

**Citrus Community College District  
Steering Committee  
Monday, September 22, 2025  
2:45 – 4:00 p.m.  
This meeting will be held in CI 159**

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- I. CALL TO ORDER, CHAIR:** Dr. Greg Schulz, Superintendent/President
- II. APPROVAL OF MINUTES:** September 8, 2025
- III. OLD BUSINESS:** Action Items
  - 1. 2025-26 Steering Committee Constitution – Second Read – Dr. Schulz
  - 2. 2025-26 Steering Committee Purpose Statement – Second Read – Dr. Schulz
- IV. OLD BUSINESS:** Information Items
  - 1. 2026-31 Strategic Plan Development Process – Dr. Hao
- V. NEW BUSINESS:** Information Items
  - 1. 2025-26 College Information Technology Committee (CITC) Purpose Statement – First Read – Dr. Calderon
  - 2. 2025-26 Student Services Committee Purpose Statement – First Read – Dr. Rams
- VI. REPORTS AND UPDATES**
  - a. Educational Programs Committee – Dr. Dana Hester
  - b. Student Services Committee – Dr. Richard F. Rams
  - c. Physical Resources and Safety Committee – Ms. Claudette Dain
  - d. Financial Resources Committee – Ms. Claudette Dain
  - e. Human Resources Advisory Committee – Ms. Simone Brown Thunder
  - f. College Information Technology Committee – Dr. Eric Calderon
  - g. Strategic Communications, Marketing and Public Affairs – Ms. Lisa McPherson
  - h. Institutional Effectiveness Committee – Dr. Lan Hao
  - i. Institutional Research and Planning Committee – Dr. Lan Hao
  - j. Program Review Coordinator – Mr. Dan Volonte

- k. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon
- l. Diversity, Equity, Inclusion, and Accessibility + Committee – Dr. Ty Thomas
- m. Professional Learning Committee – Dr. Ty Thomas
- n. Accreditation – Dr. Dana Hester & Dr. Catie Besancon
- o. Academic Senate President – Ms. Lisa Villa
- p. ASCC Representatives – Mr. Jonathan Johnson & Ms. Marquel-Leslie Savage
- q. Classified – Ms. Danielle Weller
- r. Supervisors/Confidential President – Ms. Lisa Fowler
- s. Superintendent/President – Dr. Greg Schulz

**VII. 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 McPherson, 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**  
**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 Committee 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 Committee 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



**CITRUS COMMUNITY COLLEGE DISTRICT**  
Steering Committee

TO:	Steering Committee	Action	<u>X</u>
DATE	September 22, 2025	Resolution	<u>                    </u>
SUBJECT:	2025-26 Steering Committee Constitution – Second Read	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

**BACKGROUND**

Annually, the Steering Committee reviews its Constitution for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook.

This item was prepared by Christine Link, Executive Assistant, Superintended/President's Office.

**RECOMMENDATION**

Authorization is requested to approve the second and final reading of the attached 2025-26 Steering Committee Constitution.

Greg Schulz, Ed.D.  
Recommended by

                    /                      
Moved           Seconded

Aye\_\_\_Nay\_\_\_Abstained\_\_\_

Item No. III.1.

# **CITRUS COMMUNITY COLLEGE DISTRICT Constitution of the Steering Committee**

## **ARTICLE I - PURPOSE**

The Steering Committee, as established by the Superintendent/President, is the overarching participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This committee brings together all constituent groups: faculty, students, classified staff, supervisors/confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the Steering Committee. (ACCJC Standards 4.2, 4.3)

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee also makes recommendations on the formulation and revision of board policies and administrative procedures. (ACCJC Standards 1.1, 1.2, 1.3, 1.4, 1.5)

The Steering Committee is the final recommending body to the Superintendent/President. It is the Superintendent/President's responsibility to forward recommendations, as applicable, to the Board of Trustees.

