

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
October 27, 2025

Present: Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Jonathan Johnson, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Dr. Greg Schulz, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller, Ji Hee Yoo and Christine Link, recording secretary

Absent: Claudette Dain, Cathy Day, Dalvir Dhillon, Dr. Lan Hao, Dr. Elaine Jefferson, Gilbert Marquez, Dr. Gerhard Peters and Marquel-Leslie Savage

2026-2031 Strategic Plan Members: Jody Barrass, Fred Diamond (also representing Claudette Dain), Dr. Elaine Lipiz Gonzalez, Henocho Perez and Dr. Kim Orlijan

Guests: Dr. Betzabel Martinez Bleach and Dr. Elisabeth Ritacca

Call to Order

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

Minutes

Dr. Besancon moved to approve the October 13, 2025 meeting minutes, which Mr. Volonte seconded.

October 13, 2025, Steering Committee meeting minutes were approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte and Ji Hee Yoo

No Votes – None

Abstentions – Danielle Weller

Old Business: Action Items

1. Board of Trustees – Revised Board Policies and Administrative Procedures – Second 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 District's Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

The Board Policies and Administrative Procedures referenced had been reviewed and approved by constituent groups on various dates during the 2024-25 academic year and submitted to the Steering Committee on October 13, 2025 for a first read.

Mr. Boldt moved to approve the second and final reading of BP 1100, BP 2000, AP 2000, BP 2010 and AP 2360 which was seconded by Mr. Reyes.

BP 1100, BP 2000, AP 2000, BP 2010 and AP 2360 were approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

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

The 2025-26 ASCC Purpose Statement was discussed and approved by the ASCC on September 23, 2025, and the Steering Committee for a first read on October 13, 2025 and, upon approval, will be included in the Organization and Governance Handbook.

Ms. Liskey moved to approve the second and final reading of the 2025-26 ASCC Purpose Statement which was seconded by Mr. Volonte.

2025-26 ASCC Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

3. 2025-2026 Financial Resources Committee Purpose (FRC) Statement – Second Read – Ms. Dain

The 2025-26 FRC Purpose Statement was submitted for a first reading at the October 13, 2025 Steering Committee meeting and, upon approval, will be included in the Organization and Governance Handbook.

Dr. Thomas moved to approve the second and final reading of the 2025-26 FRC Purpose Statement which was seconded by Ms. Liskey.

2025-2026 FRC Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

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

The 2025-26 IEC Purpose Statement was discussed and approved by IEC on September 22, 2025 and the Steering Committee for a first read on October 13, 2025 and, upon approval, will be included in the Organization and Governance Handbook.

Ms. McPheron moved to approve the second and final reading of the 2025-26 IEC Purpose Statement which was seconded by Dr. Besancon.

2025-26 IEC Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

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

The 2025-26 IRPC Purpose Statement was discussed and approved by IRPC on September 22, 2025 and the Steering Committee for a first read on October 13, 2025 and, upon approval, will be included in the Organization and Governance Handbook.

Dr. Calderon moved to approve the second and final reading of the 2025-26 IRPC Purpose Statement which was seconded by Mr. Volonte.

2025-26 IRPC Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

6. 2025-2026 Physical Resources and Safety Committee (PRSC) Purpose Statement – Second Read – Ms. Dain

The 2025-26 PRSC Purpose Statement was submitted for a first reading at the October 13, 2025 Steering Committee meeting and, upon approval, will be included in the Organization and Governance Handbook.

Dr. Rams moved to approve the second and final reading of the attached 2025-26 PRSC Purpose Statement which was seconded by Dr. Besancon.

2025-2026 PRSC Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

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

The 2025-26 Professional Learning Committee Purpose Statement was discussed and approved by the Professional Learning Committee on September 23, 2025 and the Steering Committee for a first read on October 13, 2025 and, upon approval, will be included in the Organization and Governance Handbook.

Moved by Dr. Hester to approve the second and final ready of the 2025-26 Professional Learning Committee Purpose Statement which was seconded by Ms. Liskey.

The 2025-26 Professional Learning Committee Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

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

The 2025-26 Program Review Committee Purpose Statement was discussed and approved at the September 5, 2025 Program Review Committee meeting and the Steering Committee for a first read on October 13, 2025 and upon approval, will be included in the Organization and Governance Handbook.

The 2025-26 Program Review Committee Purpose Statement was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

9. Student Equity and Achievement Program Plan 2025-28 – Second Read –
Dr. Rams

The Student Equity and Achievement Program Plan 2025-28 was approved by the Steering Committee for a first read on October 13, 2025.

