, Tennessee from March 17 – 20, 2024, in the approximate cost of \$2,600.00.
- 8.21. Approval of out-of-state travel for Michael Rose to the COABE National Conference in Nashville, Tennessee from March 17 – 20, 2024, in the approximate cost of \$2,600.00.
- 8.22. Approval of out-of-state travel for Jennifer Schreier to the COABE National Conference in Nashville, Tennessee from March 17 – 20, 2024, in the approximate cost of \$725.00.
- 8.23. Approval of the Independent Contract Agreement with Ryan Denson, Paramedic Program Consultant, \$75,00.00, effective July 1, 2023 to June 20, 2024.
- 8.24. Approval of the affiliation agreement between Morton College District 527 and the Berwyn School District 100.
- 8.25. Approval of the affiliation agreement between Morton College District 527 and the Berwyn North School District 98.
- 8.26. Approval of the affiliation agreement between Morton College District 527 and the Manufacturing Renaissance
- 8.27. Approval of the Law Enforcement Internship Agreement with the Stickney Police Department.
- 8.28. Approval of the Ford Morton Company Vehicle Donation and Vehicle Bailment Agreement.
- 8.29. Approval of Facility Use Permits
 - 8.29.1. South Berwyn District 100, Heritage Grade School Promotion Ceremony on May 28, 2024 from 5:00 – 8:30 pm.
 - 8.29.2. South Berwyn District 100, Freedom Grade School Promotion Ceremony on May 30, 2024 from 5:00 – 8:30 pm.
 - 8.29.3. Hispanic Business Network for Toy Drive on December 8, 2023 from 6:00 – 9:00 pm.
- 8.30. Approval of New/Updated Job Descriptions
 - 8.29.1 Help Desk & Technical Support Specialist – Digital Media (PT)
 - 8.29.2 Office Support Specialist
 - 8.29.3 Adjunct, ESL Digital Literacy
- 8.31. Approval of Part-Time Employment
 - 8.31.1. Evelin Contreras, Part-Time Computer Lab Paraprofessional, \$15.75 per hr., effective December 04, 2023.
 - 8.31.2. Daniella M. Padilla, Student Aide – OAR, \$13 per hr., effective October 24, 2023.

- 8.31.3. Brizanelly Villalobos, Student Aide – PTA, \$13 per hr., effective November 27, 2023.
- 8.31.4. Christopher Avila-Merlin, Student Aide – PTA, \$13 per hr., effective November 27, 2023.
- 8.31.5. Jamie Annen, Campus Police Officer (PT), effective November 2, 2023.
- 8.31.6. Chandler Hope, Adjunct EMT, effective January 11, 2024.
- 8.31.7. Charity Adams, Adjunct ECE, effective January 11, 2024.

8.32. Approval of Resignation

- 8.32.1. Amelia Tamez, Academic Deans' Office Support Specialist, effective November 15, 2023.
- 8.32.2. Alexa Herrera, Administrative Assistant, effective December 15, 2023.
- 8.32.3. Joseph Fuelner, Sergeant, effective November 15, 2023.
- 8.32.4. Thomas Hoffman, Chief of Police, effective November 21, 2023.
- 8.32.5. Thoams W. Sherry, Campus Police FT, effective November 27, 2023.

9. First reading of the Bidding Board Policy 5.3.1

Trustee Martinucci made a motion to approve the First Reading of the Bidding Board Policy 5.3.1.

Trustee Reitz seconded the motion.

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

Nays: None

Motion Carried

10. Approval of the estimated Tax Levy

Trustee Martinucci made a motion to approve the estimated Tax Levy.

Trustee Collazo seconded the motion.

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

Nays: None

Motion Carried

11. Closed Session

Chair Cannata discussed with the council that the closed session was no longer required.

12. Approval of Position Changes

Trustee Martinucci made a motion to approve the position change of Officer Michael Wolff to serve as Interim Chief of Campus Police.

Trustee Hernandez seconded the motion.

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

Nays: None

Motion Carried

13. Approval of Termination Employment

Trustee Martinucci made a motion to approve the employment termination of Officer Hector Jaimes.

Trustee Reitz seconded the motion.

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

Nays: None

Motion Carried

Dr. McLaughlin mentions as we move through a transition in the Police Department we're taking this opportunity to leverage the expertise and experience of the existing personnel in the department to ensure all specialized roles and functions are adequately covered and at no additional cost to the college's budget.

14. Adjournment

Trustee Martinucci made a motion to adjourn the Regular Board Meeting at 11:29 AM.

Trustee Collazo seconded the motion.

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

Nays: None

Motion Carried

/s/ Leonard Cannata,
Board Chair

/s/ Jose Collazo
Secretary



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO.527
Minutes for the Regular Board Meeting
Tuesday, December 19, 2023

1. Call to Order

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 10:07 AM on Tuesday, December 19, 2023, at the Morton College Student Union Center, located at 3801 S. Central Ave, Cicero, IL 60804.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

Trustee Cannata made a motion to appoint Mr. Martinucci as serving secretary, in Mr. Collazo's absence.
Trustee Reitz seconded the motion.

3. Roll Call

Present:

Leonard Cannata, Trustee
Charles Hernandez, Trustee
Anthony Martinucci, Trustee
Frances F. Reitz, Trustee
Susan Grazzini, Trustee

Absent:

Oscar Montiel, Trustee
Jose Collazo, Trustee

Also Present:

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

4. Citizen Comments

None

5. Reports

5.1 ICCTA-ACCT – None

5.2 Student Trustee – Alejandro Joleanis Velasquez

Student Trustee Alejandro Joleanis Velasquez gave his monthly report on November's student activities around campus.

6. President's Report

Dr. McLaughlin highlighted Student Trustee, Alejandro Joleanis Velasquez for winning the public debate part of the "Shadwell-Dittus" Speech and Debate tournament at Elgin Community College. The event drew a total of 15 colleges and universities, including several Skyway Conference rivals.

Dr. McLaughlin highlighted the ICCB released award allocations for the FY2024 Innovative Bridge and Transition Grant.

Dr. McLaughlin highlighted our Nursing faculty member Julie Herrmann was chosen as the IBHE Nurse Educator Fellowship Award recipient and will be awarded \$10,000.00.

Dr. McLaughlin concluded his report speaking on the Masters Facilities Plan and the landscaping will be completed.

Trustee Hernandez commented on the fields and how the rain and flooding have impacted the soccer fields. Joe Florio, Director of Campus Operations and Facilities, assured the board that the drainage issues and sweeper repair are in the works. Trustee Reitz mentioned contacting the Town of Cicero for help on the project.

Dr. McLaughlin mentions the gym renovations are coming along with the elevators getting installed.

Dr. McLaughlin ended his report with thanking the trustees for being part of the board and wished everyone a Merry Christmas and Happy New Year.

7. Consent Agenda

Trustee Martinucci made a motion to approve the consent agenda, which includes agenda items 7.1 to 7.30.2, as listed below, with the exception of item 7.14. Approval for the retro pay for the West Central Municipal Conference Association to be tabled.

Trustee Reitz seconded the motion.

Ayes: Trustees, Cannata, Hernandez, Martinucci, Reitz, and Grazzini

Nays: None

Absent: Trustees, Collazo and Montiel

Motion Carried

- 7.1. Approval and ratification of accounts payable and payroll for the month of November 2023, in the amount of \$2,773,215.00, and budget transfers in the amount of \$70,000.00.
- 7.2. Approval of the Monthly Budget Report for the fiscal year to date ending in November 2023.
- 7.3. Approval of the Treasurer's Report for November 2023.
- 7.4. Approval of the Calendar for the Regular Board Meetings from January to December 2024.
- 7.5. Approval of the curriculum changes as submitted.
- 7.6. Approval of English 10% compensation for Adjunct Faculty for the Fall 2023, in the amount of \$6,197.95.

- 7.7. Approval of the Adjunct Faculty consultations hours for the Fall 2023, in the amount of \$18,842.57.
- 7.8. Approval of the addendum to the Adjunct Faculty Assignment/Employment Report for the Fall 2023 semester, in the amount of \$639,226.16.
- 7.9. Approval of the FY24 membership with the Illinois Community College Trustees (ICCTA) – 2nd installment, in the amount of \$5,269.00.
- 7.10. Approval of the partnership between Morton College District 527 and the Manufacturing Renaissance for the Manufacturing Bridge Program, in the amount of \$66,000.00.
- 7.11. Approval of the contract renewal for Konica Business Solutions, in the amount of \$4,340.95.
- 7.12. Approval of the SoftDocs Managed Services contract for 12 months, in the amount of \$10,800.00.
- 7.13. Approval of technology equipment for students to continue supporting Panther Digital Initiative from Apple, in the amount of \$88,755.00, funded by REMOTE grant.
- 7.14. Approval for the retro pay for the West Central Municipal Conference Association Membership FY21/22 & FY22/23, \$3,900.00.
- 7.15. Approval for the purchase of new furniture from ErgonomicHome.com, Inc. for the multipurpose room (formerly the library), in the amount of \$26,900.00.
- 7.16. Approval of the revised architectural fees in the amount of \$50,000.00, for the Legat Architect to complete design work for biology lab renovations.
- 7.17. Approval of a temporary 10% increase for Sandra Barajas to assist with the responsibilities of the lead teacher for the Pre-School, effective October 23, 2023 to January 12, 2024.
- 7.18. Approval of the contract agreement with AMZ Educational Consulting, from December 18, 2023 – May 31, 2024, not to exceed the total cost of \$77,000.00.
- 7.19. Approval of clinical affiliation agreement between Morton College District 527 and the Board of Education of Hinsdale Township High School District 86.
- 7.20. Approval of the communication partnership agreement with Cicero Community Collaborative (CCC).
- 7.21. Approval of the settlement agreement for James Halm, in the amount of \$1,698.00.
- 7.22. Approval of the donation of obsoleted tables and chairs to the Cicero Police Department.
- 7.23. Approval of the donation of a Ford E-350 van to the Town of Cicero.
- 7.24. Approval of the donation of obsolete equipment to the Western Springs Theatre.
- 7.25. Approval of the donation of obsolete equipment to the PM&L.
- 7.26. Approval of Facility Use Permits
 - 7.26.1. AlphaBet Soup Productions, June 23 – 25, 2024.
- 7.27. Approval of New/Updated Job Descriptions
 - 7.27.1. Support Specialist – Tutoring Center
 - 7.27.2. Program Support Specialist I – Adult Ed & CTE Department
- 7.28. Approval of Position Changes

7.28.1. Katie Valdez, Office Support Specialist – ACTE, effective November 29, 2023.

7.28.2. Rosaura Sandoval, Full-Time Support Specialist – Tutoring Center, effective January 3, 2024.

7.29. Approval of Full-Time Employment

7.29.1. Cynthia Lozano, Payroll Coordinator, \$60,000.00, effective January 3, 2024.

7.29.2. Melanny Buitron Loor, Student Activities Assistant & Undocumented Student Liaison, effective January 9, 2024.

7.29.3. Jenna Reasner, Full-Time Faculty, English, effective January 11, 2024.

7.30. Approval of Retirement

7.30.1. Lillian Cienfuegos, Custodian, effective December 29, 2023.

7.30.2. Mary L. Addalia, Computer Lab Paraprofessional, effective December 29, 2023.

8. Approval of the updated Board Policy 5.3.1 Bidding Policy, as submitted.

Trustee Martinucci made a motion to approve the updated Board Policy 5.3.1 Bidding Policy, as submitted.

Trustee Reitz seconded the motion.

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

Nays: None

Motion Carried

9. Approval of the Paid Leave Policy

Trustee Martinucci made a motion to approve the Paid Leave Policy.

Trustee Grazzini seconded the motion.

Ayes: Trustees, Cannata, Hernandez, Martinucci, Reitz, and Grazzini

Nays: None

Absent: Trustees, Collozo and Montiel

Motion Carried

10. Approval of the resolution authorizing the 2023 Tax Levy and certifying compliance with the Truth in Taxation Act, as submitted.

Trustee Grazzini made a motion to approve the resolution authorizing the 2023 Tax Levy.

Trustee Martinucci seconded the motion.

Ayes: Trustees, Cannata, Hernandez, Martinucci, Reitz, and Grazzini

Nays: None

Absent: Trustees, Collozo and Montiel

Motion Carried

11. Consent Agenda, item 7.14

Trustee Martinucci made a motion to approve the Consent Agenda, item 7.14. listed below.

Trustee Reitz seconded the motion

Ayes: Trustees, Cannata, Hernandez, Martinucci, Reitz, and Grazzini

Nays: None

Absent: Trustees, Collozo and Montiel

Motion Carried

12. Adjournment

Trustee Grazzini made a motion to adjourn the Regular Board Meeting at 10:25 AM.

Trustee Martinucci seconded the motion.

Ayes: Trustees, Cannata, Hernandez, Martinucci, Reitz, and Grazzini

Nays: None

Absent: Trustees, Collozo and Montiel

Motion Carried

Nays: None

Motion Carried

/s/ Leonard Cannata,
Board Chair

/s/Anthony Martinucci
Secretary

Joanna M Martin

From: Mireya Perez
Sent: Tuesday, January 16, 2024 1:34 PM
To: Board Materials
Subject: Fw: Action Item 8.1 for 01/24/2024 Board Meeting
Attachments: Board AS Totals 12.31.23.pdf; BT 12.31.23.pdf; Over 10k Dec 2023.pdf; Check Register 12.31.23.pdf

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Tuesday, January 16, 2024 1:32 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 01/24/2024 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF DECEMBER 2023 IN THE AMOUNT OF \$2,596,002 AND BUDGET TRANSFERS IN THE AMOUNT OF \$165,900 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 December 2023, be approved and/or ratified in the amount of \$2,596,002 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements -		
Monthly	12/31/2023	856,127
Payroll	12/15/2023	902,435
Payroll	12/31/2023	648,416
Student Refunds	12/31/2023	<u>178,232</u>
		2,585,210

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	12/31/2023	<u>10,792</u>
TOTAL ALL FUNDS		<u>\$2,596,002</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$165,900 be approved as outlined on the attached Journal No. 1-7 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 24th day of January by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College					
Budget Transfers					
December 2023					
		GL Account	Description	Debit	Credit
	1	10-0000-95102-490000020	Art Club: Misc Revenue		500
		10-0000-95102-590900000	Art Club: Other Expenditures	500	
	2	10-0000-95244-490000020	Science Club: Misc Revenue		500
		10-0000-95244-590900000	Science Club: Other Expenditures	500	
	3	10-0000-95122-490000020	Nursing: Misc Revenue		800
		10-0000-95122-590900000	Nursing: Other Expenditures	800	
	4	02-7040-70112-530900000	Camppus Safety: Other Contract Svc		3,500
		02-7040-70112-540100900	Camppus Safety: Other Supplies	3,500	
	5	01-6040-60202-540100100	Athletic Administration: Office Supplies		50,000
		01-6040-60202-540100205	Athletic Administration: Inst Equip <\$5,000		100,000
		01-6040-60202-530400000	Athletic Administration: Maintenance Service	25,000	
		01-6040-60202-560100000	Athletic Administration: Rental-Facilities	50,000	
		01-6040-60202-530900000	Athletic Administration: Other Contract Service	75,000	
	6	01-3090-30132-530900000	One Stop Student Services: Other Contract Services		10,000
		01-3090-30132-550100005	One Stop Student Services: Meeting Expense	10,000	
	7	10-0000-95260-490000020	Speech & Debate: Misc Revenue		600
		10-0000-95260-590900000	Speech & Debate: Other Expenditures	600	
			Total Budget Transfers	\$165,900	\$165,900

**Morton College
Over 10K Report
December 2023**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Amazon Capital Services	12/19/2023	E0023670	EXEMPT	\$10,002.99	Amazon 12/11
Apple, Inc.	12/19/2023	0117032	11/29/2023	\$11,020.00	McBooks & AppleCare
Blue Cross Blue Shield of Illinois	12/8/2023	0116835	EXEMPT	\$11,422.76	Nov23: Accidental &
Citibank, N.A.	12/4/2023	E0023495	EXEMPT	\$7,650.39	Beverages/Various Credit Card Charges
Citibank, N.A.	12/14/2023	E0023632	EXEMPT	\$6,812.99	Beverages/Various Credit Card Charges
ComEd	12/19/2023	0117044	9/28/2023	\$22,181.14	Electricity Services
Cornerstone Government Affairs, Inc.	12/19/2023	E0023682	5/24/2023	\$14,000.00	Relations & Consulting
Del Galdo Law Group, LLC	12/19/2023	0117046	8/25/2021	\$16,809.00	Attorney Fees
EBSCO	12/19/2023	E0023686	11/29/2023	\$25,245.07	Annual journal renewal
Ergonomichome.Com, Inc	12/19/2023	0117050	12/19/2023	\$10,792.00	40% Deposit Furniture
Freepoint Energy Solutions, LLC.	12/19/2023	E0023692	11/18/2020	\$26,452.40	Energy Service - ComEd
Game One	12/19/2023	E0023693	6/28/2023	\$13,749.65	Various Athletic Gear
Manufacturing Renaissance	12/19/2023	E0023699	12/19/2023	\$66,000.00	Student cohort fees (11)
NobleTec, LLC	12/19/2023	E0023701	4/26/2023	\$13,968.66	65BFL2114/27
Old National Bank	12/13/2023	E0023530	EXEMPT	\$33,521.28	Course application fees/Various Credit Card Charges
Omni Financial Group, Inc.	12/12/2023	E0023526	4/28/2021	\$11,380.02	Payroll Deductions
Omni Financial Group, Inc.	12/19/2023	E0023645	4/28/2021	\$9,910.25	Payroll Deductions
Scenario Learning, LLC	12/19/2023	E0023708	EXEMPT	\$12,550.00	Training
Scholar Buys LLC	12/19/2023	E0023709	11/29/2023	\$33,406.00	Adobe Creative Cloud
State Univ Retirement Systems	12/12/2023	E0023529	EXEMPT	\$84,107.69	Payroll Deductions
State Univ Retirement Systems	12/15/2023	0116926	EXEMPT	\$7,867.26	COSIMO,
State Univ Retirement Systems	12/19/2023	E0023648	EXEMPT	\$69,824.86	Payroll Deductions
TouchNet Information Systems, Inc	12/19/2023	0117075	8/23/2023	\$22,935.27	TouchNet OneCard maintenance fee, printer, and printing supplies
Watermark Insights, LLC	12/19/2023	0117078	EXEMPT	\$12,705.00	Watermark

\$ 554,314.68

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
0116756	12/01/23	Outst	0214155	Josiah L. Brabham	V0189659	11/28/23		150.00		150.00
								150.00		150.00
0116757	12/01/23	Recon	0216721	Ajala N. Buckley	V0189513	11/15/23		200.00		200.00
								200.00		200.00
0116758	12/01/23	Recon	0213499	Miguel A. Cantu, JR	V0189661	11/28/23		200.00		200.00
								200.00		200.00
0116759	12/01/23	Recon	0218813	William A. Chamberlain	V0189509	11/15/23		200.00		200.00
								200.00		200.00
0116760	12/01/23	Recon	0214185	Complyright, Inc., HR Di	V0189556	11/16/23		99.99		99.99
								99.99		99.99
0116761	12/01/23	Recon	0216173	Anthony T. Crespo	V0189511	11/15/23		200.00		200.00
								200.00		200.00
0116762	12/01/23	Recon	0214651	Anahi E. Delgado Hernand	V0189519	11/15/23		200.00		200.00
								200.00		200.00
0116763	12/01/23	Recon	0196796	Justin Fahy	V0189654	11/28/23		175.00		175.00
								175.00		175.00
0116764	12/01/23	Recon	0193664	Mr. Joseph Florio	V0189670	11/28/23		97.23		97.23
								97.23		97.23
0116765	12/01/23	Recon	0205722	Ms. Carla J. Fortuna	V0189506	11/15/23		290.41		290.41
								290.41		290.41
0116766	12/01/23	Outst	0216851	Derek A. Gonzaga-Bahena	V0189522	11/15/23		200.00		200.00
								200.00		200.00
0116767	12/01/23	Outst	0222084	Emmie N. Gonzalez	V0189536	11/15/23		200.00		200.00
								200.00		200.00
0116768	12/01/23	Recon	0194856	Natalie V. Heuvel	V0189527	11/15/23		250.00		250.00
								250.00		250.00

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0116769	12/01/23	Recon	0216572	Zoe A. Klaus	V0189660	11/28/23		60.00		60.00
								60.00		60.00
0116770	12/01/23	Recon	0001226	Raymond W Konrath	V0189658	11/28/23		60.00		60.00
								60.00		60.00
0116771	12/01/23	Recon	0172976	Dylan Kramer	V0189651	11/28/23		175.00		175.00
								175.00		175.00
0116772	12/01/23	Outst	0211767	Thomas P. Lentine	V0189663	11/28/23		60.00		60.00
								60.00		60.00
0116773	12/01/23	Recon	0212781	Alfredo I. Martinez	V0189662	11/28/23		50.00		50.00
								50.00		50.00
0116774	12/01/23	Recon	0000955	Mr. Raul I. Martinez	V0189668	11/28/23		276.45		276.45
								276.45		276.45
0116775	12/01/23	Outst	0222188	Kyle Mason	V0189650	11/28/23		175.00		175.00
								175.00		175.00
0116776	12/01/23	Recon	0207766	Massachusetts Mutual Lif	V0189557	11/16/23		1,417.34		1,417.34
								1,417.34		1,417.34
0116777	12/01/23	Recon	0222085	Liam E. McLaughlin	V0189524	11/15/23		200.00		200.00
								200.00		200.00
0116778	12/01/23	Recon	0222083	Zoe E. McLaughlin	V0189515	11/15/23		200.00		200.00
								200.00		200.00
0116779	12/01/23	Recon	0161373	Kenneth W. Moreland	V0189652	11/28/23		175.00		175.00
								175.00		175.00
0116780	12/01/23	Recon	0002475	Tessa Brooke Newman	V0189517	11/15/23		200.00		200.00
								200.00		200.00
0116781	12/01/23	Recon	0222062	Lorraine Psenicka	V0189612	11/21/23		225.00		225.00

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								225.00		225.00
0116782	12/01/23	Void	0220632	Thomas J. Schlesinger						
0116783	12/01/23	Recon	0172572	John Shelton	V0189653	11/28/23		175.00		175.00
								175.00		175.00
0116784	12/01/23	Recon	0192217	Alicia Shivers	V0189649	11/28/23		175.00		175.00
								175.00		175.00
0116785	12/01/23	Recon	0222082	Ever Strong	V0189532	11/15/23		200.00		200.00
								200.00		200.00
0116786	12/01/23	Recon	0001172	Triton College	V0189671	11/29/23		595.00		595.00
								595.00		595.00
0116787	12/01/23	Recon	0216724	Sophia I. Velazquez	V0189534	11/15/23		200.00		200.00
								200.00		200.00
0116788	12/01/23	Recon	0166671	Ms. Cara A. Bonick	V0189674	11/29/23		303.39		303.39
								303.39		303.39
0116789	12/01/23	Recon	0209933	Christopher P. Butz	V0189672	11/29/23		157.26		157.26
								157.26		157.26
0116790	12/01/23	Recon	0200455	Ms. Lauren Caruso	V0189630	11/27/23		1,617.68		1,617.68
								1,617.68		1,617.68
0116791	12/01/23	Recon	0000931	Mr. Juan M. Franco	V0189669	11/28/23		450.00		450.00
								450.00		450.00
0116792	12/01/23	Recon	0206101	Kevin W. McManaman	V0189647	11/28/23		4,600.00		4,600.00
								4,600.00		4,600.00
0116793	12/01/23	Recon	0158266	Mr. Christopher J. Wido	V0189673	11/29/23		660.04		660.04
								660.04		660.04
0116832	12/08/23	Recon	0156097	ACI Payments, Inc.	V0189952	12/04/23		2,174.29		2,174.29
								2,174.29		2,174.29

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0116833	12/08/23	Recon	0161181	Ninos Alexander	V0189988	12/06/23		600.00		600.00
								600.00		600.00
0116834	12/08/23	Recon	0002595	Joelle Beranek	V0189909	12/04/23		1,000.00		1,000.00
								1,000.00		1,000.00
0116835	12/08/23	Recon	0210003	Blue Cross Blue Shield o	V0189968	12/05/23		11,422.76		11,422.76
								11,422.76		11,422.76
0116836	12/08/23	Outst	0214155	Josiah L. Brabham	V0189985	12/06/23		75.00		75.00
								75.00		75.00
0116837	12/08/23	Recon	0000995	Bureau Water/Sewer Town	V0189984	12/06/23		278.09		278.09
					V0189986	12/06/23		1,058.57		1,058.57
					V0189990	12/06/23		198.10		198.10
					V0189991	12/06/23		198.10		198.10
					V0189993	12/06/23		198.10		198.10
					V0189994	12/06/23		198.10		198.10
								2,129.06		2,129.06
0116838	12/08/23	Outst	0209933	Christopher P. Butz	V0189942	12/04/23		650.00		650.00
								650.00		650.00
0116839	12/08/23	Outst	0209933	Christopher P. Butz	V0189944	12/04/23		1,000.00		1,000.00
								1,000.00		1,000.00
0116840	12/08/23	Recon	0213499	Miguel A. Cantu, JR	V0189981	12/06/23		100.00		100.00
								100.00		100.00
0116841	12/08/23	Recon	0000924	Mr. Craig F. Casey	V0189992	12/06/23		2,261.74		2,261.74
								2,261.74		2,261.74
0116842	12/08/23	Outst	0222261	Chicago's Home of Chicke	V0189897	12/01/23		183.20		183.20
								183.20		183.20
0116843	12/08/23	Recon	0222283	Cynthia A. Pavesich & As	V0189949	12/04/23		834.00		834.00
								834.00		834.00

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0116844	12/08/23	Recon	0001965	Michael Daniels	V0189975	12/06/23		175.00		175.00
								175.00		175.00
0116845	12/08/23	Recon	0210192	Suzanne Domaracki	V0189959	12/05/23		1,345.00		1,345.00
								1,345.00		1,345.00
0116846	12/08/23	Recon	0195025	Mr. Jason R. Edgar	V0189729	11/29/23		87.47		87.47
					V0189919	12/04/23		725.90		725.90
								813.37		813.37
0116847	12/08/23	Outst	0170257	Mr. Guillermo Gasca, Jr.	V0189938	12/04/23		461.54		461.54
					V0189948	12/04/23		180.78		180.78
								642.32		642.32
0116848	12/08/23	Recon	0001644	Government Finance Offic	V0189945	12/04/23		500.00		500.00
								500.00		500.00
0116849	12/08/23	Recon	0203069	Trevor R. Harris	V0189976	12/06/23		175.00		175.00
								175.00		175.00
0116850	12/08/23	Recon	0221778	Chandler R. Hope	V0189967	12/05/23		2,025.00		2,025.00
								2,025.00		2,025.00
0116851	12/08/23	Recon	0002912	Mr. Joseph Imburgia	V0189913	12/04/23		176.89		176.89
								176.89		176.89
0116852	12/08/23	Outst	0222298	James Irmiter	V0189977	12/06/23		175.00		175.00
								175.00		175.00
0116853	12/08/23	Recon	0216572	Zoe A. Klaus	V0189987	12/06/23		30.00		30.00
								30.00		30.00
0116854	12/08/23	Recon	0001226	Raymond W Konrath	V0189983	12/06/23		30.00		30.00
								30.00		30.00
0116855	12/08/23	Outst	0222270	Michael Kostal	V0189895	12/01/23		180.00		180.00
								180.00		180.00