## **ARTICLE II - MEMBERSHIP**

- Section 1. The Steering Committee shall be composed of the Superintendent/President, the chairs of the Standing Committees and representatives from the classified staff, supervisors/confidential employees, management, Academic Senate, and student body.
- Section 2. Each year the supervisors/confidential employees shall choose one representative and the classified staff and student body shall each choose two representatives to serve on the Steering Committee. The number of Academic Senate representatives shall constitute one-half of the Steering Committee's membership.
- Section 3. Steering Committee members from each represented group shall be selected as follows:
- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
  - B. The supervisors/confidential employee member shall be selected by



the Supervisor/Confidential Team.

- C. Management members shall be appointed by the College Superintendent/President.
- D. Academic Senate members shall be appointed by the Academic Senate President.
- E. Student members shall be appointed by the ASCC Executive Board.

### **ARTICLE III - OFFICERS**

- Section 1. The Chair of the Steering Committee shall be the Superintendent/President.
- Section 2. The Chair of the Steering Committee shall ask a member of the committee to preside over the meeting, in the event of the Chair's absence.

### **ARTICLE IV - POWERS**

- Section 1. The powers of the Steering Committee are limited to recommendations, which it may offer to the represented groups, to individuals, to the Standing Committees, or to the Superintendent/President, depending upon the nature of the recommendations.
- Section 2. Recommendations must be approved by an absolute majority vote, though every reasonable effort will be made to achieve consensus.
- Section 3. The represented groups must have had an opportunity to consider all issues/recommendations before they are voted on by the Steering Committee.

### **ARTICLE V - MEETINGS**

- Section 1. Meetings of the Steering Committee shall be called by the Steering Committee Chair.
- Section 2. The first meeting of the year shall not be later than four weeks after the beginning of the fall semester.
- Section 3. Meetings shall be called as determined by the Steering Committee Chair at least once each month during the fall and spring semesters on a day approved by the Steering Committee.
- Section 4. Emergency meetings may be called at the discretion of the Steering Committee Chair.

- Section 5. A quorum shall consist of an absolute majority of the membership.
- Section 6. Members of the campus community may attend Steering Committee meetings as a guest (in a non-voting capacity).
- Section 7. An agenda shall be submitted to the membership no less than two calendar days prior to any meeting.
- Section 8. Meetings shall be conducted in accordance with Robert's Rules of Order.

## **ARTICLE VI - COMMITTEES**

- Section 1. The following Standing Committees shall be responsible to the Steering Committee. Sub-committees shall report to their Standing Committees and to the Steering Committee when appropriate. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities.
- A. Educational Programs Committee
    - Online Education
    - Honors Transfer
    - Enrollment Management Committee
    - Strong Workforce/Perkins Workgroup
  - B. Financial Resources Committee
  - C. College Information Technology Committee
    - Instructional Leadership Team
  - D. Institutional Effectiveness Committee
  - E. Institutional Research and Planning Committee
  - F. Human Resources/Staff Diversity Committee
  - G. Physical Resources and Safety Committee
    - Sustainability Committee
    - Public Safety Advisory Committee
  - H. Program Review Student Learning Outcomes Assessment Committee
  - I. Student Services Committee
    - Academic Calendar Committee
    - Student Equity and Achievement Program Committee
    - Transfer Advisory Committee

J. Diversity, Equity, Inclusion, and Accessibility + Committee  
Flex Day Committee

K. Professional Learning Committee

- Section 2. For accreditation or other purposes, the Steering Committee may establish ad hoc committees. The chairs of these new committees will be expected to attend Steering Committee meetings as non-voting participants.
- Section 3. The Superintendent/President shall appoint the chairs of the Standing Committees from the membership of the Management Team, except for the Student Learning Outcomes Assessment Coordinator and the Program Review Coordinator which are appointed jointly by the Vice President of Academic Affairs and the Academic Senate President.
- Section 4. The number of members from each represented group on each Standing Committee and Sub-Committee shall be recommended by the respective committee and approved by the Steering Committee.
- Section 5. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:
- A. Classified staff members shall be appointed by the CSEA Executive Board.
  - B. Supervisors/Confidential employee member shall be selected by the Supervisor/Confidential Team.
  - C. Management members shall be appointed by the Superintendent/President.
  - D. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
  - E. Student members shall be appointed by the ASCC Executive Board.
- Section 6. Ad hoc committees may be appointed by the Steering Committee to address topics that do not fall under an existing Standing Committee.
- Section 7. Standing Committees may be added or deleted by amendment. Sub-committees may be added or deleted by an absolute majority vote of the Steering Committee. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the Steering Committee after considering the recommendation from the initiator(s) of the new committee.

