

**Citrus Community College District
Steering Committee
Monday, November 10, 2025
2:45 – 4:00 p.m.
This meeting will be held in CI 159**

- I. CALL TO ORDER, CHAIR:** Dr. Greg Schulz, Superintendent/President
- II. APPROVAL OF MINUTES:** October 27, 2025
- III. OLD BUSINESS:** Action Items
 - 1. 2025-26 Academic Senate Purpose Statement – Second Read – Ms. Villa
 - 2. 2025-26 Human Resources and EEO Advisory Committee Purpose Statement – Second Read – Ms. Brown Thunder
- IV. OLD BUSINESS:** Information Items
 - 1. 2026-31 Strategic Plan Development Process – Dr. Hao
- V. NEW BUSINESS:** Information Items
 - 1. 2025-26 Diversity, Equity, Inclusion, and Accessibility + Purpose Statement – First Read – Dr. Thomas
 - 2. 2025-26 Educational Programs Committee Purpose Statement – First Read – Dr. Hester
- 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 McPheron
 - 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. 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. Lisa McPheron, Strategic Communications, Marketing and Public Affairs
7. *Dan Volonte, Program Review Committee
8. 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. Danielle Weller
2. Cathy Day

SUPERVISORS/CONFIDENTIAL

1. 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. Christine Link

2026-2031 STRATEGIC PLAN MEMBERS

1. Jody Barrass
2. Fred Diamond
3. Kathy Flores
4. Dr. Elaine Lipiz Gonzalez
5. Dr. Kim Orljan
6. Siqi Pan
7. Henoch Perez
8. Dr. Gerald Sequeira
9. Dr. Bala Sethu Raja

*This standing committee chair vote is made by a faculty member.

DRAFT - Unapproved
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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Steering Committee	Action	<u>X</u>
DATE:	November 10, 2025	Resolution	<u> </u>
SUBJECT:	2025-26 Academic Senate Purpose Statement – Second Read	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

Annually, the Academic Senate 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 the Academic Senate on October 8, 2025 and the Steering Committee for a first read on October 27, 2025.

This item was prepared by Morgan Jakobcic, Curriculum Specialist, Academic Affairs.

RECOMMENDATION

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

Lisa Villa
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Item No. III.1.

CITRUS COLLEGE ACADEMIC SENATE 2025-26 PURPOSE STATEMENT

The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance in the development of policies and procedures of the college and to foster the long-range interest and well-being of the college (BP/AP 2510). The Academic Senate is established for the purpose of participation in the formation of educational and professional policy. The senate council (the governing body of the senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The senate council is empowered to make recommendations to the administration, board of trustees, and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the college after advising the college president of such intent.

Please refer to the Academic Senate minutes for representatives names.

Senate Composition

33 members (17 quorum)

18 faculty delegates, eight executive board, three at-large representatives (faculty), two adjunct faculty representatives, two ASCC representatives

Executive Board Composition

Eight members (four quorum): president, vice president, past president, treasurer, secretary, CCFA liaison, curriculum chair, CTE liaison

Support all matters that fall under the California Code of Procedure, Title 5, Article 2, section 53200 (c) regarding academic and professional matters. These items, commonly referred to as "10 + 1 areas," are:

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Standing Items: These are cyclical/annual items that are a constant part of our work as faculty. Our input is an integral piece of their overall success in the college's work to better serve students either in partnership with others at the campus table or as leaders initiating discussion, movement, or a collaborative solution.

1. Review, advise, and refine board policies and administrative procedures that fall under the purview of "10+1" matters as defined by the California Statewide Academic Senate.
2. Update faculty regularly on statewide initiatives impacting 10+1 areas of faculty purview.
3. Participate in ongoing accreditation-related activities, such as the next accreditation report.
4. Promote faculty engagement and encourage faculty to serve on local and statewide committees and subcommittees.
5. Orient faculty on protocols of senate and the Brown Act.

Shared Governance Items: These items are specific to current issues affecting the integrity of any "10+1" item. Some of these items may be emerging issues in response to state or local decisions that impact the campus and our work with students, staff, or administrators.

