



Chancellor's Advisory Council

Meeting Agenda – February 24, 2023, 9:00-10:30 a.m.

District Office Building (D700), Board Conference Room 101

Zoom: <https://fhda-edu.zoom.us/j/87211210510?pwd=WmRxd3k1VXR2VUw2aTRUL0hMN1p0UT09>

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</i> – Allow council members and guests to identify each other by name and constituent group represented and/or role at the colleges/district.	Judy Miner
2. Approval of January 13, 2022 meeting summary (coming soon)	<i>A</i> – Provide accurate record of previous meetings.	Judy Miner
3. View Survey results <ul style="list-style-type: none"> Survey Ending Foothill-De Anza's COVID-19 Vaccine Mandate 	<i>A</i> – Chancellor’s Advisory Committee members to take a roll call vote	Judy Miner
4. Please review the drafts of the following Administrative Procedures: <ul style="list-style-type: none"> Revised Draft to BP 3507/AP 3507 COVID-19 Vaccination Interim Policy Revised Draft to AP 6870 Police Department Revised Draft to AP 4130 District Hiring Procedures (Section C. Faculty Hiring) only 	<i>I</i> – Allow council members the opportunity to preview the revised (5) Board Policies/Administrative Procedures.	Judy Miner
5. Accreditation items – Mission statement revision , and Strategic Plan refresh will occur in the Winter and Spring.	<i>I/D</i> – Mission statement revision, and Strategic Plan refresh.	David Ulate
6. Board Policy/Administrative Procedure Revision Requests <ul style="list-style-type: none"> Request for change in Smoking Policy Request for change in BP 7400/AP 7400 related to Per Diem rates 	<i>I/D</i> – This topic will be discussed.	Judy Miner
7. District initiatives update (standing item) <ul style="list-style-type: none"> Affordable Housing Task Force update 	<i>I/D</i> – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Eric Reed Judy Miner
8. Board of Trustees Priorities 2022-23 (standing item)	<i>I/D</i> – Gain understanding of 2022-23 priorities adopted by the Board of Trustees and how the priorities are being implemented at the colleges and Central Services. Provide feedback, and share information with constituencies.	Judy Miner
9. Enrollment management (standing item)	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Bernadine Fong Lloyd Holmes
10. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> District Budget Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/B-district-budget-advisory-committee.html Energy and Sustainability Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/E-Energy-and-Sustainability-Advisory-Committee.html Police Chief’s Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/G-Police-Chiefs-Advisory-Committee.html Human Resources Advisory Committee/District Diversity and Equity Advisory Committee 	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All

https://www.fhda.edu/about-us/participatorygovernance/F-hrac.html <ul style="list-style-type: none"> Educational Technology Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/D-Educational-Technology-Advisory-Committee.html 		
11. Dates to remember/other information and updates	I – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2022-23 Chancellor's Advisory Council meeting dates:

March 17, 2023
 April 28, 2023
 May 26, 2023
 June 16, 2023

Agenda Items for next meeting | March 17, 2023:

- Review New Draft AP 3200 Accreditation
- Review New Draft AP 3250 Institutional Planning
- Review New Draft AP 4025 Philosophy and Criteria for Bachelor Degree, Associate Degree and General Education
- Review New Draft AP 4102 Career and Technical Education Programs
- Review New Draft AP 5110 Counseling
- Review Revised Draft BP 7400 Travel Policy/Revised Draft AP 7400 Travel Policy

Judy Miner is inviting you to a scheduled Zoom meeting.

Topic: Chancellor's Advisory Council

Time: Feb 24, 2022 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/87211210510?pwd=WmRxd3k1VXR2VUw2aTRUL0hMN1p0UT09>

Meeting ID: 872 1121 0510

Passcode: 034854

One tap mobile

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+1 253 215 8782 US (Tacoma)

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

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**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 3 - General Institution
Title	COVID-19 Vaccination Interim Policy
Code	BP 3507
Status	Active
Legal	California Code of Regulations, Title 8, Section 3203 California Constitution, Article IX, Section 14 Education Code, Section 70902 Education Code, Section 76020 Education Code, Section 76403 Education Code, Section 87408 United States Code Title 29 Section 654(a)(1) United States Equal Employment Opportunity Commission guidance California Community Colleges Chancellor's Office 2021-01 Advisory
Adopted	August 2, 2021
Origin	Proposed new policy - CAC approved 6/30/21
Office	Chancellor's Office
Next Review	January 3, 2022

The Foothill-De Anza Community College District (District) is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities we serve, as well as maintaining higher education access and attainment for our students. As we work toward the safe resumption of increased on-campus learning, working and other activities, we embrace a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus. This approach contributes to the overarching goal of achieving population-level immunity throughout the Foothill-De Anza Community College District.