## ARTICLE VII - PROCEDURES

All recommendations for changes in policies or procedures (BP/AP) not covered by collective bargaining shall be reviewed and acted upon by the Steering Committee. Steering Committee members are expected to report on any action to the groups they represent.

- Section 1. Any member of a represented group may bring an idea or a concern to their represented group for referral to the Steering Committee or may bring it directly to the Steering Committee. The Steering Committee will refer it, if appropriate, to the proper Standing Committee for study and recommendation.
- Section 2. Sub-committee activity reports and recommendations shall proceed directly to the appropriate Standing Committee.
- Section 3. Recommendations of Standing Committees shall be brought directly to the Steering Committee.
- Section 4. The Superintendent/President serves as the Chair of the Steering Committee. The role of the Superintendent/President in decision-making is determined by the authority delegated to this position by the Board of Trustees. The Superintendent/President is the chief representative of the Board and is responsible directly to the Board. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action. (See Board Policy 2430: Delegation of Authority to Superintendent/President.)

Prior to the Steering Committee voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input. Therefore, items will be presented with a first reading and then a second reading to facilitate an opportunity for input, unless the Steering Committee determines that a second read is not necessary.

- Section 5. Citrus College governance and organizational groups forward their recommendations to the Steering Committee which in turn may make a recommendation regarding the topic or item to the Superintendent/President.

The Superintendent/President reviews the recommendation and does one of the following:

- Affirms the recommendation and directs implementation; or
- Makes minor modifications, directs implementation, and notifies the Steering Committee about the modification; or

- Returns the recommendation to the Standing Committee that developed the recommendation for further consideration.

Section 6. The Chair of the Steering Committee shall report back to the Steering Committee as to the disposition of the recommendation.

Section 7. At every Steering Committee meeting, each Standing Committee shall submit either a written or oral report to the Steering Committee as to its activities and that of its sub-committees.

### **ARTICLE VIII - RATIFICATION AND AMENDMENTS**

Section 1. This Constitution shall go into immediate effect when ratified by a two-thirds majority vote of the Steering Committee.

Section 2. This Constitution may be amended by a two-thirds majority vote of the Steering Committee.

Revised: June 1988  
 September 7, 1994  
 December 6, 1995  
 October 2, 1996  
 May 13, 1998  
 February 2, 2000  
 October 23, 2006  
 June 8, 2009  
 November 24, 2014  
 October 24, 2022  
 February 26, 2024  
 April 8, 2024  
 September 23, 2024  
 September \_\_\_\_, 2025

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Steering Committee	Action	<u>X</u>
DATE:	September 22, 2025	Resolution	<u>                    </u>
SUBJECT:	2025-26 Steering Committee Purpose Statement – Second Read	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

### BACKGROUND

Annually, the Steering Committee reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President's Office.

### RECOMMENDATION

Authorization is requested to approve the second and final reading of the attached 2025-26 Steering Committee Purpose Statement.

Greg Schulz , Ed.D.  
Recommended by

                     /                       
Moved                  Seconded

Aye\_\_Nay\_\_Abstained\_\_

Item No. III.2.

## **CITRUS COLLEGE STEERING COMMITTEE 2025-2026 PURPOSE STATEMENT**

The Steering Committee, as established by the Superintendent/President, is the overarching participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This committee brings together all constituent groups: faculty, students, classified staff, supervisors/confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing committees of the Steering Committee. (ACCJC Standards 4.2, 4.3)

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee also makes recommendations on the formulation and revision of board policies and administrative procedures. (ACCJC Standards 1.1, 1.2, 1.3, 1.4, 1.5)

The Steering Committee is the final recommending body to the Superintendent/President. It is the Superintendent/President's responsibility to forward recommendations, as applicable, to the Board of Trustees.

