



**Morton College**

**Public Regular Board Meeting**

**Thursday, February 27, 2025, 10:00 AM**

# Student Trustee Report- February

**Valentines Event Hosted by:** Financial aid, counseling, career services, accommodations, advising, recruitment, tutoring and SAO

**FAFSA Palooza- Hosted by:** Financial aid. This event allowed for students to fill out the FAFSA forms for the upcoming school year with the direct help of all of our financial aid advisors. It was a great turnout and there were treats for students who participated!

**Tutoring Center snack giveaway:** The tutoring center had a giveaway of free snacks for the students to learn more about our tutoring center and familiarize themselves with the area.



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.527

Minutes for the Regular Board Meeting

Wednesday, January 22, 2025

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**1. Call to Order**

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 10:04 AM on Wednesday, January 22, 2025, 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  
Charles Hernandez, Trustee (attended virtually)  
Anthony Martinucci, Trustee  
Oscar Montiel, Trustee  
Frances F. Reitz, Trustee  
Gizelle Beltran, Student Trustee

**Absent:**

Susan Grazzini, Trustee

**Also Present:**

Dr. Keith D. McLaughlin, President  
Edward Wong Attorney, Del Galdo Law Group, LLC (attended virtually)

**4. Citizen Comments**

Alexander Hottes, a VA student from Lyons, proposed that the college reserve two to three parking spots for veterans and active military as a simple but meaningful gesture. He also addressed that he was accidentally dropped from a class, which was rectified rather quickly, but had an issue with an advisor/financial aid office. The advisor gave a lot of pushback and refused to speak with financial aid. Alex was told his advisor was not there and felt dismissed and not acknowledged. He did not file a complaint and is just hopeful for a better outcome in the future for VA students.

Chair Cannata requested that this be addressed with the appropriate staff for clarification and rectification purposes. He also acknowledged that he does not think that anyone on the board would oppose parking spaces, and for the college to appropriately look into that. He wouldn't have an issue for veterans as well as disabled veterans who may not be eligible for handicapped parking spots.

Dr. Keith McLaughlin stated he will look into both matters and will keep the board informed.

The Board thanked Alex for his comments and his service.

## **5. Reports**

### **5.1 ICCTA-ACCT**

Trustee Hernandez reported on ICCTA that on February 19th, they will have the budget address in Springfield. January 4-7th, they had the lame duck session and will go back on January 25th. Trustee Hernandez congratulated President McLaughlin on his position as Board Chair of the NACTC. On a final note, the Social Security Fairness Act has passed.

### **5.2 Student Trustee – Gizelle Beltran**

Student Trustee Gizelle Beltran highlighted Morton College welcome week. First on the list was the DACA renewal and Public Benefits Workshop, 28 DACA renewals were received, and 16 public benefits were given to students. Gizelle emphasized there is fear in students coming on campus for what may happen next with all the politics going around. She wants them to feel safe. Student Trustee also highlighted the Ask Me table, the Resource Fair, and the Campus Life Fair.

A discussion ensued between Trustee Hernandez and Trustee Cannata regarding the Student Trustee's remark about students being fearful of coming to campus.

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

Dr. McLaughlin started his report by inviting the Dean of Student Services, Jamar Orr, to give a couple of presentations, both to highlight our students, with the Phi Theta Kappa program as well as some additional services that we will be providing to our students that I think are very relevant to some of the discussions that we are having today.

Jamar Orr highlighted Phi Theta Kappa, one of our premier student organizations; under the leadership of one of our advisors, Angelo Greene, we've gone from a two-star to a five-star chapter. We've also had a student be recognized coming out of our Phi Theta Kappa for the Nota Bene, which is honoring a student at a community college for their literacy works, and we've also seen 109% growth in this organization. The primary purpose is to help college students succeed and provide the resources for them to be able to do so. Mr. Orr invited a couple of students and advisor Angelo up to share a little bit about their experience. Eliana Ruiz, President of PTK, highlighted the events that were held, what the chapter offers, such as scholarships and so forth, and the Ask Me table. Victoria Calderon, VP of PTK, explained what their jobs entailed, which is to help students grow in their leadership skills. Angelo Greene, Student Success Coach, highlighted what PTK can do not only for students but also for advisors and bridge that gap between students being here at the community college level, getting any kind of professional development, and transferring over to their four-year school as well. Mr. Greene also touched on the membership dues and upcoming conferences.

Mr. Orr transitioned to mental health support and TimelyCare. We were fortunate enough as an institution to be awarded the Mental Health Early Action on Campus Grant in the amount of \$120,000.00 to be able to fund TimelyCare. Mr. Orr invited our two mental health counselors, Jennifer Iniquez and Sandra Salas to speak about mental health and how TimelyCare can support our students. Sandra and Jennifer highlighted the reason why they applied for the grant is because we need to have more resources for our students. TimelyCare was chosen because they realized at a conference that there were a lot of colleges and universities from Illinois that already used TimelyCare and have been successful in providing additional resources, peer support, and additional counseling 24/7 resources all together just wrap-around services that our students can benefit from. We are also able to see any notes made on a student that has been seen through TimelyCare. It also aligns with the Peer Support component of the Act where we are required to have peer support on campus for students. Trustee Reitz commented on how important these resources are for our students and suggested contacting the Animal Welfare Department at the Town of Cicero to bring in lab pups for therapy support.



Dr. McLaughlin also thanked our students and staff working with our students in PTK. What an outstanding program and outstanding leadership that you are showing. This is such an enriching learning experience for you and for those students that participate in this. We thank you for your dedication and commitment to growing it, building it, and making it successful.

Dr. McLaughlin concluded his report by highlighting the new strategic plan, starting conversations about the fiscal year 26 budget, continuing conversations for future options for the Rocket Property, focusing on our leadership development, and a couple of our 100th-anniversary events with our grand finale at commencement.

## **7. Consent Agenda**

Trustee Cannata removed 7.5 at this time as we are not in receipt of that audit report at this time.

Trustee Martinucci made a motion to approve the consent agenda as amended, which includes agenda items 7.1 to 7.13.4, as listed below, with the exclusion of item 7.5. Trustee Collazo seconded the motion.

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

Nays: None

Absent: Grazzini

Motion Carried

- 7.1. Approval of the Minutes of the Regular Board meeting held on December 13, 2024.
- 7.2. Approval and ratification of accounts payable and payroll for the month of December 2024, in the amount of \$3,680,944.00, and budget transfers in the amount of \$55,000.00.
- 7.3. Approval of the Monthly Budget Report for the fiscal year to date ending in December 2024.
- 7.4. Approval of the Treasurer's Report for December 2024.
- 7.5. Approval of the Comprehensive Annual Financial Report for FY24, and the accompanying communication prepared by Forvis, LLP Auditors.
- 7.6. Approval of out-of-state travel to Dr. Keith McLaughlin, to attend the NACTC February Board Meeting in Tampa, FL, from February 5, 2025, through February 7, 2025, at approximately \$800.00 and to attend the ACCT National Legislative Summit in Washington, DC, and meetings with congressional offices, from February 9, 2025, through February 12, 2025, in the approximate amount of \$1,350.00.
- 7.7. Approval of the Classified Staff Collective Bargaining Agreement.
- 7.8. Approval of the curriculum changes as submitted.
- 7.9. Approval of TimelyCare online platform to provide virtual Mental Health care to Morton College students. Funding has been awarded through an ICCB grant in the amount of \$120,000.00, whereas \$116,000.00 will cover a 2-year contract with TimelyCare. \$4,000.00 will be allotted for mental health training and awareness on campus.
- 7.10. Approval of the Nursing ATI for the Spring/Summer 2025 Semester, in the amount of \$40,351.00.
- 7.11. Approval of the Adjunct Faculty consultation hours report for the 2024 fall semester in the amount of \$17,433.66 as submitted.
- 7.12. Approval of the resolution approving and adopting a master educational affiliation agreement between Morton Community College, District 527, and Chicago Center for Sports Medicine and Orthopedic Surgery.
- 7.13. Approval of New/Updated Job Descriptions

- 7.13.1. Director of Learning Resources, New Job Description
- 7.13.2. Executive Director of Workforce Innovation and Strategic Partnerships, New Job Description
- 7.13.3. Director of Student Success and Retention, New Job Description
- 7.13.4. Library Service Aide, New Job Description

Trustee Cannata made a motion to table item 7.5 of the consent agenda.

Trustee Martinucci made a motion to approve tabling item 7.5 of the consent agenda.

Trustee Collazo seconded the motion.

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

Nays: None

Absent: Grazzini

Motion Carried

## **8. Informational Only 8.1 – 8.2.7**

## **9. Approval of the first reading of the updated Residency Policy.**

Trustee Martinucci made a motion to approve the first reading of the updated Residency Policy.

Trustee Reitz seconded the motion.

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

Nays: None

Absent: Grazzini

Motion Carried

## **10. Closed Session – Cancelled**

## **11. Approval of the Termination of Employment – Russell Streuly, PT Fitness Center Specialist, effective December 16, 2024.**

Trustee Martinucci made a motion to approve the first reading of the updated Residency Policy.

Trustee Montiel seconded the motion.

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

Nays: None

Absent: Grazzini

Motion Carried

## **12. Adjournment**

Trustee Martinucci made a motion to adjourn the Regular Board Meeting at 10:40 a.m.

Trustee Collazo seconded the motion.

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

Nays: None

Absent: Grazzini

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:** Tuesday, February 11, 2025 9:32 AM  
**To:** Board Materials  
**Subject:** FW: Action Item 8.1 for 2/26/2025 Board Meeting  
**Attachments:** Board AS Totals 1.31.25.pdf; BT 1.31.25.pdf; Check Register 1.31.25.pdf; Over 10k Jan 2025.pdf

Thank you,



**Mireya Perez**

Chief Financial Officer/Treasurer

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

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

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

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Tuesday, February 11, 2025 9:29 AM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.1 for 2/26/2025 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JANUARY 2025 IN THE AMOUNT OF \$2,365,979 AND BUDGET TRANSFERS IN THE AMOUNT OF \$26,100 AS SUBMITTED.

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

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



**Suzanna Raigoza**

Senior Accountant

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

**E:** [Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of January 2025, be approved and/or ratified in the amount of \$2,365,979 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	01/31/2025	718,111
Payroll	01/15/2025	739,423
Payroll	01/31/2025	803,803
Student Refunds	01/31/2025	<u>77,046</u>
		2,338,383

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	01/31/2025	<u>27,596</u>
TOTAL ALL FUNDS		<u>\$2,365,979</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$26,100 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

AND BE IT FURTHER RESOLVED THAT the treasurer of Morton College is hereby authorized and directed to make payments as listed and/or summarized above.

PASSED this 26th day of February by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

<b>Morton College</b>				
<b>Budget Transfers</b>				
<b>January 2025</b>				
		<b>GL Account Number</b>	<b>Description</b>	<b>Debit      Credit</b>
	1	01-3010-30104-530900000	Admissions & Records: Other Contract Services	15,000
		01-3010-30104-540200000	Admissions & Records: Printing	(15,000)
	2	01-8030-20114-540700000	Marketing & Publications: Advertising	(4,100)
		01-8030-80150-550100005	Campus Culture Collaborative: Meeting Expense	4,100
	3	02-7020-70108-530900000	Custodial: Other Contract Services	(6,000)
		02-7020-70108-540100400	Custodial: Maintenance Supplies	6,000
	4	01-3080-30118-540100900	Child Learning Center: Other Supplies	(1,000)
		01-3080-30118-550100005	Child Learning Center: Meeting Expense	1,000
			<b>Total Budget Transfers</b>	<b>\$ 26,100    \$ (26,100)</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
0122034	01/07/25	Recon	0000995	Bureau Water/Sewer Town	V0204967	01/07/25	B0005907	495.02		495.02
								495.02		495.02
0122035	01/07/25	Recon	0001013	ComEd	V0204969	01/07/25	B0006046	1,107.11		1,107.11
								1,107.11		1,107.11
0122036	01/08/25	Recon	0227842	Styku LLC	V0204988	01/08/25	B0006096	3,064.00		3,064.00
								3,064.00		3,064.00
0122037	01/10/25	Recon	0181229	Victor M. Barranco	V0204679	12/13/24		300.00		300.00
								300.00		300.00
0122038	01/10/25	Recon	0210003	Blue Cross Blue Shield o	V0204984	01/08/25		11,845.35		11,845.35
								11,845.35		11,845.35
0122039	01/10/25	Recon	0225621	John Bongiorno	V0198963	01/10/25		3,750.00		3,750.00
								3,750.00		3,750.00
0122040	01/10/25	Recon	0000995	Bureau Water/Sewer Town	V0204976	01/07/25		198.10		198.10
					V0204977	01/07/25		556.19		556.19
					V0204978	01/07/25		198.10		198.10
					V0204979	01/07/25		198.10		198.10
					V0204980	01/07/25		198.10		198.10
					V0204981	01/07/25		198.10		198.10
								1,546.69		1,546.69
0122041	01/10/25	Recon	0167715	Jorge Diaz	V0204992	01/08/25		80.00		80.00
					V0204993	01/08/25		80.00		80.00
								160.00		160.00
0122042	01/10/25	Recon	0000724	Dr. Brian R. Gilligan	V0204809	12/18/24		25.00		25.00
					V0204819	12/18/24		325.00		325.00
					V0204961	12/25/24		96.00		96.00
					V0204966	01/06/25		65.45		65.45
								511.45		511.45
0122043	01/10/25	Recon	0225192	Ana Gomes	V0204331	12/09/24		56.00		56.00
					V0204377	12/11/24		56.00		56.00
								112.00		112.00

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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
0122044	01/10/25	Recon	0222420	Kevin Gordon	V0204899	12/19/24		190.00		190.00
								190.00		190.00
0122045	01/10/25	Outst	0171554	Illinois Physical Therap	V0204985	01/08/25		250.00		250.00
								250.00		250.00
0122046	01/10/25	Recon	0200012	Mr. Hector Jaimes	V0204902	12/19/24		391.68		391.68
								391.68		391.68
0122047	01/10/25	Outst	0000848	Ms. Nicole M. Pullia	V0204962	01/06/25		20.25		20.25
								20.25		20.25
0122048	01/10/25	Recon	0186052	Jason Shook	V0204897	12/19/24		190.00		190.00
								190.00		190.00
0122049	01/10/25	Recon	0024465	David E. Tencza	V0199725	01/10/25		1,500.00		1,500.00
								1,500.00		1,500.00
0122050	01/10/25	Recon	0163238	Vernal Turner	V0204896	12/19/24		190.00		190.00
								190.00		190.00
0122053	01/15/25	Outst	0177469	Bright Start College Sav	V0205187	01/15/25		100.00		100.00
								100.00		100.00
0122054	01/15/25	Recon	0001371	Colonial Life & Accident	V0205191	01/15/25		12.00		12.00
								12.00		12.00
0122055	01/15/25	Outst	0101061	Morton College Faculty	V0205189	01/15/25		86.18		86.18
								86.18		86.18
0122056	01/15/25	Recon	0001563	State Disbursement Unit	V0205199 V0205200	01/15/25 01/15/25		50.00 417.00		50.00 417.00
								467.00		467.00
0122057	01/15/25	Recon	0175113	Algor Plumbing	V0205027	01/13/25	B0005892	70.40		70.40
								70.40		70.40
0122058	01/15/25	Recon	0001953	AT&T Mobility	V0205050	01/13/25	B0005990	72.48		72.48

10 Feb 2025  
10:08

ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2025 - 01/31/2025

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								72.48		72.48
0122059	01/15/25	Outst	0001195	Cintas Corporation	V0205053	01/13/25	B0005872	313.94		313.94
					V0205054	01/13/25	B0005872	313.94		313.94
					V0205055	01/13/25	B0005872	273.28		273.28
								901.16		901.16
0122060	01/15/25	Recon	0001752	Comcast	V0205057	01/13/25	B0005927	341.77		341.77
								341.77		341.77
0122061	01/15/25	Recon	0217792	FedEx	V0205066	01/13/25	B0005953	8.38		8.38
								8.38		8.38
0122062	01/15/25	Recon	0001056	Hildebrand Sporting Good	V0205206	01/15/25	P0016622	960.00		960.00
								960.00		960.00
0122063	01/15/25	Recon	0210378	Hinckley Springs	V0205070	01/13/25	B0005959	5.99		5.99
								5.99		5.99
0122064	01/15/25	Recon	0001068	ILLCO, Inc.	V0205072	01/13/25	B0005867	318.65		318.65
					V0205073	01/13/25	B0005867	57.38		57.38
								376.03		376.03
0122065	01/15/25	Recon	0001848	Jack Phelan Chevrolet	V0205183	01/14/25	B0006098	64.50		64.50
								64.50		64.50
0122066	01/15/25	Recon	0001299	McMaster-Carr	V0205207	01/15/25	P0016670	376.22		376.22
								376.22		376.22
0122067	01/15/25	Recon	0001289	Menards	V0205141	01/14/25	B0005877	74.73		74.73
								74.73		74.73
0122068	01/15/25	Recon	0194501	Michael Kautz Carpets &	V0205184	01/14/25	B0006099	2,085.00		2,085.00
					V0205185	01/14/25	B0006100	2,285.00		2,285.00
								4,370.00		4,370.00
0122069	01/15/25	Recon	0165585	Micro Center Sales Corpo	V0205142	01/14/25	B0006095	493.68		493.68
								493.68		493.68



10 Feb 2025  
10:08

ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2025 - 01/31/2025

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0122070	01/15/25	Recon	0001090	MWRDGC	V0204972	01/07/25		1,777.65		1,777.65
								1,777.65		1,777.65
0122071	01/15/25	Recon	0208924	Nicor Gas	V0205143	01/14/25	B0005916	4,104.98		4,104.98
								4,104.98		4,104.98
0122072	01/15/25	Outst	0224406	NPTE Final Frontier	V0204986	01/08/25		5,600.00		5,600.00
								5,600.00		5,600.00
0122073	01/15/25	Outst	0207780	P.W. Leopard Inc.	V0205172	01/14/25	P0016672	2,496.00		2,496.00
								2,496.00		2,496.00
0122074	01/15/25	Recon	0002406	Paisans Pizza	V0204378	12/11/24		1,825.00		1,825.00
					V0204380	12/11/24		552.98		552.98
					V0204381	12/11/24		2,160.81		2,160.81
					V0204382	12/11/24		324.70		324.70
					V0205017	01/10/25		30.00		30.00
								4,893.49		4,893.49
0122075	01/15/25	Recon	0211689	Reliable Fire & Security	V0205186	01/14/25	B0006101	1,287.40		1,287.40
								1,287.40		1,287.40
0122076	01/15/25	Recon	0194190	Service Tech	V0205020	01/13/25		1,210.00		1,210.00
					V0205021	01/13/25		1,090.00		1,090.00
								2,300.00		2,300.00
0122077	01/15/25	Recon	0219810	Stillville Fire LLC	V0205011	01/09/25		1,056.00		1,056.00
					V0205012	01/09/25		1,108.00		1,108.00
					V0205013	01/09/25		600.00		600.00
					V0205014	01/09/25		1,665.00		1,665.00
								4,429.00		4,429.00
0122078	01/15/25	Recon	0155715	Technology Management Re	V0205149	01/14/25	B0005903	2,241.05		2,241.05
								2,241.05		2,241.05
0122079	01/17/25	Outst	0214155	Josiah L. Brabham	V0205005	01/08/25		35.00		35.00
								35.00		35.00
0122080	01/17/25	Recon	0208511	Kent Collins	V0204994	01/08/25		190.00		190.00
								190.00		190.00

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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
0122081	01/17/25	Recon	0227926	Michael Duggan	V0204990	01/08/25		600.00		600.00
								600.00		600.00
0122082	01/17/25	Recon	0195275	Julio C. Hernandez, SR	V0205180	01/14/25		50.00		50.00
								50.00		50.00
0122083	01/17/25	Outst	0222298	James Irmiter	V0204996	01/08/25		190.00		190.00
								190.00		190.00
0122084	01/17/25	Recon	0060105	Michael Jonas	V0202423	10/31/24		99.00		99.00
								99.00		99.00
0122085	01/17/25	Outst	0001226	Raymond W Konrath	V0205003	01/08/25		40.00		40.00
								40.00		40.00
0122086	01/17/25	Outst	0211767	Thomas P. Lentine	V0204999	01/08/25		40.00		40.00
								40.00		40.00
0122087	01/17/25	Recon	0000955	Mr. Raul I. Martinez	V0205108	01/14/25		59.96		59.96
								59.96		59.96
0122088	01/17/25	Recon	0161373	Kenneth W. Moreland	V0204995	01/08/25		190.00		190.00
								190.00		190.00
0122089	01/17/25	Recon	0000863	Mrs. Guadalupe Perez	V0205022	01/13/25		53.75		53.75
								53.75		53.75
0122090	01/17/25	Recon	0212406	Shamar Pugh	V0199236	01/17/25		2,250.00		2,250.00
								2,250.00		2,250.00
0122091	01/17/25	Recon	0226150	Nicolas White	V0199815	01/17/25		1,500.00		1,500.00
								1,500.00		1,500.00
0122101	01/21/25	Recon	0001752	Comcast	V0205276	01/21/25	B0005948	13.99		13.99
								13.99		13.99
0122102	01/24/25	Recon	0185032	David Avignone	V0205272	01/21/25		190.00		190.00

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								190.00		190.00
0122103	01/24/25	Recon	0002595	Joelle Beranek	V0205274	01/21/25		152.74		152.74
								152.74		152.74
0122104	01/24/25	Outst	0214155	Josiah L. Brabham	V0205286	01/21/25		90.00		90.00
								90.00		90.00
0122105	01/24/25	Outst	0001322	Mau Cason	V0205212	01/15/25		190.00		190.00
								190.00		190.00
0122106	01/24/25	Outst	0160531	Cicero Health Department	V0205182	01/14/25		50.00		50.00
								50.00		50.00
0122107	01/24/25	Recon	0228176	Jason Dahle	V0205270	01/21/25		190.00		190.00
								190.00		190.00
0122108	01/24/25	Outst	0000724	Dr. Brian R. Gilligan	V0205224	01/15/25		100.00		100.00
								100.00		100.00
0122109	01/24/25	Recon	0222420	Kevin Gordon	V0205279	01/21/25		190.00		190.00
								190.00		190.00
0122110	01/24/25	Outst	0127849	Kyrsti R. Grzywa	V0205241	01/16/25		120.00		120.00
								120.00		120.00
0122111	01/24/25	Recon	0053597	Frank Guerrero	V0205248	01/16/25		360.00		360.00
								360.00		360.00
0122112	01/24/25	Recon	0179768	David Hamill	V0205211	01/15/25		190.00		190.00
								190.00		190.00
0122113	01/24/25	Outst	0001425	Craig Jeffreys	V0205278	01/21/25		190.00		190.00
								190.00		190.00
0122114	01/24/25	Recon	0001226	Raymond W Konrath	V0205229	01/16/25		40.00		40.00
					V0205287	01/21/25		40.00		40.00
								80.00		80.00

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0122115	01/24/25	Recon	0222270	Michael Kostal	V0205240	01/16/25		480.00		480.00
								480.00		480.00
0122116	01/24/25	Outst	0166877	Mr. Seth J. Kress	V0205265	01/21/25		150.00		150.00
								150.00		150.00
0122117	01/24/25	Outst	0211767	Thomas P. Lentine	V0205235	01/16/25		40.00		40.00
					V0205280	01/21/25		40.00		40.00
								80.00		80.00
0122118	01/24/25	Outst	0228177	Official Holdings LLC	V0205271	01/21/25		190.00		190.00
								190.00		190.00
0122119	01/24/25	Outst	0197145	Forrest Olesiak	V0205226	01/16/25		190.00		190.00
								190.00		190.00
0122120	01/24/25	Outst	0000731	Dr. Kymberly L. Seo	V0205250	01/16/25		1,757.49		1,757.49
								1,757.49		1,757.49
0122121	01/24/25	Outst	0221533	Benjamin Shebar	V0187586	10/18/23		135.00		135.00
								135.00		135.00
0122122	01/24/25	Outst	0163238	Vernal Turner	V0205277	01/21/25		190.00		190.00
								190.00		190.00
0122123	01/24/25	Recon	0196031	Mr. Richard C. Wagner	V0205313	01/22/25		159.96		159.96
								159.96		159.96
0122146	01/27/25	Outst	0001953	AT&T Mobility	V0205355	01/24/25		1,358.36		1,358.36
					V0205360	01/27/25	B0005935	843.83		843.83
					V0205361	01/27/25	B0005936	144.96		144.96
								2,347.15		2,347.15
0122147	01/31/25	Outst	0177469	Bright Start College Sav	V0205557	01/31/25		100.00		100.00
								100.00		100.00
0122148	01/31/25	Outst	0001371	Colonial Life & Accident	V0205561	01/31/25		12.00		12.00
								12.00		12.00

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0122149	01/31/25	Outst	0101061	Morton College Faculty	V0205559	01/31/25		86.18		86.18
								86.18		86.18
0122150	01/31/25	Outst	0001563	State Disbursement Unit	V0205570	01/31/25		50.00		50.00
					V0205571	01/31/25		417.00		417.00
								467.00		467.00
0122151	01/31/25	Outst	0196815	Advance Auto Parts	V0205387	01/29/25	B0006115	171.82		171.82
					V0205388	01/29/25	B0006104	19.98		19.98
								191.80		191.80
0122152	01/31/25	Outst	0182591	Airport Electric	V0205389	01/29/25	B0006117	4,968.00		4,968.00
								4,968.00		4,968.00
0122153	01/31/25	Outst	0000973	AT&T	V0205416	01/29/25	B0005910	935.43		935.43
					V0205417	01/29/25	B0005910	983.56		983.56
								1,918.99		1,918.99
0122154	01/31/25	Outst	0001195	Cintas Corporation	V0205420	01/29/25	B0005873	235.87		235.87
					V0205421	01/29/25	B0005922	358.79		358.79
								594.66		594.66
0122155	01/31/25	Outst	0001195	Cintas Corporation	V0205418	01/29/25	B0005872	313.94		313.94
					V0205419	01/29/25	B0005872	313.94		313.94
					V0205498	01/30/25	B0005872	313.94		313.94
								941.82		941.82
0122156	01/31/25	Outst	0001752	Comcast	V0205422	01/29/25	B0005948	329.54		329.54
								329.54		329.54
0122157	01/31/25	Outst	0001013	ComEd	V0205423	01/29/25	B0006046	1,221.13		1,221.13
					V0205424	01/29/25	B0005911	22,552.71		22,552.71
								23,773.84		23,773.84
0122158	01/31/25	Outst	0001676	Del Galdo Law Group, LLC	V0205504	01/30/25	B0005971	624.00		624.00
					V0205505	01/30/25	B0005971	3,337.95		3,337.95
					V0205506	01/30/25	B0005971	7,922.50		7,922.50
								11,884.45		11,884.45
0122159	01/31/25	Outst	0001240	Enterprise Leasing Compa	V0205266	01/21/25		181.32		181.32

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					V0205268	01/21/25		756.81		756.81
					V0205269	01/21/25		817.79		817.79
								1,755.92		1,755.92
0122160	01/31/25	Outst	0217792	FedEx	V0205435	01/29/25	B0005953	15.22		15.22
								15.22		15.22
0122161	01/31/25	Outst	0001381	Home Depot/GECF	V0205441	01/29/25	B0005878	128.80		128.80
								128.80		128.80
0122162	01/31/25	Outst	0001848	Jack Phelan Chevrolet	V0205577	01/31/25	B0006120	56.42		56.42
								56.42		56.42
0122163	01/31/25	Outst	0197706	Johnson Controls Securit	V0205442	01/29/25	B0005950	341.07		341.07
					V0205443	01/29/25	B0005950	5.19		5.19
								346.26		346.26
0122164	01/31/25	Outst	0001113	New Readers Press	V0205534	01/30/25	P0016631	2,053.10		2,053.10
								2,053.10		2,053.10
0122165	01/31/25	Outst	0001117	North East Multi-Regiona	V0205220	01/15/25		350.00		350.00
								350.00		350.00
0122166	01/31/25	Outst	0001121	O'Brien Cleaners	V0205223	01/15/25		21.00		21.00
					V0205331	01/22/25		21.00		21.00
								42.00		42.00
0122167	01/31/25	Outst	0220780	Oreilly Auto Parts	V0205499	01/30/25	B0006102	225.06		225.06
					V0205500	01/30/25	B0006102	24.98		24.98
					V0205501	01/30/25	B0006102	22.00-		-22.00
								228.04		228.04
0122168	01/31/25	Outst	0002406	Paisans Pizza	V0205176	01/14/25		907.50		907.50
					V0205177	01/14/25		86.94		86.94
					V0205179	01/14/25		328.65		328.65
					V0205243	01/16/25		281.99		281.99
					V0205251	01/16/25		59.95		59.95
					V0205267	01/21/25		439.98		439.98
					V0205334	01/23/25		119.98		119.98
					V0205352	01/24/25		76.31		76.31
								2,301.30		2,301.30

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0122169	01/31/25	Outst	0007922	RR Donnelley	V0205329	01/22/25		1,399.06		1,399.06
								1,399.06		1,399.06
0122170	01/31/25	Outst	0155715	Technology Management Re	V0205455	01/29/25	B0005903	2,241.05		2,241.05
								2,241.05		2,241.05
0122171	01/31/25	Outst	0001820	United States Postal Ser	V0205574	01/31/25		2,500.00		2,500.00
								2,500.00		2,500.00
0122172	01/31/25	Outst	0001188	Vestis Services, LLC	V0205503	01/30/25	B0006119	179.98		179.98
								179.98		179.98
0122173	01/31/25	Outst	0206041	Welding Industrial Suppl	V0205546	01/30/25	P0016675	191.20		191.20
								191.20		191.20
0122174	01/31/25	Outst	0002694	AACC	V0205344	01/23/25		1,050.00		1,050.00
								1,050.00		1,050.00
0122175	01/31/25	Outst	0218635	Eneld Ahmetaj	V0205336	01/23/25		15.00		15.00
								15.00		15.00
0122176	01/31/25	Outst	0000805	Ms. Jamie M. Halmon	V0205247	01/16/25		179.94		179.94
								179.94		179.94
0122177	01/31/25	Outst	0162911	Ryan Kvasnicka	V0205335	01/23/25		15.00		15.00
								15.00		15.00
0122178	01/31/25	Outst	0228220	Amy Lawrence	V0205346	01/23/25		100.00		100.00
								100.00		100.00
0122179	01/31/25	Outst	0209442	Carmen E. Ruiz-Guerrero	V0205364	01/27/25		61.46		61.46
								61.46		61.46
0122180	01/31/25	Outst	0210191	Elizabeth Russell	V0205351	01/24/25		150.00		150.00
								150.00		150.00
0122181	01/31/25	Outst	0000907	Mr. Luis E. Sanchez	V0205343	01/23/25		48.35		48.35

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								48.35		48.35
0122182	01/31/25	Outst	0178286	Colton Schied	V0205359	01/27/25		1,000.00		1,000.00
								1,000.00		1,000.00
E0028560	01/08/25	Outst	0202852	Freepoint Energy Solutio	V0204968	01/07/25	B0005915	24,890.10		24,890.10
								24,890.10		24,890.10
E0028561	01/08/25	Outst	0002233	Konica Minolta Premier F	V0204970	01/07/25	B0005941	332.61		332.61
					V0204971	01/07/25	B0005941	193.47		193.47
								526.08		526.08
E0028562	01/09/25	Outst	0000835	Ms Sandra Alcala	V0204906	12/19/24		49.00		49.00
								49.00		49.00
E0028563	01/09/25	Outst	0195962	Elijah Bermudez	V0204737	12/17/24		122.30		122.30
								122.30		122.30
E0028564	01/09/25	Outst	0209933	Christopher P. Butz	V0204888	12/19/24		120.00		120.00
					V0204889	12/19/24		280.00		280.00
					V0204964	01/06/25		43.12		43.12
								443.12		443.12
E0028565	01/09/25	Outst	0216762	Keelan Donald	V0198456	01/10/25		2,800.00		2,800.00
								2,800.00		2,800.00
E0028566	01/09/25	Outst	0207650	Brian C. Donlea	V0199742	01/10/25		1,250.00		1,250.00
								1,250.00		1,250.00
E0028567	01/09/25	Outst	0227033	Gregory A. Fleming	V0201964	01/10/25		1,000.00		1,000.00
								1,000.00		1,000.00
E0028568	01/09/25	Outst	0061069	Hector L. Munoz	V0199785	01/10/25		750.00		750.00
								750.00		750.00
E0028569	01/09/25	Outst	0209695	Jonathan Rush	V0198096	07/04/24		3,000.00		3,000.00
								3,000.00		3,000.00
E0028570	01/09/25	Outst	0204718	Montserrat Tovar	V0202918	01/10/25		2,000.00		2,000.00



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								2,000.00		2,000.00
E0028571	01/09/25	Outst	0187940	Jacob L. Turner	V0199733	01/10/25		1,500.00		1,500.00
								1,500.00		1,500.00
E0028572	01/09/25	Outst	0204746	Paolo Zavala	V0199729	01/10/25		2,000.00		2,000.00
								2,000.00		2,000.00
E0028575	01/15/25	Outst	0001422	CCCTU-Cope Fund	V0205188	01/15/25		178.00		178.00
								178.00		178.00
E0028576	01/15/25	Outst	0001374	College & University Cre	V0205190	01/15/25		200.00		200.00
								200.00		200.00
E0028577	01/15/25	Outst	0191845	Metropolitan Alliance of	V0205192	01/15/25		80.50		80.50
								80.50		80.50
E0028578	01/15/25	Outst	0163075	Morton College Foundatio	V0205193	01/15/25		66.17		66.17
								66.17		66.17
E0028579	01/15/25	Outst	0001372	Morton College Teachers	V0205194	01/15/25		3,039.22		3,039.22
					V0205195	01/15/25		1,830.07		1,830.07
								4,869.29		4,869.29
E0028580	01/15/25	Outst	0209135	Omni Financial Group, In	V0205196	01/15/25		10,195.43		10,195.43
								10,195.43		10,195.43
E0028581	01/15/25	Outst	0001513	SEIU Local 73 Cope	V0205197	01/15/25		29.00		29.00
								29.00		29.00
E0028582	01/15/25	Outst	0001373	Service Employees Intl U	V0205198	01/15/25		263.00		263.00
								263.00		263.00
E0028583	01/15/25	Outst	0001161	State Univ Retirement Sy	V0205201	01/15/25		75,897.03		75,897.03
								75,897.03		75,897.03
E0028584	01/15/25	Outst	0182919	Mr. Ryan Denson	V0205059	01/13/25	B0005928	2,887.50		2,887.50
					V0205060	01/13/25	B0005928	2,887.50		2,887.50
								5,775.00		5,775.00

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E0028585	01/15/25	Outst	0013221	4IMPRINT	V0205151	01/14/25	P0016616	518.70		518.70
					V0205152	01/14/25	P0016557	591.47		591.47
								1,110.17		1,110.17
E0028586	01/15/25	Outst	0001466	5 Star Interpreting, LLC	V0205153	01/14/25	P0016652	320.00		320.00
								320.00		320.00
E0028587	01/15/25	Outst	0209709	Accurate Employment Scre	V0205024	01/13/25	B0005967	3,451.62		3,451.62
								3,451.62		3,451.62
E0028588	01/15/25	Outst	0206735	All Pro Truck Driving Sc	V0204974	01/07/25		13,600.00		13,600.00
								13,600.00		13,600.00
E0028589	01/15/25	Outst	0190802	All-Types Elevators Inc	V0205028	01/13/25	B0005895	569.60		569.60
								569.60		569.60
E0028590	01/15/25	Outst	0188188	Amazon Capital Services	V0205031	01/13/25	B0006088	529.50		529.50
					V0205032	01/13/25	B0006060	63.99		63.99
					V0205033	01/13/25	B0006063	88.28		88.28
					V0205034	01/13/25	B0006063	69.69		69.69
					V0205035	01/13/25	B0006063	176.86		176.86
					V0205036	01/13/25	B0006097	94.78		94.78
					V0205037	01/13/25		38.99-		-38.99
					V0205039	01/13/25		38.99-		-38.99
					V0205040	01/13/25	B0005944	7.49-		-7.49
					V0205041	01/13/25	B0005944	34.37-		-34.37
					V0205043	01/13/25		19.78-		-19.78
					V0205044	01/13/25	B0005912	55.46		55.46
					V0205046	01/13/25	B0005912	9.79		9.79
					V0205047	01/13/25	B0006064	284.47		284.47
					V0205048	01/13/25	B0006018	32.57		32.57
					V0205154	01/14/25	P0016673	158.03		158.03
					V0205155	01/14/25	P0016671	253.20		253.20
					V0205156	01/14/25	P0016667	112.00		112.00
					V0205157	01/14/25	P0016666	58.36		58.36
					V0205158	01/14/25	P0016665	140.10		140.10
					V0205159	01/14/25	P0016641	60.00		60.00
					V0205160	01/14/25	P0016642	76.85		76.85
					V0205161	01/14/25	P0016661	79.99		79.99
					V0205162	01/14/25	P0016567	704.56		704.56
					V0205163	01/14/25		704.56-		-704.56
					V0205164	01/14/25	P0016634	31.23		31.23
					V0205202	01/15/25	P0016655	123.47		123.47
					V0205203	01/15/25	P0016681	674.84		674.84

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					V0205204	01/15/25	P0016678	189.55		189.55
					V0205205	01/15/25	P0016688	28.08		28.08
								3,251.47		3,251.47
E0028591	01/15/25	Outst	0001490	Arc One Electric	V0205019	01/13/25		1,315.00		1,315.00
								1,315.00		1,315.00
E0028592	01/15/25	Outst	0198820	Asure Software	V0205049	01/13/25	B0005976	137.90		137.90
								137.90		137.90
E0028593	01/15/25	Outst	0156646	ATI Nursing Education	V0205165	01/14/25	P0016633	235.00		235.00
								235.00		235.00
E0028594	01/15/25	Outst	0219175	Awards Network	V0205051	01/13/25	B0006056	200.00		200.00
					V0205052	01/13/25	B0006056	300.00		300.00
								500.00		500.00
E0028595	01/15/25	Outst	0225674	NCS Pearson Inc	V0205166	01/14/25	P0016654	1,040.00		1,040.00
								1,040.00		1,040.00
E0028596	01/15/25	Outst	0201853	Club Automation, LLC	V0205056	01/13/25	B0005909	1,348.52		1,348.52
								1,348.52		1,348.52
E0028597	01/15/25	Outst	0000989	Dick Blick	V0205061	01/13/25	B0006062	335.12		335.12
								335.12		335.12
E0028598	01/15/25	Outst	0209578	DisposAll Waste Services	V0205062	01/13/25	B0005900	484.71		484.71
					V0205064	01/13/25	B0005900	291.75		291.75
								776.46		776.46
E0028599	01/15/25	Outst	0182724	Dyopath LLC	V0204965	01/06/25		787.50		787.50
								787.50		787.50
E0028600	01/15/25	Outst	0002145	Education to Go	V0204975	01/07/25		2,895.00		2,895.00
								2,895.00		2,895.00
E0028601	01/15/25	Outst	0218528	ezCater, Inc	V0205167	01/14/25	P0016636	420.71		420.71
								420.71		420.71

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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
E0028602	01/15/25	Outst	0219437	Farmer's Fridge	V0205065	01/13/25	B0006048	1,535.91		1,535.91
								1,535.91		1,535.91
E0028603	01/15/25	Outst	0196370	Follett Higher Education	V0205038	01/13/25		1,959.99		1,959.99
								1,959.99		1,959.99
E0028604	01/15/25	Outst	0183673	Forvis, LLP	V0205067	01/13/25	B0005905	18,400.00		18,400.00
								18,400.00		18,400.00
E0028605	01/15/25	Outst	0205565	Game One	V0205109	01/14/25	B0006094	621.60		621.60
					V0205122	01/14/25	B0006094	1,564.08		1,564.08
					V0205168	01/14/25	P0016613	1,695.83		1,695.83
								3,881.51		3,881.51
E0028606	01/15/25	Outst	0205972	Gas Plus DBA Buddy Bear	V0205068	01/13/25	B0005899	113.94		113.94
								113.94		113.94
E0028607	01/15/25	Outst	0161549	Heartland Business Syste	V0205069	01/13/25	B0005889	80.00		80.00
								80.00		80.00
E0028608	01/15/25	Outst	0001647	Iron Mountain	V0205074	01/13/25	B0005901	597.16		597.16
								597.16		597.16
E0028609	01/15/25	Outst	0193931	Johnson Controls Inc	V0205045	01/13/25		1,150.50		1,150.50
								1,150.50		1,150.50
E0028610	01/15/25	Outst	0001775	Jostens	V0199938	09/11/24	B0005957	66.48		66.48
					V0199939	09/11/24	B0005957	166.00		166.00
					V0199940	09/11/24	B0005957	10.00		10.00
					V0199941	09/11/24	B0005957	9.91		9.91
					V0199942	09/11/24	B0005979	88.64		88.64
					V0199943	09/11/24	B0005979	22.16		22.16
					V0199944	09/11/24	B0005979	22.16		22.16
					V0199945	09/11/24	B0005979	269.85		-269.85
					V0205076	01/13/25	B0005979	1,774.50		-1,774.50
					V0205077	01/13/25	B0005979	110.80		110.80
					V0205078	01/13/25	B0005979	29.73		29.73
					V0205079	01/13/25	B0005979	9.91		9.91
					V0205080	01/13/25	B0005979	22.16		22.16
					V0205081	01/13/25	B0005979	23.71		23.71
					V0205082	01/13/25	B0005979	22.16		22.16
					V0205083	01/13/25	B0005979	10.65		10.65

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					V0205084	01/13/25	B0005979	247.75		247.75
					V0205085	01/13/25	B0005979	177.28		177.28
					V0205086	01/13/25	B0005979	22.16		22.16
					V0205087	01/13/25	B0005979	22.16		22.16
					V0205088	01/13/25	B0005979	22.16		22.16
					V0205089	01/13/25	B0005979	19.82		19.82
					V0205090	01/13/25	B0005979	9.91		9.91
					V0205091	01/13/25	B0005979	66.48		66.48
					V0205092	01/13/25	B0005979	455.86		455.86
					V0205093	01/13/25	B0005979	9.91		9.91
					V0205094	01/13/25	B0005979	22.16		22.16
					V0205095	01/13/25	B0005979	66.48		66.48
					V0205096	01/13/25	B0005979	22.16		22.16
					V0205097	01/13/25	B0005979	22.16		22.16
					V0205098	01/13/25	B0005979	110.80		110.80
					V0205099	01/13/25	B0005979	19.82		19.82
					V0205100	01/13/25	B0005979	66.48		66.48
					V0205101	01/13/25	B0005979	9.91		9.91
					V0205102	01/13/25	B0005979	9.91		9.91
					V0205103	01/13/25	B0005979	10.60		10.60
					V0205104	01/13/25	B0005979	9.91		9.91
					V0205105	01/13/25	B0005979	22.16		22.16
					V0205106	01/13/25	B0005979	22.16		22.16
								38.32		38.32
E0028611	01/15/25	Outst	0001890	Konica Minolta Bus Solut	V0205110	01/14/25	B0005902	105.00		105.00
					V0205111	01/14/25	B0005902	70.00		70.00
					V0205112	01/14/25	B0005902	22.58		22.58
					V0205113	01/14/25	B0005902	105.00		105.00
					V0205114	01/14/25	B0005902	105.00		105.00
					V0205115	01/14/25	B0005902	80.00		80.00
					V0205116	01/14/25	B0005902	105.00		105.00
					V0205117	01/14/25	B0005902	105.00		105.00
					V0205118	01/14/25	B0005902	80.00		80.00
					V0205119	01/14/25	B0005902	80.00-		-80.00
					V0205120	01/14/25	B0005902	105.00		105.00
					V0205121	01/14/25	B0005902	105.00		105.00
					V0205123	01/14/25	B0005902	105.00		105.00
					V0205124	01/14/25	B0005902	164.19		164.19
					V0205125	01/14/25	B0005902	105.00		105.00
					V0205126	01/14/25	B0005902	105.00		105.00
					V0205127	01/14/25	B0005902	105.00		105.00
					V0205128	01/14/25	B0005902	8,451.00		8,451.00
					V0205129	01/14/25	B0005902	105.00		105.00
					V0205130	01/14/25	B0005902	90.00		90.00
					V0205131	01/14/25	B0005902	80.00		80.00
					V0205132	01/14/25	B0005902	90.00		90.00
					V0205134	01/14/25	B0005902	90.00		90.00
					V0205135	01/14/25	B0005902	90.00		90.00

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					V0205136	01/14/25	B0005902	368.94		368.94
					V0205137	01/14/25	B0005902	771.20		771.20
					V0205169	01/14/25		1,619.38-		-1,619.38
					V0205170	01/14/25		1,076.47-		-1,076.47
					V0205171	01/14/25		70.13-		-70.13
								8,861.93		8,861.93
E0028612	01/15/25	Outst	0002233	Konica Minolta Premier F	V0205138	01/14/25	B0005941	1,204.77		1,204.77
					V0205139	01/14/25	B0005941	451.00		451.00
								1,655.77		1,655.77
E0028613	01/15/25	Outst	0188162	Lake County Press	V0205140	01/14/25	B0006004	1,218.00		1,218.00
								1,218.00		1,218.00
E0028614	01/15/25	Outst	0208992	NRG Business Marketing L	V0205144	01/14/25	B0005917	10,840.02		10,840.02
								10,840.02		10,840.02
E0028615	01/15/25	Outst	0001122	Office Depot Business So	V0205145	01/14/25	B0006016	344.74		344.74
					V0205146	01/14/25	B0006016	251.09		251.09
								595.83		595.83
E0028616	01/15/25	Outst	0219663	Paragon Micro Inc	V0205173	01/14/25	P0016644	25,812.20		25,812.20
					V0205208	01/15/25	P0016643	23,270.00		23,270.00
								49,082.20		49,082.20
E0028617	01/15/25	Outst	0191240	Scenario Learning, LLC	V0204963	01/06/25		12,300.00		12,300.00
								12,300.00		12,300.00
E0028618	01/15/25	Outst	0001967	Shaw Media	V0205010	01/09/25		87.58		87.58
								87.58		87.58
E0028619	01/15/25	Outst	0001156	Smithereen Exterminating	V0205147	01/14/25	B0005870	186.00		186.00
								186.00		186.00
E0028620	01/15/25	Outst	0157227	Staples Advantage	V0205148	01/14/25	B0006057	191.42		191.42
								191.42		191.42
E0028621	01/15/25	Outst	0226256	Unique Products & Servic	V0205174	01/14/25	P0016663	97.50		97.50
					V0205175	01/14/25	P0016662	112.63		112.63
					V0205209	01/15/25	P0016676	500.00		500.00

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								710.13		710.13
E0028622	01/15/25	Outst	0177607	YBP Library Services	V0205150	01/14/25	B0006090	108.48		108.48
								108.48		108.48
E0028623	01/15/25	Outst	0190089	3OE Solutions	V0205221	01/15/25	B0006084	5,000.00		5,000.00
								5,000.00		5,000.00
E0028624	01/16/25	Outst	0209933	Christopher P. Butz	V0198230	01/17/25		4,750.00		4,750.00
								4,750.00		4,750.00
E0028625	01/16/25	Outst	0189374	Mr. Joseph M. Camarillo	V0204998	01/08/25		80.00		80.00
								80.00		80.00
E0028626	01/16/25	Outst	0227617	Melvin Gallegos	V0202942	01/17/25		1,000.00		1,000.00
								1,000.00		1,000.00
E0028627	01/16/25	Outst	0214955	Mr. Samuel Gamino	V0205210	01/15/25		425.00		425.00
								425.00		425.00
E0028628	01/16/25	Outst	0205773	Anthony A. Mejia	V0205181	01/14/25		50.00		50.00
								50.00		50.00
E0028629	01/16/25	Outst	0187216	Mr. Neil J. Moss	V0205000	01/08/25		80.00		80.00
								80.00		80.00
E0028630	01/16/25	Outst	0061069	Hector L. Munoz	V0205004	01/08/25		100.00		100.00
								100.00		100.00
E0028631	01/16/25	Outst	0000928	Mr. James P. O'Connell,	V0204997	01/08/25		40.00		40.00
								40.00		40.00
E0028632	01/16/25	Outst	0201801	Michael R. Traversa	V0204987	01/08/25		264.32		264.32
					V0205002	01/08/25		110.00		110.00
								374.32		374.32
E0028633	01/16/25	Outst	0000803	Dr. Frances M. Wedge	V0205023	01/13/25		600.00		600.00
								600.00		600.00

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E0028634	01/16/25	Outst	0158266	Mr. Christopher J. Wido	V0205001	01/08/25		90.00		90.00
								90.00		90.00
E0028635	01/16/25	Outst	0156097	ACI Payments, Inc.	V0205217	01/15/25		3,434.32		3,434.32
								3,434.32		3,434.32
E0028640	01/22/25	Outst	0188213	Old National Bank	V0202871	11/19/24		215.27		215.27
					V0203148	12/03/24		173.25		173.25
					V0204332	12/09/24		6,119.65		6,119.65
					V0204758	12/18/24		199.00		199.00
					V0204829	12/19/24		425.26		425.26
					V0205317	01/22/25	B0005969	99.00		99.00
					V0205318	01/22/25	B0005913	20.00		20.00
					V0205319	01/22/25		128.18-		-128.18
					V0205320	01/22/25	B0005970	150.00		150.00
					V0205322	01/22/25		82.79-		-82.79
					V0205323	01/22/25	B0005997	40.00		40.00
					V0205324	01/22/25		413.40-		-413.40
					V0205325	01/22/25		4,103.99-		-4,103.99
					V0203138	12/02/24		1,035.00		1,035.00
					V0203155	12/03/24		150.00		150.00
					V0204817	12/18/24		1,185.00		1,185.00
					V0205315	01/22/25		1,900.00		1,900.00
								6,983.07		6,983.07
E0028641	01/23/25	Outst	0001485	Citibank, N.A.	V0204702	12/16/24		269.70		269.70
								269.70		269.70
E0028642	01/23/25	Outst	0216697	Jorge Isaac I. Alvarez	V0205316	01/22/25		80.00		80.00
								80.00		80.00
E0028643	01/23/25	Outst	0189374	Mr. Joseph M. Camarillo	V0205232	01/16/25		80.00		80.00
					V0205281	01/21/25		80.00		80.00
								160.00		160.00
E0028644	01/23/25	Outst	0219377	Eric R. Costa	V0205284	01/21/25		35.00		35.00
								35.00		35.00
E0028645	01/23/25	Outst	0212368	J. Gary Dennis	V0205264	01/21/25		81.04		81.04
								81.04		81.04
E0028646	01/23/25	Outst	0216572	Zoe A. Klaus	V0205234	01/16/25		35.00		35.00



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								35.00		35.00
E0028647	01/23/25	Outst	0187216	Mr. Neil J. Moss	V0205230	01/16/25		80.00		80.00
								80.00		80.00
E0028648	01/23/25	Outst	0061069	Hector L. Munoz	V0205231	01/16/25		100.00		100.00
					V0205283	01/21/25		100.00		100.00
								200.00		200.00
E0028649	01/23/25	Outst	0226318	Vanessa Nisbet	V0205237	01/16/25		110.00		110.00
								110.00		110.00
E0028650	01/23/25	Outst	0000928	Mr. James P. O'Connell,	V0205228	01/16/25		40.00		40.00
					V0205282	01/21/25		40.00		40.00
								80.00		80.00
E0028651	01/23/25	Outst	0195558	Mr. Andrew E. Pulaski	V0205254	01/17/25		45.59		45.59
								45.59		45.59
E0028652	01/23/25	Outst	0220326	Carmelo Rodriguez, JR	V0205242	01/16/25		360.00		360.00
								360.00		360.00
E0028653	01/23/25	Outst	0224881	Savanna Suydam	V0205239	01/16/25		120.00		120.00
								120.00		120.00
E0028654	01/23/25	Outst	0201801	Michael R. Traversa	V0205233	01/16/25		110.00		110.00
					V0205285	01/21/25		110.00		110.00
								220.00		220.00
E0028655	01/23/25	Outst	0158266	Mr. Christopher J. Wido	V0205236	01/16/25		90.00		90.00
								90.00		90.00
E0028656	01/23/25	Outst	0213570	QM Quality Matters, Inc	V0205107	01/14/25		1,925.00		1,925.00
								1,925.00		1,925.00
E0028663	01/24/25	Outst	0225313	Corporate Payment System	V0205333	01/23/25		3,781.13		3,781.13
								3,781.13		3,781.13
E0028670	01/30/25	Outst	0167416	Mrs. Cynthia Aleman - Lo	V0205339	01/23/25		475.00		475.00

