**CASE Sub-committee Action Plan Proposal:**

| CIBE SUB-COMMITTEE ACTION PROJECT PLANNING TEMPLATE | |
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| Has your liaison stated this is in your subcommittee's purview? | Yes. |
| Sub-Committee Name: | Sub-Committee Co-Chairs: |
| Community, Alumni, Supporters Engagement (CASE) | Kathie Marchlewski & Dorian Phelps |
| Sub-Committee Members: | Sub-Committee Administrative Liaison: |
| Michael Garlick, Amy French, Wendy Ramirez, Ann Dore, Kathie Marchlewski, Kara Jimenez, Mark Robertson, Dorian Phelps and Julie Dorcey | Pam Clark |
| 1) Sub-committee's charge. | |
| To foster communication and partnerships with alumni, supporters and residents in order to engage, educate and empower our diverse communities to advance belonging, equity, diversity and inclusion. | |
| 2) Action Project Title | |
| Delta's Social Responsibility/Social Impact Initiative | |
| 3) Description of Action Project | |
| Acquire a software system that will allow the College to effectively plan, manage, measure, and report on all of our social impact programs and volunteer opportunities. **What does CSR Software do? [in our case –the "C" stands for "Collegiate"] Social Responsibility** The platforms help organizations grow a social impact driven workplace culture - giving back to communities and the planet. With these systems organizations manage, develop, promote, and coordinate philanthropic and volunteer efforts. CSR software allows organizations to track and measure social impact actions in order to share the CSR program initiatives and accomplishments with their students, employees, alumni, community, stakeholders and supporters. **What are the benefits of using CSR Software?** CSR software helps organizations present CSR efforts to interested stakeholders to illustrate the institution's commitment to growth and service while practicing BEDI and Social Impact values. By making visible these mindful actions, organizations build positive brand awareness and reach.<br><br>The software system, if implemented, would provide invaluable supports to Delta College's four strategic pillars; thus, it would be instrumental in bolstering the foundation for the initiatives and projects that are part of the College's Strategic Plan. | |

| 4) How does this action project align with the Strategic Focus Areas? |
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**Student Engagement, Retention, and Completion** - Centering the College as a place where all students belong and as a place for transformation.
**People Focus** - Focusing on growth, holistic well-being, and empowering our employees.
**Community-Centered** - Collaborating with others to understand and respond to community needs, educate residents about local issues, and work to improve citizen's lives.
**Social Impact** - Establishing the institution as an instrument of positive social change.

Acquiring an intuitive CSR (Corporate Social Responsibility or in our case "Collegiate Social Responsibility") software system will enable the College to engage our employees, students, alumni, supporters and communities in effective social responsibility initiatives. Utilization of such a system will allow us to efficiently mobilize our collective power. It will give us an enhanced ability to foster communication and partnerships with alumni, supporters and residents in order to engage, educate and empower our diverse communities to advance belonging, equity, diversity and inclusion.

**CSR Software will:**
- Assist us in building deep relationships in our communities by significantly and positively impacting our people, our communities, our region, our world.
- Influence student engagement, success, retention and completion.
- Harness our power to accelerate mission-driven work via skills and talent volunteerism.
- Provide us with the tools to communicate and run volunteer programs that employees actually participate in by housing all opportunities in one place.
- Yield effective experiences for volunteer program planners, opportunity volunteers and expertise providers by utilizing a centralized solution to run all aspects of our social responsibility/impact programs.
- Give us the ability to measure our Social Responsibility results by creating in-depth, custom, and automated reports and dashboards to understand exactly how well our programs perform and the impact they make.
- Allow us to communicate our findings and send our data on to Institutional Research and the Office of Information Technology for further analysis with comprehensive exports and integrations.

| 5) How does this action project align with the BEDI Framework Focus Areas (Students, Employees, Culture, Bias)? |
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A CSR system will allow us to plan, track, measure, offer and participate in a multitude of social responsibility/impact opportunities. All employees will be able to access the system. Alumni will be able to access the system. Students will be able to access the system (through Clubs and Orgs affiliations). The more we work together, the more we will be able to understand each other, our cultures, and also to understand the commonalities that bind us. This reduces "ingroup" and "outgroup" stigma; it creates opportunities for all. A CSR system has the ability to quickly bring Affinity Groups / Employee Resource Groups (ERGs) together to work toward common goals. These systems encourage volunteerism in cross-communities and in cross-units. We will celebrate all identities and passions by doing good deeds together.

Volunteerism helps an organization to create a vibrant and diverse community culture by establishing a baseline of inclusivity. Once the baseline is determined we will then be able to achieve new heights. These actions and outcomes align with our BEDI Framework.

### 6) Approach for Implementation

Review of the CSR software options by OIT to help the College choose the best option for identifying and implementing a solution.  Formation of a committee comprised of departmental representation and major system users: including but not limited to: CIBE-CASE, Student and Civic Engagement, The Democracy Commitment, Student Clubs and Organizations and the BEDI Division.

