

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

Wednesday, June 10th, 2026
2:40p.m.-4:00p.m. HH or Zoom
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:** Henoch 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.*

Attendance: Lisa Villa, Renee Liskey, Priscilla Englert, Dawn Brewster (Zoom), Michelle Plug (zoom), Jennifer Miller-Thayer (zoom), Anthony Giammalva, Dave Brown, Lakhysa Greene, Katherine Culliver-Carter (zoom), Michelle Hernandez, Sonia Kibbe, Andrew Wheeler, Becky Rudd, Sara Bosler, Elizabeth Cook (Zoom), Senya Lubisich, Marius Beltran, Elisabeth Ritacca (zoom), Denise Kaisler (Zoom), Greg Schulz, Jeremy Clark

Absent: Jim Woolum, Roberto Loya, Henoch Perez, Marquel Savage, Ann Everett, Alexis Dea, Bill Zeman, Raul Sanchez, Nichole Ary, Claudia Ramirez, Arnold Kondo, Dania Rosales Fernandez, Chris Styles, Catie Besancon, and Dan Volonte.

CALL TO ORDER: 2:42PM

Lisa Villa – Set Agenda

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.

No one for public forum.

MINUTES APPROVAL from 5/27/2026 - Motioned by Andrew Wheeler, seconded by Priscilla Englert – Passed

SUPERINTENDENT/PRESIDENT REPORT

Commencement is on Friday, June 12th, 2026 and we have more than 780 students who are walking. We have close to 2,000 students completing certificates and 2,000 students close to completing associate degrees.

There is a Board of Trustees' meeting on June 16th and begins at 3:00pm, on the agenda is a the tentative budget for the board to approve.

There is the second reading of the new 5-year strategic plan. Thank you to all to have helped with that.

Thank you to Senate for all that you do for our campus.

Installation of New Officers

- Renee Liskey, President
- Priscilla Englert, Vice President
- Lisa Villa, Past President

- Sonia Kibbe, Secretary
- Spencer Boldt, Treasurer

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.

Curriculum: Michelle Plug

Please refer to Michelle's updates here: [Curriculum Update - May-June 2026.docx](#)

Financial Resources: Dan Volonte

FRC report for 06-03-2026 meeting

The 2026–27 Tentative Budget Assumptions for the Citrus Community College District reflects a financial plan focused on maintaining the District's fiscal stability while preserving its medium-sized college funding status under the Student Centered Funding Formula (SCFF). The budget assumptions, as of June 3, 2026, are largely driven by enrollment management, state apportionment funding, rising employee benefit costs, and the use of temporary budget reduction strategies to balance ongoing expenditures.

A major component of the budget plan centers on Full-Time Equivalent Students (FTES). The District estimates that actual FTES generated during 2025–26 will total 9,682.33, which falls below the critical 10,000 FTES threshold required to maintain “medium-sized college” status. Falling below this threshold would result in an ongoing reduction of approximately \$2.2 million in apportionment revenue. To avoid this loss, the District plans to utilize an allowable “summer shift” provision by borrowing 317.67 FTES from Summer 2026 and applying them to the 2025–26 academic year. This strategy increases reported FTES to exactly 10,000 for 2025–26, preserving the College's funding status. However, because these FTES are being borrowed from the following year, the 2026–27 academic schedule must be structured to recover the shifted enrollment and avoid creating a long-term dependency on this practice.

For 2026–27, the District projects total generated FTES of 10,321.36, representing approximately 6.6% growth over 2025–26 levels. However, due to the previously shifted FTES, only 10,003.69 FTES can be officially reported for funding purposes. Credit FTES continue to represent the largest enrollment category, followed by special admit/CCAP enrollment. The District's three-year average FTES is estimated at 9,899.71, which is used in calculating portions of the SCFF revenue model.

State apportionment revenue remains the primary source of unrestricted revenue. The District estimates total SCFF apportionment revenue for 2026–27 at approximately \$93.2

million. This amount reflects growth in the base allocation, supplemental allocation, and student success allocation categories. The budget assumptions include projected increases tied to a 4.31% COLA, as well as funding generated through metrics such as Pell Grant recipients, Promise Grant students, associate degrees for transfer, credit certificates, transfer-level English and math completion, transfers, and Career Technical Education participation. The budget also assumes continued funding for unrestricted lottery revenue, faculty compensation allocations, mandated cost reimbursements, and fee waiver administration support.

Local revenues are projected conservatively. Non-resident tuition revenue is expected to decline to approximately \$2 million, while interest income is estimated at \$1.59 million due to anticipated decreases in interest rates. Additional local revenues from student fees, parking, and miscellaneous sources remain relatively modest. The budget also includes a transfer from the Retirement Health Fund to help offset retiree health benefit costs as part of the District's overall balancing strategy.

On the expenditure side, unrestricted salaries are budgeted at approximately \$46.7 million, reflecting normal step-and-column movement, retirements, separations, and planned hires. Employee benefits are projected to increase significantly to nearly \$29 million due primarily to estimated 15% increases in both Kaiser and Anthem health insurance premiums. Retiree medical costs and cash-in-lieu payments also remain significant obligations.