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								475.00		475.00
E0028671	01/30/25	Outst	0222611	Melanny L. Buitron	V0205376	01/28/25		3,351.18		3,351.18
								3,351.18		3,351.18
E0028672	01/30/25	Outst	0209933	Christopher P. Butz	V0205338	01/23/25		315.00		315.00
								315.00		315.00
E0028673	01/30/25	Outst	0162406	Mrs. Irina V. Cline	V0205373	01/27/25		3,312.78		3,312.78
								3,312.78		3,312.78
E0028674	01/30/25	Outst	0197705	Ms. Trisha D. Conley	V0205345	01/23/25		294.23		294.23
								294.23		294.23
E0028675	01/30/25	Outst	0204642	George Martinez	V0203242	01/31/25		1,545.00		1,545.00
								1,545.00		1,545.00
E0028676	01/30/25	Outst	0181094	Ms Elizabeth Melgoza	V0205365	01/27/25		4,000.00		4,000.00
								4,000.00		4,000.00
E0028677	01/30/25	Outst	0190911	Lisette Melgoza	V0205374	01/27/25		3,416.00		3,416.00
								3,416.00		3,416.00
E0028678	01/30/25	Outst	0061069	Hector L. Munoz	V0199447	01/31/25		2,500.00		2,500.00
								2,500.00		2,500.00
E0028679	01/30/25	Outst	0000953	Liliana Raygoza	V0205340	01/23/25		1,637.85		1,637.85
								1,637.85		1,637.85
E0028680	01/30/25	Outst	0216705	Stephanie M. Schmidt	V0199768	01/31/25		2,000.00		2,000.00
								2,000.00		2,000.00
E0028681	01/30/25	Outst	0207766	Massachusetts Mutual Lif	V0205341	01/23/25		1,142.72		1,142.72
								1,142.72		1,142.72
E0028682	01/31/25	Outst	0001422	CCCTU-Cope Fund	V0205558	01/31/25		178.00		178.00
								178.00		178.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2025 - 01/31/2025

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0028683	01/31/25	Outst	0001374	College & University Cre	V0205560	01/31/25		200.00		200.00
								200.00		200.00
E0028684	01/31/25	Outst	0160763	Illinois Education Assoc	V0205562	01/31/25		1,870.24		1,870.24
								1,870.24		1,870.24
E0028685	01/31/25	Outst	0191845	Metropolitan Alliance of	V0205563	01/31/25		80.50		80.50
								80.50		80.50
E0028686	01/31/25	Outst	0163075	Morton College Foundatio	V0205564	01/31/25		66.17		66.17
								66.17		66.17
E0028687	01/31/25	Outst	0001372	Morton College Teachers	V0205565	01/31/25		3,039.22		3,039.22
					V0205566	01/31/25		1,847.79		1,847.79
								4,887.01		4,887.01
E0028688	01/31/25	Outst	0209135	Omni Financial Group, In	V0205567	01/31/25		10,716.85		10,716.85
								10,716.85		10,716.85
E0028689	01/31/25	Outst	0001513	SEIU Local 73 Cope	V0205568	01/31/25		34.00		34.00
								34.00		34.00
E0028690	01/31/25	Outst	0001373	Service Employees Intl U	V0205569	01/31/25		298.34		298.34
								298.34		298.34
E0028691	01/31/25	Outst	0001161	State Univ Retirement Sy	V0205572	01/31/25		80,743.90		80,743.90
								80,743.90		80,743.90
E0028692	01/31/25	Outst	0182919	Mr. Ryan Denson	V0205253	01/17/25		2,000.00		2,000.00
					V0205326	01/22/25		3,000.00		3,000.00
					V0205432	01/29/25	B0005928	2,887.50		2,887.50
								7,887.50		7,887.50
E0028693	01/31/25	Outst	0218765	Erika Ochoa	V0205538	01/30/25	P0016692	300.00		300.00
								300.00		300.00
E0028694	01/31/25	Outst	0013221	4IMPRINT	V0205507	01/30/25	P0016660	676.89		676.89
					V0205508	01/30/25	P0016544	849.79		849.79
								1,526.68		1,526.68

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0028695	01/31/25	Outst	0001466	5 Star Interpreting, LLC	V0205509	01/30/25	P0016725	160.00		160.00
								160.00		160.00
E0028696	01/31/25	Outst	0215417	A&M Fence Corp	V0205386	01/29/25	B0006106	24,790.00		24,790.00
								24,790.00		24,790.00
E0028697	01/31/25	Outst	0169531	A.N.S.I	V0205575	01/31/25	B0006121	91.00		91.00
								91.00		91.00
E0028698	01/31/25	Outst	0182207	Alliant Insurance Servic	V0205555	01/30/25	B0005893	12,500.00		12,500.00
								12,500.00		12,500.00
E0028699	01/31/25	Outst	0188188	Amazon Capital Services	V0205390	01/29/25	B0006112	48.24		48.24
					V0205391	01/29/25	B0006047	121.94		121.94
					V0205392	01/29/25	B0006064	132.70		132.70
					V0205394	01/29/25	B0005912	14.98		14.98
					V0205397	01/29/25	B0006047	55.30		55.30
					V0205398	01/29/25	B0006047	41.74		41.74
					V0205399	01/29/25	B0006047	13.96		13.96
					V0205400	01/29/25	B0006018	16.95		16.95
					V0205401	01/29/25	B0006109	50.96		50.96
					V0205404	01/29/25	B0006108	215.13		215.13
					V0205405	01/29/25	B0006108	35.60		35.60
					V0205406	01/29/25	B0006110	120.48		120.48
					V0205407	01/29/25	B0005952	33.99		33.99
					V0205408	01/29/25	B0006026	70.17		70.17
					V0205409	01/29/25	B0006097	404.48		404.48
					V0205410	01/29/25	B0006097	16.95		16.95
					V0205411	01/29/25	B0006097	48.04		48.04
					V0205412	01/29/25	B0005952	22.52		22.52
					V0205414	01/29/25	B0005985	203.40		203.40
					V0205415	01/29/25	B0006064	275.19		275.19
					V0205488	01/30/25	B0006110	138.73		138.73
					V0205489	01/30/25	B0006018	60.49		60.49
					V0205490	01/30/25	B0006031	31.03		31.03
					V0205491	01/30/25	B0006031	1,644.03		1,644.03
					V0205492	01/30/25	B0005985	74.71		74.71
					V0205493	01/30/25	B0006097	218.99		218.99
					V0205494	01/30/25	B0005912	91.84		91.84
					V0205495	01/30/25	B0005912	18.89		18.89
					V0205510	01/30/25	P0016686	103.67		103.67
					V0205511	01/30/25	P0016695	116.79		116.79
					V0205512	01/30/25	P0016709	64.99		64.99
					V0205513	01/30/25	P0016705	53.98		53.98
					V0205514	01/30/25	P0016706	109.35		109.35

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2025 - 01/31/2025

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0205515	01/30/25	P0016720	40.14		40.14
					V0205516	01/30/25	P0016713	712.50		712.50
					V0205517	01/30/25	P0016714	52.43		52.43
					V0205518	01/30/25	P0016715	516.23		516.23
					V0205519	01/30/25	P0016680	688.39		688.39
					V0205520	01/30/25	P0016680	132.83		132.83
					V0205521	01/30/25	P0016722	236.87		236.87
					V0205523	01/30/25	P0016694	134.50		134.50
					V0205524	01/30/25	P0016687	127.25		127.25
					V0205525	01/30/25	P0016677	37.94		37.94
					V0205526	01/30/25	P0016640	675.07		675.07
					V0205527	01/30/25	P0016721	493.23		493.23
					V0205528	01/30/25	P0016727	128.57		128.57
					V0205529	01/30/25	P0016731	223.12		223.12
					V0205530	01/30/25	P0016732	34.99		34.99
					V0205531	01/30/25	P0016737	129.31		129.31
					V0205576	01/31/25	B0006110	369.81		369.81
								9,403.39		9,403.39
E0028700	01/31/25	Outst	0000983	B & H Photo-Video	V0205547	01/30/25	P0016657	1,795.02		1,795.02
								1,795.02		1,795.02
E0028701	01/31/25	Outst	0001272	Batteries Plus LLC	V0205496	01/30/25	B0005874	120.96		120.96
					V0205497	01/30/25	B0005874	160.80		160.80
								281.76		281.76
E0028702	01/31/25	Outst	0209459	Cornerstone Government A	V0205425	01/29/25	B0005918	14,000.00		14,000.00
								14,000.00		14,000.00
E0028703	01/31/25	Outst	0212349	Del's Moving Inc	V0205238	01/16/25		950.00		950.00
								950.00		950.00
E0028704	01/31/25	Outst	0001333	Direct Fitness Solutions	V0205348	01/23/25		67.98		67.98
					V0205532	01/30/25	P0016611	328.45		328.45
								396.43		396.43
E0028705	01/31/25	Outst	0209578	DisposAll Waste Services	V0205433	01/29/25	B0005900	507.46		507.46
					V0205434	01/29/25	B0005900	487.89		487.89
								995.35		995.35
E0028706	01/31/25	Outst	0001508	EBSCO	V0205227	01/16/25		192.50		192.50
								192.50		192.50

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
E0028707	01/31/25	Outst	0218528	ezCater, Inc	V0205533	01/30/25	P0016691	312.52		312.52
								312.52		312.52
E0028708	01/31/25	Outst	0219326	Ferrilli	V0205381	01/29/25		2,362.50		2,362.50
					V0205438	01/29/25	B0005924	4,200.00		4,200.00
								6,562.50		6,562.50
E0028709	01/31/25	Outst	0202852	Freepoint Energy Solutio	V0205439	01/29/25	B0005915	27,670.80		27,670.80
								27,670.80		27,670.80
E0028710	01/31/25	Outst	0001960	Freestyle Photo Supplies	V0205548	01/30/25	P0016659	446.76		446.76
								446.76		446.76
E0028711	01/31/25	Outst	0161549	Heartland Business Syste	V0205440	01/29/25	B0005889	2,000.00		2,000.00
								2,000.00		2,000.00
E0028712	01/31/25	Outst	0001775	Jostens	V0205444	01/29/25	B0005979	44.32		44.32
								44.32		44.32
E0028713	01/31/25	Outst	0002233	Konica Minolta Premier F	V0205445	01/29/25	B0005941	332.61		332.61
					V0205446	01/29/25	B0005941	6,401.44		6,401.44
					V0205447	01/29/25	B0005941	1,960.36		1,960.36
					V0205448	01/29/25	B0005941	654.91		654.91
								9,349.32		9,349.32
E0028714	01/31/25	Outst	0217543	NobleTec, LLC	V0205449	01/29/25	B0005906	7,056.00		7,056.00
					V0205535	01/30/25	P0016625	1,541.98		1,541.98
					V0205536	01/30/25	P0016486	2,469.04		2,469.04
					V0205537	01/30/25	P0016614	1,874.56		1,874.56
								12,941.58		12,941.58
E0028715	01/31/25	Outst	0219663	Paragon Micro Inc	V0205539	01/30/25	P0016728	23,976.00		23,976.00
								23,976.00		23,976.00
E0028716	01/31/25	Outst	0199416	Promo Direct	V0205540	01/30/25	P0016690	843.80		843.80
					V0205541	01/30/25	P0016707	486.36		486.36
								1,330.16		1,330.16
E0028717	01/31/25	Outst	0211689	Reliable Fire & Security	V0205312	01/22/25		1,439.70		1,439.70
					V0205451	01/29/25	B0006105	1,426.08		1,426.08

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2025 - 01/31/2025

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0205453	01/29/25		1,426.08-		-1,426.08
								1,439.70		1,439.70
E0028718	01/31/25	Outst	0196722	Sense Media LLC	V0205542	01/30/25	P0016689	1,087.50		1,087.50
								1,087.50		1,087.50
E0028719	01/31/25	Outst	0157227	Staples Advantage	V0205454	01/29/25	B0006017	228.62		228.62
					V0205502	01/30/25	B0006017	57.30		57.30
								285.92		285.92
E0028720	01/31/25	Outst	0002889	Suburban Door Check & Lo	V0205578	01/31/25	B0006083	444.00		444.00
								444.00		444.00
E0028721	01/31/25	Outst	0219500	Sweets by Liz LLC	V0205353	01/24/25		800.00		800.00
								800.00		800.00
E0028722	01/31/25	Outst	0199533	Tim's Glass and Mirror	V0205456	01/29/25	B0006116	480.00		480.00
					V0205457	01/29/25	B0006118	2,326.00		2,326.00
								2,806.00		2,806.00
E0028723	01/31/25	Outst	0211532	Tri-Electronics, Inc.	V0205357	01/25/25		430.00		430.00
								430.00		430.00
E0028724	01/31/25	Outst	0226256	Unique Products & Servic	V0205543	01/30/25	P0016735	94.15		94.15
					V0205544	01/30/25	P0016729	951.00		951.00
					V0205545	01/30/25	P0016724	480.00		480.00
								1,525.15		1,525.15
E0028725	01/31/25	Outst	0001406	Wex Bank	V0205458	01/29/25	B0005920	1,294.39		1,294.39
								1,294.39		1,294.39
E0028726	01/31/25	Outst	0177607	YBP Library Services	V0205459	01/29/25	B0006090	21.89		21.89
					V0205460	01/29/25	B0006090	58.34		58.34
								80.23		80.23
								=====	=====	=====
								745,707.26		745,707.26

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CHECK REGISTER SUMMARY REPORT  
Period 01/01/2025 - 01/31/2025

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Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	745,707.26	0.00
	01-0000-00000-110000000	General : Cash	0.00	745,707.26
			-----	-----
			745,707.26	745,707.26



**Morton College  
Over 10K Report  
January 2025**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
A&M Fence Corp	1/31/2025	E0028696	EXEMPT	\$24,790.00	Fence Installation
All Pro Truck Driving School LLC	1/15/2025	E0028588	4/24/2024	\$13,600.00	instructional services
Alliant Insurance Services, Inc	1/31/2025	E0028698	5/22/2024	\$12,500.00	Final Installment
Amazon Capital Services	1/15/2025	E0028590	8/28/2024	\$3,251.47	AED wall mount
Amazon Capital Services	1/31/2025	E0028699	8/28/2024	\$9,403.39	10lb Kettlebells
Blue Cross Blue Shield of Illinois	1/10/2025	0122038	EXEMPT	\$24,103.79	Nov 24: Accident/Critical
ComEd	1/7/2025	0122035	8/28/2024	\$1,107.11	Electricity
ComEd	1/31/2025	0122157	8/28/2024	\$23,773.84	Electricity
Cornerstone Government Affairs, Inc.	1/31/2025	E0028702	3/27/2024	\$14,000.00	Consulting Services
Del Galdo Law Group, LLC	1/31/2025	0122158	8/28/2024	\$11,884.45	Attorney Services
Forvis, LLP	1/15/2025	E0028604	5/22/2024	\$18,400.00	Audit Services
Freepoint Energy Solutions, LLC.	1/8/2025	E0028560	8/28/2024	\$24,890.10	Energy Charge
Freepoint Energy Solutions, LLC.	1/31/2025	E0028709	8/28/2024	\$27,670.80	Energy Charge
Konica Minolta Premier Finance	1/8/2025	E0028561	EXEMPT	\$526.08	500-0637476-000
Konica Minolta Premier Finance	1/15/2025	E0028612	EXEMPT	\$1,655.77	500-0617176-000
Konica Minolta Premier Finance	1/31/2025	E0028713	EXEMPT	\$9,349.32	500-0637476-000
Mr. Ryan Denson	1/15/2025	E0028584	5/22/2024	\$5,775.00	Paramedic Director
Mr. Ryan Denson	1/31/2025	E0028692	5/22/2024	\$7,887.50	ACLS Paramedics
NobleTec, LLC	1/31/2025	E0028714	EXEMPT	\$12,941.58	HPE Tech Care Essential
NRG Business Marketing LLC	1/15/2025	E0028614	8/28/2024	\$10,840.02	Gas Commodity
Omni Financial Group, Inc.	1/15/2025	E0028580	4/28/2021	\$10,195.43	Payroll Deductions
Omni Financial Group, Inc.	1/31/2025	E0028688	4/28/2021	\$10,716.85	Payroll Deductions
Paragon Micro Inc	1/15/2025	E0028616	12/13/2024	\$25,812.20	Chromebooks & Hardware
Paragon Micro Inc	1/15/2025	E0028616	EXEMPT	\$23,270.00	LCD Monitors various Dept
Paragon Micro Inc	1/31/2025	E0028715	8/28/2024	\$23,976.00	VM Ware License Renewal
Scenario Learning, LLC	1/15/2025	E0028617	EXEMPT	\$12,300.00	Vector Training
State Univ Retirement Systems	1/15/2025	E0028583	EXEMPT	\$75,897.03	Payroll Deductions
State Univ Retirement Systems	1/31/2025	E0028691	EXEMPT	\$80,743.90	Payroll Deductions

**\$ 521,261.63**

**Joanna M Martin**

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**From:** Mireya Perez  
**Sent:** Tuesday, February 18, 2025 2:28 PM  
**To:** Board Materials  
**Subject:** Board action - Monthly Budget Report for Month End January 2025  
**Attachments:** MC- JANUARY 2025 MONTHLY BUDGET REPORT.pdf

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING JANUARY 2025 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 January 31, 2025**



**Morton Community College  
Budget Report Summary  
January 31, 2025**

**58%**

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 20,691,918	\$ 31,513,199	65.7%	\$ 10,821,281
Expenditures	(15,122,607)	(31,538,199)	48.0%	(16,415,592)
Net	\$ 5,569,311	\$ (25,000)		\$ (5,594,311)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 1,819,322	\$ 3,536,119	51.4%	\$ 1,716,797
Expenditures	(1,782,965)	(3,536,119)	50.4%	(1,753,154)
Net	\$ 36,357	\$ -		\$ (36,357)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 5,767,198	\$ 23,121,390	24.9%	\$ 17,354,192
Expenditures	(5,415,744)	(23,121,390)	23.4%	(17,705,646)
Net	\$ 351,454	\$ -		\$ (351,454)
<u>Audit Fund</u>				
Revenue	\$ 50,217	\$ 98,576	50.9%	\$ 48,359
Expenditures	(109,550)	(105,600)	103.7%	3,950
Net	\$ (59,333)	\$ (7,024)		\$ 52,309
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 560,770	\$ 934,400	60.0%	\$ 373,630
Expenditures	(709,894)	(934,400)	76.0%	(224,506)
Net	\$ (149,124)	\$ -		\$ 149,124
<u>General Bond Obligation Fund</u>				
Revenue	\$ 545,638	\$ 660,484	82.6%	\$ 114,846
Expenditures	(496,475)	(644,450)	77.0%	(147,975)
Net	\$ 49,163	\$ 16,034		\$ (33,129)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 58,855	\$ 4,495,924	1.3%	\$ 4,437,069
Expenditures	(459,929)	(5,445,924)	8.4%	(4,985,995)
Net	\$ (401,074)	\$ (950,000)		\$ (548,926)
<u>All Funds</u>				
Revenue	\$ 29,493,918	\$ 64,360,092	45.8%	\$ 34,866,174
Expenditures	(24,097,164)	(65,326,082)	36.9%	\$ (41,228,918)
Net	\$ 5,396,754	\$ (965,990)		\$ (6,362,744)

**EDUCATION FUND REVENUE**  
**January 31, 2025**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 4,969,991	\$ 8,563,745	58.0%	\$ 3,593,754
Total Local Government	<u>\$ 4,969,991</u>	<u>\$ 8,563,745</u>		<u>\$ 3,593,754</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 743,695	\$ 2,010,563	37.0%	\$ 1,266,868
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,701,988	\$ 2,710,211	62.8%	\$ 1,008,223
ICCB equalization grants	1,572,650	4,051,970	38.8%	2,479,320
CTE formula grant	<u>223,298</u>	<u>225,000</u>	<u>99.2%</u>	<u>1,702</u>
Total State Government	<u>\$ 3,497,936</u>	<u>\$ 6,987,181</u>		<u>\$ 3,489,245</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 8,836,394	\$ 10,915,000	81.0%	\$ 2,078,606
Fees	<u>1,754,539</u>	<u>1,914,660</u>	<u>91.6%</u>	<u>160,121</u>
Total Tuition and Fees	<u>\$ 10,590,933</u>	<u>\$ 12,829,660</u>		<u>\$ 2,238,727</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 59,472	\$ 220,550	27.0%	\$ 161,078
Investment revenue	829,891	900,000	92.2%	70,109
Nongovernmental gifts & scholarships	<u>-</u>	<u>1,500</u>	<u>0.0%</u>	<u>1,500</u>
Total Other Sources	<u>\$ 889,363</u>	<u>\$ 1,122,050</u>		<u>\$ 232,687</u>
<b>Total Revenue</b>	<u>\$ 20,691,918</u>	<u>\$ 31,513,199</u>	<u>65.7%</u>	<u>\$ 10,821,281</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 20,691,918</u>	<u>\$ 31,513,199</u>	65.7%	<u>\$ 10,821,281</u>

# EDUCATION FUND EXPENDITURES

January 31, 2025

	Actual	Budget	%	Budget Remaining
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 5,015,020	\$ 9,241,925	54.3%	\$ 4,226,905
Employee benefits	678,396	1,130,130	60.0%	451,734
Contractual services	222,716	453,550	49.1%	230,834
Material and supplies	276,395	948,736	29.1%	672,341
Conferences and meetings	21,999	90,200	24.4%	68,201
Total Instruction	<u>6,214,526</u>	<u>11,864,541</u>	<u>52.4%</u>	<u>5,650,015</u>
<b>Academic Support</b>				
Salaries	712,720	1,404,376	50.7%	691,656
Employee benefits	140,711	245,492	57.3%	104,781
Contractual services	231,482	391,000	59.2%	159,518
Material and supplies	147,428	363,700	40.5%	216,272
Conferences and meetings	23,826	52,850	45.1%	29,024
Fixed charges	92,943	115,000	80.8%	22,057
Total Academic Support	<u>1,349,110</u>	<u>2,572,418</u>	<u>52.4%</u>	<u>1,223,308</u>
<b>Student Services</b>				
Salaries	1,224,612	2,580,251	47.5%	1,355,639
Employee benefits	257,317	445,294	57.8%	187,977
Contractual services	133,694	451,000	29.6%	317,306
Material and supplies	28,274	271,825	10.4%	243,551
Conferences and meetings	55,641	207,100	26.9%	151,459
Fixed charges	-	26,500	0.0%	26,500
Total Student Services	<u>1,699,538</u>	<u>3,981,970</u>	<u>42.7%</u>	<u>2,282,432</u>
<b>Public Service/Continuing Education</b>				
Salaries	188,726	300,903	62.7%	112,177
Employee benefits	20,168	33,263	60.6%	13,095
Contractual services	82,960	140,000	59.3%	57,040
Material and supplies	3,499	29,200	12.0%	25,701
Conferences and meetings	7,660	17,850	42.9%	10,190
Other tuition/fee waiver	2,419	10,500	23.0%	8,081
Total Public Service/Continuing Education	<u>305,432</u>	<u>531,716</u>	<u>57.4%</u>	<u>226,284</u>
<b>Auxiliary Services</b>				
Salaries	172,483	227,000	76.0%	54,517
Employee benefits	36,428	44,950	81.0%	8,522
Contractual services	319,887	580,000	55.2%	260,113
Material and supplies	141,859	206,000	68.9%	64,141
Conferences and meetings	146,299	314,000	46.6%	167,701
Fixed charges	7,238	60,000	12.1%	52,762
Total Auxiliary Services	<u>824,194</u>	<u>1,431,950</u>	<u>57.6%</u>	<u>607,756</u>

EDUCATION FUND EXPENDITURES  
January 31, 2025

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,202,312	\$ 2,459,619	48.9%	\$ 1,257,307
Employee benefits	346,516	629,435	55.1%	282,919
Contractual services	1,222,504	1,942,500	62.9%	719,996
Material and supplies	145,843	616,450	23.7%	470,607
Conferences and meetings	132,859	296,100	44.9%	163,241
Fixed charges	-	1,500	0.0%	1,500
Other	72,875	185,000	39.4%	112,125
Total Institutional Support	3,122,909	6,130,604	50.9%	3,007,695
Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,606,897	2,000,000	80.3%	393,103
Total Scholarships, Student Grants & Waivers	1,606,897	2,000,000	80.3%	393,103
Contingencies	-	900,000	0.0%	900,000
Total Expenditures	\$ 15,122,606	\$ 29,413,199	51.4%	\$ 14,290,593
Transfers out	-	2,125,000	0.0%	2,125,000
Total Expenditures and Transfers out	\$15,122,606	\$ 31,538,199	48.0%	\$ 16,415,593

# **OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**

January 31, 2025

	Actual	Budget	%	Budget Remaining
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 986,133	\$ 1,674,119	58.9%	\$ 687,986
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	40,144	1,040,000	3.9%	999,856
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	791,000	791,000	100.0%	-
<b>MISCELLANEOUS</b>				
Sales and service fees	175	5,000	3.5%	4,825
Facilities	-	16,000	0.0%	16,000
Investment revenue	1,871	10,000	18.7%	8,129
Total Miscellaneous	2,046	31,000	6.6%	28,954
Transfers in	-	-	-	-
<b>Total Revenue</b>	\$ 1,819,323	\$ 2,745,119	66.3%	\$ 1,716,796
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$829,651	\$1,486,817	55.8%	\$657,166
Employee benefits	126,003	187,802	67.1%	61,799
Contractual services	288,166	701,000	41.1%	412,834
Material and supplies	72,842	221,000	33.0%	148,158
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	466,304	863,000	54.0%	396,696
Capital outlay	-	60,000	0.0%	60,000
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	1,782,966	3,536,119	50.4%	1,753,153
<b>Total Expenditures</b>	\$ 1,782,966	\$ 3,536,119	50.4%	\$ 1,753,153



RESTRICTED PURPOSE FUND REVENUE  
January 31, 2025

	Actual	Budget	%	Budget Remaining
REVENUE				
STATE GOVERNMENT				
ICCB	1,331,056	\$1,628,760	81.7%	297,704
ISBE grant revenue- other	183,953	267,348	68.8%	83,395
Other Sources	147,500	9,190,986	1.6%	9,043,486
Total State Government	1,662,509	11,087,094	15.0%	9,424,585
FEDERAL GOVERNMENT				
ICCB	56,837	785,047	7.2%	728,210
Department of education	4,046,186	11,234,375	36.0%	7,188,189
Other	1,666	14,873	0.0%	13,207
Total Federal Government	4,104,689	12,034,295	34.1%	7,201,396
Total Revenue	\$ 5,767,198	\$ 23,121,389	24.9%	\$ 16,625,981

# RESTRICTED PURPOSE FUND EXPENDITURES

January 31, 2025

	Actual	Budget	%	Budget Remaining
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 691,699	\$ 1,293,802	53.5%	\$ 602,103
Employee benefits	128,071	5,210,647	2.5%	5,082,576
Contractual services	49,525	94,304	52.5%	44,779
Material and supplies	100,020	371,572	26.9%	271,552
Conferences and meetings	16,186	38,328	42.2%	22,142
Student grants and scholarships	68,431	403,641	17.0%	335,210
Total Instruction	<u>1,053,932</u>	<u>7,412,294</u>	<u>14.2%</u>	<u>6,358,362</u>
<b>Academic Support</b>				
Salaries	5,000	53,524	0.0%	48,524
Employee benefits	460	600,000	0.0%	599,540
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
Total Academic Support	<u>5,460</u>	<u>675,245</u>	<u>0.8%</u>	<u>669,785</u>
<b>Student Services</b>				
Salaries	33,497	108,409	30.9%	74,912
Employee benefits	7,041	1,021,799	0.7%	1,014,758
Other Contract Services	31,455	247,742	12.7%	216,287
Material and supplies	14,859	506,371	2.9%	491,512
Conferences and meetings	13,252	30,561	43.4%	17,309
Fixed charges	-		0.0%	0
Total Student Services	<u>100,104</u>	<u>1,914,882</u>	<u>5.2%</u>	<u>1,814,778</u>
<b>Public Service/Continuing Education</b>				
Salaries	159,141	244,760	65.0%	85,619
Employee benefits	32,570	295,600	11.0%	263,030
Contractual services	2,381	8,150	29.2%	5,769
Material and supplies	16,629	33,338	49.9%	16,709
Conferences and meetings	4,417	15,500	28.5%	11,083
Student grants and scholarships	39,540	30,000	131.8%	-9,540
Total Public Service/Continuing Education	<u>254,678</u>	<u>627,348</u>	<u>40.6%</u>	<u>372,670</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**

**January 31, 2025**

	<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
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	85,680	139,370	61.5%	53,690
Student grants and scholarships	3,917,305	10,177,250	38.5%	6,259,945
<u>Total Scholarships, Student Grants &amp; Waivers</u>	<u>4,002,985</u>	<u>10,316,620</u>	<u>38.8%</u>	<u>6,313,635</u>
<b><u>Total Expenditures</u></b>	<u>\$ 5,415,744</u>	<u>\$ 23,121,389</u>	<u>23.4%</u>	<u>\$ 17,705,645</u>

AUDIT FUND REVENUE AND EXPENDITURES  
January 31, 2025

	<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	\$ 50,084	\$ 83,526	60.0%	\$ 33,442
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	134	50	268.0%	(84)
<b><u>Total Revenue</u></b>	<b>\$ 50,218</b>	<b>\$ 83,576</b>	<b>60.1%</b>	<b>\$ 33,358</b>
<u>Transfers in</u>	-	15,000	0.0%	15,000
<b><u>Total Revenue and Transfers in</u></b>	<b>\$ 50,218</b>	<b>\$ 98,576</b>	<b>50.9%</b>	<b>\$ 48,358</b>
<b><u>EXPENDITURES</u></b>				
<u>By Program:</u>				
<b><u>Institutional Support</u></b>				
Contractual services	109,550	105,600	103.7%	(3,950)
<b><u>Total Expenditures</u></b>	<b>\$ 109,550</b>	<b>\$ 105,600</b>	<b>103.7%</b>	<b>\$ (3,950)</b>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**
**January 31, 2025**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 559,834	\$ 934,300	59.9%	\$ 374,466
<b>MISCELLANEOUS</b>				
Investment revenue	935	100	935.0%	(835)
<b>Total Revenue</b>	\$ 560,769	\$ 934,400	60.0%	\$ 373,631
<b><u>EXPENDITURES</u></b>				
<b>By Program:</b>				
<b>Instruction</b>				
Employee benefits	60,607	150,000	40.4%	89,393
<b>Academic Support</b>				
Employee benefits	7,659	16,900	45.3%	9,241
<b>Student Services</b>				
Employee benefits	13,559	35,500	38.2%	21,941
<b>Public Service/Continuing Education</b>				
Employee benefits	3,850	8,500	45.3%	4,650
<b>Auxiliary Services</b>				
Employee benefits	1,360	6,000	22.7%	4,640
<b>Operations and Maintenance of Plant</b>				
Employee benefits	9,174	20,500	44.8%	11,326
<b>Institutional Support</b>				
Employee benefits	40,454	70,000	57.8%	29,546
Contractual services	192,311	210,000	91.6%	17,689
Other Fixed Charges	380,921	417,000	91.3%	36,079
<b>Total Institutional Support</b>	613,686	697,000	88.0%	83,314
<b>Total Expenditures</b>	\$ 709,895	\$ 934,400	76.0%	\$ 224,505

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES  
January 31, 2025

	Actual	Budget	%	Budget Remaining
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 544,836	\$ 660,384	82.5%	\$ 115,548
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	802	100	802.0%	(702)
<b>Total Revenue</b>	545,638	660,484	82.6%	114,846
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	496,475	644,450	77.0%	147,975
<b><u>TRANSFERS OUT</u></b>	-	-	0.0%	-
<b>Total Expenditures</b>	\$ 496,475	\$ 644,450	77.0%	\$ 147,975

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES  
January 31, 2025

	Actual	Budget	%	Budget Remaining
<b>REVENUE</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	58,855	-	0.0%	(58,855)
Total	58,855	-	0.0%	(58,855)
<b>TRANSFERS IN</b>	\$ -	\$ 2,110,000	0.0%	\$ 2,110,000
<b><u>Total Revenue and Transfers in</u></b>	<b>\$ 58,855</b>	<b>\$ 4,495,924</b>	<b>1.3%</b>	<b>\$ 4,437,069</b>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	-	260,000	0.0%	260,000
Capital outlay	459,929	5,185,924	8.9%	4,725,995
Total Operation and Maintenance of Plant	459,929	5,445,924	8.4%	4,985,995
<b>Total Expenditures</b>	<b>\$ 459,929</b>	<b>\$ 5,445,924</b>	<b>8.4%</b>	<b>\$ 4,985,995</b>

## Joanna M Martin

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**From:** Mireya Perez  
**Sent:** Tuesday, February 11, 2025 9:31 AM  
**To:** Board Materials  
**Subject:** FW: Action Item 8.3 for 2/26/2025 Board Meeting  
**Attachments:** TR 1.31.25.pdf

Thank you,



### Mireya Perez

Chief Financial Officer/Treasurer

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

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

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

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**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Tuesday, February 11, 2025 9:30 AM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.3 for 2/26/2025 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR JANUARY 2025 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

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

**Attachments:** Treasurer's Reports



### Suzanna Raigoza

Senior Accountant

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## ***Morton College Treasurer's Report***

*Month Ending: January 2025*

<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	\$12,047,556.65	4.556%	TIF Prime Fund	31-Jan-25
	Sum	<u>\$12,047,556.65</u>			
<b><i>Grand Total</i></b>		<b>\$ 12,047,556.65</b>			



*MORTON COLLEGE*  
*LONG-RANGE FINANCIAL PLAN*  
*FY2024-FY2028*



## SECTION 1: INTRODUCTION

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### About Morton College

Morton College, is the second oldest community college in Illinois, was founded in 1924 to meet the educational demands in the growing communities of Berwyn, Cicero, Forest View, Lyons, McCook, Stickney and other near-western suburbs.

### Morton College Mission Statement

To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

- Maximize the college's resources to support student learning
- Conduct ongoing assessment of student learning to discover new ways to help students succeed
- Develop responsive curricula and programs to serve community needs
- Encourage community families to embrace the educational opportunities Morton College provides
- Ensure the enrichment of its educational programs and student support services by making a commitment to ongoing self-study and assessment

## Strategic Goals

1. Make student success the core work of Morton College
2. Strengthen efficiencies in operations
3. Develop new academic programs and revitalize existing programs
4. Promote economic and community vitality through dynamic partnerships
5. Maximize the teaching and learning experience through innovative and leading edge facilities
6. Increase giving and financial strength through improved development operations

The Strategic Planning function provides the high-level view of the College's priorities and initiatives to enable the institution to wisely use its resources. The strategic initiatives developed provide means to achieve the College's mission and to properly integrate the different areas to uniformly achieve the College goals.

The Long-term financial planning process allows decision makers to focus on long-term objectives, encourages strategic thinking and promotes overall awareness for financial literacy in an organization. Long-term financial planning creates commitment and motivation to provide a guide for decision making.

## Challenges

### Revenue Challenges

- Property Tax Revenue
  - Property Tax Extension Limitation Law (PTELL) – limits the increase in revenue that qualifying districts may collect to the rate of inflation
- Tuition Revenue
  - Morton College is considered one of the top 5 affordable community college in Illinois
  - We need to increase tuition annually to cover expenses but at the same time, we want to keep tuition affordable for our students.
- ICCB Grants
  - Morton College must maintain a healthy fund balance
- Enrollment trends
  - Pandemic – COVID-19 had a significant impact on enrollment

### Expense Challenges

- Historical operating expense average growth rate 2.41%
- Annual salary increases which are embedded in the various collective bargaining agreements
  - Salaries account for 63% of total operating expenses
- Inflation
- Capital expenditure needs
- Low debt service extension base (DSEB)

## The FY2023 Final Revenues/Expenses

The basis for the financial forecasts is the FY23 actual revenues/expenses. The different scenarios that will be presented are based on these figures. The chart below shows the actual revenues and expenditures for all of our funds including the plant and investment. Our scenarios are based on figures from the Education Fund and Operations & Maintenance Fund, which make up our Operating Funds.

		Operations and Maintenance Fund	Operations Maintenance Fund (Restricted)	Auxiliary Enterprises Fund	Restricted Purposes Fund	Bond and Interest Fund	Audit Fund	Liability, Protection Settlement Fund	Total	Fiduciary Activity	Adjustments for GAAP	Total
Fund Balance July 1, 2022	\$ 21,920,168	\$ 4,879,532	\$ 1,298,864	\$ 9,089	\$ 11,883	\$ 100,144	\$ 145,593	\$ (74,985)	\$ 28,290,288	\$ 510,120	\$ 1,653,425	\$ 30,453,833
Revenues:												
Local Tax Revenue	7,432,619	1,447,632				560,847	104,790	720,974	10,266,862			10,266,862
All Other Local Revenue									-			-
ICCB Grants	7,154,782	650,000			1,017,664				8,822,446			8,822,446
All Other State Revenue (including SURS and OPEB)	3,298,918	1,000,000			8,914,807				13,213,725			13,213,725
Federal Revenue					15,006,502				15,006,502			15,006,502
Student Tuition and Fees	10,910,921	(257)							10,910,664	68,410		10,979,074
All Other Revenue	882,953	7,270	66,612	34,320	14,695	113	19	132	1,006,114		(45,542)	960,572
Total Revenue	29,680,193	3,104,645	66,612	34,320	24,953,668	560,960	104,809	721,106	59,226,313	68,410	(45,542)	59,249,181
Expenditures												
Instruction	10,911,417				6,841,631			140,302	17,893,350		(4,730,791)	13,162,559
Academic Support	1,942,756				553,154			16,935	2,512,845		(7,931)	2,504,914
Student Services	2,895,381				2,621,690			31,984	5,549,055	33,786	(18,164)	5,564,677
Public Service/Continuing Education	355,877				437,487			3,495	796,859		(2,477)	794,382
Organized Research	-								-			-
Auxiliary Services	1,907,474			88,702	125,611			5,135	2,126,922		(1,843)	2,125,079
Operations and Maintenance	5,790	2,244,483	2,738,920		612,344			20,203	5,621,740		(2,169,404)	3,452,336
Institutional Support	5,513,407				5,813,010	605,363	105,599	539,798	12,577,177		(17,482)	12,559,695
Scholarships, Grants, Waivers	2,491,047				7,934,935				10,425,982	15,687		10,441,669
Debt Service											(305,000)	(305,000)
Depreciation											2,637,448	2,637,448
Total Expenditures	26,023,149	2,244,483	2,738,920	88,702	24,939,862	605,363	105,599	757,852	57,503,930	49,473	(4,615,644)	52,937,759
Net Transfers	(2,985,490)		3,000,000		(14,510)				-			
Fund Balance June 30, 2023	\$ 22,591,722	\$ 5,739,694	\$ 1,626,556	\$ (45,293)	\$ 11,179	\$ 55,741	\$ 144,803	\$ (111,731)	\$ 30,012,671	\$ 529,057	\$ 6,223,527	\$ 36,765,255

Source: MC FY23 Financial Statements

## Assumptions

### Revenue

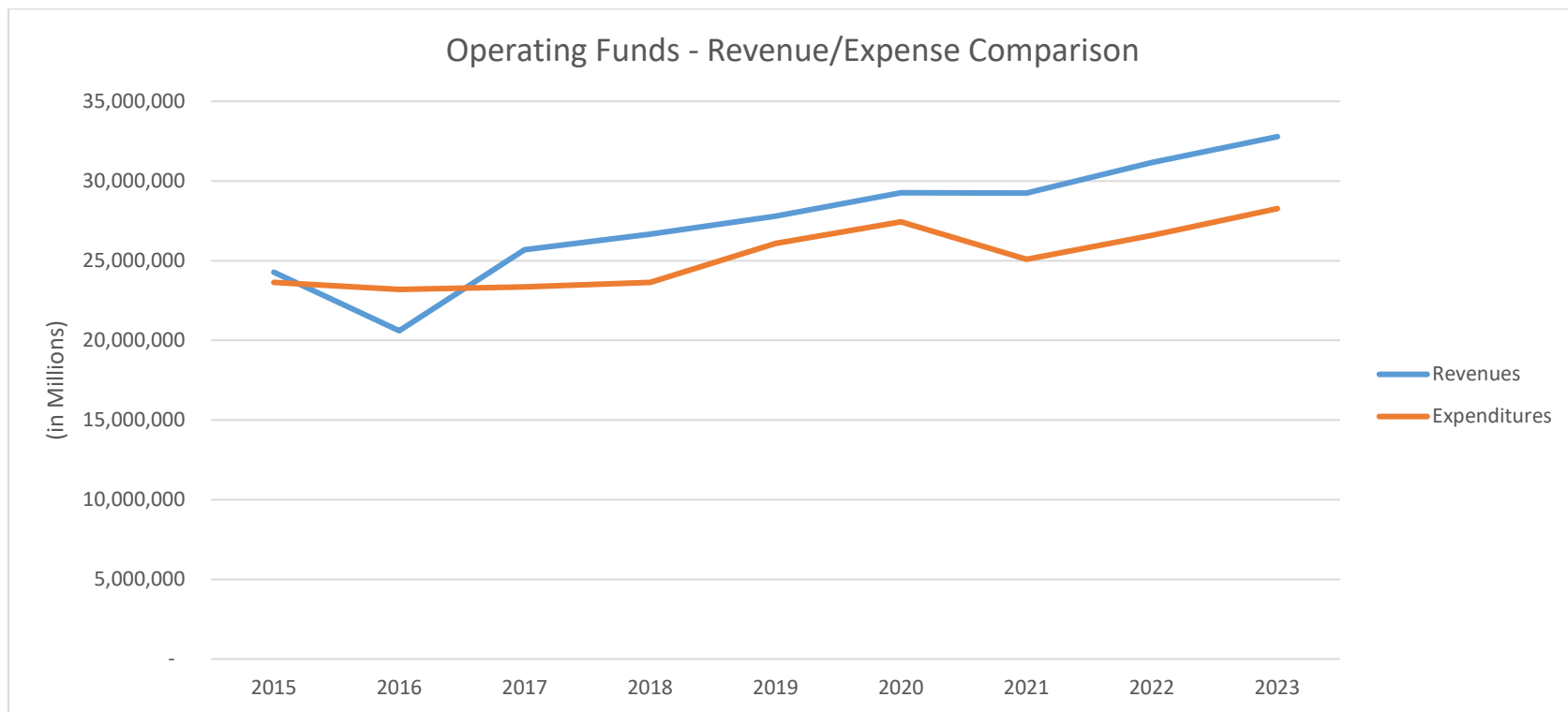
- Enrollment will remain flat
- ICCB Grants will decrease or remain flat
- Property Tax will decrease or remain flat

### Expenses

- Projected expenditures are based on average increases:
  - Model 3% increase
  - Model 5% increase

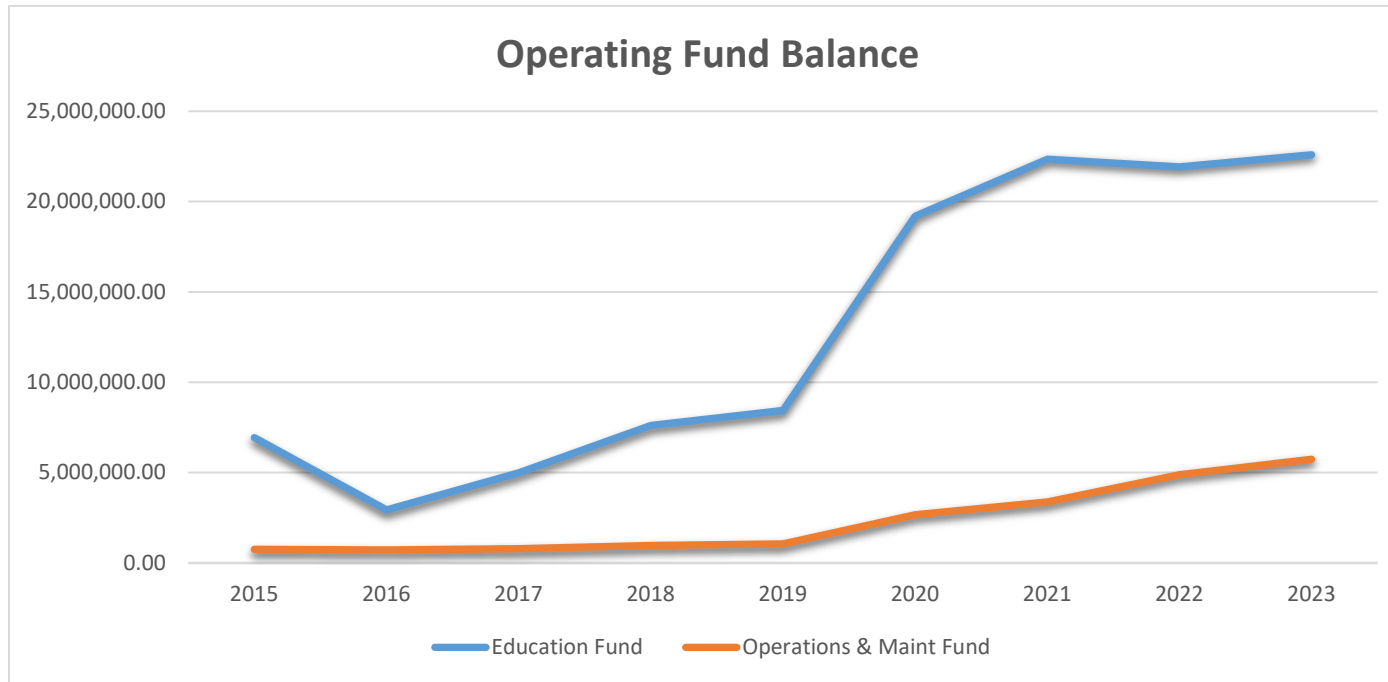
## SECTION 2: HISTORICAL FINANCIAL TRENDS

To provide a perspective about the College's past financial performance, an analysis of the College's financial trends was conducted by reviewing the past nine fiscal years. The Operating Funds are the College's largest funds, which account for close to 53% of total expenditures for the College. The Operating Fund supports most of the salaries/benefits of Morton College employees as well as most of the facility expenses. As you can see from the exhibit below, with the exception of 2016, Morton College generated a surplus every year. Due to the budget impasse in 2016, Morton College only received 26% in ICCB Grants that fiscal year. This had a negative effect on our ending fund balance for that year. In 2019 we were affected by COVID-19 pandemic. The pandemic had a negative long-term effect on enrollment.

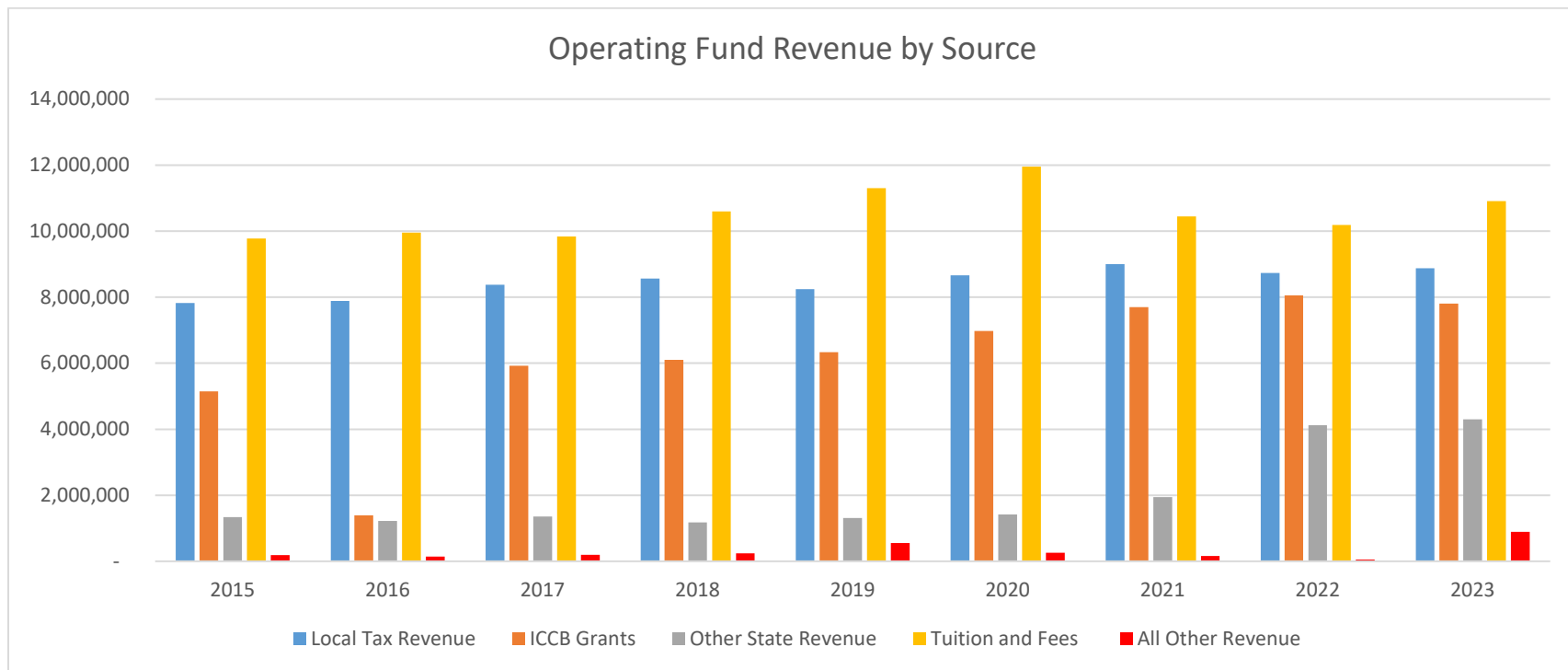




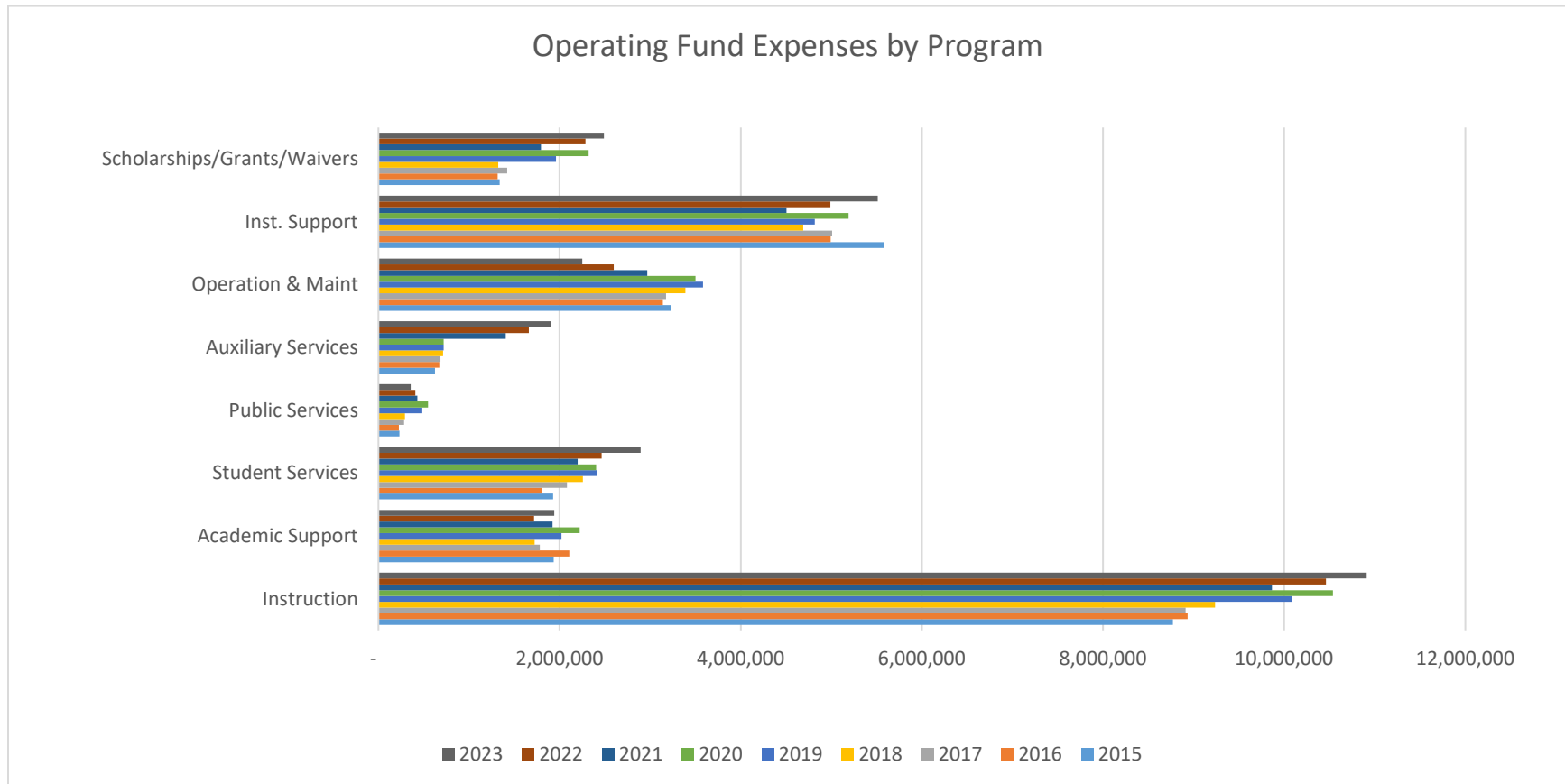
This exhibit shows that the Education Fund maintained a \$6M-\$8M fund balance from 2015-2019. In 2020, the College abolished its Working Cash Fund and transferred it to the Education Fund, causing the fund balance to increase from \$8.4M in 2019 to \$19.2M in 2020.



