

**Citrus Community College District
Steering Committee
Monday, March 10, 2025
2:45 – 4:00 p.m.
This meeting will be held in CI 159**

I. CALL TO ORDER, CHAIR: Dr. Greg Schulz, Superintendent/President

II. APPROVAL OF MINUTES: December 9, 2024

III. OLD BUSINESS: Action

- No Action

IV. NEW BUSINESS: Information Items

1. College Information Technology Committee – Revised Administrative Procedures – First Read – Dr. Eric Calderon
 - AP 3720 Acceptable Computer and Network Use
 - AP 3723 Electronic Mail and Bulk Electronic Distribution
2. Educational Programs Committee (EPC) – Deleted Board Policy and Administrative Procedure – Dr. Dana Hester
 - AP 4104 Contract Education – first read
 - BP 4080 Instructional Materials and Textbook Adoption and Procurement – this policy is not initiated by CCLC and describes a process under faculty purview, therefore it is being deleted.
 - AP 4080 Course Materials Selection and Approval Process – this procedure is not initiated by CCLC and describes a process under faculty purview, therefore it is being deleted.
3. Mission, Vision, and Values (MVW) Draft – Dr. Lan Hao

V. REPORTS AND UPDATES

- a. Educational Programs – Dr. Dana Hester –
Educational Programs Committee—

At the March meeting of the Educational Programs Committee (EPC), the committee approved to move forward proposed edits for AP 4101 and a proposed deletion of BP and AP 4080.

Accreditation – Work continues on both the midterm report and collecting answers/data to answer the survey questions for the Annual Report. The Annual Fiscal Report has now been completed. Both are due April 11th.

- b. Student Services – Dr. Richard F. Rams – No report

- c. Physical Resources and Safety (PRS) – Ms. Claudette Dain

The Physical Resources and Safety Committee met on 2/27/25.

Bond Construction, Facilities, Sustainability and Measure Y Update – Fred Diamond provided an update for these items.

A few highlights include –

- IS Building – Modular Server Room. The punch list is completed. Final document formulation is underway with the Division of the State Architect.
- Campus Automation (An EFMP priority) – campus-wide project began implementation with the modernization of the Educational Development building. Door hardware will be fully integrated for remote locking via Campus Safety in the event of an emergency. The ED building (interior & exterior) hardware is complete. Hayden Hall (interior & exterior), Student Services (exterior), Gate House (interior & exterior), Field House (exterior) and South PE (interior & exterior) hardware are also complete. Equipment, procurement and installation are underway for the Math building.
- The Sustainability Committee's next meeting is scheduled for March 13, 2025.
- Swing Space—IC Building Demolition—Foster Kinship will be moving to P1. Veterans Center will be moving to P3. Build-out work in P1 is approaching completion and a move schedule will soon be developed. Purchasing will be coordinating the move schedule and task orders. Once the IC building occupancy is evacuated, the IC building will no longer be available for use.
- Swing Space—IS Building Demolition—TeCS will be moving to the Library 2nd floor. Build-out work is in planning and procurement is upcoming. A move schedule will be developed when applicable. Purchasing will be coordinating the move schedule and task orders when needed. At this time, TeCS will remain in the IS building until further notice.
- Swing Space—NB & SB Demolition—The ES building will be made available for additional swing space as FLS has concluded their occupancy in ES and P2. The water technology program will be moving to one (1) classroom in

ES when applicable. ES will be undergoing minor build-out to accommodate general swing space and a move schedule will be developed. Purchasing will be coordinating the move schedule and task orders. Once the water program has moved, NB and SB will no longer be available for use.

