

**COLLEGE OF LAKE COUNTY**  
**2024-2025 EMPLOYMENT CONTRACT FOR**  
**FULL-TIME, NON-EXEMPT SPECIALIST PERSONNEL**

Agreement made this **October 15, 2024**, by and between the Board of Trustees of the College of Lake County, District 532, State of Illinois, (hereinafter referred to as the "Board") and **Ryan Briggs** (hereinafter referred to as the "Employee").

**WITNESSETH**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The Board hereby employs the Employee with such powers and duties as may be fixed by the Board.
- B. The Board shall pay to the Employee an hourly rate of **\$21.05/Hour** for the term commencing on **10/21/2024** and ending on **6/30/2025** in installments less any legally authorized deductions as the **B24, Senior IT Technician, Technology Support, Lakeshore Campus**.
- C. Employee agrees to fulfill the aforesaid position for the period above mentioned.
- D. The Board shall designate eight and one-half (8.5) percent of the Employee's SURS-eligible earnings as the Board contribution on behalf of the Employee in satisfaction of the Employee's required contribution to the Illinois State Universities Retirement System. The purpose of this section is to allow such Board contribution for retirement to be tax sheltered after the qualifying period of time has been met and to the extent allowed by the appropriate statutes and regulations. Both parties acknowledge that the Employee did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State Retirement System, and that such contributions are made as a condition of employment to secure the Employee's future services, knowledge and experience.

**II. QUALIFICATIONS**

- A. The Employee is fully qualified to hold the aforesaid position by reason of certification, licensing, or other regulatory qualifications, if applicable, and the job description for the position.
- B. The Employee is not at this date under contract with any other body for the term covered by this contract or any portion thereof which will conflict with the Employee's duties herein.
- C. This contract is predicated upon representations regarding education and experience qualifications which, if false, shall cause this contract to be null and void.

**III. EXPRESS CONDITIONS**

- A. The Employee will not receive compensation until they begin contracted service for the Board.
- B. Regardless of any board policy or term of this contract, the Board may, with two (2) weeks' notice, lay-off or furlough the Employee with or without benefits and/or salary should the Board determine, in its sole discretion that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. The Employee may be laid-off or furloughed to part-time status. If the Employee is laid off or furloughed to part-time status, the Employee will be paid salary pro rata, based on the Employee's full-time salary. For Employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.
- C. The Employee's employment may be terminated with cause, or whenever in the discretion and judgment of the President or designee, the Employee has failed to meet the performance expectations or productivity goals set by the College, including, but not limited to, income generating goals.

**IV. BENEFITS**

The Employee shall be entitled to sick leave, vacation, insurance and all other benefits commonly provided to Specialist Employees. Nothing in this contract or any Board Policy limits the right of the Board to change or reduce any Benefit(s) under this contract or under any Board Policy during the term of this contract.

**V. NO EXPECTATION OF CONTINUED EMPLOYMENT BEYOND TERM OF CONTRACT**

Neither this contract nor any Board Policy, rule or evaluation procedure shall confer upon the Employee continued employment beyond the term provided in this contract.

**VI. MODIFICATION**

Modification to or amendments of this contract may be made by written agreement of the parties.

**VII. 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 residence of the Employee or the Office of the President of the College.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.



\_\_\_\_\_  
President, College of Lake County

\_\_\_\_\_  
Employee Signature



\_\_\_\_\_  
Board Secretary, Community College District 532

\_\_\_\_\_  
Date

Contract must be signed and one copy returned to the Office of Human Resources of the College of Lake County by **October 28, 2024** to be in effect.

**COLLEGE OF LAKE COUNTY**  
**2024-2025 EMPLOYMENT CONTRACT FOR PROFESSIONAL PERSONNEL**

Agreement made this **October 15, 2024**, by and between the Board of Trustees of the College of Lake County, District 532, State of Illinois, (herein after referred to as the "Board") and **Alex Gray** (hereinafter referred to as the "Employee").

**WITNESSETH**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The Board hereby employs the Employee with such powers and duties as may be fixed by the Board.
- B. The Board shall pay to the Employee a salary of **\$2,451** per bi-weekly pay period (**\$63,731/Annualized**), for the term commencing on and **10/21/2024** ending on **6/30/2025**, in installments less any legally authorized deductions as the **C43, Academic Operations Manager, Biological and Health Sciences**.
- C. The Board shall designate eight and one-half (8.5) percent of the Employee's SURS-eligible earnings as the Board contribution on behalf of the Employee in satisfaction of the Employee's required contribution to the Illinois State Universities Retirement System. The purpose of this section is to allow such Board contribution for retirement to be tax sheltered after the qualifying period of time has been met and to the extent allowed by the appropriate statutes and regulations. Both parties acknowledge that the Employee did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State Retirement System, and that such contributions are made as a condition of employment to secure the Employee's future services, knowledge and experience

**II. QUALIFICATIONS**

- A. The Employee shall hold, throughout the term of this contract, valid credentials as required and shall be fully qualified in all respects to hold the position assigned by reason of certification, licensing or other regulatory requirements, and the job description for the position.
- B. The Employee is not at this date under contract with any other body, nor shall the Employee enter into a contract with any other body, for the term covered by this contract or any portion thereof, which would or might conflict with the Employee's duties to the Board.
- C. This contract is predicated upon the Employee's representations regarding education and experience qualifications which, if false, shall automatically render this contract null and void.

