

**CONTRACT MANAGER ORGANIZATIONAL PERFORMANCE
ANNUAL GOALS AND OBJECTIVES FOR 2011-12**

NAME _____ **TITLE** _____

If needed, space has been provided beneath each Districtwide Goal for additional objectives and at the end of the document for additional individual goals and objectives.

- Use a present tense verb to begin each Individual Objective and each related Action Step
- Use Arial, font size 9
- Add more rows as needed to record additional Individual Goals and/or Objectives

Sample: Provide support for planning activities (*Objective*)

- Develop and implement planning calendar (*Action Step*)
- Facilitate meetings as requested (*Action Step*)

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NAME _____ TITLE _____

DISTRICTWIDE GOAL 1			
STUDENT LEARNING AND SUCCESS: Significantly improve the success of our diverse student body in pursuit of their educational and career goals with special emphasis on closing the student achievement gap.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
1.1 Increase the percentage of students who transfer to a variety of four-year institutions while narrowing the transfer gap across subgroups.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
1.2 Increase the percentage of students who receive relevant and timely training for the workplace while narrowing the achievement gap across subgroups.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
1.3 Increase the number of degrees by 50% (from 1,496 to 2,244) and the number of certificates by 100% (from 992 to 1,984) by 2015.			
Districtwide Objective	Contract Manager Objective(s)	Performance Measures	Targeted Completion Date

(Action Steps)			
1.4 Increase the percentage of Limited English Proficient (LEP) students who become proficient in the English language.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
1.5 Increase the percentage of students who are proficient in Basic Skills while narrowing the proficiency gap across subgroups.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
1.6 Improve the assessment and student achievement of learning outcomes.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
1.7 ADDITIONAL OBJECTIVE			

DISTRICTWIDE GOAL 2 COLLEGE AWARENESS AND ACCESS: Increase awareness of and equitable access to Contra Costa Community College District for a changing and diverse population.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
2.1 Increase awareness			

of our Colleges as a source for higher education and career preparation options for our diverse community.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
2.2 Improve the participation and success rate gaps of racially and ethnically underrepresented students and of economically disadvantaged students.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
2.3 ADDITIONAL OBJECTIVE			

DISTRICTWIDE GOAL 3 PARTNERSHIPS FOR WORKFORCE AND ECONOMIC DEVELOPMENT: Support economic and workforce development through education and leadership in collaboration with government, community organizations, business, and industry.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
3.1 In collaboration with external partners, develop new and/or revised career pathways leading to improved opportunities for students to successfully enter the workplace.			
Districtwide Objective	Contract Manager	Performance Measures	Targeted

	Objective(s) (Action Steps)		Completion Date
3.2 Leverage current grants, and identify and acquire additional resources, from state, federal and private sources, to support effective workforce preparation.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
3.3 Increase collaborative initiatives with educational partners from preschool through four-year institutions, business and industry, government, and community organizations to increase economic vitality and supply well-qualified workers for current and emerging industries in Contra Costa County.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
3.4 ADDITIONAL OBJECTIVE			

DISTRICTWIDE GOAL 4

ORGANIZATIONAL EFFECTIVENESS: *Improve the effectiveness of Districtwide planning, operations, resource allocation, and decision-making.*

Districtwide Objective	Contract Manager	Performance Measures	Targeted
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	Objective(s) (Action Steps)		Completion Date
4.1 Prioritize who we plan to serve while balancing the need to maintain access for those most in need of our services.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
4.2 Reduce or eliminate programs and services which are not viable.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
4.3 Hire and retain employees who are sensitive to and knowledgeable of the needs of our continually changing student body.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
4.4 Implement, align, evaluate, and improve strategic planning processes within the District on an ongoing basis.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
4.5 Continue the creation and implementation of professional development programs to prepare			

employees for internal promotional opportunities and also enhance their knowledge, skills, and abilities.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
4.6 Increase operational and administrative efficiency to deliver educational services utilizing the most cost effective methods.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
4.7 ADDITIONAL OBJECTIVE			

DISTRICTWIDE GOAL 5			
RESOURCE MANAGEMENT: Provide sound stewardship of the District's physical and fiscal assets to ensure a sustainable economic future consistent with our values, vision, and mission.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
5.1 Manage enrollment to achieve productivity goals.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
5.2 Align District expenditures to available revenue while striving to provide high quality programs and services.			

**Contract Manager Organizational Performance
Annual Goals and Objectives for 2011-12**

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Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
5.3 Diversify funding sources to increase the level of discretionary control over resources and increase the total funding received by the Colleges.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
5.4 Allocate resources according to planning priorities.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
5.5 Develop practices and procedures that promote sustainability in all areas of the District, including but not limited to, instruction, operations, construction, facilities, land use, energy, water conservation, and environmental integrity.			
Districtwide Objective	Contract Manager Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
5.6 Continue to maintain financial integrity, fiscal prudence and stability for the District as a whole.			
Districtwide Objective	Contract Manager	Performance Measures	Targeted

	Objective(s) (Action Steps)		Completion Date
5.7 ADDITIONAL OBJECTIVE			

GOAL 6 INDIVIDUAL GOAL: State goal			
	Individual Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
	6.1 Individual Objective		
	6.2 Individual Objective		
	6.3 Individual Objective		

GOAL 7 PROFESSIONAL DEVELOPMENT: State goal			
	Individual Objective(s) (Action Steps)	Performance Measures	Targeted Completion Date
	7.1 Individual Objective		
	7.2 Individual Objective		
	7.3 Individual Objective		