

**MEMORANDUM**

February 2, 2024

Via Email

TO: ceo-all
cio-all
csso-all
chro-all

FROM: Sonya Christian, Chancellor

RE: 2024 Classified Employee of the Year Awards

The Board of Governors, in partnership with the California Community Colleges Chancellor's Office, is pleased to announce the 2024 Classified Employee of the Year Awards. The awards recognize and celebrate classified staff throughout the community college system that exemplify Vision 2030 and a demonstrated commitment to equitable student outcomes in their local community.

Classified employees are nominated by their colleagues using the [nomination form](#) and the Board of Governors Classified Employee Award [Criteria](#) as a guideline. Each district can submit one (1) nominee to the Chancellor's Office with an endorsement from the local Board of Trustees. A complete nomination packet should include a nomination form with nominee contact information and the signature of the Board President. We encourage CEOs to support your Board of Trustees in sending a district nominee for this prestigious award. All nominations should be sent to the Chancellor's Office via email or postmarked by **MARCH 29, 2024**, using the information below.

INFO@CCCCO.EDU

SUBJECT: 2024 CLASSIFIED EMPLOYEE OF THE YEAR AWARDS

California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, Suite 4400
Sacramento, CA 95811-6549

Winners of the Classified Employee of the Year Award will be announced at the May 20, 2024, Board of Governors meeting. Please visit our [website](#) for all submission documents and process.

We look forward to reading about your outstanding employees.