

**Citrus Community College District
Steering Committee
Monday, September 8, 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: June 9, 2025

III. OLD BUSINESS: Action

1. Educational Programs Committee (EPC) – Revised Board Policy – Second Read – Dr. Hester
 - BP 4070 Course Auditing and Auditing Fees

IV. NEW BUSINESS: Information Items

1. 2025-26 Steering Committee Constitution – First Read – Dr. Schulz
2. 2025-26 Steering Committee Purpose Statement – First Read – Dr. Schulz
3. Launching the 2026-2031 Strategic Plan Development Process – Dr. Hao

V. REPORTS AND UPDATES

a. Educational Programs Committee – Dr. Dana Hester

EPC met on August 25, 2025. The committee received reports from Curriculum Committee, Dual Enrollment, Enrollment Management, Grants, Honors Transfer, Online Education, Program Review, SLOA, and Strong Workforce/Perkins. These governance committees are confirming their Purpose Statements which will be included in the final EPC Purpose Statement at the next meeting on October 6, 2025. Members discussed a recent guidance memo from the Chancellor's Office regarding Burden-Free Access to Instructional Materials and will work on an associated administrative procedure during fall semester. Members edited the EPC Purpose Statement to finalize at the next meeting. Members also discussed a workgroup approach in support of editing instructional board policies and administrative procedures to improve the timeline for submission to constituent groups and the Steering Committee.

b. Student Services Committee – Dr. Richard F. Rams

No report.

c. Physical Resources and Safety Committee – Ms. Claudette Dain

No report. The next PRSC meeting will be held on September 25, 2025.

d. Financial Resources Committee – Ms. Claudette Dain

The Financial Resources Committee met on June 4, 2025, July 2, 2025, August 6, 2025 and September 3, 2025.

- The all-campus eMEMO outlining details about the 2025-26 Governor's May Revise and Legislative Analyst's Office (LAO) report were reviewed at the June 4, 2025 meeting.
- The 2025-26 Tentative Budget Assumptions were reviewed and approved by the Financial Resources Committee at the June 4, 2025 meeting.
- The Financial Resources Committee Purpose Statement was reviewed and approved at the June 4, 2025 meeting.
- The Tentative Budget Forum was held on June 12, 2025.
- The final 2025-26 State Budget package was reviewed and discussed at the July 2, 2025 FRC meeting.
- Closeout of the 2024-25 fiscal year was completed by the end of August 2025. The auditors will begin the audit process the week of September 22, 2025.
- Proposed Budget Assumptions for 2025-26, as of August 6, 2025, were reviewed and approved by the FRC. An updated and final version of the Proposed Budget Assumptions was reviewed and approved at the September 3, 2025 meeting.
- The Proposed Budget Forum will be held on September 9, 2025.

e. Human Resources Advisory Committee – Ms. Simone Brown Thunder

No report.

f. College Information Technology Committee – Dr. Eric Calderon

No report.

g. Strategic Communications, Marketing and Public Affairs – Ms. Lisa McPheron

The department is preparing the final details to launch the new Citrus College logo and expects to share new brand guidelines with the campus community in the near future.

h. Institutional Effectiveness Committee – Dr. Lan Hao

IEC met on June 9, 2025. The primary topic of discussion was the college's ACCJC mid-term report (due in October 2025). Various edits ranging from minor typos to suggested language changes for correctness, readability, consistency and flow were discussed, and most were adopted.

i. Institutional Research and Planning Committee – Dr. Lan Hao

IRPC will meet on September 22, 2025. The group will review and discuss the IRPC 2025-26 Annual Purpose Statement.

j. Program Review Coordinator – Mr. Dan Volonte

No report.

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

During the Academic Senate meeting at Convocation, Dr. Besancon gave a brief presentation on our SLOA process and the expectations for the reflections section on the Padlets. The Program Review and SLOA Committee met on September 5, 2025. During the meeting, the committee looked over the SLOA Padlet template for 2025-26. SLOA Padlets for 2024-25 academic year will be frozen after September 14, 2025. The 2025-26 SLOA Padlets will be available starting in late September and will remain open through Convocation 2026. For 2025-26 academic year, instructional programs will focus on SLOs with competency areas of Communication and Computation. If a course does not have an SLO that falls under these competency, they can pick an SLO that they did not review last year.