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0116856	12/08/23	Outst	0211767	Thomas P. Lentine	V0189980	12/06/23		80.00		80.00
								80.00		80.00
0116857	12/08/23	Outst	0212781	Alfredo I. Martinez	V0189982	12/06/23		25.00		25.00
								25.00		25.00
0116858	12/08/23	Recon	0192112	Ms. Irene V. Mulvey	V0189957	12/05/23		133.81		133.81
								133.81		133.81
0116859	12/08/23	Outst	0167187	Northwestern University	V0189946	12/04/23		320.00		320.00
								320.00		320.00
0116860	12/08/23	Recon	0205567	Ms. Courtney O'Brien	V0189894	12/01/23		18.07		18.07
								18.07		18.07
0116861	12/08/23	Recon	0218606	Grissell Reyna	V0189505	11/15/23		74.79		74.79
					V0189962	12/05/23		100.00		100.00
								174.79		174.79
0116862	12/08/23	Recon	0192553	Michael Rose	V0189541	11/15/23		144.56		144.56
								144.56		144.56
0116863	12/08/23	Recon	0209695	Jonathan Rush	V0189947	12/04/23		2,520.00		2,520.00
								2,520.00		2,520.00
0116864	12/08/23	Recon	0197705	Ms. Trisha D. Russo	V0189611	11/21/23		71.69		71.69
								71.69		71.69
0116865	12/08/23	Recon	0000907	Mr. Luis E. Sanchez	V0189577	11/19/23		3,512.53		3,512.53
								3,512.53		3,512.53
0116882	12/15/23	Recon	0177469	Bright Start College Sav	V0190132	12/15/23		100.00		100.00
								100.00		100.00
0116883	12/15/23	Recon	0001371	Colonial Life & Accident	V0190136	12/15/23		12.00		12.00
								12.00		12.00
0116884	12/15/23	Outst	0101061	Morton College Faculty	V0190134	12/15/23		90.35		90.35

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								90.35		90.35
0116885	12/15/23	Recon	0001563	State Disbursement Unit	V0190144	12/15/23		60.00		60.00
					V0190145	12/15/23		961.71		961.71
								1,021.71		1,021.71
0116886	12/15/23	Outst	0218635	Eneld Ahmetaj	V0190116	12/11/23		175.00		175.00
								175.00		175.00
0116887	12/15/23	Outst	0000835	Ms Sandra Alcala	V0190189	12/13/23		375.01		375.01
								375.01		375.01
0116888	12/15/23	Recon	0173659	Mr. Scott Anderson	V0190114	12/11/23		175.00		175.00
								175.00		175.00
0116889	12/15/23	Outst	0214155	Josiah L. Brabham	V0190149	12/11/23		60.00		60.00
								60.00		60.00
0116890	12/15/23	Recon	0216721	Ajala N. Buckley	V0189514	11/15/23		200.00		200.00
								200.00		200.00
0116891	12/15/23	Recon	0213499	Miguel A. Cantu, JR	V0190123	12/11/23		300.00		300.00
								300.00		300.00
0116892	12/15/23	Recon	0180284	CASH	V0190073	12/08/23		245.00		245.00
								245.00		245.00
0116893	12/15/23	Recon	0218813	William A. Chamberlain	V0189510	11/15/23		200.00		200.00
								200.00		200.00
0116894	12/15/23	Outst	0219278	Robert A. Clemmer, II	V0190131	12/11/23		30.00		30.00
								30.00		30.00
0116895	12/15/23	Outst	0216173	Anthony T. Crespo	V0189512	11/15/23		200.00		200.00
								200.00		200.00
0116896	12/15/23	Outst	0219308	Efrain A. De La Torre	V0189900	12/04/23		400.00		400.00
								400.00		400.00

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0116897	12/15/23	Outst	0214651	Anahi E. Delgado Hernand	V0189521	11/15/23		200.00		200.00
								200.00		200.00
0116898	12/15/23	Recon	0201267	Zuzel Garcia	V0189901	12/04/23		400.00		400.00
								400.00		400.00
0116899	12/15/23	Outst	0208379	Shante Glenn	V0190121	12/11/23		175.00		175.00
								175.00		175.00
0116900	12/15/23	Outst	0216851	Derek A. Gonzaga-Bahena	V0189523	11/15/23		200.00		200.00
								200.00		200.00
0116901	12/15/23	Outst	0222084	Emmie N. Gonzalez	V0189537	11/15/23		200.00		200.00
								200.00		200.00
0116902	12/15/23	Recon	0222420	Kevin Gordon	V0190159	12/12/23		175.00		175.00
								175.00		175.00
0116903	12/15/23	Recon	0216713	Irma C. Gualpa	V0189902	12/04/23		400.00		400.00
								400.00		400.00
0116904	12/15/23	Recon	0194856	Natalie V. Heuvel	V0189528	11/15/23		250.00		250.00
								250.00		250.00
0116905	12/15/23	Outst	0001425	Craig Jeffreys	V0190115	12/11/23		175.00		175.00
								175.00		175.00
0116906	12/15/23	Outst	0222061	Heather Johnson	V0189426	11/13/23		150.00		150.00
								150.00		150.00
0116907	12/15/23	Outst	0216572	Zoe A. Klaus	V0190150	12/11/23		25.00		25.00
								25.00		25.00
0116908	12/15/23	Recon	0001226	Raymond W Konrath	V0190129	12/11/23		90.00		90.00
								90.00		90.00
0116909	12/15/23	Recon	0222270	Michael Kostal	V0190007	12/06/23		180.00		180.00
								180.00		180.00

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0116910	12/15/23	Outst	0211767	Thomas P. Lentine	V0190125	12/11/23		90.00		90.00
								90.00		90.00
0116911	12/15/23	Recon	0180425	Tariq Lucas	V0190118	12/11/23		175.00		175.00
								175.00		175.00
0116912	12/15/23	Recon	0207766	Massachusetts Mutual Lif	V0190192	12/13/23		1,361.12		1,361.12
								1,361.12		1,361.12
0116913	12/15/23	Recon	0222085	Liam E. McLaughlin	V0189525	11/15/23		200.00		200.00
								200.00		200.00
0116914	12/15/23	Recon	0222083	Zoe E. McLaughlin	V0189516	11/15/23		200.00		200.00
								200.00		200.00
0116915	12/15/23	Outst	0206101	Kevin W. McManaman	V0190151	12/11/23		255.00		255.00
								255.00		255.00
0116916	12/15/23	Outst	0206101	Kevin W. McManaman	V0190152	12/11/23		255.00		255.00
								255.00		255.00
0116917	12/15/23	Outst	0002475	Tessa Brooke Newman	V0189518	11/15/23		200.00		200.00
								200.00		200.00
0116918	12/15/23	Outst	0008890	Northeastern Oklahoma A&	V0190113	12/11/23		300.00		300.00
								300.00		300.00
0116919	12/15/23	Outst	0222322	Nicole Pettinato	V0190006	12/06/23		180.00		180.00
								180.00		180.00
0116920	12/15/23	Recon	0212406	Shamar Pugh	V0189286	11/09/23		1,750.00		1,750.00
								1,750.00		1,750.00
0116921	12/15/23	Outst	0209695	Jonathan Rush	V0190153	12/11/23		315.00		315.00
								315.00		315.00
0116922	12/15/23	Outst	0209695	Jonathan Rush	V0190154	12/11/23		315.00		315.00

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								315.00		315.00
0116923	12/15/23	Outst	0209695	Jonathan Rush	V0190155	12/11/23		315.00		315.00
								315.00		315.00
0116924	12/15/23	Recon	0220632	Thomas J. Schlesinger	V0189626	11/27/23		1,065.00		1,065.00
								1,065.00		1,065.00
0116925	12/15/23	Recon	0172977	Lloyd E. Schreiner	V0190122	12/11/23		175.00		175.00
								175.00		175.00
0116926	12/15/23	Recon	0001161	State Univ Retirement Sy	V0190191	12/13/23		7,867.26		7,867.26
								7,867.26		7,867.26
0116927	12/15/23	Recon	0222082	Ever Strong	V0189533	11/15/23		200.00		200.00
								200.00		200.00
0116928	12/15/23	Recon	0216724	Sophia I. Velazquez	V0189535	11/15/23		200.00		200.00
								200.00		200.00
0116929	12/15/23	Recon	0211861	Gregory L. Walter	V0190120	12/11/23		175.00		175.00
								175.00		175.00
0116930	12/15/23	Recon	0003335	John Washo	V0190119	12/11/23		175.00		175.00
								175.00		175.00
0117024	12/15/23	Recon	0000995	Bureau Water/Sewer Town	V0190050	12/08/23	B0005461	312.93		312.93
								312.93		312.93
0117025	12/19/23	Recon	0177469	Bright Start College Sav	V0190554	12/19/23		100.00		100.00
								100.00		100.00
0117026	12/19/23	Outst	0001371	Colonial Life & Accident	V0190558	12/19/23		12.00		12.00
								12.00		12.00
0117027	12/19/23	Outst	0101061	Morton College Faculty	V0190556	12/19/23		90.35		90.35
								90.35		90.35

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0117028	12/19/23	Recon	0001563	State Disbursement Unit	V0190565	12/19/23		60.00		60.00
					V0190566	12/19/23		961.71		961.71
								1,021.71		1,021.71
0117029	12/19/23	Recon	0171475	ABC Automotive Electroni	V0190544	12/15/23	P0014715	4,540.30		4,540.30
								4,540.30		4,540.30
0117030	12/19/23	Recon	0196815	Advance Auto Parts	V0190482	12/14/23	P0014884	47.04		47.04
								47.04		47.04
0117031	12/19/23	Outst	0169985	Alcove Insights, LLC	V0190407	12/13/23	P0014791	1,485.00		1,485.00
								1,485.00		1,485.00
0117032	12/19/23	Recon	0000977	Apple, Inc.	V0190222	12/13/23	B0005623	540.00		540.00
					V0190223	12/13/23	B0005623	10,480.00		10,480.00
								11,020.00		11,020.00
0117033	12/19/23	Recon	0000973	AT&T	V0190232	12/13/23	B0005375	1,856.04		1,856.04
								1,856.04		1,856.04
0117034	12/19/23	Recon	0000973	AT&T	V0190233	12/13/23	B0005375	943.88		943.88
								943.88		943.88
0117035	12/19/23	Recon	0001953	AT&T Mobility	V0190229	12/13/23	B0005548	143.71		143.71
					V0190230	12/13/23	B0005431	84.42		84.42
								228.13		228.13
0117036	12/19/23	Outst	0222152	Automotive Seminars Inc	V0190371	12/13/23	P0014754	140.00		140.00
								140.00		140.00
0117037	12/19/23	Recon	0001401	AZ Commercial	V0190048	12/08/23	B0005450	89.85		89.85
					V0190368	12/13/23	P0014800	106.56		106.56
								196.41		196.41
0117038	12/19/23	Recon	0211963	Beat the Streets Chicago	V0190485	12/14/23	P0014891	1,000.00		1,000.00
								1,000.00		1,000.00
0117039	12/19/23	Recon	0194139	Berwyn's Violet Flower S	V0190019	12/08/23	B0005511	115.00		115.00
								115.00		115.00

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0117040	12/19/23	Outst	0001195	Cintas Corporation	V0190590	12/18/23	B0005385	243.67		243.67
								243.67		243.67
0117041	12/19/23	Recon	0001195	Cintas Corporation	V0190029	12/08/23	B0005419	258.24		258.24
					V0190455	12/14/23	B0005419	258.24		258.24
								516.48		516.48
0117042	12/19/23	Outst	0210965	Coldtub LLC	V0190602	12/18/23	P0014650	417.10		417.10
								417.10		417.10
0117043	12/19/23	Recon	0001752	Comcast	V0190047	12/08/23	B0005421	251.69		251.69
					V0190577	12/18/23	B0005393	6.30		6.30
					V0190578	12/18/23	B0005393	304.85		304.85
					V0190582	12/18/23	B0005429	78.79		78.79
								641.63		641.63
0117044	12/19/23	Outst	0001013	ComEd	V0190518	12/14/23	B0005462	22,181.14		22,181.14
								22,181.14		22,181.14
0117045	12/19/23	Recon	0222102	Crumb Crusher Cupcakes	V0190398	12/13/23	P0014833	490.00		490.00
								490.00		490.00
0117046	12/19/23	Outst	0001676	Del Galdo Law Group, LLC	V0190375	12/13/23	B0005509	39.00		39.00
					V0190376	12/13/23	B0005509	2,827.50		2,827.50
					V0190378	12/13/23	B0005509	13,942.50		13,942.50
								16,809.00		16,809.00
0117047	12/19/23	Recon	0001711	Demonica Kemper Architec	V0190542	12/15/23	B0005628	4,053.30		4,053.30
								4,053.30		4,053.30
0117048	12/19/23	Outst	0217408	Digital Theatre US LLC	V0190459	12/14/23	P0014793	2,202.40		2,202.40
								2,202.40		2,202.40
0117049	12/19/23	Recon	0001240	Enterprise Leasing Compa	V0190052	12/08/23	B0005465	831.80		831.80
								831.80		831.80
0117050	12/19/23	Outst	0222430	Ergonomichome.Com, Inc	V0190591	12/18/23	B0005647	10,792.00		10,792.00
								10,792.00		10,792.00

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0117051	12/19/23	Outst	0197452	ExamSoft Worldwide, Inc.	V0190067	12/08/23	P0014844	510.66		510.66
								510.66		510.66
0117052	12/19/23	Recon	0217792	FedEx	V0190045	12/08/23	B0005479	26.94		26.94
					V0190244	12/13/23	B0005479	9.31		9.31
								36.25		36.25
0117053	12/19/23	Recon	0001034	Flinn Scientific Inc	V0190370	12/13/23	P0014723	416.76		416.76
					V0190396	12/13/23	P0014484	68.40		68.40
					V0190471	12/14/23	P0014788	744.37		744.37
								1,229.53		1,229.53
0117054	12/19/23	Recon	0210378	Hinckley Springs	V0190570	12/18/23	B0005458	47.94		47.94
								47.94		47.94
0117055	12/19/23	Outst	0009558	Hinsdale District 86	V0190465	12/14/23	P0014861	726.00		726.00
								726.00		726.00
0117056	12/19/23	Outst	0001381	Home Depot/GECHF	V0190053	12/08/23	B0005626	340.26		340.26
					V0190054	12/08/23	B0005626	141.83		141.83
					V0190055	12/08/23	B0005626	110.30		110.30
					V0190056	12/08/23	B0005626	606.84		606.84
								1,199.23		1,199.23
0117057	12/19/23	Recon	0001068	ILLCO, Inc.	V0190034	12/08/23	B0005594	150.17		150.17
					V0190035	12/08/23	B0005594	19.85		19.85
					V0190236	12/13/23	B0005635	5.75		5.75
					V0190238	12/13/23	B0005635	224.92		224.92
								400.69		400.69
0117058	12/19/23	Outst	0171554	Illinois Physical Therap	V0190484	12/14/23	P0014889	250.00		250.00
								250.00		250.00
0117059	12/19/23	Recon	0001848	Jack Phelan Chevrolet	V0190036	12/08/23	B0005632	47.30		47.30
					V0190059	12/08/23	B0005625	47.30		47.30
								94.60		94.60
0117060	12/19/23	Outst	0001259	The League for Innovatio	V0190613	12/18/23	P0014935	1,000.00		1,000.00
								1,000.00		1,000.00

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0117061	12/19/23	Recon	0200688	The Lincoln Electric Com	V0190372	12/13/23	P0014747	450.00		450.00
					V0190373	12/13/23	P0014747	476.40		476.40
								926.40		926.40
0117062	12/19/23	Recon	0218608	Giana Moreno	V0190427	12/13/23	P0014888	150.00		150.00
								150.00		150.00
0117063	12/19/23	Outst	0212043	MP Medical Equipment Ser	V0190366	12/13/23	P0014792	785.00		785.00
								785.00		785.00
0117064	12/19/23	Outst	0001529	New Pocket Nurse	V0190397	12/13/23	P0014820	322.41		322.41
								322.41		322.41
0117065	12/19/23	Recon	0208924	Nicor Gas	V0190553	12/18/23	B0005481	2,346.64		2,346.64
								2,346.64		2,346.64
0117066	12/19/23	Recon	0220780	Oreilly Auto Parts	V0190065	12/08/23	B0005601	182.59		182.59
								182.59		182.59
0117067	12/19/23	Recon	0002406	Paisans Pizza	V0190068	12/08/23	P0014831	656.64		656.64
					V0190070	12/08/23	P0014832	176.99		176.99
					V0190071	12/08/23	P0014832	176.99		176.99
					V0190364	12/13/23	P0014838	260.00		260.00
					V0190369	12/13/23	P0014805	91.68		91.68
					V0190391	12/13/23	P0014862	79.98		79.98
					V0190393	12/13/23	P0014863	111.00		111.00
					V0190394	12/13/23	P0014864	402.00		402.00
					V0190404	12/13/23	P0014781	195.92		195.92
					V0190405	12/13/23	P0014787	40.00		40.00
					V0190461	12/14/23	P0014871	268.00		268.00
					V0190466	12/14/23	P0014866	216.00		216.00
					V0190467	12/14/23	P0014866	158.99		158.99
					V0190468	12/14/23	P0014866	692.96		692.96
					V0190472	12/14/23	P0014841	191.98		191.98
					V0190473	12/14/23	P0014840	46.75		46.75
					V0190483	12/14/23	P0014887	126.00		126.00
					V0190504	12/14/23	P0014782	208.00		208.00
					V0190505	12/14/23	P0014783	215.00		215.00
					V0190506	12/14/23	P0014853	208.00		208.00
					V0190507	12/14/23	P0014854	215.00		215.00
					V0190511	12/14/23	P0014902	110.00		110.00
					V0190512	12/14/23	P0014903	110.00		110.00
					V0190513	12/14/23	P0014904	110.00		110.00
					V0190583	12/18/23	P0014847	236.40		236.40

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					V0190584	12/18/23	P0014847	576.98		576.98
					V0190585	12/18/23	P0014915	140.00		140.00
					V0190611	12/18/23	P0014933	1,050.00		1,050.00
								7,071.26		7,071.26
0117068	12/19/23	Outst	0217317	Panera, LLC	V0190032	12/08/23	B0005631	81.20		81.20
					V0190033	12/08/23	B0005631	137.34		137.34
					V0190039	12/08/23	B0005631	124.12		124.12
								342.66		342.66
0117069	12/19/23	Outst	0002805	Pitney Bowes Inc	V0190581	12/18/23	B0005422	150.00		150.00
								150.00		150.00
0117070	12/19/23	Outst	0220322	Printfly Corporation	V0190475	12/14/23	P0014749	198.38		198.38
								198.38		198.38
0117071	12/19/23	Recon	0001835	Ray O'Herron Co. of Oakb	V0190592	12/18/23	B0005644	255.98		255.98
					V0190593	12/18/23	B0005644	388.36		388.36
					V0190594	12/18/23	B0005644	719.25		719.25
					V0190595	12/18/23	B0005644	308.23		308.23
					V0190596	12/18/23	B0005644	246.00		246.00
					V0190597	12/18/23	B0005644	82.00		82.00
					V0190598	12/18/23	B0005644	10.99		10.99
					V0190599	12/18/23	B0005644	376.92		376.92
					V0190600	12/18/23	B0005644	50.00		50.00
								2,437.73		2,437.73
0117072	12/19/23	Recon	0001143	Sargent Welch	V0190515	12/14/23	P0014333	39.13		39.13
								39.13		39.13
0117073	12/19/23	Outst	0155715	Technology Management Re	V0190228	12/13/23	B0005397	2,241.05		2,241.05
								2,241.05		2,241.05
0117074	12/19/23	Outst	0222065	Teleflex LLC	V0190409	12/13/23	P0014711	429.50		429.50
								429.50		429.50
0117075	12/19/23	Outst	0222066	TouchNet Information Sys	V0190395	12/13/23	P0014869	22,935.27		22,935.27
								22,935.27		22,935.27
0117076	12/19/23	Outst	0002594	Training Concepts, Inc.	V0190514	12/14/23	P0014885	100.00		100.00
					V0190586	12/18/23	P0014930	50.00		50.00

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								150.00		150.00
0117077	12/19/23	Recon	0222068	TTEC Digital, LLC	V0190410	12/13/23	P0014755	2,031.25		2,031.25
								2,031.25		2,031.25
0117078	12/19/23	Recon	0199033	Watermark Insights, LLC	V0190406	12/13/23	P0014790	12,705.00		12,705.00
								12,705.00		12,705.00
0117079	12/19/23	Outst	0013037	Weber State University	V0190587	12/18/23	P0014929	375.00		375.00
								375.00		375.00
0117080	12/19/23	Recon	0166312	Wells Fargo Equiptment F	V0190241	12/13/23	B0005426	1,248.00		1,248.00
					V0190243	12/13/23	B0005426	1,248.00		1,248.00
								2,496.00		2,496.00
0117081	12/19/23	Recon	0002767	West Central Municipal C	V0190616	12/18/23	B0005646	1,950.00		1,950.00
					V0190617	12/18/23	B0005646	1,950.00		1,950.00
								3,900.00		3,900.00
0117082	12/19/23	Recon	0001406	Wex Bank	V0190550	12/18/23	B0005467	3,122.47		3,122.47
								3,122.47		3,122.47
0117083	12/19/23	Recon	0156097	ACI Payments, Inc.	V0190551	12/18/23		6,775.89		6,775.89
								6,775.89		6,775.89
0117084	12/19/23	Outst	0219488	Dwayne M. Dowdell, JR	V0190549	12/18/23		500.00		500.00
								500.00		500.00
0117085	12/19/23	Recon	0222329	Kevin Fort	V0190377	12/13/23		125.00		125.00
								125.00		125.00
0117086	12/19/23	Outst	0000848	Ms. Nicole M. Pullia	V0190548	12/18/23		28.44		28.44
								28.44		28.44
0117087	12/19/23	Recon	0209488	Ivette Rodriguez	V0190436	12/14/23		100.00		100.00
								100.00		100.00
0117088	12/19/23	Outst	0137977	Delilah M. Rosado	V0190437	12/14/23		99.00		99.00
								99.00		99.00

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0117089	12/19/23	Recon	0222373	Jacob Saleh	V0190379	12/13/23		125.00		125.00
								125.00		125.00
0117090	12/19/23	Outst	0214072	Natalia Saraceno	V0190435	12/14/23		75.00		75.00
								75.00		75.00
E0023495	12/04/23	Outst	0001485	Citibank, N.A.	V0189896	12/01/23	P0014485	139.70		139.70
					V0189898	12/04/23	P0014507	27.61		27.61
					V0189899	12/04/23	P0014569	84.95		84.95
					V0189903	12/04/23	P0014588	57.54		57.54
					V0189904	12/04/23	P0014529	149.99		149.99
					V0189905	12/04/23	P0014658	79.36		79.36
					V0189906	12/04/23	P0014563	60.58		60.58
					V0189907	12/04/23	P0014686	224.02		224.02
					V0189910	12/04/23	P0014595	316.44		316.44
					V0189911	12/04/23	P0014643	260.82		260.82
					V0189912	12/04/23	P0014611	200.55		200.55
					V0189914	12/04/23	P0014680	102.13		102.13
					V0189915	12/04/23	P0014634	78.37		78.37
					V0189916	12/04/23	P0014666	157.87		157.87
					V0189917	12/04/23	P0014626	233.28		233.28
					V0189920	12/04/23	P0014667	368.44		368.44
					V0189921	12/04/23	P0014655	76.70		76.70
					V0189922	12/04/23	P0014682	148.97		148.97
					V0189923	12/04/23	P0014713	115.00		115.00
					V0189924	12/04/23	P0014794	169.81		169.81
					V0189926	12/04/23	P0014707	44.95		44.95
					V0189927	12/04/23	P0014491	260.86		260.86
					V0189928	12/04/23	P0014532	231.14		231.14
					V0189929	12/04/23	P0014533	2,673.01		2,673.01
					V0189930	12/04/23	P0014534	182.34		182.34
					V0189931	12/04/23	P0014580	250.24		250.24
					V0189932	12/04/23	P0014636	208.64		208.64
					V0189933	12/04/23	P0014648	350.79		350.79
					V0189934	12/04/23	P0014697	180.16		180.16
					V0189935	12/04/23	P0014524	88.40		88.40
					V0189936	12/04/23	P0014678	128.61		128.61
					V0189937	12/04/23		0.88-		-0.88
								7,650.39		7,650.39
E0023496	12/07/23	Outst	0193694	Angelica C. Alvarado	V0189954	12/04/23		239.00		239.00
								239.00		239.00
E0023497	12/07/23	Outst	0111441	Ms Jazmyne J. Alzate	V0189819	11/30/23		117.05		117.05
					V0189953	12/04/23		1,911.00		1,911.00

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								2,028.05		2,028.05
E0023498	12/07/23	Outst	0203959	Ms. Rebecca Angevine	V0189960	12/05/23		705.00		705.00
								705.00		705.00
E0023499	12/07/23	Outst	0166671	Ms. Cara A. Bonick	V0189893	12/01/23		38.98		38.98
								38.98		38.98
E0023500	12/07/23	Outst	0085548	Geanabelle Chapp	V0189956	12/05/23		26.00		26.00
								26.00		26.00
E0023501	12/07/23	Outst	0040272	Ms Beth A. Gilmartin	V0189963	12/05/23		194.56		194.56
								194.56		194.56
E0023502	12/07/23	Outst	0061134	Mrs. Jennifer R. Iniquez	V0189964	12/05/23		694.78		694.78
								694.78		694.78
E0023503	12/07/23	Outst	0156123	Mrs. Nancy N. Jeffries	V0189958	12/05/23		15.00		15.00
								15.00		15.00
E0023504	12/07/23	Outst	0000004	Mr. Micheal A. Kott	V0189941	12/04/23		485.85		485.85
					V0189943	12/04/23		380.60		380.60
								866.45		866.45
E0023505	12/07/23	Outst	0204642	George Martinez	V0189939	12/04/23		1,472.00		1,472.00
								1,472.00		1,472.00
E0023506	12/07/23	Outst	0000928	Mr. James P. O'Connell,	V0189979	12/06/23		30.00		30.00
								30.00		30.00
E0023507	12/07/23	Outst	0195558	Mr. Andrew E. Pulaski	V0189961	12/05/23		385.00		385.00
								385.00		385.00
E0023508	12/07/23	Outst	0000953	Liliana Raygoza	V0189965	12/05/23		126.91		126.91
								126.91		126.91
E0023509	12/07/23	Outst	0000939	Ms. Celeste F. Sonnier	V0189259	11/08/23		726.54		726.54
								726.54		726.54

