



**Morton College**

**Public Regular Board Meeting**

**Wednesday, March 27, 2024, 10:00 AM**

- **Pop-Up Pantry - 02/28/24**
  - Students had the opportunity to pick up a pantry bag with name brand food-products allowing them to spread word about pantry and learn how they can donate or volunteer
- **Artist Discussion: Monica J. Brown – 2/29/24**
  - Students had the chance to connect with artist Monica J. Brown and learn about her and her various styles of art (visual, sound, movement, writing, and performance)
- **Spring Octathlon Submissions Now Open – 2/29/24**
  - Students have until April 12<sup>th</sup> to submit their materials for the Ocathlon happening next month. The subjects include art, debate, essay writing, mathematics, music, poetry, science, and speech. This is an opportunity for students to share their talents with their peers and get feedback to keep growing
- **University day - 3/7/24**
  - Universities made themselves available to Morton College students so that students could connect with staff from these schools to learn about the various programs and opportunities offered
- **Destress with Dogs – 3/11/24**
  - On the first day of midterms, students were provided the space to spend some time with dogs and some waffle dogs (waffle hotdogs)
- **Student Trustee Application Now Open - 3/11/24**
  - The application to become the next Morton College student trustee is now open. Students can connect with staff to learn more as the transition period for the current student trustee starts
- **Annabelle Broeffle: Indigenous Artist Talk – 3/12/24**
  - Students had the chance to hear from artist Annabele Broeffle to learn how art shaped cultural and historical understandings
- **Midterm Week Recharge - 3/12/24**
  - On the second day of midterms, students were provided free coffee, orange juice, bagels, muffins, and more
- **Family Focus Undocumented Student Support – 3/12/24**
  - The first of a series of visits that Family Focus will have to Morton College. Here, undocumented students can be assisted with DACA renewal, education on the citizenship process, access to interpretation services and more.
- **Sweet Treats – 3/15/24**
  - On the last day of midterms, students were provided with sweet treats such as cookies to destress



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO.527  
Minutes for the Regular Board Meeting  
Wednesday, January 24, 2023

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**1. Call to Order**

The Regular Board Meeting was called to order by Vice Chair, Anthony Martinucci at 10:05 AM on Wednesday, January 24, 2024, at the Jedlicka Performing Arts Center, located at 3801 S. Central Ave, Cicero, IL 60804.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Roll Call**

**Present:**

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

**Absent:**

Leonard Cannata, Trustee  
Charles Hernandez, 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 student activities around campus.

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

Dr. McLaughlin highlighted that September 15<sup>th</sup> will kick off our year-long 100<sup>th</sup> year celebration. We will have events throughout 2024–2025, culminating with a very special graduation ceremony in May 2025.

Dr. McLaughlin appreciates the board's support and the opportunity to attend the ACCT Legislative Summit in Washington, D.C. In addition to the conference, our government affairs firm, Cornerstone, has put together an itinerary for him to participate in visits to the Congressional offices. Dr. McLaughlin will be meeting with Senator Duckworth and Senator Durbin.

Dr. McLaughlin introduced Jennifer Iniquez and Sandra Salas.

Jennifer and Sandra presented a mental health survey that was recently completed by students to evaluate how well they are doing in terms of providing counseling services. Out of 32 surveys, they received 27 A's and 5 B's. Sandra shared all the calendar events they provide throughout the year. Trustee Reitz thanked them and emphasized their great work and how important their services are. Dr. McLaughlin also commented on how vital and essential their work is.

## **7. Consent Agenda**

Trustee Grazzini made a motion to approve the consent agenda, which includes agenda items 7.1 to 7.22.1, as listed below. Trustee

Reitz seconded the motion.

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

Nays: None

Absent: Trustees, Cannata and Hernandez

Motion Carried

- 7.1. Approval of the Minutes of the Regular Board Meeting held on November 29, 2023, and December 19, 2023.
- 7.2. Approval and ratification of accounts payable and payroll for the month of December 2023, in the amount of \$2,596,002.00, and budget transfers in the amount of \$165,900.00.
- 7.3. Approval of the Monthly Budget Report for the fiscal year to date ending in December 2023.
- 7.4. Approval of the Treasurer's Report for December 2023.
- 7.5. Approval of the renewal of the Treasurer's Bond for FY24 for \$5,000,000.00, at the cost of \$4,834.00 from Alliant Insurance Services, Inc.
- 7.6. Approval of out-of-state travel to Dr. Keith McLaughlin to attend the ACCT National Legislative Summit in Washington, DC, and meetings with congressional offices, from February 4 – 7, 2024, at the approximate cost of \$1,532.00 and to attend the board meeting of the National Alliance of Community and Technical Colleges on February 27, 2024, in Augusta, GA.
- 7.7. Approval of the annual membership with KeithRN from January 3, 2024 – January 3, 2025, in the amount of \$2,010.00.
- 7.8. Approval of the ATI Comprehensive Review for our nursing students, in the amount of \$28,851.00.
- 7.9. Approval of the annual membership renewal with OADN, in the amount of \$595.00.

- 7.10. Approval of the institutional membership with the International Nursing Association of Clinical and Simulation Learning, in the amount of \$636.00.
- 7.11. Approval of the continuation of services by Michael Kautz Carpeting & Flooring, to install carpeting on campus, in the amount of \$45,000.00.
- 7.12. Approval of the Building Service of America, LLC., to continue to be a single source for cleaning supplies, in the amount of \$40,000.00.
- 7.13. Approval of the multi-year contract addition with Ellucian, in the amount of \$118,473.00.
- 7.14. Approval of 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.
- 7.15. Approval of 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.
- 7.16. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Liberty Physical Therapy.
- 7.17. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Northshore University Health System.
- 7.18. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Northshore University Health System Program Memorandum.
- 7.19. Approval of New/Updated Job Descriptions
  - 7.19.1. Credential Analyst/Degree Auditor
  - 7.19.2. Accounts Payable Specialist
  - 7.19.3. Vice President of Academic Affairs
- 7.20. Approval of Position Changes
  - 7.20.1. Lissete Diaz, Accounts Payable Specialist, effective February 1, 2024.
  - 7.20.2. Sergio Rodriguez-Velarde, Full-Time Help Desk and technical Support Specialist, effective February 1, 2024.
  - 7.20.3. Cristal Hernandez Paniagua, One Stop Center Specialist (PT), effective January 8, 2024.
- 7.21. Approval of Full-Time Employment
  - 7.21.1. Rolando Flores, Evening Custodian, effective January 29, 2024.
  - 7.21.2. Francis Bertucca, Temporary Custodian, effective January 29, 2024.
  - 7.21.3. Jasmine Aguirre, Pre-Kindergarten Teacher, effective February 1, 2024.
  - 7.21.4. Francis McFarlane, Radio Operators/Dispatcher PM, effective January 29, 2024.
- 7.22. Approval of Retirement
  - 7.22.1. Candyce Scatchell, Writing Math Center Assistant, effective January 17, 2024.

**8. Approval of New Business**

**8.1 Approval of the contract with Legat Architect for design work for biology lab renovations.**

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

Trustee Grazzini seconded the motion.

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

Nays: None

Absent: Trustees, Cannata and Hernandez

Motion Carried

**8.2 Approval of the lowest responsible bidder for the Biology Lab Phase 2 Renovations, to LoDestro Construction Company, in the amount of \$340,000.00**

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

Collazo seconded the motion.

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

Nays: None

Absent: Trustees, Cannata and Hernandez

Motion Carried

**10. Closed Session**

Approval to adjourn to Closed Session pursuant to 5ILCS 120 Section 2(11) "to consider when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent."

Trustee Grazzini made a motion to go into Closed Session.

Trustee Collazo seconded the motion.

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

Nays: None

Absent: Trustees, Cannata and Hernandez

Motion Carried

**11. Adjournment**

Trustee Grazzini made a motion to adjourn the Regular Board Meeting at 10:56 AM.

Trustee Collozo seconded the motion.

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

Nays: None

Absent: Trustees, Cannata and Hernandez

Motion Carried

/s/ Leonard Cannata,  
Board Chair

/s/ Jose Collozo  
Secretary



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527 COOK  
COUNTY, ILLINOIS

Minutes for the Regular Meeting  
Wednesday, June 28, 2023

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1. Call to Order

The Regular Meeting of the Board of Trustees of Morton College was held on Wednesday, June 28, 2023, beginning at 11:00 a.m., at Morton College Jedlicka Performing Arts Center, 3801 S. Central Avenue, Cicero, IL 60804.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance

3. Roll Call

Present:

Leonard Cannata, Trustee  
Jose Collazo, Trustee  
Susan Grazzini, Trustee  
Charles Hernandez, Trustee  
Anthony Martinucci, Trustee  
Oscar Montiel, Trustee

Absent:

None

Also Present:

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

4. Citizen Comments

None

5. Reports

5.1. ICCTA

6. Financial Report and Overview of the FY24 Budget

7. Approval of the public display of the tentative annual budget Fiscal Year 2024 and the accompanying public notice, as required by Chapter 110, Act 805, Section 3-20 of the Illinois Compiled Statutes.

8. Consent Agenda

Trustee Reitz asked to table item 8.1 Approval of the Minutes of the Regular Board Meeting held on May 24, 2023. She did not see the minutes in the board materials.

Trustee Martinucci made a motion to establish the Consent Agenda, which includes agenda items 8.1 to 8.28.1, as listed below, with the exception of item 8.1.

Trustee Montiel seconded the motion.

Ayes: Turstees, Cannata, Collazo, Grazzini, Hernandez, Martinucci, Montiel and Reitz.

Motion Carried.

- 8.1. Approval of the Minutes of the Regular Board Meeting held on May 24, 2023.
- 8.2. Approval and Ratification of Accounts Payable and Payroll in the amount of May 2023, in the amount of \$3,484,457.00, and a budget transfer in the amount of \$709,695.
- 8.3. Approval of the Monthly Budget Report for the fiscal year to date ending in May 2023.
- 8.4. Approval of Dr. Keith McLaughlin, Provost and Executive Vice President, to participate in a leadership certificate program at the Harvard Graduate School of Education Institute for Educational Management, July 13 – July 20, 2023 (Thursday to Thursday) at Harvard, Cambridge, Massachusetts.
- 8.5. Approval of the Treasurer's Report for May 2023.
- 8.6. Approval of the renewal of the clinical affiliation agreement with West Suburban Hospital.
- 8.7. Approval of the renewal of the clinical affiliation agreement with Loretto Hospital.
- 8.8. Approval of the memorandum of understanding between Morton College District 527 and Ebenezer Christian Reformed Church.
- 8.9. Approval of the affiliation agreement between Morton College District 527 and Alpha Rehab Centers SC.
- 8.10. Approval of the affiliation agreement between Morton College District 527 and the Association of College and University Educators, ACUE.
- 8.11. Approval of the agreement between Morton College District 527 and the ASB/Game One Sports, effective July 1, 2022, to June 30, 2026.
- 8.12. Approval of the membership with The Berwyn Development Corporation, in the amount of \$2,200.00.
- 8.13. Approval of the FY24 membership with the Illinois Community College Trustees (ICCTA) in the amount of \$5,269.00
- 8.14. Approval of the membership with the National Alliance of Community & Technical Colleges, NACTC, in the amount of \$2,000.00.
- 8.15. Approval of the institutional membership with The Consortium of Academic and Research Libraries in Illinois CARLI, for library collection assessment, FY24, in the amount of \$11,016.00
- 8.16. Approval of the institutional membership with The Consortium of Academic and Research Libraries in Illinois CARLI, FY24, in the amount of \$2,155.00.
- 8.17. Approval of the annual membership and five certification exams with The National Association of Student Financial Aid Administrators NASFAA, in the amount of \$3,222.00.
- 8.18. Approval of the continued extended services support agreement with Ellucian Company L.P, for the enterprise resource planning system, for FY24, in the amount of \$338,218.00.
- 8.19. Approval of the purchase of online database membership from The Consortium of Academic and Research Libraries in Illinois CARLI, FY24, in the amount of \$89,039.00.
- 8.20. Approval of the Briggs Paving proposal for seal coat and fill cracks for the parking lot in the amount of \$24,980.00.
- 8.21. Approval of the union agreement between Morton College and the Metropolitan Alliance of Police Chapter #654, effective July 1, 2021 – June 20, 2026.
- 8.22. Approval of the out-of-state travel of the Men's Soccer Team to Orlando, Florida, from August 14, 2023, to August 20, 2023, at the approximate cost of \$25,000.00.
- 8.23. Approval of the lane change, new salary per the Collective Bargaining Agreement (CBA), for Bryant Manning, for the English Department, effective August 17, 2023.
- 8.24. Approval of facility use by Cicero School District #99, JPAC Theater, Wednesday, July 26, 2023, from 08:00 AM to 3:00 PM.



8.25. Approval for Morton College to recall displaced dispatchers laid off by the college on May 23, 2023. One full-time (pm) and two part-time (weekend).

8.26. Approval of Full-Time Employment

8.26.1. Ashely Finke, Faculty PTA, effective July 3, 2023.

8.26.2. Lisette Diaz, Cashier/Accounts Receivable, effective July 3, 2023.

8.27. Approval of Part-Time Employment

8.26.1 Esther Gonzalez, Peer Tutor, \$13.00 per hr, effective June 13, 2023

8.26.2 Kylah Cakes, Student Aide – Fitness Center, \$13.00 per hr, effective June 15, 2023.

8.26.3 Yadiel Neris Contreras, Student Aide – Fitness Center, \$13.00 per hr, effective June 26, 2023.

8.26.4 Miguel Cantu, Student Aide - Fitness Center, \$13.00 per hr, effective June 21, 2023.

8.26.5 Elijah Bermudez, Student Aide – Student Activities, \$13.00 per hr, effective June 22, 2023.

8.26.6 Ana Chapp, Student Aide – Student Activities, \$13.00 per hr, effective June 26, 2023.

8.26.7 Maya Contreras, Student Aide – Student Activities, \$13.00 per hr, effective June 26, 2023.

8.26.8 John McCormack, Adjunct Faculty English, effective August 17, 2023.

8.26.9 Erin Hoffman, Adjunct Faculty English, effective August 17, 2023.

8.27 Approval of Resignations

8.27.1 Rodolfo Flores, Lieutenant, effective June 30, 2023.

8.27.2 Abigail Martinez, Service Aide – Adult Ed and CTE, effective June 29, 2023.

8.27.3 Alexis Murillo, Administrative Assistant – Duplications, effective June 15, 2023.

8.28 Approval of Terminations

8.28.1 Ana Valdez, Executive Administrative Assistant – Provost and Board Clerk

9. Adjournment

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

Trustee Montiel seconded the motion.

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

/s/ Leonard Cannata,  
Board Chair

/s/ Jose Collozo  
Secretary



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.527

Minutes for the Regular Board Meeting

Wednesday, February 28, 2023

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**1. Call to Order**

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 10:05 AM on Wednesday, February 28, 2024, at the Jedlicka Performing Arts Center, located at 3801 S. Central Ave, Cicero, IL 60804.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Roll Call**

**Present:**

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

**Also Present:**

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

**4. Citizen Comments**

- James Goranson, Head Softball Coach at Morton College:

Mr. Goranson addressed the board about the profound impact and significance of the softball program at Morton College and its direct impact on the student-athletes who are recipients of scholarships within the program. As of now, he has not received any official communication or guidance from the board or administration. Crucially, he has not been officially informed about who his direct supervisor is. In summary, scholarship opportunities in college softball provide benefits such as increased access to education, athletic development, and character building. They also contribute to the empowerment and representation of women in sports. In conclusion, the softball program at Morton College is more than just a sports team; it is a vehicle for the holistic development of our student-athletes. By providing scholarships, we not only invest in their athletic prowess but also in their academic and personal success. I believe that supporting our softball program is an investment in future leaders and contributors to our community.

Trustee Cannata stated that it was unorthodox to ask a question, but asked if Coach Goranson incurred his own financial liability and in what regard.

Coach Goranson responded that he personally made the agreement to rent the facility, and there is no contract with the school, but he submitted all the applications.

- Natalie Martinez, a sophomore and returning player for the softball program: Ms. Martinez addressed the board about her love of softball. It was once just a sport that became her outlet. This year is a different year for the Morton College softball team. The opportunity that they once had at some point is not there anymore.

## **5. Reports**

5.1 ICCTA-ACCT – None

5.2 Student Trustee – Alejandro Joleanis Velasquez

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

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

6.1. Finance Review

Mireya Perez reported that Forvis, LLP, completed the annual external audit. Mireya introduced Director Kimberly Marshall, who reported on the institution's reports and reported a clean audit with three recommendations for FY23.

Trustee Cannata addressed Secretary Collozo to recognize that Trustee Hernandez is present.

Dr. McLaughlin wanted to recognize Joseph Florio, Jim O'Connell, Chris Wido, the Business Office, Cashier's Office, Facilities, Police Department, George Fejt, and all the staff that helped put together the IHSA Class 2A playoffs that were held in our gymnasium.

Trustee Martinucci commented on what a great job everyone did putting it all together and keeping everyone safe.

Joseph Florio, Director of Campus Operations and Facilities, made a few comments before introducing Michael Wolff, Chief of Police. Michael is a very humble person. He watched Michael as interim chief, and he has surpassed what he has wanted to accomplish. He believes he has done a phenomenal job, and he's been a great asset to the police department.

Mr. Wolff gave a background on his experience and what he has accomplished over the last four months. The Police Department is now fully compliant with the state. We are working with the Cicero Police Department to set up a real-time crime center to report crimes instantly, and the department will help if backup is required. Mr. Wolff is also working on license plate readers for our entrances.

Trustee Hernandez said he can help with the license plate reader application for a grant. He added that there have been four police chiefs in a year and a half, so it's good we saved the best for last and congratulated Michael.

Mr. Wolff thanked Trustee Hernandez, and for his support.

Trustee Reitz questioned the current staffing situation.

Mr. Wolff replied that they are shorthanded. That is the main reason for developing a relationship with the Department of Cicero and using their Police Department when we are shorthanded. He is looking to

hire three to four more part-time officers, promote an officer to full-time, and possibly a full-time officer at night. He will also be submitting a proposal to start sending officers back to the police academy.

Trustee Reitz said that as board members, we sit here, and we've listened to a handful of different police chiefs over the past few years, and it's like a breath of fresh air hearing Michael speak. Especially with the reporting system with lead certification. She went on to thank him for making that a priority and getting it up to speed.

Dr. McLaughlin thanked Chief Wolff for all his work and for improving the police department and resources for our students and staff.

Dr. McLaughlin concluded his report with an announcement that the board retreat on March 7<sup>th</sup> will need to be changed and that he will work with the Trustees and the Chair on an alternative date.

## **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.

Trustee Grazzini seconded the motion.

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

Nays: None

Absent: None

Motion Carried

- 7.1. Approval of the Minutes of the Regular Board Meeting held on January 24, 2024.
- 7.2. Approval and ratification of accounts payable and payroll for the month of January 2024, in the amount of \$2,472,733.00, and budget transfers in the amount of \$32,881.00.
- 7.3. Approval of the Monthly Budget Report for the fiscal year to date ending in January 2024.
- 7.4. Approval of the Treasurer's Report for January 2024.
- 7.5. Approval of the curriculum changes as submitted.
- 7.6. Approval of the Comprehensive Annual Financial Report for FY23, and the accompanying communication prepared by Forvis, LLP Auditors.
- 7.7. Approval of the Adjunct Faculty Assignment/Employment Report for the 2024 spring semester, in the amount of \$630,950.54.
- 7.8. Approval of the Overload Employment Report for the 2024 spring semester, in the amount of \$410,149.81, pending additional class cancelations and/or additions.
- 7.9. Approval of the increase to \$75,000.00 purchase funds for licenses and equipment from Paragonmicro for the remainder of the fiscal year 2024 as submitted.
- 7.10. Approval of the increase to \$75,000.00 purchase funds for licenses and equipment from NobleTec for the remainder of the fiscal year 2024 as submitted.
- 7.11. Approval of the membership with National League for Nursing, in the amount of \$1,545.00.
- 7.12. Approval of the Com-Ed Electricity delivery for Morton College District 527, in the amount of \$100,000.00.
- 7.13. Approval of the commencement and diploma reorder fee's structure, effective June 10<sup>th</sup>, 2024, to increase in the amount of \$1.30.

- 7.14. Approval of the Max Sports/McCook Athletic & Exposition Center rental facility for the athletic teams from November 2023 to April 2024, in the amount to not exceed \$45,000.00.
- 7.15. Approval of the agreement between Morton College and KEES, as a search firm, for the recruitment and selection of the VP of Academic Affairs vacancy, not to exceed \$60,800.00.
- 7.16. Approval of changes to the policy for release of transcripts or diplomas with student debt, effective March 1, 2024.
- 7.17. Approval of the partnership agreement between Morton College and District 99 for offering Act up Theatre Camp.
- 7.18. Approval of the partnership agreement between Morton College and District 99 for offering STEAMers Camp.
- 7.19. Approval of the resolution adopting a clinical affiliation agreement between Morton College District 527 and Lurie Children's Hospital for paramedic students.
- 7.20. Approval of the resolution adopting a clinical affiliation agreement between Morton College District 527 and Alexian Brothers Health System.
- 7.21. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Alexian Brothers Health System Program Addendum.
- 7.22. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Romano Orthopedic Center.
- 7.23. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Northshore University Health System.
- 7.24. Approval of the resolution adopting a master educational affiliation agreement between Morton College District 527 and Northshore University Health System Memorandum.
- 7.25. Approval of employment status of seven non-tenure instructors for the Academic Year 2024-2025.
- 7.26. Approval of the Ford Motor Company/Ziegler Ford of North Riverside Vehicle Donation Agreement.
- 7.27. Approval of Facility Use Permits
  - 7.27.1. IHSA Girls Basketball Super Sectional Game (2A) be held on February 26, 2024.
  - 7.27.2. Berwyn Development Corporation to use a classroom for a Sanitation Manager Certification Class on March 15, 2024.
  - 7.27.3. South Berwyn District 100 Berwyn Band Festival on March 23, 2024.
  - 7.27.4. Chi-Town Classic Car Club to use the main parking lot for (4) Car shows in 5/4/2024, 6/28/2024, 7/26/2024, and 8/10/2024.
  - 7.27.5. LDE Soccer Pony's Group to use the soccer fields for practices and games through July 2024.
  - 7.27.6. 3<sup>rd</sup> Annual Dyanla "Dede" Rainey Foundation basketball benefit tournament, October 2024, Pending Certificate of Insurance.



## **12. Adjournment**

Trustee Martinucci made a motion to adjourn the Regular Board Meeting at 10:48 AM.

Trustee Collozo seconded the motion.

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

Nays: None

Absent: None

Motion Carried

/s/ Leonard Cannata,  
Board Chair

/s/ Jose Collozo  
Secretary

Thank you,



**Mireya Perez, CPA**

Chief Financial Officer/Treasurer

P: (708) 656-8000, Ext. 2289

E: [mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)

[www.morton.edu](http://www.morton.edu)

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>

**Sent:** Monday, March 18, 2024 4:01 PM

**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>

**Subject:** Action Item 8.1 for 03/27/2024 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF FEBRUARY 2024 IN THE AMOUNT OF \$3,996,427 AND BUDGET TRANSFERS IN THE AMOUNT OF \$192,500 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](mailto:suzanna.raigoza@morton.edu)

[www.morton.edu](http://www.morton.edu)



<b>Morton College</b>				
<b>Budget Transfers</b>				
<b>February 2024</b>				
		<b>GL Account Number</b>	<b>Description</b>	<b>Debit</b>
				<b>Credit</b>
1	01-1010-10124-550100005	Fitness Center: Meeting Expense		1,000
	01-1010-10124-510600100	Fitness Center: Clerical		34,000
	01-1010-10124-530400000	Fitness Center: Maintenance Services	1,000	
	01-1010-10124-510800000	Fitness Center: Student Employees	12,000	
	01-1010-10124-510200205	Fitness Center: Para Professional PT	22,000	
2	06-1030-99120-550100005	Carl Perkins Grant: Meeting Expense		23,000
	06-1030-99120-540100205	Carl Perkins Grant: Inst Equip <\$5,000	23,000	
3	02-7040-70112-510100100	Campus Safety: Administrative		50,000
	02-7040-70112-510600100	Campus Safety: Clerical		62,000
	02-7090-00000-600000000	General: Contingency		10,000
	02-7060-70114-570300000	Plant Utilities: Electricity	122,000	
4	02-7040-70112-530400000	Campus Safety: Maintenance Services		8,000
	02-7040-70112-540100900	Campus Safety: Other Supplies	8,000	
5	01-3010-30104-540600005	Admissions & Records: Memberships		3,000
	01-3010-30104-510800000	Admissions & Records: Student Employees	3,000	
	01-3010-30104-540100100	Admissions & Records: Office Supplies		1,500
	01-3010-30104-550100005	Admissions & Records: Meeting Expense	1,500	
		<b>Total Budget Transfers</b>	<b>192,500</b>	<b>192,500</b>

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of February 2024, be approved and/or ratified in the amount of \$3,996,427 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements - Monthly	02/29/2024	1,328,492
Payroll	02/15/2024	809,121
Payroll	02/29/2024	791,809
Student Refunds	02/29/2024	<u>1,066,110</u>
		3,995,532

O&M Restricted Fund (03)

Cash Disbursements - Monthly	02/29/2024	<u>895</u>
TOTAL ALL FUNDS		<u><u>\$3,996,427</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$192,500 be approved as outlined on the attached Journal No. 1-5 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 27th day of March by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

**Morton College  
Over 10K Report  
February 2024**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
All Pro Truck Driving School LLC	2/29/2024	E0024568	5/24/2023	\$11,900.00	instr. services
Amazon Capital Services	2/15/2024	E0023997	EXEMPT	\$14,649.32	5.11 Tactical Men's Ripst
Amazon Capital Services	2/29/2024	E0024569	EXEMPT	\$7,971.79	Pantry Supplies
Apple, Inc.	2/15/2024	0117519	11/29/2023	\$29,300.00	Mac Books & Apple Care
Apple, Inc.	2/29/2024	0118029	11/29/2023	\$17,820.00	MBP 5-PK
Blue Cross Blue Shield of Illinois	2/9/2024	0117502	EXEMPT	\$11,302.30	Jan 23: Accident &
ComEd	2/15/2024	0117530	9/28/2023	\$24,639.69	Electricity
Cornerstone Government Affairs, Inc.	2/29/2024	E0024574	5/24/2023	\$14,000.00	Relations & Consulting
Del Galdo Law Group, LLC	2/29/2024	0118038	8/25/2021	29,220.75	Attorney Fees
Follett Higher Education Group, LLC	2/15/2024	0117532	8/26/2020	\$170,491.73	Spring IA
Follett Higher Education Group, LLC	2/29/2024	E0024580	8/26/2020	\$87,003.44	ACCT#2024SP-FA
Freepoint Energy Solutions, LLC.	2/15/2024	E0024011	11/18/2020	\$27,903.35	Energy Charge
Henry Schein, Inc.	2/29/2024	0118045	EXEMPT	\$10,276.30	Value IV Kit
Lake County Press	2/15/2024	E0024020	10/27/2021	\$2,912.00	Spring Schedule
Lake County Press	2/29/2024	E0024589	10/27/2021	\$7,185.00	Diploma Inserts
Mongoose	2/15/2024	E0024023	12/14/2022	\$27,216.00	Cadence Text Message
NobleTec, LLC	2/15/2024	E0024024	EXEMPT	\$13,400.00	VMWare License Renewal
NobleTec, LLC	2/29/2024	E0024592	EXEMPT	\$7,305.00	Services
NRG Business Marketing LLC	2/15/2024	E0024025	11/29/2023	\$12,985.48	Usage Charges
Old National Bank	2/20/2024	E0024062	EXEMPT	24,918.99	VB Shoes
Omni Financial Group, Inc.	2/15/2024	E0023985	4/28/2021	\$10,319.40	Payroll Deductions
Omni Financial Group, Inc.	2/29/2024	E0024563	4/28/2021	\$9,847.98	Payroll Deductions
Paisans Pizza	2/15/2024	0117543	EXEMPT	\$2,333.34	Dept meeting breakfast
Paisans Pizza	2/29/2024	0118052	EXEMPT	\$7,796.63	IDFPR - Director Lindsay
Softdocs SC LLC	2/15/2024	0117547	3/23/2022	\$53,045.00	Subscription
State Univ Retirement Systems	2/15/2024	E0023988	EXEMPT	\$79,438.31	Payroll Deductions
State Univ Retirement Systems	2/29/2024	E0024566	EXEMPT	\$78,309.43	Payroll Deductions
Tri-Electronics, Inc.	2/15/2024	0117550	4/28/2021	\$133,170.92	App 4 Security Control

\$ 926,662.15



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
0117443	02/02/24	Recon	0002595	Joelle Beranek	V0191307	01/25/24		1,000.00		1,000.00
								1,000.00		1,000.00
0117444	02/02/24	Outst	0214155	Josiah L. Brabham	V0191376	01/29/24		210.00		210.00
								210.00		210.00
0117445	02/02/24	Recon	0213499	Miguel A. Cantu, JR	V0191377	01/29/24		320.00		320.00
								320.00		320.00
0117446	02/02/24	Void	0215514	Nariah C. Clay						
0117447	02/02/24	Recon	0219277	Caroline M. Clemmer	V0191394	01/29/24		100.00		100.00
								100.00		100.00
0117448	02/02/24	Recon	0173657	Ms Larhonda M. Conner	V0191367	01/29/24		175.00		175.00
								175.00		175.00
0117449	02/02/24	Recon	0218350	Joseph A. Consalvo	V0191382	01/29/24		120.00		120.00
								120.00		120.00
0117450	02/02/24	Recon	0001965	Michael Daniels	V0191368	01/29/24		175.00		175.00
								175.00		175.00
0117451	02/02/24	Recon	0221588	Elaine Dominguez	V0191244	01/24/24		254.99		254.99
								254.99		254.99
0117452	02/02/24	Recon	0222909	Paul Ducato	V0191389	01/29/24		750.00		750.00
								750.00		750.00
0117453	02/02/24	Recon	0195025	Mr. Jason R. Edgar	V0191222	01/23/24		333.20		333.20
								333.20		333.20
0117454	02/02/24	Recon	0196796	Justin Fahy	V0191387	01/29/24		175.00		175.00
								175.00		175.00
0117455	02/02/24	Recon	0001869	Michelle Gosa	V0191039	01/17/24		85.00		85.00
								85.00		85.00

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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
0117456	02/02/24	Recon	0222646	Tyler Johnson	V0191386	01/29/24		175.00		175.00
								175.00		175.00
0117457	02/02/24	Recon	0217841	Brynne L. Katcher	V0191380	01/29/24		100.00		100.00
								100.00		100.00
0117458	02/02/24	Recon	0216572	Zoe A. Klaus	V0191379	01/29/24		55.00		55.00
								55.00		55.00
0117459	02/02/24	Recon	0001226	Raymond W Konrath	V0191374	01/29/24		90.00		90.00
								90.00		90.00
0117460	02/02/24	Recon	0166877	Mr. Seth J. Kress	V0191294	01/24/24		150.00		150.00
								150.00		150.00
0117461	02/02/24	Recon	0117035	James J. La Pietra	V0191302	01/25/24		1,000.00		1,000.00
								1,000.00		1,000.00
0117462	02/02/24	Outst	0211767	Thomas P. Lentine	V0191373	01/29/24		330.00		330.00
								330.00		330.00
0117463	02/02/24	Recon	0208855	Brian McManaman	V0191384	01/29/24		120.00		120.00
								120.00		120.00
0117464	02/02/24	Recon	0222908	Leonardo Mercado	V0191388	01/29/24		750.00		750.00
								750.00		750.00
0117465	02/02/24	Recon	0222840	Michael Oldham	V0191301	01/25/24		575.00		575.00
								575.00		575.00
0117466	02/02/24	Outst	0197145	Forrest Olesiak	V0191385	01/29/24		175.00		175.00
								175.00		175.00
0117467	02/02/24	Recon	0186052	Jason Shook	V0191370	01/29/24		175.00		175.00
								175.00		175.00
0117468	02/02/24	Recon	0219314	Alexandra L. Stewart	V0191396	01/29/24		265.00		265.00
								265.00		265.00