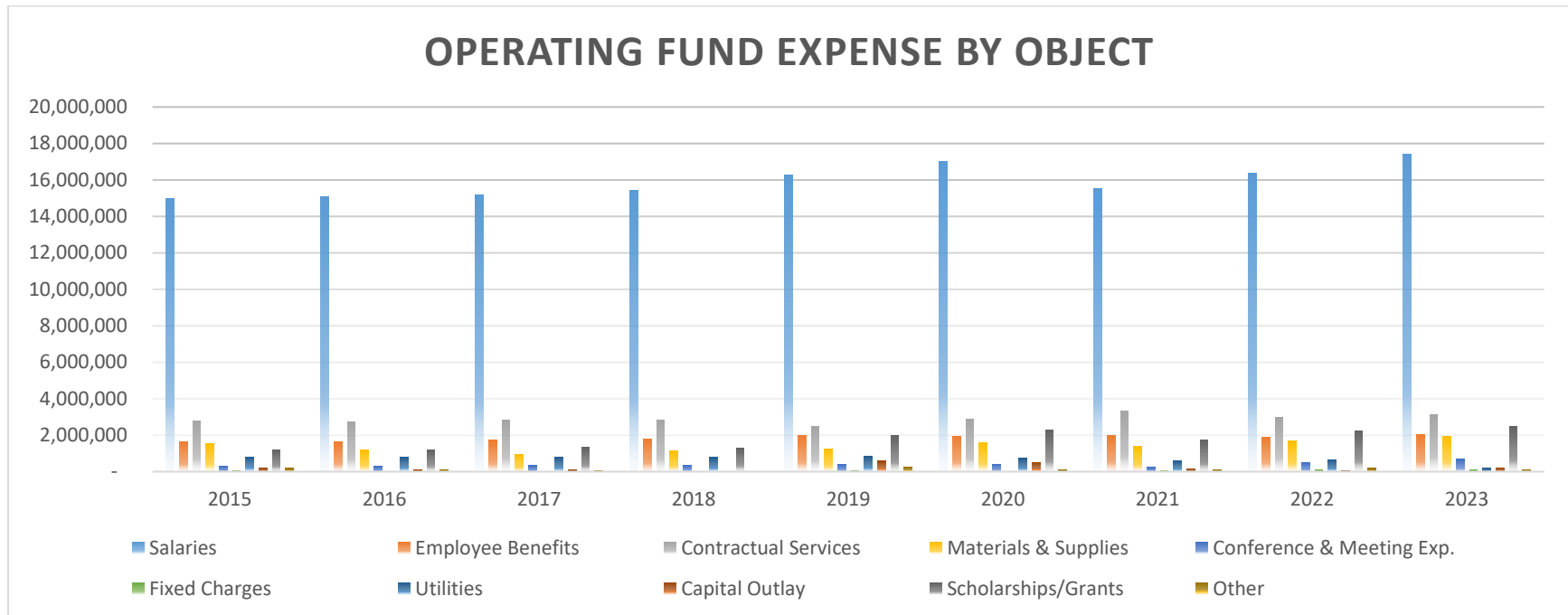
The following exhibit shows the revenue by source. These are the main sources of funding for Morton College. Tuition and Fees being the highest revenue source for all of the fiscal years. Tuition and fees average growth rate is 1.5% over the past nine years. It is worth noting that tuition and fee revenue experienced a 12.6% decrease in 2021 which was due to the COVID-19 pandemic. The second highest revenue source is property taxes. The average growth rate for Property taxes is 1.6% over the past nine years.



The exhibit below identifies the expenses by program, with the largest expense program being Instruction. This program includes all salaries/benefits and other related expenses for instruction. All full-time and part-time faculty salaries and benefits are included under this program. Most of the expense programs have had a steady increase over the nine years.



The following exhibit identifies the operating fund expenses by object. Salaries being the largest expense, making up an average of 63% of total operating fund expenses. The second largest expense category is contractual services followed by scholarships/grants.



### SECTION 3: LONG TERM FINANCIAL FORECASTS

#### Scenario #1 - Revenue levels remain the same as the 2023 base year revenues. Annual expense increase of 3%.

If revenue levels do not fluctuate for next 5 years and annual expenses increased by 3% annually, our revenues would be sufficient to cover the 3% annual increase in expenditures.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	32,784,838	32,784,838	32,784,838	32,784,838	32,784,838	32,784,838
Instruction	10,911,417	11,238,759.51	11,575,922.30	11,923,199.96	12,280,895.96	12,649,322.84
Academic Support	1,942,756	2,001,038.68	2,061,069.84	2,122,901.94	2,186,588.99	2,252,186.66
Student Services	2,895,381	2,982,242.43	3,071,709.70	3,163,860.99	3,258,776.82	3,356,540.13
Public Services	355,877	366,553.31	377,549.91	388,876.41	400,542.70	412,558.98
Auxiliary Services	1,907,474	1,964,698.22	2,023,639.17	2,084,348.34	2,146,878.79	2,211,285.16
Operation & Maint	2,250,273	2,317,781.19	2,387,314.63	2,458,934.06	2,532,702.09	2,608,683.15
Inst. Support	5,513,407	5,678,809.21	5,849,173.49	6,024,648.69	6,205,388.15	6,391,549.80
Scholarships/Grants/Waivers	2,491,047	2,565,778.41	2,642,751.76	2,722,034.32	2,803,695.34	2,887,806.20
	28,267,632	29,115,661	29,989,131	30,888,805	31,815,469	32,769,933
Annual Surplus(Deficit)	4,517,206	3,669,177	2,795,707	1,896,033	969,369	14,905

**Scenario #2 - Revenue levels remain the same as the 2023 base year revenues. Annual expense increase of 5%.**

If revenue levels do not fluctuate for next 5 years and annual expenses increased by 5% annually, our revenues would cover expenses from 2024-2026. For years 2027 and 2028, we would not have enough revenues to cover expenses, causing a deficit of \$1.5M and \$3.2M respectively.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	32,786,861	32,786,862	32,786,863	32,786,864	32,786,865	32,786,866
Instruction	10,911,417	11,456,987.85	12,029,837.24	12,631,329.10	13,262,895.56	13,926,040.34
Academic Support	1,942,756	2,039,893.80	2,141,888.49	2,248,982.91	2,361,432.06	2,479,503.66
Student Services	2,895,381	3,040,150.05	3,192,157.55	3,351,765.43	3,519,353.70	3,695,321.39
Public Services	355,877	373,670.85	392,354.39	411,972.11	432,570.72	454,199.25
Auxiliary Services	1,907,474	2,002,847.70	2,102,990.09	2,208,139.59	2,318,546.57	2,434,473.90
Operation & Maint	2,250,273	2,362,786.65	2,480,925.98	2,604,972.28	2,735,220.90	2,871,981.94
Inst. Support	5,513,407	5,789,077.35	6,078,531.22	6,382,457.78	6,701,580.67	7,036,659.70
Scholarships/Grants/Waivers	2,491,047	2,615,599.35	2,746,379.32	2,883,698.28	3,027,883.20	3,179,277.36
	28,267,632	29,681,014	31,165,064	32,723,317	34,359,483	36,077,458
Annual Surplus(Deficit)	4,519,229	3,105,848	1,621,799	63,547	(1,572,618)	(3,290,592)

### Scenario #3 - ICCB Grants annual decrease of 5%. Annual expense increase of 3%.

If we were to experience an annual decrease of 5% in ICCB Grants and an annual expense increase of 3%, we would experience a deficit in the fourth and fifth year.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251
ICCB Grants	7,804,782	7,414,543	7,043,816	6,691,625	6,357,044	6,039,192
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,786,861</u>	<u>32,396,623</u>	<u>32,025,897</u>	<u>31,673,707</u>	<u>31,339,127</u>	<u>31,021,276</u>
Instruction	10,911,417	11,238,759.51	11,575,922.30	11,923,199.96	12,280,895.96	12,649,322.84
Academic Support	1,942,756	2,001,038.68	2,061,069.84	2,122,901.94	2,186,588.99	2,252,186.66
Student Services	2,895,381	2,982,242.43	3,071,709.70	3,163,860.99	3,258,776.82	3,356,540.13
Public Services	355,877	366,553.31	377,549.91	388,876.41	400,542.70	412,558.98
Auxiliary Services	1,907,474	1,964,698.22	2,023,639.17	2,084,348.34	2,146,878.79	2,211,285.16
Operation & Maint	2,250,273	2,317,781.19	2,387,314.63	2,458,934.06	2,532,702.09	2,608,683.15
Inst. Support	5,513,407	5,678,809.21	5,849,173.49	6,024,648.69	6,205,388.15	6,391,549.80
Scholarships/Grants/Waivers	2,491,047	2,565,778.41	2,642,751.76	2,722,034.32	2,803,695.34	2,887,806.20
	<u>28,267,632</u>	<u>29,115,661</u>	<u>29,989,131</u>	<u>30,888,805</u>	<u>31,815,469</u>	<u>32,769,933</u>
Annual Surplus(Deficit)	4,519,229	3,280,962	2,036,766	784,902	(476,342)	(1,748,657)

#### Scenario #4 - Local tax revenue annual decrease of 3%. Annual expense increases of 3%.

If we were to experience an annual decrease of 3% in local tax revenue and an annual expense increase of 3%, we would experience a deficit in the fourth and fifth year.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	8,613,843	8,355,428	8,104,765	7,861,622	7,625,774
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,786,861</u>	<u>32,520,454</u>	<u>32,262,040</u>	<u>32,011,378</u>	<u>31,768,236</u>	<u>31,532,389</u>
Instruction	10,911,417	11,238,759.51	11,575,922.30	11,923,199.96	12,280,895.96	12,649,322.84
Academic Support	1,942,756	2,001,038.68	2,061,069.84	2,122,901.94	2,186,588.99	2,252,186.66
Student Services	2,895,381	2,982,242.43	3,071,709.70	3,163,860.99	3,258,776.82	3,356,540.13
Public Services	355,877	366,553.31	377,549.91	388,876.41	400,542.70	412,558.98
Auxiliary Services	1,907,474	1,964,698.22	2,023,639.17	2,084,348.34	2,146,878.79	2,211,285.16
Operation & Maint	2,250,273	2,317,781.19	2,387,314.63	2,458,934.06	2,532,702.09	2,608,683.15
Inst. Support	5,513,407	5,678,809.21	5,849,173.49	6,024,648.69	6,205,388.15	6,391,549.80
Scholarships/Grants/Waivers	2,491,047	2,565,778.41	2,642,751.76	2,722,034.32	2,803,695.34	2,887,806.20
	<u>28,267,632</u>	<u>29,115,661</u>	<u>29,989,131</u>	<u>30,888,805</u>	<u>31,815,469</u>	<u>32,769,933</u>
Annual Surplus(Deficit)	4,519,229	3,404,794	2,272,909	1,122,574	(47,232)	(1,237,544)



**Scenario #5 - Annual tuition and fee revenue increase of 2%. Annual expense increase of 3%.**

If the tuition and fee revenue increase by 2% annually and annual expenses increase by 3% annually, we would have an annual surplus for each of the next five years.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	11,128,877	11,351,455	11,578,484	11,810,054	12,046,255
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,786,861</u>	<u>33,005,075</u>	<u>33,227,654</u>	<u>33,454,684</u>	<u>33,686,255</u>	<u>33,922,457</u>
Instruction	10,911,417	11,238,759.51	11,575,922.30	11,923,199.96	12,280,895.96	12,649,322.84
Academic Support	1,942,756	2,001,038.68	2,061,069.84	2,122,901.94	2,186,588.99	2,252,186.66
Student Services	2,895,381	2,982,242.43	3,071,709.70	3,163,860.99	3,258,776.82	3,356,540.13
Public Services	355,877	366,553.31	377,549.91	388,876.41	400,542.70	412,558.98
Auxiliary Services	1,907,474	1,964,698.22	2,023,639.17	2,084,348.34	2,146,878.79	2,211,285.16
Operation & Maint	2,250,273	2,317,781.19	2,387,314.63	2,458,934.06	2,532,702.09	2,608,683.15
Inst. Support	5,513,407	5,678,809.21	5,849,173.49	6,024,648.69	6,205,388.15	6,391,549.80
Scholarships/Grants/Waivers	2,491,047	2,565,778.41	2,642,751.76	2,722,034.32	2,803,695.34	2,887,806.20
	<u>28,267,632</u>	<u>29,115,661</u>	<u>29,989,131</u>	<u>30,888,805</u>	<u>31,815,469</u>	<u>32,769,933</u>
Annual Surplus(Deficit)	4,519,229	3,889,414	3,238,523	2,565,879	1,870,786	1,152,524

### Scenario #6 - Annual tuition and fee revenue increase of 2%. Annual expense increase of 5%.

If the tuition and fee revenue increases by 2% annually and annual expenses increase by 5% annually, we would have an annual surplus for years 2024-2026. We would have an annual deficit in years 2027 and 2028 of \$673k and \$2.1M respectively.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251	8,880,251
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	11,128,877	11,351,455	11,578,484	11,810,054	12,046,255
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,786,861</u>	<u>33,005,075</u>	<u>33,227,654</u>	<u>33,454,684</u>	<u>33,686,255</u>	<u>33,922,457</u>
Instruction	10,911,417	11,456,987.85	12,029,837.24	12,631,329.10	13,262,895.56	13,926,040.34
Academic Support	1,942,756	2,039,893.80	2,141,888.49	2,248,982.91	2,361,432.06	2,479,503.66
Student Services	2,895,381	3,040,150.05	3,192,157.55	3,351,765.43	3,519,353.70	3,695,321.39
Public Services	355,877	373,670.85	392,354.39	411,972.11	432,570.72	454,199.25
Auxiliary Services	1,907,474	2,002,847.70	2,102,990.09	2,208,139.59	2,318,546.57	2,434,473.90
Operation & Maint	2,250,273	2,362,786.65	2,480,925.98	2,604,972.28	2,735,220.90	2,871,981.94
Inst. Support	5,513,407	5,789,077.35	6,078,531.22	6,382,457.78	6,701,580.67	7,036,659.70
Scholarships/Grants/Waivers	2,491,047	2,615,599.35	2,746,379.32	2,883,698.28	3,027,883.20	3,179,277.36
	<u>28,267,632</u>	<u>29,681,014</u>	<u>31,165,064</u>	<u>32,723,317</u>	<u>34,359,483</u>	<u>36,077,458</u>
Annual Surplus(Deficit)	4,519,229	3,324,062	2,062,590	731,366	(673,229)	(2,155,001)

### Scenario #7 – Annual property tax increase of 2%. Annual expense increase of 3%.

If property tax revenue increases 2% annually and annual expenses increase by 3% annually, we would have an annual surplus for each of the next five years.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	9,057,856	9,239,013	9,423,793	9,612,269	9,804,515
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,784,838</u>	<u>32,962,443</u>	<u>33,143,600</u>	<u>33,328,380</u>	<u>33,516,856</u>	<u>33,709,102</u>
Instruction	10,911,417	11,238,759.51	11,575,922.30	11,923,199.96	12,280,895.96	12,649,322.84
Academic Support	1,942,756	2,001,038.68	2,061,069.84	2,122,901.94	2,186,588.99	2,252,186.66
Student Services	2,895,381	2,982,242.43	3,071,709.70	3,163,860.99	3,258,776.82	3,356,540.13
Public Services	355,877	366,553.31	377,549.91	388,876.41	400,542.70	412,558.98
Auxiliary Services	1,907,474	1,964,698.22	2,023,639.17	2,084,348.34	2,146,878.79	2,211,285.16
Operation & Maint	2,250,273	2,317,781.19	2,387,314.63	2,458,934.06	2,532,702.09	2,608,683.15
Inst. Support	5,513,407	5,678,809.21	5,849,173.49	6,024,648.69	6,205,388.15	6,391,549.80
Scholarships/Grants/Waivers	2,491,047	2,565,778.41	2,642,751.76	2,722,034.32	2,803,695.34	2,887,806.20
	<u>28,267,632</u>	<u>29,115,661</u>	<u>29,989,131</u>	<u>30,888,805</u>	<u>31,815,469</u>	<u>32,769,933</u>
Annual Surplus(Deficit)	4,517,206	3,846,782	3,154,469	2,439,576	1,701,387	939,169

### Scenario #8 – Annual property tax increase of 2%. Annual expense increase of 5%.

If property tax revenue increases 2% annually and annual expenses increase by 5% annually, we would have an annual surplus in the first 3 years. We would have an annual deficit for years 2027 and 2028 of \$842k and \$2.3M respectively.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	9,057,856	9,239,013	9,423,793	9,612,269	9,804,515
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664	10,910,664
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,784,838</u>	<u>32,962,443</u>	<u>33,143,600</u>	<u>33,328,380</u>	<u>33,516,856</u>	<u>33,709,102</u>
Instruction	10,911,417	11,456,987.85	12,029,837.24	12,631,329.10	13,262,895.56	13,926,040.34
Academic Support	1,942,756	2,039,893.80	2,141,888.49	2,248,982.91	2,361,432.06	2,479,503.66
Student Services	2,895,381	3,040,150.05	3,192,157.55	3,351,765.43	3,519,353.70	3,695,321.39
Public Services	355,877	373,670.85	392,354.39	411,972.11	432,570.72	454,199.25
Auxiliary Services	1,907,474	2,002,847.70	2,102,990.09	2,208,139.59	2,318,546.57	2,434,473.90
Operation & Maint	2,250,273	2,362,786.65	2,480,925.98	2,604,972.28	2,735,220.90	2,871,981.94
Inst. Support	5,513,407	5,789,077.35	6,078,531.22	6,382,457.78	6,701,580.67	7,036,659.70
Scholarships/Grants/Waivers	2,491,047	2,615,599.35	2,746,379.32	2,883,698.28	3,027,883.20	3,179,277.36
	<u>28,267,632</u>	<u>29,681,014</u>	<u>31,165,064</u>	<u>32,723,317</u>	<u>34,359,483</u>	<u>36,077,458</u>
Annual Surplus(Deficit)	4,517,206	3,281,429	1,978,536	605,063	(842,627)	(2,368,356)

**Scenario #9 – Annual tuition and fee increase of 2%, annual property tax increase of 2%, annual expense increase of 5%.**

If both tuition and fee revenue increases by 2% annually, property tax revenue increases 2% annually and annual expenses increase by 5% annually, we would have an annual surplus for 2024-2027. We would have an annual deficit for 2028 of \$1.2M.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	9,057,856	9,239,013	9,423,793	9,612,269	9,804,515
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	11,128,877	11,351,455	11,578,484	11,810,054	12,046,255
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,786,861</u>	<u>33,182,680</u>	<u>33,586,416</u>	<u>33,998,226</u>	<u>34,418,273</u>	<u>34,846,720</u>
Instruction	10,911,417	11,456,987.85	12,029,837.24	12,631,329.10	13,262,895.56	13,926,040.34
Academic Support	1,942,756	2,039,893.80	2,141,888.49	2,248,982.91	2,361,432.06	2,479,503.66
Student Services	2,895,381	3,040,150.05	3,192,157.55	3,351,765.43	3,519,353.70	3,695,321.39
Public Services	355,877	373,670.85	392,354.39	411,972.11	432,570.72	454,199.25
Auxiliary Services	1,907,474	2,002,847.70	2,102,990.09	2,208,139.59	2,318,546.57	2,434,473.90
Operation & Maint	2,250,273	2,362,786.65	2,480,925.98	2,604,972.28	2,735,220.90	2,871,981.94
Inst. Support	5,513,407	5,789,077.35	6,078,531.22	6,382,457.78	6,701,580.67	7,036,659.70
Scholarships/Grants/Waivers	2,491,047	2,615,599.35	2,746,379.32	2,883,698.28	3,027,883.20	3,179,277.36
	<u>28,267,632</u>	<u>29,681,014</u>	<u>31,165,064</u>	<u>32,723,317</u>	<u>34,359,483</u>	<u>36,077,458</u>
Annual Surplus(Deficit)	4,519,229	3,501,667	2,421,352	1,274,909	58,790	(1,230,737)

**Scenario #10 – Annual tuition and fee revenue increase of 5%, annual property tax increase of 2%, annual expense increase of 5%.**

If both tuition and fee revenue increase by 5% annually, property tax revenue increases 2% annually and annual expenses increase by 5% annually, we would have an annual surplus the five years.

	Base Year					
	2023	2024	2025	2026	2027	2028
Local Tax Revenue	8,880,251	9,057,856	9,239,013	9,423,793	9,612,269	9,804,515
ICCB Grants	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782	7,804,782
Other State Revenue	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918	4,298,918
Tuition and Fees	10,910,664	11,456,197	12,029,007	12,630,457	13,261,980	13,925,079
All Other Revenue	890,223	890,223	890,223	890,223	890,223	890,223
	<u>32,786,861</u>	<u>33,510,000</u>	<u>34,263,968</u>	<u>35,050,200</u>	<u>35,870,200</u>	<u>36,725,545</u>
Instruction	10,911,417	11,456,987.85	12,029,837.24	12,631,329.10	13,262,895.56	13,926,040.34
Academic Support	1,942,756	2,039,893.80	2,141,888.49	2,248,982.91	2,361,432.06	2,479,503.66
Student Services	2,895,381	3,040,150.05	3,192,157.55	3,351,765.43	3,519,353.70	3,695,321.39
Public Services	355,877	373,670.85	392,354.39	411,972.11	432,570.72	454,199.25
Auxiliary Services	1,907,474	2,002,847.70	2,102,990.09	2,208,139.59	2,318,546.57	2,434,473.90
Operation & Maint	2,250,273	2,362,786.65	2,480,925.98	2,604,972.28	2,735,220.90	2,871,981.94
Inst. Support	5,513,407	5,789,077.35	6,078,531.22	6,382,457.78	6,701,580.67	7,036,659.70
Scholarships/Grants/Waivers	2,491,047	2,615,599.35	2,746,379.32	2,883,698.28	3,027,883.20	3,179,277.36
	<u>28,267,632</u>	<u>29,681,014</u>	<u>31,165,064</u>	<u>32,723,317</u>	<u>34,359,483</u>	<u>36,077,458</u>
Annual Surplus(Deficit)	4,519,229	3,828,987	3,098,904	2,326,882	1,510,716	648,087

### Summary for all scenarios

If revenues remain flat and expenses increase by 3% annually - we will have a surplus every year

If revenues remain flat and expenses increase by 5% annually - we will experience a deficit beginning with Year 2027.

If ICCB Grant revenue decreases by 5% annually and expenses increase by 3% annually - we would experience a deficit in years 2027 and 2028.

If local tax revenue decreases by 3% annually and expenses increase by 3% annually – we would experience a deficit in years 2027 and 2028.

If tuition and fee revenue increase by 2% annually and expenses increase by 3% annually - we will not experience a deficit in the next 5 years.

If tuition and fee revenue increase by 2% and expenses increase by 5% - we will experience a deficit in the years 2027 and 2028.

If we increase property taxes by 2% and expenses increase by 3% - we will not experience a deficit in the next 5 years.

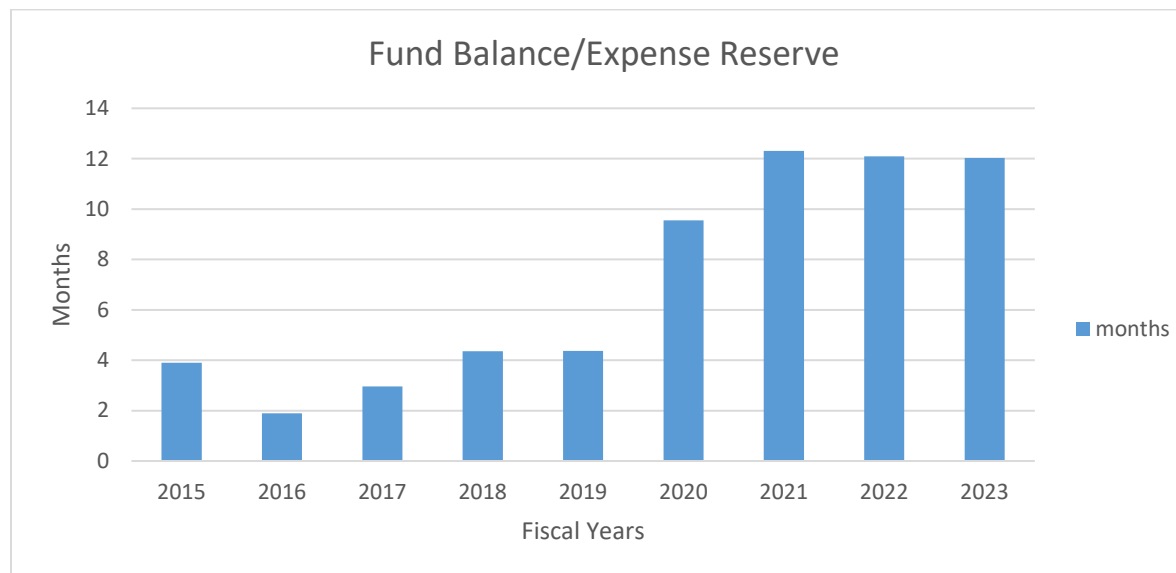
If we increase property taxes by 2% and expenses increase by 5% - - we will experience a deficit beginning with fiscal year 2027.

If tuition and fee revenue increase by 2% and property tax by 2% and expenses increase by 5% - we will experience a deficit beginning with Year 2028.

If tuition and fee revenue increase by 5% and property tax by 2% and expenses increase by 5% - we would not experience a deficit.

### Fund Balance Analysis

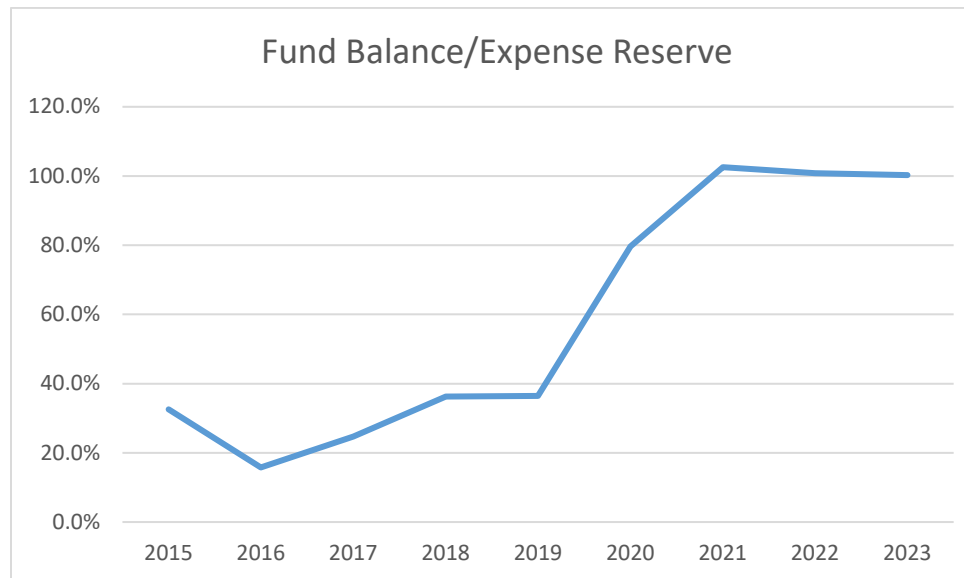
The Operating Fund's strength is measured by the amount of monthly expenses it can cover. Our goal is to have a reserve level of 3-6 months in any given fiscal year. Maintaining a healthy fund balance ensures the financial stability of the College. With the exception of 2016, we have had an expense reserve of at least 3 months.





### Fund balance as a percentage of Operating Expense

Another way to measure the strength of the fund balance is by the percentage of expenditures. Our goal would be to maintain a fund balance between 20%-40% of expenditures. We met this goal every year with the exception of 2016.



## Debt Analysis

Debt continues to be managed at relatively low levels. Debt for FY2023 was \$8.3M.

The maximum legal debt amount is \$46.8M.

Debt limit restricted by debt limit extension base (DSEB).

						Net Debt
						Applicable to
			Debt Limit	Net Debt		Debt Limit as a
Fiscal	Assessed	Debt Limit	(Assessed Value	Applicable	Legal Debt	Percentage of
Year	Value	Rate	Debt Limit Rate)	to Debt Limit	Margin	Debt Limit
2023	\$ 1,920,327,082	2.875%	\$ 55,209,404	\$ 8,356,929	\$ 46,852,475	15.14%
2022	1,951,118,436	2.875%	56,094,655	8,698,040	52,668,257	15.51%
2021	2,132,706,707	2.875%	61,315,318	9,027,489	52,287,829	14.72%
2020	1,640,547,923	2.875%	47,165,753	9,340,262	37,825,491	19.80%
2019	1,660,547,053	2.875%	47,740,728	9,371,438	38,369,290	19.63%
2018	1,721,823,048	2.875%	49,502,413	3,262,578	46,239,835	6.59%
2017	1,442,272,976	2.875%	41,465,348	3,769,910	37,695,438	9.09%
2016	1,393,851,949	2.875%	40,073,244	4,259,264	35,813,980	10.63%
2015	1,434,851,128	2.875%	41,251,970	4,726,669	36,525,301	11.46%
2014	1,538,198,334	2.875%	44,223,202	4,745,000	39,478,202	10.73%

### Data Source

County tax records; College records

## Conclusion

From the different scenarios identified, we can establish that if we leave all other revenue constant and only increase the tuition rates and property tax revenue, we would run into an annual deficit if expenses increase by 5% annually.

Since salaries and benefits account for 60-65% of total expenses, we should try to keep the annual increases at or under 5%. During our budgeting cycle, we have direct control over other expenditures such as contractual services, materials and supplies and meeting expense. We should try to keep the annual increases of these 'other' expenditures under 5%.

None of the scenarios include capital expenditures. The level and needs of capital expenditures would determine if new debt would need to be issued or if we are able to fund these capital projects using fund reserves.

## Recommendations/Best Practice

Create a fund balance policy – this policy will establish the levels of the operating fund balance as it relates to operating expenditures. This policy will ensure financial stability for the College.

Creation of a debt management plan – this policy would identify the levels at which the College wants to maintain its debt, debt structure and debt issuance/management practices.

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

**PROPOSED ACTION:** Notifying the board of travel for Keith McLaughlin to the American Association of Community Colleges (AACC) in Nashville, TN, from April 12, 2025 - April 16, 2025.

**RATIONALE:** The American Association of Community Colleges (AACC) hosts one of the most significant professional development experiences for community college leaders and providers engaged with the two-year college sector. The conference includes keynote presentations and breakout sessions addressing the sector's most pressing issues and opportunities, technology showcases, peer-to-peer sharing sessions, and networking opportunities.

**COST ANALYSIS:** \$2,550.00

**AGREEMENT**

**BETWEEN**

**THE BOARD OF TRUSTEES  
MORTON COLLEGE  
COMMUNITY  
COLLEGE  
DISTRICT 527**



**AND**

**MORTON COLLEGE  
COOK COUNTY TEACHERS  
UNION  
LOCAL 1600, A.F.T.**



**August 16, 2024  
ENDING August 15, 2028**

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#### APPENDIX B OVERLOAD AND SUMMER PAY

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# **AGREEMENT BETWEEN MORTON COLLEGE AND MORTON COLLEGE CHAPTER COOK COUNTY COLLEGE TEACHERS UNION LOCAL 1600, AFT**

## **Article 1.0 Recognition**

### ***Section 1.1 Bargaining Agent and Scope of Agreement***

In order to promote orderly and constructive relationships between itself and its educational employees for the benefit of the institution that it governs, the Board of Trustees of Community College District No. 527, hereinafter the Board, recognizes the elected representatives of the full-time faculty, the Morton College Chapter of the Cook County College Teachers Union Local 1600 AFT, hereinafter the Union, as sole collective bargaining agent for all full-time faculty to negotiate and bargain for salaries, rates of pay, hours of work, fringe benefits, working conditions, and grievance procedures.

### ***Section 1.2 Other Matters for Bargaining***

The Board and Union further agree to bargain on other matters only by mutual consent.

### ***Section 1.3 Duration***

The Cook County College Teachers Union shall continue as sole collective bargaining agent until at least twenty percent (20%) of said full-time faculty as defined hereinafter shall petition that an election be called and held, and a new bargaining agent qualified.

## **Article 2.0 Definitions**

### ***Section 2.1 Faculty***

The term “faculty” refers to all full-time instructors as defined in this Agreement, for the regular academic year, who hold tenure or are eligible for tenure under Chapter 110 of the Illinois Compiled Statutes (Illinois Public Community College Act). The term “Faculty Emeritus” shall apply to a retired tenured full-time instructor of Morton College. Faculty Emeritus are not members of the Faculty Bargaining Unit or covered by this Agreement.

### ***Section 2.2 Instructor Welfare***

The term “instructor welfare” is either any item mutually agreed upon by the parties to this Agreement or any item contained in this Agreement.

### ***Section 2.3 Administrator***

The term “administrator” refers to an employee of the Board holding an administrative contract or position. No faculty member shall be deemed to be an administrator because of participation in decisions with respect to courses, curriculum, personnel, or other matters of educational policy.

### ***Section 2.4 Academic Year***

“Academic year” refers to that period as provided by the calendar from the first faculty work day of the fall semester through the Commencement Ceremony at the end of the spring semester.

### ***Section 2.5 Overload Pay***

“Overload pay” refers to that remuneration received for specified work beyond the teaching load for faculty.

### ***Section 2.6 Summer Pay***

“Summer pay” refers to that remuneration received for specified work done during the summer term.

## **Article 3.0 Board-Union Relations**

### ***Section 3.1 Agreement Ratification by Board and Union***

Agreement ratification is accomplished by affixing the signatures of the Chairman and Secretary of the Board and the Chairperson of the Union, or designated alternate.

### ***Section 3.2 Negotiations Calendar***

On or before the first (1<sup>st</sup>) day of February prior to the expiration of this Agreement, the Board and Union shall give each other, in writing, the names of the members of their respective negotiating committees. Within two (2) weeks of having notified each other of the names of the members of their respective negotiating committees, the committees shall meet to negotiate a set of ground rules for the negotiation of a new Agreement and to define the scope of negotiations. The parties set as a goal for the conclusion of a new Agreement the thirtieth day of June of the year in which this Agreement expires.

When the parties mutually agree to conduct negotiation sessions at times that conflict with faculty responsibilities as required by the College, the faculty members shall suffer no loss in salary due to the time spent in negotiating sessions.

### ***Section 3.3 Compliance***

Neither the Board and its representatives nor the Union and its representatives will take any action violative of, or inconsistent with, any provision of this Agreement.

### ***Section 3.4 Financial Information***

The Board agrees to furnish to the Union, in response to requests from time to time, publicly available information concerning the financial resources of the College.

### ***Section 3.5 Matters of Mutual Concern***

The Chief Academic Officer of the College, or an appropriate administrator acting on his or her behalf, shall meet with the Union Chairperson or a designated alternate, at the request of either party, to discuss matters relating to the implementation of this Agreement or other matters of mutual concern. All meetings shall be held at times convenient to both parties.

### ***Section 3.6 Non-Discrimination by Board***

The Board agrees to a policy of non-discrimination against any faculty member in the appointment to positions or assignments within the College, on the basis of sex, sexual orientation, pregnancy, gender identity or expression, race, color religion, national origin, ancestry, citizenship status, marital status, military status, genetic information, order of protection status, parental status, age, religion, physical or mental disability (actual or perceived and unrelated to ability to perform the job), or Union membership or activity, in violation of applicable laws.

### ***Section 3.7 Non-Discrimination by Union***

The Union agrees to admit persons to membership without discrimination on the basis of sex, sexual orientation, pregnancy, gender identity or expression, race, color religion, national origin, ancestry, citizenship status, marital status, military status, genetic information, order of protection status, parental status, age, religion, physical or mental disability (actual or perceived and unrelated to ability to perform the job), and to represent equally faculty without regard to membership or participation in, or association with, the activities of any faculty organization.

### ***Section 3.8 Board to Distribute Copies of Agreement***

The Board agrees to distribute, or cause to be distributed, copies of this entire Agreement to all faculty following ratification of the Agreement by the parties. The Board further agrees to distribute, or cause to be distributed, to new faculty members copies of this Agreement and other policy statements. Electronic distribution is acceptable.

### ***Section 3.9 Academic Calendar***

The Union shall have the opportunity to review the Academic Calendar prior to submission to the Board for adoption. Once the calendar is adopted, it may be changed only by Board action or by the President of the College because of an emergency or other compelling reason.



### ***Section 3.10 Duty-Free Days***

The faculty shall have three (3) duty-free full weekdays between the examination period of the fall semester and the beginning of classes for the spring semester.

### ***Section 3.11 Grades***

The Academic Calendar shall provide for at least one (1) full weekday (Monday through Friday) or one full weekend (Saturday and Sunday) following the last day of the final examinations before grades are due from the faculty. The college shall provide an online means for the submission of grades.

Except in documented emergencies, reasonably acceptable to the President (or his or her designee,) the President (or his or her designee) may impose discipline if grades are late. Late grades are defined as those turned in after 2:00 p.m. on the day grades are due. If the faculty member's grades are not turned in on the due date, the President (or his or her designee) shall send the faculty member an overnight express letter to notify the faculty member that they shall be subject to progressive discipline

### ***Section 3.12 Union to be Notified of Meetings***

The Board agrees to notify the Union of its regular and special meetings. In addition, a copy of the board packet for these meetings less any confidential exhibits will be made available to the College's Faculty Union President at approximately the same time as to the Board.

### ***Section 3.13 Superior Authority***

If any part of this Agreement is subsequently declared by legislative or judicial authority, or policies and guidelines of the Illinois Community College Board to be illegal or non-binding, all other provisions remain in force and will not be affected, so that this Agreement will remain whole with the voided provision(s) deleted. Advisory opinions by attorneys do not automatically void parts of this Agreement.

### ***Section 3.14 Management Rights***

The Board and administration hereby retain and reserve unto themselves all rights, powers, authority, duties, and responsibilities conferred upon or vested in them by law including, but not limited to, the right to:

- a. determine the purpose, mission, object, policies, and reasonable work rules and regulations of the College;
- b. determine the facilities, method, means, equipment, procedure, and personnel required to conduct the College programs;
- c. administer the personnel system of the College including, but not limited to, the recruitment, selection, appointment, evaluation, training, retention,

- promotion, assignment, discipline, suspension, demotion, and discharge of employees;
- d. direct, supervise, schedule, and assign the work force;
  - e. establish standards and criteria for performance including but not limited to program accreditation;
  - f. maintain the discipline and efficiency of the employees and the operation of the College;
  - g. establish, change, combine, or abolish programs;
  - h. establish educational policies, goals, and objectives based upon the College's mission;
  - i. take action on any matter in the event of an emergency;
  - j. delegate authority through recognized administrative channels, recognizing that the Board normally exercises most of its powers, rights, authorities, duties, and responsibilities through the President and members of the administrative staff; and
  - k. take whatever actions may be necessary or appropriate to carry out the mission of the College.
  - l. Reorganize departments, divisions and programs as it sees fit to carry out the mission of the College.

The parties agree that all customary and usual rights, powers, functions, and authority possessed by management are vested in the Board and administration and they shall continue to exclusively exercise such powers, duties, and responsibilities during the period of this Agreement except as limited by the specific and express terms of this Agreement.

### ***Section 3.15 No-Strike Provision***

The Union agrees that during the term of this Agreement it shall not authorize, instigate, promote, sponsor, or condone any strike, work stoppage, slow-down, picketing, or the spurious use of sick or emergency leave against the Board.

The Union recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every reasonable effort to induce bargaining unit members to do so. In the event any bargaining unit employee(s) engage in any of the activities herein prohibited, the Union agrees in good faith to take all necessary steps to induce those employees to cease such action. Any employee covered by this Agreement who violates the provisions of this Section may be disciplined up to and including discharge by the Board.

### ***Section 3.16 Meeting Space and Duplication Services***

The Board agrees to treat the Union no differently than any other in-house faculty organization with respect to providing an on-campus meeting place and duplication services.

### ***Section 3.17 Intellectual Property and Copyrights***

Any materials, processes, or inventions developed solely by the Faculty Member's individual effort, on the Faculty Member's own time, and at the Faculty Member's own expense, shall be the sole and exclusive property of the Faculty Member and may be copyrighted or patented, if at all, in his/her name.

The ownership of materials, process or invention produced solely for the College and at the College's expense shall vest in the College and be copyrighted or patented, if at all in the name of the College.

In those instances where materials, processes, or inventions are produced by a Faculty Member with College support by way of use of significant personnel time, facilities, or other College resources, but without direct financial support in the way of a stipend or other assigned monies, the ownership of the materials, processes, or inventions shall vest in, and be copyrighted or patented, if at all, by the Faculty Member. When the College chooses to provide support for such projects, the College may require the Faculty Member to grant a non-exclusive license to the College for the use of the materials providing that the license shall not be for more than three (3) years. Renewal of the license shall be contingent on the College providing adequate support for updating the material. If the support is financial, this will be a work for hire and as such the Faculty Member and the College will negotiate an agreement of such ownership in good faith.

Regardless of what is contained herein, the legal principals of fair use shall apply.

The Self-Authored Textbook Selection Procedure Policy shall be used as a guide herein.

### ***Section 3.18 Confidential Information***

The Union and its bargaining unit members shall abide by the Family Educational Rights and Privacy Act. The violation thereof shall constitute just cause for discipline.

The Board and the Union and the Union's bargaining unit members shall agree not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with Morton College when required due to the nature of faculty member's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of Morton College's business or financial information or any other confidential information that is disclosed to the faculty member or that the faculty member otherwise learns in the course of his or her employment, which shall include any and all student information. Faculty member's obligations hereunder,

with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.

### ***Section 3.19 Official Authority***

Bargaining unit members shall not represent to third parties that his/her opinions are the College's opinions unless written authority to do so is granted to the bargaining unit member by the Chief Academic Officer of the College, the President of the College, or both.

### ***Section 3.20 Union Use of Campus Mail Boxes and College Electronic Communications***

Union representatives shall have the right to place appropriate Union material in faculty member mail boxes and to use College electronic communication, subject to the Board policy on Information Technology Usage Policy and all other applicable Board and College policies. Any distribution must not be disruptive to College operations. All Union material placed in mail boxes must be Union related and materials must be identified as official Union materials and must not include any information relating to political candidates or campaigns.

### ***Section 3.21 Tenure***

Morton College and the Union agree to utilize the Tenure process developed by the parties and currently in place as the same may be changed from time to time through the collaborative efforts of the College and the Union.

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## **Article 4.0 Salary Rates of Pay for Faculty**

### ***Section 4.1 Employment Based on 36-Week Calendar***

Faculty members are hired to teach during a 36-week academic calendar to include not more than 165 actual work days rendered to the College. Full-time Faculty members are hired to teach during a 36-week academic calendar to include not more than 154 actual teaching days, 8 exam days, 2 seminar days (one in the fall and one in the spring), commencement, and up to 16 hours per year for training, if needed, all not to exceed a total of 165 days. Should the state change their requirements, the Board and the Union agree to amend this section.

### ***Section 4.2 Load***

The load policy for faculty shall be:

#### ***4.2.1 Normal Load***

The normal load is thirty (30) equated credit hours per academic year. Any deviation above thirty (30) equated credit hours per academic year shall be with the consent of the faculty member and approved by the Vice President of Academic Affairs and shall be paid according to the overload and summer pay schedule. Faculty members may not teach more than twenty-one (21) equated credit hours or teaching/instructional hours in any one (1) fall or spring semester unless approved in advance in writing by the Chief Academic Officer. However, faculty members who are scheduled up to 20 equated credit hours may add one additional course regardless of the credit hours. Equated Contact Hours for Released Time and/or Special Projects shall not be counted toward the limitation delineated in this provision. Every reasonable effort shall be made to ensure a faculty member is assigned a minimum of twelve (12) equated credit hours during both the fall and spring semesters. Notwithstanding the above, the following exceptions shall apply:

The maximum load for teachers teaching three (3) or more sections of ENG 101, ENG 102, ENG 086, ENG 088, ENG 071, ENG 151, ENG 152, and ENG 076 or in any combination during a semester shall be twenty-four (24) equated credit hours per year (provided that at least three (3) sections of the aforementioned classes are taught during each of the two (2) semesters) and twelve (12) equated credit hours per semester.

When a faculty member's cumulative load for the academic year is less than thirty (30) equated credit hours, the faculty member may be required to teach during the summer session without overload compensation. In this event, notification of appointment to the summer faculty, together with assignment to courses, shall be given to the faculty member in writing by the Vice President of Academic Affairs no later than thirty (30) days prior to the beginning of the summer session.

Every effort shall be made when enrollment warrants to limit the load to fifteen (15) equated credit hours per semester for those not teaching the above English courses and twelve (12) equated credit hours per semester for those who do teach these English courses.

#### **4.2.2 Laboratory Hours**

Laboratory type situations and Physical Education apply 1.00 factor for each scheduled contact hour as listed in the College class schedule.

#### **Section 4.3. Substitute Pay**

Any faculty member who substitute teaches shall be paid at the rate of \$62.50 per hour.

Faculty members shall submit a timesheet that shall be signed by the appropriate Dean each time the faculty member substitutes. Payment for such service shall be made to the faculty member no later than the second pay day following such service.

In the event a faculty member substitutes for more than two (2) consecutive weeks in the same course, the faculty member shall be paid at the appropriate overload rate, pro-rated and retroactive to the first (1<sup>st</sup>) day of substitution. In addition, the faculty member will receive a one-time stipend of three hundred and fifty dollars (\$350.00) for taking over a class for a minimum of eight (8) weeks.

#### **Section 4.4 Initial Placement on Salary Schedule Based on Prior Experience**

A regularly employed faculty member shall receive credit on the salary schedule as follows:

1. Previous college teaching shall be counted one-for-one not to exceed eleven (11) years' experience credit.
2. Previous high school teaching experience shall be counted one-for-one for the first five (5) years and two-for-one for the remaining years not to exceed nine (9) years' experience credit.
3. Previous teaching experience at levels lower than the ninth grade shall be counted two-for-one not to exceed four (4) years' experience credit.
4. Previous college teaching experience of at least one (1) year as an adjunct faculty member. Twenty-four (24) credit hours of teaching shall be equivalent to one (1) year of service, not to exceed three (3) years of service on the salary schedule.

Experience other than teaching but directly related to the field of employment at the College shall be allowed up to a maximum of ten (10) years according to the following criteria:

5. All faculty shall be treated equally.
6. Experience shall be considered only if the faculty member was employed on a full-time basis in the same field in which the faculty member is engaged to teach.

7. At least nine (9) months of such employment shall be necessary to allow one year's credit on the salary schedule.
8. College substitute teaching shall be applied as experience credit on the salary schedule up to a maximum of three (3) years. Substitute teaching in this context is interpreted to mean full-time and continuous teaching for not less than a complete semester at any one time.
9. More than one type of experience may be used for placement on the salary schedule, but in no case shall the total experience credit allowed exceed eleven (11) years.
10. Part-time teaching experience shall not be counted for placement on the salary schedule.
11. Causes regarding placement on the schedule based on experience arise at the time of placement on the schedule and must be raised by the faculty member within the first thirty (30) days after hiring.

#### **Section 4.5 Salary Schedules**

Salaries shall be raised for all faculty members as follows: (1) 4.75% for the 2024-2025 academic year; (2) 4.5% for the 2025-2026 academic year; (3) 4.25% for the 2026-2027 academic year; and (4) 4.0% for the 2027-2028 academic year. A one-time stipend of seven hundred and fifty dollars (\$750.00) shall be paid to all active faculty members upon the full execution of this Agreement. All retroactive salary increases for the 2024-2025 academic year shall be paid to active faculty members only. Salaries shall be based on Appendix A, and shall be applicable to all Board approved faculty who serve during the period covered by this Agreement. Each faculty member shall be placed on the salary schedule at his or her appropriate place with respect to recognized experience credit and training. For purposes of clarification, the PhD lane shall be applicable to faculty members who have obtained a PhD or a terminal degree in their area of study in which they have completed a minimum of 90 graduate semester credit hours. (See Appendix A for All Salary Schedules)

The Salary Schedule shall be adjusted as follows for this Agreement only:

1. The College shall eliminate the first four steps to the salary schedule across the board for each lane. Thus, the current Steps 0, 1, 2 and 3 will be eliminated.
2. The "Step 0" will be eliminated completely and be renamed "Step 1."
3. All current faculty members will have their Step level decreased by three steps. For example, a current Step 4 faculty member will be at Step 1 for the beginning of the 2024-2025 salary schedule (Appendix A Salary Schedule shall control).

*Current Steps 31 to 35 will be truncated into one step. This step will be renamed "Step 31 and above." Faculty members who shall not receive a salary increase as detailed above due to being in "Step 31 and above" for more than one year shall be entitled to a 3.5% COLA increase.*

## **Section 4.6 Retirement**

A faculty member who presents evidence of having filed for retirement benefits from the State Universities Retirement System of Illinois shall be defined as having retired. Such a faculty member shall be defined as a Faculty Emeritus. All faculty members who have filed for or anticipate filing for retirement benefits from the State University Retirement System of Illinois shall inform the College no later than six (6) months before their retirement date.

### **4.6.1 Benefits Accorded**

Post-retirement benefits will consist of:

1. Teaching after Retirement: The retiree has the option of teaching available courses in their department/discipline. Service at the college as a full-time instructor will be used for placement on the adjunct salary scale. This benefit should not be construed to imply a guarantee of future employment.

***Tuition Waiver: The retiree is eligible to enroll in a single college credit course per semester at Morton College during the first week of classes with 100% of tuition waived by the Board for up to two years following their retirement. The retiree will be responsible for course fees.***

## **Section 4.7 Faculty Assistance to Clubs**

Faculty members shall be encouraged to volunteer their assistance in the activities of any club. Club advisors shall be nominated by the respective clubs and approved by the Chief Academic Officer. There shall be no extra pay for assisting in the activities of any club.

## **Section 4.8 Overload, Summer, and Class Size Differential Pay**

### **4.8.1 Overload and Summer Pay**

Payment to faculty members teaching courses or performing services for overload and summer credit hour pay rate shall be based on Appendix B Payment to faculty members teaching courses or performing services requiring the calculation of an hourly rate shall be set forth in Appendix B.



#### ***4.8.2 Class Size Differential***

Full-time faculty shall be entitled to payment, based upon the following formula, based upon the number of students enrolled in a specific course on the seventeenth (17<sup>th</sup>) day of the semester which are beyond the prescribed class size for that particular course. The formula is as follows:

$$\text{Overload rate} \times \text{ECH} \times \text{Number of Students exceeding the prescribed class size} \times 0.03$$

The payment shall be made on October 15<sup>th</sup> in the Fall Term, March 15<sup>th</sup> in the Spring Term and July 15<sup>th</sup> in the Summer Term, and equally divided between the remainder of the payroll periods for such semester.

Prescribed class shall not exceed thirty-two (32) or the number reflected as the maximum class size in the Student Information System. The President (or his or her designee) may designate certain class sizes to be less than thirty-two (32). The faculty may, upon their own request, meet and discuss the prescribed class size with the President (or his or her designee). Students may be registered beyond the prescribed class size with the express permission of the instructor teaching the section of the course. However, faculty may not authorize registration of students beyond the safe physical capacity of the classroom.

#### ***4.8.3 Adjunct Faculty Differential***

Full-time faculty overload shall never be compensated at a rate lower than adjunct faculty teaching the same course. Adjunct faculty shall never be assigned a load greater than 9.0 ECH during a semester unless said assignment is because of unusual and extenuating circumstances and consent to such assignment shall be evidenced in writing and signed by the College's Faculty Union Chief Academic Officer and Secretary.

### ***Section 4.9 Professional Growth Credit***

Professional Growth Credit (PGC) for the purpose of horizontal movement on the salary schedule may be awarded to faculty upon prior recommendation of the appropriate Dean and prior signed **written** approval of the Chief Academic Officer. The specifics and rationale for such activities shall be submitted for approval in writing thirty-seven (37) calendar days before an application or registration with an external agency is due or thirty-seven (37) calendar days before the professional growth activity is to begin if there is no application or registration required. The approval or denial of the activity shall be forwarded to the faculty member at least two (2) weeks (based on calendar days) before the application or registration with the external agency is due or the professional growth activity is to begin if there is no application or registration required. A copy of the signed written approval shall be given to the College's Faculty Union President, Secretary, or both. If the activity is denied by the administration, it will be accompanied by a rationale for such denial. The faculty member shall have the right to immediate appeal to the President of the College.

All PGC activities requested by faculty shall be directly related to (1) current teaching or (2) advancements in technology and/or pedagogy related to the faculty member's field of instruction.

As a general rule, no more than six (6) PGC per semester and nine (9) PGCs per summer semester shall be approved. All experiences and class work must be verified through official correspondence, records, or transcripts. The College reserves the right to request supplemental data for all experiences not documented by traditional transcripts from institutions of higher learning.

#### ***4.9.1 PGC Activities***

PGC shall be considered for the following types of activities:

##### ***4.9.1.1 Credit Course Work***

Graduate and undergraduate course work from accredited or established institutions of higher learning are PGC activities. PGC shall be equivalent to the semester credit hour calculation for the given course.

##### ***4.9.1.2 Seminars, Symposiums, Workshops, In-Service Programs, and Non-Credit Course Work***

Attendance and/or presentation at a seminar, symposium, workshop, in-service program, and/or non-credit course work may constitute PGC if the conditions below are met. Such activities shall be offered by accredited, established, or reputable agencies. PGC shall be based on a ratio of one (1) semester credit hour to fifteen (15) hours of actual contact experience.