In light of the evidence established to date regarding the safety and effectiveness of available COVID-19 vaccines, the District hereby requires that all individuals who access on-site campus/district programs in person or who participate in district operated or controlled off-site district/college services in person comply with this policy. Students and employees are required to be fully vaccinated against COVID-19 unless approved as exempt due to verified medical or religious reasons. Those who do not receive a COVID-19 vaccination may be subject to wearing face coverings and complying with other safety measures. The vaccine requirement is effective on each campus and in Central Services on the later of (1) the first day of the fall 2021 quarter (September 15, 2021, for employees and September 20, 2021, for students); or (2) when a COVID-19 vaccine receives full U.S. Food & Drug Administration (FDA) approval and is readily available.

The chancellor shall establish administrative procedures to implement this policy.

[See Administrative Procedure 3507 COVID-19 Vaccination Requirement](#)

~~[See Board Policy 5077 Academic Accommodations for Students with Disabilities](#)~~
~~[See Administrative Procedure 5077 Academic Accommodations for Students with Disabilities](#)~~

Adopted 8/2/21



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	COVID-19 Vaccination Requirement
Code	AP 3507
Status	Active
Legal	California Code of Regulations, Title 8, Section 3203 California Constitution, Article IX, Section 14 Education Code, Section 70902 Education Code, Section 76020 Education Code, Section 76403 Education Code, Section 87408 United States Code Title 29 Section 654(a)(1) United States Equal Employment Opportunity Commission guidance California Community Colleges Chancellor's Office 2021-01 Advisory
Adopted	June 30, 2021
Last Revised	September 26, 2022

~~In order to access campus/programs, a student or employee will be asked to provide certification of having received an approved COVID-19 vaccine and up to date boosters. Visitors may be asked to provide certification except when attending activities governed by the Brown Act. Students and employees may claim an exemption to the approved vaccine requirement in accordance with District procedures. Any student or employee who does not provide certification may be denied access to campus/programs.~~

~~Face coverings are highly recommended and may be required indoors for classes and public-facing services. Face coverings are highly recommended and may be required by staff in outdoor settings where social distancing cannot be maintained. The district's requirements regarding face coverings will follow the guidelines of federal, state, and local public health agencies, which may be relaxed or strengthened from time to time. In the event that the directives of federal, state, and local governing public health agencies differ, the District will comply with the most stringent or restrictive mandate or practice.~~

~~In order to access campus/programs, any person, including a visitor, who has not obtained an approved vaccine or claimed an exemption may be subject to other safety measures, as determined by the District.~~

~~Contractors shall ensure that their agents and employees undertake appropriate other safety measures. In consideration of the nature of the contractor's services (including proximity to members of the District community), duration, and extent of on-campus presence, the District may also require that a contractor's agents and employees receive an approved vaccine.~~

~~This procedure supplements and does not replace District policies and procedures governing other safety measures.~~

Definitions

Approved Vaccine: A COVID-19 vaccine that has received full approval from the U.S. Food & Drug Administration (FDA) and is recommended for use by the U.S. Centers for Disease Control and Prevention (CDC). The following COVID-19 vaccines shall also be deemed to be approved vaccines for the purpose of satisfying the vaccination requirement in this policy: (a) a COVID-19 vaccine administered under an FDA Emergency Use Authorization; or (b) a COVID-19 vaccine administered outside of the United States that has been approved by the World Health Organization (WHO).

Fully Vaccinated: Two weeks after receiving the second dose in a two-dose series or following a single-dose vaccine.

Up-to-Date Boosters: Received any booster doses of a COVID-19 vaccination for which eligible as authorized or approved by the FDA, including by way of an emergency use authorization, or by the WHO.

Campus/Programs: Any campus, property or facility owned or operated by the District in connection with its teaching, public service, or other programs and services. Any in-person program or activity (on- or off-campus) operated or controlled by the District.

Certification: Submission of information establishing that a student or employee has received an approved vaccine or qualifies for an exemption from the vaccine requirement. The colleges and Central Services may collect from every student or employee who seeks access to campus/programs the following, as applicable: (1) declaration of current COVID-19 vaccination status (with an approved vaccine); (2) declaration of medical exemption; or (3) declaration of religious exemption. Each certification shall include an attestation by the student or employee that the information provided is accurate and truthful. The District may request other information including, but not limited to, date of full vaccination, vaccine type, and lot number.

