



Chancellor's Advisory Council

Meeting Agenda – March 17, 2023, 9:00-10:30 a.m.

District Office Building (D700), Board Conference Room 101

Zoom: <https://fhda-edu.zoom.us/j/89429757527?pwd=V29WSWJDNDdjY3NsK0crM3lsVENLZz09>

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	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 February 24, 2023, meeting summary	A – Provide accurate record of previous meetings.	Judy Miner
3. Survey Update <ul style="list-style-type: none"> Review status of the Foothill-De Anza's COVID-19 Vaccine Mandate 	I/D – This topic will be discussed.	Judy Miner
4. Please review the drafts of the following Administrative Procedures: <ul style="list-style-type: none"> Review Revised Draft AP 7400 Travel (First Reading) Revised Draft to AP 6870 Police Department (Second Reading) Review New Draft AP 3200 Accreditation (Second Reading) Review New Draft AP 3250 Institutional Planning (Second Reading) Review New Draft AP 4025 Philosophy and Criteria for Bachelor Degree, Associate Degree and General Education (Second Reading) Review New Draft AP 4102 Career and Technical Education Programs (Second Reading) Review New Draft AP 5110 Counseling (Second Reading) Revised Draft to AP 4130 District Hiring Procedures (Section C. Faculty Hiring) only (Second Reading) 	I – Allow council members the opportunity to preview the revised (8) Board Policies/Administrative Procedures.	Judy Miner
5. Accreditation items – Review the revised Mission Statement .	A – Vote on the revised Mission Statement.	David Ulate
6. District initiatives update (standing item) <ul style="list-style-type: none"> Affordable Housing Task Force update 	I/D – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Eric Reed Judy Miner
7. Board of Trustees Priorities 2022-23 (standing item)	I/D – 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
8. Enrollment management (standing item)	I/D – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Bernadine Fong Lloyd Holmes
9. 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 	I – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All

<ul style="list-style-type: none"> 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 https://www.fhda.edu/about-us/participatorygovernance/F-hrac.html Educational Technology Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/D-Educational-Technology-Advisory-Committee.html 		
10. 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:

April 28, 2023 – HyFlex (in person and Zoom)

May 26, 2023 – HyFlex (in person and Zoom)

June 16, 2023 – (In Person)

Agenda Items for next meeting / April 28, 2023:

- Review Revised Draft AP 7400 Travel Policy (Second Reading)

Topic: Chancellor's Advisory Council | 03/17/2023

Time: Mar 17, 2023 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/89429757527?pwd=V29WSWJDNDdjY3NsK0crM3lsVENLZz09>

Meeting ID: 894 2975 7527

Passcode: 409049

One tap mobile

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Dial by your location

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+1 719 359 4580 US

+1 253 205 0468 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

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CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
February 24, 2023

Present: Cheryl Balm, Skye Bridges, Susan Cheu, Janie Garcia, Jory Hadsell, Lloyd Holmes, Kurt Hueg, Kathryn Maurer, Kevin Metcalf, Judy Miner, Scott Olsen, Tim Shively, Voltaire Villanueva

Guests: Danny Acosta, Mary Donahue, Anu Khanna, Eric Reed, Stanley Saraos, Ram Subramaniam, David Ulate

1. Welcome and introductions

Chancellor Miner welcomed council members and guests.

2. Approval of January 13, 2023 meeting summary

Carla Maitland will bring the past two draft meeting summaries (12/2/2022 and 1/13/2023) to the Chancellor's Advisory Council on April 28, 2023.

3. View Survey results

Chancellor Miner distributed a survey via email on February 14, 2023, requesting feedback by February 23, 2023, from both our students and employees about whether the district should consider ending the district's COVID-19 vaccine mandate for students and employees as of the start of the spring quarter and would like to get your feedback regarding the proposed change. The survey yielded 2,204 responses of which 1,207 (55%) said yes, and (45%) 997 said no.

Some of the reasons we believe a change makes sense at this time are the end of California's COVID-19 state of emergency, abandonment of plans for a statewide vaccination requirement for K-12 students, and the action of many community college districts and other organizations to remove or consider removal of vaccine mandates.

A majority of the members of the Chancellor Advisory Council abstained from the roll call vote and stated they would need time to further poll their constituency members. Tim Shively voted no, and all the administrators on the council voted yes, in support of the removal of the vaccine mandate at the February 24 Chancellor's Advisory Council meeting.

Cheryl Balm noted that this item was listed on the February 28, 2023, Regular Board meeting agenda for a first read under the Board Business category and made the request to Chancellor Miner that the item be brought back to the Board for action under the same category of Board Business rather than the Consent Calendar for the Second Reading.

Chancellor Miner agreed with Cheryl's recommendation and directed Carla Maitland to add the item to the March 13 Regular Board meeting under the Board Business category for the Second Reading.

4. Please review the drafts of the following Administrative Procedures

Chancellor Miner noted that the revised Draft to BP 3507/AP 3507 COVID-19 Vaccination Interim Policy would be tabled at this time, so that the representatives from their constituencies could poll their members and report back.

Danny Acosta spoke about the required revisions associated with AP 6870 Police Department to incorporate Community Policing into the Administrative Procedure. There were no further edits requested to the first reading of draft AP 6870 Police Department.

Cheryl Balm thanked Kathryn Maurer and Kathy Perino with the Faculty Association for their hard work to wordsmith and revise (Section C. Faculty Hiring) only of AP 4130 District Hiring Procedures.

Cheryl Balm noted that both Academic Senates (De Anza Academic Senate and Foothill College Academic Senate) have approved this version of (Section C. Faculty Hiring) only of AP 4130 District Hiring Procedures.

AP 4130 District Hiring Procedures (Section C. Faculty Hiring) only, will come back to the March 17, 2023, Chancellor's Advisory Council meeting for a second reading.

5. Accreditation items – Mission Statement Revision

David Ulate presented the incorporated feedback from the January 13, 2023, meeting and presented this to the Chancellor's Advisory Council.

Chancellor Miner thanked everyone on the council for providing their thoughts and feedback to the Mission Statement.

Janie Garcia requested an addition of service programs to the Mission Statement. The edit was incorporated by David Ulate and Chancellor Miner asked that this be brought back one last time on March 17, 2023.

6. Board Policy/Administrative Procedure Revision Requests

Cheryl Balm noted that Clean Air De Anza De Anza (CADA) reached out 4-5 years ago, pre-pandemic to the De Anza College Council requesting that De Anza College reconsider becoming a smoke-free campus to include banning smoking and/or vaping on the campus. Cheryl would like to revisit updating/revising the BP 3217 Non-Smoking Areas and AP 3217 3217 Non-Smoking Areas to eliminate smoking areas and become smoke free.

Chancellor Miner gave a recap of the movement to migrate to a smokefree campus and the exact item was brought up in 2018 during the spring quarter.

Susan Cheu noted that a revised draft of AP 7400 Travel policy will be brought to the March 13, 2023 Chancellor's Advisory Council and Scott Olsen thanked Susan and her team for the revised draft.

Judy Miner expressed that there are several Board Policies (BPs) and Administrative Procedures (APs) that need to be updated as they relate to Accreditation. Kathryn Maurer offered her time and support to update and map out the BPs and APs with Anu Khanna. Judy Miner noted that Carla Maitland is responsible for updating these policies.

7. District initiatives update

Eric Reed gave an update to the Chancellor's Advisory Council and stated that Brailsford & Dunlavey had given them a preliminary estimate of preliminary rents that could be charged for dormitory style-student housing that could be sustainable in regards to maintenance, day-to-day operations, capital improvements such as a new roof in 20 years, landscaping, and security, etc.

Brailsford and Dunlavey provided a range of sustainable rents and Eric Reed asked them to bump up the costs to cover some of the indirect costs associated with student housing. Estimates range from \$350/month for a traditional shared dorm room experience through \$620/month for a private room in a 2-room dorm room experience, with a one-bathroom suite. And for those who seek their own single one-bedroom apartment estimates are near \$1,930/month for a 400-unit student housing site.

He indicated that the students who participated in the housing survey said they could afford to pay \$700 to \$800 for rent per month.

He reminded the Chancellor's Advisory Council that the estimates for student housing are coming in so low because Brailsford and Dunlavey is looking at using district owned land sites and the financing costs are nearly non-existent with the bond dollars available in Measure G.

Susan Cheu did caution that the rent estimates are heavily dependent upon the capacity of the building to be constructed as a 400-unit structure and she was not certain that the land sites could sustain the potential 400-units; therefore, the rent costs could be hire due

to the actual number of units that are programmed into the building. Susan Cheu thanked Eric Reed for incorporating/requesting a 20% indirect cost within the market analysis.

Chancellor Miner asked Eric Reed if Brailsford and Dunlavey gave them a total cost estimate to build a 400-unit student housing structure? Eric replied no, as he was estimating there would be 200-units available at each campus.

Chancellor Miner noted that the footprint is highly dependent upon the height or number of stories of the building and the costs continue to soar the higher you build.

Tim Shively noted that the design of the student housing building would have to be both civically responsible and aesthetically complimentary to the surrounding area within the City of Cupertino and their City Council.

Judy Miner gave an update on the recent meetings that she and Susan Cheu attended concerning housing opportunities and noted the plots of land would not be sufficient for the number of units we are looking to build.

Chancellor Miner thanked Eric for all of his work developing the criteria for student housing.

8. **Board of Trustees 2022-23**

No discussion occurred on this item.

9. **Enrollment management**

No discussion occurred on this item.

10. **District Governance Committee/Constituent Group Reports**

District Budget Advisory Committee https://www.fhda.edu/_about-us/participatorygovernance/B-district-budget-advisory-committee.html

11. **Dates to remember/other information and updates**

No comments.

Meeting adjourned at 10:30 a.m.



Book	Administrative Procedures
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Travel
Code	AP 7400
Status	Active
Legal	Education Code Section 87032 Government Code Section 11139.8 2 Code of Federal Regulations Part 200.474
Adopted	August 16, 1999
Last Revised	February 5, 2018
Last Reviewed	February 5, 2018

Board Policy 7400 states that District employees are reimbursed for **authorized** expenses incurred while ~~away on~~ **traveling on official** district business.

The purpose of this administrative procedure is to set forth guidelines for authorizing travel and ~~to highlight allowable travel expenses,~~ **define allowable travel and mileage expenses for overnight trips for reimbursement.** Travel expenses must have an official District business purpose to ensure these travel and mileage reimbursements are not classed as a fringe benefit and are excludable from taxable income. Under Internal Revenue Code (IRC) Section 61, all income is taxable unless an exclusion applies. These procedures apply only to District employees and trustees and do not pertain to students, temporary/hourly employees, or independent contractors.

For guidance on processing authorized travel reimbursement claims outlined in this procedure and information on the required supporting documentation, please see the Accounts Payable website under Travel Requirements here:

<https://business.fhda.edu/policies-and-procedures/ff-travel-policy.html> **(NOTE: THIS LINK WILL BE MADE ACTIVE AFTER THE AP RECEIVES FINAL APPROVAL)**

Travel Authorization

The following guidelines will be used by the Chancellor in authorizing travel:

1. The number of staff members to be away from a campus or Central Services at any one time shall be controlled so that no department will be depleted below effectiveness.
2. The duties of a staff member while away will be normally covered by other staff members when necessary.
3. The opportunity to attend conventions, **conferences** and professional meetings will be distributed as broadly as possible.
4. The Chancellor delegates to an employee's immediate supervising manager the authority to approve all requests for domestic travel. Approval must be secured before travel arrangements are made. Staff members employed within the Office of International Students and the campus abroad programs who are performing their regularly assigned duties requiring international travel are not required to obtain the Chancellor's advance approval of such travel. In all other cases, international travel must be approved in advance by the Chancellor.
5. Travel authorization will generally be limited for one of the following purposes:
 - a. Transact business of the District, such as consideration of items for procurement, contact with community and governmental groups and agencies, business/financial contractual negotiations and travel between properties owned

or used by the District.

- b. Attend educational and professional meetings, such as subject matter meetings, educational conventions, professional organization conferences, and committee meetings.
 - c. Attend meetings related to legislative matters important to the District, such as legislative hearings and sessions, and committee and other meetings of professional organizations working on legislation.
 - d. Travel with student groups and for student activities, such as all travel with teams, clubs, and student government groups, travel to chaperone student activities, travel to arrange for all such student activities, travel on field trips, and travel to recruit students.
6. **The Board of Trustees prohibits the use of all District funds, regardless of source, to sponsor or support employee travel to states determined by the California Attorney General under AB 1887 to be restricted for use of state funds. Expenses incurred for travel to states identified on the California Attorney General's website <https://oag.ca.gov/ab1887> as having enacted discriminatory laws shall not be reimbursed unless the Chancellor has determined in advance that adherence to the travel ban would be seriously detrimental to district/college operations and has authorized travel.**

Travel Reimbursement

It is the intent of the Board of Trustees that no employee ~~suffer~~ **incur** financial loss or produce personal gain as a result of being on district business. It is further intended by the Board that when an employee ~~is away~~ **travels** on district business, a **reasonable and conventional** standard of living be sustained. ~~comparable to what are normally maintained under conventional living conditions.~~ **The District recognizes that travel paid for with public funds is of interest to the taxpayer, and therefore these guidelines reflect a concerted effort to ensure allowed costs are reasonable and not excessive, lavish or extravagant.**

In order to comply with IRS guidelines that exclude travel reimbursements from taxable income, claims for reimbursement must be submitted within a reasonable time. Employees must submit claims for reimbursement within ninety (90) calendar days following the date of return from travel for official District business. Travel reimbursement claims for expenses incurred in the last quarter of the fiscal year (April through June) are due no later than July 15 of the following fiscal year. Claims submitted after July 15 for expenses incurred in the prior fiscal year will not be reimbursed.

~~The Board of Trustees prohibits the use of district funds to sponsor or support employee travel to states determined by the California Attorney General to have implemented laws that authorize or allow discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationships, or same-sex marriage. Expenses incurred for travel to states identified on the California Attorney General's website <https://oag.ca.gov/ab1887> as having enacted discriminatory laws shall not be reimbursed unless the Chancellor has determined in advance that adherence to the travel ban would be seriously detrimental to district/college operations and has authorized travel.~~

Expenses of a personal nature are not reimbursable.

General Travel Guidelines and Allowable Expenditures:

Below are examples of general travel guidelines and allowable travel expenditures; however, these examples are not intended to be all-inclusive nor fully refined. **Except when claiming meal per diem, all original receipts that are provided by the vendor must accompany a claim for reimbursement. Limitations exist on reimbursement of meals; see per diem below.**

Expenses incurred by a companion while traveling with an employee are not recoverable. Furthermore, any premium induced because of the travel companion (e.g. additional room charges) will be borne by the employee.

Hotel Accommodations:

While traveling on district business, employees are encouraged to stay at ~~good standard~~ **(e.g. major hotel chains), clean, and safe hotels.** Premium accommodations should be avoided unless no other suitable arrangements are available or ~~special~~ **extraordinary and preapproved** circumstances justify their use. Hotel arrangements should only be sought when staying overnight and **when traveling the hotel is outside a 75-mile radius from the District, unless there are extenuating factors such as traveling through extremely busy commuter traffic areas or on multiple days. See the Accounts Payable website under Travel Policy/Procedures for further guidance.**

Only room charges, necessary room taxes and fees, and mandatory parking are reimbursable. Room service, laundry service, entertainment, recreational activities, or upgraded options such as valet parking are not allowed.

Air Transportation:

~~The standard for domestic air travel is coach class and for international travel is business class. The baseline for air travel is the standard coach/economy rate that would allow for a checked suitcase without seating upgrades or early check-ins that are considered premium.~~ Reservations should be made early to obtain the lowest rates. Employees should ensure plans are confirmed prior to purchasing tickets with flight restrictions or no refund clauses.

Car Rental:

The standard car rental is a compact automobile; however, a larger a car can be ~~used~~**requested** if more than two employees share a single automobile. **Generally, rental agencies provide insurance coverage at a premium. The District recommends electing such coverage.**

~~Generally, rental agencies provide insurance coverage at a premium. The District recommends you elect such coverage. If you use certain credit cards (i.e., “gold cards”) for payment, collision coverage is sometimes provided for under their policy. Before declining the insurance coverage, verify that the credit card does indeed provide such advantages.~~

Personal Automobile Transportation:

When an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit ~~for the first 300 miles. to their business destination. Beyond that mileage, the employee will be reimbursed at the “economy” airfare to/from that location.~~ Mileage reimbursement will be from an employee’s regular reporting worksite or from their home to the destination, which point of departure results in fewer miles. For long distance travel, an employee may opt to drive a personal vehicle and be reimbursed for the actual roundtrip mileage or the baseline roundtrip airfare plus the cost of ground transportation to the destination, whichever results in a lower cost to the district.