A faculty member may accumulate no more than thirty (30) PGCs from attending, presenting, or both at seminars, symposiums, workshops, in-service programs, and non-credit course work. Faculty members may use a maximum of six (6) of these PGCs for any one (1) lane movement on the salary schedule.

##### ***4.9.1.3 Summer Occupational Experience***

All such experience shall be for the purpose of acquiring new discipline knowledge accessible only through this vehicle or maintaining the state of the art as applied in the field. A detailed self-analysis of the occupational experience shall be submitted to the Chief Academic Officer before October 1 of the year following the experience for PGC consideration. During any four-year period, only two (2) years shall be eligible for professional growth credit. Summer occupational experience PGC shall be based on a ratio of one (1) semester credit hour equal to one hundred (100) clock hours of actual occupational experience.

#### **4.9.2 Faculty Without a Degree**

Faculty hired with less than a Bachelor's degree shall be placed on the BA level with the appropriate number of years of experience credit. After three (3) years from date of employment, such faculty shall become eligible for PGC placement as indicated below:

<b><u>Earned PGC</u></b>	<b><u>Lane Placement</u></b>
12-23	BA + 12
24 or more	BA + 24

Faculty with less than a Bachelor's degree in the area of instruction or an acceptable related field are not eligible for advancement beyond Lane BA+24. For the purpose of administering this section, it shall be understood that the salary lane placement does not establish degrees, nor will it be interpreted as being degree equivalent.

#### **4.9.3 Timeline for Salary Lane Advancement**

A faculty member requesting a salary lane advancement shall submit an application to the appropriate Dean before October 1 of the academic year in which the advancement is sought. A faculty member requesting a salary lane advancement shall submit an application to the appropriate Dean before March 1 of the academic year in which the advancement is sought for the spring semester (in which case, if granted, said lane advancement shall only be effective for the spring semester). A copy of all granted advancement requests and/or denials shall be sent by the administration to the College's Faculty Union President and Secretary.

#### **4.9.4 Salary Lane Advancement for PhD Lane**

Any faculty member in the PhD lane shall have the ability to earn PCGs toward the PhD+12 lane in a manner consistent with the policies and procedures hereinabove delineated.

#### **Section 4.10 Board to Fund Worthwhile Educational Projects**

The Board agrees to provide twenty thousand and 00/100 dollars (\$20,000.00) per year to be used at the discretion of the President of the College as grants-in-aid to faculty for worthwhile educational projects of direct benefit to the College. Such funding may be used to help defray travel expenses and the purchase of necessary supplies or equipment, but shall not be limited to these.

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## **Article 5.0 Personnel Policies and Procedures**

### ***Section 5.1 Faculty Personnel Files***

The official personnel files located in the Human Resources Office shall be the only official file and shall be complete. All material judged by any member of the administration worthy of preservation for the record shall be put in the official file. Upon written request, a faculty member shall have the opportunity of reviewing his or her file. There may be a periodic review of all the material in the file by the faculty member and the Chief Academic Officer (or his or her designee). The faculty member may request and the Chief Academic Officer may recommend to the President of the College that material in the faculty member's file be removed and destroyed. Only the President of the College may authorize the removal and destruction of material from the official personnel file.

#### ***5.1.1 Placement of Material in File***

No material relative to a faculty member's conduct, service, or personality shall be placed in the official file unless the faculty member has had an opportunity to read the material. This excludes confidential letters of recommendation that may have been received prior to a faculty member's employment by the College. The faculty member may acknowledge that he or she has read such material by affixing his or her signature on the copy to be filed, with the understanding that such signature merely signifies that he or she has read the material to be filed and does not necessarily indicate agreement with its content. A faculty member shall have the right to answer any material filed, and his or her answer shall be attached to the file copy. A faculty member shall have the obligation to provide a copy of his or her answer to the person originating the material that is filed.

#### ***5.1.2 Reproduction of Material in File by Faculty Member***

A faculty member shall be permitted to reproduce any material, exclusive of confidential letters of recommendation, in his or her official file. The content of these official files may not be removed from the office, and the faculty member shall arrange with the President's secretary for reproduction of desired materials.

### ***Section 5.2 Dismissal of Faculty***

All dismissals of faculty shall be in accordance with Chapter 110 of the Illinois Compiled Statutes (Illinois Public Community College Act).

### ***Section 5.3 Performance of a Faculty Member***

In the event the President of the College or any other administrator has reason to believe a faculty member may not be able to perform his or her professional duties, a conference with the faculty member shall be convened. The faculty member shall be notified in advance of the purpose of this conference.

Whenever a faculty member is summoned for an interview or hearing for the record which may lead to disciplinary action, the faculty member shall be given three (3) weekdays written notice; and such written notice shall both specify the nature of the business or charges being brought against the faculty member and advise the faculty member of the right of representation of his or her choosing throughout all meetings or conferences dealing with the matter. Both the faculty member and the administration shall have the right to present and examine witnesses and to cross-examine witnesses and the faculty member or his or her counsel shall be given full opportunity to deny, refute, and to rebut all charges against the faculty member. All conferences shall be scheduled at a time and place which will afford ample opportunity for all persons who are entitled, including representatives of and witnesses for the faculty member, to attend. The administration shall make available to the faculty member such authority as it may possess to require the presence of witnesses. While the investigations or hearings are taking place, though a faculty member may be under summary suspension, his or her rights are not to be prejudiced. This means that the faculty member shall continue to receive full pay pending final adjudication. After the above process has been completed, the faculty member shall have the right to use the Grievance Procedure if he or she feels that his or her rights have been violated.

#### ***Section 5.4 Vacancies***

The President of the College shall post notices electronically on the intra and internet College sites listing all vacancies in administrative and staff positions in the College. Qualifications and duties for such positions shall be included in the notification.

#### ***Section 5.5 Written Confirmation of Employment***

Each faculty member shall receive an annual written confirmation of employment specifying his or her salary and placement on the salary schedule. Electronic distribution is acceptable and will include electronic notification to faculty members. Such notification shall be provided to each faculty member within 30 days of the start of the academic year.

#### ***Section 5.6 Faculty to be Represented in Selection of President of the College***

All committees established for the purpose of selecting a President of the College shall include three (3) faculty members to be selected by the union.

#### ***Section 5.7 Removal of Faculty from Classroom***

No faculty member shall be removed from the classroom or barred from carrying out his or her normally assigned duties and professional obligations without the observance of academic due process.

The President of the College (or his or her designee) shall have the responsibility of determining whether a faculty member's presence on the College campus or at a College activity constitutes a danger. This determination will be made when the faculty member's continued presence constitutes a real and present danger of physical harm to the faculty member, to students, or to other persons. In such an event, the faculty member shall be removed, and within twenty-four (24) hours the President of the College shall give a written statement to the faculty member specifying the circumstances which prompted the removal order and the specific reason(s) therefore. A copy of this order shall be sent to the Union Chairperson. Such removal or prohibition from carrying out assigned duties shall not affect the status of the faculty member as it relates to compensation and welfare benefits. These benefits shall be paid under the terms of this Agreement until such time as a hearing has been concluded by the Board. This hearing shall be consistent with the method of conference and hearing set forth in the Grievance Procedure of this Agreement. The decision of the hearing shall be in writing and shall not go into effect until signed by the Board and delivered to the faculty member.

## ***Section 5.8 Reduction in Number of Faculty Members***

### ***5.8.1 Release of Tenured Faculty***

Before a tenured faculty member is released, every effort shall be made by the College to place the faculty member in another faculty position for which, by experience and training, that faculty member is qualified. Notice of intent to terminate a tenured faculty member by reason of cutbacks shall be given in writing by the President of the College not later than March 1. This provision shall not be construed to cancel or reduce any legal rights to which the faculty member is entitled under tenure law.

### ***5.8.2 Faculty Members Released According to Seniority in Discipline***

Faculty members shall be released according to discipline seniority, with those faculty with the least seniority in the discipline affected to be released first.

## ***Section 5.9 Evaluations of Faculty Members***

In accordance with the Illinois Public Community College Act, 110 ILCS 805/1 *et seq.*, the College shall conduct evaluations of faculty members as follows:

1. All non-tenured faculty members shall be evaluated each academic year by their Dean or designee to measure their pedagogical performance using an evaluation process that was in effect during the 2023-2024 academic year. The main purpose of these evaluations shall be for the purpose of objectively assessing the non-tenured faculty members' job performance and providing meaningful feedback and suggestions for improvement. These evaluations may also be used for disciplinary purposes up to and including dismissal from employment.

2. Tenured faculty members shall be evaluated once every three academic years by their Dean or designee to measure their pedagogical performance using an evaluation process determined by the Evaluation Committee set forth in Section 5.9(3) below. These evaluations shall be for the purpose of objectively assessing the faculty members' job performance and providing meaningful feedback and suggestions for improvement. It shall not be used as a disciplinary tool.
3. An Evaluation Committee shall consist of three members of the Union and three members of the College administration with each side selecting their members. The Evaluation Committee shall discuss and recommend each aspect of the evaluation process for tenured faculty members. These recommendations shall be submitted to the College President who shall have final authority in deciding the evaluation process.

## **Article 6.0 Working Conditions**

### ***Section 6.1 Parking***

The College shall make every reasonable effort within the limits of its authority and means to provide parking for faculty members on or near the campus(es).

### ***Section 6.2 Office Equipment***

College faculty members shall have available for their use necessary office furniture and equipment. Telephone service will be provided within reasonable proximity to all College faculty office areas.

### ***Section 6.3 Lounge***

A lounge shall be provided for College faculty and staff according to the availability of space.

### ***Section 6.4 Faculty to Work with Planners and Architect***

Faculty members shall be selected by each discipline or related discipline to work with educational planners and architects in preparing specifications as they relate to educational issues prior to the architectural basic design stage for new construction or remodeling of College facilities.

**Whenever the College undertakes changes to a classroom, laboratory or other area that serves an academic function or are for the exclusive use for faculty and staff, the College will notify the Union so that the Union and faculty members may provide input and recommendations regarding the selection of equipment, furniture and other proposed changes. It is understood and agreed that the College shall hold the final decision-making authority on all such issues.**

## ***Section 6.5 Medical Emergencies***

The College administration shall provide the faculty with instructions for handling medical emergencies.

## ***Section 6.6 Activities Calendar***

An activities calendar shall be issued at least once each semester to each faculty member.

## ***Section 6.7 Duplication Center***

The duplication center shall be available to make copies, provide typing, and regular duplication center functions, including scanning and faxing, during the hours of 7:30 am to 9 pm, Monday through Thursday and will be open 8:00 a.m. to 12:00 pm on Friday.

# **Article 7.0 Leaves**

## ***Section 7.1 Sick Leave***

Absence approved as “sick leave” shall, in general, be the absence owing to personal illness or incapacity which prevents a faculty member from performing his or her teaching or other professional duties.

### ***7.1.1 Regular Sick Leave***

The extent of Regular Sick Leave shall be fifteen (15) days each academic year at full pay. In the event that the full amount of annual leave thus allowed is not used, the unused amount shall accumulate as long as the faculty member is in continuous employment status with the College.

### ***7.1.2 Sick Leave Credited***

Each year, beginning with the first day of the fall semester, faculty members shall be credited with fifteen (15) days additional sick leave.

### ***7.1.3 Absence to be Subtracted***

Absence for sick leave shall be subtracted from the accumulated leave. Sick days may only be taken in half (missing one class or more but teaching at least one class that day) or one-day (teaching zero classes that day) increments

### ***7.1.4 Physician’s Certificate***

The Board may require a certificate from a licensed physician of the faculty member’s choice in the case of an absence as sick leave which exceeds three (3) continuous work days and/or in the event the faculty member has a suspicious pattern of absence



regardless of the number of continuous work days the employee is absent. The Board shall not require specifications as to said certification that may violate HIPPA, unless the employee agrees to legally waive said right. The Board shall continue to have the right to verify illness through other methods, including sending to a physician as designated by the Board.

## ***Section 7.2 Personal Leave***

Absence approved as personal leave shall be absence for reasons other than personal illness or incapacity and shall result in no loss of pay.

Personal leave shall not exceed four (4) days each academic year and shall not be accumulated from year to year, except that personal leave days which are unused at the end of a benefit year shall be converted into accumulated sick leave days in the next benefit year.

### ***7.2.1 Faculty Member to Inform Dean***

A faculty member shall inform his or her respective Dean of the reason for the need of a personal leave day before said day is taken. It is recognized by both the Board and the Union, however, that in cases of an emergency of faculty member may not be able to inform his or her respective Dean in advance. In such case, the respective Dean shall be notified by the faculty member of the reason for the personal leave day as soon as possible.

## ***Section 7.3 Jury Duty Leave***

Absence because of service on jury duty shall result in no loss of pay for the days absent.

## ***Section 7.4 Maternity Leave***

The parties will comply with the Pregnancy Discrimination Act.

Absence approved as maternity leave shall be absence during the period of pregnancy, birth, and recuperation from birth. No employee on maternity leave will be allowed to perform any job duties or responsibilities while on maternity leave.

Leave shall normally be for two (2) semesters. Under extenuating circumstances a faculty member may petition the Board for a one (1) semester extension upon recommendation of the President of the College. Faculty members shall notify the President of the College in writing of the intent to end their leaves according to the following schedule:

1. Returning from leave in the Fall – on or before March 1 of that year
2. Returning from leave in the Spring – on or before November 1 of the previous calendar year

#### **7.4.1 Compensation Options for Maternity Leave**

A faculty member on maternity leave may use accrued sick or personal days to receive compensation during the leave. Once accrued days are exhausted, the remainder of the maternity leave shall be unpaid.

During maternity leave, a faculty member must continue to pay all employee contributions for benefits during said leave.

All maternity leaves will run concurrently with FMLA leave. The College will request documentation from the employee to verify all maternity leaves.

#### **7.4.2 Not Counted as Teaching Experience**

***Maternity leave shall not be counted as teaching experience and shall not be counted toward advancement on the salary schedule.***

#### **Section 7.5 Family Medical Leave Act (FMLA)**

The parties will comply with the FMLA, 29 U.S.C. 2601, et seq.. All paid leave and vacation shall be taken concurrently with FMLA Leave.

#### **Section 7.6 Military Leave**

The College will comply with all state and federal laws related to military leaves requested by faculty members.

#### **Section 7.7 Sabbatical Leave**

Sabbatical leaves may be granted for study or research that benefits the College.

##### **7.7.1 Sabbatical Leave Request**

A plan for the period of leave shall accompany the request for leave, which shall be submitted in writing to the faculty members' Dean first. After approval from the Dean, the sabbatical leave request shall be directed to the Chief Academic Officer of the College for approval prior to March 1 for the Fall semester, and June 1 for the Spring semester. If the Dean denies the sabbatical leave request, the faculty member may appeal to the President of the College for approval. Requests may be placed on the Board agenda no later than the regular April meeting for action. Decisions regarding the approval of a request shall be based on:

1. Purpose of the sabbatical
2. Quality of service performed by the faculty member since previous sabbatical leave
3. Number of sabbatical leaves previously granted to the faculty member
4. Availability of qualified substitutes
5. Budget allocation

6. Recommendation of the Chief Academic Officer

**7.7.2 Number of Faculty Sabbaticals**

The number of faculty permitted at any one time to go on sabbatical leave shall not exceed one (1) faculty member from the same discipline nor more than two (2) faculty members in total.

**7.7.3 When Taken**

The first sabbatical leave may be taken after a faculty member's sixth (6<sup>th</sup>) full year of service; and subsequent sabbatical(s) may be taken after six (6) additional years of teaching service.

**7.7.4 Length of Sabbatical**

A sabbatical leave may be taken for either one semester or for one year. A sabbatical leave may not be taken for a fractional part of a semester.

**7.7.5 Compensation**

During the sabbatical leave, the faculty member shall receive one hundred percent (100%) of their base pay for one semester or sixty-five percent (65%) of their base pay for a full academic year.

**7.7.6 Fringe Benefits While on Sabbatical**

All fringe benefits such as comprehensive medical insurance and life insurance shall remain in force for the duration of the sabbatical leave. The Faculty Member contributions to medical insurance and life insurance shall also remain the same for the duration of the sabbatical leave.

**7.7.7 Report to be Submitted**

Faculty members returning from sabbatical leave shall submit a written report of their experiences to the President of the College, or report orally to the faculty or where a representative of the College administration is present, including but not limited to presentation to the College on a Seminar Day.

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### ***7.7.8 Agreement in Writing***

Before any leave is granted under this section, the faculty member shall agree in writing that, he/she will regularly report to the President (or his or her designee) regarding the sabbatical project and that in the event said faculty member fails to return to service at the expiration of such leave and to serve at the College for a period of at least one academic year, as defined in Section 2.4 of this Agreement, thereafter said faculty member shall refund all sums of money paid same by the Board during said sabbatical leave unless such faculty member is prevented from returning because of illness or incapacity, as certified by a mutually agreed upon physician.

### ***Section 7.8 Religious Leave***

Absence because of major religious observances shall result in neither loss of pay nor loss of personal leave. Such observance shall not exceed three days per academic year.

### ***Section 7.9 Statement of Leaves***

Each faculty member's personal and accumulated sick leave may be found on-line.

### ***Section 7.10 Reporting of Leave***

All employees shall report leave pursuant to Article 7 at least one (1) hour before the start of class, except in emergency situations. All personal and sick leave shall be reported to the office of the Chief Academic Officer (or his or her designee). In the event that the faculty member has a class before 8:00 a.m. or after 4:30 p.m., or cannot reach the office of the Chief Academic Officer (or his or her designee), that member shall call the campus safety office to report their leave. Failure to call in will result in the employee being charged a sick day and will count as an unexcused absence and may result in disciplinary action.

This reporting of leave procedure is subject to revision by the College. The College will publish all new reporting procedures in its Faculty Handbook after the College gives notice of its proposed procedure to the Union thirty (30) days in advance of the effective date of the revised procedure.

### ***Section 7.11 Leave for Union Activities***

Faculty members elected as delegates to the annual conventions of the Illinois Federation of Teachers or the American Federation of Teachers shall be released from their assigned duties on the days of such conventions. Additionally, the President of the Faculty Union (or his or her designee) shall be released from his or her assigned duties in order to attend the Annual Higher Education Conference.

Faculty members elected as an officer of Local 1600 shall receive unpaid release time for the term of office according to the following schedule:

- a. Local President– Full unpaid release time for the duration of the term. The faculty member may remain on the College insurance program and the union shall reimburse the College for the total insurance costs of such employee.
- b. Other Local Officers – The College will allow one-fifth (one day per week) unpaid release time for one other elected officer. The faculty member may continue on the College payroll per the terms of the preceding sentence.

### ***Section 7.12 Bereavement Leave***

The College may grant up to five (5) paid workdays of leave to faculty members in the event of the death of an immediate family member to attend the funeral (or alternative to a funeral) of the employee's immediate family member, make arrangements necessitated by the death of an employee's immediate family member, or grieve the death of the employee's immediate family member. For purposes of this policy, an employee's "immediate family member" shall be defined as the employee's husband, wife, domestic partner, mother, father, brother, sister, children, grandchildren, grandparents, mother-in-law, father-in-law, stepparents, or any other relative within the first degree living in the same household. Additionally, faculty members will be allowed to take an additional five (5) workdays of unpaid bereavement leave, which a faculty member may use any accrued sick or personal days so that he or she may be compensated for this time off.

An employee may also be granted up to two (2) paid workday of leave due to the death of a relative outside the immediate family or household. This would include an employee's aunt, uncle, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and cousin (within the first degree).

This leave must be completed within 60 days after the date on which the employee receives notice of the death of the family member. The College may require reasonable documentation to support any requested bereavement leave, which may include a death certificate, a published or electronic obituary notice, or written or electronic verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Nothing in this policy shall be interpreted as increasing the total amount of time off available to an employee under the Family and Medical Leave Act or any other policy. Faculty members may also use other accumulated leave days as needed for bereavement leave.

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### ***Section 7.13 Paternity Leave***

A faculty member shall be entitled to up to four (4) weeks of unpaid paternity leave for the birth or adoption of a child by the faculty member's spouse or domestic partner. The College will request documentation from the employee to verify the legitimacy of this leave.

A faculty member may use accrued sick or personal days during paternity leave to receive compensation during the leave. Paternity leave may not be used to extend a FMLA leave. Additionally, a faculty member must continue to pay all employee contributions for benefits during any paternity leave.

No employee on paternity leave will be allowed to perform any job duties or responsibilities while on paternity leave.

### ***Section 7.14 Waiver of Paid Leave for All Workers Act and Cook County Paid Leave Ordinance***

The parties understand and agree that they are waiving each and every provision of the Cook County Paid Leave Ordinance, Ordinance No. 24-0583, such that it shall not apply to any bargaining unit employee during the length of this Agreement. This provision satisfied the Cook County Paid Leave Ordinance waiver requirement that it be an explicit, clear, and unambiguous waiver in accordance with Section 42-5 of the Ordinance.

The parties further agree that they are waiving each and every provision of the Paid Leave for All Workers Act, 820 ILCS 192/1 *et seq.*, such that it shall not apply to any bargaining unit employee during the length of this Agreement. This provision satisfies the Act's waiver requirement that it be an explicit, clear and unambiguous waiver in accordance with Section 15(n) of the Act.

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## **Article 8.0 Faculty Group Organization and Responsibilities**

### ***Section 8.1 Participation in Employment Activities***

Screening, interviewing and selecting of all new faculty members shall be performed by a committee consisting of three (3) faculty members, the Chief Academic Officer (or his/her designee), and the Director of Human Resources ("hiring committee"). The Chief Academic Officer (or his/her designee) shall serve as the Chair of the hiring committee. The Chief Academic Officer, at his/her sole discretion, can invite other academic level administrators to participate in the selection process.

The faculty representation on the committee shall consist of two (2) faculty members in the same or substantially similar discipline and one (1) faculty member designated by the faculty Union. The Chief Academic Officer (or his or her designee) is charged with the responsibility of contacting outside sources, such as university placement offices, and accepting and acknowledging applications for employment. Faculty members may also submit names of possible candidates.

The hiring committee shall receive all the applications and vet the same. The faculty members and the Chief Academic Officer (or his or her designee) on the hiring committee shall recommend its top three (3) applicants to the President of the College. If a new faculty member is hired, the President shall make his or her selection from the top candidates proposed by the hiring committee.

### ***Section 8.2 Summer School and Overload Assignments***

No faculty member who has requested a summer session or overload pay assignment for courses that he or she is qualified to teach (but limited to twenty-one (21) equated credit hours or teaching/instructional hours) shall be denied such assignment while a person not a regular member of the faculty is assigned such courses. Such requests must be received by the College pursuant to the following schedule:

Fall Term - All requests for Fall Term overload assignment must be received by the College by April 15<sup>th</sup> of the year in which the overload is taught.

Spring Term - All requests for Spring Term overload assignment must be received by the College by October 15<sup>th</sup> of the year preceding the year in which the overload is taught.

Summer Term - All requests for Summer Term assignment must be received by the College by March 1<sup>st</sup> of the year in which the summer class/overload is taught.

Priority for teaching summer school or overload classes shall be as follows:

1. Qualified faculty in the discipline.
2. Other qualified professionals

Notwithstanding the above, no faculty member shall have an overload if another faculty member is under-loaded and is qualified to teach the overload course. Qualifications shall be determined by the Chief Academic Officer (or his or her designee) after consultation with the faculty member concerned. The Chief Academic Officer (or his or her designee) shall have the final responsibility for making this assignment. No faculty member shall have a semester load exceeding twenty-one (21) equated credit hours or teaching/instructional hours (normal + overload) without the approval of the Chief Academic Officer. Any full-time faculty member shall enjoy bumping rights to any course taught by an adjunct faculty member (even for consideration in overload) at any time prior to the first (1<sup>st</sup>) day of instruction of said course.

### ***Section 8.3 Examination Proctoring***

The responsibility for proctoring examinations shall be that of the faculty. Final examinations shall be given at the time and on the date so indicated during the final examination week unless the faculty member has received written permission from the Chief Academic Officer to give the final exam at an alternative time. Such a request must be submitted to the Chief Academic Officer at least two (2) weeks prior to the final examination week; a copy of the Chief Academic Officer's approval or denial shall be forwarded to the College's Faculty Union President, Secretary, or both.

### ***Section 8.4 Course Data Forms***

The appropriate Dean shall provide all faculty members with current Course Data Forms. The faculty members shall be required to follow these Course Data Forms.

### ***Section 8.5 Course Offering***

Course offering procedures are as follows:

1. The appropriate Dean shall consult faculty to determine courses to be offered each semester.
2. Any disagreement between the Dean and faculty shall be reported to the Chief Academic Officer for further discussion and consideration.
3. If the disagreement is unresolved, the President of the College shall have the responsibility for making the final decision.

### ***Section 8.6 Teaching Assignments***

Teaching assignment procedures are as follows:

1. The appropriate Dean shall consult faculty members to determine teaching assignments each semester. These consultations shall focus on a faculty member's qualifications for teaching a specific course and the benefits of rotating teaching assignments among qualified faculty members.
2. Any disagreement between the Dean and faculty shall be reported to the Chief Academic Officer for further discussion and consideration.



3. If the disagreement is unresolved, the President of the College shall have the responsibility for making the final decision.

Assignments are to be based upon recognized criteria of qualifications for the course to be taught and shall also take into account the desirability of rotation among fully qualified instructors for a particular course.

## **Article 9.0 Professional Responsibilities**

### ***Section 9.1 Full-time Employment Based on 36-Week Calendar***

Full-time Faculty members are hired to teach during a 36-week academic calendar to include not more than 154 actual teaching days, eight (8) exam days, two (2) seminar days (one in the fall and one in the spring), commencement, and up to sixteen (16) hours per year for training, if needed, all not to exceed a total of 165 days. Should the state change their requirements, the Board and the Union agree to amend this section.

### ***Section 9.2 Student Advisement***

With regard to student advisement and registration, faculty members shall serve in an advisory manner on questions relevant to their disciplines.

### ***Section 9.3 Unit Meetings***

It is the professional responsibility of each faculty member to attend monthly unit meetings and the failure to do so, absent a prior arrangement with the Chief Academic Officer will result in the loss of one-half a sick day.

### ***Section 9.4 Accreditation Activities***

It is the professional responsibility of each faculty member to contribute to and cooperate with the committees formed to insure the continued accreditation of the College.

### ***Section 9.5 Committee Work***

It is the professional responsibility of each faculty member to contribute to and do committee work that benefits the College.

#### ***9.5.1. Teaching and Learning Center Events***

Faculty members are encouraged to attend at least three (3) official different Teaching and Learning Center events in their entirety during the course of each academic calendar year.

### ***Section 9.6 Certified Class List***

It is the professional responsibility of each faculty member to submit an accurate and certified 10<sup>th</sup> day, mid- semester class roster in a timely manner as mandated by a governing authority or as otherwise required by the College.

### ***Section 9.7 Preparations***

No faculty member shall be required to have more than three (3) preparations. An assignment to either a scheduled laboratory, or an open laboratory, shall constitute a preparation except when lecture and laboratory are scheduled for the same course. Notwithstanding the above, the standards for Physical Education shall be four (4) preparations with three (3) different activities equated as one (1) preparation.

### ***Section 9.8 Office Hours***

Faculty shall provide a minimum of six (6) contact hours for office time per week for consultation with students. Office hours shall not be scheduled in modules of less than one-half hour (30 minutes) per day nor shall less than one (1) thirty-minute (30) module be scheduled each scheduled teaching day. All faculty members shall post office hours on their office door during the first week of each semester and record the same with the Chief Academic Officer.

### ***Section 9.9 Length of Teaching Schedule***

The maximum length of a teaching schedule shall be no more than eight (8) consecutive clock hours per day except by consent of the faculty member.

### ***Section 9.10 Cooperative and Grant Programs***

For cooperative and grant programs such as Career Internship, a normal load is fifteen (15) credit hours with three (3) credit hours of credit for the internship program for 1-20 students, four (4) credit hours for 21-25 students, five (5) credit hours for 26-30 students, and six (6) credit hours for 31-35 students.

### ***Section 9.11 Independent Study***

An Independent Study course shall be defined as supervising and instructing students in a special topics course not otherwise offered by the College in a classroom format on an individual basis. A Course by Arrangement (CbA) shall be defined as supervising and instructing students in an existing course on an individual basis.

All independent study arrangements require the division dean's approval; only in exceptional circumstances will an instructor be assigned more than one Independent Study Section.

**Calculation:**

$$\frac{\text{\# of students} \times \text{\# of credits}}{10} = \text{ECHs}$$

(E.g., 1 student, 1 credit = .1 ECH,  
4 students, 3 credits = 1.2 ECHs,  
3 students, 5 credits = 1.5 ECHs)

OR

$$(\text{\# of students} \times \text{\# of credits}) \times .1 = \text{ECHs}$$

\*This calculation shall be done on the tenth (10<sup>th</sup>) day of the semester. The payment shall be made beginning at mid-term and equally divided between the remainder of the payroll periods for such semester.

However the minimum shall be .33 ECH and not be part of regular load, and no more than one independent study course per faculty per semester shall be allowed, unless more than one is approved in writing by the Dean.

### **Section 9.12 Student Grades**

Student grades as reported by faculty members shall be final and may not be questioned if defined as pedagogically justifiable and reasonable by both the administrator and faculty members teaching the same or essentially the same subject. In the event that a student desires to appeal the grade, the process is as follows:

Within ten (10) school days of the grades being made available to the student, the student will notify the faculty member of their disagreement with the posted grade.

If the student and faculty member cannot reach an accord with respect to same within five (5) school days, the dean shall be notified by the student. The dean shall consult with the faculty member.

If the dean and the faculty member fail to resolve the situation, then the dean shall, within five (5) school days, convene a committee comprised of three (3) full time faculty members teaching in the same discipline, or a related discipline when there are less than four (4) faculty members teaching in the same discipline.

If the committee so convened by the Dean, fails to reach a satisfactory resolution, then the faculty member or the student may, within five (5) school days, appeal to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs shall be final.

### **Section 9.13 Academic Freedom**

No restrictions whatever shall be in effect against the right of a faculty member freely to publish by printing or other means, information, opinions, or material in any media on any subject, except:

1. Those limitations which are applicable equally under the law to all citizens, such as those prohibiting libel and slander; and
2. Those limitations imposed by his or her special position in the community as a person of learning and an educational officer, which enjoin instructors to be at all times accurate, exercise appropriate restraint, and show respect for the opinions of others. Regulations now in existence or to be promulgated bearing on expression, oral or written, shall be applicable only in cases where a faculty member is acting in an expressly official capacity as a spokesperson for the institution or one of its duly designated subdivisions.

### **Section 9.14 Special Projects**

Special Projects are defined as non-teaching academic work that results in a defined work product or outcome. Examples of Special Projects include, but are not limited to, the following: (1) research the development of a new program; (2) write a grant proposal; and (3) conduct a market analysis related to a program. Such Special Projects must be pre-approved by the Department Chair, Program Coordinator, Dean, and Vice President of Academic Affairs. The Faculty Union President will be notified in writing of all approved Special Projects. Compensation for Special Projects will be based on the estimated time required to complete the task, according to the chart below:

<b>Estimated Time Spent Completing Task of Project</b>	<b>Compensation in ECH</b>
24 clock hours	0.5 load hour
48 clock hours	1 load hour
72 clock hours	1.5 load hours
96 clock hours	2 load hours
120 clock hours	2.5 load hours
144 clock hours	3 load hours

Faculty engaged in Special Projects are expected to provide periodic progress updates. Unless otherwise agreed upon in advance, all deliverables associated with the Special Project must be completed by the end of the semester in which the faculty member receives payment.

#### **9.14.1 Special Activities**

Special Activities are defined as non-teaching academic work or services performed either on a regular or intermittent basis, with the primary outcome being the activity itself. Examples of Special Activities include, but are not limited to, the following: (1) tutoring a

programs's at-risk students; (2) holding student workshops; and (3) specialized advising. These Special Activities may be assigned as needed, and the total number of hours may vary. Such Special Activities are compensated at an hourly rate and must be approved in advance by the Department Chair, Program Coordinator, Dean, and Vice President of Academic Affairs. The Faculty Union President will be notified in writing of all approved Special Activities.

The hourly rate for a faculty member engaged in a Special Activity is 0.0283 (or stated as a fraction 283/10,000) of the Credit Hour Rates shown in Appendix B.

#### **9.14.2 Faculty Union**

The College shall allocate to the Union for distribution as it sees fit during each school year of this contract, a flat stipend of \$13,000.00. The distribution of this stipend shall occur on July 1<sup>st</sup> of each year.

#### **9.14.3 Course Development and Course Conversion**

An active faculty member developing a new course shall receive the equivalent of 2 ECH for the development of a new course. Revising a course, such as keeping topical material current, does not constitute developing a "new" course. An individual private lesson does not constitute a "course." An active faculty member converting a traditional classroom course into an online course at the request of the administration shall receive the equivalent of 1 ECH for the conversion of a course the first (1<sup>st</sup>) time a traditional classroom course is converted to an online course.

Payments shall be made during the first (1<sup>st</sup>) semester during which the new course is taught and shall be at the regular academic year overload rate (not the summer rate, irrespective of whether the course is first taught during the summer session). Further, this provision is intended only for new courses which have been approved for development as evidenced by a written agreement signed by the Chief Academic Officer and the faculty member and a copy shall be furnished to the College's Faculty Union President and Secretary.

#### **9.14.4 Lab Preparations**

A faculty members may prep sciences labs for the use of an adjunct as long as he or she obtains the written permission of the supervising Dean at the beginning of the term of the semester. A faculty member who preps a science lab for the use of an adjunct shall receive the equivalent of two (2) ECH for the prepping of the lab per semester. Said release time shall not be considered as a part of base load. The maximum payment under this provision shall be two (2) ECH per semester irrespective of how many labs are prepped.

#### **9.14.5 Special Assignments**

Special Assignments are defined as specific roles that a faculty member may be assigned to from time to time. Examples of Special Assignments include, but are not limited to, the following: (1) Tutoring Center Director; (2) TLC Coordinator; (3) Assessment Chair; (4) Co-Curriculum Assignor; and (5) work performed while in an administrative role. Such Special Assignments must be pre-approved by the Department Chair, Program Coordinator, Dean, and Vice President of Academic Affairs. The Faculty Union President will be notified in writing of all approved Special Assignments. Compensation for Special Assignments will be based on the estimated time required to complete the assignment, according to the chart below:

<b>Estimated Time Spent Completing Task of Project</b>	<b>Compensation in ECH</b>
24 clock hours	0.5 load hour
48 clock hours	1 load hour
72 clock hours	1.5 load hours
96 clock hours	2 load hours
120 clock hours	2.5 load hours
144 clock hours	3 load hours

Faculty engaged in Special Assignments are expected to provide periodic progress updates. Unless otherwise agreed upon in advance, all deliverables associated with the Special Assignment must be completed by the end of the semester in which the faculty member receives payment.

#### **Section 9.15 Class Size**

Class size shall be flexible and shall be determined by the President (or his or her designee) after consultation with the respective faculty.

#### **Section 9.16 Online Courses**

New courses that a faculty member wishes to teach online must first be approved by the faculty member's Dean. Current face-to-face courses that a faculty member wishes to change to online courses must first be approved by the faculty member's Dean. **Also, faculty members may not change the modality of courses while they are being taught without first obtaining the approval by the faculty member's Dean.** The College maintains its authority to move online courses to face-to-face courses as may be needed for educational purposes and sound academic judgment.

The rate of compensation and class size for sections of classes taught online shall be

the same as if such section had been taught traditionally in the classroom.

Faculty members will be expected to switch a face-to-face class to an online class in the case of an emergency or snow day.

## ***Section 9.17 Department Chairs and Program Coordinators***

### ***9.17.1 Department Chairs and Program Coordinators***

Each Department Chair of Communications, Sciences, Social & Behavioral Sciences, Mathematics, Humanities & Fine Arts, and Business Technology shall receive four (4) ECH of release time and the sum of \$2,000.00 per semester during each of the semesters during the regular academic year and One (1) ECH and \$500.00 for the staffing for the summer semester. All Program Coordinators shall receive two (2) ECH of release time and the sum of \$1,000.00 per semester during each of the semesters during the regular academic year and \$500.00 for the staffing for the summer semester. Additionally, Program Coordinators shall receive one (1) ECH per each Fall and Spring semester in which he/she is actively pursuing and/or maintaining program accreditation as defined by the Dean.

Duties of the Department Chair and Program Coordinator shall include:

1. Preparing class schedules for the dean's review;
2. Proposing curricular changes for the dean's review;
3. Performing tasks related to student admissions, transfer, and graduation;
4. Responding to student appeals/complaints in accordance with college policy.
5. Additional Office Hours
  - a. For Department Chairs: Holding six (6) regular office hours in addition to his or her faculty office hours; two (2) of these six (6) office hours may be flexed;
  - b. For Program Chairs: Holding two (2) regular office hours in addition to his or her faculty office hours;
6. Recommending the hiring of adjunct faculty;
7. Mentoring faculty;
8. Leading program reviews and accreditations;
9. Facilitate assessment efforts for accreditation by coordinating initiatives among faculty in his or her department;
10. Helping recruit faculty and students; and
11. Suggesting collaborative initiatives.

#### **Additional Responsibilities**

1. Gathering data and preparing appropriate documents.
2. Serving on or chairing committees, as appropriate
3. Handling budget-related tasks, as directed by Dean.
4. Providing advice and counsel to the dean on faculty performance.

5. Performing other duties as assigned by the administration.

### **9.17.2 Department Chair and Program Coordinator Selection Process**

#### **A. Eligibility**

1. Only full-time faculty are eligible to become a Department Chair or Program Coordinator.
2. Eligible faculty may self-nominate or nominate another department member for consideration.
3. Nominations are to be submitted to the divisional Dean or Chief Academic Officer as appropriate for consideration.
4. Only written nominations will be considered. The written nomination should include appropriate rationale that identifies the candidates' commitment to the college and leadership capabilities.

#### **B. Appointment**

The divisional Dean shall review nominations submitted and recommend candidate to the Chief Academic Officer. The Chief Academic Officer will then recommend to the College President the candidate for consideration. The College Chief Academic Officer will appoint each Department Chair and Program Coordinator. Department Chairs and Program Coordinators will be filled based on the needs of the College and may remain open from time to time.

#### **C. Term of Office**

The term of office for Department Chairs and Program Coordinators shall ordinarily be three (3) years. Term appointments may vary based upon discretion of the appropriate administrator.

#### **D. Evaluation**

The College Dean or academic administrator and the Department shall annually evaluate the performance of the Department Chair and Program Coordinator. The evaluation process shall include the opportunity for faculty to provide written evaluation of the performance of each Department Chair and Program Coordinator. Earlier evaluations may be conducted if requested by the majority of the Department faculty by divisional Dean.

Upon completion of the evaluation, the Dean or administrator shall meet with the Department Chair and Program Chair to discuss the evaluation. A written summary of the evaluation shall be submitted to Chief Academic Officer.



## **E. Removal**

Rationales for removal shall be recorded through a performance evaluation conducted by the Dean or appropriate academic administrator. This evaluation may occur in the normal course of performance review or earlier depending on the circumstances. In those instances where the Department faculty has issued a vote of no confidence, the Dean or appropriate academic administrator shall immediately conduct a performance evaluation of the Department Chair or Program Coordinator.

The Department Chair and Program Coordinator shall have an opportunity to meet with the Dean or appropriate academic administrator and the Chief Academic Officer to discuss the proposed removal. The Chief Academic Officer shall make the final decision.

### **9.17.3 *Department and Program Chair Structure***

#### ***DIVISION: ARTS & SCIENCES***

#### **I. Department Chair of Communications**

English  
Foreign Language  
Speech  
Journalism

#### **II. Department Chair of Sciences**

- Engineering                      • Life Sciences                      • Physical Sciences
- Geology                              • Physical Education

#### **III. Department Chair of Social & Behavioral Sciences**

- Anthropology                      • Geography                      • Political Science                      • Sociology
- Economics                              • History                              • Psychology

#### **IV. Department Chair of Mathematics**

- Mathematics

#### **V. Department Chair of Humanities & Fine Arts**

- Art                                      • Music                                      • Theatre
- Humanities                              • Philosophy

***DIVISION: CAREER & TECHNICAL***

- I. Department Chair of Adult Education**
  - ESL
  - GED
- II. Department Chair of Business Technologies**
  - Accounting
  - Office Management Technology
  - Business
- III. Department Chair of Nursing**
- IV. Department Chair of Public Safety**
  - Fire Science
  - Law Enforcement
  - Paralegal
- V. Program Coordinator of Automotive**
- VI. Program Coordinator of BNAT**
- VII. Program Coordinator of Computer Aided Design**
- VIII. Program Coordinator of Information Systems**
  - Computer Information Systems
  - Computer Science
- IX. Program Coordinator of Early Childhood Education**
- X. Program Coordinator of Heating Ventilation & Air Conditioning**
- XI. Program Coordinator of Physical Therapy**

***Section 9.18 Prohibition of Holding Two Full-Time Teaching Positions***

No full-time faculty member shall hold two full-time teaching positions at one time. Any full-time faculty member holding two full-time teaching positions shall resign from the other full-time teaching position at the end of the semester once notified in writing by the College. Proof of resignation shall be required by the College.

The full-time faculty member's failure to resign from the other full-time teaching position within the time period set forth above shall result in the faculty member being terminated effective immediately by the College waiving any and all rights to seek any type of termination hearing under the Public Community College Act, 110 ILCS 805/1 *et seq.*

This Section shall apply immediately upon ratification by both parties to all current and future full-time faculty members.

### ***Section 9.19 Tenure Status After Holding Administrative Position***

A tenured full-time faculty member may accept an administrative position at the College to perform supervisory, managerial or executive functions without losing his or her seniority. The acceptance of this administrative position will be memorialized in an employment agreement (Employment Agreement) that shall last for no longer than a five (5) year period, which shall include all prior interim or temporary time holding an administrative position.

When the Employment Agreement expires, the individual may return to a full-time tenured faculty position, if one exists, and that person will regain his or her tenure effective immediately so long as there is no break in service between positions. However, this does not guarantee that the individual is entitled to a teaching position once the Employment Agreement expires.

During the time period that the employee is in an administrative position he or she will not lose his or her seniority that existed at the time the employee left the tenured faculty position. However, that person will not accrue seniority or any other benefit set forth in the collective bargaining agreement while in the administrative position.

Whether the employee is returned to a full-time faculty position from the administrative position is completely within the discretion of the College.

This section shall be applicable to all current employees that were tenured full-time faculty members that currently hold administrative positions and any future full-time faculty member as well.

This section shall not apply to interim or temporary administrative positions that are intended to only exist for a short period of time of one academic year or less. In those situations, the full-time faculty member shall be entitled to his or her teaching position or an equivalent position after the administrative position has come to an end.

## **Section 9.20 Course By Arrangement Language**

A Course By Arrangement (CByA) shall be held for low-enrolled classes at the discretion of the Dean. Faculty members teaching CByA classes shall be paid pursuant to the following formula: (1) One or two students attending class – paid at 50% of the full class rate; (2) Three or four students attending class – paid at 75% of the full class rate; and (3) Five or more students attending class – paid at 100% of the full class rate.

If getting paid a reduced class rate as set forth above, then a CByA will not be considered part of a faculty member's base load.

Faculty members may decline a CByA assignment.

## **Article 10.0 Fringe Benefits for Faculty**

### **Section 10.1 Medical Insurance**

#### **10.1.1 Employee Coverage**

The Employee agrees to pay the following percentage of the rate for the comprehensive medical insurance program provided by the College:

	SINGLE	SINGLE + SPOUSE	SINGLE + CHILD(REN)	FAMILY
YEAR	% EMPLOYEE CONTRIBUTION	% EMPLOYEE CONTRIBUTION	% EMPLOYEE CONTRIBUTION	% EMPLOYEE CONTRIBUTION
2024-2025	HMO 11% PPO 14%	HMO 17.5% PPO 17.5%	HMO 17.5% PPO 17.5%	HMO 31% PPO 36%
2025-2026	HMO 10% PPO 14%	HMO 22% PPO 22%	HMO 22% PPO 22%	HMO 30% PPO 34%
2026-2027	HMO 10% PPO 14%	HMO 23% PPO 23%	HMO 23% PPO 23%	HMO 30% PPO 34%
2027-2028	HMO 10% PPO 14%	HMO 25% PPO 25%	HMO 25% PPO 25%	HMO 30% PPO 34%

The Board agrees to pay the premiums for the comprehensive medical insurance program provided by the College less the employee's percentage of contribution as set forth in the chart above.

### ***10.1.2 Dependent and Family Coverage***

Participation shall be at the election of the faculty member. The member must disclose if coverage exists (or the potential for coverage) from any other source and must agree to coordinate benefits between the carrier for the College and the secondary source. Failure to do so will result in the loss of family and/or dependent coverage from the Board.

### ***10.1.3 Spouses Employed***

The Board agrees to pay, at the option of the faculty members, the full cost of dependent coverage for the comprehensive medical insurance program provided by the College in the case where spouses are both employed by the Board as faculty members.

### ***10.1.4 Cost Containment Committee***

A joint union-administration committee shall be formed to study and implement health insurance cost containment proposals. The committee shall consist of three (3) faculty members chosen by the Union Chapter Chairperson, three (3) classified staff members chosen by Union Chapter Chairperson, and three (3) administrators chosen by the President of the College. All information regarding the Medical Insurance Plan administered by the College's insurance carrier which is supplied to the College and which affects or could affect the insurance rates shall be supplied to this committee. At the time the College's insurance carrier convenes meetings with the administration in February to discuss and to propose cost containment measures, the President (or his or her designee) shall inform the committee and schedule the initial meeting during the month of February and invite the committee to be a full participant in these discussions. These meetings and discussions should take place during the months of February and March. The committee should make its recommendations concerning cost containment proposals no later than April 1 of each year of this Agreement. Plan options that will reduce the cost of health insurance shall be strongly considered by the committee. The committee recommendations on cost containment should be acted upon by the Board no later than June 30 of each year of this Agreement.

## ***Section 10.2 Dental Insurance***

### ***10.2.1 Employee Coverage***

The Board agrees to pay one hundred percent (100%) of the per annum individual rate for the dental insurance program provided by the College.

### ***10.2.2 Dependent Coverage***

The Board agrees to pay seventy-five percent (75%) of the per annum dependent rate for the dental insurance program provided by the College. Participation shall be at the election of the faculty member. The member must disclose if coverage exists (or the potential for coverage) from any other source and must agree to coordinate benefits between the carrier for the College and the secondary source. Failure to do so will result in the loss of family and/or dependent coverage from the board.

### ***10.2.3 Spouses Employed***

The Board agrees to pay, at the option of the faculty members, the full cost of dependent coverage for the dental insurance program provided by the College in the case where spouses are both employed by the Board as faculty members.

## ***Section 10.3 Vision Insurance***

### ***10.3.1 Employee Coverage***

The Board agrees to pay one hundred percent (100%) of the per annum individual rate for the vision insurance program provided by the College.

### ***10.3.2 Dependent Coverage***

The Board agrees to pay seventy-five percent (75%) of the per annum dependent rate for the vision insurance program provided by the College. Participation shall be at the election of the faculty member. The member must disclose if coverage exists (or the potential for coverage) from any other source and must agree to coordinate benefits between the carrier for the college and the secondary source. Failure to do so will result in the loss of family and/or dependent coverage from the board.

### ***10.3.3 Spouses Employed***

The Board agrees to pay, at the option of the faculty members, the full cost of dependent coverage for the vision insurance program provided by the College in the case where spouses are both employed by the Board as faculty members.

## ***Section 10.4 Term Life Insurance***

The Board agrees to pay for a group term life insurance policy with accidental death and dismemberment provisions for each faculty member equal to his or her annual salary rounded to the closest, lowest thousand dollars, but not less than \$35,000.

## ***Section 10.5 Long-Term Care Insurance***

### ***10.5.1 Employee Coverage***

An employee may participate, at their option and at their sole expense, in the long-term care insurance program offered by the College.

## ***Section 10.6 Tuition and Supplies***

If a faculty member is required by the Chief Academic Officer (or his or her designee) to take one or more courses, the faculty member shall be reimbursed for tuition, books, and supplies.

### ***Section 10.7 Other Benefits***

Other optional benefits to be paid for by the faculty member are:

- Additional group term life insurance with accidental death and dismemberment
- Qualified tax-sheltered retirement plan chosen from plans now offered and approved by the College
- Disability insurance
- Long-Term Care insurance options exceeding the base plan

### ***Section 10.8 IRS 125 Program***

The Board has implemented an IRS 125 Program. The Union agrees that its members shall undertake the payment of the enrollment, start-up, and monthly administrative costs of the Program, in full, as to each of them individually, at their option of joining said Program.

### ***Section 10.9 Authorized Deductions***

Upon appropriate written authorization executed by a bargaining unit member, the Board shall take deductions from employees' salaries for the following:

- Morton College Foundation
- Morton College Chapter, Local 1600 AFT Scholarship Fund
- Other organizations mutually agreed to by the Board and the Union

Such deductions shall be made in like manner and under the same conditions as apply to other deductions provided for in the Collective Bargaining Agreement between the parties.

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## **Article 11.0 Procedures for Grievance**

### ***Section 11.1 Definition***

A grievance shall be defined as an alleged violation or a misinterpretation or a misapplication of the terms of this Agreement. No grievance shall be processed unless it is submitted within fifteen (15) school days after a reasonable person should have been aware of the alleged violation. Time limits shall be strictly adhered to, and may be extended only by mutual agreement. Failure to communicate a decision within the specified time limits shall permit the Union to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision tendered at that step.

### ***Section 11.2 Procedure***

The parties hereto acknowledge that it is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. When requested by the employee, a Union representative may accompany the employee to assist in the informal solution of the complaint. If, however, the informal process fails to satisfy the employee or the Union, a grievance may be submitted.

### ***Section 11.3 Steps in the Grievance Procedure***

#### ***11.3.1 Step One: Grievance Submitted in Writing***

The faculty member's grievance, including the relief sought, shall be submitted in writing in the first instance to his or her immediate responsible administrator who shall arrange a meeting of the affected parties within ten (10) school days after receipt of the grievance. The administrator shall provide a written answer to the grievant within ten (10) school days after completion of the meeting and shall include reasons for the decision.

#### ***11.3.2 Step Two: Submitted to Next Administrative Level***

If the grievance is not resolved in Step One, the aggrieved shall have the right to refer his or her grievance to the next higher administrative officer in line of authority within ten (10) school days after the written reply in Step One was received by the grievant. Within ten (10) school days after receipt of the appeal, the administrative officer shall arrange for a meeting of the affected parties. Upon conclusion of this meeting, the administrative officer shall, within ten (10) school days, provide a written decision with reasons to the grievant and the Union.



### ***11.3.3 Step Three: Appeal Submitted to the President of the College***

If the grievance is not resolved by the respective administrators, the grievant may, within ten (10) school days, request the grievance be referred to the President of the College. All reports from previous appeals shall be submitted with the grievant's appeal. The President of the College shall, within ten (10) school days after receipt of the appeal, arrange for a meeting of the affected parties. Upon conclusion of the meeting, the President of the College shall, within ten (10) school days, provide a written decision with reasons to the aggrieved and the Union. The President of the College shall notify the Board as to his or her written decision to the grievance or the Board's informational purposes only.

### ***11.3.4 Arbitration***

If the grievance has not been resolved in the above three steps, the Union and the aggrieved may refer the grievance to arbitration within thirty-five (35) calendar days after receipt of the President's answer and shall notify the President of the College, in writing, that they wish to submit the grievance to binding arbitration. Within ten (10) school days of receipt of the notification to request binding arbitration, the Union shall request the Federal Mediation and Conciliation Services (FMCS) to submit a panel of arbitrators. Each party may reject the panel of arbitrators offered by FMCS one time and request an alternate panel. After the parties have exercised their option to reject a panel of arbitrators, they shall attempt to agree upon an arbitrator from the panel(s) provided by FMCS or shall alternately strike names from the panel. The parties shall determine who strikes first by a flip of a coin and alternate strike until one name remains. The agreed upon arbitrator or the last name on the panel after names are struck shall be selected as arbitrator.

### ***11.3.5 Authority of Arbitrator***

Neither the Union nor the aggrieved shall be permitted to assert any grounds before the arbitrator which were not previously disclosed to the other party. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The arbitrator shall be without power to make decisions contrary to any, or inconsistent with, or modifying, or varying in any way, the applicable laws and rules and regulations having the force and effect of law. The arbitrator shall submit the decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon the interpretation of the meaning or application of specific terms of this Agreement involved to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the parties and shall be implemented as per the order of the arbitrator.

### ***11.3.6 Expense of Arbitration***

Each party shall bear the full cost of its representation in the arbitration. The cost of the arbitrator and FMCS shall be divided equally between the Board and the Union. If either party requests a transcript of the proceedings, that party shall bear the full cost of such transcript. If both parties request a transcript, the cost shall be equally divided. If the arbitrator requests a copy of the transcript, the cost shall be divided equally between the Board and the Union. All other expenses shall be borne by the party incurring them.