1. Active engagement in the Citrus College's Annual Implementation Plan (AIP) to support the college's Strategic Plan (2021-2026).
2. Active engagement activities in support of the Guided Pathways planning and development.
3. Active engagement in the Diversity, Equity, Inclusion and Accessibility + Committee (DEIA+) to support the anti-racism/no-hate education resolution passed by the Academic Senate.
4. Form Academic Senate Workgroups in order to respond to current needs and emerging trends.
 - a. Faculty Handbook Revision Workgroup of the faculty handbook.
 - b. Academic Senate AI Workgroup

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee

TO:	Steering Committee	Action	<u>X</u>
DATE	November 10, 2025	Resolution	<u> </u>
SUBJECT:	2025-26 Human Resources and EEO Advisory Committee Purpose Statement – Second Read	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

Annually the Human Resources and EEO Advisory Committee 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 Human Resources and EEO Advisory Committee on Wednesday, September 24, 2025 and the Steering Committee for a first read on September 27, 2025.

This item was prepared by Antonina Papov-Olia, Administrative Assistant/Confidential, Human Resources.

RECOMMENDATION

Authorization is requested to approve the second and final reading of the 2025-26 Human Resources and EEO Advisory Committee Purpose Statement.

Simone Brown Thunder
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Item No. III.2.



HUMAN RESOURCES AND EEO ADVISORY COMMITTEE

PURPOSE STATEMENT

2025-2026

PURPOSE

The purpose of the Human Resources and Equal Employment Opportunity (EEO) Advisory Committee is to review and recommend policies and procedures related to District personnel. The Committee also recommends and develops policies and procedures related to the District's Equal Employment Opportunity plan. The Committee forwards recommendations to all campus constituent groups and to the Steering Committee for review and adoption (Accreditation Standard 3 – Infrastructure and Resources, section 3.1).

RESPONSIBILITIES FOR 2025-2026

- Review and revise all Human Resources-related Board Policies and Administrative Procedures that are not otherwise within the scope of collective bargaining.
- Review the Equal Employment Opportunity plan.
- Develop and review strategies to improve diversity in the hiring of new employees.
- Monitor and review the Equal Employment Opportunity plan and develop strategies to improve employee diversity, recruitment, and retention.
- Monitor and improve campus climate and employee engagement.

FREQUENCY OF MEETINGS

- Six times per year during regular academic terms.

2025-2026 MEETING DATES, TIMES, LOCATIONS OF MEETINGS

Wednesday	September 24, 2025	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	October 15, 2025	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	November 12, 2025	2:30 p.m. – 4:00 p.m.	AD-109
Wednesday	March 18, 2026	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	April 8, 2026 **	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	May 13, 2026	2:30 p.m. – 4:00 p.m.	via Zoom

**Due to spring break the week of April 13, 2026, the committee meets on Wednesday, April 8.

COMMITTEE MEMBERSHIP

- Representative Composition:

Administrator	1
Chair (Executive Director of Human Resources)	1
Co-chair (Director of Human Resources Operations)	1
Full-time Faculty	2
Part-time Faculty	2
Supervisor	1
Confidential (Administrative Assistant/Confidential)	1
Classified	2
Student	2

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee

TO:	Steering Committee	Action	_____
DATE	November 10, 2025	Resolution	_____
SUBJECT:	2026-31 Strategic Plan Development Process	Information	X
		Enclosure(s)	_____

BACKGROUND

We will continue the discussion from the previous Steering Committee meetings and the November 7 work session regarding the construction of the Citrus College 2026-31 Strategic Plan.

At today's Steering Committee meeting, we will review a recap of the November 7 Strategic Planning Taskforce working session and confirm the progress so far as to the draft of the new plan.

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.

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee

TO:	Steering Committee	Action	_____
DATE	November 10, 2025	Resolution	_____
SUBJECT:	2025-26 Diversity, Equity, Inclusion, and Accessibility + Purpose Statement – First Read	Information	X
		Enclosure(s)	X

BACKGROUND

Annually, the Diversity, Equity, Inclusion, and Accessibility + Committee 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 the Diversity, Equity, Inclusion, and Accessibility + Committee on Friday, October 17, 2025.