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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
0117469	02/02/24	Outst	0173036	Shannon Tinken	V0191390	01/29/24		175.00		175.00
								175.00		175.00
0117470	02/02/24	Recon	0002057	Jennifer Washo	V0191366	01/29/24		175.00		175.00
								175.00		175.00
0117471	02/02/24	Recon	0002389	Mark Witzke	V0191369	01/29/24		175.00		175.00
								175.00		175.00
0117472	02/02/24	Recon	0222907	Nicole Wong	V0191364	01/29/24		1,000.00		1,000.00
								1,000.00		1,000.00
0117502	02/09/24	Recon	0210003	Blue Cross Blue Shield o	V0191635	02/08/24		11,302.30		11,302.30
								11,302.30		11,302.30
0117503	02/09/24	Recon	0222932	Gerardo Cepeda	V0191577	02/05/24		75.00		75.00
								75.00		75.00
0117504	02/09/24	Recon	0219860	ComPsych Corporation	V0191335	01/25/24		150.00		150.00
								150.00		150.00
0117505	02/09/24	Outst	0000794	Ms. Janet M. Crockett	V0191135	01/18/24		259.32		259.32
								259.32		259.32
0117506	02/09/24	Outst	0000788	Ms. Rosa I. Gutierrez	V0191586	02/06/24		85.37		85.37
								85.37		85.37
0117507	02/09/24	Recon	0157455	Suzanne Klimowski	V0191362	01/29/24		150.00		150.00
								150.00		150.00
0117508	02/09/24	Recon	0000833	Dr. Mark J. Litwicki	V0191584	02/06/24		1,112.39		1,112.39
								1,112.39		1,112.39
0117509	02/09/24	Outst	0003232	Ms. Lisa A. Mathelier	V0191581	02/06/24		27.34		27.34
								27.34		27.34
0117510	02/09/24	Outst	0223113	Mott Community College	V0191640	02/08/24		300.00		300.00

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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
								300.00		300.00
0117511	02/09/24	Recon	0223023	Popper-Razzi Gourmet Pop	V0191637	02/08/24		302.25		302.25
								302.25		302.25
0117512	02/09/24	Recon	0192553	Michael Rose	V0191361	01/26/24		500.00		500.00
								500.00		500.00
0117513	02/09/24	Outst	0000731	Dr. Kymberly L. Seo	V0191583	02/06/24		491.78		491.78
								491.78		491.78
0117514	02/15/24	Recon	0177469	Bright Start College Sav	V0191856	02/15/24		100.00		100.00
								100.00		100.00
0117515	02/15/24	Outst	0001371	Colonial Life & Accident	V0191860	02/15/24		12.00		12.00
								12.00		12.00
0117516	02/15/24	Outst	0101061	Morton College Faculty	V0191858	02/15/24		90.35		90.35
								90.35		90.35
0117517	02/15/24	Recon	0001563	State Disbursement Unit	V0191868	02/15/24		50.00		50.00
					V0191869	02/15/24		639.49		639.49
								689.49		689.49
0117518	02/15/24	Recon	0002355	ACEN	V0191805	02/14/24	P0015156	1,000.00		1,000.00
								1,000.00		1,000.00
0117519	02/15/24	Recon	0000977	Apple, Inc.	V0191765	02/13/24	B0005667	27,950.00		27,950.00
					V0191766	02/13/24	B0005667	1,350.00		1,350.00
								29,300.00		29,300.00
0117520	02/15/24	Recon	0001953	AT&T Mobility	V0191682	02/12/24	B0005431	84.46		84.46
					V0191683	02/12/24	B0005548	143.71		143.71
								228.17		228.17
0117521	02/15/24	Recon	0222152	Automotive Seminars Inc	V0191769	02/13/24	P0015112	900.00		900.00
								900.00		900.00
0117522	02/15/24	Recon	0001401	AZ Commercial	V0191792	02/14/24	B0005450	25.92		25.92

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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
					V0191793	02/14/24	B0005450	12.60		12.60
								38.52		38.52
0117523	02/15/24	Recon	0211963	Beat the Streets Chicago	V0191772	02/13/24	P0015106	1,000.00		1,000.00
								1,000.00		1,000.00
0117524	02/15/24	Recon	0194139	Berwyn's Violet Flower S	V0191728	02/13/24	B0005511	115.00		115.00
								115.00		115.00
0117525	02/15/24	Recon	0000995	Bureau Water/Sewer Town	V0191889	02/15/24	B0005461	198.10		198.10
								198.10		198.10
0117526	02/15/24	Recon	0001195	Cintas Corporation	V0191835	02/14/24	B0005385	201.37		201.37
					V0191836	02/14/24	B0005420	170.50		170.50
								371.87		371.87
0117527	02/15/24	Recon	0001195	Cintas Corporation	V0191710	02/13/24	B0005419	258.24		258.24
					V0191779	02/14/24	B0005419	258.24		258.24
					V0191877	02/15/24	B0005419	258.24		258.24
								774.72		774.72
0117528	02/15/24	Recon	0182245	The College Agency, LLC	V0191790	02/14/24	P0015011	650.00		650.00
								650.00		650.00
0117529	02/15/24	Recon	0001752	Comcast	V0191888	02/15/24	B0005421	272.30		272.30
								272.30		272.30
0117530	02/15/24	Recon	0001013	ComEd	V0191759	02/13/24	B0005462	24,639.69		24,639.69
								24,639.69		24,639.69
0117531	02/15/24	Recon	0221518	Eppendorf North America	V0191786	02/14/24	P0015031	330.74		330.74
								330.74		330.74
0117532	02/15/24	Recon	0196370	Follett Higher Education	V0191594	02/07/24		170,491.73		170,491.73
								170,491.73		170,491.73
0117533	02/15/24	Recon	0001001	Got Laundry Chicago?, In	V0191804	02/14/24	P0015148	937.80		937.80
								937.80		937.80



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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
0117534	02/15/24	Recon	0210378	Hinckley Springs	V0191818	02/14/24	B0005458	40.45		40.45
								40.45		40.45
0117535	02/15/24	Recon	0009558	Hinsdale District 86	V0191787	02/14/24	P0015059	664.00		664.00
								664.00		664.00
0117536	02/15/24	Outst	0001381	Home Depot/GECF	V0191825	02/14/24	B0005689	121.21		121.21
					V0191826	02/14/24	B0005689	367.75		367.75
					V0191827	02/14/24	B0005689	203.32		203.32
					V0191829	02/14/24	B0005689	273.74		273.74
								966.02		966.02
0117537	02/15/24	Outst	0001620	Home Run Inn Frozen Food	V0191768	02/13/24	P0015118	59.80		59.80
								59.80		59.80
0117538	02/15/24	Recon	0001660	LKQ Midwest	V0191785	02/14/24	B0005694	1,735.00		1,735.00
								1,735.00		1,735.00
0117539	02/15/24	Recon	0223097	The MT Pit L.L.C.	V0191823	02/14/24	P0015182	1,200.00		1,200.00
								1,200.00		1,200.00
0117540	02/15/24	Recon	0001529	New Pocket Nurse	V0191887	02/15/24	P0015026	983.88		983.88
								983.88		983.88
0117541	02/15/24	Recon	0208924	Nicor Gas	V0191849	02/14/24	B0005481	4,351.04		4,351.04
								4,351.04		4,351.04
0117542	02/15/24	Recon	0220780	Oreilly Auto Parts	V0191698	02/12/24	B0005684	222.09		222.09
					V0191791	02/14/24	B0005684	5.82		5.82
								227.91		227.91
0117543	02/15/24	Recon	0002406	Paisans Pizza	V0191771	02/13/24	P0015103	20.17		20.17
					V0191799	02/14/24	P0015178	195.00		195.00
					V0191810	02/14/24	P0015069	109.75		109.75
					V0191811	02/14/24	P0015069	272.98		272.98
					V0191830	02/14/24		186.00-		-186.00
					V0191850	02/14/24	P0015126	750.00		750.00
					V0191895	02/15/24	P0015076	84.70		84.70
					V0191897	02/15/24	P0015159	413.00		413.00
					V0191898	02/15/24	P0015160	173.44		173.44
					V0191899	02/15/24	P0015163	122.00		122.00

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					V0191900	02/15/24	P0015164	103.90		103.90
					V0191902	02/15/24	P0015075	84.70		84.70
					V0191904	02/15/24	P0015077	61.73		61.73
					V0191906	02/15/24	P0015067	127.97		127.97
								2,333.34		2,333.34
0117544	02/15/24	Outst	0219178	Printed Solid Inc	V0191838	02/14/24	P0014821	575.84		575.84
								575.84		575.84
0117545	02/15/24	Recon	0001835	Ray O'Herron Co. of Oakb	V0191721	02/13/24	B0005675	154.99		154.99
					V0191745	02/13/24	B0005675	54.68		54.68
					V0191746	02/13/24	B0005675	165.28		165.28
					V0191758	02/13/24	B0005675	164.00		164.00
					V0191821	02/14/24	B0005675	224.96		224.96
								763.91		763.91
0117546	02/15/24	Void	0211689	Reliable Fire & Security			B0005675			
0117547	02/15/24	Recon	0213789	Softdocs SC LLC	V0191806	02/14/24	P0015120	53,045.00		53,045.00
								53,045.00		53,045.00
0117548	02/15/24	Recon	0219810	Stillville Fire LLC	V0191843	02/14/24	P0015113	1,272.00		1,272.00
								1,272.00		1,272.00
0117549	02/15/24	Recon	0155715	Technology Management Re	V0191684	02/12/24	B0005397	2,241.05		2,241.05
								2,241.05		2,241.05
0117550	02/15/24	Recon	0211532	Tri-Electronics, Inc.	V0191879	02/15/24	B0005677	133,170.92		133,170.92
								133,170.92		133,170.92
0117551	02/15/24	Recon	0155718	Twin Supplies, LTD.	V0191742	02/13/24	B0005681	420.00		420.00
								420.00		420.00
0117552	02/15/24	Recon	0166312	Wells Fargo Equipment F	V0191853	02/14/24	B0005654	1,248.00		1,248.00
								1,248.00		1,248.00
0117553	02/15/24	Recon	0209933	Christopher P. Butz	V0189313	11/09/23		4,250.00		4,250.00
					V0191574	02/05/24		75.85		75.85
					V0191639	02/08/24		64.14		64.14
								4,389.99		4,389.99

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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
0117554	02/15/24	Recon	0209933	Christopher P. Butz	V0191668	02/12/24		600.00		600.00
								600.00		600.00
0117555	02/15/24	Recon	0211689	Reliable Fire & Security	V0191571	02/02/24		224.00		224.00
								224.00		224.00
0117556	02/16/24	Recon	0156097	ACI Payments, Inc.	V0191841	02/14/24		9,534.09		9,534.09
								9,534.09		9,534.09
0117557	02/16/24	Outst	0214155	Josiah L. Brabham	V0191674	02/12/24		150.00		150.00
								150.00		150.00
0117558	02/16/24	Recon	0000995	Bureau Water/Sewer Town	V0191643	02/09/24		396.20		396.20
					V0191644	02/09/24		1,291.81		1,291.81
					V0191645	02/09/24		396.20		396.20
					V0191646	02/09/24		396.20		396.20
					V0191647	02/09/24		396.20		396.20
					V0191648	02/09/24		396.20		396.20
								3,272.81		3,272.81
0117559	02/16/24	Recon	0213499	Miguel A. Cantu, JR	V0191675	02/12/24		200.00		200.00
								200.00		200.00
0117560	02/16/24	Recon	0189414	Empower Health Services,	V0191566	02/01/24		960.00		960.00
								960.00		960.00
0117561	02/16/24	Recon	0219905	Ashley Finke	V0191661	02/12/24		143.98		143.98
								143.98		143.98
0117562	02/16/24	Recon	0216572	Zoe A. Klaus	V0191678	02/12/24		60.00		60.00
								60.00		60.00
0117563	02/16/24	Recon	0001226	Raymond W Konrath	V0191673	02/12/24		60.00		60.00
								60.00		60.00
0117564	02/16/24	Outst	0211767	Thomas P. Lentine	V0191677	02/12/24		60.00		60.00
								60.00		60.00
0117565	02/16/24	Void	0207713	Ruben Orozco						

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0117566	02/16/24	Recon	0212406	Shamar Pugh	V0189288	11/09/23		1,750.00		1,750.00
								1,750.00		1,750.00
0117567	02/16/24	Outst	0176415	Gabriela Sandoval	V0191666	02/12/24		20.00		20.00
								20.00		20.00
0117568	02/16/24	Recon	0191073	Miriah A. Sierra	V0191716	02/13/24		20.00		20.00
								20.00		20.00
0117569	02/16/24	Recon	0000789	Ms Maria J. Smith	V0191667	02/12/24		370.01		370.01
								370.01		370.01
0117570	02/16/24	Recon	0218637	Joseph P. Spagnolo	V0191669	02/12/24		1,000.00		1,000.00
								1,000.00		1,000.00
0117583	02/23/24	Outst	0214784	Jeffrey Bambule	V0191994	02/21/24		510.00		510.00
								510.00		510.00
0117584	02/23/24	Outst	0209933	Christopher P. Butz	V0191997	02/21/24		2,000.00		2,000.00
								2,000.00		2,000.00
0117585	02/23/24	Outst	0216173	Anthony T. Crespo	V0191319	01/25/24		225.00		225.00
								225.00		225.00
0117586	02/23/24	Outst	0222834	Linda Cunningham	V0191308	01/25/24		225.00		225.00
								225.00		225.00
0117587	02/23/24	Outst	0222839	Jamie M. DePaolo	V0191321	01/25/24		225.00		225.00
								225.00		225.00
0117588	02/23/24	Recon	0222837	Laura Fudacz	V0191315	01/25/24		225.00		225.00
								225.00		225.00
0117589	02/23/24	Recon	0222906	Lynda Gaug	V0191328	01/25/24		225.00		225.00
								225.00		225.00
0117590	02/23/24	Outst	0181280	Iowa Western Community C	V0192039	02/22/24		455.00		455.00
								455.00		455.00

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0117591	02/23/24	Recon	0117035	James J. La Pietra	V0191303	01/25/24		1,000.00		1,000.00
								1,000.00		1,000.00
0117592	02/23/24	Recon	0222835	Jessica A. Lotz	V0191305	01/25/24		250.00		250.00
								250.00		250.00
0117593	02/23/24	Recon	0183993	Dr. Shannon Martino	V0191949	02/15/24		1,139.90		1,139.90
								1,139.90		1,139.90
0117594	02/23/24	Outst	0222838	Laura Noigebauer	V0191317	01/25/24		225.00		225.00
								225.00		225.00
0117595	02/23/24	Recon	0222905	Gabriel Ozaki	V0191326	01/25/24		225.00		225.00
								225.00		225.00
0117596	02/23/24	Outst	0000848	Ms. Nicole M. Pullia	V0191951	02/15/24		20.94		20.94
								20.94		20.94
0117597	02/23/24	Recon	0222836	Gina Sanfilippo	V0191310	01/25/24		225.00		225.00
								225.00		225.00
0117598	02/23/24	Outst	0180588	Thomas A. Scapillato	V0191956	02/16/24		400.00		400.00
								400.00		400.00
0117599	02/23/24	Outst	0178286	Colton Schied	V0191313	01/25/24		225.00		225.00
								225.00		225.00
0117600	02/23/24	Recon	0222566	Semajay S. Thomas	V0191662	02/12/24		500.00		500.00
								500.00		500.00
0117601	02/23/24	Recon	0222833	Mark Westcott	V0191324	01/25/24		225.00		225.00
								225.00		225.00
0117602	02/23/24	Outst	0158266	Mr. Christopher J. Wido	V0191996	02/21/24		4,200.00		4,200.00
								4,200.00		4,200.00
0118024	02/29/24	Outst	0177469	Bright Start College Sav	V0193172	02/29/24		100.00		100.00

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								100.00		100.00
0118025	02/29/24	Outst	0001371	Colonial Life & Accident	V0193176	02/29/24		12.00		12.00
								12.00		12.00
0118026	02/29/24	Outst	0101061	Morton College Faculty	V0193174	02/29/24		90.35		90.35
								90.35		90.35
0118027	02/29/24	Outst	0001563	State Disbursement Unit	V0193184	02/29/24		50.00		50.00
					V0193185	02/29/24		417.00		417.00
								467.00		467.00
0118028	02/29/24	Outst	0169985	Alcove Insights, LLC	V0193224	02/29/24	P0015186	675.00		675.00
								675.00		675.00
0118029	02/29/24	Outst	0000977	Apple, Inc.	V0193129	02/28/24	B0005685	14,790.00		14,790.00
					V0193130	02/28/24	B0005685	2,490.00		2,490.00
					V0193131	02/28/24	B0005685	540.00		540.00
								17,820.00		17,820.00
0118030	02/29/24	Outst	0001953	AT&T Mobility	V0193169	02/28/24	B0005666	371.14		371.14
								371.14		371.14
0118031	02/29/24	Outst	0001401	AZ Commercial	V0193088	02/28/24	B0005389	141.17		141.17
								141.17		141.17
0118032	02/29/24	Outst	0000983	B & H Photo-Video	V0193066	02/28/24	P0015055	649.75		649.75
								649.75		649.75
0118033	02/29/24	Outst	0001195	Cintas Corporation	V0193200	02/28/24	B0005419	266.60		266.60
								266.60		266.60
0118034	02/29/24	Outst	0001195	Cintas Corporation	V0193143	02/28/24	B0005419	266.60		266.60
								266.60		266.60
0118035	02/29/24	Outst	0001008	College Board	V0193090	02/28/24	P0014703	8,718.75		8,718.75
								8,718.75		8,718.75
0118036	02/29/24	Outst	0001752	Comcast	V0193081	02/28/24	B0005393	312.85		312.85

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					V0193154	02/28/24	B0005429	91.40		91.40
					V0193157	02/28/24	B0005393	6.30		6.30
								410.55		410.55
0118037	02/29/24	Outst	0168196	Concentra Health Service	V0193138	02/28/24	B0005701	250.00		250.00
								250.00		250.00
0118038	02/29/24	Outst	0001676	Del Galdo Law Group, LLC	V0193160	02/28/24	B0005509	858.00		858.00
					V0193161	02/28/24	B0005509	1,755.00		1,755.00
					V0193162	02/28/24	B0005509	2,340.00		2,340.00
					V0193163	02/28/24	B0005509	20,231.25		20,231.25
					V0193164	02/28/24	B0005509	4,036.50		4,036.50
								29,220.75		29,220.75
0118039	02/29/24	Outst	0217792	FedEx	V0193150	02/28/24	B0005479	24.14		24.14
								24.14		24.14
0118040	02/29/24	Outst	0222108	First Class Prospects LL	V0193080	02/28/24	P0015170	3,900.00		3,900.00
								3,900.00		3,900.00
0118041	02/29/24	Outst	0001034	Flinn Scientific Inc	V0193056	02/28/24	P0015220	94.22		94.22
					V0193057	02/28/24	P0015227	83.03		83.03
								177.25		177.25
0118042	02/29/24	Outst	0001960	Freestyle Photo Supplies	V0193065	02/28/24	P0015054	956.48		956.48
								956.48		956.48
0118043	02/29/24	Outst	0213808	Gimnee Promos LLC	V0193069	02/28/24	P0015235	959.75		959.75
								959.75		959.75
0118044	02/29/24	Outst	0001235	HACU	V0193223	02/29/24	P0015249	2,430.00		2,430.00
								2,430.00		2,430.00
0118045	02/29/24	Outst	0205770	Henry Schein, Inc.	V0193004	02/26/24	B0005703	20,334.00		20,334.00
					V0193005	02/26/24	B0005703	20,334.00		-20,334.00
					V0193006	02/26/24	B0005703	122.04		122.04
					V0193007	02/26/24	B0005703	895.00		895.00
					V0193008	02/26/24	B0005703	1,069.65		1,069.65
					V0193009	02/26/24	B0005703	190.45		190.45
					V0193010	02/26/24	B0005703	1,590.27		1,590.27
					V0193011	02/26/24	B0005703	62.46		62.46

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					V0193012	02/26/24	B0005703	2,138.43		2,138.43
					V0193013	02/26/24	B0005703	848.00		848.00
					V0193014	02/26/24	B0005703	3,360.00		3,360.00
								10,276.30		10,276.30
0118046	02/29/24	Outst	0193962	High PSI LTD	V0193067	02/28/24	P0015198	280.00		280.00
								280.00		280.00
0118047	02/29/24	Outst	0001289	Menards	V0193098	02/28/24	B0005387	101.10		101.10
								101.10		101.10
0118048	02/29/24	Outst	0001110	National League for Nurs	V0193222	02/29/24	P0015104	1,545.00		1,545.00
								1,545.00		1,545.00
0118049	02/29/24	Outst	0001529	New Pocket Nurse	V0193093	02/28/24	P0015149	106.07		106.07
								106.07		106.07
0118050	02/29/24	Outst	0001121	O'Brien Cleaners	V0193055	02/28/24	P0015285	48.00		48.00
								48.00		48.00
0118051	02/29/24	Outst	0220780	Oreilly Auto Parts	V0193087	02/28/24	B0005684	8.73		8.73
								8.73		8.73
0118052	02/29/24	Outst	0002406	Paisans Pizza	V0191580	02/05/24		235.98		235.98
					V0193021	02/27/24	P0015283	117.50		117.50
					V0193022	02/27/24	P0015280	430.00		430.00
					V0193058	02/28/24	P0015279	401.50		401.50
					V0193059	02/28/24	P0015264	364.80		364.80
					V0193060	02/28/24	P0015238	2,816.95		2,816.95
					V0193061	02/28/24	P0015228	38.00		38.00
					V0193062	02/28/24	P0015219	1,585.00		1,585.00
					V0193063	02/28/24	P0015218	539.00		539.00
					V0193079	02/28/24	P0015074	432.00		432.00
					V0193094	02/28/24	P0015252	198.19		198.19
					V0193095	02/28/24	P0015254	107.73		107.73
					V0193097	02/28/24	P0015256	529.98		529.98
								7,796.63		7,796.63
0118053	02/29/24	Outst	0002805	Pitney Bowes Inc	V0193028	02/27/24	B0005422	488.04		488.04
								488.04		488.04



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0118054	02/29/24	Outst	0000965	Sigma-Aldrich Inc	V0193101	02/28/24	P0014047	61.90		61.90
					V0193230	02/29/24	P0015221	248.59		248.59
					V0193231	02/29/24	P0015221	451.64		451.64
								762.13		762.13
0118055	02/29/24	Outst	0002594	Training Concepts, Inc.	V0193048	02/28/24	P0015278	50.00		50.00
								50.00		50.00
0118056	02/29/24	Outst	0222068	TTEC Digital, LLC	V0193225	02/29/24	P0015217	2,600.00		2,600.00
								2,600.00		2,600.00
0118057	02/29/24	Outst	0200282	Victor M. Albanil Beltra	V0193232	02/29/24	P0015289	230.00		230.00
								230.00		230.00
0118058	02/29/24	Outst	0001183	Ward's Natural Science	V0193133	02/28/24	P0015189	167.70		167.70
								167.70		167.70
0118059	02/29/24	Outst	0206041	Welding Industrial Suppl	V0193226	02/29/24	P0015209	1.08		1.08
					V0193227	02/29/24	P0015209	217.78		217.78
								218.86		218.86
E0023916	02/01/24	Outst	0001422	CCCTU-Cope Fund	V0191552	01/31/24		115.00		115.00
								115.00		115.00
E0023917	02/01/24	Outst	0001374	College & University Cre	V0191554	01/31/24		200.00		200.00
								200.00		200.00
E0023918	02/01/24	Outst	0160763	Illinois Education Assoc	V0191556	01/31/24		447.13		447.13
								447.13		447.13
E0023919	02/01/24	Outst	0191845	Metropolitan Alliance of	V0191557	01/31/24		80.50		80.50
								80.50		80.50
E0023920	02/01/24	Outst	0001372	Morton College Teachers	V0191558	01/31/24		3,145.16		3,145.16
					V0191559	01/31/24		1,764.09		1,764.09
								4,909.25		4,909.25
E0023921	02/01/24	Outst	0209135	Omni Financial Group, In	V0191560	01/31/24		10,662.27		10,662.27
								10,662.27		10,662.27

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E0023922	02/01/24	Outst	0001513	SEIU Local 73 Cope	V0191561	01/31/24		25.00		25.00
								25.00		25.00
E0023923	02/01/24	Outst	0001373	Service Employees Intl U	V0191562	01/31/24		296.23		296.23
								296.23		296.23
E0023924	02/01/24	Outst	0001161	State Univ Retirement Sy	V0191565	01/31/24		74,113.05		74,113.05
								74,113.05		74,113.05
E0023925	02/01/24	Outst	0219340	Antionique A. Auston	V0191391	01/29/24		145.00		145.00
								145.00		145.00
E0023926	02/01/24	Outst	0193307	Megan K. Blits	V0191378	01/29/24		50.00		50.00
								50.00		50.00
E0023927	02/01/24	Outst	0208632	Gianine R. Boado	V0191383	01/29/24		120.00		120.00
								120.00		120.00
E0023928	02/01/24	Outst	0206556	Lisa Booko	V0191365	01/29/24		1,985.00		1,985.00
								1,985.00		1,985.00
E0023929	02/01/24	Outst	0220208	Shanihya C. Brown	V0191393	01/29/24		100.00		100.00
								100.00		100.00
E0023930	02/01/24	Outst	0216762	Keelan Donald	V0189317	11/09/23		2,000.00		2,000.00
								2,000.00		2,000.00
E0023931	02/01/24	Outst	0219291	Sydney M. Donaldson	V0191395	01/29/24		290.00		290.00
								290.00		290.00
E0023932	02/01/24	Outst	0209596	Ms. Anayeli Fuentes	V0191331	01/25/24		208.99		208.99
								208.99		208.99
E0023933	02/01/24	Outst	0040272	Ms Beth A. Gilmartin	V0191283	01/24/24		48.61		48.61
								48.61		48.61
E0023934	02/01/24	Outst	0222883	Stephanie Hart	V0191406	01/30/24		1,500.00		1,500.00

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								1,500.00		1,500.00
E0023935	02/01/24	Outst	0162050	Ms Prairie L. Markussen	V0191129	01/18/24		1,043.30		1,043.30
								1,043.30		1,043.30
E0023936	02/01/24	Outst	0206101	Kevin W. McManaman	V0189065	11/07/23		2,500.00		2,500.00
								2,500.00		2,500.00
E0023937	02/01/24	Outst	0000928	Mr. James P. O'Connell,	V0191372	01/29/24		180.00		180.00
								180.00		180.00
E0023938	02/01/24	Outst	0209212	Simon P. Steiner	V0191381	01/29/24		500.00		500.00
								500.00		500.00
E0023939	02/01/24	Outst	0201801	Michael R. Traversa	V0191371	01/29/24		480.00		480.00
								480.00		480.00
E0023940	02/01/24	Outst	0158266	Mr. Christopher J. Wido	V0191375	01/29/24		375.00		375.00
								375.00		375.00
E0023941	02/01/24	Outst	0190102	Ms. Brandie N. Windham	V0191242	01/23/24		81.92		81.92
					V0191431	01/30/24		81.92		81.92
								163.84		163.84
E0023952	02/08/24	Outst	0207050	Jessica C. Acke	V0191363	01/29/24		50.00		50.00
								50.00		50.00
E0023953	02/08/24	Outst	0166671	Ms. Cara A. Bonick	V0191490	01/31/24		100.00		100.00
								100.00		100.00
E0023954	02/08/24	Outst	0147422	Cynthia Y. Cardenas	V0191579	02/05/24		43.96		43.96
								43.96		43.96
E0023955	02/08/24	Outst	0162406	Mrs. Irina V. Cline	V0191576	02/05/24		2,714.15		2,714.15
								2,714.15		2,714.15
E0023956	02/08/24	Outst	0000762	Mr. George F. Fejt	V0191589	02/06/24		700.00		700.00
								700.00		700.00

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E0023957	02/08/24	Outst	0209596	Ms. Anayeli Fuentes	V0191573	02/05/24		39.40		39.40
								39.40		39.40
E0023958	02/08/24	Outst	0214955	Mr. Samuel Gamino	V0191575	02/05/24		97.96		97.96
								97.96		97.96
E0023959	02/08/24	Outst	0195818	Clarisa Gomez	V0191593	02/07/24		20.00		20.00
								20.00		20.00
E0023960	02/08/24	Outst	0002697	Dr. Keith McLaughlin	V0191582	02/06/24		508.76		508.76
								508.76		508.76
E0023961	02/08/24	Outst	0000820	Ms. Tsonka I. Pencheva	V0191569	02/02/24		49.00		49.00
								49.00		49.00
E0023962	02/08/24	Outst	0194866	Ms. Randi Ploszaj	V0191435	01/30/24		215.56		215.56
					V0191585	02/06/24		180.09		180.09
								395.65		395.65
E0023963	02/08/24	Outst	0197850	Tania Ramirez Reyes	V0191595	02/07/24		91.40		91.40
								91.40		91.40
E0023964	02/08/24	Outst	0199500	Ms. Kristen Shimko	V0191587	02/06/24		700.00		700.00
								700.00		700.00
E0023965	02/08/24	Outst	0190102	Ms. Brandie N. Windham	V0191588	02/06/24		100.00		100.00
								100.00		100.00
E0023966	02/08/24	Outst	0223091	Peritia Partners, LLC	V0191630	02/07/24		5,000.00		5,000.00
								5,000.00		5,000.00
E0023980	02/15/24	Outst	0001422	CCCTU-Cope Fund	V0191857	02/15/24		115.00		115.00
								115.00		115.00
E0023981	02/15/24	Outst	0001374	College & University Cre	V0191859	02/15/24		200.00		200.00
								200.00		200.00
E0023982	02/15/24	Outst	0160763	Illinois Education Assoc	V0191861	02/15/24		1,947.69		1,947.69

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								1,947.69		1,947.69
E0023983	02/15/24	Outst	0191845	Metropolitan Alliance of	V0191862	02/15/24		80.50		80.50
								80.50		80.50
E0023984	02/15/24	Outst	0001372	Morton College Teachers	V0191863	02/15/24		3,145.16		3,145.16
					V0191864	02/15/24		1,730.35		1,730.35
								4,875.51		4,875.51
E0023985	02/15/24	Outst	0209135	Omni Financial Group, In	V0191865	02/15/24		10,319.40		10,319.40
								10,319.40		10,319.40
E0023986	02/15/24	Outst	0001513	SEIU Local 73 Cope	V0191866	02/15/24		30.00		30.00
								30.00		30.00
E0023987	02/15/24	Outst	0001373	Service Employees Intl U	V0191867	02/15/24		323.16		323.16
								323.16		323.16
E0023988	02/15/24	Outst	0001161	State Univ Retirement Sy	V0191870	02/15/24		79,438.31		79,438.31
								79,438.31		79,438.31
E0023989	02/15/24	Outst	0182919	Mr. Ryan Denson	V0191726	02/13/24	B0005402	2,800.00		2,800.00
					V0191797	02/14/24	P0015175	525.00		525.00
								3,325.00		3,325.00
E0023990	02/15/24	Outst	0199645	Frankie L. Johnson	V0191883	02/15/24	P0015214	250.00		250.00
								250.00		250.00
E0023991	02/15/24	Outst	0208914	Janice Marshall	V0191724	02/13/24	B0005513	3,781.25		3,781.25
								3,781.25		3,781.25
E0023992	02/15/24	Outst	0190089	3OE Solutions	V0191880	02/15/24	B0005418	5,000.00		5,000.00
								5,000.00		5,000.00
E0023993	02/15/24	Outst	0013221	4IMPRINT	V0191795	02/14/24	P0015090	357.78		357.78
								357.78		357.78
E0023994	02/15/24	Outst	0169531	A.N.S.I	V0191570	02/02/24		97.36		97.36
								97.36		97.36

