

EXHIBIT 3

PART 1

College of Lake County
Human Resources
19351 West Washington Street
Grayslake, Illinois 60030-1198
Phone: (847) 543-2065
FAX: (847) 223-0824
E-mail: personnel@clc.cc.il.us
TTY: (847) 223-5615

Date: 12 / 12 / 01 Position Desired English Instructor
Full-time ☒ Part-time ☐ Part-time evening ☐ Summer ☒

Easton DEP. EX. NO. 1
FOR ID., AS OF 9/14/09 CR

EDUCATION INFORMATION:

| | Educational Institution and Address | No. Years Attended | Disciplines Studied | Diploma/Degree Received |
|------------------------------------|-------------------------------------|--------------------|---------------------|-------------------------|
| High School | Streamwood High School | 4 | General | General |
| | Streamwood, IL 60107 | | | |
| College | Elgin Community College | 1.5 | English es. | Associates |
| | Elgin, IL 60123 | | | |
| College | Eastern Illinois University | 2 | English | Bachelors |
| | Charleston, IL 61920 | | Education | |
| Graduate Work | Eastern Illinois University | 2 | English | Masters |
| | | | | |
| Other Schools/ Institutions | | | | |
| | | | | |

All applicants must complete the following section as required by Illinois State Law effective January 1, 1988. Information obtained will not be used as a factor in considering your application for employment.

PLEASE CHECK ONE OF THE FOLLOWING:

- ☒ I certify that I am not in default on an educational loan guaranteed by the State Scholarship Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing an individual's attendance at an institution of higher education, in the amount of \$600.00 or more.
- ☐ I certify that I am in default on an educational loan guaranteed by the State Scholarship Commission under the Higher Education Student Assistance Law, an education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or a loan from public funds made for the purpose of financing an individual's attendance at an institution of higher education, in the amount of \$600.00 or more. If I am employed by the College, I agree as a condition of employment, to make arrangements for repayment of this loan with the maker or guarantor within (6) months from the date of employment. I understand that failure to do so will result in termination of my employment.

Signature of applicant Mo. M. Easta Date 12/12/01

ACADEMIC SPECIALIZATION (If Applicable):

| ACADEMIC SPECIALIZATION (If Applicable): | | Sem. Hrs. |
|--|---|-----------|
| 1) Undergraduate | Major field of study <u>English</u> | 64 |
| | Minor field of study <u>Education</u> | 27 |
| 2) Graduate | Major field of study <u>English (Victorian Literature)</u> | 23 |
| | Other field of Advance Study <u>Education, Speech</u> | 15 |
| 3) Thesis Subject | Masters <u>Victorian Social Criticism</u> | 4 |
| | Doctorate _____ | |
| Scholastic Honors | <u>Graduated Magna Cum Laude, Deans List(1996-2000), Departmental Honors (1998-2000), Howard DeForest Widger English Award (1999), Secondary Education and Foundations Award (1199), Errett and Mazie Warner Educational Presidential A Publications and/or other professional activities <u>Thesis</u></u> | |
| <u>Kappa Delta Pi (1998-2000), Sigma Tau Delta (1998-2000), Nat. Ed. Association</u> | | |

MILITARY SERVICE:Are you presently in the U.S. Armed Services? Yes ☐ No ☒Were you in the U.S. Armed Services? Yes ☐ No ☒

Branch of service _____

List duties in service including special training _____

EMPLOYMENT RECORD:Please describe your work interest Working in a contemporary classroom with a diverse population of students

Please list all employment starting with present or most recent employer.

1) Position title English InstructorFrom 1/02 To _____Starting \$ 400/ch Final \$ _____Employer's Name Elgin Community CollegeAddress 1700 Spartan Drive Elgin, IL 60123Phone 847-697-1000Supervisor's Name Michelle NoelTitle English Dept. CoordinaYour duties Development and implementation of lesson plans, administrationof grades, creating and maintaining a productive and open learning environmReason for leaving Begin Spring 2002**2) Position title** English TeacherFrom 1/01 To 8/01Starting \$ 39K Final \$ 39KEmployer's Name Lake Park High SchoolAddress 600 S Medinah Rd Roselle, IL 60172Phone 630-295-5355Supervisor's Name Marty QuinnTitle PrincipalYour duties Curriculum Development, Development and implementation of lessonplans, administration of grades, creating and maintaining a productive learn
environment.Reason for leaving Ill Teacher returned from hospitalization.**3) Position title** Teaching/ Graduate AssistantFrom 1/00 To 8/00Starting \$ 900/month Final \$ SAMEEmployer's Name Eastern Illinois UniversityAddress 600 Lincoln Ave Charleston, IL 61920Phone 217-581-5000Supervisor's Name Robin MurrayTitle ProfessorYour duties Direct Tutoring in Writers Center, Web Page Design, Team Teaching
for inter-city students in "Gateway Program".Reason for leaving Graduated

