



**Morton College**

**Special Meeting**

**Tuesday, May 8, 2018 4:00 PM**



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Special Meeting

Tuesday, May 8, 2018

Agenda for the Special Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 4:00 PM on Tuesday, May 8, 2018, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Roll Call
3. Citizen Comments
4. Personnel Action Items
  4. 1. Approval of an Employment Agreement with Dr. Stanley Fields for the position of President of Morton College, at the rate of \$234,289.38 (increase includes 2.5% per year for FY17 and FY18), Effective May 3, 2018 through May 2, 2022 3
5. Board Member Comments
6. Adjournment

**MORTON COLLEGE  
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and effective as of this 30<sup>th</sup> day of April 2016~~8~~, (the "Effective Date") by and between Morton College, Illinois Community College District No. 527 ("Morton College"), and Dr. Stanley Fields, individual ("Fields" or "President"), (collectively, Morton College and the President may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

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The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

**W I T N E S S E T H:**

WHEREAS, Fields desires to serve as the President of Morton College; and

WHEREAS, Fields possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of Morton College (the "Board") has determined that it is in the best interest of Morton College to secure the services and employment of Fields based on the terms and conditions set forth herein; and

WHEREAS, the Parties desire to enter into this Agreement whereby Fields will serve as the President of Morton College; and

WHEREAS, Fields hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. **EMPLOYMENT:**

1.1 **Position.** Fields shall be employed as the President of Morton College.

1.2 **Duties.** Fields shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Chief Executive Officer and President of an Illinois Community College, as set forth in the President's Position Description (attached hereto), and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Fields shall perform such other duties as are assigned to him

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by the Board in his capacity as the President of Morton College. Furthermore, the Parties shall jointly conduct working sessions, outside of the structure of regularly scheduled business meetings of the Board, for the purpose of discussing and determining the goals of Morton College, defining the role and goals of the President, as well as the roles of the Board and the administration of Morton College, and establishing respect and rapport among and between the President, the Board, the administration, the faculty and the staff of Morton College. The first working session shall take place on or before March 15, 2016; subsequent working sessions shall be conducted as mutually determined by the Parties.

- 1.3 Best Efforts. Fields agrees that at all times he will faithfully, efficiently and to the best of his abilities and talents perform all of the duties which may be required of and from him, pursuant to the terms hereof and to the reasonable satisfaction of the Board. The President shall abide by all policies and decisions made by Morton College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The President shall act in the best interests of Morton College at all times. The President agrees to devote his full time, skill and attention to said employment during the term of this Agreement provided, however, that the President may engage in non-competitive activities so long as such activities do not interfere with the President's responsibilities under this Agreement and the President receives the prior written authorization from the Board. The President shall not engage in any work or business for the President's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the President's duties hereunder, or poses an actual or potential conflict of interest with Morton College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the President to choose to discontinue the other work or resign employment with Morton College.
- 1.4 Transition Work. The Board acknowledges Fields has offered to help to assist his prior employer, South Berwyn School District #100 ("District"), transition to operating without him as the District's Superintendent (altogether defined as "Transition Work"). However, Fields agrees his performance of Transition Work is subject to Section 1.3 of the Agreement, which means Fields agrees to perform Transition Work on his own time, without the use of Morton College resources, and without creating an actual or potential conflict of interest with Morton College (as determined by the Board in its sole discretion).

