

**Sauk Valley Community College
October 20, 2025**

Action Item 4.7

Topic: **FY 2026 Organizational Chart**

**College Health
Metric:** **Human Resources – The College hires qualified employees and
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 Megan Kuhn**

Presentation:

Per Board Policy *201.01 Administrative Organization*, the President recommends for approval of the Board the organizational structure of the College and any changes that improve the overall college operations.

Recommendation:

The administration recommends the Board approve the attached FY 2026 Organizational Chart as presented.

**SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

PRESIDENT
Dr. David M. Hellmich
Executive Assistant

ACADEMICS & STUDENT SERVICES
Vice President of Academics & Student Services
Executive Assistant

RESEARCH & PLANNING
Director of Research & Planning
Research Analyst/Data Manager

BUSINESS SERVICES
Vice President of Business Services
Accounting Assistant
Purchasing Specialist
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

HUMAN RESOURCES
Director of HR
HR Specialist
HR Generalist

FACILITIES
Director of Facilities
Administrative Assistant

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/Transfer Specialist
Academic Advisor/Retention Specialist
Academic Advisor/Vet's Rep/Pass Facilitator
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 & Work-study
Financial Assistant Advisor/Vet's Services

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

DISABILITY SUPPORT SERVICES
Director of Disability Support Services
Administrative Assistant (PT)

TESTING CENTER
Testing Center Coordinator
Testing Specialist

OFFICE OF REGISTRAR
Registrar
Records Analyst

BUSINESS, CAREER, & TECHNICAL EDUCATION
Dean of Business, Career, & Technical Education
Business, Career, & Technical Education Faculty
Coordinator of Workforce Development

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
Police Academy Instructors
Asst. Director of Police Academy & Security
Administrative Assistant to the Dean of Students & Police Academy

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)

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.
LC Librarian

LEARNING COMMONS – TUTORING CENTER
Learning Commons Tutoring Coordinator
LC Tutoring Specialist
LC Tutoring Instructional Asst (2 PT)

LEARNING COMMONS – WRITING CENTER
Learning Commons Writing Center Coordinator
Instructional Assistants (2 PT)

INFORMATION TECHNOLOGY INFRASTRUCTURE & NETWORK SERVICES
Director of Infrastructure & Network Services
Enterprise Database & Server Admin
Technical Support Specialist – Programmer
Web Developer

INFORMATION TECHNOLOGY SOFTWARE & USER SERVICES
Director of Software & User Services
Enterprise Systems & Database Mgmt Lead
ITS Help Desk Specialists (2)

FOUNDATION
Foundation Assistant (PT)
Foundation Coordinator (PT)
Stewardship Coordinator
Exec. Dir. of Donor Relations & Economic Development

SBDC
SBDC Director
SBDC Assistant (PT)

IMPACT PROGRAM
Executive Director of Student Recruiting & Impact Program
Student Recruiting & Impact Prgm Coordinators (3)

MARKETING DEPARTMENT
Marketing Manager
Marketing Coordinator
Multimedia Designer

BUSINESS TRAINING & COMMUNITY EDUCATION
Director of Community Education & Alumni Engagement
Non-Credit Instructors
Administrative Assistant to BACE

ASSISTANT DIRECTOR OF FACILITIES
Multicraft Maintenance Lead
Multicraft Maintenance (2)
Custodial Supervisor(s)
Custodians
Custodial/Security
Lead Grounds
Grounds Workers
Lead Campus Safety & Security
Campus Safety & Security