### 7) Persons Responsible

Pam Ross McClain, Josh Berry, Alison Ginter, Dorian Phelps, Kathie Marchlewski, CASE Subcommittee Members and Administrative Services.

### 8) Affected Units or CIBE Sub-Committees

Academics, Student Services, BEDI, CASE-CIBE Subcommittee, OIT, Institutional Research/Administrative Services

### 9) Resources Requested (What resources will you need?  Please provide an estimate of the budgetary needs.  Can the action project be accomplished through the reallocation of resources or will it require new funds?

Pricing quotes will be required in order to determine resources needed. The budgetary resources needs of this project are not known (reallocation vs new funds). There are many flexible social impact platforms. Several CSR vendors/platforms have been identified. They are: Submittable, Blackbaud's – CSRconnect, Deed, Selflessly, Benevity, KindLink and BeCollective.

### 10) Project Length

Initially we will need to establish the timelines required to evaluate CSR software and determine the system that meets our needs. The project itself is a perpetual system and will be one of our technology staples - supporting Delta College's four strategic pillars and thus instrumental in establishing the foundation for the initiatives and projects that are part of the College's Strategic Plan.

### 11) Tasks Associated with the Action Project

Identify: viable CSR solutions, evaluation team:
Determine the system that meets our needs through evaluation
- Functional requirements
- Organizational requirements
- User requirements
- Technological requirements
- Budgetary requirements
- Reporting requirements
- Scalability

- Customizations
- Vendor requirements
- Evaluate and select option
- Purchase
- Training and Implementation

## 12) Project Baseline Measures

Currently, we have no data or reporting capabilities associated with our social impact footprint. We also do not possess the ability to cohesively communicate social impact initiatives that we engage in. We will move from little to no trackable information and data to immediately quantifiable metrics and results.

## 13) Project Target Outcomes

The ability to define and publish our social impact
Charting our journey through social responsibility data/reporting
Facilitating volunteer opportunities
Defining ways to participate and share our stories
Increasing our involvement in the community by our collective community

## 14) Indicators of Success of Action Project – How will you measure success? (e.g. enrollment, retention completion, equity data)

Indicators of success will be measured through the data, reports, positive survey results (employee and student), BEDI audit transformation, and an enhanced College image within our communities and throughout the region. We are a positive force within our region and should be quantifiably recognized as such.  Involvement translates to retention – staff and student, Involvement translates to a sense of belonging and inclusion. Involvement gives people opportunities to work together. It creates understanding among people. Our actions will continue to foster and enhance authentic human connections around shared causes and passions equating to higher rates of success in enrollment, retention, completion, recruitment and equity metrics.

# PROGRESS MONITORING

Please submit a progress update when you reach the mid-point in your action plan implementation.

# CHECK/ASSESS

Overall Action Project Results

Identify Strengths

Identify Opportunities for Improvement

| | |
|---|---|
| **INNOVATE/ACT** | |

Based in results, strengths, and opportunities what action will be taken as a result of this project?  Is there an opportunity to innovate?  What would an innovation entail?  What are the budget implications?

Is this project complete?  If yes, please begin the planning cycle again.

| **BUDGET** |
|---|

Are funds needed for this initiative? Yes
Cost estimates are dependent on the sophistication of the system to be implemented.  Entry-level products start at roughly $20 per month and have a mid-range of $50 - $80 per month. Some platforms have varying levels of cost from $20 - $100 a month, while other vendors offer free trials and different version options. Products with advanced features designed for larger-scale CSR initiatives cost between $150 and $800 per month. Robust systems can cost upwards of $10,000 per year.
Please provide a budget for ERC and President's Cabinet review. *Budget to be determined.*

| **FOR ERC USE:** | |
|---|---|
| Date Approved: | |
| Suggestions/Innovation | |

## Action Plan Proposal Approval Process

The CIBE sub-committees play an essential role in eliminating opportunity and equity gaps at Delta College.  Each sub-committee will create an action plan annually.  The action plans will be constructed with support of the respective administrative liaison.  Actions plans will be presented to the CIBE committee and further reviewed by the Advisory Committee and Equity Review Committee.  Once all review feedback has been addressed the action plan proposal will be approved by the CIBE Liaison Board.  Approved Action Plan Proposals will be filed with Sheryl Jensen.  The diagram below illustrates the Action Plan Proposal Approval Process.

**CIBE College-wide Meeting**
Discussion of College Strategic Priorities and CIBE Action Planning

**CIBE Sub-Committee**
Creates Action Plan Proposal

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**President's Cabinet**
Approves Proposals (w/ Policy, Procedure, and/or Budgetary Implications)

5

**CIBE**
Equity Review Committee, Advisory Board, and Chief Officer of CBCB Vet Action Plan Proposals

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**CIBE Sub-Committee**
Elicits Feedback from their Liaison on the Action Plan Proposal

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