

**VICE PRESIDENT OF ADMINISTRATIVE SERVICES KASKASKIA COLLEGE
EMPLOYMENT CONTRACT
JULY 1, 2025 - JUNE 30, 2027**

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 Sara Hanks, Vice President of Administrative Services (hereinafter referred to as the Vice President").

WITNESSETH:

I. EMPLOYMENT TERM AND COMPENSATION

- A. The term of this Contract shall begin on July 1, 2025, and terminate on June 30, 2027, with understanding that the contract can be extended for an additional year upon mutual written agreement of the Vice President, College President, and Board of Trustees
- B. The Board hereby employs the Vice President at the annual base salary rate of \$124,280 from July 1, 2025, to June 30, 2026. For the period from July 1, 2026, to June 30, 2027, the Vice President will receive the same increase percentage to base salary as granted to other Administrators of the College approved by the Board. Additionally, the Vice President of Administrative Services will receive Phase III annual and final wage adjustment of \$2667 for year 2025, as recommended by the 2023 Wage Classification Study presented by the College President and approved by the Board of Trustees at the May 19, 2025, Board of Trustees meeting.
- C. The Board shall also pay a monthly sum of \$250 towards the Vice President's State Universities Retirement System and Retiree Health Care contributions (currently eight and one-half [8.5] percent) of the Vice President'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 Vice President 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 Vice President's future services, knowledge and experience.

II. QUALIFICATIONS

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

III. DUTIES

The Vice President 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 Vice President 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.

It is the expectation that the Vice President 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 Vice President reports to the President of the College and is responsible for overall strategic direction of the Administrative Services division and oversee and manage the fiscal departments of the institution, grants, purchasing and auxiliary Services, serve as the College Treasurer, along with overseeing the financial functions of the Kaskaskia College Foundation by serving as Assistant Treasurer to the Foundation.

The Vice President is required to work independently, using discretion and judgment, with a minimum amount of supervision. Consultation as necessary is available with the President and effective communication is required. The Provost will have daily contact and collaboration with senior leadership and when necessary, with students and internal and external constituents. The position requires excellent human relations skills.

IV. BENEFITS

Nothing herein limits the right of 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 Vice President shall be entitled to all other benefits commonly extended to other Administrators of the College.

In addition, the Vice President shall also be eligible for the following:

- A. A \$100 monthly reimbursement for use of a personal cell phone 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 Vice President shall provide the Board at least ninety (90) days advance written notice of the resignation; or
3. Retirement, provided, however, the Vice President 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 Vice President or the President of the College.

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

Sara Hanks
Vice President of Administrative Services

Date

George Evans
President

Date

John W. Hawley
Chairman, Board of Trustees

Date