Contractor: A person or entity, including an auxiliary organization, that agrees to conduct work for the District as specified under the terms of a contract or agreement.

Employees: Faculty, staff, volunteers, student workers, and administrators of the Foothill-De Anza Community College District.

Exemptions: A student or employee may be excused from the vaccine requirement in this policy as described below. A person who is granted an exemption may be required to adhere to other safety measures for the health and safety of the campus community.

Medical Exemption: due to a medical (including mental health) condition for which an approved vaccine presents a significant risk of a serious adverse reaction. The District may ask for proof of a medical exemption to be verified by a certified or licensed healthcare professional.

Religious Exemption: due to either (i) a person's sincerely held religious belief, observance, or practice, which includes any traditionally recognized religion, or (ii) beliefs, observances, or practices which an individual sincerely holds and that occupy a place of importance in that individual's life, comparable to that of traditionally recognized religions.

Other Safety Measures: Any action, as determined by the District, other than getting an approved vaccine, that decreases the likelihood of COVID-19 transmission or illness and allows the core mission and activities of the campus to continue. Other safety measures may include asymptomatic (public health surveillance) testing and symptomatic testing; physical/social distancing; avoiding large gatherings; wearing face coverings or personal protective equipment; frequent handwashing and cleaning; practicing respiratory etiquette; improving ventilation of indoor spaces; and staying home and/or quarantining when warranted.

Student: Any admitted or enrolled Foothill-De Anza student participating in any in-person activities.

General Provisions

Confidentiality of Information: This procedure (including in connection with data collection) shall be governed by applicable

District policies regarding confidentiality, privacy, and security of health records, as well as state and federal law. Information shall be used only for the specific purpose intended and only be accessible to District personnel who have a business need to know.

Accessibility. This procedure shall be governed by applicable District policies regarding accessibility, as well as applicable state and federal law.

Documentation to Support Certification.

Vaccination Status. Any person submitting a declaration of current COVID-19 vaccination status (with an approved vaccine) shall verify that, at the District's request, they will promptly provide proof of vaccination. The District will not request any health or medical information for the purpose of enforcement of this policy other than proof of vaccination.

Medical Exemption. Students and employees may decline vaccination due to medical contraindications or precautions recognized by the U.S. Food & Drug Administration or Centers for Disease Control and Prevention or due to a disability. Any person submitting a declaration of medical exemption shall verify that they will promptly provide documentation from a certified or licensed healthcare professional to support their declaration upon request by the District. A person who is granted medical exemption may be required to adhere to other safety measures.

Religious Exemption. Students, faculty, and staff may decline vaccination based on a sincerely held religious belief, practice, or observance. A person who is granted religious exemption may be required to adhere to other safety measures. Any person submitting a declaration of religious exemption shall verify that they will promptly provide a statement that describes the applicable religious or other comparable belief that is the basis for their exemption upon request by the District. A person who is granted religious exemption may be required to adhere to other safety measures.

Accommodations. The District will provide an individualized interactive process to identify appropriate accommodations for individuals claiming an exemption. Accommodations may involve adjustments to job duties, remote work or learning, isolation of individuals in certain campus locations, limiting of interactions, and other safety measures.

Broad Dissemination of Policy Information. Information about the COVID-19 vaccination requirement shall be widely disseminated through any combination of written information statements, verbal communications, or online or in-person training programs. Such information shall provide appropriate point(s) of contact, including email and telephone numbers.

Access and Availability of Vaccinations and Testing. COVID-19 testing required by the District shall be provided to students and employees at no charge. Information about the availability of approved vaccines and COVID-19 testing, including those offered free of charge, shall be widely disseminated through any combination of written information statements, verbal communications, or online or in-person training programs.

All students and employees shall receive information as part of ongoing training and education, concerning:

- a. The potential benefits for COVID-19 vaccination;
- b. The potential health consequences of COVID-19 illness for themselves, family members and other contacts, coworkers, patients, and the community;
- c. Occupational exposure to COVID-19;
- d. The epidemiology and modes of transmission, diagnosis, and non-vaccine infection control strategies in accordance with their level of responsibility in preventing COVID-19 infections.
- e. The safety profile and potential risks of any COVID-19 vaccine; and
- f. Requirements for compliance with the COVID-19 vaccination interim policy.

Superseding Public Health Directives. In the event that a federal, state, or local governing public health agency imposes a requirement that restrictively conflicts with this policy or implementation of this policy, the applicable public health mandate shall govern and be implemented.

