



**Morton College**

**Public Regular Board Meeting**

**Thursday, November 21, 2024, 10:00 AM**



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.527

Minutes for the Regular Board Meeting

Wednesday, October 30, 2024

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**1. Call to Order**

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 10:06 AM on Wednesday, October 30, 2024, at the Centennial Room, located at 3801 S. Central Ave., Cicero, IL 60804.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Roll Call**

**Present:**

Leonard Cannata, Trustee  
Jose Collazo, Trustee  
Susan Grazzini, Trustee  
Charles Hernandez, Trustee  
Anthony Martinucci, Trustee  
Oscar Montiel, Trustee  
Frances F. Reitz, Trustee  
Gizelle Beltran, Student 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

Trustee Hernandez highlighted that ACCT will be holding a meeting on November 15<sup>th</sup> at the Chicago Marriot in Schaumburg. Two of the topics they will explore include how to manage problems with our students, particularly as the population ages, and how to track high school students who are taking college classes.

5.2 Student Trustee – Gizelle Beltran

Student Trustee Gizelle Beltran highlighted multiple events that happened on campus, Congressman “Chuy” Garcia’s visit, student relations meeting, and Phi That Kappa.

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

Dr. McLaughlin highlighted several items, which included Phi Theta Kappa, an outstanding opportunity for our students, and we're so pleased to hear about the increase in the numbers that have enrolled.

The other item Dr. McLaughlin mentioned was Senator Cervantes has been sponsoring several events on campus, which we always appreciate because it brings people to the campus. These are beautiful facilities here and it also introduces them to the opportunities, programs, and services we offer. Senator Cervantes sponsored an event with ComEd and a Financial Literacy Event.

The Student Trustee mentioned Congressman Garcia's visiting us and we are so appreciative of the support that he provides to higher education and Morton College specifically. Dr. McLaughlin thanked Trustee Hernandez and Trustee Reitz for participating in that session with Congressman Garcia. It was very informative and very engaging, and we were just so pleased to hear the students talk about the positive experiences that they have here at Morton College. Trustee Reitz and Trustee Hernandez agreed that it was a great forum.

Dr. McLaughlin highlighted the robust ACCT Conference that he and Trustee Grazzini attended out in Seattle, WA. It was attended by over 1,800 trustees, presidents, and others. Trustee Grazzini added that she attended a very interesting session about community colleges offering bachelor's degrees. Dr. McLaughlin thanked Trustee Grazzini for attending and bringing that session to our attention.

In terms of AI, we certainly want to be at the forefront. We want to pay attention to that, in terms of its impact on education and higher education.

Dr. McLaughlin addressed the construction taking place on campus and things looking kind of bare. Progress involves having to go through this for us to get to a better place with the perimeter project. The end result will be very beautiful. Dr. McLaughlin thanked Cicero Town President, Larry Dominick and also Derek Dominick with the Cicero Department of Public Works for assisting us with the project of helping us to take those trees down. Joseph Florio, Director of Campus Operations & Facilities also thanked President Dominick for their support in helping make this project move forward.

Dr. McLaughlin read an e-mail that we received from a student who graduated from Morton College and had a very positive experience with a particular faculty member, Behrooz Sedaie, who is our Economics Faculty member. It is always rewarding to be in this work when our faculty is recognized by former students.

Dr. McLaughlin concluded his report by reminding the Trustees about the board retreat coming up in November.

## 7. Consent Agenda

Trustee Cannata stated that he wanted to remove item 7.13 to be voted on separately.

Trustee Martinucci made a motion to approve the consent agenda as amended with the removal of item 7.13, which includes agenda items 7.1 to 7.18.1, as listed below.

Trustee Reitz seconded the motion.

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

Nays: None

Motion Carried

Trustee Martinucci made a motion to approve item 7.13.

Trustee Grazzini seconded the motion.

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

Nays: None Abstain: Trustee Cannata

Motion Carried

- 7.1. Approval of the Minutes of the Minutes of the Regular Board meeting held on September 30, 2024.
- 7.2. Approval and ratification of accounts payable and payroll for the month of September 2024, in the amount of \$3,756,876.00, and budget transfers in the amount of \$113,500.00.
- 7.3. Approval of the Monthly Budget Report for the fiscal year to date ending in September 2024.
- 7.4. Approval of the Treasurer's Report for September 2024.
- 7.5. Approval of the changes in Curriculum as submitted.
- 7.6. Approval of an Obsolete Equipment sale to be held on November 21, 2024.
- 7.7. Approval of a temporary 10% salary increase for Erika Alonso to assist with the responsibilities and tasks of the Adult Education Enrollment & Data Specialist, effective January 6, 2025, for 12 weeks.
- 7.8. Approval of the Differential Pay Report for the Faculty in the amount of \$25,955.144 as submitted, pending additional class cancellations and/or additions.
- 7.9. Approval of a 60-month lease agreement that includes support services with Konica Minolta Business Solutions for a total amount of \$28,726.20 or 478.77/month.
- 7.10. Approval of G.A. Paving LLC for blacktop walking path replacement, in the amount of \$42,000.00.
- 7.11. Approval of the one-year extension agreement with Lake County Press for an amount not to exceed \$50,000.00 for fiscal year 2025.
- 7.12. Approval of the resolution approving and adopting a master educational affiliation agreement between Morton Community College District 527 and Maximum Rehabilitation Services LTD.
- 7.13. Approval of the resolution approving and adopting a cooperation agreement between Morton College Community College District 527 and the Village of North Riverside.
- 7.14. Approval of the resolution approving and adopting an education affiliation agreement between Morton College Community College District 527 and Loyola University Health System.
- 7.15. Approval of Facility Use Permits
  - 7.15.1. Morton High School Softball Team to use the college softball field on 32<sup>nd</sup> and Central on April 11, 2025, from 6:00 a.m. – 8:30 p.m.

7.16. Approval of New/Updated Job Descriptions

7.16.1. Executive Director of Institutional Effectiveness and Academic Planning – New JD

7.17. Approval of Position Changes

7.17.1. Gustavo Rodriguez, Status change from Temporary to Permanent Custodian, effective November 1, 2024.

7.18. Approval of Full-Time Employment

7.18.1. Amy Kinney, Grants Manager, Adult and Career & Technical Education, \$65,000.00, effective November 1, 2024.

**8. Informational Only 8.1 – 8.3.1**

**9. Closed Session - Cancelled**

**10. Approval of the Settlement Agreement and Waiver and Release of All Claims between Morton College and Carla Fortuna.**

Trustee Martinucci made a motion to approve the Settlement Agreement and Waiver and Release of All Claims between Morton College and Carla Fortuna.

Trustee Grazzini seconded the motion.

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

Nays: None

Motion Carried

**11. Approval of the Settlement and Release Agreement between Morton College and Reed Illinois Corporation d/b/a Reed Construction.**

Trustee Grazzini made a motion to approve the Settlement and Release Agreement between Morton College and Reed Illinois Corporation b/b/a/ Reed Construction.

Trustee Martinucci seconded the motion.

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

Nays: None

Motion Carried

**12. Adjournment**

Trustee Martinucci made a motion to adjourn the Regular Board Meeting at 10:26 a.m.

Trustee Grazzini seconded the motion.

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

Nays: None

Absent: Trustee Cannata and Montiel

Motion Carried

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/s/ Leonard Cannata,  
Board Chair

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/s/ Jose Collozo,  
Secretary

## Joanna M Martin

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**From:** Mireya Perez  
**Sent:** Monday, November 4, 2024 11:07 AM  
**To:** Board Materials  
**Subject:** Board action - 11/13/24 Board Meeting  
**Attachments:** Board AS Totals 10.31.24.pdf; BT 10.31.24.pdf; Check Register 10.31.24.pdf; Over 10k Oct 2024.pdf

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF OCTOBER 2024 IN THE AMOUNT OF \$2,952,061 AND BUDGET TRANSFERS IN THE AMOUNT OF \$129,903 AS SUBMITTED.

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

**Attachments:** Resolution, Accounts Payable and Payroll Records

Thank you,



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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of October 2024, be approved and/or ratified in the amount of \$2,952,061 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements -		
Monthly	10/31/2024	961,182
Payroll	10/15/2024	858,307
Payroll	10/31/2024	850,089
Student Refunds	10/31/2024	<u>282,483</u>
		2,952,061

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	10/31/2024	<u>0</u>
TOTAL ALL FUNDS		<u>\$2,952,061</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$129,903 be approved as outlined on the attached Journal No. 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 13th day of November by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

**Morton College  
Budget Transfers  
October 2024**

	GL Account	Description	Debit	Credit
1	10-0000-95126-490000020	Phi Theta Kappa - Misc Revenue		700.00
	10-0000-95126-590900000	Phi Theta Kappa - Other Expenditures	700.00	
2	01-8080-80134-540400200	Data Center - Computer Software		16,000.00
	01-8080-80134-540200000	Data Center -Printing		61,000.00
	01-8080-80134-530900010	Data Center - Licensing Fees	77,000.00	
3	06-4010-99262-540100200	Noncredit Workforce Training - Instr Supplies		30,000.00
	06-4010-99262-590200000	Noncredit Workforce Training - Student Grants	30,000.00	
4	06-0000-99256-420109900	Trade Schools Grant - ICCB Grant Revenue		21,602.93
	06-1030-99256-540100205	Trade Schools Grant - Inst Equip	21,602.93	
5	10-0000-95126-490000020	Phi Theta Kappa - Misc Revenue		600.00
	10-0000-95126-590900000	Phi Theta Kappa - Other Expenditures	600.00	
<b>Total Budget Transfers</b>			<b>129,902.93</b>	<b>129,902.93</b>



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
0120731	10/01/24	Recon	0001013	ComEd	V0201503	10/01/24	B0005911	28,405.08		28,405.08
								28,405.08		28,405.08
0120732	10/01/24	Recon	0171174	ComEd	V0201504	10/01/24	B0006013	1,671.28		1,671.28
								1,671.28		1,671.28
0120733	10/02/24	Recon	0001752	Comcast	V0201563	10/02/24	B0005948	6.30		6.30
								6.30		6.30
0120734	10/04/24	Recon	0192221	Mr. Jorge Andrade	V0200188	09/20/24		725.00		725.00
								725.00		725.00
0120735	10/04/24	Recon	0211068	Oscar Carreon	V0199222	10/04/24		1,250.00		1,250.00
								1,250.00		1,250.00
0120736	10/04/24	Void	0224468	Coast 2 Coast Assigning						
0120737	10/04/24	Recon	0217979	Nathaniel Feliciano	V0201528	10/02/24		35.00		35.00
					V0201557	10/02/24		35.00		35.00
								70.00		70.00
0120738	10/04/24	Recon	0226714	Marek Fracz	V0201552	10/02/24		140.00		140.00
								140.00		140.00
0120739	10/04/24	Recon	0000724	Dr. Brian R. Gilligan	V0201299	09/25/24		199.00		199.00
					V0201508	10/01/24		17.48		17.48
								216.48		216.48
0120740	10/04/24	Outst	0225780	Jose M. Gomez Perez	V0199227	10/04/24		500.00		500.00
								500.00		500.00
0120741	10/04/24	Recon	0137499	Pedro Guardian	V0199098	10/04/24		1,250.00		1,250.00
								1,250.00		1,250.00
0120742	10/04/24	Outst	0226328	Illinois Board of Higher	V0201505	10/01/24		10,000.00		10,000.00
								10,000.00		10,000.00
0120743	10/04/24	Recon	0214056	Lo's LLC	V0201549	10/02/24		150.00		150.00
								150.00		150.00

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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
0120744	10/04/24	Recon	0216255	Luis Loza	V0201529	10/02/24		35.00		35.00
								35.00		35.00
0120745	10/04/24	Recon	0208653	Kimberly McKay	V0201554	10/02/24		140.00		140.00
								140.00		140.00
0120746	10/04/24	Outst	0001779	Daniel Meziere	V0201550	10/02/24		160.00		160.00
								160.00		160.00
0120747	10/04/24	Recon	0132874	Fabian A. Nava	V0201512	10/02/24		99.00		99.00
								99.00		99.00
0120748	10/04/24	Recon	0199313	John Orowick	V0201551	10/02/24		160.00		160.00
								160.00		160.00
0120749	10/04/24	Recon	0000863	Mrs. Guadalupe Perez	V0201468	09/27/24		91.47		91.47
								91.47		91.47
0120750	10/04/24	Recon	0225962	Arnulfo Rimando, Jr.	V0201555	10/02/24		35.00		35.00
								35.00		35.00
0120751	10/04/24	Outst	0209112	Fermin Sanchez Ortega	V0201548	10/02/24		150.00		150.00
								150.00		150.00
0120752	10/04/24	Recon	0195022	Ms. Jennifer Schreier	V0201289	09/25/24		595.56		595.56
								595.56		595.56
0120753	10/04/24	Recon	0224263	Quincy Swait	V0201524	10/02/24		200.00		200.00
								200.00		200.00
0120754	10/04/24	Outst	0221497	Maxwell L. Woodward	V0201544	10/02/24		30.00		30.00
								30.00		30.00
0120755	10/04/24	Recon	0210206	Tomas Zarco	V0201546	10/02/24		190.00		190.00
								190.00		190.00
0120771	10/11/24	Recon	0007956	AACRAO	V0201632	10/07/24		1,300.00		1,300.00

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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
								1,300.00		1,300.00
0120772	10/11/24	Recon	0192221	Mr. Jorge Andrade	V0201501	10/01/24		100.00		100.00
								100.00		100.00
0120773	10/11/24	Recon	0221083	Andres Balladares	V0201581	10/03/24		150.00		150.00
								150.00		150.00
0120774	10/11/24	Outst	0002595	Joelle Beranek	V0201613	10/07/24		1,000.00		1,000.00
								1,000.00		1,000.00
0120775	10/11/24	Recon	0210003	Blue Cross Blue Shield o	V0201772	10/08/24		12,415.32		12,415.32
								12,415.32		12,415.32
0120776	10/11/24	Recon	0000995	Bureau Water/Sewer Town	V0201641	10/08/24		520.31		520.31
					V0201642	10/08/24		1,327.70		1,327.70
					V0201644	10/08/24		198.10		198.10
					V0201646	10/08/24		198.10		198.10
					V0201647	10/08/24		198.10		198.10
					V0201649	10/08/24		198.10		198.10
								2,640.41		2,640.41
0120777	10/11/24	Recon	0001008	College Board	V0201302	09/26/24		400.00		400.00
								400.00		400.00
0120778	10/11/24	Recon	0216173	Anthony T. Crespo	V0201620	10/07/24		250.00		250.00
								250.00		250.00
0120779	10/11/24	Outst	0000794	Ms. Janet M. Crockett	V0201292	09/25/24		226.51		226.51
								226.51		226.51
0120780	10/11/24	Recon	0205769	Dwayne Cruz	V0198110	07/04/24		3,750.00		3,750.00
								3,750.00		3,750.00
0120781	10/11/24	Recon	0219308	Efrain A. De La Torre	V0201618	10/07/24		250.00		250.00
								250.00		250.00
0120782	10/11/24	Recon	0226743	Michael Falk	V0201594	10/03/24		140.00		140.00
								140.00		140.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0120783	10/11/24	Recon	0217979	Nathaniel Feliciano	V0201592	10/03/24		105.00		105.00
					V0201774	10/09/24		35.00		35.00
								140.00		140.00
0120784	10/11/24	Recon	0202943	Susan K. Grazzini	V0201584	10/03/24		436.83		436.83
								436.83		436.83
0120785	10/11/24	Recon	0226713	Amy Grycowski	V0201585	10/03/24		420.00		420.00
								420.00		420.00
0120786	10/11/24	Recon	0215397	Melissa Harlow	V0201614	10/07/24		1,000.00		1,000.00
								1,000.00		1,000.00
0120787	10/11/24	Outst	0211129	Adam Herges	V0201578	10/03/24		190.00		190.00
								190.00		190.00
0120788	10/11/24	Recon	0199812	Diego Jaimes	V0201639	10/08/24		59.71		59.71
								59.71		59.71
0120789	10/11/24	Outst	0226556	Michelle Jardine	V0201628	10/07/24		250.00		250.00
								250.00		250.00
0120790	10/11/24	Recon	0226263	Mitchell W. Lauer	V0201586	10/03/24		420.00		420.00
								420.00		420.00
0120791	10/11/24	Recon	0187759	Rachel Livingston	V0201626	10/07/24		250.00		250.00
								250.00		250.00
0120792	10/11/24	Recon	0214056	Lo's LLC	V0201580	10/03/24		150.00		150.00
								150.00		150.00
0120793	10/11/24	Recon	0216255	Luis Loza	V0201777	10/09/24		35.00		35.00
								35.00		35.00
0120794	10/11/24	Recon	0221362	Laura MacGregor	V0201622	10/07/24		250.00		250.00
								250.00		250.00
0120795	10/11/24	Recon	0003232	Ms. Lisa A. Mathelier	V0201565	10/02/24		30.00		30.00

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								30.00		30.00
0120796	10/11/24	Outst	0192112	Ms. Irene V. Mulvey	V0201564	10/02/24		26.98		26.98
								26.98		26.98
0120797	10/11/24	Recon	0001638	Municipal Research Servi	V0201612	10/04/24		1,500.00		1,500.00
								1,500.00		1,500.00
0120798	10/11/24	Recon	0212406	Shamar Pugh	V0199234	10/13/24		2,250.00		2,250.00
								2,250.00		2,250.00
0120799	10/11/24	Recon	0225962	Arnulfo Rimando, Jr.	V0201591	10/03/24		105.00		105.00
								105.00		105.00
0120800	10/11/24	Recon	0226791	Rock Tournaments, LLC	V0201643	10/08/24		375.00		375.00
								375.00		375.00
0120801	10/11/24	Recon	0215677	Guillermo Rodriguez	V0201616	10/07/24		200.00		200.00
								200.00		200.00
0120802	10/11/24	Outst	0211208	Daniel M. Rodriguez Sala	V0201595	10/03/24		140.00		140.00
								140.00		140.00
0120803	10/11/24	Recon	0000731	Dr. Kymberly L. Seo	V0201481	09/30/24		39.97		39.97
								39.97		39.97
0120804	10/11/24	Recon	0226555	Adam Thatcher	V0201624	10/07/24		250.00		250.00
								250.00		250.00
0120805	10/11/24	Recon	0226150	Nicolas White	V0199813	10/11/24		1,500.00		1,500.00
								1,500.00		1,500.00
0120806	10/11/24	Outst	0221497	Maxwell L. Woodward	V0201577	10/03/24		30.00		30.00
								30.00		30.00
0120807	10/11/24	Recon	0170839	Ms Cynthia D. Young	V0201596	10/03/24		824.00		824.00
								824.00		824.00

