

Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
September 22, 2025

Present: Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Dr. Greg Schulz, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte and Christine Link, recording secretary

Absent: Dr. Eric Calderon, Claudette Dain, Dr. Dana Hester, Jonathan Johnson, Dr. Gerhard Peters, Danielle Weller and Ji Hee Yoo

2026-2031 Strategic Plan Members: Jody Barrass, Fred Diamond (also representing Ms. Claudette Dain), Kathy Flores, Dr. Kim Orljan, Sigi Pan, Dr. Gerald Sequeira

Guests: Tom Cheng (representing Dr. Eric Calderon)

Call to Order

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

Dr. Schulz thanked everyone for signing the sign-in sheet, noting that name tents were available. He also mentioned that closed captioning was available via Zoom for viewing during the meeting.

Minutes

Mr. Boldt moved to approve the September 8, 2025, Steering Committee minutes, which Dr. Besancon seconded.

September 8, 2025, Steering Committee meeting minutes were approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, 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 and Lisa Villa

No Votes – None

Abstentions – Cathy Day, Renee Liskey, Gilbert Marquez and Dan Volonte

Old Business: Action Items

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

Dr. Besancon moved to approve the 2025-26 Steering Committee Constitution which was seconded by Ms. Villa.

After discussion, and a request to revise Article VI (Committees), Section 1, Item I, adding “Counseling/Enrollment Services Collaborative” to the list; Dr. Besancon amended her motion to include the revision, which was seconded by Ms. Villa.

2025-26 Steering Committee Constitution was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Cheri Swatek, Dr. Ty Thomas, Lisa Villa and Dan Volonte

No Votes – None

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

Dr. Besancon moved to approve the 2025-26 Steering Committee Purpose Statement which was seconded by Mr. Volonte.

2025-26 Steering Committee Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Cheri Swatek, Dr. Ty Thomas, Lisa Villa and Dan Volonte

No Votes – None

Old Business: Information Items

1. 2026-31 Strategic Plan Development Process – Dr. Hao

Dr. Hao shared the purpose of the process and thanked the volunteer members for their time. She also thanked her assistant, Ms. Jody Barras, for her work organizing the work and meetings. She looks forward to additional volunteer members as the process moves forward.

There was discussion regarding the number, time and purpose of the planned meetings. As requested, lunch or snacks will be provided during the meetings. The following meetings had been confirmed and Outlook invitations will be sent soon:

November 7, 2025; 11:30 a.m. to 2:30 p.m., location TBD
December 12, 2025; 11:30 a.m. to 2:30 p.m., location TBD

Dr. Hao would like to host a meeting during the winter intersession and will survey members for availability regarding the following dates:

January 27, 2026; 9:30 a.m. to 12:30 p.m.

February 10, 2026; 9:30 a.m. to 12:30 p.m.

Copies of the Mission, Vision, Values (MVV) and 2021-26 Strategic Plan documents were distributed and attendees were encouraged to review. Dr. Hao shared that the MVV should be used as a blueprint in developing the 2026-31 Strategic Plan. It was noted that other plans, including but not limited to the EFMP, must be considered as the work on the new plan progresses. The 2026-31 Strategic Plan should define who we are.

Attendees broke into groups and reviewed the 2021-26 Strategic Plan in an effort to collect insights. Attendees shared their comments upon review and were encouraged to share their notes with Dr. Hao. There was also discussion regarding mapping the MVV to the 2026-31 Strategic Plan and combining or collapsing themes.

Students commented that additional social media platforms should be utilized. It was also noted that student goals need to be taken into consideration in developing the 2026-31 Strategic Plan.

New Business: Information Items

1. 2025-26 College Information Technology Committee (CITC) Purpose Statement – First Read – Dr. Calderon

Annually CITC reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook. Mr. Cheng, on behalf of Dr. Calderon, shared revisions made to the 2025-26 CITC Purpose Statement. He indicated that the document was discussed and approved by CITC on September 8, 2025.

The 2025-26 College Information Technology Committee (CITC) Purpose Statement will be included on the October 13, 2025, Steering Committee agenda for a second and final read.

2. 2025-26 Student Services Committee Purpose Statement – First Read – Dr. Rams

The Student Services Committee annually reviews its Purpose Statement for accuracy and relevance prior to placement in the Organization and Governance Handbook. Dr. Rams shared revisions made to the 2025-26 Student Services Committee Purpose Statement.

The 2025-26 Student Services Committee Purpose Statement will be included on the October 13, 2025, Steering Committee agenda for a second and final read.

Reports and Updates

Educational Programs Committee – Dr. Dana Hester

No report.

