



California Community Colleges

Equal Employment Opportunity (EEO) and Culturally Competent Professional Development

Memorandums and Funding Information

June 30, 2022

Memoranda Enclosed

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- Culturally Competent Professional Development One-Time Funds Frequently Asked Questions
- Equal Employment Opportunity (EEO) Best Practices One-Time Funds Frequently Asked Questions
- 2022 One-Time EEO Best Practices Funds Reporting Form



TO: Chief Executive Officers
Chief Business Officers
Chief Human Resource Officers

FROM: Dr. Siria Martinez
Assistant Vice Chancellor, Student Equity and Success

RE: Culturally Competent Faculty Professional Development Funds – District Expenditure and Outcome Report for July 2021-May 2023 Instructions

Overview

The **July 2021-May 2023 District Expenditure and Outcome Report** for the 2021 Budget Postsecondary Education Trailer Bill (AB 132) Culturally Competent Faculty Professional Development funds consists of three tables documenting expenditures, descriptions of professional development actions, and impacts.

When completing this form, use whole dollar amounts. Funds may be spent on professional development strategies and activities between July 2021 through May 2023. Funds cannot be applied retroactively to expenses prior to July 2021. For answers to common questions, review the Culturally Competent Professional Development One-Time Funds FAQ. Please send your completed form to InstEffect@cccco.edu by **June 30, 2023**.

Detail Table 1

The following provides an explanation of the requested data elements in Table 1 (refer to the enclosed Expenditure and Outcome Report form). **An example of reporting for Table 1 is provided on page 2.**

Column A: Indicate the name of each culturally competent faculty professional development (PD) offering.

Columns B & C: Indicate the expenditure amount for culturally competent faculty PD from AB 132 funds and other funds, if relevant.

Column D: Please include PD strategies and offering details, including a brief description of content, time required, format (in-person or virtual), date(s), number of participants, and whether the event was sponsored by the District and/or college, or if faculty were sent to a training sponsored by an external organization.

Column E: Describe the intended outcome(s) for the PD opportunity (i.e., participant learning outcomes, anticipated impacts on student outcomes).

Column F: If applicable, describe the observed outcome(s) of the PD opportunity for participants, policy, and/or practice.

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Column G: If applicable, describe any plans for monitoring the impact of the action.

Detail Tables 2 & 3

Table 2 (refer to the enclosed Expenditure and Outcome Report form) provides a place to report total allocation, expenditures for District/College-sponsored opportunities (including faculty reassign time to design PD), expenditures for external opportunities (i.e., sending faculty to an off-campus PD training offered by external organization), total expenditures, and unexpended allocations. Please Note: the “(d) Total July 2021-May 2023 Expenditures” (line 4, box 2) should equal the total dollars expended as shown in Table 1.

Table 3 requests the disclosure of expenditures and unexpended balances according to Object of Expenditure codes, as defined in the California Community Colleges Budget and Accounting Manual (BAAM). Detail is requested on Culturally Competent Faculty PD (AB 132) expenditures and we are also asking for information on expenditures from all other funds for accounting purposes.

cc:

Lizette Navarette, Executive Vice Chancellor, Institutional Supports and Success

EXAMPLE of TABLE 1:

(A) Name of Professional Development (PD) Opportunity	(B) Culturally Competent Faculty PD Expenditures(AB132)	(C) Expenditures from Other Funds (Identify amount and source)	(D) Description of PD Opportunity	(E) Intended Outcomes	(F) Observed Outcomes	(G) Monitoring Impacts
Decolonizing Your Syllabus	\$ 10,000	\$0	A4-hour, in-person workshop offered by the District on September 2022. 104 faculty attended.	<p>Learning Outcomes:</p> <p>(1) Increased familiarity with components of a decolonized syllabus and principles of decolonization</p> <p>(2) Increased confidence in applying principles of decolonization</p> <p>Anticipated Student Outcomes:</p> <p>Increased validation (i.e., frequency with which faculty connect with students)</p> <p>Increased student sense of belonging</p> <p>Increased course level retention of BIPOC students</p> <p>Decreased equity gaps in course outcomes</p>	<p>Faculty shared positive feedback about the workshop noting that they learned things that they had not previously known about decolonizing a syllabus and were looking forward to applying what they learned.</p> <p>Many faculty who attended decolonized at least 1 syllabus that they used in spring 2023</p>	We plan to work with participating faculty and our institutional effectiveness colleagues to measure changes in student outcomes after use of decolonized syllabi.