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E0023995	02/15/24	Outst	0209709	Accurate Employment Scre	V0191778	02/14/24	B0005600	4,050.93		4,050.93
								4,050.93		4,050.93
E0023996	02/15/24	Outst	0190802	All-Types Elevators Inc	V0191720	02/13/24	B0005445	2,422.00		2,422.00
					V0191737	02/13/24	B0005445	569.60		569.60
								2,991.60		2,991.60
E0023997	02/15/24	Outst	0188188	Amazon Capital Services	V0191592	02/06/24		16.98-		-16.98
					V0191686	02/12/24	B0005649	81.95		81.95
					V0191690	02/12/24	B0005669	964.31		964.31
					V0191693	02/12/24	B0005442	21.82		21.82
					V0191696	02/12/24	B0005641	262.07		262.07
					V0191697	02/12/24	P0014998	166.67		166.67
					V0191700	02/12/24	P0015043	656.19		656.19
					V0191701	02/12/24	P0015042	153.18		153.18
					V0191702	02/12/24	P0015057	1,858.93		1,858.93
					V0191703	02/12/24	P0015047	155.51		155.51
					V0191704	02/12/24	P0015061	95.64		95.64
					V0191705	02/12/24	P0015085	61.98		61.98
					V0191706	02/12/24	P0015092	12.99		12.99
					V0191707	02/12/24	P0015098	358.83		358.83
					V0191708	02/12/24	P0015123	107.89		107.89
					V0191741	02/13/24	B0005676	50.00		50.00
					V0191794	02/14/24	P0015184	326.11		326.11
					V0191812	02/14/24	P0015121	979.66		979.66
					V0191814	02/14/24	P0015082	603.40		603.40
					V0191815	02/14/24	P0015068	95.21		95.21
					V0191816	02/14/24	P0015097	98.95		98.95
					V0191817	02/14/24	P0015167	50.75		50.75
					V0191840	02/14/24		547.89		547.89
					V0191842	02/14/24		547.89-		-547.89
					V0191844	02/14/24	P0015144	956.00		956.00
					V0191845	02/14/24	P0015173	12.48		12.48
					V0191846	02/14/24	P0015177	319.96		319.96
					V0191881	02/15/24	B0005669	239.51		239.51
					V0191884	02/15/24	P0015191	67.34		67.34
					V0191891	02/15/24	B0005442	185.22		185.22
					V0191893	02/15/24	B0005442	19.99		19.99
					V0191894	02/15/24	B0005491	151.96		151.96
					V0191896	02/15/24	P0015197	967.53		967.53
					V0191901	02/15/24	B0005612	45.53		45.53
					V0191905	02/15/24	B0005612	97.48		97.48
					V0191907	02/15/24	P0015084	158.70		158.70
					V0191908	02/15/24	P0015116	95.22		95.22
					V0191910	02/15/24	P0015083	417.13		417.13
					V0191917	02/15/24	P0015044	290.39		290.39
					V0191918	02/15/24	B0005693	26.09		26.09

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					V0191920	02/15/24	B0005693	108.95		108.95
					V0191925	02/15/24	B0005442	14.99		14.99
					V0191926	02/15/24	B0005678	406.30		406.30
					V0191928	02/15/24	B0005649	156.23		156.23
					V0191931	02/15/24	B0005492	98.29		98.29
					V0191932	02/15/24	B0005613	384.66		384.66
					V0191933	02/15/24	B0005442	61.99		61.99
					V0191934	02/15/24	B0005404	39.18		39.18
					V0191935	02/15/24	B0005669	639.97		639.97
					V0191936	02/15/24	B0005649	127.99		127.99
					V0191937	02/15/24	B0005663	310.94		310.94
					V0191938	02/15/24	B0005521	27.98		27.98
					V0191939	02/15/24	B0005649	211.73		211.73
					V0191940	02/15/24	B0005491	657.97		657.97
					V0191942	02/15/24	B0005683	206.56		206.56
								14,649.32		14,649.32
E0023998	02/15/24	Outst	0221066	Amzec, Llc	V0191822	02/14/24	B0005604	4,500.00		4,500.00
								4,500.00		4,500.00
E0023999	02/15/24	Outst	0001490	Arc One Electric	V0191915	02/15/24	B0005687	999.80		999.80
								999.80		999.80
E0024000	02/15/24	Outst	0156646	ATI Nursing Education	V0191770	02/13/24	P0015102	45.00		45.00
								45.00		45.00
E0024001	02/15/24	Outst	0219175	Awards Network	V0191760	02/13/24	B0005516	200.00		200.00
					V0191761	02/13/24	B0005516	350.00		350.00
					V0191762	02/13/24	B0005516	500.00		500.00
					V0191911	02/15/24	B0005516	75.00		75.00
								1,125.00		1,125.00
E0024002	02/15/24	Outst	0000998	Carolina Biological Supp	V0191890	02/15/24	P0015195	107.37		107.37
								107.37		107.37
E0024003	02/15/24	Outst	0001713	Cicero Landscape Inc.	V0191740	02/13/24	B0005391	1,200.00		1,200.00
								1,200.00		1,200.00
E0024004	02/15/24	Outst	0211877	City Wide Facility Solut	V0191767	02/13/24	P0015169	200.00		200.00
								200.00		200.00
E0024005	02/15/24	Outst	0201853	Club Automation, LLC	V0191763	02/13/24	B0005424	1,271.02		1,271.02

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								1,271.02		1,271.02
E0024006	02/15/24	Outst	0161721	Crestline Specialties In	V0191809	02/14/24	P0015027	765.95		765.95
								765.95		765.95
E0024007	02/15/24	Outst	0000989	Dick Blick	V0191401	01/29/24	B0005640	980.74		-980.74
					V0191717	02/13/24	B0005648	670.45		670.45
					V0191854	02/14/24	B0005640	980.74		980.74
					V0191871	02/14/24	B0005506	154.89		154.89
					V0191872	02/14/24	B0005648	65.76		65.76
					V0191950	02/15/24	B0005690	182.88		182.88
								1,073.98		1,073.98
E0024008	02/15/24	Outst	0209578	DisposAll Waste Services	V0191738	02/13/24	B0005414	291.75		291.75
								291.75		291.75
E0024009	02/15/24	Outst	0219437	Farmer's Fridge	V0191819	02/14/24	B0005524	3,288.65		3,288.65
								3,288.65		3,288.65
E0024010	02/15/24	Outst	0219326	Ferrilli	V0191780	02/14/24	B0005441	4,200.00		4,200.00
								4,200.00		4,200.00
E0024011	02/15/24	Outst	0202852	Freepoint Energy Solutio	V0191820	02/14/24	B0005484	27,903.35		27,903.35
								27,903.35		27,903.35
E0024012	02/15/24	Outst	0205565	Game One	V0191781	02/14/24	B0005643	1,449.00		1,449.00
					V0191855	02/14/24	B0005643	155.00		155.00
								1,604.00		1,604.00
E0024013	02/15/24	Outst	0205972	Gas Plus DBA Buddy Bear	V0191712	02/13/24	B0005412	113.94		113.94
								113.94		113.94
E0024014	02/15/24	Outst	0161549	Heartland Business Syste	V0191837	02/14/24	P0015111	150.00		150.00
								150.00		150.00
E0024015	02/15/24	Outst	0001430	Higher Learning Commissi	V0191909	02/15/24	B0005695	725.00		725.00
					V0191913	02/15/24	B0005695	1,215.00		1,215.00
					V0191916	02/15/24	B0005695	1,175.00		1,175.00
					V0191919	02/15/24	B0005695	1,215.00		1,215.00
					V0191921	02/15/24	B0005695	750.00		750.00
					V0191922	02/15/24	B0005695	765.00		765.00



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					V0191924	02/15/24	B0005695	765.00		765.00
					V0191927	02/15/24	B0005695	740.00		740.00
					V0191929	02/15/24	B0005695	725.00		725.00
					V0191930	02/15/24	B0005695	750.00		750.00
								8,825.00		8,825.00
E0024016	02/15/24	Outst	0001061	ICCTA	V0191670	02/12/24		5,269.00		5,269.00
								5,269.00		5,269.00
E0024017	02/15/24	Outst	0001647	Iron Mountain	V0191732	02/13/24	B0005390	719.87		719.87
								719.87		719.87
E0024018	02/15/24	Outst	0001775	Jostens	V0191719	02/13/24	B0005469	21.72		21.72
					V0191764	02/13/24	B0005499	2,602.76		2,602.76
								2,624.48		2,624.48
E0024019	02/15/24	Outst	0002233	Konica Minolta Premier F	V0191685	02/12/24	B0005417	654.91		654.91
					V0191687	02/12/24	B0005417	473.55		473.55
					V0191688	02/12/24	B0005417	125.17		125.17
					V0191689	02/12/24	B0005417	2,897.00		2,897.00
					V0191691	02/12/24	B0005417	1,960.36		1,960.36
								6,110.99		6,110.99
E0024020	02/15/24	Outst	0188162	Lake County Press	V0191875	02/15/24	B0005452	1,863.00		1,863.00
					V0191876	02/15/24	B0005452	450.00		450.00
					V0191914	02/15/24	B0005688	599.00		599.00
								2,912.00		2,912.00
E0024021	02/15/24	Outst	0001082	Lakeshore Learning Mater	V0191852	02/14/24	B0005680	57.48		57.48
					V0191874	02/15/24	B0005679	3,494.70		3,494.70
								3,552.18		3,552.18
E0024022	02/15/24	Outst	0222666	Legat Architects, Inc	V0191892	02/15/24	B0005672	895.60		895.60
								895.60		895.60
E0024023	02/15/24	Outst	0207573	Mongoose	V0191832	02/14/24	P0015107	27,216.00		27,216.00
								27,216.00		27,216.00
E0024024	02/15/24	Outst	0217543	NobleTec, LLC	V0191784	02/14/24	P0015080	13,400.00		13,400.00
								13,400.00		13,400.00

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E0024025	02/15/24	Outst	0208992	NRG Business Marketing L	V0191833	02/14/24	B0005478	12,985.48		12,985.48
								12,985.48		12,985.48
E0024026	02/15/24	Outst	0001122	Office Depot Business So	V0191714	02/13/24	B0005382	4.84		4.84
					V0191715	02/13/24	B0005382	122.60		122.60
					V0191735	02/13/24	B0005490	43.60		43.60
					V0191736	02/13/24	B0005490	19.99		19.99
					V0191839	02/14/24	P0014976	514.99		514.99
								706.02		706.02
E0024027	02/15/24	Outst	0199416	Promo Direct	V0191885	02/15/24	P0015117	993.10		993.10
					V0191886	02/15/24	P0015019	998.25		998.25
								1,991.35		1,991.35
E0024028	02/15/24	Outst	0201778	Quality Logo Products, I	V0191831	02/14/24	P0015109	616.69		616.69
								616.69		616.69
E0024029	02/15/24	Outst	0001857	Scorebuilders, LLC	V0191783	02/14/24	P0015096	481.00		481.00
								481.00		481.00
E0024030	02/15/24	Outst	0001156	Smithereen Exterminating	V0191713	02/13/24	B0005383	186.00		186.00
								186.00		186.00
E0024031	02/15/24	Outst	0157227	Staples Advantage	V0191725	02/13/24	B0005653	53.45		53.45
					V0191807	02/14/24	P0015122	261.32		261.32
								314.77		314.77
E0024032	02/15/24	Outst	0002889	Suburban Door Check & Lo	V0191878	02/15/24	B0005395	1,900.00		1,900.00
								1,900.00		1,900.00
E0024033	02/15/24	Outst	0001547	Teaching Strategies, LLC	V0191847	02/14/24	P0015110	1,620.00		1,620.00
								1,620.00		1,620.00
E0024034	02/15/24	Outst	0222018	Wolters Kluwer Health, I	V0191800	02/14/24	P0015152	240.00		240.00
					V0191808	02/14/24	P0015125	4,949.67		4,949.67
								5,189.67		5,189.67
E0024035	02/15/24	Outst	0177607	YBP Library Services	V0191695	02/12/24	B0005497	57.65		57.65
					V0191773	02/13/24	B0005497	75.21		75.21
					V0191774	02/14/24	B0005497	46.20		46.20

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					V0191775	02/14/24	B0005497	26.10		26.10
					V0191776	02/14/24	B0005497	15.30		15.30
					V0191851	02/14/24	B0005497	23.23		23.23
								243.69		243.69
E0024036	02/15/24	Outst	0214784	Jeffrey Bambule	V0189315	11/09/23		3,000.00		3,000.00
								3,000.00		3,000.00
E0024037	02/15/24	Outst	0166671	Ms. Cara A. Bonick	V0191631	02/07/24		3,099.00		3,099.00
								3,099.00		3,099.00
E0024038	02/15/24	Outst	0213562	Ms. Murneka Davis	V0191634	02/08/24		685.73		685.73
								685.73		685.73
E0024039	02/15/24	Outst	0212408	Jesse A. Galeana	V0191641	02/08/24		700.00		700.00
								700.00		700.00
E0024040	02/15/24	Outst	0220406	Emily Goranson	V0189076	11/07/23		2,400.00		2,400.00
								2,400.00		2,400.00
E0024041	02/15/24	Outst	0220199	James Goranson	V0189400	11/10/23		750.00		750.00
								750.00		750.00
E0024042	02/15/24	Outst	0220323	Nicolette Goranson	V0189072	11/07/23		3,600.00		3,600.00
								3,600.00		3,600.00
E0024043	02/15/24	Outst	0222883	Stephanie Hart	V0191408	01/30/24		1,500.00		1,500.00
								1,500.00		1,500.00
E0024044	02/15/24	Outst	0165694	Dr. Sara E. Helmus	V0191660	02/09/24		800.00		800.00
								800.00		800.00
E0024045	02/15/24	Outst	0000841	Mrs. Michelle C. Herrera	V0191727	02/13/24		69.44		69.44
								69.44		69.44
E0024046	02/15/24	Outst	0211303	Kara Kennedy	V0191733	02/13/24		107.75		107.75
								107.75		107.75

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E0024047	02/15/24	Outst	0157638	Ms. Alejandra Le	V0191665	02/12/24		425.00		425.00
								425.00		425.00
E0024048	02/15/24	Outst	0002697	Dr. Keith McLaughlin	V0191642	02/08/24		567.49		567.49
								567.49		567.49
E0024049	02/15/24	Outst	0187216	Mr. Neil J. Moss	V0191679	02/12/24		80.00		80.00
								80.00		80.00
E0024050	02/15/24	Outst	0000928	Mr. James P. O'Connell,	V0191680	02/12/24		60.00		60.00
								60.00		60.00
E0024051	02/15/24	Outst	0000953	Liliana Raygoza	V0191636	02/08/24		35.46		35.46
					V0191672	02/12/24		129.99		129.99
								165.45		165.45
E0024052	02/15/24	Outst	0209695	Jonathan Rush	V0189067	11/07/23		3,000.00		3,000.00
								3,000.00		3,000.00
E0024053	02/15/24	Outst	0209212	Simon P. Steiner	V0191681	02/12/24		150.00		150.00
								150.00		150.00
E0024054	02/15/24	Outst	0191789	Jocelyn Torres	V0191671	02/12/24		20.00		20.00
								20.00		20.00
E0024055	02/15/24	Outst	0158266	Mr. Christopher J. Wido	V0189403	11/10/23		4,250.00		4,250.00
					V0191676	02/12/24		220.00		220.00
								4,470.00		4,470.00
E0024062	02/20/24	Outst	0188213	Old National Bank	V0191962	02/20/24	B0005444	150.00		150.00
					V0191963	02/20/24	P0015035	818.28		818.28
					V0191964	02/20/24	P0014977	792.00		792.00
					V0191965	02/20/24	P0015105	2,508.48		2,508.48
					V0191966	02/20/24	P0015171	99.00		99.00
					V0191967	02/20/24	P0015058	16,342.00		16,342.00
					V0191968	02/20/24	P0015037	112.71		112.71
					V0191969	02/20/24	P0015071	436.15		436.15
					V0191970	02/20/24	P0015099	39.69		39.69
					V0191971	02/20/24	B0005664	40.00		40.00
					V0191972	02/20/24	P0015093	1,490.00		1,490.00
					V0191973	02/20/24	P0015070	125.10		125.10

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					V0191974	02/20/24	P0015114	191.00		191.00
					V0191975	02/20/24	P0015094	265.00		265.00
					V0191638	02/08/24		1,509.58		1,509.58
								24,918.99		24,918.99
E0024063	02/22/24	Outst	0182499	Mrs. Mary J. Buongiorno	V0191955	02/16/24		24.98		24.98
								24.98		24.98
E0024064	02/22/24	Outst	0000841	Mrs. Michelle C. Herrera	V0191731	02/13/24		19.24		19.24
								19.24		19.24
E0024065	02/22/24	Outst	0204642	George Martinez	V0191961	02/20/24		1,248.00		1,248.00
								1,248.00		1,248.00
E0024066	02/22/24	Outst	0220212	Kimberly Martinez Toribi	V0191572	02/02/24		500.00		500.00
								500.00		500.00
E0024067	02/22/24	Outst	0000928	Mr. James P. O'Connell,	V0191990	02/21/24		234.00		234.00
								234.00		234.00
E0024068	02/22/24	Outst	0000953	Liliana Raygoza	V0191959	02/16/24		30.45		30.45
					V0191976	02/20/24		53.91		53.91
					V0191988	02/21/24		20.74		20.74
								105.10		105.10
E0024069	02/22/24	Outst	0216761	Demetrice Stephens	V0189070	11/07/23		1,000.00		1,000.00
								1,000.00		1,000.00
E0024070	02/22/24	Outst	0000808	Ms. Marisol Velazquez	V0191723	02/13/24		100.00		100.00
								100.00		100.00
E0024071	02/22/24	Outst	0190102	Ms. Brandie N. Windham	V0191957	02/16/24		103.00		103.00
					V0191958	02/16/24		1,200.00		1,200.00
								1,303.00		1,303.00
E0024557	02/29/24	Outst	0001485	Citibank, N.A.	V0193202	02/29/24	P0014986	194.59		194.59
					V0193204	02/29/24	P0015053	181.83		181.83
					V0193206	02/29/24	P0015030	92.37		92.37
					V0193207	02/29/24	P0015147	77.82		77.82
					V0193208	02/29/24	P0015052	64.36		64.36

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					V0193209	02/29/24	P0015162	193.02		193.02
					V0193210	02/29/24	P0015181	255.97		255.97
					V0193211	02/29/24	P0015216	142.33		142.33
					V0193212	02/29/24	B0005686	16.00		16.00
					V0193213	02/29/24	P0015258	82.64		82.64
					V0193214	02/29/24	P0015262	150.41		150.41
					V0193215	02/29/24	P0015049	1,557.69		1,557.69
					V0193216	02/29/24	P0015210	576.36		576.36
					V0193217	02/29/24	P0015211	272.42		272.42
					V0193218	02/29/24	P0015166	793.15		793.15
					V0193219	02/29/24	P0015237	86.46		86.46
					V0193220	02/29/24	P0015179	100.49		100.49
								4,837.91		4,837.91
E0024558	02/29/24	Outst	0001422	CCCTU-Cope Fund	V0193173	02/29/24		115.00		115.00
								115.00		115.00
E0024559	02/29/24	Outst	0001374	College & University Cre	V0193175	02/29/24		200.00		200.00
								200.00		200.00
E0024560	02/29/24	Outst	0160763	Illinois Education Assoc	V0193177	02/29/24		1,989.61		1,989.61
								1,989.61		1,989.61
E0024561	02/29/24	Outst	0191845	Metropolitan Alliance of	V0193178	02/29/24		80.50		80.50
								80.50		80.50
E0024562	02/29/24	Outst	0001372	Morton College Teachers	V0193179	02/29/24		3,145.16		3,145.16
					V0193180	02/29/24		1,736.27		1,736.27
								4,881.43		4,881.43
E0024563	02/29/24	Outst	0209135	Omni Financial Group, In	V0193181	02/29/24		9,847.98		9,847.98
								9,847.98		9,847.98
E0024564	02/29/24	Outst	0001513	SEIU Local 73 Cope	V0193182	02/29/24		25.00		25.00
								25.00		25.00
E0024565	02/29/24	Outst	0001373	Service Employees Intl U	V0193183	02/29/24		296.23		296.23
								296.23		296.23
E0024566	02/29/24	Outst	0001161	State Univ Retirement Sy	V0193186	02/29/24		78,309.43		78,309.43
								78,309.43		78,309.43

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E0024567	02/29/24	Outst	0182919	Mr. Ryan Denson	V0193166	02/28/24	B0005402	2,800.00		2,800.00
								2,800.00		2,800.00
E0024568	02/29/24	Outst	0206735	All Pro Truck Driving Sc	V0193124	02/28/24	P0015245	11,900.00		11,900.00
								11,900.00		11,900.00
E0024569	02/29/24	Outst	0188188	Amazon Capital Services	V0193023	02/27/24	B0005663	170.89		170.89
					V0193025	02/27/24	B0005663	428.61		428.61
					V0193027	02/27/24	B0005404	53.95		53.95
					V0193034	02/27/24	B0005649	61.92		61.92
					V0193035	02/27/24	B0005669	103.22		103.22
					V0193038	02/28/24	B0005403	259.40		259.40
					V0193039	02/28/24	B0005683	253.57		253.57
					V0193041	02/28/24	B0005693	165.99		165.99
					V0193042	02/28/24	P0015266	34.48		34.48
					V0193043	02/28/24	P0015265	133.20		133.20
					V0193044	02/28/24	P0015172	73.33-		-73.33
					V0193045	02/28/24	P0015172	865.40		865.40
					V0193047	02/28/24	P0015240	147.96		147.96
					V0193089	02/28/24	B0005669	722.32		722.32
					V0193092	02/28/24	P0015202	38.40		38.40
					V0193099	02/28/24	P0015180	53.56		53.56
					V0193100	02/28/24	P0015201	49.86		49.86
					V0193103	02/28/24	B0005693	96.86		96.86
					V0193104	02/28/24	B0005678	574.00		574.00
					V0193105	02/28/24	B0005608	76.28		76.28
					V0193106	02/28/24	B0005608	9.99		9.99
					V0193107	02/28/24	B0005442	29.42		29.42
					V0193109	02/28/24	B0005589	1,858.93		1,858.93
					V0193111	02/28/24	B0005608	68.94		68.94
					V0193112	02/28/24	P0015241	72.41		72.41
					V0193114	02/28/24	B0005697	1,355.32		1,355.32
					V0193115	02/28/24	B0005697	7.99		7.99
					V0193116	02/28/24	P0015101	134.86		134.86
					V0193117	02/28/24	P0015091	33.93		33.93
					V0193118	02/28/24	P0015168	196.10		196.10
					V0193119	02/28/24	P0015205	25.59		25.59
					V0193120	02/28/24	P0015196	31.57		31.57
					V0193121	02/28/24	P0015200	105.24		105.24
					V0193122	02/28/24	P0015203	32.92		32.92
					V0193123	02/28/24	B0005491	52.00		52.00
					V0193158	02/28/24	B0005491	259.98-		-259.98
					V0193190	02/28/24		0.02		0.02
								7,971.79		7,971.79
E0024570	02/29/24	Outst	0001490	Arc One Electric	V0193082	02/28/24	B0005704	1,295.00		1,295.00

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					V0193229	02/29/24	P0015276	324.00		324.00
								1,619.00		1,619.00
E0024571	02/29/24	Outst	0198820	Asure Software	V0193168	02/28/24	B0005512	131.99		131.99
								131.99		131.99
E0024572	02/29/24	Outst	0000998	Carolina Biological Supp	V0193134	02/28/24	P0015195	52.95		52.95
								52.95		52.95
E0024573	02/29/24	Outst	0211877	City Wide Facility Solut	V0193078	02/28/24	P0015169	3,984.75		3,984.75
								3,984.75		3,984.75
E0024574	02/29/24	Outst	0209459	Cornerstone Government A	V0193077	02/28/24	B0005457	14,000.00		14,000.00
								14,000.00		14,000.00
E0024575	02/29/24	Outst	0207194	DD's Operations LLC	V0193233	02/29/24		385.00		385.00
								385.00		385.00
E0024576	02/29/24	Outst	0212349	Del's Moving Inc	V0193050	02/28/24	P0015224	950.00		950.00
								950.00		950.00
E0024577	02/29/24	Outst	0209578	DisposAll Waste Services	V0193128	02/28/24	B0005414	540.22		540.22
					V0193188	02/28/24	B0005414	426.83		426.83
								967.05		967.05
E0024578	02/29/24	Outst	0218528	ezCater, Inc	V0193165	02/28/24	P0015208	782.68		782.68
								782.68		782.68
E0024579	02/29/24	Outst	0219326	Ferrilli	V0193159	02/28/24	B0005441	4,200.00		4,200.00
								4,200.00		4,200.00
E0024580	02/29/24	Outst	0196370	Follett Higher Education	V0191979	02/21/24		46,023.38		46,023.38
					V0191980	02/21/24		39,826.42		39,826.42
					V0191981	02/21/24		1,153.64		1,153.64
								87,003.44		87,003.44
E0024581	02/29/24	Outst	0205565	Game One	V0193139	02/28/24	B0005574	162.75		162.75
					V0193140	02/28/24	B0005574	196.50		196.50
					V0193141	02/28/24	B0005574	185.25		185.25



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					V0193142	02/28/24	B0005565	2,740.50		2,740.50
								3,285.00		3,285.00
E0024582	02/29/24	Outst	0161549	Heartland Business Syste	V0193054	02/28/24	P0015286	187.50		187.50
								187.50		187.50
E0024583	02/29/24	Outst	0220091	Integrated DNA Technolog	V0193132	02/28/24	P0015185	68.00		68.00
								68.00		68.00
E0024584	02/29/24	Outst	0193931	Johnson Controls Inc	V0192048	02/23/24		6,425.28		6,425.28
								6,425.28		6,425.28
E0024585	02/29/24	Outst	0001775	Jostens	V0193193	02/28/24	B0005499	21.94		21.94
					V0193194	02/28/24	B0005499	19.62		19.62
					V0193195	02/28/24	B0005499	19.62		19.62
					V0193196	02/28/24	B0005499	23.53		23.53
					V0193197	02/28/24	B0005499	9.81		9.81
								94.52		94.52
E0024586	02/29/24	Outst	0222209	Kanopy Inc	V0193049	02/28/24	P0015161	1,000.00		1,000.00
								1,000.00		1,000.00
E0024587	02/29/24	Outst	0001890	Konica Minolta Bus Solut	V0193071	02/28/24	B0005611	102.00		102.00
					V0193072	02/28/24	B0005611	102.00		102.00
					V0193073	02/28/24	B0005611	102.00		102.00
					V0193074	02/28/24	B0005611	102.00		102.00
					V0193075	02/28/24	B0005611	240.00		240.00
					V0193076	02/28/24	B0005611	80.00		80.00
					V0193152	02/28/24	B0005668	2,721.25		2,721.25
								3,449.25		3,449.25
E0024588	02/29/24	Outst	0002233	Konica Minolta Premier F	V0193031	02/27/24	B0005417	777.63		777.63
					V0193032	02/27/24	B0005417	349.24		349.24
					V0193033	02/27/24	B0005417	193.47		193.47
								1,320.34		1,320.34
E0024589	02/29/24	Outst	0188162	Lake County Press	V0193091	02/28/24	B0005452	844.00		844.00
					V0193126	02/28/24	P0015193	6,079.00		6,079.00
					V0193148	02/28/24	B0005452	262.00		262.00
								7,185.00		7,185.00

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E0024590	02/29/24	Outst	0001082	Lakeshore Learning Mater	V0191711	02/13/24	B0005680	1,593.79		1,593.79
					V0193199	02/28/24	B0005680	1,010.85		1,010.85
								2,604.64		2,604.64
E0024591	02/29/24	Outst	0201589	NCCR Metals, Inc	V0193228	02/29/24	P0015215	994.42		994.42
								994.42		994.42
E0024592	02/29/24	Outst	0217543	NobleTec, LLC	V0193156	02/28/24	B0005440	7,305.00		7,305.00
								7,305.00		7,305.00
E0024593	02/29/24	Outst	0199416	Promo Direct	V0193026	02/27/24	P0014908	979.48		979.48
					V0193029	02/27/24	P0015119	970.00		970.00
					V0193030	02/27/24	P0015124	997.20		997.20
								2,946.68		2,946.68
E0024594	02/29/24	Outst	0196722	Sense Media LLC	V0193064	02/28/24	P0015141	131.25		131.25
								131.25		131.25
E0024595	02/29/24	Outst	0208071	Signature Transportation	V0193096	02/28/24	P0015253	568.60		568.60
								568.60		568.60
E0024596	02/29/24	Outst	0157227	Staples Advantage	V0193127	02/28/24	P0015204	61.22		61.22
								61.22		61.22
E0024597	02/29/24	Outst	0193842	Thielsen Enterprises	V0193068	02/28/24	P0015199	505.00		505.00
								505.00		505.00
E0024598	02/29/24	Outst	0001703	Vernier Software & Techn	V0193070	02/28/24	P0015190	663.00		663.00
								663.00		663.00
E0024599	02/29/24	Outst	0001824	Waukegan Roofing Co., In	V0193144	02/28/24	B0005470	1,325.00		1,325.00
								1,325.00		1,325.00
E0024600	02/29/24	Outst	0001406	Wex Bank	V0193201	02/28/24	B0005467	1,549.82		1,549.82
								1,549.82		1,549.82
E0024601	02/29/24	Outst	0218957	Wyebot, Inc	V0193187	02/28/24	P0015108	4,500.00		4,500.00
								4,500.00		4,500.00

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E0024602	02/29/24	Outst	0177607	YBP Library Services	V0193137	02/28/24	B0005696	700.09		700.09
					V0193146	02/28/24	B0005497	17.19		17.19
					V0193147	02/28/24	B0005497	64.07		64.07
					V0193171	02/28/24	B0005696	310.71		310.71
								1,092.06		1,092.06
E0024603	02/29/24	Outst	0201761	Zoom Video Communication	V0193051	02/28/24	P0015284	115.08		115.08
					V0193052	02/28/24	P0015284	62.46		62.46
					V0193053	02/28/24	P0015284	60.25		60.25
								237.79		237.79
E0024604	02/29/24	Outst	0193694	Angelica C. Alvarado	V0191952	02/15/24		237.25		237.25
								237.25		237.25
E0024605	02/29/24	Outst	0111441	Ms Jazmyne J. Alzate	V0192043	02/22/24		2,089.00		2,089.00
								2,089.00		2,089.00
E0024606	02/29/24	Outst	0214784	Jeffrey Bambule	V0193019	02/27/24		413.67		413.67
					V0193108	02/28/24		44.37		44.37
								458.04		458.04
E0024607	02/29/24	Outst	0166671	Ms. Cara A. Bonick	V0191991	02/21/24		2,355.41		2,355.41
								2,355.41		2,355.41
E0024608	02/29/24	Outst	0214098	Ms. Marisol Campos Garci	V0191977	02/20/24		60.06		60.06
					V0191978	02/20/24		98.93		98.93
								158.99		158.99
E0024609	02/29/24	Outst	0212368	J. Gary Dennis	V0191960	02/18/24		128.97		128.97
								128.97		128.97
E0024610	02/29/24	Outst	0000762	Mr. George F. Fejt	V0192046	02/23/24		47.41		47.41
								47.41		47.41
E0024611	02/29/24	Outst	0040272	Ms Beth A. Gilmartin	V0191954	02/16/24		392.00		392.00
								392.00		392.00
E0024612	02/29/24	Outst	0000928	Mr. James P. O'Connell,	V0191998	02/22/24		25.98		25.98
					V0193113	02/28/24		63.00		63.00
								88.98		88.98

