

**EMPLOYMENT AGREEMENT BETWEEN**

**DR. JON MANDRELL**

**and**

**THE BOARD OF COMMUNITY COLLEGE**

**DISTRICT NO. 506**

**COUNTIES OF WHITESIDE, LEE, OGLE,**

**HENRY, BUREAU, AND CARROLL**

**STATE OF ILLINOIS**

**FOR THE TERM**

**JULY 1, 2026, THROUGH JUNE 30, 2029**

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**This Agreement** (“Agreement”) made and entered into this 22<sup>nd</sup> day of September 2025, by and between the Board of Trustees of Sauk Valley Community College, (hereinafter “Board”), and Dr. Jon Mandrell (hereinafter “President”):

**WHEREAS**, Dr. Jon Mandrell was initially employed at Sauk Valley Community College in August of 2008, serving in a variety of roles, including as a full-time faculty member and most recently serving as the Vice President of Academic and Student Services; and

**WHEREAS**, the Board at its meeting on September 22, 2025, upon roll call vote, duly adopted its Resolution authorizing the Chairperson and Secretary of the Board to execute an Employment Agreement on the College’s behalf, employing the President as President of Sauk Valley Community College (“College”) under the terms and conditions herein set forth; and

**WHEREAS**, the Board and the President wish to provide for certainty in the office of the presidency of the College, promote President from his current position and retain his services in the capacity of President for the period from July 1, 2026, through June 30, 2029, on terms and conditions as provided herein; and

**NOW, THEREFORE**, in consideration of the promises herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Board and President agree as follows:

1. **EMPLOYMENT AND TERM**

The Board hereby employs Dr. Jon Mandrell as President of the College for a term commencing July 1, 2026, and continuing until June 30, 2029. The President shall serve as President pursuant to the provisions of this Agreement for that term. At the Board's annual review of the President in the final year of this Agreement (e.g., by April 15<sup>th</sup> of 2029), the President shall be advised whether the Board intends to renew the Agreement or desires to negotiate a new form of Agreement. If no notice is given to President by the April 15<sup>th</sup> date, the Agreement shall not rollover but will renew for an additional term of one (1) year.

2. **POWERS AND DUTIES**

The President shall be and shall remain the Chief Executive of the College, throughout the term hereof, or any extension or renewal hereof, and as such Officer shall act for and on behalf of the Board and under its direction in the performance of his duties of overall administration of the College.

The President's duties and powers shall include those provided by law as well as those set forth in the written policy now in force and as adopted by the Board from time to time. Throughout the term or any extension or renewal hereof, the President shall have such other and further powers, responsibilities, and duties as the Board may from time to time direct, subject to the terms and conditions of this Agreement.

The President shall be responsible for communicating with the Board on a regular and continuing basis, so that the Board is advised on a timely basis of matters which might require policy guidance from the Board.

3. **EXTENT OF SERVICES**

The President shall devote his full-time attention and energies to the business of the College and shall not during the term of this Agreement or any renewal or extension hereof be engaged in any other business activity or accept any commitment outside his role as President that interferes with his duties and

responsibilities or adversely affects his proficiency as Chief Executive of the College. The President may from time to time accept such outside speaking or consulting roles, not inconsistent with the mission of the College, as may be approved by the Board Chairperson.

4. **NON-RENEWAL OR TERMINATION OF EMPLOYMENT**

Notwithstanding anything to the contrary contained in this Agreement, the President's employment may be terminated during the term hereof for one or more of the following reasons:

- A. Resignation. Honorable resignation or termination of employment by mutual written agreement of the parties. The acceptance of the President's written resignation by the Board pursuant to a duly adopted Resolution shall be deemed to constitute Honorable Termination of Employment hereunder.
- B. Disability. Total disability for a period of ninety (90) consecutive days after exhaustion of available paid sick leave and vacation benefits shall be a basis for termination of employment.

The term "total disability" means sickness or illness, regardless of cause, physical or mental, which results in the President being substantially unable to effectively perform his duties as President and his duties pursuant to this Agreement. The President shall submit to physical or mental examination or both at the request of the Board, provided that such examination shall be performed by persons licensed as medical doctors.

- C. Death of the President. The Board-President relationship shall be deemed to have terminated upon the death of the President, during the term hereof or any extension or renewal hereof.
- D. Discharge for Cause. The President may be discharged for cause by the Board. A discharge for cause shall be deemed a dismissal of the President for conduct that the Board determines is seriously prejudicial to the

College and may include, without limitation, incompetency, violation of law, violation of Board Policy, unsatisfactory evaluation, material breach of this Agreement, cruelty, negligence, unprofessional behavior, immorality, or for other sufficient reason or cause under the laws of the State of Illinois.

Upon a majority vote of the Board to dismiss for cause, the President shall be given written notice of the Board's decision. The President shall be entitled to appear before the Board to discuss the notice of his dismissal and have present legal counsel of their own selection, paid for at the President's own expense. Such a meeting may be in open session or closed session, at the option of the Board.

- E. Discharge on Notice. At any time during the term hereof, the Board may discharge the President on thirty days prior written notice. Under such circumstances, the Board shall pay the President all compensation due to the President as annual salary, pursuant to Paragraph 5A below, in accordance with regular salary payment schedules for the balance of the Agreement or a period of twenty weeks following the date of the notice, whichever is less.