Dual Enrollment Students. The District shall coordinate with local K-12 school districts and their respective county offices of

education regarding applicability of the provisions of the COVID-19 vaccination interim policy and this administrative procedure.

~~Apprenticeship Sites. Apprenticeship sites are not operated and controlled by the district and are not subject to this administrative procedure.~~

~~[See Board Policy 3507 COVID-19 Vaccination Interim Policy](#)~~

~~[See Board Policy 5077 Academic Accommodations for Students with Disabilities](#)~~

~~[See Administrative Procedure 5077 Academic Accommodations for Students with Disabilities](#)~~

Approved 6/30/21

Revised 8/2/21, 2/11/22, 5/24/22, 9/26/22



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Police Department
Code	BP 6870
Status	Active
Legal	California Education Code 72330 et seq. Government Code Sections 3300 et seq. Government Code Section 7070 et seq.
Cross References	AP 6870 Police Department
Adopted	July 12, 2004
Last Revised	September 12, 2022

The Board has established a police department under the supervision of the Chief of Police, who shall report directly to the Vice Chancellor for Business Services. The purpose of the department is to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District or by the State acting on behalf of the district.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830, et seq.

The Chancellor shall establish minimum qualifications of employment for the Chief of Police including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training.

The Vice Chancellor for Business Services shall ensure that every member of the police department first employed by the District before July 1, 1999, satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the police department shall be issued a suitable identification card and badge bearing the words "Foothill-De Anza Community College District Police Department."

The Vice Chancellor for Business Services, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the effective administration of the police department.

Community Policing

The Board requires the police department adhere to community policing principles and evidence-based policing practices to assist in identifying, prioritizing, and addressing issues that will improve the campus community's quality of life.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Chancellor shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

[See Administrative Procedure 6870 Police Department](#)

Adopted 7/12/04
Amended 9/12/22



Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Police Department
Code	AP 6870
Status	Active
Legal	Education Code Sections 72330 et seq. Government Code Sections 3300 et seq. Government Code Sections 7070 et seq.
Adopted	June 10, 2022

The Chancellor is delegated the responsibility to establish minimum qualifications of employment for the District Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 Police Department).

Every member of the police department first employed by the District before July 1, 1999, must, in order to retain employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her/their fingerprints which shall be forwarded to the Federal Bureau of Investigation,
- A determination that the employee is not a person prohibited from employment by a California community college district, and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.

Every member of the district police shall be supplied with, and authorized to wear, a badge bearing words "Foothill-De Anza Community College District Police." Every member of the college police shall be issued a suitable identification card.

Salaries for district police shall be established after appropriate negotiations with their exclusive representative.

The Vice Chancellor of Business Services, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the district police, including:

- Schedules and shifts
- Call back procedures
- Weapons practices
- Use of vehicles
- Pursuit practices
- Training

The District Police shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault,
- Geographical boundaries of the operational responsibilities, and
- Mutual aid procedures.

Community Policing

The Board requires the police department adhere to community policing principles and evidence-based policing practices to assist in identifying, prioritizing, and addressing issues that will improve the campus community's quality of life.

Community policing principles include both an organizational and a personal philosophy that promote police and collaborative working community partnerships, improving the overall quality of life in the campus community and proactive problem-solving.

Evidence based policing practices include data analysis, transparency and continuous improvement. The campus police department will collect, analyze, and publicly share campus safety and department data on the police website.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Chief of Police shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

If the police department receives approval for the military equipment use policy, it shall submit to the Board of Trustees an annual military equipment report for each type of military equipment approved by the Board of Trustees within one year of approval, and annually thereafter for as long as the military equipment is available for use. The police department shall also make each annual military equipment report available on its internet website for as long as the military equipment is available for use. The Board of Trustees shall annually review the policy and either disapprove a renewal of the authorization of the military equipment use policy or amend the policy if it determines that the military equipment does not comply with the standards set forth state law.

[See Board Policy 6870 Police Department](#)

Approved 6/10/22

**AP 4130 Current Draft
January 31, 2023**

**FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT FULL-TIME FACULTY
EMPLOYMENT POLICY AND HIRING PROCEDURES**

BACKGROUND

The Foothill-De Anza Community College District seeks a qualified and diverse administration, faculty and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty who best meet the needs of students.

Hiring faculty, classified staff, and administrators is accomplished through search and selection committees which produce a recommendation from the President or appropriate administrator to forward a final candidate to the Chancellor to recommend to the Board for employment.

