

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4554  
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(916) 445-8752  
<http://www.cccco.edu>



DATE: March 26, 2019

AA 19-14  
VIA E-MAIL

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Human Resources Officers  
Chief Business Officers  
Professional Development Coordinators

FROM: LeBaron Woodyard, Ph.D.  
Dean, Educational Services and Support

SUBJECT: Guidance Memorandum for 2018-19 Professional Development for Classified  
Community College Employees Funds

**Synopsis:** The Chancellor's Office is pleased to announce the inclusion of five million dollars (\$5,000,000) in the 2018-19 California State Budget for professional development for community college district classified employees. Funds for Professional Development for Classified Community College Employees (Chapter 426, 2018-2019 (AB 1840, SEC. 38) are to be allocated for professional development for all classified employees in the California Community College system. The Budget Act language instructs the Chancellor's Office to provide to the Community Colleges five million dollars (\$5,000,000) for classified college employees based on the number of classified community college employees reported as employed by the community college district in fiscal year 2017-2018.

The Chancellor's Office used the Fall Term 2017 community college district Full Time Equivalent (FTE) Employee Annual Report to determine the district classified FTE numbers. On November 21, 2018, Districts were sent a preliminary report of their classified FTE and asked to update their reported numbers by December 3, 2018. Funds are allocated on a proportional basis determined by each District's reported percentage of their total number of classified employees. The attached table, [Professional Development Allocations by California Community College Districts](#)

for Classified Community College Employees, shows the amount of funds allocated by district. Funds are distributed through the apportionment process and scheduled for release in April 2019.

The legislation requires that the Chancellor's Office provide guidance regarding the expenditure of these funds to support professional development for classified community college employees. Per the legislative requirements, community college districts shall consult with the exclusive representative of the classified staff in determining what professional development services or opportunities are provided to classified community college employees.

These funds in tandem with advice from the exclusive representative of the classified staff are to increase awareness of how the classified staff can be educated and encouraged to proliferate the goals and commitments of the *Vision for Success* in areas that touch upon their current professional responsibilities. This increased professional development and training will also increase classified staff opportunities for advancement within the System.

The primary guidance for the use of Professional Development for Classified Community College Employees funds is to support the *Vision for Success*, which is the strategic plan for the California Community College System. All factions use the *Vision for Success* in the System to insure our colleges will promote student success; therefore, it is important to use these goals to support classified advancement as well. The success of California's broader system of higher education and workforce development stands or falls with the CCCs. As articulated in the *Vision for Success* the CCC system should strive to achieve the following goals by 2022:

1. *Over five years, increase by at least 20 percent the number of CCC students annually who acquire associate's degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.*
2. *Over five years, increase by 35 percent the number of CCC students transferring annually to a UC or CSU.*
3. *Over five years, decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure. (Associate's degrees typically require 60 units.)*
4. *Over five years, increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent—the average among the quintile of colleges showing the strongest performance on this measure and ensure the median earning gains of the exiting students are at least twice the statewide consumer price index.*

5. *Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps within 10 years.*
6. *Over five years, reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults, with the ultimate goal of fully closing regional achievement gaps within 10 years.*

As a condition for receipt of Professional Development for Classified Community College Employees funds districts must certify they have consulted with the exclusive representative of the classified staff in determining what professional development services or opportunities are provided to classified community college employees. Complete the attached certification form with an original signature of the district's Chief Executive Officer and President of the exclusive bargaining organization and mail to the following location:

Chancellor's Office, California Community Colleges  
Professional Development for Classified Community College Employees Fund  
Attention: LeBaron Woodyard, Dean, Educational Services and Support Division  
1102 Q Street  
Sacramento, California 95814.

cc: Marty Alvarado, Executive Vice Chancellor, Educational Services  
Alice Perez, Vice Chancellor, Educational Services and Support  
Rhonda Mohr, Vice Chancellor, Educational Services and Support  
Christian Osmena, Vice Chancellor, College Finance and Facilities Planning  
Laura Metune, Vice Chancellor, Governmental Relations

Attachments:

