

Sauk Valley Community College
July 28, 2025

Action Item 4.5

Topic: Administrator Appointment – Director of Human Resources

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

Presentation:

The administration has been in the process of hiring a Director of Human Resources. The position was advertised online on Sauk Valley Community College's website and the *Chronicle of Higher Education* and with the assistance of Pauly Group. The College received nineteen applications. Five candidates were invited for a short virtual interview, with two of those candidates being invited for on-campus interviews. The committee was composed of Dr. Lori Cortez, Peggy Eshleman, Dr. Amy Jakobsen, Hannah Kehl, Dr. Jon Mandrell, and Kent Sorenson. Dr. David Hellmich served as chairperson.

Academic Background: Megan Kuhn earned her Bachelors of Arts in Psychology from Monmouth College.

Professional Background: Megan had been employed by Kreider Services as its Director of Human Resources. She continued her employment with Kreider Services as a Human Resources Consultant while working at Sewer Equipment Company as a Training and Development Specialist.

Megan's community involvement includes being an Executive Board member for Dixon Family YMCA and a Rock River Human Resources Professional Association Member.

Recommendation:

The administration recommends the Board approve the appointment of Megan Kuhn as Director of Human Resources beginning August 8, 2025, at an annual base salary of \$101,192.

Megan Kuhn



✉ Megankuhn09@gmail.com

📍 Dixon, Illinois

Dear Recruiter,

I am writing to express my interest in the Human Resources Director position at SVCC. I have over 16 years of experience in human resources, including 9 years at a leadership level.

I have been responsible for all HR functions, including employee relations, collective bargaining, talent acquisition, performance management, benefits, compensation, compliance, analytics, development, and strategic planning. I am particularly passionate about aligning HR strategies with organizational goals, ensuring that all contributors feel valued, and supported.

I have a diverse background and am experienced in handling complex issues while maintaining dignity and confidentiality. It brings me joy to collaborate with contributors and leadership alike and to work with colleagues in the community to create new initiatives and practices to foster a positive and supportive workplace.

Thank you for considering my application. I am confident I can contribute to the college's mission to teach and engage the community in lifelong learning, public service, and economic development. I look forward to the opportunity to discuss how my experience and values align with the needs of SVCC.

Sincerely,

Megan Kuhn

Megan Kuhn



Megankuhn09@gmail.com



Dixon, Illinois

PHR and SHRM-CP certified HR professional committed to creating an employee experience that drives productivity, motivation, and loyalty. Experienced in designing and executing recruitment strategies, onboarding programs, training initiatives, compensation plans, benefits packages, performance improvement strategies, project management, leadership coaching, and policy development.

Experience

DECEMBER 2024 - CURRENT

Training & Development Specialist/Sewer Equipment, Dixon, Illinois

This individual contributor role offers opportunities for employee growth through professional development, leadership training, and regulatory education.

- Design and deliver professional development training utilizing both internal and external resources.
- Collaborate with senior leadership to create and implement a comprehensive leadership development program.
- Partner with managers to identify high-potential employees for leadership development opportunities.
- Source, assign, and manage training to ensure compliance with state and federal laws and regulations.

DECEMBER 2024 – March 2025

Human Resources Consultant/Kreider Services, Inc, Dixon, Illinois

Delivered interim support to executive leadership by advising on HR policies and procedural matters.

FEBRUARY 2016 – DECEMBER 2024

Director of Human Resources/Kreider Services, Inc, Dixon, Illinois

Executive-level role responsible for advising management on employee and labor relations matters, ensuring alignment with local, state, and federal laws, as well as organizational policies and practices.

- Directed all human resources operations for a disability services agency with 400 employees across 28 sites in 7 zip codes.
- Partnered with district and local collective bargaining representatives to ensure compliance with the collective bargaining agreement.
- Led project management efforts for human capital management software, from discovery to implementation, enabling employees to manage their benefits, timesheets, and documentation independently.
- Implemented an electronic learning system, expanding training access across all 28 locations, accelerating training reimbursement processes, reducing training costs, and allowing managers to focus on site-specific employee development.
- Automated and formalized the recruitment process by introducing applicant tracking software and streamlining interview procedures, resulting in reduced time-to-hire. Trained HR and management teams in effective interviewing techniques.
- Collaborated with departments to redesign and modernize the new employee orientation program, enhancing engagement and alignment with the Agency's mission.
- Standardized and updated job descriptions and performance evaluations to ensure consistency and compliance with regulatory standards.

- Led a collaborative HR team, fostering a culture of whole-person care, work-life balance, and learning through supported risk-taking.
- Served on the Agency's Leadership Training Committee to develop and deliver leadership development programs tailored to organizational needs.
- Provided leadership oversight for the Information Technology department.
- Directed and managed all HR functions, including health and wellness benefits, workers' compensation claims, Accident Review Board, modified duty programs, payroll, unemployment reporting, annual compliance reporting, policy updates, and personnel records management.
- Advised management on payroll preparation, performance reviews, improvement plans, employee development, workforce reductions, and a wide range of personnel matters.

JULY 2014 – FEBRUARY 2016

Human Resources Manager/Ryder, Rochelle, Illinois

Oversaw the implementation and administration of all Ryder human resources policies and practices for a team of 120+ associates and managers.

- Managed candidate selection, interviews, and onboarding through the applicant tracking system (ATS), ensuring alignment with budget constraints and staffing capacity.
- Educated supervisors and managers on key HR policies, procedures, and best practices.
- Contributed to the regional Attendance Task Force, assisting in the revision of the attendance policy and point-based accountability system.

FEBRUARY 2010 – OCTOBER 2013

Human Resources Generalist/Wyndemere Senior Living Community

Delivered onboarding, orientation, and employee experience initiatives that reflected the 5-star hospitality standards of a continuing care retirement community serving 350+ employees.

- Revised and distributed the employee handbook and job descriptions, leading to clearer role expectations and improved communication.
- Advised management through the disciplinary process, balancing performance improvement with employee morale.
- Contributed to CARF accreditation efforts and collaborated on the development of the Quality Assurance Manual.

Education

DECEMBER 2008

Bachelor of Arts Psychology/Monmouth College, Monmouth, Illinois

Involvement

Rock River Human Resources Professional Association Member

Executive Board Member/Dixon Family YMCA