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
E0024613	02/29/24	Outst	0216705	Stephanie M. Schmidt	V0193017	02/27/24		2,000.00		2,000.00
								2,000.00		2,000.00
E0024614	02/29/24	Outst	0209212	Simon P. Steiner	V0193110	02/28/24		339.45		339.45
								339.45		339.45
E0024615	02/29/24	Outst	0000808	Ms. Marisol Velazquez	V0193016	02/26/24		71.75		71.75
								71.75		71.75
								=====	=====	=====
								1,329,386.53		1,329,386.53

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,329,386.53	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,329,386.53
			----- 1,329,386.53	----- 1,329,386.53

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING FEBRUARY 2024 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](mailto:mireya.perez@morton.edu)  
[www.morton.edu](http://www.morton.edu)

**Morton Community College**  
**FY24 Budget Report**  
**Month Ending February 29, 2024**



**MORTON COLLEGE**

**Morton Community College  
Budget Report Summary  
February 29, 2024**

67%

Funds	Actual	Budget	%	Budget Remaining
<u>Education Fund</u>				
Revenue	\$ 22,367,087	\$ 31,529,250	70.9%	\$ 9,162,163
Expenditures	(17,166,602)	(31,529,250)	54.4%	(14,362,648)
Net	\$ 5,200,485	\$ -		\$ (5,200,485)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 2,234,390	\$ 3,300,631	67.7%	\$ 1,066,241
Expenditures	(1,848,954)	(3,300,631)	56.0%	(1,451,677)
Net	\$ 385,436	\$ -		\$ (385,436)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 8,862,688	\$ 24,621,783	36.0%	\$ 15,759,095
Expenditures	(8,710,225)	(24,621,783)	35.4%	(15,911,558)
Net	\$ 152,463	\$ -		\$ (152,463)
<u>Audit Fund</u>				
Revenue	\$ 53,512	\$ 95,900	55.8%	\$ 42,388
Expenditures	(1,600)	(95,900)	1.7%	(94,300)
Net	\$ 51,912	\$ -		\$ (51,912)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 593,686	\$ 890,500	66.7%	\$ 296,814
Expenditures	(484,475)	(890,500)	54.4%	(406,025)
Net	\$ 109,211	\$ -		\$ (109,211)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 592,549	\$ 640,950	92.4%	\$ 48,401
Expenditures	(654,559)	(640,950)	102.1%	13,609
Net	\$ (62,010)	\$ -		\$ 62,010
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 67,708	\$ 4,530,558	1.5%	\$ 4,462,850
Expenditures	(649,551)	(4,530,558)	14.3%	(3,881,007)
Net	\$ (581,843)	\$ -		\$ 581,843
<u>All Funds</u>				
Revenue	\$ 34,771,620	\$ 65,609,572	53.0%	\$ 30,837,952
Expenditures	(29,515,966)	(65,609,572)	45.0%	\$ (36,093,606)
Net	\$ 5,255,654	\$ -		\$ (5,255,654)



**EDUCATION FUND REVENUE**  
**February 29, 2024**

	Actual	Budget	%	Budget Remaining
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 5,647,420	\$ 8,392,145	67.3%	\$ 2,744,725
Total Local Government	<u>\$ 5,647,420</u>	<u>\$ 8,392,145</u>		<u>\$ 2,744,725</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 413,863	\$ 2,550,000	16.2%	\$ 2,136,137
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,847,030	\$ 2,659,801	69.4%	\$ 812,771
ICCB equalization grants	2,579,051	3,645,280	70.8%	1,066,229
CTE formula grant	214,716	225,000	95.4%	10,284
Total State Government	<u>\$ 4,640,797</u>	<u>\$ 6,530,081</u>		<u>\$ 1,889,284</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 9,047,296	\$ 11,330,112	79.9%	\$ 2,282,816
Fees	1,721,095	1,909,712	90.1%	188,617
Total Tuition and Fees	<u>\$ 10,768,391</u>	<u>\$ 13,239,824</u>		<u>\$ 2,471,433</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 53,743	\$ 215,700	24.9%	\$ 161,957
Investment revenue	842,874	600,000	140.5%	(242,874)
Nongovernmental gifts & scholarships	-	1,500	0.0%	1,500
Total Other Sources	<u>\$ 896,617</u>	<u>\$ 817,200</u>		<u>\$ (79,417)</u>
<b>Total Revenue</b>	<u>\$ 22,367,088</u>	<u>\$ 31,529,250</u>	<u>70.9%</u>	\$ 9,162,162
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 22,367,088</u>	<u>\$ 31,529,250</u>	70.9%	<u>\$ 9,162,162</u>

**EDUCATION FUND EXPENDITURES**

**February 29, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 5,691,764	\$ 9,246,974	61.6%	\$ 3,555,210
Employee benefits	640,144	1,007,348	63.5%	367,204
Contractual services	216,689	528,000	41.0%	311,311
Material and supplies	268,406	818,150	32.8%	549,744
Conferences and meetings	25,131	71,950	34.9%	46,819
Total Instruction	<u>6,842,134</u>	<u>11,672,422</u>	<u>58.6%</u>	<u>4,830,288</u>
<b>Academic Support</b>				
Salaries	823,107	1,373,721	59.9%	550,614
Employee benefits	139,741	210,838	66.3%	71,097
Contractual services	265,887	422,000	63.0%	156,113
Material and supplies	147,363	341,280	43.2%	193,917
Conferences and meetings	20,179	40,850	49.4%	20,671
Fixed charges	75,398	100,000	75.4%	24,602
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>1,471,675</u>	<u>2,489,689</u>	<u>59.1%</u>	<u>1,018,014</u>
<b>Student Services</b>				
Salaries	1,530,411	2,786,411	54.9%	1,256,000
Employee benefits	254,650	369,844	68.9%	115,194
Contractual services	125,330	347,000	36.1%	221,670
Material and supplies	88,417	228,190	38.7%	139,773
Conferences and meetings	77,440	142,000	54.5%	64,560
Fixed charges	-	26,500	0.0%	26,500
Total Student Services	<u>2,076,248</u>	<u>3,899,945</u>	<u>53.2%</u>	<u>1,823,697</u>
<b>Public Service/Continuing Education</b>				
Salaries	183,142	209,471	87.4%	26,329
Employee benefits	19,505	31,235	62.4%	11,730
Contractual services	58,790	158,000	37.2%	99,210
Material and supplies	5,026	21,700	23.2%	16,674
Conferences and meetings	7,724	20,350	38.0%	12,626
Other tuition/fee waiver	390	10,000	3.9%	9,610
Total Public Service/Continuing Education	<u>274,577</u>	<u>450,756</u>	<u>60.9%</u>	<u>176,179</u>
<b>Auxiliary Services</b>				
Salaries	154,323	245,524	62.9%	91,201
Employee benefits	34,691	51,199	67.8%	16,508
Contractual services	498,502	630,000	79.1%	131,498
Material and supplies	189,023	395,000	47.9%	205,977
Conferences and meetings	202,064	285,000	70.9%	82,936
Fixed charges	35,978	85,000	42.3%	49,022
Total Auxiliary Services	<u>1,114,581</u>	<u>1,691,723</u>	<u>65.9%</u>	<u>577,142</u>

**EDUCATION FUND EXPENDITURES**

**February 29, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>    Institutional Support</b>				
Salaries	\$ 1,371,060	\$ 2,699,096	50.8%	\$ 1,328,036
Employee benefits	270,365	572,669	47.2%	302,304
Contractual services	976,644	1,887,500	51.7%	910,856
Material and supplies	200,805	795,550	25.2%	594,745
Conferences and meetings	78,766	233,400	33.7%	154,634
Fixed charges	-	1,500	0.0%	1,500
Other	95,572	200,000	47.8%	104,428
Total Institutional Support	<u>2,993,212</u>	<u>6,389,715</u>	<u>46.8%</u>	<u>3,396,503</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	2,394,175	2,000,000	119.7%	(394,175)
Total Scholarships, Student Grants & Waivers	<u>2,394,175</u>	<u>2,000,000</u>	<u>119.7%</u>	<u>(394,175)</u>
<b>Contingencies</b>				
	-	1,200,000	0.0%	1,200,000
<b>Total Expenditures</b>	<u>\$ 17,166,602</u>	<u>\$ 29,794,250</u>	<u>57.6%</u>	<u>\$ 12,627,648</u>
Transfers out	-	1,735,000	0.0%	1,735,000
<b>Total Expenditures and Transfers out</b>	<u>\$17,166,602</u>	<u>\$ 31,529,250</u>	<u>54.4%</u>	<u>\$ 14,362,648</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**

February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 1,071,387	\$ 1,621,631	66.1%	\$ 550,244
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>794,044</u>	<u>1,000,000</u>	<u>79.4%</u>	<u>205,956</u>
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	<u>368,436</u>	<u>650,000</u>	<u>56.7%</u>	<u>281,564</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	50	5,000	1.0%	4,950
Facilities	-	14,000	0.0%	14,000
Investment revenue	474	10,000	4.7%	9,526
Total Miscellaneous	<u>524.00</u>	<u>29,000</u>	<u>1.8%</u>	<u>28,476</u>
Transfers in	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenue</b>	<u>\$ 2,234,391</u>	<u>\$ 2,650,631</u>	<u>84.3%</u>	<u>\$ 784,676</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$892,790	\$1,366,920	65.3%	\$474,130
Employee benefits	117,604	211,711	55.5%	94,107
Contractual services	206,249	685,000	30.1%	478,751
Material and supplies	107,271	176,500	60.8%	69,229
Conferences and meetings	1,228	6,500	18.9%	5,272
Utilities	463,814	794,000	58.4%	330,186
Capital outlay	60,000	60,000	0.0%	-
Other	-	0	0.0%	-
Total Operations and Maintenance of Plant	<u>1,848,956</u>	<u>3,300,631</u>	<u>56.0%</u>	<u>1,451,675</u>
<b>Total Expenditures</b>	<u>\$ 1,848,956</u>	<u>\$ 3,300,631</u>	<u>56.0%</u>	<u>\$ 1,451,675</u>

**RESTRICTED PURPOSE FUND REVENUE**  
**February 29, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB	1,638,746	\$1,954,892	83.8%	316,146
ISBE grant revenue- other	176,980	264,701	66.9%	87,721
Other Sources	85,000	9,136,780	0.9%	9,051,780
Total State Government	<u>1,900,726.00</u>	<u>11,356,373</u>	<u>16.7%</u>	<u>9,455,647</u>
<b>FEDERAL GOVERNMENT</b>				
ICCB	492,665	1,208,859	40.8%	716,194
Department of education	6,466,743	12,037,088	53.7%	5,570,345
Other	2,554	19,462	0.0%	16,908
Total Federal Government	<u>6,961,962</u>	<u>13,265,409</u>	<u>52.5%</u>	<u>5,587,253</u>
<b>Total Revenue</b>	<u>\$ 8,862,688</u>	<u>\$ 24,621,782</u>	<u>36.0%</u>	<u>\$ 15,042,900</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**February 29, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 823,021	\$ 1,552,711	53.0%	\$ 729,690
Employee benefits	223,967	5,311,282	4.2%	5,087,315
Contractual services	77,640	161,513	48.1%	83,873
Material and supplies	181,006	602,567	30.0%	421,561
Conferences and meetings	1,848	43,758	4.2%	41,910
Student grants and scholarships	181,110	603,700	30.0%	422,590
<b>Total Instruction</b>	<u>1,488,592</u>	<u>8,275,531</u>	<u>18.0%</u>	<u>6,786,939</u>
<b>Academic Support</b>				
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
<b>Total Academic Support</b>	<u>2,011</u>	<u>623,220</u>	<u>0.3%</u>	<u>621,209</u>
<b>Student Services</b>				
Salaries	227,743	298,169	76.4%	70,426
Employee benefits	69,430	1,107,075	6.3%	1,037,645
Other Contract Services	51,075	268,471	19.0%	217,396
Material and supplies	95,127	581,218	16.4%	486,091
Conferences and meetings	22,586	58,457	38.6%	35,871
Fixed charges	38,357	100	0.0%	(38,257)
<b>Total Student Services</b>	<u>504,318</u>	<u>2,313,490</u>	<u>21.8%</u>	<u>1,809,172</u>
<b>Public Service/Continuing Education</b>				
Salaries	133,116	205,709	64.7%	72,593
Employee benefits	29,033	295,400	9.8%	266,367
Contractual services	2,124	2,592	81.9%	468
Material and supplies	2,662	3,700	71.9%	1,038
Conferences and meetings	4,584	15,300	30.0%	10,716
<b>Total Public Service/Continuing Education</b>	<u>171,519</u>	<u>522,701</u>	<u>32.8%</u>	<u>351,182</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**

**February 29, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	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>
<b>Institutional Support</b>				
Employee benefits	8	1,300,000	0.0%	1,299,992
Materials and supplies	174,920	336,517	52.0%	161,597
Conferences and meetings	17,696	50,000	35.4%	32,304
Total Institutional Support	<u>192,624</u>	<u>1,686,517</u>	<u>11.4%</u>	<u>1,493,893</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	110,339	123,003	89.7%	12,664
Student grants and scholarships	6,240,823	10,202,321	61.2%	3,961,498
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<u>6,351,162</u>	<u>10,325,324</u>	<u>61.5%</u>	<u>3,974,162</u>
<b>Total Expenditures</b>	<u>\$ 8,710,226</u>	<u>\$ 24,621,783</u>	<u>35.4%</u>	<u>\$ 15,911,557</u>

AUDIT FUND REVENUE AND EXPENDITURES  
February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 53,478	\$ 80,850	66.1%	\$ 27,372
<b>MISCELLANEOUS</b>				
Investment revenue	34	50	68.0%	16
<b>Total Revenue</b>	<b>\$ 53,512</b>	<b>\$ 80,900</b>	<b>66.1%</b>	<b>\$ 27,388</b>
<u>Transfers in</u>	-	15,000	0.0%	15,000
<b>Total Revenue and Transfers in</b>	<b>\$ 53,512</b>	<b>\$ 95,900</b>	<b>55.8%</b>	<b>\$ 42,388</b>
<b>EXPENDITURES</b>				
<u>By Program:</u>				
<b>Institutional Support</b>				
Contractual services	1,600	95,900	1.7%	94,300
<b>Total Expenditures</b>	<b>\$ 1,600</b>	<b>\$ 95,900</b>	<b>1.7%</b>	<b>\$ 94,300</b>



LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES

February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 593,449	\$ 890,400	66.6%	\$ 296,951
<b>MISCELLANEOUS</b>				
Investment revenue	237	100	237.0%	(137)
<b>Total Revenue</b>	<b>\$ 593,686</b>	<b>\$ 890,500</b>	<b>66.7%</b>	<b>\$ 296,814</b>
<b><u>EXPENDITURES</u></b>				
<u>By Program:</u>				
<b>Instruction</b>				
Employee benefits	73,855	135,000	54.7%	61,145
<b>Academic Support</b>				
Employee benefits	9,267	16,500	56.2%	7,233
<b>Student Services</b>				
Employee benefits	17,833	24,500	72.8%	6,667
<b>Public Service/Continuing Education</b>				
Employee benefits	3,329	8,000	41.6%	4,671
<b>Auxiliary Services</b>				
Employee benefits	1,904	4,500	42.3%	2,596
<b>Operations and Maintenance of Plant</b>				
Employee benefits	10,365	21,000	49.4%	10,635
<b>Institutional Support</b>				
Employee benefits	24,363	70,000	34.8%	45,637
Contractual services	160,891	206,000	78.1%	45,109
Other Fixed Charges	352,752	405,000	87.1%	52,248
Total Institutional Support	538,006	681,000	79.0%	142,994
<b>Total Expenditures</b>	<b>\$ 654,559</b>	<b>\$ 890,500</b>	<b>73.5%</b>	<b>\$ 235,941</b>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**

February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 592,346	\$ 640,850	92.4%	\$ 48,504
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	203	100	203.0%	(103)
<b>Total Revenue</b>	<b>592,549</b>	<b>640,950</b>	<b>92.4%</b>	<b>48,401</b>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	484,475	640,950	75.6%	156,475
<b><u>TRANSFERS OUT</u></b>				
	-	-	0.0%	-
<b>Total Expenditures</b>	<b>\$ 484,475</b>	<b>\$ 640,950</b>	<b>75.6%</b>	<b>\$ 156,475</b>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**

February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b>STATE GOVERNMENT</b>				
Capital Development Board	-	2,810,558	0.0%	2,810,558
Total	-	2,810,558	0.0%	2,810,558
<b>OTHER SOURCES</b>				
Bonds		-	0.0%	-
Investment Interest	67,708	-	0.0%	(67,708)
Total	67,708	-	0.0%	(67,708)
<b>TRANSFERS IN</b>				
	\$ -	\$ 1,720,000	0.0%	\$ 1,720,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 67,708</u>	<u>\$ 4,530,558</u>	<u>1.5%</u>	<u>\$ 4,462,850</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	48,203	500,000	9.6%	451,797
Capital outlay	601,348	4,030,558	14.9%	3,429,210
Total Operation and Maintenance of Plant	649,551	4,530,558	14.3%	3,881,007
<b>Total Expenditures</b>	<u>\$ 649,551</u>	<u>\$ 4,530,558</u>	<u>14.3%</u>	<u>\$ 3,881,007</u>

Thank you,



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

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Monday, March 18, 2024 4:03 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.3 for 03/27/2024 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR FEBRUARY 2024 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](mailto:suzanna.raigoza@morton.edu)  
[www.morton.edu](http://www.morton.edu)

**Morton College Treasurer's Report**

Month Ending: February 2024

<b><i>Institution</i></b>	<b><i>Purchased</i></b>	<b><i>Principal</i></b>	<b><i>Rate</i></b>	<b><i>Type</i></b>	<b><i>Maturity</i></b>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$11,489,323.61	0.0100%	TIF Prime Fund	29-Feb-24
	Sum	<u>\$11,489,323.61</u>			
<b><i>Grand Total</i></b>		<b>\$ 11,489,323.61</b>			

**PROPOSED ACTION:**

*That the Board approve the out-of-state travel of Dr. Keith McLaughlin, College President, to attend the NJCAA DII National Women's Basketball Championship in Joplin, MO, from March 17 - 20, 2024, at the approximate cost of \$2,040.67.*

**COST ANALYSIS:**

*Lodging: \$718.63*

*Millage-Round Trip: \$638.20*

*Transportation: \$683.84*

*Total: \$2,040.67*

**ATTACHMENT:**

*None*

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

**PROPOSED ACTION:** Notifying the Board of travel for Keith McLaughlin to the 2024 AACC Conference in Louisville, KY, from April 5 - 9, 2024.

**RATIONALE:** American Association of Community Colleges (AACC) Annual conference creates opportunities to design and solve today's priority challenges and to identify opportunities and innovation to support the country's community college students.

**COST ANALYSIS:** \$2,738.86

**PROPOSED ACTION: That the Board approve Webstaurant membership fees in the amount of \$1,188 for FY24.**

**RATIONALE: Webstaurant provides wholesale prices on many items we regularly need for the nutrition center**

**COST ANALYSIS: \$1,188 (\$99 per month)**



# WebstaurantStore

## Sales Invoice

Order Number	User ID	Date Ordered
94593149	27435331	2/14/2024 at 12:31 AM

Bill To	Ship To	Shipping Method
Christopher Wido Morton College 3801 S Central Ave Cicero, IL 60804-4300	Christopher Wido Morton College 3801 S Central Ave Cicero, IL 60804-4300	Standard

Your Contact	Customer PO	Customer Phone
help@webstaurantstore.com		(331) 302-4610

Item Number	Description	Unit Price	QTY	Est. Tax	Total
100PLUS	WebstaurantPlus Membership	\$99.00	1	\$0.00	\$99.00
<b>Subtotal:</b>					\$99.00
<b>Shipping &amp; Handling:</b>					\$0.00
<b>Estimated Tax:</b>					\$0.00
<b>Total:</b>					\$99.00
<b>Balance Due:</b>					\$0.00
<b>Payment Method: mastercard - XXXX4518 - \$99.00</b>					

### WebstaurantStore

40 Citation Lane  
Lititz, PA 17543  
717-392-7472

Thank you for your business!

Note: The above address is for billing purposes only. For questions regarding returns, visit your account at

<https://www.webstaurantstore.com/myaccount>

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE CONTINUED EXTENDED SERVICES SUPPORT AGREEMENT WITH KONICA FOR THE SERVICES OF THE COLLEGE COPIERS/PRINTERS.

**RATIONALE:**

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

Renew/Add the Konica Lease services support agreement. This Agreement just modifies our current leases of 5 copiers for various departments.

Goals: To continue establishing a support structure to sustain success and improve utilization and efficiencies of the college, which will enhance staff, faculty, and student success.

**COST ANALYSIS:**

\$2392.65/month 60-month TELP lease

**ATTACHMENTS:**

Lease Proposal

# Konica Minolta Business Solutions USA Inc.



# Quotation

KONICA MINOLTA SOLUTIONS USA INC  
DEPT CH19188  
PALATINE IL 60055-9188

**Date:** 3.5.24  
**Quotation #** MC03052024  
**Customer** Morton College

**TAX ID # 1319210089**

*Quotation valid until:* March 28, 2024  
*Prepared by:* Dan Schindler

Morton College  
3801 S. Central Ave.  
Cicero, IL 60804  
Attn: Ruben Ruiz

**Comments or special instructions:** RM239B Color & BW Production Devices, 3 Color MFPs

Description	AMOUNT
New AccurioPress 7120 (see full configuration, adding Folding Unit)	included
New AccurioPress C4070 (see full configuration, adding 3 Bank Paper Deck)	included
New Bizhub C250i Color MFP (Financial Aide OSC)	included
New Bizhub C450i Color MFP (President's Office 220B)	included
New Bizhub C250i Color MFP (IT 215B)	included
	\$7,258.54
<b>*Current Major Account Discounts &amp; Subsidies:</b>	<b>&lt;\$4,765.89&gt;</b>
<b>*Fiscal Year End Discount:</b>	<b>&lt;\$100.00&gt;</b>
<b>*Upon Commencement Lease 500-0574152 (\$2,897/mo) &amp; 500-0581494 (\$125/mo) will be nullified, old machines picked up and returned at no additional charge</b>	
<b>Subtotal:</b>	\$2,392.65
<b>Tax:</b>	Exempt
<b>Total:</b>	\$2,392.65

Add to OneRate all maintenance, parts, OEM toners & staples included:

C250i: \$148/mo/ea.

C450i: \$240/mo/ea.

AccurioPress C4070: \$.039 color/\$.009 bw

AccurioPress 7120: \$.0039

60mo Tax Exempt  
Lease

Dan Schindler  
Education Major Account Executive  
Konica Minolta Business Solutions  
Direct: 630-271-6915  
[dschindler@kmb.s.konicaminolta.us](mailto:dschindler@kmb.s.konicaminolta.us)

**THANK YOU FOR YOUR BUSINESS!**

\*Quote intended for use between Konica Minolta Business Solutions USA Inc. and Morton College exclusively.

**PROPOSED ACTION: THAT THE BOARD APPROVES THE CONTINUED MEMBERSHIP WITH THE ASSOCIATION OF GOVERNING BOARD OF UNIVERSITIES AND COLLEGES (AGB), EFFECTIVE FROM APRIL 1, 2024, TO MARCH 31, 2025, IN THE AMOUNT OF \$4,200.00.**

**RATIONALE: AGB implements best practices in the boardroom and campus and addresses higher education challenges in a larger context.**

**COST ANALYSIS: \$2,940.00**



## AMENDMENT II TO SERVICE AGREEMENT

This Amendment (the "*Amendment II*"), effective as of April 1, 2024 is made by and between Morton College (hereinafter referred to as "*the College*"), with its principal place of business at 3801 S Central Avenue, Cicero, IL 60804 and Cornerstone Government Affairs, Inc. (hereinafter referred to as "*Cornerstone*"), a sub-chapter S corporation duly organized under the laws of the District of Columbia, with its principal place of business at 800 Maine Avenue, SW, 7<sup>th</sup> Floor, Washington, D.C. 20024.

WHEREAS, the College and Cornerstone are Parties to Service Agreement with an effective date of April 1, 2022 (the "*Agreement*"), an Amendment with an effective date of April 1, 2023 (the "*Amendment I*"); and

WHEREAS, the Parties desire to amend the Agreement as set forth herein;

NOW, THEREFORE, the Parties hereby agree as follows:

1. The term of the Agreement shall be extended for twelve (12) months, commencing on April 1, 2024, through March 31, 2025 (the "*Term*").
2. Payment for the additional twelve (12) months shall be made to Cornerstone in twelve (12) payments of fourteen thousand dollars (\$14,000.00) through the Term of the Agreement (the "*Fee*").
3. Except as amended herein, all other terms and conditions of the Agreement remain in full force and effect.

The Parties hereby accept and agree to the terms and conditions of this Amendment.

IN WITNESS WHEREOF, the Parties hereby execute this Amendment and acknowledge that they are authorized to execute same.

**Morton College**

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

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

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

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

**Cornerstone Government Affairs, Inc.**

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

Name: Campbell Kaufman

Title: President

Date: 3/22/2024

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

**PROPOSED ACTION:**

To approve the Independent Contract Agreement between Morton College and Jesse Galeana as Athletic Trainer from 7/1/2023-6/30/2024.

**RATIONALE:**

To provide sports training services to the Morton College athletics teams.

**COST ANALYSIS:**

Amount to not exceed \$66,000

**MORTON COLLEGE  
PART-TIME AND TEMPORARY  
PERSONAL SERVICES AGREEMENT  
(Athletics' Department)**

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is made and effective as of this 1st day of July, 2023 (the "Effective Date") by and between Morton College, Community College District No. 527, an Illinois Community College District ("Morton College" or "Morton" or the "College"), and Jesse Galeana, an individual residing in Illinois ("Independent Contractor"), (collectively, Morton College and Independent Contractor may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

**W I T N E S S E T H:**

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

**Name:** Jesse Galeana  
**Address:** 259 N. Edgewood Ave.      **City:** Wood Dale      **Zip:** 60191  
**Home Phone Number:** N/A  
**Mobile Phone Number:** 847-309-5489  
**Date of Birth:** 10/11/1998  
**Drivers License Number:** G450-4219-8290  
**Full-Time Employer:** No  
**Business Address:** N/A  
**Business Phone Number:** N/A

WHEREAS, Independent Contractor desires to serve as the **Athletic Trainer** ("Trainer") of Morton for the **2023-2024** season under the terms and conditions set forth herein; and

WHEREAS, the Administration of the College has determined that it is in the best interest of Morton to secure the part-time and temporary services of Independent Contractor based on the terms and conditions set forth herein; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:



1. ENGAGEMENT.

- 1.1 Personal Services. Independent Contractor shall provide the personal services of a Trainer on a part-time and temporary basis as described herein.
- 1.2 Status. Nothing herein shall be construed to create an employee / employer relationship between the Parties. Nothing herein shall be construed to create a joint venture / partnership between the Parties. Independent Contractor shall in no way be considered an employee or agent of Morton. Independent Contractor is not entitled to any fringe benefits normally afforded to employees of Morton. Independent Contractor is retained by Morton for a specific purpose. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 1.2 Duties. Independent Contractor shall perform the duties, undertake the responsibilities and exercise the authority as specifically set forth in the description for **Athletic Trainer** attached hereto and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices and all applicable bylaws, rules, policies, and statements of the National Junior College Athletic Association ("NJCAA"), as the same may be updated from time to time. The Independent Contractor shall do mandatory institutional training, including but not limited to Title IX training, as designated by Morton. Independent Contractor shall perform such other duties as are assigned to him/her by the Board, the President of Morton or their respective designees in the Independent Contractor's capacity as a Trainer.
- 1.3 Best Efforts. Independent Contractor agrees that at all times he/she will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from him/her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Independent Contractor shall abide by all policies and decisions made by Morton, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, including those bylaws, rules, policies, and statements of the NJCAA, in addition to the Board's Policies and Procedures. Independent Contractor shall act in the best interests of Morton at all times.

2. **TERM.** The term of Independent Contractor’s personal services Agreement shall commence on the July 1, 2023 (the “Commencement Date”) and shall continue until the June 30, 2024 (“Expiration Date”), unless terminated earlier as provided for herein. Independent Contractor acknowledges that this Agreement for part-time temporary personal services is not a commitment on the part of Morton for future assignment; as such commitment can only be made at a later date based on student participation, exceptional needs, budget considerations and the Independent Contractor’s past performance, among other factors.
3. **RESTRICTIVE COVENANTS.** To the fullest extent of Independent Contractor’s knowledge, Independent Contractor represents and warrants to Morton that Independent Contractor is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Independent Contractor’s acceptance of this personal services Agreement with Morton or the performance of the duties and services hereunder. Independent Contractor shall defend, indemnify and hold harmless Morton for any liability Morton may incur as the result of the existence of any such covenants, obligations or commitments.
4. **REMUNERATION.** Independent Contractor shall receive the following as his/her total remuneration for the Term of the Agreement (stipend): \$ 65,367.00 Said stipend is payable as follows:

1. \$4,867.00	on Friday, July, 28, 2023
2. \$5,500.00	on Friday, August, 25, 2023
3. \$5,500.00	on Friday, September, 29, 2023
4. \$5,500.00	on Friday, October, 27, 2023
5. \$5,500.00	on Friday, November, 17, 2023
6. \$5,500.00	on Friday, December, 22, 2023
7. \$5,500.00	on Friday, January, 26, 2024
8. \$5,500.00	on Friday, February 23, 2024
9. \$5,500.00	on Friday, March 29, 2024
10. \$5,500.00	on Friday, April 26, 2024
11. \$5,500.00	on Friday, May 31, 2024
12. \$5,500.00	on Friday, June 28, 2024

The stipend shall be prorated if the Termination Date is earlier than the Expiration Date.

4.1 **Taxes.** No federal, state and/or local taxes, deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including but not limited to, Social Security, FICA or otherwise, shall be withheld by Morton from payments to Independent Contractor. Independent Contractor understands

*Morton College Personal Services Agreement*

he/she is responsible for the payment of any and all applicable federal, state and/or local taxes, deductions, pensions, contributions, insurance or other costs, payments, taxes or otherwise, including, but not limited to, Social Security, FICA or otherwise, and any other fees which may be levied against him/her in fulfillment of the services requested by the College.

5. TERMINATION.

5.1 Termination by the College. This Agreement may be terminated at any time and for any reason by the President of the College. In such event, the Board shall give the Independent Contractor seven (7) calendar days notice prior to the effective date of the early termination ("Termination Date"). Morton shall only be responsible for paying Independent Contractor his/her prorated stipend through the effective date of the early termination.

5.2 Termination by Independent Contractor for Good Reason. Independent Contractor may terminate his/her personal services Agreement with Good Reason at any time by giving written notice thereof to the President of the College and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Independent Contractor specifically agrees in writing that such event shall not be Good Reason:

- (a) Any material breach of this Agreement by Morton;
- (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Independent Contractor;
- (c) A reduction in Independent Contractor's total cash compensation from those required to be provided under this Agreement or a material delay in payment; or
- (d) Any failure to assign this Agreement to the successor of Morton, unless Independent Contractor and such successor enter into a successor agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the receipt by the President of the College of written notice from Independent Contractor describing in detail the event constituting Good Reason, Morton cures the event constituting Good Reason.

5.3 Termination due to Death. In the event of Independent Contractor's death during the term of this Agreement and while Independent Contractor is providing personal services hereunder, this Agreement shall terminate immediately at the time of Independent Contractor's death and Morton shall pay to Independent Contractor's estate his/her salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within

fourteen (14) calendar days from the date of Independent Contractor's death.

6. **RETURN OF MORTON'S PROPERTY.** At any time upon Morton's request and/or upon termination of Independent Contractor's Agreement with Morton, Independent Contractor shall immediately deliver to Morton all personal property owned by, belonging to or concerning any part of Morton's activities or concerning any part of Independent Contractor's activities relating to Independent Contractor's provision of services to Morton (collectively, the "Property"). The Property is acknowledged by Independent Contractor to be Morton's property, which is only entrusted to Independent Contractor on a temporary basis in his/her capacity as a Coach of Morton.
  