### Responsibilities for 2025-2026

1. Support activities and initiatives aimed at enhancing the student experience and advancing student equity and student success.
2. Develop and monitor progress on the college's Annual Implementation Plan for 2025-2026.
3. Review and make recommendations on the development and revision of board policies and administrative procedures.
4. Update the Organizational and Governance Handbook.
5. Review recommendations from the standing committees of the Steering Committee, including resource request recommendations from the Financial Resources Committee and monitor progress of Accreditation.
6. Receive the Comprehensive Program Reviews.
7. Monitor the progress of:
  - The Student Equity and Achievement Plan Program (SEAP)
  - The Diversity, Equity, Inclusion, and Accessibility + Committee (DEIA+)
  - The Strategic Plan (2021-2026)
  - Accreditation Compliance and the Annual Accreditation Report
  - Student Learning Outcomes and Assessment
  - The performance metrics of the Student Centered Funding Formula (SCFF)
  - ~~Educational and Facilities Master Plan (EFMP) Update~~

### Frequency of Meeting

Second and fourth Monday of each month during the fall and spring semesters.

### Time of Meetings

2:45 p.m. – 4:00 p.m.

### COMMITTEE MEMBERSHIP

- Superintendent/President (Chair, Steering Committee)
- Vice President of Student Services (Chair, Student Services Committee)
- Vice President of Academic Affairs (Chair, Educational Programs Committee)
- Vice President of Finance and Administrative Services (Chair, Financial Resources Committee; and the Physical Resources and Safety Committee)
- Executive Director of Human Resources (Chair, Human Resources Advisory/Staff Diversity Committee)
- Chief Technology Officer (Chair, College Information Technology Committee)
- Director of Institutional Research, Planning and Effectiveness (Chair, Institutional Effectiveness Committee; and the Institutional Research and Planning Committee)
- Director of Diversity, Equity, Inclusion and Accessibility + (Chair, Diversity, Equity, Inclusion, and Accessibility + Committee; and Tri-Chair, Professional Learning Committee)
- Program Review/Student Learning Outcomes Assessment Coordinator (Co-chairs, Program Review Committee/SLOA) (2)
- Executive Director of Strategic Communications, Marketing and Public Affairs
- Classified Representation (2)
- Supervisors/Confidential Team President (1)
- Academic Senate Representatives (12)
- ASCC Representatives (2)

\* The Academic Senate appoints 12 faculty members to serve on the Steering Committee, in addition to appointing a faculty member to serve as the Student Learning Outcomes Assessment Coordinator and a faculty member to serve as the Program Review Coordinator, for a total of 14 faculty member appointments.

Approved: 9/23/2024



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Steering Committee	Action	_____
DATE	September 22, 2025	Resolution	_____
SUBJECT:	2026-31 Strategic Plan Development Process	Information	X
		Enclosure(s)	X

### BACKGROUND

This fall we begin the planning process for creating the Citrus College 2026-2031 Strategic Plan. At today's Steering Committee meeting, a recap of progress made will be shared:

- Welcome to the new members who will be participating
- To recruit additional taskforce members, IRPE reached out to:
  - The Office of Student Life and Leadership Development
  - Supervisors/Confidential Group
  - CSEA Chapter 101 for Classified Staff
- We are actively working to solidify the dates of three working luncheon meetings: Fridays from 11:30 a.m. to 2:30 p.m.
- A brief overview of the newly adopted [Mission, Vision, and Values \(MVV\) statements](#) of the college, and the [2021-26 Strategic Plan](#) will be shared. Hard copies of both the MVV and the 2021-26 Strategic Plan will be provided at the meeting

This item was prepared by Jody Barrass, Administrative Secretary II, Office of Institutional Research, Planning and Effectiveness.

### RECOMMENDATION

Information only. No action required.

