



Chancellor's Advisory Council

Meeting Agenda – May 7, 2021, 9:00-10:30 a.m.

Zoom <https://fhda->

[edu.zoom.us/j/98677373039?pwd=a0tLNUJ3YURFWMxWWNGVkf0L3VhUT09](https://fhda-edu.zoom.us/j/98677373039?pwd=a0tLNUJ3YURFWMxWWNGVkf0L3VhUT09)

(information to connect by phone below)

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 April 23, 2021, meeting summary (<i>attachment 2</i>)	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Proposed revised administrative procedure (AP) (First Reading) (<i>attachment 3</i>) <ul style="list-style-type: none"> • AP 4130 District Hiring Procedures (Revision) (Revisions to administrative and classified hiring procedures included in AP 4130 are in the process of being revised. Only the changes to the faculty hiring procedures are included for review at this time.) 	<i>D</i> – Provide input and seek feedback from constituencies for discussion at next meeting.	Myisha Washington
4. Proposed new and revised board policies (BP) and administrative procedures (AP) (Second Reading) (<i>attachment 4</i>) <ul style="list-style-type: none"> • BP 1100 The Foothill-De Anza Community College District Name (Revision) • BP 3410 (formerly BP 4105) Nondiscrimination (Revision) • AP 3410 Nondiscrimination (New) • BP 5035 Interdistrict Attendance (Retire) • BP 5035 Withholding of Student Records (New) • AP 5035 Withholding of Student Records (New) • BP 7330 (formerly BP 4210) Communicable Disease – Employees (Revision) • AP 7330 Communicable Disease – Employees (New) • AP 7336 Certification of Freedom from Tuberculosis (New) 	<i>D/A</i> – Hear feedback from constituencies and approve.	Judy Miner, Myisha Washington
5. Board of Trustees Priorities 2020-21 (standing item) <ul style="list-style-type: none"> • Goals of the Chancellor and Presidents 2020-21 (Quarterly report presented at 5/3/21 Board of Trustees meeting) 	<i>I/D</i> – Gain understanding of 2020-21 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
6. District initiatives update (standing item) <ul style="list-style-type: none"> • Return to campus <ul style="list-style-type: none"> ○ 5/4/21 Consultation Task Force meeting summary (<i>attachment 6</i>) • Student and employee affordable housing <ul style="list-style-type: none"> ○ Resources <ul style="list-style-type: none"> ▪ 11/2/20 Board of Trustees study session presentation ▪ 2021 Student Housing Survey results summary ▪ 2/23/21 Informational session resources 	<i>I/D</i> – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner, Susan Cheu
7. Enrollment management (standing item) <ul style="list-style-type: none"> • Possible Cupertino Union School District closures • Alum Rock Union School District closures 	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Thuy Nguyen and Lloyd Holmes
8. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> • District Budget Advisory Committee http://www.fhda.edu/about- 	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents	All

<p>us/ participatorygovernance/C-budget-advisory-committee.html</p> <ul style="list-style-type: none"> • Human Resources Advisory Committee/District Diversity and Equity Advisory Committee http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html • Educational Technology Advisory Committee http://ets.fhda.edu/governance-committees/etac/index.html • Business Process Alignment Task Force https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859 	<p>about work/actions of districtwide governance groups and constituent groups.</p>	
<p>9. Dates to remember/other information and updates</p>	<p>I – Share information for council members to disseminate to constituents.</p>	<p>All</p>

I – Information, D – Discussion, A – Action

2020-21 Chancellor’s Advisory Council meeting dates:

October 16, 2020	March 12, 2021
November 13, 2020	April 23, 2021
January 15, 2021	May 7, 2021 (date changed)
February 19, 2021	June 18, 2021

Join Zoom Meeting

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FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

April 23, 2021

Present: Melissa Aguilar, Anthony Cervantes, Karen Chow, Isaac Escoto, Lloyd Holmes, Heidi King, Gracian Lecue, Kathryn Maurer, Kevin Metcalf, Joe Moreau, Abhiraj Muhar, Mallory Newell, Thuy Nguyen, Dorene Novotny, Katelyn Pan, Josh Pelletier, Tim Shively, Myisha Washington, Chris White

Guests: Becky Bartindale, Christina Espinosa-Pieb, Kristy Lisle, Michael Pratt, David Ulate, Priya V., Ria Vidyasagar

1. **Welcome and introductions**

Vice Chancellor of Technology Joe Moreau welcomed council members and guests.