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

The first meeting will be held on September 19, 2025.

m. Professional Learning Committee – Dr. Ty Thomas

The first meeting will be held on September 23, 2025.

n. Accreditation – Dr. Dana Hester & Dr. Catie Besancon

No report.

o. Academic Senate President – Ms. Lisa Villa

- The Academic Senate will hold their first official meeting of the 2025-26 school year on September 10, 2025 in Hayden Hall. We look forward to getting back to business and have a full agenda: AP/BP review, getting our work groups back on task and inviting timely presenters to the table.

p. ASCC Representatives – Mr. Jonathan Johnson & Ms. Marquel-Leslie Savage

No report.

q. Classified – Ms. Danielle Weller

- We're excited to return to our regular meetings and reconnect with everyone.
- Work is currently underway on updates to our Constitution.
- Congratulations to Bryun Sakaye as he embarks on his next adventure — we are excited to work with him in a different capacity!

r. Supervisors/Confidential President – Ms. Lisa Fowler

No report.

s. Superintendent/President – Dr. Greg Schulz

On August 18, 2025 we welcomed Congressman Gil Cisneros to campus for a brief and informative tour. I want to thank all faculty and staff for attending our Fall Convocation breakfast and the Convocation program in the Haugh PAC.

Congratulations to each of our longevity recipients, including our colleague Laura Villegas who recently celebrated 30 years of service to our campus community. During the Convocation program, we were inspired by our alumni speakers, Dr.

Linda Bermudez and Joshua Iniguez. I also want to thank Dr. Hao and Dr. Thomas for their podcast style presentation of institutional data and our collective equity efforts throughout campus. Our next Board of Trustees meeting will be on September 9, 2025 and all are invited to attend. I am hosting my next open office hour on September 11, 2025 at noon. All students, faculty, and staff are invited to attend. Let's have a good fall semester, everyone!

VI. ADJOURNMENT: Dr. Greg Schulz

2025-26 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 Resources Committee and Physical Resources and Safety Committee
4. Dr. Lan Hao, Institutional Effectiveness Committee and Institutional Research and Planning Committee
5. Dr. Eric Calderon, College Information Technology Committee
6. Ms. Lisa McPheron, Strategic Communications, Marketing and Public Affairs
7. *Mr. Dan Volonte, Program Review Committee
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 + Committee 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. Spencer Boldt
2. Dalvir Dhillon
3. Ken Edwards
4. Patty Glover
5. Dr. Elaine Jefferson
6. Renee Liskey
7. Gilbert Marquez
8. Dr. Gerhard Peters
9. Tommy Reyes
10. Cheri Swatek
11. Lisa Villa
12. Ji Hee Yoo

STUDENT REPRESENTATION

1. Jonathan Johnson
2. Marquel-Leslie Savage

RECORDING SECRETARY

1. Ms. Christine Link

*This standing committee chair vote is made by a faculty member.

Draft - Unapproved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
June 9, 2025

Present: Eric Calderon, Claudette Dain, Cathy Day, Dalvir Dhillon, Lisa Fowler, Patty Glover, Lan Hao, Dana Hester, Elaine Jefferson, Renee Liskey, Richard F. Rams, Greg Schulz, Doug Schultz, Cheri Swatek, Ty Thomas, Lisa Villa, Dan Volonte, Andrew Wheeler, and Kesha Shadwick, recording secretary

Absent: Catie Besancon, Spencer Boldt, Simone Brown Thunder, Kenneth Edwards, Hamza El Lahib, Jonathan Johnson, Gilbert Marquez, Gerhard Peters, Tommy Reyes, Danielle Weller and Ji Hee Yoo

Call to Order

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

Minutes

Dr. Hester moved to approve the May 12, 2025, Steering Committee minutes, which Mr. Volonte seconded. May 12, 2025, Steering Committee meeting minutes were approved by consensus.

Announcements -

- Dr. Rams announced that 723 students have RSVP'd for Commencement, marking the largest graduating class to date.
- Claudette Dain announced that the Budget Forum will take place on Thursday, June 12, 2025.

Action Items -

1. Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – Second Reading – Dr. Richard F. Rams

Mr. Volonte moved to approve the following revised Administrative Procedures and Board Policies, which were seconded by Dr. Thomas and approved by consensus.

- AP 5010 Admissions
- BP 5010 Admissions
- AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- AP 5035 Withholding of Student Records
- BP 5035 Withholding of Student Records
- AP 5040 Student Records, Directory Information, and Privacy
- BP 5040 Student Records, Directory Information, and Privacy

- AP 5610 Voter Registration

Information Items –

1. Strategic Plan 2024-25 Progress Report – Dr. Lan Hao

Dr. Hao provided an update regarding the Strategic Plan 2024-25 Progress Report, reporting on progress and achievements related to each theme. Cabinet leads shared updates on their respective areas:

- Dr. Rams – Themes 1 & 3
- Dr. Calderon – Theme 2
- Dr. Hester – Themes 3 & 4
- Dr. Hao – Theme 5
- Ms. Brown Thunder – Theme 6

2. Educational Programs Committee (EPC) – Board Policy Desk Review – Dr. Dana Hester

There was discussion regarding BP 4070 Course Auditing and Auditing Fees. A second reading will be required; the item will be returned as an action item at a future meeting.

