

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

Wednesday, September 9th, 2026

2:40p.m.-4:00p.m. HH or Zoom

Quorum: 17

OFFICERS

President: Renee Liskey

Vice President: Priscilla Englert

Past President: Lisa Villa

Secretary: Sonia Kibbe

Treasurer: Spencer Boldt

CCFA Liaison: TBD

CTE Liaison: Dawn Brewster

Curriculum Chair: Michelle Plug

SENATORS

- **ASCC:** Roman Ceja, Regina Azcorra
- **At-Large:** Jennifer Miller-Thayer; Ann Everett, Claudia Castillo
- **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: Renee Liskey, Priscilla Englert, Lisa Villa, Spencer Boldt, Sonia Kibbe, Michelle Plug (Zoom), Andrew Wheeler, Ann Everett, Alexis Dea, Arnold Kondo, Becky Rudd, Cate Besancon (Zoom), Chris Styles, Dan Volonte, Dave Brown, Dania Rosales, Fernandez, Denise Kaisler, Michelle Hernandez, Nichole Ary, Raul Sanchez, Senya Lubisich, Claudia Castillo, Elisabeth Ritacca (Zoom), Elizabeth Cook (Zoom), Katherine Culliver-Carter (zoom), Regina Azcorra (Zoom), Marius Beltran

Absent: Dawn Brewster, Roman Ceja, Bill Zeman, Lakhysa Greene, Sarah Bosler, Claudia Ramirez

CALL TO ORDER 2:42PM

Renee Liskey – 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.

Denise Kaisler

- Speaking on behalf of Gerhard Peters, he wants to emphasize the importance of attending the Budget Forum on Tuesday, September 15th, 2:45PM, VA 130. Please wear CCFA buttons and black.
- It is important for the deans to create a schedule that is in line with student-centered needs and should be consulting faculty. If they are ignoring faculty input, please contact Gerhard Peters, Dave Brown, Brianne Levine-Peters, Denise Kaisler, your area reps, and your at-large reps who are Elizabeth Cook and Patrick Schmiedt.

Priscilla Englert

- Automotive Open House will be held on October 22nd, in Hayden Hall at 6:30pm.

MINUTES APPROVAL from 8/26/2026 - Motioned by Andrew Wheeler, Seconded by Lisa Villa - Approved

SUPERINTENDENT/PRESIDENT REPORT

Dr. Schulz not in attendance; we look forward to his report for our next meeting.

Action Items

- Review Purpose Statement (see attachment in folder) - Motioned by Lisa Villa, seconded by Ann Everett

New Business

- None

Old Business

- None

Discussion

FNIC Workgroup Discussion AP/BP 7201 (attached in folder)

Renee Liskey begins by providing context, that traditionally three faculty representatives are the Academic Senate President, Vice President, either the past president or chair of faculty hiring procedures, according to the bylaws.

CB shared the padlet where the work group researched and discussed different FNIC processes at other colleges. <https://padlet.com/citruscollege/senate-workgroup-fnic-ll7cm4l02011wh4q>

Some highlights:

- There wasn't uniformity amongst the colleges, which is good because it suggests that Citrus can decide what works best for Citrus.
- Santa Ana's process had decoupled the hiring process for new faculty and replacement faculty. One of the major issues with Citrus' FNIC process as it stands a majority of replacement positions have been denied.
- Maybe doing a presentation for Senate, or smaller workgroup, to vote for the positions.
- AP says the criteria gets determined after the submissions; we thought that criteria should be determined before submission, so groups know exactly what or how the application will be weighted.
- In our AP, we do not consider if the request submitted has been submitted before, how it was ranked previously, or how many times it has been requested.

CB says the group began creating a process/starting point and created a new hiring form; there would be a separate form for replacement faculty. The work groups thought was if there is a retirement and the faculty member had a full-time teaching load that, in it of itself, suggests the position is needed. And really the new hires would be the ones decided upon by the administration, which is the position Santa Ana has taken. When speaking with other campus' about FNIC and the varied processes, the question of why administration is half of the committee determining faculty needs, as their role is to determine how many can get hired.