Hiring Qualifications

The Foothill – De Anza Community College District has established the following minimum hiring qualifications for all faculty positions:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, military, and cultural backgrounds, as well as disability (mental or physical), age, gender, and sexual orientation of community college students, faculty and staff.
2. Minimum qualifications or the equivalent as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges which are used by department/program faculty to establish the minimum qualifications for each faculty position. Qualifications beyond minimum qualifications are reviewed by the Vice Chancellor of Human Resources and Equal Opportunity jointly with the District Academic Senate President or designee or their designee for job relatedness and potential adverse impact on the applicant pool.
3. Commitment to participation in department/program activities and the shared governance of the College.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population and the needs of the division department/program, and the college.

Establishing the Position

Faculty positions are identified by a process established by each College.

Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process.

Position Announcement

This position announcement draft, including minimum and preferred qualifications, is developed through a collaborative process involving the department/program faculty and an Equal Opportunity representative, Dean/Director of Equity Programs, the appropriate administrators, and Employment Services. The hiring committee reviews and finalizes the position announcement and simultaneously develops the screening criteria.

The position announcement must include the following:

A statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understanding of and respectful of the diverse academic, socio-economic, ethnic, religious, military, and cultural backgrounds, as well as disability (mental or physical), age, gender, and sexual orientation of community college students, faculty and staff.

Educational requirements as determined by the department/program in accordance with Education Code Section 87356 and California Title 5 CCR 53410. Additional desirable educational qualifications that are job related and support the responsibilities of the position may be included. Such qualifications will be monitored by the Vice Chancellor of Human Resources and Equal Opportunity jointly with the District Academic Senate President or designee for adverse impact.

Provision for presentation of qualifications that are equivalent to the minimum qualifications as established by the Academic Senate for California Community Colleges and adopted by the Board of Governors.

Legal qualifiers established by Human Resources to comply with federal, state, and District regulations.

The position announcement may also include preferred qualifications that reflect experience and expertise that would enhance an applicant's ability to meet the unique requirements and

responsibilities of the position and the needs of a diverse student population. Preferred qualifications must be reviewed by the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee to ensure that they will not adversely affect the applicant pool.

The finalized position announcement must be approved by 1) the search committee which includes the Division Dean or appropriate administrator, 2) the appropriate Vice President, and 3) the Vice Chancellor of Human Resources and Equal Opportunity or their designee prior to publication.

SEARCH COMMITTEE

Membership

The Search Committee shall be established by the department/program faculty in consultation with the Dean. The consultation shall be transparent and inclusive of all faculty in the department/program and allow sufficient time for faculty input. Members of the search committee may include tenured full-time faculty, full-time faculty in phase III of their probationary period, part-time faculty with reemployment preference, classified professionals, students, and/or administrators. Members of the search committee may be from either campus. The majority of the search committee shall be faculty from within the hiring department/program. When clear and compelling academic and/or professional circumstances warrant, other faculty and staff may be included on the Search Committee. Special circumstances may include, but are not limited to, the addition of discipline expertise and enhancing the diversity of the committee. The appropriate academic senate representative shall forward a list of all committee members designated to serve on the Search Committee to the Academic Senate. The Academic Senate shall review the composition of the committee to ensure the above criteria are met. All faculty appointments to Search Committees must be confirmed by the Academic Senate before the search committee begins its work. To ensure a variety of perspectives, the Academic Senate shall consider diversity, equity, and discipline/program recommendations when confirming faculty appointments to search committees.

Search committees should endeavor to include students in the hiring process.

When students are included on the search committee, they may be included as full members of the search committee or in limited-capacity roles, such as giving input during interviews and/or teaching demonstrations. Students wishing to serve on a faculty hiring committee will be appointed by Student Government (DASG/ASFC) and must be in good academic standing and enrolled in at least eight (8) units (or the equivalent, to be determined in collaboration with the search committee chair and appropriate DSP&S/DRC designee). Any student serving on the full search committee shall not be enrolled in courses in the hiring department during the hiring process.

Faculty in the hiring department should conduct a transparent and inclusive process to determine the scope of student participation on the search committee, and they must inform

the Dean at least two weeks in advance of the formation of the hiring committee. The Dean will contact DASG/ASFC and DASG/ASFC will be given at least two weeks to appoint a student who meets the conditions for serving on the committee. The student appointee(s) shall be given sufficient time to undergo required training.

An Equal Opportunity Representative from outside of the division shall be appointed to the Committee by the District Human Resources office. The Equal Opportunity Representative shall be a full-time employee or a part-time faculty employee.

The Division Dean normally serves as chair of the committee.

