

JOHN WOOD COMMUNITY COLLEGE
PRESIDENT'S EMPLOYMENT CONTRACT

This Agreement is made as of the 7th day of January, 2026, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT AND CASS, AND STATE OF ILLINOIS, commonly known as JOHN WOOD COMMUNITY COLLEGE (herein "Board"), and ARON POTTER, Ed.D. (herein "President" or "Dr. Potter").

The parties acknowledge:

A. The Board desires to employ and has approved the employment of Dr. Potter as President of John Wood Community College under the terms and conditions of this contract.

B. President desires to be so employed by the Board.

C. This contract is intended to set forth the agreement between the parties regarding President's continued employment by the Board for the term herein set forth.

ACCORDINGLY, for and in consideration of the mutual covenants and promises hereinafter contained, it is agreed as follows:

1. EMPLOYMENT: The Board hereby employs President and President hereby enters into the employ of the Board as President of John Wood Community College as set forth in this contract for the term of this contract. Such employment shall be subject to the terms and conditions of this contract.

2. DUTIES AND RESPONSIBILITIES:

A. GENERALLY: President's duties and responsibilities as President of John Wood Community College shall be those usual and customary for presidents of public community colleges in the State of Illinois including, but not necessarily limited to, those that are now or hereafter set forth in the policies of the Board and in any job description. John Wood Community College reserves the right to reasonably amend such policies and job descriptions. The duties and responsibilities are subject to reclassification or reassignment as provided in paragraph 7, below.

B. RESIDENCY: President, as a condition of employment, is required to maintain legal and actual residency within the geographic boundaries of Community College District No. 539.

C. PERSONAL STANDARDS: President recognizes that as president of John Wood Community College, President's personal conduct reflects on and impacts the Board, John Wood Community College, and those associated with John Wood Community College, even if not directly related to the performance of President's duties and responsibilities to or for the Board and John Wood Community College. Accordingly, President is expected to and agrees to conduct oneself in accordance with the highest standards of lawful conduct, morality, honesty,

and professional standards, and will not engage in conduct that is detrimental to the Board or John Wood Community College.

3. TERM; EXISTING CONTRACT:

A. INITIAL TERM: This contract and President's employment under this contract shall take effect as of March 2, 2026, and continue in force thereafter through and including March 1, 2030.

B. RENEWAL DISCRETIONARY: If not superseded or replaced by a subsequent contract, this contract shall terminate on the date stated. Renewal or extension of the President's employment is discretionary. Without requiring the same as a matter of contract, it would be anticipated that at the initiative of the Board or President, the Board would consider the renewal or extension of President's contract not less than six (6) months prior to the end of the stated term.

C. TERMINATION: This contract may be terminated as provided in this contract and, at any time, for just cause, violation of the terms of the contract, or any basis allowed by law.

D. PRESIDENT'S OPTION TO TERMINATE:

1.) President states that she has every intention of continuing her employment for the full term of this contract. The parties recognize, however, that professional, family, personal, or other considerations may prompt President to consider the need, benefit, or advisability of accepting another position or opportunity. To this end, President shall have the right without penalty to resign on reasonable notice to the Board and terminate this contract. Reasonable notice would be not less than four (4) months' prior written notice of the effective date of termination delivered to the Board Chair or such shorter notice as is acceptable to the Board.

2.) President agrees that if she resigns during the first 24 months of the contract, she shall owe payment to the Board the equivalent of \$1,250.00 for each full month which remains from the date of resignation through a time period that is 24 months from the beginning of the term of this contract. For example, if President resigns after 15 months of employment, President is required to pay an amount equal to 9 months multiplied by \$1,250.00, which is a total of \$11,250.00.

4. COMPENSATION AND BENEFITS:

A. SALARY:

1.) The gross annualized salary for President during the term of this contract shall be Two Hundred and Twenty-Five Thousand Dollars (\$225,000.00).

2.) The annualized salary shall be applied effective as of March 2, 2026.

3.) The gross annual salary rate may be adjusted from time to time as agreed to by both parties, provided however that the Board agrees not to reduce the President's salary at any time.

4.) The gross salary is subject to usual, customary, and required withholdings.

B. GENERAL BENEFITS: President will be entitled to participate, on the same terms and conditions, in those regular and supplemental benefits provided generally from time to time by the Board or the State of Illinois to other members of the Board's exempt administrative professional staff. These include, by way of example: medical, health and dental insurance; vacation; and the State Universities Retirement System (SURS).

C. SPECIAL BENEFITS:

1.) Generally: President will receive the special benefits provided in this subparagraph while serving as President of John Wood Community College. These benefits commence effective on March 2, 2026, and are not retroactive.