1. Professional Development Allocations by California Community College Districts for Classified Community College Employees and
2. Professional Development for Classified Community College Employees Certification Form

Attachment 1  
Professional Development Allocations by  
California Community College Districts for  
Classified Community College Employees

Program	Fiscal Year	Period	District Code	District Name	AMOUNT
CLSFPD	2018-2019	P1	610	Allan Hancock	\$ 48,145.00
CLSFPD	2018-2019	P1	620	Antelope Valley	\$ 50,763.00
CLSFPD	2018-2019	P1	910	Barstow	\$ 13,262.00
CLSFPD	2018-2019	P1	110	Butte	\$ 65,012.00
CLSFPD	2018-2019	P1	410	Cabrillo	\$ 45,114.00
CLSFPD	2018-2019	P1	810	Cerritos	\$ 63,614.00
CLSFPD	2018-2019	P1	480	Chabot-Las Positas	\$ 72,331.00
CLSFPD	2018-2019	P1	920	Chaffey	\$ 58,686.00
CLSFPD	2018-2019	P1	820	Citrus	\$ 48,522.00
CLSFPD	2018-2019	P1	830	Coast	\$ 150,371.00
CLSFPD	2018-2019	P1	710	Compton	\$ 25,427.00
CLSFPD	2018-2019	P1	310	Contra Costa	\$ 89,655.00
CLSFPD	2018-2019	P1	970	Copper Mt.	\$ 7,688.00
CLSFPD	2018-2019	P1	930	Desert	\$ 47,553.00
CLSFPD	2018-2019	P1	720	El Camino	\$ 84,409.00
CLSFPD	2018-2019	P1	120	Feather River	\$ 15,805.00
CLSFPD	2018-2019	P1	420	Foothill-DeAnza	\$ 107,361.00
CLSFPD	2018-2019	P1	440	Gavilan Joint	\$ 23,537.00
CLSFPD	2018-2019	P1	730	Glendale	\$ 59,273.00
CLSFPD	2018-2019	P1	020	Grossmont-Cuyamaca	\$ 78,001.00
CLSFPD	2018-2019	P1	450	Hartnell	\$ 32,630.00
CLSFPD	2018-2019	P1	030	Imperial	\$ 27,134.00
CLSFPD	2018-2019	P1	520	Kern	\$ 115,449.00
CLSFPD	2018-2019	P1	220	Lake Tahoe	\$ 9,779.00
CLSFPD	2018-2019	P1	130	Lassen	\$ 15,640.00
CLSFPD	2018-2019	P1	840	Long Beach	\$ 97,658.00
CLSFPD	2018-2019	P1	740	Los Angeles	\$ 367,654.00
CLSFPD	2018-2019	P1	230	Los Rios	\$ 199,522.00
CLSFPD	2018-2019	P1	330	Marin	\$ 32,697.00
CLSFPD	2018-2019	P1	140	Mendocino-Lake	\$ 16,458.00
CLSFPD	2018-2019	P1	530	Merced	\$ 50,283.00
CLSFPD	2018-2019	P1	050	Mira Costa	\$ 56,888.00
CLSFPD	2018-2019	P1	460	Monterey Peninsula	\$ 28,804.00
CLSFPD	2018-2019	P1	850	Mt. San Antonio	\$ 115,367.00
CLSFPD	2018-2019	P1	940	Mt. San Jacinto	\$ 61,463.00

