

Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
October 13, 2025

Present: Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Jonathan Johnson, 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, Ji Hee Yoo and Christine Link, recording secretary

Absent: Spencer Boldt, Claudette Dain, Dr. Gerhard Peters and Danielle Weller

2026-2031 Strategic Plan Members: Fred Diamond (also representing Claudette Dain) and Siqi Pan,

Guests: Dr. Elaine Lipiz Gonzalez and Dr. Betzabel Martinez Bleech

Call to Order

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

Minutes

Dr. Besancon moved to approve the September 22, 2025 meeting minutes, which Mr. Volonte seconded.

September 22, 2025, Steering Committee meeting minutes were approved by consensus.

Yes Votes – Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Jonathan Johnson, Renee Liskey, Gilbert Marquez, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Dr. Ty Thomas, Lisa Villa, Dan Volonte and Ji Hee Yoo

No Votes – None

Old Business: Action Items

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

Dr. Calderon shared that annually, 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 CITC on

September 8, 2025 and the Steering Committee for a first read on September 22, 2025.

Dr. Besancon moved to approve the second and final reading of the 2025-26 College Information Technology Committee (CITC) Purpose Statement which was seconded by Mr. Volonte.

Yes Votes – Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Jonathan Johnson, Renee Liskey, Gilbert Marquez, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Dr. Ty Thomas, Lisa Villa, Dan Volonte and Ji Hee Yoo

No Votes – None

2. 2025-26 Student Services Committee (SSC) Purpose Statement – Second Read – Dr. Rams

Dr. Rams shared the revision to the 2025-26 SSC Purpose Statement suggested at the last Steering Committee meeting that was included for the second read. It was noted that The document that was discussed and approved by the SSC on September 11, 2025 and the Steering Committee for a first read on September 22, 2025.

Ms. Villa moved to approve the second and final reading of the 2025-26 Student Services Committee Purpose Statement, which was seconded by Ms. Glover.

2025-26 Student Services Committee Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Cathy Day, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Jonathan Johnson, Renee Liskey, Gilbert Marquez, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Dr. Ty Thomas, Lisa Villa, Dan Volonte and Ji Hee Yoo

No Votes – None

New Business: Information Items

1. Board of Trustees – Revised Board Policies and Administrative Procedures – First Read – Dr. Schulz
 - BP 1100 Citrus Community College District
 - BP 2000 Board Policy and Administrative Procedure
 - AP 2000 Board Policy and Administrative Procedure

- BP 2010 Board Membership
- AP 2360 Minutes

Dr. Schulz shared that the BPs/APs listed above were shared with constituent group leaders during the 2024-25 academic year and were coming before the Steering Committee for a first read. It was noted that new language was indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes from constituent group review were indicated by **shading**. The BPs/APs will be brought to the next Steering Committee meeting for approval and then will be forwarded to the Board of Trustees for approval.

2. 2025-26 Associated Students of Citrus College (ASCC) Purpose Statement – First Read – Dr. Rams

Dr. Rams shared revisions to the 2025-26 ASCC Purpose Statement that were discussed and approved by the ASCC on September 23, 2025. The 2025-26 ASCC Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

3. 2025-26 Financial Resources Committee Purpose Statement – First Read – Ms. Dain

Mr. Diamond, on behalf of Ms. Dain, shared revisions to the 2025-26 Financial Resources Committee Purpose Statement that were discussed and approved by the Financial Resources Committee on June 4, 2025. The 2025-26 Financial Resources Committee Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

4. 2025-26 Institutional Effectiveness Committee (IEC) Purpose Statement – First Read – Dr. Hao

Dr. Hao shared revisions to the 2025-26 IEC Purpose Statement indicating an additional revision would be made. The 2025-26 IEC Purpose Statement was discussed and approved by IEC at their meeting on September 22, 2025 and will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

5. 2025-26 Institutional Research and Planning Committee (IRPC) Purpose Statement – First Read – Dr. Hao

