



Strategic Plan

2019-2024

Jodi Ferriell, Director



Process

In the fall of 2019, the Board of Control, Executive Council and the CACC administrative team agreed that the time had arrived for a strategic plan to be developed. The first meeting was held on November 14, 2019 followed by six additional meetings. The CACC vision, mission, and core beliefs were developed and the following strategic areas of focus were identified:

1. Programming and Curriculum
2. Marketing and Relationships
3. Funding, Finance and Facilities
4. Staff Recruitment and Retention
5. Professional Learning

Sub-committees were formed to brainstorm strategies and actions to address these areas of focus. Executive Council members, administrators, staff and business partners participated on these sub-committees.

This plan is a working document. It provides a framework for systemic change throughout the Capital Area Career Center to improve student achievement and successfully implement the vision and mission of the CACC. With the adoption by the CACC Board of Control, the plan will charter a broad range of initiatives which are designed to provide students with a valuable and successful education experience. An annual review of performance on each goal will be presented at a public meeting of the CACC Board of Control.

The plan is available for viewing to all members of the community via the CACC web site, www.capital.tec.il.us. We encourage continual feedback and make a commitment to express the community's thoughts in an ongoing manner.

Thank you to everyone who participated in this process.

Those Who Participated

Programming and Curriculum

- Wes Aymer CACC Principal
- Dianne Hacker CASPN Nurse Administrator
- Bill Hill CACC Law Enforcement Instructor
- Johni Ogden CACC Nursing Assistant Instructor

Marketing and Relationships

- Robert Ferriell CACC School/Business Services Coordinator
- Amy Niehaus CASPN Clinical/Skills Lab Coordinator
- Cathy Jordan CACC Nursing Assistant Instructor
- Tabitha Bock CACC Photography Instructor

Funding, Finance and Facilities

- Dave Boysel Facilities Manager
- Denise Maxheimer Bookkeeper
- Leona Pacheco Business Manager
- Joe Bolletta CACC Fire Science/EMS Instructor

Those Who Participated

Staff Recruitment and Retention

- Jill Larson Executive Council Chairperson, Tri-City Superintendent
- Cheree Morrison Executive Council Member, Director of Secondary Schools and Programs, Springfield Public Schools
- Jeanne Skube CASPN Accreditation Specialist

Professional Learning

- Jill Larson Executive Council Chairperson, Tri-City Superintendent
- Cheree Morrison Executive Council Member, Director of Secondary Schools and Programs, Springfield Public Schools
- Jeanne Skube CASPN Accreditation Specialist

VISION	CORE BELIEFS
To be the premier choice for career and technical education.	<p>Capital Area Career Center believes:</p> <ul style="list-style-type: none">● Career and technical education is the first step toward workforce readiness.● All students should have the opportunity to explore their own paths guided by experienced staff, business partners, and community organizations so they achieve their potential.● It is important to demonstrate appropriate personal, interpersonal, and professional skills and behaviors.● Our school engages students in skills-based, hands-on training utilizing today's technology.● It is our responsibility to provide an inclusive environment for all students and staff.
MISSION	
To provide innovative career and technical education to our local school districts and the communities that we serve.	

Strategic Area: Programming and Curriculum (CACC)

Goal Statement: Develop an adaptive and sustainable best practice driven curriculum at CACC that focuses on the development of the comprehensive student.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Curriculum	Investigate and Increase Industry certifications for students.	Principal, SBSC	Increased number of industry certifications	Currently - CNA, EMT, OSHA 10, AWS SENSE Level 1, Servsafe, CPR-BLS, EPA 608,CISCO CCENT & CCNA, ASE Student Possible-CMA				
	Continue to develop and implement curriculum mapping	Principal	Aligned curriculum New curriculum mapping	Progressing				
	Investigate and increase Dual Credit and articulated credit opportunities	Principal	Increased number of dual credit courses and/or articulation agreements	9 programs offering dual credit next year				

Strategic Area: Programming and Curriculum (CACC)