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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
0120861	10/15/24	Recon	0179042	Blitt and Gaines P.C.	V0201925	10/15/24		295.59		295.59
								295.59		295.59
0120862	10/15/24	Recon	0177469	Bright Start College Sav	V0201926	10/15/24		100.00		100.00
								100.00		100.00
0120863	10/15/24	Recon	0001371	Colonial Life & Accident	V0201930	10/15/24		12.00		12.00
								12.00		12.00
0120864	10/15/24	Outst	0101061	Morton College Faculty	V0201928	10/15/24		87.57		87.57
								87.57		87.57
0120865	10/15/24	Recon	0001563	State Disbursement Unit	V0201939	10/15/24		50.00		50.00
					V0201940	10/15/24		417.00		417.00
								467.00		467.00
0120866	10/15/24	Recon	0000977	Apple, Inc.	V0201862	10/10/24	P0016225	1,999.00		1,999.00
								1,999.00		1,999.00
0120867	10/15/24	Outst	0002866	Associated Attractions I	V0201478	09/30/24		1,400.00		1,400.00
								1,400.00		1,400.00
0120868	10/15/24	Recon	0000973	AT&T	V0201955	10/15/24	B0005910	935.43		935.43
								935.43		935.43
0120869	10/15/24	Recon	0001953	AT&T Mobility	V0201803	10/10/24	B0005935	156.90		156.90
					V0201804	10/10/24	B0005936	144.96		144.96
								301.86		301.86
0120870	10/15/24	Recon	0194139	Berwyn's Violet Flower S	V0201805	10/10/24	B0006023	115.00		115.00
					V0201867	10/10/24		215.00		215.00
					V0201868	10/10/24		1,014.55		1,014.55
								1,344.55		1,344.55
0120871	10/15/24	Recon	0000995	Bureau Water/Sewer Town	V0201811	10/10/24	B0005907	1,040.62		1,040.62
								1,040.62		1,040.62
0120872	10/15/24	Recon	0001075	Cengage Learning	V0201865	10/10/24	P0016317	1,299.90		1,299.90
								1,299.90		1,299.90

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0120873	10/15/24	Outst	0218729	Chicago Elevator & Lift,	V0201812	10/10/24	B0006019	425.00		425.00
								425.00		425.00
0120874	10/15/24	Recon	0224541	Chicago Wrap	V0201770	10/08/24		475.00		475.00
								475.00		475.00
0120875	10/15/24	Recon	0001195	Cintas Corporation	V0201813	10/10/24	B0005872	266.60		266.60
					V0201814	10/10/24	B0005872	266.60		266.60
								533.20		533.20
0120876	10/15/24	Outst	0224468	Coast 2 Coast Assigning	V0201801	10/10/24		444.00		444.00
								444.00		444.00
0120877	10/15/24	Recon	0001752	Comcast	V0201817	10/10/24	B0005927	314.31		314.31
								314.31		314.31
0120878	10/15/24	Recon	0001752	Comcast	V0201816	10/10/24	B0006022	594.95		594.95
								594.95		594.95
0120879	10/15/24	Recon	0226302	Deece Automotive Inc	V0201818	10/10/24	B0006025	1,998.00		1,998.00
								1,998.00		1,998.00
0120880	10/15/24	Recon	0217792	FedEx	V0201820	10/10/24	B0005953	22.43		22.43
					V0201821	10/10/24	B0005953	13.96		13.96
								36.39		36.39
0120881	10/15/24	Recon	0001001	Got Laundry Chicago?, In	V0201449	09/27/24		472.80		472.80
					V0201482	09/30/24		278.60		278.60
								751.40		751.40
0120882	10/15/24	Recon	0001056	Hildebrand Sporting Good	V0201872	10/10/24	P0016421	627.00		627.00
					V0201873	10/10/24	P0016396	850.00		850.00
								1,477.00		1,477.00
0120883	10/15/24	Recon	0001381	Home Depot/GECF	V0201827	10/10/24	B0005989	76.29		76.29
					V0201828	10/10/24	B0005989	64.91		64.91
								141.20		141.20

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0120884	10/15/24	Recon	0205148	Lembke & Sons, Inc.	V0201894	10/11/24		808.18		808.18
					V0201959	10/15/24	B0005898	119.95		119.95
							928.13		928.13	
0120885	10/15/24	Recon	0183140	MECO Consulting	V0201766	10/08/24		1,645.28		1,645.28
							1,645.28		1,645.28	
0120886	10/15/24	Recon	0203073	New England Flag and Ban	V0201875	10/10/24	P0016235	809.00		809.00
							809.00		809.00	
0120887	10/15/24	Recon	0208924	Nicor Gas	V0201836	10/10/24	B0005916	2,112.65		2,112.65
							2,112.65		2,112.65	
0120888	10/15/24	Recon	0001121	O'Brien Cleaners	V0201637	10/07/24		36.00		36.00
							36.00		36.00	
0120889	10/15/24	Recon	0207780	P.W. Leopard Inc.	V0201879	10/10/24	P0016195	2,499.00		2,499.00
							2,499.00		2,499.00	
0120890	10/15/24	Recon	0002406	Paisans Pizza	V0199411	08/16/24		86.98		86.98
					V0200145	09/17/24		38.19		38.19
					V0201609	10/04/24		358.00		358.00
					V0201630	10/07/24		1,210.00		1,210.00
					V0201631	10/07/24		400.00		400.00
					V0201636	10/07/24		25.45		25.45
					V0201645	10/08/24		302.99		302.99
					V0201781	10/09/24		59.95		59.95
					V0201783	10/09/24		38.19		38.19
					V0201786	10/09/24		18.00		18.00
					V0201838	10/10/24	B0005975	6,825.00		6,825.00
		9,362.75		9,362.75						
0120891	10/15/24	Recon	0217317	Panera, LLC	V0201880	10/10/24	P0016358	135.35		135.35
							135.35		135.35	
0120892	10/15/24	Recon	0217024	Prep Baseball Report LLC	V0201598	10/03/24		2,000.00		2,000.00
							2,000.00		2,000.00	
0120893	10/15/24	Recon	0225982	Trajecsyst Corporation	V0201846	10/10/24	B0006021	3,230.00		3,230.00
					V0201847	10/10/24	B0006021	1,615.00		1,615.00
							4,845.00		4,845.00	



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0120894	10/15/24	Recon	0211532	Tri-Electronics, Inc.	V0201787	10/10/24		1,150.00		1,150.00
								1,150.00		1,150.00
0120895	10/18/24	Void	0010079	Albion College						
0120896	10/18/24	Recon	0197414	Mr. Ludwig Balek	V0201895	10/11/24		29.83		29.83
								29.83		29.83
0120897	10/18/24	Recon	0181229	Victor M. Barranco	V0201975	10/16/24		300.00		300.00
								300.00		300.00
0120898	10/18/24	Recon	0211068	Oscar Carreon	V0199223	10/18/24		1,250.00		1,250.00
								1,250.00		1,250.00
0120899	10/18/24	Recon	0192108	Ms. Laurie Cashman	V0201896	10/11/24		50.34		50.34
								50.34		50.34
0120900	10/18/24	Outst	0010706	Concordia University Inc	V0201572	10/03/24		680.00		680.00
								680.00		680.00
0120901	10/18/24	Recon	0225665	Urim Demirovski	V0198955	10/18/24		2,000.00		2,000.00
								2,000.00		2,000.00
0120902	10/18/24	Outst	0213797	Matthew J. Dykstra	V0201951	10/15/24		160.00		160.00
								160.00		160.00
0120903	10/18/24	Recon	0226743	Michael Falk	V0201789	10/10/24		140.00		140.00
								140.00		140.00
0120904	10/18/24	Outst	0226076	Martin Garcia	V0201969	10/15/24		150.00		150.00
								150.00		150.00
0120905	10/18/24	Outst	0225780	Jose M. Gomez Perez	V0199228	10/18/24		500.00		500.00
								500.00		500.00
0120906	10/18/24	Recon	0137499	Pedro Guardian	V0199106	10/18/24		1,250.00		1,250.00
								1,250.00		1,250.00

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0120907	10/18/24	Outst	0003196	Cesar Ibarra	V0201967	10/15/24		190.00		190.00
								190.00		190.00
0120908	10/18/24	Recon	0162057	Johnny J. Jackson	V0201902	10/11/24		175.00		175.00
								175.00		175.00
0120909	10/18/24	Outst	0226850	Zachary Jenkins	V0201952	10/15/24		175.00		175.00
								175.00		175.00
0120910	10/18/24	Recon	0222270	Michael Kostal	V0201905	10/11/24		300.00		300.00
								300.00		300.00
0120911	10/18/24	Outst	0226821	Krystian Krzyzak	V0201788	10/10/24		140.00		140.00
								140.00		140.00
0120912	10/18/24	Outst	0221797	Lakeland University, Wre	V0201571	10/03/24		630.00		630.00
								630.00		630.00
0120913	10/18/24	Outst	0001259	The League for Innovatio	V0201884	10/10/24		855.00		855.00
								855.00		855.00
0120914	10/18/24	Recon	0226311	Martin H. Malin	V0201792	10/10/24		2,550.00		2,550.00
								2,550.00		2,550.00
0120915	10/18/24	Recon	0222062	Lorraine Psenicka	V0201906	10/11/24		300.00		300.00
								300.00		300.00
0120916	10/18/24	Outst	0000754	Mr. Mark G. Sajatovic	V0201899	10/11/24		48.57		48.57
								48.57		48.57
0120917	10/18/24	Recon	0226102	Stericycle, Inc	V0201782	10/09/24		126.00		126.00
								126.00		126.00
0120918	10/18/24	Recon	0024465	David E. Tencza	V0199722	10/18/24		1,500.00		1,500.00
								1,500.00		1,500.00
0120919	10/18/24	Void	0221796	University of Wisconsin						

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0120920	10/18/24	Outst	0216465	Alexander Valencia	V0201968	10/15/24		150.00		150.00
								150.00		150.00
0120921	10/18/24	Recon	0227040	Christopher M. A. Viveri	V0201966	10/15/24		160.00		160.00
								160.00		160.00
0120928	10/25/24	Outst	0001714	ASA	V0201978	10/16/24		50.00		50.00
								50.00		50.00
0120929	10/25/24	Outst	0216423	Victoria O. Calderon	V0201606	10/04/24		103.38		103.38
								103.38		103.38
0120930	10/25/24	Outst	0224468	Margaret Bureau	V0201522	10/02/24		200.00		200.00
								200.00		200.00
0120931	10/25/24	Recon	0216173	Anthony T. Crespo	V0201621	10/07/24		250.00		250.00
								250.00		250.00
0120932	10/25/24	Void	0219308	Sophia de la Torre						
0120933	10/25/24	Recon	0000724	Dr. Brian R. Gilligan	V0201769	10/08/24		22.48		22.48
					V0202073	10/22/24		165.00		165.00
								187.48		187.48
0120934	10/25/24	Void	0170244	Jonathan S. Gomez						
0120935	10/25/24	Recon	0215397	Melissa Harlow	V0201615	10/07/24		500.00		500.00
								500.00		500.00
0120936	10/25/24	Outst	0227124	Frederick I. Hofer, III	V0202071	10/22/24		200.00		200.00
								200.00		200.00
0120937	10/25/24	Outst	0226556	Michelle Jardine	V0201629	10/07/24		250.00		250.00
								250.00		250.00
0120938	10/25/24	Outst	0219094	Scott Kargol	V0202014	10/21/24		150.00		150.00
								150.00		150.00
0120939	10/25/24	Outst	0003157	Mrs. Toula D. Kelikian	V0201979	10/16/24		41.00		41.00

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								41.00		41.00
0120940	10/25/24	Outst	0187759	Rachel Livingston	V0201627	10/07/24		250.00		250.00
								250.00		250.00
0120941	10/25/24	Recon	0221362	Laura MacGregor	V0201623	10/07/24		250.00		250.00
								250.00		250.00
0120942	10/25/24	Recon	0022103	Lee J. Milano	V0202024	10/21/24		176.34		176.34
								176.34		176.34
0120943	10/25/24	Outst	0132874	Fabian A. Nava	V0201986	10/17/24		485.00		485.00
								485.00		485.00
0120944	10/25/24	Outst	0227125	Daniel O'Brien	V0202070	10/22/24		200.00		200.00
								200.00		200.00
0120945	10/25/24	Recon	0000863	Mrs. Guadalupe Perez	V0202041	10/21/24		64.50		64.50
								64.50		64.50
0120946	10/25/24	Recon	0215677	Guillermo Rodriguez	V0201617	10/07/24		200.00		200.00
								200.00		200.00
0120947	10/25/24	Outst	0225663	Brian P. Salapatek	V0202064	10/22/24		300.00		300.00
					V0202065	10/22/24		100.00		100.00
								400.00		400.00
0120948	10/25/24	Outst	0001780	Gary Spevak	V0201990	10/17/24		160.00		160.00
					V0202040	10/21/24		160.00		160.00
								320.00		320.00
0120949	10/25/24	Outst	0226102	Stericycle, Inc	V0202042	10/21/24		42.00		42.00
								42.00		42.00
0120950	10/25/24	Recon	0226555	Adam Thatcher	V0201625	10/07/24		250.00		250.00
								250.00		250.00
0120951	10/25/24	Outst	0216247	Todd Weber	V0201989	10/17/24		160.00		160.00
					V0202039	10/21/24		160.00		160.00

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								320.00		320.00
0120952	10/25/24	Outst	0185202	Phil Wynn	V0201901	10/11/24		175.00		175.00
								175.00		175.00
0121003	10/25/24	Recon	0219308	Efrain De La Torre	V0201619	10/07/24		250.00		250.00
								250.00		250.00
0121004	10/25/24	Outst	0170244	Jonathan S. Gomez	V0202060	10/22/24		800.00		800.00
								800.00		800.00
0121005	10/31/24	Outst	0179042	Blitt and Gaines P.C.	V0202366	10/31/24		197.03		197.03
								197.03		197.03
0121006	10/31/24	Outst	0177469	Bright Start College Sav	V0202367	10/31/24		100.00		100.00
								100.00		100.00
0121007	10/31/24	Outst	0001371	Colonial Life & Accident	V0202371	10/31/24		12.00		12.00
								12.00		12.00
0121008	10/31/24	Outst	0101061	Morton College Faculty	V0202369	10/31/24		87.57		87.57
								87.57		87.57
0121009	10/31/24	Outst	0001563	State Disbursement Unit	V0202380	10/31/24		50.00		50.00
					V0202381	10/31/24		417.00		417.00
								467.00		467.00
0121010	10/31/24	Outst	0196815	Advance Auto Parts	V0202212	10/29/24	B0006032	15.63		15.63
								15.63		15.63
0121011	10/31/24	Outst	0175113	Algor Plumbing	V0202213	10/29/24	B0005892	60.31		60.31
					V0202214	10/29/24	B0005892	197.64		197.64
								257.95		257.95
0121012	10/31/24	Outst	0000973	AT&T	V0202255	10/29/24	B0005910	971.22		971.22
								971.22		971.22
0121013	10/31/24	Outst	0001401	AZ Commercial	V0202256	10/29/24	B0006030	86.96		86.96
								86.96		86.96

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0121014	10/31/24	Outst	0001075	Cengage Learning	V0202333	10/30/24	P0016429	649.95		649.95
								649.95		649.95
0121015	10/31/24	Outst	0001675	Chronicle of Higher Educ	V0202334	10/30/24	P0016462	3,200.00		3,200.00
								3,200.00		3,200.00
0121016	10/31/24	Outst	0001195	Cintas Corporation	V0202259	10/29/24	B0005922	226.70		226.70
								226.70		226.70
0121017	10/31/24	Outst	0001195	Cintas Corporation	V0202257	10/29/24	B0005872	266.60		266.60
					V0202258	10/29/24	B0005872	266.60		266.60
					V0202388	10/31/24	B0005872	266.60		266.60
								799.80		799.80
0121018	10/31/24	Outst	0001752	Comcast	V0202260	10/29/24	B0005948	6.30		6.30
					V0202261	10/29/24	B0005949	91.41		91.41
					V0202263	10/29/24	B0005948	312.85		312.85
								410.56		410.56
0121019	10/31/24	Outst	0001752	Comcast	V0202262	10/29/24	B0006022	509.95		509.95
								509.95		509.95
0121020	10/31/24	Outst	0226302	Deece Automotive Inc	V0202265	10/29/24	B0006034	188.00		188.00
								188.00		188.00
0121021	10/31/24	Outst	0001676	Del Galdo Law Group, LLC	V0202266	10/29/24	B0005971	15,459.15		15,459.15
					V0202267	10/29/24	B0005971	610.15		610.15
					V0202268	10/29/24	B0005971	15,125.00		15,125.00
					V0202269	10/29/24	B0005971	906.47		906.47
								32,100.77		32,100.77
0121022	10/31/24	Outst	0003205	Ceola Drane	V0201995	10/18/24		516.00		516.00
								516.00		516.00
0121023	10/31/24	Outst	0002659	Easy English News	V0202335	10/30/24	P0016443	1,417.50		1,417.50
								1,417.50		1,417.50
0121024	10/31/24	Outst	0222430	Ergonomichome.Com, Inc	V0202173	10/24/24		626.99		626.99
								626.99		626.99

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0121025	10/31/24	Outst	0155859	Everything But the Mime,	V0202336	10/30/24	P0016244	3,350.00		3,350.00
								3,350.00		3,350.00
0121026	10/31/24	Outst	0217792	FedEx	V0202277	10/29/24	B0005953	15.42		15.42
								15.42		15.42
0121027	10/31/24	Outst	0001034	Flinn Scientific Inc	V0202339	10/30/24	P0016465	318.52		318.52
					V0202341	10/30/24	P0016297	9.94		9.94
								328.46		328.46
0121028	10/31/24	Outst	0001001	Got Laundry Chicago?, In	V0201997	10/18/24		40.80		40.80
					V0202044	10/21/24		580.00		580.00
								620.80		620.80
0121029	10/31/24	Outst	0210378	Hinckley Springs	V0202280	10/29/24	B0005959	49.94		49.94
								49.94		49.94
0121030	10/31/24	Outst	0226074	Hitchcock Design, Inc	V0199633	08/27/24		431.85		431.85
								431.85		431.85
0121031	10/31/24	Outst	0001381	Home Depot/GECF	V0202281	10/29/24	B0005989	13.74		13.74
					V0202282	10/29/24	B0005989	90.84		90.84
					V0202283	10/29/24	B0005989	94.65		94.65
								199.23		199.23
0121032	10/31/24	Outst	0201903	Hudl	V0201991	10/17/24		646.00		646.00
								646.00		646.00
0121033	10/31/24	Outst	0001068	ILCO, Inc.	V0202284	10/29/24	B0005867	37.18		37.18
					V0202285	10/29/24	B0005867	476.53		476.53
					V0202286	10/29/24	B0005867	476.53		476.53
					V0202287	10/29/24	B0005867	98.10-		-98.10
								892.14		892.14
0121034	10/31/24	Outst	0227221	Imagine Designs Imprints	V0202204	10/29/24		569.75		569.75
								569.75		569.75
0121035	10/31/24	Outst	0221784	Integrity Automatic Door	V0202288	10/29/24	B0006033	1,018.00		1,018.00
								1,018.00		1,018.00