Dr. Hao shared revisions to the 2025-26 IRPC Purpose Statement that were discussed and approved by IRPC on September 22, 2025. The 2025-26 IRPC Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

6. 2025-26 Physical Resources and Safety Committee Purpose Statement – First Read – Ms. Dain

Mr. Diamond, on behalf of Ms. Dain, shared revisions to the 2025-26 Physical Resources and Safety Committee Purpose Statement that were discussed and approved by the Physical Resources and Safety Committee on September 25, 2025. The 2025-26 Physical Resources and Safety Committee Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

7. 2025-26 Professional Learning Committee Purpose Statement – First Read – Dr. Thomas

Dr. Thomas shared revisions to the 2025-26 Professional Learning Purpose Statement that were discussed and approved by the Professional Learning Committee on September 5, 2025. The 2025-26 Professional Learning Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

8. 2025-26 Program Review/SLOA Purpose Statement – First Read – Dr. Besancon & Mr. Volonte

Dr. Besancon and Mr. Volonte shared revisions to the 2025-26 Program Review/SLOA Purpose Statement that were discussed and approved by the Program Review/SLOA Committee on September 5, 2025. Dr. Besancon took the opportunity to provide an overview regarding the meaning and purpose of SLOA for the students in attendance.

The 2025-26 Program Review/SLOA Purpose Statement will be brought to the next Steering Committee meeting with a slight revision for approval and inclusion in the Organization and Governance Handbook.

9. Student Equity and Achievement (SEA) Program Plan 2025-28 – First Read – Dr. Rams

Dr. Rams shared that the SEA Program is designed to ensure equitable access to education and promote student success for all Citrus College students, regardless of race, gender, age, disability, or economic background. This comprehensive plan identifies disproportionately impacted (DI) student groups and outlines targeted goals to improve outcomes in key areas such as successful enrollment, persistence, completion of transfer-level English and math, attainment of degrees and certificates, and transfer to four-year institutions.

The development of this plan was co-led by Dr. Betzabel Martinez Bleech, Dr. Elisabeth Ritacca, Dr. Elaine Lipiz Gonzalez, Dr. Lan Hao, Dr. Ty Thomas,

Mr. Anthony Delgado, Dr. Richard Rams, and Dr. Dana Hester reflecting a collaborative effort across academic and student support services.

Dr. Rams encouraged everyone review the document and provide feedback.

The SEA Program Plan 2025-28 will be brought to the next Steering Committee meeting for approval.

10. 2025-26 Annual Implementation Plan (AIP) – Dr. Hao

Dr. Hao shared that the academic year 2025-26 marks the fifth and final year of implementation for the Citrus College 2021-26 Strategic Plan and explained that the 23 activities in the 2025-26 AIP are organized within six themes. Cabinet member leads (Dr. Rams, Dr. Hester, Dr. Thomas, Dr. Hao and Mr. Diamond) took an opportunity to review the activities and outcomes for the following themes:

- Student Experience
- Student Resources and Support
- Enrollment Management
- Instructional Excellence
- Instructional Support
- Employee Experience

The 2025-26 AIP will be brought to the next Steering Committee meeting for approval.

Reports and Updates

Educational Programs Committee – Dr. Dana Hester

Educational Programs Committee met on October 6, 2025. Members discussed the development of policy language for legislation that will go into effect in January 2026; the legislation specifies requirements Burden Free Course Materials for students. Members shared workgroup reports as well. The next meeting is planned for November 3, 2025.

