



MEMORANDUM

May 11, 2026

Via Email

TO: Chief Executive Officers
Chief Human Resources Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Information Systems Officers
Management Information Systems Contacts

FROM: Siria Martinez, PhD, Vice Chancellor of Equity, Innovation, and Institutional Effectiveness
Institutional Effectiveness Division

RE: Reporting Information and Best Practices for the Annual Equal Employment Opportunity Certification Form

Summary

To receive Equal Employment Opportunity (EEO) funds appropriated by the Legislature, districts are required to submit an annual report of EEO-related activities.¹ This certification process is governed by California Code of Regulations, title 5, Section 53024.2, which outlines the specific categories of information required for compliance.

Submission Requirements

- **Due Date:** September 1, 2026
- **Required Documents:**
 1. 2026 EEO Annual Certification Form
 2. Section B, Part 2 Data Excel Workbook
- **Submission Address:** EEOSubmissions@cccco.edu

¹Section 87102 of the Education Code provides in relevant part:

(a) As a condition for the receipt of funds pursuant to Section 87107, the governing board of the community college district that opts to participate under the article shall periodically submit to the board of governors an affirmation of compliance with this article, and, to promote faculty diversity, commencing with the 2023–24 academic year, shall implement strategies from the Multiple Methods identified by the office of the Chancellor of the California Community Colleges. Each participating community college district's equal employment opportunity program shall ensure participation in, and commitment to, the program by community college district personnel. Each participating community college district's equal employment opportunity plan shall include steps that the community college district will take to eliminate improper discrimination or preferences in its hiring and employment practices. Each plan shall address how the community college district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Section 87482.6, while still ensuring equal employment opportunity.

What's New for 2026?

We have introduced several updates to the reporting process to improve data accuracy and reduce the administrative burden on districts. These changes ensure consistent statewide compliance without increasing your overall reporting obligations.

- **Standardized Question Format:** Section B, Part 1 has shifted from open-ended prompts to a question-and-answer format.
- **New Demographic Categories:** We have added "Southwest Asia and North Africa/Middle East and North Africa" and "Filipino" as distinct race/ethnicity categories. This approach is consistent with the ongoing implementation of California Assembly Bill 91 (AB 91), which expands demographic data collection and reporting requirements for state and local agencies. These additions reflect the Chancellor's Office's commitment to inclusive data reporting and ensuring applicant and employee populations are accurately represented.

Districts are not expected to re-evaluate previously collected race/ethnicity data; however, if this information is already available, please include it.

2026 Data Requirements

Districts must complete the EEO Annual Certification Form using data from the specific years outlined below:

Table 1. 2026 EEO Annual Certification Form Data Requirements

EEO Annual Certification Form Section	Year for Data
Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes	2024-2025
Section B, Part 2: Longitudinal Data Reporting Note: Data must be submitted using the Section B, Part 2 excel template.	Provide data for applicants and employees from the 2023-2024, 2024-2025, 2025-2026 years as described below: <ul style="list-style-type: none">• Applicant Data: All applicant data from July 1 – June 30 of each reporting year.• Employee Data: Active employees as of November 1st of each reporting year.

EEO Annual Certification Form Section	Year for Data
<p>Section C, Part 1: EEO Plan Component 13</p> <p>Section C, Part 2: Additional EEO Plan Components (if applicable)</p> <p>Section C, Part 3: Supports for Strategy Implementation (If Applicable)</p>	2024-2025
<p>Section D: Response to Harassment and Discrimination Complaints</p>	2025-2026
<p>Section E: Use of EEO Funds</p>	2024-2025

Resources and Support

To assist your team in accurately completing the form, we recommend referencing the following resources available on the [EEO website](#):

- [Section B Webinar Recording](#)
- [Section C Webinar Recording](#)
- [Updated 2026 EEO Longitudinal Data Guide \(PDF\)](#)
- [Longitudinal Hiring Analysis Template \(Excel\)](#)
- [VRC Longitudinal Hiring Phase Analysis Worksheet \(Excel\)](#)
- [VRC Availability Analysis Worksheet \(Excel\)](#)

Statewide EEO Impact Survey (Action Requested)

The Education Insights Center is conducting a statewide survey to better understand the status of EEO efforts across the California Community Colleges system. The survey will help identify progress, gaps, and how EEO funding is being used to support district efforts.

We strongly encourage districts to share this survey with relevant staff involved in EEO planning, implementation, and training. Your participation will help inform future statewide policy, training, and technical assistance.

Survey Details:

- Completion time: 10–12 minutes
- Survey link: https://surveys.csus.edu/jfe/form/SV_6MqpdolhsrqYzS6

All responses are confidential and will be reported only in aggregate form.

Funding Allocation Formula

EEO funding is distributed based on the review of your certification form using the following weights:

- **50%:** Section C (EEO Plan Component 13).
- **20%:** Section E (Use of EEO Funds).
- **15%:** Section B (Recruitment and Longitudinal Data).
- **15%:** Section D (Harassment and Discrimination Complaints).

Best Practices for Success

- **Advisory Committee Engagement:** Title 5, Section 53005 requires each district to maintain an EEO Advisory Committee with diverse stakeholder membership.
- **Interdepartmental Collaboration:** We strongly encourage Human Resources, Institutional Research, and IT divisions to work together. Leveraging the unique expertise of each division streamlines the process and ensures the overall quality and integrity of your data.

cc:

Sonya Christian, Chancellor

Rowena M. Tomaneng, Ed.D., Deputy Chancellor

Chris Ferguson, Executive Vice Chancellor of Finance and Strategic Initiatives

Abdimalik Buul, Ed.D., Visiting Executive of Institutional Equity, Innovation and Strategic Impact

Attachments

1. 2026 EEO Annual Certification Form
2. 2026 Section B, Part 2 Template