


**TO:** All Employees

**FROM:** Dorene Novotny, Vice Chancellor  
Human Resources and Equal Opportunity 

**RE:** Harassment and Discrimination, Including Sexual Harassment  
Policy and Procedures

**DATE:** September 22, 2016

**ATTACHMENT:** Harassment, Sexual Harassment, and Discrimination Brochure

The Foothill-De Anza Community College District is actively committed to creating and maintaining an environment that respects the dignity of individuals and groups; an environment that is free of illegal **Discrimination, Harassment, and Retaliation**. To reinforce our commitment, the District has established [Board Policies](#) and [Administrative Procedures](#) that outline these protections, how to file a complaint, and procedures for responding.

Our [Policy](#) applies to complaints on the basis of ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, veteran status, sex or gender (including sexual harassment and gender identity), age, sexual orientation or any other legally protected status. Our [Policy](#) applies when an individual or group feels that discrimination, harassment or retaliation have taken place on the basis of perceived characteristics or association with a person or group with one or more of these actual or perceived characteristics. Board [Policy](#) states that Harassment may be verbal, physical, visual, written or environmental and includes Sexual Harassment. [Administrative Procedure](#) further defines terms and the processes for addressing complaints.

Complaints of Discrimination, Harassment and/or Retaliation that are brought forth by a student or employee should be directed to the appropriate campus coordinator as noted below. Complaints involving Sexual Harassment, Assault or Misconduct **may also be filed** directly with the appropriate campus Title IX Coordinator. The Title IX Coordinator is the campus position assigned to deal specifically with complaints of sexual misconduct.

**Student or Employee Complaint of Discrimination, Harassment and/or Retaliation:**

<p><b><u>De Anza Coordinator:</u></b> Michele LeBleu-Burns, Dean of EOPS/Care and Student Development, 21250 Stevens Creek Boulevard, Cupertino, CA 95014. (408) 864-8828 <a href="mailto:lebleuburnsmichele@fhda.edu">lebleuburnsmichele@fhda.edu</a></p>	<p><b><u>Foothill Coordinator:</u></b> Thom Shepard, Dean of Student Affairs and Activities, 12345 El Monte Road, Los Altos Hills, CA 94022. (650) 949-7241 <a href="mailto:shepardthomas@fhda.edu">shepardthomas@fhda.edu</a></p>
<p><b><u>Central Services Coordinator:</u></b> Marietta Harris, Director of Human Resources, 12345 El Monte Road, Los Altos Hills, CA 94022. (650) 949-6210 <a href="mailto:harrismarietta@fhda.edu">harrismarietta@fhda.edu</a> Or Pat Hyland, Interim Director of Equity and Employee Relations, 12345 El Monte Road, Los Altos Hills, CA 94022 (650) 949-6284 <a href="mailto:hylandpat@fhda.edu">hylandpat@fhda.edu</a></p>	<p><b><u>District Officer:</u></b> Dorene Novotny, Vice Chancellor of Human Resources, 12345 El Monte Road, Los Altos Hills, CA 94022. (650) 949-6210 <a href="mailto:novotnydorene@fhda.edu">novotnydorene@fhda.edu</a></p>

**In Addition – Complaints of Sexual Harassment/Sexual Misconduct/ Sexual Assault May Also Be Filed With:**

<p><b><u>De Anza Title IX Coordinator</u></b> – Stacey Cook, Vice President of Student Services, 21250 Stevens Creek Boulevard, Cupertino, CA 95014, (408) 864-8989 <a href="mailto:cookstacey@fhda.edu">cookstacey@fhda.edu</a></p>	<p><b><u>Foothill Title IX Coordinator</u></b> – Lauren Balducci, Associate Vice President of Student Services, 12345 El Monte Road, Los Altos Hills, CA 94022 (650) 949-7823 <a href="mailto:balduccilauren@fhda.edu">balduccilauren@fhda.edu</a></p>
--	--