
EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Jill Fletcher (the "Executive Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Executive Administrator Staff employee in the capacity of Chief Financial Officer for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Executive Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Executive Administrator Staff employee shall receive an annual salary of \$144,679.06, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Executive Administrator Staff employee's performance based upon the Executive Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Executive Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Executive Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Executive Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Executive Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Executive Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Executive Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Executive Administrator Staff employee at the end of the Contract, with or without modification of the Executive Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Executive Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Executive Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Executive Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the

College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier II) Executive Administrator shall be eligible to receive a non-SURS eligible retention bonus in the amount of 10% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Executive Administrator remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Executive Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Executive Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Executive Administrator Staff employee disabled or upon receipt of certification from the Executive Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Executive Administrator Staff employee's physical and/or mental health and submit it to the College and the Executive Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Executive Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Executive Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1 Signed by Jill Fletcher on 04/09/2025 at 3:02 PM

Signature: Jill Fletcher

EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and LaCretia Konan (the "Executive Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Executive Administrator Staff employee in the capacity of Associate Vice President of College Engagement for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Executive Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Executive Administrator Staff employee shall receive an annual salary of \$116,136.58, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Executive Administrator Staff employee's performance based upon the Executive Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Executive Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Executive Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Executive Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Executive Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Executive Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Executive Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Executive Administrator Staff employee at the end of the Contract, with or without modification of the Executive Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Executive Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Executive Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Executive Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the

College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier I) Executive Administrator shall be eligible to receive a non-SURS eligible retention bonus in the amount of 5% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Executive Administrator remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or in capacity, which renders the Executive Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Executive Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Executive Administrator Staff employee disabled or upon receipt of certification from the Executive Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Executive Administrator Staff employee's physical and/or mental health and submit it to the College and the Executive Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Executive Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Executive Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1	Signed by LaCretia Konan on 04/09/2025 at 11:41 AM Signature: LaCretia Konan
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Barbara Leach (the "Executive Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Executive Administrator Staff employee in the capacity of Vice President of Instruction for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Executive Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Executive Administrator Staff employee shall receive an annual salary of \$168,653.48, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Executive Administrator Staff employee's performance based upon the Executive Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Executive Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Executive Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Executive Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Executive Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Executive Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Executive Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Executive Administrator Staff employee at the end of the Contract, with or without modification of the Executive Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Executive Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Executive Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Executive Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the

College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier I) Executive Administrator shall be eligible to receive a non-SURS eligible retention bonus in the amount of 5% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Executive Administrator remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or in capacity, which renders the Executive Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Executive Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Executive Administrator Staff employee disabled or upon receipt of certification from the Executive Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Executive Administrator Staff employee's physical and/or mental health and submit it to the College and the Executive Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Executive Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Executive Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1	Signed by Barbara Leach on 04/09/2025 at 09:57 AM Signature: Barbara Leach
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Robert McGarry (the "Executive Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Executive Administrator Staff employee in the capacity of Associate Vice President of Campus Operations & Technology for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Executive Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Executive Administrator Staff employee shall receive an annual salary of \$136,067.03, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Executive Administrator Staff employee's performance based upon the Executive Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Executive Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Executive Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Executive Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Executive Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Executive Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Executive Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Executive Administrator Staff employee at the end of the Contract, with or without modification of the Executive Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Executive Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Executive Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Executive Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the

College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier I) Executive Administrator shall be eligible to receive a non-SURS eligible retention bonus in the amount of 5% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Executive Administrator remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Executive Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Executive Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Executive Administrator Staff employee disabled or upon receipt of certification from the Executive Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Executive Administrator Staff employee's physical and/or mental health and submit it to the College and the Executive Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Executive Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Executive Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1	Signed by Robert McGarry on 04/09/2025 at 10:00 AM Signature: RJ McGarry
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Michelle Rothmeyer (the "Executive Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Executive Administrator Staff employee in the capacity of Vice President of Student Services for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Executive Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Executive Administrator Staff employee shall receive an annual salary of \$148,877.00, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Executive Administrator Staff employee's performance based upon the Executive Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Executive Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Executive Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Executive Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Executive Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Executive Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Executive Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Executive Administrator Staff employee at the end of the Contract, with or without modification of the Executive Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Executive Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Executive Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Executive Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the

