

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
Approved
March 10, 2025

Present: Catie Besancon, Spencer Boldt, Simone Brown Thunder, Eric Calderon, Claudette Dain, Cathy Day, Dalvir Dhillon, Kenneth Edwards, Lisa Fowler, Patty Glover, Lan Hao, Dana Hester, Jonathan Johnson, Renee Liskey, Gilbert Marquez, Richard Rams, Doug Schultz, Cheri Swatek, Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller, Andrew Wheeler

Guest: Elizabeth Rubio, Christine Link, Junior Domingo, Michael Aguilar, Jeremy Clark, Kim Orlijan, My Chau

Absent: Hamza El Lahib, Alexa Gonzalez, Gerhard Peters, Ji Hee Yoo, Bill Zeman

Recorder: Kesha Shadwick

Call to Order

Dr. Schulz called the meeting to order at 2:45 p.m.

Minutes

Renee Liskey moved to approve the December 9, 2024, Steering Committee minutes, which were seconded by Lisa Villa. The December 9, 2024, Steering Committee meeting minutes were approved by consensus.

Information Items –

1. Administrative Procedures Review

Eric Calderon, representing College Information and Technology, presented the revised administrative procedures for a first reading. Both documents were previously discussed in the CITC committee before being brought forward for review.

- **AP 3720: Acceptable Computer Network Use** – includes basic updates and minor revisions
- **AP 3723: Electronic Mail and Bulk Electronic Distribution** – includes minor revisions

Committee Discussion & Feedback:

Members suggested reviewing all Board Policies (BP) and Administrative Procedures (AP) for gender-inclusive language.

2. Educational Programs Committee (EPC) – Policy and Procedure Update

Dr. Dana Hester shared the administrative procedures and board policies.

- **AP 4104: Contract Education (First Read)**
 - EPC adjusted in collaboration with constituent groups.

- Dr. Hester noted that the first and second bullets both reference “rewarding credit” and suggested eliminating the redundant second bullet.
 - The revised version with these modifications will be presented for the second reading.
 - **BP 4080: Instructional Materials and Textbook Adoption and Procurement**
 - This policy is not initiated by the Community College League of California (CCLC).
 - Since it outlines a process under faculty purview, it is being deleted.
 - The Academic Senate supports the deletion, as the guidance provided in this policy is more appropriately housed in the Faculty and Curriculum Handbook.
 - The deletion was fully vetted and discussed through the Curriculum Committee.
 - **AP 4080: Course Materials Selection and Approval Process**
 - This administrative procedure is also not initiated by CCLC and pertains to a faculty-driven process.
 - As a result, it is being deleted.
3. Mission, Vision, and Values (MVV) Draft
- Dr. Lan Hao presented the working draft of the Mission, Vision, and Values (MVV) statement to the Steering Committee, acknowledging the collaboration and data review efforts of contributors. She highlighted her close work with Dr. Schulz on the draft. Following the presentation, Dr. Schulz facilitated group discussions for committee members to review and provide feedback. Both Dr. Hao and Dr. Schulz expressed appreciation for the committee's input and the contributions of colleagues involved in shaping the statement.

Committee Discussion and Feedback:

- **Mission Statement:** Remove “The mission of,” replace “we enthusiastically” with “Our college community,” and emphasize inclusivity across cultural and social backgrounds.
- **Vision Statement:** Add “is committed to”; replace “premier” with “dynamic.”
- **Values Statement:**
 - Combine Values #3 and #4 to avoid redundancy. Suggested revision: **Compassion and Collegiality** – *We serve and support our college community with empathy and kindness, fostering a learning and working environment that promotes belonging and connection.*
 - **Value #5 (Innovation):** Remove “student” before “support.”
 - **Value #6:** Revise “they are prepared” to “prepare them.”
 - **Value #7 (Transparency and Stewardship):** Replace “operate with” with “we are committed to serving with authenticity, ethics, and integrity.”
 - **Value #8 (Serving Our Community):** Reorder sentences for better flow. Suggested revision:

Citrus College is proud to serve students from all backgrounds and is a designated Hispanic-Serving Institution (HSI).

Action Items

1. No action items

Reports and Updates

The reports and updates section of the meeting was deferred to the next Steering Committee meeting due to time constraints.

Adjournment

The meeting was adjourned at 4:10 p.m.