

Citrus Community College District

Steering Committee

Monday, April 7, 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: March 24, 2025

III. OLD BUSINESS: Action

- No Action Items

IV. NEW BUSINESS: Information Items

1. Updated Mission, Vision, and Values (MVV) First Read Dr. Lan Hao
2. Student Services Committee (SSC) – Revised Board Policies- First Read Dr. Richard F. Rams
 - BP 5015 Residence Determination
 - BP 5070 Attendance
 - BP 5150 Extended Opportunity Programs and Services
3. ACCJC Annual Report and ACCJC Annual Fiscal Report – Dr. Dana Hester
4. Educational Programs Committee (EPC) – Revised Administrative Procedures and Board Policy – First Read
 - BP 4025 Philosophy and Criteria for Associate Degree and General Education
 - AP 4025 Philosophy and Criteria for Associate Degree and General Education
 - BP 4100 Graduation Requirements for Degrees and Certificate
 - AP 4100 Graduation Requirements for Degrees and Certificate

V. REPORTS AND UPDATES

a. Educational Programs – Dr. Dana Hester

At the last committee meeting, edits to BP and AP 4025 and 4100 were approved and are being considered at today's Steering meeting.

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 3/27/25.

Bond Construction, Facilities, Sustainability, and Measure Y Update

Fred Diamond provided an update for these items. A few highlights include:

1. Science Building: The design documents are underway, and more stakeholder meetings will be upcoming. The design process will take approximately one year. Inclusion area buildings that will be impacted by the construction include IS, LB, IC, NB, and SB; these five buildings will be razed.

2. A group of faculty members attended the PRSC meeting to express their concerns about Academic Affairs will schedule meetings to further discuss this item.

Review of Standard Operating Procedure (SOP) for Parking Accommodation Requests. The Dean of VPA along with VPA faculty and staff met with Campus Safety and the Vice President of Student Services to develop some additional language, specific to VPA and HPAC/Little Theatre for parking accommodations for their events. The recommended new language will be added as bullet point #5 in Section D and the SOP, as bullet point #5 in Section D. The next PRSC meeting will be held on 4/24/25.

d. Financial Resources – Ms. Claudette Dain:

The Financial Resources committee met on 4/2/25. The 2025-26 Budget Priorities were adopted and are as follows:

1. Ensure mindfulness of Diversity, Equity, Inclusion, and Accessibility + initiatives in budgetary considerations

2. Ensure student access, success and completion in conjunction with budgeted FTES and the SCFF

3. Maintain a commitment to regular and permanent employee positions

4. Maintain minimum reserve level of two months of total general fund operating expenditures, in accordance with GFOA Budgeting Best Practices and Chancellor's Office guidance

5. Ensure compliance with state and federal regulations

6. Support critical new hires and replacement of vacant positions (staffing)

7. Support the completion of construction projects in progress

8. Maintain a commitment to support scheduled maintenance needs

9. Ensure funding for long-term employment obligations such as the STRS and PERS retirement systems and the districts' post-employment medical and cash-in-lieu benefits program

10. Maintain a multi-year fiscal planning perspective which honors institutional planning priorities.

11. The committee reviewed and approved the 2025-26 Preliminary Budget

Assumptions.

12. The 2025-26 Preliminary Budget Assumptions Worksheets will be sent to the cost center managers by April 11, 2025, for their review. Worksheets will be due to Fiscal by May 14, 2025. The next FRC meeting will be held on 5/07/25.

e. Human Resources – Ms. Simone Brown Thunder

No report

f. Information Technology – Dr. Eric Calderon

No report

g. Communications and External Relations – Mr. Doug Schultz

No report

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

Institutional Effectiveness Committee (IEC) met on Monday, March 24, 2025. The group used the entire meeting time to view and discuss the populated 2025 ACCJC Annual Report. The ACCJC annual report included the following data for the three-period of 2021-22 through 2023-24. Enrollment and completion data; institution-set standards for course completion, degree and certificate awards, transfer, licensure examination pass rates, and employment rates for CTE students. The report is due to be submitted mid- April. Institutional Research and Planning Committee (IRPC) met on Monday, April 7, 2025. Agenda items of interest included discussing the college's updated strategic objectives and ACCJC Rubric for Effective Institutional Outcome Transparency, and the Citrus College Promise program's most recent outcome data.