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E0023510	12/07/23	Outst	0158266	Mr. Christopher J. Wido	V0189940	12/04/23		346.85		346.85
					V0189974	12/06/23		5,000.00		5,000.00
					V0189978	12/06/23		110.00		110.00
								5,456.85		5,456.85
E0023511	12/07/23	Outst	0190102	Ms. Brandie N. Windham	V0189908	12/04/23		261.45		261.45
								261.45		261.45
E0023521	12/12/23	Outst	0001422	CCCTU-Cope Fund	V0190133	12/15/23		117.00		117.00
								117.00		117.00
E0023522	12/12/23	Outst	0001374	College & University Cre	V0190135	12/15/23		200.00		200.00
								200.00		200.00
E0023523	12/12/23	Outst	0160763	Illinois Education Assoc	V0190137	12/15/23		41.92		41.92
								41.92		41.92
E0023524	12/12/23	Outst	0191845	Metropolitan Alliance of	V0190138	12/15/23		80.50		80.50
								80.50		80.50
E0023525	12/12/23	Outst	0001372	Morton College Teachers	V0190139	12/15/23		3,145.16		3,145.16
					V0190140	12/15/23		1,813.49		1,813.49
								4,958.65		4,958.65
E0023526	12/12/23	Outst	0209135	Omni Financial Group, In	V0190141	12/15/23		11,380.02		11,380.02
								11,380.02		11,380.02
E0023527	12/12/23	Outst	0001513	SEIU Local 73 Cope	V0190142	12/15/23		35.00		35.00
								35.00		35.00
E0023528	12/12/23	Outst	0001373	Service Employees Intl U	V0190143	12/15/23		350.09		350.09
								350.09		350.09
E0023529	12/12/23	Outst	0001161	State Univ Retirement Sy	V0190146	12/15/23		84,107.69		84,107.69
								84,107.69		84,107.69
E0023530	12/13/23	Outst	0188213	Old National Bank	V0189621	11/27/23	P0014721	1,049.40		1,049.40
					V0189622	11/27/23	P0014618	380.00		380.00
					V0189624	11/27/23	P0014637	3,231.20		3,231.20

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0189625	11/27/23	P0014637	150.00		150.00
					V0189627	11/27/23	P0014688	1,577.70		1,577.70
					V0189628	11/27/23	P0014688	178.98		178.98
					V0190193	12/13/23	P0014647	1,160.00		1,160.00
					V0190194	12/13/23	B0005444	150.00		150.00
					V0190195	12/13/23	P0014638	4,000.00		4,000.00
					V0190196	12/13/23	B0005475	17.50		17.50
					V0190197	12/13/23	P0014644	187.42		187.42
					V0190198	12/13/23	P0014654	388.19		388.19
					V0190199	12/13/23	B0005475	40.00		40.00
					V0190200	12/13/23	P0014893	250.00		250.00
					V0190201	12/13/23	P0014836	415.20		415.20
					V0190202	12/13/23	P0014892	9,098.67		9,098.67
					V0190203	12/13/23	P0014849	1,308.15		1,308.15
					V0190204	12/13/23	B0005629	3,939.00		3,939.00
					V0190205	12/13/23	P0014778	1,944.49		1,944.49
					V0190206	12/13/23	P0014807	2,504.48		2,504.48
					V0190207	12/13/23	P0014808	1,035.00		1,035.00
					V0190209	12/13/23	P0014798	315.90		315.90
					V0190210	12/13/23	P0014867	20.00		20.00
					V0189890	12/01/23		180.00		180.00
								33,521.28		33,521.28
E0023531	12/14/23	Outst	0007530	Mr. Efren C. Alonso	V0189973	12/06/23		53.17		53.17
								53.17		53.17
E0023532	12/14/23	Outst	0111441	Ms Jazmyne J. Alzate	V0189950	12/04/23		194.82		194.82
								194.82		194.82
E0023533	12/14/23	Outst	0174134	Alondra Avila	V0190111	12/11/23		500.00		500.00
								500.00		500.00
E0023534	12/14/23	Outst	0214784	Jeffrey Bambule	V0189314	11/09/23		3,000.00		3,000.00
								3,000.00		3,000.00
E0023535	12/14/23	Outst	0193307	Megan K. Blits	V0190147	12/11/23		50.00		50.00
								50.00		50.00
E0023536	12/14/23	Outst	0166671	Ms. Cara A. Bonick	V0190089	12/11/23		96.00		96.00
								96.00		96.00
E0023537	12/14/23	Outst	0209933	Christopher P. Butz	V0189311	11/09/23		4,250.00		4,250.00
								4,250.00		4,250.00

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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
E0023538	12/14/23	Outst	0200047	Ms. Carissa Davis	V0190011	12/07/23		120.37		120.37
					V0190012	12/07/23		102.37		102.37
								222.74		222.74
E0023539	12/14/23	Outst	0182919	Mr. Ryan Denson	V0189966	12/05/23		3,555.00		3,555.00
								3,555.00		3,555.00
E0023540	12/14/23	Outst	0212408	Jesse A. Galeana	V0189989	12/06/23		5,500.00		5,500.00
								5,500.00		5,500.00
E0023541	12/14/23	Outst	0220406	Emily Goranson	V0189075	11/07/23		2,400.00		2,400.00
								2,400.00		2,400.00
E0023542	12/14/23	Outst	0220323	Nicolette Goranson	V0189071	11/07/23		3,600.00		3,600.00
								3,600.00		3,600.00
E0023543	12/14/23	Outst	0105355	Ms. Alexa E. Herrera	V0189969	12/05/23		38.54		38.54
					V0189970	12/05/23		56.69		56.69
								95.23		95.23
E0023544	12/14/23	Outst	0002876	Ms Evelyn Jaquez	V0190072	12/08/23		55.00		55.00
								55.00		55.00
E0023545	12/14/23	Outst	0206101	Kevin W. McManaman	V0190112	12/11/23		385.99		385.99
								385.99		385.99
E0023546	12/14/23	Outst	0220603	Austin Mitchell	V0189553	11/16/23		3,000.00		3,000.00
					V0190148	12/11/23		150.00		150.00
								3,150.00		3,150.00
E0023547	12/14/23	Outst	0197664	Ms. Claudia Mosqueda	V0190008	12/07/23		132.11		132.11
								132.11		132.11
E0023548	12/14/23	Outst	0187216	Mr. Neil J. Moss	V0190124	12/11/23		40.00		40.00
								40.00		40.00
E0023549	12/14/23	Outst	0199309	Jason Nichols	V0190158	12/12/23		1,091.95		1,091.95
								1,091.95		1,091.95

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E0023550	12/14/23	Outst	0213264	Casey M. Nussbaum	V0189531	11/15/23		200.00		200.00
								200.00		200.00
E0023551	12/14/23	Outst	0000928	Mr. James P. O'Connell,	V0190127	12/11/23		90.00		90.00
								90.00		90.00
E0023552	12/14/23	Outst	0000953	Liliana Raygoza	V0190010	12/07/23		16.96		16.96
								16.96		16.96
E0023553	12/14/23	Outst	0209695	Jonathan Rush	V0189066	11/07/23		3,000.00		3,000.00
					V0190090	12/11/23		662.90		662.90
								3,662.90		3,662.90
E0023554	12/14/23	Outst	0216705	Stephanie M. Schmidt	V0185143	12/15/23		2,000.00		2,000.00
								2,000.00		2,000.00
E0023555	12/14/23	Outst	0209212	Simon P. Steiner	V0190128	12/11/23		225.00		225.00
								225.00		225.00
E0023556	12/14/23	Outst	0216761	Demetrice Stephens	V0189068	11/07/23		1,000.00		1,000.00
								1,000.00		1,000.00
E0023557	12/14/23	Outst	0000738	Ms Gina G. Torres	V0190009	12/07/23		425.00		425.00
								425.00		425.00
E0023558	12/14/23	Outst	0201801	Michael R. Traversa	V0190126	12/11/23		330.00		330.00
								330.00		330.00
E0023559	12/14/23	Outst	0158266	Mr. Christopher J. Wido	V0190130	12/11/23		75.00		75.00
								75.00		75.00
E0023560	12/14/23	Outst	0190102	Ms. Brandie N. Windham	V0190190	12/13/23		357.70		357.70
								357.70		357.70
E0023632	12/14/23	Outst	0001485	Citibank, N.A.	V0190208	12/13/23		240.00		240.00
					V0190488	12/14/23	P0014732	105.43		105.43
					V0190489	12/14/23	P0014763	66.37		66.37
					V0190490	12/14/23	P0014924	205.69		205.69

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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
					V0190491	12/14/23	P0014843	212.60		212.60
					V0190492	12/14/23	P0014858	57.50		57.50
					V0190493	12/14/23	P0014907	116.20		116.20
					V0190494	12/14/23	P0014894	347.63		347.63
					V0190495	12/14/23	P0014851	368.44		368.44
					V0190496	12/14/23	P0014896	200.00		200.00
					V0190497	12/14/23	P0014716	227.80		227.80
					V0190498	12/14/23	P0014727	4,076.09		4,076.09
					V0190499	12/14/23	P0014718	589.24		589.24
								6,812.99		6,812.99
E0023633	12/14/23	Outst	0182919	Mr. Ryan Denson	V0190239	12/13/23	B0005402	2,800.00		2,800.00
								2,800.00		2,800.00
E0023634	12/14/23	Outst	0220352	Lee Golden	V0190225	12/13/23	P0014895	250.00		250.00
					V0190226	12/13/23	P0014895	250.00		250.00
								500.00		500.00
E0023635	12/14/23	Outst	0199645	Frankie L. Johnson	V0190462	12/14/23	P0014872	750.00		750.00
								750.00		750.00
E0023636	12/14/23	Outst	0208914	Janice Marshall	V0190031	12/08/23	B0005513	7,562.50		7,562.50
								7,562.50		7,562.50
E0023637	12/14/23	Outst	0221066	Amzec, Llc	V0190040	12/08/23	B0005604	3,600.00		3,600.00
								3,600.00		3,600.00
E0023638	12/14/23	Outst	0213459	Bohm Consulting LLC	V0190028	12/08/23	B0005576	1,700.00		1,700.00
								1,700.00		1,700.00
E0023639	12/14/23	Outst	0165533	Campus Spa	V0189781	11/30/23	P0014406	3,520.00		3,520.00
								3,520.00		3,520.00
E0023640	12/14/23	Outst	0207194	DD's Operations LLC	V0190227	12/13/23	B0005637	1,907.50		1,907.50
								1,907.50		1,907.50
E0023641	12/19/23	Outst	0001422	CCCTU-Cope Fund	V0190555	12/19/23		117.00		117.00
								117.00		117.00
E0023642	12/19/23	Outst	0001374	College & University Cre	V0190557	12/19/23		200.00		200.00

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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
								200.00		200.00
E0023643	12/19/23	Outst	0191845	Metropolitan Alliance of	V0190559	12/19/23		80.50		80.50
								80.50		80.50
E0023644	12/19/23	Outst	0001372	Morton College Teachers	V0190560	12/19/23		3,145.16		3,145.16
					V0190561	12/19/23		1,813.49		1,813.49
								4,958.65		4,958.65
E0023645	12/19/23	Outst	0209135	Omni Financial Group, In	V0190562	12/19/23		9,910.25		9,910.25
								9,910.25		9,910.25
E0023646	12/19/23	Outst	0001513	SEIU Local 73 Cope	V0190563	12/19/23		35.00		35.00
								35.00		35.00
E0023647	12/19/23	Outst	0001373	Service Employees Intl U	V0190564	12/19/23		350.09		350.09
								350.09		350.09
E0023648	12/19/23	Outst	0001161	State Univ Retirement Sy	V0190567	12/19/23		69,824.86		69,824.86
								69,824.86		69,824.86
E0023649	12/19/23	Outst	0200455	Ms. Lauren Caruso	V0190433	12/14/23		272.99		272.99
								272.99		272.99
E0023650	12/19/23	Outst	0105355	Ms. Alexa E. Herrera	V0190160	12/12/23		47.58		47.58
								47.58		47.58
E0023651	12/19/23	Outst	0169153	Ms. Amy L. Kinney	V0190519	12/15/23		109.00		109.00
								109.00		109.00
E0023652	12/19/23	Outst	0197664	Ms. Claudia Mosqueda	V0190520	12/15/23		206.89		206.89
								206.89		206.89
E0023653	12/19/23	Outst	0000953	Liliana Raygoza	V0190380	12/13/23		1,547.85		1,547.85
								1,547.85		1,547.85
E0023654	12/19/23	Outst	0192342	Edgar Rebolledo	V0190069	12/08/23		620.11		620.11
								620.11		620.11

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E0023655	12/19/23	Outst	0005802	Ms. Juhelia T. Thompson	V0190117	12/11/23		1,632.46		1,632.46
								1,632.46		1,632.46
E0023656	12/19/23	Outst	0000808	Ms. Marisol Velazquez	V0190181	12/12/23		333.48		333.48
								333.48		333.48
E0023664	12/19/23	Outst	0220352	Lee Golden	V0190480	12/14/23	P0014895	250.00		250.00
								250.00		250.00
E0023665	12/19/23	Outst	0190089	3OE Solutions	V0190231	12/13/23	B0005418	5,000.00		5,000.00
								5,000.00		5,000.00
E0023666	12/19/23	Outst	0013221	4IMPRINT	V0190457	12/14/23	P0014758	575.84		575.84
								575.84		575.84
E0023667	12/19/23	Outst	0209709	Accurate Employment Scre	V0190066	12/08/23	B0005600	1,361.69		1,361.69
								1,361.69		1,361.69
E0023668	12/19/23	Outst	0206735	All Pro Truck Driving Sc	V0190508	12/14/23	P0014874	3,400.00		3,400.00
					V0190509	12/14/23	P0014876	3,400.00		3,400.00
								6,800.00		6,800.00
E0023669	12/19/23	Outst	0190802	All-Types Elevators Inc	V0190027	12/08/23	B0005445	569.60		569.60
					V0190580	12/18/23	B0005445	601.00		601.00
								1,170.60		1,170.60
E0023670	12/19/23	Outst	0188188	Amazon Capital Services	V0189583	11/20/23	B0005608	35.99		35.99
					V0190016	12/08/23	B0005404	59.52		59.52
					V0190017	12/08/23	B0005522	429.90		429.90
					V0190018	12/08/23	B0005583	31.98		31.98
					V0190020	12/08/23	B0005527	128.00		128.00
					V0190021	12/08/23	B0005527	128.00		128.00
					V0190022	12/08/23	B0005633	493.85		493.85
					V0190023	12/08/23	B0005443	50.00		50.00
					V0190024	12/08/23	B0005634	178.63		178.63
					V0190049	12/08/23	B0005491	77.97		77.97
					V0190058	12/08/23	B0005583	46.79		46.79
					V0190212	12/13/23	B0005521	39.99		39.99
					V0190213	12/13/23	B0005633	406.99		406.99
					V0190214	12/13/23	B0005443	47.96		47.96
					V0190215	12/13/23	B0005474	75.40		75.40
					V0190216	12/13/23	B0005583	299.00		299.00

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					V0190221	12/13/23	B0005612	117.94		117.94
					V0190235	12/13/23	B0005492	24.08		24.08
					V0190382	12/13/23	P0014726	180.31		180.31
					V0190383	12/13/23	P0014826	230.29		230.29
					V0190384	12/13/23	P0014837	41.88		41.88
					V0190413	12/13/23	P0014738	419.56		419.56
					V0190414	12/13/23	P0014776	431.96		431.96
					V0190416	12/13/23	P0014704	907.88		907.88
					V0190417	12/13/23	P0014760	73.27		73.27
					V0190418	12/13/23	P0014811	41.78		41.78
					V0190419	12/13/23	P0014789	53.36		53.36
					V0190420	12/13/23	P0014824	260.96		260.96
					V0190421	12/13/23	P0014796	119.91		119.91
					V0190422	12/13/23	P0014813	403.01		403.01
					V0190423	12/13/23	P0014815	132.86		132.86
					V0190424	12/13/23	P0014816	611.01		611.01
					V0190425	12/13/23	P0014846	205.97		205.97
					V0190426	12/13/23	P0014860	39.99		39.99
					V0190446	12/14/23	B0005642	7.21		7.21
					V0190447	12/14/23	B0005642	31.67		31.67
					V0190450	12/14/23	B0005642	293.79		293.79
					V0190476	12/14/23	P0014739	936.80		936.80
					V0190477	12/14/23	P0014818	117.56		117.56
					V0190478	12/14/23	P0014845	306.14		306.14
					V0190479	12/14/23	P0014865	13.83		13.83
					V0190500	12/14/23	B0005634	6.57		6.57
					V0190501	12/14/23	B0005527	497.90		497.90
					V0190503	12/14/23	P0014771	56.62		56.62
					V0190569	12/18/23		24.99-		-24.99
					V0190571	12/18/23		16.94-		-16.94
					V0190614	12/18/23	P0014873	91.96		91.96
					V0190615	12/18/23	P0014910	139.99		139.99
					V0190620	12/19/23	P0014828	202.50		202.50
					V0190621	12/19/23	P0014890	67.48		67.48
					V0190622	12/19/23	P0014877	125.80		125.80
					V0190623	12/19/23	P0014868	112.86		112.86
					V0190624	12/19/23	P0014856	210.25		210.25
								10,002.99		10,002.99
E0023671	12/19/23	Outst	0221066	Amzec, Llc	V0190543	12/15/23	B0005604	2,880.00		2,880.00
								2,880.00		2,880.00
E0023672	12/19/23	Outst	0002154	Apperson	V0190458	12/14/23	P0014767	272.40		272.40
								272.40		272.40
E0023673	12/19/23	Outst	0198820	Asure Software	V0190026	12/08/23	B0005512	131.99		131.99
								131.99		131.99

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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
E0023674	12/19/23	Outst	0156646	ATI Nursing Education	V0190365	12/13/23	P0014842	9,900.00		9,900.00
								9,900.00		9,900.00
E0023675	12/19/23	Outst	0219175	Awards Network	V0190015	12/08/23	B0005516	525.00		525.00
					V0190060	12/08/23	B0005516	525.00		525.00
					V0190456	12/14/23	B0005516	175.00		175.00
								1,225.00		1,225.00
E0023676	12/19/23	Outst	0196421	Balloons by Tommy	V0190502	12/14/23	P0014737	330.00		330.00
								330.00		330.00
E0023677	12/19/23	Outst	0219389	Brookshandyman & Assembl	V0190516	12/14/23	P0014926	280.00		280.00
								280.00		280.00
E0023678	12/19/23	Outst	0166207	BSA	V0190386	12/13/23	B0005399	1,129.45		1,129.45
					V0190387	12/13/23	B0005399	2,666.25		2,666.25
								3,795.70		3,795.70
E0023679	12/19/23	Outst	0211877	City Wide Facility Solut	V0190629	12/19/23	P0014919	3,984.75		3,984.75
								3,984.75		3,984.75
E0023680	12/19/23	Outst	0201853	Club Automation, LLC	V0190061	12/08/23	B0005424	1,271.02		1,271.02
								1,271.02		1,271.02
E0023681	12/19/23	Outst	0198009	Comevo	V0190612	12/18/23	P0014934	6,555.00		6,555.00
								6,555.00		6,555.00
E0023682	12/19/23	Outst	0209459	Cornerstone Government A	V0190025	12/08/23	B0005457	14,000.00		14,000.00
								14,000.00		14,000.00
E0023683	12/19/23	Outst	0161721	Crestline Specialties In	V0190464	12/14/23	P0014434	733.45		733.45
								733.45		733.45
E0023684	12/19/23	Outst	0212349	Del's Moving Inc	V0190627	12/19/23	P0014912	950.00		950.00
								950.00		950.00
E0023685	12/19/23	Outst	0209578	DisposAll Waste Services	V0190037	12/08/23	B0005414	291.75		291.75
					V0190038	12/08/23	B0005414	477.41		477.41

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2023 - 12/31/2023

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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
					V0190211	12/13/23	B0005414	566.71		566.71
					V0190579	12/18/23	B0005414	426.83		426.83
								1,762.70		1,762.70
E0023686	12/19/23	Outst	0001508	EBSCO	V0190402	12/13/23	P0014777	25,245.07		25,245.07
								25,245.07		25,245.07
E0023687	12/19/23	Outst	0218528	ezCater, Inc	V0190603	12/18/23	P0014901	1,004.09		1,004.09
					V0190604	12/18/23	P0014880	673.20		673.20
					V0190605	12/18/23	P0014909	157.37		157.37
					V0190606	12/18/23	P0014899	527.88		527.88
					V0190607	12/18/23	P0014911	177.91		177.91
					V0190608	12/18/23	P0014913	177.91		177.91
					V0190609	12/18/23	P0014567	973.08		973.08
								3,691.44		3,691.44
E0023688	12/19/23	Outst	0219437	Farmer's Fridge	V0190237	12/13/23	B0005524	2,256.62		2,256.62
								2,256.62		2,256.62
E0023689	12/19/23	Outst	0219326	Ferrilli	V0190064	12/08/23	B0005441	4,200.00		4,200.00
								4,200.00		4,200.00
E0023690	12/19/23	Outst	0196370	Follett Higher Education	V0190469	12/14/23	P0014848	130.74		130.74
								130.74		130.74
E0023691	12/19/23	Outst	0001037	Fox Valley Fire & Safety	V0190572	12/18/23	B0005464	793.00		793.00
								793.00		793.00
E0023692	12/19/23	Outst	0202852	Freepoint Energy Solutio	V0190573	12/18/23	B0005484	26,452.40		26,452.40
								26,452.40		26,452.40
E0023693	12/19/23	Outst	0205565	Game One	V0190051	12/08/23	B0005607	31.10		31.10
					V0190057	12/08/23	B0005619	1,417.03		1,417.03
					V0190218	12/13/23	B0005438	3,932.77		3,932.77
					V0190220	12/13/23	B0005531	2,116.80		2,116.80
					V0190247	12/13/23	B0005578	1,941.06		1,941.06
					V0190323	12/13/23	B0005621	42.65		42.65
					V0190361	12/13/23	B0005621	1,567.39		1,567.39
					V0190362	12/13/23	B0005618	283.40		283.40
					V0190363	12/13/23	B0005620	566.82		566.82
					V0190451	12/14/23	B0005438	1,850.63		1,850.63
								13,749.65		13,749.65

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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
E0023694	12/19/23	Outst	0205972	Gas Plus DBA Buddy Bear	V0190044	12/08/23	B0005412	113.94		113.94
								113.94		113.94
E0023695	12/19/23	Outst	0001386	Grand Stage Company	V0190401	12/13/23	P0014822	31.11		31.11
								31.11		31.11
E0023696	12/19/23	Outst	0222209	Kanopy Inc	V0190408	12/13/23	P0014804	1,000.00		1,000.00
								1,000.00		1,000.00
E0023697	12/19/23	Outst	0001890	Konica Minolta Bus Solut	V0190063	12/08/23	B0005611	8,527.76		8,527.76
								8,527.76		8,527.76
E0023698	12/19/23	Outst	0002233	Konica Minolta Premier F	V0190030	12/08/23	B0005417	2,897.00		2,897.00
					V0190574	12/18/23	B0005417	1,960.36		1,960.36
					V0190575	12/18/23	B0005417	654.91		654.91
					V0190576	12/18/23	B0005417	777.63		777.63
								6,289.90		6,289.90
E0023699	12/19/23	Outst	0220726	Manufacturing Renaissanc	V0190610	12/18/23	P0014932	66,000.00		66,000.00
								66,000.00		66,000.00
E0023700	12/19/23	Outst	0208090	Maxient, LLC	V0190474	12/14/23	P0014839	6,000.00		6,000.00
								6,000.00		6,000.00
E0023701	12/19/23	Outst	0217543	NobleTec, LLC	V0190412	12/13/23	P0014679	4,936.66		4,936.66
					V0190601	12/18/23	B0005440	9,032.00		9,032.00
								13,968.66		13,968.66
E0023702	12/19/23	Outst	0208992	NRG Business Marketing L	V0190568	12/18/23	B0005478	5,136.52		5,136.52
								5,136.52		5,136.52
E0023703	12/19/23	Outst	0001122	Office Depot Business So	V0190042	12/08/23	B0005382	8.99		8.99
					V0190043	12/08/23	B0005382	60.52		60.52
					V0190245	12/13/23	B0005382	15.99		15.99
					V0190246	12/13/23	B0005382	15.99-		-15.99
								69.51		69.51
E0023704	12/19/23	Outst	0219663	Paragon Micro Inc	V0190547	12/15/23	P0014785	1,998.00		1,998.00
								1,998.00		1,998.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2023 - 12/31/2023

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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
E0023705	12/19/23	Outst	0001128	Pasco Scientific	V0190374	12/13/23	P0014338	523.00		523.00
								523.00		523.00
E0023706	12/19/23	Outst	0211161	Pathful, Inc	V0190463	12/14/23	P0014823	4,750.00		4,750.00
								4,750.00		4,750.00
E0023707	12/19/23	Outst	0196739	Police Law Institute	V0190381	12/13/23	P0014501	1,485.00		1,485.00
								1,485.00		1,485.00
E0023708	12/19/23	Outst	0191240	Scenario Learning, LLC	V0190510	12/14/23	P0014784	12,550.00		12,550.00
								12,550.00		12,550.00
E0023709	12/19/23	Outst	0156310	Scholar Buys LLC	V0190470	12/14/23	P0014834	33,406.00		33,406.00
								33,406.00		33,406.00
E0023710	12/19/23	Outst	0001857	Scorebuilders, LLC	V0190460	12/14/23	P0014803	129.00		129.00
								129.00		129.00
E0023711	12/19/23	Outst	0196722	Sense Media LLC	V0190626	12/19/23	P0014827	1,730.00		1,730.00
								1,730.00		1,730.00
E0023712	12/19/23	Outst	0208071	Signature Transportation	V0190367	12/13/23	P0014799	1,169.50		1,169.50
					V0190399	12/13/23	P0014733	929.75		929.75
					V0190545	12/15/23	P0014806	710.60		710.60
					V0190546	12/15/23	P0014486	710.60		710.60
								3,520.45		3,520.45
E0023713	12/19/23	Outst	0001156	Smithereen Exterminating	V0190046	12/08/23	B0005383	186.00		186.00
								186.00		186.00
E0023714	12/19/23	Outst	0157227	Staples Advantage	V0190389	12/13/23	P0014852	2.99		2.99
					V0190390	12/13/23	P0014852	45.98		45.98
								48.97		48.97
E0023715	12/19/23	Outst	0001165	Swank Motion Pictures In	V0190481	12/14/23	P0014875	4,031.00		4,031.00
								4,031.00		4,031.00
E0023716	12/19/23	Outst	0219500	Sweets by Liz LLC	V0190400	12/13/23	P0014814	300.00		300.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2023 - 12/31/2023

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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
								300.00		300.00
E0023717	12/19/23	Outst	0177607	YBP Library Services	V0190234	12/13/23	B0005434	20.05		20.05
								20.05		20.05
								=====	=====	=====
								866,918.90		866,918.90

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CHECK REGISTER SUMMARY REPORT
Period 12/01/2023 - 12/31/2023

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	866,918.90	0.00
	01-0000-00000-110000000	General : Cash	0.00	866,918.90
			-----	-----
			866,918.90	866,918.90

Joanna M Martin

From: Mireya Perez
Sent: Wednesday, January 17, 2024 1:17 PM
To: Board Materials
Subject: Board action - Monthly Budget Report for Month End December 2023
Attachments: MC- DECEMBER 2023 MONTHLY BUDGET REPORT.pdf