2. **Approval of March 12, 2021, meeting**

The March 12, 2021, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Proposed revised board policy (BP) and administrative procedures (AP) (First Reading)**

- BP 1100 The Foothill-De Anza Community College District Name (Revision)
- BP 3410 (formerly BP 4105) Nondiscrimination (Revision)
- AP 3410 Nondiscrimination (New)
- BP 5035 Interdistrict Attendance (Retire)
- BP 5035 Withholding of Student Records (New)
- AP 5035 Withholding of Student Records (New)
- BP 7330 (formerly BP 4210) Communicable Disease – Employees (Revision)
- AP 7330 Communicable Disease – Employees (New)
- AP 7336 Certification of Freedom from Tuberculosis (New)

The council reviewed the proposed new and revised board policies and administrative procedures, and Joe asked council members to share the documents with constituents and provide feedback at the next meeting. With regard to the proposed language included in the revision of board policy 7330, Chris asked if there is a list of communicable diseases “unfitting the employee to instruct or associate with students” or if tuberculosis, which is specifically mentioned, is the only disease applicable. Myisha indicated that she would research the language and provide an answer after the meeting.

4. **Biennial request for input into Board's performance in connection with self-evaluation**

Joe advised that members of the Chancellor's Advisory Council, Citizens' Bond Oversight Committee, Audit & Finance Committee, and Foundation Executive Committee would soon be asked to provide input into the Board's performance as part of the governing board's self-evaluation process. He encouraged council members to complete the evaluation survey, which is expected to be sent out the first week of May, and reminded everyone that the governing board has made changes based on stakeholder feedback.

5. **Board of Trustees Priorities 2020-21**

Joe reported that a quarterly update on progress in achieving the governing board's priorities would be presented at the May 3, 2021, Board of Trustees meeting.

Priya asked when the composition of the Campus Safety Alternative Model Task Force would be discussed and how students would be able to give input into the task force composition.

6. **District initiatives update**

With regard to return-to-campus planning, Thuy shared information about the work of Foothill College's Emergency Operations Center and Return to Campus Council. She reported that ten percent of employees have asked to work on campus and that conditioning classes for student athletes will commence May 3, once contracts for Covid-19 testing and health examinations are in place. Thuy thanked Kristy, Bret Watson, and Central Services employees for helping to ensure a smooth transition.

Lloyd advised that De Anza College is addressing HVAC, water filtration, and Wi-Fi concerns, making sure the website is up-to-date, and developing processes for using the Optimum HQ app and managing students who refuse to wear face masks in preparation for the return to campus.

Joe advised that Central Services has primarily been focusing on providing the support (e.g. custodial, grounds, network, etc.) necessary for the colleges to successfully implement return-to-campus plans. He advised in response to a question from Heidi that Joel Cadiz is working on improvements to filtration systems. Becky added that consideration is being given to portable air filtration systems and that evaluations are being made on a space-by-space basis. Heidi and Chris suggested that including information about standards and the process being used to evaluate spaces for safety on the website would be helpful. Becky shared a [link](#) to information provided about ventilation and air filtration in early March in connection with the return to campus informational session.

In response to Karen's question regarding the recent announcement that the University of California (UC) and California State University (CSU) systems would be requiring employees and students to get vaccinated, Joe advised that the California Community

Colleges Chancellor's Office has sent out a press release encouraging students and employees to get vaccinated but does not have the authority to mandate vaccinations for local districts. He advised that the district is not requiring vaccinations at this time, but that could change. Chris clarified that the UC and CSU mandate applies once vaccinations are fully approved.

Tim complained that the district is behind the curve on reaching out to students and employees to encourage vaccinations and plan for the return to campus. He suggested conducting a survey of employees to determine how many have been vaccinated and how many do not plan to get a vaccination. Abhi agreed that while there has been a lot done to encourage vaccination, a lot more could be done. He encouraged the district to be faster and smarter on this issue and include student voices.

Lloyd advised that Judy is in communication with other local districts about return-to-campus plans and reflected on the quickly changing landscape regarding vaccinations and infections. Thuy reported that the Science Learning Institute has launched an [education series](#) regarding vaccinations, and the college is working with the Associated Students of Foothill College and allied health departments on a vaccination campaign for summer and fall.

7. Enrollment management

Lloyd reported that enrollment for spring has decreased by approximately five percent districtwide. Kristy and Christina advised that the colleges cancelled fewer classes than usual because of the fraudulent enrollees who were taking seats from actual students. Joe noted that it is difficult to fully automate fraud detection, but the district is getting better at it, and Educational Technology Services is working to provide tools to Admissions and Records and Financial Aid to ease the laborious process without disproportionately impacting legitimate students.

Tim reported that some of the rural colleges are experiencing a 50 percent decline in enrollment and conjectured that high infection rates are a factor. He also speculated that enrollment declines may be a result of students who have limited connectivity or want the interpersonal connection of face-to-face classes.