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2. TERM. ~~The term of the President's employment shall commence on the 30th3rd day of AprilMay 2018 (the "Commencement Date") and shall continue until the 29th2nd day of AprilMay 2022 (the "Expiration Date") unless earlier terminated as provided for in Section 6 of this Agreement.~~ ~~The term of the President's employment shall commence on the 1st day of February 2016 (the "Commencement Date") and shall continue until the 31st day of January 2020 (the "Expiration Date") unless earlier terminated as provided for in Section 6 of this Agreement.~~
3. RESTRICTIVE COVENANTS. To the fullest extent of Fields' knowledge, Fields represents and warrants to Morton College that he is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with his acceptance of employment by Morton College or the performance of the duties and services hereunder. Fields shall defend, indemnify and hold harmless Morton College for any liability Morton College may incur as the result of the existence of any such covenants, obligations or commitments. **Provided however,** *Morton College acknowledges Fields has the legal authority to sign this Agreement, but Fields' Commencement Date is subject to a release from the District.*
4. REMUNERATION. Subject to the District release in Section 3 of this Agreement, Fields shall receive the following as his total remuneration:
  - 4.1 Base Salary. ~~Fields shall receive an annual Base Salary of two hundred and thirty-four thousand two hundred and eighty-nine and 38/100 U.S. dollars (\$234,289.38) for the term of AprilMay 303, 2018, to AprilMay 292, 2019. Fields' Base Salary for his term of AprilMay 303, 2019, to AprilMay 292, 2020, and for his term of AprilMay 303, 2020, to AprilMay 292, 2021, and for his term of AprilMay 303, 2021, to AprilMay 292, 2022, shall each be determined after the Board's evaluation of the President each year and shall be no less than the prior year's Base Salary.~~ ~~Fields shall receive an annual Base Salary of two hundred and twenty-three thousand and no/100 U.S. dollars (\$223,000.00) for the term of February 1, 2016, to January 31, 2017. Fields' Base Salary for his term of February 1, 2017, to January 31, 2018, and for his term of February 1, 2018, to January 31, 2019, and for his term of February 1, 2019, to January 31, 2020, shall each be determined after the Board's evaluation of the President each year and shall be no less than the prior year's Base Salary.~~ Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and Fields.
  - 4.2 Auto Expenses. Morton College agrees to pay Fields as part of his gross compensation, the sum of five hundred and no/100 U.S. dollars (\$500.00)

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per month for transportation costs which include all necessary automobile operating expenses such as fuel, oil, insurance, and repairs for local travel. Morton College shall not reimburse Fields for mileage for travel outside of Cook County, Illinois. However, Morton College will grant Fields access to Morton College-owned pool vehicles for Fields' Morton College-related travel outside of Cook County, Illinois.

- 4.3 Civic Engagement Expenses. The President shall be reimbursed in the form of a stipend for reasonable "Civic Engagement Expenses" incurred during the performance of his employment obligations, which include the general promotion of the interests of Morton College, and performing duties for and promoting the interests of any of Morton College's affiliated programs or institutions.

Specifically, Morton College will cover Fields' Civic Engagement Expenses by paying Fields five thousand and no/100 U.S. dollars (\$5,000.00) (hereafter referred to as the "Civic Stipend") over the course of each calendar year in equal installments according to the payroll dates in effect for other senior level administrators (see Section 4.1). Throughout each calendar year, Fields shall only submit receipts for his actual Civic Engagement Expenses incurred in accordance with the terms of this Agreement. Fields shall timely submit his Civic Engagement Expenses receipts to the Controller to be approved by either the Chairman or Vice-Chairman of the Board. At the end of each calendar year, Morton College will report the difference between the Civic Stipend and the aggregate amount of all properly approved Civic Engagement Expenses receipts on Fields W-2 Form as taxable income. Morton College will not reimburse Fields for any Civic Engagement Expenses incurred after the Civic Stipend amount is reached (i.e., Morton College will only cover up to \$5,000.00 each calendar year in Civic Engagement Expenses incurred by Fields).

- 4.4 Communication Devices. Morton College agrees to pay Fields as part of his gross compensation, the sum of five hundred and no/100 U.S. dollars (\$500.00) per month to reimburse him for Fields using his own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform his duties as President. As a result, Morton College will not provide Fields with any "communication devices."
- 4.5 Attendance at Professional Meetings. Fields agrees any travel in order to attend professional meetings on behalf of Morton College as its President shall be in accordance with Morton College Board Policies 2.10 (entitled "College Business Travel") & 8.3 (entitled "Reimbursement for Travel Expenses") as amended from time to time.

4.6 Ordinary Business Expenses. Morton College shall reimburse Fields for "Ordinary Business Expenses" he incurs in his role as Morton College's President. "Ordinary Business Expenses" do not include: any automotive expenses covered by Section 4.2; "Civic Engagement Expenses" covered by Section 4.3, including entertainment costs; any communication device expenses covered by Section 4.4; and any expenses covered by Section 4.5. Therefore for the purposes of this Agreement, "Ordinary Business Expenses" is defined as all other reasonably necessary Morton College President-related expenses not already covered by Sections 4.2-4.5.

Fields shall be reimbursed for actual "Ordinary Business Expenses" incurred for which he submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller on a timely basis and upon approval by the Chairman or Vice-Chairman of the Board, Fields shall be reimbursed for his "Ordinary Business Expenses."

