

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

Wednesday, March 25, 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:** Henoah 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
- **CCAFF:** 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

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

Present: Lisa Villa, Renee Liskey, Roberto Loya, Priscilla Englert, Andrew Wheeler, Anthony Giammalva, Alexis Dea, Arnold Kondo, Becky Rudd, Catie Besancon, Claudia Ramirez, Dan Volonte, Dania Rosales Fernandez, Dave Brown, Denise Kaisler, Elizabeth Cook, Lakhysa Greene, Marius Beltran, Michelle Hernandez, Nichole Ary, Raul Sanchez, Senya Lubisich, Sonia Kibbe, Tomm Reyes, Elisabeth Ritacca, Majin Perez, Aimee Ortiz-Ramirez, Greg Shulz, Henocho Perez (Zoom), Marquel Savage (Zoom), Katherine Culliver-Carter (Zoom), Jennifer Miller- Thayer (zoom), Anne Villeneuve (Zoom)

Absent: Dawn Brewster, Jim Woolum, Michelle Plug, Ann Everett, Bill Zeman, Christine Styles, Matthew Parsons, Mercedes Belica, Gerhard Peters, Sarah Bosler

CALL TO ORDER 2:42PM

Lisa Villa – Set Agenda

MINUTES APPROVAL from 3/11/2026 - Motioned Andrew Wheeler, seconded by Gregg Lipp – Passed

SUPERINTENDENT/PRESIDENT REPORT

Dr. Shulz addressed the campus community regarding recent disturbing news about Cesar Chavez and allegations of misconduct, expressing support for survivors of sexual abuse and highlighting available resources for employees and students. The administration announced their support for state legislation to rename March 31st as "Farm Workers Day" and is committed to updating official documentation accordingly. He also announced an upcoming open forum meeting scheduled for CI159 March 26th, 2026, at 2:45 PM, both in person and via Zoom, and mentioned another office hour is planned for April 10th from 9am-10am.

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.

Senya Lubisich – We would like to introduce our new Online Education Instruction Design and Accessibility Specialist, Thomas Costello (tcostello@citruscollege.edu), who will support accessibility efforts on campus.

Action Items

- AP 4105 Online Education – Motioned by Andrew Wheeler, seconded by Tommy Reyes – Passed
 - Some clarification on the “Culture of Integrity” #3, that some communications will be shared with students if you are ill, at a conference, or cannot be online for a certain amount of time and let your students know why.

Old Business

- AP 6200 Budget Preparation
- AP 6300 Fiscal Management
- BP 6200 Budget Preparation
- BP 6300 Fiscal Management
 - Discussion on AP/BP 6200 and 6300
 - [3.25 AS 6200.6300.docx](#)
 - Morgan incorporated Densie Kaiser’s suggestions and the suggestions made during the meeting to this document.

Discussion

Academic Senate Nominations – Renee Liskey

- Current nominations:
 - President: Renee Liskey
 - VP: Priscilla Englert, and Tommy Reyes
 - Treasurer: Ann Everett, Spencer Boldt
 - Spencer Boldt accepted his nomination during the meeting.
 - Secretary: Sonia Kibbe, Dave Brown, Tommy Reyes, Lakhysa Greene
- During our next meetings, April 8th, candidates for each position can make statements to the senate body and we will open voting. According to our by-laws, they will need to be open at least for 5 learning days, more likely a week and a half to two weeks.

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.

Accreditation: Dr. Catie Besancon

Both the fiscal and academic work for ACCJC will be going before steering for information. It goes over our numbers; our success rate is at 79%. These number usually become the basis for our strategic plan. CB is asking for ratios on the student bodies before the

pandemic to compare, and will share when and if given those. If you have any great examples you would like to share for our ISER, please share with CB.

AI Workgroup: Tommy Reyes and Becky Rudd

LV: Last fall we began editing and customizing an internal document to help outline some general AI practices and to help inform the creation of AP 4910 Generative Artificial Intelligence in Academics". The group, which has sustained a good diverse representation from different disciplines has just begun that work and should have a draft to move forward by the end of this semester. It occurred to me just today that we ought to start paying closer attention to the corresponding BPs...so this will be added to the workgroup's agenda. Once we have the AP/BP established, then I think it will be easier to start tackling the institutional action items recommended by a memo that came out last month from the CCC.

Faculty Handbook Revision: Lisa Villa

This group began with a pretty good sized lot, but slowly dwindled down to essentially Becky Rudd and myself (with the occasional extra set of eyes from Dr. Orlijan). This turned out to be OK because, while we needed the extra brainstorming in the beginning, when we finally landed on the decision that this would not be another physical handbook, but rather a landing page on our website (which we will be calling "Faculty Resources"), it was more a matter of making sure the content had viable link-outs. The rough draft has been forwarded to both Eric Calderon and Lisa McPheron (style guidance) now, and Becky and I are just shoring up some final details. I plan to bring a mock up or at least a summary description of what this will look like to you all in an April meeting.