- BP 4070 Course Auditing and Auditing Fees

Reports and Updates

Educational Programs – Dr. Dana Hester

At the last committee meeting, many positive year-end updates were shared, and a desk review of BP 4070 was approved.

Student Services – Dr. Richard F. Rams

The Student Services Committee held its final meeting of the academic year on May 8, 2025. During the meeting, members discussed emerging themes and next steps in the development of the 2025-28 Student Equity Plan. Updates were also shared regarding potential significant changes to Federal Student Aid programs and eligibility, as outlined in the Federal House Reconciliation bill. These changes will be closely monitored as the bill progresses through the Senate. Dr. Sequeira, Dean of Enrollment Services reviewed the Summer and Fall 2025 Non-Payment timelines and dates, including communication strategies for students as registration begins.

Finally, the Committee took action to approve the 2025-26 SSC meeting dates along with several Campus Safety AP/BPs, which were presented by Mr. Ben Macias, Director of Campus Safety.

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

The Physical Resources and Safety Committee met on 4/24/25 and 5/22/25.

Bond Construction, Facilities, Sustainability and Measure Y Update – Fred Diamond provided an update for these items. A few highlights include: 1.

California Environmental Quality Act (CEQA) – Once the comments have been addressed thoroughly by Chambers Group and reviewed by District Counsel, the Mitigated Negative Declaration (MND) will be brought to the Board for approval.

2. Swing Space – IC Building Demolition – Foster Kingship program has been moved to P1 and the Veterans Center has moved to P3. 3. CTE Planning for Design – Bid – Build is in process for the architectural team selection. The architectural team will be selected from the standing pool of approved architects. This process will assure that the architectural team is on board for the upcoming CCCCO and DOF funding schedule.

Campus Safety, Security and Parking Update – The spring emergency drill took place on March 19, 2025 at 1:05 p.m. in the SS building. This was the last drill of the year. There is an uptick of employees inadvertently setting off building intrusion alarms. If access is needed after hours or on weekends, please follow the campus access protocol.

Public Safety Advisory Committee Formation – Rick Rams provided an update on the membership for the newly created Public Safety Advisory Committee, a sub-committee of PRSC.

Karime (Alexa) Gonzalez, ASCC Student Representative shared a request on behalf of ASCC to provide menstrual products in additional locations on campus. Rick Rams shared that an assessment and analysis is being done to determine “best practices” and to provide suggestions on what actions can be taken for students to access menstrual products on campus. He will provide an update on the outcome to the PRSC. At the May 22 PRSC meeting the following update was provided by Claudette Dain: After researching how other college campuses address this issue, identifying heavy traffic areas on campus, taking consideration from input from the equity walks and from our students, dispensers with complimentary menstrual products will be installed in additional locations across campus. Timeline and exact locations are still being determined. The next PRSC meeting will be held on 9/25/25.

Financial Resources – Ms. Claudette Dain

Reported that the Financial Resources Committee met on 5/7/25. 1. A copy of the Budget Calendar Flowchart was shared with the committee, which outlines the various steps in the Budget process. 2. An update regarding the State budget was provided. COLA was originally projected at 2.43% and will most likely be reduced in the Governor’s May revise. A decrease in COLA would reduce Citrus’ projected revenues and could put the college into a hold harmless category based on the Student Centered Funding Formula. There are no projected reductions for categorical programs. 3.

The 3rd Quarter 2024 – 25 CCFS-311Q was shared with the committee. The Unrestricted General Fund Revenues and Expenditures are trending in line for The 3rd Quarter of the fiscal year. The 3rd Quarter report was presented to the Board of Trustees for ratification at their May 20, 2025 meeting. 4. The 2025 – 26 Financial Resources Committee meeting dates were accepted as presented by the committee. The meeting dates will be held on the first Wednesday of each month from July 2, 2025, through June 3, 2026. 5. An extension was given for submitting the Budget Worksheets to Fiscal Services and they are now due by May 22, 2025. The next FRC meeting will be held on 6/4/25.

Human Resources – Ms. Simone Brown Thunder

The Human Resources/Staff Diversity Committee met this month and made progress updating several BPs/APs. To continue to work, a subgroup/workgroup will be formed to meet over the summer, with a plan to have many of the BPs/APs ready to be reviewed through the constituent group process in the Fall.

