

**ADDENDUM TO VICE PRESIDENT FOR BUSINESS SERVICES AND FINANCE**  
**ADMINISTRATIVE CONTRACT**

This Addendum to the Vice President for Business Service and Finance’s Administrative Contract (referred to as “Addendum”) is made this 20th day of May, 2025, by and between the Board of Trustees of Community College District 513 consisting of all or part of the counties of LaSalle, Bureau, Putnam, DeKalb, Grundy, Lee, Livingston and Marshall in the State of Illinois, commonly known as Illinois Valley Community College (referred to thereafter as “Board”) and Ms. Kathy Ross (referred to thereafter as “Administrator”). This Addendum amends the Administrative Contract executed on May 9, 2024, as subsequently amended. The Administrative Contract and this Addendum shall be collectively referred to as the “Contract”.

1. Section 12 of the Administrative Contract is amended to include the following provision after the second paragraph of the section:

“With regard to any discussion regarding severance arrangements, the parties acknowledge that (1) severance may not exceed an amount greater than 20 weeks of compensation; and (2) that severance pay is prohibited if the Vice President is fired for misconduct.

2. Section 6 of the Administrative Contract should be amended to be in accordance with College policy and read as follows:

Such accumulated annual vacation may be taken in accordance with College policies and procedures. The Administrator may elect to carry forward a maximum of twenty-five (25) vacation days per fiscal year.

3. Section 7 of the Administrative Contract should be amended to be in accordance with the Paid Leave for All Workers Act and read as follows:

“The Administrator shall be entitled to ten (10) days of sick leave per fiscal year as well as five (5) personal days in accordance with College policy.

3. Section 8 of the Administrative Contract should be amended to be in accordance with IRS and College policy:

HEALTH INSURANCE. The College shall provide insurance coverage for the Administrator and members of the Administrator's immediate family during the term of this contract, in accordance with the basic insurance coverage provided by the District's health insurance program for other College administrators. The College will make an annual contribution to the HSA/HRA based on the coverage the Administrator selects and in accordance with College policies and procedures.

4. The Board and President ratify and confirm the Employment Agreement in all aspects, except as modified herein.

IN WITNESS THEREOF, the parties have caused this Addendum to be executed in their respective names and in the case of the Board, by its Chair and Secretary, on the day and year first written above.

By: \_\_\_\_\_  
Ms. Kathy Ross

\_\_\_\_\_  
Chair, Board of Trustees  
Illinois Valley Community College  
District No. 513

\_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Valley Community College  
District No. 513