

## **AGREEMENT**

This Agreement is made and entered into this 18th day of February 2020 in River Grove, Illinois by and between the Board of Trustees of Community College District #504, Triton College, (hereinafter referred to as the "Board") and Jessica Rubalcaba as Administrator (hereinafter referred to as "Administrator").

**WHEREAS**, the Board is desirous of obtaining the services of a Director of Business Services and hiring Jessica Rubalcaba as an employee of Triton College to fill said position;

**WHEREAS**, Jessica Rubalcaba is desirous of providing said services to the Board and to be employed by Triton College in said capacity;

**NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, it is agreed by the Board and Jessica Rubalcaba as follows:**

1. The Board shall employ the Administrator commencing from February 19, 2020 and ending June 30, 2020 and said Administrator shall be compensated at the annual basic salary rate of \$75,737 payable in installments.

2. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Director of Business Services as prescribed by the Board and, where applicable, the statutes of the State of Illinois. It is understood by the parties that all explicit and all implicit representations made by the Administrator regarding her qualifications and credentials to hold said position have been relied upon by the Board in the formation of this Agreement and is a material basis for the formation of the Agreement.

3 During the term of this Agreement, the Administrator agrees to faithfully perform and discharge all services and duties as may be assigned the Administrator and the Administrator agrees to comply with all rules, regulations and practices of the College in the performance of said services and duties.

4. The Administrator agrees to perform all assigned services and duties to the satisfaction of the President of the College and the Board. The Administrator acknowledges and agrees that the Board may make reassignments of position as specified in the Administrative Policy Manual within the Board's sole and exclusive discretion.

5. This Agreement is subject to all matters set forth in the College's Administrative Policy Manual, and the terms and provisions of such manual in effect from time to time are incorporated by reference as though specifically set forth herein. The Board specifically reserves the right to amend the Administrative Policy Manual at any time according to its sole and exclusive discretion and all such amendments, if any, shall govern this Agreement.

6. This Agreement is for the personal services of Jessica Rubalcaba and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party.

7. This Agreement shall be governed by, and construed in accordance with the laws of the State of Illinois.

8. All notices required or permitted to be sent hereunder are to be in writing, as proved in the Administrative Policy Manual. Notices shall be sent to the following addresses:

**A. Notices to the Board**

Secretary  
Board of Trustees of Community College  
District 504 (Triton College)  
2000 Fifth Avenue  
River Grove, Illinois 60171

**B. Notices to Jessica Rubalcaba**

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to other party.

**IN WITNESS WHEREOF, the parties executed the foregoing Agreement on the date first set out above.**

Administrator

Board of Trustees of Community College  
District No. 504 (Triton College),  
County of Cook and State of Illinois

Jessica Rubalcaba

By:

[Signature]

By:

[Signature]