As a side note, I know folks from different areas have been asking about syllabus guidance for awhile now. Though I envisioned this also being linked out from the Faculty Resources page, there is another piece coming-- Dr. Hester will be joining an April Senate meeting as well to discuss the potential adoption of a syllabus tool (which would be accessible to faculty via CourseLeaf). Senya and I did have the opportunity to sit through a demo of this tool and it does look promising.

However, I did not want this program to hold up the faculty resource page from going live, so I asked Anna V. and Elisabeth R. for their assistance in getting a temporary syllabus best practices/guidance document up (and which will be accessible on Canvas) in the meantime (and which we can also refer out from the faculty resource page). Elisabeth, Anna and I met back in January to discuss this among other areas that intersected Professional Learning, SEAP, and Senate.

Financial Resource Committee: Dan Volonte

Our next meeting is on April 1st.

ADDED:

Academic Senate Report: Preliminary Budget Assumptions (2026–2027)

The committee reviewed the 2026–2027 Preliminary Budget Assumptions and identified several critical fiscal considerations impacting the college’s planning and resource allocation.

Most notably, the college anticipates the need to **borrow approximately 320 FTES in fiscal year 2025–2026** to report at least 10,000 FTES. This threshold is necessary to maintain the institution’s medium-size status and, more importantly, to **avoid an estimated ongoing revenue loss of approximately \$2.2 million**. As a result of this borrowing, the college must generate **10,320 FTES in 2026–2027** to eliminate the need for continued borrowing. This represents an **approximate 6.6% growth target** over the projected 2025–2026 FTES.

Even if this growth target is achieved, the college will only be able to **report “flat” FTES (10,000)** in 2026–2027 to avoid double-counting FTES across fiscal years. Consequently, **projected revenues will remain flat year-over-year**, assuming all other factors remain constant.

Additionally, Citrus College is expected to remain in **“Hold Harmless” status under the Student-Centered Funding Formula (SCFF)**. Under this provision, **revenues will remain flat regardless of any statewide COLA increases**, and the college will not benefit from such augmentations until it exceeds the hold harmless threshold. Importantly, while revenues remain static, **expenditures are expected to continue increasing**, creating ongoing fiscal pressure.

The committee also noted that the Preliminary Budget Assumptions document includes what may appear to be duplicate pages; however, these reflect **different budget modeling scenarios**. Under a status quo approach, the college is projected to face an **ongoing structural deficit of approximately \$2.4 million**. To address this, a series of **short-term budget adjustments** have been proposed to achieve a balanced budget. These proposed changes are identified in **gray highlights within the document**.

Given the significance of these issues, committee members are encouraged to **share this information with their respective constituent groups** and bring forward feedback and questions for further discussion.

Finally, due to the timeline required for budget development, an **additional meeting will be scheduled prior to the May 6 meeting** to review and approve budget priorities and the Preliminary Budget Assumptions in advance of the Tentative Budget. This meeting will be conducted via **Zoom** to support participation and ensure quorum.

Guided Pathways: Elisabeth Ritacca

Drafted some pages for the division shells and sharing them around campus; some main pieces (syllabus guidance) that I hope is going to be a good resources for faculty.

Instructional Materials Equity Committee (IMEC): Elizabeth Cook and Sara Bosler

We are focusing on developing a board policy for the burden-free instructional materials and how to promote zero text to cost to students.

Institutional Research and Planning (IEC and IRPC): Dan Volonte (IEC) and Michelle Plug (IRPC)

DV: We went over ISER chairs and co-chairs. And we are going over the Intergrated Planning Manual, which we are also doing in **Program Review**.

Program Review: Dan Volonte

We are going over the Integrated Planning Manual, updating the Resource Request form. Our next meeting is April 3rd

Honors Program Advisory Council: Dr. Jennifer Miller-Thayer **At-Large Rep**

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.

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/directions** 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.

Online Education: Senya Lubisich

- Our first meeting of the Spring semester was on Monday, March 23. Elizabeth Cook created a LibGuide for faculty with information about library resources and databases that can be useful for finding compliant content. We also had a demonstration of AI tools for design and accessibility. We also were able to introduce and welcome our new Instructional Designer, Thomas Costello.
- Faculty are encouraged to investigate two AI tools that can assist with remediation of Canvas content and documents:
 - [Joshua.ai](#)
 - [Universal Design Bot](#)
- **Voluntary RSI Review** is underway. Please watch for a Canvas message to begin the process of self-evaluation and peer review for RSI Compliance. There are two workshop meetings scheduled for the next two Fridays. Faculty can RSVP through a Canvas Impact message.
- **Level 2.0 Trainings:**
 - Amanda Konya will facilitate a second section of the Creating Accessible Content in Canvas during April. Faculty who are on the waitlist for the January course will be given priority, but please watch for more information.
- **Assistance with accurate captions** is available. Auto-generated captions that are not accurate are not compliant with accessibility requirements. However, we have

access to captioning assistance through the DECT grant. Faculty who have videos that need captioning or light editing should contact Senya.