### ***11.3.7 Individual and Union Grievances***

Individual faculty members shall sign their name to any grievance which they may file. When the Union files a grievance involving an individual faculty member or a group of faculty members, the grievance shall be signed by the Union Chairperson and the Grievance Chairperson and the individual or the group of faculty members involved. Faculty members shall not be disciplined or discriminated against or suffer any loss because of their involvement as a grievant, witness, representative, or other participant in a grievance.

#### ***11.3.7.1 Union Filing a Grievance***

The Union, at its discretion, shall have the right to pursue an issue presented by an aggrieved independently in cases where it believes that the grievance affects the welfare of a sizable number of faculty members who are in a similar situation.

#### ***11.3.7.2 Conference***

Conferences held on grievances shall be scheduled at a time and place which will afford ample opportunity for all persons who are entitled to attend, including representatives of and witnesses for the aggrieved.

### ***11.3.8 Union Representation***

When the aggrieved wishes Union representation, contact relative to the grievance by any administrator with the aggrieved shall be made only through, or in the presence of, the designated representative, and all proceedings shall be held in the presence of said representative.

## ***Section 11.4 Legal Proceedings***

In the event a member of the bargaining unit or the Union commences a proceeding in any state or federal court or administrative agency against the Board or administration, charging the Board or administration with alleged violation of this Agreement, such remedy shall be exclusive and said member or Union shall be barred from invoking any remedy by this grievance procedure for that specific proceeding at the same time.

## **Article 12.0 Business Office Procedures**

### ***Section 12.1 Changes in Procedures to be Discussed***

All changes in Business Office policies or procedures bearing on the financial welfare of faculty members, individually or collectively, shall be discussed with the Union before their implementation with the exception of items covered in Sections 12.2, 12.3, and 12.4 which are part of this Agreement and cannot be changed unless negotiated.

### ***Section 12.2 Pay Dates***

Pay dates shall be the 15<sup>th</sup> (or closest working day preceding) and the last working day of the month, or when a pay day falls on a holiday or a break period in the academic calendar at such earlier time as may be appropriate as determined by the Chief Academic Officer of Business and Administrative Affairs.

### ***Section 12.3 Transmittal of Paychecks***

The Business Office shall transmit paychecks to banks for deposit as designated by faculty members. Necessary bank forms shall be provided by the faculty.

### ***Section 12.4 Overload Payments***

Overload payments during the fall and spring semesters shall be paid in equal installments beginning with the second (2<sup>nd</sup>) pay date after the course begins. During the summer semester, payments shall be made beginning with the first pay date of the semester provided such regularly scheduled pay date is at least five school days after the start of the summer class period, If it is less than five school days after the start of the summer class period, then payments shall begin with the second pay date. Each faculty member entitled to receive overload or summer payments shall be given the option to extend those payments up to two payroll periods (e.g. through and including January 15<sup>th</sup>, June 15<sup>th</sup>, or August 31<sup>st</sup>).

Special Projects and Special Activities that are set forth in Section 9.14 and 9.14.1 of the Agreement shall be paid out in lump sums in eight (8) week increments per semester in which those particular projects and assignments are worked.

### ***Section 12.5 Deduction Report***

A faculty member shall have access to a written statement of explanation of any extra deductions where the code is not identified on the check stub. A faculty member shall have access to an explanation of any additional income over and above their base salary which is included in their pay check and, if it is comprised of partial payments, the number and amount of each partial payment, e.g., "1 of 8".

## ***Section 12.6 Extra Pay***

For each pay period any amounts over and above the contractual salary shall be identified and labeled on the attached check stub; inclusive dates of the service so compensated shall be indicated as well. The income tax deduction for such extra pay shall be calculated according to the tables provided by the Internal Revenue Service.

## ***Section 12.7 Qualified Tax-Sheltered Retirement Plans***

Faculty members shall have the right to purchase under payroll deduction a qualified tax-sheltered retirement plan of their own choosing from those currently offered by the College. The College does not endorse any of the plans it makes available for purchase. Further, it assumes no fiduciary responsibility for any decision a faculty member makes concerning his or her selection and participation in such a plan, including any financial loss a faculty member may suffer.

## ***Section 12.8 Salary Paid in Installments***

The annual salary shall be paid in eighteen (18) or twenty-four (24) equal installments at the option of the faculty member. With the exception of new employees, faculty members must notify the Business Office of their preference no later than June 1.

## ***Section 12.9 College Vehicles***

When College owned vehicles are purchased, they shall be available for faculty use in connection with instructional activities, procedures to be determined by the Business Office. The Board shall carry adequate insurance on College vehicles and on authorized drivers holding valid Illinois drivers' licenses.

## ***Section 12.10 Union Deductions***

### ***12.10.1 Dues***

The Union shall provide the Business Office with a list of faculty members desiring payroll deductions for Union dues. These dues shall be turned over to the Union treasurer with the list of faculty members from whom the payroll deductions have been made.

### ***12.10.2 Committee on Political Education (COPE)***

Upon receipt of a voluntary written authorization from a faculty member, the Board shall deduct an amount specified by the faculty member from his or her paycheck and send it to the CCCTU -- COPE. Such deductions shall continue until the Board receives a written revocation from the faculty member stating that he or she no longer wants the deduction to be taken.

Deductions shall be remitted in a timely manner and shall be accompanied by an itemized list showing the name of each faculty member and the amount of the deduction withheld.

### ***Section 12.11 Indemnification***

The Union shall indemnify, defend, and hold the Board harmless against any claim, demand, suit, cost, expense, or any other form of liability, including reasonable attorney's fees and costs arising from or incurred as a result of any act taken or not taken by the Board, its members, officers, agents, employees, or representatives in complying with or carrying out the provisions of Section 12.10; in reliance on any notice, letter, or authorization forwarded to the Board by the Union pursuant to Section 12.10; and including any charge that the Board failed to discharge any duty owed to its employees arising out of any deduction.

## **Article 13.0 Special Clauses Covering Changes, Term, and Superior Authority of Agreement**

### ***Section 13.1 Matters Not Covered by this Agreement***

The Board agrees that except for those matters forming a part of this Agreement -- which may be changed only by mutual consent of both parties -- no changes in existing instructor welfare and educational policies will be effected without consultation with the Union and notification to the Union will be given as far as is reasonably possible in advance of the proposed date of adoption of any such changes, for the purpose of affording the Union an opportunity, if it has any objections to such proposed change, to resolve these objections with the Board and its representatives, before any change is adopted.

### ***Section 13.2 Terms***

The terms of the foregoing Agreement are for the period August 16, 2024 through August 15, 2028 inclusive, unless otherwise herein specified.

### ***Section 13.3 Conflict with Board Policy***

If any provision contained in the Board policy is in conflict with this Agreement, this Agreement shall prevail.

### ***Section 13.4 Conflict with Previous Agreements***

It is the intent that all terms and conditions contained in this Agreement shall take precedence over terms and conditions of the previous Agreement when a conflict exists between the two Agreements.

### ***Section 13.5 Reopener***

If legislated pension changes affect the obligations of Morton College and/or the benefits of the bargaining unit members, either party may move to reopen the contract on sixty (60) days' notice thereof to negotiate the financial impact of the same.

**EXECUTED this \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2025 AT CICERO, ILLINOIS**, by the undersigned, all having been duly authorized by their respective parties and intending to be legally bound hereby.

Morton College, Community College  
District 527

AFT Local 1600, Faculty Union

By: \_\_\_\_\_  
Leonard Cannata  
Board Chair

By: \_\_\_\_\_  
Janet Crockett  
Faculty Union President

# APPENDIX A – SALARY SCHEDULES

Salary schedule for 2024 - 2025										
	BA	BA+12	Ba+24	MA	MA+12	MA+24	MA+36	MA+48	PhD	PhD+12
1	50,990.64	52,622.80	54,308.24	54,703.70	56,454.15	58,261.38	60,127.80	62,049.79	64,035.81	66,083.44
2	52,392.84	54,069.89	55,801.68	56,336.64	58,139.35	60,000.52	61,922.66	63,902.02	65,947.33	68,056.08
3	53,833.51	55,557.84	57,335.66	58,027.38	59,884.82	61,801.98	63,781.35	65,819.18	67,925.45	70,097.65
4	55,315.24	57,086.84	58,914.42	59,769.12	61,682.55	63,656.94	65,694.77	67,794.82	69,964.53	72,202.67
5	56,838.02	58,656.89	60,534.24	61,563.11	63,533.77	65,567.88	67,665.43	69,830.17	72,064.57	74,369.89
6	58,401.85	60,270.49	62,198.85	63,411.85	65,439.73	67,534.80	69,695.80	71,925.23	74,228.07	76,601.81
7	60,009.23	61,928.88	63,910.73	65,314.08	67,402.93	69,561.44	71,787.14	74,083.75	76,453.76	78,899.67
8	61,658.91	63,630.81	65,668.65	67,273.54	69,425.83	71,647.80	73,940.68	76,305.72	78,747.89	81,267.19
9	63,354.62	65,381.26	67,473.84	69,291.47	71,508.46	73,797.61	76,158.91	78,594.86	81,110.44	83,704.39
10	65,096.36	67,178.99	69,330.04	71,370.37	73,653.29	76,010.86	78,444.33	80,952.43	83,543.90	86,216.23
11	66,886.62	69,026.48	71,236.00	73,511.46	75,862.82	78,291.30	80,796.92	83,380.92	86,049.52	88,802.71
12	68,726.65	70,924.98	73,195.46	75,717.26	78,138.28	80,640.16	83,220.43	85,882.81	88,631.03	91,466.34
13	70,616.44	72,875.73	75,208.42	77,987.74	80,483.41	83,059.94	85,717.34	88,459.34	91,290.92	94,210.82
14	72,558.48	74,878.73	77,276.11	80,327.90	82,896.96	85,551.88	88,288.90	91,113.01	94,029.18	97,037.42
15	74,554.02	76,938.96	79,401.04	82,737.72	85,383.92	88,117.21	90,937.59	93,846.30	96,849.56	99,947.37
16	76,604.30	79,053.94	81,584.44	85,219.70	87,945.53	90,760.93	93,665.91	96,661.70	99,755.78	102,946.90
17	78,710.56	81,228.62	83,828.80	87,776.33	90,584.27	93,484.27	96,476.33	99,561.70	102,747.85	106,034.76
18	80,875.30	83,461.79	86,134.12	90,410.09	93,301.38	96,288.47	99,370.11	102,548.79	105,830.73	109,215.93
19	83,098.51	85,757.15	88,502.89	93,122.23	96,100.61	99,177.28	102,350.98	105,625.45	109,005.68	112,491.65
20	85,383.92	88,115.97	90,936.35	95,915.24	98,984.44	102,153.17	105,421.42	108,794.18	112,275.18	115,866.90
21	87,732.79	90,538.24	93,436.99	98,792.85	101,954.11	105,217.39	108,585.17	112,057.46	115,644.20	119,342.92
22	90,145.10	93,028.93	96,006.06	101,757.54	105,012.11	108,373.67	111,842.23	115,419.02	119,112.76	122,923.44
23	92,623.35	95,586.80	98,647.29	104,809.32	108,162.18	111,624.51	115,197.57	118,882.60	122,687.06	126,610.96
24	95,171.27	98,215.59	101,359.43	107,954.41	111,406.79	114,973.63	118,653.68	122,448.19	126,367.11	130,409.20
25	97,788.86	100,916.53	104,147.46	111,192.81	114,749.69	118,423.52	122,213.06	126,122.02	130,157.89	134,321.90
26	100,477.36	103,692.12	107,011.38	114,528.24	118,192.12	121,975.43	125,879.42	129,905.34	134,063.12	138,351.54
27	103,240.51	106,543.60	109,953.68	117,964.45	121,737.81	125,634.34	129,655.27	133,803.11	138,085.30	142,501.86
28	106,079.55	109,473.46	112,978.09	121,502.68	125,390.49	129,403.96	133,545.58	137,816.58	142,226.92	146,776.60
29	108,996.97	112,484.18	116,084.61	125,147.89	129,151.41	133,285.56	137,551.58	141,951.97	146,494.18	151,180.71
30	111,994.01	115,577.02	119,276.98	128,902.59	133,026.79	137,284.10	141,678.27	146,210.53	150,889.59	155,715.46
31	115,074.40	118,755.70	122,556.43	132,770.50	137,016.62	141,403.32	145,928.12	150,595.99	155,415.64	160,387.06

	Salary schedule for 2025 -2026									
	BA	BA+12	Ba+24	MA	MA+12	MA+24	MA+36	MA+48	PhD	PhD+12
1	50,990.64	52,622.80	54,308.24	54,703.70	56,454.15	58,261.38	60,127.80	62,049.79	64,035.81	66,083.44
2	53,285.22	54,990.83	56,752.12	57,165.36	58,994.59	60,883.14	62,833.55	64,842.03	66,917.42	69,057.19
3	54,750.52	56,503.04	58,312.76	58,871.79	60,755.62	62,700.55	64,709.18	66,777.62	68,914.96	71,118.60
4	56,256.02	58,057.94	59,915.76	60,638.61	62,579.64	64,583.07	66,651.51	68,781.05	70,982.09	73,252.04
5	57,804.42	59,655.74	61,565.57	62,458.73	64,458.26	66,521.50	68,651.04	70,845.58	73,112.93	75,451.79
6	59,395.73	61,296.45	63,258.28	64,333.45	66,392.79	68,518.43	70,710.38	72,972.53	75,307.48	77,716.54
7	61,029.94	62,982.66	64,997.80	66,265.38	68,384.52	70,573.87	72,832.12	75,161.87	77,568.33	80,048.89
8	62,709.65	64,715.68	66,786.72	68,253.21	70,436.06	72,691.71	75,017.56	77,417.52	79,894.18	82,450.15
9	64,433.56	66,494.20	68,623.74	70,300.85	72,550.00	74,871.95	77,268.01	79,739.47	82,291.54	84,924.22
10	66,205.58	68,323.42	70,510.16	72,409.59	74,726.34	77,118.50	79,586.06	82,131.63	84,760.40	87,471.08
11	68,025.70	70,202.04	72,449.89	74,582.03	76,967.69	79,431.35	81,974.32	84,595.29	87,303.37	90,095.96
12	69,896.52	72,132.67	74,441.62	76,819.48	79,276.64	81,814.41	84,432.78	87,133.06	89,921.75	92,798.84
13	71,819.35	74,116.60	76,489.26	79,124.53	81,654.50	84,268.97	86,965.35	89,747.53	92,619.42	95,582.32
14	73,794.18	76,155.14	78,592.80	81,497.19	84,105.16	86,797.64	89,574.62	92,440.01	95,399.01	98,450.31
15	75,823.61	78,248.27	80,753.54	83,942.65	86,627.33	89,401.71	92,261.90	95,213.10	98,260.50	101,404.11
16	77,908.95	80,401.22	82,974.09	86,460.92	89,226.20	92,082.49	95,029.78	98,069.38	101,207.79	104,445.01
17	80,051.49	82,611.36	85,255.74	89,054.59	91,903.08	94,845.17	97,880.87	101,011.48	104,244.79	107,579.51
18	82,252.54	84,883.91	87,601.09	91,726.27	94,660.56	97,691.06	100,817.77	104,041.98	107,371.50	110,806.33
19	84,514.69	87,217.57	90,010.15	94,478.55	97,499.95	100,621.45	103,841.77	107,163.49	110,593.11	114,130.65
20	86,837.94	89,616.23	92,485.52	97,312.73	100,425.14	103,640.25	106,956.77	110,378.60	113,910.93	117,553.77
21	89,226.20	92,081.19	95,028.48	100,231.43	103,438.74	106,750.06	110,165.38	113,689.92	117,327.56	121,080.91
22	91,680.76	94,612.46	97,641.66	103,238.53	106,542.05	109,952.17	113,471.50	117,100.04	120,848.19	124,713.35
23	94,201.63	97,215.23	100,326.33	106,336.63	109,737.66	113,250.49	116,875.13	120,612.88	124,472.83	128,454.99
24	96,791.40	99,888.21	103,086.42	109,525.74	113,029.47	116,647.61	120,381.46	124,232.31	128,207.98	132,308.45
25	99,453.98	102,635.29	105,920.60	112,812.36	116,420.10	120,147.44	123,993.10	127,958.36	132,053.63	136,277.61
26	102,189.36	105,457.77	108,834.10	116,196.48	119,913.43	123,752.58	127,712.65	131,797.52	136,014.99	140,366.38
27	104,998.84	108,358.27	111,826.89	119,682.01	123,510.77	127,464.33	131,544.00	135,751.08	140,095.96	144,577.36
28	107,886.33	111,338.06	114,901.60	123,272.85	127,216.01	131,287.88	135,489.76	139,824.25	144,299.14	148,914.45
29	110,853.13	114,399.76	118,062.11	126,970.30	131,033.06	135,227.14	139,555.13	144,018.32	148,627.13	153,381.54
30	113,901.83	117,545.97	121,308.42	130,779.55	134,963.22	139,283.41	143,741.40	148,339.81	153,086.42	157,983.85
31	117,033.74	120,777.99	124,644.44	134,703.21	139,012.99	143,461.89	148,053.79	152,790.00	157,679.63	162,722.66



	Salary schedule for 2026 - 2027									
	BA	BA+12	Ba+24	MA	MA+12	MA+24	MA+36	MA+48	PhD	PhD+12
1	50,990.64	52,622.80	54,308.24	54,703.70	56,454.15	58,261.38	60,127.80	62,049.79	64,035.81	66,083.44
2	53,157.74	54,859.27	56,616.34	57,028.60	58,853.45	60,737.49	62,683.23	64,686.91	66,757.33	68,891.99
3	55,549.84	57,327.94	59,164.08	59,594.89	61,501.85	63,470.67	65,503.98	67,597.82	69,761.41	71,992.12
4	57,077.42	58,904.42	60,791.05	61,373.84	63,337.73	65,365.32	67,459.32	69,615.66	71,843.84	74,141.14
5	58,646.90	60,525.40	62,462.18	63,215.75	65,239.27	67,327.85	69,484.20	71,704.24	73,998.83	76,365.26
6	60,261.11	62,191.11	64,182.11	65,113.23	67,197.74	69,348.66	71,568.71	73,856.52	76,220.23	78,658.49
7	61,920.05	63,901.55	65,946.76	67,067.63	69,214.48	71,430.46	73,715.57	76,073.86	78,508.05	81,019.49
8	63,623.71	65,659.43	67,760.20	69,081.66	71,290.86	73,573.26	75,927.48	78,356.25	80,864.98	83,450.97
9	65,374.81	67,466.10	69,625.15	71,153.97	73,429.59	75,781.10	78,205.81	80,707.76	83,289.69	85,954.28
10	67,171.99	69,320.20	71,540.25	73,288.63	75,633.37	78,054.01	80,551.90	83,128.40	85,788.93	88,533.49
11	69,019.31	71,227.16	73,506.84	75,487.00	77,902.21	80,396.04	82,968.47	85,622.23	88,362.72	91,188.61
12	70,916.79	73,185.63	75,529.01	77,751.77	80,238.82	82,807.18	85,458.23	88,190.59	91,013.77	93,925.04
13	72,867.12	75,198.31	77,605.39	80,084.31	82,645.90	85,291.52	88,021.18	90,836.22	93,743.42	96,742.79
14	74,871.67	77,266.56	79,740.05	82,487.32	85,124.82	87,850.40	90,661.38	93,561.80	96,555.75	99,644.57
15	76,930.43	79,391.73	81,932.99	84,960.82	87,679.63	90,486.54	93,381.54	96,368.71	99,453.47	102,634.45
16	79,046.12	81,573.83	84,185.57	87,510.21	90,308.99	93,201.28	96,183.03	99,259.65	102,436.57	105,713.78
17	81,220.08	83,818.27	86,500.49	90,135.51	93,018.31	95,995.99	99,068.55	102,237.33	105,509.12	108,883.92
18	83,453.68	86,122.35	88,879.11	92,839.41	95,808.96	98,876.09	102,040.81	105,304.47	108,675.20	112,151.64
19	85,748.27	88,491.48	91,324.14	95,624.63	98,683.63	101,842.93	105,102.52	108,463.76	111,934.79	115,515.60
20	88,106.56	90,924.31	93,835.58	98,493.89	101,643.69	104,897.87	108,255.04	111,717.93	115,293.32	118,981.20
21	90,528.55	93,424.92	96,416.15	101,448.53	104,693.21	108,044.96	111,502.44	115,069.69	118,752.15	122,549.81
22	93,018.31	95,994.64	99,067.19	104,491.26	107,834.89	111,286.94	114,847.41	118,521.74	122,313.98	126,226.85
23	95,577.19	98,633.49	101,791.43	107,626.16	111,070.08	114,625.14	118,294.04	122,076.80	125,984.24	130,013.66
24	98,205.20	101,346.88	104,590.20	110,855.94	114,401.51	118,063.63	121,842.32	125,738.92	129,762.93	133,914.33
25	100,905.03	104,133.45	107,467.59	114,180.59	117,833.23	121,605.14	125,497.67	129,512.19	133,656.82	137,931.56
26	103,680.77	106,997.29	110,422.23	117,606.89	121,367.95	125,253.71	129,262.81	133,396.59	137,665.91	142,069.41
27	106,532.40	109,939.73	113,459.55	121,134.83	125,009.75	129,012.07	133,140.43	137,398.91	141,795.63	146,331.95
28	109,461.29	112,963.49	116,579.54	124,768.50	128,759.97	132,881.56	137,134.62	141,520.50	146,050.04	150,721.90
29	112,471.50	116,069.93	119,784.92	128,511.95	132,622.69	136,867.62	141,248.07	145,766.78	150,431.86	155,243.31
30	115,564.39	119,261.75	123,079.75	132,366.53	136,601.97	140,974.30	145,486.22	150,139.10	154,943.78	159,900.26
31	118,742.66	122,541.68	126,464.03	136,337.68	140,699.16	145,202.96	149,850.41	154,644.25	159,592.60	164,698.16

	Salary schedule for 2027 - 2028									
	BA	BA+12	Ba+24	MA	MA+12	MA+24	MA+36	MA+48	PhD	PhD+12
1	50,990.64	52,622.80	54,308.24	54,703.70	56,454.15	58,261.38	60,127.80	62,049.79	64,035.81	66,083.44
2	53,030.26	54,727.72	56,480.57	56,891.85	58,712.31	60,591.83	62,532.91	64,531.78	66,597.24	68,726.78
3	55,284.05	57,053.64	58,881.00	59,309.75	61,207.59	63,166.98	65,190.56	67,274.38	69,427.63	71,647.66
4	57,771.83	59,621.06	61,530.64	61,978.69	63,961.93	66,009.50	68,124.14	70,301.73	72,551.87	74,871.81
5	59,360.51	61,260.59	63,222.69	63,828.80	65,871.24	67,979.93	70,157.69	72,400.29	74,717.60	77,106.79
6	60,992.78	62,946.42	64,960.67	65,744.38	67,848.84	70,020.97	72,263.56	74,572.41	76,958.79	79,419.87
7	62,671.55	64,678.76	66,749.39	67,717.76	69,885.65	72,122.61	74,431.46	76,810.78	79,269.04	81,804.83
8	64,396.85	66,457.61	68,584.63	69,750.33	71,983.06	74,287.68	76,664.19	79,116.81	81,648.37	84,260.27
9	66,168.66	68,285.81	70,470.61	71,844.93	74,142.50	76,516.19	78,964.58	81,490.50	84,099.58	86,789.01
10	67,989.80	70,164.74	72,410.16	74,000.13	76,366.77	78,812.35	81,334.04	83,936.07	86,621.27	89,392.45
11	69,858.87	72,093.01	74,401.86	76,220.18	78,658.71	81,176.17	83,773.98	86,453.54	89,220.49	92,074.83
12	71,780.09	74,076.25	76,447.12	78,506.48	81,018.30	83,611.88	86,287.21	89,047.11	91,897.23	94,836.15
13	73,753.46	76,113.05	78,550.17	80,861.84	83,448.37	86,119.47	88,876.56	91,718.22	94,654.32	97,682.04
14	75,781.81	78,206.24	80,709.61	83,287.68	85,951.74	88,703.18	91,542.02	94,469.67	97,493.16	100,612.50
15	77,866.54	80,357.22	82,929.65	85,786.82	88,529.81	91,364.42	94,287.83	97,304.28	100,417.98	103,630.35
16	80,007.65	82,567.40	85,210.31	88,359.25	91,186.82	94,106.00	97,116.81	100,223.46	103,431.60	106,739.83
17	82,207.96	84,836.78	87,552.99	91,010.62	93,921.35	96,929.34	100,030.35	103,230.04	106,534.03	109,942.33
18	84,468.89	87,171.00	89,960.50	93,740.93	96,739.05	99,835.83	103,031.29	106,326.83	109,729.49	113,239.28
19	86,791.83	89,567.24	92,434.27	96,552.99	99,641.32	102,831.14	106,122.44	109,516.65	113,022.20	116,637.71
20	89,178.20	92,031.14	94,977.10	99,449.62	102,630.98	105,916.65	109,306.62	112,802.31	116,412.18	120,136.22
21	91,630.83	94,561.29	97,589.01	102,433.64	105,709.44	109,093.78	112,585.24	116,186.65	119,905.05	123,740.45
22	94,149.70	97,161.91	100,272.80	105,506.47	108,880.94	112,366.76	115,962.53	119,672.48	123,502.23	127,451.80
23	96,739.05	99,834.42	103,029.88	108,670.91	112,148.28	115,738.41	119,441.31	123,262.61	127,206.54	131,275.92
24	99,400.28	102,578.83	105,863.08	111,931.21	115,512.89	119,210.14	123,025.80	126,959.87	131,023.61	135,214.21
25	102,133.41	105,400.75	108,773.81	115,290.18	118,977.57	122,786.18	126,716.01	130,768.48	134,953.44	139,270.90
26	104,941.24	108,298.79	111,766.29	118,747.81	122,546.56	126,469.34	130,517.58	134,692.68	139,003.09	143,448.82
27	107,828.00	111,277.18	114,839.12	122,311.16	126,222.67	130,263.86	134,433.32	138,732.46	143,172.55	147,752.19
28	110,793.70	114,337.32	117,997.93	125,980.23	130,010.14	134,172.55	138,466.05	142,894.87	147,467.46	152,185.23
29	113,839.75	117,482.03	121,242.72	129,759.24	133,910.37	138,196.83	142,620.00	147,181.32	151,892.04	156,750.77
30	116,970.36	120,712.73	124,576.31	133,652.43	137,927.60	142,342.32	146,898.00	151,597.45	156,449.13	161,453.04
31	120,186.96	124,032.22	128,002.94	137,661.19	142,066.05	146,613.27	151,305.67	156,144.67	161,141.53	166,296.27

## APPENDIX B – OVERLOAD AND SUMMER PAY

### Overload and Summer Credit Hour Pay

Overload Credit Hour Pay 2024-2025			
Step	BA	MA	PhD
0-6	1,076	1,125	1,180
7-13	1,125	1,180	1,229
14+	1,180	1,229	1,285

Summer Credit Hour Pay 2025			
Step	BA	MA	PhD
0-6	1,321	1,370	1,425
7-13	1,370	1,425	1,474
14+	1,425	1,474	1,529

Overload Credit Hour Pay 2025-2026			
Step	BA	MA	PhD
0-6	1,113	1,164	1,221
7-13	1,164	1,221	1,272
14+	1,221	1,272	1,330

Summer Credit Hour Pay 2026			
Step	BA	MA	PhD
0-6	1,361	1,411	1,468
7-13	1,411	1,468	1,518
14+	1,468	1,518	1,575

Overload Credit Hour Pay 2026-2027			
Step	BA	MA	PhD
0-6	1,152	1,205	1,264
7-13	1,205	1,264	1,317
14+	1,264	1,317	1,376

Summer Credit Hour Pay 2027			
Step	BA	MA	PhD
0-6	1,402	1,454	1,512
7-13	1,454	1,512	1,564
14+	1,512	1,564	1,622

Overload Credit Hour Pay 2027-2028			
Step	BA	MA	PhD
0-6	1,193	1,247	1,308
7-13	1,247	1,308	1,363
14+	1,308	1,363	1,424

Summer Credit Hour Pay 2028			
Step	BA	MA	PhD
0-6	1,444	1,497	1,557
7-13	1,497	1,557	1,611
14+	1,557	1,611	1,671

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*X, Y, Z — No listings*

## MORTON COLLEGE BOARD OF TRUSTEES

### REQUEST FOR BOARD ACTION

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

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

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

1. MAT 102 – update addition of pre-req; MAT 082
2. New Certificate- GECC

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Disposition Sheet – January 14<sup>th</sup>, 2025

Item #	Agenda Item	Action Necessary	Approved as Presented	Details or Approved w/Modifications	Vetoed	Tabled	Effective Date
1	MAT 102		X	Pre-req addition; MAT 082			Fall 2025
2	New Certificate- GECC		X				Fall 2025

Curriculum Committee Disposition Sheet								
Meeting Date:					January 14, 2025			
Item#	Agenda Item	Action Necessary	Approved as Presented	Details or Approved w/Modification	Vetoed	Tabled	Effective Date	
1	MAT 120 – pre req update adding MAT 082		x				Fall 2025	
2	New Certificate – GECC		X				Fall 2025	
3								
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10								
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13								
14								
15								
16								
17								
18								
19								
20								



**To: L. Balek, J. Edgar, J. Gourlay, S. Martino, J. Thompson**

**Date: November 26, 2024**

**Subject: Meeting Minutes for Tuesday January 14<sup>th</sup>, 2025**

The curriculum committee held its monthly meeting on Tuesday January 14<sup>th</sup> at **3:30pm** in room **276C**.

For proposals on Watermark, go to <https://iq3.smartcatalogiq.com/Catalogs/MortonCollege/Login>  
Please contact the Associate Dean of Academic Services or Scheduling Coordinator for login credentials.

Administration/Staff Invited: Sheldon Walcher, Brandie Windham, Laurie Cashman, Carolina Castillo, Jamar Orr, Diana Salgado, Guadalupe Perez, Caroline Johnson, Monica Rosas, Lissette Melgoza, Scott Spaniol, Danielle Reidel, Alexandra Roman

Cc: FT Faculty All Administrators – For information

The agenda is as follows:

- I. Approval of Last Meetings Minutes and Disposition Sheet**
- II. Curriculum Items for Voting**
  - a. Arts & Sciences**
    - i. MAT 120\*** – pre req update adding MAT 082
      1. Discussion: The sequence for math has been modified so that rather than students being required to take two three-credit courses (080 & 093) as a pre-rec, they will take 082 (four credit hours) which will run in the fall 2025. The change request is to update the catalog wording to match the new course sequence.
      2. *Vote: Martino*  
*Second: Edgar*  
*Committee voted to approve.*
    - ii. New Certificate (credential) – GECC**
      1. Discussion/Presentation: This certificate allows students to receive a credential once they complete the General Education Core. The advantage is that any transfer school will automatically accept the courses. Like the articulation agreements. All courses are IAI. There is no real change in the curriculum. 38 credits. When a student transfers, rather than the institutions looking at each individual course, the entire certificate will be a package that is automatically transferred and able to be applied towards a student's degree. It will not impact a student's financial aid, because students are still working towards a degree.
      2. *Vote: Martino*

*Second: Edgar*

*Committee voted to approve.*

- b. Adult Education, Community Programming and Outreach**
    - i. None
  - c. Career & Technical Education**
    - i. None
  - d. Health Sciences**
    - i. None
- III. Reports to Curriculum Committee**
  - a. None
- IV. New Business**
  - a. Errors in handbook – Based on some of the issues found in the handbook, typos, etc... a review is recommended.
    - i. Brandie recommended doing a chairs meeting to provide curriculum training on how to use watermark, reach out to Mark.
  - b. Agenda Format
    - i. Working to change format of agenda to word, rather than PDF and updating template (freshen it up)
  - c. ACUE Plug
    - i. Mark is sending out the link sign up (tomorrow), everyone on the curriculum committee should sign up to at least do the first module (SLOs, mapping, etc)
- V. Motion to adjourn- Edgar**

**PROPOSED ACTION:** THAT THE BOARD APPROVE ASIYYA ASHRAF FOR A LANE CHANGE IN THE BIOLOGY DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 13<sup>TH</sup> 2025.

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

**COST ANALYSIS:** New Salary per the CBA \$ 59,000

# APPLICATION FOR LANE CHANGE

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

MA +12 to MA + 24  
Current Lane New Lane

(Please check)

- ☐ Effective - Fall Term  
☒ Effective - Spring Term

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

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

<u>Asiyya Ashraf</u>	<u>Asiyya Ashraf</u>	<u>1/27/2025</u>
Faculty: Printed Name	Signature	Date

APPROVED FOR LANE CHANGE:

<u>Brandie Windham</u>	<u>Brandie Windham</u>	
Dean: Printed Name	Signature	Date

<u>Sheldon Walcher</u>	<u>Sheldon R. Walcher</u>	<u>02/06/2025</u>
VP of Academic Affairs: Printed Name	Signature	Date

<u>Keith McLaughlin</u>	<u>Keith McLaughlin</u>	<u>02/06/2025</u>
President: Printed Name	Signature	Date

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE LAUREN CARUSO FOR A LANE CHANGE IN THE NURSING DEPARTMENT WITH AN EFFECTIVE START DATE OF JANUARY 9, 2025

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

**COST ANALYSIS:** New Salary per the CBA \$72,987



# APPLICATION FOR LANE CHANGE

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

MA+48\_\_\_\_\_ to PhD\_\_\_\_\_  
Current Lane New Lane

(Please check)

- ☐ Effective - Fall Term  
☒ Effective - Spring Term

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

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

Lauren Caruso	<i>Lauren Caruso</i>	1/10/25
Faculty: Printed Name	Signature	Date

APPROVED FOR LANE CHANGE:

Laurie Cashman	<i>Laurie Cashman</i>	
Dean: Printed Name	Signature	Date

Sheldon Walcher	<i>Sheldon R. Walcher</i>	01/17/2025
VPAA: Printed Name	Signature	Date

Keith McLaughlin	<i>Keith McLaughlin</i>	01/17/2025
President: Printed Name	Signature	Date

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

## **MORTON COLLEGE BOARD OF TRUSTEES**

### **REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVES THE OVERLOAD EMPLOYMENT REPORT FOR SPRING SEMESTER 2025 IN THE AMOUNT OF \$382,193.32 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

**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:** \$382,193.32 pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

**ATTACHMENTS:** Full-Time Faculty Overload Employment Report – Spring 2025

# 2025 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0192221	Andrade, Jorge	BIO-102-52	Introduction to Biology	6				4	LEC/LAB	1/14/2025	5/15/2025	18
0192221	Andrade, Jorge	BIO-102-H1	Introduction to Biology	6				4	LEC/LAB	1/13/2025	5/15/2025	11
0192221	Andrade, Jorge	BIO-111-1C	Biology: a Systems Approach	3	4		\$4,348.00	5	LEC/LAB	1/14/2025	5/15/2025	11
0192221	Andrade, Jorge		Lap Prep		2		\$2,174.00					
				15	6		\$6,522.00					
0200290	Ashraf, Asiyya	BIO-212-1E	Microbiology	6				4	LEC/LAB	1/13/2025	5/14/2025	20
0200290	Ashraf, Asiyya	BIO-212-21	Microbiology	6				4	LEC/LAB	1/13/2025	5/14/2025	21
0200290	Ashraf, Asiyya	BIO-212-4G	Microbiology	3				4	LEC/LAB	1/13/2025	5/14/2025	19
0200290	Ashraf, Asiyya		BIO Open Lab Instr.		9.90		\$10,761.30		OVL	1/16/2025	6/12/2025	
0200290	Ashraf, Asiyya		Lap Prep		2		\$2,174.00		OVL	1/6/2025	6/12/2025	
				15	11.90		\$12,935.30					
0043535	Avila, Malisa	NUR-119-A1	Nursing Care of Adults	3				4	CLN	1/17/2025	3/7/2025	5
0043535	Avila, Malisa	NUR-220-A1	NUR Care of Complex Patients	1	0.37		\$439.56	7	LEC	1/15/2025	4/23/2025	6
0043535	Avila, Malisa	NUR-220-A2	NUR Care of Complex Patients	1	0.38		\$451.44	7	LEC	1/15/2025	4/23/2025	6
0043535	Avila, Malisa	NUR-220-A2	NUR Care of Complex Patients	4.50				7	CLN	1/16/2025	4/17/2025	6
0043535	Avila, Malisa	NUR-220-B2	NUR Care of Complex Patients	4.50				7	CLN	1/14/2025	3/11/2025	5
0043535	Avila, Malisa	NUR-220-B2	NUR Care of Complex Patients	1	0.50		\$594.00	7	LAB	3/25/2025	4/22/2025	5
				15	1.25		\$1,485.00					
0197414	Balek, Ludwig	CIS-104-NR	CIS Fundamentals	3				3	LEC	1/13/2025	5/15/2025	17
0197414	Balek, Ludwig	CIS-165-1F	Fundamentals of Information SE	5				3	LEC/LAB	1/29/2025	5/14/2025	5
0197414	Balek, Ludwig	CIS-180-H1	Computer Servicing-Hardware	5				3	LEC/LAB	1/27/2025	5/12/2025	7
0197414	Balek, Ludwig	CIS-181-H1	Computer Servicing-Operating S	2	3		\$3,420.00	3	LEC/LAB	1/29/2025	5/14/2025	5
				15	3		\$3,420.00					
0194871	Callon, Michael	ENG-086-5F	Reading & Writing III	3				3	LEC	1/14/2025	5/13/2025	9
0194871	Callon, Michael	ENG-102-3D	Rhetoric II	3				3	LEC	1/13/2025	5/12/2025	24
0194871	Callon, Michael	ENG-102-5F	Rhetoric II	3				3	LEC	1/13/2025	5/12/2025	24
0194871	Callon, Michael	ENG-102-H1	Rhetoric II	3				3	LEC	1/14/2025	5/13/2025	20
				12								
0200455	Caruso, Lauren	NUR-119-A3	Nursing Care of Adults	3				4	CLN	1/15/2025	3/5/2025	5
0200455	Caruso, Lauren	NUR-119-B2	Nursing Care of Adults	3				4	CLN	1/17/2025	3/7/2025	5
0200455	Caruso, Lauren	NUR-220-A1	NUR Care of Complex Patients	4.50					CLN	1/16/2025	3/13/2025	6
0200455	Caruso, Lauren	NUR-220-B3	NUR Care of Complex Patients	4.50					CLN	1/14/2025	3/11/2025	6
				15								
0000924	Casey, Craig	PHS-103-H1	Physical Science I	5				4	LEC/LAB	1/14/2025	5/13/2025	15
0000924	Casey, Craig	PHS-103-NR	Physical Science I	5				4	LEC/LAB	1/13/2025	5/15/2025	20
0000924	Casey, Craig	PHY-105-H1	Physics I	5	2		\$2,376.00	5	LEC/LAB	1/13/2025	5/13/2025	23
0000924	Casey, Craig	PHY-105-H2	Physics I		7		\$8,316.00	5	LEC/LAB	1/13/2025	5/15/2025	7
0000924	Casey, Craig		Lap Prep		2		\$2,376.00		OVL	1/16/2025	5/15/2025	
0000924	Casey, Craig		Department Chair			4	\$4,752.00		OVL	1/16/2025	5/15/2025	
				15	11	4	\$17,820.00					
0000829	Casey, Robert	MAT-105-NR1	College Algebra		4		\$4,752.00	4	LEC	1/27/2025	5/15/2025	6
0000829	Casey, Robert	MAT-201-1H	Calculus I	5				5	LEC	1/13/2025	5/12/2025	16
0000829	Casey, Robert	MAT-202-1G	Calculus II	5				5	LEC	1/14/2025	5/13/2025	20
0000829	Casey, Robert	MAT-203-1F	Calculus III	4				4	LEC	1/13/2025	5/12/2025	17
0000829	Casey, Robert	MAT-215-1E	Differ Equations	1	2		\$2,376.00	3	LEC	1/14/2025	5/13/2025	16
				15	6		\$7,128.00					
0215007	Chesters, Samantha	ENG-101-H1	Rhetoric I		3		\$3,564.00	3	LEC	1/13/2025	5/12/2025	8
0215007	Chesters, Samantha	ENG-101-H2	Rhetoric I		3		\$3,564.00	3	LEC	1/13/2025	5/14/2025	12
0215007	Chesters, Samantha	ENG-102-7C	Rhetoric II	3				3	LEC	1/14/2025	5/13/2025	24
0215007	Chesters, Samantha	ENG-102-H2	Rhetoric II		3		\$3,564.00	3	LEC	1/22/2025	5/14/2025	24
0215007	Chesters, Samantha	ENG-102-NR1	Rhetoric II	3				3	LEC	1/13/2025	5/15/2025	23
0215007	Chesters, Samantha	ENG-102-NR2	Rhetoric II	3				3	LEC	1/13/2025	5/15/2025	24
0215007	Chesters, Samantha	ENG-102-NR3	Rhetoric II	3				3	LEC	1/13/2025	5/15/2025	24
				12	9		\$10,692.00					
0197705	Conley, Trisha	CSS-100-H1	College Study Seminar	3				3	LEC	1/27/2025	5/12/2025	11

### 2025 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0197705	Conley, Trisha	CSS-100-H2	College Study Seminar		3		\$3,261.00	3	LEC	1/13/2025	5/12/2025	8
0197705	Conley, Trisha	MAT-102-2E	General Education Mathematics	4				4	LEC	1/13/2025	5/13/2025	10
0197705	Conley, Trisha	MAT-102-NR	General Education Mathematics	4				4	LEC	1/13/2025	5/15/2025	10
0197705	Conley, Trisha	MAT-105-NR	College Algebra	4				4	LEC	1/13/2025	5/15/2025	19
0197705	Conley, Trisha	MAT-181-1G	Discrete Mathematics		3		\$3,261.00	3	LEC	1/14/2025	5/13/2025	8
0197705	Conley, Trisha		MC Success Grant - CMP-010/020-01			3	\$3,261.00		OVL	2/3/2025	5/15/2025	
0197705	Conley, Trisha		Special Project - Illinois State Lib. OER Grant			4.60	\$5,000.20		OVL	2/3/2025	5/15/2025	
0197705	Conley, Trisha		Special Project - ILC Assignments			9	\$9,783.00		OVL	2/3/2025	5/15/2025	
				15	6	16.60	\$24,566.20					
0000794	Crockett, Janet	CHM-105-1B	General Chemistry I		3		\$3,564.00	5	LAB	1/13/2025	5/12/2025	20
0000794	Crockett, Janet	CHM-106-1E	General Chemistry II	6	1		\$1,188.00	5	LEC/LAB	1/13/2025	5/14/2025	15
0000794	Crockett, Janet	CHM-206-1C	Organic Chemistry II	9				5	LEC/LAB	1/14/2025	5/13/2025	8
0000794	Crockett, Janet		Lap Prep		2		\$2,376.00		OVL	1/16/2025	6/12/2025	
				15	6		\$7,128.00					
0202678	Dharwadkar, Mihir	MAT-080-E1	Mathematics Fundamentals	4				3	X-listed	1/28/2025	5/13/2025	5
0202678	Dharwadkar, Mihir	MAT-080-E2	Mathematics Fundamentals	0				3	X-listed	1/14/2025	5/13/2025	10
0202678	Dharwadkar, Mihir	MAT-093-E1	Intensive Elementary Algebra	0				4	LEC	1/28/2025	5/13/2025	1
0202678	Dharwadkar, Mihir	MAT-093-E2	Intensive Elementary Algebra	4				4	LEC	1/14/2025	5/13/2025	6
0202678	Dharwadkar, Mihir	MAT-102-1B	General Education Mathematics	3				4	LEC	1/13/2025	5/12/2025	6
0202678	Dharwadkar, Mihir	MAT-110-NR1	College Trig	3				3	LEC	2/10/2025	5/15/2025	3
				14								
0000917	Dominguez, Carlos	MAT-100-1L	Occupational Math	3				3	LEC	1/17/2025	5/9/2025	16
0000917	Dominguez, Carlos	MAT-121-NR	Math/Elem School Teachers II	4				4	LEC	1/13/2025	5/15/2025	3
0000917	Dominguez, Carlos	MAT-141-NR	Statistics	4				4	LEC	1/13/2025	5/15/2025	29
0000917	Dominguez, Carlos	MAT-141-NR1	Statistics	4				4	LEC	1/27/2025	5/15/2025	15
				15								
0003185	Drew, John	CPS-111-H1	Business Computer Systems	5				3	LEC/LAB	1/14/2025	5/13/2025	13
0003185	Drew, John	CPS-111-H2	Business Computer Systems	5				3	LEC/LAB	1/14/2025	5/13/2025	18
0003185	Drew, John	CPS-111-NR2	Business Computer Systems	4.42				3	LEC/LAB	1/13/2025	5/15/2025	20
				14.42								
0195025	Edgar, Jason	SPE-101-1B	Principles of Public Speaking		3		\$3,564.00	3	LEC	1/13/2025	5/12/2025	8
0195025	Edgar, Jason	SPE-101-2C	Principles of Public Speaking	3				3	LEC	1/13/2025	5/14/2025	15
0195025	Edgar, Jason	SPE-101-3D	Principles of Public Speaking	3				3	LEC	1/13/2025	5/12/2025	17
0195025	Edgar, Jason	SPE-101-4E	Principles of Public Speaking	3				3	LEC	1/13/2025	5/14/2025	20
0195025	Edgar, Jason	SPE-101-K2	Principles of Public Speaking		3		\$3,564.00	3	LEC	1/16/2025	5/15/2025	13
0195025	Edgar, Jason	SPE-101-NR	Principles of Public Speaking	3				3	LEC	1/13/2025	5/15/2025	19
0195025	Edgar, Jason	SPE-114-1F	Argumentation	3				3	LEC	1/13/2025	5/12/2025	9
				15	6		\$7,128.00					
0000828	Fabiyl, Edith	BUS-111-2D	Principles of Business	3				3	LEC	1/13/2025	5/12/2025	28
0000828	Fabiyl, Edith	BUS-111-NR	Principles of Business	3				3	LEC	1/13/2025	5/15/2025	27
0000828	Fabiyl, Edith	OMT-127-1G	Electronic Recordkeeping	0				3	X-listed	1/22/2025	5/14/2025	1
0000828	Fabiyl, Edith	OMT-127-NR	Electronic Recordkeeping	3				3	LEC	1/22/2025	5/14/2025	6
0000828	Fabiyl, Edith	OMT-129-1C	The Digital Workplace	0				3	X-listed	1/21/2025	5/15/2025	1
0000828	Fabiyl, Edith	OMT-129-NR	The Digital Workplace	3				3	LEC	1/21/2025	5/15/2025	6
0000828	Fabiyl, Edith	OMT-140-H1	Office Orientation	0				3	X-listed	1/22/2025	5/14/2025	3
0000828	Fabiyl, Edith	OMT-140-NR	Office Orientation	3				3	LEC	1/22/2025	5/14/2025	10
0000828	Fabiyl, Edith	OMT-153-H1	Social Media Marketing Tech		3		\$3,564.00	3	LEC	1/22/2025	5/12/2025	5
0000828	Fabiyl, Edith	OMT-153-NR	Social Media Marketing Tech	0				3	X-listed	1/22/2025	5/14/2025	3
				15	3		\$ 3,564.00					
0219905	Finke, Ashley	PHT-115-1B	Fundamentals of Kinesiology II	6				4	LEC/LAB	1/14/2025	5/13/2025	8
0219905	Finke, Ashley	PHT-123-1B	Sys & Interventions I: Ortho	5				3	LEC/LAB	1/15/2025	5/14/2025	8
0219905	Finke, Ashley	PHT-124-1C	Introduction to Clinical Ed		2.50		\$2,970.00	2	LEC/LAB	1/13/2025	5/12/2025	8
0219905	Finke, Ashley	PHT-225-1B	Clinical Affiliations II	4	1		\$1,188.00	5	LAB	1/13/2025	5/12/2025	7
0219905	Finke, Ashley		Special Project - ACCE			3	\$3,564.00		OVL	1/16/2025	5/15/2025	

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
				15	3.50	3	\$7,722.00					
0000935	Gatys, Kenton	HIS-103-NR	Early Western Civilization	3				3	LEC	1/13/2025	5/15/2025	18
0000935	Gatys, Kenton	HIS-104-NR	Modern Western Civilization		3		\$3,723.00	3	LEC	1/13/2025	5/15/2025	11
0000935	Gatys, Kenton	HIS-105-1F	American History to 1865	3				3	LEC	1/14/2025	5/13/2025	24
0000935	Gatys, Kenton	HIS-106-1H	American History From 1865	3				3	LEC	1/14/2025	5/15/2025	19
0000935	Gatys, Kenton	PHI-180-NR	Social Ethics	3				3	LEC	1/13/2025	5/15/2025	19
0000935	Gatys, Kenton	PHI-201-NR	Philosophy	3				3	LEC	1/13/2025	5/15/2025	30
0000935	Gatys, Kenton	POL-201-NR	US Natl Government		3		\$3,723.00	3	LEC	1/13/2025	5/15/2025	32
				15	6		\$7,446.00					
0000724	Gilligan, Brian	BUS-101-1D	Financial Accounting	3				3	LEC	1/13/2025	5/12/2025	31
0000724	Gilligan, Brian	BUS-101-3F	Financial Accounting	3				3	LEC	1/14/2025	5/13/2025	10
0000724	Gilligan, Brian	BUS-102-1E	Managerial Accounting	3				3	LEC	1/13/2025	5/12/2025	26
0000724	Gilligan, Brian	BUS-102-2F	Managerial Accounting	3				3	LEC	1/14/2025	5/13/2025	10
0000724	Gilligan, Brian	BUS-208-1F	Prin of Management	3				3	LEC	1/13/2025	5/14/2025	10
0000724	Gilligan, Brian		Department Chair			4	\$4,964.00		OVL	1/16/2025	6/12/2025	
				15		4	\$4,964.00					
0040272	Gilmartin, Beth	PHT-101-NR	Medical Terminology/Clinicians		2		\$2,174.00	2	LEC	1/13/2025	5/15/2025	21
0040272	Gilmartin, Beth	PHT-117-1B	Patient Mgt II : Tests & Meas	4				2	LEC/LAB	1/17/2025	5/9/2025	8
0040272	Gilmartin, Beth	PHT-122-1B	Therapeutic Exercise	4				2	LEC/LAB	1/16/2025	5/15/2025	8
0040272	Gilmartin, Beth	PHT-125-1H	Therapeutic Modalities II	2				1	LEC/LAB	3/13/2025	5/15/2025	7
0040272	Gilmartin, Beth	PHT-220-H1	Adv. Physical Therapy Techniqu	3				3	LEC	1/13/2025	5/5/2025	7
0040272	Gilmartin, Beth	PHT-222-H1	Seminar in Health Career Lit.	2				2	LEC	1/14/2025	5/13/2025	7
0040272	Gilmartin, Beth		Program Chair			2	\$2,174.00		OVL	1/16/2025	6/12/2025	
0040272	Gilmartin, Beth		Special Project			1	\$1,087.00		OVL	1/16/2025	6/12/2025	
				15	2	3	\$5,435.00					
0157185	Grady, Myeisha	SPE-101-5C	Principles of Public Speaking	3				3	LEC	1/14/2025	5/13/2025	19
0157185	Grady, Myeisha	SPE-101-6E	Principles of Public Speaking	3				3	LEC	1/14/2025	5/13/2025	23
0157185	Grady, Myeisha	SPE-101-7F	Principles of Public Speaking	3				3	LEC	1/14/2025	5/13/2025	14
0157185	Grady, Myeisha	SPE-101-9H	Principles of Public Speaking	3				3	LEC	1/14/2025	5/15/2025	8
0157185	Grady, Myeisha	SPE-101-NR1	Principles of Public Speaking	3				3	LEC	1/13/2025	5/15/2025	22
0157185	Grady, Myeisha	SPE-101-NR2	Principles of Public Speaking		3		\$3,261.00	3	LEC	1/13/2025	5/15/2025	23
				15	3		\$3,261.00					
0189759	Green, Amy	NUR-105-A1	Basic Nursing Assistant	2.50				7	LAB	1/16/2025	3/27/2025	8
0189759	Green, Amy	NUR-115-A1	Obstetrics and Pediatric Nur.	2.25				5	CLN	3/10/2025	4/7/2025	5
0189759	Green, Amy	NUR-115-A3	Obstetrics and Pediatric Nur.	2.25				5	CLN	3/10/2025	4/7/2025	5
0189759	Green, Amy	NUR-115-B1	Obstetrics and Pediatric Nur.	0.40				5	LEC	1/13/2025	5/9/2025	5
0189759	Green, Amy	NUR-115-B2	Obstetrics and Pediatric Nur.	0.40				5	LEC	1/13/2025	5/9/2025	5
0189759	Green, Amy	NUR-115-B3	Obstetrics and Pediatric Nur.	0.40				5	LEC	1/13/2025	5/9/2025	4
0189759	Green, Amy	NUR-115-B4	Obstetrics and Pediatric Nur.	0.40				5	LEC	1/13/2025	5/9/2025	0
0189759	Green, Amy	NUR-115-B5	Obstetrics and Pediatric Nur.	0.40				5	LEC	1/13/2025	5/9/2025	0
0189759	Green, Amy	NUR-115-B1	Obstetrics and Pediatric Nur.	2	0.25		\$297.00	5	CLN	3/12/2025	4/9/2025	5
0189759	Green, Amy	NUR-115-B3	Obstetrics and Pediatric Nur.		2.25		\$2,673.00	5	CLN	3/12/2025	4/9/2025	4
0189759	Green, Amy	NUR-119-B1	Nursing Care of Adults	3				4	CLN	1/18/2025	3/8/2025	5
0189759	Green, Amy	NUR-220-A1	NUR Care of Complex Patients	1	0.50		\$594.00	7	LAB	3/27/2025	4/24/2025	6
				15	3		\$3,564.00					
0000805	Halmon, Jamie	PEH-101-NR1	PERS-COMM HEALTH	2	1		\$1,188.00	3	LEC	1/13/2025	5/15/2025	23
0000805	Halmon, Jamie	PEH-102-1D	First Aid	2				2	LEC	1/14/2025	5/15/2025	19
0000805	Halmon, Jamie	PEH-102-2E	First Aid	2				2	LEC	1/14/2025	5/13/2025	18
0000805	Halmon, Jamie	PEH-103-1F	Nutrition	3				3	LEC	1/14/2025	5/13/2025	22
0000805	Halmon, Jamie	PEH-103-NR1	Nutrition	3				3	LEC	1/13/2025	5/15/2025	23
0000805	Halmon, Jamie	PEH-103-NR2	Nutrition	3				3	LEC	1/13/2025	5/15/2025	23
				15	1		\$1,188.00					
0165694	Helmus, Sara	CHM-105-1B	General Chemistry I		4		\$4,964.00	5	LEC	1/13/2025	5/12/2025	20
0165694	Helmus, Sara		Special Project-Interim Associate Dean A&S			4	\$4,964.00		OVL	2/3/2025	6/12/2025	
				0	4	4	\$9,928.00					

