

Sauk Valley Community College
October 24, 2022

Action Item 4.4

Topic: Administrator Appointment – Dean of Business, Career, and Technical Programs

Shared Values: Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

Presented by: Dr. David Hellmich and Dr. Jon Mandrell

Presentation:

The administration has been in the process of hiring a Dean of Business, Career, and Technical Programs. The College received two internal letters of interest. Both candidates were invited to interview, and open forums were held for faculty and staff. The committee was composed of Dr. Jon Devereueawax, Kevin Larsen, Jeff Johnson, Kathryn Snow, Dr. Shelley Barkley, Joe Strabala-Bright, and Kathy Sotelo. Dr. Jon Mandrell, Vice President of Academics and Student Services, served as Chair.

Professional background:

Sasha Logan was hired in 2010 as the Sauk Valley Community College Testing Center Coordinator, promoted in 2018 to Sauk’s Holistic Advising & Retention Program Academic Advisor, and later in 2018 promoted to Student Support Services Project Director.

Recommendation:

The administration recommends the Board approve the appointment of Sasha Logan as the Dean of Business, Career, and Technical Programs beginning November 14, 2022, at an annual base salary of \$91,041.60.

Sasha Logan

sblogan@outlook.com

September 5, 2022

Sauk Valley Community College
173 IL Rt. 2
Dixon, IL 61021

Dear Whom it may concern,

I am writing to express my interest in the Dean of Business, Career, and Technical Programs position and provide my ideas for the proposed restructure of this position. Through a restructure, this position would be well suited to house the Adult Education program as well as the Police Academy. These programs are in direct alignment with the position through the College's Strategic Plan Direction 2. Inclusion of National Manufacturing Day under this position's umbrella would increase the communications that this position already holds with business in the Sauk Valley area. This will lead to an increase in strategic partnerships between the college and businesses in the Sauk Valley area. Removal of Perkins Grant management from the position would allow for a more streamlined focus on the increased workforce development offerings. While the Perkins Grant is geared towards Career and Technical education programs, it does support projects throughout the college not limited to those under the umbrella of the Dean of Business, Career, and Technical Programs. Due to the distribution of these funds not pertaining solely to this position, it would be beneficial to have the Perkins Grant housed under another area such as the Director of Research and Planning.

Throughout my time at Sauk Valley Community College, I have had the pleasure of working closely with students, college administration, staff, faculty, local business, and education professionals to improve opportunities for student's in the Sauk Valley area. These experiences have allowed me to utilize my educational background when working with stakeholders to identify needs, create success plans, and continuously evaluate the effectiveness of those plans to best serve our everchanging community needs. Currently, I am working with the TRIO staff, students, and the Multicraft faculty to create a tutoring resource bank. This project will assist the TRIO Multicraft students for years to come and serve as a tool for future TRIO tutors to utilize.

I have had the opportunity to serve on a wide variety of committees and panels that assist the Sauk Valley community with its educational needs. These experiences have included working closely with the following groups: Illinois State Police Merit Board, ICCB's Illinois GED Committee, and the ICCB's Illinois Constitution Panel. I assisted these groups in the development of and transition to computer-based formats, ensuring the Sauk Valley area was one of the first to experience these changes. Working with the Health Careers department and the Multicraft department, I brought TEAS and ETA testing to campus. This provided students with the skill and certification testing required to be successful both on campus and in their future fields of employment. Additionally, I worked closely with local area manufacturing companies, Whiteside Area Career Center, and the Regional Office of Education to ensure skill testing was available to the employees of the Sauk Valley through Prometric, Pearson VUE and WorkKeys exams. I was given the opportunity to attend The Chair Leadership Academy in 2019, which allowed me to evaluate and further develop my own leadership skills, goals, and path. This experience has increased my effectiveness when working with my own team and students, by allowing me to identify and adapt to the strengths and needs of those I am working with.

This position would allow me to use my knowledge and experience to continue assisting the institution and Sauk Valley community in obtaining their educational goals. I welcome the opportunity to discuss my resume and ideas further with you.

