School of Continuing Education (SCE)
UW-Milwaukee

FY17 SPC Template

a. The expected number of vacancies based on the unit’s historical vacancy rate over the last 3 years based on numbers compiled by Business and Financial Services; the current number of open positions; and likely upcoming planned and unplanned vacancies.

We would expect six vacancies based on the historical vacancy rate over the last 3 years. We currently have four openings and are recruiting for two positions. If we fill four positions, we will still be down 10 FTE from FY16. We are on track to cover our GPR reductions and meet our expense savings goal. But we will need to recruit 2-4 positions over the next 10 months if we want to grow revenue.

b. Expected hires that are needed to maintain financial returns.

We need at least two more hires to grow financial returns. We can maintain returns with one hire.

c. Expected hires that are needed to maintain accreditation of academic programs.

This is not an issue at SCE.

d. Expected hires that are needed for continuity of essential academic and non-academic operations that broadly support the University’s mission (after alternatives for downsizing and reorganization have been considered).

The two hires mentioned above would also fall into this category and include:

- Outreach Specialist: This position is critical to the Education programming area. Since the School of Education (SOE) no longer has staff for their outreach programs, these and other programs are being transitioned to the SCE. All students at UWM who are required to hold state certification for teachers (including students in the School of Education and other schools/colleges, such as the College of Health Sciences) for employment in the public schools must complete the Act 31 course on Native American culture. The course also must be completed by teachers from other states who move to Wisconsin and are pursuing Wisconsin teacher certification. Another course that is required for students in the SOE is the preparation course for the Wisconsin Foundations of Reading Test (WIFORT). The SOE has offered both courses each semester. The SCE has managed the courses for the fall semester 2016. Without the recruitment of the Outreach Specialist, the SCE will not be able to manage these and other courses that were to have permanently transitioned from the SOE and students’ ability to complete the requirements for the State of Wisconsin Teacher Certification will be jeopardized.

- Marketing Communication Manager: Effective marketing is key to the success of the SCE and its programs. The SCE Director of Marketing resigned in the summer 2016, leaving the marketing area without effective and efficient coordination. The position is critical to growing the SCE brand and programs, as well as new revenue. Given the SCE mission and that it is a strong revenue generating unit at UWM, it is essential to coordinate all marketing efforts. This will be especially true as the work of the Continuing Education Council advances the coordination of continuing education across campus.

e. Expected hires from external funding, auxiliary funds, and funding restricted for specific purposes (source of funding must be described).

Depending on the outcome of school reorganizations, there could be one hire in this area.
f. Actions required to maintain R1 status and national and international reputation of programs. This is not an issue at SCE.

g. Comparison of the expected savings (after considering a-f above) to the unit salary reduction target established by campus, and discussion of how any shortfall will be addressed (including the impact of these additional cuts on b-f above). SCE is on track to meeting the savings target of $171,095. This would be the case even with up to four hires this fiscal year.