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| **Proposal** |

**Client:** Academic Senate for California Community Colleges (ASCCC)

**Contact:** Krystinne Mica, Executive Director; [krystinne@asccc.org](mailto:krystinne@asccc.org); Virginia “Ginni” May, President; MayV@scc.losrios.edu

**Possible Project Timeframe:** February-June 2023

**Audience:** ASCCC Executive Committee Members

**Supervising Consultant:** Dr. Veronica Keiffer-Lewis

**Contact:** alliedpathconsulting@gmail.com

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| **Scope of Work** |

**The following scope of work represents the essential elements of the coaching, training, and developmental processes required to:**

1. Review and refine the Cultural Humility Toolkit
2. Develop and facilitate a Cultural Humility workshop for ASCCC
3. Facilitate an ongoing Community of Practice CH study group for ASCCC
4. Facilitate ASCCC open enrollment CH workshop series and training on toolkit

**Objective 1. Document review and refinement of Cultural Humility Toolkit**

**Task 1.** Collect and gather background information for Cultural Humility Toolkit

1. Review and assess Cultural Humility Toolkit that aligns with the four core principles of Cultural Humility
2. Refine the Cultural Humility Toolkit aligning it with four core principles of Cultural Humility
3. Build out cultural humility roadmap into a full toolkit with facilitation guide and study group activities.

**Task 2.** Facilitate two meet & greet/informational sessions to discuss the initiative, overarching goals, gather input, and celebrate the great work that went into completing the CH Roadmap (toolkit 1).

**Objective 2. Develop and facilitate a Cultural Humility workshop training series**

*Overview: The overall intent is to have participants complete this course with an enhanced understanding of cultural humility. Strategies for moving toward cultural humility, various approaches to achieving more culturally relevant services, and individual roles and responsibilities in upholding a culturally responsive work setting are reviewed.*

**Task 1.** Facilitate **two 4-hour** workshops on the principles of cultural humility.

**Phase II.**

**Objective 1.** **ASCCC CH Toolkit Coaching**

*Overview: CH Toolkit group coaching sessions for the Executive Committee Members offer continued support and dialogue. These sessions will focus on the application and coaching others on the ASCCC CH Toolkit.*

**Objective 2.** **ASCCC CH Toolkit and CH learning Series**

*Overview: This training and learning series is facilitated by Dr. Veronica Keiffer-Lewis and offered by ASCCC. It will include 10 virtual trainings and will require pre-enrollment. Participants who complete all sessions will receive a CH Professional Certificate.*

Client will receive:

* Assistance with outreach and marketing development
* Application template
* Facilitation by Dr. Keiffer-Lewis
* Guests speakers
* Participant materials & resources
* Ten standalone sessions
* Specialized coaching in applying the ASCCC CH toolkit
* Professional certificates for participants completing all ten sessions
  + Pre-enrolled in the advanced certification training track with apc, for interested participants.
* A %15 discount code for future participants to enroll in select CH sessions offered by APC.

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| **Budget Overview and Cost Transparency** |

**Phase I.**

**Objective 1. Cultural Humility Toolkit**

Rate: $375 per hour

* Ten hours of review and development
* Four hours of debrief, feedback, and coaching around toolkit changes
* Facilitation for two 1-hour meetings (2 x $500 - *discounted*)

Estimated Cost: **$6,250**

**Objective 2. Cultural Humility Workshops**

Core Principles & Practices Training – Two 4-hour live trainings/8 content hours

* One facilitator
* Prep-time
* Five hours onsite, per training session
* Four hours of facilitation, per in-person training
* Two 1-hour debrief sessions (following training by phone or zoom)
* Travel expenses

$15,000 per training FLAT RATE

Estimated Cost: **$30,000**

**Estimated Investment: $36,250**

**Phase II.**

**Objective 1. ASCCC CH Toolkit Coaching (internal)**

Estimated Cost: $550 per 1-hour zoom session x 4 sessions = **$2,200**

**Objective 2. CH Professional Certificate Series for ASCCC Members (external)**

Estimated Cost: **$37,000**

**Long-term Project Management/Client Administrative Fee:** $500 per month (e.g., proposal development meetings, emails, phone calls, follow-up resources, SOW adjustments/revisions, planning calls, informal coaching, etc.): **$5,000**

**Estimated Investment: $44,200**

*Please sign if approved as is:*

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APC Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*During the duration of the contract, the client can increase or decrease services as needed after consultation with Allied Path Consulting.*

**General Roles & Responsibilities**

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| **Applied Path Consulting will:** | **Client will:** |
| * Develop materials, training, and coaching content. * Meet with leadership in preparation for and follow-up of sessions as needed, to be certain that content and process meet the needs outlined in the scope of work. * Provide guidance and resources on the development of training, strategies, goals, objectives and outcomes. | * Handle meeting and training logistics (zoom info, tech needs, breakout rooms, etc..) , including space, and simultaneous translation as needed. * Provide 48 hours notice of cancellation or need to reschedule. * Prepare copies of all training materials * Process invoices in a timely manner. |