May we contact the employers listed? Yes ☒ No ☐ If not, please indicate by number which one(s) you do not wish us to contact _____

State what you did in all periods not already covered, including unemployment, part-time, or self employment.

Have you ever been released from a contract or refused renewal of contract? Yes ☐ No ☒

If "Yes", please explain. _____

PERSONAL REFERENCES:

Please give the names of persons who have knowledge of your professional ability in addition to confidential credentials.

| Name | Position | Organ./School | Address | Telephone |
|-----------------------|--------------------|--------------------|----------------|-------------|
| Dr. Duangrudi Suksang | Professor | Eastern IL Univ. | Charleston, IL | 217-581-2 |
| MaryEllen Goodwill | English Teacher | Larkin High | Elgin, IL | 847-888-520 |
| Patrick Parks | English Instructor | Elgin Com. College | Elgin, IL | 847-697-1 |

MISCELLANEOUS:

Have you worked under another name? Yes ☐ No ☒

If "yes" state name and place of employment _____

Have you applied for a position here in the past 12 months? Yes ☐ NO ☒ If "yes", when? _____

Briefly discuss your reason for wishing to become associated with the College of Lake County.

I feel as though the students of the College of Lake County will benefit overall from my crosscultural background and approach to education.

I understand that in order to be considered for employment, I must forward the following materials in time to comply with the appropriate deadline(s).

- a) A completed application form.
- b) Three (3) letters of reference or a copy of a placement file.
- c) Official transcripts from any technical schools or colleges attended.

Date 12-12-01

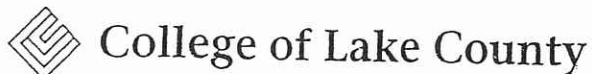
Signature Ms. M. Easta

AUTHORIZATION:

To the best of my knowledge and belief, all statements made in this application are correct. I authorize investigation of my personal character or employment record and I hereby release all persons providing this information from any liability or damages. I understand that misrepresentation or omission of facts contained in this application is cause for dismissal. Further, I understand the College of Lake County Conflict of interest Policy and certify that if I am employed by the College my employment will not violate the policy.

Date 12-12-01

Signature Ms. M. Easta



College of Lake County

Human Resources

VOICE
(847) 543-2065

FAX
(847) 223-0824

E-MAIL
personnel@clc.cc.il.us

WEBSITE
www.clc.cc.il.us

April 5, 2002

Ms. Marlaina Easton
2040 East Maple Ave.
Hanover Park, IL 60103

Dear Ms. Easton:

On behalf of the College of Lake County, I am pleased that you have accepted our tentative offer for the position of English Instructor. As discussed, your initial placement on the salary schedule will be A1, with a corresponding base salary of \$39,748.00 for the 2002-03 academic year. As stated, the cost of insurance premiums is deducted from this base. In addition, you will also receive a prorated flexible compensation allocation of \$4,000 for the 2002-2003 academic year.

Please be advised that all appointments at the College are contingent upon the approval of the Board of Trustees. Your appointment shall be recommended for approval at the April meeting of the Board of Trustees. Pending approval, a staff appointment form will be forwarded to you.

Although the fall semester begins August 19, 2002, it is likely that you will be asked to attend new employee orientation meetings just before the beginning of the semester. We will inform you of these orientation meetings as soon as the dates are finalized. Until then, please feel free to contact me at 847-543-2998 if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script, reading "Kathleen Scatliffe-Wallace".