Student Services Committee – Dr. Richard F. Rams

The September 11, 2025 Student Services Committee (SSC) meeting began with a welcome and introductions, followed by key informational updates including the 2025–28 Student Equity Plan and an upcoming campus forum presented by Dr. Lipiz Gonzalez and Dr. Martinez Bleech. Dr. Rams provided a legislative update on proposed Title 5 changes concerning Academic Progress Notices and Academic Renewal, with a 45-day public comment period ending October 17, 2025. Under new business, the committee approved the April 10, 2025 meeting minutes and reviewed the SSC Purpose Statement and subcommittees of SSC for 2025-26. Dr. Sequeira led a discussion on enrollment-related administrative procedures and board policies, including AP 5017, AP/BP 5020, AP 5031, AP/BP 5052 (noting no changes), and AP 5075. The meeting concluded with a preview of upcoming SSC meetings.

Physical Resources and Safety Committee – Ms. Claudette Dain

Mr. Diamond (on behalf of Ms. Dain) shared that Physical Resources and Safety Committee (PRSC) was on recess during the summer. The next PRSC meeting will be on September 25, 2025.

Financial Resources Committee – Ms. Claudette Dain

No report.

Human Resources Advisory Committee – Ms. Simone Brown Thunder

No report.

College Information Technology Committee – Dr. Eric Calderon

Mr. Cheng (on behalf of Dr. Calderon) reported that the committee approved the purpose statement for the 2025-26 academic year. The revisions included changes to the date, updates to job titles, and correction to the meeting times. The group also discussed providing demonstrations of different systems or applications through the year to give the group exposure to some of the resources available for the college. The next meeting will include a brief demonstration of Degreeworks.

The group was also provided updates from the work done by the enterprise systems team which included an upcoming Banner update for data submissions, Degreeworks cloud migration, and website site migration status. There was also an update provided on the final servers to be moved from the IS building to the data center which should be done in the fall term. The group also discussed the different types of fraud attempts that are targeting students or enrollment.

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

The new Citrus College logo and brand assets have been well received by the campus community. The department is preparing to release an updated style guide that will merge logo usage guidelines with a glossary of key terms, along with additional details on how our team collaborates with and supports the college community.

Institutional Effectiveness Committee – Dr. Lan Hao

The Institutional Effectiveness Committee (IEC) was scheduled to meet on September 22, 2025 immediately following the Steering Committee meeting. Topics of discussion include: 1. the 2025-26 IEC Purpose Statement; 2. the upcoming Accreditation/ISER project preparation; and 3. Continue the ACCJC Standards review padlet exercise.

Institutional Research and Planning Committee – Dr. Lan Hao

The Institutional Research and Planning Committee (IRPC) met on September 22, 2025 and approved the 2025-26 IRPC Purpose Statement. The group listened to a presentation of DEI focus group findings and discussed ways that equity could be enhanced.

Program Review Coordinator – Mr. Dan Volonte

Program Review/SLOA met September 4, 2025. Reviewed the purpose statement and some changes were made. We will submit changes to committee via email for review and it back for formal approval at the next meeting. We discussed the idea of putting program review on the portal for easier access and transparency. We look to launch it this spring of 2026.

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

No report.

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

No report.

Professional Learning Committee – Dr. Ty Thomas

The first meeting will be held on September 23, 2025. The committee developed its purpose statement, discussed our priorities for the year, and began considering the theme for Flex Day 2026. We are also excited to announce that we will be accepting nominations for the inaugural Outstanding Colleagues Awards from October 1 to November 6, 2025. We encourage all employees to engage in the opportunity to highlight the meaningful work done by their colleagues. Lastly, the committee discussed the plans for the first year of the college's Classified Leadership Academy, which will begin on October 3, 2025.

Accreditation – Dr. Dana Hester & Dr. Catie Besancon

On October 3, 2025 from 9 a.m. to 12 noon in CI-159, there will be an ACCJC training in preparation for our next ISER. All are welcome to join the training. subgroups for the standards are being formed.

Academic Senate President – Ms. Lisa Villa

The second meeting of the fall semester will occur September 24, 2025 where we will have the first read of our Purpose Statement. We got a little late start due to needing to include some emergent items on the first meeting agenda. Also, the Senate AI workgroup is back on task and had a productive first meeting. The workgroup is beginning to collaborate with professional learning; we are excited to see movement on this front and look forward to the progress coming out of this collaboration.

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

No report.

Classified – Ms. Danielle Weller

No report.

Supervisors/Confidential President – Ms. Lisa Fowler

No report.

Superintendent/President – Dr. Greg Schulz

Dr. Schulz shared a brief enrollment update. Our unduplicated headcount continues to grow as we approach the start of late start classes, though at this time our projected FTES for fall 2025 is still slightly lower than our FTES from fall 2024. Dr. Schulz share information about campus events taking place to celebrate Hispanic Heritage Month, including the Bienvenida event that will take place on the campus quad on September 30. Dr. Schulz shared that there are a few different search processes currently underway due to four recent or upcoming retirements. Dr. Schulz briefly shared that he has attended recent community events in Glendora and Duarte and will be attending upcoming events in Azusa and Claremont.

Adjournment

The meeting was adjourned at 4:00 p.m.

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