

Citrus College Community College District
1000 W. Foothill Blvd, Glendora, CA 91741
Academic Senate Council Minutes

Wednesday, March 11, 2026
2:40p.m.-4:00p.m. Hayden Hall 101
Quorum: 17

OFFICERS

President: Lisa Villa
Vice President: Renee Liskey
Past President: Jim Woolum
Secretary: Roberto Loya
Treasurer: Priscilla Englert
CCFA Liaison: Greg Lipp
CTE Liaison: Dawn Brewster
Curriculum Chair: Michelle Plug

SENATORS

- **ASCC:** Henocho Perez and Marquel Savage
- **At-Large:** Jennifer Miller-Thayer; Ann Everett, Anthony Giammalva
- **Business and Accounting:** Vacant
- **Career and Technical Education:** Alexis Dea; Dave Brown
- **CAFF:** Bill Zeman; Lakhysa Greene/Katherine Culliver-Carter
- **Counseling:** Raul Sanchez; Michelle Hernandez
- **Health Sciences:** Sonia Kibbe
- **Kinesiology:** Andrew Wheeler
- **Language Arts:** Becky Rudd; Nichole Ary
- **Library:** Sarah Bosler/Elizabeth Cook
- **Mathematics:** Claudia Ramirez
- **Natural and Physical Sciences:** Denise Kaisler; Arnold Kondo
- **Noncredit Programs:** Dania Rosales Fernandez
- **Social and Behavioral Sciences:** Senya Lubisich; Chris Styles
- **Visual and Performing Arts:** Catie Besancon/ Dan Volonte; Marius Beltran

Present: Lisa Villa, Renee Liskey, Jim Woolum, Roberto Loya, Priscilla Englert, Michelle Plug (Zoom), Greg Lipp Nichole Ary, Ann Everett, Anthony Giammalva, Alexis Dea, Becky Rudd, Catie Besancon, Claudia Ramirez, Dan Volonte, Dania Rosales Fernandez, Dave

Brown, Denise Kaisler, Elizabeth Cook, Jennifer Miller-Thayer, Lakhysa Greene, Marius Beltran, Michelle Hernandez, Senya Lubisich, Sonia Kibbe, Henoch Perez (Zoom), Marquel Savage (Zoom), Tommy Reyes, Spencer Boldt, Claudette Dain, Greg Shulz, Wade Ellis, Rick Rams (Zoom), Katherine Culliver-Carter (Zoom),

Absent: Dawn Brewster, Elisabeth Ritacca, Andrew Wheeler, Arnold Kondo, Bill Zeman, Christine Styles, Matthew Parsons, Mercedes Belica, Raul Sanchez, Gerhard Peters, Sarah Bosler

*ATTENDANCE VIA ZOOM FOR SENATORS DOES NOT COUNT AS VOTING MEMBERS
UNLESS OTHERWISE VOTED ON.*

CALL TO ORDER 2:47 PM

Lisa Villa – Set Agenda

MINUTES APPROVAL from 2/25/2026 - Motioned Ann Everett, seconded Greg Lipp - Passed

SUPERINTENDENT/PRESIDENT REPORT

The next Board meeting is next Tuesday, March 17th at 3:15pm, which will include a tour of Registered Dental Assisting. Regular business will begin at 4:15pm, in AD and over Zoom.

Men's Basketball team has had a great season, 29-1. They have a quarterfinal game on Friday, March 13th.

Parking AP: After reviewing feedback from various committees and constituents, including the Academic Senate, Dr. Schulz announced the decision to implement the version of the AP that came forward from the standing committee to the steering committee, despite not achieving consensus and being voted down in Steering at the prior meeting in February. He decided not to send it back to the originating committee recognizing the work that had already gone into it. He acknowledged the efforts of all involved and expressed willingness to continue discussions about improving the governance process.

PUBLIC FORUM

This is intended for guests and non-members who are not part of the Senate representative body. Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Senate has an opportunity to speak, and so the Senate can conduct its business in an efficient manner. Items shared may not be brought into discussion at this time, and general announcements are reserved for the Announcements portion at the end of the meeting.