Lan Hao, Ph.D.  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye\_\_\_Nay\_\_\_Abstained\_\_\_

Item No. IV.1.

## **Mission**

Citrus College provides quality educational experiences that support our students in achieving their academic, professional, and personal goals, empowering them to make positive impacts on their communities and beyond. Citrus College faculty and staff take pride in being student-centered and in cultivating a safe, caring, compassionate, and inclusive lifelong learning environment. Our college community welcomes students from all backgrounds and ensures that they have the opportunity to achieve upward social and economic mobility.

## **Vision**

Citrus College is committed to providing each student with a dynamic and equitable community college experience. We recognize and honor our students' unique needs and goals, and we are dedicated to helping them become the best version of themselves.

## **Values**

- **Student-Centeredness:** We focus on student needs and the student experience. Our students are at the center of everything we do.
- **Equity and Inclusion:** We provide equitable and inclusive teaching and learning opportunities, support services, and resources that promote quality educational experiences and social justice.
- **Compassion and Collegiality:** We serve and support the members of our college community with empathy and kindness, and we provide a learning and working environment that fosters a strong sense of belonging and connection.
- **Innovation:** We develop and implement industry-leading practices that enhance learning, support, and college operations.
- **Academic and Professional Success:** We equip students with the skills and knowledge to meet their educational goals and prepare them to be competitive for rewarding career opportunities in an ever-evolving job market.
- **Transparency and Stewardship:** We are committed to serving with authenticity, ethics, and integrity.
- **Serving our Community:** We are a proud Hispanic-Serving Institution reflective of our communities, and we proudly welcome and serve students from all backgrounds.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
Steering Committee

TO:	Steering Committee	Action	_____
DATE	September 22, 2025	Resolution	_____
SUBJECT:	2025-26 College Information Technology Committee (CITC) Purpose Statement – First Read	Information	_____ X
		Enclosure(s)	_____ X

**BACKGROUND**

Annually the College Information Technology Committee (CITC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook. This document was discussed and approved by College Information Technology Committee (CITC) on Monday, September 8, 2025.

This item was prepared by Millie Franco, Administrative Secretary II, Technology and Computer Services.

**RECOMMENDATION**

Information only. No action required.

Eric Calderon, Ed.D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye\_\_Nay\_\_Abstained\_\_

Item No. V.1.

**CITRUS COLLEGE**  
**COLLEGE INFORMATION TECHNOLOGY COMMITTEE**  
**2025-2026**

**PURPOSE STATEMENT**

The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policy and planning efforts pertaining to instructional and institutional information technology at Citrus College. The committee oversees and responds to accreditation recommendations related to technology policies and planning in Standard 3.2, 3.9, and 3.10 of the ACCJC Accreditation Standards. The committee also acts as a communication conduit for technology related issues and a focal point for input from district constituencies on computer and technology related issues.

The CITC will:

- Advise the Steering Committee on policy and planning matters pertaining to computer and technology use.
- Develop, review, and update the district computer and technology board policies and related administrative procedures.
- Communicate policy, procedures, and plans to college constituents to keep them informed of technology matters on campus.

Responsibilities for 2025-2026

1. Conduct regular meetings to identify new technologies, discuss improvements to current technology, and their applications to the college community.
2. Provide guidance and feedback regarding technology options related to current and developing campus initiatives.
3. Provide information about technology training options available on campus and online.
4. Ensure continued support of remote operations, teaching and learning that is responsive to emerging needs.
5. Assess and respond to student's technology needs in face-to-face and online classes.
6. Provide guidance and feedback regarding implementing, enhancing, and securing

technology resources to sustain educational services and operational functions.

7. Research, inform, and provide guidance for remote work policies and procedures.
8. Provide ongoing technology support for public health initiatives as needed to sustain educational services and operational functions.