**III. EXPRESS CONDITIONS**

- A. The Employee will not receive compensation until they begin contracted service for the Board.
- B. Regardless of any board policy or term of this contract, the Board may, with two (2) weeks' notice, lay-off or furlough the Employee with or without benefits and/or salary should the Board determine, in its sole discretion that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. The Employee may be laid-off or furloughed to part-time status. If the Employee is laid off or furloughed to part-time status, the Employee will be paid salary pro rata, based on the Employee's full-time salary. For Employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.

**IV. BENEFITS**

The Employee shall be entitled to sick leave, vacation, insurance, and all other benefits commonly provided to Professional Employees. Nothing in this contract or any Board Policy limits the right of the Board to change or reduce any benefit(s) under this contract or under any Board Policy during the term of this contract.

**V. TERMINATION**

The Employee's employment may be terminated with cause, or whenever in the discretion and judgment of the President or designee, the Employee has failed to meet the performance expectations or productivity goals set by the College, including, but not limited to, income generating goals.

**VI. NO EXPECTATION OF CONTINUED EMPLOYMENT BEYOND TERM OF CONTRACT**

Neither this contract nor any Board Policy, rule or evaluation procedure shall confer upon the Employee continued employment beyond the term provided in this contract.

**VII. MODIFICATION**

Modification to or amendments of this contract may be made by written agreement of the parties.

**VIII. 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 residence of the Employee or the Office of the President of the College.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.



\_\_\_\_\_  
President, College of Lake County



\_\_\_\_\_  
Board Secretary, Community College District 532

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Contract must be signed and one copy returned to the Office of Human Resources of the College of Lake County by **October 28, 2024** to be in effect.

**COLLEGE OF LAKE COUNTY**  
**2024-2025 EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL**

Agreement made this **October 15, 2024**, by and between the Board of Trustees of the College of Lake County, District 532, State of Illinois, (hereinafter referred to as the "Board") and **Leigh Ann Jacobson** (hereinafter referred to as the "Employee").

**WITNESSETH**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The Board hereby employs the Employee for a salary of **\$7,246** per bi-weekly pay period (**\$188,400/Annualized**), payable in installments less any legally authorized deductions as the **E81, Executive Director and Chief Development Officer, College Foundation**.
- B. The term of this contract shall commence on **11/4/2024** and terminate on **6/30/2025**.
- C. The Board shall designate eight and one-half (8.5) percent of Employee's SURS-eligible earnings as the Board contribution on behalf of the Employee in satisfaction of the Employee's required contribution to the Illinois State Universities Retirement System. The purpose of this section is to allow such Board contribution for retirement to be tax sheltered after the qualifying period of time has been met and to the extent allowed by the appropriate statutes and regulations. Both parties acknowledge that the Employee did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State Retirement System, and that such contributions are made as a condition of employment to secure the Employee's future services, knowledge and experience.

**II. QUALIFICATIONS**

- A. The Employee shall hold, throughout the term of this contract, valid credentials as required and shall be fully qualified in all respects to hold the position assigned by reason of certification, licensing or other regulatory requirements, and the job description for the position.
- B. The Employee is not at this date under contract with any other body, nor shall the Employee enter into a contract with any other body, for the term covered by this contract or any portion thereof, which would or might conflict with the Employee's duties to the Board.
- C. This contract is predicated upon the Employee's representations regarding education and experience qualifications which, if false, shall automatically render this contract null and void.

**III. DUTIES**

The Employee shall perform administrative duties and tasks as may be assigned. Such duties shall not be deemed to be academic support services. The Employee shall devote their best efforts and their entire time, attention and energy to the positions to which they are assigned and to related administrative activities.

**IV. EXPRESS CONDITIONS**

- A. The Employee will not receive compensation until they begin contracted service for the Board.
- B. Regardless of any board policy or term of this contract, the Board may, with two (2) weeks' notice, lay-off or furlough the Employee with or without benefits and/or salary should the Board determine, in its sole discretion that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. The Employee may be laid-off or furloughed to part-time status. If the Employee is laid off or furloughed to part-time status, the Employee will be paid salary pro rata, based on the Employee's full-time salary. For Employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.
- C. The Employee's employment may be terminated with cause, or whenever in the discretion of the President or designee, the Employee has failed to meet the performance expectations or productivity goals set by the College, including, but not limited to, income generating goals.