Kathleen Scatliffe-Wallace
Assistant Director of Human Resources

CC: Russell O. Peterson
Sandria Rodriguez
Employee File

Easton DEP. EX. NO 2
FOR ID., AS OF 9/14/09 u



College of Lake County

Office of the President

Dr. Gretchen J. Naff
President

VOICE
(847) 543-2201

FAX
(847) 223-9244

EMAIL
gnaff@clcollinois.edu

WEBSITE
www.clcollinois.edu

February 23, 2005

Ms. Marlaina Easton
6315 N Magnolia 2S
Chicago, IL 60660

Board of Trustees:

Richard Anderson

Robert Anderson

William M. Griffin

Patricia Jones

Barbara D. Oilschlager

Rosa Reyes-Prosen

Thomas Schwartz

Gorette De La Rosa
Student Trustee

Dear Marlaina:

On behalf of the Board of Trustees, I am pleased to inform you that you have been granted tenure effective Fall Semester 2005. This is a significant achievement in your career in that it recognizes your professional abilities as demonstrated by the positive evaluations you have received at the College of Lake County. I thank you for the commitment you have made to the teaching/learning process and look forward to our continued association.

Sincerely,

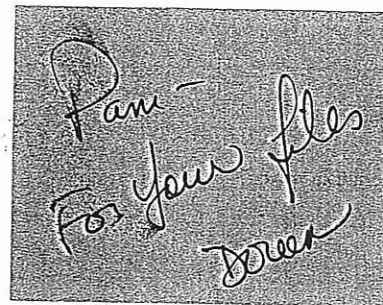
Gretchen J. Naff
President

Copy: Carole Bulakowski
Jean Kartje
Employee File

Easton
DEP EX. NO. 3
FOR ID., AS OF 9/14/09 UR



College of Lake County



VOICE
2000
EBSITE
.edu

To: Carole Bulakowski, Interim Vice President

From: Jean Kartje, ^{Joh}Dean, Communication Arts, Humanities and Fine Arts

Date: January 28, 2005

Re.: Tenure Recommendation: Marlaina Easton, English

I am pleased to recommend that Ms. Marlaina Easton be awarded tenure in the Communication Arts, Humanities and Fine Arts Division as a faculty of English.

Through numerous classroom visits, Ms. Easton has demonstrated her abilities as a teacher. She is energizing, creative, and effective in the classroom. She brings to her teaching of basic English composition a desire to serve as a role model, mentor, and catalyst for students who may have received multiple messages that they were high risk, poor students, or just not achieving. Marlaina uses creative textbooks, visual materials, and small group exercises well. Early on in the semester, Ms. Easton acquaints her students with the Learning Assistance Center as a resource for their independent work. She is a thoughtful instructor who works to develop materials and experiences that help students develop and articulate their own voices. I am certain that students remember her classes as among the best they have taken.

As Ms. Easton continues her employment at the College of Lake County, I hope that she will embrace the feedback offered through her peer committee and other 'friendly critics' that is intended to help her improve her teaching and her professional demeanor. Clear communication of expectations and availability to students and colleagues are key to student success and instructor effectiveness.

In addition to her mastery of the classroom, Marlaina has extended herself to the broader college arena. She serves as a representative on the Faculty Senate and coordinated a 'speak out' wall to share student perspectives on the November presidential candidates. She has plans to participate in the Gender Conference and the Developmental English Conference this spring. Marlaina's self evaluation points out that she is involved in research and providing educational opportunities in other venues.

Ms. Easton has been a model of lifelong learning as she actively pursues her doctorate in Education. I suspect that she will continue to be a student throughout

Easton DEP. EX. NO. 4
FOR ID., AS OF 9/14/09

Name William H. Easton Date Submitted: 8/28/04
SS# _____ Department: COM ARTS
Number of Days/Hours Absent: 2 From: Aug 17/04 Through: Aug 18/04
Reason for Absence: MOVING
Health _____ () Special Leave _____ () Jury Duty _____ () Salary Deduction X ()
Period Absent - Course & Section Number _____ Name of Substitute _____

[Signature]
Employee's Signature

[Signature] 8.31.04
Administrative Supervisor's Signature

Submit All Three Copies To The Human Resources Office -- Your Copy Will Be Returned

HUMAN RESOURCES OFFICE USE ONLY

As of 09-13-04 your attendance record balance(s), where applicable, are as follows:

Entered: [Signature] Health _____ Special Emergency Leave _____ 16.0 hr deduct
Entered.

