
From: Bernadine Chuck Fong <fongbernadine@fhda.edu>
Sent: Thursday, April 14, 2022 9:07 PM
To: foothill
Cc: centralservices; ASFC Elected & Appointed
Subject: In Person Office Hours and Services for Spring Quarter

Dear Foothill Community,

Below is the communique I sent to our administrators/supervisors/directors earlier today and wanted to share it with our entire community. We are setting up specific and consistent on campus office hours and services and publishing them widely to better serve our students and provide better support for our on campus faculty.

Our efforts continue this quarter to encourage students to return to campus so that we can provide the full college experience they deserve. We want to re-create a sense of campus community for them once again. We know this will take time and patience but hope that by keeping our doors consistently open, it will encourage more students to return and ultimately boost our enrollment. As you may be aware, our enrollment has declined significantly and the associated funding is our lifeline, therefore it's critical that we find ways to keep students engaged and enrolled and set ourselves apart as the more attractive option to our counterparts or other educational options students might seek. While we clearly will also maintain a strong presence in the online world, we need to restore campus life, particularly for first gen students who desire the full college experience.

Winter quarter we began our transition from shelter-in-place, and this has continued more fully this quarter. We know many of you might have made many arrangements that were to accommodate working remotely and so the transition to return to campus might not happen overnight. Thus, while we are continuing to phase in physical our return to campus, we want to be sure that we are "fully open", and our services are as available to students and the public as they were pre-Covid. Hence, here is the next phase of our transition plan.

***No later than May 1, 2022**, and to be consistent with the staff who have kept our campus "open" throughout the winter quarter, all offices are to be open for in-person services Monday through Thursday from 8 to 5 PM with the option for Friday to be in person or virtual 8-5 PM, depending upon the services provided by that office. All administrators and classified professionals will resume work on campus at least three days a week or more. However, to assure we are regenerating a sense of community, the minimum three day option must include Wednesday (MWF or TWTH or WTHF), assuring that W is the common day when everyone is on campus. Wednesday is also when we have our College Hour, so our presence on campus will better support the activities of our students.*

This plan is unique to Foothill so it should not be compared to whatever the Central Services and De Anza work schedules are as their needs and priorities may differ. Please meet with your respective supervisors, directors, and staff to decide on what is the best schedule for your departments and be sure to post that schedule on your website and office entries.

Hope this helps clarify some confusion about what our "return to campus" process is.

Best regards,

Bernadine

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