Jennifer Miller-Thayer (At-Large Rep):

- AGS needs a faculty co-advisor. Please contact Raquel Guitierrez (rigutierrez@citruscollege.edu) or Art Corral (acorral@citruscollege.edu) for more information.
- Reminder that I have an open pantry by my office at CI 247.
- Open to everyone who needs it.
- Have food and toiletries, and sometimes school supplies.
- If you want to contribute, please feel free to drop items off at the pantry or contact me if it is a larger donation and I need to keep it in my office.

Announcements

Catie Besancon:

- VPA has a new show in the art gallery “Into the Wind”. Please check out the gallery if you have the chance.
- We formed an FNIC workgroup. Please email cbesancon@citruscollege.edu if you are interested in joining. We will be meeting once a month, Thursdays, around 11am, but open to change. Additionally, there will be a Padlet for those who cannot join in person but would like to participate.

Anthony Giammalva:

- Highlighting his student, Sin Wu (Margaret), who just got accepted to Columbia University and is proud of her accomplishment.

Jim Woolum:

- Highlighted that our automotive program received accreditation from the American Council for Construction Education for 7 years, with the thanks to the hard work of Roberto Loya, and the support of Dr. Shulz and Dr. Hester.

Action Items

- Proposed meeting dates **Motioned Ann Everett, seconded Denise Kaisler - Passed**
 - **FALL 2026**
 - AUG 26th
 - SEP 9th
 - SEP 23rd
 - OCT 14th
 - OCT 28th
 - NOV 25th
 - DEC 2nd (if needed*)
 - **SPRING 2027**
 - FEB 24th
 - MAR 10th

- MAR 24th
- (skip APR 14th due to Spring Break)
- APR 28th
- MAY 12th
- MAY 26th
- JUN 2nd (if needed*)
- AP 3727 Information and Communications Technology Accessibility **Motioned Ann Everett, seconded Greg Lipp - Passed**
- BP 4010 Academic Calendar **Motioned Ann Everett, seconded Greg Lipp - Passed**
- AP 4010 Academic Calendar **Motioned Ann Everett, seconded Greg Lipp - Passed**
- AP 4021 Instructional Program Viability **Motioned Ann Everett, seconded Greg Lipp - Passed**

New Business

AP 4105 Online Education (Senya Lubisich)

- We are working on defining the parameters of this AP and incorporating regulations that are coming through Title 5 and working to be proactive vs. reactive.
- SL presented significant updates to the online education AP, focusing on clarifying definitions of regular and substantive interaction and expanding guidance on third-party tools.
- The updated policy includes new examples of what constitutes RSI and addresses accessibility requirements for all digital content, including third-party tools.
- Several faculty members raised questions about accessibility requirements for specific tools, linking to JSTOR, and the challenges of making content accessible while maintaining educational integrity, particularly in synchronous classes.
- But there isn't a distinction between synchronous and asynchronous; digital content must be accessible. If you are sharing a PowerPoint in classes, synchronously, and not distributing it to students, it doesn't have to be accessible. But if the students ask for the content, it must be given to them in an accessible format, so it would be
- The group agreed to review the updated AP individually before the next meeting, and SL noted that the document would be presented to the OE Committee on March 23rd.

Old Business

- AP 6200 Budget Preparation
- AP 6300 Fiscal Management
- BP 6200 Budget Preparation
- BP 6300 Fiscal Management