## **5. PRESIDENT'S SALARY AND ADDITIONAL COMPENSATION**

- A. Annual Salary. Per the Board action on September 22, 2025, the Board shall pay the President an annual salary in FY 2026-2027 of Two Hundred Five Thousand Dollars (\$205,000.00). The Board shall determine the President's salary for each of FY 2027-2028 and FY 2028-2029 at a Board meeting prior to the beginning of each fiscal year. The annual salary shall be paid to the President in installments in accordance with the usual and customary payment practices of the Board and any partial year of employment shall be paid *pro rata*. Nothing herein shall be deemed to prohibit the Board, in its discretion, from increasing the salary of the President at any time during the term of this Agreement or any extension or renewal hereof, but the salary shall not be decreased during the term of this contract.

- B. SURS and Health Insurance Contributions. For the term of this Agreement, the College shall pay up to an 8% contribution to the State University Retirement System contribution on behalf of the President and the .5% to the retiree health plan. It is the intention of the parties to qualify all such payments as employer payments pursuant to Section 414(h) of the Internal Revenue Code. The President shall have no right or claim to the funds remitted except as they may subsequently become available before retirement or resignation from the Illinois State Universities Retirement System.

6. **PRESIDENT'S BENEFITS IN ADDITION TO SALARY**

- A. Holidays. The President shall be entitled to be absent from the performance of his duties during all holidays declared by the Board or scheduled by the State of Illinois applicable to Community Colleges throughout the State.
- B. Vacation Benefits. The President shall earn paid vacation at the rate of two (2) days per month with no accumulation limit, except upon termination of the President's services, the College shall only reimburse for a maximum of 48 unused days. The President shall consult with the Board Chairperson in the event he plans to utilize more than three consecutive days of vacation benefit. Based on the President's current role and employment with the College, he shall be permitted to carry-over and have available to him all vacation days previously accumulated as of the first date of this Agreement.
- C. Dues, Fees. The Board shall pay the President's membership dues and charges to appropriate educational associations or organizations, as well as his membership dues and fees for and in respect to his membership in such other local, community, State or National clubs or organizations that the Board Chairperson and the President mutually deem necessary or advisable that the President join in order to enhance or improve his community relationship or his professional skills and relationships.



- D. Conferences, Conventions, etc. The President may attend educational conferences, conventions, courses, seminars, and other similar professional growth activities. Appropriate expenses shall be reimbursed in accordance with Board policy. President shall consult with the Board Chairperson when any such course or seminar attendance is outside of the State of Illinois. Attendance at such conferences shall not be construed as vacation time. The President may participate in other professional activities relating to higher education on such terms and conditions as may be approved from time to time by the Board.
- E. Automobile and Related Expenses of the President. The College shall pay the President an automobile expense allowance of \$1,000.00 per month for and in respect to his use of his personal automobile while on College business. Payment of such allowance shall be made to the President monthly. President shall, where necessary or deemed best accounting practice, cooperate with the Board in the documentation of the same. The College shall also reimburse the President for actual mileage for required travel outside of the geographic territory of the College District
- F. Insurance, Sick Leave, Privileges, etc.
- i. Sick Leave. The President will earn sick leave at the rate of two (2) days per month and have available any remaining accrued the sick leave days to which he remained entitled as an employee of the College as of June 30, 2026
  - ii. Life Insurance. Subject to applicable insurability requirements, the College shall provide term life insurance on the life of the President equal to one (1) year's salary. The President shall be responsible to verify that such insurance was provided and in full force and effect.
  - iii. Executive Health Program. The President is encouraged to engage in such a program, which will be provided by the College.

iv. Other Privileges. The President shall be allowed such other privileges, leaves, health leave, and insurance and fringe benefits not specifically enumerated and not in conflict with or inconsistent with this contract as are commonly extended to all other administrative personnel, on the same terms and conditions, including payment by the President, as are applicable to such other privileges, leaves, health leave, insurance and fringe benefits.

G. Credit Cards. The College may provide the President with access to credit cards that shall be used only for College business or for expenses for which the President is entitled to reimbursement under this contract or under policy.

7. **EVALUATION OF PRESIDENT**

At least once each College fiscal year, the Board shall conduct an annual evaluation of the President. This shall occur on or before April 15<sup>th</sup> of that year) The evaluation shall rate the performance of the President. At least once each contract year, the Board and the President shall meet for the purpose of review of the past year's administration of the College and the role of the President in the future course and goals of the College.

8. **NOTICES**

Any notice required or permitted under the terms of this Agreement shall be written and may be served personally or by prepaid certified or registered mail. If served by mail, it shall be addressed to his residence in the case of the President, or to the Chairperson of the Board of Trustees, at his or her residence, in the case of the Board. Any notice shall be deemed to have been delivered within ninety-six hours after having been deposited in a United States Post Office located within the College District.

9. **MISCELLANEOUS**

A. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such heading



or numbers and the text of this Agreement, the text shall control.

- B. For purposes of payment to the President of any unused vacation at the time of termination of employment under this Agreement for any reason, and for purposes of determining the face amount of the life insurance provided as a benefit to all administration personnel, the President's "compensation" shall be deemed to be the taxable compensation the President receives which is subject to SURS contribution.
- C. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.
- D. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

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

  
\_\_\_\_\_  
President

THE BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 506, Counties of  
Whiteside, Lee, Ogle, Henry, Bureau and  
Carroll, State of Illinois

  
\_\_\_\_\_  
Chairperson

ATTEST:

  
\_\_\_\_\_  
Secretary-Board of Trustees