

## 2021-2022 One-Time EEO Best Practices Funds Reporting Form

**This form is for the sole purpose of reporting on the use of one-time EEO Best Practices funds appropriated by the Legislature in AB 132, the Postsecondary Education Budget Trailer Bill of 2021-22. These funds are to be used to support the implementation of best practices for success in promoting equal employment opportunity and faculty and staff diversity at California community colleges.**

**Please submit this form by September 30, 2023 to [eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu)**

A	B	C	D	E	E	F	G
Action Taken	Targeted Issue	Intended Outcomes	Confirmed Outcomes	Monitoring & Analysis of Impacts	Funds Allocated (Amount)	Date of Action (Month/Year)	Ongoing Action (Y/N)

Please add more rows as needed.

## Form Instructions

### Column A: Action Taken Using All or a Portion of the Funds

Describe the specific action taken and the intended audience.

Example for Column A:

- *A three-day, nine-hour, professional learning series for all department heads and hiring managers.*

### Column B: Targeted Issue Intended to be Addressed by the Action

Categorize and provide a brief data-informed description of the issue that the action was meant to address.

Example for Column B:

- *Adverse impact in hiring practices: our district is openly engaged in conversations around EEO practices, yet the demographic breakdown of our staff and faculty does not reflect the diversity of our communities*

### Column C: Intended Outcomes of the Action

Describe the intended outcome(s) of the action taken.

Example for Column C:

- *Adverse impact training is one of many strategies for addressing our district's lack of hiring diversity. We hope that this training will help inform change around the way we approach our job postings, specifically we want to ensure a bigger, more diverse hiring pool.*

### Column D: Confirmed Outcomes

If applicable, describe the observable outcome(s) of the action taken. If action is ongoing, provide a target date for completion in Column D and indicate "Yes" in Column G. Outcomes of ongoing actions must be reported on subsequent year Expenditure Report.

Example for Column D:

- *As a start, all colleges within our district have dropped the required years of experience listing on classified job postings.*

### Column E: Monitoring and Analysis of Impacts

If applicable, describe any plans for monitoring and analyzing the impacts of the action.

Example for Column E:

- *Our district will require college human resources departments to assess applicant employment history (as disclosed in employment applications, resumes, and interviews) to determine whether and to what extent eliminating the years-of-experience requirement expanded the applicant pool and its diversity. This information will be aggregated annually through a survey and shared with the Chancellor's Office.*

### Column F: Funds Allocated

Indicate the amount of one-time funds allocated to action described in Column A.

**Column F: Date of Action**

Provide the month and year in which the action described in Column A commenced.

**Column G: Ongoing Action**

Indicate Yes or No whether the action is an ongoing action that will be reported in a subsequent Expenditure Report.