

**Approved**  
**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Steering Committee Minutes**  
**September 8, 2025**

**Present:** Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Claudette Dain, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Elaine Jefferson, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Dr. Greg Schulz, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Danielle Weller, Ji Hee Yoo and Christine Link, recording secretary

**Absent:** Cathy Day, Dr. Dana Hester, Jonathan Johnson, Renee Liskey, Gilbert Marquez, Dr. Gerhard Peters and Dan Volonte

**Guests:** Jody Barrass, Dr. Senya Lubisich and Bill Zeman

**Call to Order**

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

As this was the first Steering Committee meeting of the 2025-26 academic year, introductions were made.

**Minutes**

Ms. Villa moved to approve the June 9, 2025, Steering Committee minutes, which Mr. Reyes seconded. June 9, 2025, Steering Committee meeting minutes were approved by consensus.

**Yes Votes** – Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Claudette Dain, Dalvir Dhillon, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Danielle Weller and Ji Hee Yoo

**No Votes** – None

**Abstentions** – Dr. Catie Besancon, Ken Edwards and Lisa McPheron.

**Old Business – Action Items**

1. Educational Programs Committee (EPC) – Revised Board Policy – Second Read – Dr. Hester

Mr. Boldt moved to approve the following revised Board Policy, which were seconded by Mr. Reyes and approved by consensus.

- BP 4070 Course Auditing and Auditing Fees

**Yes Votes** – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Claudette Dain, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Danielle Weller and Ji Hee Yoo

**No Votes** – None

**Abstentions** – None

**New Business** – Information Items

1. 2025-26 Steering Committee Constitution – First Read – Dr. Schulz

Dr. Schulz shared suggested revisions regarding the 2025-26 Steering Committee Constitution. Additional discussion resulted in additional revisions.

The 2025-26 Steering Committee Constitution will be included on the September 22, 2025, Steering Comminate agenda for a second and final read.

There was also discussion regarding definitions of committees, work groups and task forces and recognition of the work of unrecognized committees.

2. 2025-26 Steering Committee Purpose Statement – First Read – Dr. Schulz

Dr. Schulz shared suggested revisions regarding the 2025-26 Steering Committee Purpose Statement. After discussion, additional revisions were suggested.

The 2025-26 Steering Committee Purpose Statement will be included on the September 22, 2025, Steering Comminate agenda for a second and final read.

3. Launching the 2026-2031 Strategic Plan Development Process – Dr. Hao

It was noted that the current five-year Citrus College 2021-2026 Strategic Plan will conclude June 2026. A new Strategic Plan will need to be developed, setting goals and priorities for the next five years, from Fall 2026 to Spring 2031.

Dr. Hao shared that this fall we will begin the planning process for creating the Citrus College 2026-2031 Strategic Plan. Discussions included:

- Utilizing a shared-governance workgroup for the planning process
- Establishing a workgroup meeting schedule (frequency, length of meetings, modality)

Dr. Hao shared her enthusiasm in planning for the new 2026-2031 Strategic Plan Development. She encouraged everyone to participate in the opportunity to plan for the future of the college.

It was decided that a “work group” would be formed to develop the strategic plan utilizing current Steering Committee members adding up to three 2-3 additional members from the following constituent groups: classified, supervisors/confidential, students and deans/directors. Dr. Hao will provide a narrative for those leaders to encourage membership on the work group. In addition to the Steering Committee meetings (as needed), the work group would meet two times during the fall semester and once during the winter intersession. Meetings would be 2-3 hours in duration and would be conducted in a hybrid format to encourage participation. There was also discussion regarding utilizing Padlets and Canvas. It was confirmed that Steering Committee meetings will continue to be held in person.

There was also discussion regarding the possible implementation of a master calendar with the launching of the new web site. It was requested that committee meeting dates/times/locations be posted on the web.

## **Reports and Updates**

There was discussion regarding submission of reports and updates in advance of the meeting. It was decided that reports would be made verbally at the meetings, from this point forward. However, written reports are requested the day after the meeting to assist with taking meeting minutes.

### **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.

### **Student Services Committee – Dr. Richard F. Rams**

No report.

### **Physical Resources and Safety Committee – Ms. Claudette Dain**

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

**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.

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

No report.

**College Information Technology Committee – Dr. Eric Calderon**

No report.

**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.

**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.

**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.

**Program Review Coordinator – Mr. Dan Volonte**

No report.

**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.

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

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

**Professional Learning Committee – Dr. Ty Thomas**

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

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

No report.

**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.

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

**Savage**

No report.

**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!

**Supervisors/Confidential President – Ms. Lisa Fowler**

No report.

**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!

**Adjournment**

The meeting was adjourned at 3:58 p.m.

Respectfully submitted,  
Christine Link  
Executive Assistant  
Superintendent/President's Office