Sample letter 2:

Dear Assemblyman Das Williams,

Thank you for your work on AB 2558.

I am a classified staff worker, and I believe this bill has potential to make a significant contribution to the educational success of our students.

I work in the Transfer Center at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College. I assist students directly by answering basic questions about the transfer process, providing workshops about transfer, coordinating transfer events, and answering student questions when students drop in to the Center. I assist students indirectly through marketing Transfer Center services, participating in outreach activities to prospective students, and by maintaining Transfer Center resources – computer lab, reference library and supervision and mentorship of student peer advisor employees who staff the Front Desk. I am currently the only employee at this campus performing these particular tasks.

In addition to supporting student success directly, I also contribute to institutional success by participation in the college governance structure. I co-chair the Transfer Advisory Committee, serve on the Accreditation Team and am a voting member of our College Council.

Some of the professional development opportunities that would improve my contributions to student success would include attending UC and CSU transfer conferences, accreditation training, the use of social media in marketing our events, event planning, and upgrading computer skills. Other professional development training could include training in classified senate governance, committee work, and having a better understanding of how California Community Colleges are funded. It also helps when we, as classified staff, are included in college-wide workshops and/or staff development days that are geared towards college initiatives that require participation of all employees such as adoption of new policies and procedures, or beginning new campus initiatives.

Again, thank you for your efforts. I hope my letter has helped you to better understand the importance of your work. I also want to express my sincere desire for this legislation to pass as I know that it can only help to improve our system.

Signed,

Name

Title

College