

**Sauk Valley Community College**  
**August 26, 2024**

**Action Item 6.11**

**Topic:**                   **FY 2025 Organizational Chart**

**College Health:**       **Human Resources – The College hires qualified employees and**  
**Metric:**               **provides competitive benefits to attract and retain faculty and staff;**  
**departments provide professional development opportunities for**  
**faculty and staff.**

**Presented By:**       **Dr. David Hellmich and Kathryn Snow**

**Presentation:**

Changes in the FY 2025 Organizational Chart will be discussed with emphasis on those changes that support the strategic plan.

**Recommendation:**

The administration recommends the Board approve the FY 2025 Organizational Chart as presented.

**SAUK VALLEY COMMUNITY COLLEGE**  
Board of Trustees

**President**  
**Dr. David M. Hellmich**  
Executive Assistant

**Academics and Student Services**  
**Vice President of Academics and Student Services**  
Executive Assistant

**Research & Planning**  
**Director of Research & Planning**  
Research Analyst/Data Manager

**Business Services**  
**Vice President of Business Services**  
Accounting Assistant  
Business Services Assistant  
Accountant  
(Budget & Accounts Receivable)  
Payroll & Grant Staff Accountant  
Bookstore (Contract)  
Food Service (Contract)

**Information Technology Services**  
**Dean of Information Technology Services**  
Information Assistant

**Institutional Advancement**  
**Vice President of Advancement**  
Student Recruiting & Impact Prgm Coordinators (2)

**Human Resources**  
**Director of HR**  
HR Banner  
Compliance Reporting & Training Specialist  
HR Specialist

**Facilities**  
**Director of Facilities**  
Administrative Assistant

**Assistant Director of Facilities**  
Multicraft Maintenance Lead  
Multicraft Supervisor(s)  
Custodians  
Custodial/Security  
Lead Grounds  
Grounds Workers

**Student Services**  
**Dean of Student Services**  
Clinical Mental Health & Academic Counselors (2)  
Student Activities/Cross-Cultural Coord.  
Enrollment Management Assistant

**Athletics**  
**Director of Athletics**  
Administrative Assistant  
Athletic Trainer  
Coaches and Assistant Coaches (15 PT)

**Admissions & Academic Advising**  
**Director of Admissions & Academic Advising**  
Academic Advisor/Retention Specialist  
Academic Advisor/Vet's Rep  
Academic Advisor/Career Specialist  
Enrollment Management Specialists (3)  
Enrollment Mgt Spec./Dual Credit Coord.

**Financial Assistance**  
**Director of Financial Assistance**  
Financial Assistance Specialist  
Financial Assistance Advisor/Loans & MAP  
Financial Assistance Advisor/Scholarship & Workstudy  
Financial Assistant Advisor/Vet's Services

**Student Support Services**  
**Director of Student Support Services (TRIO)**  
Transfer Program Coord./Program Advisor  
Academic Support Coord./Program Advisor  
Administrative Assistant  
TRIO Tutoring Assistant (PT)

**Disability Support Services**  
**Director of Disability Support Services**  
Administrative Assistant (PT)  
Disability Supp. Services Instructional Spec.  
Disability Supp. Services Tutor (PT)

**Testing Center**  
**Testing Center Coordinator**  
Testing Specialist

**Office of Registrar**  
**Registrar**  
Records Analyst

**Business, Career, and Technical Education**  
**Dean of Business, Career, and Technical Education**  
Business, Career, and Technical Education Faculty  
Workforce Development Coordinator

**Adult Education**  
**Program Director of Adult Ed**  
Adult Ed Admin Assistant (PT)  
Adult Ed Instructional Aide  
Adult Ed Instructors  
Adult Literacy Coordinator  
Adult Ed Advisor  
Adult Ed Instructor of Health Professions

**Police Academy & Security**  
**Director of Police Academy & Security**  
Police Academy Instructors  
Asst. Director of Police Academy & Security  
Lead Campus Safety & Security  
Campus Safety & Security

**Health Professions**  
**Dean of Health Professions**  
Rad Tech Program Coordinator (Fac)  
Rad Tech Clinical Coordinator (Fac)  
Rad Tech Clinical Instruction (PT)  
Health Professions Admin Assistant  
Nursing Faculty  
Simulation Clinical Educator (Fac)  
CNA Program Regulator (PT)

**Title III**  
**Title III Project Director**  
Title III Program Assistant

**Instructional Design & Distance Learning**  
**Director of Instructional Design & Distance Learning**  
Instructional Designer

**Transfer Programs & Academic Support Services**  
**Dean of Transfer Programs & Academic Support Services**  
General Education Faculty  
Dual Credit Faculty  
Developmental Ed. Faculty

**Learning Commons – Library**  
**Learning Commons Library Coordinator**  
LC Circulation & Public Services Asst.  
LC Digital & Tech Services Asst.  
Librarian

**Learning Commons – Tutoring Center**  
**Learning Commons Tutoring Coordinator**  
Tutoring Coordinator  
Instructional Assistant (PT)

**Learning Commons – Writing Center**  
**Learning Commons Writing Center Coordinator**  
Instructional Assistants (2 PT)