Goal Statement: Develop an adaptive and sustainable best practice driven curriculum at CACC that focuses on the development of the comprehensive student.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Programming	Create high school, post-secondary and career pathways	Principal, SBSC	All programs are aligned to a career pathway	Not started				
	Research educational opportunities including but not limited to; satellite, online, summer and distance learning programs	Principal, SBSC	Increased educational opportunities for students	Not started				
	Research industry standards and local needs to improve programming.	Principal	Yearly program evaluation report (ACTE Quality CTE Framework) Programs aligned with industry and local needs	Unable to hold Advisory meetings this year due to COVID 19				

Strategic Area: Programming and Curriculum (CACC)

Goal Statement: Provide educational programs that serve the intellectual and career needs of individuals and the needs of local institutions, business and industry

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Programming & Curriculum	Expand and develop programs by identifying areas of need.	Director, Principal, SBSC	Continuous growth & development of programs as indicated in assessment data.	Student Survey 6th-10th grade App. 1,000 responses				
	Review and evaluate curriculum maps and technical and professional skills.	Principal	Curriculum map annual updates as indicated by assessment data. Technical and professional skills updates based on advisory board input.	Precision exam pre-test given. Due to Covid 19, unable to administer the posttest				

Strategic Area: Programming and Curriculum (CACC)

Goal Statement: To refine programming to insure students are able to meet the needs at the local, state or national level.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Curriculum	Analyze data from surrounding communities, region and state to insure the most relevant programs	Director, Principal, SBSC	Yearly report on workforce data and trends Continued relevant programming through survey of stakeholders.	Reviewed Occupational Outlook Handbook for employment projections				
	Continue to expand educational opportunities including, but not limited to: grant, summer and adult programming	Principal, SBSC	List of expanded educational opportunities Increased educational opportunities and programming	WIOA Skilled Trades Youth Grant - \$89,542 9 students participating OSHA 10 cert 3 went on to postsecondary				
	Construct high school, post-secondary and career pathways for all programs of study	Principal, SBSC	List of aligned pathways Program alignment	Not started				

Strategic Area: Programming and Curriculum (CASPN)

Goal Statement: Develop an adaptive and sustainable best practice driven curriculum at CACC that focuses on the development of the comprehensive student.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Programming	Provide ATI reviews, career fairs, tutoring, and job boards.	Nurse Administrator, Accreditation Specialist	<p>Completion rates and NCLEX pass rates greater than 80%. Job placement rate greater than 90%</p> <p>Assessment of Completion rates and NCLEX pass rates with each graduating class every June & December.</p> <p>Assessment of Job placement rates 6-12 months after each graduating class in June & December</p>	<p>Unable to hold career fair due to COVID 19.</p> <p>18-19 NCLEX pass rate- 90%</p> <p>Job placement - 100%</p> <p>Completion rates - 89%</p>				

Strategic Area: Programming and Curriculum(CASPN)

Goal Statement: Provide educational programs that serve the intellectual and career needs of individuals and the needs of local institutions, business and industry

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Curriculum	Review and evaluate curriculum maps and SLOs.	Nurse Administrator, Clinical Coordinator	Curriculum map and SLOs annual updates as indicated by assessment data. Biannual curriculum meeting review of ACEN standards and NCLEX results.	Held one curriculum review meeting in December. Due to COVID 19, 2nd meeting postponed until August				
	Achieve and maintain applicable program accreditation(ACEN)	Nurse Administrator, Accreditation Specialist	Submit Self Study Reports and Host Site Visits every 8 years & or as required by ACEN. Assessment of application of ACEN standards at the end of every class Faculty assessment of CASPN Systematic Evaluation Plan annually which guides program decision making.	Application of ACEN standards were reviewed in December. Due to COVID 19, faculty assessment of plan is postponed until August				

Strategic Area: Programming and Curriculum(CASPN)

Goal Statement: Provide educational programs that serve the intellectual and career needs of individuals and the needs of local institutions, business and industry (Cont.)

