

## ADMINISTRATIVE EMPLOYMENT CONTRACT

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and Joanne Ivory (hereinafter referred to as the Employee) as follows:

### A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator in the capacity of Interim Associate Provost and Dean of Career and Technical Programs, Associate Professor for one year, \*commencing on July 1, 2023 and terminating on June 30, 2024. The Administrator 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.\* **Or until an Associate Provost is hired.**
2. For the 2023-2024 contract year, the Administrator shall receive a pro-rated salary of \$142,458 subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### B. Conditions of Employment

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of \$2,300 for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### C. Termination

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Joanne Ivory  
Employee

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Dr. Avis Proctor  
President

## ADMINISTRATIVE EMPLOYMENT CONTRACT

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and Tamara Johnson (hereinafter referred to as the Employee) as follows:

### A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator in the capacity of Vice President of Diversity, Equity and Inclusion, Professor for two years, commencing on July 1, 2023 and terminating on June 30, 2025. The Administrator 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. For the 2023-2024 contract year, the Administrator shall receive an annual salary of \$189,280 subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### B. Conditions of Employment

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of \$5,000 for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### C. Termination

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Tamara Johnson  
Employee

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Dr. Avis Proctor  
President

## ADMINISTRATIVE EMPLOYMENT CONTRACT

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Jeffery Julian** (hereinafter referred to as the Employee) as follows:

### A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator in the capacity of **Chief of Staff and Legislative Affairs Liaison, Professor** for **two years**, commencing on **July 1, 2023** and terminating on **June 30, 2025**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$164,777** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### B. Conditions of Employment

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$5,000** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### C. Termination

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Jeffery Julian  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Njambi Kamoche** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Dean – Resources for Learning, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$152,994** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21<sup>st</sup> day of June 2023.**

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Njambi Kamoche  
Employee

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Dr. Avis Proctor  
President



## ADMINISTRATIVE EMPLOYMENT CONTRACT

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and John Lawson (hereinafter referred to as the Employee) as follows:

### A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator in the capacity of Chief of Police, Assistant Professor for one year, commencing on July 1, 2023 and terminating on June 30, 2024. The Administrator 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. For the 2023-2024 contract year, the Administrator shall receive an annual salary of \$122,720 subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### B. Conditions of Employment

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of \$2,300 for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### C. Termination

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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John Lawson  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Laura McGee** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Director of Student Financial Assistance, Assistant Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$124,462** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Laura McGee  
Employee

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Dr. Avis Proctor  
President

## ADMINISTRATIVE EMPLOYMENT CONTRACT

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and Nancy Medina (hereinafter referred to as the Employee) as follows:

### A. Contract Duration and Annual Salary

1. The College hereby employs the Administrator in the capacity of Executive Director of Facilities Management, Associate Professor for one year, commencing on July 1, 2023 and terminating on June 30, 2024. The Administrator 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. For the 2023-2024 contract year, the Administrator shall receive an annual salary of \$171,600 subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### B. Conditions of Employment

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of \$2,300 for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### C. Termination

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Nancy Medina  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Robert Parzy** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Associate Provost of Enrollment Services, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$161,997** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Robert Parzy  
Employee

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Dr. Avis Proctor  
President



## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Stephen Petersen** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Campus Architect, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$159,176** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Stephen Petersen  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Kimberley Polly** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Dean of Mathematics and Science, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$136,761** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Kimberley Polly  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Jaime Riewerts Budziak** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Dean of Liberal Arts, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$137,037** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Jaime Riewerts Budziak  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Darlene Schlenbecker** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Vice President of Planning, Research and Institutional Effectiveness, Professor** for **two years**, commencing on **July 1, 2023** and terminating on **June 30, 2025**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$182,792** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$5,000** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Darlene Schlenbecker  
Employee

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Dr. Avis Proctor  
President



## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Michèle Smith** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Vice President of Workforce Solutions, Professor** for **two years**, commencing on **July 1, 2023** and terminating on **June 30, 2025**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$193,053** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$5,000** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Michelé Smith  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Jennifer Smith** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Director of Nursing, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$128,423** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Jennifer Smith  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Ruth Williams** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Provost, Professor** for **two years**, commencing on **July 1, 2023** and terminating on **June 30, 2025**. The Administrator 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. For the **2023-2025** contract year, the Administrator shall receive an annual salary of **\$212,000** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$5,000** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Ruth Williams  
Employee

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Dr. Avis Proctor  
President

## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Riaz Yusuff** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Chief Information Officer, Associate Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$175,219** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.
2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.

3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Riaz Yusuff  
Employee

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Dr. Avis Proctor  
President



## **ADMINISTRATIVE EMPLOYMENT CONTRACT**

IN CONSIDERATION of the mutual covenants hereinafter contained, it is hereby agreed by and between the Board of Trustees of Community College District #512, William Rainey Harper College (hereinafter referred to as the Board) and **Heather Zoldak** (hereinafter referred to as the Employee) as follows:

### **A. Contract Duration and Annual Salary**

1. The College hereby employs the Administrator in the capacity of **Associate Executive Director of Foundation and Major Gifts, Assistant Professor** for **one year**, commencing on **July 1, 2023** and terminating on **June 30, 2024**. The Administrator 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. For the **2023-2024** contract year, the Administrator shall receive an annual salary of **\$120,849** subject to applicable deductions, to be paid in bi-weekly installments as full compensation for all rights granted and service performed under this Contract.

### **B. Conditions of Employment**

1. The Employee shall be entitled to benefits as outlined in the attached Administrative Benefits Program.
2. The annual salary of the Employee will not be adjusted during the term of this Contract.
3. In addition to the salary and benefits provided in Sections A-2 and B-1 listed above, the Board will pay an annual supplemental benefit allowance of **\$2,300** for the purchase of permanent life insurance, long term care insurance, long term disability insurance, a tax sheltered annuity, or SURS service credit through payroll deduction as designated by the employee.
4. The Employee acknowledges that during the term of employment under this Contract, tenure is not acquired. However, tenure status or academic rank previously earned as a Harper College faculty member shall be retained in the event this Contract is terminated.
5. The Employee hereby agrees to perform the duties of said office as the Board, through the President, may direct and to keep such records and make such reports as are now or hereinafter required by the Board.
6. Evaluation of the Employee shall be made annually by such instrument as is developed by the Administration.

### **C. Termination**

This employment Contract may be terminated:

1. By mutual agreement of the parties.

2. By retirement or resignation of the Employee provided he/she must give the Board 60 days' notice of resignation or retirement.
3. By death, mental or physical total disability of the Employee, which makes the performance of duties impossible. As used herein, the term total disability shall mean the inability to perform normal duties as certified by a licensed physician, (who may be appointed by the Board) and approved by the insurance carrier as qualifying for long-term disability payments.
4. By a decision of the Board that a bona fide financial exigency of the College requires a reduction in staff or in programs.
5. By unsatisfactory performance or conduct of the Employee as assessed and determined by the supervisor, subject to review and approval by the Provost, Executive Vice President, or President.
6. For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act.

D. **Notice**

Any notice required to be given under this agreement shall be deemed sufficient if it is in writing and sent by mail to the residence of the Employee or to the President of the College.

IN WITNESS WHEREOF the parties have executed this Contract this **21st day of June 2023**.

**COMMUNITY COLLEGE DISTRICT NO. 512**

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Heather Zoldak  
Employee

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Dr. Avis Proctor  
President