

Organization and Professional Development

JOHN MILBURN & ASSOCIATES and PATTI COFFMAN CONSULTING

INTERACTION EXCELLENCE™
TRAINING & FACILITATION

Proposal to Provide Services

John Milburn and Patti Coffman respectfully submit this proposal to Taft College to provide organization development and facilitation services. The content of this proposal is based on information gathered during meetings and phone conversations with Dr. Eric Berube, Coordinator of Institutional Research and Assessment and William H. Duncan, Superintendent/President at Taft College. These meetings and conversations were held on June 18 and 19, 2008.

Understanding of Need

Taft College will develop a comprehensive strategic plan that addresses institutional planning requirements set forth by the Accrediting Commission for Community and Junior College. Additionally, this strategic plan will prepare Taft College to respond effectively and collaboratively to the common goals of preparing students to succeed in a rapidly changing global market. Taft College desires to participate purposefully in a collaborative and comprehensive planning process that successfully links and coordinates priority internal and external factors and moves the institution to a successful future.

Understanding of Expected Outcomes

- By May 2009 Taft College has a truly Strategic Plan for the years 2009-2013
- Specified campus constituents understand, adopt and effectively use a well-defined participatory planning process with associated protocols
- A cross section of constituents are prepared and commissioned to serve as a planning committee with the expressed charge of leading and managing the strategic planning process
- Specified college staff are trained regarding the purpose and importance of strategic planning at Taft College and are prepared to participate in and, when appropriate, lead planning initiatives
- All members of the Taft campus community have an opportunity to provide input to the strategic plan and are assured their collective voice is heard, understood and attended to in the strategic plan
- A historical analysis surfaces key results/accomplishments, significant initiatives and projects from a specified date to the present
- Accreditation planning recommendations/requirements are faithfully reviewed and achieved
- The Taft College Environmental Scan Report is widely reviewed and partnered with qualitative context analysis to achieve a solid foundation for strategic planning
- The vision and mission statements and values are reviewed, modified or renewed
- The Strategic Plan becomes the over-arching document that drives the Educational Master Plan and Unit Plans
- Overarching measurable actions, timelines and progress indicators are developed

- A truly strategic plan is distributed for review by various constituent groups
- Appropriate governance bodies review and approve the completed strategic plan
- The strategic plan is attractively bound and disseminated in a user-friendly and meaningful manner and distributed to campus and community sectors
- The strategic planning process and subsequent outcomes encourage an enthusiastic response from Taft College constituents and enhances the motivation and capacity of the college body to plan and plan more effectively.
- The Strategic Plan successfully links with district and state planning initiatives

Suggested Structure, Outcomes, Activities, and Timeline

By working with a designated planning committee, the consultants will:

- | | | |
|-------------------|---|--|
| Phase I: | Pre-planning Preparation | <i>*August 1 – September 15, 2008</i> |
| | <ul style="list-style-type: none"> • Conduct 1 - 3 focus groups to determine opportunities and barriers to planning at Taft College • Provide specific training and orientation to planning committee • Determine college constituencies to be involved in planning process • Clarify and assign roles in planning process • Identify and qualify Key Result Areas • Provide agenda for and conduct meetings with planning committee • Create an agreed-upon planning structure, process, and protocols • Design communication process for planning • Provide oversight to a designated body that will revisit Vision, Mission, and Values • Work with appropriate staff to design an Opening Day activity to announce that Taft College will commence strategic planning | |
| Phase II: | Laying the Foundation | <i>*September 15 –October 31, 2008</i> |
| | <ul style="list-style-type: none"> • Orient and train Planning Task Force • Initiate website for Taft College Strategic Planning, submit website updates • Design and conduct <i>kick-off</i> event (different from Opening Day) • Gather historical analysis (accomplishments) data, format and post data • Gather Present Status data, format and post data • Meet with Planning Committee as necessary | |
| Phase III: | Environmental Frameworks | <i>*November 1- November 15, 2008</i> |
| | <ul style="list-style-type: none"> • Orient and train Environmental Scanning (ES) Committee • Provide structure and process for ES data analysis (suggest ½ day <i>Context Finding</i> Workshop) • Gather additional ES data, format and post data • Meet with Planning Committee as necessary • Submit website updates | |

Phase IV: Campus Voice **November 16—January 31, 2009*

- Design and conduct on-line survey
- Design and oversee campus input process utilizing Planning Task Force
- Implement and oversee campus-wide input sessions
- Analyze data and identify themes
- Work with Planning Committee to confirm themes and initiatives
- Present data themes and initiatives to appropriate governance bodies for approval

Phase V: Strategy Development **February 1—March 15, 2009*

- Identify train and orient Strategy Development Teams
- Oversee strategy development
- Compile and analyze Strategy Development Team work
- Identify Key Performance Indicators
- Write strategic plan and submit for formatting
- Present draft plan to appropriate governance bodies for input and approval
- Conduct Planning Committee Meetings

Phase VI: Plan Acceptance **March 16—April 15, 2009*

- Refine plan to meet college specifications
- Seek college-wide approval
- Submit final Strategic Plan for printing and dissemination
- Celebration and Commitment