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING DECEMBER 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 December 31, 2023



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

50%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 18,471,313	\$ 31,529,250	58.6%	\$ 13,057,937
Expenditures	(12,991,685)	(31,529,250)	41.2%	(18,537,565)
Net	\$ 5,479,628	\$ -		\$ (5,479,628)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 1,406,568	\$ 3,300,631	42.6%	\$ 1,894,063
Expenditures	(1,480,749)	(3,300,631)	44.9%	(1,819,882)
Net	\$ (74,181)	\$ -		\$ 74,181
<u>Restricted Purpose Fund</u>				
Revenue	\$ 4,398,739	\$ 25,067,898	17.5%	\$ 20,669,159
Expenditures	(5,035,328)	(25,067,898)	20.1%	(20,032,570)
Net	\$ (636,589)	\$ -		\$ 636,589
<u>Audit Fund</u>				
Revenue	\$ 40,005	\$ 95,900	41.7%	\$ 55,895
Expenditures	20,400	(95,900)	-21.3%	(116,300)
Net	\$ 60,405	\$ -		\$ (60,405)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 442,871	\$ 890,500	49.7%	\$ 447,629
Expenditures	(477,383)	(890,500)	53.6%	(413,117)
Net	\$ (34,512)	\$ -		\$ 34,512
<u>General Bond Obligation Fund</u>				
Revenue	\$ 457,331	\$ 640,950	71.4%	\$ 183,619
Expenditures	(484,475)	(640,950)	75.6%	(156,475)
Net	\$ (27,144)	\$ -		\$ 27,144
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 57,449	\$ 4,530,558	1.3%	\$ 4,473,109
Expenditures	(406,592)	(4,530,558)	9.0%	(4,123,966)
Net	\$ (349,143)	\$ -		\$ 349,143
<u>All Funds</u>				
Revenue	\$ 25,274,276	\$ 66,055,687	38.3%	\$ 40,781,411
Expenditures	(20,855,812)	(66,055,687)	31.6%	\$ (45,199,875)
Net	\$ 4,418,464	\$ -		\$ (4,418,464)

EDUCATION FUND REVENUE
December 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 4,242,768	\$ 8,392,145	50.6%	\$ 4,149,377
Total Local Government	<u>\$ 4,242,768</u>	<u>\$ 8,392,145</u>		<u>\$ 4,149,377</u>
CORPORATE PERSONAL PROPERTY TAXES	\$ 224,701	\$ 2,550,000	8.8%	\$ 2,325,299
SURS HEALTH - ON BEHALF PAYMENTS	\$ -	\$ -	0.0%	\$ -
STATE GOVERNMENT				
ICCB credit hour grants	\$ 1,337,893	\$ 2,659,801	50.3%	\$ 1,321,908
ICCB equalization grants	2,210,615	3,645,280	60.6%	1,434,665
CTE formula grant	161,908	225,000	72.0%	63,092
Total State Government	<u>\$ 3,710,416</u>	<u>\$ 6,530,081</u>		<u>\$ 2,819,665</u>
STUDENT TUITION AND FEES				
Tuition	\$ 7,988,293	\$ 11,330,112	70.5%	\$ 3,341,819
Fees	1,638,772	1,909,712	85.8%	270,940
Total Tuition and Fees	<u>\$ 9,627,065</u>	<u>\$ 13,239,824</u>		<u>\$ 3,612,759</u>
MISCELLANEOUS				
Sales and service fees	\$ 47,157	\$ 215,700	21.9%	\$ 168,543
Investment revenue	619,206	600,000	103.2%	(19,206)
Nongovernmental gifts & scholarships	-	1,500	0.0%	1,500
Total Other Sources	<u>\$ 666,363</u>	<u>\$ 817,200</u>		<u>\$ 150,837</u>
Total Revenue	<u>\$ 18,471,313</u>	<u>\$ 31,529,250</u>	<u>58.6%</u>	\$ 13,057,937
Transfers in	\$ -	\$ -	0.0%	\$ -
Total Revenue and Transfers in	<u>\$ 18,471,313</u>	<u>\$ 31,529,250</u>	58.6%	<u>\$ 13,057,937</u>

EDUCATION FUND EXPENDITURES

December 31, 2023

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 4,216,697	\$ 9,246,974	45.6%	\$ 5,030,277
Employee benefits	536,779	1,007,348	53.3%	470,569
Contractual services	135,873	527,000	25.8%	391,127
Material and supplies	181,135	815,650	22.2%	634,515
Conferences and meetings	21,455	75,450	28.4%	53,995
Total Instruction	<u>5,091,939</u>	<u>11,672,422</u>	<u>43.6%</u>	<u>6,580,483</u>
Academic Support				
Salaries	610,294	1,373,721	44.4%	763,427
Employee benefits	111,175	210,838	52.7%	99,663
Contractual services	245,274	422,000	58.1%	176,726
Material and supplies	113,971	341,280	33.4%	227,309
Conferences and meetings	18,274	40,850	44.7%	22,576
Fixed charges	56,152	100,000	56.2%	43,848
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>1,155,140</u>	<u>2,489,689</u>	<u>46.4%</u>	<u>1,334,549</u>
Student Services				
Salaries	1,166,421	2,783,411	41.9%	1,616,990
Employee benefits	202,703	369,844	54.8%	167,141
Contractual services	58,219	352,000	16.5%	293,781
Material and supplies	38,391	227,690	16.9%	189,299
Conferences and meetings	66,181	140,500	47.1%	74,319
Fixed charges	-	26,500	0.0%	26,500
Total Student Services	<u>1,531,915</u>	<u>3,899,945</u>	<u>39.3%</u>	<u>2,368,030</u>
Public Service/Continuing Education				
Salaries	144,155	209,471	68.8%	65,316
Employee benefits	17,487	31,235	56.0%	13,748
Contractual services	46,415	158,000	29.4%	111,585
Material and supplies	4,171	21,700	19.2%	17,529
Conferences and meetings	5,010	20,350	24.6%	15,340
Other tuition/fee waiver	-	10,000	0.0%	10,000
Total Public Service/Continuing Education	<u>217,238</u>	<u>450,756</u>	<u>48.2%</u>	<u>233,518</u>
Auxiliary Services				
Salaries	119,884	245,524	48.8%	125,640
Employee benefits	28,206	51,199	55.1%	22,993
Contractual services	447,450	630,000	71.0%	182,550
Material and supplies	151,016	395,000	38.2%	243,984
Conferences and meetings	154,287	285,000	54.1%	130,713
Fixed charges	29,553	85,000	34.8%	55,447
Total Auxiliary Services	<u>930,396</u>	<u>1,691,723</u>	<u>55.0%</u>	<u>761,327</u>

EDUCATION FUND EXPENDITURES
December 31, 2023

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,054,040	\$ 2,699,096	39.1%	\$ 1,645,056
Employee benefits	220,712	572,669	38.5%	351,957
Contractual services	846,177	1,887,500	44.8%	1,041,323
Material and supplies	163,867	795,550	20.6%	631,683
Conferences and meetings	51,900	233,400	22.2%	181,500
Fixed charges	-	1,500	0.0%	1,500
Other	62,502	200,000	31.3%	137,498
Total Institutional Support	<u>2,399,198</u>	<u>6,389,715</u>	<u>37.5%</u>	<u>3,990,517</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>1,665,858</u>	<u>2,000,000</u>	<u>83.3%</u>	<u>334,142</u>
Total Scholarships, Student Grants & Waivers	<u>1,665,858</u>	<u>2,000,000</u>	<u>83.3%</u>	<u>334,142</u>
Contingencies				
	-	1,200,000	0.0%	1,200,000
Total Expenditures	<u>\$ 12,991,684</u>	<u>\$ 29,794,250</u>	<u>43.6%</u>	<u>\$ 16,802,566</u>
Transfers out	-	1,735,000	0.0%	1,735,000
Total Expenditures and Transfers out	<u>\$12,991,684</u>	<u>\$ 31,529,250</u>	<u>41.2%</u>	<u>\$ 18,537,566</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
December 31, 2023

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 801,212	\$ 1,621,631	49.4%	\$ 820,419
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	\$ 1,406,568	\$ 2,650,631	53.1%	\$ 1,244,063
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$694,209	\$1,478,920	46.9%	\$784,711
Employee benefits	99,669	211,711	47.1%	112,042
Contractual services	157,334	694,500	22.7%	537,166
Material and supplies	96,460	167,000	57.8%	70,540
Conferences and meetings	832	6,500	12.8%	5,668
Utilities	372,245	672,000	55.4%	299,755
Capital outlay	60,000	60,000	0.0%	-
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	1,480,749	3,300,631	44.9%	1,819,882
Total Expenditures	\$ 1,480,749	\$ 3,300,631	44.9%	\$ 1,819,882

RESTRICTED PURPOSE FUND REVENUE
December 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	132,360	264,701	50.0%	132,341
Other Sources	85,000	9,151,476	0.9%	9,066,476
Total State Government	<u>768,752.00</u>	<u>11,063,768</u>	<u>6.9%</u>	<u>10,295,016</u>
FEDERAL GOVERNMENT				
ICCB	211,810	1,742,893	12.2%	1,531,083
Department of education	3,416,511	12,240,613	27.9%	8,824,102
Other	1,665	20,623	0.0%	18,958
Total Federal Government	<u>3,629,986</u>	<u>14,004,129</u>	<u>25.9%</u>	<u>8,843,060</u>
Total Revenue	<u>\$ 4,398,738</u>	<u>\$ 25,067,897</u>	<u>17.5%</u>	<u>\$ 19,138,076</u>

RESTRICTED PURPOSE FUND EXPENDITURES
December 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 597,847	\$ 1,783,149	33.5%	\$ 1,185,302
Employee benefits	181,433	5,374,532	3.4%	5,193,099
Contractual services	76,982	166,134	46.3%	89,152
Material and supplies	94,261	371,158	25.4%	276,897
Conferences and meetings	1,750	52,008	3.4%	50,258
Student grants and scholarships	179,377	573,719	31.3%	394,342
Total Instruction	<u>1,131,650</u>	<u>8,320,700</u>	<u>13.6%</u>	<u>7,189,050</u>
Academic Support				
Salaries	920	17,500	0.0%	16,580
Employee benefits	-	600,000	0.0%	600,000
Material and supplies	1,091	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>2,011</u>	<u>623,220</u>	<u>0.3%</u>	<u>621,209</u>
Student Services				
Salaries	188,188	462,878	40.7%	274,690
Employee benefits	59,673	1,130,892	5.3%	1,071,219
Other Contract Services	41,857	267,255	15.7%	225,398
Material and supplies	12,813	792,724	1.6%	779,911
Conferences and meetings	21,986	60,586	36.3%	38,600
Fixed charges	-	100	0.0%	100
Total Student Services	<u>324,517</u>	<u>2,714,435</u>	<u>12.0%</u>	<u>2,389,918</u>
Public Service/Continuing Education				
Salaries	100,051	205,709	48.6%	105,658
Employee benefits	22,569	295,400	7.6%	272,831
Contractual services	504	2,592	19.4%	2,088
Material and supplies	-	3,700	0.0%	3,700
Conferences and meetings	2,278	15,300	14.9%	13,022
Total Public Service/Continuing Education	<u>125,402</u>	<u>522,701</u>	<u>24.0%</u>	<u>397,299</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
December 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%	750,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>750,000</u>	<u>0.0%</u>	<u>750,000</u>
Institutional Support				
Salaries	-	-	0.0%	-
Employee benefits	8	1,300,000	0.0%	1,299,992
Contractual services	13,483	50,000	27.0%	36,517
Materials and supplies	147,704	336,517	43.9%	188,813
Total Institutional Support	<u>161,195</u>	<u>1,686,517</u>	<u>9.6%</u>	<u>1,525,322</u>
Scholarships, Student Grants & Waivers				
Salaries	73,934	123,003	60.1%	49,069
Student grants and scholarships	3,216,620	10,202,321	31.5%	6,985,701
<u>Total Scholarships, Student Grants & Waivers</u>	<u>3,290,554</u>	<u>10,325,324</u>	<u>31.9%</u>	<u>7,034,770</u>
<u>Total Expenditures</u>	<u>\$ 5,035,329</u>	<u>\$ 25,067,897</u>	<u>20.1%</u>	<u>\$ 20,032,568</u>

AUDIT FUND REVENUE AND EXPENDITURES
December 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 39,970	\$ 80,850	49.4%	\$ 40,880
<u>MISCELLANEOUS</u>				
Investment revenue	34	50	68.0%	16
<u>Total Revenue</u>	\$ 40,004	\$ 80,900	49.4%	\$ 40,896
 <u>Transfers in</u>	 -	 15,000	 0.0%	 15,000
<u>Total Revenue and Transfers in</u>	\$ 40,004	\$ 95,900	41.7%	\$ 55,896
 <u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	(20,400)	95,900	-21.3%	116,300
<u>Total Expenditures</u>	\$ (20,400)	\$ 95,900	-21.3%	\$ 116,300

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

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 442,634	\$ 890,400	49.7%	\$ 447,766
MISCELLANEOUS				
Investment revenue	237	100	237.0%	(137)
Total Revenue	<u>\$ 442,871</u>	<u>\$ 890,500</u>	<u>49.7%</u>	<u>\$ 447,629</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	6,897	70,000	9.9%	63,103
Contractual services	117,309	206,000	56.9%	88,691
Other Fixed Charges	353,177	405,000	87.2%	51,823
Total Institutional Support	<u>477,383</u>	<u>681,000</u>	<u>70.1%</u>	<u>203,617</u>
Total Expenditures	<u>\$ 477,383</u>	<u>\$ 890,500</u>	<u>53.6%</u>	<u>\$ 413,117</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
December 31, 2023

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 457,128</u>	<u>\$ 640,850</u>	<u>71.3%</u>	<u>\$ 183,722</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>203</u>	<u>100</u>	<u>203.0%</u>	<u>(103)</u>
Total Revenue	<u>457,331</u>	<u>640,950</u>	<u>71.4%</u>	<u>183,619</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>484,475</u>	<u>640,950</u>	<u>75.6%</u>	<u>156,475</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Total Expenditures	<u>\$ 484,475</u>	<u>\$ 640,950</u>	<u>75.6%</u>	<u>\$ 156,475</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
December 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	57,449	-	0.0%	(57,449)
Total	57,449	-	0.0%	(57,449)
TRANSFERS IN	\$ -	\$ 1,720,000	0.0%	\$ 1,720,000
<u>Total Revenue and Transfers in</u>	<u>\$ 57,449</u>	<u>\$ 4,530,558</u>	<u>1.3%</u>	<u>\$ 4,473,109</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	9,574	500,000	1.9%	490,426
Capital outlay	397,018	4,030,558	9.9%	3,633,540
Total Operation and Maintenance of Plant	406,592	4,530,558	9.0%	4,123,966
Total Expenditures	\$ 406,592	\$ 4,530,558	9.0%	\$ 4,123,966

Joanna M Martin

From: Mireya Perez
Sent: Tuesday, January 16, 2024 1:35 PM
To: Board Materials
Subject: Fw: Action Item 8.3 for 01/24/2024 Board Meeting
Attachments: TR 12.31.23.pdf

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Tuesday, January 16, 2024 1:33 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 01/24/2024 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR DECEMBER 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: December 2023

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
The Illinois Funds, Springfield	1-May-06	\$11,388,064.10	0.0100%	TIF Prime Fund	31-Dec-23
	Sum	<u>\$11,388,064.10</u>			
Grand Total		\$ 11,388,064.10			

PROPOSED ACTION: THAT THE BOARD APPROVED THE RENEWAL OF THE TREASURER'S BOND FOR FISCAL YEAR 2024 FOR \$5,000,000 AT A COST OF \$4,834 FROM ALLIANT INSURANCE SERVICES, INC.

RATIONALE:

A Treasure's Bond is required pursuant to 110 ILCS 805/3-19 for the term July 1, 2023 – June 30, 2024. The bond covers the faithful performances and fidelity of the schools treasurer in the amount of \$5,000,000.

COST ANALYSIS:

\$4,834 for fiscal year 2024

ATTACHMENT: Resolution, bond certificate, invoice

Illinois Community College Board

COMMUNITY COLLEGE TREASURER' S BOND

Community College District Name: Morton College Dist. No. 527, County of Cook, State of Illinois.

Know All Men by These Present: That we, Mireya Perez, and Hartford Fire Insurance Company are held and firmly bound, jointly and severally, unto the Board of Community College District No. 527, County(ies) of Cook, and State of Illinois in the penal sum of five million dollars (\$5,00,000.00). for the payment of which we bind ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof we have hereunto set our hands and seals this _____ day of _____, 2024. The condition of this obligation is such that if Mireya Perez, treasurer in the district aforesaid, faithfully discharges the duties of his office, according to law, and shall deliver to his successor in office, after that successor has qualified by giving bond as provided by law, all monies, books, papers, securities and property, which shall come into his hands or control, as such treasurer, from the date of his bond up to the time that this successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Signed: _____

Approved and accepted by the Board of Community College District No. 527 County of Cook, and State of Illinois.

By _____

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

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

RESOLUTION APPROVING THE COMMUNITY COLLEGE TREASURER'S BOND FOR
MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 527

WHEREAS, Morton College, Community College District No. 527 ("Morton College") is a community college district operating under the provisions of the Public Community College Act (110 ILCS 805/1-1, *et seq.*) (the "Act"); and

WHEREAS, pursuant to Section 3-19 of the Act (110 ILCS 805/3-19), Morton College is required to secure a Community College Treasurer's Bond (the "Treasurer's Bond"), attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Board of Trustees of Morton College (the "Board") determines that it is in the best interests of Morton College approve the Treasurer's Bond; and

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

1. The Board hereby authorizes and approved the Treasurers Bond for Mireya Perez, its Treasurer, in the penal sum of five million dollars (\$5,000,000.00). The Treasurer of the Board is further authorized and directed to take all action necessary to effectuate the intent of this Resolution. The President of Morton College is hereby authorized and directed to execute and the Secretary of the Board is hereby authorized and directed to attest to and countersign any and all such documentation as may be necessary to carry out and effectuate the purpose of this Resolution.

2. The officers, employees and agents of Morton College are hereby authorized and directed to take any and all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated hereby and shall take all action necessary in conformity therewith.

3. This Resolution shall be in full force and effect upon passage and approval.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

Passed by a vote of ____ ayes and ____ nays at a Regular Meeting of the Board of Trustees held this ____ day of _____ 2024.

Leonard B. Cannata, ESQ.
President, Board of Trustees
Illinois Community College District No. 527

Attest:

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

EXHIBIT A

Community College Treasurer's Bond

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

PROPOSED ACTION: NOTIFYING THE BOARD OF TRAVEL FOR KEITH MCLAUGHLIN TO THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES LEGISLATIVE SUMMIT IN WASHINGTON, D.C., AND MEETINGS WITH CONGRESSIONAL OFFICES, AND TO ATTEND THE BOARD MEETING OF THE NATIONAL ALLIANCE OF COMMUNITY AND TECHNICAL COLLEGES IN AUGUSTA, GA.

RATIONALE: THE ACCT NATIONAL LEGISLATIVE SUMMIT IS DESIGNED TO INFORM AND EDUCATE COMMUNITY COLLEGE LEADERS ON FEDERAL POLICY ISSUES THAT IMPACT POSTSECONDARY INSTITUTIONS AND STUDENTS.

COST ANALYSIS: \$1,532.00

PROPOSED ACTION: THAT THE BOARD APPROVE NURSING DEPARTMENT MEMBERSHIP FOR KEITHRN \$2,010.00 FROM JANUARY 3, 2024 – JANUARY 3, 2025

RATIONALE: This product provides case studies for faculty to use to supplement instructions in the classroom, clinical, and simulation lab.

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

COST ANALYSIS:

\$2010.00

ATTACHMENT: QUOTE ATTACHED



4d13ebda-813d-44f
d-bc0a-6327f4b99e8

INVOICE

KeithRN LLC
6417 Penn Ave S Ste 8
Minneapolis, MN 55423

Kimberly@KeithRN.com
+1 (612) 351-7834
www.KeithRN.com



Morton College

Bill to
Morton College

Invoice details

Invoice no.: 6143
Terms: Net 30
Invoice date: 01/03/2024
Due date: 02/02/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		THINK LIKE A NURSE ALL-INCLUSIVE MEMBERSHIP FOR NURSE EDUCATORS This membership provides annual access to over 110 unfolding clinical reasoning case study topics across the nursing curriculum to make learning active and develop clinical judgment skills in nursing students. Additional handouts to strengthen classroom and clinical learning and faculty development webinars that provide contact hours are also included.		5	\$395.00	\$1,975.00
2.		Processing fee		1	\$35.00	\$35.00

Total **\$2,010.00**

Ways to pay



Renewal Invoice #446F2844CB
Annual Departmental Membership 1/6/24-1/6/25

Pay invoice

PROPOSED ACTION:

THAT THE BOARD APPROVE \$ 28,851.00 FOR ATI FOR OUR NURSING STUDENTS
COMPREHENSIVE REVIEW

RATIONALE:

This RN Comprehensive Review is to prepare our students for the RN NCLEX State exam.

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

COST ANALYSIS:

\$ 28,851.00

ATTACHMENT: QUOTE ATTACHED



rmStmnt_8042_00.pdf
f



Morton
College-0525.pdf



Morton
College-0524.pdf



11161 Overbrook Road | Leawood, Ks 66211
 p 800.667.7531 | f 913.685.2381
 EIN: 32-0222868 | GST# 802290502 RT0001

PO #	Description	Invoice #
LAUREN CARUSO	0525	S-C001059440
Contact	Phone #	Invoice Date
Account Mgt Team	913-721-5695	12/19/2023
Payment Terms	Due Date	Account #
Net 30	1/18/2024	8042

Bill To:

Morton College
 Lauren Caruso
 3801 South Central Ave
 Cicero IL 60804

Ship To:

Morton College
 3801 South Central Avenue
 Office located in the C bldg
 Cicero IL 60804

INVOICE

Item #	Item Description	Quantity	Unit Price	Ext. Price
RMRNWEB4	2023 Review Module E-book RN	36	\$6.75	\$243.00
QTC00001 2022RN	ATI Essentials RN - Module A	36	\$63.00	\$2,268.00
EHRT RN USER	RN EHR Tutor User License	36	\$33.75	\$1,215.00
ATI000002	Multi Pay Option	36	\$20.75	\$747.00
ATI000003	Rounding Error Discrepancy	1	\$0.36	\$0.36
NEW CLASS	1st Semester Class	36	\$7.50	\$270.00
QTC00007RN	ATI Essentials RN - Assessment Module Proctored	36	\$34.06	\$1,226.16
OLSP70185	Virtual 2.0-ATI RN	36	\$41.25	\$1,485.00
TPRN6	2023 Review Module Books RN	36	\$0.00	\$0.00

Continued On Next Page



11161 Overbrook Road | Leawood, KS 66211
p 800.667.7531 | f 913.685.2381
EIN: 32-0222868 | GST# 802290502 RT0001

Bill To:

Morton College
Lauren Caruso
3801 South Central Ave
Cicero IL 60804

PO #	Description	Invoice #
LAUREN CARUSO	0525	S-C001059440
Contact	Phone #	Invoice Date
Account Mgt Team	913-721-5695	12/19/2023
Payment Terms	Due Date	Account #
Net 30	1/18/2024	8042

Ship To:

Morton College

3801 South Central Avenue
Office located in the C bldg
Cicero IL 60804

INVOICE

Item #	Item Description	Quantity	Unit Price	Ext. Price
OLSI80112	ATI Engage Adult Medical Surgical RN	36	\$21.25	\$765.00
QTC00006RN	ATI Essentials RN - Assessment Module	36	\$65.18	\$2,346.48
BOARD VITALS NCLEX F	BoardVitals RN	36	\$26.00	\$936.00
QTC00002 2023RN	ATI Essentials RN - Module B	36	\$105.00	\$3,780.00
ATI PROCTOR BUNDLE	ATI Enhanced or Remote Proctoring	36	\$7.50	\$270.00

ALL SALES ARE FINAL

Defective products replaced within 30 days of purchase

Subtotal	\$15,552.00
Tax	\$0.00
Freight	\$0.00
TOTAL	\$15,552.00



Billing Inquiries
913-721-5695

REMITTANCE

Invoice Number S-C001059440
Due Date 1/18/2024
Account Number 8042

Please enclose this remittance with your payment
to ensure proper processing.

Amount Due \$15,552.00

Amount Enclosed

REMIT TO:

Assessment Technologies Institute, LLC
62277 Collections Center Drive
Chicago, IL 60693-0622



11161 Overbrook Road | Leawood, Ks 66211
 p 800.667.7531 | f 913.685.2381
 EIN: 32-0222868 | GST# 802290502 RT0001

PO #	Description	Invoice #
LAUREN CARUSO	0524	S-C001059606
Contact	Phone #	Invoice Date
Account Mgt Team	913-721-5695	12/19/2023
Payment Terms	Due Date	Account #
Net 30	1/18/2024	8042

Bill To:

Morton College
 Lauren Caruso
 3801 South Central Ave
 Cicero IL 60804

Ship To:

Morton College
 3801 South Central Avenue
 Office located in the C bldg
 Cicero IL 60804

INVOICE

Item #	Item Description	Quantity	Unit Price	Ext. Price
NEW CLASS	1st Semester Class	33	\$7.50	\$247.50
OLSP70185	Virtual 2.0-ATI RN	33	\$43.75	\$1,443.75
BOARD VITALS NCLEX F	BoardVitals RN	33	\$23.50	\$775.50
ATI PROCTOR BUNDLE	ATI Enhanced or Remote Proctoring	33	\$7.50	\$247.50
OLSI80100	ATI Engage Community & Public Health RN	33	\$12.50	\$412.50
TPRN6	2023 Review Module Books RN	33	\$0.00	\$0.00
RMRNWEB4	2023 Review Module E-book RN	33	\$6.75	\$222.75
QTC00006RN	ATI Essentials RN - Assessment Module	33	\$65.18	\$2,150.94
EHRT RN USER	RN EHR Tutor User License	33	\$32.50	\$1,072.50

Continued On Next Page



11161 Overbrook Road | Leawood, KS 66211
p 800.667.7531 | f 913.685.2381
EIN: 32-0222868 | GST# 802290502 RT0001

Bill To:

Morton College
Lauren Caruso
3801 South Central Ave
Cicero IL 60804

PO #	Description	Invoice #
LAUREN CARUSO	0524	S-C001059606
Contact	Phone #	Invoice Date
Account Mgt Team	913-721-5695	12/19/2023
Payment Terms	Due Date	Account #
Net 30	1/18/2024	8042

Ship To:

Morton College

3801 South Central Avenue
Office located in the C bldg
Cicero IL 60804

INVOICE

Item #	Item Description	Quantity	Unit Price	Ext. Price
QTC00007RN	ATI Essentials RN - Assessment Module Proctored	33	\$34.06	\$1,123.98
ATI000002	Multi Pay Option	33	\$19.25	\$635.25
QTC00002 2022RN	ATI Essentials RN - Module B	33	\$80.00	\$2,640.00
OLSI80102	ATI Engage Mental Health RN	33	\$12.50	\$412.50
ATI000003	Rounding Error Discrepancy	1	\$0.33	\$0.33
QTC00001 2022RN	ATI Essentials RN - Module A	33	\$58.00	\$1,914.00

ALL SALES ARE FINAL

Defective products replaced within 30 days of purchase

Subtotal	\$13,299.00
Tax	\$0.00
Freight	\$0.00
TOTAL	\$13,299.00



Billing Inquiries
913-721-5695

REMITTANCE

Invoice Number S-C001059606
Due Date 1/18/2024
Account Number 8042

Please enclose this remittance with your payment
to ensure proper processing.