4.7 Illinois State Universities Retirement System. Morton College agrees to pay for Fields' statutorily mandated employee contributions to the Illinois State Universities Retirement System ("SURS") pursuant to the Illinois Pension Code (40 ILCS 5/15-107(i) (2015)).

4.8 Insurance.

A. Comprehensive Medical Insurance. Morton College shall offer to Fields the same Comprehensive Medical Insurance Program that it offers its other employees. Morton College and Fields shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by Morton College and selected by Fields, respectively:

1. FY 2015-2016

MORTON COLLEGE		FIELDS	
Single HMO	92%	Single HMO	8%
Family HMO	67%	Family HMO	33%
Single PPO	88%	Single PPO	12%
Family PPO	63%	Family PPO	37%

2. FY 2016-2017

MORTON COLLEGE		FIELDS	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

3. FY 2017-2018

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MORTON COLLEGE		FIELDS	
Single HMO	92%	Single HMO	8%
Family HMO	69%	Family HMO	31%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

4. FY 2018-2019

MORTON COLLEGE		FIELDS	
Single HMO	92%	Single HMO	8%
Family HMO	69%	Family HMO	31%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

5. FY 2019-2020

As set forth in either the Faculty Collective Bargaining Agreement or Classified Staff Collective Bargaining Agreement, whichever contains the lower employee contribution percentage.

- B. Dental Insurance. Morton College shall offer to Fields the same Dental Insurance Program that it offers to its other employees. Morton College shall pay for one hundred percent (100%) of the annual rate for the Dental Insurance Program offered by Morton College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Fields.
- C. Vision Insurance. Morton College shall offer to Fields the same Vision Insurance Program that it offers to its other employees. Morton College shall pay for one hundred percent (100%) of the annual rate for the Vision Insurance Program offered by Morton College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Fields.
- D. Life Insurance. Morton College shall provide (and pay for) individual term life insurance coverage to Fields at one hundred and fifty thousand and no/100 U.S. dollars (\$150,000.00). Fields shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.9 Paid Time Off Benefits. Fields shall receive the following benefits:

- (a) Seventeen (17) calendar days of vacation annually, in addition to any days that are designated as holidays by Morton College; the vacation days identified in the preceding sentence must be taken in the same contract year (e.g., February 1, 2016–January 31, 2017) in which they are earned, unless the Board approves the carryover of the same; vacation requests in



excess of three (3) consecutive days shall be subject to the prior written approval of the Board;

(b) Five (5) calendar days of personal leave per Fiscal Year (July 1<sup>st</sup> – June 30<sup>th</sup> of the following year); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(c) Twenty (20) calendar days of sick leave at full pay per Fiscal Year which days are prorated and cumulative so long as Fields is continuously employed by Morton College; the sick leave guidelines contained in the Faculty Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable.

5. EVALUATION. The Board assumes the final responsibility for doing an annual evaluation of the President which shall be reduced to writing and will assess the President's overall performance in light of written goals to be jointly developed by the Parties each year of the Agreement, the President's Position Description, and the duties of the President as set forth in Board Policy. The President and the Board Chair shall confer each May to plan the President's next annual evaluation. The method of evaluation shall be the decision of the Board after consultation with the President, and may include but is not limited a three hundred and sixty (360) degree evaluation. The annual evaluation of the President will take place no later than September 30<sup>th</sup> of each year, and the results of the annual evaluation of the President shall be discussed with the President at a Board Retreat to occur no later than November 30<sup>th</sup> of each year. The President will provide a written reminder of the evaluation schedule to the Board on or before April 15<sup>th</sup> of each year of the Agreement. Nothing contained herein shall preclude the Board from meeting at other times to discuss the performance or employment of Fields.
6. TERMINATION. This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Fields (as defined below), for any reason or no reason (as set forth below), or shall terminate on the Expiration Date, as described above.
  - 6.1 Termination Due to Disability. Either Fields or Morton College shall be entitled to terminate Fields' employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean a determination by the Board in accordance with the Americans with Disability Act and the Illinois Human Rights Act that, as a result of a physical or mental impairment, Fields is unable to perform the duties and obligations (i.e., the essential functions) set forth in Section 1.2 of this Agreement with or without reasonable accommodation. In the event of Fields' termination due to Disability, Morton

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College shall pay Fields his accrued salary and vacation up to the date of termination.