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0121036	10/31/24	Outst	0226758	Library Furniture Intern	V0202295	10/30/24	B0006036	15,986.50		15,986.50
								15,986.50		15,986.50
0121037	10/31/24	Outst	0215222	Makrame Green LLC	V0202006	10/21/24		895.00		895.00
								895.00		895.00
0121038	10/31/24	Outst	0187728	Marquee Event Rentals	V0202349	10/30/24	P0016267	3,832.37		3,832.37
								3,832.37		3,832.37
0121039	10/31/24	Outst	0001299	McMaster-Carr	V0202350	10/30/24	P0016489	797.96		797.96
								797.96		797.96
0121040	10/31/24	Outst	0197884	Morton 201 Foundation	V0202056	10/21/24		800.00		800.00
								800.00		800.00
0121041	10/31/24	Outst	0220780	Oreilly Auto Parts	V0202298	10/30/24	B0005925	129.99		129.99
					V0202299	10/30/24	B0005925	129.99-		-129.99
					V0202300	10/30/24	B0005925	74.41		74.41
					V0202301	10/30/24	B0005925	50.68		50.68
								125.09		125.09
0121042	10/31/24	Outst	0002406	Paisans Pizza	V0201785	10/09/24		479.65		479.65
					V0201890	10/10/24		407.00		407.00
					V0201980	10/16/24		215.24		215.24
					V0201996	10/18/24		130.00		130.00
					V0202043	10/21/24		33.00		33.00
					V0202045	10/21/24		4.60		4.60
					V0202062	10/22/24		1,655.00		1,655.00
					V0202076	10/22/24		43.65		43.65
					V0202156	10/23/24		162.45		162.45
					V0202157	10/23/24		123.46		123.46
					V0202158	10/23/24		61.73		61.73
					V0202159	10/23/24		61.73		61.73
					V0202162	10/23/24		67.73		67.73
					V0202198	10/28/24		110.00		110.00
					V0202361	10/30/24		151.00		151.00
					V0202362	10/30/24		278.67		278.67
								3,984.91		3,984.91
0121043	10/31/24	Outst	0220131	QIAGEN, LLC	V0202352	10/30/24	P0016446	272.64		272.64
								272.64		272.64



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0121044	10/31/24	Outst	0206685	Rainmakers Irrigation &	V0202025	10/21/24		500.00		500.00
								500.00		500.00
0121045	10/31/24	Outst	0012403	Southwestern Illinois Co	V0202176	10/25/24		1,500.00		1,500.00
								1,500.00		1,500.00
0121046	10/31/24	Outst	0155715	Technology Management Re	V0202303	10/30/24	B0005903	2,241.05		2,241.05
								2,241.05		2,241.05
0121047	10/31/24	Outst	0211532	Tri-Electronics, Inc.	V0202175	10/25/24		675.99		675.99
								675.99		675.99
0121048	10/31/24	Outst	0206041	Welding Industrial Suppl	V0202395	10/31/24	P0016428	213.56		213.56
					V0202396	10/31/24	P0016476	179.04		179.04
					V0202397	10/31/24	P0016475	331.15		331.15
								723.75		723.75
E0027287	10/01/24	Outst	0211877	City Wide Facility Solut	V0201487	10/01/24		3,984.75		3,984.75
								3,984.75		3,984.75
E0027288	10/02/24	Outst	0001485	Citibank, N.A.	V0199415	08/16/24		139.82		139.82
					V0199416	08/16/24		250.75		250.75
					V0199423	08/16/24		253.44		253.44
					V0199433	08/17/24		104.47		104.47
					V0199460	08/20/24		299.62		299.62
					V0199468	08/21/24		566.70		566.70
					V0199655	08/28/24		736.60		736.60
					V0199678	08/28/24		267.34		267.34
					V0199774	09/04/24		264.23		264.23
					V0200138	09/16/24		147.44		147.44
					V0200153	09/17/24		107.35		107.35
					V0200166	09/17/24		261.73		261.73
								3,399.49		3,399.49
E0027289	10/03/24	Outst	0206556	Lisa Booko	V0198445	10/04/24		1,750.00		1,750.00
								1,750.00		1,750.00
E0027290	10/03/24	Outst	0222611	Melanny L. Buitron Loor	V0201295	09/25/24		106.93		106.93
								106.93		106.93
E0027291	10/03/24	Outst	0189374	Mr. Joseph M. Camarillo	V0201527	10/02/24		80.00		80.00

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					V0201561	10/02/24		80.00		80.00
								160.00		160.00
E0027292	10/03/24	Outst	0219377	Eric R. Costa	V0201532	10/02/24		30.00		30.00
								30.00		30.00
E0027293	10/03/24	Outst	0220269	Senon A. Cruz	V0198450	10/04/24		2,000.00		2,000.00
								2,000.00		2,000.00
E0027294	10/03/24	Outst	0219755	Christopher L. Durbin	V0201297	09/25/24		83.56		83.56
								83.56		83.56
E0027295	10/03/24	Outst	0165694	Dr. Sara E. Helmus	V0200189	09/20/24		725.00		725.00
								725.00		725.00
E0027296	10/03/24	Outst	0187216	Mr. Neil J. Moss	V0201539	10/02/24		80.00		80.00
								80.00		80.00
E0027297	10/03/24	Outst	0000928	Mr. James P. O'Connell,	V0201541	10/02/24		40.00		40.00
					V0201560	10/02/24		40.00		40.00
								80.00		80.00
E0027298	10/03/24	Outst	0179494	Kelly I. Ocampo	V0201291	09/25/24		99.00		99.00
								99.00		99.00
E0027299	10/03/24	Outst	0197850	Tania Ramirez Reyes	V0201296	09/25/24		300.00		300.00
								300.00		300.00
E0027300	10/03/24	Outst	0003089	Mr. Bradley J. Sleeth	V0200187	09/20/24		725.00		725.00
								725.00		725.00
E0027301	10/03/24	Outst	0201801	Michael R. Traversa	V0201542	10/02/24		110.00		110.00
					V0201545	10/02/24		110.00		110.00
								220.00		220.00
E0027302	10/03/24	Outst	0000803	Dr. Frances M. Wedge	V0201480	09/30/24		1,275.00		1,275.00
								1,275.00		1,275.00

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E0027362	10/10/24	Outst	0024766	Miriam V. Andablo	V0198091	07/04/24		4,500.00		4,500.00
								4,500.00		4,500.00
E0027363	10/10/24	Outst	0193307	Megan K. Blits	V0201589	10/03/24		240.00		240.00
								240.00		240.00
E0027364	10/10/24	Outst	0209933	Christopher P. Butz	V0198228	10/11/24		4,750.00		4,750.00
								4,750.00		4,750.00
E0027365	10/10/24	Outst	0189374	Mr. Joseph M. Camarillo	V0201588	10/03/24		240.00		240.00
					V0201775	10/09/24		80.00		80.00
								320.00		320.00
E0027366	10/10/24	Outst	0219377	Eric R. Costa	V0201583	10/03/24		30.00		30.00
					V0201593	10/03/24		90.00		90.00
					V0201779	10/09/24		30.00		30.00
								150.00		150.00
E0027367	10/10/24	Outst	0208811	Stephen Dowjotas	V0198102	07/04/24		4,250.00		4,250.00
								4,250.00		4,250.00
E0027368	10/10/24	Outst	0000931	Mr. Juan M. Franco	V0198106	07/04/24		4,250.00		4,250.00
								4,250.00		4,250.00
E0027369	10/10/24	Outst	0192110	Mrs. Joanna M. Martin	V0201658	10/08/24		64.40		64.40
								64.40		64.40
E0027370	10/10/24	Outst	0002697	Dr. Keith McLaughlin	V0201599	10/03/24		597.93		597.93
								597.93		597.93
E0027371	10/10/24	Outst	0197664	Ms. Claudia Mosqueda	V0201290	09/25/24		1,253.93		1,253.93
								1,253.93		1,253.93
E0027372	10/10/24	Outst	0187216	Mr. Neil J. Moss	V0201582	10/03/24		80.00		80.00
					V0201778	10/09/24		80.00		80.00
								160.00		160.00
E0027373	10/10/24	Outst	0000928	Mr. James P. O'Connell,	V0201587	10/03/24		120.00		120.00
					V0201776	10/09/24		40.00		40.00

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								160.00		160.00
E0027374	10/10/24	Outst	0201801	Michael R. Traversa	V0201575	10/03/24		110.00		110.00
					V0201576	10/03/24		110.00		110.00
					V0201590	10/03/24		330.00		330.00
								550.00		550.00
E0027375	10/10/24	Outst	0202383	Flexible Benefit Service	V0201768	10/08/24		385.00		385.00
								385.00		385.00
E0027376	10/10/24	Outst	0226705	Franklin Covey Co	V0201500	10/01/24		17,500.00		17,500.00
								17,500.00		17,500.00
E0027377	10/10/24	Outst	0163075	Morton College Foundatio	V0201604	10/04/24		500.00		500.00
								500.00		500.00
E0027378	10/10/24	Outst	0226712	Safety Service Systems,	V0201640	10/08/24		3,064.65		3,064.65
								3,064.65		3,064.65
E0027379	10/15/24	Outst	0001422	CCCTU-Cope Fund	V0201927	10/15/24		178.00		178.00
								178.00		178.00
E0027380	10/15/24	Outst	0001374	College & University Cre	V0201929	10/15/24		200.00		200.00
								200.00		200.00
E0027381	10/15/24	Outst	0160763	Illinois Education Assoc	V0201931	10/15/24		803.36		803.36
								803.36		803.36
E0027382	10/15/24	Outst	0191845	Metropolitan Alliance of	V0201932	10/15/24		80.50		80.50
								80.50		80.50
E0027383	10/15/24	Outst	0163075	Morton College Foundatio	V0201933	10/15/24		24.50		24.50
								24.50		24.50
E0027384	10/15/24	Outst	0001372	Morton College Teachers	V0201934	10/15/24		3,038.03		3,038.03
					V0201935	10/15/24		1,771.24		1,771.24
								4,809.27		4,809.27
E0027385	10/15/24	Outst	0209135	Omni Financial Group, In	V0201936	10/15/24		9,731.14		9,731.14

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								9,731.14		9,731.14
E0027386	10/15/24	Outst	0001513	SEIU Local 73 Cope	V0201937	10/15/24		30.00		30.00
								30.00		30.00
E0027387	10/15/24	Outst	0001373	Service Employees Intl U	V0201938	10/15/24		287.05		287.05
								287.05		287.05
E0027388	10/15/24	Outst	0001161	State Univ Retirement Sy	V0201941	10/15/24		84,947.72		84,947.72
								84,947.72		84,947.72
E0027389	10/15/24	Outst	0182919	Mr. Ryan Denson	V0201839	10/10/24	B0005928	2,887.50		2,887.50
								2,887.50		2,887.50
E0027390	10/15/24	Outst	0190089	3OE Solutions	V0201956	10/15/24	B0005914	5,000.00		5,000.00
								5,000.00		5,000.00
E0027391	10/15/24	Outst	0209709	Accurate Employment Scre	V0201793	10/10/24	B0005967	3,081.90		3,081.90
								3,081.90		3,081.90
E0027392	10/15/24	Outst	0206735	All Pro Truck Driving Sc	V0201887	10/10/24		10,592.00		10,592.00
								10,592.00		10,592.00
E0027393	10/15/24	Outst	0190802	All-Types Elevators Inc	V0201794	10/10/24	B0005895	569.60		569.60
								569.60		569.60
E0027394	10/15/24	Outst	0188188	Amazon Capital Services	V0201795	10/10/24	B0005944	18.99-		-18.99
					V0201797	10/10/24	B0005952	132.14		132.14
					V0201798	10/10/24	B0005952	6.43		6.43
					V0201799	10/10/24	B0005952	27.84		27.84
					V0201800	10/10/24	B0006018	324.66		324.66
					V0201802	10/10/24	B0005912	39.98		39.98
					V0201849	10/10/24	P0016459	118.84		118.84
					V0201850	10/10/24	P0016458	939.12		939.12
					V0201851	10/10/24	P0016455	338.14		338.14
					V0201852	10/10/24	P0016433	29.98		29.98
					V0201853	10/10/24	P0016456	106.96		106.96
					V0201854	10/10/24	P0016294	138.52		138.52
					V0201855	10/10/24	P0016436	29.90		29.90
					V0201856	10/10/24	P0016444	107.97		107.97
					V0201857	10/10/24	P0016435	31.74		31.74
					V0201858	10/10/24	P0016432	27.99		27.99

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					V0201859	10/10/24	P0016418	18.50		18.50
					V0201860	10/10/24	P0016410	456.95		456.95
					V0201861	10/10/24	P0016410	239.37		239.37
					V0201913	10/11/24	P0016451	389.37		389.37
					V0201914	10/11/24	P0016450	115.29		115.29
					V0201915	10/11/24	P0016348	14.88		14.88
					V0201916	10/11/24	B0005919	11.23		11.23
					V0201917	10/11/24	B0006026	19.98		19.98
					V0201918	10/11/24	B0006015	611.90		611.90
								4,258.69		4,258.69
E0027395	10/15/24	Outst	0169207	Arbor Scientific	V0201863	10/10/24	P0016360	338.33		338.33
								338.33		338.33
E0027396	10/15/24	Outst	0001490	Arc One Electric	V0201608	10/04/24		1,430.60		1,430.60
								1,430.60		1,430.60
E0027397	10/15/24	Outst	0208871	Ascendium Education Solu	V0201600	10/03/24		995.00		995.00
								995.00		995.00
E0027398	10/15/24	Outst	0198820	Asure Software	V0201886	10/10/24	B0005976	137.90		137.90
								137.90		137.90
E0027399	10/15/24	Outst	0001272	Batteries Plus LLC	V0201651	10/08/24		50.40		50.40
								50.40		50.40
E0027400	10/15/24	Outst	0194510	Blades of Glory Inc	V0201806	10/10/24	B0005897	700.00		700.00
					V0201807	10/10/24	B0005897	700.00		700.00
					V0201808	10/10/24	B0005897	700.00		700.00
					V0201809	10/10/24	B0005897	700.00		700.00
					V0201810	10/10/24	B0005897	1,000.00		1,000.00
								3,800.00		3,800.00
E0027401	10/15/24	Outst	0165533	Campus Spa	V0201864	10/10/24	P0016251	3,500.00		3,500.00
								3,500.00		3,500.00
E0027402	10/15/24	Outst	0201853	Club Automation, LLC	V0201815	10/10/24	B0005909	1,271.02		1,271.02
								1,271.02		1,271.02
E0027403	10/15/24	Outst	0182245	The College Agency, LLC	V0201866	10/10/24	P0016376	1,575.00		1,575.00
								1,575.00		1,575.00

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E0027404	10/15/24	Outst	0209578	DisposAll Waste Services	V0201819	10/10/24	B0005900	291.75		291.75
								291.75		291.75
E0027405	10/15/24	Outst	0218528	ezCater, Inc	V0201869	10/10/24	P0016430	166.12		166.12
								166.12		166.12
E0027406	10/15/24	Outst	0219326	Ferrilli	V0201610	10/04/24		2,475.00		2,475.00
					V0201822	10/10/24	B0005924	4,200.00		4,200.00
								6,675.00		6,675.00
E0027407	10/15/24	Outst	0196370	Follett Higher Education	V0201791	10/10/24		3,127.89		3,127.89
								3,127.89		3,127.89
E0027408	10/15/24	Outst	0183673	Forvis, LLP	V0201823	10/10/24	B0005905	53,400.00		53,400.00
								53,400.00		53,400.00
E0027409	10/15/24	Outst	0205565	Game One	V0201824	10/10/24	B0005964	427.00		427.00
					V0201825	10/10/24	B0005963	303.75		303.75
					V0201870	10/10/24	P0016233	2,683.56		2,683.56
					V0201871	10/10/24	P0016275	1,827.00		1,827.00
					V0201912	10/11/24	P0016399	8,282.55		8,282.55
					V0201945	10/15/24	P0016400	1,285.62		1,285.62
								14,809.48		14,809.48
E0027410	10/15/24	Outst	0205972	Gas Plus DBA Buddy Bear	V0201826	10/10/24	B0005899	113.94		113.94
								113.94		113.94
E0027411	10/15/24	Outst	0161549	Heartland Business Syste	V0201607	10/04/24		200.00		200.00
								200.00		200.00
E0027412	10/15/24	Outst	0001695	Inside Higher Ed.	V0201469	09/27/24		3,159.16		3,159.16
								3,159.16		3,159.16
E0027413	10/15/24	Outst	0001647	Iron Mountain	V0201919	10/11/24	B0005901	713.29		713.29
								713.29		713.29
E0027414	10/15/24	Outst	0001890	Konica Minolta Bus Solut	V0201562	10/02/24		1,520.11		1,520.11
					V0201829	10/10/24	B0005902	90.00		90.00
					V0201830	10/10/24	B0005902	90.00		90.00

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					V0201831	10/10/24	B0005902	80.00		80.00
					V0201832	10/10/24	B0005902	90.00		90.00
					V0201833	10/10/24	B0005902	90.00		90.00
					V0201920	10/11/24	B0005902	64.00		64.00
								2,024.11		2,024.11
E0027415	10/15/24	Outst	0002233	Konica Minolta Premier F	V0201921	10/11/24	B0005941	451.00		451.00
								451.00		451.00
E0027416	10/15/24	Outst	0188162	Lake County Press	V0201834	10/10/24	B0006004	472.00		472.00
					V0201874	10/10/24	P0016265	6,275.84		6,275.84
								6,747.84		6,747.84
E0027417	10/15/24	Outst	0001339	Minuteman Press of Lyons	V0201638	10/07/24		130.11		130.11
								130.11		130.11
E0027418	10/15/24	Outst	0217543	NobleTec, LLC	V0201837	10/10/24	B0005906	7,056.00		7,056.00
								7,056.00		7,056.00
E0027419	10/15/24	Outst	0208992	NRG Business Marketing L	V0201944	10/15/24	B0005917	4,372.03		4,372.03
								4,372.03		4,372.03
E0027420	10/15/24	Outst	0001122	Office Depot Business So	V0201876	10/10/24	P0016390	103.11		103.11
					V0201877	10/10/24	P0016390	102.98		102.98
					V0201878	10/10/24	P0016390	17.89		17.89
								223.98		223.98
E0027421	10/15/24	Outst	0219663	Paragon Micro Inc	V0201881	10/10/24	P0016417	1,308.36		1,308.36
					V0201882	10/10/24	P0016326	5,140.16		5,140.16
								6,448.52		6,448.52
E0027422	10/15/24	Outst	0001131	Phi Theta Kappa	V0201605	10/04/24		600.00		600.00
								600.00		600.00
E0027423	10/15/24	Outst	0199416	Promo Direct	V0201948	10/15/24	P0016413	942.76		942.76
					V0201949	10/15/24	P0016424	829.04		829.04
					V0201950	10/15/24	P0016425	1,278.00		1,278.00
								3,049.80		3,049.80
E0027424	10/15/24	Outst	0001143	Sargent Welch	V0201883	10/10/24	P0016333	188.10		188.10