Amount Due \$13,299.00

Amount Enclosed

REMIT TO:

Assessment Technologies Institute, LLC
62277 Collections Center Drive
Chicago, IL 60693-0622

PROPOSED ACTION: THAT THE BOARD APPROVE OADN MEMBERSHIP RENEWAL IN THE AMOUNT OF \$595.00

RATIONALE:

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

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

COST ANALYSIS:

\$595.00

ATTACHMENT: QUOTE ATTACHED



240108_OADN_Invoice_Morton College.



INVOICE - Organization for Associate Degree Nursing

Mailing Address:

OADN
219 Second Avenue, Suite B
Edwardsville, IL 62025

01/08/2024

Invoice #: OADN2024-1052

Item: Annual OADN Membership Renewal

Organization: Morton College

Primary Contact for Membership: Lauren Caruso

AMOUNT DUE: \$595.00

Due Date: 03/07/2024

Submit payment to:

Checks: OADN 219 Second Avenue, Suite B Edwardsville, IL 62025

Credit Cards: 800-809-6260

Online Payments: Log into www.oadn.org

PROPOSED ACTION:

THAT THE BOARD APPROVE INACSL A RENEWAL MEMBERSHIP OF \$636.00 FOR THE NURSING DEPARTMENT DUE 01/08/2024

RATIONALE:

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

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

COST ANALYSIS:

\$636.00

ATTACHMENT: QUOTE ATTACHED



invoice.pdf

INVOICE 7493



Morton College
3801 South Central Ave
Cicero, Illinois 60804

Invoice # 7493
Invoice Date 01/08/2024
Invoice Due Due Upon Receipt

Amount Due	\$ 636.00
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Transactions

Description	Amount
Institutional Membership	\$ 636.00

Total Amount	\$ 636.00
Amount Paid	-\$ 0.00
Amount Due	\$ 636.00

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

If paying via check, please remit payment to:

INACSL
PO Box 773175
Chicago, IL 60677-3175

PROPOSED ACTION: That the board approve Michael Kautz Carpeting & Flooring, to install carpeting on campus, in the amount of \$45,000.00 as submitted.

RATIONALE: To install carpeting on campus

COST ANALYSIS: \$45,000.00

ATTACHMENT:

PROPOSED ACTION: For the board to approve the college to continue using vendor BSA, for cleaning supplies.

RATIONALE: To purchase cleaning supplies for the campus

COST ANALYSIS: \$40,000.00

ATTACHMENT:

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE A MULTI-YEAR CONTRACT ADDITION WITH ELLUCIAN FOR THE AMOUNT OF \$118,473.00.

RATIONALE:

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

Goals: To obtain the services and implementation of Ellucian Apply to be implemented with our current ERP system.

COST ANALYSIS:

Contract Year ending June 30, 2024 (To be prorated if applicable) \$16,500.
Contract Year ending June 30, 2025, \$16,500
Contract Year ending June 30, 2026, \$17,490
Contract Year ending June 30, 2027, \$18,539
Contract Year ending June 30, 2028, \$19,652
\$88,681.

Implementation and Management Services (One-time fee) \$29,792.

ATTACHMENTS:

Ellucian



ORDER FORM

This Order Form (the "Order Form") is made by and between **ELLUCIAN COMPANY L.P.** ("Ellucian") and **Morton College** ("Client"). This Order Form is subject to the terms and conditions of the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance, as applicable (collectively, the "Agreement"). This Order Form will constitute a separate and independent contract between the parties hereto.

Term. The period commencing on the Beginning Date and continuing until the Expiration Date (each as specified in this Order Form) is the "Initial Term." Following the Initial Term, this Order Form will automatically renew for successive periods of twelve (12) months, at Ellucian's then-current rates unless either party provides written notice to the other party at least ninety (90) days prior to the commencement of the applicable renewal term. Ellucian shall provide Client with current rates in writing at least one hundred twenty (120) days prior to the commencement of the applicable renewal term. The Initial Term combined with any renewal Contract Year(s) is referred to herein as the "Term."

Cloud Software			
Description ¹	Beginning Date	Expiration Date	Fee
Ellucian Apply	April 1, 2024	June 30, 2028	Included
TOTAL (for Contract Year ending June 30, 2024) (to be prorated, if applicable)			\$16,500
TOTAL (for Contract Year ending June 30, 2025)			\$16,500
TOTAL (for Contract Year ending June 30, 2026)			\$17,490
TOTAL (for Contract Year ending June 30, 2027)			\$18,539
TOTAL (for Contract Year ending June 30, 2028)			\$19,652

Professional Services			
Description ^{1,2}	Hours	Rate	Fee
Ellucian Apply Implementation	111	\$224	\$24,864
Colleague Project Management Services	22	\$224	\$4,928
TOTAL PROFESSIONAL SERVICES			\$29,792

Notes:

¹ For product descriptions and service standards, see www.ellucian.com/contracts-and-documentation.

² For a description of the services identified in this Order Form, see the Statement of Work which may be downloaded at the following URL: <https://na11.springcm.com/atlas/Link/Document/22174/f2d2a0e3-609b-ee11-b81e-9440c9ae2c4d/41a29eef-609b-ee11-b81e-9440c9ae2c4d>.

Contract Year. As applicable, the term "Contract Year" means each period of twelve (12) months commencing on July 1 during the Term.

Contracted FTE. The Contracted FTE to applicable Software is 1,999.

Invoicing. As applicable based upon the specific products identified in this Order Form, Ellucian will invoice Client:

- on an annual basis, in advance of each applicable Contract Year for Cloud Software fees (fees for the initial Contract Year will be invoiced on the Execution Date and may be prorated, if applicable, for a partial initial Contract Year depending upon the Execution Date); and
- monthly on an as-incurred basis in arrears for all Professional Services to be performed on a time and materials basis as well as for reimbursable travel and living expenses and other applicable charges in accordance with the terms of the Agreement if Ellucian's performance of any Professional Services involves onsite delivery (unless the service rate(s) identified in the Order Form indicate that travel and living expenses are included).

Payment Terms. Unless a different payment obligation is specified in the Agreement, Client's payments under this Order Form are due within thirty (30) days of the date(s) of invoice(s).

By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for this non-cancelable Order Form. Except as expressly amended by the Order Form, the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

Ellucian	Client
By:	By:
<i>Authorized Signature</i>	<i>Authorized Signature</i>
Name:	Name:
<i>Printed</i>	<i>Printed</i>
Title:	Title:
Date:	Date:

The later date of signature above is the "Execution Date" of this Order Form.

The pricing contained in this Order Form is valid only if the Execution Date occurs on or before January 31, 2024.

<u>Client Accounts Payable Contact Information:</u>
Name:
Address:
City, State, Zip:
Email Address:
PO# (if applicable)

Client Cloud Software Provisioning Contact Information:
Name:
Title:
Email:

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASE OF 40 NEW ALL-IN-ONE COMPUTERS FROM KONICA MINOLTA FOR THE UPGRADE OF THE ADULT ED CLASSROOM IN THE AMOUNT OF \$39,320.00.

RATIONALE:

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

Replaced all computers in room various Adult Ed classrooms.

Goals: Current computers are over 7 years in their lifespan and do not support new software updates; this update will enhance staff, faculty, and student success and provide faster performance.

COST ANALYSIS:

\$39,320.00 – State Adult Ed FUNDS

ATTACHMENTS:

Konica Minolta Quote

Quotation

Prepared Exclusively for:

Morton College

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

Prepared by:

Victoria Mason

SALES ASSOCIATE - PROCUREMENT
Office: **(636) 987-9633**
vjacobs@allcovered.com

Offer Expires: 12/19/2023

Product: Device & Software (Third Party Procured)

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

Delivery Contact:

Qty	Product Category	Product Description	Unit Price	Extended Price
40	Systems - Desktops & Servers	HP ProOne 440 G9Wolf Pro Security - all-in-one - Core i5 13500 / 2.5 GHz - RAM 8 GB - SSD 256 GB - NVMe - UHD Graphics 770 - GigE, 802.11ax (Wi-Fi 6E), Bluetooth Dual-Mode - WLAN: 802.11a/b/g/n/ac/ax (Wi-Fi 6E), Bluetooth 5.3 wireless card - Win 11 Pro - monitor: LE Notes:pricing valid to 1/31/2024	\$983.00	\$39,320.00
1	Shipping Fee	FedEx:Ground	\$0.00	\$0.00

Quotation Summary & Acceptance

Transaction Type :**Purchase**

Credit Terms: **NET 30 DAYS**

Projected Total Purchase Price(s):

Amount

Device/Software:

\$39,320.00

Total(Excluding applicable taxes)

\$39,320.00

Please contact Victoria Mason, (636) 987-9633, to accept this quotation and have an Order/Lease Agreement delivered for signature.

Paragon Micro

PO Box 775695
Chicago IL 60677-5695

DUNS: 800436714
TIN: 20-0144408
CAGE CODE: 4ZHT8

Bill To:

Morton College
Ruben Ruiz
3801 S Central Ave
Cicero IL 60804



Quote Q5141162

Date:	Expires:
12/1/2023	12/31/2023
Sales Rep	
Mangan, Marty 847 719 7199 mmangan@paragonmicro.com	
Customer Contact	
Contact: Ruiz, Ruben Account: 18523753 PO#: Phone: 708-656-8000 Email: rruiz@morton.edu	

Quote Name			Terms	Cost Center	
HP ProOne 440 G9			Net 30		
External Notes					
Qty	MPN	Description	Notes	Unit Price	Total
40	89M76UT#ABA	HP ProOne 440 G9 - Wolf Pro Security - all-in-one - Core i5 13500 / 2.5 GHz - RAM 8 GB - SSD 256 GB - NVMe - UHD Graphics 770 - GigE, 802.11ax (Wi-Fi 6E), Bluetooth Dual-Mode - WLAN: 802.11a/b/g/n/ac/ax (Wi-Fi 6E), Bluetooth 5.3 wireless card - Win 11 Pro - monitor: LED 23.8" 1920 x 1080 (Full HD) @ 60 Hz - keyboard: US - Smart Buy - with HP Wolf Pro Security Edition (1 year)		1,056.77	42,270.80
				Subtotal	42,270.80
				Shipping Cost (FedEx Ground® (2-5 Business Days))	0.00
				Total	\$42,270.80

We value your business and will continue to provide you with excellent service in addition to our comprehensive product line.

SALES TAXES ARE ESTIMATED and may change depending on the rates levied by the destination's tax jurisdiction at the time of invoicing. Finalized invoice will be sent by Paragon Micro's Accounting Department.

PRICING AND INFORMATION DISCLAIMER: All pricing is subject to change without notice. For all prices, products and offers, Paragon Micro, Inc. reserves the right to make adjustments due to changing market conditions, product discontinuation, manufacturer price changes, errors in advertisements and other extenuating circumstances. While Paragon Micro, Inc. uses reasonable efforts to include accurate and up-to-date information on the Site, Paragon Micro, Inc. makes no warranties or representations as to the Site's accuracy. Paragon Micro, Inc. assumes no liability or responsibility for any errors or omissions in the content on the Site.

Accepted By: Printed Name

Purchase Order #

Authorized Signature

Date

Joanna M Martin

From: Mireya Perez
Sent: Thursday, January 18, 2024 10:21 AM
To: Board Materials
Cc: Ruben V. Ruiz
Subject: FW: [EXTERNAL]: CDW-G Quote Confirmation: Quote #NQS128/P.O. Ref. NQS128
Attachments: Quote_Q5141162_1701465691044.pdf

Attached is second quote and below is a no response from CDW.

Thank you,



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

From: Ruben V. Ruiz <Ruben.Ruiz@morton.edu>
Sent: Thursday, January 18, 2024 10:20 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Fw: [EXTERNAL]: CDW-G Quote Confirmation: Quote #NQS128/P.O. Ref. NQS128

This person never responded, so i only have one other bid

From: Ruben V. Ruiz
Sent: Tuesday, December 5, 2023 9:51 AM
To: Jack Fitzgerald <jack.fitzgerald@cdwg.com>
Subject: RE: [EXTERNAL]: CDW-G Quote Confirmation: Quote #NQS128/P.O. Ref. NQS128

Quote for
40 PC's
HP ProOne 440 G9
Wolf Pro Security - all-in-one - Core i5 13500 /
2.5 GHz - RAM 8 GB - SSD 256 GB –
NVMe - UHD Graphics 770 - GigE, 802.11ax (Wi-Fi 6E), Bluetooth Dual-Mode - WLAN: 802.11a/b/g/n/ac/ax (Wi-Fi 6E), Bluetooth 5.3
wireless card - Win 11 Pro - monitor: LE

Thank you,



Ruben Ruiz

Chief Information Officer

P: (708) 656-8000, Ext. 2471

E: Ruben.Ruiz@morton.edu

www.morton.edu

From: Jack Fitzgerald <jack.fitzgerald@cdwg.com>

Sent: Monday, November 27, 2023 3:33 PM

To: Ruben V. Ruiz <Ruben.Ruiz@morton.edu>

Subject: [EXTERNAL]: CDW-G Quote Confirmation: Quote #NQSW128/P.O. Ref. NQSW128

CAUTION: This email originated from outside of the organization. Do not click links, respond or open attachments unless you recognize the sender and know the content is safe.

Thank you for choosing CDW-G. We have received your online quote request. | **View in browser**



[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Research Hub](#)

Review and Complete Purchase

Ruben Ruiz,

Thank you for considering CDW-G for your computing needs. The details of your quote are available by clicking the button below.

View Quote Online



Sales Contact Info

Jack Fitzgerald

| 800.800.4239 | jack.fitzgerald@cdwg.com

Need Help?

Customer's use of iCloud, the Products or either of their incumbent software or functionality is subject to compliance with all end user licenses agreements ("EULAs"), Product terms and conditions, and iCloud terms and conditions (available at www.apple.com/legal/internet-services/icloud/en/terms.html) and any other terms and conditions provided by Apple.

Customer shall not use the Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain, or transmit protected health information (as defined at 45 C.F.R § 160.103); or (ii) in any manner that would make Apple or any other third-party distributor, supplier, or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") at 45 C.F.R. § 160.103, of the Reseller or any third party.

If Customer is purchasing AppleCare, Customer agrees to the following terms and conditions:

(i) Service Plan Terms and Conditions. Customer agrees to the Service Plan Terms and Conditions available at www.apple.com/legal/sales-support/applecare/os-reseller-support/;

(ii) Customer Responsibilities. Customer must be actively enrolled in AppleCare for Enterprise in order to purchase a Support Incident and receive Support Services thereunder. Customer will cooperate with Reseller when seeking Support Services by providing information necessary to assist Reseller in diagnosing an issue. Customer is responsible for any and all restoration or reconstruction of lost or altered files, data or programs. Customer will maintain and implement a complete data backup and disaster recovery plan. Customer is solely responsible for any and all security of confidential, proprietary or classified information of Customer and any third parties whose data Customer possesses or processes. Customer will not disclose to Reseller confidential, proprietary or any information that is subject to intellectual property rights that may expose Reseller to liability; and

(iii) Data Protection. Customer agrees and understands that it is necessary for Reseller to collect, process and use Customer data in order to perform the service and support obligations under the Support Incident. This may include transferring Customer data to affiliated companies, service providers, and/or Apple.

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This email was sent to ruben.ruiz@morton.edu. Please add cdwsales@cdwemail.com to your address book.

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SPS-QWL:001 | SPS 9 | SPS0c82601a-2d79-4df1-8ea8-da3619b2b1cb

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

PROPOSED ACTION:

That the Board approve a temporary 10% increase for Angelica Alvarado to assist with the responsibilities of Credential Analyst/Degree Auditor, effective January 18, 2024, to February 29, 2024.

RATIONALE

The Credential Analyst/Degree Auditor is a critical position to the college because the role evaluates academic transcripts and reviews degree audits.

COST ANALYSIS:

The cost of the temporary salary increase will be 10% of the current salary. The cost will come from the Admissions Clerical salary budget line.

PROPOSED ACTION:

THAT THE BOARD APPROVE A RENEWED RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND LIBERY PHYSICAL THERAPY.

RATIONALE:

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

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

COST ANALYSIS:

\$ 0.00

ATTACHMENT:

Resolution
Affiliation Agreement

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
LIBERTY PHYSICAL THERAPY**

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

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

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

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

WHEREAS, Liberty Physical Therapy (“Liberty”) may be a unit of local government and public agency of the State of Illinois; and

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

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

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

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

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

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

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

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

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any

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

Section 4. Headings.

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

Section 5. Severability.

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

Section 6. Superseder.

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

Section 7. Effective Date.

This Resolution shall be effective and in full force January 24, 2024.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this 24th day of January 2024.

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

Attest:

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

EXHIBIT A

AFFILIATION AGREEMENT

BETWEEN MORTON COLLEGE AND Liberty Physical Therapy

THIS AFFILIATION AGREEMENT (the "**Agreement**") is entered into this 1st day of April 2024, by and between **Liberty Physical Therapy** ("**Facility**") and Morton Community College District No. 527 ("**School**"). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a "**Party**" and collectively as the "**Parties**".)

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

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

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

A. SCHOOL RESPONSIBILITIES:

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

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

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

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

B. FACILITY RESPONSIBILITIES:

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

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

C. OTHER RESPONSIBILITIES:

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

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

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

D. TERM OF AGREEMENT:

The term of this Agreement shall be for five (5) years, to commence on April 1st, 2024 and terminate on April 1st, 2029 unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.

E. ADDITIONAL TERMS:

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

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

If to the Facility:

Liberty Physical Therapy
6526 S. Pulaski Road
Chicago, Illinois 60629

With a Copy to:

If to the School:

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

and to:

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

With a Copy to:

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

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

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

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

Liberty Physical Therapy



Printed Name: Khaled Rashad

Title: President

Date: 1/8/2024

MORTON COLLEGE:

Printed Name: Dr. Keith McLaughlin

Title: President

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

6526 S. Pulaski Rd, Chicago Illinois 60629
2206 S. Austin BLVD, Chicago Illinois 60804
10715 W. 159th St. Orland Park, Illinois 60467

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility: Liberty Physical Therapy
School: Morton College
Program: Physical Therapy Assistant

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

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.		x
2. Verification that student/s have met the requirements for the MMR vaccination with proof of titer.		x
3. A criminal background check with acceptable results as indicated by the facility:	x	
4. A 10-panel drug screening with negative results.	x	
5. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.		x
6. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.		x
7. Verification that the student/s have an annual TB screening with a QuantiFERON test.		x
8. Verification that the student/s have a flu shot for the current flu season.		x
9. Verification that students have an annual Physical Examination		x
10. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination: State and site dependent	x	
11. Additional insurance coverage If yes, type of insurance and coverage required:		x
12. Other: professional and general liability, current CPR, OSHA compliance		x

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

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

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply only to this Exhibit.

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

2. Obligations of Business Associate

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

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

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

Standard Clinical Affiliation Agreement

PHYSICAL THERAPIST ASSISTANT PROGRAM

(Revised March 2023)

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

PROPOSED ACTION:

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND NORTHSORE UNIVERSITY HEALTH SYSTEM.

RATIONALE:

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

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

COST ANALYSIS:

\$ 0.00

ATTACHMENT:

AFFILIATION AGREEMENT
RESOLUTION

MASTER AFFILIATION AGREEMENT

This Master Affiliation Agreement is entered into this 28th day of December 2023, between MORTON COLLEGE (“SCHOOL”) and NORTHSORE UNIVERSITY HEALTHSYSTEM, including its wholly owned subsidiaries, (“HOSPITAL”) (hereinafter referred to each as a “Party” and, collectively, as the “Parties”).

WHEREAS, SCHOOL desires to utilize HOSPITAL for the purpose of providing an elective working experience for students of the SCHOOL; and

WHEREAS, HOSPITAL desires to collaborate with SCHOOL by providing certain opportunities for students to participate in experiences to enhance students’ educational training with SCHOOL;

WHEREAS, HOSPITAL owns and operates certain facilities, including Evanston Hospital, Glenbrook Hospital, Highland Park Hospital and Skokie Hospital, and is the sole corporate member of certain Illinois not for profit corporations, including Swedish Covenant Health, d/b/a Swedish Hospital and Northwest Community Healthcare (“NCH”) which is the sole corporate member of Northwest Community Hospital, as well as certain other wholly owned subsidiaries. Each of which may be referenced herein, including any Exhibits, Attachments, or Appendices to this Agreement.

NOW THEREFORE, in consideration of the promises contained herein, it is understood and agreed upon by both Parties as follows:

1. **Scope of Programs**

Programs, experiences and/or assignments to be undertaken by students of SCHOOL will be mutually agreed upon and approved by appropriate SCHOOL and HOSPITAL staff and will conform to all agreements contained herein. The scope of any program, experience or assignment will be arranged and specified in writing as a program memorandum (“Program Memorandum”) prior to implementation. Such Program Memorandum shall become a part of this Agreement. Agreed changes to the scope of any program, experience, or assignment will be set forth from time to time in Program Memoranda, which will become part of this Agreement.

2. **Student Screening and SCHOOL’s Provision of Student Information to HOSPITAL**

- a) SCHOOL shall provide HOSPITAL with evidence of student’s name, proof of liability insurance, date and hours of assignment, health insurance coverage, a health status report attesting that the SCHOOL has evidence of required immunizations, tests and titers, and evidence of class or lecture on infection control/blood borne pathogens/universal precautions for each student enrolled in any affiliated program. Additionally, SCHOOL shall send HOSPITAL evidence of each student’s flu and COVID-19 vaccination per HOSPITAL policy. This information shall be provided by SCHOOL to HOSPITAL at least 21 days before the beginning date of the program or experience.

- b) SCHOOL shall be responsible to screen students prior to students' consideration for participation in any assignment or experience at HOSPITAL. SCHOOL represents and warrants to HOSPITAL that those students who will participate in assignments or experiences on HOSPITAL premises were selected for and authorized for participation in the educational program.
- c) SCHOOL shall be responsible for assigning students to HOSPITAL based upon assessment of students' educational interests and relevant experience. SCHOOL will use its best efforts to ensure that students selected for participation in the training experience at HOSPITAL are prepared for effective participation in the education phase of their program. SCHOOL will retain ultimate responsibility for the academic education of its students. To the fullest extent permitted by law, SCHOOL shall not authorize any student to come onto HOSPITAL's premises or to participate in any assignment or experience affiliated with HOSPITAL in any way if: (1) the student is known to have a conviction that would preclude a student from being hired by HOSPITAL; (2) the student is known to have a conviction relating to any crime bearing upon the student's fitness to complete or to have responsibility for the tasks to be assigned or completed as part of the student's experience at HOSPITAL; (3) the student is known to have been excluded from participation in a state or federal healthcare program(s); or (4) SCHOOL is aware of any other information indicating that the student poses a risk to the health or safety of others that cannot be eliminated by reasonable accommodation, including, but not limited to, evidence of violent or abusive behavior.
- d) SCHOOL shall inform students that payment for any personal medical care rendered by HOSPITAL to the student while engaged in the educational experience is the responsibility of the student.

3. HOSPITAL's Responsibilities

- a) HOSPITAL shall provide appropriate, qualified supervision for students throughout the training experience. HOSPITAL shall provide the training experience in accordance with educational objectives and guidelines that have been mutually agreed upon by SCHOOL and HOSPITAL. HOSPITAL shall inform SCHOOL of significant staff or administrative changes affecting the training experience.
- b) HOSPITAL understands and agrees that the primary purpose of the students' placement at HOSPITAL is for the students' education. HOSPITAL shall at all times retain full responsibility for the care of its patients and will maintain the quality of patient care without relying on the students' training activities for staffing purposes. The students shall not at any time replace or substitute for any HOSPITAL employee; students are not at any time considered employees nor are they eligible for salary or employee benefits or workers' compensation. HOSPITAL shall have full supervisory authority over the students while engaged in the training experience under this Agreement.

- c) HOSPITAL shall provide SCHOOL with HOSPITAL policies and procedures which students will be expected to adhere to while engaged in the training experience and while on HOSPITAL premises.
- d) HOSPITAL shall be responsible for the provision of adequate space, equipment, and supplies necessary to meet the objectives of the training experience.
- e) HOSPITAL agrees to provide students with emergency health care for illness or injury resulting from or during the training experience at HOSPITAL. Such emergency care will be provided at the usual and customary charges at the students' expense.

4. Student's Conduct While Participating in Assignment or Experience

- a) During periods of program participation, students will be responsible for following the administrative policies, standards, and practices of HOSPITAL.
- b) HOSPITAL retains the right to control its premises at all times and has the right, but not the obligation, to notify the SCHOOL if HOSPITAL believes, for any reason, that any student's performance, non-performance or conduct during an experience or assignment while at HOSPITAL results or may result in a disruption of the HOSPITAL's operations, programs, or risk of liability to HOSPITAL. Upon receipt of such notice, SCHOOL shall immediately review the matter and promptly take such remedial steps as are reasonable, including, but not limited to, if appropriate, removing student from participation in the assignment or experience at HOSPITAL.
- c) Consistent with Section 4(b) above, in any situation in which, in the sole opinion of HOSPITAL, a patient's welfare may be adversely affected, HOSPITAL has the right to take immediate corrective measures without prior consultation with or prior notification to SCHOOL.

5. Student's Publication of Any Material Related to HOSPITAL Experience

SCHOOL shall be responsible for obtaining prior written approval of HOSPITAL before publishing any material relating to the program, assignment and/or educational experience at HOSPITAL.

6. Nondiscrimination

The Parties agree to comply with all applicable federal, state and local laws regarding non-discrimination with respect to student programs provided under the terms of this Agreement.

7. Notification to Participating Students by SCHOOL

Prior to students' participation in any program or experience at HOSPITAL, SCHOOL shall provide information to students regarding procedures when participating in a program located at HOSPITAL, which shall include:

- a) notification of HOSPITAL policies and procedures applicable to students during the program experience, including notification of HOSPITAL's non-discrimination and anti-harassment policies and procedures. Orientation, on-line learning, and all HOSPITAL policies and procedures are available to student on Pulse, the NorthShore internal web-site;
- b) notification that students shall be responsible for the costs of any medical services or treatment provided by HOSPITAL or its staff during the period of time student is participating in the program; and
- c) notification that SCHOOL is responsible for obtaining prior written approval of HOSPITAL before publishing any material relating to the program, assignment and/or educational experience at HOSPITAL.