6. District Governance Committee/Constituent Group Reports

District Budget Advisory Committee <http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html>

No report provided.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

No report provided.

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

Joe reported that the Educational Technology Advisory Committee has continued work on the district Technology Master Plan and has formed goals and objectives for the next three years. He stated that the focus at the district level is to support the goals and objectives of the colleges, so work on the district plan will pause until the college plans are completed. Joe advised that the plan should be ready for Chancellor's Advisory Council approval in the fall.

7. **Dates to remember/Other information and updates**

No reports provided.

The meeting adjourned at 10:05 a.m.

Draft

<p align="center">AP 4130 Hiring Procedures – Full-time Faculty CURRENT LANGUAGE</p>	<p align="center">DDEAC Recommendation</p>
<p align="center"><u>C. FACULTY HIRING</u></p> <p>The Foothill-De Anza Community College District seeks qualified, diverse 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.</p> <p>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.</p> <p>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.</p> <p><u>Faculty Hiring Qualifications</u></p> <p>The Foothill-De Anza Community College District has established the following minimum hiring qualifications for all faculty positions:</p> <ol style="list-style-type: none"> 1. Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability and ethnic backgrounds of community college students. 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 or designee for job relatedness and potential adverse impact on the 	<p align="center">FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT <u>FULL-TIME FACULTY</u> EMPLOYMENT POLICY AND HIRING PROCEDURES</p> <p>BACKGROUND</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Hiring Qualifications</p> <p>The Foothill – De Anza Community College District has established the following minimum hiring qualifications for all faculty positions:</p> <p>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.</p> <p>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</p>

<p>applicant pool.</p> <p>3. Commitment to participation in department/program activities and the shared governance of the College.</p>	<p>their designee for job relatedness and potential adverse impact on the applicant pool.</p> <p>3. Commitment to participation in department/program activities and the shared governance of the College.</p>
<p><i>Procedures</i></p> <p>The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.</p> <p><u>Establishing the Position</u></p> <ol style="list-style-type: none"> 1. Faculty positions are identified by a process established by each College. 2. Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process. <p><u>Position Announcement</u></p> <ol style="list-style-type: none"> 1. The position announcement is developed through a collaborative process involving the department/program faculty, the college diversity officer (the Diversity Coordinator at De Anza College or the Dean of Faculty and Staff at Foothill College) and/or an Equal Opportunity Representative, the appropriate administrators and Employment Services. 2. The position announcement must include the following: <ul style="list-style-type: none"> • A description of the position duties and responsibilities. • Minimum Qualifications: <ol style="list-style-type: none"> a. A statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understanding of and have respect for the diverse academic, socioeconomic, religious, cultural, disability, sexual orientation and ethnic backgrounds of community college students. Departments/programs are encouraged to require applicants to explain or submit written materials that provide evidence of such understanding and commitment to diversity; 	<p>PROCEDURES</p> <p>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.</p> <p>Establishing the Position</p> <p>Faculty positions are identified by a process established by each College.</p> <p>Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process.</p> <p>Position Announcement</p> <p>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.</p> <p>The position announcement must include the following:</p> <p>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.</p>

- b. Educational requirements as determined by the department/program in accordance with Education Code Section 87356. Additional desirable 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 for adverse impact;
 - c. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
 - d. Legal qualifiers, established by Human Resources to comply with federal, state, and District regulations.
3. The position announcement may also include preferred qualifications that reflect education, 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 insure that they will not adversely affect the applicant pool.
4. The position announcement must be approved by 1) the Division Dean or appropriate administrator, 2) the appropriate Vice President, 3) the college diversity officer, and 4) the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee.

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 insure that they will not adversely affect the applicant pool.

The finalized position announcement must be approved by 1) the search committee which includes thethe 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 Committee shall be established by the department/program faculty in consultation with the Dean. Search Committees will normally include a majority of Foothill-De Anza tenured faculty who are experts in the discipline or a related discipline. When clear and compelling academic and/or professional circumstances warrant, other faculty including contract and part-time faculty may be included on the Search Committee after consultation between the President of the Academic Senate and the college President. Special circumstances may include but are not limited to the addition of discipline expertise and enhancing the diversity of the committee. The Search Committee may also include other members from outside the department/program as deemed appropriate by the Committee. The Division Dean shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate.

