



CCCCO Equal Employment Opportunity (EEO) Annual Certification Form

Name of District:	Click or tap here to enter text.
Submission Date:	Click or tap to enter a date.

In July of 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts are tasked with engaging in annual reporting of EEO-related activities in order to receive EEO funds appropriated by the Legislature.¹

California Code of Regulations, title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification:

(a) Districts shall certify annually to the Chancellor that they have timely complied with all of the following:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division;
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

This form combines the reporting of all items listed in Section 53024.2 into a single document, expressly subsuming and replacing the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms used in past years.

Instructions:

- 1. Complete Sections B through E.
- 2. Compile and format data in an Excel workbook related to Section B.
- 3. After Sections B through E are finished, ensure the checklist in Section A is complete and fill out the signature page in Section F.
- 4. Submit this Annual Certification Form and Section B data (as an Excel workbook file) in one email to eeosubmissions@CCCCO.edu by **September 30, 2024**.

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.

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Section A: Certification Components Checklist

Pursuant to California Code of Regulations, title 5, section 53024.2(a), districts are required to certify annually to the Chancellor's Office that they have complied with the items listed below.

Before submitting this form to the Chancellor's Office, please ensure that this section (Section A) and the signature page (Section F) are complete.

Collection and Analysis of Recruitment, Retention, and Longitudinal Data

- (1) The district has **recorded and reviewed** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
 Yes
 No
- (2) The district has **reported** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
 Yes
 No

EEO Strategies Updates

- (3) The district has reviewed and updated, as needed, the Strategies Component of the district's EEO Plan. (Sections 53003(c)(1), 53024.1)
 Yes
 No

Response to Harassment and Discrimination Complaints

- (4) The district has investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of division 6 of title 5. (Sections 53003(c)(4), 53026)
 Yes
 No

Use of EEO Funds

- (5) The district has expended EEO funds in accordance with the purposes set forth in subdivision (c) of Section 53030.
 Yes
 No

Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data

Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes

Referring to your district's EEO Plan Components 10-12, report upon your district's strategies for recording and reviewing data related to the recruitment and retention of monitored groups.

For reference:

- Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants
- Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories
- Component 12: Methods for Addressing Underrepresentation

EEO Plans: Summary of Anticipated Actions		
Referring to your district's EEO Plan, briefly summarize your district's plan to do the following:	collect applicant and employee data	
	review applicant and employee data for adverse impact	
	review applicant and employee data for underrepresentation	

Actions Taken (including actions in progress prior to EEO Plan submission)

Since submitting your EEO Plan, summarize actual actions taken and the methods used to review your district's applicant and employee data for:	adverse impact	
	underrepresentation	
Summarize actual actions taken and the methods used to address any findings of:	adverse impact	
	underrepresentation	

Methods Used to Measure Outcomes

Describe the methods your district has used/is using to measure the outcomes of efforts to address the following:	adverse impact	
	underrepresentation	

Observed Outcomes

As a result of the actions taken by your district to address adverse impact , what specific outcomes have you observed?	
As a result of the actions taken by your district to address underrepresentation , what specific outcomes have you observed?	

Innovative Strategies Reporting

Please highlight the use and impact (if applicable) of any innovative strategies, resources, or tools your district has employed.

Additional Comments

(use this space to report or provide any additional information not covered in the questions above)

Section B, Part 2: Longitudinal Data Reporting

Instructions:

- Compile demographic data for a) applicants and b) employees. Demographic data includes but is not limited to the following. *Note: Data must be broken down to subcategories as required by the CCCCCO's Management Information Systems (MIS) reporting obligations,*
 - Employee/job classification
 - Gender
 - Race/Ethnicity
 - Disability status
- To make reporting as uniform as possible, format data into tables displaying numbers and percentages. Applicant and employee data should be presented separately. The following is an example format for a table of applicant data displaying job classification by gender:

Example Table. 20XX-20XX Applicant Job Category by Gender.

