

Sauk Valley Community College
April 25, 2022

Action Item 4.1

Topic: Administrator Appointment – Director of Research and Planning

College Health: Metric 8, Planning – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary

Presented by: Dr. David Hellmich

Presentation:

The administration has been in the process of hiring a Director of Research and Planning. The position was advertised on-line on Sauk Valley Community College’s website, on *Glassdoor.com*, *Higherjobs.com*, *Indeed.com*, and in Sauk Valley Media (the *Dixon Telegraph* and the *Daily Gazette*). The College received five applications, four candidates were requested to submit a taped interview, and two candidates were invited to interview on-campus. A committee was composed of Kent Sorenson, Ronald Hobson, Dallas Knack, Art VanZuiden, and Joshua West. Dr. David Hellmich served as Chairperson.

Academic background: Aaron Roe graduated from North Central College with a Master of Arts in Entrepreneurship and a Bachelor of Arts in Business, Marketing, and Management.

Professional background: Aaron has been the Assistant Director of Research and Planning at Moraine Valley Community College for the past six (6) years. Prior to Moraine Valley, he was the Institutional Research Coordinator at Spoon River College for four (4) years.

Recommendation:

The administration recommends the Board approve the appointment of Aaron Roe as the Director of Research and Planning beginning May 30, 2022 at an annual base salary of \$71,801.60 for 2021-2022 Fiscal Year and \$74,900.80 for the 2022-2023 Fiscal Year.

February 17th, 2022
Sauk Valley Community College
Office of Human Resources

To Whom It May Concern;

After many years of working with people in diverse professional settings. I am seeking to expand on my knowledge and experience gained from several years working in Institutional Research. By working as the Director of Research and Planning for Sauk Valley Community College, I would hope to utilize my proficiency that I have from working in IR for the past eight years from both Spoon River College and Moraine Valley Community College. I currently am knowledgeable with our reporting tool and business intelligence software, SAS. I also have familiarity with our student information system of running federal and state reporting from Colleague for the Illinois Community College Board, Student Clearinghouse, Postsecondary Data Partnership as well as many others. Within the past three years, our institution has focused many efforts on developing dashboards through Tableau in which I have also become proficient. Currently in my role at MVCC as the Assistant Director, I work to maintain many of the ICCB submissions as well as other ad-hoc projects as they come along. I also chair our implementation for the college's new early alert tool, Starfish by Hobsons and working with stakeholders across the campus to train and develop procedures that help address student success at MVCC. In this past year I have also been responsible for implementing a new course evaluation platform, SmartEval's, and are currently training both faculty and staff on how to administer and utilize the results gained in the first semester of use. I am in an ongoing process of continuous improvement and would like to bring those qualities and utilize those skills to expand my career as your Director of Research and Planning.

I believe that my unique combination of skills and experience will allow me to be a valuable employee of Sauk Valley Community College. My undergraduate degree in Business Management and Marketing and master's degree in Leadership: Entrepreneurship from North Central College has offered a unique approach to the role of Institutional Research. Currently my education is an asset because I research data, statistics, and trends with a business-oriented mindset; I am able to communicate these trends with the stakeholder in mind.

I know that I can be an asset in the areas of leadership and analysis of data. I know that my background and knowledge from attending, planning and orchestrating conferences and meetings with peers across the state that I have a firm grasp of the roles and responsibilities to successfully monitor the numerous metrics of an institution.

For your convenience I have attached a copy of my resume for your review. Realizing the limitations of the written page, I would welcome the opportunity for a personal interview to answer any of your questions and to better present my qualifications. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Aaron Roe

Career Objective

I am pursuing an opportunity to expand my role and responsibilities from my background in institutional research. I am anxious to enhance my understanding of methodological and technological issues relevant to higher education data and use data to address current and future research questions.

