

Ivy Tech IDOC Vocational Education Implementation Plan				
Key Steps	Ivy Tech Responsible Party	IDOC Partner/Ivy Tech Program Employee	Up to 120 Days	121-180 Days
<b>Create Communication and Transition Plan</b>	Ivy Tech Madison Chancellor Vice Chancellor of Human Resources and Strategic Operations State Director Executive Director of Finance Other contract leaders	IDOC PartnerIDWD Partner		X
Establish meeting cadence				X
Discuss transition progress				X
Status of key steps within implementation plan				X
Communicate resignation or offers of employment (before they are made)				X
Schedule appropriate IDOC or IDWD training for key employees, as needed				X
Establish CTE program metrics, in consultation with IDOC				X
<b>Review Program Performance with IDOC Adult Education Director and contract leaders</b>	Ivy Tech Madison Chancellor Vice Chancellor of Human Resources and Strategic Operations Executive Director of Finance	IDOC Adult Education DirectorContract Leadership		X
Create a SWOT Analysis				X
Collect Information on what works				X
Collect information on what can be improved				X
<b>Review Program Performance with each Warden</b>	Ivy Tech Madison Chancellor Vice Chancellor of Human Resources and Strategic Operations State Director/Regional Directors	Warden at each site		X
<b>Review program performance, including CTE Teacher performance</b>	Ivy Tech Madison Chancellor Vice Chancellor of Human Resources and Strategic Operations State Director/Regional Directors	State DirectorRegional CoordinatorsAssessment CoordinatorStatewide Sp		X
<b>Provide Budget Training to key contract management employees</b>	Executive Director of Finance	Key Contract Employees		X
<b>Transition Employees to Ivy Tech Employees</b>	Ivy Tech Madison Chancellor	All Employees	X	
Process new hire paperwork	Vice Chancellor of Human Resources and Strategic Operations		X	
Enroll employees into Ivy Tech e-learning modules and training	State Director/Regional Directors		X	
Schedule and conduct new hire virtual orientation modules	Statewide Human Resources/Payroll/Benefits Hub		X	
Describe the transition process			X	
Schedule regular communication with employees			X	
Describe Ivy Tech's incentive program, compensation and benefits			X	
<b>Conduct a virtual welcome zoom</b>	Ivy Tech Madison Chancellor	All Employees	X	
Host a get to know you Zoom Session	Vice Chancellor of Human Resources and Strategic Operations		X	
Seek feedback on performance	State Director/Regional Directors		X	
Gauge interest in continuing employment with Ivy Tech	Regional Coordinators		X	
Schedule on-site, face-to-face meetings with appropriate participants			X	
<b>Deploy Ivy Tech's recruitment and hiring process</b>	Vice Chancellor of Human Resources and Strategic Operations	Current Contract Employees	X	
Fill any contracted positions voluntarily vacated	Statewide Human Resources	New Hire Employees	X	
Fill or backfill any or all contracted positions	Personnel		X	
Hire new position: Integrated Education and Training Manager			X	
Conduct employee review at the end of 120 day probationary period			X	