7. **NOTICE.** Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:

Morton College  
Community College District No. 527  
Attn: President  
3801 S. Central Avenue  
Cicero, IL 60804

If to Independent Contractor:

**Jesse Galeana**  
**259 N. Edgewood Ave.**  
**Wood Dale, IL 60191**

8. **FERPA.** Independent Contractor shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding Morton's students.

9. MISCELLANEOUS.

- 9.1 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Independent Contractor acknowledges that he/she has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.2 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.3 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Independent Contractor and Morton or authorized representatives thereof.
- 9.4 Modification. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.5 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.6 No Conflict of Interest. During the term of Independent Contractor's Agreement with Morton and during any period that Independent Contractor is receiving payments from Morton, Independent Contractor must not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with Morton, as may be determined by the Board in its sole discretion. **Independent**

Contractor shall not provide, arrange for, or be involved with the housing of student-athletes in any way except for providing housing contact information to current and prospective student-athletes. If the Board believes a conflict exists during the term of this Agreement, the Board or its designee may ask Independent Contractor to choose to discontinue the other work or cease providing personal services to Morton.

- 9.7 Right to Counsel. Independent Contractor acknowledges that he/she was informed that he/she has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Independent Contractor acknowledges that he/she had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither Morton nor Independent Contractor shall assign their respective interests in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

The remainder of this page is intentionally left blank.

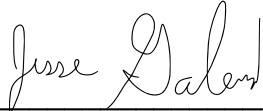
THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this 1st day of July, 2023.

Executed:

\_\_\_\_\_  
President of Morton College

\_\_\_\_\_  
Date



03/20/2024

\_\_\_\_\_  
Independent Contractor

\_\_\_\_\_  
Date

**Updated: 11/7/2014**



**DATE:** 3-18-24

**PROPOSED ACTION:** For the board approve LoDestro Construction to furnish and install markerboards in (9) classrooms.

**RATIONALE:** To furnish and install new markerboards in (9) classrooms, scope includes demo, drywall, painting and new visual display units.

**COST ANALYSIS:** \$31,784.00

**ATTACHMENT:** Bids attached

**MORTON COLLEGE**  
**Idea Paint Replacement**  
2024.03.12

DESCRIPTION	TOTAL COST
<b>Dust Control / Protection of Existing Finishes</b>	<b>\$ 444</b>
Provide floor protection and relocation of desks All work performed on straight time	\$ 444
<b>Demolition</b>	<b>\$ 464</b>
Remove existing chalk shelf and tack strip All work to be performed on straight time	\$ 464
<b>Carpentry</b>	<b>\$ 5,140</b>
Install new markerboard and tack strips All work on straight time	\$ 5,140
<b>Painting</b>	<b>\$ 12,150</b>
Prep and paint over existing markerboard paint. Color to match existing All work performed on straight time	\$ 12,150
<b>Visual Display Units</b>	<b>\$ 11,035</b>
Furnish new 12' markerboards at front of classroom teaching wall.	\$ 11,035
<b>Construction Clean</b>	<b>\$ 444</b>
Provide construction clean at completion of the project All work performed on straight time	\$ 444
<b>Construction Cost</b>	<b>\$ 29,677</b>
General Conditions / Supervision	\$ 1,484
Insurance	\$ 623
Fee	\$ 1,271
<b>Total Cost</b>	<b>\$ 31,784</b>

**CLARIFICATIONS**

Pricing assumes use of Owner's dumpster  
No overtime is included



Hargrave Builders  
 660 Schneider Drive  
 South Elgin, IL. 60177  
 p 847-742-7828

# Invoice

Date	Invoice #
3/10/2023	45879

Bill To
LO Destro Construction Co 211 E Ontario St, Suite 500 Chicago, IL 60611

Project Name / Address
Morton College 3801 S Central Ave Cicero, IL 60804

Project	Due Date
Classroom Upgrade	3/10/2023

Description	Amount
Scope of Work:  Demolition – Remove existing finishes at head wall Open drywall and add blocking Taping and Painting as required Install new markerboards Final Clean	

Web Site
<a href="http://hargravebuilders.com">hargravebuilders.com</a>

<b>Total</b>	34,901.00
--------------	-----------



**R B Construction, Inc.**  
 600 North Villa Avenue  
 Villa Park IL 60181-1771  
 630 279-2800

# Proposal Request

Order#:

Order Date: 3/8/2024

License:

**To: Morton College**  
**3801 South Central Ave**  
**Cicero, IL 60804**

**Project: Visual Display at Classroom**

Plans Attached

Specifications Attached

Ordered By: Alexander Reich

Customer Order:

Description of Work	Amount
Building B Furnish and install new markerboards in (9) classrooms, scope includes demo, drywall, painting and new visual display units	

**Notes**

**Requested Amount of Change**

**36,740.00**

The original Contract Sum was \_\_\_\_\_

Owner: \_\_\_\_\_

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

R B Construction Inc. \_\_\_\_\_

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE BOHM CONSULTING FOR CONSULTING SERVICES FOR PHYSICAL THERAPIST ASSISTANT (PTA) AND NURSING PROGRAMS FOR AN AMOUNT NOT TO EXCEED \$35,000 FOR FY24.

**RATIONALE:** To assist with writing accreditation documents, collecting data and information needed for accreditation reports.

[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:** PTA: not to exceed \$15,000: majority to be paid by Perkins grant  
Nursing: not to exceed \$20,000: all to be paid by Perkins grant

**MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT  
FOR PTA Program Consultant**

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

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804. The IC's principal place of business is located at 15740 S. Central, Olathe, Kansas 66062.

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

**1. TERM OF THE AGREEMENT**

The term of this Agreement shall commence on the July 3, 2023 and end June 30, 2024. IC and CLIENT may mutually agree to extend the contract if needed to ensure compliance with the Commission on Accreditation in Physical Therapy Education (CAPTE) standards for core faculty.

All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

**2. INDEPENDENT CONTRACTOR STATUS**

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

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

**3. LICENSING REQUIREMENTS**

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

**4. TAX RESPONSIBILITIES**

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

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

**5. INSURANCE**

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

## 6. PERFORMANCE OF SERVICES

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

## 7. TIME AND LOCATION OF WORK

IC will remotely perform the services required by this Agreement. Modes of communication include, but are not limited to, email, phone calls, video conferencing, and text messaging. While IC may perform many of the services during evening and weekend hours, all requests for communication or consultation from CLIENT will be responded to no later than the following business day.

The CLIENT may request on-site services of the IC. Payment for on-site visits is outlined in Section 8.

## 8. TERMS OF PAYMENT

In an effort to ensure fairness to all parties, an hourly fee structure will be utilized. The fee will be \$200 per hour for all efforts made by the IC toward the program achieving full compliance with CAPTE Standards and Required Elements, including, but not limited to, material review and revision, as well as communication and consultation with CLIENT faculty and administration. The maximum reimbursed amount under this contract is \$20,000.

IC will at no time provide direct contact information or provide CLIENT as a reference without first receiving permission.

Any materials produced by the IC will remain the intellectual property of the IC. The CLIENT is given permission to utilize the materials for their own purposes including sharing with other programs within Morton College.

Materials developed by the CLIENT will remain the intellectual property of the CLIENT. The IC will seek written permission before sharing the materials with any other individual or CLIENT.

The CLIENT may request an on-site visit from the IC. The IC will be compensated \$2,000 per day for the requested on-site visit. IC will pay all expenses associated with travel.

## 9. PAYROLL AND EMPLOYMENT TAXES

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

## 10. EXPENSES

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

## 11. INDEMNIFICATION

To the extent permitted by law, IC will indemnify protect, defend and hold the College, its trustees, individually and collectively and its affiliates, officers, agents and employees (the "Indemnified Parties") free and harmless for any and

all liabilities, claims, demands, actions, costs, suits or matters arising out of or related to the performance of the work under this Agreement, whether based upon or claimed to be based upon statutory, contractual, tort or other liability of any indemnity hereunder, provided that no party shall be indemnified for claims arising from such party's own negligence. The provisions of this Article shall not be construed to require IC to indemnify any party for or against such party's own negligence. The obligations of IC pursuant to this Article are not to be construed to negate or reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Article. IC's obligation to indemnify the CLIENT shall survive the termination of this Agreement.

## **12. CONFIDENTIALITY**

So long as this Agreement remains in effect, IC may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that IC may develop for itself or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes IC from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT.

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

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

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

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

## **14. NOTICES**

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



If to the CLIENT: Morton College  
3801 South Central Ave. Cicero,  
IL 60804  
Attn.: Office of the President  
Tele. 708-656-8000  
Fax 708-656- 318 6  
Email stan.fields@morton.edu

If to IC: Bohm Consulting, LLC.  
15740 S. Central  
Olathe, Ks 66062  
Tele. 913-206-8068  
Email bohmconsulting@yahoo.com

## 15. MISCELLANEOUS

### A. Construction and Governing Law

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

### B. Headings

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

### C. Facsimile Transmission

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

### D. Non Assignment

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

## 16. TERMINATION

The natural term of this Agreement is from July 3rd, 2023 and end June 30, 2024. However, CLIENT or IC may terminate this Agreement earlier with or without cause upon seven (7) days' written notice to other party. All payment for services rendered must be paid within 30 days of termination.

## 17. PARTIAL INVALIDITY

Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision, to any extent, is found to be invalid or unenforceable, the

remainder of this Agreement or the application of such provisions shall remain in full force and effect without impairment or invalidation.

**18. MODIFICATION IN WRITING**

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

**19. ENTIRE AGREEMENT**

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

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

Client: [Signature]  
Print: [Signature]  
Date: 11/7/23

Independent Contractor: [Signature]  
Print: Tiffany Bohm, P.T., EdD, DPT  
Date: 7/31/23

mv

## **Exhibit A**

### **1. Responsibilities of IC:**

- a. Assist CLIENT with curriculum revision, program assessment process revision, program policy and procedure revision, and completion of necessary CAPTE paperwork for an SSR.
- b. Assist CLIENT with implementation of their Summary of Action plan to increase NPTE pass rates.
- c. Provide mentorship to current Director of Physical Therapist Assistant Program.
- d. Provide communication via electronic or telecommunications with the PTA Program Director, faculty, and administration to answer questions, provide mentoring and guidance for the development and revision of programmatic materials.
- e. Provide invoices for fees after each 10 hours of consultation.
- f. Destroy and delete all accreditation and curriculum materials shared with the IC regarding the program within 60 days after the program completes all compliance reports related to accreditation.

### **2. Responsibilities of the CLIENT:**

- a. Provide documents related to the CLIENT's philosophy, mission, goals and structure.
- b. Provide documents related to program, including curriculum plan, course syllabi, faculty CVs, program assessment plans, and assessment instruments.
- c. Provide documents related to the program SSR and related documents.
- d. Pay fees per the terms delineated above.

**MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT  
FOR Nursing Program Consultant**

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

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804. The IC's principal place of business is located at 15740 S. Central, Olathe, Kansas 66062.

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

**1. TERM OF THE AGREEMENT**

The term of this Agreement shall commence on the **March 1, 2024** and end **June 30, 2024**. IC and CLIENT may mutually agree to extend the contract if needed to ensure preparation for the Accreditation Commission for Education in Nursing (ACEN) reaccreditation visit.

All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

**2. INDEPENDENT CONTRACTOR STATUS**

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

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

**3. LICENSING REQUIREMENTS**

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

**4. TAX RESPONSIBILITIES**

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

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

**5. INSURANCE**

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

## 6. PERFORMANCE OF SERVICES

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

## 7. TIME AND LOCATION OF WORK

IC will perform the majority of services required by this Agreement in a remote fashion. Modes of communication include, but are not limited to, email, phone calls, video conferencing, and text messaging. While IC may perform many of the services during evening and weekend hours, all requests for communication or consultation from CLIENT will be responded to no later than the following business day.

The CLIENT may request on-site services of the IC. Payment for on-site visits is outlined in Section 8.

## 8. TERMS OF PAYMENT

In an effort to ensure fairness to all parties, an hourly fee structure will be utilized. The fee will be **\$200** per hour for all efforts made by the IC toward the program's submission of the ACEN required self-study materials and preparation for the ACEN on-site visit. This includes, but is not limited to, material review and revision, as well as communication and consultation with CLIENT'S faculty and administration. The maximum reimbursed amount under this contract is **\$20,000**.

IC will at no time provide direct contact information or provide CLIENT as a reference without first receiving permission.

Any materials produced by the IC will remain the intellectual property of the IC. The CLIENT is given permission to utilize the materials for their own purposes including sharing with other programs within Morton College.

Materials developed by the CLIENT will remain the intellectual property of the CLIENT. The IC will seek written permission before sharing the materials with any other individual or CLIENT.

The CLIENT may request an on-site visit from the IC. The IC will be compensated **\$2,500** for the first day and **\$2,000** for each additional consecutive day of an on-site visit. This fee provides for up to eight (8) hours of on-site consulting per day, and covers travel expenses incurred by the IC.

## 9. PAYROLL AND EMPLOYMENT TAXES

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

## 10. EXPENSES

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

## **11. INDEMNIFICATION**

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

## **12. CONFIDENTIALITY**

So long as this Agreement remains in effect, IC may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that IC may develop for itself or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes IC from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT.

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

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

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

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vender to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

## 14. NOTICES

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

If to the CLIENT:           Morton College  
3801 South Central Ave.  
Cicero, IL 60804  
Attn.: Office of the President  
Tele. 708-656-8000  
Fax: 708-656-3186  
Email [keith.mclaughlin@morton.edu](mailto:keith.mclaughlin@morton.edu)

If to IC:                       Bohm Consulting, LLC.  
15740 S. Central  
Olathe, Ks 66062  
Tele. 913-206-8068  
Email [tiffany.bohm@morton.edu](mailto:tiffany.bohm@morton.edu)

## 15. MISCELLANEOUS

### A. Construction and Governing Law

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

### B. Headings

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

### C. Facsimile Transmission

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

### D. Non Assignment

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

**16. TERMINATION**

The natural term of this Agreement is from **March 1, 2024** to **June 30, 2024**. However, CLIENT or IC may terminate this Agreement earlier with or without cause upon seven (7) days' written notice to other party. All payment for services rendered must be paid within 30 days of termination.

**17. PARTIAL INVALIDITY**

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

**18. MODIFICATION IN WRITING**

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

**19. ENTIRE AGREEMENT**

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

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

Client: \_\_\_\_\_  
Print: \_\_\_\_\_  
Date: \_\_\_\_\_

Independent Contractor: Tiffany Bohm  
Print: Tiffany Bohm, PT, EdD, DPT  
Date: 2.27.2024



## **Exhibit A**

1. Responsibilities of IC:

- a. Assist CLIENT with creation, review, and/or revision of the ACEN self-study report and required supporting documentation.
- b. Engage in timely communication with the Associate Dean of Nursing, faculty, and administration to answer questions and provide guidance for the development and revision of accreditation materials.
- c. If requested, assist program with preparation for the ACEN on-site visit.
- d. If requested, complete up to three (3) on-site visits.
- e. Provide invoices for fees at least quarterly.
- f. Destroy and delete all materials shared with the IC regarding the program within 60 days after the program completes all requirements associated with the ACEN re-accreditation process.

2. Responsibilities of the CLIENT:

- a. Provide documents related to the CLIENT's philosophy, mission, goals, structure, and adherence to ACEN Standards.
- b. Provide documents related to program, including curriculum plan, course syllabi, faculty CVs, program assessment plans, and assessment instruments.
- c. Provide documents related to the program's self-study report and on-site visit preparation.
- d. Pay fees per the terms delineated in the Agreement.

**DATE:** 3-18-24

**PROPOSED ACTION:** For the board approve Freepoint Energy for the college's electric energy service

**RATIONALE:** Electric Energy Service

**COST ANALYSIS:** \$100,000.00

**ATTACHMENT:**

## **CONFIDENTIAL SETTLEMENT AGREEMENT AND MUTUAL RELEASE**

THIS CONFIDENTIAL SETTLEMENT AGREEMENT AND MUTUAL RELEASE (this “Agreement”) is entered into as of the day of March 27, 2024 (the “Effective Date”), between Community College District 527, Morton College (“MC”) and Demonica Kemper Architects LLC (“DKA”). MC and DKA are collectively referred to herein as the “Parties” and individually as a “Party.”

### **RECITALS**

WHEREAS, DKA alleges it was hired by MC to provide professional architectural and engineering services (the “Contract”) for design, procurement, and construction administration of MC’s new Athletic Field Project (the “Project”) and that, at MC’s request, DKA and its design consultants (the “Design Team”) provided professional services for the Project in the amount of not less than \$864,287.62, for which MC did not pay DKA (the “Fee Claim”), all of which MC denies (hereinafter, the Parties’ “Dispute”).

WHEREAS, the Parties desire to settle all matters between them related to the alleged Contract, the Project, the Design Team, the Fee Claim and the Dispute, under the terms set forth in this Agreement, all with no admission of liability by either Party, as each Party denies liability.

WHEREAS, contemporaneous with execution of this Agreement, the Parties simultaneously signed the attached Assignment of Intellectual Property (the “Assignment”) to convey to MC a limited right to use certain deliverables described in the Assignment (the “Instruments of Service”) developed by the DKA in connection with the Project.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the signatories of the Agreement, the Parties agree as follows:

### **AGREEMENT**

1. Recitals. The Parties incorporate the Recitals set forth above in this Agreement.
2. Payment. In consideration of this Agreement, MC shall pay DKA the sum of Six Hundred Thousand Dollars and Zero Cents (\$600,000.00) in immediately available United States currency (the “Settlement Sum”). The Settlement Sum shall be paid to DKA in one lump sum concurrently with MC’s execution of this Agreement. MC shall make the payment by check made payable to Demonica Kemper Architects LLC and delivered to Demonica Kemper Architects LLC, c/o Dominick Demonica, 125 North Halsted Street, Suite 301, Chicago, Illinois 60661.
3. Mutual Release. Upon receipt of the Settlement Sum in accordance with Paragraph 2, the following applies: The Parties hereby fully, completely, finally, and forever release and discharge the other, including their affiliates, owners, agents, attorneys, consultants, officers, directors, insurers, heirs, successors and assigns of the other, from any and all claims, demands, liens, actions, suits, causes of action, obligations, controversies, debts, costs, attorney’s fees, expenses, damages, judgments, orders and liabilities of whatever kind or nature in law, equity or otherwise, whether now known or unknown, suspected or unsuspected, and whether or not concealed or hidden, which exist, have existed, or may exist, based in any way, directly or indirectly, upon or otherwise relating to or arising from, regarding, or otherwise in any way pertaining to any and all events, activities, matters, actions, failures to act, injuries, circumstances, or facts of any and all types related to the Contract, the Project, the Design Team, the Fee Claim and the Dispute, except for claims related to the enforcement of this Agreement’s terms and obligations, and as otherwise expressly set forth herein.

4. Defense and Indemnity. DKA agrees to indemnify and hold harmless MC from any claims for compensation by other members of the Design Team arising out of or pertaining to any services that Architect or the Design Team performed for the Project before the Effective Date. Notwithstanding anything to the contrary, none of the releases set forth in Paragraph 3, above, nor any part of this Agreement shall, or shall be construed to, invalidate, void, nullify, negate or diminish or limit the right and ability of a Party to enforce its rights under the Agreement or Assignment.

5. Instruments of Service; Limitations on MC Use. If MC or its contractors or its other architects or engineers (or any party acting by, or through, under, or on behalf of MC or its contractors or its other architects or engineer, or as their successors or assigns) uses the Instruments of Service for the Project without DKA's continued professional involvement, or uses them on another project, MC covenants and warrants to DKA and its consultants:

- a. the Instruments of Service shall not be used for any construction unless and until other licensed and similarly credentialed successor design professionals ("Successor Design Professionals"), hired by MC, or its successors or assigns, under written contracts which impose reasonable insurance and standard of care requirements, approve, stamp and seal any part of the Instruments of Service intended to be used for construction, and otherwise comply with all of the State of Illinois' laws and requirements, including without limitation the Architectural Practices Act, 225 ILCS 305/1, et seq., regarding exercise of responsible control over technical architectural and engineering submissions, in addition to complying with all the requirements of any governmental entity with jurisdiction over any project;
- b. MC shall ensure its Successor Design Professionals not rely on past governmental approvals, if any, obtained before the Effective Date with the assistance of Architect or its consultants from any permit or approval-issuing governmental entities, in order to execute any post-Effective Date construction activities, and MC shall ensure its Successor Design Professionals either: (a) re-apply for any such necessary approvals under the license, stamp, and seal of Successor Design Professionals; or (b) provide notice to such governmental entities that DKA and its consultants are no longer involved in the Project, and that MC's Successor Design Professionals shall henceforth be responsible to comply with all requirements of governmental authorities and applicable law, including without limitation exercise of responsible control over technical architectural and engineering submissions; and
- c. MC shall ensure its Successor Design Professionals remove any reference to DKA or its consultants from the title block or any other part of any Instruments of Service or final Instruments of Service which may be submitted for review or approval by any governmental entity with jurisdiction, stamped or sealed by any Successor Design Professional, or otherwise utilized or published in connection with post-Effective Date activities related to, or leading to, any future construction of the Project or any project.

6. Representation and Warranties Relating to MC. MC, and its individual signatory below, represents and warrants it has the full right, power and authority to execute and deliver this Agreement and to perform and satisfy its obligations and duties under this Agreement. The execution, delivery, and performance of this Agreement by MC has been duly and fully authorized and approved by all necessary and appropriate action. This Agreement has been duly executed and delivered by MC.

7. Representation and Warranties Relating to DKA. DKA represents and warrants it has the full right, power and authority to execute and deliver this Agreement and to perform and satisfy its obligations and duties under this Agreement. The execution, delivery, and performance of this Agreement by DKA has been duly and fully authorized and approved by all necessary and appropriate action. This Agreement has been duly executed and delivered by DKA.

8. Choice of Law. The interpretation and enforcement of this Agreement and Assignment shall be governed by the internal law of the State of Illinois, without regard to its choice-of-law rules.

9. Venue. The Parties agree that any dispute arising out of or related to this Agreement or the Assignment shall be brought solely and exclusively in Cook County, Illinois.

10. Entire Agreement. This Agreement and the Assignment are intended to be construed together, as one single instrument, and contain the complete and entire agreement between the Parties. Together they supersede all past correspondence, communications, negotiations and/or agreements, which are merged into the Agreement and the Assignment. There are no additional or prior promises, representations, terms or provisions other than those contained in the Agreement and the Assignment. The Parties agree that the Agreement and the Assignment may be modified only by a written instrument signed by all Parties and that no Party will assert any claim against any other based on any alleged agreement affecting or relating to the terms of this Agreement not in writing and signed by all.

11. No Oral Modifications or Waivers. No term or provision of this Agreement or the Assignment may be waived or modified unless such waiver or modification is in writing and signed by a duly authorized representative of the Party against whom such waiver or modification is sought to be enforced. The failure of a Party to insist upon strict compliance with any of the terms, covenants, or conditions hereof shall not be deemed a waiver of such term, covenant, or condition, nor shall any waiver or relinquishment of any right or power hereunder.

12. Agreement Binding Upon Successors. This Agreement and the Assignment shall be binding upon and inure to the benefit of the Parties and their respective heirs, successors and assigns.

13. Severability. If any clause, term or provision of this Agreement or the Assignment, or the application thereof to any individual, entity or circumstance, shall to any extent be deemed by a court of competent jurisdiction to be invalid or unenforceable, then the remainder of this Agreement and/or the Assignment and the application of such clause, term or provision to individuals, entities or circumstances other than those in respect of which it is invalid and unenforceable, shall not be affected thereby, and shall be valid and be enforced to the fullest extent permitted by law, it being the Parties' and signatories' intent for this Agreement, and their intentions expressed herein, to be enforced the fullest extent possible.

14. Drafting and Ambiguity. This Agreement and the Assignment is deemed to have been drafted jointly by the Parties and any uncertainty or ambiguity shall not be construed for or against any Party as an attribution of drafting to any Party. Paragraph headings used in this Agreement and the Assignment are for convenience only and shall not affect the interpretation of this Agreement or the Assignment.

15. Counterparts. This Agreement and the Assignment may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instruments. For purposes of this Agreement and the Assignment, facsimile and email scanned signatures shall be considered the same, treated in all respects as having the same effect as original signatures, and shall be treated as valid and binding upon the Parties.

16. Attorneys' Fees and Costs. Except as provided herein, each Party shall bear its own past, present, and future attorneys' fees and costs associated with the Contract, the Project, the Design Team, the Fee Claim and the Dispute, and the negotiation and execution of this Agreement and the Assignment.

17. Warranty of Authority. Each individual who affixes their signatures to the signature pages to follow represent, certify, and warrant that he or she is authorized to, and has the power to, execute this Agreement and the Assignment in the capacity indicated so as to make this Agreement and the Assignment binding upon the Party who he or she purports to bind with his or her signature, with no further approval required to bind that Party, and each individual signatory shall be individually liable to the other Party for any breach of this warranty.

18. Attorneys' Fees. In the event a dispute develops over this Agreement or the Assignment, the prevailing Party in any litigation shall be entitled to recover all costs and expenses, including attorneys' fees, incurred in enforcing this Agreement or the Assignment.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the Parties have executed this Agreement as the day and year first above written.

COMMUNITY COLLEGE DISTRICT 527, MORTON COLLEGE

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

DEMONICA KEMPER ARCHITECTS LLC

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

## ASSIGNMENT OF INTELLECTUAL PROPERTY

This Assignment of Intellectual Property (the "Assignment") is entered into as of the day of February 23, 2024 (the "Effective Date"), between Community College District 527, Morton College ("MC") and Demonica Kemper Architects LLC ("DKA"). MC and DKA are collectively referred to herein as the "Parties" and individually as a "Party."

### RECITALS

A. WHEREAS, MC and DKA entered into an understanding (the "Contract") under which DKA provided certain architectural services to further the design and construction of improvements commonly known as new Athletic Field Project (the "Project").

B. WHEREAS, under the Contract, DKA prepared certain studies, surveys, models, sketches, drawings, specifications, and other similar materials (the "Instruments of Service").

C. WHEREAS, MC desires to obtain from DKA, and DKA desires to provide MC with an irrevocable, nonexclusive license to use the portions of DKA's final Instruments of Service, in their final form, that were selected by MC for inclusion in the Project (but not any alternate designs or work product that were not so selected by MC) solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, under the terms set forth below.

### ASSIGNMENT

NOW THEREFORE, in consideration of \$10.00, cash in hand paid, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree:

1. Recitals. The Parties incorporate the Recitals set forth above in this Assignment.
2. Assignment of Intellectual Property. As of the Effective Date, DKA provides MC an irrevocable, nonexclusive license to use the portions of DKA's final Instruments of Service, in their final form, that were prepared by Architect under the Contract, subject to the limitations agreed to by the Parties. Notwithstanding the foregoing, DKA and its consultants shall retain all common law, statutory and other reserved rights, including copyrights in their Instruments of Service (including standard design elements and architectural details that are neither unique to MC or the Project).
3. Delivery. Within ten (10) business days after MC completes its performance under the agreement contemporaneously executed with this Assignment, DKA shall cause its physical work product (163 sheets of drawings and 1,252 pages of specifications in paper and.pdf format) comprising its final Instruments of Service (the complete set of Bid Documents dated April 21, 2023) in their final form (the "Deliverables") to be delivered to MC. DKA may charge, or require the MC to pre-pay, DKA's actual costs of replicating or copying the Deliverables for transmission to MC, estimated to be around \$300, as a condition of delivery of the Deliverables.
4. MC's Obligations. Upon receipt of the Deliverables, MC agrees that before any use of the Instruments of Service for the Project without DKA's continued professional involvement, or any use of them on another project, to: (1) require MC's similarly credentialed licensed architect and engineer successor design professionals (the "Successor Design Professionals") remove DKA's title block and other identifying marks of DKA and its consultants from the Deliverables; and (2) the fullest extent permitted by law, to defend, indemnify and hold DKA and their consultants, and their owners, officers, directors and employees harmless from and against any and all claims, suits, demands, losses and



expenses, including reasonable attorneys' fees, on account of any damage or loss to property or persons, including death, arising out of MC's use of the Deliverables and/or Instruments of Service, as more specifically set forth in another agreement contemporaneously executed with this Assignment.

5. Choice of Law. The interpretation and enforcement of this Assignment shall be governed by the internal law of the State of Illinois, without regard to its choice-of-law rules.

6. Venue. The Parties agree that any dispute arising out of or related to this the Assignment shall be brought solely and exclusively in Cook County, Illinois.

7. Binding. This Assignment and all of its terms and provisions shall be binding upon and inure to the benefit of DKA and its consultants, and their successors and assigns.

8. Entire Agreement. This Assignment, and another agreement contemporaneously executed with this Assignment, represents the entire and integrated agreement between the Parties about DKA's assignment of DKA's intellectual property rights and supersedes all prior negotiations, representations or agreements, either written or oral, between the Parties regarding such assignment. This Assignment may be amended only by written instrument signed by both Parties.

9. Counterparts. This Assignment may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instruments. For purposes of this Assignment, facsimile and email scanned signatures shall be considered the same, treated in all respects as having the same effect as original signatures, and shall be treated as valid and binding upon the Parties.

IN WITNESS WHEREOF, the Parties have executed this Assignment as the day and year first above written.

COMMUNITY COLLEGE DISTRICT 527, MORTON COLLEGE

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

DEMONICA KEMPER ARCHITECTS LLC

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

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

**PROPOSED ACTION:** THAT THE BOARD APPROVES LISA A. MATHELIER FOR A LANE CHANGE FOR THE ADULT EDUCATION DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 16, 2024.

**RATIONALE:** Per the Faculty CBA – Section 4.9.3

**COST ANALYSIS:** New salary per the CBA - \$79,447.00

**ATTACHMENTS:** Lane Change form

# APPLICATION FOR LANE CHANGE

Per Board-Union Agreement, I am requesting a lane change from:

MA 24 \_\_\_\_\_ to MA 36 \_\_\_\_\_  
 Current Lane                      New Lane

+112 total  
 + 2 PGC  
 + 44

(Please check)

- Effective - Fall Term  
 Effective - Spring Term

An official transcript reflecting an earned Doctorate degree has been forwarded to the President's Office for inclusion in my personnel file

All completed documentation, including applicable transcripts, for PGCs has been approved by appropriate Dean and the Provost and is on file with the Office of the Provost

Lisa Mathelier	<i>Lisa Mathelier</i>	2/1/2024
Faculty: Printed Name	Signature	Date

APPROVED FOR LANE CHANGE:

Laurie Cashman	<i>Laurie J Cashman</i>	2/1/2024
Dean: Printed Name	Signature	Date

Keith McLaughlin	<i>Keith McLaughlin</i> <small>Keith McLaughlin (Feb 8, 2024 16:50 CST)</small>	Feb 8, 2024
Provost: Printed Name	Signature	Date

Keith McLaughlin	<i>Keith McLaughlin</i> <small>Keith McLaughlin (Feb 8, 2024 16:50 CST)</small>	Feb 8, 2024
President: Printed Name	Signature	Date

Date sent to HR for processing: \_\_\_\_\_ Date processed by HR: \_\_\_\_\_

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

**PROPOSED ACTION:**

To approve the stipend for Christopher Wido to serve as the Athletics Manager for an interim period from 2/9-7/31/24.

**RATIONALE:**

To assist with managerial and operational responsibilities within the Athletics department. While the vacant positions (3) in the Athletics Department are filled, Christopher Wido will assist in a number of responsibilities (see attachment).

The interim role is in addition to current role of Fitness Center Manager.

**COST ANALYSIS:**

Amount to not exceed \$10,000.

**PROPOSED ACTION: THAT THE BOARD APPROVED THE COURSE FEE CHANGES EFFECTIVE FALL 2024 TERM, AS SUBMITTED.**

**RATIONALE:**

COURSE FEE CHANGES BASED ON COURSE MATERIALS, EQUIPMENT AND SOFTWARE.