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								188.10		188.10
E0027425	10/15/24	Outst	0196722	Sense Media LLC	V0201885	10/10/24	P0016438	3,437.50		3,437.50
								3,437.50		3,437.50
E0027426	10/15/24	Outst	0001156	Smithereen Exterminating	V0201840	10/10/24	B0005870	186.00		186.00
								186.00		186.00
E0027427	10/15/24	Outst	0157227	Staples Advantage	V0201841	10/10/24	B0005940	15.49		15.49
					V0201842	10/10/24	B0005940	33.19		33.19
					V0201946	10/15/24	B0005940	7.99		7.99
								56.67		56.67
E0027428	10/15/24	Outst	0002889	Suburban Door Check & Lo	V0201843	10/10/24	B0005887	919.00		919.00
					V0201844	10/10/24	B0005887	81.00		81.00
								1,000.00		1,000.00
E0027429	10/15/24	Outst	0219500	Sweets by Liz LLC	V0201771	10/08/24		1,275.00		1,275.00
								1,275.00		1,275.00
E0027430	10/15/24	Outst	0199533	Tim's Glass and Mirror	V0201845	10/10/24	B0006020	2,271.66		2,271.66
								2,271.66		2,271.66
E0027431	10/15/24	Outst	0193721	TimeClock Plus, LLC	V0201767	10/08/24		616.00		616.00
								616.00		616.00
E0027432	10/15/24	Outst	0002095	TruGreen LP	V0201942	10/11/24	B0005886	728.03		728.03
					V0201943	10/11/24	B0005886	399.37		399.37
								1,127.40		1,127.40
E0027433	10/15/24	Outst	0001824	Waukegan Roofing Co., In	V0201848	10/10/24	B0005885	1,325.00		1,325.00
								1,325.00		1,325.00
E0027434	10/15/24	Outst	0177607	YBP Library Services	V0201922	10/11/24	B0005991	91.83		91.83
					V0201923	10/11/24	B0005991	192.83		192.83
					V0201924	10/11/24	B0005991	253.75		253.75
								538.41		538.41
E0027435	10/17/24	Outst	0024766	Miriam V. Andablo	V0201567	10/03/24		171.40		171.40
					V0201568	10/03/24		29.00		29.00

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					V0201569	10/03/24		107.50		107.50
					V0201570	10/03/24		44.00		44.00
								351.90		351.90
E0027436	10/17/24	Outst	0206556	Lisa Booko	V0198446	10/18/24		1,750.00		1,750.00
								1,750.00		1,750.00
E0027437	10/17/24	Outst	0220269	Senon A. Cruz	V0198451	10/18/24		2,000.00		2,000.00
								2,000.00		2,000.00
E0027438	10/17/24	Outst	0210057	Colin Denny	V0198541	10/18/24		2,000.00		2,000.00
								2,000.00		2,000.00
E0027439	10/17/24	Outst	0207650	Brian C. Donlea	V0199741	10/18/24		1,250.00		1,250.00
								1,250.00		1,250.00
E0027440	10/17/24	Outst	0000828	Ms. Edith M. Fabiyi	V0201897	10/11/24		223.60		223.60
								223.60		223.60
E0027441	10/17/24	Outst	0000004	Mr. Micheal A. Kott	V0201898	10/11/24		99.96		99.96
								99.96		99.96
E0027442	10/17/24	Outst	0061069	Hector L. Munoz	V0199784	10/18/24		750.00		750.00
								750.00		750.00
E0027443	10/17/24	Outst	0226318	Vanessa Nisbet	V0201953	10/15/24		110.00		110.00
								110.00		110.00
E0027444	10/17/24	Outst	0000928	Mr. James P. O'Connell,	V0201891	10/11/24		40.00		40.00
								40.00		40.00
E0027445	10/17/24	Outst	0000820	Ms. Tsonka I. Pencheva	V0201958	10/15/24		60.00		60.00
								60.00		60.00
E0027446	10/17/24	Outst	0220326	Carmelo Rodriguez, JR	V0201903	10/11/24		480.00		480.00
								480.00		480.00
E0027447	10/17/24	Outst	0220632	Thomas J. Schlesinger	V0201904	10/11/24		480.00		480.00

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								480.00		480.00
E0027448	10/17/24	Outst	0003089	Mr. Bradley J. Sleeth	V0201633	10/07/24		100.00		100.00
								100.00		100.00
E0027449	10/17/24	Outst	0224881	Savanna Suydam	V0201911	10/11/24		120.00		120.00
								120.00		120.00
E0027450	10/17/24	Outst	0201801	Michael R. Traversa	V0201970	10/15/24		110.00		110.00
								110.00		110.00
E0027451	10/17/24	Outst	0187940	Jacob L. Turner	V0199732	10/18/24		1,500.00		1,500.00
					V0201892	10/11/24		40.00		40.00
								1,540.00		1,540.00
E0027452	10/17/24	Outst	0158266	Mr. Christopher J. Wido	V0201893	10/11/24		110.00		110.00
								110.00		110.00
E0027453	10/17/24	Outst	0190102	Ms. Brandie N. Windham	V0201900	10/11/24		72.89		72.89
								72.89		72.89
E0027454	10/17/24	Void	0185202	Phil Wynn						
E0027455	10/17/24	Outst	0204746	Paolo Zavala	V0199728	10/18/24		2,000.00		2,000.00
								2,000.00		2,000.00
E0027456	10/17/24	Outst	0156097	ACI Payments, Inc.	V0201957	10/15/24		982.64		982.64
								982.64		982.64
E0027461	10/21/24	Outst	0188213	Old National Bank	V0199697	08/29/24		776.59		776.59
					V0200103	09/13/24		199.00		199.00
					V0201518	10/02/24		660.84		-660.84
					V0201579	10/03/24		1,761.11		1,761.11
					V0201972	10/16/24	B0005970	150.00		150.00
					V0201973	10/16/24	B0005969	99.00		99.00
					V0201974	10/16/24	B0005997	40.00		40.00
					V0201984	10/16/24		3,182.01		3,182.01
					V0199698	08/29/24		754.50		754.50
					V0199721	08/30/24		131.70		131.70
					V0199797	09/05/24		4,730.30		4,730.30
					V0199798	09/05/24		4,389.12		4,389.12
					V0199820	09/06/24		247.16		247.16

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					V0199949	09/11/24		783.69		783.69
					V0200094	09/12/24		398.00		398.00
					V0200101	09/13/24		276.00		276.00
					V0200102	09/13/24		20.00		20.00
					V0201376	09/26/24		644.80		644.80
					V0201597	10/03/24		1,582.00		1,582.00
								19,504.14		19,504.14
E0027462	10/23/24	Outst	0167416	Mrs. Cynthia Aleman - Lo	V0201982	10/16/24		60.00		60.00
								60.00		60.00
E0027463	10/23/24	Outst	0111441	Ms Jazmyne J. Alzate	V0202077	10/23/24		3,822.00		3,822.00
								3,822.00		3,822.00
E0027464	10/23/24	Outst	0222611	Melanny L. Buitron Loor	V0202072	10/22/24		107.33		107.33
								107.33		107.33
E0027465	10/23/24	Outst	0212368	J. Gary Dennis	V0201993	10/17/24		128.23		128.23
								128.23		128.23
E0027466	10/23/24	Outst	0000004	Mr. Micheal A. Kott	V0201976	10/16/24		928.96		928.96
								928.96		928.96
E0027467	10/23/24	Outst	0205773	Anthony A. Mejia	V0201985	10/17/24		485.00		485.00
								485.00		485.00
E0027468	10/23/24	Outst	0061069	Hector L. Munoz	V0199444	10/25/24		2,500.00		2,500.00
								2,500.00		2,500.00
E0027469	10/23/24	Outst	0019347	Sandra L. Salas	V0201992	10/17/24		42.90		42.90
								42.90		42.90
E0027470	10/23/24	Outst	0216705	Stephanie M. Schmidt	V0199695	08/29/24		2,000.00		2,000.00
								2,000.00		2,000.00
E0027471	10/23/24	Outst	0190102	Ms. Brandie N. Windham	V0201488	10/01/24		50.00		50.00
								50.00		50.00
E0027472	10/23/24	Outst	0207766	Massachusetts Mutual Lif	V0201983	10/16/24		1,361.10		1,361.10

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								1,361.10		1,361.10
E0027527	10/29/24	Outst	0000977	Apple, Inc.	V0202200	10/29/24	P0016370	6,975.00		6,975.00
					V0202201	10/29/24	P0016370	1,350.00		1,350.00
					V0202202	10/29/24	P0016370	64,975.00		64,975.00
								73,300.00		73,300.00
E0027528	10/31/24	Outst	0001422	CCCTU-Cope Fund	V0202368	10/31/24		178.00		178.00
								178.00		178.00
E0027529	10/31/24	Outst	0001374	College & University Cre	V0202370	10/31/24		200.00		200.00
								200.00		200.00
E0027530	10/31/24	Outst	0160763	Illinois Education Assoc	V0202372	10/31/24		1,519.43		1,519.43
								1,519.43		1,519.43
E0027531	10/31/24	Outst	0191845	Metropolitan Alliance of	V0202373	10/31/24		80.50		80.50
								80.50		80.50
E0027532	10/31/24	Outst	0163075	Morton College Foundatio	V0202374	10/31/24		24.50		24.50
								24.50		24.50
E0027533	10/31/24	Outst	0001372	Morton College Teachers	V0202375	10/31/24		3,038.03		3,038.03
					V0202376	10/31/24		1,771.24		1,771.24
								4,809.27		4,809.27
E0027534	10/31/24	Outst	0209135	Omni Financial Group, In	V0202377	10/31/24		10,852.56		10,852.56
								10,852.56		10,852.56
E0027535	10/31/24	Outst	0001513	SEIU Local 73 Cope	V0202378	10/31/24		30.00		30.00
								30.00		30.00
E0027536	10/31/24	Outst	0001373	Service Employees Intl U	V0202379	10/31/24		287.05		287.05
								287.05		287.05
E0027537	10/31/24	Outst	0001161	State Univ Retirement Sy	V0202382	10/31/24		83,209.93		83,209.93
								83,209.93		83,209.93
E0027538	10/31/24	Outst	0182919	Mr. Ryan Denson	V0202270	10/29/24	B0005928	2,887.50		2,887.50

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								2,887.50		2,887.50
E0027539	10/31/24	Outst	0218765	Erika Ochoa	V0202343	10/30/24	P0016487	300.00		300.00
								300.00		300.00
E0027540	10/31/24	Outst	0202280	4AllPromos LLC	V0202308	10/30/24	P0016419	1,898.37		1,898.37
								1,898.37		1,898.37
E0027541	10/31/24	Outst	0013221	4IMPRINT	V0202209	10/29/24	B0006035	364.27		364.27
					V0202210	10/29/24	B0006035	315.70		315.70
					V0202309	10/30/24	P0016441	815.80		815.80
					V0202310	10/30/24	P0016449	739.12		739.12
					V0202311	10/30/24	P0016445	862.15		862.15
					V0202312	10/30/24	P0016427	650.44		650.44
								3,747.48		3,747.48
E0027542	10/31/24	Outst	0001466	5 Star Interpreting	V0202313	10/30/24	P0016448	640.00		640.00
					V0202314	10/30/24	P0016454	640.00		640.00
					V0202315	10/30/24	P0016498	800.00		800.00
								2,080.00		2,080.00
E0027543	10/31/24	Outst	0190802	All-Types Elevators Inc	V0202215	10/29/24	B0005895	491.00		491.00
					V0202306	10/30/24	B0005895	608.00		608.00
								1,099.00		1,099.00
E0027544	10/31/24	Outst	0188188	Amazon Capital Services	V0202216	10/29/24	B0006018	45.82		45.82
					V0202217	10/29/24	B0005919	139.83		139.83
					V0202218	10/29/24	B0005944	93.19		93.19
					V0202219	10/29/24	B0005944	50.21		50.21
					V0202220	10/29/24	B0006027	54.54		54.54
					V0202221	10/29/24	B0006027	246.84		246.84
					V0202223	10/29/24	B0005993	858.16		858.16
					V0202224	10/29/24	B0006028	86.56		86.56
					V0202225	10/29/24	B0005912	39.99		39.99
					V0202226	10/29/24	B0005912	39.99		39.99
					V0202229	10/29/24	B0005912	156.99-		-156.99
					V0202230	10/29/24	B0005912	156.99		156.99
					V0202231	10/29/24	B0006018	46.68		46.68
					V0202236	10/29/24	B0005944	11.03		11.03
					V0202239	10/29/24	B0005944	76.61		76.61
					V0202240	10/29/24	B0006000	147.81		147.81
					V0202242	10/29/24	B0005912	39.98-		-39.98
					V0202247	10/29/24	B0006027	34.99		34.99
					V0202248	10/29/24	B0005999	224.82		224.82
					V0202249	10/29/24	B0005944	9.99-		-9.99

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					V0202316	10/30/24	P0016452	2,403.12		2,403.12
					V0202317	10/30/24	P0016483	421.78		421.78
					V0202318	10/30/24	P0016482	435.29		435.29
					V0202319	10/30/24	P0016469	765.26		765.26
					V0202320	10/30/24	P0016474	108.65		108.65
					V0202321	10/30/24	P0016473	76.99		76.99
					V0202322	10/30/24	P0016481	47.21		47.21
					V0202323	10/30/24	P0016468	17.55		17.55
					V0202324	10/30/24	P0016471	1,498.00		1,498.00
					V0202325	10/30/24	P0016496	817.13		817.13
					V0202326	10/30/24	P0016506	160.38		160.38
					V0202327	10/30/24	P0016434	149.21		149.21
					V0202328	10/30/24	P0016491	209.38		209.38
					V0202329	10/30/24	P0016484	402.20		402.20
					V0202391	10/31/24	P0016512	200.89		200.89
					V0202392	10/31/24	P0016508	419.19		419.19
					V0202393	10/31/24	P0016514	97.51		97.51
								10,376.84		10,376.84
E0027545	10/31/24	Outst	0186287	Amity Hospital Service I	V0202250	10/29/24	B0005980	600.00		600.00
					V0202330	10/30/24	P0016218	1,553.02		1,553.02
								2,153.02		2,153.02
E0027546	10/31/24	Outst	0221066	Amzec, Llc	V0202252	10/29/24	B0005926	3,600.00		3,600.00
					V0202253	10/29/24	B0005926	4,500.00		4,500.00
								8,100.00		8,100.00
E0027547	10/31/24	Outst	0002154	Apperson	V0202331	10/30/24	P0016490	875.74		875.74
					V0202394	10/31/24	P0016497	96.20		96.20
								971.94		971.94
E0027548	10/31/24	Outst	0001490	Arc One Electric	V0202061	10/22/24		3,793.70		3,793.70
								3,793.70		3,793.70
E0027549	10/31/24	Outst	0196421	Balloons by Tommy	V0202170	10/24/24		1,400.00		1,400.00
								1,400.00		1,400.00
E0027550	10/31/24	Outst	0001818	Blackboard LLC	V0202155	10/23/24		47,127.00		47,127.00
								47,127.00		47,127.00
E0027551	10/31/24	Outst	0196243	Burlington English Propo	V0202332	10/30/24	P0016501	1,152.00		1,152.00
								1,152.00		1,152.00

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E0027552	10/31/24	Outst	0211877	City Wide Facility Solut	V0202063	10/22/24		3,984.75		3,984.75
					V0202197	10/28/24		200.00		200.00
								4,184.75		4,184.75
E0027553	10/31/24	Outst	0209459	Cornerstone Government A	V0202264	10/29/24	B0005918	14,000.00		14,000.00
								14,000.00		14,000.00
E0027554	10/31/24	Outst	0222089	Corporate Traditions, IN	V0202151	10/23/24		1,000.00		1,000.00
								1,000.00		1,000.00
E0027555	10/31/24	Outst	0212349	Del's Moving Inc	V0202002	10/21/24		950.00		950.00
								950.00		950.00
E0027556	10/31/24	Outst	0000989	Dick Blick	V0202271	10/29/24	B0006029	515.75		515.75
								515.75		515.75
E0027557	10/31/24	Outst	0209578	DisposAll Waste Services	V0202272	10/29/24	B0005900	487.89		487.89
					V0202275	10/29/24	B0005900	542.32		542.32
								1,030.21		1,030.21
E0027558	10/31/24	Outst	0002185	Ellucian Inc.	V0202001	10/21/24		112.00		112.00
								112.00		112.00
E0027559	10/31/24	Outst	0218528	ezCater, Inc	V0202276	10/29/24	B0006024	343.71		343.71
					V0202337	10/30/24	P0016440	166.89		166.89
					V0202338	10/30/24	P0016488	730.08		730.08
								1,240.68		1,240.68
E0027560	10/31/24	Outst	0219326	Ferrilli	V0202389	10/31/24	B0005924	4,200.00		4,200.00
								4,200.00		4,200.00
E0027561	10/31/24	Outst	0196370	Follett Higher Education	V0201888	10/10/24		1,568.48		1,568.48
					V0202273	10/29/24		410.73		410.73
								1,979.21		1,979.21
E0027562	10/31/24	Outst	0226705	Franklin Covey Co	V0202184	10/25/24		5,021.53		5,021.53
								5,021.53		5,021.53
E0027563	10/31/24	Outst	0205565	Game One	V0202278	10/29/24	B0006037	992.80		992.80



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
					V0202342	10/30/24	P0016379	1,992.38		1,992.38
					V0202344	10/30/24	P0016415	1,068.38		1,068.38
					V0202345	10/30/24	P0016320	431.76		431.76
					V0202346	10/30/24	P0016401	3,963.49		3,963.49
					V0202347	10/30/24	P0016402	5,396.63		5,396.63
								13,845.44		13,845.44
E0027564	10/31/24	Outst	0001386	Grand Stage Company	V0201655	10/08/24		33.00		33.00
								33.00		33.00
E0027565	10/31/24	Outst	0227102	Griffin Williams McMahon	V0202279	10/29/24	B0006038	8,900.00		8,900.00
								8,900.00		8,900.00
E0027566	10/31/24	Outst	0001666	Herbkoe Fun Foods	V0202348	10/30/24	P0016437	2,685.00		2,685.00
								2,685.00		2,685.00
E0027567	10/31/24	Outst	0193931	Johnson Controls Inc	V0202289	10/29/24	B0005896	341.07		341.07
								341.07		341.07
E0027568	10/31/24	Outst	0001890	Konica Minolta Bus Solut	V0202290	10/29/24	B0005902	675.87		675.87
								675.87		675.87
E0027569	10/31/24	Outst	0002233	Konica Minolta Premier F	V0202291	10/29/24	B0005941	332.61		332.61
					V0202292	10/29/24	B0005941	1,960.36		1,960.36
					V0202293	10/29/24	B0005941	6,080.78		6,080.78
					V0202294	10/29/24	B0005941	654.91		654.91
								9,028.66		9,028.66
E0027570	10/31/24	Outst	0001419	Medline Industries Inc	V0202351	10/30/24	P0016397	528.62		528.62
								528.62		528.62
E0027571	10/31/24	Outst	0187406	NCS Pearson Inc	V0201961	10/15/24		1,080.00		1,080.00
								1,080.00		1,080.00
E0027572	10/31/24	Outst	0217543	NobleTec, LLC	V0202296	10/30/24	B0005906	7,056.00		7,056.00
								7,056.00		7,056.00
E0027573	10/31/24	Outst	0001122	Office Depot Business So	V0202297	10/30/24	B0006016	279.39		279.39
								279.39		279.39