The District commented that it's three positions above its required obligation for Fall 2026. Adjunct and overload budgets continue to be a major financial pressure point. While the ongoing adjunct and overload budget remains at approximately \$9.9 million, the District also budgets an additional \$7.3 million to cover historical excess costs based on a three-year average of overruns. Cost center allocations remain flat at prior-year levels, meaning departments will not receive additional funding adjustments tied to COLA increases. Utility costs are also expected to rise approximately 10% over prior year actuals.

To maintain a balanced budget, the District is implementing several temporary budget reduction strategies approved by the Financial Resources Committee. These include suspending transfers previously designated for scheduled maintenance, pension stabilization, and retiree health liability funding. Additionally, the District plans to utilize one-time transfers from both the Retirement Health Fund and unrestricted ending fund balance reserves to offset ongoing expenditures, particularly excess adjunct and overload costs. While these measures allow the District to project a modest positive ending balance of approximately \$390,531 for 2026–27, they also highlight the District's continued reliance on one-time solutions to address structural budget pressures.

[FRC Agenda Packet 6-3-26.docx](#)

Instructional Materials Equity Committee (IMEC): Sarah Bosler

IMEC has been working with TeCS to create a way to streamline coding to mark courses at ZTC and low-cost courses.

Online Education: Senya Lubisich

OE

- Voluntary RSI Review is underway. There will be six summer sessions (in-person and zoom). Please watch for sign-up opportunities via Canvas. Additionally, faculty are encouraged to schedule a 1:1 meeting with Senya or to coordinate a meeting for their communities of practice. The following summer sessions are available through the Vision Resource Center:
 - June 17, 10-12:00pm - LI 118
 - June 22, 1-3:00pm – LI 118
 - July 2, 9-11:00am – via zoom
 - July 7, 1-3:00pm – via zoom
 - July 15, 9-11:00am – via zoom
 - August 18, 1-3:00pm – LI 118
- Tom Costello will be hosting a workshop on Audio Descriptions on June 22, from 1-2:00pm via zoom. Registration is available through the Vision Resource Center.
- In addition to scheduling a meeting with our Instructional Designer, Tom Costello, faculty are encouraged to investigate two AI tools that can assist with remediation of Canvas content and documents:
 - Joshua.ai
 - Universal Design Bot
- 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 26, 2027, 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 Tom 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.

Program Review: Dan Volonte

PR/SLOA 06/05/2026 meeting report

The committee reviewed and discussed the structure and purpose of the Annual Program Review Update form as part of the institution's ongoing Program Review process. The committee recognizes that the form is designed to provide departments with a structured framework to document progress toward goals established in the Comprehensive Program Review while supporting continuous improvement, institutional planning, and accountability.

The committee updated the Annual Program Review form organized into Year 1, Year 2, and Year 3 reporting sections. This structure was developed to ensure that each year of progress can be directly incorporated into the next Comprehensive Program Review cycle. By organizing the review process in this manner, departments can maintain a continuous record of planning activities, implementation efforts, assessments, and outcomes over the three-year review period.

During Year 1, programs identify goals carried forward from the Comprehensive Program Review and outline the activities and strategies that will be implemented to support those goals. This section serves as the initial planning and implementation phase, allowing departments to establish priorities and action steps.

In Year 2, departments provide updates regarding the status of identified activities and strategies, from year 1 including those that have been completed, remain ongoing, or have not yet been implemented. Programs are also encouraged to identify additional strategies or modifications necessary to continue progress toward the stated goals. The committee acknowledged that this stage allows departments to evaluate effectiveness and make adjustments as needed.

Year 3 focuses on evaluating overall outcomes and summarizing the effectiveness of the activities and strategies implemented throughout the cycle. Departments are asked to document completed initiatives, discuss measurable results, and identify any continuing needs or future recommendations. The committee noted that this final stage creates a comprehensive record that can be directly applied to the subsequent Comprehensive Program Review.

Overall, the committee believes the Annual Program Review Update form strengthens institutional planning by creating a consistent process for annual reflection, assessment, and documentation. The three-year structure ensures continuity between annual updates and the Comprehensive Program Review process while supporting evidence-based decision-making, resource planning, and continuous program improvement.

Student Learning Outcomes: Dr. Cathrine Besancon

An email was sent out on Monday by deans reminding faculty about reporting out their results for SLOA for Winter and Spring classes. The due date is June 19 with a hard deadline of August 21. At Convocation, programs will have time to go over Padlet dialogue and complete the review section. For more information about SLOA, please look over the SLOA module in your division's Canvas shell.

OFFICER'S REPORT

(please send in written reports)

President: Lisa Villa

Villa appreciates the collaboration with the senators over the past two years, and it takes a village to do the work we have here. The academic year was a rollercoaster and she appreciates the folks who were able to help out.

Thank you to everyone and Villa has a lot of confidence in the upcoming executive board.

Announcements

Senya Lubisich – Before commencement CCFA is hosting their annual end of the year party in Hayden Hall.

Dave Brown – Thank you to everyone who attended the budget forum; it was a great show of unity and strength. CCFA has had their 7th meeting with the district and there have been several articles that have been settled, most on language clean up and nuanced changes. Next meeting is on June 26th.

ADJOURNMENT 3:03PM

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.