

# ONLINE COMPENSATION SURVEY & DISPLAY PROPOSAL

Prepared by  
**Pamela Cox-Otto**

May 29, 2014

# ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS

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Patti Marcotte  
ACCCA - Editor & Communications Coordinator

Hello Patti,

We are pleased to submit this proposal to the Association of California Community College Administrators for a benchmark compensation study for administrative positions. This proposal is based on a continuation of the current salary survey with modifications to the functionality of the survey itself, along with a new delivery format.

We understand that you've received input regarding the readability of the current delivery format, so we have created an option that we believe will provide a more user-friendly way to view the data.

We have enjoyed working with you in the past and believe that we can create great value for your organization and its members with this project. We appreciate your willingness to consider this proposal.

Please let me know if you have any questions. We look forward to hearing from you.

Regards,



Pamela Cox-Otto, Ph.D.

CEO

# PROJECT OVERVIEW

The existing ACCCA compensation survey that has been deployed for the past three years requires some updates and specification changes for deployment in and beyond 2014. Additionally, in response to the concern that the delivered format is challenging to review, we have included a recommended alternate delivery format.

## **Core changes to the existing survey structure required:**

- Easier management for staff member changes, to avoid data re-entry.
- Updated navigation for the survey to show the next question based on answers entered.
- Base login for the college NOT by individuals at each college.
- Restrict simultaneous access to the survey per college to avoid editing of the same answers by different people at the same time.

## **Recommended changes for delivery of data:**

- Develop a web based review for ACCCA members to be able to review the survey data on a web site rather than by manipulating a large spreadsheet containing all of the collected data.
- Allow multiple logins, using the same access password and username, to review and analyze the collected data.



# THE RECOMMENDED SOLUTION

## One-time setup fee

1. Update the survey to support historical data and to enable each member college to have a college-wide login to collect data for later analysis, but restricted to one login at a time, to ensure data integrity.

**Cost: \$5,000**

2. Review the system to incorporate smart questions, or to add short “if-then” text statements to the existing survey to aid users in the question flow. Smart questions would automatically jump to the next required question, whereas a text modification would instruct the user to skip to a certain question.

**Cost: \$500 per smart question**  
(dynamically change the question flow)

**Cost: \$0 text modifications to aid the question flow**

3. Develop a dynamic filter for displaying selected data elements in a web page, in place of the existing PDF containing all the data. The PDF final report will still be available as a download for selling to non-member institutions.

**Cost: \$4,000**



## Annual hosting, maintenance and development of data

Annual hosting of the data display site; maintenance; cleansing of the data after entry is finalized, to produce a final excel sheet and PDF for members to download, and paid non-member institutions to be sent by ACCCA (We will also devote 4 hours a month for the ongoing development of additional data display requirements).

**Cost: \$7,000 per year for a three-year contract.**