



## 2025 Equal Employment Opportunity (EEO) Annual Certification Form

<b>District Name:</b>	
<b>District Contact:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone no.:</b>	

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 must complete annual reporting of EEO-related activities to receive EEO funds appropriated by the Legislature.<sup>1</sup>

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 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 Section B, Part 1.
2. Use the provided Excel template to complete Section B, Part 2: Longitudinal Data Reporting.
3. Complete Sections C, D, and E.
4. Complete Section A.
5. Obtain the required signatures for Section F.
6. Submit the Annual Certification Form and the Section B, Part 2 data (using the provided Excel template) in one email to [eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu) by **September 1, 2025**.

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<sup>1</sup>Section 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

As required by California Code of Regulations, Title 5, Section 53024.2(a), districts must annually certify compliance with the items listed below.

Before submitting this Annual Certification Form to the Chancellor's Office, ensure this checklist is 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

#### Instructions:

1. Refer to your district's EEO Plan Components 10-12 and report on your 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 Plan: Data Collection and Review for Applicants and Employees	
<ul style="list-style-type: none"><li>• Briefly describe the tools and methods your district uses to collect <b>applicant and employee</b> data.</li><li>• Describe any efforts made during the EEO Plan period to increase voluntary self-identification of race/ethnicity, gender and/or disability.</li><li>• Explain how your district collects data for longitudinal hiring phase analyses or steps being taken to begin doing so.</li></ul>	

<b>Reviewing applicant and employee data for adverse impact</b>	<b>How does your district review data</b> to identify potential adverse impact?	<b>List analysis methods and statistical measures</b> (e.g., longitudinal hiring analyses, longitudinal hiring phase analyses; 80% rule, statistical probability measures):	<b>Indicate frequency</b> (e.g., quarterly, annually):
<b>Reviewing applicant and employee data for underrepresentation</b>	<b>How does your district review data</b> to determine potential underrepresentation?	<b>List analysis methods and statistical measures</b> (e.g., data sources used to measure external availability; 80% rule, statistical probability measures):	<b>Indicate frequency</b> (e.g., quarterly, annually):

Actions Taken (including actions in progress prior to EEO Plan submission)	
Describe key actions taken to address any findings of <b>adverse impact</b> at different hiring phases (e.g., minimum qualifications review, first interview, second interview, job offer, etc.):	
Describe key actions taken to address any findings of <b>underrepresentation</b> , including modifications to recruitment strategies:	

Assessing the Success of Key Actions Implemented	
<p>How did you assess the success of the actions taken to mitigate <b>adverse impact</b>?</p> <p>Include evaluation methods and data used.</p>	
<p>How did you assess the success of key actions taken to reduce <b>underrepresentation</b>?</p> <p>Include evaluation methods and data used.</p>	

Observed Outcomes (Include Data Examples If Available)		
<b>Adverse impact</b>	As a result of your district's actions to address adverse impact, <b>what specific outcomes have you observed</b> (e.g., changes in applicant pool composition by race, ethnicity, and/or gender; reduction or elimination of adverse impact in specific selection process phases; reduction or elimination of adverse impact in hiring outcomes)?	List any significant conditions impacting your district's efforts during the EEO Plan period (e.g., hiring freezes, creation of new positions, elimination/consolidation of positions)
<b>Underrepresentation</b>	As a result of your district's actions to address underrepresentation, <b>what specific outcomes have you observed</b> (e.g., reduction or elimination of underrepresentation in specific job categories; changes in workforce composition by race, ethnicity, and/or gender; changes in external availability data and/or sources)?	List any significant conditions impacting your district's efforts during the EEO Plan period (e.g., lack of hiring opportunities, creation of new positions, elimination/consolidation of positions)



Innovative Strategies Reporting (If Applicable)	
<p>1. Description of innovative strategies implemented:</p> <p>2. Results and impact of these strategies:</p>	<p>3. Additional information or comments:</p>

If applicable, highlight any innovative strategies, resources, or tools your district has used and their observed and/or anticipated impact:

This image consists of a single, solid white rectangle. It is completely featureless, with no visible text, markings, or patterns. The rectangle occupies the entire frame, suggesting it might be a placeholder or a blank page from a document.

## Section B, Part 2: Longitudinal Data Reporting

### Instructions:

1. Submit **applicant and employee** data for the **2022-23, 2023-24, and 2024-25** years using the provided [Excel template](#).

Data must include the number of applicants and employees, broken down by race, ethnicity, gender, and disability status, for each EEO6 job category.