The membership of the Search Committee, including students participating in any capacity, is submitted to Human Resources to ensure that the committee is sufficiently broad. When Human Resources determines that broad representation is not reflected in the Search Committee membership, the hiring administrator shall meet with Human Resources who will assist in the identification and recruitment of additional employees or students who clearly embrace the concepts of equity, diversity, and equal opportunity to serve on the Committee.

Responsibilities

The Search Committee has the following responsibilities:

1. Finalize the position announcement and develop the selection screening criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position.
2. Identify recruiting sources in consultation with Human Resources.
3. Develop job related interview questions designed to distinguish candidates who will best meet the needs of our diverse student population, the department/division, and the College.
4. Determine the subject matter and format of the demonstration of teaching, job duties, counseling, or librarianship skills required of all faculty candidates. The demonstration should reflect the candidate's ability to meet the needs of a diverse student population.
5. Review the aggregate demographics of the applicant pool to ensure diversity. (Waiting for some standard for this.)
6. Screen all complete applications to select candidates for interview. (All applicants requesting an equivalency shall be considered to have met minimum qualifications, pending verification from the Academic Senate Equivalency Committee.) When the applicant pool contains part-time and/or non-tenure track faculty employees who meet minimum qualifications and have

reemployment preference in the division at the college hiring the position, **at least two** of these applicants shall be included in candidates selected for an interview.

7. Establish an interview schedule that accommodates all committee members' schedules.

8. Interview all selected candidates using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria and if they are not in violation of equal opportunity guidelines.

9. Document/record assessment of candidates in the interview process.

10. Recommend the final candidate(s) (preferably more than one) for consideration by the Selection Committee. Recommended finalists must be acceptable to the majority of the Search Committee members since only a candidate recommended by the Search Committee may be hired. The President, Vice Chancellor, and Chancellor are the only individuals who can make an exception to this recommendation process.

11. Each member of the Search Committee is responsible for maintaining ongoing confidentiality of the entire process. Process information may be shared only with members of the Search Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee will receive and must agree to abide by a statement of Guiding Principles and Confidentiality Agreement as noted in Appendix A as a condition of participation.

12. Each member of the Search Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated.

SELECTION COMMITTEE

Membership

The Selection Committee is composed of the College President, or their designee, the Search Committee Chair, the Equal Opportunity Representative from the Search Committee, and at least one faculty member, but preferably more, from the Search Committee. The Selection Committee may also include one or more classified professionals and/or students from the search committee, if serving as full members of the search committee. The College President (or designee) may invite other persons to serve, as they deem appropriate (e.g. Vice Presidents, Administrators, Faculty, and Staff). This committee should be balanced in its diversity and will be chaired by the President (or designee).

Responsibilities

The Selection Committee has the following responsibilities:

Provide input to the College President regarding the questions to be used in the Selection Committee interview process.

Participate in the finalists interviews to evaluate the academic and professional qualifications of each candidate and their qualifications in meeting the needs of our diverse students.

Evaluate the finalists in an open and collaborative discussion. Before a final decision is reached the Equal Employment Opportunity Representative will review the process to determine that all candidates were treated fairly and equally and that the process yielded candidates able to meet the needs of our diverse student population.

In the event that a hiring process results in more than one candidate who meets the present or expected needs in the same discipline, the College President may determine to increase the number of available positions. In this event, the members of both the Search and Selection committees shall be consulted before any additional candidate is selected. In the event the candidate/s recommended is/are not selected by the College President, a response explaining their reasoning for not selecting the recommended candidate/s must be provided to the Selection Committee.

Each member of the Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee agrees to accept and abide by the statement of guiding principles and confidentiality as noted in Appendix A.

Each member of the Selection Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated.

PROCESS

Recruitment and Advertising

Faculty positions are advertised for a minimum of six (6) weeks from the date posted to the District HR website. In unusual or extenuating circumstances, the time frame may be reduced to not less than four (4) weeks with the approval of the President and the Vice Chancellor of Human Resources and Equal Opportunity.

The hiring search committee in conjunction with Employment Services will review existing division employee data and college student demographics. In order to create a diverse candidate pool, appropriate recruitment and advertising strategies must be implemented. To that end, position announcements are provided to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants and to organizations committed to serving underrepresented populations.

In addition, position announcements are posted to online recruitment sites identified as part of “core advertising” strategies, and in alignment with the District’s Employment and Opportunity Plan, and are advertised locally and in professional journals and related publications and on internet sites as recommended by the Search Committee, department faculty and the College President. Department/program faculty and administrators are also encouraged to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.