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0193606	Hernandez, Francisco	NUR-105-EC1	Basic Nursing Assistant	2.50				7	LAB	1/16/2025	3/27/2025	16
0193606	Hernandez, Francisco	NUR-105-EC1	Basic Nursing Assistant	3				7	CLN	4/6/2025	5/4/2025	16
0193606	Hernandez, Francisco	NUR-105-EC2	Basic Nursing Assistant	3				7	CLN	4/5/2025	5/3/2025	16
0193606	Hernandez, Francisco	NUR-119-A1	Nursing Care of Adults	1				4	LEC	1/14/2025	3/6/2025	5
0193606	Hernandez, Francisco	NUR-119-A2	Nursing Care of Adults	1				4	LEC	1/14/2025	3/6/2025	5
0193606	Hernandez, Francisco	NUR-119-A3	Nursing Care of Adults	1				4	LEC	1/14/2025	3/6/2025	5
0193606	Hernandez, Francisco	NUR-119-B1	Nursing Care of Adults	1				4	LEC	1/14/2025	3/6/2025	5
0193606	Hernandez, Francisco	NUR-119-B2	Nursing Care of Adults	1				4	LEC	1/14/2025	3/6/2025	5
0193606	Hernandez, Francisco	NUR-119-B3	Nursing Care of Adults	1				4	LEC	1/14/2025	3/6/2025	4
				<b>14.50</b>								
0002912	Imburgia, Joseph	PSY-101-6E	Intro to Psychology	3				3	LEC	1/13/2025	5/14/2025	25
0002912	Imburgia, Joseph	PSY-210-1B	Child Growth & Development		3		\$3,723.00	3	LEC	1/13/2025	5/12/2025	6
0002912	Imburgia, Joseph	PSY-211-1F	Adolescent Psychology	3				3	LEC	1/14/2025	5/13/2025	10
0002912	Imburgia, Joseph	PSY-215-1D	Life Span: Survey of Human Dev	3				3	LEC	1/13/2025	5/12/2025	30
0002912	Imburgia, Joseph	PSY-215-3E	Life Span: Survey of Human Dev	3				3	LEC	1/14/2025	5/13/2025	22
0002912	Imburgia, Joseph	PSY-215-4C	Life Span: Survey of Human Dev	3				3	LEC	1/14/2025	5/13/2025	24
				<b>15</b>	<b>3</b>		<b>\$3,723.00</b>					
0060105	Jonas, David	HVA-103-11	Intermed Refrigeration	4				3	LEC/LAB	1/13/2025	5/12/2025	9
0060105	Jonas, David	HVA-104-11	Intermediate Heating and A/C	3	1		\$1,140.00	3	LEC/LAB	1/14/2025	5/13/2025	9
0060105	Jonas, David	HVA-120-11	Basic Sheet Metal Fabrication		4		\$4,560.00	3	LEC/LAB	1/16/2025	5/15/2025	5
0060105	Jonas, David	HVA-204-11	Hydronic Comfort Systems	4				3	LEC/LAB	1/15/2025	5/14/2025	16
0060105	Jonas, David	HVA-206-11	Refrigerant Hand/EPA Review	4				3	LEC/LAB	1/17/2025	5/9/2025	10
0060105	Jonas, David		Program Chair			2	\$2,280.00		OVL	1/16/2025	6/12/2025	
				<b>15</b>	<b>5</b>	<b>2</b>	<b>\$7,980.00</b>					
0003157	Kelikian, Toulia	NUR-115-A1	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	2
0003157	Kelikian, Toulia	NUR-115-A2	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	5
0003157	Kelikian, Toulia	NUR-115-A3	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	4
0003157	Kelikian, Toulia	NUR-115-A4	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	3
0003157	Kelikian, Toulia	NUR-115-A5	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	1
0003157	Kelikian, Toulia	NUR-115-B1	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	3
0003157	Kelikian, Toulia	NUR-115-B2	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	5
0003157	Kelikian, Toulia	NUR-115-B3	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	2
0003157	Kelikian, Toulia	NUR-115-B4	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	2
0003157	Kelikian, Toulia	NUR-115-B5	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/13/2025	5/15/2025	2
0003157	Kelikian, Toulia	NUR-115-A1	Obstetrics and Pediatric Nur.	2.25				5	CLN	4/14/2025	5/5/2025	2
0003157	Kelikian, Toulia	NUR-115-A3	Obstetrics and Pediatric Nur.	2.25				5	CLN	4/14/2025	5/7/2025	4
0003157	Kelikian, Toulia	NUR-115-B1	Obstetrics and Pediatric Nur.	2.00			\$310.25	5	CLN	4/16/2025	5/7/2025	3
0003157	Kelikian, Toulia	NUR-115-B3	Obstetrics and Pediatric Nur.		2.25		\$2,792.25	5	CLN	4/16/2025	5/7/2025	2
0003157	Kelikian, Toulia	NUR-220-B1	NUR Care of Complex Patients	1.50				7	LAB	3/25/2025	4/22/2025	6
0003157	Kelikian, Toulia	NUR-224-A1	Transition to RN Practice	3	1.50		\$1,861.50	3	LEC	1/17/2025	5/9/2025	6
0003157	Kelikian, Toulia	NUR-224-A2	Transition to RN Practice		1.50		\$1,861.50	3	LEC	1/17/2025	5/9/2025	6
				<b>15</b>	<b>5.50</b>		<b>\$6,825.50</b>					
0000833	Litwicki, Mark	ENG-086-4E	Reading & Writing III	3				3	LEC	1/14/2025	5/13/2025	21
0000833	Litwicki, Mark	ENG-088-CR4	Basic Composition	3				3	LEC	1/13/2025	5/12/2025	10
0000833	Litwicki, Mark	ENG-101-CR4	Rhetoric I	3				3	LEC	1/13/2025	5/14/2025	10
0000833	Litwicki, Mark	ENG-101-SA4	Rhetoric I	0				3	X-listed	1/13/2025	5/14/2025	1
0000833	Litwicki, Mark	ENG-218-H1	US Latino/Hispanic Literature		3		\$3,723.00	3	LEC	1/13/2025	5/12/2025	7
0000833	Litwicki, Mark	HUM-154-1H	Latin American Culture	3				3	LEC	1/14/2025	5/15/2025	19
0000833	Litwicki, Mark		Special Project - TLC			3	\$3,723.00		OVL	2/3/2025	6/12/2025	
				<b>12</b>	<b>3</b>	<b>3</b>	<b>\$7,446.00</b>					
0215115	Loudon, Nicholas	PHS-101-4E	Astronomy	3				3	LEC	1/13/2025	5/14/2025	19
0215115	Loudon, Nicholas	PHS-101-NR1	Astronomy	2	1		\$1,140.00	3	LEC	1/13/2025	5/15/2025	13
0215115	Loudon, Nicholas	PHY-100-1G	Fundamentals of Physics	5				3	LEC/LAB	1/14/2025	5/13/2025	19
0215115	Loudon, Nicholas	PHY-100-2G	Fundamentals of Physics	5				3	LEC/LAB	1/13/2025	5/14/2025	24
0215115	Loudon, Nicholas		Lab Prep		2		\$2,280.00		OVL	1/16/2025	5/15/2025	
				<b>15</b>	<b>3</b>		<b>\$3,420.00</b>					



# 2025 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0162050	Markussen, Prairie	ENG-088-NR	Basic Composition	3				3	LEC	1/13/2025	5/15/2025	19
0162050	Markussen, Prairie	ENG-101-NR3	Rhetoric I	3				3	LEC	1/13/2025	5/15/2025	18
0162050	Markussen, Prairie	ENG-101-NR4	Rhetoric I	3				3	LEC	1/21/2025	5/15/2025	14
0162050	Markussen, Prairie	ENG-152-H1	Creative Writing II	3				3	LEC	1/13/2025	5/14/2025	8
				<b>12</b>								
0214034	Martinez, Clara	NUR-105-EC2	Basic Nursing Assistant	3					LAB	1/18/2025	3/29/2025	16
0214034	Martinez, Clara	NUR-115-A1	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/11/2025	5/15/2025	5
0214034	Martinez, Clara	NUR-115-A2	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/11/2025	5/15/2025	5
0214034	Martinez, Clara	NUR-115-A3	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/11/2025	5/15/2025	5
0214034	Martinez, Clara	NUR-115-A4	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/11/2025	5/15/2025	0
0214034	Martinez, Clara	NUR-115-A5	Obstetrics and Pediatric Nur.	0.40				5	LEC	3/11/2025	5/15/2025	0
0214034	Martinez, Clara	NUR-115-A2	Obstetrics and Pediatric Nur.	5				5	CLN	3/10/2025	5/5/2025	5
0214034	Martinez, Clara	NUR-115-B2	Obstetrics and Pediatric Nur.		2.25		\$2,565.00	5	CLN	4/16/2025	5/7/2025	5
0214034	Martinez, Clara	NUR-220-A2	NUR Care of Complex Patients	2				7	LAB	3/14/2025	4/15/2025	6
0214034	Martinez, Clara	NUR-220-B2	NUR Care of Complex Patients	1.50				7	LAB	3/25/2025	4/22/2025	5
0214034	Martinez, Clara	NUR-224-B1	Transition to RN Practice	1				3	LEC	1/17/2025	5/9/2025	6
0214034	Martinez, Clara	NUR-224-B2	Transition to RN Practice	1				3	LEC	1/17/2025	5/9/2025	5
0214034	Martinez, Clara	NUR-224-B3	Transition to RN Practice	1				3	LEC	1/17/2025	5/9/2025	6
0214034	Martinez, Clara		Special Project - NUR Lab Assist.			1.46	\$1,664.40		OVL	1/16/2025	5/15/2025	
				<b>15</b>	<b>2.25</b>	<b>1.46</b>	<b>\$4,229.40</b>					
0183993	Martino, Shannon	ANT-103-1D	Introduction to Archaeology	2				3	LEC	3/24/2025	5/14/2025	11
0183993	Martino, Shannon	ART-220-1E	Latin America Traditions in Ar	3				3	LEC	1/21/2025	5/13/2025	4
0183993	Martino, Shannon	HUM-154-4C	Latin American Culture	3				3	LEC	1/14/2025	5/13/2025	12
0183993	Martino, Shannon	HUM-154-NR1	Latin American Culture	3				3	LEC	1/13/2025	5/15/2025	30
0183993	Martino, Shannon	HUM-154-NR2	Latin American Culture	3				3	LEC	1/27/2025	5/15/2025	32
				<b>14</b>								
0002467	Montgomery, Jered	HUM-150-1G	Humanities Through the Arts	3				3	LEC	1/13/2025	5/14/2025	31
0002467	Montgomery, Jered	HUM-150-52	Humanities Through the Arts		3		\$3,420.00	3	LEC	1/23/2025	5/15/2025	10
0002467	Montgomery, Jered	MUS-100-32	Music Appreciation	3				3	LEC	1/15/2025	5/14/2025	9
0002467	Montgomery, Jered	MUS-100-NR	Music Appreciation	3				3	LEC	1/13/2025	5/15/2025	26
0002467	Montgomery, Jered	MUS-108-NR	World Music Survey	3				3	LEC	1/13/2025	5/15/2025	24
0002467	Montgomery, Jered	MUS-108-NR1	World Music Survey	3				3	LEC	1/13/2025	5/15/2025	26
0002467	Montgomery, Jered	MUS-142-1R	Private Applied Brass Music Major	0				2	LEC	1/31/2025	5/15/2025	1
				<b>15</b>	<b>3</b>		<b>\$ 3,420.00</b>					
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant	5	3		\$3,564.00	7	CLN	4/3/2025	5/1/2025	8
0192112	Mulvey, Irene	NUR-105-EC1	Basic Nursing Assistant	5				7	LEC	1/14/2025	5/13/2025	16
0192112	Mulvey, Irene	NUR-105-EC2	Basic Nursing Assistant	5				7	LEC	1/15/2025	5/14/2025	15
0192112	Mulvey, Irene		Program Chair			2	\$2,376.00		OVL	1/16/2025	5/15/2025	
				<b>15</b>	<b>3</b>	<b>2</b>	<b>\$5,940.00</b>					
0000747	Paez, Elizabeth	MAT-097-CR2	Intermediate Algebra Support		3		\$3,564.00	3	LEC	1/13/2025	5/13/2025	9
0000747	Paez, Elizabeth	MAT-105-1C	College Algebra	4				4	LEC	1/13/2025	5/13/2025	10
0000747	Paez, Elizabeth	MAT-105-2D	College Algebra	4				4	LEC	1/13/2025	5/12/2025	13
0000747	Paez, Elizabeth	MAT-105-CR2	College Algebra	4				4	LEC	1/13/2025	5/12/2025	9
0000747	Paez, Elizabeth	MAT-110-1J	College Trig	3				3	LEC	1/13/2025	5/14/2025	13
				<b>15</b>	<b>3</b>		<b>\$3,564.00</b>					
0002913	Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	7				5	LEC/LAB	1/13/2025	5/12/2025	11
0002913	Pearson, Dennis	BIO-204-1B	Anatomy & Physiology II	3				4	LEC	1/14/2025	5/15/2025	20
0002913	Pearson, Dennis	BIO-204-2F	Anatomy & Physiology II	3				4	LEC	1/14/2025	5/13/2025	20
0002913	Pearson, Dennis		Lab Prep		2		\$2,376.00		OVL	1/16/2025	6/12/2025	
0002913	Pearson, Dennis		BIO Open Lab Instr.	2	10.10		\$11,998.80		OVL	1/16/2025	6/12/2025	
				<b>15</b>	<b>12.10</b>		<b>\$14,374.80</b>					
0000820	Pencheva, Tsonka	ECE-101-H1	Observ & Assessment / Children	3				3	LEC	1/14/2025	5/15/2025	9
0000820	Pencheva, Tsonka	ECE-110-H1	Intro to Early Childhood Ed	3				3	LEC	1/14/2025	5/13/2025	11
0000820	Pencheva, Tsonka	ECE-115-H1	Family, School & Community	3				3	LEC	1/14/2025	5/13/2025	12
0000820	Pencheva, Tsonka	ECE-120-NR	Language Arts for Children	3				3	LEC	1/13/2025	5/15/2025	20

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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0000820	Pencheva, Tsonka	ECE-125-NR	The Exceptional Child	3				3	LEC	1/13/2025	5/15/2025	15
0000820	Pencheva, Tsonka	ECE-203-NR	Emerging Literacy in Children		3		\$3,564.00	3	LEC	1/13/2025	5/15/2025	18
0000820	Pencheva, Tsonka	ECE-260-H1	ECE Internship		3		\$3,564.00	3	LEC/LAB	1/16/2025	5/15/2025	7
0000820	Pencheva, Tsonka		Program Chair			2	\$2,376.00		OVL	1/16/2025	6/12/2025	
0000820	Pencheva, Tsonka		Special Project			12.87	\$15,289.56		OVL	1/16/2025	6/12/2025	
				15	6	14.87	\$24,793.56					
0177526	Pierce, Tom	ENG-088-CR1	Basic Composition	3				3	LEC	1/13/2025	5/12/2025	10
0177526	Pierce, Tom	ENG-101-CR1	Rhetoric I	3				3	LEC	1/13/2025	5/14/2025	9
0177526	Pierce, Tom	ENG-101-NR2	Rhetoric I	3				3	LEC	1/13/2025	5/15/2025	22
0177526	Pierce, Tom	ENG-101-SA1	Rhetoric I	0				3	X-listed	1/13/2025	5/14/2025	14
0177526	Pierce, Tom	ENG-102-1B	Rhetoric II		3		\$3,723.00	3	LEC	1/22/2025	5/12/2025	24
0177526	Pierce, Tom	ENG-102-6B	Rhetoric II	3				3	LEC	1/14/2025	5/15/2025	26
0177526	Pierce, Tom	ENG-102-JC	Rhetoric II		3		\$3,723.00	3	LEC	1/21/2025	5/13/2025	24
				12	6		\$ 7,446.00					
0194866	Ploszaj, Randi	ENG-088-CR7	Basic Composition	3				3	LEC	1/14/2025	5/13/2025	10
0194866	Ploszaj, Randi	ENG-101-CR7	Rhetoric I	3				3	LEC	1/14/2025	5/13/2025	10
0194866	Ploszaj, Randi	ENG-101-NR1	Rhetoric I	3				3	LEC	1/13/2025	5/15/2025	7
0194866	Ploszaj, Randi	ENG-101-SA7	Rhetoric I	0				3	X-listed	1/14/2025	5/13/2025	14
0194866	Ploszaj, Randi		Program Chair	3		1	\$1,140.00		OVL	1/16/2025	5/15/2025	
				12		1	\$1,140.00					
0160605	Primm, Rebecca	ART-102-1F	3-D Fundamentals	6				3	LAB	1/14/2025	5/13/2025	8
0160605	Primm, Rebecca	ART-113-1C	Ceramics I	3				3	LAB	1/14/2025	5/13/2025	7
0160605	Primm, Rebecca	ART-130-1C	Introduction to Digital Art	6				3	LEC	1/13/2025	5/14/2025	7
0160605	Primm, Rebecca	ART-131-1F	Graphic Design I		6		\$7,128.00	3	LEC	1/27/2025	5/12/2025	8
0160605	Primm, Rebecca	ART-213-1C	Ceramics II	0				3	X-listed	1/14/2025	5/13/2025	5
0160605	Primm, Rebecca		Department Chair			4	\$4,752.00		OVL	1/16/2025	6/12/2025	
				15	6	4	\$11,880.00					
0195558	Pulaski, Andrew	LAW-105-11	Introduction to Corrections	3				3	LEC	1/16/2025	5/15/2025	16
0195558	Pulaski, Andrew	LAW-202-1F	Juvenile Delinquency	3				3	LEC	1/14/2025	5/13/2025	10
0195558	Pulaski, Andrew	LAW-204-1H	Criminal Law	3				3	LEC	1/14/2025	5/15/2025	11
0195558	Pulaski, Andrew	LAW-205-1K	Criminal Law II	3				3	LEC	1/13/2025	5/14/2025	9
0195558	Pulaski, Andrew	LAW-207-11	Court Procedures and Evidence	3				3	LEC	1/15/2025	5/14/2025	12
0195558	Pulaski, Andrew		Department Chair			4	\$4,964.00		OVL	1/16/2025	5/15/2025	
				15		4	\$4,964.00					
0217584	Reasner, Jenna	ENG-088-1C	Basic Composition	3				3	LEC	1/13/2025	5/14/2025	6
0217584	Reasner, Jenna	ENG-088-2D	Basic Composition	3				3	LEC	1/13/2025	5/12/2025	9
0217584	Reasner, Jenna	ENG-101-2F	Rhetoric I	3				3	LEC	1/13/2025	5/12/2025	13
0217584	Reasner, Jenna	ENG-101-4C	Rhetoric I	3				3	LEC	1/14/2025	5/13/2025	20
				12								
0215046	Riemer, Nathan	SOC-100-1G	Intro to Sociology	3				3	LEC	1/14/2025	5/13/2025	14
0215046	Riemer, Nathan	SOC-100-32	Intro to Sociology	3				3	LEC	1/13/2025	5/12/2025	11
0215046	Riemer, Nathan	SOC-100-5E	Intro to Sociology	3				3	LEC	1/14/2025	5/13/2025	15
0215046	Riemer, Nathan	SOC-100-NR	Intro to Sociology	3				3	LEC	1/14/2025	5/15/2025	31
0215046	Riemer, Nathan	SOC-100-NR1	Intro to Sociology		3		\$3,261.00	3	LEC	1/27/2025	5/15/2025	18
0215046	Riemer, Nathan	SOC-102-1C	Social Problems	3				3	LEC	1/14/2025	5/13/2025	19
				15	3		\$3,261.00					
0056628	Roman, Daniel	ART-103-1F	Drawing I	6				3	LAB	1/13/2025	5/12/2025	9
0056628	Roman, Daniel	ART-104-1F	Drawing II	0				3	X-listed	1/13/2025	5/12/2025	6
0056628	Roman, Daniel	ART-105-1C	Painting I	6				3	LAB	1/14/2025	5/13/2025	6
0056628	Roman, Daniel	ART-120-12	Art Appreciation	3				3	LEC	1/28/2025	5/13/2025	16
0056628	Roman, Daniel	ART-126-12	Art History World Survey II 1		3		\$3,723.00	3	LEC	1/13/2025	5/12/2025	9
0056628	Roman, Daniel	ART-203-1C	Figure Drawing I		6		\$7,446.00	3	X-listed	1/13/2025	5/14/2025	11
0056628	Roman, Daniel	ART-204-1C	Figure Drawing II	0				3	LAB	1/13/2025	5/14/2025	1
0056628	Roman, Daniel	ART-205-1C	Painting II	0				3	X-listed	1/14/2025	5/13/2025	1
				15	9		\$ 11,169.00					



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Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0165693	Romero Yuste, Maria	HUM-154-NR	Latin American Culture	3				3	LEC	1/13/2025	5/15/2025	30
0165693	Romero Yuste, Maria	SPN-101-1E	Beginning Spanish I	4				4	LEC	1/14/2025	5/13/2025	5
0165693	Romero Yuste, Maria	SPN-102-1G	Beginning Spanish II	4				4	LEC	1/14/2025	5/13/2025	5
0165693	Romero Yuste, Maria	SPN-130-NR	Spanish for Heritage Speakers	4				4	LEC	1/13/2025	5/15/2025	8
				<b>15</b>								
0197693	Sanchez, Alejandro	MAT-097-CR1	Intermediate Algebra Support	3				3	LEC	1/13/2025	5/12/2025	21
0197693	Sanchez, Alejandro	MAT-102-3F	General Education Mathematics		4		\$4,348.00	4	LEC	2/10/2025	5/12/2025	5
0197693	Sanchez, Alejandro	MAT-105-CR1	College Algebra		4		\$4,348.00	4	LEC	1/13/2025	5/13/2025	21
0197693	Sanchez, Alejandro	MAT-150-NR	Pre-Calculus w/ Trigonometry	5				5	LEC	1/13/2025	5/15/2025	13
0197693	Sanchez, Alejandro	MAT-215-EC	Differ Equations	3				3	LEC	1/13/2025	5/14/2025	5
0197693	Sanchez, Alejandro	MAT-224-1J	Calculus for Business & Soc Sc	4				4	LEC	1/13/2025	5/14/2025	20
				<b>15</b>	<b>8</b>		<b>\$8,696.00</b>					
0000907	Sanchez, Luis	CAD-100-1C	Autocad Fundamentals	5				3	LEC/LAB	1/14/2025	5/13/2025	13
0000907	Sanchez, Luis	CAD-101-1E	Fundamentals of Drafting	5				3	LEC/LAB	1/14/2025	5/13/2025	5
0000907	Sanchez, Luis	CAD-102-1G	Descriptive Geometry	0				3	X-listed	1/14/2025	5/13/2025	5
0000907	Sanchez, Luis	CAD-103-1L	Sheet Metal and Weldments		5		\$5,940.00	3	LEC/LAB	1/14/2025	5/15/2025	12
0000907	Sanchez, Luis	CAD-104-1L	Assembly Drawings		5		\$5,940.00	3	LEC/LAB	1/13/2025	5/12/2025	9
0000907	Sanchez, Luis	EGR-110-1G	Engineering Graphics I	5				3	LEC/LAB	1/14/2025	5/13/2025	12
0000907	Sanchez, Luis		Program Chair			2	\$2,376.00		OVL	1/16/2025	6/12/2025	
				<b>15</b>	<b>10</b>	<b>2</b>	<b>\$14,256.00</b>					
0002668	Sedaie, Behrooz	ECO-101-1E	Principles of Economics I	3				3	LEC	1/13/2025	5/14/2025	21
0002668	Sedaie, Behrooz	ECO-101-2E	Principles of Economics I	3				3	LEC	1/13/2025	5/14/2025	26
0002668	Sedaie, Behrooz	ECO-101-3F	Principles of Economics I	3				3	LEC	1/13/2025	5/12/2025	9
0002668	Sedaie, Behrooz	ECO-101-42	Principles of Economics I	3				3	LEC	1/14/2025	5/13/2025	12
0002668	Sedaie, Behrooz	ECO-102-1C	Principles of Economics II	3				3	LEC	1/14/2025	5/13/2025	22
				<b>15</b>								
0003089	Sleeth, Bradley	GEL-101-1B	Physical Geology	6				4	LEC/LAB	1/14/2025	5/13/2025	21
0003089	Sleeth, Bradley	GEL-101-H1	Physical Geology		6		\$7,128.00	4	LEC/LAB	2/5/2025	5/15/2025	7
0003089	Sleeth, Bradley	PHS-101-3F	Astronomy	3				3	LEC	1/14/2025	5/13/2025	13
0003089	Sleeth, Bradley	PHS-101-NR	Astronomy	3				3	LEC	1/13/2025	5/15/2025	28
0003089	Sleeth, Bradley	PHS-101-NR2	Astronomy	3				3	LEC	1/27/2025	5/15/2025	28
0003089	Sleeth, Bradley		Lab Prep		2		\$2,376.00		OVL	1/16/2025	5/15/2025	
0003089	Sleeth, Bradley		Special Project - Mentoring			1	\$1,188.00		OVL	1/16/2025	5/15/2025	
0003089	Sleeth, Bradley		Special Project - IGEN			4.02	\$4,775.76		OVL	1/16/2025	3/31/2025	
				<b>15</b>	<b>8</b>	<b>5.02</b>	<b>\$15,467.76</b>					
0000939	Sonnier, Celeste	ENG-088-CR3	Basic Composition	3				3	LEC	1/13/2025	5/14/2025	10
0000939	Sonnier, Celeste	ENG-101-CR3	Rhetoric I	3				3	LEC	1/13/2025	5/12/2025	10
0000939	Sonnier, Celeste	ENG-101-SA3	Rhetoric I	0				X-listed	LEC	1/13/2025	5/12/2025	3
0000939	Sonnier, Celeste	ENG-102-2C	Rhetoric II	3				3	LEC	1/13/2025	5/14/2025	22
0000939	Sonnier, Celeste	ENG-102-NR5	Rhetoric II	3				3	LEC	1/21/2025	5/15/2025	21
0000939	Sonnier, Celeste		Special Project			2	\$2,376.00		OVL	1/16/2025	5/15/2025	
				<b>12</b>		<b>2</b>	<b>\$ 2,376.00</b>					
0000943	Spaniol, Scott	MAT-141-H1	Statistics	4				4	LEC	1/14/2025	5/13/2025	15
0000943	Spaniol, Scott	MAT-141-H2	Statistics	4				4	LEC	1/14/2025	5/15/2025	29
0000943	Spaniol, Scott	MAT-141-H3	Statistics	2	2		\$2,482.00	4	LEC	1/14/2025	5/13/2025	10
0000943	Spaniol, Scott	MAT-201-NR	Calculus I	5				5	LEC	1/13/2025	5/15/2025	30
0000943	Spaniol, Scott	MAT-202-NR	Calculus II		5		\$6,205.00	5	LEC	1/13/2025	5/15/2025	13
0000943	Spaniol, Scott		Department Chair			4	\$4,964.00		OVL	1/16/2025	6/12/2025	
				<b>15</b>	<b>7</b>	<b>4</b>	<b>\$13,651.00</b>					
0160304	Stanukinas, Melissa	BIO-100-NR	Introducing Biology	3				3	LEC	1/13/2025	5/15/2025	24
0160304	Stanukinas, Melissa	BIO-110-H1	Biology: a Cellular Approach	7				5	LEC/LAB	1/13/2025	5/14/2025	18
0160304	Stanukinas, Melissa	BIO-110-H2	Biology: a Cellular Approach	5	2		\$2,280.00	5	LEC/LAB	1/13/2025	5/15/2025	20
0160304	Stanukinas, Melissa		Lab Prep		2		\$2,280.00		OVL	1/16/2025	6/12/2025	
				<b>15</b>	<b>4</b>		<b>\$4,560.00</b>					

# 2025 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0000897	Sykora, Donald	ATM-104-1G	Automotive Brakes	5				3	LEC/LAB	1/13/2025	5/14/2025	11
0000897	Sykora, Donald	ATM-120-1C	Intro to Automotive Tech	2	3		\$3,564.00	3	LEC/LAB	1/13/2025	5/14/2025	14
0000897	Sykora, Donald	ATM-202-1C	Automotive Electrical Systems	8				4	LEC/LAB	1/14/2025	5/13/2025	8
0000897	Sykora, Donald		Program Chair			2	\$2,376.00		OVL	1/16/2025	6/12/2025	
0000897	Sykora, Donald		Special Project			1	\$1,188.00		OVL	2/3/2025	6/12/2025	
				15	3	3	\$7,128.00					
0005802	Thompson, Juhelia	PSY-101-1F	Intro to Psychology	3				3	LEC	1/14/2025	5/13/2025	11
0005802	Thompson, Juhelia	PSY-101-4H	Intro to Psychology	3				3	LEC	1/14/2025	5/15/2025	8
0005802	Thompson, Juhelia	PSY-101-NR	Intro to Psychology	3				3	LEC	1/13/2025	5/15/2025	31
0005802	Thompson, Juhelia	PSY-101-NR1	Intro to Psychology	3				3	LEC	1/13/2025	5/15/2025	9
0005802	Thompson, Juhelia	PSY-101-NR2	Intro to Psychology		3		\$3,564.00	3	LEC	1/27/2025	5/15/2025	32
0005802	Thompson, Juhelia	PSY-215-NR	Life Span: Survey of Human Dev	3				3	LEC	1/13/2025	5/15/2025	30
				15	3		\$3,564.00					
0194864	Tomchek, Ryan	MAT-096-CR1	General Education Math Support	2				2	LEC	1/14/2025	5/13/2025	9
0194864	Tomchek, Ryan	MAT-102-CR1	General Education Mathematics		4		\$4,560.00	4	LEC	1/14/2025	5/15/2025	9
0194864	Tomchek, Ryan	MAT-110-NR	College Trig	3				3	LEC	1/13/2025	5/15/2025	24
0194864	Tomchek, Ryan	MAT-150-H1	Pre-Calculus w/ Trigonometry	5				5	LEC	1/14/2025	5/15/2025	13
0194864	Tomchek, Ryan	MAT-201-NR1	Calculus I	5				5	LEC	1/27/2025	5/15/2025	14
0194864	Tomchek, Ryan		Special Project			2	\$2,280.00		OVL	1/16/2025	6/12/2025	
				15	4	2	\$6,840.00					
0212567	Tomnitz, Allan	WEL-111-11	Basic Arc Welding/Cutting I	4				3	LEC/LAB	1/14/2025	3/13/2025	6
0212567	Tomnitz, Allan	WEL-112-11	Basic Arc Welding/Cutting II		4		\$4,348.00	3	LEC/LAB	3/25/2025	5/15/2025	5
0212567	Tomnitz, Allan	WEL-131-1H	Gas Metal Arc Welding I	4				3	LEC/LAB	1/13/2025	3/5/2025	7
0212567	Tomnitz, Allan	WEL-141-11	Gas Tungsten Arc Welding I	4				3	LEC/LAB	1/13/2025	3/12/2025	13
0212567	Tomnitz, Allan	WEL-142-11	Gas Tungsten Arc Welding II	3	1		\$1,087.00	3	LEC/LAB	3/24/2025	5/14/2025	12
0212567	Tomnitz, Allan		Program Chair			2	\$2,174.00		OVL	1/16/2025	5/15/2025	
				15	5	2	\$7,609.00					
0198069	Tsang, Yukto	BIO-203-2E	Anatomy & Physiology I	3				4	LEC	1/14/2025	5/13/2025	20
0198069	Tsang, Yukto	BIO-203-3F	Anatomy & Physiology I	3				4	LEC	1/14/2025	5/15/2025	16
0198069	Tsang, Yukto	BIO-204-3H	Anatomy & Physiology II	3				4	LEC	1/14/2025	5/15/2025	20
0198069	Tsang, Yukto		Lab Prep		2		\$2,376.00		OVL	1/16/2025	5/15/2025	
0198069	Tsang, Yukto		BIO Open Lab Instr.	6	6.10		\$7,246.80		OVL	1/16/2025	5/15/2025	
				15	8.10		\$9,622.80					
0000868	Walley, Cynthia	ATM-253-1G	Successful Career & Life Stra	0				2	X-listed	1/15/2025	5/14/2025	2
0000868	Walley, Cynthia	BUS-253-1G	Successful Career & Life Stra	2				2	LEC	1/15/2025	5/14/2025	4
0000868	Walley, Cynthia	CAD-253-1G	Successful Career & Life Stra	0				2	X-listed	1/15/2025	5/14/2025	1
0000868	Walley, Cynthia	CIS-253-1G	Successful Career & Life Stra	0				2	X-listed	1/15/2025	5/14/2025	4
0000868	Walley, Cynthia	HVA-253-1G	Successful Career & Life Stra	0				2	X-listed	1/15/2025	5/14/2025	0
0000868	Walley, Cynthia	OMT-253-1G	Successful Career & Life Stra	0				2	X-listed	1/15/2025	5/14/2025	1
0000868	Walley, Cynthia	ATM-253-2L	Successful Career & Life Stra	0				2	X-listed	1/13/2025	5/12/2025	2
0000868	Walley, Cynthia	BUS-253-2L	Successful Career & Life Stra	0				2	X-listed	1/13/2025	5/12/2025	3
0000868	Walley, Cynthia	CAD-253-2L	Successful Career & Life Stra	0				2	X-listed	1/13/2025	5/12/2025	3
0000868	Walley, Cynthia	CIS-253-2L	Successful Career & Life Stra	2				2	LEC	1/13/2025	5/12/2025	5
0000868	Walley, Cynthia	HVA-253-2L	Successful Career & Life Stra	0				2	X-listed	1/13/2025	5/12/2025	0
0000868	Walley, Cynthia	OMT-253-2L	Successful Career & Life Stra	0				2	X-listed	1/13/2025	5/12/2025	0
0000868	Walley, Cynthia	CIS-121-NR	Data Base Management	5				3	LEC/LAB	1/13/2025	5/15/2025	8
0000868	Walley, Cynthia	CPS-101-NR	Informational Technology	2				2	LEC	1/13/2025	5/15/2025	15
0000868	Walley, Cynthia	CPS-111-H3	Business Computer Systems	4	1		\$1,188.00	3	LEC/LAB	1/13/2025	5/12/2025	6
0000868	Walley, Cynthia	CPS-111-NR	Business Computer Systems		5		\$5,940.00	3	LEC/LAB	1/13/2025	5/15/2025	20
0000868	Walley, Cynthia		Program Chair			2	\$2,376.00		OVL	1/16/2025	5/15/2025	
				15	6	2	\$ 9,504.00					
0000736	Wood, Robert	PSY-101-2C	Intro to Psychology	3				3	LEC	1/14/2025	5/13/2025	31
0000736	Wood, Robert	PSY-101-3E	Intro to Psychology	3				3	LEC	1/14/2025	5/13/2025	29
				6								
0000813	Zukauskas, Karolis	ENG-086-2E	Reading & Writing III	3				3	LEC	1/13/2025	5/14/2025	21

# 2025 Spring Overall Overload Report

Faculty ID	Person Full Name	Section Name	Section Title	Load	Overload Classes	Additional Overload	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0000813	Zukauskas, Karolis	ENG-088-CR8	Basic Composition	3				3	LEC	1/14/2025	5/15/2025	9
0000813	Zukauskas, Karolis	ENG-088-NR1	Basic Composition		3		\$3,723.00	3	LEC	1/21/2025	5/15/2025	23
0000813	Zukauskas, Karolis	ENG-101-3G	Rhetoric I	3				3	LEC	1/13/2025	5/14/2025	8
0000813	Zukauskas, Karolis	ENG-101-CR8	Rhetoric I	3				3	LEC	1/14/2025	5/13/2025	9
0000813	Zukauskas, Karolis	ENG-101-SA8	Rhetoric I	0				3	X-listed	1/14/2025	5/13/2025	11
0000813	Zukauskas, Karolis	HUM-153-NR	Survey of Film History		3		\$3,723.00	3	LEC	1/13/2025	5/15/2025	24
				12	6		\$7,446.00					
					Grand	Total	\$382,193.32					

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

**PROPOSED ACTION:** THE BOARD APPROVES THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR SPRING SEMESTER 2025 AT TOTAL AMOUNT OF \$663,017.56 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

**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:** \$663,017.56 Adjunct Faculty Report for Spring 2025

**ATTACHMENTS:** Adjunct Faculty Employment Report – SPRING 2025

## Adjunct Stipend Report Spring 2025

Faculty ID	Person Full Name	Section Name	Section Title	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Assignment Instructional Method	Section Start Date	Section End Date	Section Active Student Count
0226050	Alvino, Frank	CPS-200-NR	C++ Programming	5	\$4,703.55	3	LEC/LAB	1/13/2025	5/15/2025	13
0200721	Babcock, Heather	CHM-100-1B	Fundamentals of Chemistry	6	\$6,154.20	4	LEC/LAB	1/13/2025	5/14/2025	26
0200721	Babcock, Heather	CHM-100-2F	Fundamentals of Chemistry	6	\$6,154.20	4	LEC/LAB	1/13/2025	5/14/2025	24
0228165	Baez, Guillermo	ATM-101-11	Automotive Engine Repair	9	\$8,113.50	5	LEC/LAB	1/14/2025	5/15/2025	16
0212243	Batie-Howard, Denise	NUR-105-EC1	Basic Nursing Assistant	3	\$2,939.79	7	CLN	4/6/2025	5/5/2025	16
0221767	Bavone, Christina	ENG-102-NR4	Rhetoric II	3	\$2,892.69	3	LEC	1/13/2025	5/15/2025	21
0003082	Bondlow, Fred	BUS-203-12	Intermediate Accounting II	3	\$3,233.94	3	LEC	1/16/2025	5/15/2025	7
0166671	Bonick, Cara	PHT-224-H1	POP2: Professional Issues in	2	\$1,881.42	2	LEC	1/13/2025	3/13/2025	14
0204227	Bostic, Josephine	NUR-105-EC2	Basic Nursing Assistant	3	\$3,077.10	7	CLN	4/5/2025	5/3/2025	15
0000915	Bulat, Cheryl	ECE-100-NR	Early Child Growth & Developme	3	\$3,564.00	3	LEC	1/13/2025	5/15/2025	23
0191822	Buzruk, Anupama	BUS-101-42	Financial Accounting	3	\$3,077.10	3	LEC	1/14/2025	5/13/2025	5
0156441	Campbell, Dana	CHM-100-8B	Fundamentals of Chemistry	6	\$6,467.88	4	LEC/LAB	1/18/2025	5/10/2025	17
0156441	Campbell, Dana	CHM-100-EC	Fundamentals of Chemistry	6	\$6,467.88	4	LEC/LAB	1/28/2025	5/15/2025	12
0132374	Canerday, Samuel	EMT-101-21	Emergency Medical Technician	8	\$7,212.00	9	LEC	1/14/2025	5/15/2025	10
0184815	Chiappetta, Joseph	EMT-237-1B	Paramedic Internship	2	\$1,972.94	2	LAB	1/13/2025	5/12/2025	9
0227315	Clanton, David	NUR-220-B1	NUR Care of Complex Patients	0.91	\$865.05	7	LEC	1/15/2025	4/23/2025	6
0227315	Clanton, David	NUR-220-B2	NUR Care of Complex Patients	0.92	\$865.45	7	LEC	1/15/2025	4/23/2025	5
0227315	Clanton, David	NUR-220-B3	NUR Care of Complex Patients	0.92	\$865.45	7	LEC	1/15/2025	4/23/2025	6
0215382	Coccaro, Peter	ATM-208-11	Automotive Computer Systems	5	\$4,703.55	3	LEC/LAB	1/14/2025	5/15/2025	13
0037625	Connelly, Allen	EMT-101-11	Emergency Medical Technician	6	\$5,409.00	9	LEC	1/14/2025	5/15/2025	13
0007800	Corral, Iris	ECE-105-NR	Health & Nutrition for Child	3	\$3,233.94	3	LEC	1/13/2025	5/15/2025	15
0007800	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	3	\$3,233.94	3	LEC	1/13/2025	5/15/2025	21
0187385	Cortinas-Fouilloux, Gustavo	MUS-100-4B	Music Appreciation	3	\$2,939.79	3	LEC	1/14/2025	5/15/2025	7
0187385	Cortinas-Fouilloux, Gustavo	MUS-100-5C	Music Appreciation	3	\$2,939.79	3	LEC	1/14/2025	5/15/2025	11
0187385	Cortinas-Fouilloux, Gustavo	MUS-100-NR2	Music Appreciation	3	\$2,939.79	3	LEC	1/27/2025	5/15/2025	27
0187385	Cortinas-Fouilloux, Gustavo	MUS-136-1R	Private Applied Percussion Maj	0	\$0.00	2	LEC	1/31/2025	5/15/2025	1
0002933	Craig, Marilyn	SPE-101-8B	Principles of Public Speaking	3	\$3,013.32	3	LEC	1/18/2025	5/10/2025	21
0204185	Dedore, Sherie	PLS-102-11	Fundamental Legal Documents	3	\$2,822.13	3	LEC	1/15/2025	5/14/2025	6
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	3	\$3,077.10	9	LAB	1/14/2025	5/15/2025	13
0182919	Denson, Ryan	EMT-101-21	Emergency Medical Technician	1	\$1,025.70	9	LAB	1/14/2025	5/15/2025	10
0182919	Denson, Ryan	EMT-104-1B	Paramedic III	4	\$4,102.80	9	LAB	1/14/2025	5/15/2025	9
0182919	Denson, Ryan	EMT-233-1B	Paramedic Field Experience	4	\$4,102.80	8	LAB	1/14/2025	5/15/2025	9
0160009	Dillinger, Benjamin	MUS-106-1F	Trends Modern American Music	3	\$3,077.10	3	LEC	2/4/2025	5/13/2025	15
0160009	Dillinger, Benjamin	MUS-106-NR	Trends Modern American Music	3	\$3,077.10	3	LEC	1/13/2025	5/15/2025	24
0160009	Dillinger, Benjamin	MUS-108-1E	World Music Survey	3	\$3,077.10	3	LEC	2/4/2025	5/13/2025	25
0160009	Dillinger, Benjamin	MUS-138-1R	Private Applied Strings Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	1
0160009	Dillinger, Benjamin	MUS-168-1R	Private Applied Strings Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	1
0049119	Dominguez, Gerardo	CAD-107-1L	20/20 Kitchen Design	5	\$4,507.50	3	LEC/LAB	1/17/2025	5/9/2025	11
0003181	Dutt, Eric	ENG-101-52	Rhetoric I	3	\$3,233.94	3	LEC	1/21/2025	5/13/2025	8
0003181	Dutt, Eric	ENG-102-L2	Rhetoric II	3	\$3,233.94	3	LEC	1/16/2025	5/15/2025	22
0006121	Ebersold, Robert	BUS-107-3C	Principles of Marketing	3	\$2,939.79	3	LEC	1/27/2025	5/14/2025	10
0006121	Ebersold, Robert	BUS-111-1E	Principles of Business	3	\$2,939.79	3	LEC	1/13/2025	5/12/2025	14
0003179	Eshafi, Nouri	ECE-101-NR	Observ & Assessment / Children	3	\$3,314.76	3	LEC	1/13/2025	5/15/2025	11
0003179	Eshafi, Nouri	ECE-115-NR	Family, School & Community	3	\$3,314.76	3	LEC	1/13/2025	5/15/2025	17
0003210	Farina, Peter	BIO-203-1B	Anatomy & Physiology I	3	\$3,233.94	4	LEC	1/13/2025	5/15/2025	20
0003210	Farina, Peter	BIO-204-4D	Anatomy & Physiology II	3	\$3,233.94	4	LEC	1/13/2025	5/12/2025	20
0003210	Farina, Peter	BIO-204-5E	Anatomy & Physiology II	3	\$3,233.94	4	LEC	1/13/2025	5/14/2025	20
0003212	Farnsworth, Dan	HVA-120-21	Basic Sheet Metal Fabrication	4	\$4,155.04	3	LEC/LAB	1/15/2025	5/14/2025	5
0003212	Farnsworth, Dan	HVA-120-31	Basic Sheet Metal Fabrication	4	\$4,155.04	3	LEC/LAB	1/14/2025	5/13/2025	5
0162452	Foltz, Chris	FIR-170-H1	Principles of Fire and Emergen	3	\$3,233.94	3	LEC	1/27/2025	5/12/2025	7
0162452	Foltz, Chris	FIR-230-H1	Fire Protection Systems	3	\$3,233.94	3	LEC	1/14/2025	5/13/2025	8
0162452	Foltz, Chris		Special Project	3	\$3,233.94			1/16/2025	5/15/2025	
0000938	Gan, Xiaoling	CIS-144-NR	Intro to Python	5	\$5,389.90	3	LEC/LAB	1/13/2025	5/15/2025	10
0000938	Gan, Xiaoling	CIS-170-NR	Introduction to Java	5	\$5,389.90	3	LEC/LAB	1/13/2025	5/15/2025	11
0156018	Glover, Brian	CAD-241-15	Autocad Productivity	5	\$5,193.80	3	LEC/LAB	1/14/2025	5/15/2025	7
0003110	Halm, James	SOC-100-2F	Intro to Sociology	3	\$3,397.65	3	LEC	1/13/2025	5/12/2025	26
0003110	Halm, James	SOC-100-4D	Intro to Sociology	3	\$3,397.65	3	LEC	1/13/2025	5/12/2025	28
0003110	Halm, James	SOC-101-1C	The Family	3	\$3,397.65	3	LEC	1/13/2025	5/14/2025	11
0003110	Halm, James	SOC-101-1G	The Family	3	\$3,397.65	3	LEC	1/27/2025	5/15/2025	18
0227949	Havlin, Maggie	CHM-105-3C	General Chemistry I	7	\$6,584.97	3	LEC/LAB	1/13/2025	5/14/2025	13
0003118	Hayward, James	CIS-159-NR	Adobe Photoshop	5	\$5,128.50	3	LEC/LAB	1/13/2025	5/15/2025	6
0000841	Herrera, Michelle	CSS-100-EC	College Study Seminar	3	\$2,939.79	3	LEC	1/28/2025	5/13/2025	14
0220310	Hoffman, Erin	ENG-088-CR2	Basic Composition	3	\$2,822.13	3	LEC	1/22/2025	5/14/2025	10
0220310	Hoffman, Erin	ENG-101-CR2	Rhetoric I	3	\$2,822.13	3	LEC	1/22/2025	5/12/2025	10
0220310	Hoffman, Erin	ENG-101-SA2	Rhetoric I	0	\$0.00	3	X-listed	1/22/2025	5/12/2025	14
0036044	Hoffman, Robert	NUR-220-A1	NUR Care of Complex Patients	1.37	\$1,288.77	7	LEC	1/13/2025	5/15/2025	6
0036044	Hoffman, Robert	NUR-220-A2	NUR Care of Complex Patients	1.38	\$1,298.18	7	LEC	1/13/2025	5/15/2025	6
0036044	Hoffman, Robert	NUR-220-B1	NUR Care of Complex Patients	0.91	\$865.05	7	LEC	1/13/2025	4/26/2025	6
0036044	Hoffman, Robert	NUR-220-B2	NUR Care of Complex Patients	0.92	\$865.45	7	LEC	1/13/2025	4/26/2025	5
0036044	Hoffman, Robert	NUR-220-B3	NUR Care of Complex Patients	0.92	\$865.45	7	LEC	1/13/2025	4/26/2025	6
0003136	Jenkins, Anthony	BIO-102-1B	Introduction to Biology	6	\$6,795.30	4	LEC/LAB	1/13/2025	5/12/2025	19
0003136	Jenkins, Anthony	BIO-204-6L	Anatomy & Physiology II	3	\$3,397.65	4	LEC	1/13/2025	5/14/2025	20
0220353	Johnson, Matthew	MAT-105-42	College Algebra	4	\$3,762.84	4	LEC	1/27/2025	5/14/2025	9
0227950	Kim, Betty	ART-117-1C	Digital Photography	6	\$5,644.26	3	LEC	1/21/2025	5/13/2025	3
0210208	Kloss, Robert	ENG-088-CR6	Basic Composition	3	\$2,939.79	3	LEC	1/14/2025	5/13/2025	8
0210208	Kloss, Robert	ENG-088-CR7	Basic Composition	1.50	\$1,469.90	3	LEC	3/25/2025	5/13/2025	10
0210208	Kloss, Robert	ENG-101-CR6	Rhetoric I	3	\$2,939.79	3	LEC	1/14/2025	5/15/2025	8
0210208	Kloss, Robert	ENG-101-CR7	Rhetoric I	1.50	\$1,469.90	3	LEC	3/25/2025	5/13/2025	10
0210208	Kloss, Robert	ENG-101-SA6	Rhetoric I	0	\$0.00	3	X-listed	1/14/2025	5/15/2025	11
0210208	Kloss, Robert	ENG-101-SA7	Rhetoric I	0	\$0.00	3	X-listed	1/14/2025	5/13/2025	14
0227865	Koshy, Rachel	BIO-203-41	Anatomy & Physiology I	3	\$2,822.13	4	LEC	1/14/2025	5/13/2025	21