i. Program Review – Mr. Dan Volonte

No Report

j. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie

Besancon

No Report

k. Diversity, Equity, Inclusion, and Accessibility + – Dr. Ty Thomas

The first diversity, equity, inclusion, and accessibility+ committee began drafting new language for the college's diversity, about us, and equal employment opportunity statement, which are used when recruiting and advertising job opportunities at the college. Once the drafts are complete, they will be shared with the HR Advisor/Staff Diversity Committee for consideration and implementation.

l. Professional Learning Committee – Dr. Ty Thomas

The Professional Learning Committee is seeking [nominations for the 2024-25 Distinguished Faculty Award](#). This award honors a full-time faculty member who stands out through their service to students and their contributions to their discipline and the college. Nominations will be accepted until 5:00 PM on Thursday, May 1, 2025. Several training sessions are available on the Vision Resources Center. Training offered in April includes naloxone training, Technology Fridays focused on using Zoom and Adobe, LGBTQ+ Summit, Black Student Success Week, Basic Needs ally training, and a host of

offerings organized by the Chancellor's office, ASCCC, and CVC@ONE. We are excited to announce that we are seeking full-time faculty to apply for the Professional Learning Coordinator position. This position comes with a reassigned time opportunity equal to 40% of 40 hours on a year-to-year basis for up to three years. We anticipate the position will be announced soon. The last day to submit requests for professional conference funding was April 1, 2025, to ensure that training offered throughout the state is listed on the Vision Resource Center. If you receive an email about a training and would like us to share it with others, please email professionallearning@citruscollege.edu.

- m. Accreditation – Dr. Dana Hester & Dr. Catie Besancon
No report
- n. Academic Senate President
No report
- o. ASCC Representatives – Mr. Hamza El Lahib
No report
- p. Classified – Ms. Danielle Weller
No report
- q. Supervisors/Confidential President – Ms. Lisa Fowler
No report
- r. Superintendent/President – Dr. Greg Schulz
Our spring semester enrollment continues to fluctuate as students adjust their schedules and our spring late-start classes approach. As of Tuesday, April 1, our spring semester unduplicated headcount enrollment is at 10,816 students. Our projected FTES for the spring semester is at 3,777 compared to 3,598 at this time one year ago- a projected year-to-year increase for spring of 19 FTE or about 5%. This past Saturday, I had the opportunity to attend the HTCC Conference held at UC Riverside to see several of our Citrus College Honors Transfer Program students present their research on a variety of topics. I want to thank our Honors Transfer Program Coordinator, Dr. Jennifer Miller-Thayer, and all of the faculty and staff who support our students. I will be hosting my next open office hour on Thursday, April 24, at 1 p.m. All students, faculty, and staff are welcome, either in person or on Zoom. In addition, all students, faculty, and staff are invited to attend a Spring Superintendent/President's Open Forum to be held on Tuesday, April 29, at 2:45 p.m. in CI 159. During the open forum I will share several collegewide updates and then will facilitate an open Q&A session for the remainder of the time.

- . **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. Mr. Tommy Reyes*
9. Ms. Cheri Swatek
10. Ms. Lisa Villa
11. Andrew Wheeler
12. Ms. Jihee Yoo
13. Mr. Bill Zeman

STUDENT REPRESENTATION

1. Mr. Hamza El Lahib
2. Mr. Johnathan Johnson

MISSION, VISION, AND VALUES TASKFORCE TEAM

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

RECORDING SECRETARY

1. Ms. Kesha Shadwick