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 full-time and part-time faculty, classified staff, students, and/or administrators. Members of the search committee may be from either campus. The majority of the search committee shall be faculty. To serve on the Search committee, faculty must be from the discipline or a related discipline and must be either part-time faculty with reemployment preference, full-time tenured faculty, or tenure-track faculty in Phase 3 of their probationary period. When clear and compelling academic and/or professional circumstances warrant, other faculty may be included on the Search Committee after consultation between the President of the Academic Senate and the college President. Special circumstances may include, but are not limited to, the addition of

An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the College diversity office. If the College diversity office is unable to assign a Representative, one may be appointed by the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee.

Every effort must be made to incorporate broad representation on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications. The Academic Senates shall consider diversity, equity, and discipline/program recommendations when confirming faculty appointments to search committees.

The membership of the Search Committee is also submitted to the college diversity office by the Division Dean. In the event that diversity is not reflected in the Search Committee, the Committee chair and the President of the Academic Senate (or their designees) shall meet with the diversity coordinator who will assist in the identification and recruitment of faculty who may or may not be members of an underrepresented group but who clearly embrace the concepts of diversity and equal opportunity to serve on the Committee. Additional faculty members identified through this process must be confirmed by the Academic Senate.

The Division Dean normally serves as chair of the committee.

The Search Committee should normally have no more than seven (7) members.

Training

All faculty, staff and administrators involved in faculty hiring must receive training on equal opportunity, diversity and the employment process for each Search Committee on which they serve. Such training will be provided by the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee at the first meeting of the Committee. It is the responsibility of the Chair to insure that each Committee member receives the required training:

- Review of District Diversity Vision Statement

discipline expertise and enhancing the diversity of the committee. The appropriate academic senate representative shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate before the search committee begins its work. 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. Any student serving on the search committee shall not be enrolled in courses in the department during the hiring process.

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.

To ensure a variety of perspectives, the Academic Senate shall consider diversity, equity, and discipline/program recommendations when confirming faculty appointments to search committees.

The Division Dean normally serves as chair of the committee.

The membership of the Search Committee 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 who clearly embrace the concepts of equity, diversity, and equal opportunity to serve on the Committee

- Discussion of District commitment to equal opportunity, diversity and student success
- The search and selection process
- Role of the Search Committee
- Role of the Selection Committee
- Development of screening criteria
- Writing effective interview questions
- Cultural diversity in the interview process
- Role of the Equal Opportunity Representative
- Reference checking
- Confidentiality

Responsibilities

The Search Committee has the following responsibilities:

1. Review the position announcement and identify recruiting sources.
2. Identify selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Selection criteria will include an evaluation of the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
3. Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division and the College.
4. Determine the subject matter and format of the demonstration of teaching, 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. Screen all complete applications to select candidates for interview.

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 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.

<p>6. Establish an interview schedule that accommodates all committee members' schedules including the Equal Employment Representative.</p> <p>7. 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, if they are not in violation of equal opportunity guidelines, and if they do not unnecessarily prolong the interview.</p> <p>8. Document assessment of candidates' performance in the interview.</p> <p>9. Conduct reference checks on candidates selected as finalists.</p> <p>a. Identify members of the committee to conduct the reference calls b. Formulate questions to ask references c. Identify references to be called to eliminate duplicate calls d. Determine how information is to be shared with full Search Committee and forwarded to Selection Committee</p> <p>10. Recommend two or more finalists for consideration by the President. All recommended finalists must be acceptable to the Search Committee since only a candidate recommended by the Search Committee will be hired. An unranked list of final candidates is forwarded to the President.</p> <p>11. Each member of the Search 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 Search 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 as noted in Appendix A.</p>	<p>7. Establish an interview schedule that accommodates all committee members' schedules.</p> <p>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.</p> <p>9. Document/record assessment of candidates in the interview process.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p><i>Selection Committee</i></p> <p><u>Membership</u></p>	<p>SELECTION COMMITTEE</p> <p>Membership</p>

<p>The Selection Committee is composed of the President, the appropriate Vice President, the Search Committee chair, the Equal Opportunity Representative from the Search committee and as many faculty from the Search Committee as possible but at least one faculty member from the Search Committee. This committee should be balanced in its diversity and will be chaired by the President. The Selection Committee shall generally have no more than seven (7) members.</p> <p><u>Role</u></p> <p>The Selection Committee evaluates and validates the candidate’s strengths in meeting the needs of a diverse student population and the needs of the division, department/program and the College.</p>	<p>The Selection Committee is composed of the College President, or their designee, the Search Committee Chair, the Equal Opportunity Representative from the Search Committee, at least one faculty member, but preferably more, from the Search Committee, and may include one or more students from the search committee. The College President (or designee) may invite other persons to serve, as he/she they deems 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).</p>
<p><u>Responsibilities</u></p> <p>The Selection Committee has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Review interview questions developed by the President to be used in the Selection Committee interview process. 2. Participate at the President’s direction in the finalists’ interviews to evaluate and validate the academic and professional qualifications of each candidate and his/her strengths in meeting the diverse needs of the students of the division/program. 3. Evaluate the finalists in an open and collaborative discussion. Before a final decision is reached the Equal 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 a diverse student population. 4. Advise the President after completion of the interviews. If there is not consensus, the President may decide to interview the finalists a second time; review the interview pool in consultation with the Search Committee for additional finalists; reopen the search; or select one of the finalists. If additional candidates are identified from the applicants and/or interview pool they must be acceptable to the Search Committee to be forwarded to the Selection Committee. 5. 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 President may determine to increase the number of available 	<p>Responsibilities</p> <p>The Selection Committee has the following responsibilities:</p> <p>Provide input to the College President regarding the questions to be used in the Selection Committee interview process.</p> <p>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.</p> <p>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.</p> <p>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</p>

