



**TO:** Chief Executive Officer (CEO), Chief Instructional Officer (CIO), Chief Student Services Officer (CSSO), Chief Business Officer (CBO), Chief Human Resources Officer (CHRO), and Chief Information Systems Officer (CISO)

Memorandum # AA-18-61

**FROM:** LeBaron Woodyard, Ph.D., Dean,  
Educational Services Division

**RE:** Classified School Employee Professional Development Block Grant Program and Data Reporting for Full Time Equivalent (FTE) Classified Employees for the Fall Term 2017

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**Synopsis:** Section 134 of Chapter 32 of the California Statutes of 2018 established the Classified School Employee Professional Development Block Grant Program. California Community Colleges were awarded \$5,000,000 from this program to be allocated to districts proportionately based on their proportion of the total number of classified employees employed in the Fall Term 2017. Districts are required to report the number of employees annually for the Fall Term of the preceding year. In preparation for the allocation of the funds for the Classified School Employee Professional Development Block Grant Program, districts are to review the reported number of classified employees and correct data as appropriate for the Fall Term 2017.

**Requested Action/Timeline:** Attached to this memorandum are the reported data by districts for Fall term 2017. Please review this data and work with your Chief Information Systems Officer to report any corrections to the Chancellor's Office by December 3, 2018. This reported data will be used to allocate funds in December 2019. Guidance on the use of these funds will be issued in December 2019. To address questions regarding the reporting of data contact Todd Hoig at [thoig@cccco.edu](mailto:thoig@cccco.edu).