6.2 Termination by Morton College for Cause. Although Morton College anticipates a mutually rewarding employment relationship with Fields, Morton College may terminate Fields' employment as President at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (a) President's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (b) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of the President with respect to the President's obligations to Morton College or otherwise relating to the business of Morton College;
- (c) The President's fraud or dishonesty in connection with the President's performance of duties, which has a materially detrimental effect on Morton College; or
- (d) A material breach by the President of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures.

For purposes of this Section 6.2, no act or failure to act on the President's part shall be deemed "willful," unless done or omitted by the President, done in bad faith, or done without the reasonable belief that the President's action or failure to act was in the best interests of Morton College.

Before the Board may terminate Fields for Cause, the Board must: (a) give written notice to Fields providing him with reasonable detail of the conduct or event constituting Cause; and (b) provide Fields with the opportunity to be heard by the Board; and (c) give Fields fifteen (15) calendar days, following his receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

6.3 Termination by the President for Good Reason. Fields may terminate his employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good

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Reason” means any of the following events, unless Fields specifically agrees in writing that such event shall not be Good Reason:

- (a) Any material breach of this Agreement by Morton College;
- (b) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of the President;
- (c) A reduction in the President’s total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (d) Any failure to assign this Agreement to the successor of Morton College, unless the President and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board’s receipt of written notice from the President describing in detail the event constituting Good Reason, Morton College cures the event constituting Good Reason.

- 6.4 Termination Due to Death. In the event of Fields’ death during the term of this Agreement and while Fields is employed as the President of Morton College, this Agreement shall terminate immediately at the time of Fields’ death and Morton College shall pay to Fields’ estate his salary and vacation pay accrued up to the date of his death, which amount shall be payable within fourteen (14) calendar days from the date of Fields’ death.
- 6.5 Termination by Board. The Board may terminate this Agreement at any time for any reason upon forty-eight (48) hours written notice to Fields. In the event of such termination, Fields shall be paid at the same salary and with the same normal benefits for work performed until the date of the early termination. Thereafter, Fields will receive a lump sum buyout payment in an amount equal to one (1) year of salary at the current rate of pay or, in the event that there is less than one (1) year remaining on the Agreement, the salary for the remaining period, plus benefits. For purposes of this paragraph only, the term “salary” shall include only Base Salary plus accrued and unused vacation days and the employer contribution to SURS. For purposes of this paragraph only, the term “benefits” shall include continuation of all health insurance coverage and life insurance as set forth herein. If the Agreement is terminated pursuant to this Section 6.5, then neither Party will acknowledge fault of any kind.

7. RETURN OF MORTON COLLEGE'S PROPERTY. At any time upon Morton College's request and/or upon termination of Fields' employment with Morton College, Fields shall immediately deliver to Morton College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of Morton College's activities or concerning any part of the President's activities relating to Fields' employment with Morton College (collectively, the "Property"). The Property is acknowledged by Fields to be Morton College's Property, which is only entrusted to Fields on a temporary basis in his capacity as the President of Morton College.
8. CONFIDENTIALITY. Fields agrees not to disclose or divulge any Confidential Information to any other person or entity, except during his employment with Morton College when required due to the nature of his duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of Morton College's business or financial information or any other confidential information that is disclosed to President or that President otherwise learns in the course of his employment. Fields' obligations here-under, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
9. NOTICE. Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to Morton College: Morton College  
Illinois Community College District No. 527  
3801 S. Central Avenue  
Cicero, IL 60804

With a copy to: Del Galdo Law Group  
1441 South Harlem Avenue  
Berwyn, IL 60402

If to Fields: Dr. Stanley Fields  
[REDACTED]

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10. MISCELLANEOUS.

- 10.1 Indemnification. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against Morton College and/or Fields due to the amount/structure of Fields' compensation package, Fields shall indemnify and hold Morton College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 10.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Fields acknowledges that he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 10.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 10.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Fields and Morton College or authorized representatives thereof.
- 10.5 Modification. The Parties agree that the Chairman of the Board and Morton College's legal counsel may rearrange the benefit provisions of this Agreement upon Fields' suggestions, at no additional cost to Morton College. Additionally, the benefits and compensation referenced herein, including vacation, are cumulative and fungible from the Commencement Date through the Expiration Date. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have

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been made by either Party which is not expressly set forth in this Agreement.