Distribution: White - Personnel; Yellow - Supervisor; Pink - Employee

Effective: 04/2000

118.00 ÷

85.00 +

85.00 +

1.00 +

171.00 ÷

47,843.00 ÷

171.00 =

279.78 *

47,843.00 ÷

171.00 =

279.78 *

279.78 ×

2.00 =

559.56 *

Easton DEP. EX. NO. 5
FOR ID., AS OF 9/14/09 UK

INTEROFFICE MEMORANDUM

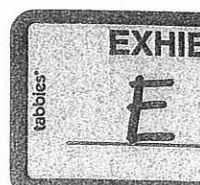
TO: MARLAINA EASTON
FROM: CAROLE BULAKOWSKI *CB*
SUBJECT: REQUEST FOR TUITION REIMBURSEMENT & CREDIT FOR
COLUMN MOVEMENT
DATE: OCTOBER 11, 2004
CC: JEAN KARTJE

Ali O'Brien informed me of your request to have two DePaul University graduate courses be considered for both column movement and tuition reimbursement. My understanding is that these courses are already underway.

Per the faculty contract, (Article 13, Section D) "the appropriate Vice President shall determine in advance whether courses fall into" the mentioned categories that are eligible for credit toward column movement. Also, per Article 27, "both tuition reimbursement and other expenses reimbursed under this Article must be approved in advance by the supervisor and vice president."

Due to these guidelines, I am unable to approve your request. If you have further questions or concerns, please contact me directly.

Easton DEP. EX. NO. *6*
FOR ID., AS OF *9/14/09* *UR*



INTEROFFICE MEMORANDUM

TO: MARLAINA EASTON
FROM: CAROLE BULAKOWSKI *CB*
SUBJECT: FALL 2004 TUITION REIMBURSEMENT REQUEST
DATE: 3/2/2005
CC: JEAN KARTJE

In a memo dated 10/11/04, I stated that your request for tuition reimbursement and column movement credit was not able to be approved due to the activity already being underway. Since then I have undertaken steps that encouraged me to revisit your request for the Fall, 2004 semester.

Because the college values professional development and puts considerable resources in place to support it, I have decided to retroactively approve the request. As part of the contract that became effective in August, 2004, we went back to book on Article 27, *Professional Learning Activities Reimbursement Plan*. It is critical that in the future all requests for professional learning activities be submitted to your dean prior to the start date of the activity. Late requests will not be accepted per the contract. Please keep in mind that even if a class/activity begins during a period when faculty are not scheduled to be on campus (for example, between terms or during the summer), it is still your responsibility to obtain prior approval.

Please note, I am making an exception for this academic year only; this decision for approval is non-precedential. I appreciate your cooperation in being diligent to submit requests in a timely manner.

In order to proceed with the processing phase of this approval, a *Faculty Request for Reimbursement of Tuition & Required Fees* form needs to be filled out for the course(s) you completed in the Fall, 2004 semester (see attached). Submit this form to Ali O'Brien in C210 and we will complete the approval process with Human Resources. If you have not reached your maximum per the contract and qualify for reimbursement, please work with HR following the normal steps for processing. Otherwise the hours earned will be noted as being eligible for column movement credit per the contract.

Easton DEP. EX. NO. 7
OR ID., AS OF 9/14/09 *U*



Easton, Marlaina

Subject: FW: Miscommunication
Location: B237

Start: Thu 10/28/2004 3:30 PM
End: Fri 10/29/2004 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

-----Original Appointment-----

Organizer: Kartje, Jean V
Sent: Wed 10/27/04 5:21 PM
Required: Easton, Marlaina ; Smith, Brian K ; Winter, Mary M
Subject: Miscommunication
When: October 28, 2004 3:30 PM-4:30 PM
Location: B237

Marlaina:

I understand that you have been distressed by our discussion last Wednesday. Because I am not aware of any reasons why you would have left the meeting worried, I would like to meet to discuss our contradictory perceptions of the discussion. In reviewing your schedule, your last class ends at 3:15 p.m on Thursday, so I am providing a small break before beginning the meeting. If you would prefer, I can free time on Friday to meet.

I am aware that you felt comfortable discussing your responses to the meeting with both Mary Winter and Brian Smith, and I am inviting them to join our meeting in order to ensure that both of us are free to express our opinions, listening clearly, and understanding of what is being communicated. If you would prefer not to have Mary or Brian present at our discussion, please let both or either of them know.

I look forward to talking with you tomorrow.
Jean

Easton DEP. EX. NO. 8
FOR ID., AS OF 9/14/09 CE

Marlaina Easton
English 121
September 23, 2004

The audio Visual materials were ready to go when Ms. Easton started class. She has a very diverse group of students, and they were (for the most part) in their seats and ready to start class. Marlaina started right into the lesson with a review of the structure of narratives, using a bell shaped diagram to physically and visually highlight the actions and flow of the narrative form.