Discussion on AP/BPs above with Claudette Dain and Wade Ellis

- Denise Kaisler: The language of the AP/BPs is aimed towards the Board of Trustees, and in the spirit of shared governance we would want it to include the campus community in the decision-making process. One proposal is to change all the “shall”s to “must”; the other is to replace “Board of Trustees” to “Board of Trustees and shared governance groups”
 - Response from Claudette Dain: Legally shall and must mean the same thing and in terms of consistency, we use shall in many of our APs and BPs. But they mean the same thing, so they will take time to review that suggestion. CD is asking that Academic Senate specify which “Board of Trustees” A.S. wants updated because there are requirement for the Board that do not apply to constituent groups. An example, the Board sets policies and they delegate authority, but not any group can delegate that. But would be happy to review any specific language changes. Additionally, AP 6200 does refer to the Financial Resources Committee (FRC) that has all representation from all constituent groups, two budget memos sent out during the year, and there are two budget forums a year, that are open to anyone.
- DK: Who is a part of the budget committee? And how many from each constituent group?
 - CD: Faculty reps are appointed by Academic Senate, similar for classified (CSEA). We would have to get back to you on the exact makeup of the group, but it is open and we welcome visitors.
- Catie Besancon: Concerns about budget forums feeling informative rather than participatory, suggesting that Senate could play a role in reviewing budget priorities or asking questions on the priorities.
 - CD: All of our committees are shared governance. We are more than happy to share or present information in advance of the FRC and they can bring back that information. Additionally, the budget book is available online, that has the budget priorities, which are discussed in the FRC.
 - CB: Advance information would be welcomed and allow Senate to review, and could be reflected in the summary process of this AP (AP 6200).
- Jennifer Miller-Thayer: Is there a place where Academic Senate could be involved in the process of picking or identifying the budget priorities?
 - LV and DV do say that Program Review is the space where faculty can discuss their priorities in terms of division.
 - CD: There needs to be a clarification of budget priorities and budget development. The college is given apportionment through the California Community College’s Chancellor’s Office based on the student-centered funding formula, and state budget. Utilizing those revenues, if there are discretionary reserves, we allocate them out. Currently, with approximately 85-88% of the operating budget allocated to personnel costs, leaving only 15% for other discretionary spending, which informs the budget priorities alongside a long-term fiscal planning perspective. Individuals have a say in the discretionary budget, which is differentiated from the big picture budget. Program review submits their resource requests, which has its own process.

- CB: How is the reserve budget determined? This contextualization will help when having discussion in regards to the funds we have on campus.
 - CD: The BP that speaks specifically to this is BP 6250. The districts unrestricted general reserves shall be no less than 2 months of total general fund operating expenses such as salaries, benefits, supplies, and materials.
 - CB: Are we more than that? For clarity, in what circumstances would we stop putting funds into reserves if we had already reached that 2-month requirement?
 - CD: We do not allocate any budget to our reserves. We allocate our revenues and our expenditures, so we are legally compliant. Anything beyond that goes to reserves. People ask what are philosophy on reserves, we do not have one. We have a philosophy on ongoing resources, revenues, and expenditures. We will be expanding at the budget forum soon. Additionally, Citrus College gets funding according to the FTES we had before the pandemic, which had us sized and funded as a medium sized college, but we are now considered a small-sized college. This means that the is about \$2.2 million of a difference between a medium and a small sized institution, which we are still benefiting from and will end at some point. For those funds, we account for them as non-ongoing dollars, which means they often fall into the reserves.
 - CB: Is there a time where we can weigh in on if we can use the reserves? There is a difference to say that our reserve funds can cover \$2.2 million for five years vs. forty years. By adding something to the AP about A.S. previewing the budget before fiscal resources would be a way for us to have that shared responsibility we are looking for in the shared governance process.
 - LV notes there is a need for a more focused presentation on this topic for the group to get their questions and concerns addressed and have CD and WE to come back.
 - Greg Lipp: Thanks for coming to help with our mission of transparency we want across this campus. Can you clarify what a Cost Center Manger (CCM)?
 - CD: Manger that oversees a particular budget area. An example, would be CITC, technology, the CCM would be Eric Calderon. Each CCM would provide input on the X amount of dollars they would need for their area.
 - GL: We would appreciate it if you came back to do a presentation and gave us a better understanding of our money and where it goes, for example like the CTE building and the automotive program giving up space for it and how we can go forward to fund growth on campus.

- CD: Being transparent, we may not be able to cover all of our fiscal experience in one session. For the example of the CTE building, that is a one time expenditure vs. an ongoing cost (personnel). Citrus College received approx. \$47 million from the state from Prop2 that was approved from voters and being used for that expense. Going back to CB's point, reserves should be viewed as a savings or rainy day account.

COMMITTEE REPORTS

(please send in written reports)

All committees are welcome to report. Please send any committee reports to Morgan Jakobcic (mjakobcic@citruscollege.edu) and CC Lisa Villa (lvilla@citruscollege.edu) by the Monday following the Senate meeting.

Honors Program Advisory Council: Dr. Jennifer Miller-Thayer

Recruitment and Scheduling

- Please help us by encouraging students to check out our program and providing recommendations.
- Please contact me if you are interested in adding classes to our HTP curriculum and if you are interested in teaching with us.
- As our **numbers increase**, we will add more classes to our schedules in the future.