	Female		Male		Non-binary		Unknown/ Blank		Total	
	#	%	#	%	#	%	#	%	#	%
Executive, Admin., Managerial										
Academic, Tenured/ Tenure-Track										
Academic, Temporary										
Professional (Non-Faculty)										
Clerical/ Secretarial										
Technical/ Paraprofessional										
Skilled Crafts										
Service/ Maintenance										

- Place tables into an Excel workbook with each tab containing a different, and clearly labeled table. Tab name examples:
 - AppJobGender (i.e., applicant pool, job category, gender)
 - EmpJobRace (i.e., employees, job classification, race/ethnicity)
- Name your workbook using the following format:
 - year_district_EEOAnnualCert (ex.: 2024_LRCCD_EEOAnnualCert)
- Submit your Excel workbook using the same email in which you submit this Certification Form (eeosubmissions@CCCCO.edu). The EEO Certification Form submission process is not complete without the submission of your district's Excel workbook.

Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components)

In this section, provide updates on district pre-hiring, hiring, and post-hiring strategies expressed in the EEO Plan.

Section C, Part 1: EEO Plan Component 13

Instructions:

- Use your district’s EEO Plan Component 13 submission to guide completion of this form. If your district did not use the [Component 13 template](#) in its EEO Plan, you will need to transfer your EEO Plan Component 13 submission into the template before completing this section.
- Remove any rows (i.e., implementation strategies) that do not apply to your district’s Component 13 submission.
- Add lines for additional/alternative strategies, as necessary.
- Because strategies and metrics were reported by year in the Component 13 matrix (i.e., Year 1, Year 2, Year 3), please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

Example:			
Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
PRE-HIRING			
Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))	Year 1: Implement new applicant tracking software in which applicant pool data can be disaggregated by EEO categories, and prospective division/department.	Year 1: Review applicant pool data for all full-time faculty and part-time faculty for 2023-2024 academic year.	90% of applicants were tracked using the new software, 10% of applicants completed their applications prior to the full transition to the new software. Analysis of Adverse Impact and Underrepresentation is underway utilizing data collected. Preliminary findings indicate Black (2%) and Latinx (9%) applicants continue to be underrepresented in faculty application submissions. Year 2: District intends to complete and analyze Year 1 data and develop strategies to address identified Adverse Impact and Underrepresented groups.

[Form begins on the next page →]

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
PRE-HIRING			
Provide training to employees, students & trustees. (53024.1(d))			
Convey in publications and website the district's commitment to diversity & EEO. (53024.1(j))			
Review and update District EEO/DEI policy statement. (53024.1(k))			
Providing EEO/diversity enhancement resources and assistance to other districts. (53024.1(m))			
Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))			
Recurring activities related to improving student access and student success—with a nexus to EEO hiring.			
Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			
HIRING			
Consistent and ongoing training for hiring committees. (53024.1(c)) *Cross reference Plan Component 8.			
Maintain updated job descriptions and job announcements. (53024.1(f))			
Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))			
Assess "sensitivity to diversity" of all applicants. (53024.1(l))			
Maintaining updated curricula, texts, and/or course descriptions. (53024.1(n))			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
Dedication of specified staff to EEO.			
Incentives for hard-to-hire areas/disciplines.			
Focused outreach and publications.			
Procedures for addressing diversity throughout hiring steps and levels			
Recruitment efforts and strategies such as: <ul style="list-style-type: none"> • Use of demographic data • Job Fairs • CCC Registry • Relationships with external organizations & colleges 			
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
POST-HIRING			
Conduct campus climate surveys & use this information. (53024.1(a))			
Conduct exit interviews & use this information. (53024.1(b))			
Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))			
Timely and thoroughly investigate all harassment & discrimination complaints & take appropriate corrective action in all instances where a violation is found. (53024.1(h))			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
Survey applicants who decline offers & use the information. (53024.1(p))			
Describe strategies developed to address any adverse impact identified in the process of carrying out the requirements of Component 10 of the EEO Plan.			
Describe strategies developed to address any underrepresentation identified in the process of carrying out the requirements of Components 11 & 12 of the EEO Plan.			
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			

Section C, Part 2: Additional EEO Plan Components (if applicable)

Some districts submitted pre-hiring, hiring, and post-hiring strategies beyond the Component 13 form. Section B outlined a detailed update on strategies used to address elements of Components 10, 11, and 12. If applicable, use the following form to report on strategies stated in the EEO Plan that fall outside of Components 10-13.

Instructions:

- Use your district’s EEO Plan submission to guide completion of this section.
- For reviewers’ reference, list the number of the relevant EEO Plan Component in the “Component Number” column.
- Add lines as necessary.
- Please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

Component Number	Actions Taken	Actions Taken Toward Establishing Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?