positions. In this event, the members of both the Search and Selection committees shall be consulted before any additional candidate is selected.

6. 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 as noted in Appendix A.

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 candidates/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 eight weeks. In unusual or extenuating circumstances, the time frame may be reduced to not less than six weeks with the approval of the President and the Vice Chancellor of Human Resources and Equal Opportunity.

Position announcements are mailed to colleges, universities and organizations committed to providing equal employment opportunities to a wide range of applicants.

In addition positions are advertised locally and in professional journals and related publications, in *The Chronicle of Higher Education* and on the Internet as recommended by the Search Committee, department faculty and the College President.

Department/program faculty and administrators are expected to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.

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.

	<p>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.</p>
<p><u>Applications</u></p> <p>Employment Services accepts applications and supplemental materials until 4:30 PM on the closing date.</p> <p>Employment Services will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application closing date shall be extended and additional recruitment shall be conducted. (A “monitored group” means those groups identified by state and federal regulations for which monitoring and reporting are required.) After the pool is approved, Employment Services shall forward all complete applications to the Search Committee for screening.</p>	<p>Applications</p> <p>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.</p> <p>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.</p> <p>At the close of the application deadline, Human Resources will notify Academic Senate of any candidates requesting equivalency.</p>
	<p>Required Training for All Hiring Committee Members</p> <p>All faculty, classified staff, students, and administrators involved in faculty hiring must have received hiring process complete training within the previous two years on equal opportunity, diversity, and the employment process. Such training will be provided by the Vice Chancellor of Human Resources and Equal Opportunity or their designee prior to the first meeting of the Committee. It is the responsibility of all committee members to ensure that each Committee member receives the required training.</p> <p>Training will include:</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
<p><u>Screening</u></p> <p>Screening criteria and interview questions must be completed and approved by the Equal Opportunity Representative before the Search Committee can access the applications. Screening criteria are developed from the position description and 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 Committee. Each committee member must participate in the screening process.</p> <p>The Committee selects applicants to interview who will best meet the needs of the students, the department/program and the College. Committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.</p> <p>The Equal Opportunity Representative reviews the pool selected for interview with the college diversity office to ensure that no screening or selection criteria has adversely affected any monitored group. The Equal Opportunity Representative and the College diversity coordinator may recommend that the search be suspended until steps are taken to remedy the problem. Additional steps may include a discussion with the Vice Chancellor of Human Resources and Equal Opportunity (or designee) regarding the overall composition of the applicant pool and the screening criteria or procedures that have produced an adverse impact. The Committee may decide to interview additional candidates or recommend that further recruitment be initiated before proceeding.</p>	<p>Screening</p> <p>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.</p> <p>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.</p> <p>The Search Committee selects applicants to interview who will best meet the needs of our diverse student body, the department/program, and the College.</p> <p>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.</p> <p>The Search Committee will consider the following options:</p>

	<ul style="list-style-type: none"> • 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
<p><u>Interviews</u></p> <p>Interviews are scheduled by the Chair of the Search Committee. Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.</p> <p>All members of the Search Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee. If the Committee member is to be replaced by a faculty employee, the appointment must be confirmed by the Academic Senate.</p> <p>Each member of the Committee documents the interview in a format agreed upon by the Committee.</p> <p>After interviews are completed members of the Search Committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population.</p>	<p>Interviews</p> <p>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.</p> <p>NOTE: Only members of the Search Committee are present for interviews and all members of the Search Committee must be present for all interviews. If a member misses an interview, 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.</p> <p>Each member of the Search and Selection Committee documents the interview in a format agreed upon by the Committee.</p> <p>Follow-up questions directed to the candidate during the interview must only be done in order to clarify an answer given.</p> <p>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.</p> <p>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</p>

If the Search Committee is not satisfied with the interviewed candidates, the Committee may: 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; or extend or re-open the search. The Search Committee identifies two or more candidates to meet with the Selection Committee for further assessment.

