

**Sauk Valley Community College  
March 16, 2026**

**Action Item 5.1**

**Topic:** **Board Policy *409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination* – Second Reading**

**College Health Metric:** **Planning – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary.**

**Presented By:** **Dr. David Hellmich and Megan Kuhn**

**Presentation:**

The administration reviews all Board policies annually. As a part of this review, *409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination* has been recommended for updates as shown.

**Recommendation:**

The administration recommends the Board approve the revisions to *409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination* as presented for a second reading.

## **Administrative Employment Contracts, Contract Continuation, and Contract Termination**

1. Basic Term of Employment and Termination: Administrators are employed for a one-year term. The contract of employment may be renewed by Board of Trustees action on or before April 1 of the year in which the contract expires. Absent action by the Board to renew the contract of employment, the administrator's employment terminates at the end of the term. No action by the Board is necessary to affect termination at the end of the term of the contract.
2. Contract Continuation
  1. After three years of full-time employment by the College on successive one-year contracts, an administrator is eligible for a rolling two-year contract, meaning that the employee is eligible to have a two-year term of employment, which is renewable annually. A year is defined as an administrator hired or promoted in the fiscal year before October 1. In the event an administrator is promoted, they will be issued a one-year contract at the time of renewal for two years of full-time employment in the new position.
  2. If a rolling two-year contract is granted by the Board, annual renewal is at the Board's discretion upon recommendation by the President. Renewal is by April 1 each year.
  3. In the event of non-renewal of the rolling contract by April 1 of the school year preceding the final year of the contract, the contract of employment of the administrator automatically terminates at the end of the then current two-year term. No further action by the Board shall be necessary to affect the termination.
3. Contract Termination During Term: Anything in the foregoing notwithstanding, the employment of any administrator may be terminated prior to the end of the term of the contract under which the individual is employed, under the following circumstances:
  1. Dismissal for cause as defined in Board Policy 415.01 or
  2. Economic or program retrenchment.
4. Expectation of Employment: No administrator to whom this policy is applicable has any expectation of employment beyond the term of the current contract, in the absence of specific formal action by the Board of Trustees in open session, granting an additional term of employment.
5. This policy applies to all administrators except for the President, who has a separate contract with the College.

**Revised:** 02-12-1979, 12-19-1983, 08-27-1993, 09-24-1993, 12-17-2007, 02-28-2011

**Cabinet Reviewed:** 10-22-2024; 01-20-2026