Section C, Part 3: Supports for Strategy Implementation

If applicable, what kinds of supports would benefit your district's efforts to implement EEO strategies?

Empty response box for providing supports for EEO strategy implementation.

Section D: Response to Harassment and Discrimination Complaints

In addition to the requirement that community college districts investigate and appropriately respond to formal harassment or discrimination complaints filed pursuant to section 59300 et seq. of title 5 of the California Code of Regulations, section 59340(b) requires districts to provide an annual report detailing the number and disposition of complaints alleging unlawful discrimination.

District Officer or Designee	
Name, title, and email of District Officer or Designee responsible for receiving complaints:	
Notes (please indicate changes to District Officer or Designee appointment over the previous fiscal year here):	

Complaints Received		
Employment	Number of discrimination complaints received in the previous academic year:	
	Number of informal charges received in the previous academic year:	
Non-Employment	Number of discrimination complaints received in the previous academic year:	
	Number of informal charges received in the previous academic year:	
	Total number of discrimination complaints and informal charges received:	

Complaints Resolved		
Employment	Number of discrimination complaints resolved in the previous academic year:	
	Number of informal charges resolved in the previous academic year:	
Non-Employment	Number of discrimination complaints resolved in the previous academic year:	
	Number of informal charges resolved in the previous academic year:	
	Total number of discrimination complaints and informal charges resolved:	

Types of Complaints and Resolution (Employment)					
Considering the total number of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
How many complaints are based on the following protected categories:		How many of the complaints are:			
	[Total]	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity					
Gender					
Sexual harassment					
Disability/Medical Condition					
Other					
In the box below, list specific "Other" protected categories and report total number for each and describe status: (ex.: Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved))					

Types of Complaints and Resolution (Non-Employment)					
Considering the total number of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
How many complaints are based on the following protected categories:		How many of the complaints are:			
	[Total]	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity					
Gender					
Sexual harassment					
Disability/Medical Condition					
Other					

In the box below, list specific “Other” protected categories and report total number for each and describe status: (ex.: Religion (4 total))

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Unresolved Complaints from Previous Academic Years

If applicable, how many complaints from previous academic years (i.e., complaints that arose before the 2023-24 academic year) remain unresolved?

Employment:

Non-Employment:

For each unresolved complaint, please briefly explain the factors that keep the complaint from being resolved:

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Section E: Use of EEO Funds²

Report	EEO/Diversity Allocation Fund (Ed. Code § 87108)
(a) Total Unexpended Allocation from Previous Year (Carry Over)	\$
(b) 2022-2023 Allocation	\$
(c) 2022-2023 Expenditures (Same total listed below in column 1)	\$
Unexpended Allocations (a + b - c) ** Below, please describe anticipated use of funds and projected date.	\$

Controlling Account	EEO/Diversity Allocation Fund (Ed. Code § 87108)	Other Funds	Total
1000 Academic Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Supplies & Materials			
5000 Other Oper. Exp. & Svcs.			
6000 Capital Outlay			
7000 Other Outgo			
Totals			

Unexpended Allocations (if applicable)	
Explain why funds are unexpended.	
Describe any actions or strategies that will be taken to utilize the funds and outline anticipated dates.	

² "EEO Funds" does not include EEO One-Time Funding or funding from Innovative Best Practices Grants.

(1) Performance Indicators	(2A) EEO Diversity Fund Expenditures (Ed. Code § 87108)	(2B) Other Fund Expenditures (identify amount and source)	(3) Description of Activities³
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.	\$	\$	
2. Outreach and recruitment.	\$	\$	
3. Professional development on equal employment opportunity.	\$	\$	
4. Professional development on DEIA.			
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.	\$	\$	
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in Description of Activities column.	\$	\$	

³ Where appropriate, please explain how the funded activities support the District's efforts as specified in the Strategies Component of the District's EEO Plan.

Section F: Signatures – Affirmation of Accuracy and Completeness

I CERTIFY THAT THIS REPORT IS ACCURATE AND COMPLETE.

Chair, Equal Employment Opportunity Advisory Committee

Name:	Title:
Signature:	Date:

Chief Human Resources Officer

Name:	Title:
Signature:	Date:

Chief Executive Officer (Chancellor or President/Superintendent)

Name:	Title:
Signature:	Date:

President/Chair, District Board of Trustees

Date of governing board's approval/certification:	
Name:	Title:
Signature:	Date: