

More than 500 classified employees work across the district and provide expertise in a variety of critical areas, including financial aid and enrollment assistance, instructional and administrative support, compliance with state and federal regulations and fiscal standards, access to high quality benefits, essential classroom and office equipment and technology, safe and attractive grounds and facilities, and so much more.

I want all of our classified professionals to know that we couldn't do this work without you. Thank you for your commitment and dedication to Foothill-De Anza.

With sincere gratitude,

Lee D. Lambert, J.D.

Chancellor

--

May 22, 2024

Updating/revising all of the district's policies and procedures beginning March 2024

Dear Colleagues:

Foothill-De Anza Community College District leaders along with the members of the Board of Trustees are placing a high priority on updating/revising all of the district's policies and procedures beginning in March 2024. We recognize the necessity of bringing these key documents into compliance and having policies and procedures that reflect current federal and state statutes/regulations as well as the new 2024 accreditation standard section references.

The district subscribes to the Community College League of California's (League's) comprehensive Policy & Procedure Subscription Service. The Policy & Procedure Subscription Service and legal partners at Liebert Cassidy Whitmore have developed recommended language for 402 policy/procedure templates for community college districts throughout the state to consider when revising/updating their board policies and administrative procedures. The recommended language complies with Education Code, Government Code, Penal Code, Title 5 Regulations, United States Code, Code of Federal Regulations, and regional accreditation standards as applicable.

In addition, the Policy & Procedure Subscription Service carefully differentiates between board policies and administrative procedures. This differentiation is very helpful in distinguishing the role of the Board of Trustees and the responsibilities of district leaders and employees:

Board Policies

Board policies are the voice of the Board of Trustees and define the general goals and acceptable practices for the operation of the district. Policies implement federal and state laws/regulations. The Board, through policy, delegates authority to and through the chancellor to administer the district. The chancellor, Foothill-De Anza leaders, and all employees are responsible to reasonably interpret board policy as well as other relevant laws and regulations that govern the district.

Policy is best expressed in broad statements. It legally binds the district. Therefore, policy statements should be clear, succinct, and current. Policies and related procedures should be accessible, useful, and up-to-date.

Administrative Procedures

Administrative procedures implement board policy, federal/state statutes, and federal/state regulations. They address how the general goals of the district are achieved and define operations of the district. They include details of policy implementation, responsibility, accountability, and standards of practice. Although

administrative procedures may be developed by the chancellor, managers, faculty members, classified staff members, and student leaders, it is the administrators/managers who are held responsible for upholding the specific processes delineated in the procedures. Administrative procedures do not require official Board adoption.

I am supportive of this important endeavor and have made a commitment to the Board of Trustees that the district will create a timeline to revise and align the board policies and administrative procedures with those recommended by the Policy & Procedure Subscription Service. As we go through the process of updating the Policy & Procedures the district will be respectful of and continue to utilize the established practice of shared governance review when and where appropriate.

In addition, the district will develop a long-term continuous review cycle to ensure that its board policies and administrative procedures remain compliant with law, reflect up-to-date organizational processes (codified in administrative procedures), and are systematically reviewed within every accreditation cycle.

As we embark upon the process of updating the policies and procedures, I will periodically send email messages to apprise you of the progress.

As the Board of Trustees adopts revised board policies, those documents will be immediately posted on the district's policy/procedure [website](#).

If you have any questions, I encourage you to contact me at chancellor@fhda.edu using the subject line "Board Policies/Administrative Procedures."

Thank you,

Lee D. Lambert, J.D.

Chancellor

--

March 6, 2024

De Anza College leadership transition

Dear Colleagues:

This afternoon, De Anza College President Lloyd Holmes announced his plans to resign after nearly four years with the district. I want to wish Lloyd all the best in the future and thank him for successfully guiding De Anza through a global pandemic while building on the college's reputation and partnerships, reaching major planning milestones, and initiating new programs that will continue to benefit students for many years to come. Lloyd and the talented team at De Anza accomplished much to be proud of during a time of incredible change in higher education.

Next Steps

While I realize this announcement may come as a surprise, I want to assure you that I am committed to making the college's leadership transition as seamless as possible. It is important that we maintain focus on our students and our mission.

To that end, I have asked Vice President of Instruction Christina Espinosa-Pieb to step into the role of acting president, and she has graciously agreed. I am confident that she will provide the stability and leadership we need to help the college navigate this change and continue to move forward.

As many of you know, Christina served as interim president of De Anza from July 2018 through June 2020. She has been the college's vice president of instruction since 2008, and in her more than 40 years at De Anza, has worked in a variety of roles, including community volunteer, student employee, administrative assistant, lead affirmative action representative, coordinator of Disability Support Programs and