The Equal Opportunity Representative reviews the finalist pool to determine whether any selection criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the Committee Chair, the diversity coordinator and the Vice Chancellor of Human Resources and Equal Opportunity (or designee) to determine whether additional steps should be taken to ensure equal employment opportunity.

Opportunity Representative believes that adverse impact exists, he/she 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

<p>An unranked list of finalists is forwarded to the President who convenes the Selection Committee. The Search Committee Chair returns all the screening and interview forms and all other non-finalists application materials to Employment Services.</p> <p>All members of the Selection Committee must be present for all interviews and subsequent discussions. If a member misses an interview he/she is removed from the Committee.</p>	<p>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.</p>
<p><u>Reference Checking</u></p> <p>Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence within the committee.</p>	<p>Reference Checking</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p><u>Final Selection</u></p> <p>The President will make the final decision on the candidates and forward the selected candidate to the</p>	<p>Final Selection</p> <p>The President will make the final decision on the candidate(s) and forward the selected candidate to</p>

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 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.

**APPENDIX A
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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.

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.

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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.



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 1 - The District (including former Article 1 - Community Relations and Service)
Title	The Foothill-De Anza Community College District Name
Code	BP 1100
Status	Up For Revision
Legal	Elections Code Section 18304 Education Code Section 72000(b)
Adopted	June 17, 2013
Last Revised	June 17, 2013
Origin	Legally required - Update to include Sunnyvale Center name
Office	Chancellor's Office

The District name is the Foothill-De Anza Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and education center:

Foothill College
De Anza College
Foothill College ~~Middlefield~~ **Sunnyvale** Center

The Foothill-De Anza Foundation, union bargaining units or employee associations duly authorized to represent district employees and college or district-authorized clubs and organizations are through this policy granted permission by the Board to use the official district or college name.

Approved 6/17/13



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 3 - General Institution
Title	Nondiscrimination (formerly Anti-Discrimination Policy)
Code	BP 3410 (formerly BP 4105)
Status	Up For Revision
Legal	ACCJC Accreditation Eligibility Requirement 20 ACCJC Accreditation Standards Catalog Requirements (p. 18) California Code of Regulations, Title 2, Sections 10500 et seq. California Code of Regulations, Title 5, Sections 53000 et seq. California Code of Regulations, Title 5, Sections 59300 et seq. Education Code Sections 66250 et seq. Education Code Sections 72010 et seq. Education Code Sections 87100 et seq. Government Code Section 12926.1 Government Code Sections 12940 et seq. Labor Code Section 1197.5 Penal Code Section 422.55
Adopted	November 15, 1993
Last Revised	August 28, 2006
Origin	Legally required. Revision to conform to Title 5 regulatory updates.
Office	Vice Chancellor Human Resources
Upload	February 18, 2015

~~The Foothill–De Anza Community College District Board of Trustees values the contributions that a diverse community of faculty, staff, and administrators makes to all the students who study at Foothill and De Anza Colleges. The Board of Trustees desires for students and for all District employees an environment where diverse cultures, abilities and needs are respected and where differences offer stimulating opportunities for learning and for personal and professional fulfillment.~~

~~Accordingly, the Board will not discriminate against any person in the provision of any program or services based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity.~~

~~Complaints of discrimination by students and staff shall be referred to the District's complaint resolution procedure or student complaint procedure. Copies of the District's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination, and the~~

District's Unlawful Discrimination Complaint forms are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the Vice President for Student Services (De Anza), and the Office of the Dean of Instruction & Student Affairs (Foothill).

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or because of his/her/their association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure 3410 Nondiscrimination

Approved 11/15/93
Amended 7/25/94, 5/1/95, 11/18/96, 8/28/06



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Nondiscrimination
Code	AP 3410
Status	New
Legal	ACCJC Accreditation Standards Catalog Requirements (p. 18) ACCJC Eligibility Requirement 20 California Code of Regulations, Title 2, Sections 10500 et seq. California Code of Regulations, Title 5, Sections 59300 et seq. Education Code Sections 200 et seq. Education Code Sections 66250 et seq. Education Code Sections 72010 et seq. Labor Code Section 1197.5 Penal Code Sections 422.55 et seq.
Origin	Legally required. CCLC template

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

(CCLC NOTE: This procedure is legally required. Local practice may be inserted but should comply with these minimum requirements.)

Education Programs

The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. (CCLC NOTE: Districts may add additional protected categories.)