8. Proof of Insurance

SCHOOL shall provide proof of adequate liability protection prior to any student commencing training at HOSPITAL. SCHOOL shall, at its own expense, carry liability insurance covering students of SCHOOL in the minimum amount of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in aggregate with an Insurer that maintains a Best rating of at least A-, or equivalent. A certificate of such insurance shall be submitted annually to HOSPITAL or more frequently upon its reasonable request; naming Hospital as an additional insured and this requirement shall survive expiration of termination of this Affiliation Agreement. Failure to maintain proper insurance coverage may, at the option of HOSPITAL, result in immediate termination of this Agreement.

9. Indemnification of the Parties

Each Party shall indemnify and hold the other Party and its respective directors, officers, agents, and employees, harmless from and against any and all losses, damages, costs and expenses (including reasonable attorneys' fees and costs), which are caused by the negligent or willful conduct of the indemnifying PARTY arising out of its performance or non-performance under this Agreement. This indemnification and hold harmless provision shall survive the cancellation, expiration or termination of this Agreement.

10. Proprietary Information

SCHOOL acknowledges that it and its students may become familiar with certain information of HOSPITAL, including, but not limited to, HOSPITAL's business affairs, property, methods of operation, computer systems and networks (such as data files and software within a system or network) and financial data ("Proprietary Information"). To protect the confidentiality of such Proprietary Information of HOSPITAL, SCHOOL shall:

- a) maintain Proprietary Information in strict confidence using at least the degree of care and security as SCHOOL uses to maintain its own proprietary information;
- b) not disclose Proprietary Information to any other party without the express written approval of HOSPITAL;
- c) return or destroy any Proprietary Information in their possession or control and retain no copies upon the termination of this Agreement; and
- d) instruct students regarding SCHOOL's obligations with respect to Proprietary Information.

11. Identifiable Patient Information

SCHOOL acknowledges that it and its students may have access to certain information regarding the physical or mental health conditions of patients of HOSPITAL, including the treatment of or payment for such conditions, that identifies or can be used to identify patients of HOSPITAL ("Protected Health Information or "PHI" and Personally Identifiable Information or "PII"). SCHOOL further acknowledges that HOSPITAL has a legal obligation to safeguard and maintain the privacy of such PHI and PII in accordance with regulations implemented pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and Illinois Personal Information Protection Act ("IPIPA"). In light of the foregoing, SCHOOL shall:

- a) educate its students as to the necessity of safeguarding and maintaining the privacy of PHI and PII accessed during the program experience, including educating students on HOSPITAL's policies and procedures relating to the confidentiality of PHI and PII (available on HOSPITAL's Pulse, the HOSPITAL internal website);
- b) ensure that any PHI and/or PII in SCHOOL's or students' possession or control is maintained in accordance with HOSPITAL's policies and procedures relating to the confidentiality of PHI or PII;
- c) subject any student who violates HOSPITAL's policies and procedures relating to the confidentiality of PHI or PII, or otherwise breaches generally accepted standards of patient confidentiality, to disciplinary action under the SCHOOL's code of conduct or disciplinary policy for students, as applicable; and
- d) ensure that any PHI or PII in SCHOOL's or students' possession or control is maintained in a secure fashion as required pursuant to HIPAA and ensure that any PHI or PII is returned or destroyed and that no copies of such PHI or PII are retained by the student upon completion of the program experience or by SCHOOL upon the termination of this Agreement.

12. HIPAA

Students are members of HOSPITAL's workforce for purposes of HIPAA within the definition of "health care operations" and therefore may have access to patient medical information as provided for in the Privacy Rule of HIPAA. Accordingly, additional agreements are not necessary for HIPAA compliance purposes.

13. Confidentiality

HOSPITAL acknowledges that many student records are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to keep confidential all educational records and reports relating to the students' training experiences.

14. Disclosure Required by Law

Notwithstanding any provision herein, Parties shall not be prevented from producing documents or disclosing information when such production or disclosure is required by law.

15. Term and Termination of Agreement

This Agreement shall be for SCHOOL's 2023-2024 academic year unless: (1) a Party notifies the other Party of its intention to terminate the Agreement because of breach by the other Party, on the condition that prior to such notice, the Party seeking to terminate has given at least thirty (30) days written notice of the alleged breach and an opportunity for the other Party to cure the breach; or (2) a Party notifies the other Party of its intention to terminate the Agreement for any reason or no reason upon ninety (90) days prior written notice. In the event of termination, Parties shall use reasonable efforts to allow students to complete any training experience already in progress at HOSPITAL.

General Provisions

- a) Neither Party may assign its rights or duties under this Affiliation Agreement without the prior written consent of the other Party. Any attempt to assign, transfer, pledge, hypothecate, or otherwise dispose of any provision of this Affiliation Agreement in violation of the Affiliation Agreement shall be null and void.
- b) Nothing in this Agreement is intended to or shall be construed to constitute or establish an agency, employer/employee, partnership, franchise, or fiduciary relationship between the Parties; and neither Party shall have the right or authority or shall hold itself out to have the right or authority to bind the other Party, nor shall either Party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein.
- c) The arrangement described in this Affiliation Agreement shall be binding upon and inure to the benefit of all of the Parties hereto and their permitted successors and assigns.

- d) This Agreement and any associated Program Memoranda shall be deemed to express, embody, and supersede all previous understandings, agreements, and commitments, whether written or oral, between the Parties hereto with respect to the subject matter hereof and to finally set forth the entire agreement between the Parties hereto. This Agreement may only be modified by a written instrument signed by duly authorized agents of both Parties.
- e) This Agreement and associated Program Memoranda shall be subject to and governed by the laws of the State of Illinois, regardless of choice of law principles.
- f) Any notice or communication required by this Agreement shall be in writing and shall be given and deemed to have been given if: (a) hand delivered; (b) sent via overnight delivery; (c) sent via facsimile; or (d) sent via electronic mail addressed as follows:

Notice to SCHOOL shall be sent to:

Notice to HOSPITAL shall be sent to:

NorthShore University Healthsystem
Richard Silver, MD
Chief Academic Officer
1301 Central Street
Evanston, IL 60201

- g) No delay or omission by any Party to this Agreement to exercise his, her, or its rights hereunder shall impair any such right or power or shall be construed as a waiver or acquiescence of any default, except as agreed in writing by the Party against whom the applicable waiver or acquiescence is asserted. No waiver of any default shall be construed, taken, or held to be a waiver of any other default.
- h) This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall together constitute one and the same instrument.
- i) The Parties intend the terms, restrictions, covenants, and promises in this Agreement to be binding only to the extent valid and enforceable under applicable law. If any term, restriction, covenant, or promise contained in this Agreement is invalid or unenforceable,

then the Parties agree to be bound by such term, restriction, covenant, or promise as modified (or deleted) to the extent (and only to the extent) necessary to make it valid and enforceable.

- j) The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers.

MORTON COLLEGE

**NORTHSHORE UNIVERSITY
HEALTHSYSTEM**

Name, Credentials
Title

Richard Silver, MD
Chief Academic Officer

Date

Date

Name, Credentials
Title

Date

Name, Credentials
Title

Date:

PROPOSED ACTION:

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND NORTSHORE UNIVERSITY HEALTH SYSTEM PROGRAM MEMORANDUM.

RATIONALE:

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

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

COST ANALYSIS:

\$ 0.00

ATTACHMENT:

AFFILIATION AGREEMENT
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING
A MASTER AFFILIATION AGREEMENT
AND RELATED PROGRAM MEMORANDUM
BETWEEN
MORTON COLLEGE
AND
NORTHSHORE UNIVERSITY HEALTHSYSTEM**

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

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

WHEREAS, Morton has a program of study leading to a physical therapy assistant degree (the “Program”); and

WHEREAS, the Program has a clinical educational experience component; and

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

WHEREAS, NorthShore University HealthSystem (“NorthShore”) has available facilities able to provide a clinical educational experience; and

WHEREAS, Morton desires to enter into the Master Affiliation Agreement and related Program Memorandum with NorthShore (collectively, the “Agreement”), a copy of which is attached hereto and incorporated herein as **Exhibit A**, to provide Morton with a site for the purpose of providing its students a clinical educational experience; and

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

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

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

Section 3. Authorization.

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

Section 4. Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is

authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

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

Section 6. Severability.

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

Section 7. Superseder.

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

Section 8. Effective Date.

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

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this 24th day of January 2024.

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

Attest:

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

EXHIBIT A

PROGRAM MEMORANDUM

This Program Memorandum is entered into this 10th day of January 2024 between: MORTON COLLEGE ("SCHOOL") and NORTHSORE UNIVERSITY HEALTHSYSTEM, including its wholly owned subsidiaries, ("HOSPITAL").

This Program Memorandum, which covers the *PHYSICAL THERAPIST ASSISTANT PROGRAM* at *SWEDISH HOSPITAL* ("SITE"), is made a part of the latest Master Affiliation Agreement between SCHOOL and HOSPITAL.

1. SITE agrees to participate as a fieldwork site to enable students to obtain practical training and experience in *PHYSICAL THERAPIST ASSISTANT PROGRAM*, and to provide the equipment, facilities and supplies which are necessary to achieve the educational objectives of the program.
2. SCHOOL and SITE will each designate a faculty member to coordinate and act as liaison person. Individual assignments to be undertaken by participating students will be mutually arranged, and a continuous exchange of information will be maintained by onsite visits when practical and by letter or telephone in other instances.
3. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between SCHOOL and SITE based on staff and space available, and eligible students enrolled in the program.
4. While in SITE, students will have the status of trainees and are not to render patient care and/or services except as identified for educational value. Any such direct contact between a student and a patient shall be under the direct supervision of a qualified member of the SITE staff.
5. The fieldwork educational program will provide the *PHYSICAL THERAPIST ASSISTANT PROGRAM* student with the opportunity to develop increased knowledge and skill in: *(Additional items and program specific items to be added here)*
 - Communicating patient progress and treatment results to patient, appropriate family members, and other members of the patient's care team.
 - Communicating personal objectives, expectations, and problems with clinical instructor on a continuous basis.

- Performing chart reviews, documentation, and billing according to department policies and procedures for patient treatment sessions using our electronic medical record system.
 - Creating and writing patient specific rehabilitation goals and monitoring progress throughout the Physical Therapy plan of care.
 - Following recommended safety practices, policies and procedures specific to the health system that minimizes risk to patient, self, and others.
 - Supervising and directing appropriate support personnel effectively, legally, and ethically related to Physical Therapy practice.
 - Following and utilizing health system service values.
 - Adhering to a professional code of ethics, as specified by the Code of Ethics for the Physical Therapist and other ethics documents specific to physical therapy practice.
 - Adapting delivery of Physical Therapy care to reflect respect for and sensitivity to individual differences.
 - Exhibiting professional behavior during interactions with others.
 - Preparing and presenting an educational and evidence-based in-service to staff, in coordination with CI, per site and school requirements
 - Utilizing modalities appropriate to the patient's care and within the scope of Physical Therapy practice.
 - Performing manual therapy based assessment and treatments, as appropriate with the patient's plan of care. Patient assessment, program planning and treatment including discharge planning and referral to appropriate resources.
6. Regular communication will be jointly maintained for the purpose of reviewing and evaluating individual student performance. Students shall be evaluated using The School's Field Evaluation guidelines.
7. The clinical experiences offered to students in the program in *PHYSICAL THERAPIST ASSISTANT PROGRAM* will be evaluated on a regular basis by the SCHOOL and SITE. This Program Memorandum will be executed every two years to signify continuing agreement with the educational value of the fieldwork program.

[MORTON COLLEGE]

**NORTHSHORE UNIVERSITY
HEALTHSYSTEM**

**Name, Credentials
Title**

**Richard Cunningham
Senior Director**

Date

Date

**Name, Credentials
Title**

**Name, Credentials
Title**

Date

Date



Morton College

Job Description

Job Title: Credential Analyst/Degree Analyst

Range: Range V

Grant-Funded: N/A

Reports to and Evaluated by: Director of Admissions and Records/Registrar Registrar

Required Qualifications: Bachelor's degree; demonstrated experience with ERP database preferably Colleague. Community college admissions or records experience including knowledge of computerized degree audit systems. A minimum of one year of academic advising or transcript evaluation experience or comparable work in a related field.

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

Desirable Qualifications: Excellent written and oral-verbal communication skills. Outstanding analytical and logical thinking skills. ~~B~~ilingual in English and Spanish, sound judgment, organizational skills, and the ability to assist a diverse student population in a multicultural environment. Strong database management and data entry skills; and an understanding of academic credit and degree requirements. Overall, ability to read, analyze, and interpret college catalogs, conversion of academic credits, academic policies such as accreditation.
~~Excellent written communication skills.~~

Job Summary: Evaluate student transcripts from outside institutions and inform students of the transferability and equivalency of courses. For petitioning graduates, perform a degree audit, notify the candidate of missing or incomplete graduation requirements, and review appropriateness of course waivers and substitutions. Maintain a course equivalency database for the Advising department to utilize. Develop a process for reviewing and revising program audits and worksheets as needed. Assist with registration and perform other duties as assigned by the Registrar to achieve departmental goals.

Essential Job Functions

- Analyze and evaluate academic records and transcripts during the onboarding process and in advance of student enrollment or academic programming.
- Grants degrees and certificates by making the final determination on eligibility for graduation and transfer.
- Adhere to current administrative regulations, general education requirements, transfer requirements, and articulation agreements.
- Analyze and evaluate national and international transcripts and test scores taken at other colleges and institutions to determine applicability to degree and certification requirements; this includes researching to ensure proper assessment, as needed.
- Complete official transcript evaluation from other institutions, award credit based on Morton College equivalency and post credit to the student's academic record.
- Complete official degree audits for all students who file a petition for graduation (degree and certificate seeking).
- Assist with development and maintenance of degree audit functions including preparation of appropriate materials (training materials, handouts, reference guides, and forms) to promote the degree audit system to the college community.
- Review and revise degree worksheets used by Academic Advising when changes to certificates and degrees occur.
- Set up and maintain approved academic programs and their requirements in Colleague.
- Assist with the maintenance of degree audit systems.
- Work collaboratively with Office of Admissions and Records/Registrar staff to ensure record for incoming undergraduate students reflect accurate credit assessment.
- Serve as the Designated Service Officer (DSO) as needed.
- Attend and participate in seminars, conferences, workshops, and other training sessions to learn about laws and regulations pertaining to the evaluation of academic records.
- Serve on committees as needed.

Other Duties:

- Update and revise ERP catalog system to meet the timeframe of the college's needs
- Assist with promotion of graduation.
- ~~Assist with and perform other duties as assigned. by the Registrar~~
-

Work

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

Physical

Demands: Some lifting of approximately 15-20lbs.

Position Unit:

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

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

Employee_____ **Date**_____



Morton College

Job Description

Job Title: Accounts Payable ~~Clerk~~Specialist

Range: Range ~~III~~

Grant-Funded: N/A

Reports to and Evaluated by: Chief Financial Officer/Treasurer (CFO)

Required Qualifications: ~~The Accounts Payable Clerk must have an Associate's~~Associate degree in accounting, business, or ~~Science. One to related field.~~plus, a minimum of two years working in a high-volume of Accounts Payable/Receivable experience. Excellent attention to detail and fast paced environment. Person should possess strong accuracy in data entry and record keeping. Strong interpersonal and analytical skills, have the ability to can multi-task, meet deadlines, and have strong knowledge of Microsoft Word and Excel. Ability to communicate well with external contacts (e.g. vendors).

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

Desirable Qualifications: Experience working with Microsoft ~~access~~Access and Ellucian Colleague. ~~-Have other accounting related experience such as payroll etc. -Have a desire to continue their education~~career in the area of accounting and/or business.

Job Summary: The Accounts Payable ~~Clerk will prepare~~Specialist is responsible for the operation of accounts payable and cash disbursement management. The Specialist processes transactions that result in timely and accurate payments for products and services for Morton College to vendors. Accounts Payable Specialist provides an exceptional customer service to both internal and external customers in addition to maintaining an excellent relationship with vendors. The responsibilities and duties of the Account Payable ~~Clerk~~Specialist may change as the needs of the college arise.

Essential Job Functions:

- ~~Responsible for auditing to ensure~~Oversee and process all assigned invoices and payment requests.
- Review expense check requests ~~are policy complaint,~~

~~have valid general ledger coding, and are not duplicated for proper authorization, correct accounting, timing of payments and discount accuracy, and input the information to systems.~~

- ~~• Communicates daily with internal departments.~~
- ~~• Issues~~Communicate Accounts Payable policies and procedures to vendors and the College community.
- Investigate uncashed checks and take appropriate actions to resolve issues such as issuing stop payment and/or void check request as necessary.
- ~~Handles supplier calls for~~Respond professionally and timely to all inquiries from external and internal customers regarding payment information.
- ~~Enters~~Enter all non-trade related invoices into the accounts payable system.
- ~~Prepares~~Prepare expense checks for mail or special handling, including additional steps required for attachments.
- ~~• Must be willing~~Process purchase order requisitions and submit to work overtime hours, vendor when required.
- ~~• Process vouchers payments for Payroll.~~
- ~~• Reconcile accounts and track capital project and vendor spending.~~
- Assist with vendor reporting and special projects as needed, in order to meet department objectives.
- ~~• Account reconciliations.~~
- Assist the Cashier's ~~Office~~team with student transactions at the cashier window, including tuition payments/refunds, payment plans, schedules, etc. when needed.
- Work additional hours, as needed, to meet department objectives.

Other Duties:

- Performs other duties as assigned.

Work Environment:

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

Physical Demands:

Position requires prolonged sitting, with occasional walking, bending and/or stooping. Some lifting of approximately 15-20lbs.

Position Unit:

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

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

Employee_____ **Date**_____



Morton College

Job Description

Job Title:	Vice President of Academic Affairs
Reports to and Evaluated by:	College President
Required Qualifications:	<p>Doctorate degree from an accredited institution, minimum of 4 years of full-time teaching at the college level, preferably in a community college; 3-5 years of progressive senior leadership experience in academic affairs; experience with collective bargaining, managing budgets, grant writing and institutional/program accreditation; strong communication skills, verbal and written; ability to effectively formulate and articulate a vision for creating a dynamic teaching and learning environment centered around student success.</p> <p>Adhere to the Morton College core values of truth, compassion, fairness, responsibility, respect, and tolerance.</p>
Desired Qualifications:	<p>Bi-lingual in English and Spanish. A vision of and dedication to the philosophy and mission of the comprehensive community college. Integrity and commitment to developing and maintaining the highest academic standards. Ability to coordinate curriculum development, evaluation and assessment of programs and academic disciplines and Adult Education programs. Ability to create and maintain an environment of teamwork in the academic staff including orientation and review of both full time and adjunct faculty. Knowledge of regional accreditation standards, and with specialized accreditation, certification, and licensure requirements.</p>
Position Summary:	<p>The Vice President, as the chief academic officer, is responsible for the leadership, development, planning, and evaluation of the College's comprehensive academic programs and services. The Vice President will serve as the senior level administrator for all academic departments, including CTE, transfer, adult and continuing education programs, Institutional Effectiveness, learning resources and academic support services. The Vice President is also responsible for the development of policies in support of effective instructional programs and budgeting, staffing, and continuous improvement of academic programs and services, consistent with the College's mission and goals.</p>

Specific Job Duties:

- Leads and collaborates with the faculty and promotes innovation in teaching and learning.
- Manages faculty and staff professional development.
- Leads the planning, delivery, and evaluation of credit and noncredit programming.
- Assures a dynamic and responsive transfer and career and technical curricula.
- Provides leadership in the recruitment and hiring of full-time and adjunct faculty.
- Leads in the development of an academic master plan and develops and manages the requisite budgets.
- Leads the use of technology and alternate delivery systems.
- Encourages creativity in meeting the educational needs of students.
- Involved with the initiatives of the College including program review, maintenance of academic standards and accreditation compliance and review.
- Supports efforts to obtain external funding to support the College.
- Actively engaged in the teamwork of the president's cabinet and other administrative staff.
- Assists the President in developing and implementing Board policies.
- Enhances the sense of unity, community, and shared vision among administrators, faculty, and staff.

Other Duties:

- Perform other duties and special projects as assigned.

Work Environment:

Typical office environment

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee _____ Date _____

PROPOSED ACTION: THAT THE BOARD APPROVE LISSETE DIAZ AS THE NEW ACCOUNTS PAYABLE SPECIALIST WITH AN EFFECTIVE START DATE OF FEBRUARY 1, 2024.

RATIONALE:

Vacant position needed to be filled.

COST ANALYSIS: \$49,852 annually.

ATTACHMENT: NONE

Morton college board of trustees request for board action

Proposed action: That the board approve Sergio Rodriguez-Velarde as a new Help Desk and Technical Support Specialist for the MIS department with an effective start date of 02/01/2024.

Rationale

Sergio is being promoted from Part-Time Computer Lab Paraprofessional for the MIS department.

Cost analysis:

\$49,852.00

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

PROPOSED ACTION: THAT THE BOARD APPROVE EMPLOYMENT STATUS FROM FULL-TIME TO PART-TIME FOR CRISTAL HERNANDEZ PANIAGUA EFFECTIVE START DATE OF JANUARY 8, 2024.

RATIONALE

Change in employment status from full-time to part-time.

COST ANALYSIS:

N/A

DATE: 1-17-24

PROPOSED ACTION: That the board to approve to hire evening custodian, Rolando Flores, effective 1/29/24

RATIONALE: To fill open night position in Maintenance Department

COST ANALYSIS: \$15.10 per hour, plus \$0.83 differential pay

ATTACHMENT:

DATE: 1-17-24

PROPOSED ACTION: For the board to approve to hire Francis Bertucca, Temporary, Full Time Custodian for six months effective January 29, 2024.

RATIONALE: To temporarily fill a full-time position open in the Maintenance Department.

COST ANALYSIS: \$15.10 per hour

ATTACHMENT:

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

PROPOSED ACTION: THAT THE BOARD APPROVES JASMINE AGUIRRE AS THE NEW PRE-KINDERGARTEN TEACHER FOR THE CHILD LEARNING CENTER WITH AN EFFECTIVE START DATE OF FEBRUARY 1, 2024.

RATIONALE

Ms. Jasmine Aquirre will replace Leslie Graham who transition to another employer in October of 2023. Ms. Aquirre will teach two preschool classes, in the morning and in the afternoon. She will take a full responsibility of the lesson planning and implementation, observation, and assessment of children, communicating with parents, collaborating with other members of the preschool team, and other tasks as assigned.

Ms. Jasmine Aquirre demonstrated excellent communication skills, initial experience and theoretical preparation in the field of early childhood, and connected well with the preschoolers during the second stage of the interview. I believe, she will be a good addition to the preschool teaching team.

COST ANALYSIS:

The salary will be covered by the Preschool for All Grant. \$56,938.00 annually.

DATE: 1-19-24

PROPOSED ACTION: For the board to approve to hire Francis McFarlane, Full-Time Campus Police Dispatcher effective 1/29/24

RATIONALE: To fill a position as Dispatcher in Campus Police

COST ANALYSIS: \$18.50 per hour

ATTACHMENT:



AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the January 24, 2024

BETWEEN the Architect's client identified as the Owner:

Morton College
3801 S Central Ave,
Cicero, IL 60804
Telephone Number: (708) 656-8000

and the Architect:

Legat Architects
549 W. Randolph Street
Suite 602
Chicago, IL 60661
Phone Number: 312-258-9595

for the following Project:

Morton College Biology Lab Renovation
location/address Morton College - Building C
3801 S. Central Ave
Cicero, IL 60804

The Owner and Architect agree as follows:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

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User Notes:

(1132015414)

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13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:
Renovate Biology Lab 338C/339C - Refer to attached Exhibit A – Proposal.

§ 1.1.2 The Project's physical characteristics:
(Paragraphs deleted)
Renovate Biology Lab 338C/339C - Refer to attached Exhibit A – Proposal.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
Refer to attached Exhibit A – Proposal.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

(Paragraphs deleted) Refer to attached Exhibit A – Proposal.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

The project will be competitively bid to General Contractors.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not Applicable.

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Joseph Florio
Director of Campus Operations and Facilities

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

Not Applicable

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:
Not Applicable

.2
(Paragraphs deleted)
Other, if any:
Audiovisual Consultant

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Michael Lundeen
Principal
Legat Architects
649 W. Randolph St. Suite 602
Chicago, IL 60661

Additional representatives:
Not Applicable

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:
.1 Structural Engineer:

Not Applicable

Init.

.2 Mechanical / Electrical / Plumbing / Low Voltage / Engineer:

RTM Engineering Consultants
650 E. Algonquin Road, Suite 250, Schaumburg, IL 60173

1.1.11.2 Consultants retained on behalf of the Owner as Reimbursable Supplemental Services:

(Paragraphs deleted)

Not applicable

(Paragraphs deleted)

§ 1.1.11.3 Consultants retained as Supplemental Services:

.1 Landscape Architect

Not Applicable

.2 Civil Engineering

Not Applicable

.3 Cost Estimator

Not Applicable

.4 Other Consultants – Acoustic, Traffic, technology, etc.)

§ 1.1.12 Other Initial Information on which the Agreement is based:

None

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.4 This agreement may be used as a base agreement for other projects by executing an AIA G802 amendment to this agreement. The amendment shall identify the project scope, schedule and fee structure for the individual project added by amendment.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits as noted in the attached Certificate of Insurance, Exhibit B.

§ 2.5.2 Automobile Liability covering non-owned vehicles used, by the Architect with policy limits as noted in the attached Certificate of Insurance, Exhibit B.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits. Refer to the attached Certificate of Insurance Exhibit B.

§ 2.5.5 Employers' Liability with policy limits as noted in the attached Certificate of Insurance, Exhibit B.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits as noted in the attached Certificate of Insurance, Exhibit B.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations. Refer to the attached Certificate of Insurance Exhibit B.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.7 Services shall include meeting with faculty, staff and facilities personnel to confirm the program of required elements, project requirements, review preliminary location options, and provide magnitude of costs of the options for Owner consideration & budget confirmation. Provide a revised preliminary budget if necessary.

§ 3.2 Schematic Design Phase Services (Phase not applicable to project)

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of: (1) any inconsistencies discovered in the information; and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, preliminary designs illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical, and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.3.3 The approved cost estimate at the completion of Design Development shall be used for adjustments to the Architects compensation per article 11.1.2

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of: (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms. The Owner shall provide attorney prepared or approved supplementary conditions for the contractor contract & general conditions, insurance requirements and other bidding requirements.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.4.6 The Architect & Engineer shall meet with Owner, Owner Project Manager and maintenance personnel.

§ 3.4.7 If applicable, the Architect/Engineer shall identify assist with any energy rebates which are available.

Creation of grant applications and submissions shall be an additional service. Cost to be determined and submitted to the Owner for approval. (Not applicable to project)

§ 3.4.8 The Architect & Engineer shall provide data/IT/Tel design limited to point-to-point wiring, rack placement, patch panels, cabling, back boxes and devices. Owner to provide campus standards. (Owner is responsible for network design servers, routers, etc.)

§ 3.4.9 The Architect & Engineer shall provide AV/Digital Media design limited to back boxes, conduit, and inclusion of Owner specified equipment, wiring, devices, plates, AV supports, etc. Owner shall be responsible for AV/Digital Media design, programing, wiring, ports, integration, supports, and selection of equipment.

