Contra Costa College IEPI PRT GRANT

Request for Proposals

Background

The past year, our college has engaged in our accreditation self-evaluation and in the creation of our new Strategic Educational Master Plan (SEMP). Through this self-reflective time, we have gained many insights and we have set goals to pursue this coming year. Three areas of focus rose as top priorities in the strategic plan and were embedded in an Institutional Effectiveness Partnership Initiative (IEPI) grant proposal, which Contra Costa College (CCC) recently received. The grant will provide technical support to help us address longstanding and important structural issues. Our budgeting, planning and resourcing processes are currently not clear for most people on campus, and this leads to misunderstandings and distrust when decisions are made. There is also a need to integrate our planning efforts so that our budget decisions are aligned with our college priorities to meet our mission of student success. The external perspective of visiting experts on the IEPI Partnership Resource Team (PRT) will be invaluable as we embark on developing strategies to meet these goals this year. Continuous improvement of these critical processes will increase college morale and build a more cohesive college community so that we are better able to support our students in meeting their goals.

CCC IEPI Team & Participatory Governance Process

The CCC IEPI team includes the college president, vice president, dean of Institutional Effectiveness & Equity, and the Academic Senate president. Work on this effort will be reviewed and approved by the Academic Senate Council because IEPI PRT grants require collegial consultation, and any changes will be made using this aspect of the participatory governance process. The spirit of this grant is to create broad participation in governance processes and decision making.

Key needs

This grant will help us make necessary improvements in the following three areas of focus:

A. **Streamlining our participatory governance structure and improving communication**. Participatory governance clarifies how decisions are made, invites input from everyone on campus, and documents reasons for decisions. Currently, our structure does not integrate new initiatives into our participatory governance processes and when ad hoc committees make recommendations it is not clear to managers, department chairs, and classified supervisors how to enact these recommendations or how to garner resources

to support new efforts. Further, when grants call for institutionalizing initiatives, there is a need to vet these efforts through participatory governance since they will impact the budget allocation process in future years.

B. **Fully integrating our planning and resource allocation process.** All budgeting and resourcing decisions must respond to the needs of the campus. Budgeting is one important function of governance, and effective use of our structures will provide transparency. Our practice is for the general funds budget to be considered in the budget committee and tied to the unit plan process. However, the discretionary portion of general funds is only a small fraction of the college's $40.2M total budget, since the majority of general funds pay for salaries and benefits. If all of our resources are considered alongside all of our plans (strategic plan, program review plans, SEAP, Equity, SWF, EOPS, grants, etc.), sensible budgeting can be done in a transparent fashion. The work of this grant will allow us to build structures that can do this.

C. **Better integrating learning outcome assessments into integrated planning.** Our mission is to provide a quality education aimed at helping students achieve their economic and educational goals, as well as courses designed to support lifelong learning. Student Learning Outcomes (SLO's) can be seen as information about whether we are successful in providing transformational educational experiences for our students. Since our planning efforts will direct resources where they are needed, and the program review process is central to our planning efforts, improving the SLO analysis in our program review will assure our college's money is directed where it can best serve students!

Approach to Meeting Needs

A general five step process for each area will include:
● Assessment of our current practice to clarify areas that can be improved
● Communicate analyses of assessment widely (using governance processes and other strategies)
● Develop and execute a project management plan to make needed changes
● Implement improvements

Scope of Work - A

Maximum Budget: $65,000

Assessment of Action Areas, Project Management Plan, & Tools Development
1. Create assessment strategy and tools
2. Implement assessment, analyze data, and create a summary of results
3. Using college evidence and assessment results develop implementation plan and tools

4. Facilitate meetings with CCC IEPI Team and college participatory governance committees to move the work forward
5. Coach CCC IEPI Team on effective strategies to lead this effort
6. Create a close out summary document describing our process, achieved outcomes, and recommended next steps

Scope of Work - B

Maximum Budget: $20,000

Communication Plan
1. Develop website content, multi-media communication collateral, and campus feedback mechanisms
2. Develop Map of Communication Modalities that can be used to share priority info with the campus and receive feedback
3. Tools shared on updated website, at Participatory Governance meetings, and through Professional Development workshops

Scope of Work - C

Maximum Budget: $35,000

Creation of Budget Templates, Rubrics and Timelines
1. Facilitate meetings with CCC IEPI Team and college participatory governance committees to determine necessary templates and rubrics
2. Develop a project management plan with timeline for creation of deliverables
3. Develop budget templates and rubrics

Contract Term

April 2021- January 2022

Consultant Qualifications

- Expertise in strategic planning and project management.
- Experience navigating community college participatory governance processes.
- Strong facilitation and communication skills.
- Leadership coaching aptitude.

<u>Response Requested</u>

You may bid on a one, two, or all three Scope of Work (A, B, C) areas depending on your areas of expertise.

If you are interested in being considered for this work, please submit the following:

1. Statement of qualifications, approach to strategic and operational planning, and method for teambuilding during planning processes
2. Resume or Bio
3. Work plan with deliverables, timeline, milestones, and completion dates for each scope of work area
    Please articulate any expectations for assistance from the IEPI Team
    **Also indicate your availability to coordinate efforts with other grant consultants*
4. Budget
5. Work Samples
6. References

Proposals are due **March 26, 2021.** We will review proposals the last week in March. Estimated date for selection notification will be the first week in April 2021.

If you have any questions, please contact Mayra Padilla at (510) 917-2998 or mpadilla@contracosta.edu.