Program	Fiscal Year	Period	District Code	District Name	AMOUNT
CLSFPD	2018-2019	P1	240	Napa Valley	\$ 31,531.00
CLSFPD	2018-2019	P1	860	North Orange County	\$ 121,558.00
CLSFPD	2018-2019	P1	430	Ohlone	\$ 33,641.00
CLSFPD	2018-2019	P1	950	Palo Verde	\$ 11,239.00
CLSFPD	2018-2019	P1	060	Palomar	\$ 75,857.00
CLSFPD	2018-2019	P1	770	Pasadena Area	\$ 71,368.00
CLSFPD	2018-2019	P1	340	Peralta	\$ 77,618.00
CLSFPD	2018-2019	P1	870	Rancho Santiago	\$ 122,431.00
CLSFPD	2018-2019	P1	160	Redwoods	\$ 33,445.00
CLSFPD	2018-2019	P1	880	Rio Hondo	\$ 49,672.00
CLSFPD	2018-2019	P1	960	Riverside	\$ 119,725.00
CLSFPD	2018-2019	P1	980	San Bernardino	\$ 80,279.00
CLSFPD	2018-2019	P1	070	San Diego	\$ 198,242.00
CLSFPD	2018-2019	P1	360	San Francisco	\$ 121,677.00
CLSFPD	2018-2019	P1	550	San Joaquin Delta	\$ 91,020.00
CLSFPD	2018-2019	P1	470	San Jose-Evergreen	\$ 62,664.00
CLSFPD	2018-2019	P1	640	San Luis Obispo	\$ 47,356.00
CLSFPD	2018-2019	P1	370	San Mateo	\$ 108,368.00
CLSFPD	2018-2019	P1	650	Santa Barbara	\$ 59,917.00
CLSFPD	2018-2019	P1	660	Santa Clarita	\$ 67,644.00
CLSFPD	2018-2019	P1	780	Santa Monica	\$ 95,161.00
CLSFPD	2018-2019	P1	560	Sequoias	\$ 37,811.00
CLSFPD	2018-2019	P1	170	Shasta-Tehama-Trinity	\$ 44,011.00
CLSFPD	2018-2019	P1	270	Sierra	\$ 50,561.00
CLSFPD	2018-2019	P1	180	Siskiyou	\$ 18,226.00
CLSFPD	2018-2019	P1	280	Solano	\$ 32,013.00
CLSFPD	2018-2019	P1	260	Sonoma	\$ 90,477.00
CLSFPD	2018-2019	P1	890	South Orange County	\$ 112,856.00
CLSFPD	2018-2019	P1	090	Southwestern	\$ 71,907.00
CLSFPD	2018-2019	P1	570	State Center	\$ 118,102.00
CLSFPD	2018-2019	P1	680	Ventura	\$ 95,177.00
CLSFPD	2018-2019	P1	990	Victor Valley	\$ 35,342.00
CLSFPD	2018-2019	P1	580	West Hills	\$ 27,300.00
CLSFPD	2018-2019	P1	690	West Kern	\$ 24,781.00
CLSFPD	2018-2019	P1	490	West Valley-Mission	\$ 57,846.00
CLSFPD	2018-2019	P1	590	Yosemite	\$ 94,047.00
CLSFPD	2018-2019	P1	290	Yuba	\$ 27,175.00
<b>Total</b>					<b>\$ 5,000,000.00</b>

**Professional Development for Classified Community  
College Employees 2019-20 Certification (CPDCF-001)  
California Community Colleges**

**District**

**Date** (mm/dd/yyyy)

The District's Chief Executive Officer and President of the local exclusive classified bargaining organization signatures are required. Mail all signed certifications to:

Chancellor's Office, California Community Colleges  
Professional Development for Classified Community College Employees Fund  
Attention: LeBaron Woodyard, Dean, Educational Services and Support  
Division  
1102 Q Street  
Sacramento, CA 95811-6539

**Required Certification:**

Signatures indicate this district is in compliance with the following requirements of Professional Development for Classified Community College Employees (Chapter 426, 2018-2019 (AB 1840, SEC. 38)

- ✓ The community college district has consulted with the exclusive representative of its classified staff in determining what professional development services or opportunities are provided to classified community college employees.
- ✓ These funds will be used for classified professional development to support the *Vision for Success*, which is the strategic plan for the California Community College System. All factions use the *Vision for Success* in the System to insure our colleges will promote student success; therefore, it is important to use these goals to support classified advancement.

\_\_\_\_\_  
**District Chief Executive Officer**

**Printed Name**

\_\_\_\_\_  
**District Chief Executive Officer**

**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**President of the Organization of the Exclusive Representative of the  
District Classified Staff**

**Printed Name**

\_\_\_\_\_  
**President of the Organization of the Exclusive Representative of the  
District Classified Staff**

**Signature**

\_\_\_\_\_  
**Date**