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| **Project Proposal** |  |

1. **Project Name**

Classified Leadership Academy

1. **Project Sponsor**

Professional Development Committee & Classified Professional Development Subcommittee (CPDS)

1. **Project Background**

The California Community Colleges provided funding to all Districts this year for the purpose of developing classified professional development programs and services for their classified staff to support the statewide Vision for Success in 2019-20.  Hartnell’s allotment of funds from the Professional Development for Classified Community College Employees Fund is about $32,000.

1. **Project** **Description**

The CPDS (Classified Professional Development Subcommittee) surveyed all classified employees and thus identified key categories of professional development to deliver opportunities to classified staff. Within each category, the following topics were selected:

* Professional Advancement: Career Pathways (Classified to Administration)
* Health, Mindfulness & Safety: Stress Management, Self-Defense
* Personal Growth: Degree/Certification Pathways
* Technical & Professional Skills: Accessible Documents, Professional Writing (ie, email etiquette, government budgets, grant writing), Public Speaking & Outreach
* Student Services Online Engagement (i.e., Remote customer service, Zoom/Cranium Cafe student engagement)

In addition to the professional development topics above, the [Los Rios Community College District’s Classified Leadership Academy](https://employees.losrios.edu/training/professional-development/classified-professional-development) was examined as a possible model for the project.

The Classified Leadership Academy (CLA) workshops (approximately 2 hours each) will be available to all “a la carte”, and release time of up to 4 hours per year per employee will be allocated for all classified employees to attend workshops of their choice. Additionally, classified employees can apply to be selected as a full CLA participant, which will allow them to attend all 12 of the sessions (total of approximately 24 hours over the course of 1 year) to earn a Certificate of Achievement at the end of the year.

1. **Project Justification**

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 ensure our colleges will promote student success; therefore, it is important to use these goals to support classified advancement as well. Additionally, the Hartnell College Leadership Academy from 2019-20 provided access to leadership development workshops for 30 employees (of which 10 were classified employees) for a total of 8 hours of release time over the course of the year, so the CLA would continue that tradition.

1. **Timeline**
2. Survey classified employees to identify key categories and topics of interest for professional development (complete)
3. Submit proposal for new Classified Leadership Academy project (in progress, ideally by 8/31/20)
4. CPDS will research and identify workshop trainers/leaders (estimated 12-15 individuals) (9/30/20)
5. CPDS will coordinate and schedule Zoom meetings for the workshops (10/31/20)
6. CPDS will plan and create the application and selection process, including the scoring rubric (10/31/20)
7. CPDS will create an informational website and marketing materials (10/31/20)
8. CPDS will evaluate the applications and select participants (20 estimated participants) (11/30/20)
9. CPDS will coordinate and monitor the progress of the classified leadership academy, launching in Spring 2021 (ongoing throughout the year)
10. **Resource Requirements***To the best of your ability, estimate the costs of this project in material costs and labor hours for both initial outlay and recurring maintenance.*  
    Estimated labor hours: $1500 per workshop, 12 workshops = $18,000  
    Estimated material costs: $0

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| **Labor** | | | |
| **Resource Type (Role)** | **Department/Campus** | **Estimated Hours** | **Description of Work** |
| Workshop Presenter #1 |  | 2 | Workshop Topic |
| Workshop Presenter #2 |  | 2 | Workshop Topic |
| Workshop Presenter #3 |  | 2 | Workshop Topic |
| Workshop Presenter #4 |  | 2 | Workshop Topic |
| Workshop Presenter #5 |  | 2 | Workshop Topic |
| Workshop Presenter #6 |  | 2 | Workshop Topic |
| Workshop Presenter #7 |  | 2 | Workshop Topic |
| Workshop Presenter #8 |  | 2 | Workshop Topic |
| Workshop Presenter #9 |  | 2 | Workshop Topic |
| Workshop Presenter #10 |  | 2 | Workshop Topic |
| Workshop Presenter #11 |  | 2 | Workshop Topic |
| Workshop Presenter #12 |  | 2 | Workshop Topic |
| **Total Hours:** | | approx. 24 |  |