2.) Vehicle Mileage Allowances:

a.) President will be reimbursed for actual mileage when President's vehicle is used in connection with her activities and responsibilities as President at the Internal Revenue Service standard mileage rate applicable from time to time in accordance with the Board's general mileage reimbursement policy. Claims for reimbursement will be subject to documentation and accountability generally required of employees to obtain reimbursement.

b.) President additionally will be paid a monthly non-accountable vehicle or transportation allowance of Three Hundred and Fifty Dollars (\$350.00) commencing effective March 2, 2026.

3.) Cellular Phone Allowance: The Board will pay to President a flat or fixed cellular phone or personal communication device allowance of One Hundred Dollars (\$100.00) per month, commencing effective March 2, 2026. The account and ownership of the phone or device and rights to any number will be with President.

4.) Service Club Dues: The Board will provide reimbursement for basic dues necessary to maintain membership in no more than two (2) service clubs and/or similar organizations of President's choice operating within the community college district. Such reimbursement shall not exceed One Thousand Five Hundred Dollars (\$1,500.00) annually. This reimbursement does not include social or country clubs.

5.) Other Expenses: The Board will reimburse President for all reasonable, ordinary, and necessary in-state and out-of-state travel, and other expenses pertaining to the performance of John Wood Community College business, excluding automobile expenses. All such expenses must be consistent with Board policies, such as those relating to amounts,

approval, accountability, and reimbursement, as from time to time in effect. Where approved by the Board in advance, such expenses also may include attendance by a spouse or other person who accompanies President.

D. **MEDICAL AND HEALTH INSURANCE:** In addition to the medical, health, and dental insurance provided to President individually, effective March 2, 2026, the Board agrees to provide without cost to the President family or spousal coverage as selected by the President, under the Board's applicable employee medical, health, and dental insurance plan as may be generally available to employees.

E. **NATIONAL CONVENTIONS OR PROGRAMS:** Subject to separate Board approval, President will be reimbursed her expenses, and if also approved, the President's spouse's, reasonable, ordinary, and necessary registration, travel, meal, and other expenses associated with attendance at or participation in national conventions, programs, or institutes as authorized by the Board from time to time.

F. **MOVING EXPENSES:** The Board will reimburse President for expenses associated with the President's move to the District up to a maximum of Twenty Thousand Dollars (\$20,000.00). Expenses associated with the move are limited to actual and reasonable third-party expenses associated with moving goods (i.e., packing and transportation) and up to ten (10) days of temporary housing expenses. Proof of expenditures are to be submitted for reimbursement. These expenses must be incurred within one (1) year following the commencement of this Agreement. It being recognized that President and members of the President's family may move at different times.

5. **EVALUATION:** The members of the Board will evaluate President's performance from time to time in a manner determined in the Board's discretion and promptly provide President the results of such evaluation. This evaluation will relate directly to such matters as the Board considers relevant and appropriate, such as President's performance and attainment of the mission, goals and objectives of the Board. Failure to evaluate will not, however, result in this contract being extended, entitle President to any remedy, diminish any rights or discretion of the Board, or be considered a breach of this contract. Pursuant to Section 3-75 of the Illinois Public Community College Act (110 ILCS 805/3-75), such evaluation will be considered when the Board contemplates any bonus, raise, or severance agreement for the President beyond what is provided for in this contract.

6. **ANNUAL PHYSICAL EXAMINATION:** President will obtain an annual general physical examination. The physical will be paid for by the Board except to the extent covered by a health or insurance plan of the Board. The Board shall be entitled to approve the physician or physicians performing the physical examination and prescribe the nature and extent of the physical examination. The Board shall be provided, on request, a certificate or report from the physician stating whether President is physically fit to perform President's duties as president and such other information as may be reasonably requested by the Board. President shall cooperate in obtaining and releasing to the Board such certificate or report. This provision does not limit the right of the Board to require mental or physical examinations of President at other times in accordance with Board policy or law.

7. RECLASSIFICATION/REASSIGNMENT: Irrespective of any provision of this contract, Board policy or otherwise to the contrary, it is expressly understood and agreed that the Board shall have the right at any time in its sole discretion to reclassify or reassign President from the position of president to another position and title within the community college district for which the Board deems President qualified. In that event, President shall perform all acts and duties incident to the position to which President is reclassified or reassigned. The salary and general benefits of President shall not, however, be reduced during the length of this contract except as otherwise allowed herein.