(ACCJC Standards:) 3.2, 3.9, and 3.10

Frequency of Meetings – Monthly

Day/Time of meeting – **First Monday of the month (unless on a holiday)** - 10:00 AM to 11:00 AM

Composition of Committee

Chief Technology Officer (Chair)

Director of Technology Operations and Support Services (Alternate Chair)

Director of Enterprise Systems (Alternate Chair)

Dean of Enrollment Services (or designee)

Dean of Career, Technical, and Continuing Education

Dean of Counseling Programs and Services (or designee)

Dean of Social and Behavioral Sciences, Online Education

Director of Fiscal Services (or designee)

Executive Director of Human Resources (or designee)

Director of Institutional Research, Planning, and Effectiveness (or designee)

Executive Director of Strategic Communications, Marketing and Public Affairs

Supervisor of Library Services

Management Team representative

Supervisor/Confidential representative

Faculty Representative(s)

Classified Representative(s)

Associated Students of Citrus College (ASCC) Representative(s)

Approved by the College Information Technology Committee September 08, 2025

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Steering Committee	Action	_____
DATE:	September 22, 2025	Resolution	_____
SUBJECT:	2025-26 Student Services Committee Purpose Statement – First Read	Information	X
		Enclosure(s)	X

### BACKGROUND

The Student Services Committee annually reviews its Purpose Statement for accuracy and relevance prior to placement in the Organization and Governance Handbook.

This item was prepared by Christina Garcia, Administrative Assistant, Office of the Vice President of Student Services.

### RECOMMENDATION

Information only. No action required.

Richard F. Rams, Ed.D.  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye\_\_Nay\_\_Abstained\_\_

Item No.\_\_\_\_V.2.\_\_\_\_\_





## **STUDENT SERVICES COMMITTEE 2025-2026 PURPOSE STATEMENT**

The Student Services Committee (SSC) is a standing committee of the Citrus College Steering Committee. The purpose of the SSC is to facilitate development, implementation, and assessment of student services across the campus community. The SSC discusses the programs and activities of all Student Services programs including: Admissions and Records, Basic Needs, Black Scholars, California Work Opportunity and Responsibility for Kids (CalWORKs), Campus Safety, Counseling and Advisement, Career/Transfer Center, Disabled Student Programs and Services (DSPS), Dream Resource Center, Extended Opportunity Programs and Services (EOP&S)/Cooperative Agencies Resources for Education (CARE), Financial Aid, International Student Center, Mi Gente Scholars, NextUp, Pride Center, Rising Scholars, Student Equity and Achievement Program, School Relations and Outreach, Student Life and Leadership Development, Student Wellness Center, and Veterans Success Center.

The committee reviews board policies and administrative procedures related to District student services and adheres to accreditation standards related to the District's student support services addressed in Accrediting Commission for Community and Junior Colleges (ACCJC) Standard 2.

### **RESPONSIBILITIES for 2025-2026:**

1. Support the advancement of the strategic plan and monitor the progress of the Annual Implementation Plan (AIP);
2. Monitor the progress of student services comprehensive program reviews;
3. Assist in the development and preparation of the Citrus College Student Equity Plan (2025-2028),
4. Review future academic calendar recommendations from the Academic Calendar Committee;
5. Monitor campus progress and initiatives designed to enhance student support and student success;
6. Review the work of standing sub-committees and workgroups;
7. Monitor progress on the design and implementation of enhancements to the delivery of services to students;
8. Support and advocate for strengthening Diversity, Equity, Inclusion and Accessibility+ initiatives, activities and events on campus and in the community;
9. Discuss State and Federal legislative updates relevant to student services areas, including implementation strategies at Citrus College;
10. Review and recommend strategies to support enrollment management efforts on campus;
11. Monitor the progress of:
  - a. The Student Equity and Achievement Program plan (SEAP)
  - b. The Transfer Center Plan
  - c. Vision Aligned Reporting implementation
  - d. Campus efforts to enhance fraud prevention