- Swing Space—LB Demolition—The LB building will continue to be available for use through the end of July 2025. Commencing August 1, 2025, the LB building will no longer be available for use. ES will be available for general swing space use.
- d. Campus Safety, Security and Parking Update - Ben Macias provided the following update:
- Blue light emergency phones are operational, except two units that need transmitters for wireless connections.
 - Spring Emergency Drill on March 19, 2025, between 1:00 pm and 2:00 pm. This will be a fire/evacuation drill for specific buildings only.
- The Educational and Facilities Master Plan (EFMP) Update document will be presented to the Board of Trustees at the March 18, 2025 board meeting for the second/final read and approval.
- The next PRSC meeting will be 3/27/25

e. Financial Resources – Ms. Claudette Dain

The Financial Resources Committee met on 3/5/25

- The 2025-26 Budget Calendar was presented to the committee for review and approval. It was noted that the Proposed Budget Forum will be held on the same day as the Public Hearing (Board of Trustees meeting), on September 9, 2025, prior to the start of the board meeting. This honors Citrus College's long-standing tradition of presenting the Proposed Budget to the college community, without duplicating the presentation at the board meeting. The 2025-26 Budget Calendar was approved by the FRC and will be presented to the Board of Trustees at the March 18, 2025 Board meeting.
- The Annual ACCJC Fiscal Report has been submitted and was reviewed with the Committee. The next FRC meeting is scheduled for 4/2/25.

f. Human Resources – Ms. Simone Brown Thunder – No report

g. Information Technology – Dr. Eric Calderon – No report.

h. Communications and External Relations – Mr. Doug Schultz – No report

i. Institutional Research & Institutional Effectiveness – Dr. Lan Hao

Institutional Effectiveness Committee (IEC) – IEC met on Monday, February 24, 2025. The group received a detailed recap of the new student learning outcomes assessment Padlet process as it was presented during the 2025 Flex Day. In addition, IEC continued to make progress reviewing the new ACCJC accreditation standards noting the review criteria and submitting comments and suggested sources of evidence to the Padlet. Sources of evidence are ways the college is

currently meeting the standard. So far, the group has reviewed 19 of the 30 sub-standards.

Institutional Research and Planning Committee (IRPC) – IRPC met on Monday, March 3, 2025. After receiving an abbreviated version of the recent Flex Day presentation, “Brainstorming Strategies to Support Disproportionately Impacted Student Populations in the 2025-2028 Student Equity Plan”, the group was invited to contribute their thoughts and ideas to an existing Padlet. Next, the group was introduced to the Vocational Technical Education Act (VTEA) student survey and asked to provide feedback on the survey question language. Responses to this survey impact the Perkins Federal grant funding the college receives.

- j. Program Review – Mr. Dan Volonte – No report.
- k. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon
At Flex Day, we launched our new discussion approach to SLOA with a session for all-faculty. Padlets are open for all faculty to report on their SLOA findings, share out best practices and ask for suggestions if need new ideas or help. The Program Review and SLOA Committee met Friday, March 7 and discussed the launch of the SLOA.
- l. Diversity, Equity, Inclusion, and Accessibility + – Dr. Ty Thomas
The first diversity, equity, inclusion, and accessibility+ committee of the spring semester will be on Friday, March 21 at 11 am via Zoom
- m. Professional Learning Committee – Dr. Ty Thomas
The professional learning committee met on February 25. The meeting did not have a quorum, and therefore, we only focused on discussion items. During the meeting, we went through a recap of Flex Day 2025, discussed the professional learning funding requests received for December through February, and began the planning stages for this year's Distinguished Faculty Award process. Additionally, the committee reviewed the lineup of professional learning opportunities for Spring 2025, which include: ally trainings, technology Fridays, one book one college, equity and culturally responsive online teaching, naloxone training, a workshop on de-escalating situations while protecting your mental health, and compliance training. The committee also reviewed the professional learning needs survey results to identify additional training opportunities for spring 2025 and fall 2025. Our next meeting will be on March 25 at 1:30 PM via Zoom.
- n. Accreditation – Dr. Dana Hester & Dr. Catie Besancon – No report.
- o. Academic Senate President – Ms. Lisa Villa
The Academic Senate had their first meeting of the semester last Wednesday, February 26th. We approved two APs and initiated three important discussions regarding future academic calendars and the formation of two Senate workgroups: AI and revising the faculty handbook. More updates to follow
- p. ASCC Representatives – Mr. Hamza El Lahib – No report.
- q. Classified – Ms. Danielle Weller – No report