**COST ANALYSIS:**

PTA COURSE FEES DECREASED BY \$325  
NURSING COURSE FEES INCREASED BY \$5  
WELDING COURSE FEES DECREASED BY \$600

**ATTACHMENT: COURSE FEES 2024-2025, COURSE FEE CHANGE RATIONALE 24-25**

## PTA Student Fees Fiscal Year 2025

### 1<sup>st</sup> Year Student Fees in FY2025

#### Admission Fees:

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

#### First Semester

PHT 105: Therapeutic Modalities I

- **\$25.00/student**
  - Lab & PPE/Infection Control

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

- **\$25.00/student**
  - Lab & PPE/Infection Control
- **\$169.00/student**
  - PhysioU – PT/PTA Student & Professional Evidence-based guideline software, online; 2-year membership

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

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

PHT 113: Introduction to Disease

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

PHT 114: Fundamentals of Kinesiology I

- **\$25.00/student**
  - Lab & PPE/Infection Control
- **\$100.00/student**
  - Lab Attire for the PTA

#### Second Semester

PHT 115: Fundamentals of Kinesiology II

- **\$25.00/student**
  - Lab & PPE/Infection Control

PHT 117: Patient Management II: Tests & Measures

- **\$25.00/student**
  - Lab & PPE/Infection Control

PHT 122: Therapeutic Exercise

- **\$25.00/student**
  - Lab & PPE/Infection Control

PHT 123: Systems & Interventions I: Ortho

- **\$25.00/student**

- Lab & PPE/Infection Control

PHT 124: Introduction to Clinical Education

- **\$25.00/student**

- Lab/Simulation

PHT 125: Therapeutic Modalities II

- **\$25.00/student**

- Lab & PPE/Infection Control

**\*\*Total 1<sup>st</sup> Year Student Fees FY2023= \$1,063.99/student**

---

## **2<sup>nd</sup> Year Student Fees in FY 2023**

### Third Semester

PHT 212: Systems & Interventions II: Neurology

- **\$25.00/student**

- Lab & PPE/Infection Control

PHT 217: Clinical Affiliation I

- **No Fee**

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

- **\$25.00/student**

- Lab/Simulation & PPE/Infection Control

PHT 219: Special Populations: Pediatrics & Geriatrics

- **\$25.00/student**

- Lab & PPE/Infection Control

### Fourth Semester

PHT 220: Advanced Physical Therapy Techniques

- **\$50.00/student**

- Guest Speakers/Student Experiences/Lab

- **\$79.00/student**

- National Physical Therapy Preparation Exam (PEAT Exam – 2 Exams & Results Review)

PHT 222: Seminar in Health Care Literature

- **No Fee**

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

- **\$215.00/student**

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

PHT 225: Clinical Affiliation II

- **No Fee**

**\*\*Total 2<sup>nd</sup> Year Student Fees FY2023 = \$419.00/student**

---

**\*\*Total Student Fees for entire 2-Year technical phase of PTA Program = \$1,482.99/student**

Rationale: The PTA course fees have decreased by a total of \$325 for the duration of the 2-Year Technical Phase of the Program. The fees for the program have gone from \$1807.99 to \$1482.99. This is due to decreased costs associated with lab fees and a PTA OnHand Clinician Bag. During the pandemic the PTA Program needed to provide students with the required resources to perform interventions in their home environment and purchase a wide range of PPE to maintain precautions. All PTA courses are now being held in-person and the CDC has lifted requirements on the need to wear PPE when indoors. Due to this reason, the total course fees were decreased.

### Nursing Student Fees Fiscal Year 2025

#### **Nursing Student Fees in FY 2025**

NUR107	\$790
NUR108	\$100
NUR110	\$255
NUR115	\$200
NUR119	\$550
NUR202	\$540
NUR219	\$100
NUR220	\$550
NUR224	\$130
<hr/>	
Total	\$3215

#### First Semester

NUR107: Fundamentals I                      \$790 Total/student

- \$100.00/student Lab & PPE
- \$90/student ExamSoft
- \$450/student ATI
- \$150/student Lab bag

NUR108: Fundamentals II    \$100/student

- \$100/student Lab & PPE

NUR110: Clinical Judgment    \$255/student

- \$180.00/student
  - \$20 supplies
  - \$160 online textbook resources
- \$75 CJSim, NextGen Case Studies

#### Second Semester

NUR115: OB/Peds                      \$200/student

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

NUR119: Med Surg I    \$550/student

- \$100.00/student
  - Lab/Simulation & PPE



- \$450/student ATI

**\*\*Total Student Fees First Year students FY 2025 = \$1895/student**

### Third Semester

NUR202: Mental Health \$540/student

- \$90/student ExamSoft
- \$450/student ATI
- \$100.00/student
  - Lab & PPE

NUR219: Med Surg II \$100/student

- \$100.00/student
  - Lab & PPE

### Fourth Semester

NUR220: Med Surg III \$550/student

- \$100.00/student
  - Lab & PPE
  - \$450/student ATI

NUR224: Transition to Practice \$130/student

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

**\*\*Total Student Fees Second Year students FY 2025 = \$1320/student**

### **CNA program**

NUR105: BNAT

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

**\*\*Total Student Fees CNA program FY 2025 = \$200/student**

### **Welding**

I am requesting the course fees be dropped to \$25/course because we will no longer be providing electrodes to the students due to a large amount of waste. The \$25/course fee will only cover metals used in class

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL AFFILIATION AGREEMENT WITH SINAI HEALTH SYSTEMS FOR NURSING STUDENT CLINICALS

**RATIONALE:**

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

**COST ANALYSIS:** NONE

**ATTACHMENT:** FACILITY AGREEMENT AND RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
A CLINICAL AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
SINAI HEALTH SYSTEM**

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

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

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

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

**WHEREAS**, Sinai Health System (“SHS”) is a health care system that delivers a full range of inpatient and outpatient health services 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 SHS 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**, SHS desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; and

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

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

**Section 1. Incorporation of Preambles.**

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

**Section 2. Purpose.**

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with SHS, 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 August 26, 2020.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 27<sup>th</sup> day of March, 2024.

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

Attest:

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

**EXHIBIT A**

**CLINICAL AFFILIATION AGREEMENT**  
**SCHOOLS OF NURSING & HEALTH CAREERS**

**THIS CLINICAL AFFILIATION AGREEMENT** is entered into as of the 31st day of January, 2024, by and between the Sinai Health System Departments of Nursing located at Mount Sinai Hospital, Schwab Rehabilitation Hospital and Holy Cross Hospital ("Facility") and Morton College ("School").

**RECITALS:**

**WHEREAS**, School operates a nursing and health career education program for students ("Clinical Education Program" or "Program") and desires to work with Facility to afford students the opportunity to have practical learning and clinical observation at Facility in connection with students of School participating in the Program; and

**WHEREAS**, it is to the mutual benefit of both School and Facility that students have opportunities for practical learning and clinical education and, whenever feasible, joint research activities pursuant to the Program, and School desires to utilize various Facility sites and facilities (listed in the attached EXHIBIT B) that may be available for the purpose of providing such practical learning and clinical experiences for students of School participating in the Program.; and

**WHEREAS**, Facility recognizes the need for the educational development of such students and desires to work with School to provide practical learning and clinical observation to such students at Facility.

**AGREEMENTS:**

**NOW, THEREFORE**, in consideration of the Recitals and mutual agreements that follow, the parties agree to the following terms and conditions:

**A. SCHOOL RESPONSIBILITIES**

1. 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 Facility only those students who have satisfactorily completed the prerequisite didactic portion of School's curriculum. School will provide Facility a statement of the philosophy and objectives of the Nursing or Health Careers Department and a current course description as set forth in School's catalog.

2. School shall require that each student participating in the Program at Facility carry health insurance. Proof of health insurance will be kept on file by the School and will be made available upon request to the Facility.

3. School shall procure and maintain at its expense at all times during the term of the Agreement and on an occurrence basis if possible professional and commercial general liability insurance or self-insure, to cover School, its officers, agents, faculty and employees in the minimum amount of \$1 million per occurrence and \$3 million in annual aggregate. In addition, School shall ensure that each student participating in the Program either maintains or is covered by the School's professional liability insurance in the minimum amounts of \$1 million per occurrence and \$3 million in annual aggregate on an occurrence basis. School shall provide evidence of such coverage to Facility upon execution of this Agreement and annually thereafter. Each policy of insurance shall require thirty (30) days advance notice to Facility prior to any material change in or termination of such coverage, and if commercially purchased shall be issued by one or more insurance companies rated "A" or better. Facility should be named as an additional insured on such policies. Should any of the above insurance requirements be met through the provision of coverage on a "claims-made" basis, School and/or student, as applicable, shall purchase an extended reporting period endorsement such that occurrences arising out of the clinical experience under this Agreement which give rise to claims made after the expiration or termination of this Agreement shall be covered.

4. School shall designate one of its faculty to coordinate the Program on behalf of School and act as the liaison to Facility. The assignment to be undertaken by the students participating in the Clinical Education Program will be mutually arranged by the parties and a continuous exchange of information will be maintained by on-site visits when practical and by letter, e-mail or telephone otherwise. School faculty is responsible for supervising the students while at Facility. School shall assign faculty members who are licensed to practice nursing or the appropriate health career in Illinois to instruct and supervise students while on rotation at Facility. On-site instruction and supervision is required at all times with the exception of leadership role transition "Capstone" programs. Off-site supervision for Capstone students is considered and granted on an individual basis. The off-site supervision plan is listed on the Scope of Service Document of the Schools of Nursing and Health Careers Affiliation Addendum which is attached hereto as EXHIBIT C and incorporated in this Agreement ("Addendum").

5. School shall inform each student that he or she will be required to sign a statement during orientation at Facility agreeing to certain specific terms of the assignment to Facility. The student statement form is attached hereto as EXHIBIT A and made a part hereof.

6. School and its faculty and students providing services hereunder shall, to the extent relevant, comply with The Joint Commission or other accrediting entity standards and, upon request of Facility, shall cooperate in any survey conducted by The Joint Commission or a similar accrediting body at Facility.

7. School shall immediately notify Facility if any of its participating faculty or students are excluded from, or otherwise sanctioned by, any federal or state healthcare plan or program. Further, School shall notify each student prior to his/her arrival that he/she is responsible for:



- (a) Following all administrative and clinical policies, standards, and practices of the Facility.
- (b) Obtaining medical care at his/her own expense for any injuries sustained as a direct or indirect result of their affiliation with the Facility.
- (c) His/her own transportation and living arrangements.
- (d) Reporting to the Facility on time and following all established policies and procedures during the regularly scheduled operating hours of the Facility.
- (e) Conforming to the standards and practices established by the School while functioning at the Facility.
- (f) Obtaining prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- (g) Meeting 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 The Joint Commission.

8. School will adhere to the requirements, policies and procedures described in the Facility's Schools of Nursing and Health Careers Affiliation Addendum attached hereto and incorporated into this Agreement, including, but not limited to, ensuring that prior to the student's rotation at Facility the student has completed the health screen, drug testing and criminal background check as described in the Addendum.

## **B. FACILITY RESPONSIBILITIES/RIGHTS**

1. Facility shall make the appropriate facilities available to School and its students in order to provide a supervised clinical experience to students in the program. Such facilities shall include an environment conducive to learning as intended by the terms of this Agreement and conforming to customary Facility procedures.

2. Facility may, upon consultation with School, cancel the clinical placement of any student whose performance is unsatisfactory, whose personal characteristics prevent desirable relationships within Facility or whose health status is a detriment to the student's successful completion of the Clinical Education Program. Facility shall provide a written record of the cancellation to School following the consultation.

3. Facility may immediately remove any student or member of School's faculty from its premises for behavior that Facility, in its sole discretion, deems to be an immediate threat to the health or welfare of Facility or its patients, employees, staff or visitors or hospital operations. In

such event, Facility shall notify School of its actions as soon as practicable thereafter. Facility shall have no obligation to School or any student or faculty member summarily removed pursuant to this section.

4. In the event any student or School faculty becomes ill, injured or is improperly exposed to hazardous materials while on Facility's premises, Facility shall, upon the request of such student or faculty or as is appropriate in an emergency, provide or arrange for the provision of necessary immediate or emergent care. However, all students or faculty who receive medical care on Facility's premises shall be responsible for the cost of such care unless the law or Facility's policies provides otherwise.

5. Facility shall designate and submit in writing to School, the name of a person to be responsible for the Clinical Education Program at Facility. That person shall be called Coordinator of Clinical Education, and shall maintain contact with School's designated liaison to assure mutual participation in and oversight of the Program.

6. Facility shall notify School in writing of any change of the Coordinator of Clinical Education.

7. Facility shall provide a planned, supervised program of clinical experience as specified in the most recent outline of the Clinical Education Program as agreed to by the parties. Students shall perform services for patients only when under the supervision of appropriately credentialed School faculty or appropriate Hospital personnel.

8. Facility shall, on reasonable advance request, permit School or any agencies responsible for approving School or accrediting its curriculum to inspect Facility's clinical facilities, services available for clinical experiences, students' records, and such other items reasonably pertaining to the Clinical Education Program.

9. Facility shall, at the commencement of a student's placement, provide the student with an orientation of Facility and its administrative policies, rules, regulations, standards and practices relevant to the clinical placement.

10. Facility may provide each student with a name tag identifying him or her as a student of School, which name tag shall be worn at all times when Student is participating in the Program at Facility's premises.

11. Facility shall protect student records in accordance with the Family and Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as applicable to Facility.

12. Facility shall obtain and maintain appropriate professional liability, commercial general liability, workers' compensation and employer's liability coverage in accordance with the

minimum amounts required from time to time by applicable federal and state laws and regulations, but at no time shall the terms or coverage amounts of Facility's professional liability insurance be less than \$1 million per claim and \$3 million in the aggregate. School may request evidence of insurance from Facility and Facility shall provide such evidence to School in a timely manner.

**C. JOINT RESPONSIBILITIES**

1. The beginning dates and length of the Program shall be agreed upon by the parties.
2. The period of time for each student's clinical education shall be agreed upon at least one month before the beginning of the Clinical Education Program.
3. The number of students eligible to participate in the Clinical Education Program shall be agreed to by the parties and may be altered by agreement. Facility reserves the right, in its sole discretion, to limit the number of students participating in the Clinical Education Program at any one time.
4. Neither party shall discriminate against a student considered for or enrolled in the Program on the basis of race, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability unrelated to the ability to participate in the Program, unfavorable discharge from the military service, or any other legally protected category. In addition, the parties shall comply with all applicable laws, statutes and ordinances and all amendments thereto relating to the performance of services hereunder. These include: all federal, state or local statutes, laws, ordinances or regulations relating to conditions of employment, including without limitation, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Employee Retirement Income Security Act, Rehabilitation Act of 1973, Family Medical and Leave Act, the Fair Labor Standards Act, the Immigration and Reform Control Act of 1986, National Labor Relations Act, the American with Disabilities Act, Executive Order 11246, Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 USC §4212, applicable requirements of 41 CFR, §§ 60-1.4(a)(7), 60-250.5 and 60-741.5, and the Illinois Human Rights Act; all laws relating to safety and health in the workplace, including without limitation, Occupational Safety and Health Act of 1970; all laws relating to the payment of employee and employer taxes for and on behalf of employees, including without limitation, Internal Revenue Code, Illinois Unemployment Insurance Act, Illinois Worker's Compensation Act, and all applicable home rule taxes; and all laws relating to the delivery of health care, including without limitation, Medicare and Medicaid, False Claims Act, Fraud and Abuse amendments and Health Insurance Portability and Accountability Act.
5. Methods for evaluating the clinical experience of the students will be agreed to by the parties. Regular communication will be maintained by appropriate School and Facility staff for the purpose of reviewing and evaluating current clinical experiences being offered to students.

6. The parties shall assist one another in maintaining the standards necessary for School or its Clinical Education Program to be and remain eligible for accreditation by the appropriate agency or body.

7. Subject to the applicable terms and conditions and limitations of the Illinois Court of Claim Act and/or the State of Illinois Employee Indemnification Act, each party (“Indemnifying Party”) agrees to indemnify the other party, its directors, officers, employees, and agents (the “Indemnified Party”) from and against any and all claims, suits, damages, fines, penalties, liabilities and expenses (including reasonable attorney's fees and court costs) resulting from or arising out of, any and all wrongful or negligent acts or omissions by the Indemnifying Party or any of its directors, officers, employees, or agents pertaining to the services hereunder. This provision shall survive cancellation, termination or expiration of this Agreement.

#### **D. TERM AND TERMINATION**

The term of this Agreement will commence on August 1<sup>st</sup>, 2024 and terminate on July 31, 2028. Either Party to this Agreement may terminate the Agreement earlier without cause upon ninety (90) days prior written notice to the other party. Should notice of termination be given, students currently participating in the Program at Facility shall be permitted to complete the remainder of the current Program at Facility.

#### **E. NOTICES**

All notices required under this Agreement must be sent by electronic, registered or certified mail properly addressed, postage pre-paid, return receipt requested or by electronic, expedited or personal delivery to the addresses provided by the parties from time to time. For notices sent to Facility, copies must also be sent to General Counsel, Sinai Health System, California Avenue at 15<sup>th</sup> Street, Suite F104, Chicago, Illinois 60608. For notices sent to School, copies must also be sent to School Counsel, Del Galdo Law Group, LLC, 1440 South Harlem Ave., Berwyn, Illinois 60402.

#### **F. CONFIDENTIALITY/HIPAA**

1. In the course of providing services hereunder, the parties may gain access to certain information that is either confidential or proprietary in nature, unauthorized disclosure of which could cause irreparable damage to either party. The parties therefore agree that all confidential or proprietary information, including patient or student information, is “Confidential” and shall remain so during the term of this Agreement and thereafter. Each party agrees that they will hold in strict confidence and will cause their respective employees, staff, faculty and students not to use or disclose to any other person, firm, corporation or other entity, any Confidential information about one another and their respective employees, agents, patients or students except with the prior written authorization of the affected party, patient or patient’s representative or student, or as required by law or order of a court of competent jurisdiction.

2. Each party agrees to comply with all relevant rules and regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and to cause their respective officers, directors, employees, agents and students to comply with such rules and regulations. This Agreement shall be amended if necessary to fully comply with any and all amendments to HIPAA's rules and regulations and if the parties cannot agree on such amendments that, in Facility's reasonable opinion, would bring this Agreement into full HIPAA compliance or if any party determines that compliance would be too costly, then this Agreement may be terminated by that party.

#### **G. INDEPENDENT CONTRACTORS**

In the performance of all work, duties and obligations hereunder, School and Facility are at all times acting as independent contractors and neither of them nor their respective employees, students, faculty or staff shall be or claim to be the employee, agent, servant or joint employee of the other, for any purpose whatsoever. In particular, Facility shall not owe or be required to pay to or on behalf of any School staff or student any compensation in the nature of salary, vacation, disability or other benefits and insurance, including, without limitation, the payment or withholding of federal or state employment taxes, and/or Workers' Compensation, and/or unemployment taxes, insurance and/or benefits.

#### **H. 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. 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.

3. 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.

4. Entire Agreement/Modifications. This document, including all attachments and the Addendum, shall be the entire understanding and agreement between the parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein, are superseded hereby.

5. Amendments and Waivers. This Agreement may not be amended, modified, altered, supplemented or changed in any way and no provision may be waived except in writing, signed by the parties and attached hereto as an amendment. Facility may update the Addendum from time to time and any such update will be provided to School and shall be effective upon receipt.

6. Assignment. Neither School nor Facility may assign this Agreement, in whole or in part, without the prior written consent of the other party, except that Facility may assign this agreement to any of its corporate affiliates now existing or organized in the future.

7. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of law provisions. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Illinois and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

8. 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.

9. Agreement Binding on Parties, Successors and Assigns. This Agreement shall be binding upon School and Facility, their successors, employees, agents and assigns, during the term of this Agreement.

10. 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.

11. COVID-19 procedures: School acknowledges/understands/agrees that Facility provides care and services to patients that may have or do have COVID-19 and that there is an increased risk of exposure to COVID-19 to anyone who visits/enters the Hospital. Accordingly,

- School understands both the known and potential dangers of COVID-19 exposure;
- School acknowledges that, despite the Facility's efforts to mitigate such dangers, a visit to the Facility may result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death; and
- School agrees that its students must abide by Hospital's infection control policies and protocols including but not limited to: (1) completing a health screening prior to entrance; (2) performing hand hygiene; (3) wearing a face covering at all times; (4) social distancing with the exception of time spent performing patient care; and (5) notifying the Facility immediately upon becoming symptomatic or testing positive for COVID-19 within fourteen (14) days of hospital access.

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[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE**

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

Facility: Sinai Health System Departments of Nursing located at Mount Sinai Hospital, Schwab Rehabilitation Hospital and Holy Cross Hospital

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

Its: \_\_\_\_\_

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

School: Morton College

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

Its: \_\_\_\_\_

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

**Exhibit A**  
**Sinai Health System (SHS)**  
**Student Confidentiality Agreement**

A copy of each Student's signed Agreement shall be maintained by SHS Facility Coordinator of Clinical Education throughout the term of this Agreement and for a period no less than four (4) years thereafter.

I, the undersigned student at \_\_\_\_\_  
(School) hereby agree to the following as conditions to my clinical placement at Sinai Health System Facility (please select):

- Mount Sinai Hospital
- Holy Cross Hospital
- Schwab Rehabilitation Hospital

1. I have submitted to a physical examination, testing and vaccinations in accordance with the policies of School and SHS Facility;
2. I have been or will agree to be trained in infection control and occupational exposure risk and reduction in compliance with OSHA's blood borne pathogen and tuberculosis regulations and guidelines;
3. I have procured adequate health insurance coverage. Such coverage must be maintained for the duration of my participation in the clinical placement and a copy of the insurance has been or will be provided to School prior to the first day of my assignment to SHS Facility and will be made available to SHS upon request. I understand that I am responsible for my own medical care, transportation and/or living arrangements;
4. I understand that I am not an employee, agent, or servant of SHS for any purposes whatsoever including, but not limited to, workers' compensation and/or unemployment insurance benefits;
5. As a condition of my relations with SHS, I agree to abide by SHS Facility's privacy policies, with federal and state laws governing confidentiality of a patient's Protected Health Information (PHI). PHI is any health information that can be used to identify a patient and relates to health care services provided to the patient, or payment for those services. PHI includes: 1) All medical records and other information which identifies that patient, including demographics, medical and financial information; and 2) information in any form whether electronic, paper or spoken. I understand that all identifiable patient information, including without limitation the name of a patient and the fact that he or she is being treated by SHS, is confidential and may not be disclosed by me except where it is necessary to the treatment of a patient and then only to a member of the treatment team. I may not copy or maintain any such confidential patient information, in either hard copy or electronic form, except for the purposes of the Program and if I improperly or inadvertently violate this obligation, I shall



immediately report the violation to my supervisor at Facility and either tender the copies to that person or destroy them. I also understand that any failure to comply with these confidentiality provisions may result in my immediate termination from the Program. These obligations shall survive termination of this Agreement;

6. I shall report to Facility on time on the days scheduled and shall comply with all relevant Facility policies, procedures, rules and regulations, including without limitation, Facility's drug-free and smoke-free workplace policies, infection control practices and fire and safety regulations, and I agree to participate, if requested, in relevant Facility sponsored programs relating to patient care issues, quality control and utilization reviews;
7. I shall obtain prior written approval of SHS, Facility and School before publishing any material relating to the clinical education experience;
8. I shall conform to the relevant standards and practices of School while training in Facility so long as those standards and practices do not contradict those of Facility;
9. I shall provide at my cost necessary and appropriate uniforms if required by Facility, transportation and living arrangements;
10. I will not be and shall not claim to be an employee, agent or servant of Facility and while on Facility's premises I will wear the name tag required by Facility identifying me as a student of School;
11. I will have the status of student while at Facility and I may not replace Facility staff, or render patient care or service except as identified for educational value and delineated in the educational program as agreed to by School and Facility. Any direct contact between me and a patient shall be under the proximate supervision of a member of the staff of Facility;
12. I will be responsible for the cost of any medical care that I may receive at Facility unless the law or Facility's policies provide otherwise; and
13. I have submitted to a criminal background check. I understand that Facility may cancel my clinical placement if it determines that I have been convicted of a felony or criminal misdemeanor that could reasonably be expected to impact the health, safety or welfare of Facility or its patients, employees, staff, visitors or assets or I am known to be a drug trafficker or terrorist. All background checks shall be conducted in strict compliance with relevant policies and Illinois law.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**EXHIBIT B**

**Program Sites**

**Mount Sinai Hospital**

1500 South Fairfield Avenue  
Chicago, Illinois 60608  
773.542.2000

**Holy Cross Hospital**

2701 West 68<sup>th</sup> Street  
Chicago, Illinois 60629  
773.884.9000

**Schwab Rehabilitation Hospital**

1401 South California Avenue  
Chicago, Illinois 60608  
773.522.2010

**EXHIBIT C**

[Addendum, attached]

# Sinai Health System (SHS)

Mount Sinai Hospital  
Schwab Rehabilitation Hospital  
Holy Cross Hospital

Clinical Affiliation Agreement with  
Schools of Nursing and Health Careers

Addendum A  
Clinical Rotations

2024

Department of Nursing Education & Quality

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## Section I. Overview and Contact Information

### Overview

Mount Sinai Hospital, Holy Cross Hospital and Schwab Rehabilitation Hospital are all part of Sinai Health System (SHS), sharing a mission of caring for many of Chicago's most economically challenged communities by providing essential access to high quality and compassionate healthcare and social services. Sinai Health System has over 4,000 caregivers and 800 physicians on its various hospital medical staffs, over 600 licensed beds, 100,000+ annual emergency department visits and 8 physician residency training programs; the combined service areas include a total of 1.5 million people on Chicago's southwest side.

- Mount Sinai Hospital serves the near west and southwest urban neighborhoods of Chicago. Mount Sinai is one of four Level I trauma centers in the city. Sinai has a Level III Neonatal ICU, which provides the highest level of care for fragile newborns, and Level IV LDR/OB department.
- Holy Cross Hospital provides a wide range of emergency, critical care and mental health services for neighborhoods further south.
- Schwab Rehabilitation Hospital is the only rehabilitation facility in the Chicago area accredited by both the Joint Commission and CARF in the disease-specific area of stroke; Schwab's intensive 102-bed inpatient and outpatient programs offer state-of-the-art equipment and outperform national and regional benchmarks.

Mount Sinai Hospital, Schwab Rehabilitation Hospital and Holy Cross Hospital support ongoing education and training of nursing and health career students. This addendum, which may be updated from time to time, outlines expectations of the shared hospital/nursing and health career student experience and provides guidelines to ensure clarity in the educational partnership. Our hope is that the procedures outlined within this addendum will ease matriculation of the clinical affiliations.

### Contact Information for Mount Sinai Hospital, Holy Cross Hospital and Schwab Rehabilitation Hospital

For all inquiries about clinical rotations, contact the following staff in the Department of Nursing Education and Professional Practice:

John Coughlin, Coordinator  
Nursing Education and Professional Practice  
Mount Sinai Hospital  
California Ave. at 15<sup>th</sup> St., Room NR-443  
Chicago, IL 60608  
773-257-1987  
[John.Coughlin@sinai.org](mailto:John.Coughlin@sinai.org)

Caitlin Schweer, MSN, RN, CCRN  
Systems Nurse Educator, Nursing Professional Development  
Mount Sinai Hospital  
California Ave. at 15<sup>th</sup> St., Room NR-447  
Chicago, IL 60608  
773-257-1173  
[Caitlin.Schweer@sinai.org](mailto:Caitlin.Schweer@sinai.org)

## Section II. Student Placements

### Student Cohort and Immersion Placements and Fees:

The number of students allowed in clinical rotations on each unit during usual academic calendar terms is based on the scope of practice, the presence or absence of supervision provided by the school and the ability of the unit staff to support the educational effort, with limits set forth below. For each nursing student in final Capstone/Immersion/Externship rotations, Sinai will bill the School a fee of \$1 per clinical hour (e.g., \$144 for a 144 hour immersion rotation). This fee supports stipends for preceptors and continuing education support for Sinai nurses. Sinai at its sole discretion may waive this fee from time to time.

### MOUNT SINAI HOSPITAL

#### Students in accredited ADN, BSN, MSN Programs

(Daily on-site clinical supervision is required)

Unit	Daily Cohort Limit	Immersion per quarter
<b>2 North</b> (General Surgical)	7	3
<b>3 North</b> (Telemetry)	7	3
<b>5 North</b> (Telemetry, Medical Stepdown)	7	3
<b>6 North</b> (General Medicine/Oncology)	7	3
<b>L&amp;D, M/B, NICU</b> (OB, no PEDS)	7	4
<b>OR</b> (Immersion)	4	6
<b>PACU</b> (Immersion)	NA	1
<b>CCU/MICU</b> (Critical Care, Immersion)	7	3
<b>SICU</b> (Critical Care, Immersion)		3
<b>Surgical Stepdown</b> (Critical Care, Immersion)		1
<b>ED</b> (Critical Care, Immersion)		3
<b>Wound/Ostomy Care</b> (Immersion)		1
<b>Psychiatric Inpatient</b>	5	1

#### BSN/MSN Capstone/Internship/Immersion Students

(Daily on-site supervision not required)

- Off-site supervision expectations are individualized and outlined at the time of scheduling.
- Students can spend up to 200 hours working with assigned staff to obtain an immersion experience;
- SHS/Mount Sinai Hospital Department of Nursing encourages this student/staff partnership experience. Arrangements to support this affiliation will be considered upon request.

### SCHWAB REHABILITATION HOSPITAL

**RN/LPN/CNA Students** (Daily on-site clinical supervision is required)

Unit	Cohort Limit
<b>2 South</b> (Stroke)	4
<b>3 South</b> (Subacute)	4
<b>3 Southeast</b> (SCI)	4
<b>3 Southwest</b> (BI)	4

**BSN/MSN Immersion/Capstone Students** (Daily on-site supervision required by preceptor)

- Capstone/Internship students are Senior- or Graduate-level students;
- Off site supervision expectations are individualized and outlined at the time of scheduling.
- Typically the student spends 4-6 weeks working with a single staff nurse to obtain an ‘immersion’ experience.
- SHS/Schwab Rehabilitation Hospital encourages this student/staff nurse partnership experience. Arrangements to support this affiliation will be considered upon request.

**HOLY CROSS HOSPITAL**

**Students in accredited ADN, BSN, MSN Programs**

(Daily on-site clinical supervision is required by instructor or preceptor)

Unit	Daily Cohort Limit	Immersion per quarter
1 – ED (Critical Care, Immersion)	7	3
2 – ICU-SICU (Critical Care, Immersion)		2
3 – Detox, Psych (Capstone placements)	5	1
5 – Med/Surg/Tele	7	4
6 – Wound/Ostomy Care (Capstone placements)	NA	1

**RN Capstone/Internship/Immersion Students**

(Daily on-site supervision required by preceptor)

- Off-site supervision expectations are individualized and outlined at the time of scheduling;
- RN students can spend up to 200 hours working with assigned staff to obtain an immersion experience.
- SHS/Holy Cross Hospital encourages this student/staff partnership experience. Arrangements to support this affiliation will be considered upon request;
- Holy Cross leadership rotations may involve a management rotation supported by the leadership at Holy Cross; Individual schedules will be designed so the student rotates through key management roles and projects.

**DNP Students**

**Students in accredited DNP/PhD Programs:**

Where feasible, projects may be designed that meet criteria required for Doctoral Nursing programs. Contact the individuals listed on page 1 of this Addendum for consideration.