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Programming	Expand opportunities for students to continue their education.	Nurse Administrator, Clinical Coordinator	Development of articulation agreements through collaboration with other nursing schools. Annual assessment of RN Nursing School needs using stakeholder feedback reports from Annual Advisory Committee Meeting.	Due to COVID 19, the Annual Advisory Committee Meeting was cancelled.				

Strategic Area: Marketing & Relationships**Goal Statement: Increase awareness of CACC opportunities through a targeted marketing plan.**

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Marketing	Create targeted marketing plan	SBSC	Yearly Marketing Plan Increased Student Enrollment	Completed. 1095 applications for FY 21. 29% increase				
	Provide professional development to staff on marketing/recruiting and associated plan.	Principal, SBSC, and CASPN Administration	Standardized talking points and language. Best practices for student recruitment and retention. All staff knowledgeable and confident in promoting CACC measured by survey	Not started				
	Research potential for recruiting new school districts (CACC High School specific)	Principal and SBSC	List of potential school districts that could attend CACC but do not, with recruitment strategy. Increased district participation.	Progressing				

Strategic Area: Marketing & Relationships

Goal Statement: Enhance supportive relationships with home schools, business and industry, communities, and professional organizations.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Relationships	Enhance connections with business and industry partners	SBSC and CACC/CASPN Administration	Advisory Boards made up of a minimum of 7 active members. Active advisory board members.	Due to COVID 19, Advisory Board meetings were cancelled.				
	Research local, state, and national organizations that offer industry recognized standards to increase student opportunities and school recognition.	SBSC and CACC/CASPN Administration	List of organizations Increased student opportunities and recognition	Researching				
	Research ideas for participation in community and/or home school events.	SBSC and CACC/CASPN Administration	Report on potential events and current events in which we can participate. Participate in and/or plan 2 additional events per year.	Friday Night Rivals, Springfield City Tournament, home school events				

Strategic Area: Staff Recruitment and Retention

Goal Statement: Recruit the best or coach new staff to excellence and retain them with a positive work environment and professional development.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Staff Recruitment & Retention	Be intentional with active recruitment strategies	CACC Director CACC Principal CASPN Administrator	Retain High Quality Teachers Recruitment & Retention Plan- # of Qualified Applicants How fast to fill positions Retention Rate	Advertised in IASA Job Bank, Indeed				
	Enhance recruitment and retention strategies beyond Sangamon County to include a "Grow Your Own Program."	CACC Director CACC Principal CASPN Administrator	Staff retention beyond 5 years Targets - Administration - 100% Professional Staff - 90% Support Staff - 80%	CACC - A: 1/2= 50% P: 7/22= 32% S: 7/16= 44% A: 0/2= 0% P: 7/13= 54% S: 0/3= 0%				

Strategic Area: Professional Learning

Goal Statement: Develop targeted professional development to equip staff to fulfill the CACC vision and mission.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Professional Learning	Implement a strong mentoring program for the first 2 years of employment	Principal CASPN Administrator	100% of the new staff will complete the mentoring program Quarterly Survey Data Retention Rate	CACC - Planning CASPN - successful mentoring program for new instructors. No new instructors this year.				
	Provide professional evidence based practice learning opportunities	Principal CASPN Administrator	Strong instructors utilizing best practices	CACC - Teachers were divided into 3 groups and were required to participate in bi-monthly professional development. CASPN-Nurse Tim, conferences				

Strategic Area: Funding, Finance & Facilities**Goal Statement: Provide resources to support educational initiatives to benefit students and the Community**

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Funding	Maintain and increase grant funding.	CACC & CASPN Administration or designee	Ability to purchase updated equipment Improve Staff and student safety & curriculum	\$89,542-WIOA \$50,000-Maint \$12,109-ESSER \$371,962-HEERF				
	Research the formation of an educational 501c3 foundation.	CACC Administration	Increased funding for equipment and supplies.	Not Started				
	Expand the use of corporate sponsorships.	CACC Administration	Increased funding for equipment and supplies.	Henson Robinson O'Shea Builders sponsored 2 tiny homes				