Information Technology – Dr. Eric Calderon

No report.

Communications and External Relations – Mr. Doug Schultz

No report.

Institutional Research & Institutional Effectiveness – Dr. Lan Hao

Institutional Effectiveness Committee (IEC): IEC did not meet during the month of May. The committee will meet on Monday, June 9, 2025 immediately following the Steering Committee meeting. The primary topic of discussion will be the college's ACCJC mid-term report.

Institutional Research and Planning Committee (IRPC):

IRPC met on Monday, June 2, 2025. The group continued working through the 2021- 2026 Strategic Plan Objectives Data webpage by reviewing the data and having an in-depth discussion of objectives 10 -19 of the 19 objectives. Data is through fall 2024. Brief narratives for each objective now accompany the data. The ACCJC Rubric for Effective

Institutional Outcome Transparency is the basis for the development of this webpage. The 2025 – 26 IRPC meeting schedule was set.

Program Review – Mr. Dan Volonte

We will not meet the rest of this semester but reconvene next fall. Over the summer we will look at: 1. The potential of putting program review on the portal and the intranet with a link to Microsoft Teams 2. Create a template for each academic year 3. Create links to specific folders on the intranet for easy access. 4. Store templates and program review documents in Teams and make them accessible through the portal 5. Create a program review-oriented Team for easier access and maintenance. 6. Create a link directly to the program review

team within the portal to allow all faculty to access it without needing a sign in again. 7. Create different levels of access within the program review team. 8. Create a training video or screenshots to help faculty navigate the platform. 9. Work to restrict access to employees only.

Student Learning Outcomes Assessment (SLOA) – Dr. Catie Besancon

Padlets for SLOA will remain open all summer for faculty to add to the discussion. At Convocation, there will be time during division meetings to review the padlets and write up a general summary. All course taught should be reviewed in the padlet (although multiple course can be addressed in the same comment). To access Padlets, go to my.citruscollege.edu and type into Search bar SLOA or Padlet. Click on icon. It will launch single – sign on. If you don't see any padlets, use the search bar to look up your program or click on all padlets and you should see all of them.

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

No report.

Professional Learning Committee – Dr. Ty Thomas

No report.

Accreditation – Dr. Dana Hester & Dr. Catie Besancon

The Midterm Report has been shared with constituent groups and is now going to the Board of Trustees for review and approval. The report will be submitted to ACCJC in October 2025.

Academic Senate President – Lisa Villa

The Academic Senate had their meeting of the semester on May 28th and were pleased to spend the second half of our meeting honoring the five faculty members who are retiring this year. The chairs of the two newly established Senate workgroups will have some professional development opportunities over the summer in order to better prepare for our first meetings come fall semester. We all look forward to the end of year celebrations and commencement. I am so honored to be able to work alongside such caring and conscientious colleagues!

ASCC Representatives – Mr. Hamza El Lahib

No report.

Classified – Ms. Danielle Weller

No report.

Supervisors/Confidential President – Ms. Lisa Fowler

No report.

Superintendent/President – Dr. Greg Schulz

Congratulations to English Professor Becky Rudd on being selected for the 2025

Distinguished Faculty Award! Professor Rudd will be honored at the college's commencement ceremony on June 13. I would like to thank the members of our campus community who attended my recent Superintendent/President Open Office Hour on Monday, May 19. My next Open Office Hour is scheduled to take place on Wednesday, June 11, at 2 p.m., and all are welcome. June is Pride Month, and I was pleased to join many faculty, staff, trustees, and students at the recent Lavender celebration, where we celebrated our LGBTQIA+ scholars and their academic achievements. Many thanks to our Pride Center Coordinator, Anastasia Sky, for planning and coordinating this wonderful celebration event. During the past three weeks, I've enjoyed attending many campus program celebrations and affinity group celebrations, as we all look forward to our college wide commencement ceremony on Friday, June 13. I encourage all faculty and staff to review a communication that I shared in an email dated June 4, which includes some key information as a reminder about our existing policies and procedures related to how to respond in the event of immigration enforcement activities (Reference BP 3415, AP 3415, and AP 5017). Throughout this spring and as of today, there have been no confirmed reports of U.S. Immigration and Customs Enforcement agents being on our campus. I want to thank all faculty and staff for your continued commitment and ongoing efforts to foster a supportive and inclusive environment for all students and employees. As we conclude this spring semester, I also want to express my heartfelt gratitude to all faculty and staff for all that you are doing to help our students succeed. Together, we are helping students pursue and achieve their personal, academic, and professional dreams.

Adjournment

The meeting was adjourned at 3:30 p.m.