College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier I) Executive Administrator shall be eligible to receive a non-SURS eligible retention bonus in the amount of 5% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Executive Administrator remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or in capacity, which renders the Executive Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Executive Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Executive Administrator Staff employee disabled or upon receipt of certification from the Executive Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Executive Administrator Staff employee's physical and/or mental health and submit it to the College and the Executive Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Executive Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Executive Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1 Signed by Michelle Rothmeyer on 04/09/2025 at 10:57 AM
Signature: Michelle Rothmeyer

EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Santina Swiger (the "Executive Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Executive Administrator Staff employee in the capacity of Associate Vice President of Human Resources for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Executive Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Executive Administrator Staff employee shall receive an annual salary of \$131,560.00, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Executive Administrator Staff employee's performance based upon the Executive Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Executive Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Executive Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Executive Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Executive Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Executive Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Executive Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Executive Administrator Staff employee at the end of the Contract, with or without modification of the Executive Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Executive Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Executive Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Executive Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the

College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier I) Executive Administrator shall be eligible to receive a non-SURS eligible retention bonus in the amount of 5% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Executive Administrator remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Executive Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Executive Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Executive Administrator Staff employee disabled or upon receipt of certification from the Executive Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Executive Administrator Staff employee's physical and/or mental health and submit it to the College and the Executive Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Executive Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Executive Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1 Signed by Santina Swiger on 04/09/2025 at 08:22 AM
Signature: Santina Swiger

EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Jessica Berek (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Dean, Office of Instruction for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$117,085.06, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1	Signed by Jessica Berek on 04/09/2025 at 10:19 AM Signature: Jessica Berek
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Matthew Crull (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Director of Research and Data Management for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$99,631.36, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1 Signed by Matthew Crull on 04/10/2025 at 04:13 AM
Signature: Matthew Crull

EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Judson Curry (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Dean, Office of Instruction for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$119,375.75, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1	Signed by Judson Curry on 04/09/2025 at 11:24 AM Signature: Judson B Curry
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Anne-Marie Green (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Dean of Academic Support & Effectiveness for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$115,113.13, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's

external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1	Signed by Anne-Marie Green on 04/09/2025 at 0:54 PM Signature: Anne-Marie D. Green
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Scott Kawall (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Director of Student Involvement/Athletic Director for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$96,918.93, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1	Signed by Scott Kawall on 04/10/2025 at 2:53 PM Signature: Scott Kawall
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Dariana Lee (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Director of Student Success for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$85,472.41, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1	Signed by Dariana Lee on 04/15/2025 at 10:42 AM Signature: Dariana Lee
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EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Jessica Santillan-Reyes (the "Administrator Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator Staff employee in the capacity of Dean, Office of Instruction for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Administrator Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Administrator Staff employee shall receive an annual salary of \$109,824.00, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Administrator Staff employee's performance based upon the Administrator Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Administrator Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Administrator Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Administrator Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Administrator Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Administrator Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Administrator Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Administrator Staff employee at the end of the Contract, with or without modification of the Administrator Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Administrator Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Administrator Staff employee by April 30, 2026.

F. Benefits

1. The Administrator Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's

external website at www.kish.edu or the College's intranet site.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Administrator Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Administrator Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Administrator Staff employee disabled or upon receipt of certification from the Administrator Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Administrator Staff employee's physical and/or mental health and submit it to the College and the Administrator Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Administrator Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1 Signed by Jessica Santillan-Reyes on 04/30/2025 at 1:22 PM
Signature: Jessica Santillan-Reyes

EMPLOYMENT CONTRACT

THIS CONTRACT is entered into this 8th day of April, 2025 by and between the Board of Trustees of Kishwaukee College (the "College") and Emily Cahill (the "Professional Staff employee") as follows:

A. Contract Duration and Annual Salary

1. The College hereby employs the Professional Staff employee in the capacity of Administrative Coordinator, Office of the President for one year, commencing on July 1, 2025, and terminating on June 30, 2026. The Professional Staff employee accepts such employment on the conditions hereinafter set forth, and any applicable provisions of the Board of Trustees Policy Manual. In the event of conflict between Board Policy and this Contract, the Contract shall govern.