Recruitment and advertising strategies are intended to result in a strong pool of candidates that are both diverse and qualified. To that end, position announcements are posted to sites that will best serve these goals and may include colleges, universities, and other organizations committed to serving underrepresented candidates.

Applications

Employment Services accepts online applications and supplemental materials until 11:59 PM on the closing date, unless otherwise specified on the job announcement. The application period may be extended at any time by approval of the Search Committee and either the College President or the Vice Chancellor of Human Resources/Equal Opportunity.

Employment Services and the district Diversity Coordinator will review the composition of the applicant pool to ensure that any failure to obtain a diverse applicant pool in accordance with the district’s Equal Employment Opportunity Plan is not due to discriminatory practices or procedures. If necessary, the application closing date shall be extended and additional recruitment shall be conducted.

At the close of the application deadline, Human Resources will notify Academic Senate of any candidates requesting equivalency.

Required Training for All Hiring Committee Members

All faculty, classified staff, students, and administrators involved in faculty hiring must have completed equal opportunity, diversity, and employment process training within the previous two years. Such training will be provided by the Vice Chancellor of Human Resources and Equal Opportunity or their designee. All members of the committee must complete the training prior to their first meeting with Committee. It is the responsibility of all committee members to ensure that each Committee member receives the required training.

Training will include:

- Review of District Diversity Vision Statement
- Discussion of District commitment to equal opportunity, diversity, and student success
- Mitigating implicit bias
- The search and selection process

- Role of the Search Committee
- Role of the Selection Committee
- Development of screening criteria (including equivalency process)
- Ethical recruitment strategies
- Writing effective interview questions and what is an allowable follow-up question
- Cultural diversity, social justice, and equity in the hiring process
- Role of the Equal Opportunity Representative
- Reference checking
- Process for reporting perceived procedural issues (e.g rule bending, favoritism, etc.)
- Confidentiality

Screening

All screening criteria and interview questions must be completed and reviewed by the Search Committee including the Equal Opportunity Representative to ensure that they are without bias then submitted to the District Office of Human Resources. The District Office of Human Resources will conduct a final review of the screening criteria prior to posting the position announcement and interview questions prior to allowing the Search Committee access to the online applications to ensure consistency with the position announcement.

Screening criteria are developed from the qualifications and requirements listed in the position announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on an appropriate screening form that must be used by each member of the Search Committee. Each committee member must participate in the screening process.

The Search Committee selects applicants to interview who will best meet the needs of our diverse student body, the department/program, and the College.

The Equal Employment Opportunity Representative reviews the pool selected for interview to ensure that no screening or selection criteria has adversely affected any group. The Equal Opportunity Representative may recommend to the Search Committee Chair and District Office of Human Resources that the search be suspended until steps are taken to remedy any adverse impact. Additional steps may include a discussion with the Vice Chancellor of Human Resources and Equal Employment Opportunity representative or their designee and/or a diversity officer regarding the overall composition of the applicant pool and the screening criteria or procedures that have failed to produce a diverse applicant pool.

The Search Committee will consider the following options:

- Review the applicant pool to ensure that qualified applicants have not been overlooked;
- If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;
- Request that Employment Services contact applicants with incomplete applications to request the missing application materials;

- Extend the search by posting a new submission deadline
- Begin a new search

Interviews

Interviews are scheduled by the Chair of the Search and/or Selection Committee. Each candidate must be provided the same interview information about the interview process and offered a choice of interview times whenever possible.

Only members of the Search Committee are present for interviews and all members of the Search Committee, including student members, must be present for all interviews. If student participation is limited to the teaching demonstration, the student participants must be present for all demonstrations. If a member misses an interview or demonstration, that committee member is removed from the Search Committee. If an E/O rep misses an interview, their duties may be assigned to an existing member of the committee pending approval of HR.

Each member of the Search and Selection Committee documents the interview in a format agreed upon by the Committee.

Follow-up questions directed to the candidate during the interview must only be done in order to clarify an answer given.

After interviews are completed, members of the Search and/or Selection Committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of our diverse student population. Evaluations of candidates must be limited to responses to questions in the interview and submitted materials. Other information about a candidate is only to be shared as part of the reference checking process.

The Equal Opportunity Representative reviews the finalist pool to determine whether any criteria or procedures used in the interview phase may have had an adverse impact on any group. If the Equal Opportunity Representative believes that adverse impact exists, they shall report the concern to the Committee Chair and Vice Chancellor of Human Resources/Equal Opportunity, or the assigned designee to determine whether additional steps should be taken to ensure equal opportunity. Consultation may also include a diversity coordinator. At that time the decision will be made as whether to proceed with the recommendation to the selection committee.