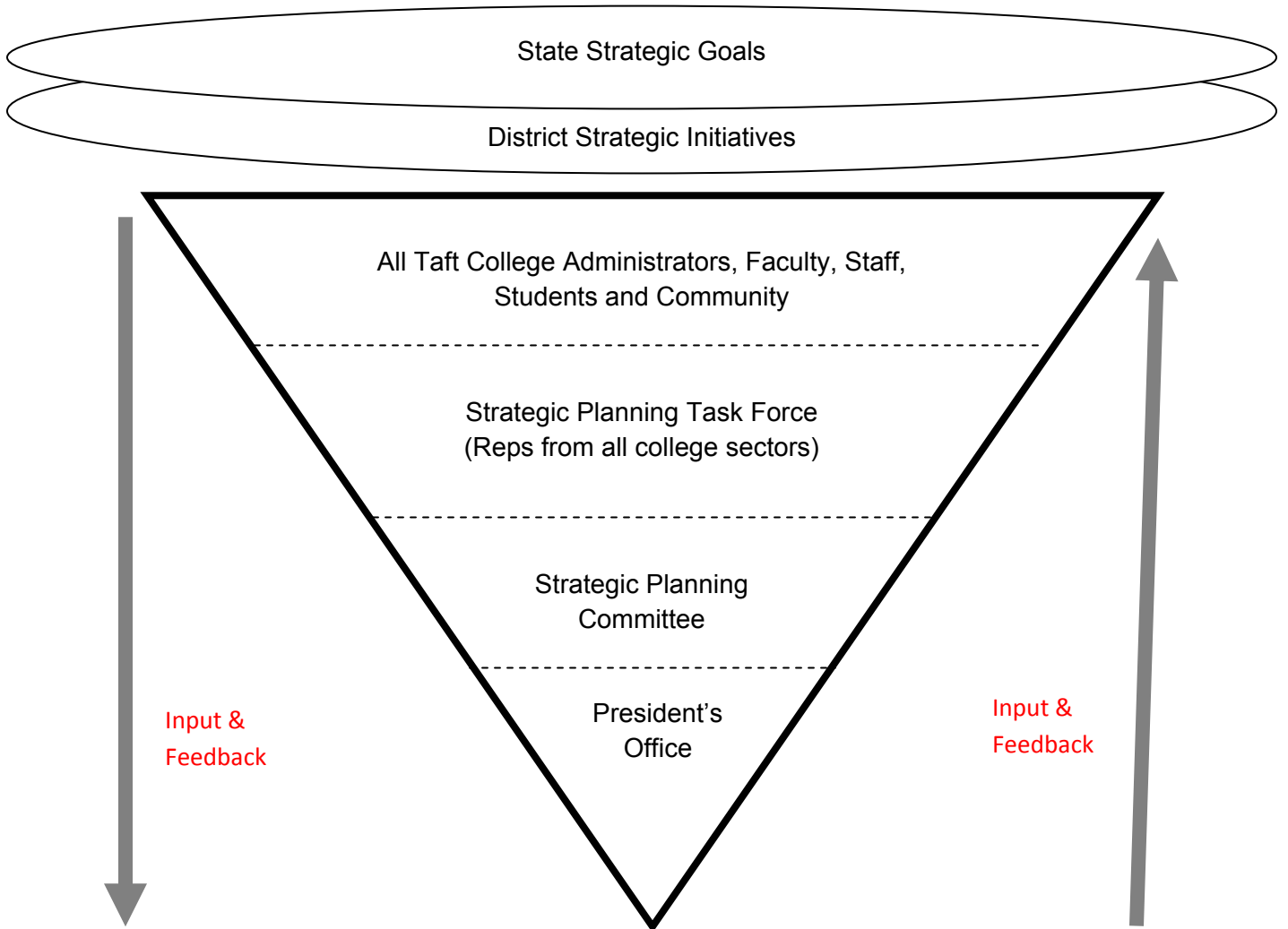
Phase VII: Implementation **April 15 2009—Future*

- Make recommendations for a comprehensive Implementation strategy

**Dates are estimates and may change based on college schedule and activities*

Estimated Consultant Time	Type of Work/Methodologies Utilized
190 hours each (380 hours combined time)	Process Consultation Research & Development Participatory Action Research Meeting Planning, Facilitation & Recording Participatory/Collaborative Planning Data Gathering & Analysis (Quantitative & Qualitative) Training/Experiential Learning/Coaching Outreach Reporting Writing Technical Assistance

Suggested Planning Structure



Pricing

Patti Coffman and John Milburn (Consultants) have estimated their costs based on the outcomes stated in this proposal and includes Tasks I—VII listed in this document.

Total estimated time is 190 hours and includes two consultants (billed as one).

The time-period for this contract is August 1, 2008 – May 30, 2009.

Total Price:

NOT TO EXCEED 190 HOURS @ \$250.00 PER HOUR = NOT TO EXCEED \$47,500.00

Materials and equipment for the events described in this proposal are to be supplied by Taft College, and will include the electronic formatting, printing, duplicating, and distributing of the strategic plan in print and on the web, as well as other related items.

Any expenses incurred by the consultants will be authorized first and reimbursed by Taft College. Mileage and travel expenses will be reimbursed to consultants by Taft College at the college's current rate.

Date: _____

Signed:

Dr. William H. Duncan
President
Taft College

Chief Financial Officer
Taft College

Patti Coffman, Consultant

John Milburn, Consultant

Note: Consultants are prepared to sign a contract generated by Taft College.