



Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022

TO: All Employees
FROM: Raymond Quan, Vice Chancellor
 Human Resources and Equal Opportunity
RE: Harassment and Discrimination, Including Sexual Harassment Policy and Procedures
DATE: June 21, 2023
ATTACHMENT: Harassment, Sexual Harassment, and Discrimination Brochure (Revised 6.21.2023)

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, steps for filing 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. The [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><u>De Anza Coordinator:</u> Michele LeBleu-Burns Dean, EOPS/Care & Student Development 21250 Stevens Creek Boulevard, Cupertino, CA 95014 (408) 864-8828 or lebleuburnsmichele@fhda.edu</p>	<p><u>Foothill Coordinator:</u> Catalina Rodriguez Dean, Student Affairs and Activities (Interim) & Title IX Coordinator 12345 El Monte Road, Los Altos Hills, CA 94022 (650) 949-7389 or rodriguezatalina@fhda.edu</p>
<p><u>Central Services Coordinator:</u> Rocio Chavez Associate Vice Chancellor of Human Resources 12345 El Monte Road, Los Altos Hills, CA 94022 (650) 949-6109 or chavezrocio@fhda.edu</p>	<p><u>District Officer:</u> Raymond Quan Vice Chancellor, Human Resources & Equal Opportunity 12345 El Monte Road, Los Altos Hills, CA 94022 (650) 949-6211 or quanray@fhda.edu</p>
In Addition – Complaints of Sexual Harassment/Sexual Misconduct/Sexual Assault May Also Be Filed With:	
<p><u>De Anza Title IX Coordinator</u> – Laureen Balducci Dean, Counseling and Disability Support Programs & Services/Title IX Coordinator 21250 Stevens Creek Boulevard, Cupertino, CA 95014 (408) 864-8945 or balduccilaureen@fhda.edu</p>	<p><u>Foothill Title IX Coordinator</u> – Catalina Rodriguez Dean, Student Affairs and Activities (Interim) & Title IX Coordinator 12345 El Monte Road, Los Altos Hills, CA 94022 (650) 949-7389 or rodriguezatalina@fhda.edu</p>