- **Applicant Data Timeframe:** Include all applicant data from **July 1-June 30** of each reporting year.
- **Employee Data Timeframe:** Report **active employees as of November 1<sup>st</sup>** of each reporting year.
- **Compile demographic data** for applicants and employees, including:
  - Job Classification Reporting Categories  
Classify employees following CCCCO's [MIS EB07](#) data element dictionary, using Chancellor's Office MIS standards and **EEO6 category labels:**
    - Academic, **Tenured/ Tenure-Track**
    - Academic, **Temporary**
    - Clerical/ Secretarial
    - Executive, Admin., Managerial
    - Professional (Non-Faculty)
    - Service/ Maintenance
    - Skilled Crafts
    - Technical/ Paraprofessional
  - Race and Ethnicity Reporting Categories  
Categorize applicants and employees by race/ethnicity per CCCCO's [MIS EBD1](#) data element dictionary:
    - American Indian/ Alaska Native
    - Asian
    - Black/African American
    - Hispanic/Latino
    - Multi-Ethnicity
    - Pacific Islander/HI Native
    - Unknown/Blank
    - White/Non-Hispanic
  - Gender Reporting Categories  
Categorize applicants and employees by gender per CCCCO's [MIS EB03](#) data element dictionary:
    - Female
    - Male
    - Non-Binary
    - Unknown/Blank

➤ Disability Status Categories

Categorize applicants and employees by ability status per CCCCCO's [MIS EB06](#) data element dictionary:

- Disabled
- Not Disabled
- Unknown/Blank

2. **Enter data into the Section B, Part 2 Longitudinal Data Reporting Excel template** available [here](#). Using this template is required for submission.
3. **Save your workbook** using the following format:  
**year\_district\_EEOAnnualCert** (e.g., **2025\_LRCCD\_EEOAnnualCert**).
4. **Submit** your Excel workbook along with the **EEO Annual Certification Form** to [eeosubmissions@cccco.edu](mailto:eeosubmissions@cccco.edu). Submission is **incomplete** without the **Section B, Part 2 Longitudinal Data Reporting 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:

1. Use your district's EEO Plan Component 13 submission to guide the completion of this section. If your district did not use the [Component 13 template](#) in its EEO Plan, transfer your EEO Plan Component 13 submission into the template before completing this section.
2. Remove any rows (e.g., implementation strategies) that do not apply to your district's Component 13 submission.
3. Add lines for any additional or alternative strategies, as necessary.
4. Only include the strategies and metrics relevant to the current point in time when completing the Annual Certification Form, as reported by year in the Component 13 matrix (Year 1, Year 2, Year 3).

#### Example:

<b>Implementation</b>	<b>What/When</b>	<b>Effectiveness Metrics and Review</b>	<b>Observed Outcomes: What successes have you observed? What challenges have you encountered?</b>
<b>PRE-HIRING</b>			
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 EEO 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))			
Dedication of specified staff to EEO.			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
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"> <li>• Use of demographic data</li> <li>• Job Fairs</li> <li>• Community College Career Connect</li> <li>• Relationships with external organizations &amp; colleges</li> </ul>			
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))			
Survey applicants who decline offers & use the information. (53024.1(p))			



Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
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 table to report on strategies from the EEO Plan that fall outside of Components 10-13.

**Instructions:**

- 1. Use your district’s EEO Plan submission to guide the completion of this section.
- 2. For reviewers' reference, include the relevant EEO Plan Component number in the "Component Number" column.
- 3. Add lines as necessary.
- 4. Only include the strategies and metrics relevant to the current point in time when completing the Annual Certification 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)**

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

## 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.

### Instructions:

1. **Enter the district officer or designee's contact details** in the "District Officer or Designee" table. Use the designated box to note any changes in appointment during 2024-25.
2. **Enter the total number of discrimination complaints and informal charges received** for employees and non-employees in 2024-25 in the appropriate boxes.
3. **Enter the total number of resolved discrimination complaints and informal charges** for employees and non-employees in 2024-25 in the appropriate boxes.
4. **For employees**, use the "Employee Types of Complaints and Resolution" table to report the number of complaints and informal charges received in 2024-25 by protected category (e.g., race, gender).
  - For each category, enter the number of complaints and informal charges in the applicable resolution column.
  - The "Total" column will calculate automatically.
  - If reporting in the "Other" category, list the specific protected category (e.g., Religion) in the text box and provide totals and resolution details for each.
5. **For non-employees**, complete the corresponding "Non-Employee Types of Complaints and Resolution" table.
  - For each category, enter the number of complaints and informal charges in the applicable resolution column.
  - The "Total" column will calculate automatically.
  - If reporting in the "Other" category, list the specific protected category (e.g., Religion) in the text box and provide totals and resolution details for each.