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.;

Title 2 Sections 10500 et seq.;

Labor Code Section 1197.5

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, immigration status, or military and veteran status. (CCLC NOTE: Districts may add additional protected categories.)

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

It is unlawful to discriminate against a person who serves in an unpaid internship or any other limited-duration program to provide unpaid work experience in the selection, termination, training, or other terms and treatment of that person on any the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, immigration status, or military and veteran status.

See Board Policy 3410 Nondiscrimination



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Withholding of Student Records
Code	BP 5035
Status	New
Legal	California Code of Regulations, Title 5, Section 59410
Origin	CCLC template - Legally advised
Office	Colleges - Student Services

CCLC NOTE: This policy is **legally advised**. Effective January 1, 2020, the Educational Debt Collection Practices Act prohibits Districts from withholding a transcript on the grounds that the student owes a debt.

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have diplomas and registration privileges withheld.



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Withholding of Student Records
Code	AP 5035
Status	New
Legal	California Code of Regulations, Title 5, Section 59410
Origin	CCLC template - Legally required

CCLC NOTE: If Districts withhold student records due to non-payment of fees, the following is **legally required**. Effective January 1, 2020, the Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.

The Dean of Enrollment Services may withhold diplomas and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

CCLC NOTE: Insert local procedures on the notification process and the student's opportunity to explain.

Student accounts will be placed on hold by the department where the financial obligation is due. Notifications will be sent to the student via My Portal and email after the hold has been placed. A student can review the hold details in My Portal, Student Registration application. If an error has occurred, the student can contact the appropriate department listed on the notification.



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Communicable Disease - Employees (formerly Employee Examination for Tuberculosis)
Code	BP 7330 (formerly BP 4210)
Status	Up For Revision
Legal	Education Code Section 87408 Education Code Section 87408.6 Education Code Section 88021
Adopted	October 2, 1963
Last Revised	November 18, 1996
Origin	Legally required - Updated to CCLC template language, which includes Education Code requirement that the medical certificate indicate an employee's freedom from communicable diseases unfitting the employee to instruct or associate with students
Office	Vice Chancellor Human Resources
Upload	February 18, 2015

CCLC NOTE: This policy is **legally required**.

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases unfitting the employee to instruct or associate with students, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a tuberculosis risk assessment within four years of employment and every four years thereafter, to determine if they are free from tuberculosis.

~~The District will enforce the Education Code requirements that faculty, administrators and classified employees shall have on file a valid certificate indicating freedom from active tuberculosis. This certification must be submitted at least once in each four-year period.~~

This policy shall not apply to classified employees hired for any period of time less than a school year whose functions do not require frequent or prolonged contact with students or who are not working in food services or child development centers.

See Administrative Procedure 7330 Communicable Disease - Employees

See Administrative Procedure 7336 Certification of Freedom from Tuberculosis

Approved 10/2/63
Amended 10/6/71, 11/18/96



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Communicable Disease - Employees
Code	AP 7330
Status	New
Legal	Education Code Section 87408 Education Code Section 87408.6 Education Code Section 88021
Origin	CCLC template - Legally required

CCLC NOTE: This procedure is **legally required**. Local practice may be inserted, which should address or include the following, which is excerpted from statute:

For successful applicants for academic positions:

- **A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.**
- **The medical certificate shall be submitted by a physician as authorized by code.**
- **The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.**
- **A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.**
- **The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his/her/their designee.**

CCLC NOTE: It is **optional** for the District to require academic employees to undergo periodic medical examinations to determine if they are free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. If the district does so, similar statutes apply.

It is **legally advised** that “communicable disease” also includes (but is not limited) to hepatitis.

See BP 7330 Communicable Disease - Employees

See AP 7336 Certification of Freedom from Tuberculosis



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Certification of Freedom from Tuberculosis
Code	AP 7336
Status	New
Origin	CCLC template - Legally required

CCLC NOTE: *This procedure is **legally required**. Local practice may be inserted. The following is excerpted from statute.*

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has within the last 60 days submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination to determine that the person is free of active tuberculosis, by a physician and surgeon licensed under the California Business and Professions Code. This examination shall consist of an X-ray of the lungs, or an approved intra-dermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment and the expense shall be borne by the applicant.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under the Business and Professions Code.

The Vice Chancellor of Human Resources and Equal Opportunity may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intra-dermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative, or were not tested because of a lack of risk factors, are required to undergo the foregoing tuberculosis risk assessment and, if risk factors exist, examination at least once every four years upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing tuberculosis risk assessments and examinations shall no longer be required and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow up care.