Sincerely,

Sasha Logan

Summary

Higher Education professional with 10+ years of experience. Organized, detail oriented, and adaptable. Highly experienced with collaboration across departments and with stakeholders.

Work History

Student Support Services Project (SSS) Director
Sauk Valley Community College
2018-Current

- Establish and maintain collaborative relationships with departments/staff, institutional partners, and four-year colleges/universities to facilitate project success
- Maintain knowledge of and comply with Department of Education (ED) regulations related to the TRIO SSS project
- Prepare and submit required ED reports
- Design and direct project activities to improve student success and development of soft skills
- Develop, monitor, and manage project budget in accordance with ED regulations
- Hire, train, and supervise project staff
- Supervise and evaluate a peer coaching/tutoring program
- Supervise and evaluate transfer assistance program
- Review, interview, and select all new participants in accordance with ED eligibility requirements
- Conduct and maintain student needs assessments
- Serve as academic advisor for 20+ project participants
- Facilitate Ruffalo Noel Levitz College Student Inventory (CSI) staff training, administration, data systems, and resources
- Monitor, organize and maintain student files, grades, transcripts, contacts, and assessments
- Collect, analyze, and evaluate data and project outcomes
- Maintain and monitor project performance records
- Market project to prospective students
- Work with college administration to secure grant funding for continuation of the TRIO SSS project

College Success Skills Faculty
Sauk Valley Community College
2018-2021

- Facilitate students review of academic progress, goal setting, and student success plan implementation
- Assist students in acquiring college success skills such as but not limited to: goal development, note taking, test preparation, research techniques, and time management strategies

Sauk's Holistic Advising & Retention Program Academic Advisor (SHARP)
Sauk Valley Community College
2018

- Provide academic advising to SHARP students
- Consult with SHARP students regarding academic concerns and assist and support students support to meet needs
- Assist students in selecting educational and career goals
- Document and maintain records of student contacts
- Assist with outreach, marketing and recruiting participants
- Select students for program using college identified metrics
- Develop and document SHARP processes and procedures for annual reporting requirements
- Administer, sort, and review the Ruffalo Noel Levitz CSI data
- Monitor academic and graduation progress, provide needs assessments, and implement proactive intervention strategies
- Plan, lead and implement college-wide retention strategies including workshops, mentoring program, welcome and success week

Work History Continued

Testing Center Coordinator
Sauk Valley Community College
2010 - 2018

- Hire, train, supervise, and schedule testing proctors and work-studies
- Develop, oversee, and evaluate operations, yearly goals, and annual budgets
- Coordinate and administer state and local testing
- Maintain certifications and required documentation for testing programs
- Collaborate with faculty, staff, and other institutions and businesses to provide testing services
- Collaborate with faculty, staff, and administration to meet the testing needs of the institution and local community
- Collaborate with dual credit staff and local high schools to provide placement testing to prospective students
- Market testing services to local high schools, businesses, and community members

Substitute Teacher
Lee/Ogle Regional Office of Education
2009 - 2012

- Provide instruction in all subject areas
- Provide a safe and productive learning environment

Committee and Community Involvement

2022-Current Project Open Grant Panel
2020-Current Diversity, Equity, and Inclusion Committee (Current Chair)
2019-Current Whiteside County Transportation Board Member (Current Treasurer)
2019-Current Student Success Committee
2017-2018 Student Services Leadership Committee
2017-2018 Single Parent Scholarship Committee
2017 Title III Grant Panel
2014-2018 Staff Development Committee
2013-2016 Illinois State Police Merit Board Testing Center Panel
2013-2014 Illinois Constitution Exam CBT Transition Panel
2012-2013 Illinois GED CBT Transition Committee

Skills

NOVA Certified Confidential Resource, graduate of The Chair Leadership Academy, grant management, Microsoft Office, software troubleshooting, distance learning, Canvas LMS, closed captioning, audio description, video production, staff development, teamwork, adaptability, communication, conflict resolution, and time management

Education

Western Illinois University
2014 - 2017

Master of Science, Instructional Design and Technology

Western Illinois University
2007 - 2009

Bachelors of Science, Education

Kishwaukee College
2004 - 2006

Associates of Arts