

**COLLEGE OF LAKE COUNTY**  
**2023-2024 EMPLOYMENT CONTRACT FOR**  
**FULL-TIME, NON-EXEMPT SPECIALIST PERSONNEL**

Agreement made this **October 24, 2023**, 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 **Nicholas Anderson** (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 **\$22.84/Hour** for the term commencing on **9/9/2023** and ending on **6/30/2024** in installments less any legally authorized deductions as the **B23, Media Technology Specialist, Technology Support**.
- 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

  
\_\_\_\_\_  
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 31, 2023** to be in effect.

**COLLEGE OF LAKE COUNTY**  
**2023-2024 EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL**

Agreement made this **October 24, 2023**, 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 **James Connell** (hereinafter referred to as the "Employee").

**WITNESSETH**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The Board hereby employs the Employee for a salary of **\$4,633** per bi-weekly pay period (**\$120,450/Annualized**), payable in installments less any legally authorized deductions as the **D72, Executive Director, Community Programs**.
- B. The term of this contract shall commence on **10/23/2023** and terminate on **6/30/2024**.
- 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.

  
\_\_\_\_\_  
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 31, 2023** to be in effect.

**COLLEGE OF LAKE COUNTY**  
**2023-2024 EMPLOYMENT CONTRACT FOR EXEMPT SPECIALIST PERSONNEL**

Agreement made this **October 24, 2023**, 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") **Sarah Jackson** (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 **\$1,995** per bi-weekly pay period (**\$51,857/Annualized**), for the term commencing on **9/23/2023** and ending on **6/30/2024**, in installments less any legally authorized deductions as the **B32, College and Career Navigator, Student Recruitment and Onboarding**.
- 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 31, 2023** to be in effect.

**Allison Porterfield-Woods**  
**CHIEF INFORMATION OFFICER**  
**College of Lake County**  
**Employment Contract**  
**December 4, 2023 – June 30, 2026**

Contract made by and between the Board of Trustees and the College of Lake County, Community College District 532, Lake County, Illinois (hereinafter referred to as the “Board”) and Allison Porterfield-Woods (hereinafter referred to as the “Chief Information Officer”).

**WITNESSETH:**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The term of this contract shall begin on December 4, 2023 and terminate on June 30, 2026.
- B. The Board hereby employs the Chief Information Officer at the annual base salary rate of \$193,000.00, which will be paid on a prorated basis for the period from December 4, 2023 to June 30, 2024. For the July 1, 2024 to June 30, 2025, and the July 1, 2025 to June 30, 2026 contract years, the Board will decide the annual base salary for the Chief Information Officer, which in no event will be less than the previous contract year’s annual base salary rate. Payment of the Chief Information Officer’s salary shall be made in equal bi-weekly installments, less legally authorized deductions.
- C. The Board shall also pay the required State Universities Retirement System and Retiree Health Care contributions (currently eight and three-quarters [8.75] percent) of the Chief Information Officer’s eligible annual base salary and all other SURS-eligible earnings under this Contract. 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 Chief Information Officer 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 of Universities Retirement System, and that such contributions are made as a condition of employment to secure the Chief Information Officer’s future services, knowledge and experience.

## **II. QUALIFICATIONS**

- A. The Chief Information Officer shall hold, throughout the term of this contract, valid credentials as may be required and shall be 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 Chief Information Officer is not at this date under contract with any other body, nor shall the Chief Information Officer enter contract with any other body, for the term covered by this contract or any other portion thereof, which would or might conflict with the Chief Information Officer's duties to the Board.
- C. This contract is predicated upon the Chief Information Officer's representations regarding education and experience qualifications which, if false, shall automatically render this contract null and void.

## **III. DUTIES**

The Chief Information Officer shall perform administrative duties and tasks as may be assigned and shall be deemed to be an administrator and not a faculty member as defined in Section 3B-1 of the Illinois Public Community College Act. The Chief Information Officer shall devote their best efforts and their entire time and energy to the position to which they are assigned and to related administrative duties.

## **IV. BENEFITS**

Nothing herein limits the right to the Board to alter or reduce any benefits provided under Board policy, including any retirement benefits, at any time, during or after the life of this Contract.

The Chief Information Officer shall be entitled to all other benefits commonly extended to other Administrators of the College.

In addition, the Chief Information Officer shall also be eligible for the following:

- A. An allowance for personal cell phone and personal technology use for College business purposes as provided other executives.
- B. Vacation to be earned at the same rate as other Administrators pursuant to Board Policy 939.
- C. Health and personal leave to be earned at the same rate as other Administrators pursuant to Board Policy 939.

D. Holidays and personal leave in accordance with Board Policy 939.

**V. TERMINATION**

A. Pursuant to 110 ILCS 805/3-65, this Contract will not automatically rollover under any circumstances. To be effective, all renewals or extensions of this Contract must be expressly made during an open meeting of the Board.

B. This Contract is subject to the provisions set forth in Board Policy 211.

C. This Contract may also be terminated by:

1. Mutual agreement of the parties;
2. Resignation, provided, however, the Chief Information Officer shall provide the Board at least ninety (90) days advance written notice of the resignation;  
or
3. Retirement, provided, however, the Chief Information Officer shall provide the Board with at least one hundred eighty (180) days advance written notice of retirement.

**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 administrator any expectation of continued employment beyond the terms provided in this contract.

**VII. COMPLETE CONTRACT – MODIFICATION**

This Contract represents the complete understanding between the parties and supersedes all prior negotiations, representations or contracts, whether written or oral, as to the matters described herein. Modification of or an amendment to this contract may be made only by written agreement, signed by both parties.

**VIII. NOTICE**

Any notice to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the address of record for the Chief Information Officer or the President of the College.

IN WITNESS WHEREOF, the parties have executed this Contract on the dates set forth below:

\_\_\_\_\_  
Allison Porterfield-Woods  
Chief Information Officer

\_\_\_\_\_  
Julie Shroka  
Chair, Board of Trustees

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

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

**COLLEGE OF LAKE COUNTY**  
**2023-2024 EMPLOYMENT CONTRACT FOR GRANT-FUNDED PROFESSIONAL PERSONNEL**

Agreement made this **October 24, 2023**, 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 **Erica Wyatt** (hereinafter referred to as the "Employee").

**WITNESSETH**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The Board hereby employs the Employee for a salary of **\$2,501** per bi-weekly pay period, less any legally authorized deductions as the **C45, Manager\*, TRiO Student Support Services**.
- B. The term of this contract shall commence on **10/23/2023** and terminate on **6/30/2024**.
- 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. 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 31, 2023** to be in effect.

\*Grant/Externally Funded Position.