

**PROVOST - VICE PRESIDENT OF INSTRUCTIONAL SERVICES**

**KASKASKIA COLLEGE**

**EMPLOYMENT CONTRACT**

**JULY 1, 2023 – JUNE 30, 2025**

Contract made by and between the Kaskaskia College Board of Trustees, District 501 (hereinafter referred to as the “Board”) and Kaskaskia College President (hereinafter referred to as the “President”) and Julie Obermark, Provost and Vice President of Instructional Services (hereinafter referred to as the “Provost”).

**WITNESSETH:**

**I. EMPLOYMENT TERM AND COMPENSATION**

- A. The term of this Contract shall begin on July 1, 2023, and terminate on June 30, 2025, with understanding that the Contract can be extended for an additional year upon mutual written agreement of the Provost, College President, and Board of Trustees
- B. The Board hereby employs the Provost at the annual base salary rate of \$118,246 from July 1, 2023, to June 30, 2024. For the period from July 1, 2024, to June 30, 2025, the Provost will receive the same increase percentage to base salary as granted to other Administrators of the College approved by the Board. Additionally, the Provost will receive an annual wage adjustment of \$818.60 for years 2024 and 2025, as recommended by the 2023 Wage Classification Study presented by the College President and approved by the Board of Trustees on July 28, 2023.
- C. The Board shall also pay a monthly sum of \$250 towards the Provost’s State Universities Retirement System and Retiree Health Care contributions (currently eight and one-half [8.5] percent) of the Provost’s 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 Provost 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 Provost’s future services, knowledge and experience.

**II. QUALIFICATIONS**

- A. The Provost 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 Provost is not at this date under Contract with any other body, nor shall the Provost 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 Provost’s duties to the Board.
- C. This Contract is predicated upon the Provost’s representations regarding education and experience qualifications which, if false, shall automatically render this contract null and void.

### **III. DUTIES**

The Provost shall perform administrative duties and tasks as may be assigned by the College President 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 Provost shall devote their best efforts and their entire time and energy to the position to which they are assigned and to the administrative duties as described in the job description for the Vice President of Instructional Services.

As a member of the President's Cabinet Senior Leadership Team, the Provost reports to the President and serves as the chief academic officer and second in command of Kaskaskia College, behind the President. In support of the college's mission, vision, strategic plan, and core values, the Provost executes visionary, strategic, and equity-focused leadership to develop and review all instructional programs and services, facilitate continued development of innovative teaching practices, enhance, and promote student success, maintain open access, and enrich a team player experience between amongst all College staff. The Provost is also responsible for creating an environment that supports effective use of data in decision making, values the attainment of excellence in all aspects of the collegiate experience, and embodies openness, inclusion, collaboration, and teamwork in a collegiate environment.

It is the expectation that the Provost shall always conduct themselves in a professional and collegiate manner and to serve as an ambassador to Kaskaskia College in the performance of their official duties pursuant to Board Policy and Procedure 2.1002.

The Provost reports to the President of the College and is responsible for leading and coordinating the President and Board of Trustees vision, and to coordinate all functions of the instructional services division, as well as overseeing the accreditation process, faculty, staff, and programs in instructional services. The Provost is required to work independently, using discretion and judgment, with a minimum amount of supervision. Consultation as necessary is available with the President. The Provost will have daily contact with senior leadership and with students and internal and external constituents and requires excellent human relations skills.

### **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 Provost shall be entitled to all other benefits commonly extended to other Administrators of the College.

In addition, the Provost shall also be eligible for the following:

- A. A \$100 monthly reimbursement for use of a personal cell phone use for business purposes.
- B. Vacation to be earned at the same rate as other Administrators pursuant to Board Policy 4.3106.
- C. Sick leave to be earned at the same rate as other Administrators identified in the Benefit Summary Sheet for Executive Managerial Staff.
- D. Holidays and personal leave earned at the same rate as other Administrators identified in the Benefit Summary Sheet for Executive Managerial Staff.

E. Annual reimbursement of up to \$1000 for expenses related to furthering the best interests of the College associated with team building and friend raising.

**V. TERMINATION**

A. Pursuant to 110 ILCS 805/3-65, this Contract will not automatically rollover under any circumstances, with exception to terms outlined in this Contract. 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 Policies 4.55 and 4.6000.

C. This Contract may also be terminated by:

1. Mutual agreement of the parties;
2. Resignation, provided, however, the Provost shall provide the Board at least ninety (90) days advance written notice of the resignation; or
3. Retirement, provided, however, the Provost shall provide the Board with at least one hundred twenty (120) days advance written notice of retirement.

**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 Provost or the President of the College.

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

\_\_\_\_\_ Julie Obermark, Provost - Vice President of Instructional  
Services

\_\_\_\_\_ George M. Evans, President

\_\_\_\_\_ Bill Hawley, Chairman, Board of Trustees

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