Lisa Villa asked a clarifying question, if at Santa Ana they truly have two different processes (replacement vs. new hires) or if the replacement goes to the top of the list. CB said it is

still being confirmed, and the replacement would be ranked at the top: “replacement requests due to tenure-track attrition will rank above the new hire's request regardless of scoring, and will be, filled unless compelling or extenuating circumstances are provided by the college president.” Dave Brown adds that fawn numbers are negotiated every year and maybe on the FNIC request there is an option to check off “Replacement” or “New Hire” and if it is a new hire, faculty would be ready to defend that. DB agrees that we need something for a replacement position for an established program, for example, our Ceramics program no longer has a full-time faculty member to run it. Thinking of programs that do have a full load, that would be important to highlight to the district that the replacement is needed and already budgeted for.

Michelle Plug adds that having more faculty on the committee is important and adding a rubric where if the request is for a replacement position, it would automatically receive more points. Ann Everett adds that administration is not interested in replacement, using Cosmetology as an example, there used to have 7 full-time faculty and now they are down to 3. Andrew Wheeler also expressed his concerns with not replacing faculty (used to have 10 and now have 4). AW has concerns with an upcoming retirement who runs a specialty program, and is unsure if it will keep running.

Jennifer Miller-Thayer asks if there is a way to look at the data/see what areas had retirements and how many of those were replaced. CB mentions that is exactly the opposite of the AP, where the current process means we cannot consider how many times this position has been asked for or it's previous rankings. LV agrees that creating a rubric for this would be doable and adds the FNIC does have a rubric but we need to be more transparent for that. And perhaps adding something where administrators have to defend why they will not replace a retired faculty member's position. Also, CB says that having a transparent rubric and deciding beforehand what is going to be weighted would lead to a more fair process.

Additionally, comments regarding department chairs and how they would help with the invisible work that faculty does is an additional area that needs to be addressed. There was a suggestion about renaming “Department Chair” to something more palatable; also conversation around if the historic sentiment about Department Chairs has been passed down.

Lastly, the group is interested in reworking this AP and BP. It is important that they not only work on the AP but that the BP also needs to be worked on because the board has to review thoses.

If anyone is interested in joining the subgroup, please reach out to Renee Liskey and Catie Besancon to join the workgroup.

Review of Flow of Review, Online Camera Usage, and Online Education Best Practice to post online (attached in folder)

Faculty Code of Ethics

- Under Faculty Responsibilities to the Institution, update to “As part of their contract”
- Under Faculty Responsibilities to Colleagues, remove “inappropriate” from “inappropriate discrimination”

Online Education Practices:

- Senya Lubisich mentions the AP that was passed in Senate in March, Morgan Jakobcic will be checking on the process of that.
- LV shares that once that AP passes to swap it for this document on the Academic Senate site

Camera Used in Online Sessions

- SL says that Citrus still holds these principles and this information is not in the AP.

Standard Flow of Review

- Senate agreed that the document looked good.

Information

- None

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 Renee Liskey (rliskey@citruscollege.edu) by the Monday following the Senate meeting.

Accreditation: Dr. Cathrine Besancon

CB said that on Sept 18th they will be launching their “welcome” and this semester will be dedicated to writing. They will be laying out that an appropriate use of AI vs. an inappropriate use of AI.

AI Workgroup: Tommy Reyes and Becky Rudd

First meeting is September 22nd, and looking for the AP/BP being pushed through.

Curriculum: Michelle Plug

Morgan Jakobcic sent out the 6-year review there are new areas TOP/CIP code alignment. MJ left notes on the side and we added a column to let folks know when the last time the course was taught.

Financial Resources: Dan Volonte

Financial Resources Committee Report

September 2, 2026 Meeting

The Financial Resources Committee reviewed the 2026–27 Proposed Budget Assumptions, with particular discussion focused on the District’s FTES status and the changes affecting its funding strategy.

FTES and Small-Size College Status:

Actual FTES for 2025–26, as reported at the Annual 320 reporting period, fell below the 10,000 FTES threshold. Because June 30, 2026 marked the end of the District’s three-year restoration period, Citrus College consequently transitioned to “small-size college” status under the Student Centered Funding Formula (SCFF), effective July 1, 2026. The District reported 9,659.47 actual FTES for 2025–26, compared with the original budget of 10,004.73 FTES. The 2026–27 budget establishes an FTES target of 10,100.04, representing planned growth from the prior year’s actual FTES.