Business Travel Accompanied by a Spouse:

~~Expenses incurred by a spouse while traveling with an employee are not recoverable. Furthermore, any premium induced as a result of the spouse (i.e., additional room charge) will be borne by the employee.~~

Telephone Calls:

~~All business related calls are reimbursable. A reasonable amount (one or two per day) of personal calls are also reimbursable.~~

Receipts:

~~Except when claiming per diem, all “original” receipts must accompany a claim for reimbursement. In certain instances, (i.e., toll, taxi, etc.) receipts are not furnished. In these situations, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided. Limitations exist on meals, see per diem below. Claims for reimbursement are to be submitted within 90 calendar days following the trip, but no later than July 15 following the end of the fiscal year. Claims from a prior fiscal year will not be paid.~~

Meals Per Diem:

~~The meal per diem, periodically adjusted for inflation, is \$55.00 for domestic travel and \$80.00 for international travel as follows:~~

US Domestic Travel		International Travel	
Breakfast	\$10.00	Breakfast	\$15.00
Lunch	\$15.00	Lunch	\$25.00
Dinner	\$30.00	Dinner	\$40.00
Total	\$55.00	Total	\$80.00

~~Unless specifically authorized by the Chancellor or College Presidents, meal amounts exceeding the per diem limit will not be reimbursed. Moreover, if a conference registration includes meals as part of the fee, then per diem for that meal may not be additionally claimed.~~

Meals allowable for per diem claims include breakfast, if departure from the employee's residence is before 7:00 a.m., lunch, and dinner, if return to the employee's residence is after 6:00 p.m. Per diem may not be claimed for any meal included as part of a conference registration fee.

The daily meal per diem rates are based on the U.S. General Services Administration (GSA) per diem rates, which vary depending on travel location. The rates are all-inclusive and assume taxes and tips, so separate claims for those items are not allowable.

The per diem rates are periodically reviewed and updated in accordance with rates set by the GSA. The current per-diem rates for domestic travel and international travel are posted on the Accounts Payable website under Travel Policy/Procedures. **(NOTE: THE RATES WILL BE UPDATED PER THE NEW GUIDELINES AFTER THE AP RECEIVES FINAL APPROVAL)**

[See Board Policy 7400 Travel](#)

Approved 8/16/99

Revised 4/7/03

Revised and renumbered (formerly AP 3152, BP 4175) 2/5/18



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



Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Accreditation
Code	AP 3200
Status	New
Legal	Title 5 Section 51016 ACCJC Accreditation Eligibility Requirement 21 ACCJC Accreditation Standards I.C.12 and 13
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

De Anza College and Foothill College shall adhere to the standards and requirements identified by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC): a regionally, federally-recognized accrediting agency designated by the Board of Governors of the California Community Colleges. The District's College of Continuing Education program is accredited by the WASC Accrediting Commission for Schools.

The following guidelines apply to the District colleges' preparation of the comprehensive Self Evaluation of Educational Quality and Institutional Effectiveness Report (Self Evaluation Report) for reaffirmation of accreditation.

Under processes established by ACCJC, the colleges undergo a cycle of periodic evaluation through institutional self-evaluation and external peer review. ACCJC sets a seven-year cycle for evaluation and reaffirmation of accreditation. The review process includes four steps:

1. Internal evaluation
2. External evaluation
3. Commission review and accreditation action
4. Continuous institutional improvement

Each college president shall appoint an Accreditation Liaison Officer who is responsible for coordinating all necessary activities in preparation for the external evaluation by the visiting team and subsequent reports and visits. The college's Accreditation Liaison Officer, working with the President, will ensure that the Self-Evaluation process and all related reports are completed in a thorough and timely manner.

An Accreditation Steering Committee, in consultation with the Accreditation Liaison Officer, will establish a Self-Evaluation writing process and timeline that will include a broad representation of the college faculty, staff, and students.

The Chancellor shall appoint a district-wide Accreditation Liaison who is responsible for coordinating the districtwide activities for accreditation logistics, including compilation of districtwide information for the self-evaluation reports and coordinating the

external evaluation for all the institutions to ensure consistency and alignment in reporting districtwide processes.



Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Institutional Planning
Code	AP 3250
Status	New
Legal	Title 5 Sections 56270 et seq. Title 5 Section 55510 Title 5 Section 55190 Title 5 Section 55080 Title 5 Section 54220 Title 5 Sections 53003 Title 5 Section 51027 Title 5 Section 51010 ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 Title 5 Section 51008
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

Each college president shall appoint an administrator who is responsible for the timely and accurate completion of required planning documents that include, but are not limited to:

- Educational Master Plan
- Facilities Plan
- Technology Plan
- Equal Employment Opportunity Plan
- Student Equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Extended Opportunity Program and Services Plan

The Colleges will engage faculty, students, classified professionals, administrators, and relevant external stakeholders in developing plans as guided and/or required by:

California Community Colleges Vision for Success
District and College missions

Foothill-De Anza Board of Trustees Priorities

Accreditation bodies

Legislation

The Colleges will document their processes for:

Curriculum development and approval

Approval of general education status

Approval of baccalaureate degree programs

Approval of associate degree programs

Communication and collaboration between the Colleges

Documentation shall include the positions responsible for accomplishing essential tasks and the timeline by which they must be completed within a typical cycle.



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Philosophy and Criteria for Bachelor Degree, Associate Degree and General Education
Code	AP 4025
Status	New
Legal	Title 5 Section 55061 ACCJC Accreditation Standard II.A
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

With primary reliance on Academic Senate leadership, the Colleges will engage students, classified professionals, administrators, and relevant external stakeholders in articulating their philosophy of education and criteria for degrees and general education as guided and/or required by:

California Community Colleges Vision for Success
District and College missions
Foothill-De Anza Board of Trustees Priorities
Accreditation bodies
Legislation

The Colleges will document their processes for:

Curriculum development and approval
Approval of general education status
Approval of baccalaureate degree programs
Approval of associate degree programs
Communication and collaboration between the Colleges

Documentation shall include the positions responsible for accomplishing essential tasks and the timeline by which they must be completed within a typical cycle.



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Career and Technical Education Programs
Code	AP 4102
Status	New
Legal	2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition) ACCJC Accreditation Standard II.A.14 34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended) Title 5 Sections 55600 et seq.
Origin	Legally required - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally required.)

The Colleges will establish systems and procedures that support student success, curriculum, career pathways, Career Technical Education (CTE) faculty, and regional coordination:

Student Success

1. Broaden and enhance career exploration and planning, work-based learning opportunities, and other supports for students.

Curriculum

2. Utilize program review, evaluation, and revision processes to ensure program relevancy to both students and business/industry as reflected in labor market data. Develop, identify, and disseminate effective CTE practices.
3. Clarify practices and address issues of course repetition for Career Technical Education (CTE) courses when course content evolves to meet changes in skill requirements.

Career Pathways

4. Develop and broadly publicize industry-informed career pathways that prepare students for jobs needed within the regional labor market.

Career Technical Education (CTE) Faculty

5. Enhance professional development opportunities for CTE faculty to maintain industry and program relevancy.
6. Explore solutions to attract industry professionals in high-salaried occupations to become CTE faculty in community colleges.

Regional Coordination

7. Cultivate robust connections between community colleges, business and industry representatives, labor and other regional workforce development partners to align college programs with regional and industry needs and provide support for CTE programs.
8. Outreach to industry and the community-at-large to promote career development and attainment and the value of career technical education.



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Counseling
Code	AP 5110
Status	New
Legal	ACCJC Accreditation Standard II.C.5 Education Code Sections 72620 and 72621 Title 5 Section 51018
Origin	Legally advised - Going for review at Academic and Professional Matters Committee meeting on 12/7/2022
Office	Chancellor's Office

(CCLC note: This procedure is legally advised.)

The provision of counseling services is an integral component of the District's commitment to student success and completion of their educational goals. Counseling services are provided within the ethical guidelines of the profession and in concurrence with the District's Mission Statement.

SERVICES PROVIDED:

The counseling services available in the District include at least the following:

- a. Academic counseling, in which the student is assisted in assessing, planning, monitoring and implementing his/her immediate and long-range academic goals;
- b. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment opportunities;
- c. Personal counseling, including crisis intervention, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education; Continuing Education students will be referred to appropriate community agencies for personal family or other social concerns.
- d. Group counseling and workshop facilitation to assist students with orientation, registration, selection of academic program, transferring, and accessing campus resources.
- e. Dedicated counseling and support to specialized student populations, including but not limited to the following students: AB 540, athletes, First-Year Experience (FYE), international, concurrent high school partnerships, PUENTE, UMOJA and veterans.
- f. Referring students to on-campus, off-campus and online services or resources which support students in achieving their educational goals, including but not limited to career assessment and job placement services, disability services, financial aid, honors, health services, testing, transfer services and tutoring.

CONFIDENTIALITY OF COUNSELING INFORMATION:

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

**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.