## Section III. Procedure for Scheduling Student Affiliate Experiences

### Procedure for Scheduling Student Affiliate Experiences

- A. A signed, current **Sinai Health System Clinical Affiliation Agreement** must be on file with the SHS Department of Nursing Education and Professional Practice.
- B. A current, acceptable, Certificate of Liability Insurance must be on file in the SHS Department of Nursing Education and Professional Practice.
- C. The School will keep on file and have available upon request the status or findings of the following procedures, tests or clearances for students and instructors participating in SHS clinical rotations:

Annual Tuberculosis Skin Test	If history of positive TST, individual must be evaluated by their health care provider concerning signs and symptoms of illness possibly related to tuberculosis, including unexplained fever, cough, weight loss and night sweats. For individuals with a previous documented history of positive TST, a baseline Chest x-ray within the past two years is required.
Measles (Rubeola) & Rubella	Antibody titers indicating immunity to measles and rubella must be provided. It is advised that the health care personnel have immunity to mumps
Mumps Titer	Employee Health will accept proof of 2 MMR's and 2 Varicella vaccines in place of the titer.
Hepatitis B Immunity	It is strongly advised by CDC and Sinai Health System that health care personnel have immunity to Hepatitis B. Hepatitis B Surface Antibody titers are required post immunization to prove immunity. If Hepatitis B Surface Antibody titer is negative, Hepatitis B surface Antigen is required.
Varicella	It is required that health care personnel have immunity to Varicella
Tetanus	TDAP recommended for Healthcare workers with pediatric exposure
Annual Respiratory Fit Testing	N-95 Respirator fit testing is required for SHS nursing staff. Students are not placed with patients in situations that would require fit testing.
Drug Screen	A negative five panel drug screen to include screening for marijuana, amphetamines, narcotics, PCP and Cocaine. A student with positive findings may not participate in a clinical rotation at SHS Facilities.
Criminal Background Check	A criminal background check in accordance with the Illinois Health Care Worker Background Check Act is to be performed at the time of matriculation into the School program. A student with positive findings may not participate in a clinical rotation at SHS Facilities.
Influenza, COVID	It is required that health care personnel have received the current influenza vaccine during flu season as well as a current COVID vaccination. A written attestation from the School is required prior to the start of the clinical rotation.

- D. The School will keep on file and have available upon request the resume and qualifications of the Clinical Instructors assigned rotations at SHS Facilities.
- E. To facilitate approval of a clinical rotations at SHS Facilities, the School will submit in writing prior to the desired clinical start date:
  - Type of student (MSN/BSN/ADN/LPN/NP/Tech/other)
  - Level of student (first year, second year, junior/senior, graduate)
  - Number and names of students per rotation
  - Area/unit(s) requested
  - Instructor name and email
  - On campus start and end dates
- F. Once the clinical affiliation request(s) has/have been approved, SHS Department of Nursing Education and Professional Practice will provide to the School a written confirmation.

## Section IV. Clinical Affiliation Orientation Process

### Clinical Affiliation Orientation Process

1. Prior to starting a Clinical Rotation it is the responsibility of the Clinical Instructor to:
  - a. Ensure students' completion of the SHS Facility's Student Orientation.
  - b. Provide the SHS Facility Coordinator of Nursing Education with a copy of the Student Orientation Attendance Roster.
  - c. Provide copies of the signed Clinical Affiliation Agreement Exhibit A.
  - d. Provide the Scope of Practice Directive Form for the student/cohort prior to the beginning of the rotation.
  - e. Communicate and meet as needed with the SHS Facility Coordinator of Nursing Education to discuss the goals and objectives for the student affiliation experience.
  - f. Arrange to pick up any student identification badges.
  - g. Arrange for student parking.
  
2. Daily expectations for Clinical Rotations:
  - a. The Clinical Instructor will make patient/student assignments in coordination with the Unit Charge Nurse/PCC/Manager to ensure an optimal shared experience.
  - b. The Clinical Instructor will write and post daily assignments using the SHS Assignment Roster.
  - c. The Clinical Instructor will provide on-unit supervision of students.  
**Note: On-site clinical supervision is not required for Capstone/Internship/NP and some Health Career placements.**
  
3. Rotation completion  
:
  - a. Following each rotation it is expected that the Clinical Instructor communicate or meet as needed with the Unit Director/Manager and/or the SHS Facility Coordinator of Nursing Education to debrief about the term and highlight the successes or barriers to the student experience.
  - b. The Clinical Instructor will have his/her students complete the Post-Clinical Evaluation Form.
  - c. Completed copies of the Post-Clinical Evaluation Form will be provided to the SHS Facility Coordinator of Nursing Education, who will share an aggregate summary report on the evaluations with the Unit Director/Manager.

## Section V. ID Badges, Personal Belongings and Parking

### Identification Badges:

Access to SHS Facilities and clinicals is prohibited at all times without a properly displayed identification badge. Badges must be displayed above the waist and highly visible at all times while on a SHS campus.

- Students and instructors in Fundamentals, Med/Surg, Mental Health or Rehab cohorts must wear their school ID badges, properly displayed at all times.
- Students enrolled in final Capstone/immersion/internship rotations working in locked or restricted areas at either Mount Sinai or Holy Cross will need to arrange to get a hospital ID badge from the Facility Coordinator (John Coughlin) at Mount Sinai Hospital.

### Attire:

Students and Faculty should wear their school scrubs or lab coats embroidered with the school name at all times within SHS facilities. Exception to this may be made for students in Mental Health rotations, where nursing staff attire in these units may be business casual.

Students enrolled in final Capstone/immersion/internship rotations in Labor & Delivery, perioperative services or sterile processing will need to wear Sinai or Holy Cross scrubs and should arrange with the Facility Coordinator (John Coughlin) to get access between 11am-1pm Mondays-Fridays. A \$25 refundable deposit is required (cash or check payable to Mount Sinai).

### Personal Belongings:

Space is very limited in patient care areas, and we cannot provide Students and Instructors with secure space to store personal items. We highly encourage you to leave all valuable items at home or securely locked out of sight in your car. Should you lose or misplace an item or have any other security issues/concerns, please report the matter to hospital Security personnel.

### Parking:

- For Mount Sinai Hospital and Schwab Rehabilitation Hospital, free neighborhood parking is quite limited and lacks security. We recommend that students and faculty who drive to Mount Sinai Hospital and Schwab Rehabilitation Hospital park in the Parking Garage just east of Mount Sinai Hospital's main entrance (turn south off Ogden Avenue on Fairfield Ave. and follow street around to the parking garage, entrance on left). Students and instructors can stop into the Security Office in the hospital lobby and obtain a green ticket that is used in addition to the parking ticket for a discounted rate of \$6.00/day. Kiosks for easy payment are available in the hospital lobby and the garage elevator lobby; insert the green ticket first, then your parking ticket, and you will be prompted for the \$6 payment; the kiosks accept cash and credit/debit cards. You may also pay the garage attendant directly when exiting the garage.
- For Holy Cross Hospital, students and instructors may park in the parking garage for a small fee. Check at the front desk in the hospital lobby for details.

## **Section VI. PPE and Scrub Requirements**

### **PPE Requirements**

Prior to the students' first day on clinical rotations, students are expected to have received training by their instructor and demonstrated competency on the use, dressing and disposal of personal protection equipment, including masks, gloves, gowns and face shields. All students and instructors are expected to come to clinical rotations wearing a surgical mask. Instructors will be shown how to access gowns and gloves from the hospital units. The School is expected to provide students at least one face shield which they may be expected to wear on certain clinical rotations.

### **Scrub Requirements for Labor & Delivery and OR Rotations at Mount Sinai Hospital**

To Obtain Scrub Sets for Labor & Delivery Clinicals:

Hospital-issued scrubs must be worn during clinical rotations in Labor & Delivery and OR areas at Mount Sinai. Students will need to contact Mount Sinai's Coordinator of Nursing Education to arrange access to these scrubs prior to the start of rotations. Students will need to meet with the Coordinator sometime between 10am – Noon, Monday through Friday, and bring a \$25.00 deposit (cash or check only).





## **Section VIII.**

# **Sinai Health System (SHS) Student Statement Form (Clinical Affiliation Agreement, Exhibit B)**

A copy of each Student's Statement Form shall be maintained by FACILITY throughout the Student's Clinical Education Program and for a period of at least eight (8) years thereafter.

I, the undersigned Student at \_\_\_\_\_ (SCHOOL) hereby agree to the following as conditions to my clinical placement at SINAI HEALTH SYSTEM and its affiliated patient care entities, including Schwab Rehabilitation Hospital and Care Network, Mount Sinai Hospital Medical Center of Chicago, and Holy Cross Hospital (collectively, "FACILITY"):

1. I have voluntarily submitted to a physical examination, testing, and vaccinations in accordance with the policies of SCHOOL and FACILITY;
2. I have been or will agree to be trained in infection control and occupational exposure risk and reduction in compliance with OSHA's blood borne pathogen and tuberculosis regulations and guidelines;
3. I have procured adequate health insurance coverage. Such coverage must be maintained for the duration of my participation in the clinical placement and a copy of the insurance has been or will be provided to SCHOOL prior to the first day of my assignment to FACILITY and will be made available to FACILITY upon request. I understand that I am responsible for my own medical care, transportation, and/or living arrangements;
4. I understand that I am not an employee, agent, or servant of the FACILITY for any purposes whatsoever including, but not limited to, workers' compensation and/or unemployment insurance benefits;
5. I understand that all identifiable patient information, including without limitation the name of a patient and the fact that he or she is being treated by FACILITY, is confidential and may not be disclosed by me except where it is necessary to the treatment of a patient and then only to a member of the treatment team. I may not copy or maintain any such confidential patient information, in either hard copy or electronic form (INCLUDING PHOTOGRAPHS OF ANY KIND), except as needed for the approved purposes of the Program and if I improperly or inadvertently violate this obligation, I shall immediately report the violation to my supervisor at FACILITY and tender the copies to that supervisor or, if directed after consultation, destroy said information. I also understand that any failure to comply with these confidentiality provisions may result in my immediate termination from the Program. These obligations shall survive termination of this Agreement;
6. I shall report to FACILITY on time on the days scheduled and shall comply with all relevant FACILITY policies, procedures, rules and regulations, including without limitation, FACILITY's drug-free and smoke-free workplace policies, infection control practices and fire and safety regulations, and I agree to participate, if requested, in relevant FACILITY sponsored programs relating to patient care issues, quality control and utilization reviews;
7. I shall obtain prior written approval of FACILITY and SCHOOL before publishing any material related to the clinical education experience;

8. I shall conform to the relevant standards and practices of SCHOOL while training in FACILITY so long as those standards and practices do not contradict those of FACILITY;

9. I shall provide at my cost necessary transportation, living arrangements and appropriate uniforms if required by FACILITY;

10. I will not be and shall not claim to be an employee, agent or servant of FACILITY and while on FACILITY's premises I will wear the name tag provided by FACILITY identifying me as a student of SCHOOL;

11. I will have the status of student while at FACILITY and I may not replace FACILITY staff or render patient care or service except as identified for educational value and delineated in the educational program as agreed to by SCHOOL and FACILITY. Any direct contact between me and a patient shall be under the proximate supervision of a member of the staff of FACILITY;

12. I will be responsible for the cost of any medical care that I may receive at FACILITY unless the law or FACILITY's policies provide otherwise; and

13. I have submitted to a criminal background check. I understand that FACILITY may cancel my clinical placement if it determines that I have been convicted of a felony or criminal misdemeanor that could reasonably be expected to impact the health, safety or welfare of FACILITY or its patients, employees, staff, visitors or assets or I am known to be a drug trafficker or terrorist. All background checks shall be conducted in strict compliance with FACILITY's relevant policies and Illinois law.

14. I acknowledge that I am covered under the SCHOOL professional liability insurance in the amounts of \$1 million per occurrence and \$3 million in aggregate on an occurrence basis. Should the above insurance requirements be met through the provision of coverage on a "claims-made" basis, SCHOOL and/or I, as applicable will purchase an extended reporting period of two years endorsement such that occurrences arising out of my clinical experience under this Agreement which give rise to claims made after the expiration or termination of this Agreement shall be covered.

15. I acknowledge/understand/agree that FACILITY provides care and services to patients that may have or do have COVID-19 and that there is an increased risk of exposure to COVID-19 to anyone who visits or enters the FACILITY's hospital or facilities; I understand both the known and potential dangers of COVID-19 exposure and acknowledge that, despite FACILITY's efforts to mitigate such dangers, a visit to the FACILITY's hospital or facilities may result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death. I agree to comply with FACILITY's policies related to COVID-19 safety, including but not limited to PPE requirements and social distancing and to waive any and all claims regarding COVID-19. In addition, I certify that I have not been excluded from participation in Medicare/Medicaid or any other federal or state funded health care program. Further, I agree to comply with all applicable federal and state laws and regulations.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



**Section IX.**

**Sinai Health System  
Nursing & Health Career School Affiliate  
Scope of Practice Directive**

Name of School: \_\_\_\_\_

Name of Clinical Instructor: \_\_\_\_\_ Number of students: \_\_\_\_\_  
*(Please attach Instructor's curriculum vitae.)*

Instructor's e-mail: \_\_\_\_\_ Pager or phone#: \_\_\_\_\_

On-Site Rotation Schedule Dates: \_\_\_\_\_  
*(Note any dates that students will not be on-site such as holidays.)*

Day of Week and Time of Day: \_\_\_\_\_

Level of Rotation:  Beginner  Intermediate  Senior  Capstone/Internship/Grad student

Off-Site Supervision Plan *(Only available to Capstone/Internship/NP/Scrub Tech students):*  
\_\_\_\_\_  
\_\_\_\_\_

Objectives of Clinical Rotation:  
*(Please list the goals/objectives/desired experience or attach a syllabus with clinical objectives highlighted.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scope of Practice:  
*(List/attach activities that the student has been approved to perform independently that apply to this clinical rotation including wound management and IV management.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medication Administration Competency:

- Student has established competency in Medication Administration
- Student has **not yet** established competency in Medication Administration

**Note:** *Students are not allowed to access medications. Nursing students are allowed to shadow unit nurses as they administer and document medications. A Nurse may allow a student to administer some medications, barring Hospital policy and legal restrictions, at the sole discretion and under the direct observation and supervision of the Nurse and/or student's instructor.*

Patient Care Documentation:

- Documentation performed on practice school forms (not part of the official medical record).

Orientation:

- SHS Nursing Student Orientation completed on all students.
- Unit- Based orientation provided to the Clinical Instructor prior to the start of clinical rotation.
- Meditech orientation for Clinical Instructor use.

**Section X.**

**Sinai Health System  
Nursing Education and Professional Practice**

**School Clinical Rotation Assignments**

Dates \_\_\_\_\_ Hours of Rotation \_\_\_\_\_

College or University \_\_\_\_\_

Student Group (RN/LPN/CNA/Tech/Other) \_\_\_\_\_

Clinical Instructor \_\_\_\_\_

Clinical Instructor Pager # \_\_\_\_\_ Ph # \_\_\_\_\_

Clinical Instructor e-mail \_\_\_\_\_

**Student assignments are to be made in collaboration with the Charge Nurse**

Patient Name	Patient Room #	Student Nurse	Staff Nurse	Student Responsibilities

## Section XI.

## Post-Clinical Evaluation Form

Date:

Name of School:

Name of Clinical Instructor:

Unit/Area of Clinical Experience:

Preceptor (if assigned):

Please complete the following questions. Circle your most honest answer. Please free to add specific comments at the end.

1. There was open communication between the instructor and the staff to determine the appropriateness of the clinical assignment.  
Always      Usually      Sometimes      Never
  
2. The staff members were positive and professional role models.  
Always      Usually      Sometimes      Never
  
3. The staff was receptive to students.  
Always      Usually      Sometimes      Never
  
4. Students were encouraged to ask the staff questions.  
Always      Usually      Sometimes      Never
  
5. There were opportunities for the students to apply their skills and process.  
Always      Usually      Sometimes      Never
  
6. Equipment and supplies were readily available to allow for timely patient care.  
Always      Usually      Sometimes      Never

**School Affiliate – Post Clinical Evaluation Form (cont.)**

7. The clinical objectives were achieved.

Always          Usually          Sometimes          Never

8. This unit/area provided learning experiences that supplemented theoretical content.

Always          Usually          Sometimes          Never

Comments:

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Any staff deserve special recognition for their work with you/others? (Please list names of any staff especially noteworthy for their instruction/assistance and describe your experience.)

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Student Name:

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**PROPOSED ACTION:**

THAT THE BOARD APPROVE A RENEWED RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE DISTRICT 527 AND NORTHWESTERN MEMORIAL HEALTHCARE

**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 EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT 527  
AND  
NORTHWESTERN MEDICAL GROUP  
NORTHWESTERN MEMORIAL HOSPITAL  
NORTHWESTERN MEDICINE® CENTRAL DUPAGE HOSPITAL  
NORTHWESTERN MEDICINE® DELNOR HOSPITAL  
NORTHWESTERN LAKE FOREST HOSPITAL  
NORTHWESTERN MEDICINE® REGIONAL MEDICAL GROUP  
MARIANJOY REHABILITATION HOSPITAL & CLINICS, INC.  
NORTHWESTERN MEDICINE® VALLEY WEST HOSPITAL  
NORTHWESTERN MEDICINE® KISHWAUKEE HOSPITAL  
NORTHWESTERN MEDICINE® HUNTLY,  
MCHENRY AND WOODSTOCK HOSPITALS  
NORTHWESTERN MEDICINE PALOS HOSPITAL**

**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**, Northwestern Medical Group, Northwestern Memorial Hospital, Northwestern Medicine® Central DuPage Hospital, Northwestern Medicine® Delnor Hospital,

Northwestern Lake Forest Hospital, Northwestern Medicine® Regional Medical Group, Marianjoy Rehabilitation Hospital & Clinics, Inc., Northwestern Medicine® Valley West Hospital, Northwestern Medicine® Kishwaukee Hospital, Northwestern Medicine® Huntly, McHenry and Woodstock Hospitals, and Northwestern Medicine Palos Hospital (collectively “NW Affiliates”) may be units of local government and public agencies 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**, the NW Affiliates operate hospitals and clinical facilities licensed in the State of Illinois and are able to provide students clinical settings to satisfy the clinical component of the Program; and

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

**WHEREAS**, the NW Affiliates desire to enter into the Agreement with Morton to provide students with clinical settings so they can satisfy the clinical component of the Program; and

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

with the NW Affiliates.

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

**Section 1. Incorporation of Preambles.**

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

**Section 2. Purpose.**

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

**Section 3. Authorization.**

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

**Section 4. Headings.**

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution



are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**Section 5. Severability.**

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

**Section 6. Superseder.**

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

**Section 7. Effective Date.**

This Resolution shall be effective and in full force February \_\_\_, 2021.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 27<sup>th</sup> day of March 2024.

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

Attest:

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



**EXHIBIT A**

## **EDUCATIONAL AFFILIATION AGREEMENT**

**THIS EDUCATIONAL AFFILIATION AGREEMENT** (this “**Agreement**”), dated April 23, 2024 (the “**Effective Date**”), is entered into by and between the undersigned affiliated clinical entities (collectively, “**NM FACILITIES**”) of **NORTHWESTERN MEMORIAL HEALTHCARE**, an Illinois not for profit corporation (“**NMHC**”), and [**MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 527**] (“**SCHOOL**”). (For convenience, **NM FACILITIES** and the **SCHOOL** shall sometimes hereinafter be referred to individually as a “**Party**” and collectively as the “**Parties.**”)

**WHEREAS**, the **NM Facilities** may include **NMHC**’s current and future affiliates and subsidiaries, including, but not limited to, Northwestern Memorial Hospital (“**NMH**”), Northwestern Medicine® Central DuPage Hospital (“**CDH**”), Northwestern Medicine® Delnor Hospital (“**Delnor**”), Northwestern Lake Forest Hospital (“**NLFH**”), Northwestern Medicine® Kishwaukee Hospital (“**NMKH**”), Northwestern Medicine® Valley West Hospital (“**NMVWH**”), Northwestern Medicine® Huntley, McHenry and Woodstock Hospitals (“**NMHMW**”), Northwestern Medicine® Palos Hospital (“**PCH**”), Northwestern Medicine® Marianjoy Rehabilitation Hospital (“**Marianjoy**”), Northwestern Medical Group (“**NMG**”), Northwestern Medicine® Regional Medical Group (“**RMG**”), and their affiliates and subsidiaries existing now or created or acquired in the future; and

**WHEREAS**, **SCHOOL** desires to utilize **NM FACILITIES** for the purpose of providing practical learning and clinical experiences for nursing and other allied health professional education (the “**Program**”) in connection with degree-seeking students of **SCHOOL** and to establish and operate the Program at **NM FACILITIES**; and

**WHEREAS**, it is to the mutual benefit of both **SCHOOL** and **NM FACILITIES** that students have opportunities for clinical education and, whenever feasible, joint research activities pursuant to the Program.

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

### **1. SCHOOL’S RESPONSIBILITIES**

- 1.1. **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 **NM FACILITIES** only those students who have satisfactorily completed the prerequisite didactic portion of **SCHOOL**’s curriculum. **SCHOOL** will provide **NM FACILITIES** a statement of the philosophy and objectives of the Program and a current course description(s) as set forth in **SCHOOL**’s academic catalog.
- 1.2. **SCHOOL** shall require each of its students who will participate in the Program at **NM FACILITIES** to provide **NM FACILITIES** with proof of full health insurance coverage prior to commencement of their assignment.

- 1.3. SCHOOL shall procure and maintain at its own expense at all times during the term of the Agreement, and on an occurrence basis if possible, Professional Liability and Commercial General Liability insurance to cover SCHOOL, its officers, agents, faculty, employees and students in the minimum amount of One Million Dollars (\$1,000,000) per occurrence and Three Million (\$3,000,000) in annual aggregate. SCHOOL shall provide evidence of such coverage to NM FACILITIES upon execution of this Agreement and prior to the expiration and renewal of the evidenced coverage, but not less than annually after execution of this Agreement. Each policy of insurance described above shall require thirty (30) day advance notice to NM FACILITIES prior to any material change in or termination of such coverage, and shall be issued by one or more insurance companies rated "A" or better and with financial size of "IX" or larger, both as measured by A.M Best. Should any of the above insurance requirements be met through the provision of coverage on a "claims-made" basis, SCHOOL shall maintain such coverage for a period of five (5) years after the termination date of this Agreement, and extending retrospectively to the contract term. NM FACILITIES and its affiliates, subsidiaries and each of their respective officers, directors, contractors, agents and employees shall be included as Additional Insureds under each of the policies described above and any renewals thereof for the duration of this Agreement and any extended claims-made required under this Agreement.
- 1.4. SCHOOL shall designate one of its faculty to coordinate the Program on behalf of SCHOOL and act as the liaison to NM FACILITIES. The assignment to be undertaken by the students participating in the Program will be mutually arranged by the parties and a continuous exchange of information will be maintained by on-site visits when practical and by letter, e-mail or telephone otherwise.
- 1.5. SCHOOL shall inform each student of his or her responsibilities under this Agreement and that he or she will be required to sign a statement during orientation at NM FACILITIES agreeing to certain specific terms of the Agreement. A sample of the current student statement is subject to change and is attached hereto as Exhibit A and made a part hereof. A signed copy of each student's statement, including evidence of full insurance coverage, and confirmation that the required criminal background check and ten (10) panel drug test have been conducted, as more fully described in paragraph 1.7 below, shall be provided to NM FACILITIES prior to student's assignment. In addition, SCHOOL shall ensure that each student signs the confidentiality agreement provided by NM FACILITIES prior to commencing his/her participation in the Program and adheres to all relevant policies and procedures set forth by NM FACILITIES.
- 1.6. SCHOOL, its faculty providing services hereunder, and its students participating in the Program shall, to the extent relevant, comply with The Joint Commission or other accrediting entity standards and, upon request of NM FACILITIES, shall cooperate in any survey conducted by The Joint Commission or a similar accrediting body at NM FACILITIES.

- 1.7. SCHOOL agrees and student acknowledges and consents that a criminal background check in compliance with the Illinois Healthcare Workers Background Check Act (225 ILCS 46/1) will be conducted by SCHOOL. A ten (10) panel drug screen as required by and acceptable to NM FACILITIES (to include screening for marijuana, amphetamines, narcotics [morphine/codeine/heroin], PCP, and cocaine) is required of each placed student prior to his/her participation in the Program. It is SCHOOL'S responsibility to ensure that the ten (10) panel drug screen and criminal background check are completed and that any student with unacceptable results will not be permitted to participate. Prior to student's arrival at NM FACILITIES, SCHOOL will provide NM FACILITIES with documentation that the drug screening and criminal background check have been conducted.
- 1.8. SCHOOL shall conduct a physical examination on each student prior to his/her participation in the Program, which physical examination shall be conducted in accordance with the policies of NM FACILITIES and shall include a TB test (and a chest x-ray if the TB test is positive), mumps, rubella, rubeola, varicella and Hepatitis-B immunity, and any other screening tests required by NM FACILITIES. Prior to the placement of any student, SCHOOL shall provide NM FACILITIES with written proof that the student is free of communicable disease and has received the CoVid-19 and Influenza Vaccine.
- 1.9. SCHOOL shall screen all students and faculty against the Office of Inspector General List of Excluded Individuals/Entities prior to a student's assignment or faculty's participation and shall immediately notify NM FACILITIES if any of its participating faculty or students are excluded from, threatened with exclusion from, or otherwise sanctioned by, any federal or state healthcare plan or program.
- 1.10. SCHOOL shall notify each student prior to his/her arrival that he/she is responsible for:
  - 1.10.1. Following all administrative and clinical policies, standards, and practices of NM FACILITIES.
  - 1.10.2. Obtaining medical care at his/her own expense for any injuries sustained as a direct or indirect result of their affiliation with NM FACILITIES.
  - 1.10.3. His/her own transportation and living arrangements.
  - 1.10.4. Reporting to NM FACILITIES on time and following all established policies and procedures during the regularly scheduled operating hours of NM FACILITIES.
  - 1.10.5. Conforming to the standards and practices established by SCHOOL while functioning at NM FACILITIES.
  - 1.10.6. Obtaining prior written approval of NM FACILITIES and SCHOOL before publishing any material relating to the clinical learning experience.

1.10.7. Meeting the personal, ethical and professional standards required of employees of NM FACILITIES and consistent with the applicable professional Code of Ethics and the applicable standards of The Joint Commission.

2. **NM FACILITIES' RESPONSIBILITIES/RIGHTS**

- 2.1. NM FACILITIES shall make the appropriate location available to SCHOOL and its students in order to provide a supervised educational experience to students in the Program. Such location shall include an environment conducive to learning as intended by the terms of this Agreement and conforming to customary NM FACILITIES' procedures. Entry into this Agreement with SCHOOL does not guarantee placement of a particular student within NM FACILITIES. NM FACILITIES have the right to decline an individual placement if unable to accommodate for the appropriate location or supervised educational experience at that time.
- 2.2. NM FACILITIES may, upon consultation with SCHOOL, cancel the placement of any student whose performance is unsatisfactory, who is excluded from, or otherwise sanctioned by, any federal or state healthcare plan or program, whose personal conduct prevents desirable relationships within NM FACILITIES, or whose health status is a detriment to the student's successful completion of the educational experience. NM FACILITIES shall provide a written record of the cancellation to SCHOOL following the consultation.
- 2.3. NM FACILITIES may immediately remove any student or member of SCHOOL's faculty or staff from its premises, if, in NM FACILITIES' sole judgment and discretion, such student, faculty or staff is or becomes detrimental to or is deemed to be an immediate threat to the health, safety or welfare of NM FACILITIES or its patients, employees, staff or visitors or hospital operations, or to the confidentiality of any information related to such persons or operations. In such event, NM FACILITIES shall notify SCHOOL of its actions as soon as practicable thereafter. NM FACILITIES shall have no obligation to SCHOOL or any student or faculty member summarily removed pursuant to this section.
- 2.4. In the event any student or SCHOOL faculty becomes ill, injured or is improperly exposed to hazard/hazardous materials while on NM FACILITIES' premises, NM FACILITIES shall, upon the request of such student or faculty and consistent with the NM FACILITIES' capabilities and policies, or as is appropriate in an emergency, provide or arrange for the provision of necessary immediate or emergent care. However, all students or faculty who receive medical care on NM FACILITIES' premises shall be responsible for the full cost of such care unless the law or NM FACILITIES' policies provide otherwise.
- 2.5. NM FACILITIES shall designate and submit in writing to SCHOOL, the name and professional and academic credentials of a person to be responsible for oversight of the student educational experiences at NM FACILITIES. That person shall be

called Program Coordinator, and shall maintain contact with SCHOOL's designated liaison to assure mutual participation in and oversight of the Program.

- 2.6. NM FACILITIES shall notify SCHOOL in writing of any change of the Program Coordinator.
- 2.7. NM FACILITIES shall provide a planned, supervised program of educational experiences as specified in the most recent outline of the Program as agreed to by the parties.
- 2.8. NM FACILITIES shall, on reasonable advance request, permit SCHOOL or any agencies responsible for approving SCHOOL or accrediting its curriculum to inspect NM FACILITIES' clinical locations, services available for clinical experiences, students' records, and such other items reasonably pertaining to the Program. In NM FACILITIES' sole discretion, NM FACILITIES may: (a) restrict such inspection to the extent reasonably necessary to protect private or confidential patient or NM FACILITIES information, (b) restrict such inspection to the extent necessary to comply with the law; and/or (c) require SCHOOL or accrediting agency to execute an appropriate confidentiality and non-disclosure agreement provided by NM FACILITIES.
- 2.9. NM FACILITIES shall, at the commencement of a student's placement, provide the student with an orientation of NM FACILITIES and its administrative policies, rules, regulations, standards and practices relevant to the Program.
- 2.10. NM FACILITIES shall provide each student with a name tag identifying him or her as a student, which name tag shall be worn at all times when Student is participating in the Program at NM FACILITIES' premises.
- 2.11. NM FACILITIES shall administer education records of students in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, and all other applicable provisions of federal or state law.
- 2.12. SCHOOL acknowledges the NM FACILITIES' commitment to comply with its corporate compliance program and code of conduct, and all applicable laws and regulations. SCHOOL agrees to comply, and to cause its faculty and students to comply, with the NM FACILITIES' Code of Conduct and all applicable laws and regulations during the term of this Agreement.
- 2.13. SCHOOL, its faculty providing services hereunder, and its students participating in the Program shall, to the extent relevant, comply with The Joint Commission or other accrediting entity standards and, upon request of NM FACILITIES, shall cooperate in any survey conducted by The Joint Commission or a similar accrediting body at NM FACILITIES.

### 3. **JOINT RESPONSIBILITIES**

- 3.1. The beginning dates and length of the Program shall be agreed upon by the Parties.



- 3.2. The period of time for each student's clinical education shall be agreed upon at least one month before the beginning of the Program.
- 3.3. The number of students eligible to participate in the Program shall be agreed to by the Parties and may be altered by agreement. NM FACILITIES reserves the right in its sole discretion to limit the number of students participating in the Program at any one time.
- 3.4. Neither Party shall discriminate against a qualified student considered for or enrolled in the Program on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, order of protection status, physical or mental disability unrelated to the ability to participate in the Program, military status, or unfavorable discharge from the military service, citizenship status, or any other status protected by law. In addition, each Party agrees that it will comply with, and cause its officers, directors, employees, agents and representatives to comply with, all applicable laws, statutes and ordinances and all amendments thereto relating to the performance of services hereunder. These include: all applicable federal, state, municipal or local statutes, laws, ordinances or regulations, including without limitation, where applicable, those: (i) relating to conditions of employment, including without limitation, Title VII and Title IX of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended, the Employee Retirement Income Security Act, as amended, the Rehabilitation Act of 1973, as amended, the Family Medical and Leave Act, as amended, the Fair Labor Standards Act, as amended, the Equal Pay Act, as amended, Section 1981 of U.S.C. Title 42, as amended, the Worker Adjustment and Retraining Notification Act, as amended, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act, as amended, the Immigration and Reform Control Act of 1986, as amended, the National Labor Relations Act, as amended, the American with Disabilities Act, as amended, Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 USC §4212, and all applicable requirements of 41 CFR, §§ 60-1.4(a), 60-250.5(a) and 60-741.5(a), and the Illinois Human Rights Act, as amended; as well as (ii) all laws relating to safety and health in the workplace, including without limitation, the Occupational Safety and Health Act of 1970, as amended; (iii) all laws relating to the payment of employee and employer taxes for and on behalf of employees, including without limitation, Internal Revenue Code, Illinois Unemployment Insurance Act, Illinois Workers Compensation and Occupational Disease Acts, and all applicable home rule taxes; and (iv) all laws relating to the delivery of health care, including without limitation, Medicare and Medicaid, the False Claims Act, Fraud and Abuse amendments, the Health Insurance Portability and Accountability Act of 1996, and the Patient Protection and Affordable Care Act.
- 3.5. Methods for evaluating the educational experiences of the students will be agreed to by the Parties. Regular communication will be maintained by appropriate SCHOOL and NM FACILITIES' staff for the purpose of reviewing and evaluating current educational experiences being offered to students.