Strategic Area: Funding, Finance & Facilities**Goal Statement: Demonstrate fiscal responsibility to the community and member high school districts**

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Finance	Implement Point of Sale System for CACC	Bookkeeper, Director	Accurate Inventory Control	Met with BOS rep and will implement a POS system for the 20-21 school year				
	Increase banking security features	Bookkeeper, Business Manager	Decrease fraudulent activity	Changed from US Bank to BOS with increased security features implemented				

Strategic Area: Funding, Finance & Facilities

Goal Statement: Develop and sustain fully utilized facilities that promote a safe learning and working environment.

Key Area	Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Facilities	Re-evaluate and update the Capital Improvement Plan	Director, Facilities Manager	Completion of projects.	Capital Improvement Plan completed. Cosmetology renovation will be completed.				
	Conduct an Energy Audit	Director, Facilities Manager	Lower energy cost/usage by upgrading high energy usage to lower energy usage	Not started				
	Increase school safety and security.	Facilities Manager	New front entry way New classroom locks New PA and security communication system	Researching options				

Five Year Capital Improvement Plan

Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Replace roof	Director, Facilities Manager	No leaks, comfortable building, maintained building	completed				
Replace parking lot, ring road and sidewalks.	Director, Facilities Manager	Wider bus lanes and safer sidewalks and parking lot.	Worked with the architect, bids taken and project awarded.				
Replace Windows	Facilities Manager	Improved energy efficiency and appearance	Not started				
Replace Carpet	Facilities Manager	Improved appearance and reduced trip hazards	Not started				

Five Year Capital Improvement Plan

Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Renovate Cosmetology classroom to Capital Area School of Cosmetology	Facilities Manager	New State of the Art Facility allowing CACC to operate a licensed cosmetology school.	Will be completed. Demolition, plumbing, drywall, flooring, electrical and equipment installation				
Replace Child Care Playground	Facilities Manager	Improved safety and appearance.	Bid as part of paving project				
Update Conference Room, Activity Room A and classrooms	Facilities Manager	Improved appearance and functionality.	Not started				

Five Year Capital Improvement Plan

Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Dispose of obsolete, depreciated equipment by auction.	Director, Principal, Facilities Manager	Less clutter and additional revenue	Not started				
Research and implement a solution for the extreme temperature variations in the building.	Director, Principal, Facilities manager	More comfortable learning and working environment Satisfaction survey	Not started				
Research and implement a solution to get the solar panels functioning properly.	Director, Facilities Manager	Up-to-date functioning solar panels and additional energy	Not started				

Five Year Capital Improvement Plan

Action	Action Manager	Measures of Success	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
New front entrance to improve school security	Facilities Manager	Increase control of foot traffic	Not started				
Replace all classroom locks to meet updated security measures	Facilities Manager	Increase classroom safety	Not started				
New PA and security communication system	Facilities Manager	Increase classroom and building safety	Researching				

Acceptance of the Board of Control

In an effort to assist Capital Area Career Center with becoming the premier choice for career and technical education, the Board of Control hereby adopts this Strategic Plan as presented this 18th day of June, 2020.



Jodi Ferriell
CACC Director



David Spann
CACC Board of Control Chairperson

Appendix A: Board Progress Report Template

	2019-2020				2020-2021				2021-2022				2022-2023				2023-2024			
Goal Area	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June	Oct	Jan	Apr	June
Programming & Curriculum																				
Marketing & Relationships																				
Staff Recruitment & Retention																				
Professional Learning																				
Funding, Finance & Facilities																				

Status Key: (shade the cells above next to each goal area)

Green = All strategies established to meet goal are on track.

Yellow = One or two strategies may be off track, but sufficient progress to ensure timely completion of all key actions and strategies pertaining to the goal has been made.

Orange = One or more strategies are in danger of not being completed as planned. Immediate action is needed to address the off-track strategy(s).

Red = One or more strategies cannot be completed as originally planned and an alternate plan must be devised.