HTCC updates

UCR Honors Conference in spring:

- **It will be held at UCR this year on Saturday, March 28, 2026.**
- We have **7 students presenting (2 papers and 4 posters) and 8 student moderators/volunteers** participating in this one-day conference at UCR.
- The Citrus College HTP **covers the registration fee** for these students, VIPs and the director to attend **thanks to funding from our campus.**
- **Faculty and non-presenting students** can attend for free but will need to provide their own lunch. If you would like to attend, please email me.

HTP, AGS and PTK Spring reception:

- Save the date – will be on **Tuesday, June 2, 2026, from 3:00-5:30 pm in the Campus Center (East Wing).**
- This will be our 2nd year as a **joint HTP, AGS and PTK reception**, so we will be honoring all our graduating and completing students together.
- Refreshments will be provided.
- More information will be shared soon.

Spring 2026 meeting dates (on Zoom):

(last Thursday of each month):

March 26, 2026

April 30, 2026 (last Thurs. of the month due to spring break)

May 28, 2026

Meetings will be on Zoom. Please email me at jmillerthayer@citruscollege.edu for the link if you are interested in attending. It is open to all who are **teaching honors courses, interested in teaching honors courses, counselors and program coordinators/directors** who work with students who they would like to recommend to the honors program, and anyone else who is interested in learning more about the HTP.

Professional Learning: Anne Villeneuve

Professional Learning encourages employees to visit the [Vision Resource Center](#) to access recordings and materials from many of the Flex 2026 breakout sessions. Faculty can also find a link to the [Online Education Accessibility and RSI Resources Senya](#) made available in the faculty hub on Canvas.

OFFICER'S REPORT

(please send in written reports)

President: Lisa Villa

- The version of the Administrative Procedure (AP) presented at Steering includes revised language in **Article III, Section H**, intended to replace the sentence previously proposed by the Senate. The revision **removes references to emergency vehicles** (based on the rationale that they should not be ticketed by default) and **broadens the applicability** from three specified divisions (CTE, Athletics, and Performing Arts) to **all campus areas**.
- It was understood that the AP's rejection at Steering (and, to a lesser extent, in Senate) was **not primarily about the specific wording** of the document, but rather about faculty concerns regarding the use of a **Standard Operating Procedure (SOP)** as the mechanism for implementing key provisions originally recommended by the faculty workgroup. Specifically, faculty objected to relying on an SOP due to the absence of **formal oversight and a regular review process**, and the perception that it could be modified without adequate accountability.
- Following Senate's final vote to reject the AP, the originating committee revised the disputed sentence into a shorter, more inclusive statement; however, the central faculty concern remained the **governance/process issue** (i.e., placement of key provisions in an SOP rather than within a document subject to appropriate review).
- After an emergency E-Board meeting held two Fridays ago, it was agreed that the original parking workgroup desired a **follow-up/debrief meeting** with **Dr. Schulz**

present. That meeting has not yet occurred, but it has been communicated that it is being scheduled.

- While APs do not require Board of Trustees action, the above concerns and requested follow-up meeting remain pending and relevant to the faculty's position.
 - Comments:
 - Dr. Shulz cited AP and BP 2000 and it was suggested to open up those two for review in Academic Senate.
 - The discussion revealed that steering committee votes can be overridden by the superintendent-president, raising concerns about the effectiveness of faculty input in the process. The conversation ended with information about how faculty could address their concerns.

Vice President: Renee Liskey

We are taking nominations for the 2026-28 Senate officers through March 31st. If you would like to nominate someone, or nominate yourself, please let me know as soon as possible, but definitely by March 31st at 5pm. Thank you to those that have already submitted nominations. If we have any contested positions, we will be hearing statements from the nominees at the April 8th Senate meeting. If you were nominated or are nominating yourself but cannot attend the April 8th meeting, you may send a statement to be read on your behalf. Positions are below:

President (must have served as President or Vice President previously).

Vice President (20% release time, must be tenured).

Secretary (only extra duty is two Zoom meetings per month).

Treasurer (only extra duty is two Zoom meetings per month).

We appreciate everyone who is currently serving and look forward to welcoming new faculty aboard!

ADJOURNMENT 4:13PM

For physical reference to these agenda items, please contact Morgan Jakobcic (mjakobcic@citruscollege.edu) and it will be emailed as an attachment.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Citrus College Academic Senate record the votes of all members as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.