- 3.6. The Parties shall assist one another in maintaining the standards necessary for SCHOOL or its Program to be and remain eligible for accreditation by the appropriate agency or body.
- 3.7. Each of the Parties to this Agreement shall be responsible for the acts and omissions of its respective employees, faculty members, students, officers, directors and agents relative to this Agreement.
- 3.8. SCHOOL will provide to NM FACILITIES, upon request, evidence of such participating student's compliance with all training, education, orientation, and screening required by this Agreement.

#### 4. **TERM AND TERMINATION**

The term of this Agreement shall be for three (3) years, commencing on **April 23, 2024** and terminating on **April 22, 2027**. Either Party to this Agreement may terminate the Agreement earlier without cause upon thirty (30) days prior written notice to the other Party, provided, however, that in the event that this Agreement is terminated during a period in which students are participating in educational experiences, the NM FACILITIES shall use best efforts to ensure that each of the students participating in such experience at the time of termination shall be permitted to continue, subject to all other terms of this Agreement, until the educational experiences are completed.

#### 5. **NOTICES**

All notices required under this Agreement must be sent by registered or certified mail properly addressed, postage pre-paid, return receipt requested or by expedited or personal delivery to the addresses provided by the Parties from time to time. For notices sent to NM FACILITIES, copies must also be sent to Office of General Counsel, 211 E. Ontario Street, Suite 1800, Chicago, IL 60611.

#### 6. **CONFIDENTIALITY/HIPAA**

- 6.1. In the course of providing services hereunder, the Parties may gain access to certain information that is either confidential or proprietary in nature, unauthorized disclosure of which could cause irreparable damage to either Party. The Parties therefore agree that all confidential or proprietary information, including any patient or student information, is "Confidential" and shall remain so during the term of this Agreement and thereafter. Each Party agrees that they will hold in strict confidence and will cause their respective employees, staff, faculty and students not to use or disclose to any other person, firm, corporation or other entity, any Confidential information about one another and their respective employees, agents, patients or students except with the prior written authorization of the affected Party, patient or patient's representative or student. Each Party further agrees not to use the other Party's Confidential Information except in the course of performing herein and will not use such Confidential Information for its own benefit or for the benefit of any third party except as provided in this section. The mingling of the disclosing party's Confidential Information shall not affect the confidential nature or

ownership of same as stated herein. All of the disclosing Party's Confidential Information is and shall remain the property of the disclosing Party. Upon the disclosing Party's request or the termination of this Agreement, the receiving Party shall return, transfer, destroy or assign to the disclosing Party all of the disclosing Party's Confidential Information and all copies thereof.

6.2. Each Party agrees to comply with all relevant rules and regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and to cause their respective officers, directors, employees, agents and students to comply with such rules and regulations. SCHOOL agrees to train its students on, and the students shall be required to comply with, the NM FACILITIES' policies and procedures related to the confidentiality of patient information and the use of same. This Agreement shall be automatically amended to the extent necessary to fully comply with any and all amendments to HIPAA's rules and regulations and if the Parties cannot agree on such amendments that, in NM FACILITIES' reasonable opinion, would bring this Agreement into full HIPAA compliance or if any Party determines that compliance would be too costly, then this Agreement may be terminated by that Party.

6.3. This Section 6 shall survive the cancellation, termination or expiration of this Agreement.

7. **INDEPENDENT CONTRACTORS**

Neither SCHOOL nor any of its students (including any student assigned to the Program), employees, faculty or staff shall be or claim to be, by way of participation in this Agreement, the employee, agent, servant or joint employee of NM FACILITIES or any of its related or affiliated entities, for any purpose whatsoever. In particular, NM FACILITIES shall not owe or be required to pay to or on behalf of any SCHOOL staff or student any compensation in the nature of salary, vacation, disability or other benefits and insurance, including, without limitation, the payment or withholding of federal or state employment taxes, and/or workers' compensation, and/or unemployment taxes, insurance and/or benefits.

8. **INDEMNIFICATION**

Intentionally omitted.

9. **ADDITIONAL TERMS**

9.1. Use of Marks. SCHOOL will not use NM FACILITIES service marks, trademarks, or trade or corporate names without the prior written consent of NM FACILITIES, including, without limitation, use within any advertising, marketing materials, or publicity release of SCHOOL.

9.2. Non-Exclusivity. The Parties agree that this Agreement is non-exclusive and that either Party is free to enter into similar agreements with other parties.

- 9.3. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. For purposes of this Agreement, a document (or signature page thereto) signed and transmitted by facsimile machine or other electronic means, including PDF, is to be treated as an original document. The signature of any Party on any such document, for purposes hereof, is to be considered an original signature, and the document transmitted is to be considered to have the same binding effect as an original signature on an original document.
- 9.4. Entire Agreement/Modifications. This document shall be the entire understanding agreement between the Parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein are superseded hereby. The introductory recitals are true and correct and are incorporated herein as if fully set forth herein.
- 9.5. Amendments and Waivers. Except as otherwise set forth herein, this Agreement may not be amended, modified, altered, supplemented or changed in any way and no provision may be waived except in writing, signed by the Parties and attached hereto as an amendment.
- 9.6. Assignment. Neither SCHOOL nor NM FACILITIES may assign this Agreement, in whole or in part, without the prior written consent of the other Party, except that NM FACILITIES may assign this agreement to any of its corporate affiliates now existing or organized or existing in the future.
- 9.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws provisions.
- 9.8. Dispute Resolution. In the event of any dispute resolution, each Party shall bear its own expenses, costs, and attorney fees incurred in any such action.

**[SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the Parties have caused this Educational Affiliation Agreement to be executed by their duly authorized representatives, all on the day and year first set forth above.

**NM FACILITIES:**

**NORTHWESTERN MEDICAL GROUP**

By: \_\_\_\_\_  
Name: Lisa M. Williams, MS, APN-CNS, AARC�N  
Its: Director, Professional Practice & Development

**NORTHWESTERN MEMORIAL HOSPITAL**

By: \_\_\_\_\_  
Name: Anna Steiger, OTR/L  
Its: Director, Operations

**NORTHWESTERN MEDICINE®  
CENTRAL DUPAGE HOSPITAL**

By: \_\_\_\_\_  
Name: Suzanne McCoy, RN, DNP, NNP-BC, NEA-BC  
Its: Vice President, CNE

**NORTHWESTERN MEDICINE®DELNOR  
HOSPITAL**

By: \_\_\_\_\_  
Name: Gina Reid-Tinio, PhD, MS, MPH, NPD-BC  
Its: Vice President, CNE

**NORTHWESTERN LAKE FOREST  
HOSPITAL**

By: \_\_\_\_\_  
Name: Karen Mahnke MSN, RN, NEA-BC  
Its: Vice President Operations; Bernthal CNE

**NORTHWESTERN MEDICINE® REGIONAL  
MEDICAL GROUP**

By: \_\_\_\_\_  
Name: Rachel Sebastian  
Its: Vice President, Operations

**MARIANJOY REHABILITATION  
HOSPITAL & CLINICS, INC.**

By: \_\_\_\_\_  
Name: Anne K. Hubling, DNP, MHSA, RN,  
CPHQ, NEA-BC  
Its: President, CNE

**NORTHWESTERN MEDICINE® KISHWAUKEE  
HOSPITAL**

By: \_\_\_\_\_  
Name: Corinne Haviley, PhD, MS, RN  
Its: Vice President, CNE

**NORTHWESTERN MEDICINE® VALLEY  
WEST HOSPITAL**

By: \_\_\_\_\_  
Name: Corinne Haviley, PhD, MS, RN  
Its: Vice President, CNE

**NORTHWESTERN MEDICINE® HUNTLEY,  
MCHENRY AND WOODSTOCK HOSPITALS**

By: \_\_\_\_\_  
Name: Catie L. Schmit MSN, RN, CEN, NE-BC  
Its: Vice President, CNE

**NORTHWESTERN MEDICINE® PALOS  
HOSPITAL**

By: \_\_\_\_\_  
Name: Ellen Kruk, RN, MHA, NE-BC  
Its: Vice President, CNE

**SCHOOL:**

**MORTON COLLEGE, COMMUNITY**

**COLLEGE DISTRICT NO. 527**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

## EXHIBIT A

A copy of each Student's signed Exhibit A shall be maintained by the NM FACILITIES hosting the Program ("NM FACILITIES") throughout the term of this Educational Affiliation Agreement and for a period no less than seven (7) years thereafter.

I, the undersigned student at **MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 527 (SCHOOL)** hereby agree to the following as conditions to my placement in the Program at NMHC:

1. I understand that I am not acting as an employee, agent or servant of NMHC for any purposes whatsoever when engaged in educational activities for which I will receive credit from SCHOOL.
2. I have passed a physical examination and criminal background check in accordance with the policies of NMHC, which examination shall include a TB test (and a chest x-ray if the TB test is positive), mumps, rubella, rubeola, varicella and Hepatitis-B immunity, and satisfactory result on any other screening tests required by NMHC. I agree that I will update such tests/immunizations as required by NMHC during the duration of the Program. Additionally, I understand that SCHOOL will provide to NMHC the results of a ten (10) panel drug screening and background check upon request.
3. I have been or will agree to be trained in infection control and occupational exposure risk and reduction in compliance with OSHA's blood borne pathogen and tuberculosis regulations and guidelines;
4. I have procured full health insurance coverage. Such coverage, for both basic health services as well as emergency care, must be maintained for the duration of my participation in the placement and a copy of the proof of insurance has been or will be provided to NMHC upon request. I understand that I am responsible for the full cost of my own medical care, transportation and/or living arrangements;
5. I have been informed by SCHOOL of my responsibilities under the Educational Affiliation Agreement between SCHOOL and NMHC.
6. I understand that all identifiable patient information, including without limitation the name of a patient and the fact that he or she is being treated by NMHC, is confidential and may not be disclosed by me except where it is necessary to the treatment of a patient and then only to a member of the treatment team. I may not access, copy or maintain any such confidential patient information, in either hard copy or electronic form, except for the purposes of the Program, and if I improperly or inadvertently violate this obligation, I shall immediately report the violation to my supervisor at NMHC and either tender the copies to that person or destroy them. I also understand that any failure to comply with these confidentiality provisions may result in my immediate termination from the Program. These obligations shall survive termination of this Agreement;
7. I shall report to NM FACILITIES on time on the days scheduled and shall comply with all relevant NMHC policies, procedures, rules and regulations, including without limitation,

NMHC'S drug-free and smoke-free workplace policies, infection control practices and fire and safety regulations, and I agree to participate, if requested, in relevant NMHC'S sponsored programs relating to patient care issues, quality control and utilization reviews;

8. I shall obtain prior written approval of NMHC and SCHOOL before publishing any material relating to the educational experience;
9. I shall conform to the relevant standards and practices of SCHOOL while training in NM FACILITIES so long as those standards and practices do not contradict those of NMHC.
10. I shall provide, at my cost, the necessary and appropriate uniforms if required by NMHC, as well as all transportation and/or living arrangements;
11. I will be responsible for the full cost of any medical care that I may receive at NM FACILITIES unless the law or NMHC'S policies provide otherwise; and
12. I will submit to a criminal background check and government health program exclusions check. I understand that NMHC may cancel my placement if it determines that I have been convicted of a felony or criminal misdemeanor that could reasonably be expected to impact the health, safety or welfare of NM FACILITIES or its patients, employees, staff, visitors or assets, I am excluded from participation in any federal or state healthcare program, or I am known to be a drug trafficker or terrorist. All background checks shall be conducted in strict compliance with NMHC'S relevant policies and Illinois and federal law. By my signature below, I acknowledge that I have not been convicted of any misdemeanor or felony that could impact the health, safety or welfare of the patients, employees or visitors of the Hospital, or the safety and security of its property and assets.
13. I will have the status of "Student" while at NM FACILITIES and I may not replace NM FACILITIES staff, or render patient care or service except as identified for educational value and delineated in the Program as agreed to by SCHOOL and NMHC. Any direct contact between me and a patient shall be under the proximate supervision of a member of the NM FACILITIES' staff.
14. I will wear the name tag provided by NMHC, identifying me as a student, at all times while on NM FACILITIES' premises.

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

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

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



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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PARALEGAL INTERNSHIP AGREEMENT AND INTERN ADDENDUM WITH THE LAW OFFICE OF ROBERT A. CHEELY AND ASSOCIATES.

**RATIONALE:** Approval with give a Morton College student the opportunity to begin an internship with the Law Office of Robert A. Cheely and Associates in April 1, 2024.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Paralegal Internship Agreement

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

### PARALEGAL INTERNSHIP AGREEMENT

Date:3/11/24

I, ( Robert Cheely hereinafter the "Supervising Mentor") hereby agree to accept

Antonio Contreras (hereinafter referred to as the "Internship Student") at

Law Office of Robert A. Cheely and Associates

(the place of business or other legal environment hereinafter referred to as the "Internship Site") as an internship student from the Paralegal program at Morton College for a total of 210 hours (15 hours per week for a period of 14 weeks during the fall or spring semester). The following stipulations are understood and will be part of this agreement:

1. The Internship Student is enrolled in the Paralegal Internship Class and is in good standing at Morton College.
2. A definite schedule is planned and supervised. If the Internship Student must miss time due to illness or personal problems, the time must be made up.
3. The observation and assistance of the Internship Instructor in this related, extended classroom experience is considered a part of the educational program. An onsite visit may be made by the Internship Instructor.
4. The Internship Student is not an employee of Morton College or the Supervising Mentor/Internship Site. Morton College and the Supervising Mentor bear no liability for the actions or non-actions of the Internship Student.
5. The Internship Student may be reimbursed by the Supervising Mentor for expenses incurred at the request of the Supervising Mentor, including mileage, parking and phone, in accordance with the Internship Site's reimbursement policies.
6. The Internship Student hereby recognizes that Morton College and the Supervising Mentor/Internship Site do not provide Workers' Compensation Insurance in the event of injury, as the Internship Student is not an employee.
7. If the Supervising Mentor (or the Internship Site) wishes to employ the Internship Student, this may be done in accordance with the employment practices of the Supervising Mentor (or the Internship Site) and the laws of the State of Illinois.

8. The Supervising Mentor agrees to cooperate with the Internship Instructor to offer varied training experiences and confer with the Internship Instructor at periodic intervals and report on the Internship Student's performance at mid-term and at the end of the term in a timely manner.
9. Morton College/the Internship Instructor shall provide the Supervising Mentor (or the Internship Site) with all rules and regulations governing the internship program, as well as expectations for training experiences.
9. The Internship Student agrees to perform to the best of his/her ability all duties assigned and conform to the rules and policies of the Supervising Mentor (or the Internship Site) and Morton College, including, but not limited to the Student Codes of Conduct contained in the current Morton College catalog (which are hereby incorporated by reference into this Agreement).
10. The Internship Instructor will arrange (as needed) for related instruction, consultation and advisory service to parties concerned with this internship program.
11. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

Internship Site: Law Office of Robert Cheely and Associates

Street Address: 6446 W. Cermak Road

City: Berwyn State: IL Zip: 60402

Office Phone: \_ Fax: 708-795-9255

Internship Student: Antonio Contreras

Supervising Mentor: Robert J. Cheely

Internship Instructor: Andrew Pulaski  
 Andrew Pulaski, J.D., Paralegal Department Chair

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

**DATE:** 3-15-24

**PROPOSED ACTION:** For the board to approve Edison School, District 103 to use the facilities for a 5<sup>th</sup> Grade Promotion Ceremony on May 20<sup>th</sup> 2024.

**RATIONALE:** Host Edison School - District 103 5<sup>th</sup> Grade Promotion Ceremony

**COST ANALYSIS:** None

**ATTACHMENT:** Facilities Use Application, Hold Harmless and Certificate of Liability Insurance.

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

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

Date: 3-11-24

Name of Organization: Edison School, Lyons School District 105

Address: 4100 Scoville Ave Stickney, IL 60402  
Street City Zip Code

Telephone: 708-783-4400 Person to Contact: Brandon Raisen

Date(s) Requested: 5-20-24 - Two time periods

Time Requested: From: 9:00A & From: 5:30P To: 1:00P To: 8:30P

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

Facility Requested: Jedlicka Theatre

Purpose of Use: 5<sup>th</sup> Grade Promotion ceremony

Expected Attendance: ~200

Equipment Requested: 3 microphones, 2 headsets, projector + screen, 1 long table, podium

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

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

Authorized Signature: 

Organization Title: Edison School Principal

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

\_\_\_\_\_ Date

\_\_\_\_\_ Date  
President

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

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

**ORGANIZATION:** Edison School

**ADDRESS:** 4100 Sen. He Ave, Stickney, IL 60402

**TELEPHONE:** 708.783.4400

**DATE (S) OF UTILIZATION:** 5/20/24

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

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

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

**Authorized Signature:** 

**Organization Title:** Principal

**Date:** 3/11/24





# Morton College Job Description

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**Job Title:** Athletic Director

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and Evaluated by:** [President of the College](#) [Associate Provost & VP of Student Services](#)

**Required Qualifications:** [Bachelor's degree required in sports management, education, business administration or appropriate field.](#)  
~~[A Must have a](#)~~ [minimum of five to seven years' experience administering intercollegiate athletics —preferably in a community college.](#)  
~~[Must have experience in administration for 10 years or five years of related experience and/or training; three years of experience in athletic leadership; or a combination of experience and coaching/management. Must be able to work flexible hours including evenings and weekends as needed. Must have coached 15 years in a head coaching position.](#)~~

[Prior knowledge and compliance of NJCAA and regulations.](#)

[Experience determining and submitting NJCAA eligibility for student athletes.](#)

[Capacity to form and articulate vision and strategic direction for athletics consistent with the college's mission.](#)

[Strong record of successful working relations with students, faculty, staff, and outside agencies, as well as excellent written and verbal communication with ability to work with diverse constituencies and communities.](#)

[Must be able to work flexible hours including evenings and weekends as needed.](#)

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



**Desirable Qualifications:** [Masters degree in sports management, education, business administration or appropriate field.](#) ~~Three (3) years of successful experience in Athletic Administration.~~ Exceptional communication skills when working with others on the administrative team. Honesty, flexibility, punctuality, and logical reasoning ability. [Ability to interact well with students, faculty and staff.](#)

**Job Summary:** The Athletic Director is responsible for providing leadership and oversight for all intercollegiate, intramural and recreational athletic staff, programs, facilities and activities. [The Director is accountable for compliance with Federal Regulations and NJCAA rules \(including the Equity in Athletics Disclosure Act and Title IX\).](#) Plans, administers, and directs intercollegiate athletic activities. Directly supervises all department personnel. Carries out supervisory responsibilities in accordance with Morton College policies/procedures, including: interviewing, recommending for hire, and training athletic department employees; planning, assigning and directing work, appraising performance and disciplining employees; addressing complaints and resolving problems.

**Essential Job Functions**

- Interprets and participates in formulating extramural athletic policies. ~~Liaisons and ensures compliance with the National Junior College Athletic Association (NJCAA/Region IV) as well as the Illinois Skyway Collegiate Conference (ISCC).~~
- [Serve as the official college representative to the Skyway Conference Athletic Directors and the Board of Control, NJCAA, and Region IV Athletic Directors.](#)
- ~~Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.~~ [Provides mentorship and support.](#)
- ~~Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.~~
- [Collaborates with Institutional Advancement / Marketing department on departmental promotion, marketing, and publicity, scheduled program announcements, web site accuracy, information, updates, and postings for the college, conference, regional, and NJCAA websites.](#)
- [Prepares departmental and student association budgets, SUAP report and authorizes department expenditures.](#)

- Collaborates with the Student Services Division to ensure integration with student-centered and student services programming
- Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.
- ~~Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.~~
- Works with the Morton College Athletic Association (MCAA) and Morton College Foundation to generate financial support and develop fundraising sources.
- Supervises utilization of all the athletic facilities. -Coordinates athletic uses of training and weight room facilities. -Reviews and recommends policies, repairs, and improvements for the facilities. Coordinate the scheduling of off-site facilities when appropriate.
- Oversees compliance with Title IX/Section 504 in the athletic department and report to the College Title IX / Section 504 Coordinator on all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate.
- Oversees the coordination of college vehicles for athletic travel, insurance claim processing, concession procedures and athletic out-of-state travel.
- Supervises ~~the~~ directly and indirectly Athletic and Fitness Center personnel including coaches and trainers. Administrative Assistant, Athletic Retention and Compliance Specialist, and Fitness Center Manager and other department personnel.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, orientation, academic tracking and athletic eligibility, health and safety. -Promote high standards of student conduct and ethical decision making.
- Assist in developing and managing services designed to increase student retention and transition rates. Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.
- Track data, maintain records, and use assessment tools for reports.

- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.
- [Advise the Associate Provost / Vice President on trends and best practices and other pertinent matters as it relates to intercollegiate athletics.](#)

**Other Duties:** • Perform other duties as assigned by the President of the College.

**Work Environment:** Work is generally performed in an office setting. You will have designated desk space to complete your daily work. Some work and supervision will be on the Athletic Fields, Athletic Facility and Fitness Center.

**Physical Demands:** Must be able to lift up to 50 lbs. and help with the set up and breakdown of tables, chairs, etc. for home game events.

- 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:** Campus Police Officer (Full-Time)

**Range:** NA

**Grant-Funded:** NA

**Reports to and  
Evaluated by:** Chief of Campus Police

**Required  
Qualifications:** 7-1-3 Years of Law Enforcement. Must have a valid state driver's license, FOID Card (Illinois residents), and have a valid Illinois police officer state certification and/or ability to update/renew if retired law enforcement and able to obtain a state of IL training waiver issued by the Illinois Law Enforcement Training and Standards Board. Must possess honesty, integrity, emotional stability, good judgment, dependability, the ability to function well under pressure, and a professional appearance. Have excellent written and oral communication skills. Computer skills and Microsoft Office proficiency.

**Desirable  
Qualifications:** An Associate Degree in Law Enforcement or Military, prior police experience in Illinois. Certified Crisis Intervention Team (CIT), juvenile or school resource officer. Experience as a field training officer, juvenile officer or community relations. Familiar with National Incident Management System or possess any other training certification as an instructor. Ability to communicate in Spanish.

**Job Summary:** Campus Police Officers will ensure the safety of persons and college property by performing assigned functions, such as visible patrol of the campus; enforce applicable federal, state, and local laws, and college rules and regulations. An Officer must be able to complete a thorough preliminary investigation, make sound decisions and take appropriate action. Officers must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Pass a background check and interview.

**Essential Job  
Functions:**

- Enforce applicable federal, state and local laws; and college rules and regulations.

- Enforce traffic and parking regulations on campus.
- Assume the responsibility for the operations of the Campus Safety department in the absence of command personnel.
- Protect the persons and property of all staff, students and guests within the confines of the college or college-controlled properties.
- Ensure the safety of the campus, identify risk, and make proper notification to address the issue.
- Conduct a proper investigation to an end result.
- Complete thorough reports based on facts, through a proper interview and submit them for review.
- Provide emergency medical assistance and be First Aid certified.
- Normal position for Campus Police Officer is 40 hours a week; this position also requires a response to emergency call backs.

**Other Duties:**

- Other duties as assigned by the Chief of Police or the President of the College.
- The responsibilities and duties of the Officer may change as the needs of the college arise.
- Acts as an ambassador of Morton College through participation in college and community-based events.

**Work Environment:**

- Duties are performed indoors/outdoors in inclement weather for extended periods of time.

**Physical Demands:**

- Must pass a pre-employment physical examination.
- Must have physical ability to assist with the rescue of sick/injured persons on campus.
- Must be able to maintain a constant foot patrol, stand for a long period of time and make physical arrests when necessary.
- Work assignments may be over the standard 8-hour day.

**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 APPROVES THE EMPLOYEE STATUS CHANGE FOR JAMIE ANNEN IN THE CAMPUS POLICE DEPARTMENT FROM PART-TIME TO FULL-TIME WITH AN EFFECTIVE DATE OF APRIL 1, 2024.

**RATIONALE:** TO FILL THE CURRENT FT VACANCY TO MEET THE NEEDS OF THE DEPARTMENT.

**COST ANALYSIS:** \$53,024.40

**ATTACHMENT:** N/A

**PROPOSED ACTION:** THAT THE BOARD APPROVES THE EMPLOYEE STATUS CHANGE FOR ROGER SHANE ROBINSON IN THE TUTORING CENTER FROM PART-TIME TO FULL-TIME WITH AN EFFECTIVE DATE OF APRIL 1, 2024.

**RATIONALE:** THE TUTORING CENTER HAS A NEED FOR FT WRITING TUTOR TO FILL IN THE CURRENT VACANCY AND TO MEET THE NEEDS OF THE STUDENTS.

**COST ANALYSIS:** \$49,000.00

**ATTACHMENT:** N/A





# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Institutional Membership in External Organizations

**NO.** 2.9

**SECTION:** Administration

**PAGE:** 1 of 1

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Morton College may maintain institutional membership in representative organizations which promote the general interests of the College as recommended by the President. The President shall periodically assess the relative value of such memberships. ~~recommending to the Board the continuance or termination of such memberships.~~ All new institutional membership fees in excess of ~~\$1000.00~~500.00 shall be subject to the approval of the Board.

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**DATE APPROVED BY BOARD OF TRUSTEES:** March 24, 1983; December 19, 2018

**DATES REVISED:** August 28, 1986; October 25, 2001; March 7, 2024

**REVIEWED DATES:** November 28, 2018; March 7, 2024



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Reimbursement for Travel Expenses

**NO.** 8.3

**SECTION:** Institutional

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Transportation, meals, lodging and other documented expenses referenced herein incurred by authorized persons while on college-approved travel may be reimbursed.

"Maximum lodging rate" means (1) the cost of the conference designated hotel, not to exceed ~~\$300~~ **\$350.00** (excluding taxes); or (2) the maximum reimbursement rate for lodging expenses as provided by the United States General Services Administration for a particular date and location.

Reimbursement shall be as follows:

- a. Travel: The traveler is expected to select the most economical route and mode of transportation. Should the traveler select an indirect route for convenience, any extra costs incurred will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred traveling the most direct and economical route.
  - i. Public Carrier: The expense of traveling by public carrier (rail, bus or airplane) will be allowed on the basis of actual cost but limited to coach/tourist fare in any case and further limited by the cost of tourist class/coach commercial air transportation.
  - ii. Private Vehicle:
    - (1) If travel by private vehicle is chosen, the traveler will be reimbursed for mileage at the current allowable rate as specified by the Internal Revenue Service.
    - (2) When two or more travelers are traveling to the same event by private vehicle, they are expected to share transportation expenses unless other arrangements are approved in advance.
    - (3) Mileage reimbursement will be based on distances recorded on an official highway map for the most direct route.
    - (4) Additional mileage will be allowed as necessary for transportation in the community which is the point of destination.

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**DATE APPROVED BY BOARD OF TRUSTEES:** March 27, 1980; February 26, 2018; November 16, 2016, September 27, 2023

**DATES REVISED:** March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009; December 15, 2010, January 22, 2018, September 27, 2023, [February 7, 2024](#)

**REVIEWED DATES:** January 22, 2018, September 27, 2023, [February 7, 2024](#)

Illinois Community College District No. 527



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Reimbursement for Travel Expenses

**NO.** 8.3

**SECTION:** Institutional

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- (5) The reimbursable amount allowed for travel by private vehicle normally shall not exceed the cost of tourist class/coach commercial air fare transportation. However, exceptions will apply in circumstances in which the traveler's schedule or destination does not correspond with that of public carriers.
- (6) Travelers driving privately owned vehicles are expected to be properly licensed and protected at their own expense by personal liability and property damage insurance at the level currently required by law. Traffic tickets are the responsibility of the driver except for Morton College equipment defect violations.
- iii. Rental Vehicle: When a rental vehicle is chosen for a trip, reimbursement will be based upon receipts for actual charges.
- iv. Other Ground Transportation: Expenses for ground transportation not identified above (taxi, local bus, and subway) and miscellaneous travel expenses (parking and tolls) are allowed as necessary.
- b. Lodging: Actual cost of the least expensive single room available at conference designated hotels for only the nights necessary to attend to College business, but not to exceed ~~\$300~~\$350.00 per night (excluding taxes). Anything over \$350.00 would be the responsibility of the employee. ~~If there is no room available at conference designated hotels at or below the maximum lodging rate, then the traveler may be reimbursed for any mid-range quality hotel within a five (5) mile radius of the conference up to the maximum lodging rate. If no such room is available, then the traveler may be reimbursed for an amount over the maximum lodging rate at any conference designated hotel, subject to the pre-approval of the President and Board Chair.~~ When a traveler shares lodging with an unauthorized traveler, the traveler will provide a receipt or printed rate schedule showing the single occupancy rate. If documentation of the single occupancy rate is not provided, the allowable expense will be computed by dividing the number or persons into the total daily rate as indicated on the bill. ~~If a room more expensive than a single room (i.e., a suite) is needed for the continuation of College business when a conference room/center is not available for use by the College and a~~

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Illinois Community College District No. 527



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Illinois Community College District No. 527

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~~suite is actually used for the continuation of College business and the suite is more economical than booking an additional conference room/center, then with the pre-approval of the President and Board Chair, one traveler among the group who will use the suite for business purposes may book and be reimbursed for the appropriate sized suite for said business.~~

c. Meals and Incidentals\*: A per diem is given in lieu of the meal allowance and is to cover the cost of meals and tips. Receipts are not required to support this allowance. Per diem is based on the current applicable Internal Revenue Service Meals and Incidentals Per Diem Rate as defined and posted by location.

\*Incidentals are defined by the IRS and shall, in combination with the cost of meals, not exceed the per diem rate

d. Conference Registration Fees: Actual cost for conference registration fee. Meals included with Registration Fee are not eligible for per diem reimbursement.

e. Expenses not related to the College's business are not reimbursable. Examples of non-reimbursable expenses include but are not limited to:

- i. Alcoholic beverages;
- ii. Coat check;
- iii. Global Positioning Systems {GPS}, either rental or purchase;
- iv. Personal entertainment charges such as movies, sporting events, spa/health clubs, sightseeing, tours, etc.
- v. Personal convenience charges such as personal phone calls from hotel room in excess of one per day {at 15 minutes or less}, hotel laundry, shoe care, and valet services;
- vi. Limousine services unless the rate charged is equivalent or less than a taxi fare;
- vii. Late check-out and room guaranteed charges;
- viii. Non-College related expenses, including spouse/family travel expense unless specific prior approval is provided in a grant or contract;
- ix. Gifts;

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Illinois Community College District No. 527



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Illinois Community College District No. 527



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Illinois Community College District No. 527

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- x. Purchase of clothing and/or toiletries;
- xi. Traveler's checks;
- xii. Interest on credit cards;
- xiii. Misuse of lost credit cards;
- xiv. Tobacco products;
- xv. Towing of a personal automobile;
- xvi. Removal of keys locked in personal automobile;
- xvii. Damage to automobile (rental or personal);
- xviii. Maintenance or repair of personal property;
- xix. Parking tickets or other traffic fines;
- xx. Personal automobile accident insurance;
- xxi. Insurance on personal property; and
- xxii. Loss of personal property, personal funds or cash advances.

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Illinois Community College District No. 527