If risk factors were present at the tuberculosis risk assessment and an examination occurs, after the examination, an employee shall cause to be on file with the District a certificate from the examining physician and surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that the employee adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of the employee's knowledge and belief the employee is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, the employee may be excluded from service until the Vice Chancellor of Human Resources and Equal opportunity is satisfied that the employee is not so afflicted.

A person who transfers employment from another school or community college District shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis within the past four years, or if it is verified by the college previously employing the person that it has a certificate on file that contains that showing.

A person who transfers employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Health and Safety Code Section 121525 that shows that the person within the last four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing the person that it has the certificate on file.

See Administrative Procedure 7330 Communicable Disease - Employees

Consultation Task Force Summary

May 4, 2021

Attendees

- Daniel Acosta, Chief of Police
- Becky Bartindale, Coordinator of Communications and Public Affairs
- Joel Cadiz, Executive Director, Facilities and Operations
- Susan Cheu, Vice Chancellor, Business Services
- Karen Chow, De Anza College Academic Senate President
- Sara Cooper, Foothill College Biology instructor
- Isaac Escoto, District Academic Senate President
- Christina Espinosa-Pieb, De Anza College Vice President, Instruction
- Pam Grey, De Anza College Vice President, Administrative Services
- Kevin Harral, Administrative Management Association President
- Lloyd Holmes, De Anza College President
- Heidi King, De Anza College Classified Senate President
- Elaine Kuo, Teamsters President
- Gracian Lecue, California School Employees Association President
- Kristy Lisle, Foothill College Vice President, Instruction & Institutional Research
- Kathryn Maurer, Foothill College Academic Senate President
- Kevin Metcalf, Central Services Classified Senate President
- Rob Mieso, De Anza College Vice President, Student Services
- Judy Miner, Chancellor
- Cathleen Monsell, Association of Classified Employees Chair of Negotiations
- Joe Moreau, Vice Chancellor, Technology
- Leif Nelson, Police Officers Association President
- Thuy Nguyen, Foothill College President
- Paula Norsell, Assistant to the Chancellor
- Dorene Novotny, Vice Chancellor, Human Resources & Equal Opportunity
- Katelyn Pan, De Anza Student Government President
- Simon Pennington, Foothill College Associate Vice President, College & Community Relations, Marketing and Communications
- Kathy Perino, Faculty Association Chief Negotiator
- Raine Phan, Confidential Employees President
- Tim Shively, Faculty Association President
- Vanessa Smith, Foothill College Marketing & Public Relations Supervisor
- Marisa Spatafore, De Anza College Associate Vice President, Communications & External Relations
- Bret Watson, Foothill College Vice President, Finance and Administrative Services
- Myisha Washington, Interim Vice Chancellor, Human Resources & Equal Opportunity
- Chris White, Association of Classified Employees President

DISCUSSION QUESTIONS: whether to require vaccinations for employees and students, any

concerns that might be subject to collective bargaining, and how to determine what students want in the fall.

VACCINATIONS

Dr. Sara Cooper answered a wide range of questions regarding vaccines to inform the discussion that followed.

Representatives of faculty and staff bargaining units that had recently surveyed members about requiring vaccination for return to campus reported that a large majority who'd responded favored requiring vaccination for both employees and students, although the percentage was slightly lower for requiring vaccination for students.

After a discussion about the effectiveness and safety of vaccines, 81% of participants polled in the meeting said the district should require vaccinations for employees who work on campus and 78% said they should be required for students who study on campus, allowing for medical and religious exemptions. 70% said the district should require proof of vaccination. Those who expressed reservations about requiring vaccination cited concerns about disparate impact on communities of color and students for whom accessing vaccines may be difficult.

In the meantime, there was strong sentiment that the district should more actively encourage employees and students to get vaccinated voluntarily. One suggestion was opening a vaccination site on one or both campuses. Despite repeated offers by the district from December of 2020 through February of 2021, our campuses weren't found to have large enough spaces for mass vaccination sites, but they may be acceptable now that smaller sites are being supported. Foothill is currently exploring a partnership with Walgreens.

COMMUNICATION and ENFORCEMENT

Task force members asked for more communication about what is being done to optimize campus safety. While it appears that much work is under way to prepare for a safe return, they said that information should be shared about the safety protocols that have been established. Some staff members have expressed concern about possibly being asked to enforce safety protocols; at the same time, they did not think that would be an appropriate role for campus police. Clear and consistent policies and procedures will be needed. There were also questions about how to deal with people who come to campus who are not students.

PLANNING FOR FALL

To assist in planning, task force members supported the idea of surveying students and employees about their feelings, desires, and needs related to returning to campus this fall. Getting a definitive answer of what to expect by surveying students can be tricky, though, because whether students want to return may depend on how many classes and support services are offered.