- **New Accessibility Regulations** go into effect on April 24, 2026, that require that all content be fully accessible. This is a culture shift from reacting to accessibility needs to proactively ensuring all students have access to content, whether a need is disclosed or not. We are asking faculty to review their courses using PopeTech and to schedule a meeting with me or with Thomas Costello, our new Instructional Designer.
- **RSI – Regular and Substantive Interaction** should have been introduced at your Division Meeting during Convocation. This is a federal requirement with which we will need to demonstrate compliance. Please watch for more information as we develop our plan to bring all our online courses to the point of compliance that is required for Accreditation.
 - Ask yourself: Do I have more than weekly announcements – are the announcements responsive to the content/course?
 - Am I participating in the course discussion boards?
 - Am I providing individualized grading feedback and using rubrics?
 - Am I providing instruction that is responsive to students' individual needs.
- **POCR** - If you are interested in becoming a POCR reviewer or getting more information about the POCR process, please contact Nichole Ary.

Professional Learning: Anne Villeneuve

Professional Learning would like to remind everyone that there are wonderful resources for learning how to respond to the accessibility mandate available on the landing page of the Vision Resource Center. Sarah and Trevor put together a playlist that has many useful videos. I have had a lot of success with Equidox after watching that training. If you have trouble accessing the VRC, send an email to professionallearning@citruscollege.edu.

Student Learning Outcomes: Dr. Catie Besancon

A reminder to complete your SLOA! We were going to put out the SLOA module, but there is a switch happening but within the next few weeks we should have a SLOA section in your division shell.

OFFICER'S REPORT

(please send in written reports)

President: Lisa Villa

President report:

Our "Area C" meeting occurred two Fridays ago. I will include the link to resolutions packet in the minutes from today and for your review. For those of you who may be unfamiliar with this, the purpose of "area meetings" is for CCC Academic Senate presidents or their designees to convene with their geographically close peers (so, for instance, Citrus is "area C" and includes Mt. Sac, PCC, etc...). We have these area meetings to review all resolutions up for consideration at ASCCC "plenary" --which occurs once in the fall and once in the spring. As I will be voting on these resolutions on behalf of the faculty body here at Citrus, it is important that I hear from you...as Senators and the official representatives of Senate, your job is to bring these resolutions back to your divisions and get feedback from colleagues...eventually forwarding that feedback to me before spring plenary (so before April 10th).

Not every division is going to be necessarily interested in every single resolution on the table. So it's important to review them all, but also perfectly OK to not have comments or feedback. In the table of contents, you can see at a glance, the titles of each. So, for instance, Claudia might be interested in taking 108.04 (Mathematics Pedagogy in the CCCs) back to her faculty group. Everyone might be interested in 111.06 "Protecting the Future of Academic Freedom During a Time of Significant Change".

I also want to take a moment to thank you, my colleagues, for truly stepping up wherever needed. I've been joking recently that there are a lot of items that have gone down in the remaining months of my term as Senate president that were definitely NOT on my bingo card! It truly takes a diverse village for us to find solutions. But together, we absolutely can. I appreciate your ability to adapt, your passion, your support. As challenging as some areas of our work have felt of late, I stand optimistic that there is a light at the end of the tunnel.

Vice President: Renee Liskey

Academic Senate Nominations – Renee Liskey

- Current nominations:
 - President: Renee Liskey
 - VP: Priscilla Englert, and Tommy Reyes
 - Treasurer: Ann Everett, Spencer Boldt
 - Spencer Boldt accepted his nomination during the meeting.
 - Secretary: Sonia Kibbe, Dave Brown, Tommy Reyes, Lakhysa Greene
- During our next meetings, April 8th, candidates for each position can make statements to the senate body and we will open voting. According to our by-laws, they will need to be open at least for 5 learning days, more likely a week and a half to two weeks.

CCFA Liaison: Greg Lipp

Bargaining is coming up, please keep an eye on your email for any surveys we might be sending out. If you have any questions about the evaluation process, please reach out so we can offer clarity. If you are teaching an in person class or your hybrid class has an in person component, the student evaluations will be conducted on paper and proctored. If you are teaching asynchronously or synchronously online, then they will be electronic. If you are having an issue with pay/your checks, please reach out to HR.

ASCC: Marquel Savage; Henocho Perez

Johnathon Johnson will be hosting a competitive trivia game between clubs on campus: Club Feud on April 21st. Asked if someone in Academic Senate can come to speak more on the parking AP; their next meeting is April 7th.

Announcements

ADJOURNMENT 3:51PM

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.