

Administrative and Professional Staff Contract
With
Community College District No. 507
Vermilion, Edgar, Iroquois, Champaign, and Ford Counties, Illinois
2000 East Main Street
Danville, IL 61832

ORIGINAL

This Contract is made and entered into, by and between **Jill Cranmore**, (hereinafter referred to as the "Employee") and the Board of Trustees, Danville Area Community College, No. 507 (hereinafter referred to as the "Board"). The Board and the Employee hereby voluntarily agree as follows:

- I. WITNESSETH, that in consideration of an annual base salary for **Fiscal Year (2023-2024)** of **\$108,606.09** less any legal authorized deductions, including but not limit to required SURS deduction paid by the employee, said Employee agrees to well and faithfully perform the duties of **VP of Human Resources/Title IX Coordinator/Affirmative Action Officer** and such other duties connected with Community College District No. 507 as may be assigned by the Danville Area Community College Board or its duly authorized representative. For each full month of employment such salary will be paid in semi-monthly installments on the pay period dates as established and published by the Payroll Department. For each partial month of employment, payment will be prorated. It is understood that as an administrative employee, you will serve at the pleasure of the Danville Area Community College Board of Trustees.
- II. That in exchange for the foregoing consideration and the mutual promises and covenants contained in this Contract, the Board and the Employee Hereby Further Agree as follows:
- A. That this term shall commence on the **1st day of July, 2023**, and terminate on the **30th day of June 2024**, and shall include all the service days designated on the official College calendar as it now appears or may hereafter be amended, that occur on or within these two dates.
- B. That there shall be deducted from the salary of said Employee an amount equal to the pay for one day of service for each day of service during the employment agreement term in which it is not performed, unless absence from duty with pay is specifically authorized by Board Policy, or unless absence from duty is occasioned by illness or injury qualifying as sick leave within the provisions of the Board's established sick leave policy.
- C. That if said Employee resigns, is lawfully discharged, or is released before the completion of said term, final settlement shall be made so the total amount which the Employee shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service. Days of service actually performed shall be deemed to include sick leave days and authorized absence days for which pay has been authorized prior to the date of release, discharge, or termination.
- D. That by acceptance of this Contract the Employee hereby agrees to be governed by the policies of the Danville Area Community College Board to perform the duties as assigned by authorized College Administrators.
- III. It is hereby further mutually agreed that this contract shall be without force and effect unless it is in possession of the Board, bearing the signature of the Employee and the Secretary of the Board on or before the **31st day of July 2023**.

IN WITNESS WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

7/11/2023
Date

Jill Cranmore
Employee

7/24/23
Date

Kevin Thum
Secretary
Board of Trustees
Community College District No. 507