- 10.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 10.7 Right to Counsel. Fields acknowledges that he was informed that he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, the President acknowledges that he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 10.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 10.9 Assignment. This Agreement is personal in character and neither Morton College nor Fields shall assign their interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Anthony Martinucci Frank J. Aguilar, Date  
Morton College Board Chair

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Dr. Stanley Fields  
President, Morton College

Date

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**Morton College President Position Description**

**Job Title:** President of the College

**Reports to and Evaluated by:** The Board of Trustees

As Chief Executive Officer, the President is directly responsible and accountable to the Board of Trustees. The President is the only employee and direct report to the Board of Trustees. In accordance with state statutes and policies of the Board of Trustees, the President performs or delegates all executive and administrative duties necessary for the operation of the College.

**Nature of Work:** Lead and coordinate an overall vision for the College's future; oversee the work of the President's direct reports as identified in the organizational chart; update and oversee the College's strategic plan; lead ongoing fundraising efforts; facilitate and maintain alumni relations; develop relationships with employers, the community and alumni; increase enrollment and student success rates; and oversee academic program expansion.

**Required Traits, Skills, and Qualifications:**

The College requires an energetic, approachable and dynamic leader with diplomatic management skills who has a master's degree and a minimum of five (5) years of management experience in the educational, public, or private sector. Significant experience in an educational setting is necessary for vision, planning support of the College's goals. A proven track record of public speaking and excellent interpersonal skills are both required. A pro-student approach and commitment to leading the College into an exciting future are essential. Relevant leadership experience is preferred with a demonstrated ability of success with alumni relations and fundraising, as the President will play a pivotal role in engaging alumni and fundraising. The President will need a strategic vision for an alumni program and community giving and will be expected to cultivate, solicit and steward the alumni and friends of the College.

The President is expected to be a leader who consistently demonstrates:

- dedication to and enthusiasm for the mission of Morton College;
- commitment to community college philosophy and ideals in higher education;
- College's core values of truth, compassion, fairness, responsibility, and respect;
- excellent leadership ability;
- sound judgment and business acumen;
- the ability to oversee the management of institutional finances, including budgeting preparation and monitoring;
- the ability to create a climate that promotes trust, mutual respect, cooperation, and collegiality;
- excellent written and verbal skills (public and private) and ability to relate to and communicate with all levels of the campus and community;



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- success in positive employer / employee relations both inside and outside a union environment;
- a record as a team player who motivates and fosters accountability;
- the ability to set and manage priorities;
- the ability to plan and implement marketing strategies for recruitment and retention of students;
- the ability to plan and implement strategies for student success;
- an understanding of innovative technology in the teaching-learning process;
- openness to new ideas and programs for continual improvement;
- success in working with business, industry, governmental and community organizations to assure support for college programs and activities;
- understanding of curriculum development;
- understanding of grant applications and funding;
- sensitivity to diverse needs of community college students;
- the ability to implement and maintain a strategic plan;
- the ability to lead a college that is committed to collective bargaining;
- an understanding of shared governance; and
- the ability to build an alumni program from the ground up, solicit gifts from alumni and non-alumni, fundraise for capital development and scholarships, and oversee all fundraising organizations associated with Morton College.

**Specific Job Duties:**

1. To administer and direct the affairs of the College in accordance with the provisions of the laws of the United States, the State of Illinois, the Rules of the Illinois Community College Board, other authorized regulatory agencies, and the policies of the Board of Trustees.
2. To define and interpret the purposes and goals of the comprehensive two-year college in the State of Illinois to the Board of Trustees, the public, and staff of the College.
3. To assume primary responsibility for the attainment of these goals, for the administrative action, and for establishing and maintaining channels of communication which link the components of the academic community.
4. To represent the institution to the public effectively and to be a positive spokesperson for the College.
5. To provide leadership in engaging the staff in setting directions for curricular and organizational change designed for improvement of the total educational program of the College.
6. To present to the Board of Trustees faculty views, including dissenting ones, in areas and on issues of significant concern.
7. To inform the faculty of the views of the Board of Trustees and the administration on various issues which from time to time confront the College.

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8. To recommend to the Board of Trustees for its approval all candidates for full-time employment and to report to the Board of Trustees all part-time employments and full-time overload.
9. To recommend to the Board of Trustees for its approval all full-time resignations, terminations, and retirements; and to report to the Board of Trustees all part-time resignations, terminations, and retirements.
10. To ensure that each administrator and full-time member of the faculty and classified staff, be evaluated in writing on an annual basis.
11. To secure new sources of revenue and to maintain existing sources of revenue.
12. To serve as a liaison between and among students, the public, College staff, and the Board of Trustees as appropriate.

Position Unit: **Administrator**

Position Classification: **Exempt**