r. Supervisors/Confidential President – Ms. Lisa Fowler – No report

s. Superintendent/President – Dr. Greg Schulz

As of Wednesday, March 5, our spring semester unduplicated headcount enrollment is at 10,828 students. Our faculty and staff continue to work together to identify and remove any phantom students from class rosters, to ensure that our authentic students have access to the classes they need to successfully complete their academic goals. The topic of phantom students continues to be a challenge at all community colleges throughout the state and our State Chancellor's Office is working to find effective ways to support our colleges in this area. I was invited to throw out a ceremonial first pitch at our women's softball game on February 20, following our annual Scholar-Baller celebration where we recognized a record 169 scholar athletes for their academic excellence. On March 4, I was invited to throw out a ceremonial first pitch at our men's baseball team's conference opener against Bakersfield College. Thank you to all faculty and staff who provided input via a campus wide survey related to our EFMP Update, as well as our branding project (a separate survey). As a reminder, Citrus College and the Citrus College Foundation invite you to attend the [110th Anniversary Gala](#) on Saturday, March 22 at 6 p.m. Foundation Director, Chris Garcia recently sent an email to all faculty and staff that includes important details and instructions on how to purchase a ticket. Please join us for this special celebration!

VI. ADJOURNMENT: Dr. Greg Schulz

2024-25 STEERING COMMITTEE MEMBERS

CHAIR – Dr. Greg Schulz, Superintendent/President

STANDING COMMITTEE CHAIRS

1. Dr. Dana Hester, Educational Programs Committee
2. Dr. Richard F. Rams, Student Services Committee
3. Ms. Claudette Dain, Financial and Physical Resources and Safety Committee
4. Dr. Lan Hao, Institutional Research and Planning/Institutional Effectiveness Committees
5. Dr. Eric Calderon, College Information Technology Committee
6. Mr. Doug Schultz, Communication and External Relations
7. *Mr. Dan Volonte, Program Review Committee (Faculty)
8. Ms. Simone Brown Thunder, Human Resources Advisory/Staff Diversity Committee
9. *Dr. Catie Besancon, Student Learning Outcomes Assessment Coordinator
10. Dr. Ty Thomas, Diversity, Equity, Inclusion, and Accessibility + and Professional Learning Committee

CLASSIFIED REPRESENTATION

1. Ms. Danielle Weller
2. Ms. Cathy Day

SUPERVISORS/CONFIDENTIAL

1. Ms. Lisa Fowler, President, Supervisors/Confidential Team

FACULTY REPRESENTATION

1. Ms. Dalvir Dhillon
2. Mr. Kenneth Edwards
3. Ms. Patty Glover
4. Ms. Renee Liskey
5. Mr. Spencer Boldt
6. Mr. Gilbert Marquez
7. Mr. Gerhard Peters
8. Ms. Cheri Swatek
9. Ms. Lisa Villa
10. Andrew Wheeler
11. Ms. Jihee Yoo
12. Mr. Bill Zeman

STUDENT REPRESENTATION

1. Mr. Hamza El Lahib

2. Mr. Jonathan Johnson

RECORDING SECRETARY

1. Ms. Kesha Shadwick

Mission, Vision, and Values (MVV) Taskforce

1. Mr. Michael Aguilar
2. Ms. Jody Barras
3. Dr. My Chau
4. Mr. Anthony Delgado
5. Mr. Junior Domingo
6. Ms. Yueyi Huang
7. Dr. Elaine Lipiz Gonzalez
8. Ms. Ivon McCraven
9. Dr. Kim Orljan
10. Ms. Elizabeth Rubio
11. Ms. Xiaoran Yu