Ms. Easton teaches with a great deal of energy and vigor. She maintains great eye contact, speaks directly and clearly, and moves around the room while making points or talking with students. This is one of the few classes that I have attended in which students speak loudly and distinctly when presenting materials or asking questions. Is this because they have a good role model at the front of the class?

To start students thinking, Ms. Easton used media, one-liners, and current examples (Kill Bill) to connect with the students. When she needed to correct students—to show up on time and to bring books, Marlaina was able to make her points without alienating or lecturing to students.

The room broke into small groups easily, with little direction from the instructor. She moved among the groups, and seemed able to motivate and work with the groups without taking over or becoming the focus of the group. The class moved easily between large group and small group formats, practicing the creation of narratives from a variety of perspectives and consistent repetition of form. This is very powerful for students.

Ms. Easton also demonstrated for students the ability of words to move people emotionally and enrich our lives through beauty. Well done!

Ms. Easton is a prepared and energetic teacher. Her students are engaged in the course of the class. The lesson is logical in progression. As one student mentioned, "this is a class I never fall asleep in! I really enjoy it."

Jean V Karty
10-19-04

Easton Group 9
DEP. EX. NO.
FOR ID., AS OF 9/14/09 *lk*

Marlaina Easton
ENG 108
November 8, 2004

The classroom session focused on a portion of the play *A Raisin in the Sun*. Ms. Easton introduced the session with a discussion of the "American dream," helping students personalize the concept by articulating their own dreams for life. That discussion eased into an examination of how the American Dream may play out differently for people of different races, socio-economic groups, gender, or a number of other factors. This discussion transitioned nicely to the story to be discussed. The introductory period flowed smoothly and transitioned nicely. Ms. Easton was directive and friendly as she used the students' own words to summarize the comments being made.

Ms. Easton's class passed time nicely, without a lot of lag time in large or small group discussions. The pace kept students focused and engaged. She uses a technique of "thinking out loud" with her students, raising questions and expressing curiosity with the class, which provides a good model for them to observe and think critically about the things they see, read, and feel. One example in this class was the development of one small group that was all young men. Ms. Easton's comment (paraphrased) of "I wonder what this male group will decide about..." helped to move the discussion and encourage the fact that *who* shares perceptions is often an influence on *what* is said.

Additionally, Ms. Easton invites students to share ideas by spurring them to help her as she "tries to figure things out" such as whose money it is, and why.

After discussing the American Dream and questions regarding who owned the money that would help the family achieve their American Dream, an excerpt of the play was shown on video. This section was interesting, but seemed overly long.

The exercise of having students select a section of the excerpt, read it, and identify why it was important is also effective. It encourages students to read, reflect, form opinions and express those thoughts succinctly and clearly.

Overall, Ms. Easton appears to have established a classroom where students listen to each other with respect and are challenged to think critically about what they read and know.

Jean O'Kary
11-23-04

 Reply
  Reply to all
  Forward
 


 Help

 You forwarded this message on 10/26/06 12:39 PM.

From: Easton, Marlaina

Sent: Mon 9/26/05 12:46 PM

To: Kartje, Jean V

Cc: Pollard, DeRionne P ; Heinrich, Thomas P

Subject:

Attachments:

[View As Web Page](#)

9/26/05

I ask of you three things in reference to myself here at this institution:

- 1) I ask that a faculty member who I am comfortable with be present. We have had many meetings in the past and often things are said that hurt me, make me nervous and frighten me a great deal. Often, I have no proof of these things and no place to go where I can report them without proof of them being said. Also it gives me a sense of safety to have another faculty member there who might make you more cautious about the things that you comfortably say to me.
- 2) That meetings be arranged with me. I often feel as though I have no say in when I am to meet with you. Our last meeting was "called" in what felt like an emergency. Most of our meetings are called in this fashion. I would not have had the time to grab a faculty member who I was comfortable with without inconveniencing them. I think the motivation in grabbing a faculty member from the hall directly before a meeting is to mortify me and turn me into a "problem person".
- 3) I would like to know what the meeting is about beforehand. Often, I am "called" to a "top-secret" meeting where I have no idea what it is in reference to.