8. TITLE TO DOCUMENTS AND OTHER WRITINGS: All correspondence, papers, documents, reports, files, filings, work product, and all copies thereof received or prepared by President in the course of performing President's duties or as an incident thereto shall immediately upon preparation and receipt become the sole and exclusive property of the Board for any and all purposes. Any and all such items as hereinbefore described shall be provided to and shall remain with the Board upon termination of President's appointment as President of John Wood Community College.

9. LOYALTY AND OUTSIDE ACTIVITIES:

A. GENERALLY: President agrees to devote President's full time attention, knowledge and skills solely and exclusively to the business and interests of the Board and John Wood Community College. President will not engage in other gainful employment, consulting or activities, except as permitted under this contract or by the Board.

B. CONSULTING: President may undertake education-related consulting work, speaking engagements, writing, lecturing, or other similar activities that do not interfere with the discharge of President's duties and responsibilities hereunder. Before such activities are undertaken for compensation, benefits or remuneration, the approval of the Chairman of the Board or the Board itself must be obtained. The determination of the Chairman of the Board as to whether such other work or activities interfere with the discharge of President's duties and responsibilities hereunder shall be conclusive. Absences from John Wood Community College for such activities in excess of three (3) days during any college fiscal year must be approved by the Board. In no event shall any costs or expenses associated with such activities be paid or reimbursed by the Board. Also, absences will apply against vacation or other paid leave or be unpaid if no vacation or leave is available.

C. GIFT BAN, ETC.: President shall not solicit, accept or receive any gifts, gratuities, trips, accommodations, payments or benefits from any contractor, supplier, vendor or employee of the Board or John Wood Community College, whether present or prospective, unless approved in advance by the Chairman of the Board or the Board itself and, additionally, is also consistent with applicable federal and state law (such as the Illinois Gift Ban) and Board policy.

D. SEARCH OF OTHER EMPLOYMENT: If, during the term of this contract, President applies for employment with any other prospective employer, the President agrees promptly to inform the then serving Chair of the Board of Trustees. This obligation applies only where a written application or equivalent is submitted and does not apply to general inquiries

regarding other employment. This obligation also does not apply if either party has terminated this contract or given notice of termination. The Chair will determine whether this information should be shared with the other members of the Board of Trustees but will give due consideration of the views of the President in this regard.

10. REFERRALS TO PRESIDENT: Unless the circumstances are determined to otherwise warrant, the Board, collectively or individually, will endeavor to refer to President all criticisms, complaints, and suggestions called to their attention relative to President or President's performance. However, failure to do so is not a violation of this contract.

11. TENURE: President acknowledges that the President is not eligible for tenure pursuant to Article IIIB of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3B-1 et seq.). Moreover, neither this contract nor other matters regarding President's employment shall be deemed to confer tenure status on President, whether expressed or implied. President's rights are limited to those set forth in this contract.

12. DISABILITY OR DEATH BENEFIT:

A. DISABILITY:

1.) In the event that President should become disabled during the term of this contract and such disability is deemed by the Board to prevent President from completely, fully, and satisfactorily performing all of President's duties with legally required reasonable accommodations, if any, this contract may be terminated by the Board. Alternatively, the Board may make an equitable adjustment in President's duties and compensation commensurate with President's remaining capabilities.

2.) Prior to termination or adjustment, the Board will arrange for and have conducted an appropriate fitness-for-duty examination by a physician or physicians of its selection and obtain from the physician(s) the results of the examination(s). The President will cooperate in such examination. President also may provide information to the Board regarding her fitness. The parties may agree to termination or adjustment without the examination.

3.) If President's contract is terminated due to disability, the Board agrees to pay President's salary owed for the remainder of the contract, but not to exceed payment for six (6) months after the effective date of termination, less the gross amount of any payments or benefits received or to be received for such periods from disability insurance provided by the Board and/or the State University Retirement System (SURS).

4.) In addition to the continued compensation, if the Board terminates this contract, then the Board will pay any accrued but unused vacation and, further, sick leave to the extent then remaining available to President based on President's then current salary. However, sick leave will not be paid to the extent, if at all, President applies unused sick days for State University Retirement System (SURS) credits. The parties recognize that sick leave ordinarily is not paid upon termination of employment. This provision is included because the decision is made by the Board to terminate the President's employment rather than to allow the President to use sick leave during a disability.

5.) If adjustments are made in compensation due to disability, President may within thirty (30) days after the effective date of such adjustments terminate the contract, in which event the provisions stated that are applicable where the Board terminates shall apply, that is, the provisions of subparagraphs 3 and 4. Where compensation is adjusted rather than the President's employment terminated, President may continue to use sick leave in accordance with general Board policies.