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
E0027574	10/31/24	Outst	0002777	ProQuest LLC	V0202017	10/21/24		5,406.86		5,406.86
								5,406.86		5,406.86
E0027575	10/31/24	Outst	0213570	QM Quality Matters, Inc	V0202000	10/18/24		1,990.00		1,990.00
								1,990.00		1,990.00
E0027576	10/31/24	Outst	0201778	Quality Logo Products, I	V0202353	10/30/24	P0016439	410.76		410.76
								410.76		410.76
E0027577	10/31/24	Outst	0001857	Scorebuilders, LLC	V0202075	10/22/24		2,059.20		2,059.20
								2,059.20		2,059.20
E0027578	10/31/24	Outst	0002889	Suburban Door Check & Lo	V0202302	10/30/24	B0006039	547.00		547.00
								547.00		547.00
E0027579	10/31/24	Outst	0164582	TruTech Tools, LTD.	V0202356	10/30/24	P0016291	817.81		817.81
					V0202357	10/30/24	P0016291	121.28		121.28
					V0202358	10/30/24	P0016291	21.53		21.53
					V0202398	10/31/24	P0016457	423.05		423.05
					V0202399	10/31/24	P0016457	183.28		183.28
					V0202400	10/31/24	P0016457	381.83		381.83
								1,948.78		1,948.78
E0027580	10/31/24	Outst	0001406	Wex Bank	V0202304	10/30/24	B0005920	1,376.59		1,376.59
								1,376.59		1,376.59
E0027581	10/31/24	Outst	0166671	Ms. Cara A. Bonick	V0202181	10/25/24		2,618.22		2,618.22
					V0202205	10/29/24		390.00		390.00
								3,008.22		3,008.22
E0027582	10/31/24	Outst	0209933	Christopher P. Butz	V0202207	10/29/24		110.00		110.00
								110.00		110.00
E0027583	10/31/24	Outst	0189374	Mr. Joseph M. Camarillo	V0202235	10/29/24		80.00		80.00
								80.00		80.00
E0027584	10/31/24	Outst	0219377	Eric R. Costa	V0202192	10/28/24		30.00		30.00
								30.00		30.00

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
E0027585	10/31/24	Outst	0000931	Mr. Juan M. Franco	V0202188	10/28/24		45.16		45.16
								45.16		45.16
E0027586	10/31/24	Outst	0040272	Ms Beth A. Gilmartin	V0202180	10/25/24		2,291.15		2,291.15
								2,291.15		2,291.15
E0027587	10/31/24	Outst	0000841	Mrs. Michelle C. Herrera	V0201981	10/16/24		935.00		935.00
								935.00		935.00
E0027588	10/31/24	Outst	0187216	Mr. Neil J. Moss	V0202232	10/29/24		80.00		80.00
								80.00		80.00
E0027589	10/31/24	Outst	0061069	Hector L. Munoz	V0202234	10/29/24		40.00		40.00
								40.00		40.00
E0027590	10/31/24	Outst	0000897	Mr. Donald A. Sykora	V0202163	10/23/24		75.00		75.00
								75.00		75.00
E0027591	10/31/24	Outst	0201801	Michael R. Traversa	V0202069	10/22/24		110.00		110.00
					V0202195	10/28/24		110.00		110.00
					V0202233	10/29/24		110.00		110.00
								330.00		330.00
E0027592	10/31/24	Outst	0000808	Ms. Marisol Velazquez	V0202174	10/24/24		304.92		304.92
					V0202274	10/29/24		28.71		28.71
								333.63		333.63
E0027593	10/31/24	Outst	0178051	Brizanelly Villalobos	V0202206	10/29/24		100.00		100.00
								100.00		100.00
E0027594	10/31/24	Outst	0000803	Dr. Frances M. Wedge	V0202187	10/28/24		1,237.50		1,237.50
								1,237.50		1,237.50
E0027595	10/31/24	Outst	0158266	Mr. Christopher J. Wido	V0202189	10/28/24		50.31		50.31
								50.31		50.31
E0027602	10/31/24	Outst	0206556	Lisa Booko	V0198447	11/01/24		1,750.00		1,750.00
								1,750.00		1,750.00

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
E0027603	10/31/24	Outst	0220269	Senon A. Cruz	V0198452	11/01/24		2,000.00		2,000.00
								2,000.00		2,000.00
								=====	=====	=====
								961,181.86		961,181.86

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	961,181.86	0.00
	01-0000-00000-110000000	General : Cash	0.00	961,181.86
			----- 961,181.86	----- 961,181.86

Morton College  
Over 10K Report  
October 2024

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
All Pro Truck Driving School LLC	10/15/2024	E0027392	4/24/2024	\$10,592.00	CDL Instructional Fees
Amazon Capital Services	10/15/2024	E0027394	8/28/2024	4,258.69	Supplies
Amazon Capital Services	10/31/2024	E0027544	8/28/2024	10,376.84	Supplies
Apple, Inc.	10/15/2024	0120866	8/28/2024	1,999.00	Ipad covers
Apple, Inc.	10/29/2024	E0027527	8/28/2024	\$73,300.00	Macbook Pros
Blackboard LLC	10/31/2024	E0027550	9/30/2024	47,127.00	Annual license renewal
Blue Cross Blue Shield of Illinois	10/11/2024	120775	EXEMPT	12,415.32	Sept 2024 Ancilliary benefits
ComEd	10/1/2024	0120731	8/28/2024	28,405.08	Electricity bill
Cornerstone Government Affairs, Inc.	10/31/2024	E0027553	3/27/2024	14,000.00	Consultation Services
Del Galdo Law Group, LLC	10/31/2024	0121021	8/28/2024	32,100.77	Legal Fees
Ferrilli	10/15/2024	E0027406	5/22/2024	2,475.00	Colleague Grad Process
Ferrilli	10/15/2024	E0027406	5/22/2024	4,200.00	CORE
Ferrilli	10/15/2024	E0027406	5/22/2024	4,200.00	CORE
Forvis, LLP	10/15/2024	E0027408	5/22/2024	53,400.00	Audit Services
Franklin Covey Co	10/10/2024	E0027376	EXEMPT	17,500.00	All Access Pass Plus Training Subscription
Franklin Covey Co	10/31/2024	E0027562	EXEMPT	5,021.53	Speed of Trust Consulting
Game One	10/15/2024	E0027409	6/24/2024	14,809.48	Uniforms, gear
Game One	10/31/2024	E0027563	6/24/2024	13,845.44	Uniforms, gear
Illinois Board of Higher Education	10/4/2024	120742	EXEMPT	\$10,000.00	Refund Fellowship
Library Furniture International LLC	10/31/2024	0121036	9/30/2024	15,986.50	Library Shelving
NobleTec, LLC	10/15/2024	E0027418	3/29/2023	7,056.00	Network Monitoring
NobleTec, LLC	10/31/2024	E0027572	3/29/2023	7,056.00	October Monthly Billing
Old National Bank	10/21/2024	E0027461	8/28/2024	19,504.14	Various purchases
Paisans Pizza	10/15/2024	120890	EXEMPT	13,347.66	100th year celebration, Preschools snacks, misc events
			<b>Total Paid</b>	<b>422,976.45</b>	

## Joanna M Martin

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**From:** Mireya Perez  
**Sent:** Thursday, November 7, 2024 10:39 AM  
**To:** Board Materials  
**Subject:** Board Action - Monthly Budget Report for Month End October 2024  
**Attachments:** MC- OCTOBER 2024 MONTHLY BUDGET REPORT.pdf

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING OCTOBER 2024 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thank you,



**Mireya Perez**

Chief Financial Officer/Treasurer

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

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

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

**Morton Community College**  
**FY25 Budget Report**  
**Month Ending October 31, 2024**





**Morton Community College**  
**Budget Report Summary**  
**October 31, 2024**

33%

Funds	Actual	Budget	%	Budget Remaining
<u>Education Fund</u>				
Revenue	\$ 11,781,137	\$ 31,513,199	37.4%	\$ 19,732,062
Expenditures	(9,119,004)	(31,538,199)	28.9%	(22,419,195)
Net	\$ 2,662,133	\$ (25,000)		\$ (2,687,133)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 1,279,417	\$ 3,536,119	36.2%	\$ 2,256,702
Expenditures	(979,713)	(3,536,119)	27.7%	(2,556,406)
Net	\$ 299,704	\$ -		\$ (299,704)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 4,177,466	\$ 23,325,400	17.9%	\$ 19,147,934
Expenditures	(4,261,513)	(23,325,400)	18.3%	(19,063,887)
Net	\$ (84,047)	\$ -		\$ 84,047
<u>Audit Fund</u>				
Revenue	\$ 28,099	\$ 98,576	28.5%	\$ 70,477
Expenditures	(63,400)	(105,600)	60.0%	(42,200)
Net	\$ (35,301)	\$ (7,024)		\$ 28,277
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 320,106	\$ 934,400	34.3%	\$ 614,294
Expenditures	(509,417)	(934,400)	54.5%	(424,983)
Net	\$ (189,311)	\$ -		\$ 189,311
<u>General Bond Obligation Fund</u>				
Revenue	\$ 329,017	\$ 660,484	49.8%	\$ 331,467
Expenditures	-	(644,450)	0.0%	(644,450)
Net	\$ 329,017	\$ 16,034		\$ (312,983)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 40,506	\$ 4,495,924	0.9%	\$ 4,455,418
Expenditures	(267,409)	(5,445,924)	4.9%	(5,178,515)
Net	\$ (226,903)	\$ (950,000)		\$ (723,097)
<u>All Funds</u>				
Revenue	\$ 17,955,748	\$ 64,564,102	27.8%	\$ 46,608,354
Expenditures	(15,200,456)	(65,530,092)	23.2%	\$ (50,329,636)
Net	\$ 2,755,292	\$ (965,990)		\$ (3,721,282)

**EDUCATION FUND REVENUE**  
**October 31, 2024**

	Actual	Budget	%	Budget Remaining
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 2,852,005	\$ 8,563,745	33.3%	\$ 5,711,740
Total Local Government	<u>\$ 2,852,005</u>	<u>\$ 8,563,745</u>		<u>\$ 5,711,740</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 40,144	\$ 2,010,563	2.0%	\$ 1,970,419
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,024,435	\$ 2,710,211	37.8%	\$ 1,685,776
ICCB equalization grants	675,328	4,051,970	16.7%	3,376,642
CTE formula grant	124,113	225,000	55.2%	100,887
Total State Government	<u>\$ 1,823,876</u>	<u>\$ 6,987,181</u>		<u>\$ 5,163,305</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 5,603,014	\$ 10,915,000	51.3%	\$ 5,311,986
Fees	953,475	1,914,660	49.8%	961,185
Total Tuition and Fees	<u>\$ 6,556,489</u>	<u>\$ 12,829,660</u>		<u>\$ 6,273,171</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 18,687	\$ 220,550	8.5%	\$ 201,863
Investment revenue	489,936	900,000	54.4%	410,064
Nongovernmental gifts & scholarships	-	1,500	0.0%	1,500
Total Other Sources	<u>\$ 508,623</u>	<u>\$ 1,122,050</u>		<u>\$ 613,427</u>
<b>Total Revenue</b>	<u>\$ 11,781,137</u>	<u>\$ 31,513,199</u>	<u>37.4%</u>	\$ 19,732,062
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 11,781,137</u>	<u>\$ 31,513,199</u>	37.4%	<u>\$ 19,732,062</u>

**EDUCATION FUND EXPENDITURES**

**October 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 2,653,629	\$ 9,241,925	28.7%	\$ 6,588,296
Employee benefits	419,132	1,130,130	37.1%	710,998
Contractual services	138,655	453,550	30.6%	314,895
Material and supplies	191,835	948,736	20.2%	756,901
Conferences and meetings	9,365	90,200	10.4%	80,835
Total Instruction	<u>3,412,616</u>	<u>11,864,541</u>	<u>28.8%</u>	<u>8,451,925</u>
<b>Academic Support</b>				
Salaries	386,709	1,404,376	27.5%	1,017,667
Employee benefits	77,809	245,492	31.7%	167,683
Contractual services	211,351	391,000	54.1%	179,649
Material and supplies	87,344	363,700	24.0%	276,356
Conferences and meetings	9,013	52,850	17.1%	43,837
Fixed charges	50,607	115,000	44.0%	64,393
Total Academic Support	<u>822,833</u>	<u>2,572,418</u>	<u>32.0%</u>	<u>1,749,585</u>
<b>Student Services</b>				
Salaries	715,339	2,580,251	27.7%	1,864,912
Employee benefits	160,400	445,294	36.0%	284,894
Contractual services	92,903	436,000	21.3%	343,097
Material and supplies	28,600	287,825	9.9%	259,225
Conferences and meetings	31,818	206,100	15.4%	174,282
Fixed charges	-	26,500	0.0%	26,500
Total Student Services	<u>1,029,060</u>	<u>3,981,970</u>	<u>25.8%</u>	<u>2,952,910</u>
<b>Public Service/Continuing Education</b>				
Salaries	126,553	300,903	42.1%	174,350
Employee benefits	14,681	33,263	44.1%	18,582
Contractual services	53,546	140,000	38.2%	86,454
Material and supplies	2,682	29,200	9.2%	26,518
Conferences and meetings	3,613	17,850	20.2%	14,237
Other tuition/fee waiver	2,419	10,500	23.0%	8,081
Total Public Service/Continuing Education	<u>203,494</u>	<u>531,716</u>	<u>38.3%</u>	<u>328,222</u>
<b>Auxiliary Services</b>				
Salaries	64,402	227,000	28.4%	162,598
Employee benefits	9,107	44,950	20.3%	35,843
Contractual services	224,819	580,000	38.8%	355,181
Material and supplies	123,593	206,000	60.0%	82,407
Conferences and meetings	51,862	314,000	16.5%	262,138
Fixed charges	2,000	60,000	3.3%	58,000
Total Auxiliary Services	<u>475,783</u>	<u>1,431,950</u>	<u>33.2%</u>	<u>956,167</u>

**EDUCATION FUND EXPENDITURES**  
**October 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>    Institutional Support</b>				
Salaries	\$ 629,264	\$ 2,489,619	25.3%	\$ 1,860,355
Employee benefits	173,894	629,435	27.6%	455,541
Contractual services	918,088	1,912,500	48.0%	994,412
Material and supplies	120,421	620,550	19.4%	500,129
Conferences and meetings	90,034	292,000	30.8%	201,966
Fixed charges	-	1,500	0.0%	1,500
Other	34,054	185,000	18.4%	150,946
<b>Total Institutional Support</b>	<u>1,965,755</u>	<u>6,130,604</u>	<u>32.1%</u>	<u>4,164,849</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	1,209,461	2,000,000	60.5%	790,539
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<u>1,209,461</u>	<u>2,000,000</u>	<u>60.5%</u>	<u>790,539</u>
<b>Contingencies</b>				
	-	900,000	0.0%	900,000
<b>Total Expenditures</b>	<u>\$ 9,119,002</u>	<u>\$ 29,413,199</u>	<u>31.0%</u>	<u>\$ 20,294,197</u>
Transfers out	-	2,125,000	0.0%	2,125,000
<b>Total Expenditures and Transfers out</b>	<u>\$9,119,002</u>	<u>\$ 31,538,199</u>	<u>28.9%</u>	<u>\$ 22,419,197</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**

**October 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 563,945	\$ 1,674,119	33.7%	\$ 1,110,174
<b>CORPORATE PERSONAL PROPERTY TAXES</b>				
	40,144	1,040,000	3.9%	999,856
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	675,328	791,000	85.4%	115,672
<b>MISCELLANEOUS</b>				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	16,000	0.0%	16,000
Investment revenue	-	10,000	0.0%	10,000
Total Miscellaneous	-	31,000	0.0%	31,000
Transfers in	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,279,417</b>	<b>\$ 2,745,119</b>	<b>46.6%</b>	<b>\$ 2,141,030</b>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$443,213	\$1,486,817	29.8%	\$1,043,604
Employee benefits	69,478	187,802	37.0%	118,324
Contractual services	206,083	707,000	29.1%	500,917
Material and supplies	42,565	215,000	19.8%	172,435
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	218,374	863,000	25.3%	644,626
Capital outlay	-	60,000	0.0%	60,000
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	979,713	3,536,119	27.7%	2,556,406
<b>Total Expenditures</b>	<b>\$ 979,713</b>	<b>\$ 3,536,119</b>	<b>27.7%</b>	<b>\$ 2,556,406</b>

**RESTRICTED PURPOSE FUND REVENUE**  
**October 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB	582,580	\$1,628,760	35.8%	1,046,180
ISBE grant revenue- other	94,837	267,348	35.5%	172,511
Other Sources	62,500	9,190,986	0.7%	9,128,486
Total State Government	<u>739,917</u>	<u>11,087,094</u>	<u>6.7%</u>	<u>10,347,177</u>
<b>FEDERAL GOVERNMENT</b>				
ICCB	56,837	785,047	7.2%	728,210
Department of education	3,380,213	11,430,635	29.6%	8,050,422
Other	498	22,623	0.0%	22,125
Total Federal Government	<u>3,437,548</u>	<u>12,238,305</u>	<u>28.1%</u>	<u>8,072,547</u>
<b>Total Revenue</b>	<u>\$ 4,177,465</u>	<u>\$ 23,325,399</u>	<u>17.9%</u>	<u>\$ 18,419,724</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**October 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 382,266	\$ 1,296,703	29.5%	\$ 914,437
Employee benefits	76,209	5,210,647	1.5%	5,134,438
Contractual services	34,596	94,484	36.6%	59,888
Material and supplies	40,150	369,490	10.9%	329,340
Conferences and meetings	6,283	37,328	16.8%	31,045
Student grants and scholarships	35,891	403,641	8.9%	367,750
<b>Total Instruction</b>	<u>575,395</u>	<u>7,412,293</u>	<u>7.8%</u>	<u>6,836,898</u>
<b>Academic Support</b>				
Salaries	1,250	53,524	0.0%	52,274
Employee benefits	114	600,000	0.0%	599,886
Other Contract Services	-	10,000	0.0%	10,000
Material and supplies	-	584	0.0%	584
Conferences and meetings	-	10,193	0.0%	10,193
Other Fixed Charges	-	944	0.0%	944
<b>Total Academic Support</b>	<u>1,364</u>	<u>675,245</u>	<u>0.2%</u>	<u>673,881</u>
<b>Student Services</b>				
Salaries	31,407	178,128	17.6%	146,721
Employee benefits	7,040	1,021,799	0.7%	1,014,759
Other Contract Services	19,826	272,255	7.3%	252,429
Material and supplies	9,780	586,024	1.7%	576,244
Conferences and meetings	5,966	60,586	9.8%	54,620
Fixed charges	-	100	0.0%	100
<b>Total Student Services</b>	<u>74,019</u>	<u>2,118,892</u>	<u>3.5%</u>	<u>2,044,873</u>
<b>Public Service/Continuing Education</b>				
Salaries	98,265	244,760	40.1%	146,495
Employee benefits	19,580	295,600	6.6%	276,020
Contractual services	1,941	8,150	23.8%	6,209
Material and supplies	14,933	33,338	44.8%	18,405
Conferences and meetings	1,210	15,500	7.8%	14,290
Student grants and scholarships	32,020	30,000	106.7%	-2,020
<b>Total Public Service/Continuing Education</b>	<u>167,949</u>	<u>627,348</u>	<u>26.8%</u>	<u>459,399</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**

**October 31, 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	-	1,300,000	0.0%	1,300,000
Materials and supplies	-	-	0.0%	-
Conferences and meetings	(1,415)	-	0.0%	1,415
Total Institutional Support	<u>(1,415)</u>	<u>1,300,000</u>	<u>-0.1%</u>	<u>1,301,415</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	39,698	139,370	28.5%	99,672
Student grants and scholarships	3,404,501	10,177,250	33.5%	6,772,749
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<u>3,444,199</u>	<u>10,316,620</u>	<u>33.4%</u>	<u>6,872,421</u>
<b>Total Expenditures</b>	<u>\$ 4,261,511</u>	<u>\$ 23,325,398</u>	<u>18.3%</u>	<u>\$ 19,063,887</u>



