

**Sauk Valley Community College**  
**April 22, 2024**

**Action Item 4.6**

**Topic:** Retirement – Director of Enrollment Management/Registrar

**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:** Drs. David Hellmich and Jon Mandrell

**Presentation:**

Pamela Medema has submitted her intent to retire as Director of Enrollment Management/Registrar effective May 31, 2024.

Pamela was hired in January 2000 as a part-time admissions staff member. She has been promoted several times over the years and became a full-time staff member in 2001 as the College Registrar. In 2010, she became the Coordinator of Enrollment Services, and in 2014 she became the Director of Enrollment Services. Pam is the longest-serving Registrar in the history of the College.

In addition to her primary responsibilities in the aforementioned roles, including leading the Admissions and Registration Department for many years, Pam has taken on several additional roles to support Sauk students and the College at large. She has been a student tutor, FYE Adjunct Instructor, Business Adjunct Instructor, and College Success Skills Faculty and has served as the College's Title IX Coordinator.

We thank Pam for her service and dedication to SVCC, our community, and our students.

**Recommendation:**

The administration recommends the Board approve the retirement of Pamela Medema as Director of Enrollment Management/Registrar effective May 31, 2024.

Pamela S. Medema

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April 1, 2024

Mr. Joe Strabala-Bright, Dean of Student Services  
Sauk Valley Community College  
173 IL Rt 2  
Dixon, IL 61021

Mr. Strabala-Bright,

On January 3, 2000, I began working at Sauk Valley Community College as the Records Analyst. On April 1, 2001, I became the Registrar for SVCC. My first assignment as the newly appointed registrar was to organize the commencement ceremony of May 2001. Therefore, I believe it is fitting that my retirement coincides with commencement of May 2024.

After nearly 24 and one-half years of dedicated service to Sauk Valley Community College I am ready to begin a new chapter in my life that revolves around my family and relaxation. I have had the great fortune of being involved with many innovative technological advances here at SVCC as well as having worked with many highly intelligent people. I value the knowledge they shared with me and will forever hold their friendships in my heart.

Please accept this letter as formal notification of my intent to begin my retirement on June 1, 2024.

Sincerely,

Pamela Sue Medema

cc Ms. Kathryn Snow