

**Sauk Valley Community College
June 28, 2021**

Action Item 5.2

Topic: Administrator Appointments

Mission: Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Presented By: Dr. David Hellmich and Dr. Jon Mandrell

Presentation:

The College has been in the process of standardizing employment classification for administrators based on the five identified criteria of supervision, budget responsibility, strategic input, planning, and external impact. Sandra Geiseman and Brenda Helms meet the classification of administrator based on these criteria.

Sandra Geiseman graduated from National Louis University with a Master of Science degree in Human Services Counseling and a Bachelor of Science degree in Human Relations. She is an Illinois Licensed Clinical Counselor and has been employed at Sauk Valley Community since 2015 as the Program Director of Disability Support.

Brenda Helms graduated from Western Illinois University with Bachelor of Science in Psychology. She has served on the Illinois Council of Continuing Education and Training and served as the SVCC Child Fair Committee Chair from 2014-2019. Brenda has been employed at the College since 2014 as a Community Education Coordinator and Program Director of Business Training and Community Education.

Recommendation:

The administration recommends the Board approve the appointment of Sandra Geiseman for the 2021-2022 academic year as the Director of Disability Support Services at an annual salary of \$67,475 and Brenda Helms as the Director of Business Training and Community Education at an annual salary of \$65,499.