Student Services Committee – Dr. Richard F. Rams

The Student Services Committee met on October 9, 2025, and received updates on the 2025-28 Student Equity Plan, which is scheduled for Steering Committee review on October 13 and 27, 2027, with Board submission on November 18, 2025. Enrollment Services provided a focused mid-semester update on services and progress in Financial Aid, Admissions & Records, School Relations & Outreach and International Students. The committee also reviewed a recommendation to adopt Element451, a Client Relations Management (CRM) platform to enhance student recruitment, engagement, and operational efficiency. Action items included approval of the September 11 2025 meeting minutes and

desk reviews of AP/BP 2015 and 2105 (Student Trustee and Election of Student Trustee), as well as BP 3540 and revised AP 3540 (Sexual and Other Assaults), all of which were approved unanimously.

Physical Resources and Safety Committee – Ms. Claudette Dain

- An update on Bond Construction, Facilities, Sustainability and Measure Y projects was provided. A few highlights include:
 - Campus Automation – Emergency Lockdown Access Control (EFMP Priority) – door hardware will be fully integrated for remote locking via Campus Safety in the event of an emergency. Hardware has been installed at the following buildings, ED building (interior & exterior) Hayden Hall (interior & exterior), SS (exterior), GH (interior & exterior), FH (exterior), South PE (interior & exterior), MA 1st and 2nd Floors (exterior) and Reprographics (exterior). Hardware at CI is currently being installed.
 - California Environmental Quality Act (CEQA) – All public comments have been addressed, and the Mitigated Negative Declaration (MND) was presented to the Board of Trustees for approval at the September 9, 2025 meeting. The MND Notice of Declaration was filed with the Los Angeles County Recorder's Office on September 11, 2025. The MND will be implemented throughout the Measure Y build-out of projects.
 - Design and construction documents for the new Science Building are fully underway. Full construction document submission to DSA will occur November 12, 2025. Inclusion area buildings that will be impacted by the construction include IS, LB, IC, NB and SB; these five buildings will be razed.
- The Committee reviewed the Five-Year Construction Plan which was approved by the Board of Trustees in June 2025.
- An update was provided regarding the Year 5 Activities for the 2021-26 Strategic Plan.
- The Physical Resources and Safety Committee reviewed and approved the committee's 2025-26 Purpose Statement. The Purpose Statement will be forwarded to the Steering Committee.

Financial Resources Committee – Ms. Claudette Dain

- The Budget Calendar Flowchart was reviewed, and one edit was made to modify the months for the Proposed Budget Forum and Approval of the Proposed Budget Assumptions, to read August/September, to better align with the current budget process.
- An article from School Services of California was reviewed which recapped the approved System Budget Requests for the 2026-27 fiscal year. The System Requests focus on the three Strategic Directions of Vision 2030: Equitable Baccalaureate Attainment, Equitable Workforce and Economic Development and Generative Artificial Intelligence and the Future of Learning.

Human Resources Advisory Committee – Ms. Simone Brown Thunder

The Human Resources and EEO Advisory Committee met for the first time in fall (this academic year), on September 24, 2025. The committee worked on the following:

1. Revised the name of the committee from Human Resources Advisory/Staff Diversity Committee to Human Resources and EEO Advisory Committee.
2. Revised the purpose statement and responsibilities for 2025-26.
3. Reviewed and revised BP 7101.

College Information Technology Committee – Dr. Eric Calderon

An update was provided regarding a visit from Vice Chancellor, Ernest Shih from the Chancellor's Office. He is part of the Information Security, Technology and Innovation division. He provided an update on the new services that the Chancellor's Office will be providing if they are able to get funding. He also discussed the fraudulent student landscape and how it affected California community colleges. The meeting was set up by Dr. Gerald Sequeira, Dean of Enrollment Services.

Bryun Sakaye also provided a demonstration of Degree Works to the group. It was great to get feedback from members of the group that may not have seen it, but also our student representative.

There were updates by the Enterprise Systems team about the completion of the cloud migration of Banner. The only items left on premise are the document management services and Argos reporting. The group was also provided updates on the Degree works update.

There were updates by the operations and support team about the move to the Library. Most of TeCS should be moved in the month of October to the second floor of the library. There is still coordination being made about move our last server pieces to the new data center and maybe a December move.