Crunching numbers with you seems petty to me but unavoidable. On the first day of my Tuesday, Thursday 108 class, I told you in person that I covered the syllabus and held class for 1 hour- not 45 minutes. On the second day of class, we had introductions and I held class for 1 hour and ½- not 40 minutes which I also told you in person. I do not believe that it is untypical for a teacher to hold shorter classes on the first two days. I do also believe that I am not the only faculty member who practices this.

As of Thursday September 15th, I left after forty minutes because I had blood everywhere. I was menstruating and needed to leave regardless of this making you feel the typical anger that you feel

towards me at times. If you are uncomfortable at this moment the feeling is mutual. Lacking a computer lab, although accurate, was the very least of my worries.

Jean, I do not ask that you respect me as a faculty member here at this institution. I know that asking this of you might be a bit much. However, I am asking for some common courtesy- the same courtesy that other faculty members receive. I believe that I have earned that right.

Marlaina Easton

English Instructor

College of Lake County



College of Lake County

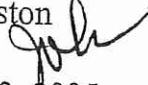
Communication Arts, Humanities & Fine Arts Division

OFFICE
Room B237

VOICE
(847) 543-2040

FAX
(847) 543-3040

WEBSITE
www.clcillinois.edu

To: Marlaina Easton
From: Jean Kartje 
Date: September 23, 2005
Re.: Summary of Meeting of September 20, 2005

After months of working openly and well together on the Reading Faculty Search committee and in the Communication Arts Division, I was surprised that you would enter my office on September 20 carrying a tape recorder and insisting that our conversation be taped in order for you to feel safe. As I indicated, this action put us in an immediately adversarial position and I am not willing to have conversations taped. I did agree to have a third party, and, when you rejected that we invite a colleague, I contacted Mr. Tom Heinrich, Direct of Human Resources, who joined us.

In the discussion you indicated that we had not arranged the meeting, but that I had called it. That is correct. The meeting was arranged for the first day that you were on campus this week, since you were absent on Monday due to illness. It was scheduled during your office hour, which you did not contest when the meeting was requested the previous day.

The meeting was called to determine why a class scheduled from 12:30 p.m. until 3:15 p.m. had been held for 40 minutes the previous Thursday. I indicated that this information was presented to me by a displeased parent. You indicated that when a computer lab you believed you have reserved was not available to demonstrate editing marks provided by Word, you did not want to change the lesson plan and dismissed the students. You indicated that this decision was based upon a belief that ENG 108 students require stability and that changing their expectations confuses them.

While I understand your concern for the students, I believe that you made an inappropriate decision in this situation. The major expectation that these students hold is that they will attend a class for three hours each Tuesday and Thursday and be instructed in the art/science of composition and reading. As you have said in the past, these are our students most in need of improvement in order to succeed in college, and time on task is important if a skill is to be developed.

We also discussed the comment made by the parent that the class has not been held for the full time period since it began on September 8. You indicated that the

first meeting lasted approximately 45 minutes, the second meeting lasted one hour and 15 minutes, and the third meeting lasted approximately 40 minutes. Thus, in a class which should have met for nine hours between September 8 and September 20, the 108 class only met with you for 2.6 hours. Again, this is less than one-third of the scheduled time. I understand that sometimes classes fall short of the scheduled periods and sometimes they run over. However, this loss of time is excessive.

While my main concern is for the students, I also want to reiterate several procedural expectations that I have for faculty in the Division. First, when a class is moved from its regular location and/or canceled, the Division office is to be notified. In addition to canceling the class early, on Thursday, September 15, when I attempted to reach you during posted office hours, you were not available in your office. Second, each faculty member is to have a current syllabus on file in the Division office. We did not have on file syllabi for either Summer 2005 or Fall 2005.

While not related to this incident, I also want to record our conversation earlier this semester when we discussed your attendance for the summer session. As you know, students in the 108 class were disgruntled by frequent absences related to you travel and health issues. In fact, our records indicate that your classes missed more than six instructional days this summer, resulting in a loss of approximately 20 hours of instruction. As we discussed, since temperatures appear to be a consideration during summer months, if you elect to teach during the summer it is in the students' best interest to have you teach in the evenings or online rather than during the middle of the day. We can discuss this situation again as we prepare the schedule for Summer of 2006.

If I can be of assistance as you work to remedy the situations identified above, please do not hesitate to use me as a resource.