District Officer or Designee	
Name of District Officer or Designee responsible for receiving complaints:	
Title of District Officer or Designee responsible for receiving complaints:	
Email of District Officer or Designee responsible for receiving complaints:	
Indicate changes to District Officer or Designee appointment during 2024-25:	

Employee Complaints Received		
Employee Complaints	Number of <b>discrimination complaints</b> received in 2024-25:	
	Number of <b>informal charges</b> received in 2024-25:	
Non-Employee Complaints Received		
Non- Employee Complaints	Number of <b>discrimination complaints</b> received in 2024-25:	
	Number of <b>informal charges</b> received in 2024-25:	
	<b>Total number</b> of discrimination complaints and informal charges received: <i>The total is calculated automatically.</i>	

Employee Complaints Resolved		
Employee Complaints	Number of <b>discrimination complaints</b> resolved in 2024-25:	
	Number of <b>informal charges</b> resolved in 2024-25:	
Non-Employee Complaints Resolved		
Non-Employee Complaints	Number of <b>discrimination complaints</b> resolved in 2024-25:	
	Number of <b>informal charges</b> resolved in 2024-25:	
	<b>Total number</b> of discrimination complaints and informal charges resolved: <i>The total is calculated automatically.</i>	

Employee Types of Complaints and Resolution					
Based on the <b>total</b> number of discrimination complaints and informal charges received in 2024-25, provide the following information:					
Provide the number of complaints and informal charges based on the following protected categories:		Provide the number of complaints and informal charges that are:			
	<b>Total</b> <i>Calculated automatically</i>	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race					
Gender					
Sexual harassment					
Disability/Medical Condition					
Other					
In the box below, list the specific "Other" protected categories, report the total number for each, and describe the status (e.g., Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved)).					

Non-Employee Types of Complaints and Resolution					
Based on the <b>total number</b> of discrimination complaints and informal charges received in 2024-25, provide the following information:					
Provide the number of complaints and informal charges based on the following protected categories:		Provide the number of complaints and informal charges that are:			
	<b>Total</b> <i>Calculated automatically</i>	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race					
Gender					
Sexual harassment					
Disability/Medical Condition					
Other					
In the box below, list the specific "Other" protected categories, report the total number for each, and describe the status (e.g., Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved)).					

Unresolved Complaints from Previous Academic Years	
If applicable, provide the number of complaints from previous academic years (i.e., complaints that arose before the 2024-25 academic year) that remain unresolved.	<b>Employee:</b> <b>Non- Employee:</b>
For each unresolved complaint, briefly explain the factors preventing resolution:	

## Section E: Use of EEO Funds

EEO Funds do not include EEO One-Time Funding or funding from Innovative Best Practices Grants. Expenditures from these sources should be reported in the “other funds” columns.

### Instructions:

1. **Enter the total unexpended allocation from 2022-23** in the "Total Unexpended Allocation from 2022-23" box.
2. **Enter the total amount allocated to the EEO/Diversity Allocation Fund for 2023-24** in the "2023-24 Allocation" box.
3. **Enter the total 2023-24 expenditures** in the "2023-24 Expenditures" box.
4. **Break down expenditures by controlling accounts.** If funds other than the EEO/Diversity Allocation Fund were used, provide the total amount in the “other funds” column.
5. If applicable, explain unspent funds, planned use, and expected timelines.
6. **Break down expenditures by performance indicators.** If funds other than the EEO/Diversity Allocation Fund were used, provide the total amount and the funding source in the “Other Fund Expenditures” column.
7. Where relevant, explain how activities align with the Strategies Component of the district’s EEO Plan.

Report	EEO/Diversity Allocation Fund (Ed. Code § 87108)
Total Unexpended Allocation from 2022-23 (Carry Over)	
2023-24 Allocation	
2023-24 Expenditures (Provide a breakdown of expenditures in the columns outlined in green below)	
Unexpended Allocations <i>calculated automatically</i>	



Controlling Account	EEO/Diversity Allocation Fund (Ed. Code § 87108)	Other Funds	Total <i>Calculated automatically</i>
1000 Academic Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Supplies & Materials			
5000 Other Oper. Exp. & Svcs.			
6000 Capital Outlay			
7000 Other Outgo			
<b>Total</b> <i>Calculated automatically</i>			
<b>Unexpended Allocations (If Applicable)</b>			
Explain why funds are unexpended.			
Describe any actions or strategies to utilize the funds and outline the anticipated dates.			

<b>Performance Indicators</b>	<b>EEO Diversity Fund Expenditures (Ed. Code § 87108)</b>	<b>Other Fund Expenditures</b> Identify amount and source	<b>Description of Activities</b> Where relevant, explain how activities align with the Strategies Component of the district's EEO Plan.
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.		Enter funding source below:	
2. Outreach and recruitment.		Enter funding source below:	
3. Professional development on equal employment opportunity.		Enter funding source below:	
4. Professional development on DEIA.		Enter funding source below:	
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.		Enter funding source below:	
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in "Description of Activities" column.		Enter funding source below:	

## Section F: Signatures – Affirmation of Accuracy and Completeness

*I CERTIFY THAT THIS ANNUAL CERTIFICATION FORM IS ACCURATE AND COMPLETE.*

### Chair, Equal Employment Opportunity Advisory Committee

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### Chief Human Resources Officer

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### Chief Executive Officer (Chancellor or President/Superintendent)

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

### President/Chair, District Board of Trustees

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