§ 3.4.10 When applicable, the Architect & Engineer shall provide Security Systems/Camera/Door Access design limited to back boxes, conduit, and inclusion of Owner specified equipment, wiring, devices, locksets, hardware, cameras, strikes, wiring harness, etc. (Owner shall be responsible for Security System/Camera/Door Access design, programing, placement, and selection of all equipment.)

§ 3.4.11 The Architect will include signage within the construction documents based upon the Owner's standards. Owner shall work with the Architect to determine room numbers and provide signage standards.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in: (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.
- .5 Attending video conference post bid review meeting.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service (if extensive and with owner approval), consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

(Paragraph deleted)

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner: (1) known deviations from the Contract Documents; (2) known deviations from the most recent construction schedule submitted by the Contractor; and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed, or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the Architect’s evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor’s

Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to: (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion; (2) results of subsequent tests and inspections; (3) correction of minor deviations from the Contract Documents prior to completion; and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has: (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to

Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.
- .5 The Architect shall include one (1) final site visit to confirm completion of punch-list items as within 30 days of the date of substantial completion. Additional meetings, site visits, inspections, reviews with the contractor or owner to close-out project relating to contractor issues/completion shall be an additional service per Section 4.2 of this Agreement.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.) (Edit/modify supplemental services as applicable)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	Not Provided
§ 4.1.1.2 Multiple preliminary designs	Architect-Basic Services
§ 4.1.1.3 Measured drawings of Existing Facilities	Not Provided
§ 4.1.1.4 Digital Scans of existing facilities	Not Provided

(Row deleted)

§ 4.1.1.5	Multiple sites evaluations and planning	Not Provided
§ 4.1.1.6	Building Information Model	Architect -Basic Services
§ 4.1.1.7	Development of Building Information Models for construction use	Architect -Basic Services
§ 4.1.1.8	Civil engineering	Not Provided
§ 4.1.1.9	Landscape design / Tree Surveys / Tagging	Not Provided
§ 4.1.1.10	Architectural interior design	Architect - Basic
§ 4.1.1.11	Value analysis	Not Provided
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13	Intensive on-site project representation	Not Provided
§ 4.1.1.14	Conformed documents for construction	Architect - Basic
§ 4.1.1.15	As-designed record drawings	Not Provided
§ 4.1.1.16	As-constructed record drawings	Not Provided by Architect, Provided by Contractors
§ 4.1.1.17	Post-occupancy evaluation	Not Provided
§ 4.1.1.18	Facility support services	Not Provided
§ 4.1.1.19	Tenant-related services	Not Provided
§ 4.1.1.20	Architect's coordination of the Owner's consultants	Not Provided
§ 4.1.1.21	Telecommunications per 3.4	Architect – Basic Services

(Row deleted)

§ 4.1.1.22	Security evaluation and system design per 3.4	Owner
§ 4.1.1.23	Collaborate w/Commissioning Agent per 3.6.2.6	Not Provided

(Row deleted)

§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.25	Fast-track design services	Not Provided
§ 4.1.1.26	Multiple bid packages	Not Provided
§ 4.1.1.27	Historic preservation	Not Provided
§ 4.1.1.28	Furniture, furnishings, and equipment design	Architect – Per proposal
§ 4.1.1.29	Other services provided by specialty Consultants	Not Provided
§ 4.1.1.30	Topographic and Site Surveys	Not Provided
§ 4.1.1.32	Data Network Design Refer 3.4	Owner
§ 4.1.1.33	Third Party Commissioning Agent	Owner if required
§ 4.1.1.34	Geotechnical Engineering/Soil Borings	Owner / Not required

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

Refer to the attached Exhibit A.

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.
(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

Owner is responsible for the design of Telecommunications, Network, Security evaluation/planning, AV Design/programming, Access Control design, Video surveillance systems design, etc. Refer to Sections 3.4.6 through 3.4.12 of this Agreement.

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide other Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any agreed to Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either: (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit; or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting, or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto or the subject thereof;
- .9 Evaluation of the qualifications of entities providing bids or proposals other than as required for a simple general contractor bid;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction;
- .11 Assistance to the Initial Decision Maker, if other than the Architect;
- .12 Submissions to the Army Corp of Engineers (if required); or
13. Assistance with obtaining building permits, zoning changes, or other required governmental approvals.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the Additional Services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the Additional Services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the

- Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
 - .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
 - .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample, and similar submittals of the Contractor;
- .2 Refer to the proposal for the number of visits to the construction site by the Architect during construction;
- .3 One (1) inspection for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents; and/or
- .4 One (1) inspection for any portion of the Work to determine final completion.

§ 4.2.4 Except for Services required under Section 3.6.6.5 and those Services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after: (1) the date of Substantial Completion of the Work; or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the Services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including: (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations, and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. (Topographic surveys provided by Civil Engineer as part of Architects Supplemental Services) (Not Applicable – Refer to Proposal)

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations. Geotechnical services contracted by the Architect on behalf of the Owner as a reimbursable expense. (Not Applicable – Refer to Proposal)

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 Deleted

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect with a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

§ 5.16 The Owner shall provide the Architect and Engineers drawings of the existing conditions including, architectural, structural, mechanical, electrical, plumbing, fire protection, technology, details, *etc.* The Architect shall notify the Owner of missing drawings or documents. The Architect and Engineers shall reasonably rely on the accuracy of the drawing for completion of their work.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead & profit, design contingency, and allowances. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner. The Cost of the Work shall include 80% of the absolute value of alternate bids not accepted by the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise, the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Section 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing Services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the permission of the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's unauthorized use of the Instruments of Service under this Section 7.3.1.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case, not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed

with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Paragraph deleted)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: (Specify)

(Paragraphs deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of Services under this Agreement. If the Architect elects to suspend Services, the Architect shall give seven (7) days' written notice to the Owner before suspending Services. In the event of a suspension of Services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of Services. Before resuming Services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's Services. The Architect's fees for the remaining Services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for Services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's Services. The Architect's fees for the remaining Services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven (7) days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven (7) days' written notice should the other

party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven (7) days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for Services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

(Paragraphs deleted)

§ 9.7 Except as otherwise expressly provided herein, this Agreement shall continue as allowed by the Owner's Board of Trustees and be used as a Master Services Agreement for future projects approved by the Owner's Board of Trustees. The Owner/Architect agreement scope of services will be amended by the approval of subsequent contract amendments.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. Any cause of action brought by either party regarding the construction or enforcement of this agreement shall be brought solely in either the Circuit Court of Cook County, Illinois or the United States District Court for the Northern District of Illinois. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.3.1 The Architect shall not, in connection with any such assignment by the Owner, be required to execute any documents that in any way might, in the sole judgment of the Architect, increase the Architect's contractual or legal obligations or risks, or the availability or costs of its professional or general liability insurance.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least fourteen (14) days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least fourteen (14) days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner acknowledges that the Architect has no professional liability (errors and omissions) or other insurance for claims arising out of the performance or processes containing professional services related to the investigation, detection, abatement, replacement, discharge or removal of products, materials or

processes containing asbestos or any other toxic or hazardous contaminants or materials ("Hazardous Materials").

§ 10.6.1 In the event that the Architect or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that certain materials may be present at the job site or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at its option and without liability for consequential or any other damages, suspend performance of service on the Project until the Owner retains appropriate specialist consultant's or contractor's to identify, abate and/or remove the asbestos or hazardous or toxic material and warrant that the job site is in full compliance with applicable laws and regulations.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after three (3) calendar days' written notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.8.2 This section shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the Architect or Owner from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the Architect or Owner to defend itself from any suit or claim.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 The Architect is not responsible for means, methods, techniques, sequences, installation, scheduling or job-site safety as those are the sole responsibility of the contractor.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum

Basic Services shall include Architectural, Mechanical, Electrical, Plumbing, Fire Protection and Technology Engineering (as identified in the attached Exhibit A).
Site visits necessary for construction administration services are also included in basic Services.

Total Compensation		\$50,000.00
Subtotal	Reimbursable Allowance (printing)	TBD

.2 Other

To provide a separate bid package for demolition/floor polishing if authorized by Owner.
Refer to proposal for full description \$7,500

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows: (Not Applicable)

The Architect will be compensated for Supplemental Services and Additional Services on a time and material basis, lump sum, or as identified in an approved contract or amendment.

§ 11.3 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus twenty-five percent (25%), or as follows: *(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

The consultant services or Supplemental Services cost x 1.25 to compensate the architect for efforts to prepare requests for proposal, review proposals, coordinate consultants, and checking consultants work and to maintain necessary insurance.

§ 11.4 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Design Development Phase	Twenty-five	percent (25	%)
Construction Documents Phase	fifty	percent (50	%)
Procurement Phase	five	percent (5	%)
Construction Phase	twenty	percent (20	%)
Total Basic Compensation	one hundred	percent (100	%)

§ 11.5 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work.

§ 11.5.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent Services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all Services performed whether or not the Construction Phase is commenced.

§ 11.6 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Refer to the attached Exhibit A for hourly rates.

§ 11.7 Compensation for Reimbursable Expenses

§ 11.7.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence. (Local travel included in basic services) ;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets when applicable and approved by the owner (standard data, communication, web sites included in basic services);
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents; (Contractor and bid printing costs by/for contractors and not included.)
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

§ 11.7.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus five percent (5 %) of the expenses incurred. Reimbursable expense shall be billed to the Owner monthly and are not included in basic services.

§ 11.8 Payments to the Architect

§ 11.8.1 Initial Payments

§ 11.8.1.1 An initial payment of zero (\$0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.8.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of zero (\$ 0) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred. *(Not Applicable)*

§ 11.8.2 Progress Payments

§ 11.8.2.1 Unless otherwise agreed, payments for Services shall be made monthly in proportion to Services performed. Payments will be processed in accordance with the provisions of the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*

§ 11.8.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.8.2.3 Detailed, itemized records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and Services performed on the basis of hourly rates shall be available to the Owner upon request.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

§ 12.1 Neither the Owner nor the Architect shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver includes but is not limited to damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, by reference.
- .3 Exhibits:
 - A. Exhibit A -- Proposal dated October 5, 2023

- B. Exhibit B – Certificate of Insurance
- C. Exhibit C – Fee Schedule


This Agreement entered into as of the day and year first written above.

MORTON COLLEGE

Owner (Signature) (Date)

(Printed name and title)

LEGAT ARCHITECTS, INC.

 1/15/2024

Architect Signature (Date)
Michael Lundeen, AIA - Principal/Secretary

(Printed name and title)

November 27, 2023 (revised)

VIA Email

Joseph Florio
Director of Campus Operations and Facilities
Morton College
3801 S Central Ave,
Cicero, IL 60804

RE Morton College – Biology Lab Renovation 338C
Architect's Project Number: TBD
Proposal to Provide Professional Architectural Services

Dear Joseph:

Thank you again for giving Legat Architects the opportunity to provide Architectural Services for Morton College. Pursuant to your request, Legat Architects ("Architect") is pleased to submit this proposal to provide professional architectural services to Morton College ("Client"). The purpose of this letter is to summarize the professional services to be provided and the related fees.

1.0 Project Parameters

1.1.1 Project Objective: To renovate Biology Anatomy & Physiology Lab 338C

1.2 Locations:

1.2.1 Morton College Cicero Campus building C.

1.3 Project Activities

1.3.1 Provide a visual assessment of the existing conditions in work areas identified; and

1.3.2 Meet with faculty and staff to redesign the teaching spaces; and

1.3.3 Provide an estimate of probable cost; and

1.3.4 Complete drawings and specifications suitable for bidding; and

1.3.5 Assist in project bidding and the selection of the most qualified bidder; and

1.3.6 Perform construction observation.

1.4 Physical Parameters

1.4.1 Renovate Biology A&P Lab 338C. Approximately 1,500 SF Lab. .

Joseph Florio
Proposal to Provide Professional Architectural Services
Morton College – Biology A&P Lab Renovation 338C
November 27, 2023 revised, Page 2 of 8

1.5 Budget Parameters:

1.5.1 The college has identified a \$400,000 grant for the Biology A&P Lab 338C. Ideally the total budget is \$400,000 for the project, however the college may add funds to the budget if desired.

1.5.2 Preliminary budget breakdown per Biology Lab (338C shown):

1.5.2.1 Construction	\$300,000
1.5.2.2 Design/Construction Contingency	\$ 30,000
1.5.2.3 A/E Compensation	\$ 50,000
1.5.2.4 FFE and AV systems	<u>\$ 20,000</u>
1.5.2.5 Total project budget	\$400,000

1.6 Schedule Parameters:

1.6.1 The overall schedule will be determined during the design process with input from faculty and administrators.

1.6.2 Preliminary Proposed Schedule (To Be Refined):

1.6.2.1 Written authorization to proceed	October 6, 2023
1.6.2.2 Design Phase (Estimated)	2 Weeks
1.6.2.3 Approval of Design/Estimate	TBD
1.6.2.4 Construction/Bid Documents	5 Weeks
1.6.2.5 Owner Review/ QAQC Check-set	1 Week
1.6.2.6 Completion/Issuance bid documents	December 1, 2023
1.6.2.7 Estimated Bidding/Award Period	3 weeks
1.6.2.8 Morton College Award	Dec. Board Mtg
1.6.2.9 Construction Shopdrawings/Fabrication	8 weeks
1.6.2.10 Construction Demolition/Construction	8-16 weeks (Est)

~~1.6.3 Early Demolition Bid Package: Project may require an early separate Demolition/Floor Polishing bid package to be issued for bidding to general contractors to allow work to begin during winter break. With Client authorization, the intent is for a Demolition/Floor polishing package to be issued for bid on October 31 and awarded by the board at the November board meeting.~~

~~1.7 Project Delivery Method: It is the Architect's understanding that the Client intends to use a design-bid-build delivery method and award a construction contract(s) to a general contractor. In addition, the owner may authorize a separate Demolition/Floor Polishing bid package.~~

2.0 Architect's Scope of Services

2.1 Project Inception Phase (Kick-Off Meeting 1)

- 2.1.1 The Architect will meet with faculty and administrators to brain-storm the program and teaching pedagogies to align Lab goals with design outcomes. This phase will allow designs to be developed under the next phase.
- 2.2 Project Formulation Phase (Design Development):
 - 2.2.1 The Architect will develop two or three Lab layouts for review with faculty to determine which layout meets their needs. (Mtg 2)
 - 2.2.2 The Architect will provide a visual assessment of the existing conditions affected by the scope of work line items; and
 - 2.2.3 The Architect will full develop the plan with furniture, casework and equipment and develop an initial cost estimate; and
 - 2.2.4 The Architect will meet with Faculty and administrators to present the final lab layout, discuss the cost estimate, and confirm the direction of the design (mtg 3); and
 - 2.2.5 The Architect will provide an updated estimate of probable cost; and
 - 2.2.6 The Architect will attend a reasonable number of meetings as required to complete this phase and receive approval of the scope of work from the Administration including authorization to prepare and issue drawings and specifications suitable for bidding.
- 2.3 Construction Documents Phase:
 - 2.3.1 The Architect will complete drawings and specifications suitable for bidding; and
 - 2.3.2 The Architect will facilitate the review of drawings and specifications with the Client (mtg 4) at significant milestones as determined by the Client and Architect to review the scope materials; and
 - 2.3.3 The Architect will incorporate FFE/AV provided by Client.
- 2.4 Bidding & Negotiations Phase:
 - 2.4.1 The Architect will assist the Client in bidding the project and in the selection of the most qualified bidder; and
 - 2.4.2 Manage the bidding process including the pre-bid meeting, bid opening and provide a letter of recommendation; and
 - 2.4.3 The Architect will attend a reasonable number of meetings as required to complete this phase and assist the client with the approval of the construction contract.
- 2.5 Construction Phase:
 - 2.5.1 The Architect will assist in administering the Contract for Construction; and
 - 2.5.2 The Architect will attend Pre-Construction Meetings, Mobilization Meetings, (Bi-weekly) Owner-Architect-General Contractor meetings

- while construction operations are in progress, and Closeout Coordination Meetings. Meetings will be videoconferences; and
- 2.5.3 The Architect will perform limited job-site observations while construction operations are in progress. We have included 4 Architectural site visits and 1 MEP/T site visits as part of basic services; and
 - 2.5.4 The Architect may perform additional observations at instances of critical construction activity; and
 - 2.5.5 The Architect will provide a punchlist and MEP/T engineer will provide a punchlist; and
 - 2.5.6 The Architect will assist the Client with facilitating project closeout.

3.0 Deliverables

- 3.1 Construction Documents will consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.

4.0 Project Schedule

- 4.1 The schedule for design and construction phase by the Client in conjunction with the Architect. Refer to article 1.6 for a preliminary schedule.
- 4.2 Once established, the project schedule is subject to decisions made in timely manner pertaining to the documents submitted by the Architect for review in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

5.0 Compensation

- 5.1 For fairness and consistency, we propose to provide Architectural services based upon following the CDB Fee Rate Schedule for Type 2R (renovation) projects. (EXHIBIT B). ~~The compensation will be a function of the total cost of the lowest qualified bid multiplied by the column highlighted in attached exhibit B. The Architect's compensation will be updated at the completion of design and acceptance of bids.~~
- 5.2 The Client will compensate the Architect for the basic services outlined in AIA Document B101 on a Lump Sum basis of \$50,000 based upon the total project budget of \$400,000. ~~Separate Demolition/Floor Polishing Bid Package noted below if requested by the college.~~
 - ~~5.2.1 If the Client authorizes a separate bid package for Demolition/Floor Polishing, the following additional services are anticipated:~~

- ~~5.2.1.1 Development of a Separate Bid Doc/Project Manual. \$4,500~~
- ~~5.2.1.2 Attend pre-bid meeting/bid opening/contracts. \$3,000~~
- 5.2.2 The compensation above includes MEP/T services for work identified. Data connections for AV systems designed/provided client are included.
- 5.2.3 When approved in advance by the college, Additional site visits (beyond basic services) for MEP will be billed hourly or at \$770 per visit. Additional Architectural site construction observation visits (beyond basic services) visits will be billed as hourly or as \$990 per visit.
- 5.2.4 If the biology Labs are phased, designed separately and construction period is phased, the above compensation will be adjusted to align with the desired phasing and scope.
- 5.2.5 Structural engineering in not anticipated or included in the compensation.
- 5.3 When stipulated and approved by the Client, the Client will compensate the Architect on a Time and Material basis using the Schedule of Billable Rates attached as "Exhibit A".
- 5.4 Reimbursable Expenses will be in addition to the Architect's compensation and shall be invoiced using the multipliers indicated below times the expenses incurred by Legat Architects. Allowances for reproduction are not included in the lumpsum above and shall be billed as invoices received from printing/postage/additional work when authorized.
 - 5.4.1 Reproduction costs for drawings, specifications, addenda, reports, etc. required to be submitted at the end of each contractual phase and for bidding purposes shall be invoiced at 1.05 times.
 - 5.4.2 Postage and delivery charges for bid documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.05 times.
 - 5.4.3 Necessary consultants, including Structural or MEP testing services, as approved by the Client will be invoiced at 1.25 times.
 - 5.4.4 Specialty consultants to provide boundary and topographic surveys and construction materials testing will be invoiced at 1.05 times.
 - 5.4.5 Other specialty consultants as approved by the Client will be invoiced at 1.25 times.

6.0 Client's Responsibilities

- 6.1 The Client will provide access to the Project Locations and facilities and to all original construction drawings, as-built documents, etc. that document the existing conditions.

- 6.2 The Client will provide floor plans for each Project Location in a digital format compatible with either Autodesk AutoCAD software or Autodesk Revit software.
- 6.3 The Client will designate a representative authorized to act on the Client's behalf with respect to the projects. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.
- 6.4 The Client will provide audiovisual design, procurement, and installation. Owner shall provide data and power requirements for the AV systems and other equipment at the start of the construction document phase for incorporation by the MEP engineer.
- 6.5 The Client will provide a letter, test or other documents indicating the spaces are free of hazardous materials.
- 6.6 The existing mechanical system may need to be tested for air flow prior to the design or renovation of the space. The Client may provide the testing prior to producing bid documents for incorporation or the testing can be part of the contractor scope during construction.

7.0 Miscellaneous Provisions

- 7.1 Unless otherwise provided in this Agreement, Legat Architects and Legat Architects' consultants will have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 7.2 Estimates of Probable Cost will be completed by referencing several sources, including active construction projects involving Legat Architects, R.S. Means Construction Cost Data, and historical construction information.
- 7.3 Legat Architects reserves the right to renegotiate the lump sum amount should the Scope of Work or Budget as currently defined be reasonably altered.
- 7.4 Understanding the project is being expedited faster than recommended by the Architect, the Client may be required to expedite reviews, decisions, faculty meetings, and board approvals to achieve milestones. Expediting the project faster than a traditional renovation project may cause coordination issues and shorten quality reviews of the bid documents. The

Joseph Florio
Proposal to Provide Professional Architectural Services
Morton College – Biology A&P Lab Renovation 338C
November 27, 2023 revised, Page 7 of 8

Architect does not assume any liability for decisions, construction bids, or additional construction costs/change orders due to the project being expedited.

This proposal is based upon the terms and conditions of the AIA Document B101, Standard Form of Agreement Between Owner and Architect, 2017 edition. With Client agreement of this proposal, we will prepare the AIA document and forward it for execution.

Until the formal AIA Agreement is executed, you can authorize Legat Architects to proceed by signing below or issue a purchase order referencing this agreement. Please note that Legat Architects will not begin work until written authorization to proceed is received.

If you have any questions regarding this proposal, please contact me at your earliest convenience.

Thank you.

Sincerely,



Michael Lundeen, AIA, LEEDap
Principal

Legat Architects, Inc.
549 W. Randolph Street
Chicago, IL 60661

ML/ML

ATTACHMENTS	Exhibit A - Schedule of Billable Rates EXHIBIT B – CDB Rate Table EXHIBIT C - Scope of work Floor plan and preliminary designs (5 pages) AIA Document B101 – 2017 (agreement to follow)
EC	Robin Randall, Legat Architects Zach Wiese, Legat Architects Proposal File – Morton College
FILENAME	101_PRO_Proposal-Arch_Serv_Morton_Biology_Lab_20231127_R2

Joseph Florio
Proposal to Provide Professional Architectural Services
Morton College – Biology A&P Lab Renovation 338C
November 27, 2023 revised, Page 8 of 8

AUTHORIZATION We accept the terms of this Proposal:

OWNER

Morton College
3801 S Central Ave,
Cicero, IL 60804

SIGNATURE

PRINT NAME

TITLE

DATE

ARCHITECT

Legat Architects, Inc.
549 W. Randolph St. Suite 602
Chicago, IL 60661



SIGNATURE

Michael Lundeen

PRINT NAME

Principal/Secretary

TITLE

11/27/2023

DATE

Schedule of Billable Rates

Exhibit "A"
(of Exhibit A Proposal)

ORGANIZATION Morton College
PROJECT TITLE Morton College – Biology Lab Renovation
DATE October 3, 2023

BILLING RATES:

For the current calendar year, time spent by our staff members will be billed at the following hourly rates:

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$ 250.00
Project Manager.....	\$ 230.00
Project Associate/Architect	\$ 180.00
Associate	\$ 140.00
Graphic Designer.....	\$ 120.00
Student / Clerical.....	\$ 95.00

CONSULTANTS

Professional services for consultants and their expenses will be billed per contract terms the actual cost to the firm. These consultants may include, but not be limited to, the following: mechanical, electrical, plumbing, structural and civil engineers, kitchen, landscaping, acoustical, lighting, elevator, traffic, life safety, cost estimating, along with any other consultants that may be required.

REIMBURSABLE EXPENSES

Reimbursable expenses are those out-of-pocket expenses incurred by our firm in the course of providing professional services to our clients and will be billed at 1.1 times the actual cost to cover administrative expenses. These expenses may include, but not be limited to, the following: transportation, lodging and meals while traveling, postage and delivery charges, reproduction costs for drawings, specifications, addenda, reports, etc. and photography and rendering costs

NOTE

These rates are subject to change annually on December 31.

CDB CFN FEE RATE TABLE B

EXHIBIT B (of Exhibit A Proposal)

REMODELING PROJECT CLASSIFICATION BASIC SERVICES FEE COMPENSATION RANGE

Construction Cost Budget (under)	Group 1R			Group 2R			Group 3R		
	Low	Mid (100%)	High	Low	Mid (100%)	High	Low	Mid (100%)	High
\$100,000	11.84	14.81	17.78	10.91	13.64	16.37	8.93	12.12	15.31
\$200,000	11.18	13.98	16.79	10.24	12.80	15.37	8.34	11.32	14.30
\$300,000	10.62	13.28	15.94	9.68	12.10	14.52	7.83	10.63	13.43
\$400,000	10.12	12.65	15.18	9.17	11.47	13.77	7.38	10.02	12.66
\$500,000	9.69	12.12	14.55	8.76	10.95	13.13	7.01	9.51	12.01
\$700,000	9.20	11.51	13.82	8.25	10.32	12.39	6.57	8.91	11.25
\$900,000	8.84	11.06	13.27	7.90	9.88	11.86	6.24	8.47	10.70
\$1,000,000	8.72	10.91	13.10	7.79	9.74	11.68	6.14	8.33	10.53
\$1,250,000	8.54	10.68	12.83	7.59	9.49	11.40	5.97	8.11	10.24
\$1,500,000	8.39	10.49	12.60	7.44	9.31	11.18	5.84	7.93	10.01
\$1,750,000	8.25	10.32	12.39	7.32	9.15	10.99	5.72	7.76	9.80
\$2,000,000	8.14	10.19	12.23	7.19	9.00	10.80	5.61	7.62	9.63
\$2,500,000	7.91	9.89	11.87	6.97	8.72	10.47	5.40	7.34	9.27
\$3,000,000	7.72	9.66	11.59	6.78	8.47	10.16	5.24	7.10	8.97
\$5,000,000	7.19	9.00	10.80	6.25	7.81	9.37	4.76	6.46	8.16
\$7,000,000	6.84	8.56	10.27	5.90	7.38	8.87	4.44	6.03	7.62
\$9,000,000	6.64	8.32	9.99	5.71	7.14	8.57	4.28	5.81	7.34
\$10,000,000	6.60	8.26	9.92	5.67	7.08	8.50	4.24	5.75	7.27
\$15,000,000	6.46	8.07	9.69	5.54	6.93	8.32	4.14	5.62	7.10
\$20,000,000	6.31	7.90	9.48	5.42	6.79	8.15	4.06	5.51	6.95
\$25,000,000	6.18	7.73	9.28	5.32	6.66	7.99	3.99	5.41	6.83
\$30,000,000	6.03	7.54	9.04	5.19	6.49	7.79	3.89	5.29	6.68
\$40,000,000	5.73	7.17	8.61	4.95	6.19	7.44	3.75	5.09	6.42
\$50,000,000	5.45	6.81	8.17	4.73	5.92	7.11	3.58	4.86	6.14
\$100,000,000 (and over)	4.02	5.03	6.04	3.54	4.43	5.32	2.75	3.73	4.72



A



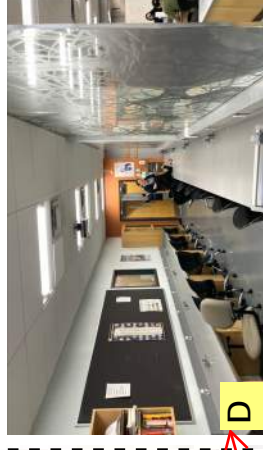
B

Cadaver alcove recently removed, wall remodeled, Cadavers no longer used Horizontal Videopod-imaging table used in middle of room and large flat screen on the west wall

Microbiology Lab 344C Scope - Replace all casework, reconfigure to a teaching wall/screen. Create collaborative tables to the East.