#### FREQUENCY OF MEETINGS:

Monthly during fall and spring terms

#### DAY/TIME OF MEETING:

2<sup>nd</sup> Thursday of the month @ 1:30-2:30 p.m. in SS-205

#### COMMITTEE MEMBERSHIP (24):

Vice President of Student Services (Chair)  
Vice President of Academic Affairs (or designee)  
Vice President of Finance & Administrative Services (or designee)  
Chief Technology Officer (or designee)  
Director of Institutional Research, Planning and Effectiveness  
Director of Diversity, Equity, Inclusion, and Accessibility +  
Director of Student Equity & Success Programs  
Director of Dual Enrollment  
Faculty (5)  
Student Services Deans (3)  
Managers (2)  
Supervisor/Confidential (2)  
Classified Representatives (2)  
ASCC Representatives (2)

Subcommittees:

#### ACADEMIC CALENDAR COMMITTEE

The Academic Calendar committee develops future academic calendars.

#### FREQUENCY OF MEETINGS:

Annually during the fall semester.

#### MEMBERSHIP

- Dean of Enrollment Services (Co-Chair)
- Faculty representatives (3, including Co-Chair)
- CCFA representative (1)
- CSEA representatives (3)
- Managers (4)
- Supervisor/Confidential (2)
- Student representative (1)

#### COUNSELING/ENROLLMENT SERVICES COLLABORATIVE

The Citrus College Counseling/Enrollment Services Collaborative is a working group that fosters effective communication and collaboration among campus stakeholders involved in student counseling, enrollment, and support services. The collaborative aims to enhance the student experience by ensuring that services are responsive, equitable, and aligned with the College's mission, vision, and values. Together, the collaborative will work to maintain a positive and supportive campus environment related to counseling and enrollment services. The purpose of the collaborative is also to provide a forum for sharing ideas, discussing challenges, and identifying opportunities to improve support for counselors and support staff members. Occasionally, the



collaborative may provide updates to the Student Services Committee, including any recommendations related to student services and enrollment matters.

**FREQUENCY OF MEETINGS:**

Monthly during the regular semester.

**MEMBERSHIP:**

- Vice President of Student Services
- Counseling Faculty Representatives (\*no limit)
- Dean of Enrollment Services
- Dean of Counseling Programs and Services
- Registrar
- Director of Financial Aid
- Director of Outreach
- Director of EOP&S/CARE/CalWORKs/NextUp
- Director of Disabled Student Programs and Services
- Director of Student Support Services

**STUDENT EQUITY & ACHIEVEMENT PROGRAM COMMITTEE**

The purpose of the SEAP Committee is to study, monitor, and make recommendations regarding the College's Student Equity Plan and to advance equity efforts across campus. The committee oversees the submission, implementation, updates, evaluation, and overall compliance of the Student Equity Plan submitted to the State Chancellor's Office. Utilizing guidelines from the California Community Colleges Chancellor's Office (CCCCO), data is evaluated by the SEAP committee to make informed decisions on the implementation of programs and services.

**FREQUENCY OF MEETINGS:**

Three times per primary term

**MEMBERSHIP:**

- Faculty (10, including Co-chair)
- Director of Student Equity & Success Programs (Co-chair)
- Dean of Counseling Programs and Services
- Vice Presidents of Student Services
- Vice President of Academic Affairs
- Deans (2)
- Managers/Supervisors (6)
- Classified/Professional Experts (5)
- Students (2)

**TRANSFER ADVISORY COMMITTEE**

The Citrus College Career/Transfer Center hosts an annual Transfer Advisory Committee meeting that supports and strengthens a transfer culture campus. The primary purpose of the meeting is to connect, discuss, share, and receive transfer-related information and data that impacts current and future Citrus College transfer students. Citrus College employees, local high school and university partners are invited to participate.

**FREQUENCY OF MEETINGS:**

Annually during the spring semester.

MEMBERSHIP:

- Vice President of Student Services
- Dean of Counseling Programs and Services
- Director of Student Support Services
- Faculty Representatives (\*no limit)
- Citrus College Managers (\*no limit)
- Career/Transfer Center Coordinator
- Career/Transfer Center Secretary
- Local high school partners (\*no limit)
- University partners (\*no limit)

SSC Approved: 09/11/25