2. The Professional Staff employee shall receive an annual salary of \$70,709.60, subject to applicable deductions, to be paid in semi-monthly installments as full compensation for all rights granted and service performed under this Contract. Any salary increase will be based on an assessment of the Professional Staff employee's performance based upon the Professional Staff employee's annual performance evaluation.

B. Salary Adjustments

Any salary or other adjustment or modification in the Professional Staff employee's compensation or benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Professional Staff employee, nor as an extension of the termination date of this Contract.

C. Duties

The Professional Staff employee hereby agrees to perform the duties of their position as specified in the position job description and as the President or designee may direct, and to keep such records and make such reports as are now or hereinafter required by the College.

The Professional Staff employee agrees to devote his or her best efforts to the College and shall not undertake or accept other employment or responsibilities which will conflict with his or her assigned duties, unless as specified by Board Policy.

D. Evaluation

Evaluation of the Professional Staff employee shall be completed annually in accordance with the College's process and instrument for evaluation of Professional Staff personnel and shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon objectives and the overall objectives of the College. Goal setting and review will occur annually.

E. Renewal

This Contract may be renewed upon mutual agreement of the College and the Professional Staff employee at the end of the Contract, with or without modification of the Professional Staff employee's annual salary set forth in paragraph A.2., provided that the College determines that the Professional Staff employee's performance meets the College's performance standards and merits a contract extension. The Board reserves the right to non-renew this Contract upon written notice to the Professional Staff employee by April 30, 2026.

F. Benefits

1. The Professional Staff employee shall be entitled to the benefits outlined in the College's Personnel Policy and Benefits Program for the 2025-2026 year, a copy of which is available on the College's external website at www.kish.edu or the College's intranet site.

2. In addition to the salary stated in paragraph A.2 of this Agreement, the (SURS Tier II) Professional Staff employee shall be eligible to receive a non-SURS eligible retention bonus in the amount of 10% of their annualized base salary payable on the June 30, 2026 payroll, as long as the Professional Staff employee remains in their current position for the entire duration of each year of this contract.

G. Termination

This Contract may be terminated:

1. By mutual agreement of the parties.
2. For reasons of permanent disability or incapacity, which renders the Professional Staff employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician. The College reserves the right to require the Professional Staff employee to submit to a medical examination, either physical or mental, whenever the College deems the Professional Staff employee disabled or upon receipt of certification from the Professional Staff employee's medical careprovider indicating such permanent disability or incapacity. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the College. The physician shall prepare a detailed report of the state of the Professional Staff employee's physical and/or mental health and submit it to the College and the Professional Staff employee. All obligations of the College shall cease upon written notice of termination for permanent disability or incapacity.
3. For cause, including, but not limited to, failure to follow the Civility Statement, insubordination, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College's ethical or conduct standards; or any other conduct, act, or failure to act by the Professional Staff employee that is detrimental to the best interests of the College. Note: Probationary employees may be terminated any time prior to completion of their one (1) year probationary period. During a probationary period of employment, the employment may be terminated for any lawful reason without a showing of cause based upon the recommendation of the supervisor and subject to review by the Executive Director of Human Resources, and the approval of the President. Such terminations are not subject to due process or the grievance procedure.

H. Notice

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the Professional Staff employee's home address or to the College President.

IN WITNESS WHEREOF the parties have executed this Contract this 8th day of April, 2025.

KISHWAUKEE COLLEGE

Attached Workflow

Current Status

Workflow Steps

Employee Signature

Approved

1	Signed by Emily Cahill on 04/09/2025 at 10:00 AM Signature: Emily Cahill
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