Dr. Rams distributed a document that showed additional revisions made to the plan from the first read. Dr. Martinez Bleech provided an explanation why each of the revisions were necessary.

Moved by Dr. Thomas to approve the second and final reading of the Student Equity and Achievement Program Plan 2025-28 which was seconded by Dr. Besancon.

The Student Equity and Achievement Program Plan 2025-28 was approved by consensus.

Yes Votes – Dr. Catie Besancon, Spencer Boldt, Simone Brown Thunder, Dr. Eric Calderon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Dana Hester, Renee Liskey, Lisa McPheron, Dr. Richard F. Rams, Tommy Reyes, Cheri Swatek, Dr. Ty Thomas, Lisa Villa, Dan Volonte, Danielle Weller and Ji Hee Yoo.

No Votes – None

Jonathan Johnson arrived.

Old Business: Information Items

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

The discussion from the September 22, 2025 Steering Committee meeting regarding the planning process for creating the Citrus College 2026-31 Strategic Plan continued.

Steering Committee and taskforce members:

- Briefly reviewed ideas that were shared following the group discussion during the September 22, 2025 meeting
 - Were provided with a high-level summary of SEAP highlights pertaining to the strategic plan development by Dr. Rams, Dr. Lipiz Gonzalez, Dr. Bleech Martinez and Dr. Ritacca. They also encouraged participation and/or support of the strategies that are in alignment with Vision 2030
- Continued with breakout group discussions
 - Reports out included interest in participating, enhancing and/or learning more about:
 - Dual Enrollment
 - Early Alert
 - It was requested that group discussion notes be sent to Jody Barrass, copying Christine Link

The [Mission, Vision, and Values \(MVV\) statements](#) of the college and the [2021-26 Strategic Plan](#) were referenced as needed.

New Business: Information Items

1. Student Services Committee (SSC) Revised Administrative Procedure and Board Policies – First Read – Dr. Rams

- AP 6750 Parking

Dr. Rams provided an overview of the process followed in reviewing and updating AP 6750 to ensure everyone understood the care and attention that led to the updates reflected in the first read of the AP presented.

This work began in Fall 2023 when the Academic Senate appointed a dedicated workgroup to review the policy and compile recommendations. Those recommendations were shared with the Physical Resources & Safety Committee.

In Spring 2024, the committee took those recommendations seriously. At the February meeting, three focused workgroups were established—Campus Hours, Head-In Parking, and EV Charging. These groups included committee members and invited guest participation among constituents who had specific interests in the topics, and they met throughout February and March to analyze the feedback

in detail. Their findings were reported back to the committee and documented in the March and April meeting minutes.

By May 2024, the Physical Resources & Safety Committee approved initial changes to AP 6750 and recommended creating Standard Operating Procedures to improve transparency around parking accommodations while also affirming our permissive and inclusive practices of accommodating requests.

During Fall 2024, the revised AP went through a full constituent review. All groups approved the changes, with the Academic Senate requesting one additional edit to Article III. That edit was reviewed and ultimately modified by the Physical Resources & Safety Committee in December 2024, along with the introduction of Standard Operating Procedures for parking accommodations that also addressed recommendations from constituent feedback.

In Spring 2025, the updated AP was again presented for approval. While most groups approved unanimously, the Academic Senate ultimately voted 'no' after their second read, though no further edits were suggested.

The first read of AP 6750 was presented for first read. Throughout this process, every recommendation and suggestion was carefully considered, multiple opportunities for input were provided, and documentation of discussions and decisions is available in committee minutes. This reflects a transparent, collaborative approach to policy development and review in alignment with AP 2000 Board Policy and Administrative Procedure.

Dr. Schulz confirmed that while AP 6750 would come back to the Steering Committee for a second read, it will not be presented at the November 10, 2025 Steering Committee meeting.

2. 2025-26 Academic Senate Purpose Statement – First Read – Lisa Villa

Ms. Villa shared revisions to the 2025-26 Academic Senate Purpose Statement that were discussed and approved by Academic Senate on October 8, 2025. The 2025-26 Academic Senate Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

3. 2025-26 Human Resources and EEO Advisory Committee Purpose Statement – First Read – Ms. Brown Thunder

Ms. Brown Thunder shared revisions to the 2025-26 Human Resources and EEO Advisory Committee Purpose Statement that were discussed and approved by the Human Resources and EEO Advisory Committee on September 24, 2025. The 2025-26 Human Resources and EEO Advisory Committee Purpose Statement will be brought to the next Steering Committee meeting for approval and inclusion in the Organization and Governance Handbook.

