

**Sauk Valley Community College**  
**June 27, 2022**

**Action Item 5.6**

**Topic:** Administrator Appointment – Dean of Information Technology

**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 Dean of Information Technology. The position was advertised on-line on Sauk Valley Community College’s website, *Glassdoor.com*, *Higherjobs.com*, *Indeed.com*, and in Sauk Valley Media (the *Dixon Telegraph* and the *Daily Gazette*). The College received five applications, three candidates were requested to submit a taped interview, and two candidates were invited to interview. A committee was composed of David Habben, Judy Astalos, Arlind Bajrami, Robin Fisch, Kent Sorenson, and Jennifer Schultz. Dr. David Hellmich, SVCC President, served as Chairperson.

*Academic background:* Kathy Dirks graduated from Ashford University with a Bachelor of Arts in Organizational Management and from Sauk Valley Community College with an Associates of Science in Business.

*Professional background:* Kathy has been an employee of Sauk Valley Community since 2003 and has served as an Instructional Technology Assistant, Instructional Technology Specialist, Coordinator of Learning Technology, Director of Software and User Services, and most recently as the Interim Dean of Information Technology.

**Recommendation:**

The administration recommends the Board approve the appointment of Kathy Dirks as the Dean of Information Technology beginning May 30, 2022, at an annual base salary of \$90,334.40.

April 22, 2022

Kathryn Snow  
Director of Human Resources  
Sauk Valley Community College  
173 IL Rte. 2  
Dixon, IL 61021

Dear Ms. Snow,

As a dedicated employee of Sauk Valley Community College for nearly 20 years, I am excited to formally apply for the position of Dean of Information Technology. As interim Dean of Information Technology I have had the privilege to lead, collaborate with, and form meaningful relationships with each of the current ITS team members and I am excited about the possibility of serving as the Dean of Information Technology. I have considered the qualifications and responsibilities for the position and I am confident that the skills and qualities I have gained in my tenure in the ITS department make me an ideal fit for the role.

The College has generously invested in my leadership growth over the past 3 years through participation in the Sauk Valley Leadership Program and Chair Leadership Academy. I am forever grateful for these opportunities that have expanded my knowledge of and confidence in leadership. Two of my top 10 qualities are relationship building and effective communication, both of which are vital to any effective leadership strategy. My calm and connective nature has aided me in building and maintaining strong relationships with faculty, staff, and students across the College and our community. The past two years I have had the privilege of supervising, mentoring, and leading 6 team members through the height of the pandemic and some very volatile times. My leadership experience has provided me with a wide- range of learning opportunities such as having difficult conversations with co-workers and direct reports, and sharing triumphs within the team, and even with the students who have walked across our stage. I am confident in my ability as a leader and in my ability to help this team build upon its current success. As we move on from the challenges of the pandemic and into an endemic, I look forward to serving and addressing the ever-changing needs of our students, faculty, staff, and community.

I appreciate your time and consideration and look forward to discussing this opportunity with you at your convenience.

Sincerely,

Kathleen Dirks

# **Kathleen M. Dirks**

815.632.9726  
dirksk@gmail.com

## **OBJECTIVE**

To continue a leadership position as the Dean of Information Technology at Sauk Valley Community College.

## **HIGHLIGHTS OF QUALIFICATIONS**

- Excellent communication and motivational skills
- Effective, Responsible, and Respected leader
- Demonstrates a positive attitude
- Dedicated to SVCC
- Highly Organized
- Attention to Detail
- Strong Leadership skills
- Works well independently or as part of a team
- Unifies and Inspires Relationships
- Results oriented
- Strategic thinking
- Strong knowledge of the College's technology
- Creates and Maintain Budgets
- Manage, mentor, and develop a team
- Strong work ethic

## **RELEVANT SKILLS AND EXPERIENCE**

- Provide leadership to the Information Technology Services area.
- Administer and provide recommendations for policy and procedures concerning information services, technology, and communications.
- Oversee the purchase and maintenance of administrative and academic technologies including computers, printers, copiers, and communication.
- Maintain vendor, contractor, and service provider relationships related to administrative and academic technologies.
- Develop and apply IT best practices.
- Understand and keep relevant with IT trends and emerging technologies.
- Prepare and maintain technology replacement plan in alignment with institutional goals.
- Function as a resource person for all College departments in setting up information services and requests for computerized information.
- Serve as a member of the administrative team, including service on President's Cabinet (interim) and Leadership Council.
- Develop goals and objectives for Software and User Services.
- Prepare, manage, and maintain the budgets for Software and User Services.

**EDUCATION**

Bachelors of Arts Organizational Management	Ashford University	2008
Associates of Science Business	Sauk Valley Community College	2002

**EMPLOYMENT HISTORY**

Interim Dean of Information Technology	Sauk Valley Community College	March 2022
Director of Software & User Services	Sauk Valley Community College	2020-2022
Coordinator Learning Technology	Sauk Valley Community College	2019-2020
Instructional Technology Specialist	Sauk Valley Community College	2016-2019
Instructional Technology Assistant	Sauk Valley Community College	2003-2016

**ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS**

Chair Leadership Academy Participant  
Sauk Valley Community Leadership Program Board Member  
Rock Falls Chamber of Commerce Ambassador  
Sterling First Church of the Nazarene – Board Member  
Sterling First Church of the Nazarene – Safety and Security Team Member  
Sterling First Church of the Nazarene – Children’s Department Volunteer  
Sterling First Church of the Nazarene – Help Hands Pantry Volunteer

*References Available Upon Request*