Culturally Competent Professional Development One-Time Funds

Frequently Asked Questions:

1. What is the deadline for spending the Culturally Competent Professional Development one-time funds?

The funds must be expended by May 31, 2023.

2. Are there specific guidelines regarding what constitutes qualified expenditures?

Funds must be expended on professional development efforts that enhance teaching and learning and helps ensure equitable opportunities and supports for all students. Culturally competent professional development can encompasses efforts to build an understanding of cultural identity, biases, prejudices, and experiences of both privilege and marginalization; the continuous pursuit of skills, knowledge, and personal growth needed to establish a meaningful connection with people from diverse cultural backgrounds; and actions that advance equity within the college or district. Budget language also allows funds to be used to leverage 21st century technology in alignment with local Diversity, Equity, Inclusion and Accessibility (DEIA) strategies or the district's DEIA Integration Plan to provide culturally competent professional development opportunities to successfully expand employee skills to equitably serve students and improve student outcomes.

3. May we go back and capture previous expenditures for DEIA efforts from our unrestricted general fund and re-classify those expenditures as uses of this new one-time funding?

Yes, as long as funds were incurred after July 1, 2021 and the expenditures were for the purpose of culturally competent learning and DEIA-focused professional development.

4. The Culturally Competent memo states “a reporting tool will be emailed, no later than June 30, 2022, so that districts can report how the funds were expended by the end of the year.” Is this fiscal year or calendar year?

Funds must be expended by May 31, 2023 and the expenditure report is due by June 30, 2023.

5. Will there be reporting requirements for the Culturally Competent Professional Development one-time funds?

Yes, June 30, 2023. If you have EEO funding questions, please email abuul@cccoco.edu.

Contact

For more information, please contact Dr. Abdimalik Buul at abuul@cccoco.edu.



Equal Employment Opportunity (EEO) Best Practices One-Time Funds Frequently Asked Questions

1. What is the deadline for spending these funds?

While there is no hard deadline for spending these funds, districts should follow the practice of encumbering the funds within three years. Districts are urged to make use of these funds as soon as possible for the stated purpose of implementing strategies that lead to the advancement of diversity, equity, and inclusion in employment practices.

2. Can the funds be co-mingled or do they need to be in a completely separate budget from the regular EEO funds?

These funds may be used in conjunction with regular EEO funds; however, expenditures of one-time EEO Best Practices funds must be reported separately. The Chancellor's Office has developed a form for this purpose. Districts should use the 2021-2022 One-Time EEO Best Practices Funds Reporting Form available on the [Equal Employment Opportunity \(EEO\) webpage](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity) (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity>).

3. Are there specific guidelines regarding what are qualified expenditures?

These One-Time EEO Best Practices Funds may be used to support the implementation of best practices for success in promoting equal employment opportunity and faculty and staff diversity, including for:

- (1) outreach and recruitment;
- (2) in-service training on equal employment opportunity;
- (3) accommodations for applicants and employees with disabilities pursuant to section 53025; and
- (4) other activities to promote equal employment opportunity.

4. May we go back and capture previous expenditures for DEIA efforts from our unrestricted general fund and re-classify those expenditures as uses of this new one-time funding?

Yes, so long as the previous expenditures were made for the purpose of implementing EEO Best Practices consistent with the above guidelines. It is important to note that not all diversity, equity, inclusion, and accessibility (DEIA) efforts undertaken by districts promote *equal employment opportunity* which is the focus of these funds. EEO resources are available on the [Equal Employment Opportunity \(EEO\) webpage](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity) (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity>).

5. Will there be separate reporting requirements for these One-Time EEO Best Practices funds?

Yes, the Chancellor's Office has developed the 2021-2022 One-Time EEO Best Practices Funds Reporting Form. This form is available on the EEO website. Districts should report on the use of one-time EEO Best Practices funds by September 30, 2023.

Contact

For more information, please contact Dr. Abdimalik Buul at abuul@cccco.edu.

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

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 E: 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.