



**Scope of Work: The Aspen Institute College Excellence Program
2022-2024 Workshops for CCC Chancellor's Cabinet, College Presidents, Senior
Teams, and Other Institutional Leaders**

Series 1: Chancellor's Cabinet: \$54,100

- Includes planning, facilitator and participant materials, and delivery of three in-person sessions for the Chancellor and cabinet at CCC, drawing on Aspen's 10+ years of community college research on top-performing community colleges, including lessons from the Aspen Prize and the national Aspen Presidential Fellowships for community college leaders
- Session would be interactive and include participant materials for discussion
- Includes Josh Wyner and/or other senior Aspen staff travel to Chicago to deliver and facilitate sessions, including all travel and hotel costs, plus additional presenters as needed
- Includes copyediting and design of all materials
- Includes 3 check-in calls with CCC team during the planning phase, plus one run-of-show call and one debrief call per individual session
 - Ideally, at least one prep call would include the Chancellor
- Includes prep call with Josh Wyner, Chancellor Salgado, and representatives from AIR to discuss prior work on Centers of Excellence (60min)
- Assumes communication with participants, location details, etc. would be handled by CCC
- Topics would include:
 - Session 1: Setting a Vision for Dual Enrollment (*December 15*) - *half day (note: this session would be covered under a separate grant and would be offered at no charge to CCC)*
 - Session 2: Improving Workforce Outcomes (*December 16*) - *full day*
 - Session 3: Human Capital & Strategic Finance (*January 12*) - *full day*

Series 2: Sessions for College Presidents and Cabinets: \$60,000

- Includes planning, facilitator and participant materials, and delivery of one in-person full day session and two virtual half-day sessions for the college presidents and their cabinets, drawing on Aspen's 10+ years of community college research on top-performing community colleges, including lessons from the Aspen Prize and the national Aspen Presidential Fellowships for community college leaders
- Includes one additional 2-hr virtual pre-session for the college presidents on senior team composition
- Session would be interactive and include participant materials for discussion
- Includes Josh Wyner travel to Chicago to deliver and facilitate the in-person session, plus team-based breakout facilitation for the virtual sessions where applicable
- Includes copyediting and design of all materials
- Includes 3 check-in calls with CCC team during the planning phase, plus one run-of-show call and one debrief call per individual session
- Assumes communication with participants, location details, etc. would be handled by CCC



- Zoom logistics for virtual sessions to be handled by Aspen
- Topics would include:
 - Pre-Session (Presidents-only): 2-hr virtual session on Senior Team Composition (to take place before the Jan 13 session with full teams - *January 10*)
 - Session 1: Introduction to Community College 3.0, Defining Student Success, Working as a Senior Team (*January 13*) - *full day*
 - Session 2: Improving Workforce Outcomes (*February 24*) - *half day, virtual*
 - Session 3: Strategic Finance - *half day, virtual - date TBD Spring 2023*

Series 3: Expand Learning Within the Institution: Up to \$60,000

- Includes planning, facilitator and participant materials, and delivery of up to four half-day virtual sessions for up to 90 leaders at CCC, exact group to be determined following the delivery of the first two series. Content draws from drawing on Aspen's 10+ years of community college research on top-performing community colleges, including lessons from the Aspen Prize and the national Aspen Presidential Fellowships for community college leaders.
- Session would be interactive and include participant materials for discussion
- Includes session delivery from Aspen senior staff and senior fellows
- Assumes team self-facilitation for sessions for more than 40 individual leaders
- Includes copyediting and design of all materials
- Includes 3 check-in calls with CCC team during the planning phase, plus one run-of-show call and one debrief call per individual session
- Assumes communication with participants would be handled by CCC
- Zoom logistics to be handled by Aspen
- Topics to include:
 - Session 1: Student Success and Post Completion Outcomes (*Date TBD, Fall 2023*) - *half day, virtual*
 - Session 2: Improving Workforce Outcomes (*Date TBD, Fall 2023*) - *half day, virtual*
 - Session 3: Human Capital (*Date TBD, Spring 2024*) - *half day, virtual*
 - Session 4: Strategic Finance (*Date TBD, Spring 2024*) - *half day, virtual*
 - *Note: Session content may be adjusted based on feedback from the two prior series*

Total Cost: Up to \$174,100