

11.3.1. EMPLOYMENT CONTRACT VICE PRESIDENT, ENROLLMENT AND STUDENT SERVICES

ACTION

Motion: To approve the contract for Sarah Diel-Hunt, Vice President, Enrollment and Student Services, as presented in Board Agenda Item 11.3.1.

Recommendation: To approve the attached contract for Sarah Diel-Hunt, Vice President, Enrollment and Student Services, with an annual base compensation of \$183,467.90 effective July 1, 2025, and continuing through the first to occur of separation of service or June 30, 2026.

ISSUE

Included with the agenda item is the proposed contract for Sarah Diel-Hunt, Vice President, Enrollment and Student Services. This contract reflects no annual base compensation increase.

**HEARTLAND COMMUNITY COLLEGE
EMPLOYMENT CONTRACT**

This Employment Contract is made and entered into in Normal, Illinois by and between the **Board of Trustees of Heartland Community College District No. 540, Counties of DeWitt, Ford, Livingston, Logan, McLean, Tazewell, State of Illinois** (“Board”) and **Sarah Diel-Hunt** as Vice President, Enrollment and Student Services, of Heartland Community College (“Appointee”).

WITNESSETH, the parties hereto agree that:

**SECTION ONE
TERM**

In consideration of the mutual promises and agreements herein contained, Board hereby appoints and employs, and Sarah Diel-Hunt hereby accepts appointment and employment as Vice President, Enrollment and Student Services, of Heartland Community College District No. 540, commencing at 12:01 a.m. on July 1, 2025, and terminating at midnight on June 30, 2026, unless earlier terminated as herein provided.

**SECTION TWO
DUTIES**

This contract is for such services as may be assigned according to the job description. The Appointee agrees that he or she may be reassigned to other positions within his or her professional-educational qualifications. The Appointee hereby agrees to faithfully perform and discharge all duties assigned to the Appointee by the President to the satisfaction of the Board.

**SECTION THREE
COMPENSATION AND
BENEFITS**

Compensation shall be as follows:

- 1) Salary. For the period of July 1, 2025, through and including June 30, 2026, the Board shall pay the Appointee in bi-weekly installments and on a pro-rata basis an annual base salary of One Hundred Eighty-Three Thousand Four Hundred Sixty-Seven dollars and Ninety cents (\$183,467.90).

During the term hereof, the President of Heartland Community College shall evaluate the Appointee considering assigned duties, overall performance, annual goals/objectives, and established expectations. Such evaluation shall be conducted prior to December 31, 2025, at which time the President may recommend an award of additional payment to Appointee for Board approval.

Appointee may undertake related professional duties and obligations with professional organizations which enhance the reputation of the College and do not affect the performance of Appointee's employment obligations and expectations.

- 2) Benefits. Appointee shall be provided all privileges, leaves, and fringe benefits not specifically enumerated herein which are commonly extended to the administrative staff of the College, to the extent such benefits do not conflict with any other terms set forth herein. Benefits shall include:
 - A. Life Insurance. Appointee shall be entitled to term life insurance in a beneficial amount of not less than two times Appointee's base salary.
 - B. Vacation Leave. Appointee shall be entitled to 22 vacation leave days, accumulative to 56 days, vacation leave to be scheduled with approval of the President.
 - C. Sick Leave. Appointee shall be awarded 12 sick leave days during the term hereof, which days shall be subject to unlimited accumulation.
- 3) Vehicle Expense. The Board shall provide Appointee with an automobile/expense reimbursement allowance in the amount of Five Hundred Dollars (\$500) per month plus use of a College credit card for the purchase of gasoline for College related purposes.
- 4) Business Expense. The Board shall pay all expenses on behalf of or incurred by the Appointee which are approved as being reasonable and necessary to the business of the College.
- 5) Long Term Health Care Premium: During the term hereof, the Board shall pay up to \$2,700.00 annually towards the cost of long-term care insurance coverage purchased by Sarah Diel-Hunt.

SECTION FOUR TERMINATION

This Agreement shall be subject to early termination upon any of the following circumstances:

- 1) Mutual written consent of the parties.
- 2) Appointee's disability, as determined by Appointee's eligibility to receive SURS' disability benefits, or Appointee's death.
- 3) Discharge for cause, which shall include, but not be limited to, Appointee's failure to perform in accordance with the terms of this Agreement, illegal

or immoral conduct, failure to comply with Board policies applicable to the performance and/or conduct of the position held by the Appointee, or conduct that is detrimental to the best interests of the College. Prior to discharge for just cause Appointee shall have the right to service of written charges, notice of hearing, and a hearing before the Board. Appointee may elect to be accompanied by counsel at any such hearing, in which event counsel expenses shall be paid by Appointee.

It is further understood that this Agreement is being executed to take effect as of July 1, 2025, and when returned with the signature of the Appointee is a binding contract.

Heartland Community College

By: _____ Date: _____
Keith Cornille, President

I accept this appointment to the position of Vice President, Enrollment and Student Services, of Heartland Community College.

By: _____ Date: _____
Sarah Diel-Hunt