# Adjunct Stipend Report Spring 2025

Faculty ID	Person Full Name	Section Name	Section Title	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Assignment Instructional Method	Section Start Date	Section End Date	Section Active Student Count
0227865	Koshy, Rachel	BIO-100-1D	Introducing Biology	3	\$2,822.13	3	LEC	1/13/2025	5/12/2025	10
0218000	Lambert, Thera	BUS-101-2G	Financial Accounting	3	\$2,939.79	3	LEC	1/13/2025	5/15/2025	7
0218000	Lambert, Thera	BUS-107-1C	Principles of Marketing	3	\$2,939.79	3	LEC	1/13/2025	5/14/2025	7
0218000	Lambert, Thera	BUS-111-EC	Principles of Business	3	\$2,939.79	3	LEC	1/27/2025	5/12/2025	8
0003171	Lasorella, Dalania	CPS-111-H4	Business Computer Systems	5	\$5,524.60	3	LEC/LAB	1/16/2025	5/15/2025	11
0003171	Lasorella, Dalania	CPS-111-NR1	Business Computer Systems	5	\$5,524.60	3	LEC/LAB	1/13/2025	5/15/2025	18
0190139	Li, Jiarong	MAT-097-CR4	Intermediate Algebra Support	3	\$2,939.79	3	LEC	2/10/2025	5/14/2025	11
0190139	Li, Jiarong	MAT-105-CR4	College Algebra	4	\$3,919.72	4	LEC	2/10/2025	5/12/2025	11
0002037	LoPresti, Joseph	ART-103-22	Drawing I	6	\$6,795.30	3	LAB	1/28/2025	5/13/2025	5
0002037	LoPresti, Joseph	ART-120-NR1	Art Appreciation	3	\$3,397.65	3	LEC	1/13/2025	5/15/2025	32
0027824	Lorgus, Richard	BUS-106-1F	Principles of Finance	3	\$3,233.94	3	LEC	1/14/2025	5/13/2025	8
0027824	Lorgus, Richard	BUS-106-22	Principles of Finance	3	\$3,233.94	3	LEC	1/15/2025	5/14/2025	9
0027824	Lorgus, Richard	BUS-201-12	Cost Accounting	3	\$3,233.94	3	LEC	1/13/2025	5/12/2025	6
0003100	Lyons, Kenneth	LAW-101-1B	Intro to Law Enforcement	3	\$3,233.94	3	LEC	1/14/2025	5/15/2025	17
0003100	Lyons, Kenneth	LAW-102-1C	Local Organized Crime & Law E	3	\$3,233.94	3	LEC	1/14/2025	5/13/2025	20
0173996	Mallett, Klaudia	PSY-101-5D	Intro to Psychology	3	\$3,314.76	3	LEC	1/13/2025	5/12/2025	29
0173996	Mallett, Klaudia	PSY-202-1F	Abnormal Psychology	3	\$3,314.76	3	LEC	1/13/2025	5/12/2025	20
0173996	Mallett, Klaudia	PSY-215-2H	Life Span: Survey of Human Dev	3	\$3,314.76	3	LEC	1/13/2025	5/12/2025	10
0173996	Mallett, Klaudia	PSY-215-8B	Life Span: Survey of Human Dev	3	\$3,314.76	3	LEC	1/25/2025	5/10/2025	6
0033933	Mani, Nina	HIT-103-NR	Coding & Classification System	4	\$3,762.84	3	LEC/LAB	1/13/2025	5/15/2025	10
0033933	Mani, Nina	NUR-115-B4	Obstetrics and Pediatric Nur.	2.25	\$2,116.60		CLN	3/12/2025	4/9/2025	2
0167581	Martinez Jr, Salvador	ENG-101-NR1	Rhetoric I	1.50	\$1,616.97	3	LEC	1/13/2025	5/15/2025	7
0167581	Martinez Jr, Salvador	ENG-102-4E	Rhetoric II	3	\$3,233.94	3	LEC	1/13/2025	5/14/2025	24
0222891	Mascorro, Lucia	HUM-154-31	Latin American Culture	3	\$2,822.13	3	LEC	1/28/2025	5/13/2025	14
0005730	Mc Cormack, John	ENG-084-H1	Reading & Writing II	3	\$2,822.13	3	LEC	1/13/2025	5/14/2025	14
0005730	Mc Cormack, John	ENG-086-H1	Reading & Writing III	3	\$2,822.13	3	LEC	1/22/2025	5/12/2025	7
0016851	Medina, Gabriel	CAD-237-8B	Revit BIM Management	5	\$4,932.35	3	LEC/LAB	1/18/2025	5/10/2025	6
0218656	Montalvo, Vanessa	PSY-101-EC	Intro to Psychology	3	\$2,822.13	3	LEC	1/27/2025	5/12/2025	32
0062924	Montiel, Octavio	MUS-131-1R	Private Applied Piano Non-Majo	0	\$0.00	1	LEC	1/31/2025	5/15/2025	1
0062924	Montiel, Octavio	MUS-160-1R	Private Applied Piano Music Ma	0	\$0.00	2	LEC	1/31/2025	5/15/2025	2
0062924	Montiel, Octavio	MUS-230-1R	Private Applied Piano Music Ma	0	\$0.00	2	LEC	1/31/2025	5/15/2025	1
0225809	Morales, Mathias	BIO-102-6J	Introduction to Biology	6	\$5,644.26	4	LEC/LAB	1/17/2025	5/9/2025	20
0225809	Morales, Mathias	BIO-212-31	Microbiology	6	\$5,644.26	4	LEC/LAB	1/14/2025	5/15/2025	17
0155712	Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	3	\$3,233.94	3	LEC	1/13/2025	5/15/2025	8
0155712	Moreno, Benjamin	LAW-104-NR	Police Ops and Procedures I	3	\$3,233.94	3	LEC	1/13/2025	5/15/2025	9
0076708	Moreno, Berta	BUS-215-NR	Human Resources Management	3	\$3,077.10	3	LEC	1/13/2025	5/15/2025	5
0076708	Moreno, Berta	BUS-242-NR	Business Communications	3	\$3,077.10	3	LEC	1/14/2025	5/15/2025	23
0076708	Moreno, Berta	OMT-242-NR	Business Communications	0	\$0.00	3	X-listed	1/14/2025	5/15/2025	3
0215429	Mort, Jaeda	THR-110-H1	Introduction to Theatre	3	\$2,939.79	3	LEC	1/27/2025	5/14/2025	10
0222816	Mucha, Kristina	MUS-100-1C	Music Appreciation	3	\$2,822.13	3	LEC	1/13/2025	5/14/2025	10
0222816	Mucha, Kristina	MUS-100-2E	Music Appreciation	3	\$2,822.13	3	LEC	1/13/2025	5/12/2025	10
0226116	Muhammad, Eugene	PHI-125-NR	Wrld Religions in Global Conte	3	\$2,964.99	3	LEC	1/13/2025	5/15/2025	31
0226116	Muhammad, Eugene	PHI-125-NR1	Wrld Religions in Global Conte	3	\$2,964.99	3	LEC	1/27/2025	5/15/2025	19
0226116	Muhammad, Eugene	PHI-125-NR2	Wrld Religions in Global Conte	3	\$2,964.99	3	LEC	3/24/2025	5/15/2025	4
0225540	Murray, Kathryn	BIO-102-2F	Introduction to Biology	3	\$2,964.99	4	LEC	1/13/2025	5/12/2025	20
0225540	Murray, Kathryn	BIO-102-3H	Introduction to Biology	3	\$2,964.99	4	LAB	1/13/2025	5/12/2025	12
0225540	Murray, Kathryn	BIO-102-3H	Introduction to Biology	3	\$2,964.99	4	LEC	1/13/2025	5/12/2025	12
0225540	Murray, Kathryn	BIO-203-9G	Anatomy & Physiology I	3	\$2,964.99	4	LEC	1/17/2025	5/9/2025	20
0000862	Napoletano, Elizabeth	CIS-116-13	Intro to HTML Coding	6	\$6,232.56	3	LEC/LAB	1/15/2025	5/14/2025	5
0000862	Napoletano, Elizabeth	CPS-111-NR2	Business Computer Systems	5	\$602.48	3	LEC/LAB	1/13/2025	1/24/2025	20
0220410	Nossa Gallo, Mateo	HUM-150-2B	Humanities Through the Arts	3	\$2,822.13	3	LEC	1/14/2025	5/15/2025	8
0220410	Nossa Gallo, Mateo	HUM-150-3C	Humanities Through the Arts	3	\$2,822.13	3	LEC	1/14/2025	5/13/2025	11
0217880	Obradovic, Dragana	ENG-088-CR5	Basic Composition	3	\$2,939.79	3	LEC	1/13/2025	5/14/2025	10
0217880	Obradovic, Dragana	ENG-101-CR5	Rhetoric I	3	\$2,939.79	3	LEC	1/13/2025	5/14/2025	10
0217880	Obradovic, Dragana	ENG-101-SA5	Rhetoric I	0	\$0.00	3	X-listed	1/13/2025	5/14/2025	1
0081186	O'Brien, Brendan	EMT-104-1B	Paramedic III	4	\$3,606.00	9	LEC	1/14/2025	5/15/2025	9
0081186	O'Brien, Brendan	EMT-233-1B	Paramedic Field Experience	4	\$3,606.00	8	LAB	1/14/2025	5/15/2025	9
0215245	Owens, Norah	PSY-101-J2	Intro to Psychology	3	\$3,088.65	3	LEC	1/21/2025	5/13/2025	8
0215245	Owens, Norah	PSY-215-52	Life Span: Survey of Human Dev	3	\$3,088.65	3	LEC	1/15/2025	5/14/2025	14
0227947	Peoples, Damian	ANT-102-1G	Intro to Cul Anthro	3	\$2,822.13	3	LEC	1/27/2025	5/14/2025	15
0027947	Peoples, Damian	GEG-105-1C	Regional Geography	3	\$2,822.13	3	LEC	1/13/2025	5/12/2025	19
0027947	Peoples, Damian	GEG-107-1E	Intro to Human Geography	3	\$2,822.13	3	LEC	1/27/2025	5/14/2025	24
0003160	Perusich, James	ENG-086-6L	Reading & Writing III	3	\$3,233.94	3	LEC	1/14/2025	5/13/2025	9
0003160	Perusich, James	ENG-088-4L	Basic Composition	3	\$3,233.94	3	LEC	1/22/2025	5/14/2025	5
0112754	Petrauskas, Zachary	CAD-205-15	Mechanical Design	5	\$4,703.55	3	LEC/LAB	1/13/2025	5/12/2025	6
0112754	Petrauskas, Zachary	WEL-103-H1	Blueprints for Welders	4	\$3,762.84	3	LEC/LAB	1/14/2025	5/14/2025	11
0197973	Phillips, Cynthia	NUR-115-B2	Obstetrics and Pediatric Nur.	2.25	\$2,116.60	5	CLN	3/11/2025	5/15/2025	5
0197973	Phillips, Cynthia	NUR-119-B3	Nursing Care of Adults	3	\$2,822.13	4	CLN	1/17/2025	3/7/2025	4
0215248	Pinto, Lincoln	BUS-111-32	Principles of Business	3	\$2,939.79	3	LEC	1/15/2025	5/15/2025	5
0215248	Pinto, Lincoln	BUS-102-32	Managerial Accounting	3	\$2,939.79	3	LEC	1/14/2025	5/13/2025	7
0180195	Pipikios, Iwona	CHM-100-H1	Fundamentals of Chemistry	6	\$5,644.26	4	LEC/LAB	1/17/2025	5/9/2025	20
0180195	Pipikios, Iwona	CHM-105-21	General Chemistry I	7	\$6,584.97	5	LEC/LAB	1/15/2025	5/14/2025	22
0056934	Ramirez, Jennifer	ECE-100-1F	Early Child Growth & Developme	3	\$2,939.79	3	LEC	1/15/2025	5/14/2025	7
0003172	Ritz, Jim	LAW-210-11	Cold Case Investigation	3	\$3,233.94	3	LEC	1/27/2025	5/12/2025	9
0000797	Ruiz, Ruben	OMT-216-NR	Spreadsheet Software Fundament	1	\$1,077.98	1	LEC	1/21/2025	3/1/2025	9
0000797	Ruiz, Ruben	OMT-218-NR	Database Software Fundamentals	1	\$1,077.98	1	LEC	1/21/2025	3/1/2025	9
0000797	Ruiz, Ruben	OMT-219-NR	Database Software Advanced	2	\$2,155.96	2	LEC	3/4/2025	5/14/2025	5
0000797	Ruiz, Ruben	OMT-223-NR	Spreadsheet Software Advanced	2	\$2,155.96	2	LEC	3/4/2025	5/14/2025	7
0227863	Salas, Brian	GEG-105-NR	World Regional Geography	3	\$2,964.99	3	LEC	1/13/2025	5/15/2025	32
0227863	Salas, Brian	HIS-103-1D	Early Western Civilization	3	\$2,964.99	3	LEC	1/27/2025	5/12/2025	11
0227863	Salas, Brian	HIS-104-1F	Modern Western Civilization	3	\$2,964.99	3	LEC	1/27/2025	5/12/2025	19

# Adjunct Stipend Report Spring 2025

Faculty ID	Person Full Name	Section Name	Section Title	Faculty Assignment Load	Assignment Paid Amount	Section Minimum Credits	Assignment Instructional Method	Section Start Date	Section End Date	Section Active Student Count
0227318	Sams, Jerilynn	NUR-115-B5	Obstetrics and Pediatric Nur.	2.25	\$2,116.60	5	CLN	3/12/2025	4/7/2025	2
0227318	Sams, Jerilynn	OMT-215-NR	Medical Office Practices	3	\$2,822.13	3	LEC	1/21/2025	5/15/2025	7
0003018	Sandoval, Jaime	CIS-102-8B	Career Essentials for CIS	3	\$2,704.50	3	LEC	1/18/2025	5/10/2025	12
0003149	Sassetti, James	LAW-201-11	Traffic Enforcement and Crash	3	\$3,233.94	3	LEC	1/13/2025	5/12/2025	8
0003149	Sassetti, James	LAW-209-11	Introduction to Forensics	3	\$3,233.94	3	LEC	1/15/2025	5/14/2025	6
0192448	Schmidt, Michael	ENG-102-9E	Rhetoric II	3	\$3,077.10	3	LEC	1/14/2025	5/13/2025	24
0227951	Sievers, Zachery	PHI-126-22	Introduction to Ethics	3	\$2,964.99	3	LEC	1/30/2025	5/15/2025	14
0227951	Sievers, Zachery	PHI-201-1F	Philosophy	3	\$2,964.99	3	LEC	1/28/2025	5/13/2025	11
0220391	Silva, Josue	SPE-101-EC	Principles of Public Speaking	3	\$2,939.79	3	LEC	2/4/2025	5/13/2025	25
0220391	Silva, Josue	SPE-101-J2	Principles of Public Speaking	3	\$2,939.79	3	LEC	1/14/2025	5/13/2025	18
0220391	Silva, Josue	SPE-101-NR3	Principles of Public Speaking	3	\$2,939.79	3	LEC	1/21/2025	5/15/2025	23
0194372	Skov, Erik	MUS-100-NR1	Music Appreciation	3	\$3,077.10	3	LEC	1/13/2025	5/15/2025	17
0194372	Skov, Erik	MUS-110-1E	Music Theory 1	3	\$3,077.10	3	LEC	1/13/2025	5/12/2025	2
0194372	Skov, Erik	MUS-111-1E	Music Theory 2	3	\$0.00	3	X-listed	1/13/2025	5/12/2025	3
0194372	Skov, Erik	MUS-211-1E	Music Theory 4	3	\$0.00	3	X-listed	1/13/2025	5/12/2025	1
0194372	Skov, Erik	MUS-134-1R	Private Applied Guitar Music Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	4
0194372	Skov, Erik	MUS-135-1R	Private Applied Guitar Non-Major	0	\$0.00	1	LEC	1/31/2025	5/15/2025	1
0194372	Skov, Erik	MUS-164-1R	Private Applied Guitar Music Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	2
0220668	Stagl, Meghan	MUS-112-1B	Keyboard Musicianship 1	3	\$2,822.13	1	LAB	1/14/2025	5/15/2025	3
0220668	Stagl, Meghan	MUS-115-1C	Ear Trn & Sight Sign I	3	\$2,822.13	1	LAB	1/14/2025	5/13/2025	3
0220668	Stagl, Meghan	MUS-116-1C	Ear Trn & Sight Sign II	0	\$0.00	1	X-listed	1/14/2025	5/13/2025	3
0220668	Stagl, Meghan	MUS-117-1B	Keyboard Musicianship 2	3	\$0.00	1	X-listed	1/14/2025	5/15/2025	3
0220668	Stagl, Meghan	MUS-131-1R	Private Applied Piano Non-Major	0	\$0.00	1	LEC	1/31/2025	5/15/2025	1
0220668	Stagl, Meghan	MUS-133-1R	Priv. Applied Voice Music Non-Major	0	\$0.00	1	LEC	1/31/2025	5/15/2025	2
0220668	Stagl, Meghan	MUS-160-1R	Private Applied Piano Music Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	2
0220668	Stagl, Meghan	MUS-162-1R	Private Applied Voice Music Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	1
0220668	Stagl, Meghan	MUS-230-1R	Private Applied Piano Music Major	0	\$0.00	2	LEC	1/31/2025	5/15/2025	1
0003141	Stevens, Jane	ART-115-8B	Photography I	6	\$6,467.88	3	LAB	1/18/2025	5/10/2025	5
0003141	Stevens, Jane	ART-116-8B	Photography II	0	\$0.00	3	X-listed	1/18/2025	5/10/2025	2
0003141	Stevens, Jane		Curator of Exhibitions for Morton	4	\$4,311.92			1/16/2025	5/15/2025	
0003137	Stewart, Constance	MAT-080-E3	Mathematics Fundamentals	3	\$0.00	3	X-listed	1/14/2025	5/13/2025	8
0003137	Stewart, Constance	MAT-093-E3	Intensive Elementary Algebra	4	\$4,311.92	4	LEC	1/14/2025	5/13/2025	6
0003137	Stewart, Constance	MAT-080-E4	Mathematics Fundamentals	3	\$0.00	3	X-listed	1/13/2025	5/14/2025	8
0003137	Stewart, Constance	MAT-093-E4	Intensive Elementary Algebra	4	\$4,311.92	4	LEC	1/13/2025	5/14/2025	4
0217995	Stricker, Sarah	ECE-202-8B	Math for Early Childhood	3	\$2,822.13	3	LEC	1/18/2025	5/10/2025	5
0003130	Sun, Yizhong	POL-201-12	US Natl Government	3	\$3,397.65	3	LEC	1/13/2025	5/12/2025	6
0189488	Swint, Ashley	BUS-107-22	Principles of Marketing	3	\$3,233.94	3	LEC	1/16/2025	5/15/2025	5
0156444	Talwar, Sundeep	PEH-101-NR2	PERS-COMM HEALTH	3	\$3,077.10	3	LEC	1/13/2025	5/15/2025	21
0156444	Talwar, Sundeep	PEH-103-H1	Nutrition	3	\$3,077.10	3	LEC	1/13/2025	5/14/2025	14
0156444	Talwar, Sundeep	PEH-103-H2	Nutrition	3	\$3,077.10	3	LEC	1/13/2025	5/12/2025	7
0156444	Talwar, Sundeep	PEH-103-NR3	Nutrition	3	\$3,077.10	3	LEC	1/13/2025	5/15/2025	24
0227864	Tapia, Robert	PHI-125-1C	World Religions in Global Conte	3	\$2,964.99	3	LEC	1/14/2025	5/13/2025	26
0227864	Tapia, Robert	PHI-125 2E	World Religions in Global Conte	3	\$2,964.99	3	LEC	1/14/2025	5/13/2025	27
0227864	Tapia, Robert	PHI-126-1C	Introduction to Ethics	3	\$2,964.99	3	LEC	1/27/2025	5/14/2025	31
0159232	Thelemaque, Cristina	BIO-102-4C	Introduction to Biology	3	\$3,397.65	4	LEC	1/14/2025	5/15/2025	20
0159232	Thelemaque, Cristina	BIO-203-5D	Anatomy & Physiology I	3	\$3,397.65	4	LEC	1/13/2025	5/12/2025	20
0159232	Thelemaque, Cristina	BIO-203-6F	Anatomy & Physiology I	3	\$3,397.65	4	LEC	1/13/2025	5/12/2025	10
0007863	Thomas, Paul	BIO-102-2F	Introduction to Biology	3	\$2,892.69	4	LAB	1/13/2025	5/12/2025	20
0007863	Thomas, Paul	BIO-102-4C	Introduction to Biology	3	\$2,892.69	4	LAB	1/14/2025	5/15/2025	20
0021117	Thompson, Charles	HVA-103-2F	Intermed Refrigeration	4	\$3,762.84	3	LEC/LAB	1/13/2025	5/12/2025	8
0021117	Thompson, Charles	HVA-104-2F	Intermediate Heating and A/C	4	\$3,762.84	3	LEC/LAB	1/14/2025	5/13/2025	7
0003107	Vacek, Sarah	ECE-160-11	Curriculum Planning for Childr	3	\$3,233.94	3	LEC	1/13/2025	5/12/2025	8
0209956	Viari, David	WEL-121-1C	Advanced SMAW/Cutting I	4	\$3,762.84	3	LEC/LAB	1/13/2025	3/12/2025	11
0209956	Viari, David	WEL-122-1C	Advanced SMAW/Cutting II	4	\$3,762.84	3	LEC/LAB	3/24/2025	5/14/2025	12
0163956	Wiehle, Michael	BUS-230-NR	Business Law and Contracts	3	\$3,233.94	3	LEC	1/13/2025	5/15/2025	9
0190102	Windham, Brandie	CSS-100-NR	College Study Seminar	3	\$3,261.00	3	LEC	1/13/2025	5/15/2025	14
0190102	Windham, Brandie	CSS-100-NR1	College Study Seminar	3	\$3,261.00	3	LEC	1/27/2025	5/15/2025	19
0200289	Young, Amanda	WEL-101-NR	Welding and Cutting Safety	1	\$986.47	1	LEC	1/13/2025	5/15/2025	11
0200289	Young, Amanda	WEL-102-H1	Introduction to Welding Proce	4	\$3,945.88	3	LEC/LAB	1/14/2025	5/13/2025	12
0200289	Young, Amanda	WEL-215-NR	Visual Inspection	2	\$3,945.88	2	LEC	3/24/2025	5/15/2025	4
0003086	Zick, Jennifer	ECE-100-EC	Early Child Growth & Developme	3	\$3,233.94	3	LEC	2/3/2025	5/15/2025	13
0003086	Zick, Jennifer	ECE-210-NR	Early Childhood Administration	3	\$3,233.94	3	LEC	1/13/2025	5/15/2025	8
				<b>Total</b>	<b>\$663,017.56</b>					

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 10% INCREASE TO THE CURRENT SALARY OF ANGELICA ALVARADO effective October 24, 2024.

**RATIONALE**

Morton College has been without a Registrar Since September 2024. On October 8, 2024, Angelica Alvarado began supporting some of the functions once covered by the Registrar. As a result, Alvarado has taken on additional workload, not contemplated by the current position description for her role.

**COST ANALYSIS:**

10% increase to current salary.



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

**PROPOSED ACTION:** THAT THE BOARD APPROVE A 10% INCREASE TO THE CURRENT SALARY OF GUADALUPE PEREZ effective October 24, 2024.

**RATIONALE**

Morton College has been without a Registrar Since September 2024. On October 8, 2024, Guadalupe Perez began supporting some of the functions once covered by the Registrar. As a result, Perez has taken on additional workload, not contemplated by the current position description for her role.

**COST ANALYSIS:**

10% increase to current salary.

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE AN ADDITIONAL \$50,000.00 FOR THE LEGAL REPRESENTATION OF PATRICK J. WALSH OF GRIFFIN WILLIMAS MCMAHON & WALSH FOR FY25.

**RATIONALE:** PERFORM VARIOUS LEGAL SERVICES.

**COST ANALYSIS:** ADDITIONAL \$50,000.00 FOR FY25

**ATTACHMENTS:** Academic SuperStore QUOTE

**DATE:** 2-19-25

**PROPOSED ACTION:** For the board to approve Heartland Business Systems to upgrade the Morton College phone system software.

**RATIONALE:** update the phone system software

**COST ANALYSIS:** \$58,999.18

**ATTACHMENT:** See Attached

# Statement of Work

Morton College

**MITEL ENVIRONMENT UPGRADE**

## SOW Prepared By:

**Carl Steffen**

Engineer

Heartland Business Systems, LLC

5400 Patton Dr, Ste 4B

Lisle, IL 60532

Phone: (630) 786-6034

[csteffen@hbs.net](mailto:csteffen@hbs.net)

**Kelsey Jasinski**

Project Coordinator

Heartland Business Systems, LLC

N28 W23050 Roundy Drive, Suite 200

Pewaukee, WI 53072

Phone: (262) 953-5038

[kjasinski@hbs.net](mailto:kjasinski@hbs.net)



## Project Overview

This Statement of Work ("SOW") reflects the services and material to be provided by Heartland Business Systems, LLC, (hereinafter referred to as "HBS") for Morton College (hereinafter referred to as or "Customer").

The objectives of the project are:

- Move hardware controllers and servers to a customer owned virtual environment.
- Upgrade all Mitel applications to the latest, viable revision.
- Solution for the Police Department for mobile officers.

## Project Scope

HBS will provide the following services (hereinafter referred to as the "Scope"):

Our standard project timeline will be used for this project. If there are changes to the timeline after it is agreed to with the customer, or changes to the project in general, we will use the change order process.

### In Scope

- Deployment of MiVoice Business virtual controller.
- Deployment of MiCollab virtual machine.
- Deployment of Mitel Border Gateway virtual machine
- Restore of Mitel MiVoice Business from existing database.
- Restore the MiCollab from existing database.
- Utilize the Mitel Border Gateway in the MiCollab for AT&T SIP trunks. This is possible due to AT&T being delivered on a virtual private point to point circuit.
- Teleworker Service enablement.
- Creation of up to (5) user templates to be used for future User Deployment.
- Configuration and cutover of SIP services on AT&T SIP trunks via a virtual point to point circuit.
- Day 1 Support after Cutover, (1) Cutovers, (8) hours each.
- Project Closure, documentation and sign off.

### Out of Scope

Any work or material not specifically identified in this document is not included in this Agreement. The out-of-scope items shall include the following:

- Configuration of Customer extant networking or virtual environment. This includes new network requirements to convert from the current non-IP devices to IP devices.
- NAT/DMZ MiCollab deployment.
- Configuration of virtual environment and machines.
- Manual User-level changes to phone, key, or mailbox settings after the MiCollab and MiVoice Business Restore.
- Configuration and troubleshooting of end-user mobile devices, home internet, or connectivity to established Teleworker.
- Configuration of Voicemail to Email integration.
- Gathering of customer information.



- Power over Ethernet.
- Any other onsite work.
- Deployment of any additional equipment not specifically listed in this SOW or Quote for the project.

## Additional Requirements and Conditions

- HBS and Customer will both ensure that adequate resources, for which each respective party is responsible, are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel.
- The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors. Any shipping and delivery dates are approximate and are not guaranteed and are subject to the current availability of products from third party vendors, production schedules of third-party vendors, and supply chain delays and shortages, all of which are outside the control of HBS. Such delays may extend the duration of the project and may result in budget impacts and increased time to manage resources against the estimated product delivery. In the event that a delay may impact the project, the parties shall utilize the change order process in order to address the impacts of such delay.
- Any potential dependencies discovered prior to or during implementation will be communicated to Customer and HBS to determine impact to the timing, scope and pricing for the project, and the parties shall utilize the Change Order process as necessary.

## Customer Responsibilities

### *Site and System(s) Readiness*

The items listed below shall be the responsibility of the customer:

- Information gathering.
- Physical placement of telephones.
- Configuration for network backups required from the start of the project.
- Configuration changes to the network to enable IP phones.
- Setup of virtual environment and machines to support VoIP implementation.
- Customer is responsible for carrier or other vendor coordination.

### *Working Conditions and Access*

The items listed below shall apply to the extent applicable:

- Customer will provide a Single Point of Contact with decision making ability to interface with HBS. This person is responsible for signing off on Scope of Work and Change Order documents throughout the project.
- Customer will provide Subject Matter Experts (SMEs) when required by project personnel and/or project activities. If delays in the project timeline are a result of delayed access to SME personnel or any other Customer delays, Customer may be subject to additional charges.
- Customer will provide HBS with access, including all passwords and logins, to required existing network or system assets listed in the scope.
- Customer will provide HBS with proper access and workspace areas at Customer locations that includes internet, physical and remote access to in scope infrastructure or systems.
- Customer will allow the HBS engineer to connect their computer to Customer network in order to perform their duties. HBS will allow Customer to examine said notebook for current anti-virus software, if needed.
- Customer will allow HBS unescorted access to computer rooms, equipment closets and the general facility. If unescorted access is not available, Customer shall assign access levels appropriately and coordinate escorts.



- Customer will provide adequate access and credentials required for the assessment of all components or systems listed in the scope.
- Customer will provide ON-DEMAND remote access prior to, and throughout, the project if required.
  - It is recommended that this access is continued after the project for on-going support.
- Customer will have working internet access available where the work will be performed.
- Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS. These shall include but not be limited to software/firmware bugs, vendor engineering support cases, hardware failures, telecommunication circuits, server issues, desktop issues, the acts or omissions of any third party, or any other occurrence not caused by HBS. HBS can assist with these out-of-scope issues through the Change Order process or on a time and materials basis.

#### *Testing, Notification and Change Control*

- Customer will provide advanced notification of any network outages or changes during the implementation period.
- Customer will assist with the creation of and perform user acceptance testing and post-migration end-point validations.
- HBS and Customer will provide 48-hour notification of any schedule changes.
- Customer will assist with the design, testing and validation of the project Deliverables.
- Customer and HBS agree that work shall progress when Customer staff is not available to participate.

## Milestones

The project milestones below are utilized to track progress against the Project Plan.

#	Milestone
1	Mitel application software installation on customer pre-configured virtual environment.
2	Current database review, scrub and cleanup.
3	Verify network backups and functionality.
4	Restore applications.
5	Upgrade all applications
6	Scrub upgraded applications.
7	Configure, turn up and test new SIP trunk service with AT&T.
8	Cutover.
9	Project closeout.

## Deliverables

The following are the deliverables HBS will provide to Customer (hereinafter referred to as “Deliverables”) for this project:

Any change to the Deliverables listed below will require a Change Order.

#	Deliverables
1	Project closure letter.



## Estimated Hours

This is an estimate of hours and, by its nature, is a “best guess,” based on industry standards and best practices, HBS’ experience, and Customer’s needs as communicated thus far. HBS used input from its most experienced team members to generate this estimate. The pricing is set forth on the attached Quote.

#	Task	Est Effort (hrs)
1	Controller Deployment	16
2	Feature Enablement	32
3	User Creation	22
4	Gateways & Trunking	16
5	Site Deployment	2
6	Admin, Database & Training	4
7	Cutover and Handoff	16
8	Miscellaneous	52
	Eliminate Peripherals                      10	
	Eliminate extensions per upgrade      10	
	New emergency                              16	
	Clean-up programming post cut        8	
	Police WiFi setup                          8	
9	Project Management	33
10	Travel	3
	<b>Total Hours</b>	<b>196</b>

## Project Completion

Project will be complete when all Deliverables have been provided to Customer.

Customer will have seven (7) business days to review the Deliverables for the project. If HBS does not receive a written notice of rejection describing the basis for rejection within this period, the Deliverables will be considered accepted.

After the completion of the project, support may be obtained by contacting the HBS Account Manager. Support will be billed at an agreed upon rate for services rendered.

## Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a Change Order executed by the parties before any such work can be performed. Any additions, deletions, or modifications to the Agreement, regardless of change to project value, require a Change Order.





## Terms

**Binding Agreement.** This SOW describes the professional services and/or products, and results to be provided by HBS. Upon execution, this SOW shall be contractually binding on the parties. The HBS Standard Terms and Conditions are also made part of this Agreement.

**Order of Precedence.** Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions shall be resolved by giving priority and precedence in the following order:

- Statement of Work
- Standard Terms and Conditions

**Work Hours.** All professional services work will be completed during the normal business hours of 8:00 am – 5:00 pm Monday - Friday Central Time. Any work occurring after 5:00 pm or before 8:00 am or on weekends is subject to a bill rate of 1.5 times the normal rate, unless the parties agree otherwise in writing. In the event that any change to the above-stated work hours is required, whether due to shipping or delivery delays or any other reason, the parties shall utilize the Change Order process.

**General.** No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this project and SOW. HBS shall not be responsible for any delay caused by the Customer or its vendors or contractors, equipment or shipping delays, or any other occurrence not caused by HBS.

**Confidentiality.** Each party may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this SOW.

**Mitel Upgrade**
**Quote #354450 v3**
**Prepared For:**
**Morton College**

 Raul Chavez  
 3801 South Central Avenue  
 Cicero, IL 60804

**P:** (702) 857-3439

**E:** raul.chavez@morton.edu

**Prepared By:**
**Chicago Illinois Office**

 Jared Shumicki  
 5400 Patton Drive Suite 4B  
 Lisle, IL 60532

**P:** 630-247-1754

**E:** jshumicki@hbs.net

**Date Issued:**
**02.24.2025**
**Expires:**
**03.24.2025**

Mitel		Price	Qty	Ext. Price
8301	<b>SAW Arizona Cardinals 16oz Steel Hammer - Steel - 1.35 lb</b>	\$539.00	5	\$2,695.00
54004491	<b>Sip Trunking Channel Proxy</b> Sip Trunking Channel Proxy	\$29.70	46	\$1,366.20
54004572	<b>MBG Teleworker Service User x1</b>	\$90.00	1	\$90.00
54005339	<b>MiVoice Border Gateway Virtual</b> MiVoice Border Gateway Virtual	\$150.00	1	\$150.00
54005389	<b>Convert MiCollab to Virtual</b> Convert MiCollab to Virtual	\$312.00	1	\$312.00
54012626	<b>SWA MiVBus UC Advantage 1y</b> SWA MiVBus UC Advantage 1y	\$3.75	80	\$300.00
50008403	<b>AG4124 Universal (w/o AC cord)</b> AG4124 Universal (w/o AC cord)	\$519.25	1	\$519.25
54002390	<b>MiVoice Business License - SIP Trunk x1</b> MiVoice Business License - SIP Trunk x1	\$59.96	6	\$359.76
54004964	<b>Standalone to Enterprise Upgrade</b> Standalone to Enterprise Upgrade	\$0.00	1	\$0.00
54004974	<b>Standalone to Enterprise User License Upgrade</b> Standalone to Enterprise User License Upgrade	\$0.67	14560	\$9,755.20
54005366	<b>Software, Convert MiVoice Business to Virtual</b> Software, Convert MiVoice Business to Virtual	\$599.65	1	\$599.65
54005400	<b>MiVoice Business SIP Trunks x10</b> MiVoice Business SIP Trunks x10	\$539.35	4	\$2,157.40
50006271	<b>Mitel Standard Power Cord* - 125 V AC / 10 A - Black - IEC 60320 C13 - North America</b>	\$10.07	1	\$10.07
51309245	<b>Mitel 5634 WiFi Handset w /battery &amp; clip</b> Mitel 5634 WiFi Handset w /battery & clip	\$282.75	1	\$282.75
51015423	<b>MITEL 5603/04 CHARGER GLOBAL(EXCLUDE EU)</b>	\$31.20	1	\$31.20
51301221	<b>Mitel 5624 Programmer</b>	\$115.70	1	\$115.70
898.0002	<b>Admin/License Movement Fee</b>	\$255.00	1	\$255.00
		Subtotal		<b>\$18,999.18</b>

Services		Price	Qty	Ext. Price
HBS-FLEX-SERVICES	<b>HBSFLEX Services</b> Flexible Services block- Rates for services based on attached HBS FLEX Volume Service Schedule	\$40,000.00	1	\$40,000.00
		Subtotal		<b>\$40,000.00</b>


**Non-Returnable/Non-Refundable Language**

**Mitel Note:**

Customer understands that all orders for Mitel are final when accepted by Mitel. No cancellations, returns, exchanges or refunds are allowed.

Quote Summary	Amount
Mitel	\$18,999.18
Services	\$40,000.00
<b>Total:</b>	<b>\$58,999.18</b>

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 20% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote and any attached agreement are not subject to termination without cause or for convenience. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2021.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall control over any conflicting terms in the version on the website. If a current master services agreement does not cover the purchase of products, the ST&Cs located on the website shall govern the purchase of products. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2024.v2.0

Acceptance	
<b>Chicago Illinois Office</b>	<b>Morton College</b>
	
Jared Shumicki	
Signature / Name	Signature / Name Initials
02/24/2025	
Date	Date

## IL Service Schedule 2 - 2025

Schedule to the attached Quote between HBS and the customer ("Customer"). The parties hereby agree as follows:

1. The terms of this Schedule shall govern in the event of a conflict between the terms of the attached Quote and the terms of this Schedule.
2. Pricing. Customer agrees to pay HBS based upon the hourly rates described below. Pricing does not include applicable sales tax which will be charged at time of invoicing.
3. Travel. Travel will be billed to Customer at the rates below based on one-way travel from the closest HBS office.
4. Prepayment. The hourly rates described below only apply to the prepaid HBSFLEX Agreement described in the attached Quote.
5. Expiration. Each HBSFLEX Agreement automatically expires 18 months after the date of invoice for that HBSFLEX Agreement. HBSFLEX Agreements may not be used to purchase products.
6. Additions. Should HBS elect, in its sole discretion, to allow the remaining funds of a previously issued HBSFLEX Agreement to be added onto a new HBSFLEX Agreement, the rate schedule below will apply to all such funds.

SS.2024.V1.0

### HOURLY SERVICES BILLING SCHEDULE (time is billed in 15 minute increments)

Engineer Work Role	Hourly Rate
Cabling	\$100
Project Coordinator	\$115
AV Tech I Break-Fix I Cisco Collaboration I ESRM Coordinator I Help Desk I Physical Security Engineer I Project Coordinator Project Manager I	\$125
AV Engineer II Cabling II Cabling Project Manager II Cisco Collaboration II Cloud Engineer II Enterprise Engineer II Help Desk II HBS Data Center Engineer II Imaging Technician II Mitel Collaboration II Network Operations Center II Physical Security Engineer II Project Manager II SMB Engineer II	\$160
AI III Apps Business Consulting III AV Engineer III Cisco Collaboration III Cloud Engineer III Custom Development III Data Analytics III D365 Consultant III D365 / Modern Work Consultant III Enterprise Engineer III Imaging Technician III Mitel Collaboration Engineer III Network Operations Center III Physical Security Engineer III Project Manager III SQL III	\$195
AI IV Cisco Collaboration IV Cloud Architect IV Data Analytics IV D365 Senior Consultant IV Enterprise Technical Engineer IV ERP/Dynamics GP IV InfoSec Consultant IV InfoSec SOC Consultant IV Project Manager IV SMB Engineer IV SQL IV	\$215

AI V Applications Architect V Cisco Collaboration V Cloud Architect V Data Analytics V D365 Custom Dev V Enterprise Principal Engineer V ERP/Dynamics GP V SQL V	\$240      \$250
Business Technology Consultant VI Enterprise Principal Engineer VI Cloud Architect VI Cloud Architect - InfoSec VI Collaboration Architect VI Data Analytics VI	\$290
InfoSec Consultant VII InfoSec SOC Consultant VII	\$335
On Call Pager	\$350
After Hours Rate - Before 8am or after 5pm CST - Weekends & Company Recognized Holidays	1.5x Base Rate

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

**PROPOSED ACTION:** Board Approval for Hildebrand Sporting Goods as the lowest responsible bidder for Athletic Team Apparel for a three-year contract from February 26, 2025, through January 31, 2028, in an amount not to exceed \$450,000.00 for the duration of the contract.

**RATIONALE:** Hildebrand was the lowest responsible bid.

**ATTACHMENT:**

**REQUEST FOR PROPOSAL**  
**Athletic Team Apparel**



Morton College  
3801 S. Central Avenue  
Cicero, IL. 60804-4398

Release Date:	January 14, 2025
Proposal Due Date:	January 27, 2025
Contract Award Date:	February 26, 2025
Effective Date:	February 26, 2025

**REQUEST FOR PROPOSAL**  
**Athletic Team Apparel**

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**REQUEST FOR PROPOSAL  
NOTICE**

The Board of Trustees of Morton Community College District No. 527 ("Morton College"), requests proposals to this Request for Proposal (RFP) in the form of sealed bids for athletic team apparel for the Morton College Athletics Department until **January 27, 2025**, at 10:00am CST. No exceptions will be granted, response date is firm.

Proposals will be publicly opened and read aloud on **January 27, 2025**, at Morton College located at 3801 S. Central Avenue, Cicero, IL. 60804 in the Business Office 203C at 10:00am CST.

Proposals shall be clearly identified as **Athletic Team Apparel**. Two (2) copies of your Proposal (one must be marked Original) should be submitted to Morton College. Fax and email Proposals will not be accepted.

If using the U.S. Postal Service, FedEx, United Parcel Service (UPS), etc., please use the address below. The Contractor assumes the risk of any delay in handling or delivery of the mail.

**Athletic Team Apparel – Bid # 2025  
Morton College  
3801 S. Central Avenue  
Cicero, IL. 60804-4398**

In the event of any inconsistencies, the language contained in this RFP shall govern.

Proposals will be evaluated, and the successful vendor will be determined and approved by Morton College. Morton College reserves the right to reject any proposal in whole or in part that does not meet Morton College's established specifications, terms of delivery, quality and serviceability. This RFP shall not create any legal obligations on the part of Morton College to enter into any contract or other agreement with any party who submits a proposal except on terms and conditions Morton College, in its sole and absolute discretion, deems to be satisfactory and desirable.

Inquiries or clarification requests should be directed by e-mail to the following contact, no later than **January 24, 2025**. As may be appropriate, responses to inquiries and clarification requests will be issued, in writing, to all interested parties.

**Lee Milano, Athletic Director**  
[lee.milano@morton.edu](mailto:lee.milano@morton.edu)

**REQUEST FOR PROPOSAL**  
**PART I – INTRODUCTION**

**General**

The Board of Trustees of Morton College is seeking Proposals for athletic team apparel for the Morton College Athletics Department for a three-year contract period beginning **February 26, 2025**, and ending **January 31, 2028**. By agreement of both parties, the contract may be extended for two (2) additional one (1) year periods. Proposals must be submitted according to the terms and conditions included in this RFP.

Morton College is a National Junior College Athletic Association ("NJCAA") institution with membership in the Illinois Skyway Collegiate Conference. Morton College sponsors 9 sports including Baseball, Softball, Men's Basketball, Women's Basketball, Men's Cross Country, Women's Cross Country, Men's Soccer, Women's Soccer, Women's Volleyball, Men's Wrestling, and Women's Wrestling.

## **REQUEST FOR PROPOSAL PART II – SPECIFICATIONS**

### **Nature of RFP**

Morton College is requesting proposals to provide athletic apparel and uniforms to the athletic department. In addition, proposals must include t-shirt contract pricing for color and white, short and long sleeve t-shirts with 1-3 color screen-print.

### **Selection Process**

The selection process includes Executive Director of Operations, Athletic Director, and Assistant Athletic Director. The group will evaluate each proposal and make the final decision.

### **Selection and Implementation Timeline**

January 14, 2025	Publish RFP
January 24, 2025	Deadline for inquiries or clarification requests
January 27, 2025	Deadline for RFP proposal submissions
January 27, 2025	Bid Opening
January 27- January 31, 2025	Review RFP proposals
February 3, 2025	Complete selection process

### **Contract Term**

Morton College desires to enter into a contract with the successful vendor by the latest effective date of **February 26, 2025**. If Morton College and the successful vendor are unable to negotiate and sign a contract by **February 26, 2025**, Morton College reserves the right to seek an alternate vendor.

### **Parties to the Contract**

Parties to this contract shall be The Board of Trustees of Morton College and the successful vendor.

### **Applicable Law**

A contract entered into because of this RFP shall be governed and interpreted under the laws of the State of Illinois, regardless of conflict of law principles.

### **Contract Assignment**

A contract or any part hereof entered into because of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of Morton College's Executive Director of Operations.

### **Entire Agreement**

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties. All previous communications between the parties whether oral or written, with reference to the subject matter of this contract, are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

### **Deviations and Exceptions**

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s)

where relevant. In the absence of such statement, the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described should constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of ninety (90) calendar days from the date of the bid opening unless extended by a mutual written agreement between Morton College and the vendor.

The prices and terms of the proposal as stated must be valid for the length of the resulting contract, unless mutually agreed, in writing, by the parties.

**Authorized Signature**

The proposal must be completed and signed in the firm's name or corporate name of the vendor and must be fully and properly executed and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

**Proposal Rejection and Waiver of Formalities**

This RFP does not obligate Morton College to award a contract or complete the proposed project, Morton College reserves the right to cancel this RFP if it is considered to be in its best interest. Morton College also reserves the right to waive minor formalities and, notwithstanding anything to the contrary, reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any vendor;
4. Terminate negotiations and select the next most responsive vendor for contract negotiations;
5. Terminate negotiations and prepare a new RFP.

**REQUEST FOR PROPOSAL  
PART III – REQUIREMENTS**

**Vendor Requirements**

- Provide clear details for a percent discount, in combination with overall catalog and/or product pricing, Morton College would receive on all apparel and uniforms.
- Provide a list of all high quality, nationally recognized brands that the vendor is capable of procuring or supplying.
- Provide t-shirt contract pricing for color and white, short and long sleeve t-shirts with 1-3 color screen-print.
- Provide a demonstrated ability to provide complete network for ordering, electronic proofing, order fulfillment, delivery and support for web-based sales.
- Provide a detailed description of any promotional/marketing or other benefits offered.
- Provide a reference list of at least three relationships with existing clients that describe a partnership similar to the one proposed.
- Provide a description of the customer service plan and delivery schedule for both the athletic department and public.
- Provide any additional information you feel is beneficial to fulfilling this contract, including the ability to provide hard goods (team equipment, medical supplies, etc.) and associated percentage discount for these items.

**Information Contact**

Questions regarding this RFP may be submitted, by email, to Lee Milano, [lee.milano@morton.edu](mailto:lee.milano@morton.edu). Questions must include the name of the questioner and his/her telephone number, fax number, and/or email address. Anonymous inquiries will not be answered.

Morton College employees other than the contacted listed above are not authorized to discuss RFP requirements before the proposal submission deadline, Morton College shall not be bound by, and responders may not rely on information regarding RFP requirements obtained from non-authorized persons.

## **REQUEST FOR PROPOSAL**

### **PART IV –TERMS AND CONDITIONS**

#### **General**

The terms and conditions listed below will govern the submission and evaluation of Proposals and the award of a contract. Contractors are requested to carefully review these terms and conditions.

#### **RFP Status**

Proposals submitted must remain in effect for a period of ninety (90) calendar days.

Proposals may be withdrawn at any time prior to the proposal submission deadline, but no Contractor may withdraw a proposal after that date.

Morton College reserves the right to reject any or all Proposals and is not bound to accept a Proposal that is not in the best interests of Morton College. In the case where all Proposals are rejected, new Proposals may be called for as in the first instance.

#### **Sales Tax Exemption**

Morton College is exempt from Illinois sales tax.

#### **Federal, State and Local Taxes, Licenses and Permits**

The successful Contractor will comply with all laws and regulations concerning taxes, licenses and permits.

#### **Waiver of Rights**

No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitation of Morton College's rights under any resulting contract.

#### **Contract Provisions by Reference**

It is mutually agreed by and between Morton College and the Contractor, that Morton College's acceptance of the Contractor's offer by the issuance of a contract shall create a contract between the parties thereto containing all specifications, terms and conditions in the RFP and the Bid Proposal form except as amended in the contract. Any exceptions taken by the vendor, which are not included in the contract, will not be part of the contract.

#### **Warranty**

The Contractor warrants the goods and services supplied herein will be of good quality, free from defects and in accordance with the specifications stated herein.

#### **Indemnification**

The successful Contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Trustees of Morton College, its members individually, Morton College, its officers, employees, servants and agents, from and against all claims, action suits, judgements, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by Morton College arising out of:

- Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any

work performed or to be performed by the Contractor as a result of this RFP or by reason of anything to be supplied by the Contractor pursuant to this RFP.

- Bodily injury, including death, to any person or persons (including Contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof caused in whole or in part by an act, error or omissions by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them, regardless of whether or not it is caused in part by Morton College, its officers, employees, servants or agents.

#### **Contract Status**

The Proposal submitted by a contractor will be considered an offer to contract. Final negotiations on the best offer will be conducted to resolve any minor differences and informalities. After final negotiations, a contract will be issued by Morton College.

#### **Contract Format**

The resulting contract will incorporate the Bid Proposal form, Morton College's RFP, all additional agreements and stipulations, and the results of any final negotiations (all these documents will constitute the final contract).

#### **Contract Termination for Cause**

Morton College may terminate any resulting contract for cause by providing a Show Cause Letter to the Contractor citing the instances of noncompliance with the contract.

The Contractor shall have ten days to reply to the Show Cause Letter and indicate why the contract should not be terminated.

The Contractor shall then have 30 days to cure the noncompliance cited in the Show Cause Letter.

If the noncompliance is not cured within 30 days, Morton College has the right to terminate the contract and negotiate a termination schedule.

Morton College may terminate any resulting contract with cause upon thirty (30) days' written notice. In the event of termination, the Contractor shall be paid for product ordered and delivered to Morton College prior to the termination date set forth in the notice of termination. Morton College shall not be liable for any lost profits or other expenses incurred as a result of termination.

#### **Contract Modification**

All changes to the resulting contract must be agreed to in writing by both parties prior to making any change.

#### **Contract Assignment or Subcontract**

The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of Morton College.

**Insurance**

The successful Contractor shall acquire an Insurance Certificate with "Board of Trustees of Morton College" listed as an additional insured. Insurance must provide Comprehensive General Liability coverage of at least \$1,000,000 per occurrence and \$3,000,000 aggregate for Property Damage.



**REQUEST FOR PROPOSAL**  
**PART V – RESPONSE**  
**EVALUATION**

**Response Evaluation**

The following criteria will be used by Morton College to evaluate the responses:

1. Provide clear details for a percent discount, in combination with overall catalog and/or product pricing, the department would receive on all apparel and uniforms.
2. Provide a list of all high quality, nationally recognized brands that the vendor is capable of procuring or supplying.
3. Provide t-shirt contract pricing for color and white, short and long sleeve t-shirts with 1-3 color screen-print.
4. Provide a demonstrated ability to provide a complete network for ordering, electronic proofing, order fulfillment, delivery and support for web-based sales.
5. Provide a detailed list of promotional/marketing or other benefits/incentives offered.
6. Provide a reference list of at least three relationships with existing clients that describe a partnership similar to the one proposed.
7. Provide a description of the customer service plan and delivery schedule for both the athletic department and public.
8. Provide any additional information you feel is beneficial to fulfilling this contract, including the ability to provide hard goods (team equipment, medical supplies, etc.) and associated percentage discount for these items.

Morton College does not agree to reach a decision by a certain date although our intention is to complete the evaluation and selection process by the date identified in the Selection and Implementation Timeline on page 5.

**BID FORM – ATHLETIC TEAM APPAREL PROJECT**

Athletic Team Apparel – Bid # 2025

Morton College

3801 S. Central Avenue

Cicero, IL 60804-4398

**SUBMITTED BY:**

NAME OF COMPANY (Please print or type)  
hereinafter referred to as "Bidder"

HILDEBRAND SPORTING GOODS

ADDRESS OF COMPANY:

1809 ROOSEVELT RD

BROADVIEW IL 60155

As part of the evaluation of proposals, Morton College will determine the bidder's qualifications to provide athletic team apparel for the Morton College Athletics Department. Therefore, each bidder shall provide information which establishes its qualifications and capabilities. The responses provided in this section will be considered in the award of contract decision. Failure to provide this information may result in rejection of the bid.

<sup>1</sup> Company Overview

Hildebrand Sporting Goods has been family owned  
and operated since 1952. We supply many local schools and  
teams including Chicago Public Schools. Our mission is to provide  
excellent customer service with competitive pricing.

2. Provide clear details for a percent discount, in combination with overall catalog and/or product pricing, the department would receive on all Morton College apparel and uniforms.

we offer a 30% discount off catalog  
pricing

3. Provide a list of all high quality, nationally recognized brands that the vendor is capable of procuring or supplying.

Rawlings - Wilson - Russell Athletic - Augusta -  
Gilson Athletic - Nike coaches apparel - Northface

4. Provide contract pricing for styles listed below with 1-3 color screen-print.

Apparel	Unit Price
Modern Varsity Polo	20.00
Team Issue Hoodie	20.00
Team Issue 1/4 Zip	20.00
Basketball Uniforms	50.00
Volleyball Uniforms	50.00
Wrestling Uniforms	50.00
Baseball Pants	40.00
Shorts	20.00
Softball Pants	40.00
<b>Accessories</b>	
Baseball Hats	20.00
Softball Hats/Visors	15.00

5. Provide a demonstrated ability to provide a complete network for ordering, electronic proofing, order fulfillment, delivery and support for web-based sales.

we provide web based ordering

6. Provide a detailed list of promotional/marketing or other benefits/incentives offered.

we offer free delivery and/or shipping. we will provide free coaches shirts for each sport when uniforms are ordered.

7. Provide a reference list of at least three relationships with existing clients that describe a partnership similar to the one proposed.

Judson University Jimmie Hawthorne 817.320.8056  
Crane Hts. Reginald York 773.301.9381  
School Dist 89. Bruce Lawrence 630.918.9368

8. Provide a description of the customer service plan and delivery schedule for both the athletic department and public.

We work closely with our coaches to  
provide customer service to meet all delivery times.

9. Provide any additional information you feel beneficial to fulfilling this contract, including the ability to provide hard goods (team equipment, medical supplies, etc.) and associated percentage discount for these items

We provide team equipment from many  
brandname companies at 30% off catalog

AUTHORIZATION FORM

I HEREBY AUTHORIZE THIS SUBMITTAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS RFP. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. Include this page with your response.

Hildebrand Sporting Goods  
Name of Company  
1809 Roosevelt Broaduww IL 60155  
Address City State Zip Code  
708-344-0800 CINDY@Hildebrandsports.com  
Telephone Number Email Address  
Cynthia Hildebrand 1.2025  
Authorized Official Signature Date  
Cynthia Hildebrand owner  
Official Print Name Title

Contact Name, phone, and email of individual authorized to discuss RFP submittal if different from above.

Acknowledgement of Addenda (if any)

I acknowledge having received addenda # \_\_\_\_\_

## CERTIFICATIONS

*All Respondents are required to complete and sign this form. Completed form must be returned with RFP no later than the advertised deadline. Failure to return this completed form may result in disqualification.*

Respondents are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered with the undersigned shall be subject to termination.

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company follows all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

Authorized Signatory:



Date: 1.20.25

# CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

All Respondents are required to complete and sign this form. Completed form must be returned with Proposal no later than the advertised deadline Failure to return this completed form may result in disqualification.

## Conflict of Interest Disclosure

Morton College is requiring that all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any proposal submitted. Contact regarding this Proposal with any employee of Morton College during the pre-award period, except as noted in the solicitation, is strictly forbidden, and is considered sufficient grounds for dismissal from the RFP process.

Define the relationship with any Morton College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees do business with, or for which there is an opportunity to influence a related college decision.

☒ Respondent certifies that there is no known conflict of interest with any Morton College administrator, trustee, committee member or employee of the college.

## Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Company, and that the contents of this Proposal as to prices, terms or conditions of said RFP have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.

The undersigned further affirms that this Proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name:

Hidebrand Sporting Goods

By Cynthia Hidebrand  
(Authorized Signatory)

owner  
Title

**MINORITY, PERSON WITH DISABILITY-OWNED, AND FEMALE-OWNED BUSINESS CONCERN REPRESENTATION**

Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Female-Owned Business: a business which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability."

