

Sauk Valley Community College
October 22, 2018

Action Item 4.2

Topic: Administrator Appointment – Director of Facilities

Strategic Direction: College Health – Metric 4 – Campus Environment – College facilities and grounds are clean and updated. The campus is safe, secure and welcoming

Presented By: Dr. David Hellmich and Melissa Dye

Presentation:

The administration has been in the process of filling the Director of Facilities position, which was advertised on-line on Sauk Valley Community College's website, in Sauk Valley Media (the *Dixon Telegraph* and the *Daily Gazette*), and on-line at *Indeed.com*. Eighteen applications were received and seven candidates were interviewed. A committee was composed of Dave Habben, Jeffrey Johnson, Michael Stevenson, and Melissa Dye, who served as chair. Dr. David Hellmich met with the finalists.

Academic background: Myndi Fletcher has an Associate in Applied Science in Office and Administrative Services from Sauk Valley Community College.

Professional background: Myndi has four years of experience as the Administrative Assistant to Facilities and fifteen years as a Team Leader/Trainer at Quad Graphics in Mt. Morris.

Recommendation:

The administration recommends the Board approve the appointment of Myndi Fletcher as the Facilities Director beginning October 1, 2018, at an annual salary of \$55,000.