Education

North Central College, Naperville IL

M.A. Entrepreneurship

June 2012

North Central College, Naperville IL

B.A. Business Marketing and Management

Minor in Leadership, Ethics and Values (Conflict Resolution)

June 2010

Experience

Assistant Director of Research and Planning

2016 to Present

Moraine Valley Community College, Palos Hills, IL

- Started in 2016 as Senior Research Analyst and was promoted in June 2018.
- Competent in SAS reporting, SQL, Tableau, and working within our SIS of Ellucian Colleague.
- Develop, design, analyze, and distribute internal and external surveys and reports.
- Participate in various assessment, accreditation, strategic planning, and institutional effectiveness related initiatives.
- Worked as a chair to implement both Starfish Early Alert and SmartEval course evaluation platforms.
- Maintain the data collection and submissions of all federal and state mandated reporting.
- Work on environmental planning and strategic initiative implementation for campus goal setting.
- Support collecting, analyzing, interpreting, and reporting data on faculty, students, and staff to answer important strategic questions for Moraine Valley Community College.

Assistant Coach / Cross Country

2020 to Present

Moraine Valley Community College, Palos Hills, IL

- Currently am the assistant Cross-Country coach at Moraine Valley Community College. Experienced a very successful season despite the impact of the pandemic. Finished the season with 5 all conference men runners and 1 all conference female runner. The men's team taking home the Skyway conference championship in 2020 and both Men and Women's teams were conference champions in 2021 with Women's being Regional Champions. Both teams were nationally qualified and competed at the National meet in Virginia in 2021.

Adjunct Instructor

2013 to Present

Spoon River College, Canton, IL

- Currently teach an online computer application for business course every semester which covers computer hardware and computing concepts; introduction to word processing, spreadsheets, database, electronic communications, and presentation software.

Institutional Research Coordinator/ Cross Country Coach

2012 to 2016

Spoon River College, Canton, IL

- Support collecting, analyzing, interpreting, and reporting data on faculty, students, and staff to answer important strategic questions for Spoon River College.
- Extracting data from existing sources to quantify and summarize findings for the Institutional Effectiveness Committee.
- Develop, design, analyze, and distribute internal and external surveys and reports.
- Participate in various assessment, accreditation, strategic planning, and institutional effectiveness related initiatives
- Maintain the data collection and submissions of all federal and state mandated reporting.
- Work as a part time instructor for Computer Applications for Business and was the Assistant Cross-Country Coach, which has helped me in many ways to better understand the other intricate details of working in higher education.

Personal Interests

Marathon Running

2007 to Present

- I am a passionate runner that has competed in thirteen marathons. I've qualified and raced in two Boston Marathons. I set a goal to finish in under 3 hours and posted a personal best of 2:47. Long distance running is an important part of my life. Setting goals and staying dedicated to accomplishing them, continues to be a very rewarding endeavor.

Accomplishments

IAIR: Best Presentation for 2017-2018

2017 Forum

Worked on creating and implementing a new daily enrollment dashboard in Tableau that shows daily growth of enrollment which can be filtered to the granular level of courses and sections. This dashboard content was presented at IAIR and won best presentation which comes with a grant to travel to the national conference and present.

Affiliations

Vice President: Illinois Association of Institutional Research and Illinois (IAIR)
2018 to Present

I have moved between the several roles the past three years of associate forum chair, forum chair, and now Vice President for the IAIR state organization of Institutional Research.

Member: Association of Institutional Research and Illinois (AIR)

2014 to Present

I am an annual member of the Association of Institutional Research, (AIR), which is a great resource of information, trainings, and opportunities for professional interactions through their online portal. AIR and Illinois Association of Institutional Research have many resources for professional development and have helped expand many skills.

Treasurer: Knights of Columbus #15713
2018 to Present

I am the treasurer for our Knights of Columbus chapter through our church of St. Ambrose in Crest Hill. I maintain our budgets and manage the checking and savings accounts, and prepare the audits for the organization.