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

Morton shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

**VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID NOT RESPONSIVE.**

A. Representation. The offeror represents that it is ( %), a minority-owned Business concern.

B. Representation. The offeror represents that it is ( %), a female-owned Business concern.

C. Representation. The offeror represents that it is ( %), a disabled-owned Business concern.

Please Check Appropriate Boxes

<input type="checkbox"/> African American (AFRAM)	<input checked="" type="checkbox"/> Caucasian (CAUC)	<input type="checkbox"/> Native American (NAAM)
<input type="checkbox"/> Hispanic American (HISP)	<input type="checkbox"/> Asian-Pacific (ASIAP) American	<input type="checkbox"/> Asian-Indian (ASIAI) American
<input type="checkbox"/> Other _____ (Please Identify)	<input checked="" type="checkbox"/> Female Owned (F)	<input type="checkbox"/> Disable Owned (D)



Company Name Hildebrand Sporting Goods

Address 1809 Roosevelt City Broadview State IL

Zip 60155

Phone 708-344-0800 Fax#  FEIN# 36-2801865

Signature of Company Official Cynthia Hildebrand

Title owner Date 1-20-25

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

**PROPOSED ACTION:** Board Approval for removal of existing turf and replacement with new turf on Carbajal Field.

**RATIONALE:** The current turf is 5 years past its expectancy and therefore puts athletes in danger of potential injury.

**COST ANALYSIS:** FieldTurf is the company that will replace the turf and is contracted by Sourcewell, which is a consortium.

**TOTAL COST: \$ \$500,795.54**

**ATTACHMENT:** See attached Proposal

# COOP PRICING PROPOSAL



## Morton College - Hawthorne PD - Soccer



November 7, 2024

FieldTurf USA, Inc. is pleased to present the following proposal. FieldTurf pricing is based on the Sourcewell contract (formerly NJPA). Sourcewell provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual municipalities do not have to duplicate the bidding process per Sourcewell Contract # 031622-FTU.



Click on the following Sourcewell hyperlink for contract due diligence documentation:

[Sourcewell](#)

Morton College - Hawthorne PD - Soccer	Quantity	Units	Unit Price	Total
<b>Sitework</b>				
Civil Scope (Description Below)	80,251	SF	\$1.29	\$103,435.51
Morton Tennis Court Turf Area	1	LS	\$5,842.28	\$5,842.28
<b>Subtotal Synthetic Turf Site Work</b>				<b>\$109,277.79</b>
<b>Synthetic Turf</b>				
Synthetic Turf Scope - FieldTurf XM360-50 2"	80,251	SF	\$4.70	\$377,179.70
Inlaid Soccer Markings	1	EA	\$10,920.00	DONATED
Showcase Discount	1	LS	-\$5,000.00	-\$5,000.00
Inlaid Midfield Logo "MC" - 29'-1" h x 54' w - (5) Colors	1	EA	\$10,000.00	\$10,000.00
FieldTurf Maintenance Equipment: FieldSweep Sweeper	1	EA	\$3,238.99	\$3,238.99
<b>Subtotal Synthetic Turf</b>				<b>\$385,418.69</b>
<b>Subtotal Project</b>				<b>\$494,696.48</b>
Performance & Payment Bonds	1	LS	\$6,099.06	\$6,099.06
<b>Total - Morton College - Hawthorne PD - Soccer</b>				<b>\$500,795.54</b>

# COOP PRICING PROPOSAL



## PRODUCT DETAILS

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf XM360-50 2" system, with the following product characteristics:

- ▶ **Pile Height:** 2 Inches
- ▶ **Infill Weight:** 2lbs sand & 3lbs ambient rubber per sq.ft.
- ▶ **Pile Weight:** 30 oz/yd<sup>2</sup>
- ▶ **Total System Weight:** 774 oz/yd<sup>2</sup>

FieldTurf has taken the necessary steps to ensure that your project will run smoothly and that the quality promised will be the quality delivered.

## PRICE INCLUDES:

- a) One Mobilization
- b) Removal and disposal of existing synthetic turf
- c) Fine grading of existing base
- d) Rolling out approx. 207' x 85' of removed turf onto the tennis court area
- e) Installation of the artificial in-filled grass surface upon a suitable base.
- f) An (8) year 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface
- g) Inlaid Soccer Markings.
- h) Midfield Logo "MC" – 29'-1" h x 54' w – (5) Colors
- i) Performance & Payment Bonds
- j) Union Wages

\*\* FieldTurf will accept rough grade of compacted stone base within .05 feet of proposed subgrade finished elevation. FieldTurf will fine grade to within 1/4" and roll stone base with a 3 ton roller. This assumes no more than four planes on any field unless stated in the price. Any additional planes will be charged on a time and equipment basis.

## PRICE DOES NOT INCLUDE:

- a) The base upon which the FieldTurf artificial turf surface will be placed. FieldTurf shall not be responsible for the stability, the porosity, nor the approval of the base upon which the FieldTurf surface will be installed, the drainage system, nor any construction or modification of existing installations around the fields.
- b) FieldTurf is not altering or improving the existing drainage system under the existing artificial turf limits. No removal, milling, ponding, flooding or repairs within the existing base and drainage system are included and shall remain the responsibility of the owner.

# COOP PRICING PROPOSAL



- c) Design services and construction documentation, including, but not limited to, conceptual drawings/preliminary design; construction drawings; stormwater management SWPP or SWPP plan; submittal reviews and processing; architectural/engineering inspections; soil borings; professional survey; and as-built drawings; nor permit, permit fees, inspection, inspection fees, testing, or testing fees
- d) Mass excavation
- e) Excavation, handling, or disposal of contaminated soils
- f) Fencing installation, modification, removal, or replacement
- g) The supply, replacement, installation and/or modification of the existing field edging, perimeter nailer board or existing inner concrete curbing within the artificial turf limits.
- h) The supply and import of additional finish aggregate.
- i) Any costs associated with necessary charges relating to the delineation of the field.
- j) Unless otherwise specified, the price does not include any G-max testing.
- k) The supply of or adjustments to existing manholes, clean-outs or grates, and supply of the manhole covers.
- l) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders and will become an extra charge over and above the offered price.
- m) Site security.
- n) Repair or resurfacing existing asphalt parking lot if damaged by truck traffic.
- o) Any hard surface work, including concrete/asphalt cutting, installation, milling, removal, forming, or replacement not explicitly noted in inclusions
- p) Dewatering
- q) Site restoration, sodding, landscaping or grow-in.
- r) Any electrical work
- s) Maintenance equipment
- t) Any athletic equipment not noted above
- u) A vehicle to tow FieldTurf maintenance equipment.
- v) All applicable taxes
- w) Anything not explicitly noted in the inclusions.
- x) 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface

*The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction. The parties recognize that the effects of global economic instability are currently unpredictable and could lead to limitations in labor availability and delays in the supply and delivery of materials, equipment or products. In addition, as these contingencies have not been factored into this proposal; materials, equipment and/or products to be used in performing the work may become subject to a price increase. Accordingly, it is acknowledged that the seller/FieldTurf shall (a) not be subject to any damages for any delay due to events beyond its control and, (b) be allowed an equitable adjustment of the time and/or of the price of this proposal or any contractual document resulting therefrom. FieldTurf shall endeavor to notify you as soon as possible of any such events and/or contingencies. Please note that the seller/FieldTurf shall use its best efforts to ensure that it fulfills its commitments and will strive to minimize any negative impacts as they may arise. Thank you for your kind understanding*



# COOP PRICING PROPOSAL



Please feel free to reach out to any member of our project team with questions about our offer:

**Corey Rush**

Estimator

(412) 742-7837

[Corey.Rush@FieldTurf.com](mailto:Corey.Rush@FieldTurf.com)

**Brian Smykowski**

Regional Sales Manager

(773) 569-1038

[Brian.Smykowski@FieldTurf.com](mailto:Brian.Smykowski@FieldTurf.com)

Thank you again for your interest in FieldTurf, we look forward to working with you.

Per:

  
Marie-Christine Raymond,  
Vice President of Customer Operations  
FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.

Owner (Signature)

Printed Name and Title

FieldTurf USA, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to  
FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701  
If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please  
contact Eric Fisher at: [Eric.Fisher@smartbuycooperative.com](mailto:Eric.Fisher@smartbuycooperative.com).



# COOP PRICING PROPOSAL



## CONDITIONS

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.
- b) FieldTurf's preferred payment terms are as follows: (i) 50% of the Price upon Customer's execution of contract; (ii) 40% of the Price upon shipment of materials from FieldTurf's manufacturing facility; and (iii) Remaining balance of ten percent (10%) upon substantial completion of the field, which shall be achieved when Customer is able to use the field for its intended purpose, even if punchlist items remain and the Certificate of Completion has not been executed by Customer.
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and *force majeure*.
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.
- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punch list items.
- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- i) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.

THE TARKETT SPORTS FAMILY - LEADERS IN SPORTS SURFACING



**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL AFFILIATION AGREEMENT WITH LIGHTHOUSE HOSPICE CARE, LLC FOR NURSING STUDENT CLINICALS

**RATIONALE:**

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

**COST ANALYSIS:** NONE

**ATTACHMENT:** (MAKE SURE TO ATTACH THE SIGNED AGREEMENT AND RESOLUTION; THE RESOLUTION WILL COME FROM MR. WONG)



**A RESOLUTION APPROVING AND ADOPTING  
AN AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
LIGHTHOUSE HOSPICE LLC**

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

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

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

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

**WHEREAS**, Lighthouse Hospice LLC (“**Lighthouse**”) may be a unit of local government and a public agency of the State of Illinois; and

**WHEREAS**, the educational program at Morton for Nursing (“**Program**”) has a clinical component; and

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

**WHEREAS**, Lighthouse owns and operates a hospice and palliative care facility, located in Downers Grove, Illinois, that is suitable for providing students a clinical setting to satisfy the

clinical component of the Program; and

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

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

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

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

**Section 1.     Incorporation of Preambles.**

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

**Section 2.     Purpose.**

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

**Section 3.     Authorization.**

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

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

**Section 4. Headings.**

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

**Section 5. Severability.**

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

**Section 6. Superseder.**

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

**Section 7.      Effective Date.**

This Resolution shall be effective and in full force February 26, 2025.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of February 2025.

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

Attest:

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

## **Nursing**

**(Revised) February 2022**

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

**AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE  
AND  
LIGHTHOUSE HOSPICE LLC**

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**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 5<sup>TH</sup> day of, November, 2024 by, and between **Lighthouse Hospice Care LLC** (“the **Facility**”) and **Morton College** (“the **School**”). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a “**Party**”) and collectively as the “**Parties**”).

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

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

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

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

**A. SCHOOL RESPONSIBILITIES:**

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

**2. Student professional liability insurance.**

---

**(i) State Colleges and Universities**

If the School is a state college or university, the School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility.

(a) General Liability: Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

(b) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.



(c) Provided further, in the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

(ii) Other Colleges and Universities

Unless otherwise specified in **Exhibit C**, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**3. Designation of liaison to Facility; communications relating to clinical placements.**

The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

**4. Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B and influenza vaccinations, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

**6. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.



(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

The term of this Agreement shall be for three (3) years, to commence on 1/1/2025 and terminate on 12/31/2028 unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

## **E. ADDITIONAL TERMS:**

1. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Indemnification.** Each Party will indemnify and hold the other harmless from and against all claims, demands, costs, expenses, liabilities and losses, including reasonable attorneys' fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents, students or contractors, or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive expiration, cancellation or termination of this Agreement.
3. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
4. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, ancestry, military status, sexual orientation, physical or mental disability, order of protection status, marital status or other legally protected category in the placement/removal, employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
10. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
11. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of: (a) the date actually received by the party in question, by whatever means and however addressed; or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:



If to the Facility:

Trista Skarlupka, Human Resources Manager  
Lighthouse Hospice Care LLC  
2807 Centre Circle Drive  
Downers Grove, IL 60515

Phone: 331-472-4706

With a Copy to:

Facility Legal Counsel:

[FILL IN, IF NECESSARY]

If to the School:

Keith McLaughlin, President  
Morton College  
3801 S. Central Avenue  
Attention: Keith McLaughlin  
Phone: (708) 656-8000

With a Copy to:

The School Legal Counsel at:  
DelGaldo Law Group, LLC  
1441 S. Harlem Ave.  
Berwyn, IL 60402  
(708) 222-7000

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason

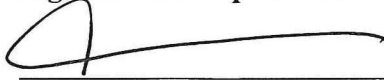
of this Agreement.

15. **Agreement binding on parties' successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.
17. **Force Majeure.** Either Party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including but not limited to, acts of God, acts of war, fire, insurrection, labor disputes, riots, civil disorder, earthquakes, pandemics, or other acts of nature, curtailment of transportation services, or other emergency beyond such Party's reasonable control. The obligations and rights of the Party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a Party's performance hereunder continues for a period in excess of thirty (30) calendar days, the other Party shall have the right to terminate this Agreement upon ten (10) calendar days' prior written notice to the other Party.
18. **After-enacted laws.** If, prior to the cancellation, termination or expiration of this Agreement, any federal, state or local authority or regulatory body including, but not limited to, the Centers for Medicare and Medicaid, Department of Health and Human Services, or the Internal Revenue Service, determines that this Agreement is illegal or jeopardizes either Party's tax exempt status or otherwise materially affects either Party's business, then the affected Party shall give the other Party such notice as is reasonable in the circumstances and shall make available a reasonable period within which to cure. If the Parties initiate no acceptable cure or remedy, then the affected Party may terminate this Agreement upon ten (10) calendar days' prior written notice to the other Party.

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

For and on behalf of:

**Lighthouse Hospice Care LLC**



\_\_\_\_\_  
**Human Resources Manager**

**MORTON COLLEGE**

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

Title: Insta Skar Gupta, HR Manager

Date: 1/22/2025

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

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

## **EXHIBIT A**

### **Location Of Facility Sites**

Lighthouse Hospice Care LLC  
2807 Centre Circle Drive  
Downers Grove, IL 60515



**EXHIBIT B**

**List of Programs**

Nursing

Morton College  
3801 S. Central Avenue  
Cicero, IL 60804

## **EXHIBIT C**

### **PROGRAM SPECIFIC REQUIREMENTS**

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

Facility: Lighthouse Hospice  
Care LLC

School: Morton College

Program: Nursing

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

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.	X	
2. Verification that student/s have met the requirements for the Rubella, Rubeola and Mumps vaccination with proof of titer.		X
3. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.		X
4. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.		X
5. Verification that the student/s have an annual TB screening with a QuantiFERON test.	X	
6. Verification that the student/s have a flu shot for the current flu season.		X
7. Verification that students have an annual Physical Examination	X	
8. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination Other: or proof of weekly testing, which is responsibility of the student.	X	
9. Drug Screen (paragraph A.5)		X
10. Criminal background check (paragraph A.5)	X	
11. OSHA compliance for prevention of transmission of bloodborne pathogens and TB	X	
12. Current American Heart Association Healthcare Provider CPR card		X
13. Proof of student professional and general liability (paragraph A.2)	X	
14. Proof of comprehensive health insurance (paragraph A.2)		X
15. Additional insurance coverage If yes, type of insurance and coverage required: Auto Insurance	X	
16. Evidence of relevant faculties' certifications or licensures (paragraph E.2)	X	
17. Other:		

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

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

## **EXHIBIT D**

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

#### **1. Definitions**

The following definitions apply to this Exhibit to the Agreement.

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

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

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



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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

**PROPOSED ACTION:**

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND ENHANCE REHAB LLC

**RATIONALE:**

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

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

**COST ANALYSIS:**

\$ 0.00

**ATTACHMENT:**

AFFILIATION AGREEMENT  
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
AN AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
ENHANCE REHAB IL LLC**

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

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

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

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

**WHEREAS**, Enhance Rehab IL LLC (“**Enhance**”) may be a unit of local government and a public agency of the State of Illinois; and

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

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

**WHEREAS**, Enhance owns and operates a number of physical therapy clinics throughout Illinois that are suitable for providing students a clinical setting to satisfy the clinical

component of the Program; and

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

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

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

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

**Section 1. Incorporation of Preambles.**

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

**Section 2. Purpose.**

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

**Section 3. Authorization.**

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



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

**Section 4. Headings.**

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

**Section 5. Severability.**

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

**Section 6. Superseder.**

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

**Section 7.      Effective Date.**

This Resolution shall be effective and in full force February 26, 2025.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of February 2025.

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

Attest:

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised March 2023)**

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

# AFFILIATION AGREEMENT

## BETWEEN MORTON COLLEGE AND ENHANCE REHAB IL LLC

**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 1<sup>st</sup> day of March 2025, by and between Enhance Rehab IL LLC (“**Facility**”) and Morton Community College District No. 527 (“**School**”). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a “**Party**” and collectively as the “**Parties**”).)

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

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

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

### **A. SCHOOL RESPONSIBILITIES:**

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

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

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

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

## **B. FACILITY RESPONSIBILITIES:**

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

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

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

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

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

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

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

The term of this Agreement shall be for five (5) years, to commence on March 1, 2025 and terminate on February 28, 2030 unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students of the School who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth herein.



## **E. ADDITIONAL TERMS:**

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

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

If to the Facility:

Enhance Rehab IL LLC  
5454 Fargo Ave  
Skokie, IL 60077

With a Copy to:

Email: ECohen@enhance-rehab.com

If to the School:

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

and to:

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

With a Copy to:

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

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

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

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

**ENHANCE REHAB IL LLC**



Printed Name: Eli Cohen

Title: CEO

Date: 1/29/2025

**MORTON COLLEGE:**

Printed Name: Keith McLaughlin

Title: President

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

**EXHIBIT A**

**NAME/LOCATION OF FACILITY SITES:**

## **EXHIBIT B**

### **LIST OF PROGRAMS:**

Physical Therapist Assistant Program

## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

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

Facility: Enhance Rehab IL LLC  
School: Morton College  
Program: Physical Therapy Assistant

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

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

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

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

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. **Definitions**

The following definitions apply only to this Exhibit.

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

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

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

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



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

**PROPOSED ACTION:**

THAT THE BOARD APPROVE THE RENEWAL OF THE CLINICAL AFFILIATION AGREEMENT WITH MARYVILLE ACADEMY FOR NURSING STUDENT CLINICALS

**RATIONALE:**

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

**COST ANALYSIS:** NONE

**ATTACHMENT:** SIGNED AGREEMENT AND RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
A NURSING AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE  
AND  
MARYVILLE ACADEMY.**

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

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

**WHEREAS**, the educational program at Morton for Nursing (“Program”) has a clinical component; and

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

**WHEREAS**, Maryville Academy (“Maryville”) is a healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

**WHEREAS**, Morton desires to enter into an affiliation agreement with Maryville, to allow Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

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

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

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

**Section 1. Incorporation of Preambles.**

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

**Section 2. Purpose.**

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

**Section 3. Authorization.**

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

**Section 4. Renewal.**

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

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

**Section 5. Headings.**

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

**Section 6. Severability.**

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

**Section 7. Superseder.**

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

**Section 8. Effective Date.**

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

[INTENTIONALLY BLANK]

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this 26<sup>th</sup> day of February 2025.

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

Attest:

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

## **Nursing**

**(Revised) February 2022**

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



**AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE  
AND  
MARYVILLE ACADEMY**

---

**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 31<sup>st</sup> day of January 2025 by, and between Maryville Children’s Healthcare Center (“the **Facility**”) and Morton College (“the **School**”). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a “**Party**”) and collectively as the “**Parties**”).

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

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

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

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

**A. SCHOOL RESPONSIBILITIES:**

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

**2. Student professional liability insurance.**

**(i) State Colleges and Universities**

If the School is a state college or university, the School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility.

(a) General Liability: Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

(b) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

(c) Provided further, in the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

(ii) Other Colleges and Universities

Unless otherwise specified in **Exhibit C**, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**3. Designation of liaison to Facility; communications relating to clinical placements.**

The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

**4. Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B and influenza vaccinations, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in **Exhibit C**, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

**6. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The term of this Agreement shall be for three (3) years, to commence on January 10, 2025 and terminate on January 9, 2028 unless earlier terminated by either Party under the terms of this Agreement. Either Party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other Party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

## **E. ADDITIONAL TERMS:**

1. **Stipulations as to liability.** Subject to applicable state law, neither Party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other Party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Indemnification.** Each Party will indemnify and hold the other harmless from and against all claims, demands, costs, expenses, liabilities and losses, including reasonable attorneys' fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents, students or contractors, or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive expiration, cancellation or termination of this Agreement.
3. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
4. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the Parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the Parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the Parties.
8. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
9. **Non-Discrimination.** The Parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, ancestry, military status, sexual orientation, physical or mental disability, order of protection status, marital status or other legally protected category in the placement/removal, employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
10. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
11. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of: (a) the date actually received by the party in question, by whatever means and however addressed; or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Anita Alvarez  
Chief Legal Counsel  
Legal and Regulatory Affairs  
Maryville Academy  
1150 N. River Road  
Des Plaines, IL. 60016  
847-294-1985

With a Copy to:

Teresa A. Maganzni  
Chief Administrative Officer  
Maryville Academy  
1150 N. River Road  
Des Plaines, IL. 60016  
847-294-1718

If to the School:

Keith McLaughlin, President  
Morton College  
3801 S. Central Avenue  
Attention: Keith McLaughlin  
Phone: (708) 656-8000

With a Copy to:

The School Legal Counsel at:  
DelGaldo Law Group, LLC  
1441 S. Harlem Ave.  
Berwyn, IL 60402  
(708) 222-7000

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

12. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
13. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
14. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the Parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

15. **Agreement binding on parties' successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
16. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.
17. **Force Majeure.** Either Party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including but not limited to, acts of God, acts of war, fire, insurrection, labor disputes, riots, civil disorder, earthquakes, pandemics, or other acts of nature, curtailment of transportation services, or other emergency beyond such Party's reasonable control. The obligations and rights of the Party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a Party's performance hereunder continues for a period in excess of thirty (30) calendar days, the other Party shall have the right to terminate this Agreement upon ten (10) calendar days' prior written notice to the other Party.
18. **After-enacted laws.** If, prior to the cancellation, termination or expiration of this Agreement, any federal, state or local authority or regulatory body including, but not limited to, the Centers for Medicare and Medicaid, Department of Health and Human Services, or the Internal Revenue Service, determines that this Agreement is illegal or jeopardizes either Party's tax exempt status or otherwise materially affects either Party's business, then the affected Party shall give the other Party such notice as is reasonable in the circumstances and shall make available a reasonable period within which to cure. If the Parties initiate no acceptable cure or remedy, then the affected Party may terminate this Agreement upon ten (10) calendar days' prior written notice to the other Party

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

For and on behalf of:

**MARYVILLE ACADEMY**

**MORTON COLLEGE**

\_\_\_\_\_  
**Teresa A. Maganzini**

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

Title: Chief Administrative Officer

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

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

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



## **EXHIBIT A**

### **Location Of Facility Sites**

Maryville Center for Children  
Children's Healthcare Center  
6650 W. Irving Park Road  
Chicago, IL 60634

**EXHIBIT B**

**List of Programs**

Nursing

Morton College  
3801 S. Central Avenue  
Cicero, IL 60804

## **EXHIBIT C**

### **PROGRAM SPECIFIC REQUIREMENTS**

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

Facility: Maryville Academy

School: Morton College

Program: Nursing

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

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.	X	
2. Verification that student/s have met the requirements for the Rubella, Rubeola and Mumps vaccination with proof of titer.	X	
3. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.	X	
4. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.	X	
5. Verification that the student/s have an annual TB screening with a QuantiFERON test.	X	
6. Verification that the student/s have a flu shot for the current flu season.	X	
7. Verification that students have an annual Physical Examination		
8. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination Other: or proof of weekly testing, which is responsibility of the student.		
9. OSHA compliance for prevention of transmission of bloodborne pathogens and TB		
10. Current American Heart Association Healthcare Provider CPR card		
11. Proof of student professional and general liability (paragraph A.2)		
12. Proof of comprehensive health insurance (paragraph A.2)		
13. Additional insurance coverage If yes, type of insurance and coverage required:		
14. Evidence of relevant faculties' certifications or licensures (paragraph E.2)		
15. Other:		

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

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

## **EXHIBIT D**

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

#### **1. Definitions**

The following definitions apply to this Exhibit to the Agreement.

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

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

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

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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

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

**PROPOSED ACTION:** Approval of Hyundai LMS Contract

**RATIONALE**

This Contract will allow Morton College Automotive students to use the Hyundai training system, providing them a pathway to becoming a certified Hyundai and Genesis technician at no cost to the college.

**COST ANALYSIS:**

\$0 per year

## HPITSP/GTSA AGREEMENT

This HPITSP/GTSA Agreement (“Agreement”), effective as of December 9th, 2024 (the “Effective Date”), is by and between Morton College (“School”), and Hyundai Motor America, a California corporation (“HMA”). Intending to be legally bound, the parties hereby agree as follows:

### 1. DEFINITIONS

As used herein, the following terms shall have the following meanings:

- 1.1. **Learning Management System (“LMS”)** – Refers collectively to HPI-Techs.com and GenesisTechAcademy.com, the sites where Instructors and Students’ training access and progress is stored.
- 1.2. **LMS ID Creation Process Documentation (“Process Document”)** – A document created by HMA that provides instructions for creation of an LMS account, user management for Instructors, and Project expectations and benefits.
- 1.3. **Project** – Refers collectively to the Hyundai Performance Institute Technician Student Program (HPITSP) and Genesis Technician Student Academy (GTSA), as further described in Section 2.1 below.
- 1.4. **Student** – An individual currently enrolled as a student in School and who will participate in the Project.

### 2. PROJECT AND PROJECT OBJECTIVES

- 2.1. Project. The LMS was created in effort to improve the exposure of the Hyundai and Genesis brands to prospective technicians and create a foundational relationship with schools offering automotive requisites and/or electives. Through offering technical training courses to Students, HMA aims to enhance the learning experience of automotive Students to be successful within their career. This is part of a series of HMA and Genesis Motor America (“GMA”), a division of HMA, initiatives meant to create a pathway to increased support and investment into the future of the automotive technician career.
- 2.2. Project Objectives. The objectives for this Project are as follows:
  - 2.2.1. To increase the Hyundai and Genesis certification statuses of candidates prior to seeking employment within the Hyundai and Genesis brands;
  - 2.2.2. To remain competitive through brand and training immersion so Students can make an educated decision on which automotive original equipment manufacturer (“OEM”) they will pursue a career with; and
  - 2.2.3. Identify schools to increase overall efforts for recruitment, asset donation, and related support projects.



### **3. ACCESS AND USE OF THE LMS**

- 3.1. HMA agrees to provide School with access to its proprietary LMS subject to the terms and conditions of this Agreement.
- 3.2. School shall have the non-exclusive, non-transferable right to access and use the LMS during the term of this Agreement for educational purposes only in accordance with this Agreement.
- 3.3. Students must be enrolled in and attend School to be eligible to utilize the LMS.
- 3.4. Students must use an accessible email address to create an account within the LMS as described in the Process Document to be provided by HMA to School.
- 3.5. Instructors are enrolled using their email addresses. One Instructor (or School-designated staff member) will be enrolled as an Admin for both LMS sites, or the School may elect to delegate separate Admins for each LMS site. Instructors will have access to the entire course catalogue upon initial LMS login after account creation is completed, as described in the Process Document.
- 3.6. Neither School nor Students will have access to OEM technical repair resources through the LMS. Any access to technical repair resources will require additional terms and conditions not associated with this Agreement.
- 3.7. School shall not, without the prior written consent of HMA, (a) modify, adapt, translate, or create derivative works based on the LMS; (b) reverse engineer, decompile, disassemble, or otherwise attempt to derive the source code; (c) distribute, sublicense, lease, lend, rent, or otherwise make the LMS available to third parties; (d) remove, alter, or obscure any proprietary notices or markings on the LMS.

### **4. CERTIFICATION PATHS**

- 4.1. “Certification Path” refers to the courses assigned to Students to obtain “certified express” and “certified service tech” certification statuses within the Hyundai and/or Genesis brands.
- 4.2. Students are assigned the Certification Path of “Service Technician” on the LMS they request access to. Students will only be given access to one LMS site (a) until the assigned Certification Path is completed or (b) upon the Student’s request for access to the other LMS site and completion of at least ten (10) hours of training on the initially assigned LMS site. Students will gain access to the remainder of the technical training courses available in the catalogue upon completion of the assigned Certification Path courses. Students are encouraged to retain a copy of their course transcripts on the LMS at the conclusion of usage for their records.
- 4.3. Currently, and subject to change as HMA’s and GMA’s vision and requirements adapt to the evolving trade, the Service Technician Certification Path requirements are as follows:
  - 4.3.1. Hyundai – 46 web-based courses and 1 virtual instructor led training (“VILT”)\*.
  - 4.3.2. Genesis – 54 web-based courses and 1 VILT\*.

\* The VILT is currently unavailable on the LMS and can only be completed upon employment at a Hyundai or Genesis dealership.

- 4.4. School recognizes that participation in the Project is voluntary and there is no guarantee of employment by HMA, GMA, or any Hyundai or Genesis dealership upon completion of any Certification Path.

## **5. Instructors**

- 5.1. “Instructor” refers to a teacher or other administrative staff at School who helps facilitate the Project at their School.
- 5.2. Instructors must be employed by School. School shall notify HMA when an Instructor is no longer employed within the School and provide updated contact information for new Instructors.
- 5.3. Instructors are responsible for overseeing Agreement renewal and should request an updated Agreement no less than thirty (30) days prior to Agreement expiration to help prevent a lapse in LMS course availability for its Students.
- 5.4. Instructors are responsible for providing the Process Document to Students.
- 5.5. Within thirty (30) days of a Student’s non-enrollment in School, Instructors will deactivate such Student user in the LMS (such as for a Student who has graduated).

## **6. TERM**

This Agreement commences on the Effective Date and will continue, unless earlier terminated in accordance with the provisions of this Agreement, until July 1, 2026 (“Term”). This Agreement may be terminated by either party at any time upon thirty (30) days prior written notice to the other party. HMA may immediately terminate this Agreement at any time for cause in the event of a breach of this Agreement by School.

## **7. TERMS OF USE**

School acknowledges that it has read and will comply with the LMS Terms of Use, a copy of which is attached hereto as Attachment #1 and incorporated herein by reference.

## **8. CONFIDENTIALITY**

School shall use that care which it uses to protect its confidential information but not less than a reasonable degree of care to protect any information or data disclosed to School by HMA, or on behalf of HMA, in connection with the Project (“Confidential Information”). Such confidentiality obligation shall be observed during the Term and for a period of five years following the termination or expiration of this Agreement. Except as specifically authorized in this Agreement, School shall not use, sell, publish or otherwise disclose to any third party any Confidential Information without the prior written consent of HMA.

## **9. NOTICES**

Any notice, demand, request, consent, approval or communication either party desires or is required to give to the other party or any other person must be in writing and either served personally or sent by pre-paid, first-class mail or overnight delivery to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing.

Notice will be deemed communicated upon receipt or in four (4) days from the date-stamped time of mailing if mailed as provided in this Section, whichever first occurs. Alternatively, either party may electronically transfer notices, provided that no electronic communication will be deemed communicated until telephonic confirmation of receipt by the individual addressee is received.

To HMA: Hyundai Motor America  
10550 Talbert Ave  
Fountain Valley, CA 92708  
Attn: Emanuel King  
Phone Number: (908) 705-3548  
Email: emanuelking@hmausa.com

with a copy to (legal notices only): Hyundai Motor America  
10550 Talbert Ave  
Fountain Valley, CA 92708  
Attn: Vice President,  
Chief Legal Officer  
Phone Number: (714) 965-3393  
Email: legalnotice@hmausa.com

To School: Morton  
College 3801  
S Central  
Avenue  
Cicero, Illinois  
60804  
Donald Sykora  
708-656-8000 x1324  
don.sykora@morton.edu

## 10. CORPORATE AUTHORITY

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

**[Signature Page Follows]**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**HMA:**

**Hyundai Motor America**

**SCHOOL:**

Morton College

By: \_\_\_\_\_  
Nicole Geenen  
Director, Training

By: \_\_\_\_\_  
Donald Sykora  
Automotive Technology Instructor/Chair

## **ATTACHMENT #1 LMS TERMS OF USE**

**This page sets out the general terms and conditions for access to and use of the hpi- techs.com and genesistechacademy.com learning management systems (collectively, “LMS” or the “site”). By clicking “I ACCEPT” you acknowledge that you have read these terms and conditions and agree to be bound by them.**

1. This LMS is owned and operated by Hyundai Motor America (“HMA”) and/or, in the case of certain features, its third-party service provider, and unless otherwise indicated the contents of the LMS are the property of HMA and are protected, without limitation, pursuant to U.S. copyright and trademark laws.
2. No material from the LMS may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way, except that educational institutions are permitted to use the materials solely for the development of educational resources, such as lab sheets, for their students. These educational resources may be shared with students for noncommercial educational purposes, provided you keep intact all copyright and proprietary notices on the materials.
3. The trademarks, copyright, database rights and other intellectual property rights in the site, and the information, content, material, or data that we display on the site belongs to HMA or its licensees and all such rights are reserved.
4. The LMS and its contents and materials are provided “as is”, “as available” and on a “with all faults” basis, without warranties of any kind either express or implied, and the entire risk as to the quality and performance of the LMS is with you.
5. HMA does not guarantee that the LMS, or any content on it, will always be available or be uninterrupted. HMA may suspend or withdraw or restrict the availability of all or any part of the site for business and operational reasons. HMA will not be liable to you if for any reason the site is unavailable or interrupted at any time or for any period.
6. You must treat your user identification code and password as confidential and personal to you. You must not disclose it to any third party.
7. HMA has the right to disable any user identification code or password at any time.
8. HMA does not guarantee that the site will be secure or free from bugs or viruses, however, HMA makes all reasonable effort to ensure the site will be secure.
9. You understand that the information contained in the LMS is confidential to HMA and you agree not to share any of the course materials or other content with any third parties.
10. Personal information may be collected from you when using the site. By providing your information, you agree to the sharing of your information with

HMA and its service providers. The Hyundai Motor America Privacy Policy is available at:  
[www.hyundaiusa.com/us/en/privacy-policy-page](http://www.hyundaiusa.com/us/en/privacy-policy-page).

11. You understand that by taking LMS courses and completing the certification program, there is no guarantee of employment by HMA, Genesis Motor America, or any Hyundai or Genesis dealership.
12. HMA may terminate your access to the LMS at any time.

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PARTNERSHIP AGREEMENT WITH DISTRICT 99 FOR OFFERING SUMMER PROGRAMMING TO YOURNG LEARNERS AFFILIATED WITH THE DISTRICT.

**RATIONALE:** [Required by Board Policy 5.3.1 and *Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes*]  
Morton College will continue providing STEM related summer programming for young learners.

**COST ANALYSIS:** No cost to the college. District 99 will provide funding for children affiliated with D99 enrolled in the STEAMers Camp - \$165 per student up to 65 students.

**ATTACHMENT:** MOU

## PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT ("Agreement") is made by and between Morton College and The Board of Education of Cicero School District No. 99 ("DISTRICT"). Collectively, the MC and the DISTRICT may be referred to herein as the "Parties" and each individually as a "Party". This Agreement is made with reference to the following facts:

- A. MC operates STEAMers Camp which provides a safe, fun, and active environment on campus in which young learners ages 6 to 12 develop new skills, self-esteem, and friendships. STEAM programming focuses on Science, Technology, Engineering, Arts, and Mathematics. STEAMers camp daily curriculum includes science activities, arts and crafts, Theater programming, and outdoor play.
- B. DISTRICT operates a public school district in Cicero, IL, which provides elementary education to local children.
- C. The Parties desire to collaborate to provide summer programming at the STEAMers Camp for District students in grades K-5 and 6, 7, and 8 (ages 6 to 12).

The Parties further agree as follows:

1. Responsibilities of MC.
  - a. Provide summer programming for District students enrolled in the STEAMers Camp.
  - b. STEAMERS Camp shall operate 8am-12pm, Monday through Thursday, from June 23 through July 17, 2025.
  - c. Hire instructors and aides for the program.
  - d. Provide space for programming.
  - e. Support the curriculum implementation with necessary supplies and activities.
2. Responsibilities of District.
  - a. Provide funding for District students enrolled in STEAMers Camp up to 65 students. Cost of STEAMers Camp is \$165/student.
3. Term. The Initial Term of this Agreement shall be from the Effective Date of this Agreement is May 1, 2025 and terminate Aug 3, 2025 ("Initial Term"). The Effective Date of this Agreement shall be May 1, 2025 and Aug 3, 2025 is the last date this Agreement is executed by either Party.
4. Termination. Either party may terminate this Agreement due to lack of enrollment of DISTRICT students, defined as 30 students or less, into the STEAMers Camp.
5. Compliance with Laws. The Parties shall comply at all times with all federal, state, and local laws, ordinances, statutes, rules, policies, and regulations applicable to the performance of this Agreement.
6. Mutual Indemnification. Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance



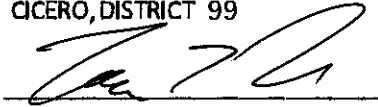
or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers, The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

7. **Captions for Reference Only.** The captions used herein are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions here to
8. **Governing Law and Jurisdiction.** This Agreement has been negotiated and executed in the State of Illinois and shall be governed by and construed in accordance with the laws of the State of Illinois. Both Parties acknowledge and agree that the courts sitting in the State of Illinois, County of Cook, shall have jurisdiction of any action filed by either party in relation to this Agreement.
9. **Severability.** If any provision of this Agreement as applied to either Party or to any circumstance shall be adjudged by a court of competent jurisdiction to be void or unenforceable for any reason, the same shall in no way affect (to the maximum extent permissible by law) any other provision of this Agreement, the application of any such provision under circumstances different from those adjudicated by the court, or the validity or enforceability of the Agreement as a whole.
10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.
11. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and the final, complete, and exclusive expression of the terms and conditions thereof. Each person executing this Agreement hereby represents and warrants that he or she has full authority to execute this document on behalf of both Parties to the Agreement.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, MC and DISTRICT have duly executed this Agreement as of the date indicated by:

CICERO, DISTRICT 99



Board President

Date: 2/12/2025

MORTON COLLEGE

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

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

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

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

**DATE:** 2-13-25

**PROPOSED ACTION:** For the board of approve the donation of eight (8) obsolete, unusable treadmills to the Town of Cicero.

**RATIONALE:** Replacement of 8 treadmills in Fitness Center

**COST ANALYSIS:** None

**ATTACHMENT:** See Attachment

## DONATION AGREEMENT

**THIS DONATION AGREEMENT** (the "Agreement") is made and entered into this 14 day of February 2025, by and between Morton Community College, Illinois Community College District No. 527 ("Morton College" or "Donor") and Town of Cicero. (For convenience, Donor and Town of Cicero may be referred to each as a "Party" and collectively as the "Parties".)

**WHEREAS**, Donor owns eight (8) treadmills identified in Exhibit A, attached hereto and incorporated herein by reference (the "Equipment"); and

**WHEREAS**, the Donor desires to donate and convey ownership of the Equipment to Town of Cicero; and

**WHEREAS**, Town of Cicero desires to accept ownership of the Equipment as a donation from the Donor; and

**NOW, THEREFORE**, in consideration of the foregoing premises, the mutual covenants and promises herein contained, the sufficiency of which is acknowledged to be adequate, Donor and Town of Cicero agree as follows:

1. **Recitals.** The recitals stated above are an integral part of this Agreement and are incorporated into this Agreement by reference and made a part hereof.
2. **Donor Responsibilities.** Donor agrees to convey possession of the Equipment to Town of Cicero. Donor will deliver the Equipment to Town of Cicero at a mutually convenient date and time.
3. **Town of Cicero Responsibilities.** Town of Cicero shall accept the donation of the Equipment from Donor in "as-is" condition. The Parties acknowledge and agree that Donor has made no representations as to the condition of the Equipment and has made no agreements or promises to replace, repair, alter or improve the Equipment. Town of Cicero shall provide the Donor with a letter of acknowledgment for the donation, if requested by Donor.
4. **Intent.** The Parties to the Agreement agree that Donor's conveyance of the Equipment to Town of Cicero shall constitute Donor's binding obligation and shall be enforceable at law and equity including, without limitation, against Donor and Donor's successors and assigns. Donor acknowledges that Town of Cicero is relying, and shall continue to rely, on Donor's conveyance of the Equipment being fully satisfied forth herein.
5. **Representations and Warranties.**
  - a. Donor represents that it is conveying the Equipment and Town of Cicero is accepting Donor's conveyance of the Equipment in the Equipment's existing condition without any representation or warranty of any kind or nature. Donor makes no warranties, express or implied, in connection with the Equipment, and all other warranties,

including without limitation any implied warranty of merchantability or fitness for a particular purpose, are expressly and specifically disclaimed.

- b. Donor represents that any and all required consent and approval from any applicable third party for this donation has been obtained prior to execution of this Agreement. The Parties each warrant that the execution and performance of this Agreement will not violate any agreements to which Donor or Town of Cicero is a party or any federal, state or local laws, rules or regulations.
  - c. The Parties' representations, warranties, and covenants in this section shall be true and complete as of the date of the Agreement's execution and shall survive the termination of the conveyance of the Equipment contemplated by this Agreement.
6. **Notices.** All notices permitted or required hereunder must be in writing and shall be effected by (i) personal delivery, (ii) first class mail, registered or certified, postage fully prepaid, or (iii) reputable same-day or overnight delivery service that provides a receipt showing delivery date and time. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College:                      Morton Community College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
Attn: Dr. Keith McLaughlin, President

With a copy to:                              Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, IL 60402  
Facsimile: (708) 222-7001

If to Town of Cicero:                      Town of Cicero  
4949 W Cermak Rd  
Cicero, IL 60804

7. **Relationship.** This Agreement shall not be deemed or construed to evidence or create an employment, joint venture, partnership or other agency relationship between the Parties hereto.
8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois, without regard to any conflict of laws provision. All disputes arising out of the Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
9. **Binding Effect.** This Agreement, and the terms, provisions, promises, covenants and conditions herein, shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

**10. Authority to Sign.** The Parties hereby represent that the persons executing this Agreement on their behalf have full authority to do so and to bind the Parties to perform pursuant to the terms and conditions of this Agreement.

**11. Entire Agreement; Modification.** This Agreement shall constitute the sole and entire understanding and agreement by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by authorized representatives of each Party.

**12. Severability.** If any provision of this Agreement or any application thereof is held invalid, illegal or unenforceable, the remaining provisions of this Agreement and any other application of such provision shall remain unimpaired and shall continue in full force and effect.

**13. Counterparts.** This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the proper persons, as set forth below.

MORTON COMMUNITY COLLEGE

TOWN OF CICERO

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Derek Dominick

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

Derek Dominick

\_\_\_\_\_  
Signature

Superintendent

\_\_\_\_\_  
Title

2/14/25

\_\_\_\_\_  
Date

**EXHIBIT A**

**The Equipment**

**A. The Equipment consists of eight (8) treadmills.**

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

**PROPOSED ACTION:** THAT THE BOARD APPROVE MONICA ROSAS AS THE DIRECTOR OF STUDENT SUCCESS AND RETENTION FOR THE ONE STOP CENTER WITH AN EFFECTIVE START DATE OF JANUARY 26, 2025.

**RATIONALE**

THE STUDENT SUCCESS COACHES AND ONE STOP DESK OPERATIONS REQUIRE ONGOING DIRECT SUPPORT OF THEIR OPERATIONS. THESE OFFICES CURRENTLY REPORT DIRECTLY TO THE DEAN OF STUDENT SERVICES. TO ENHANCE THE STUDENT SERVICE OPERATION IN THE ONE STOP CENTER, MID LEVEL LEADERSHIP IN THE ONE STOP CENTER NEEDS TO BE RE-ESTABLISHED. MONICA ROSAS HAS BEEN ACTING AS LEADERSHIP SUPPORT IN THE ONE STOP SINCE SEPTEMBER 2024 AND POSITIVE CHANGES HAVE ALREADY RESULTED UNDER HER GUIDANCE. FORMALIZING THE REPORTING RELATIONSHIP BETWEEN THE DIRECTOR OF STUDENT SUCCESS AND SUCCESS COACHES WILL STRENGTHEN OPERATIONS AND WILL POSITIVELY IMPACT RETENTION AND ENROLLMENT.

**COST ANALYSIS:**

\$85,000.00





# Morton College

## Job Description

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<b>Job Title:</b>	<del>Director of Campus Operations and Facilities</del> <u>Executive Director of Facilities Management and Public Safety/Police</u>
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	<del>Vice President Administrative Services</del> <u>College President</u>
<b>Required Qualifications:</b>	<p>Associate's degree or at least 10 years of building/ facilities work; focusing on management, building technologies, engineering, or a related field. Knowledge of state and federal environmental laws, budget development and management, and conflict resolution. Must demonstrate good managerial, communication, and computational skills. Knowledge of HVAC, electrical, and plumbing systems.</p> <p>Thorough understanding of energy control and conservation problems and solutions. Ability to effectively supervise union and non-union employees in a physical plant setting. Knowledge of basic engineering and architectural concepts. Must display <del>and</del> <u>an</u> even temperament, reliability, calmness in critical situations, and good interpersonal skills. Three years of job-related experience.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Bachelor's degree and physical plant management experience in a college environment. Able to communicate in Spanish.
<b>Job Summary:</b>	<u>The Executive Director of Facilities Management and Public Safety/Police is responsible for overseeing the grounds, custodial, and maintenance staff to ensure the efficient operation and upkeep of the physical plant. This role includes preparing and managing the physical plant budgets, planning and organizing maintenance and repair projects, and ensuring the proper care of the facility's furnishings. In addition, the Executive Director is responsible for maintaining a safe and secure environment on campus, including managing the public safety team and ensuring compliance with safety protocols and emergency procedures in</u>

collaboration with the Police Chief. The position also involves completing the required sections of the RAMP (Resource Allocation and Management Plan) and submitting reports to the ICCB and other relevant state agencies. Collaboration with engineering, architectural, and other technical consultants is also required to address facility and public safety needs as necessary.~~To supervise the grounds, custodial and maintenance staffs; prepare and administer physical plant budgets; plan and organize projects to maintain and repair the physical plant and its furnishings; complete various sections of RAMP and submit reports to ICCB and other state agencies; and work with engineering, architectural, and other technical consultants as required.~~

## **Essential Job Functions**

- Supervise and manage the maintenance, custodial, ~~and~~ grounds, Police Chief and public safety staff to ensure the efficient operation, upkeep, and safety of the facilities.~~staffs.~~
- Prepare the annual budget for operations and ~~maintenance~~maintenance, and public safety, ensuring financial accountability and proper resource allocation.

- ~~Work~~ Collaborate with architects, ~~and~~ engineers, ~~and contractors on for~~ construction, remodeling and ~~on~~ special projects, ensuring public safety standards are met. as needed.
- Complete and submit all required all facilities- ~~related~~ facilities related reports and forms to the ICCB, CDB, and other state and local agencies, including those related to public safety regulations and compliance. ~~reports and forms.~~
- Participate ~~with appropriate staff~~ in union negotiations with relevant staff, addressing both facilities management and public safety concerns.
- Conduct ~~Complete~~ performance evaluations for facilities and public safety staff, providing feedback and identifying areas for improvement. ~~appropriate physical plant employees.~~
- Coordinate the use of ~~the facilities by with~~ outside groups and organizations, ensuring safety protocols and emergency procedures are followed.
- Oversee campus security operations, ensuring the safety and well-being of students, staff, and visitors.
- Develop, implement, and enforce safety policies and emergency response plans for the campus community in collaboration with Police Chief.
- ~~Interact extensively~~ Engage with vendors and contractors to maintain for the continuous operation of the facilities and ensure public safety equipment and systems are fully operational.
- Respond to inquiries and requests regarding facilities and public safety in a professional, courteous, and timely manner.

**Other Duties:**

- Perform other duties and special projects as assigned

**Work**

**Environment:**

Typical office environment.

**Physical**

**Demands:**

Prolonged sitting. Some standing, stooping and bending. Occasional walking and some lifting up to 20 lbs. may be required.

**Position Unit:**

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

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

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

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

**PROPOSED ACTION:**

That the Board approve the updated Morton College Residency Policy, **as submitted**.

**RATIONALE:**

Morton College updated the residency policy to be in compliance with IL Community College Board (ICCB) administrative rules.

**COST ANALYSIS:**

\$0

## **Morton College Residency Policy**

### **RESIDENCY**

For tuition purposes, proof of residence must be submitted by all students enrolling at Morton College each semester.

The student must meet the following criteria to be considered a resident of the district:

One must have occupied and/or owned a dwelling in the district for 30 days immediately prior to the start of classes and must demonstrate district residency by providing one of the following documents: Illinois driver's license, current voters' registration card, current bank statement, utility bill, State of Illinois photo ID card, or a Morton High School East or West transcript that proves the student attended an in-district high school within the last two calendar years. (Must be issued to the student's in-district permanent address provided on the admission application). A student who is homeless may present a signed letter on letterhead from an in-district homeless shelter confirming residency in the shelter.

District residency does not apply to international students on visas.

Students changing their residence during a semester are required to report their new address to the Office of Admissions and Records. Students may update their residency at any time; however, a change in residency less than 30 days prior to the start of the term and once the term has begun will not be reflected in the current terms tuition rate. Classification for admission and tuition will be made according to the regulations listed on the following pages.

### **IN-DISTRICT STUDENTS**

Morton College District 527 includes the suburbs of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. The college is located west of Chicago and south of Oak Park, which is six miles from Chicago's Loop.

To be eligible for the in-district tuition rate, one of the following criteria must be met:

- Applicants who are 18 years of age or older and have established legal permanent residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age and live at home must demonstrate that their parents or legal guardians have legal residence within District 527 for at least 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age and emancipated (a minor who is legally independent from parental or guardian supervision), or married must demonstrate that they have established legal residence in District 527 for at least 30 days immediately preceding the first day of the semester.
- Applicants who will be attending Morton College through the Dual Credit or Dual Enrollment Programs.

Students shall be classified as residents of the Morton College District 527 without meeting the 30-day residency requirement of the district if they are currently residing in the district and are students:

- who are currently under the legal guardianship of the Illinois Department of Children and Family Services (DCSF) or have been recently emancipated from the Department and had a placement change into a new community college district. The student, caseworker, other personnel of DCFS, attorney, or guardian ad litem shall provide the district with proof of current in-district residency.
- who are utilizing benefits under the federal All-Volunteer Force Educational Assistance Program or the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variations of that Act.
- who move from outside the state, obtain residency for other than going to college, and demonstrate a verifiable interest in permanent residency.
- who are considered members of the armed services stationed in Illinois.

### **OUT-OF-DISTRICT STUDENTS**

Any person whose legal place of residence lies outside Morton College District 527 but within the boundaries of the State of Illinois. This includes full-time students attending a post-secondary educational institution who have not demonstrated, through documentation, a verifiable interest in establishing permanent residency.

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

- federal job corps workers stationed in Illinois;
- inmates of State correctional/rehabilitation institutions located in Illinois; or
- employed full time in Illinois.

### **OUT-OF-STATE STUDENTS**

Any student who is a resident of another state will be considered an out-of-state student and will be charged the rate established by the Board of Trustees.

### **OUT-OF-COUNTRY (INTERNATIONAL) STUDENTS**

Any student who is a resident of a foreign country will be considered an out-of-country student and will be charged the rate established by the Board of Trustees.

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE EMPLOYMENT STATUS OF 5 TENURE and 4 NON-TENURED, 1 NON-CONTINUATION OF INSTRUCTORS FOR ACADEMIC YEAR 2025-2026 AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 3.1 and Chapter 110, Act 805, Section 3B-2 and 3 of the Illinois Compiled Statutes]

Approving the continued employment of non-tenured instructors reaffirms the initial employment decision and is generally recognized as a good practice since tenure is awarded at the conclusion of an instructor's probation; notice of non-renewal and extension of probation must also occur on a timely basis within the provisions of State statute.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Recommended Employment Status

# RECOMMENDED EMPLOYMENT STATUS

## TENURE and NON-TENURED INSTRUCTORS

- **Recommended for Tenure** – Tenure

<u>* Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Chesters, Samantha	English	Fall 2022
Grady, Myeisha	Speech	Fall 2021
Loudon, Nicholas	Physical Science	Fall 2022
Markel, Carolyn	Adult Education	Fall 2022
Riemer, Nathan	Social Science	Fall 2022

- **Recommended for Continued Employment** – Second Contract: 2024-2025 Academic Year

<u>* Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Finke, Ashley	PTA	Fall 2023
Martinez, Clara	Nursing	Fall 2023
Drew, John	CIS	Fall 2023

\*Employment began fall 2023, review for tenure will be prior to February 2026

- **Recommended for Continued Employment** – Second Contract: 2025-2026 Academic Year

<u>** Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Tsang, Yukto	Biology	Fall 2024

\*\*Employment began fall 2024, review for tenure will be prior to February 2027

- **NOT RECOMMENDED FOR CONTINUED EMPLOYMENT**—Employment probation period will conclude at the end of the Spring 2025 term:

<u>Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Thompson, Juhelia	Psychology	Fall 2021