

**ADMINISTRATIVE CONTRACT**

THIS AGREEMENT is hereby made by and between the Board of Trustees of the Illinois Valley Community College, District 513 (hereinafter referred to as “the College”) and Mr. Mark J. Grzybowski (hereinafter referred to as “the Administrator”).

In consideration of the mutual promises herein contained, the College and the Administrator agree as follows:

1. **TERM.** The College hereby employs Administrator and Administrator hereby accepts employment, as Vice President for Student Services for a term commencing July 1, 2022 and ending June 30, 2023. The contract year under this Employment Contract is July 1 through the immediately following June 30.

2. **DUTIES.** The duties of the Administrator shall be those duties prescribed by the rules, regulations and directions of the College and the College President, all of the foregoing as may be amended or modified from time to time, and those duties which are customarily or necessarily incidental to the position of Vice President for Student Services.

**BASIC FUNCTIONS:** The Vice President for Student Services is the chief student services administrator, responsible directly to the President for planning, developing and evaluating comprehensive student services and athletics programs. The Vice President will provide leadership and supervision for the Director of Financial Aid, Director of Admissions and Transfer Services, Director of Project Success, Athletic Director, Counseling Center staff, and others designated by the President and serve as chief advisor to the President in the formation of policies affecting all student services programs.

3. **SALARY.** The College, as compensation for the duties set forth in this contract, agrees to pay the Administrator an annualized salary of Ninety-Eight Thousand, Eight Hundred Eighty-One and 00/100 Dollars (\$98,881.00), payable in equal installments in accordance with the policies of the College governing payment of salary to other administrators employed by the College.

4. **STATE UNIVERSITIES RETIREMENT SYSTEM.** The eight percent (8%) contribution will be paid by the Administrator.

5. **MEDICARE.** The 1.45% of the gross salary is paid by the Administrator.

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6. VACATION. The Administrator shall receive twenty (20) working days of vacation pursuant to the board policy annually at full pay, exclusive of holidays. The College President shall be advised in advance of all vacations, and prior approval of the College President is required. Such accumulated annual vacation may be taken until the first day of the new academic year, and thereafter shall not be taken, compensated, or considered as accumulated. The Administrator may elect to carry forward a maximum of twenty (20) vacation days per fiscal year.

7. SICK LEAVE, DISABILITY, AND PERSONAL. The Administrator shall be entitled to twelve (12) days of sick leave per fiscal year as well as three (3) personal days.

Should the Administrator become physically or mentally disabled from performing any substantial duty for a period of ninety (90) calendar days during the term of the contract, the College may, as its option, terminate the employment upon thirty (30) days written notice to the Administrator and the opportunity for a hearing before the Board of Trustees on the issues of disability and performance.

8. HEALTH INSURANCE. The College shall provide hospital, surgical, major medical, dental, and vision 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.

9. LIFE INSURANCE. The College, at its cost, shall provide the Administrator with life insurance in accordance with the rules and procedures of the insurance company who provides such insurance for other College administrators.

10. EVALUATION. The College President shall evaluate, and assess, in writing, the performance of the Administrator each contract year.

11. OTHER WORK. With prior approval by the College President, the Administrator may undertake speaking engagements, writing, lecturing or other professional and consulting activities, provided that such activities do not conflict with or interfere with the effective carrying out of duties imposed upon the Administrator.

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12. TERMINATION AND NON-RENEWAL. In the event the College intends to terminate this contract before its expiration for cause, the College shall give the Administrator written notice of such intention, together with a statement of the reasons for termination. Within five (5) days of receipt of such notice, the Administrator may request, in writing, a hearing before the Board of Trustees, which shall be in closed session. If no hearing is timely requested, the termination shall become effective on the date specified in the College's notice. Pending any hearing requested by the Administrator, the College may suspend the Administrator with pay. At the conclusion of any hearing, the College shall determine whether or not to terminate this contract and the Administrator's employment.

If the College terminates the employment of the Administrator without cause, it shall be obligated to pay to the Administrator all compensation due to the Administrator during the remaining term of this Agreement or any extension thereof, except that if during the remaining term the Administrator obtains any full-time employment, the College's obligation shall be reduced by the Administrator's compensation from that employment.

Notification of non-renewal shall be received by the Administrator no less than sixty (60) days before the end of the contract year.

13. NOTICE. Any notice or communication permitted or required under this contract shall be made in writing and shall become effective on the day of service thereof by personal service or by first class mail, registered or certified, return receipt, postage prepaid, sent to the parties at their respective addresses, or at such other addresses as the parties may from time to time advise in writing. Service by mail, as provided above, shall be deemed made upon deposit in the mail.

14. SEVERABILITY. In the event any part of this contract is declared void or unenforceable by a court of competent jurisdiction, such portion shall be severed from this contract and the remainder shall continue in full force and effect.

15. COMPLETE CONTRACT. This contract sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the Administrator's employment by the College. No modifications of this contract shall be binding on the parties

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unless in writing and duly approved and signed by each party. This contract shall be binding on the heirs, executors, and successors of the parties, and shall become effective as of the date that the last of the parties signs this contract, as set forth below.

ADMINISTRATOR

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT 513

By: \_\_\_\_\_  
Administrator

By: \_\_\_\_\_  
Chair

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_