In the event that the search process is unsuccessful, the Search committee will consider one or more of the following options:

- Re-interview finalists
- Review the applicant pool to ensure that qualified applicants have not been overlooked;
- If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;
- Request that Employment Services contact applicants with incomplete applications to request

- the missing application materials;
- Extend the search by posting a new submission deadline
- Begin a new search

In the event that the selection process is unsuccessful, the Selection Committee will consider one or more of the following options:

- Re-interview finalists
- Request the search committee review the applicant pool to ensure that qualified applicants have not been overlooked
- If applicable the President/Vice Chancellor/Chancellor may refer the process back to the Search Committee to request Employment Services:
- refer additional complete applications that have been submitted since the first review date forwarded for screening, and interview additional candidates;
- contact applicants with incomplete applications to request the missing application materials and refer new complete applications for screening, and interview additional candidates; or
- Extend, cancel or re-open the search.
- Proceed with selection of a final candidate.

Absent extenuating circumstances described in writing to the president, the Search Committee identifies at least two candidates to meet with the Selection Committee for further assessment.

An unranked list of finalists is forwarded to the President who convenes the Selection Committee. The Search Committee Chair collects and returns all screening and interview materials, including electronic materials, to Employment Services. The Search Committee Chair instructs all committee members to permanently delete all applications materials, after submitting a copy to the Chair.

Reference Checking

References checks are performed for the purposes of affirming the selection of the final candidate. An objective, written report of reference responses must be completed and shared with the College President and/or Vice Chancellor of Human Resources. Should information discovered in reference checking serve to eliminate the candidate from consideration the President, Vice Chancellor or Chancellor has the option to perform reference checks on the secondary candidate.

First-hand knowledge of a candidate may be shared by a committee member only if it pertains to the individual's ability to successfully perform the functions of the position. Any information that has the potential to negatively impact a candidate should be verified via additional sources. Committee members should approach the Equal Opportunity Representative if there is uncertainty regarding the pertinence of the information.

Reference checks are normally performed by the Hiring Manager following the selection committee process. Under unusual circumstances and when requested by the hiring manager, reference checks may be conducted by one or more committee members. Reference checks

must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence by the hiring manager, and by the committee when the committee is requested to conduct the reference checks.

Final Selection

The President will make the final decision on the candidate(s) and forward the selected candidate to the Chancellor for recommendation to the Board.

The President or designee may extend a tentative offer of employment to the selected candidate pending approval by the Board of Trustees. Any offer prior to Board approval must be clearly stated as a tentative offer contingent on Board approval.

The Equal Opportunity representative will review the process to verify that all candidates were treated fairly and that the process yielded candidates able to meet the needs of a diverse population.

Commencement of Employment

The employee is not authorized to begin their assignment until cleared by Human Resources and approved by the Board.

**APPENDIX A
FULL TIME FACULTY
Employment Policy And Hiring Procedures
Guiding Principles
Search And Selection Committee Members**

Each committee member agrees to act in the best interest of the College and the District in selecting a candidate who best meets the needs of the diverse students we serve.

Each committee member understands that search and selection is a confidential process subject to laws and regulations on privacy and access (Title 5, California Code of Regulations, Section 53023(a); California Government Code, Section 6254).

Specifically, each member agrees not to discuss or in any way release information to any non-authorized person regarding:

1. Written materials turned in by the applicant or evaluations made by the committee members about applicants;
2. Oral discussions by or about applicants or committee members during or following the interview process, and;
3. Any other information that relates to the search and selection process including the names of applicants.

Each committee member agrees if approached by any non-authorized person to discuss any of the above, the member is to refer the individual to Human Resources.

Each committee member understands that failure to maintain confidentiality will not only jeopardize the search and selection process but could result in violation of Federal or State regulations and incur liability on behalf of the District. It is also understood that even the perception that confidentiality has been breached may jeopardize the hiring process. Therefore, each committee member agrees to call to the attention of the Vice Chancellor of Human Resources and Equal Opportunity, any action which might be interpreted as a breach of confidentiality.

Each committee member agrees to comply with Equal Opportunity policies and procedures assuring compliance with the hiring process as outlined in the District's hiring policy and procedures.

Each committee member agrees to operate in an objective and unbiased manner throughout the process and understands that any compromise in objectivity or demonstration of unlawful bias may threaten the process.

Each committee member understands that the process may be stopped at any time based on perceived discrimination against one or more candidates, or if deviation from District procedures has occurred.