



MEMORANDUM
February 9, 2024

Via Email

TO: Chief Executive Officers
Chief Human Resources Officers
Chief Business Officers

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

RE: Annual EEO Certification Form- Due June 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- due June 30, 2024

Districts must submit the attached Annual Certification Form by June 30, 2024 to EEOSubmissions@cccco.edu. This review is an annual process that districts will be required to complete every year. 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.

Annual Certification Form Information Session

The Chancellor's Office will conduct an Information Session in early Spring to answer questions regarding the Annual Certification Form. Details of this information session will be forthcoming. Thereafter, an FAQ will be developed comprising the questions received during the information session and will be available in the [Equal Employment Opportunity community](#) on the Vision Resource Center.

If you have in questions, please feel free to contact Alina Quintana at aquintana@cccco.edu.

cc:

Dr. Sonya Christian, Chancellor

Dr. Daisy Gonzales, Deputy Chancellor

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