Reports and Updates

Educational Programs Committee – Dr. Dana Hester

No report.

Student Services Committee – Dr. Richard F. Rams

Our next meeting is scheduled for November 13, 2025. No formal report, however, SSC invites Steering members to attend the SSC Meeting on December 11, 2025 from 1:30-2:30 p.m. in SS 205 to view our annual student services comprehensive program review submission presentations.

Physical Resources and Safety Committee – Ms. Claudette Dain

No report.

Financial Resources Committee – Ms. Claudette Dain

No report.

Human Resources Advisory Committee – Ms. Simone Brown Thunder

The Human Resources and EEO Advisory Committee conducted its second meeting on October 15, 2025. The committee broke up into working groups to review and revise the following BPs/APs:

BP 7102 Prohibition of Harassment

AP 7102 Prohibition of Harassment

BP 3433 Prohibition of Sexual Harassment Under Title IX

AP 3433 Prohibition of Sexual Harassment Under Title IX

AP 3434 Responding to Harassment Based on Sex under Title IX – ended at page 8

The next meeting is scheduled on November 12, 2025. We plan to review and revise this set of BPs/APs and move them forward in the approval process.

College Information Technology Committee – Dr. Eric Calderon

No report.

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

The department is currently seeking board approval to re-start a stop-out enrollment marketing campaign with Motimatic. Pending board approval, the campaign would send targeted digital ads to all students who have applied but not enrolled and students who have stopped attending, without exclusion. Motimatic's targeting is behavior-based—focusing solely on enrollment activity and student engagement patterns.

Institutional Effectiveness Committee (IEC) – Dr. Lan Hao

The group was scheduled to meet on October 27, 2025.

Institutional Research and Planning Committee (IRPC) – Dr. Lan Hao

Discussed the framework of organizing the measurable objectives for the 2026-31 Strategic Plan. The committee also discussed the possibility of adding two additional objectives: 1) Student Educational Plan; and 2) Financial Aid.

Program Review Coordinator – Mr. Dan Volonte

- Instructional annual program review is due October 31, 2025
- Next committee meeting November 7, 2025 10-11:30 a.m. on Zoom

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

2025-26 SLOA Program Padlets are available for faculty to start recording their SLOA results and discussions. Dr. Besancon will do a quick overview of the SLOA Padlet Prompts at next Academic Senate meeting. A message will also be sent out to faculty.

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

The committee met on October 17, 2025. We spent the meeting working on our 2025-26 committee purpose statement and determining our priorities for the year.

Professional Learning Committee – Dr. Ty Thomas

The next meeting will be on October 28, 2025. As a reminder, we are still accepting nominations for the Outstanding Colleagues award until November 7, 2025.

Accreditation – Dr. Dana Hester & Dr. Catie Besancon

No report.

Academic Senate President – Ms. Lisa Villa

The Academic Senate will be meeting on October 29, 2025 in CI 159. We have an action item on the agenda to align the wording of our ByLaws with regard to FNIC faculty composition and with the corresponding AP. We will also be discussing how to merge current OER and Textbook/Course Materials standing committees into one and that captures the incoming Burden Free Materials law.

Also, fall plenary is November 6-8, 2025 in La Jolla.

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

Mr. Henoch Perez, ASCC President, provided a verbal report.

Classified – Ms. Danielle Weller

- Our next meeting is November 18, 2025
- We will be doing a second read of our constitution

- We are in the second month of elections and our vote for our E-Board will be in December

Supervisors/Confidential President – Ms. Lisa Fowler

No report.

Superintendent/President – Dr. Greg Schulz

Dr. Schulz shared an enrollment update for the fall semester. Next, he thanked Nadine Henley, Mental Health Supervisor and the Student Services team for coordinating the interactive “Active Minds” display on the campus quad, to bring awareness about mental health and the things that we can do to support students and others who are facing mental health challenges. As of noon today (October 27, 2025) more than 400 students, faculty and staff had visited this event. Next, he thanked Dr. My Chau and Briceyda Torres from the Citrus College Foundation, ASCC, and our Athletics department for coordinating a wonderful 110th Anniversary Homecoming event last Saturday afternoon and evening. Dr. Schulz then expressed appreciation to Music faculty member Sean Fitzpatrick and the Vocal Jazz program for inviting him to play percussion during a song that was featured as part of the recent “Unity on Song” concert at the Haugh PAC. Finally, Dr. Schulz shared that he participated with Trustee Contreras and Trustee Bollinger at community outreach events in Azusa and Claremont during the past month.

Adjournment

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

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