



MEMORANDUM

May 13, 2024

Via Email

TO: Chief Executive Officers
Chief Human Resources Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers

FROM: Abdimalik Buul, Ed.D., Visiting Executive of Educational Excellence and Equal Employment Opportunity Program

RE: NEW DEADLINE- Annual EEO Certification Form- Now Due September 30, 2024

Summary

In July of 2021, the Board of Governors of the California Community Colleges amended the regulations governing Equal Employment Opportunity (EEO) programs 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. Districts must certify that they have:

- (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 the process found beginning at Section 59300 of title 5 of the California Code of Regulations; and

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.

(4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

EEO Annual Certification Form- Now due September 30, 2024

Upon consultation with districtwide EEO committees, district Board Presidents, and the EEO DAC, the deadline for submitting the EEO Annual Certification has been extended to September 30, 2024. This form consolidates the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms from previous years into a single document, as detailed in Section 53024.2. This change aims to streamline reporting requirements and align with the timelines mentioned in the CCCCO's February 9, 2022 memo regarding the Allocation of the Equal Employment Opportunity Fund.

EEO Planning (*The 1st of the 9 Multiple Methods*)

1. EEO Plan/Advisory Committee/Performance Reporting. This method requires submitting a board-adopted EEO Plan to the Chancellor's Office at least every 3 years, establishing an EEO Advisory Committee to assist in the development and implementation of the EEO Plan, and submitting an Expenditure/Performance report on the use of EEO funds for the prior fiscal year on or before September 30.

The memo also states the following.

Multiple-Methods Compliance Must Be Certified

The district's EEO Advisory Committee, chief human resources officer, chief executive officer, and governing board must certify that the district meets the requirements. See attached Multiple Method Allocation Model Certification form. The form must be submitted to the California Community Colleges Chancellor's Office, Office of the General Counsel, no later than June 1st of each preceding year in order to qualify for EEO Funding.

Districts must submit the attached Annual Certification Form by September 30th to EEOSubmissions@ccco.edu. This review is an annual process that districts will be required to complete every year.

Annual Certification Form Information Session- May 23, 2024 @ 12:00 pm- 1:00pm

The Chancellor's Office will conduct an instructional webinar to share valuable insights into the Equal Employment Opportunity Annual Certification Form. This webinar will equip participants with relevant information and instructions on how to effectively complete the certification form to maximize the accuracy of certifications and ensure compliance with regulatory requirements. Community college district personnel responsible for implementing EEO plans and/or completing the EEO Annual Certification Form are highly encouraged to attend this webinar. After the webinar, a "Frequently Asked Questions" document (FAQ) will be developed addressing the questions received during the information session and will be available in the [Equal Employment Opportunity Community](#) on the Vision Resource Center. Districts can register at [this link](#).

If you have in questions, please feel free to contact Dr. Krystal Henderson at khenderson@cccco.edu.

cc:

Dr. Sonya Christian, Chancellor

Dr. Daisy Gonzales, Deputy Chancellor

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