**AUDIT FUND REVENUE AND EXPENDITURES**  
**October 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 28,099	\$ 83,526	33.6%	\$ 55,427
<b>MISCELLANEOUS</b>				
Investment revenue	-	50	0.0%	50
<b>Total Revenue</b>	<b>\$ 28,099</b>	<b>\$ 83,576</b>	<b>33.6%</b>	<b>\$ 55,477</b>
<u>Transfers in</u>	-	15,000	0.0%	15,000
<b>Total Revenue and Transfers in</b>	<b>\$ 28,099</b>	<b>\$ 98,576</b>	<b>28.5%</b>	<b>\$ 70,477</b>
<b>EXPENDITURES</b>				
<u>By Program:</u>				
<b>Institutional Support</b>				
Contractual services	63,400	105,600	60.0%	42,200
<b>Total Expenditures</b>	<b>\$ 63,400</b>	<b>\$ 105,600</b>	<b>60.0%</b>	<b>\$ 42,200</b>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES

October 31, 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	\$ 320,106	\$ 934,300	34.3%	\$ 614,194
<b>MISCELLANEOUS</b>				
Investment revenue	-	100	0.0%	100
<b>Total Revenue</b>	<b>\$ 320,106</b>	<b>\$ 934,400</b>	<b>34.3%</b>	<b>\$ 614,294</b>
<b><u>EXPENDITURES</u></b>				
<u>By Program:</u>				
<b>Instruction</b>				
Employee benefits	-	150,000	0.0%	150,000
<b>Academic Support</b>				
Employee benefits	-	16,900	0.0%	16,900
<b>Student Services</b>				
Employee benefits	-	35,500	0.0%	35,500
<b>Public Service/Continuing Education</b>				
Employee benefits	-	8,500	0.0%	8,500
<b>Auxiliary Services</b>				
Employee benefits	-	6,000	0.0%	6,000
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	20,500	0.0%	20,500
<b>Institutional Support</b>				
Employee benefits	19,049	70,000	27.2%	50,951
Contractual services	107,553	210,000	51.2%	102,447
Other Fixed Charges	382,816	417,000	91.8%	34,184
Total Institutional Support	<u>509,418</u>	<u>697,000</u>	<u>73.1%</u>	<u>187,582</u>
<b>Total Expenditures</b>	<b>\$ 509,418</b>	<b>\$ 934,400</b>	<b>54.5%</b>	<b>\$ 424,982</b>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**  
**October 31, 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	\$ 329,017	\$ 660,384	49.8%	\$ 331,367
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	-	100	0.0%	100
<b>Total Revenue</b>	329,017	660,484	49.8%	331,467
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	-	644,450	0.0%	644,450
<b><u>TRANSFERS OUT</u></b>	-	-	0.0%	-
<b><u>Total Expenditures</u></b>	\$ -	\$ 644,450	0.0%	\$ 644,450

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

**October 31, 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	-	2,385,924	0.0%	2,385,924
Total	-	2,385,924	0.0%	2,385,924
<b>OTHER SOURCES</b>				
Bonds		-	0.0%	-
Investment Interest	40,506	-	0.0%	(40,506)
Total	40,506	-	0.0%	(40,506)
<b>TRANSFERS IN</b>				
	\$ -	\$ 2,110,000	0.0%	\$ 2,110,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 40,506</u>	<u>\$ 4,495,924</u>	<u>0.9%</u>	<u>\$ 4,455,418</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	-	260,000	0.0%	260,000
Capital outlay	267,409	5,185,924	5.2%	4,918,515
Total Operation and Maintenance of Plant	267,409	5,445,924	4.9%	5,178,515
<b>Total Expenditures</b>	<u>\$ 267,409</u>	<u>\$ 5,445,924</u>	<u>4.9%</u>	<u>\$ 5,178,515</u>

## Joanna M Martin

---

**From:** Mireya Perez  
**Sent:** Wednesday, November 6, 2024 2:39 PM  
**To:** Board Materials  
**Subject:** Board action - Treasurer's Report October 2024  
**Attachments:** TR 10.31.24.pdf

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR OCTOBER 2024 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

**Rationale:** [Required by Board Policy 1.6.7]

**Attachments:** Treasurer's Reports

Thank you,



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

**Morton College Treasurer's Report**

Month Ending: October 31, 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	\$11,906,586.47	4.9570%	TIF Prime Fund	31-Oct-24
	Sum	<u>\$11,906,586.47</u>			
<b><i>Grand Total</i></b>		<b>\$ 11,906,586.47</b>			

**MORTON  COLLEGE**

**DISTRICT 527**

**Proposed**

**Calendar of Regular Board Meetings**

**January through December 2025**

**January 22, 2025 at 10:00 a.m.**

**February 2025 - Board Retreat, TBD**

**February 26, 2025 at 10:00 a.m.**

**March 26, 2025 at 10:00 a.m.**

**April 23, 2025 at 10:00 a.m.**

**May 28, 2025 at 10:00 a.m.**

**June 25, 2025 at 10:00 a.m.**

**August 27, 2025 at 10:00 a.m.**

**September 24, 2025 at 10:00 a.m.**

**October 22, 2025 at 10:00 a.m.**

**November 19, 2025 at 10:00 a.m.**

**November 2025 - Board Retreat, TBD**

**December 10, 2025 at 10:00 a.m.**

**Centennial Room**

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE COMPENSATION REPORT FOR ADJUNCT FACULTY MEMBERS TEACHING ENGLISH 101,102, 086, AND 088 FOR FALL SEMESTER 2024 IN THE AMOUNT OF \$4,561.86 AS SUBMITTED.

**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:** \$4,561.86 – Per Board-Union Agreement, Section 11.7, Adjunct Faculty teaching ENG 101, 102, 086, AND 088 shall receive a 10% stipend based on their rate per their placement on the salary schedule.

**ATTACHMENT:** English 10% Adjunct Stipend Report – FALL 2024



**Englist 10% Adjunct Stipend Report - Fall 2024**

Faculty ID	Adjunct Full Name	Section Name	Section Title	Assignment Paid Amount	10% Stipend	Total Sumed Up	Section Start Date	Section End Date
0221767	Bavone, Christina	ENG-102-NR4	Rhetoric II	\$2,892.69	\$289.27	\$289.27	8/26/2024	12/13/2024
0003181	Dutt, Eric	ENG-101-72	Rhetoric I	\$3,233.94	\$323.39	\$970.18	8/19/2024	12/9/2024
0003181	Dutt, Eric	ENG-101-K2	Rhetoric I	\$3,233.94	\$323.39		8/22/2024	12/12/2024
0003181	Dutt, Eric	ENG-102-J2	Rhetoric II	\$3,233.94	\$323.39		8/20/2024	12/10/2024
0220310	Hoffman, Erin	ENG-101-MC	Rhetoric I	\$2,822.13	\$282.21	\$564.43	8/19/2024	12/11/2024
0220310	Hoffman, Erin	ENG-102-1B	Rhetoric II	\$2,822.13	\$282.21		8/19/2024	12/9/2024
0210208	Kloss, Robert	ENG-101-1B	Rhetoric I	\$2,939.79	\$293.98	\$587.96	8/19/2024	12/9/2024
0210208	Kloss, Robert	ENG-102-5B	Rhetoric II	\$2,939.79	\$293.98		8/20/2024	12/12/2024
0167581	Martinez Jr, Salvador	ENG-101-8B	Rhetoric I	\$3,233.94	\$323.39	\$646.79	8/24/2024	12/7/2024
0167581	Martinez Jr, Salvador	ENG-101-92	Rhetoric I	\$3,233.94	\$323.39		8/20/2024	12/10/2024
0005730	Mc Cormack, John	ENG-086-4C	Reading & Writing III	\$2,822.13	\$282.21	\$564.43	8/20/2024	12/10/2024
0005730	Mc Cormack, John	ENG-088-5B	Basic Composition	\$2,822.13	\$282.21		8/27/2024	12/12/2024
0003160	Perusich, James	ENG-086-6L	Reading & Writing III	\$3,233.94	\$323.39	\$323.39	8/20/2024	12/10/2024
0192448	Schmidt, Michael	ENG-086-1B	Reading & Writing III	\$3,077.10	\$307.71	\$615.42	8/26/2024	12/9/2024
0192448	Schmidt, Michael	ENG-086-2C	Reading & Writing III	\$3,077.10	\$307.71		8/19/2024	12/11/2024
				<b>Grand Total</b>	<b>\$4,561.86</b>	<b>\$4,561.86</b>		

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE JOURNEYED FOR THE ADOBE LICENSE RENEWAL FOR THE AMOUNT OF \$36,913.25

**RATIONALE:**

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

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

**COST ANALYSIS:** \$36,913.25 – JOURNEYED

**ATTACHMENTS:** Academic SuperStore QUOTE



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

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

## Quote

<b>Quote #</b>	10554133
<b>Valid Through</b>	12/07/24
<b>Sales Rep</b>	Marcy Rodriguez
<b>Direct</b>	469-461-7932
<b>Ship Via</b>	Ground
<b>Email</b>	mrodriguez@journeyed.com

### BILL TO

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

### SHIP TO

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

### Items

Line #	Part #	OS	Description	Price	Qty	Line Price
1	1761556	N/A	Adobe Adobe Acrobat Pro for teams VIP Subscription Renewal Education Named License Level 4 100+ 12 Months	115.54	75	8,665.50
2	1759534		Adobe Creative Cloud All Apps Shared Device License VIP Shared Device 12 Months HED SHRD DEV Lic Ent Sub Renewal Level 4	193.01	75	14,475.75
3	1885379		Adobe Adobe STUDENT LIC PACK (Min 100+) Enterprise CC MLP HI-ED STDNT PACK RNWL STUDENT LIC PACK (Min 100+) 12 Months Renewal Level 4 100+	137.72	100	13,772.00

Subtotal: \$36,913.25

Shipping: 0

Tax: \$0.00

Total: \$36,913.25

### Notes

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

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

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

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

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

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

9/30/2024

Net 30

BREN

Qty	Item	Description	Per	Total
100	65297351BB04...	Adobe VIP Named: Enterprise Creative Cloud (All Apps) Student License Pack - 12 Month Renewal	142.00	14,200.00
75	65297198BB04...	Adobe VIP Shared Device: CC Complete (All Apps) - 12 Month Renewal	192.06	14,404.50
75	65297993BB04...	Adobe VIP Named: Acrobat Pro DC - 12 Month Renewal	118.62	8,896.50
		Terms: 12/13/2024 - 12/12/2025		
		Total sales tax calculated by AvaTax	0.00	0.00

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

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

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

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

<b>Subtotal</b>	\$37,501.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$37,501.00

**DATE:** 11-6-24

**PROPOSED ACTION:** For the board to approve the Hispanic Business Network to host a toy drive on 12-7-24 in the cafeteria.

**RATIONALE:** To hold a Toy Drive on 12-7-24

**COST ANALYSIS:** None

**ATTACHMENT:**

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

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

Date: 11.4.24

Name of Organization: Hispanic Business Network - Chicago

Address: 5424 S. Keeler Ave Chgo IL 60629  
Street City Zip Code

Telephone: 773.606.8584 Person to Contact: Carmen Jimenez

Date(s) Requested: Saturday, December 7th, 2024

Time Requested: From: 10<sup>00</sup> am To: 4 pm

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

Facility Requested: 3/4 of the cafeteria

Purpose of Use: Annual toy drive for the community

Expected Attendance: 50-150 people, not all at once - attendees will drop off toys & goods  
Equipment Requested: \_\_\_\_\_

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

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

Authorized Signature: Carmen Jimenez  
Organization Title: President & Co-founder

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 686-8000, Ext. 2221 Fax (708) 686-7679

\_\_\_\_\_  
Date

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2023

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

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

<b>PRODUCER</b> Salvador Insurance Agency Inc. 3360 N Milwaukee Ave  Chicago IL 60641	<b>CONTACT NAME:</b> Wil Salvador <b>PHONE (A/C, No, Ext):</b> (773) 777-1922 <b>E-MAIL ADDRESS:</b> wil@salinsure.com	<b>FAX (A/C, No):</b> (773) 777-2088
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Hispanic Business Network - Chicago 5624 S Keeler Ave  Chicago IL 60629-4820	<b>INSURER A:</b> HARTFORD UNDERWRITERS INS CO <b>NAIC #:</b> 30104	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		83SBMBB6VES	11/30/2023	11/30/2024	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 1,000,000	
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

Additional Insured: Morton College

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

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

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

**ORGANIZATION:** Hispanic Business Network - Chicago  
**ADDRESS:** 5624 S. Keeler Ave. Chgo, IL 60629  
**TELEPHONE:** 773.606.8584  
**DATE (S) OF UTILIZATION:** Saturday, December 7th

**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:**

Carmen [Signature]

**Organization Title:**

President & Co-founder

**Date:**

11.4.24



**DATE:** 11-14-24

**PROPOSED ACTION:** For the board to approve a lateral change for Richard Wagner from Custodian to Shipping & Receiving/Mail Clerk. Effective 11-22-24

**RATIONALE:** To fill the position of Shipping & Receiving/Mail Clerk

**COST ANALYSIS:** \$19.36 per hour

**ATTACHMENT:**

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

**PROPOSED ACTION:** That the Board reviews the updated Title IX policy for Morton College. Morton's Dean of Student took the lead to update the policy. Delgado Law group has also reviewed.

**RATIONALE:** To have an updated plan in place to provide full protection from sex-based harassment. The final regulation, passed recently, strengthens vital protections from all forms of sex-based harassment, including sexual violence and unwelcome sex-based conduct that creates a hostile environment by limiting or denying a person's ability to participate in or benefits from Morton's educational programs or activities.

**COST ANALYSIS:** Training provided to students and all staff. Vector Solutions expanding on line training extended to students for a cost of \$4,503.60

**ATTACHMENT:** Proposed Title IX policy. First Review.



## **MORTON COLLEGE GUIDELINES FOR ADDRESSING DISCRIMINATION, SEX BASED HARASSMENT OR MISCONDUCT, HARASSMENT OR RETALIATION**

### **I. STATEMENT OF INTENT**

Morton College is committed to providing a safe and secure working and learning environment in all educational programs and activities free from Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation for all college community members, students, employees and others.

The Morton College Board of Trustees (the “Board”) has empowered the Title IX Coordinator and/or their designee(s), to process all Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation allegations or complaints. These Guidelines must be read in conjunction with the Morton College Board’s Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct, Harassment and Retaliation Policy. Additionally, these Guidelines will be reviewed at least annually and amended to ensure that they comply with Morton College Board policies and procedures, State and Federal law, and all state and federal regulations that govern Morton College.

This policy shall incorporate by reference all applicable provisions in 34 CFR § 106.1 *et seq.* Should any part of this policy conflict with the provisions in 34 CFR § 106.1 *et seq.*, the provisions in 34 CFR § 106.1 *et seq.* shall apply.

### **II. THE GUIDELINES’ SCOPE OF COVERAGE**

These Guidelines cover instances where a Complainant makes allegations or files a complaint against a Morton College student, employee, contractor, consultant, vendor, volunteer or member of the Board (collective referred to as “Covered Individuals”) that asserts that the Covered Individual engaged in improper Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation in the work setting or in an educational program or activity as those terms are defined below.

This Policy covers all phases of employment and academic status, including, but not limited to, recruitment, hiring, evaluations, upgrading, rates of pay, the selection for training, promotions, demotions, transfers, layoffs, employment non-renewals, termination, benefits, discipline, expulsions, admissions, educational testing, extracurricular programs, and athletics.

Nothing in this Policy is intended nor shall be construed to create a private right of action against Morton College or the Board or any of its employees or agents. Furthermore, no part of this Policy shall be construed to create contractual or other rights or expectations. Nothing herein is intended to affect the right of any person to file a charge or complaint of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation with any agency with jurisdiction over such charge or complaint.

### III. DEFINITIONS

- a. Complainant:** (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in Morton College's education program or activity at the time of the alleged sex discrimination.
- b. Complaint:** Complaint means an oral or written request to Morton College that objectively can be understood as a request for the College to investigate and make a determination about alleged discrimination under Title IX or its regulations. The following persons have the right to make a complaint of sex discrimination, including complaints of sex-based harassment
1. A complainant
  2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
  3. The Title IX Coordinator, after making the determination in accordance with 34 CFR § 106.44(f)(1)(v);

With respect to complaints of sex discrimination other than sex-based harassment, all of the aforementioned individuals in (1)-(3) as well as: any person other than a student or employee who was participating or attempting to participate in Morton College's education program or activity at the time of the alleged sex discrimination

- c. Confidential Employee:** (1) An employee of Morton College whose communications are privileged or confidential under Federal or State law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; (2) An employee of Morton College whom Morton College has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services; or (3) An employee of a postsecondary institution who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination—but the employee's confidential status is only with respect to information received while conducting the study.
- d. Covered Individuals:** A Morton College student, employee, contractor, consultant, vendor, volunteer or member of the Board shall be subject to the jurisdiction of these Guidelines.
- e. Discrimination:** Unjust or prejudicial treatment, including harassment and sexual misconduct, towards an individual due to that person's real or implied membership in one or more of the Protected Categories as defined below.
- f. Educational Program or Activity:** Locations, events or circumstances over which Morton College exercises substantial control. Morton College exercises substantial control over: (1) premises that it owns or officially recognized student organizations that own or control the

premises; (2) where it exercises oversight, supervision or discipline (e.g., a student's status in a Morton College course or program); or (3) where it has funded, sponsored, promoted or endorsed a certain event. Morton College specifically does not exercise substantial control over any event occurring outside the United States of America. Morton College has an obligation to address a sex-based hostile environment under its education program or activity even when some conduct alleged to be contributing to the hostile environment occurred outside Morton College's education program or activity or outside the United States

- g. Harassment:** Unwelcome verbal, nonverbal, visual, and/or physical conduct that is the person's real or implied membership in one or more of the Protected Categories as defined below. Unwelcome conduct may include, but is not limited to, bullying, intimidation, offensive jokes, slurs, epithets or name calling, assaults or threats, touching, ridicule or mockery, insults or put-downs, offensive objects or pictures, messages sent via email, text or social media, or any other persistent, pervasive or severe conduct that interferes with work performance or a student's access to or participation in any educational program or activity.
- h. Dating Violence:** Meaning violence committed by a person: (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
- i. Decision Maker:** An individual chosen by the Title IX Coordinator to conduct an administrative hearing based upon the findings made in an investigative report completed by an Investigator. The Decision Maker may be the same individual as the Title IX Coordinator or Investigator.
- j. Domestic Violence:** meaning felony or misdemeanor crimes committed by a person who: (1) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of Morton College, or a person similarly situated to a spouse of the victim; (2) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) Shares a child in common with the victim; or (4) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- k. Investigator:** An individual chosen by the Title IX Coordinator to conduct an impartial investigation into allegations set forth in a Complaint.
- l. Protected Category:** Actual or perceived sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, disability, age (40 and above), immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation.
- m. Relevant:** Related to the allegations of sex discrimination under investigation as part of the grievance procedures under 34 CFR § 106.45, and if applicable 34 CFR § 106.46. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in

determining whether the alleged sex discrimination occurred.

- n. Respondent:** A Covered Individual that has been accused of engaging in Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation against a Complainant. Shall not include Morton College where the accusation or complaint alleges that Morton College's policy or practice discriminates on the basis of sex.

When a respondent is both a student and an employee, Morton College shall conduct a fact-specific inquiry to determine whether to apply grievance procedures applicable to students. In doing so, a minimum, the following shall be considered: the party's primary relationship with Morton College and whether the alleged discrimination occurred while performing employment related work.

- o. Retaliation:** Adverse employment action or adverse change in academic status, such as discipline or denial of or access to a service or benefit, against any person for having made a complaint or report of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, whether made internally, or externally with a federal, state, or local agency; or participating or aiding in an investigation of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, whether internal, or external with a federal, state, or local agency, is strictly prohibited.

Nothing in this definition or this part precludes Morton College from requiring an employee or other person authorized by Morton College to provide aid, benefit, or service under Morton College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this part.

- p. Sexual Assault:** A forcible or nonforcible sex offense in which any sexual act is directed against another person without the consent of the victim including instances where the victim is incapable of giving consent.

- q. Sex Based Harassment Under Title IX Regulations:** a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. Quid pro quo harassment: An employee, agent, or other person authorized by Morton College to provide an aid, benefit, or service under Morton College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. Hostile environment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from Morton College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry which includes consideration of all of the following:
  - (i) The degree to which the conduct affected the complainant's ability to access Morton College's education program or activity;
  - (ii) The type, frequency, and duration of the conduct;
  - (iii) The parties' ages, roles within Morton College's education program or activity, previous interactions, and other factors about each party that

- may be relevant to evaluating the effects of the conduct;
- (iv) The location of the conduct and the context in which the conduct occurred; and
- (v) Other sex-based harassment in Morton College's education program or activity; or

3. Specific offenses:

- Sexual assault (as defined above), dating violence (as defined above), domestic violence (as defined above), sexual misconduct (as defined below) or stalking (as defined below).
- r. **Sexual Misconduct:** Any conduct of a sexual nature that is unwelcome or inappropriate, including but not limited to, sexual harassment, sexual assault, grooming, dating or domestic violence, sexual violence, inappropriate touching, or any misuse of a sexual nature of any Morton College information technology, as described in Board Policy 8.2.1.
- s. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others, or (b) suffer substantial emotional distress.

#### IV. Dual Status Persons

Where an individual is both a Student and an Employee of the College, and to the extent the distinction between Student or Employee status is material for any standard, obligation, right, or process set forth in this Policy, the Title IX Coordinator will determine the individual's status for purposes of this Policy. Such determination shall be made after a fact-specific inquiry that includes consideration of relevant circumstances, including whether the individual's primary relationship to the College is to receive an education or to work, and in what capacity the person was acting (or failing to act) with regard to the events in question.

#### V. PROCEDURES FOR HANDLING ALLEGATIONS AND COMPLAINTS OF DISCRIMINATION, SEX BASED HARASSMENT OR MISCONDUCT, HARASSMENT AND RETALIATION

##### A. Filing an Allegation or Complaint and Reporting Obligations

###### 1. Reporting Obligations

All Morton College employees have an obligation to immediately report to the Title IX Coordinator any and all allegations that they learn of from a third party or have reasonable belief occurred where a Covered Individual engaged in Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation in the work setting or in an educational program or activity. The failure to immediately report such an allegation could result in disciplinary action up to and including termination.

Morton College students and third parties who experience or learn about an alleged violation of these Guidelines are encouraged to immediately report the alleged violation to the Title IX Coordinator or any non-confidential campus employee.

## 2. Confidential Reporting

Individuals wishing to receive confidential assistance without making a report to the College may speak with the College's Confidential Advisor. This confidential resource is available to assist you and will not report your circumstances to the College without your permission unless otherwise required to do so by law (such as when the victim is a minor). A Confidential Advisor is available to discuss incidents or accusations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking with both Complainants and Respondents in confidence, and provide emotional support in a safe and confidential space.

Notwithstanding the foregoing, when necessary, the Confidential Advisor will make a non-identifying report to the appropriate College personnel so that reported crimes can be included in the College's annual crime statistics disclosure. Disclosures to a Confidential Advisor will not initiate the College's investigation into an incident. The Illinois Preventing Sexual Violence in Higher Education Act grants Confidential Advisors the right to provide confidential services to and have privileged, confidential communications with survivors. All communications between a confidential advisor and a survivor pertaining to an incident of sexual violence shall remain confidential, unless the survivor consents to the disclosure of the communication in writing, the disclosure falls within one of the exceptions outlined below, or failure to disclose the communication would violate State or federal law.

Communications include all records kept by the confidential advisor in the course of providing the survivor with services related to the incident of sexual violence. There are only a few instances in which a Confidential Advisor will have to break confidentiality and disclose information that they have received. The Confidential Advisor may disclose confidential communications between the Confidential Advisor and the survivor if any of the following instances were to occur:

- a) if the Confidential Advisor's failure to disclose would result in a clear, imminent risk of serious physical injury to or death of the survivor or another person;
- b) if the Confidential Advisor receives written permission from the disclosing person allowing the Confidential Advisor to share information with the person's family, doctor, or College personnel;
- c) if the Confidential Advisor is court-ordered to provide information about person's disclosure, assessment, communications, or evaluation; and / or
- d) if the person indicates abuse, neglect, or exploitation of a child under 18 years of age or an individual age 60 or older who is unable to adequately care for himself / herself / themselves.

The confidential advisor shall have no obligation to report crimes to the higher education institution or law enforcement, except to report to the Title IX coordinator, as defined by Title IX of the federal Education Amendments of 1972, on a monthly basis the number and type of incidents of sexual violence reported exclusively to the confidential advisor in accordance with the higher education institution's reporting requirements under subsection (b) of Section 9.21 of the Board of Higher Education Act and under federal law.

In addition to providing confidential counseling, a Confidential Advisor also provides emergency and ongoing support to individuals who have experienced or been accused of Sexual Assault, Dating Violence, Domestic Violence, or Stalking including:



- a) Providing information regarding the individual's reporting options and possible outcomes, including making a report or a Complaint under this Policy and notifying local law enforcement;
- b) Providing information about available resources and services, including but not limited to services available on campus and through community-based resources such as sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
- c) Providing information regarding orders of protection, no contact orders or similar lawful orders issued by the College or a criminal or civil court;
- d) An explanation of the individual's right to have privileged, confidential communications with the Confidential Advisor consistent with applicable law;
- e) Upon request and as appropriate, providing assistance in contacting campus officials, community-based sexual assault crisis centers, campus security and/or local law enforcement; and/or
- f) Upon request, providing assistance with securing Supportive Measures and accommodations.

To contact a Title IX confidential advisor please contact [personalcounseling@morton.edu](mailto:personalcounseling@morton.edu) or call (708) 656-8000 x2297.

### **3. Filing an Allegation or Complaint**

Any complainant of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation shall notify the Title IX Coordinator or any non-confidential College employee. While not required, the preferred method for filing an allegation with the Title IX Coordinator is in writing on a form that may be found at <https://www.morton.edu/about/employment/title-ix-sexual-misconduct/>.

The Title IX Coordinator will consider the Complainant's wishes before initiating any investigation or grievance process regarding the allegations. On some occasions, the Title IX Coordinator may initiate an investigation or grievance process against the wishes of a Complainant if doing so is necessary for community safety or not clearly unreasonable in light of all the known circumstances. The Title IX Coordinator will determine whether to initiate an investigation or grievance process within fourteen (14) calendar days of receiving the Allegation or Complaint.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v). Morton College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. However, if one of the consolidated complaints involves a student complainant or respondent, the grievance procedures for resolving the entire complaint must comply with 34 CFR §§ 106.45-106.46. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

### **4. Preliminary Assessment**

After receiving a Report of potential Sex Discrimination, the Title IX Coordinator will conduct a preliminary assessment to determine:

- a. Whether the conduct, as reported, falls or may fall within the scope of this Policy; and
- b. Whether the conduct, as reported, constitutes or may constitute Sex Discrimination.

If the Title IX Coordinator determines that the conduct reported does not and could not fall within the scope of the Policy, and/or does not and could not constitute Sex Discrimination, even if investigated further, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with FERPA.

The Title IX Coordinator may refer the report to other College offices, as appropriate. If the Title IX Coordinator determines that the conduct reported could fall within the scope of this Policy, and/or could constitute Sex Discrimination, if investigated further, the Title IX Coordinator will proceed to contact the Complainant. As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if it is not apparent from the Report.

## **5. Supportive Measures**

The Title IX Coordinator shall provide support to both the Complainant and Respondent. The Title IX Coordinator shall offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to make a Complaint. Requirements relating to the Respondent shall only apply to sex discrimination complaints alleging that a person violated Morton College's prohibition on sex discrimination.

Contemporaneously with the Respondent being notified of a Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the College will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant.

The College will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Complaint, if the Respondent requests such measures. Supportive Measures that burden a Respondent will only be imposed after a Complaint is made and will be terminated at the conclusion of the investigation and adjudication process.

Supportive Measures that burden a Respondent must be no more restrictive of the Respondent than is necessary to restore or preserve the Complainant's access to the College's Education Programs or Activities and will not be imposed for punitive or disciplinary reasons.

For Supportive Measures, other than those that burden a Respondent, the College may, as appropriate, modify or terminate such Supportive Measures at the conclusion of the investigation and adjudication process or at the conclusion of any informal resolution process, or the College may continue them beyond that point. Either party may request that the Title IX Coordinator modify, augment, or terminate Supportive Measures, after their imposition, if circumstances have changed materially.

The support measures offered by the Title IX Coordinator shall be designed to: (1) restore or

preserve access to the school's educational programs or activities without unreasonably burdening the Complainant or Respondent; (2) protect the safety of all parties and the school's educational environment; and (3) deter discrimination, Sex Based Harassment or misconduct, harassment or retaliation. Such measures may include, but are not limited to, the following:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence, and
- increased security and monitoring of certain areas of the campus.

The supportive measures shall be offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent.

## **6. Emergency Interim Removal of Respondent**

At any time after receiving a report of Sex Discrimination, the Title IX Coordinator may remove a Student Respondent from one or more of the College's Education Programs or Activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the health or safety of any Student or other individual arising from the allegations of Sex Discrimination justifies removal.

In the event the Title IX Coordinator imposes an interim removal, the interim removal is subject to appeal pursuant to the appeal procedure specified in the "Appeals" section of this document.

In the case of a Respondent who is a non-student Employee (e.g., administrator, faculty, or staff), and in its discretion, the College may place the Respondent on full or partial administrative leave at any time after receiving a report of Sex Discrimination, including during the pendency of the investigation and adjudication process.

For all other Respondents, including volunteers, guests, and independent contractors, the College retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sex Discrimination or otherwise.

## **7. Informal Resolution Option (In Certain Cases)**

At the discretion of the Title IX Coordinator, and with due consideration of the wishes of the Complainant, the Title IX Coordinator or designee may institute an informal resolution process between the Complainant and Respondent after a Complaint has been filed. The form and process of the informal resolution process shall be determined by the Title IX Coordinator. The goal of the informal resolution process is to reach an amicable resolution to the allegations in the best interest of Morton College and the parties taken into consideration.

Before the informal resolution process is undertaken, the Title IX Coordinator shall: (a) provide the parties with written notice of the allegations; (b) the requirements of the informal resolution process and any consequences of participating in it; and (c) obtain the parties' voluntary written consent to the use of the informal resolution process.

The notice of informal resolution procedures shall:

- a. Describe the allegations if such notice has not already been provided in writing.
- b. Describe the parameters and requirements of the informal resolution process to be utilized.
- c. Identify the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another College official, or a suitable third-party, provided such person is not the Investigator or Decision Maker).
- d. Explain the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Complaint.
- e. Explain that either party has the right to withdraw from informal resolution and initiate or resume the investigation and adjudication process.
- f. Explain any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.
- g. Explain potential terms that may be requested or offered in the informal resolution, including restrictions on contact and restrictions on the Respondent's participation in one or more of the College's Education Programs or Activities.
- h. Explain that an informal resolution agreement is binding only on the parties.
- i. Explain if the College resumes its investigation and adjudication process, the College will not access, consider, disclose, or otherwise use information, including records,

If an informal resolution is reached, then the resolution shall be placed in writing and served on both parties along with appropriate Morton College personnel. The informal resolution shall be signed by all parties. Once a resolution is reached, then the complaint will be closed and not processed further.

If an informal resolution cannot be reached, then the Title IX Coordinator shall inform the parties in writing and advance the allegations to the next stage.

The informal resolution may be used to resolve allegations that a Morton College employee sexually harassed a student, where both Parties and the Title IX Coordinator provide consent.

## **B. Grievance Procedure for Title IX Complaints**

### **1. Key Elements of Investigation:**

A formal investigation into the allegations shall only occur when a complaint has been filed by the Complainant or the Title IX Coordinator. Key elements of the investigation include the following:

- The Respondent is presumed innocent throughout the grievance process with the burden of proof on Morton College to prove the allegations raised in the complaint;
  - The decision-maker shall be an individual chosen by the Title IX Coordinator, but shall not be the Title IX Coordinator;
  - The evidentiary requirement before any disciplinary action or sanction may be imposed on a Respondent is by a preponderance of the evidence standard;
  - Written notice of the allegations will be simultaneously given to all relevant parties and all parties and their advisors shall have an equal opportunity to review the evidence;
  - Morton College allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Reasonable extensions of timeframes shall be determined by the Title IX Coordinator due to administrative need or based on the reasonable request of the parties.
  - Morton College shall notify the parties if it is requesting any delay or extension of time frames set forth below and the reasons for it; and
  - A final investigative report shall be completed at the conclusion of the investigation which shall be simultaneously given to all parties and their advisors.
2. Morton College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.
3. Morton College will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Morton College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
  - A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Morton College obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
  - Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

### **C. Written Notice of Allegations**

Within five (5) calendar days of the Title IX Coordinator receiving a Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent. The period of time for the transmission of notice may be extended upon a showing of good cause and with notice being given to the parties which provides the reason for the extension. Written notice of the complaint's allegations shall provide the parties sufficient time to prepare for any initial interview. The written notice shall include all of the following:

1. Sufficient detail of the allegations (including the identities of the parties involved, the conduct allegedly constituting sexual discrimination, and the date and location of the alleged incident) to permit the parties to prepare for an initial interview;
2. Notification to the parties that they may have an advisor of their choice and inspect and review evidence obtained during the investigation;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is only made at the conclusion of the grievance process;
4. A statement that the party is entitled to receive access to relevant evidence or to an investigative report that accurately summarizes the evidence a statement that the parties will have an opportunity to present relevant evidence to a trained, impartial decisionmaker prior to such adjudication being made; a statement that the parties will have an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
5. If the case is one involving Sex-Based Harassment and a Student Complainant or Student Respondent, a statement that the party may be accompanied by an advisor of their choice, who may be an attorney, and who is permitted to fulfill the role of advisor;
6. A statement informing the parties that making false statements or knowingly submitting false information during the grievance process violates Board Policy; and
7. If, in the course of an investigation, Morton College decides to investigate additional allegations of sex-based harassment by the respondent toward the complainant that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.
8. A statement of Morton College's applicable grievance procedures, as well as any applicable informal resolution procedures.
9. A statement that retaliation is prohibited.

If Morton College expands its investigation to include additional allegations of sex discrimination by the Respondent toward the Complainant that are not included in the original notice described above, Morton College shall provide notice of the additional allegations to the parties whose identities are known.

For Complaints involving a student Complainant or Respondent, Morton College may reasonably delay the providing of written notification to address reasonable safety concerns.

#### **D. Investigation**

The Investigator shall have discretion and autonomy in deciding how to conduct the investigation. The Investigator may consolidate two or more Complaints filed by a Complainant or filed against a Respondent. While the investigator possesses wide discretion, the following key points will govern all investigations:

1. The parties must have an equal opportunity to present witnesses, including both fact and expert witnesses and other witnesses. Morton College will provide an equal opportunity for the parties to present both inculpatory and exculpatory evidence that is relevant and not otherwise impermissible;
2. The parties shall be provided with written notice in advance of any meeting, interview, or hearing conducted as part of the investigation or adjudication in which they are expected or invited to participate, and such notice shall provide the party with sufficient time to prepare to participate;
3. Morton College shall not restrict the parties' ability to discuss the allegations or gather and present evidence (but see Confidentiality provision below);
4. The parties must be allowed to have an advisor of their choosing present at any meeting or grievance proceeding. If a student party does not have an advisor, Morton College will provide the party with an advisor of Morton College's choice, without charge to the party; For Complaints involving a student Complainant or Respondent, Morton College must provide the parties with the same opportunities, if any, to have persons other than an advisor present during any meeting or proceeding.
5. Morton College may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.
6. The investigation shall not access or rely upon any treatment records maintained by a healthcare provider, including Morton College's student health center, unless the party provides consent; and
7. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Morton College, not on either party.
8. Morton College will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
9. Morton College will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- Morton College will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence.
- Morton College provides access to an investigative report: Morton College will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party; and
- Morton College will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures
- Morton College will provide the parties with a reasonable opportunity to review and respond to the evidence or investigative report summarizing the evidence.

The investigation phase shall be completed within forty-five (45) calendar days. The period of time for the completion of the investigation phase may be extended upon a showing of good cause and with notice being given to the parties which provides the reason for the extension. At the conclusion of the investigation, but **before** a final investigative report is completed by the Investigator, the Investigator shall simultaneously provide all parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in a complaint ("preliminary investigative report"). The parties shall be given ten (10) calendar days to submit a written response to the Investigator which he or she shall consider before completing a final investigative report.

#### **E. Dismissal of Complaint**

A Complaint **shall** be dismissed if the conduct alleged: (a) Would not constitute Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation even if proven; or (b) Did not occur within the Scope of Coverage of these Guidelines.

A Complaint **may** be dismissed if: (a) Title IX Coordinator obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and Title IX Coordinator determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; (b) The Respondent is no longer enrolled at Morton or attempting to participate in its educational program or activity; (c) The Respondent is no longer employed by Morton College or connected to Morton College as a contractor, consultant, vendor, volunteer or member of the Board; (d) Title IX Coordinator is unable to identify the respondent after taking reasonable steps to do so; or (e) Title IX Coordinator determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX.

Before dismissing the complaint, Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant. Upon dismissal, Morton will notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then Morton College shall notify the Respondent of the dismissal promptly following notification to the Complainant, or simultaneously if the notification is in writing. If an Investigator dismisses one or more allegations in a Complaint, the Complainant has the right to appeal such a finding as outlined in the Appeal Section. Additionally, if the Respondent has been notified of the Complaint prior to dismissal, the Respondent shall be notified of the Complainant's right to appeal. For dismissals other than those where the Respondent cannot be identified or does not participate



or employee of Morton College, Morton College must offer supportive measures to both the Complainant and the Respondent.

Morton College shall obtain the Complainant's voluntary withdrawal in writing where the Complaint involves a student Complainant or Respondent.

## **F. Final Investigative Report**

At the conclusion of the investigation, the Investigator shall create a final investigative report that fairly summarizes the relevant evidence and makes a conclusion as to whether one or more allegations set forth in the Complaint are supported or sustained by the evidence. The final investigative report shall be simultaneously sent to the parties within fourteen (14) calendar days of the completion of the investigation phase.

If the Investigator makes a finding that one or more of the allegations set forth in the Complaint are supported or sustained by the evidence, then the parties shall be notified that a formal administrative hearing shall be scheduled with a Title IX Decision Maker.

The final investigative report shall be sent simultaneously to the parties at least ten (10) days in advance of an administrative hearing with a Title IX Decision Maker so that all parties have time to review its findings and provide written responses if desired. The parties shall be given seven (7) calendar days, post notice of final investigation report, to submit a written response to the final investigation report.

## **G. Decision Maker Administrative Hearing**

After reviewing the parties' written responses to the investigation report, the Decision Maker will meet separately with each party to ask questions concerning the party's written response, the investigation report, and/or the evidence collected during the investigation, including questions that may bear on credibility. The Decision Maker may also meet with specific witnesses whose credibility is in dispute, and whose testimony is potentially relevant in evaluating any allegations in the Complaint, to pose questions that may bear on credibility.

Morton College's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow decisionmaker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

Procedures for the decisionmaker to evaluate the questions and limitations on questions:

Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions: The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Irrelevant and impermissible questions: For Complaints involving a Student Complainant or Respondent, the Decision Maker must determine whether a proposed question is relevant and not otherwise impermissible prior to the question being posed. Additionally, the Decision Maker must explain any decision to exclude a question as not relevant or otherwise impermissible.

## **H. Deliberation and Determination**

After meeting with each party and any witnesses whose credibility is in dispute, the Decision Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The Decision Maker will take care to exclude from consideration any evidence that the Decision Maker determines is inadmissible. The Decision Maker will resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the Policy as alleged in the Complaint. In the event the Decision Maker determines that the Respondent is responsible for violating this Policy, the Decision Maker will, prior to issuing a written decision, consult with an appropriate College official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The Decision Maker may also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant and other persons, as appropriate. The Decision Maker may seek legal advice from the College's in-house or outside counsel.

## **I. Written Determination**

After reaching a determination and consulting with the appropriate College official and Title IX Coordinator, as necessary, the Decision Maker will prepare a written decision that will include:

1. A description of the alleged Sex Discrimination.
2. Information about the policies and procedures the College used to evaluate the allegations.
3. The Decision Maker's evaluation of all relevant and not otherwise impermissible evidence and determination of whether Sex Discrimination occurred.
4. Where the Decision Maker finds that Sex Discrimination occurred, discipline

- determined by the appropriate College official.
5. Whether the Complainant, Respondent, or, to the extent appropriate, other persons, will receive any ongoing Supportive Measures or other remedies as determined by the Title IX Coordinator.
  6. A description of the College's process and grounds for appeal, as specified in "Appeal."

The Decision Maker will transmit the written decision to the Title IX Coordinator and the parties. Content in the written decision regarding ongoing Supportive Measures and other remedies for the Complainant, if applicable, may be redacted from the version of the written report shared with the Respondent, to the extent necessary to comply with this Policy and FERPA. The written decision must be transmitted to the parties notifying them of whether sex discrimination occurred, including the rationale for such determination and the permissible bases for any appeal, if applicable.

Upon a determination that sex discrimination has occurred, the Title IX Coordinator must, as appropriate, coordinate the provision and implementation of remedies to the Complainant and any others who have had access to Morton College's program or activity limited or denied by the sex discrimination. Additionally, the Title IX Coordinator must, as appropriate, coordinate the imposition of disciplinary sanctions upon the Respondent and must notify the Complainant of any such sanctions. The Title IX Coordinator must also take any other appropriate prompt and effective steps to ensure the sex discrimination does not continue or recur.

Transmittal of the written decision to the parties concludes the adjudication process, subject to any right of appeal as specified in "Appeals Section." Any discipline imposed will be stayed pending the completion of any appeal. Although the length of time needed to issue the written decision will vary depending on the totality of the circumstances, the College strives to issue the Decision Maker's written decision within thirty (30) days of the Decision Maker's receipt of the final investigation report.

The determination regarding responsibility shall become final on either the date on which the parties are provided with the written determination of the Appeal, or, if no party appeals, the date on which an Appeal would no longer be considered timely.

## **J. Appeals**

Appeals of Decision Maker's findings or complaint dismissal may be appealed equally by the parties to the Title IX Coordinator of Morton College. All Appeals must be filed within ten (10) calendar days of the Notice Date of the Decision Maker's final written determination to the Parties, appeals to the Title IX Coordinator may be made on the following grounds:

1. Procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; and
3. The Title IX Coordinator, Investigator, or Decision Maker had a conflict of interest or bias against or in favor of the complainant or respondent that affected the outcome.

Promptly upon receipt of an appeal, the Title IX Coordinator will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the Title IX Coordinator determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) calendar days.

If a party appeals and one of the above appeal grounds is met, Morton College will:

1. Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
2. Implement appeal procedures equally for the parties;
3. Ensure that the Appellate Decision Maker did not take part in an investigation of the allegations or dismissal of the complaint;
4. Ensure that the Appellate Decision Maker has been trained consistent with the Title IX regulations;
5. Communicate to the parties in writing that Morton College will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
6. Notify the parties in writing of the result of the appeal and the rationale for the result.

All Appeals must be served on the opposing party. The opposing party has the right to file a Response to the Appeal within seven (7) calendar days after receipt. The Response to the Appeal must, likewise, be served on the opposing party. The party that filed the Appeal shall have seven (7) calendar days to file a Reply. The Reply must be served on the opposing party.

The Appellate Decision Maker shall simultaneously issue a decision as to whether the Appeal has been granted or denied within thirty (30) calendar days after the last day on which a party may file a Response or Reply. The decision of the Title IX Coordinator and Appellate Officer are final.

#### **K. Time Frames**

All periods of time established herein for the completion of the any phase of the grievance procedures may be extended upon a showing of good cause and with notice being given to the parties which provides the reason for the extension.

## **VI. POSSIBLE RANGE OF DISCIPLINE**

Employees who are found to have violated the Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct, Harassment and Retaliation Policy are subject to disciplinary action up to and including termination of employment. The range of discipline shall be governed by

applicable collective bargaining agreements or Morton College policies or procedures.

Students who are found to have violated the Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct, Harassment and Retaliation Policy are subject to disciplinary action up to and including expulsion. The range of discipline shall be governed by the Student Handbook and Student Code of Conduct.

A party, witness, or any other individual participating in the grievance procedures may not be disciplined for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred.

## **VII. PROHIBITION ON ALL FORMS OF RETALIATION**

Morton College shall not tolerate any form of retaliation by any party against anyone for exercising their rights under the Non-Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation Policy or these Guidelines.

Morton College prohibits all forms of retaliation against any individual for exercising their rights under Title IX, including the participation in or refusing to participate in the filing of a complaint, the investigation, or any proceeding or hearing covered by these Guidelines.

## **VIII. CONFIDENTIALITY**

All documentation obtained and produced in accordance with these Guidelines shall be considered confidential to the full extent of applicable law and regulations that govern Morton College. Moreover, neither the Investigator nor Decision Maker shall access or rely upon any treatment records maintained by a healthcare provider, including Morton College's student health center, unless the party provides written consent. Morton College shall keep confidential the identity of any student who has made a report or complaint under these Guidelines, any student-complainant, and any student-witness, except as may be permitted by state or federal laws and regulations that govern Morton College.

Additionally, Morton College shall take reasonable steps to protect the privacy of the parties and witnesses, provided that such steps do not restrict the ability of the parties to obtain and present evidence or otherwise prepare for and participate in the grievance procedure.

Morton College shall take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through grievance procedures. However, such information and evidence may be disclosed for administrative proceeding or litigation related to the Complaint.

## **IX. DISCRETION IN APPLICATION**

Morton College retains discretion to interpret and apply this Policy in a manner that is not clearly unreasonable, even if the College's interpretation or application differs from the interpretation of the parties. Despite the Colleges' reasonable efforts to anticipate all eventualities in drafting this Policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express language, in which case the College retains discretion to

October 10, 2024

respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable. The provisions of this Policy and corresponding procedures referenced herein are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the College retains discretion to revise this Policy and Policy revisions to an active case provided that doing so is not clearly unreasonable.

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

**PROPOSED ACTION:** That the Board reviews the updated 8.2.1 board policy, Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct, for Morton College.

**RATIONALE:** To have an updated plan in place to provide full protection from sex-based harassment. The final regulation, passed recently, strengthens vital protections from all forms of sex-based harassment, including sexual violence and unwelcome sex-based conduct that creates a hostile environment by limiting or denying a person's ability to participate in or benefits from Morton's educational programs or activities. Morton's Dean of Student took the lead to update the policy. Delgado Law group has also reviewed.

**COST ANALYSIS:** None

**ATTACHMENT:** Proposed updated 8.2.1 board policy, Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct. First Review.



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct,

**NO.** 8.2.1

**SECTION:** Institutional

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## I. PURPOSE

Morton College is committed to providing a safe and secure working and learning environment free from Discrimination, Sex Based Harassment or Misconduct, Harassment and Retaliation for all college community members, employees and others in all educational programs and activities as those terms are defined below. This Policy authorizes the President or his designee to take all necessary actions to properly implement, administer and publish this Policy to all staff, students and others covered by its provisions.

## II. GENERAL PROVISIONS

- A. Working and Learning Environment:** It is the policy of Morton College to maintain a safe and secure working and learning environment in which all individuals are treated with dignity and respect. Each employee, student, and all other Covered Individuals shall enjoy the right to work and learn in an environment that is free of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation. No person shall be required to endure Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation as a condition of employment or while engaged in an educational program or activity.
- B. Conduct Prohibited:** The Board prohibits Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation based on any Protected Categories, as defined below, in any aspect of employment or educational programs or activities.
- C. Covered Individuals:** No employee, student, contractor, consultant, vendor, volunteer, or member of the Board (collectively referred to as "Covered Individuals") shall be subjected to or engage in any form of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, as these terms are defined below, against another while employed, working for, attending school or participating in educational programs or activities.

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**DATE APPROVED BY BOARD OF TRUSTEES:** August 26, 2020

**DATES REVISED:** October 10, 2024

**REVIEWED DATES:** July 22, 2020





# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct,

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**D. Scope:** This Policy covers all phases of employment and academic status, including, but not limited to, recruitment, hiring, evaluations, upgrading, rates of pay, the selection for training, promotions, demotions, transfers, layoffs, employment non-renewals, termination, benefits, discipline, expulsions, admissions, educational testing, extracurricular programs, and athletics.

**E. Limitations:** Nothing in this Policy is intended nor shall be construed to create a private right of action against Morton College or the Board or any of its employees or agents. Furthermore, no part of this Policy shall be construed to create contractual or other rights or expectations. Nothing herein is intended to affect the right of any person to file a charge or complaint of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation with any agency with jurisdiction over such charge or complaint.

### III. DEFINITIONS

**A. Discrimination:** Unjust or prejudicial treatment, including harassment and sexual misconduct, towards an individual due to that person's real or implied membership in one or more of the Protected Categories as defined below.

**B. Educational Program or Activity:** Locations, events or circumstances over which Morton College exercises substantial control. Morton College exercises substantial control over: (1) premises that it owns or officially recognized student organizations that own or control the premises; (2) where it exercises oversight, supervision or discipline (e.g., a student's status in a Morton College course or program); or (3) where it has funded, sponsored, promoted or endorsed a certain event. Morton College specifically does not exercise substantial control over any event occurring outside the United States of America. Morton College has an obligation to address a sex-based hostile environment under its education program or activity even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity or outside the United States

**C. Harassment:** Unwelcome verbal, nonverbal, visual, and/or physical conduct that is the person's real or implied membership in one or more of the Protected Categories as defined below. Unwelcome conduct may include, but is not limited to, bullying,

**DATE APPROVED BY BOARD OF TRUSTEES:** August 26, 2020

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**TITLE:** Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct,

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intimidation, offensive jokes, slurs, epithets or name calling, assaults or threats, touching, ridicule or mockery, insults or put-downs, offensive objects or pictures, messages sent via email, text or social media, or any other persistent, pervasive or severe conduct that interferes with work performance or a student's access to or participation in any educational program or activity.

- D. Protected Category:** Actual or perceived sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, disability, age (40 and above), immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation.
- E. Retaliation:** Adverse employment action or adverse change in academic status, such as discipline or denial of or access to a service or benefit, against any person for having made a complaint or report of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, whether made internally, or externally with a federal, state, or local agency; or participating or aiding in an investigation of Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, whether internal, or external with a federal, state, or local agency, is strictly prohibited.
- F. Sexual Assault:** A forcible or non-forcible sex offense in which any sexual act is directed against another person without the consent of the victim including instances where the victim is incapable of giving consent.
- G. Sex Based Harassment:** A form of sex discrimination and means Sex Based Harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, which includes:
- (1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that

**DATE APPROVED BY BOARD OF TRUSTEES:** August 26, 2020

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**REVIEWED DATES:** July 22, 2020



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it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry.

(3) Specific offenses.

(i) Sexual assault as defined above;

(ii) Dating violence meaning violence committed by a person:

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(1) The length of the relationship;

(2) The type of relationship; and

(3) The frequency of interaction between the persons involved in the relationship;

(iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:

(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;

(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

(C) Shares a child in common with the victim;

(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction;

(iv) Stalking as defined below

(v) inappropriate touching, or any misuse of a sexual nature of any Morton College information technology, as described in Board Policy 8.20.

**H. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others, or (b) suffer substantial emotional distress.

**DATE APPROVED BY BOARD OF TRUSTEES:** August 26, 2020

**DATES REVISED:** October 10, 2024

**REVIEWED DATES:** July 22, 2020



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Comprehensive Non-Discrimination, Sex Based Harassment or Misconduct,  
Harassment and Retaliation Policy

**NO.** 8.2.1

**SECTION:** Institutional

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## IV. PROCEDURES

- A. For inquiries or complaints related to Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation based upon a Protected Category, please refer to the Morton College Guidelines for Addressing Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation instituted by the Board President or designee that shall be posted on the Morton College website. All such inquiries or complaints shall be filed with the Morton College Title IX Coordinator or any non-confidential Morton College official.
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**DATE APPROVED BY BOARD OF TRUSTEES:** August 26, 2020

**DATES REVISED:** October 10, 2024

**REVIEWED DATES:** July 22, 2020

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



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Illinois Community College District No. 527

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## V. VIOLATIONS AND DISCIPLINE

**A. Violations:** It is a violation of this Policy for:

1. Any Covered Individual to engage in Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, as defined above;
2. Any non-student Covered Individual to intentionally ignore Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation, as defined above, by a Covered Individual that occurs in their presence, by failing to properly report that conduct, regardless of whether or not the Covered Individual complains about the conduct;
3. Any non-student Covered Individual to fail to fulfill their duties and responsibilities as set forth with this Policy or any connected policies or guidelines;
4. Any non-student Covered Individual to refuse to participate, fully cooperate or provide truthful information in any investigation or hearing conducted in connection to this Policy; and
5. Any Covered Individual to intentionally bring allegations in bad faith, and which an investigation or hearing determines to be false, or knowingly making a false statement or knowingly submitting false information during any type of investigation or hearing pursuant to this Policy.

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## B. Discipline:

1. Employees who violate this Policy are subject to disciplinary action up to and including termination of employment.
2. Students who violate this Policy are subject to disciplinary action pursuant to the Morton College Student Handbook.
3. Contractors, consultants or vendors who violate this Policy are subject to remedies pursuant to their contract.
4. Volunteers who violate this Policy are subject to their authorization to serve as a volunteer being rescinded.

## VI. NOTICE AND TRAINING

All new employees shall receive information and training on this Policy. Additionally, this Policy will be prominently posted on the Morton College website and distributed regularly to all Covered Individuals. Moreover, notice to Covered Individuals regarding prohibited Discrimination, Sex Based Harassment or Misconduct, Harassment or Retaliation will be posted in prominent locations throughout Morton College

The Title IX Coordinator or their designee shall conduct annual training on this Policy to all employees and students. The training given to all employees and students shall be prominently posted on the Morton College website as well.

## VII. PUBLICATIONS

Beginning with the 2020-2021 school year, the following statement will be used in any new publication of the Morton College Student Handbook, Morton College Employee publication, on the Morton College website and any other prominent publication:

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**NO.** 8.2.1

**SECTION:** Institutional

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"It is the policy of Morton College to prohibit discrimination, Sex Based Harassment or misconduct, harassment, or retaliation on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age (40 and above), immigration status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics."

The Title IX Coordinator's office address, phone number and email address shall be prominently displayed on Morton College's website and relevant publications.

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**DATE APPROVED BY BOARD OF TRUSTEES:**

**DATES REVISED:** October 10, 2024

**REVIEWED DATES:**

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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

**PROPOSED ACTION:** THAT THE BOARD OF TRUSTEES TENTATIVELY APPROVE THE ESTIMATED 2024 TAX LEVY.

**RATIONALE:**

[Required by Chapter 35 of the Illinois Compiled Statutes 200/18-60 of the Truth in Taxation Law]

Illinois law requires that the taxes to be levied be formally estimated not less than twenty (20) days prior to the adoption of its aggregate levy. Non-compliance with existing laws will disallow any increase in the estimated tax levy if a tentative levy is not approved. Cook County as well as the other Chicagoland counties have tax caps to limit the tax increase to inflation. Cook County Tax Extension Office has limited this year's increase to 5% of the 2023 levy plus any new property coming on the tax rolls. The operating and capital needs of Morton College support the importance of raising the College's extended levy by 4.96%. The individual levies have been adjusted to add more dollars to the Education Fund, Operation and Maintenance Fund, Insurance Fund and Social Security Fund.

**COST ANALYSIS:**

Total estimated 2024 Levy is \$11,949,600 which represents a 4.96% or a \$564,720 increase from the \$11,384,880 Cook County extended 2023 levy.

**ATTACHMENTS:**

Estimated 2024 Tax Levy and Tax Rate Calculation



**Morton Community College  
Community College District 527  
Proposed Tax Levy for 2024**

<u>Fund</u>	Levy Final 2023	Proposed 2024 Levy	Loss Amount	Proposed 2024 Extended	Increase (Decrease)	
Education	8,626,800	8,650,000	346,000	8,996,000	369,200	
O & M	1,705,600	1,750,000	70,000	1,820,000	114,400	
Social Security	280,800	300,000	12,000	312,000	31,200	
Audit	85,280	100,000	4,000	104,000	18,720	Proposed
Liability Insurance - Tort	686,400	690,000	27,600	717,600	31,200	Increase
<b>Total</b>	<b>11,384,880</b>	<b>11,490,000</b>	<b>459,600</b>	<b>11,949,600</b>	<b>564,720</b>	<b>4.96%</b>
Bonds	679,068	644,450	25,778	670,228	(8,840)	Proposed
Levy adjustment PA	136,313					
<b>Total Extended Levy with Bonds</b>	<b>12,200,261</b>	<b>12,134,450</b>	<b>485,378</b>	<b>12,619,828</b>	<b>555,880</b>	Increase with Debt Service

**3.44%**

<u>Equalized assessed valuation</u>	
2023 Equalized Assessed Value (EAV)	2,612,876,617
2024 estimated EAV	2,612,876,617
County Final Tax Rate 2023	0.439
2024 estimated tax rate	0.530
Increase	419,567
	3.44%