

## **CERRITOS COMMUNITY COLLEGE DISTRICT EMPLOYMENT AGREEMENT**

This Agreement is entered into by and between Dr. Etelvina Jurado (the Executive Director) and the Cerritos Community College District (District) for employment in the position of Executive Director, Foundation and Institutional Advancement effective on the date of full execution.

### **AGREEMENT**

The parties hereto agree as follows:

1. The Board agrees and offers to employ the Executive Director in a contract classified administrator position as Executive Director, Foundation and Institutional Advancement for the period commencing October 2, 2025, and ending on the close of business on October 1, 2027. The Executive Director agrees and accepts the said employment.
2. The Executive Director, Foundation and Institutional Advancement Plans, organizes, supervises, and evaluates the College Foundation, alumni relations, contract education, economic development, community advancement, and other programs and services that enhance external and internal community support to diversify revenue sources that maximize funding opportunities. Coordinates activities and fosters productive working relationships with District divisions and departments and various public and private groups. Provides highly responsible and complex professional assistance to the President/Superintendent and the College Foundation.
3. The Executive Director will have all powers, duties, and responsibilities pertaining to this position provided by law, contained in the job description or prescribed or assigned by the Board of Trustees.
4. The Executive Director will be compensated based upon placement on Step 4 for this position on the Board-approved Contract Management Employees Salary Schedule (\$16,579/monthly salary). Salary grade/rate is subject to further adjustment on or after July 1, 2026, according to the provisions of the Contract Management Employees Salary Schedule.
5. The annual salary paid will not be less than the base salary listed in paragraph 4 above, except upon the condition that the academic and classified staff take an across-the-board reduction in salary or the classified and management staff are furloughed. In that event, the Board of Trustees reserves the right to reduce the Executive Director's base salary by the same percentage as that experienced by the academic

and classified staffs; or to order the furlough for the same period as the management and classified staffs.


6. The Board of Trustees agrees to provide health and welfare and other fringe benefits to the Executive Director that are consistent with all other District management employees.
7. The services of the Executive Director will be required for twelve (12) months of full and regular service in each year during the period covered by this contract.
8. The Executive Director will be entitled to twelve (12) sick leave days per fiscal year. Such sick leave days may be used for illness leave or may be accumulated from year to year with no limit as to the number of days accumulated.
9. The Executive Director will be entitled to vacation leave benefits consistent with all other District management employees pursuant to Board Policy. The Executive Director will not accrue more than two years' annual vacation time, and accrual will be consistent with the terms of the management procedure. Upon conclusion of the term of this Agreement, including any extension(s), the Executive Director will be compensated at the then-current rate of pay for accrued vacation which has not been taken.
10. The Executive Director will be provided with a \$300.00 per month car allowance in lieu of mileage reimbursement.
11. It is agreed that there will be a minimum of one annual evaluation of the Executive Director's performance in her position during the term of this contract. Upon completion of the evaluation in 2026, the term of the contract may be increased or extended by mutual consent.
12. *Termination for Cause.* This Agreement may be terminated prior to its expiration date if the Board of Trustees determines that the Executive Director has materially breached the terms of the Agreement, or for any of the grounds enumerated in District Board Policy 7365 (or any subsequent amendment or revision of that Policy). Prior to exercising this option, the Board of Trustees will give the Executive Director written notice of its intention, with a statement of the specific act(s) or omission(s) which give rise to the proposed action. No action will be taken on a proposed termination until the Executive Director has an opportunity to meet with the Board of Trustees and any explanation(s) or defense is heard. The Executive Director may be represented by counsel, at her own expense, at that meeting. The Board of Trustees, after hearing from the Executive Director, will make the final decision in

closed session regarding whether cause exists to terminate this Agreement.

13. *Termination Due to Death or Permanent Incapacity.* The employment of the Executive Director will cease upon the death of the Executive Director or her permanent incapacity which renders her unable to perform the duties of Executive Director, Foundation and Institutional Advancement as determined by a physician appointed by the Board of Trustees. All of the obligations of the District and the Board of Trustees to the Executive Director will cease after the Board of Trustees receives notice of death or a medical evaluation of full incapacity.
14. According to the provisions of Education Code 72411, the Executive Director will be notified of a Board of Trustees action taken a minimum of six (6) months prior to the termination date of this contract if the Board of Trustees determines that this contract will not be renewed. In the absence of notification of non-renewal, this contract will be renewed for the following fiscal year.
15. The position of Executive Director, Foundation and Institutional Advancement is a classified administrator position and the Executive Director, Foundation and Institutional Advancement and employment in this position does not afford any rights to employment in any other classified or academic position within the District.
16. The provisions of Government Code Section 53260, et seq., apply to this contract. If this contract is terminated by mutual agreement, then the maximum cash settlement that the parties may agree to will be an amount equal to the monthly salary of the Executive Director multiplied by the number of months left on the unexpired term of the contract. If the unexpired term of the contract is greater than twelve (12) months, the maximum cash settlement will be an amount equal to the monthly salary of the Executive Director multiplied by twelve (12). No other or additional non-cash settlement may be agreed to, except that health benefits may be continued, limited to the same time restrictions as the cash settlement, or until new employment is found, whichever occurs first. Copies of this contract and any settlement will be made available to the public upon request pursuant to state law.
17. This offer of employment is made subject to the laws of the State of California and the rules and regulations of the California Community Colleges Board of Governors and the policies of the Board of Trustees of the District affecting the terms and conditions of employment by governing boards of school districts. These laws, rules, regulations, and policies are made part of the terms and conditions of this Agreement as if they were expressly set forth in the Agreement.

In Witness of this Agreement, the signatures of the parties below, who are the duly elected representatives of the District.

BOARD OF TRUSTEES

  
Jose Fierro (Dec 11, 2025 16:19:52 PST)

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**Dr. José Fierro**  
President/Superintendent  
Cerritos Community College District



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**Mariana Pacheco**  
President, Board of Trustees  
Cerritos Community College District

Acceptance of Employment

I accept employment under the terms and conditions set out in this Agreement and for the assignment to begin on October 2, 2025. I understand that I must meet all qualifications for employment in the position to which I am assigned as required by law and/or District policies.

  
Dr. Etelvina Jurado (Dec 15, 2025 13:39:11 PST)

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Etelvina Jurado, Ed.D.  
Executive Director, Foundation and  
Institutional Advancement











# E. Jurado\_Exec\_Director\_Foundation\_1st-Contract


Final Audit Report

2025-12-15


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 Signer Etelvina Jurado (ejurado@cerritos.edu) entered name at signing as Dr. Etelvina Jurado

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 Document e-signed by Dr. Etelvina Jurado (ejurado@cerritos.edu)

Signature Date: 2025-12-15 - 9:39:11 PM GMT - Time Source: server- IP address: 198.188.96.4

 Agreement completed.

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