

Ivy Tech 120 Day Implementation Plan							
Key Steps	Ivy Tech Responsible Party	IDOC Partner/Ivy Tech Program Employee	10	30	60	90	120
Create Communication and Transition Plan	Ivy Tech Madison Chancellor Director of Human Resources CCEC Executive Director Executive Director of Finance	Adult Education Director and other IDOC personnel, as appropriate					
Establish meeting cadence							
Create meeting goals							
Report on key transition activities							
Report on staff changes							
Schedule appropriate transition training							
Establish adult education program metrics							
Review Program Performance (Including School/Teacher Performance Metrics)	Ivy Tech Madison Chancellor Director of Human Resources CCEC Executive Director Executive Director of Finance	IDOC Adult Education Director					
Create a SWOT Analysis		IDOC Facility Wardens					
Collect Information on what works		State Manager					
Collect information on what can be improved		Regional Correctional Education Manager					
		Assessment Coordinator					
		IDOC Site Teams (group and individual meetings)					
		Special Education Coordinator					
Review Last Mile Program Performance	Ivy Tech Madison Chancellor	Last Mile Representatives					
Provide Budget Training	Ivy Tech Madison Executive Director	Employees with Contract Management Duties					
Transition Employees to Ivy Tech Employees	Ivy Tech Madison Chancellor Director of Human Resources System Office Strategy and Change Management System Office Human Resources	All Employees					
Process new hire paperwork							
Enroll employees into Ivy Tech e-learning modules and training							
Schedule and conduct new hire virtual orientation modules							
Describe the transition process							
Schedule regular communication with employees							
Describe Ivy Tech's incentive program, compensation and benefits,							
Conduct a virtual welcome zoom	Ivy Tech Madison Chancellor	All Employees					
Host a get to know you Zoom Session	Director of Human Resources						
Seek feedback on performance	Director of Correctional Education						
Gauge interest in continuing employment with Ivy Tech	North and South Regional Correctional Education Managers						
Schedule on-site, face-to-face meetings with appropriate participants	Special Education Coordinator						
Deploy Ivy Tech's recruitment and hiring process	Ivy Tech Madison Chancellor	Current Contract Employees New Hire Employees					
Fill any contracted positions voluntarily vacated	Director of Human Resources						
Fill or backfill any or all contracted positions	System Office Human Resources						
Hire new position: Integrated Education and Training Manager	Campus Human Resources Personnel						
Conduct employee review at the end of 120 day probationary period							