**V. BENEFITS**

The Employee shall be entitled to sick leave, vacation, insurance, and all other benefits commonly provided to Administrative Employees of the College. Nothing in this contract or any Board Policy limits the right of the Board to change or reduce any benefit(s) under this contract or under any Board Policy during the term of this contract.

**VI. NO EXPECTATION OF CONTINUED EMPLOYMENT BEYOND TERM OF CONTRACT**

Neither this contract nor any Board Policy, rule or evaluation procedure shall confer upon the Employee continued employment beyond the term provided in this contract.

**VII. MODIFICATION**

Modification to or amendments of this contract may be made by written agreement of the parties.

**VIII. 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 residence of the Employee or the Office of the President of the College.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.

  
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President, College of Lake County

  
\_\_\_\_\_  
Board Secretary, Community College District 532

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Contracts must be signed and one copy returned to the Office of Human Resources of the College of Lake County by **October 28, 2024** to be in effect.

**COLLEGE OF LAKE COUNTY**  
**2024-2025 EMPLOYMENT CONTRACT FOR EXEMPT SPECIALIST PERSONNEL**

Agreement made this **October 15, 2024**, by and between the Board of Trustees of the College of Lake County, District 532, State of Illinois, (herein after referred to as the "Board") **Kassie Mruk** (hereinafter referred to as the "Employee").

**WITNESSETH**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The Board hereby employs the Employee with such powers and duties as may be fixed by the Board.
- B. The Board shall pay to the employee a salary of **\$2,123** per bi-weekly pay period (**\$55,203/Annualized**), for the term commencing on **10/21/2024** and ending on **6/30/2025**, in installments less any legally authorized deductions as the **B32, Student Success Coordinator, Adult Education and ESL**.
- C. Employee agrees to fulfill the aforesaid position for the period above mentioned.
- D. The Board shall designate eight and one-half (8.5) percent of the Employee's SURS-eligible earnings as the Board contribution on behalf of the employee in satisfaction of the Employee's required contribution to the Illinois State Universities Retirement System. The purpose of this section is to allow such Board contribution for retirement to be tax sheltered after the qualifying period of time has been met and to the extent allowed by the appropriate statutes and regulations. Both parties acknowledge that the Employee did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State Retirement System, and that such contributions are made as a condition of employment to secure the Employee's future services, knowledge and experience.

**II. QUALIFICATIONS**

- A. The Employee is fully qualified to hold the aforesaid position by reason of certification, licensing, or other regulatory qualifications, if applicable, and the job description for the position.
- B. The Employee is, not at this date, under contract with any other body for the term covered by this contract or any portion thereof which will conflict with the Employee's duties herein.
- C. This contract is predicated upon representations regarding education and experience qualifications which, if false, shall cause this contract to be null and void.

**III. EXPRESS CONDITIONS**

- A. The Employee will not receive compensation until they begin contracted service for the Board.
- B. Regardless of any board policy or term of this contract, the Board may, with two (2) weeks' notice, lay-off or furlough the Employee with or without benefits and/or salary should the Board determine, in its sole discretion that exigent economic circumstances exist or that such a lay-off or furlough is in the best interests of the College. The Employee may be laid-off or furloughed to part-time status. If the Employee is laid off or furloughed to part-time status, the Employee will be paid salary pro rata, based on the Employee's full-time salary. For Employees laid-off or furloughed to part-time status, the Board will determine whether benefits will be granted on a pro rata basis or continued in full for the duration of the lay-off or furlough.
- C. The Employee's employment may be terminated with cause, or whenever in the discretion and judgment of the President or designee, if the Employee has failed to meet the performance expectations or productivity goals set by the College, including, but not limited to, income generating goals.

**IV. BENEFITS**

The Employee shall be entitled to sick leave, vacation, insurance, and all other benefits commonly provided to Specialist Employees. Nothing in this contract or any Board Policy limits the right of the Board to change or reduce any benefit(s) under this contract or under any Board Policy during the term of this contract.

**V. NO EXPECTATION OF CONTINUED EMPLOYMENT BEYOND TERM OF CONTRACT**

Neither this contract nor any Board Policy, rule or evaluation procedure shall confer upon the Employee continued employment beyond the term provided in this contract.

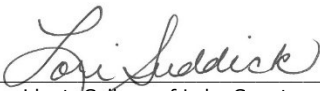
**VI. MODIFICATION**

Modification to or amendments of this contract may be made by written agreement of the parties.

**VII. 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 residence of the Employee or the Office of the President of the College.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.

  
\_\_\_\_\_  
President, College of Lake County

  
\_\_\_\_\_  
Board Secretary, Community College District 532

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Contract must be signed and one copy returned to the Office of Human Resources of the College of Lake County by **October 28, 2024** to be in effect.