C



D

Prep Room - No work

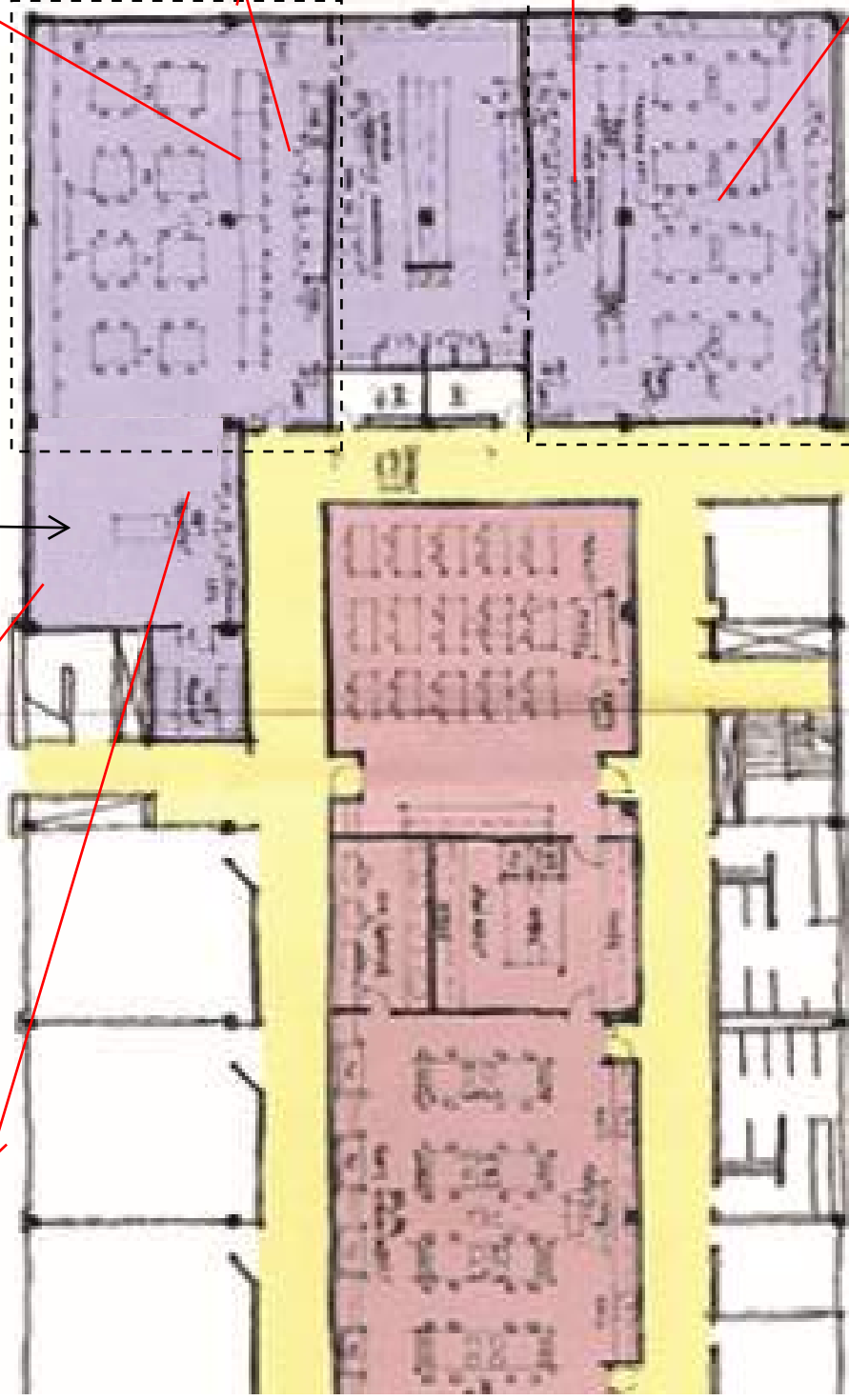


E

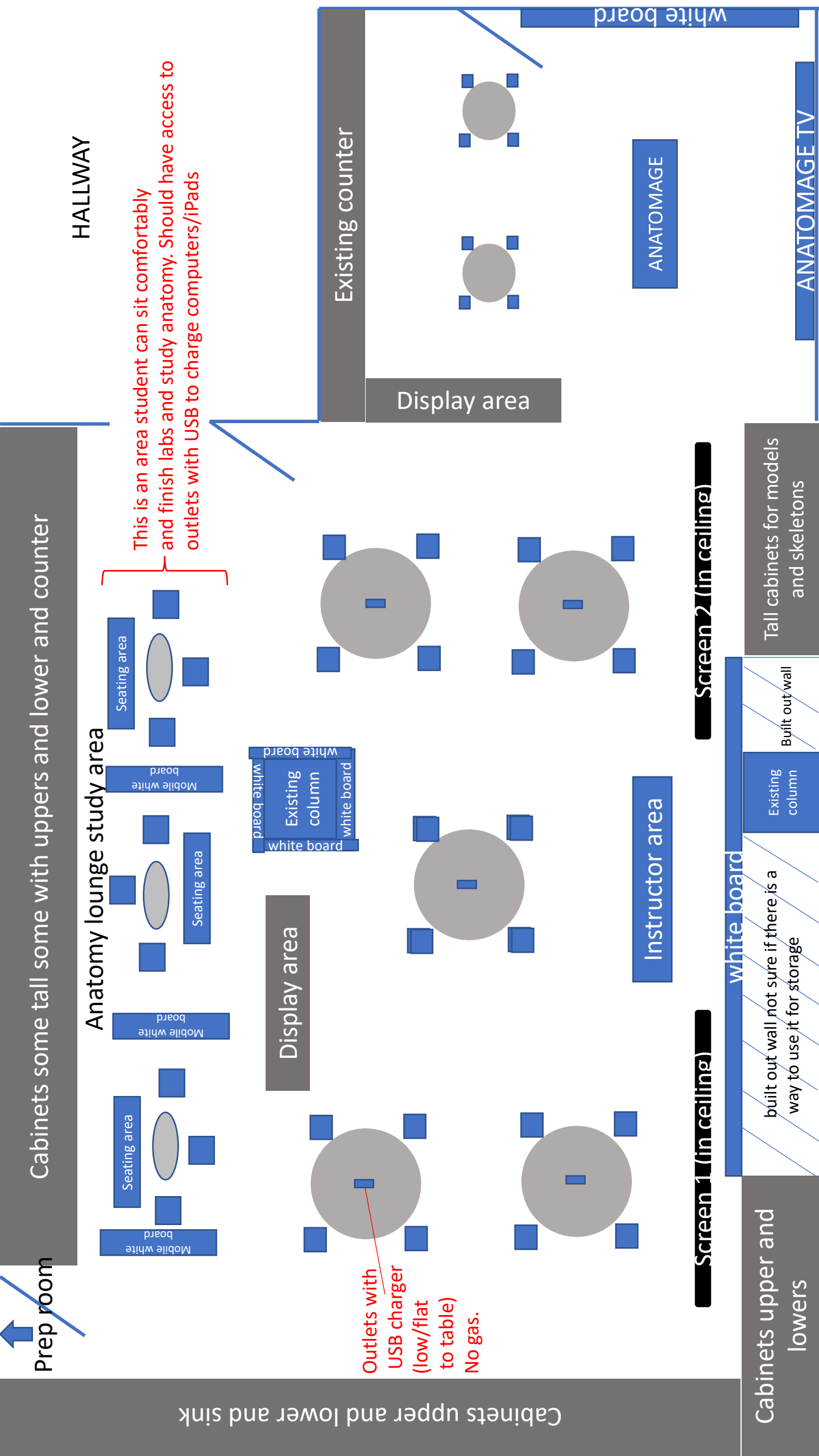


F

Anatomy & Physiology Lab 338C (Potential alternate scope) Scope - Replace all casework, reconfigure to a teaching wall/screen. Create collaborative tables to the West.

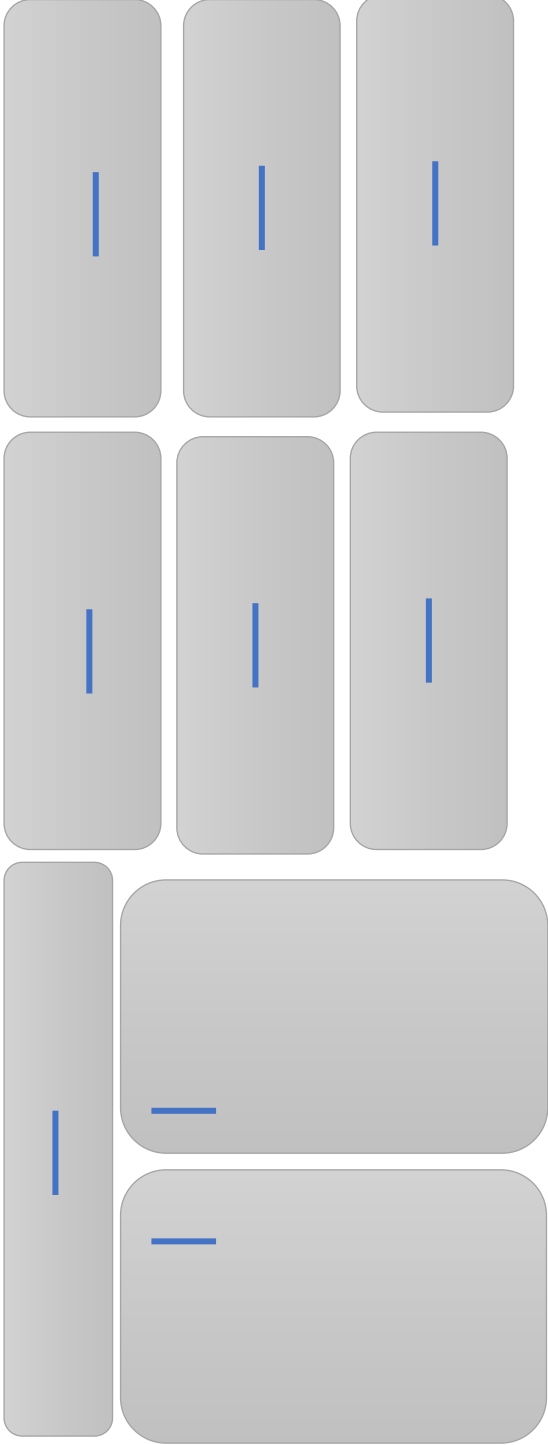


N



Instructor bench A and P -338C
(need outlets with USB no gas or sink)

Standing height



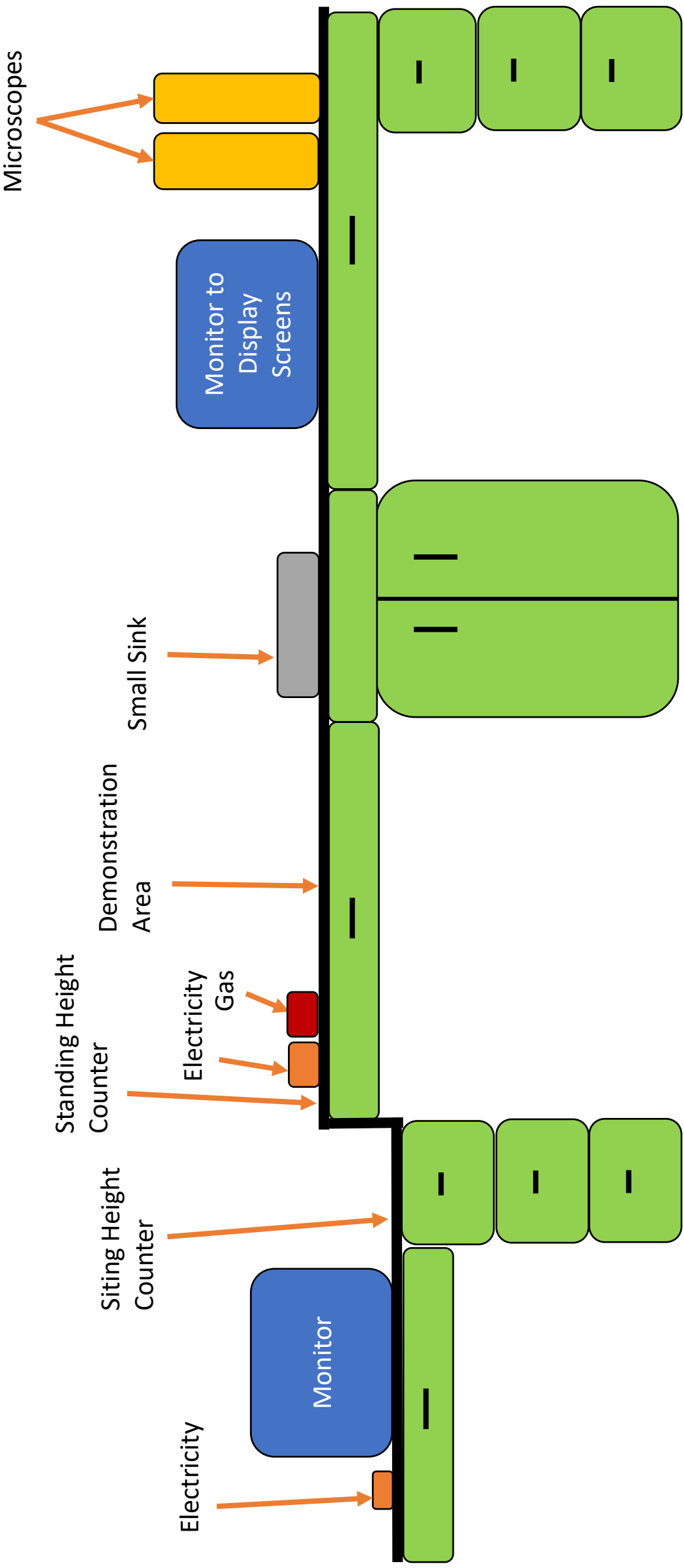
Second
screen

Computer to
screen

Sitting height



Instructor Bench





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2023

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

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

PRODUCER West's Insurance Agency, Inc. 1225 Tri State Parkway Gurnee IL 60031	CONTACT NAME: Kelly McGillivray	FAX (A/C, No):	
	PHONE (A/C, No, Ext): (847) 623-0456	E-MAIL ADDRESS: kelly@westinsurance.com	
INSURED Legat Architects, Inc. 1125 Tri-State Parkway #730 Gurnee IL 60031-9999	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Cincinnati Casualty Company		28665
	INSURER B: Employers Preferred Insurance		10346
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES

EV

CERTIFICATE NUMBER: Cert ID 23255 (141)

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Project/Location	Y		ECP0247096	05/14/2023	05/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ECP0247096	05/14/2023	05/14/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			ECP0247096	05/14/2023	05/14/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	EIG2494387	05/14/2023	05/14/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							\$

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

Project: Morton College Biology Lab Renovation 344C & 338C

Certificate holder is additional insured with respect to general liability when required in a signed, written contract. Certificate holder is additional insured on a primary/non-contributory basis when required in a signed, written contract. Additional insured for ongoing and completed operations applies with respect to the general liability when required in a signed, written contract.

CERTIFICATE HOLDER

CANCELLATION

Morton College 3801 S Central Ave Cicero IL 60804	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Kelly J. McGillivray</i>

© 1988-2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2023

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

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

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Legat Architects, Inc. Susan Jahn 1125 Tri-State Parkway, Suite 730 Gurnee, IL 60031	<table border="1"> <tr> <th data-bbox="815 424 1432 451">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1432 424 1572 451">NAIC #</th> </tr> <tr> <td data-bbox="815 451 1432 478">INSURER A: Beazley Insurance Company Inc</td> <td data-bbox="1432 451 1572 478">37540</td> </tr> <tr> <td data-bbox="815 485 1432 512">INSURER B:</td> <td data-bbox="1432 485 1572 512"></td> </tr> <tr> <td data-bbox="815 518 1432 546">INSURER C:</td> <td data-bbox="1432 518 1572 546"></td> </tr> <tr> <td data-bbox="815 552 1432 579">INSURER D:</td> <td data-bbox="1432 552 1572 579"></td> </tr> <tr> <td data-bbox="815 585 1432 613">INSURER E:</td> <td data-bbox="1432 585 1572 613"></td> </tr> <tr> <td data-bbox="815 619 1432 636">INSURER F:</td> <td data-bbox="1432 619 1572 636"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Beazley Insurance Company Inc	37540	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: W30868353

REVISION NUMBER:

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


INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		C15SRW231501	04/24/2023	04/24/2024	Per Claim \$3,000,000 Aggregate \$5,000,000

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

Re: Morton College - Biology Lab Renovation 344C & 338C

CERTIFICATE HOLDER

CANCELLATION

Morton College 3801 S Central Ave Cicero, IL 60804	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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SR ID: 24887609

BATCH: 3189442

EXHIBIT C

CDB CFN FEE RATE TABLE B

REMODELING PROJECT CLASSIFICATION BASIC SERVICES FEE COMPENSATION RANGE

Construction Cost Budget (under)	Group 1R			Group 2R			Group 3R		
	Low	Mid (100%)	High	Low	Mid (100%)	High	Low	Mid (100%)	High
\$100,000	11.84	14.81	17.78	10.91	13.64	16.37	8.93	12.12	15.31
\$200,000	11.18	13.98	16.79	10.24	12.80	15.37	8.34	11.32	14.30
\$300,000	10.62	13.28	15.94	9.68	12.10	14.52	7.83	10.63	13.43
\$400,000	10.12	12.65	15.18	9.17	11.47	13.77	7.38	10.02	12.66
\$500,000	9.69	12.12	14.55	8.76	10.95	13.13	7.01	9.51	12.01
\$700,000	9.20	11.51	13.82	8.25	10.32	12.39	6.57	8.91	11.25
\$900,000	8.84	11.06	13.27	7.90	9.88	11.86	6.24	8.47	10.70
\$1,000,000	8.72	10.91	13.10	7.79	9.74	11.68	6.14	8.33	10.53
\$1,250,000	8.54	10.68	12.83	7.59	9.49	11.40	5.97	8.11	10.24
\$1,500,000	8.39	10.49	12.60	7.44	9.31	11.18	5.84	7.93	10.01
\$1,750,000	8.25	10.32	12.39	7.32	9.15	10.99	5.72	7.76	9.80
\$2,000,000	8.14	10.19	12.23	7.19	9.00	10.80	5.61	7.62	9.63
\$2,500,000	7.91	9.89	11.87	6.97	8.72	10.47	5.40	7.34	9.27
\$3,000,000	7.72	9.66	11.59	6.78	8.47	10.16	5.24	7.10	8.97
\$5,000,000	7.19	9.00	10.80	6.25	7.81	9.37	4.76	6.46	8.16
\$7,000,000	6.84	8.56	10.27	5.90	7.38	8.87	4.44	6.03	7.62
\$9,000,000	6.64	8.32	9.99	5.71	7.14	8.57	4.28	5.81	7.34
\$10,000,000	6.60	8.26	9.92	5.67	7.08	8.50	4.24	5.75	7.27
\$15,000,000	6.46	8.07	9.69	5.54	6.93	8.32	4.14	5.62	7.10
\$20,000,000	6.31	7.90	9.48	5.42	6.79	8.15	4.06	5.51	6.95
\$25,000,000	6.18	7.73	9.28	5.32	6.66	7.99	3.99	5.41	6.83
\$30,000,000	6.03	7.54	9.04	5.19	6.49	7.79	3.89	5.29	6.68
\$40,000,000	5.73	7.17	8.61	4.95	6.19	7.44	3.75	5.09	6.42
\$50,000,000	5.45	6.81	8.17	4.73	5.92	7.11	3.58	4.86	6.14
\$100,000,000 (and over)	4.02	5.03	6.04	3.54	4.43	5.32	2.75	3.73	4.72

DATE: 1-11-24

PROPOSED ACTION: For the board to approve awarding contract to, LoDestro Construction Company for college bio lab, which was recommended by Legat Architects.

RATIONALE: To renovate Phase II of Bio Labs

COST ANALYSIS: \$340,000.00

ATTACHMENT: See attached

LEGAT ARCHITECTS

Design with a Difference

January 8, 2024

VIA Email

Joseph Florio
Director of Campus Operations and Facilities
Morton College
3801 S Central Ave,
Cicero, IL 60804
RE Morton College - Biology A&P Lab
Architect's Project Number: 224015.00
Letter of Recommendation for Contract Award

Dear Joe:

On Thursday, January 4, 2024 2:00 PM, bids were received for the above referenced project at Morton College business office. During the 3-week bidding period prior to this date, a total of eleven contractors became Bidders of Record and five submitted sealed bids. The bid opening was conducted by Legat Architects and Morton College and witnessed by about eight attendees. Refer to the attached Bid Tabulation. The college has the bid attendance sign-in sheet.

Three of the five bids received are below or within \$1,200 of our estimate for construction of \$331,825.

Legat Architects has reviewed the qualifications and references of the two low bidders. At the end of this process, we concluded that past project performance, submitted qualifications, and breakdown, by the apparent low bidder, Bee Liner Lean Services (BLLS), is a concern. The scope review confirmed some of our concerns. Specifically, these concerns pertain to

1. Bidder qualifications – BLLS was non-responsive.

- The instructions to bidders (Section 00 21 13) per require the bidder to submit 10 projects in the past 5 years. The contractors submitted 5 completed projects and 5 projects that are in progress. Only 2 projects are somewhat similar. We contacted the Architect for one. and the other was at Morton College. Other completed/partially completed projects were design-build, HVAC, roof replacements.
- The bidder is also required to submit an AIA A305 contractor's Qualification statement. The document was partially filled out (not completed) and the document was not notarized as required.
- The bidder is required to submit their General Contractor EMR rating documentation. This has not been submitted.
- The bidder is required to submit a copy of their written Safety Program. This has not been submitted.

2. Past project performance of BLLS. We contacted Owners, Architect and spoke to subcontractors on their performance on past projects. Including Harper College staff, Waukegan Park District staff, the Architect for the Franklin Park Ice Arena renovation, and an Architect with Legat that worked on 2 Harper projects. The following common themes were noted by persons we spoke to:

- Products/materials were installed that were not specified. Including flooring materials, exhaust fans, roofing, etc.
- The management of the project paperwork was poor. Submittals were missing and not coordinated. Payments and change order paperwork was missing components, disorganized, and was difficult to process.

- The subcontractors' work was not scheduled properly, causing the overall work to be 2-3 months later than planned/per contract. Space was not ready for trade workers when they arrived to do their work.
- The Superintendent was not onsite when contractors were onsite causing a disorganized work sequence. The subcontractor's work was not managed on site. Oversight was non-existent.
- Punchlist items took a year to complete.
- Two projects at Harper College were delivered 2 and 3 months late. (Confirmed by Architect and Owner).
- Sub-contractors caused labor union problems. There is concern whether prevailing wages were being paid.
- The Waukegan Park District staff indicated they had a painting project go ok with the bidder; however, the roofing project was 9 months late, installed improperly, and overall, the Park District staff member did not recommend Morton college to use BLLS on a project if there was a good #2 bidder.

3. We performed a scope review with the apparent low bidder (BLLS) and noted the following responses as indicated: (refer to the attached scope review document)

- The project superintendent is also the project manager for the project. Although this could be an advantage, we are skeptical of the qualifications of the bidder based upon feedback from the Owner and Architects we called and notes above.
- The bidder submitted a bid break-down for all trade work. Comparing the electrical, we found the electrical price included in the project to be less than half of all the other bidders. The painting price included was 1/3rd to 1/5th of other bidders. The carpentry price was 1/5th to 1/10th of other bidders. (Concern here with using unspecified products or following prevailing wages on the project)
- During the scope review we asked the bidder how their painting number could be so low, they indicated that they had left-over paint from another project. (Concern here with using un-specified products)
- During the scope review we asked how their carpentry/gypsum board number could be so low, they indicated that they have materials in their shop they expect to use. (Concern here with using unspecified products)
- During the scope review the contractor indicated that they attended the pre-bid meeting. Although attending was not mandatory, we have no record that the bidder attended, recall they attended or visited the site.

Having reviewed the qualifications and references of the second low bidder, Lo Destro Construction Company, Legat Architects did not find any concerns with the issues raised above. In addition, we found no other evidence which would disqualify Lo Destro Construction Company from being awarded the contract for all work. We contacted Owners from past projects to confirm this.

In addition to the Base Bid, Bidders were required to identify the amounts for four alternate bids. After consultation with you regarding the selection of alternates, Legat Architects recommends Morton College consider accepting Alternate numbers 2, 3, & 4. Accepting alternate number one (1) is not being recommended at this time. These are recommended as follows:

Alternate Bid Number 1: Remove the liquidated damages clause.

Mr Joe Florio, Morton College
Letter of Recommendation for Contract Award
January 8, 2024
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The purpose of this alternate is to ascertain whether or not the bidder intends to complete the work prior to the specified Date of Substantial Completion. Accepting this alternate extends the construction period and delays when Liquidated Damages can begin to be collected for all or part of the Work. Accepting this alternate is not recommended.

Alternate Bid Number 2: Add a \$20,000 Construction Allowance to the project.
This is a contingency allowance for the college to use for additional authorized work.

Alternate Bid Number 3: Add a \$20,000 Furniture Allowance to the project.
This is an allowance for the college to use for procuring additional furniture for the project.

Alternate Bid Number 4: Add a \$10,000 Audio/Speaker Allowance to the project.
This is an allowance for the college to use for procuring an audio system for the project. The college will design/build the system with a vendor and utilize this allowance to procure the work/materials/install.

Legat Architects, therefore, recommends Morton College consider awarding the Contract for Construction, inclusive of the base bid proposal \$290,000, alternate number 2 for \$20,000, alternate number 3 for \$20,000 and alternate 4 for \$10,000 for a total contract amount of \$340,000 to:

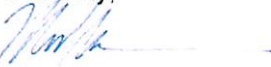
**Lo Destro Construction Company
211 E. Ontario, Suite 500
Chicago, IL 60611
312-521-5599**

All work is to be substantially complete by May 10, 2024, per section 01 10 00 Project Summary schedule.

If you have any questions regarding the bidding of the Morton College Biology A&P Lab project please do not hesitate to call. On behalf of Legat Architects, I look forward to working with Morton College toward the successful completion of this project.

Thank you.

Sincerely,



Michael Lundeen, AIA, LEEDap
Principal

Legat Architects, Inc.
549 W. Randolph Street
Chicago, IL 60661

ML/ML

ATTACHMENTS Bid Tab
 Lo Destro Bid
 Lo Destro Scope Review

Mr Joe Florio, Morton College
Letter of Recommendation for Contract Award
January 8, 2024
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Bee Liner Lean Services Bid
Bee Liner Lean Services Scope Review

EC

Cindy Hopkins, Legat Architects
Francisco Carrera, Legat Architects
Project File:5.09