



MEMORANDUM

June 2, 2025

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

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 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;

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.

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

2025 EEO Annual Certification Form Due Date

Districts must submit the [Annual Certification Form](#) by **September 1, 2025** to EEOSubmissions@cccco.edu. This review is an annual process. Districts are required to complete and submit this Form every year.

2025 EEO Annual Certification Form Data Reporting

As part of the certification review process, districts must complete the EEO Annual Certification Form using data from the academic years as specified below. **Data for Section B, Part 2 must be submitted using the [Section B, Part 2 excel template](#).**

EEO Annual Certification Form Section	Year for Data
Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes	2023-24
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 2022-23, 2023-24, 2024-25 years as described below: <ul style="list-style-type: none"> Applicant Data Timeframe: All applicant data from July 1 – June 30 of each reporting year. Employee Data Timeframe: Active employees as of November 1st of each reporting year.
Section C, Part 1: EEO Plan Component 13	2023-24
Section C, Part 2: Additional EEO Plan Components (if applicable)	2023-24

Section C, Part 3: Supports for Strategy Implementation (If Applicable)	2023-24
Section D: Response to Harassment and Discrimination Complaints	2024-25
Section E: Use of EEO Funds	2023-24

2025 EEO Annual Certification Form Training Webinars

The Chancellor's Office EEO Team conducted a two-part webinar series designed to help districts confidently and accurately complete the EEO Annual Certification Form. We encourage districts to watch the webinars prior to completing the Form.

[Section B Webinar Recording](#)

[Section C Webinar Recording](#)

EEO Annual Certification Form Funding Formula

EEO funding will be based on the review of the EEO Annual Certification form and distributed using the following funding allocation formula:

- 15% for Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data.
- 50% for Section C: EEO Plan Component 13.
- 15% for Section D: Response to Harassment and Discrimination Complaints.
- 20% for Section E: Use of EEO Funds.

EEO Annual Certification Form Best Practice

California Code of Regulations, title 5, Section 53005 requires that each district establish an EEO Advisory Committee to assist in developing, revising, and implementing district EEO programs and plans. The Advisory Committee should be composed of a diverse membership and include members from district stakeholder groups. It is a best practice for district Human Resources offices, institutional research divisions, and information technology divisions to work collaboratively in the collection, synthesis, and reporting of data for the EEO Annual Certification form. This interdepartmental cooperation ensures that data are accurate and comprehensive. Effective communication and shared responsibilities are critical in maintaining compliance with reporting requirements. By leveraging the unique expertise and resources of each division, districts can streamline processes, reduce redundancies, and enhance the overall quality of data reporting.

cc:

Sonya Christian, Chancellor

Dr. Rowena M. Tomaneng, Deputy Chancellor

Chris Ferguson, Executive Vice Chancellor of Finance and Strategic Initiatives

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

Attachments:

1. 2025 EEO Annual Certification Form
2. Section B, Part 2 Template