Change in FTES Borrowing Strategy and Hold Harmless Funding:

The District had previously planned to use the allowable summer-shift provision to borrow approximately 320 FTES from Summer 2026 and report those FTES in the 2025–26 academic year. This strategy was intended to maintain at least 10,000 reported FTES and maximize SCFF revenues above the District’s existing hold-harmless level. However, the adoption of the 2026–27 State Budget changed the financial calculation. Effective July 1, 2026, the state augmented community college districts’ hold-harmless funding floor by 1.44% to offset costs associated with the new mandate providing up to 14 weeks of paid pregnancy disability leave for employees. As a result, the District’s hold-harmless revenue floor increased to approximately \$94.2 million, reducing the financial benefit of borrowing Summer 2026 FTES into the prior year.

Overall, the committee discussed the importance of rebuilding FTES while recognizing that the new hold-harmless provision provides additional revenue protection for 2026–27. The District will continue to monitor enrollment growth and FTES generation as it works toward the 10,100 FTES budget target and evaluates the longer-term financial implications of its new small-size college status.

Guided Pathways: Elisabeth Ritacca

The templates for Program Review are also posted on the Canvas Shell.

Honors Program Advisory Council: Dr. Jennifer Miller-Thayer

At-Large:

Please check that your pay is correct on your paychecks.

- My union dues were not deducted from my September check and even though LACOE has me on the correct step – the pay was not correct. HR is looking into fixing this.

Peter Rodriguez has an open pantry in front of his office at CI 222 and 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 to my pantry, 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.
- If you want to contribute to Peter's pantry, please see him at his office.

HTP Report:

New locations:

- We have a **new HTP office person, Maria Jara. Her office location is Earth Sciences (ES) 614.**
- This includes a student space, where students can eat, study and work together.
 - There are tables, chairs, a whiteboard and a microwave. We are encouraging our HTP students to use this space.
 - It is open when Maria is in her office. Generally, it will be open M-R from 8:00-5:00.
 - It will be closed when she is at an event or at lunch from 12:00-1:00 pm, so please keep that in mind.

Enrollment:

- We are being impacted by several issues, including the new CPoS and Cal-GETC pathway that went into effect this fall. Dual Enrollment ties together with these to create a situation where many HTP students can't take honors classes and have them paid for by financial aid.
- I am working with Dana on this to implement solutions, but it is a challenge.
- We had a 40% drop in enrollment this fall (2026) compared to last fall (2025).

Online application reminder:

- **Our application** link for students is on our HTP webpage.
- When a student submits their application, it will auto generate an email to their recommender if they put the email in correctly. **Please note** that these sometimes go into the Junk/Spam folder, so if you know that a student is applying to the HTP, please look in that folder for the form.
- We need faculty support in recruitment through your recommendations and encouraging students to apply, so please continue to do this 😊.
 - We also need application subcommittee members, so if you are interested in participating in this process, please email me or Erin Tate, one of our committee co-chairs, for more information.

Course offerings:

- Due to the issues mentioned above, please contact me before submitting classes to the honors curriculum, as we are having to change how we schedule courses and not all classes are a good fit for the HTP curriculum.
 - Additionally, there are important aspects to submitting a course to ensure it receives Cal-GETC approval which is required before we can put a class in the HTP schedule.
- We are also recruiting new faculty who are interested in teaching honors classes.

HTP/AGS/PTK Reception:

- **Save the date:** It will be on Thursday, May 14, 2026 from 3:00-6:00 pm

Meeting dates for Fall 2025:

Our meetings are on Zoom from 2:45-4:00 pm.

Fall 2026 (first Wednesday of each month):

Sept. 24, 2026

Oct. 22, 2026

Nov. TBD, 2026

Please email me, jmillerthayer@citruscollege.edu for the link if you are interested in attending and are not already on our contact list.

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.

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

First meeting is Friday, September 11th, 2026 at 1pm over Zoom. If you would like to join, please reach out.

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

We meet at the end of September.