Copies: D. Pollard
 T. Heinrich

FACULTY EMPLOYMENT CONTRACT 2004 - 2005

RECEIVED
AUG 30 2004
Human Resources

Agreement made this 24th day of August 2004 between the Board of Trustees of the College of Lake County, District 532 State of Illinois, hereinafter referred to as the "Board", and **Marlaina Easton**, hereinafter referred to as the "Employee".

WITNESSETH

I. **EMPLOYMENT**

- A. The Board hereby employs the Employee as a full-time member of the faculty with such powers and duties in the connection as may be fixed by the Board in this agreement and in its rules and regulations.
- B. The Board shall pay to the Employee a salary of **\$47,843.00** for the term commencing on the 16th day of August, 2004 and ending on the 14th day of May, 2005, less any legally authorized deductions.
- C. Employee agrees to fulfill the aforesaid position for the period above mentioned.

II. **QUALIFICATIONS**

- A. The Employee is fully qualified to hold the aforesaid position by reason of certification, licensing, or other regulatory qualifications, if necessary.
- B. The Employee is not at this date under contract with any other body for the term covered by this contract or any portion thereof which will conflict with the Employee's duties herein.
- C. This contract is predicated upon representations regarding education and experience qualifications which, if subsequently prove to be inaccurate, shall cause this contract to be null and void.

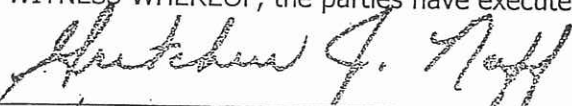
III. **EXPRESS CONDITIONS**

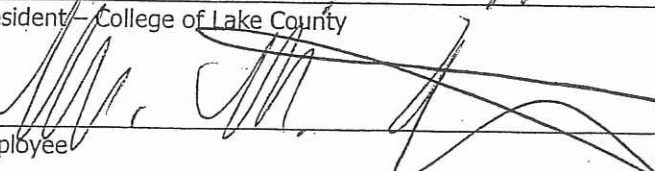
- A. The Employee will not receive compensation until service for the Board begins.
- B. Should it become necessary because of an emergency or delay the opening or suspend the operation of the college temporarily, as determined by the Board, such time may be made up after termination of the emergency and the employee may be required to work corresponding additional periods without additional compensation irrespective of the dates specified by the official college calendar or stipulated in this contract.
- C. Employees entering service for the Board shall file prior to the first date of service a written report of a medical examination by a qualified physician on a form furnished by the Board, certified to by the Employee and signed by the examining physician, showing the Employee to be in good health. The Employee shall file such other written reports of medical examination as requested by the Board.

IV. **NO WAIVER OF RIGHTS**

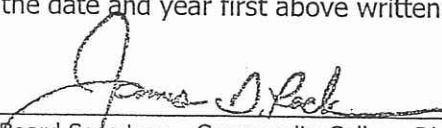
It is agreed by the parties that nothing contained in this agreement shall operate or be construed as a waiver of any of the rights, powers, pertinent laws and regulations thereunder, privileges or duties of either party as set forth in the policy of the "Board" or the Constitution or laws of the United States or State of Illinois.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.



President - College of Lake County


Employee



Board Secretary - Community College District 532
Date 8/30/04

Contracts must be signed and one copy returned to the Director of Human Resources of the College of Lake County by September 8, 2004 to be effective.

Easton DEP EX. NO 13

9/14/09 12 0001

FACULTY EMPLOYMENT CONTRACT

FALL COLUMN MOVEMENT 2004 - 2005

Agreement made this 26th day of October 2004 between the Board of Trustees of the College of Lake County, District 532 State of Illinois, hereinafter referred to as the "Board", and **Marlaina Easton**, hereinafter referred to as the "Employee".

WITNESSETH

I. EMPLOYMENT

- A. The Board hereby employs the Employee as a full-time member of the faculty with such powers and duties in that connection as may be fixed by the Board in this agreement and in its rules and regulations.
- B. The Board shall pay to the Employee a salary of **\$50,426.00** for the term commencing on the 16th day of August, 2004 and ending on the 14th day of May, 2005, less any legally authorized deductions.
- C. Employee agrees to fulfill the aforesaid position for the period above mentioned.