The website is still coming along as pieces are the current website are moving to the new website. The majority of the branding elements have been applied.

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

The department will be working with Athletics to design a new Citrus College Owls logo. The new college seal should be finalized soon. Ms. McPheron also invited the campus to reach out to the department for any support needed to create wordmarks of the new logo for various college programs and departments.

Institutional Effectiveness Committee (IEC) – Dr. Lan Hao

IEC met on September 22, 2025 immediately following the Steering Committee meeting. The committee reviewed, made revisions to, and approved the 2025-26

IEC Purpose Statement. Next, the group received an update to the preparation process for the task of writing the ISER. IEC members have been participating in an ongoing ACCJC standards review Padlet activity where many possible sources of evidence have been collected. The information being accumulated in the Padlet will support the writing of the ISER. Finally, IEC completed their review of ACCJC standards 4.1, 4.2 and 4.3.

Institutional Research and Planning Committee (IRPC) – Dr. Lan Hao
IRPC will meet on October 27, 2025.

Program Review Coordinator – Mr. Dan Volonte

Annual program review is due October 31, 2025 along with first consideration of resource request. Last resource requests are due February 27, 2026. Our next meeting is November 7, 2025, at 10 a.m. via Zoom. We will be discussing moving program review to the college portal for easier access. We will also be discussing feedback from faculty regarding the comprehensive program review form and possible changes.

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

2025-26 SLOA Padlets will launch later this month after the 2024-25 Padlets are frozen. SLOA Padlets are where faculty report out their SLO assessment results for their courses, highlight best practices and ask for ideas on how to improve.

Diversity, Equity, Inclusion, and Accessibility + Committee – Dr. Ty Thomas
No report.

Professional Learning Committee – Dr. Ty Thomas

The first Professional Learning Committee meeting was 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-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 began on October 3, 2025.

Accreditation – Dr. Dana Hester & Dr. Catie Besancon

On October 3, 2025, ACCJC held a training for our standard co-leads to help us launch our ISER preparation. Training emphasized providing evidence that exemplifies our best, most innovative evidence, not every piece of available evidence. There will be another local training for our writing groups in November.

Academic Senate President – Ms. Lisa Villa

The Academic Senate passed their Purpose Statement for the year at the last meeting (October 8, 2025). Additionally, Lisa Villa attended the Area C meeting on October 10, 2025, wherein regional senate leaders come together for the day to preview resolutions that will be up for consideration at fall plenary. Fall plenary is scheduled for November 6-8, 2025 this fall and will be an in person event only in La Jolla.

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 expressed appreciation for the outstanding work of the Bienvenida event planning committee (which included students, faculty, and staff). Overall, this First Annual Bienvenida event was very successful, and it was nice to see so many members of our campus community participate at this event on campus, as part of Hispanic Heritage Month. Citrus College will celebrate 110 years of service to the community at the Homecoming event on October 25, 2025. The event begins with pregame festivities and refreshments at 4:30 p.m., followed up the Homecoming football game – Citrus College versus Moorpark College – which kicks off at 6 p.m. Everyone is invited to attend the “Owls Take Flight” event, hosted by our Phi Theta Kappa (PTK) Honor Society on October 21, 2025 in the Campus Center area. This event aims to celebrate Citrus College’s 110th Anniversary by connecting current students to Citrus College alumni or create opportunities for career exploration, mentorship, networking, and meaningful dialogue about academic and career opportunities. Dr. Schulz invited everyone to consider nominating a faculty member or staff member as part of the “Outstanding Colleagues” nomination process that recently launched, thanks to the work of our Professional Learning Committee. Dr. Schulz also mentioned that the next Board of Trustees meeting will take place on October 14, 2025. A campus tour to the Campus Center is planned, as part of the Board meeting. All are welcome to attend.

Adjournment

The meeting was adjourned at 3:53 p.m.

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