6.) This contract does not require payment of salary to President when unable to work unless an applicable benefit or leave program provided for President under this contract allows for a paid absence (e.g., paid sick leave). For example, payment of salary would not be required during any unpaid leave taken under the Family Medical Leave Act.

B. DEATH: In the event of President's death during the term of this contract, this contract will terminate. The Board agrees to make a death benefit payment to President's spouse, if any, or if none, then to President's estate, any unused vacation time which has accrued to President's benefit, along with a death benefit equal to three (3) months current salary. Such benefit shall be payable in a lump sum within thirty (30) days following the date of death.

13. BOARD CONTRACT TERMINATION RIGHT:

A. GENERALLY: The Board shall have the right in its discretion, with or without cause, and with or without giving any reason therefor, to terminate this contract and cancel President's contract subject to the payment and other terms of this paragraph.

B. AMOUNT:

1.) The termination amount or payment shall be the equivalent of twenty (20) weeks of President's then applicable salary or the salary that would be due for the remainder of the contract term, whichever is less. This payment is subject to required withholdings of income taxes, retirement or Medicare contributions, and the like. This amount also is subject to possible repayment as stated in subparagraph 2, immediately following.

2.) Where President has earned income from any source that is attributable to services during all or any part of the period for which the termination payment applies (that is, twenty (20) weeks or the remainder of the contract term if shorter), the termination amount will be reduced by the gross amount of the earned income. This will be the case regardless of when or how earned where attributable to services during such period. Earned income is compensation from employment or services, such as wages, salary, consultation fees, self-employment income, stipends, honorarium, and bonuses, as provided for federal income tax purposes. Earned income for this purpose also includes the income of a Subchapter S corporation providing the services of President. President will report earned income to the Board promptly as earned. Earned income does not include passive income such as rents, dividends (unless received from a Subchapter S corporation providing the services of President), interest, and capital gains.

3.) The termination amount will be paid on an installment basis or in a lump sum as elected by the Board. Installments would be paid over the remainder of the contract term and a lump sum would be paid within thirty (30) days of termination if so elected. If earned income is received that reduces the amount due, either payments due will be appropriately reduced or if already paid a reimbursement made by President to the Board within fourteen (14) days as such earned income is received. Even if paid on an installment basis, the President would cease to be an employee of the Board.

4.) President also will be paid for all then accrued benefits, such as vacation, as would be paid out for any other terminated employee, as well as the cost of medical, health, and dental insurance to be provided under this contract except to the extent such coverage continues to be provided by the Board. No other benefits that would have accrued (e.g., sick leave days) or that would thereafter be extended, accrued, or apply (e.g., monthly vehicle or transportation allowance) for the balance of the contract term will be due or payable.

C. EXERCISE: To terminate this contract, the Board shall notify President of its election to terminate and the effective date of termination, which may be immediate.

D. NO FURTHER RIGHTS: Upon termination and as a condition of the Board making and the President accepting payment, President shall have no further rights or claims whatsoever, all such rights or claims being deemed released or waived whether against the Board, the individual members thereof, or the community college district, regarding or arising from President's employment and President shall be deemed to have voluntarily resigned President's position or any employment as of the effective date of termination. The inclusion of this provision is not intended to preclude the Board from exercising any other rights under this contract including, but not limited to, reclassification.

14. MISCELLANEOUS:

A. GOVERNING LAW: This contract shall be governed by the laws of the State of Illinois.

B. POLICIES: This contract is subject to the Board's policies, rules, and regulations, as now or hereafter adopted.


C. HEADINGS: Paragraph headings and numbers have been inserted for convenience of reference only. If there shall be any conflict between any such headings or numbers and the text of this contract, the text shall control.

D. COUNTERPARTS: This contract may be executed in multiple counterparts, including a facsimile or other electronic copy thereof, each of which shall be considered to be an original thereof.

15. PERSONAL SERVICE: This is a personal service contract.

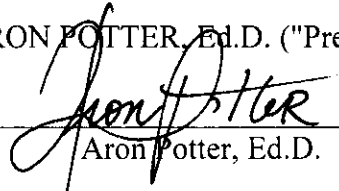
IN WITNESS WHEREOF, the parties hereto have duly executed this President's Employment Contract as of the day and year first above written.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN SCHUYLER, BROWN, MORGAN, SCOTT AND CASS, AND STATE OF ILLINOIS, commonly known as JOHN WOOD COMMUNITY COLLEGE ("Board")

By: 
Its Chair

By: 
Its Secretary

ARON POTTER, Ed.D. ("President")


Aron Potter, Ed.D.