Online Education: Senya Lubisich and Nichole Ary

- **Important Announcement:** For one week – starting September 30, Canvas will re-open its “free for teachers” site to allow faculty to download/retrieve content that they had created there. This site was closed down following the hacking of Canvas. Canvas plans to open a new free site called “Canvas Lite” where faculty can continue to use a free instance of Canvas.
- **Important Announcement:** We are currently recruiting faculty to serve on the Mock ACCJC Online Education Review teams. An email should have been sent from your Dean with an explanation of the paid opportunity. Faculty must be able to attend a training session on September 18 from 10-11:30 and be available to spend approximately 8 hours reviewing courses. Volunteers will also be asked to participate in a 2-hour debrief following the reviews. Contact Senya if you are interested.
- **Committee Meeting:** Our first committee meeting will take place on September 21, 2026, at 2:40 via zoom or in-person in CI-137. We will be previewing the resources developed by Tom Costello.
- **Regular and Substantive Interaction Compliance:** Much of our attention is focused on ensuring that our online courses comply with regulations for RSI.

- Voluntary Review sessions will continue through this semester. Dates and times are not available on the Vision Resource Center Calendar. An announcement is also running inside of Canvas. The sessions will be offered both in-person and via zoom.
 - Mock accreditation review. We will randomly select courses at two points during the semester to evaluate our compliance with the ACCJC rubric. We are using this as an opportunity to gauge our progress toward the 85% benchmark.
- **Accessibility:** Tom Costello, our instructional designer, has created a series of AI tools (collectively OWL – Online Workflow for Learning) to assist with accessibility compliance, rubric generation, and general questions about teaching online. There will be trainings and workshops to help faculty make use of the tools for compliance with WCAG 2.1 AA requirements. The deadline for compliance is April 26, 2027.
- **Course Template:** A course template will be available for download from the Canvas Commons for faculty to make use of later in September. The template provides standardized policy language, resources, and template pages that are formatted to meet accessibility and UDL requirements.
- **POCR:** [The new POCR rubric is available](#) and faculty are encouraged to take a look. During the Fall, we will be preparing for the transition to the new Rubric. Interested faculty are encouraged to start working on Accessibility and to schedule a meeting with Tom Costello.
- Please consider enabling the Notebook feature for student note-taking inside your Canvas course. There is an impact message running currently with more information.

Professional Learning: Anna Villeneuve

Professional Learning would like to remind faculty that the Chancellor's Office has many learning opportunities. Current Webinars are best accessed through the CVC@One link on the landing page of the Vision Resource Center (Don't know how to access the VRC? Please email annavilleneuve@citruscollege.edu for help). I have opened some of these sessions on the VRC calendar, and they say they are full, so it is better to use the signup form directly from CVC@One.

Program Review: Dan Volonte

Program Review/SLOA Committee Met for our first meeting of fall on September 4th of 2026. The committee reviewed and discussed the following

Purpose statement- Updated the members list and the continued responsibilities as well as the responsibilities for 2026-27.

Changes to Resource Request form and processes from Financial Resource Committee

Updated Instructional Annual Program Review form- Reviewed optional form for faculty to use this year that was developed by this committee last spring. New form is better aligned with the comprehensive program review for instruction. This will be the only form available next year.

Due dates for Instructional Annual Program Review 10/30/26 along with first run resource request. Last day for resource requests is 01/22/2027.

Student Learning Outcomes: Dr. Cathrine Besancon

The last column on the padlets are due Friday, September 11th. CB will be putting out the new padlets the week after.

OFFICER'S REPORT

(please send in written reports)

- **President:** Renee Liskey
- **Vice President:** Priscilla Englert
- **Past President:** Lisa Villa
- **Secretary:** Sonia Kibbe
- **Treasurer:** Spencer Boldt
- **CCFA Liaison:** TBD
- **CTE Liaison:** Dawn Brewster
- **Curriculum Chair:** Michelle Plug
- **ASCC:** Roman Ceja, Regina Azcorra
 - No officers reports.

Announcements

Catie Besancon

- The last column on the padlets are due Friday, September 11th. CB will be putting out the new padlets the week after.

ADJOURNMENT 4:04PM

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.