II. QUALIFICATIONS

- A. The Employee is fully qualified to hold the aforesaid position by reason of certification, licensing, or other regulatory qualifications, if necessary.
- B. The Employee is not at this date under contract with any other body for the term covered by this contract or any portion thereof which will conflict with the Employee's duties herein.
- D. This contract is predicated upon representations regarding education and experience qualifications which, if subsequently prove to be inaccurate, shall cause this contract to be null and void.

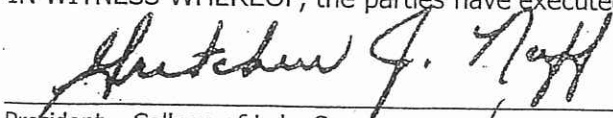
III. EXPRESS CONDITIONS

- A. The Employee will not receive compensation until service for the Board begins.
- B. Should it become necessary because of an emergency or delay the opening or suspend the operation of the college temporarily, as determined by the Board, such time may be made up after termination of the emergency and the employee may be required to work corresponding additional periods without additional compensation irrespective of the dates specified by the official college calendar or stipulated in this contract.
- C. Employees entering service for the Board shall file prior to the first date of service a written report of a medical examination by a qualified physician on a form furnished by the Board, certified to by the Employee and signed by the examining physician, showing the Employee to be in good health. The Employee shall file such other written reports of medical examination as requested by the Board.

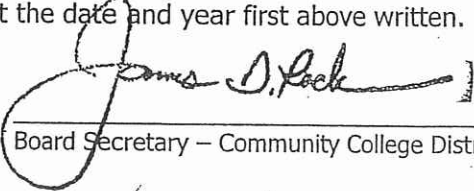
IV. NO WAIVER OF RIGHTS

It is agreed by the parties that nothing contained in this agreement shall operate or be construed as a waiver of any of the rights, powers, pertinent laws and regulations thereunder, privileges or duties of either party as set forth in the policy of the "Board" or the Constitution or laws of the United States or State of Illinois.

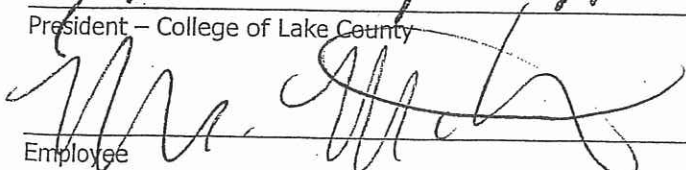
IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.



President - College of Lake County



Board Secretary - Community College District 532




Employee



Date

Contracts must be signed and one copy returned to the Director of Human Resources of the College of Lake County by November 9, 2004 to be effective.



Easton DEP. EX. NO 14
9/14/09 UC

Reply
 Reply to all
 Forward

 Close
 Help

You forwarded this message on 7/1/06 8:00 PM.

From: Kartje, Jean V
 To: Easton, Marlaina
 Cc:
 Subject: RE: Classes in the Library
 Attachments:

Sent: Wed 3/16/05 2:31 PM

[View As Web Page](#)

Marlaina:

Conferencing with your students is fine. I think that the problem might be the unexpected load of having students without library skills descend on the reference desk. I suggest that next time you plan the library talks earlier in the semester so that when it comes to conferencing with students you can send students who know how to use the library to that facility. As it was, I think that the library faculty saw the students needing individual tutorials on material that is usually covered in the class. I also suggest that you request use of one of the study rooms that are located on the wall behind the book stacks in order to conference. That way you are available for students who may need greater clarification on the assignment. Thanks for clarifying the situation. Jean

-----Original Message-----

From: Easton, Marlaina
Sent: Wednesday, March 16, 2005 12:52 PM
To: Kartje, Jean V
Subject: RE: Classes in the Library

I was conferencing with my 121 classes yesterday. I needed to speak with each of them about their research paper topics. I thought that they could use the library time as I was speaking to each student. (Actually, they informed me that they needed some time.) I found it helpful for all of us because a few of them were able to spend a lot of time with me about their concerns and some changed their topics because they found more resources on their own for another topic. These two classes will be having the library talk with me and the librarians tomorrow and Tuesday of next week. I did not see that there was a problem and no one has voiced a problem to me. Nor was I under the impression that conferences with my students were inappropriate. Both of my periods lasted the full time and I met with students until after the classes ended each time. At the end, I was joined by a student in my office.

-----Original Message-----

From: Kartje, Jean V
Sent: Tuesday, March 15, 2005 5:37 PM
To: Easton, Marlaina
Subject: FW: Classes in the Library

Marlaina,

Please let me know what this is about. Jean