This item was prepared by Ty Thomas, Director of Diversity, Equity, Inclusion, and Accessibility +.

RECOMMENDATION

Information only. No action required.

Ty Thomas, Ed.D.
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Item No. _____ V.1. _____

CITRUS COLLEGE
DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY + COMMITTEE
2025-2026 PURPOSE STATEMENT

The purpose of the Committee is to understand how we, as an institution, can actively identify and develop strategies to uproot eliminate structural inequities, barriers, racism and bias within the College. As such, the Committee will focus on developing recommend, develop, and implementing a wide array of initiatives and measures designed to lead to an improved College culture of diversity, equity, inclusion, and accessibility + (DEIA+). The “A+” in DEIA+ includes but is not limited to the important work done in support of anti-racism, anti-hate, anti-violence, and accountability. The work of the Committee supports the California Community Colleges Chancellor’s Diversity, Equity, Inclusion, and Accessibility Call to Action, Vision for Success, and Vision 2030.

As a standing committee of Steering, the DEIA+ The committee works in cooperation with all through shared governance committees to advance the College mission by ensuring diversity, equity, inclusion, and accessibility + are embedded throughout the institution. The committee engages in a comprehensive review of institutional policies, practices, and plans to develop actionable strategies for improvement toward achieving institutional goals and collegewide objectives related to diversity, equity, inclusion, and accessibility + as indicated in the College’s Strategic Plan, and in support of the College mission, vision, and values, to foster an improved college culture.

ACCJC Standards: 2.4, 2.8, 3.1

CONTINUING RESPONSIBILITIES

- Advise, respond to requests, and provide feedback on board policies and administrative procedures as they relate to diversity, equity, inclusion, and accessibility +
- Advise on and advocate for diversity, equity, inclusion, and accessibility + in alignment with campus planning documents while working with other pertinent standing committees of the Steering Committee
- Partner with the Office of Institutional Research, Planning, and Effectiveness to assess, monitor, share data, and guide dialogue and reflection relating to diversity, equity, inclusion, and accessibility +
- Promote and guide college-wide dialogue on matters related to diversity, equity, inclusion, and accessibility +
- Foster and promote cultural competence and equitable practices across the campus community
- Serve as a resource to the College regarding compliance standards or legislation that requires the College to address components of diversity, equity, inclusion, and accessibility + practice and policy
- Work alongside the Superintendent/President to move the College toward the following vision statements as developed by the DEI Task Force:
 - *Inside the classroom:* Students will learn in a classroom environment that is inclusive, accepting, and reflective of all races, genders, cultures, and backgrounds. Students will see images and instructors that are reflective of the diverse backgrounds comprised in the student body, that use contextual ideas that show their cultural competency. Learning spaces will be communities that foster authentic cultural experiences, where student

thoughts, feelings, ideas, curiosity, and intelligence are embraced, welcomed, and honored.

- *Outside the classroom:* The college is deeply committed to and embraces diversity, equity, inclusion, and accessibility + at every level. By building diverse and accessible events/activities, resources, developing relevant support centers/services, and proactively conducting equity assessments, the college will close equity gaps.
- *Personnel:* College faculty and staff diversity will reflect the student population and College faculty and staff will practice the behaviors that are reflective of diversity, equity, inclusion, and accessibility +.

RESPONSIBILITIES FOR 2024-25

- Spread awareness and promote the work being done by the Diversity, Equity, Inclusion, and Accessibility + Committee
- Assess and share data received from the student and employee diversity, equity, and inclusion surveys and focus groups
- Continue to develop strategies to address the items in the gap analysis completed by the Diversity, Equity, and Inclusion Task Force, which focused on the following areas:
 - Inside the classroom and curriculum
 - Outside the classroom and student support services
 - Human Resources, employees, and professional learning
 - Be a resource to Partner with the Workgroup from Academic Senate focused on creating an equity-minded syllabus template
 - ~~Create and oversee~~ Collaborate with the California Community Colleges Accessibility Center on the Accessibility Capability Maturity Model Taskforce, which will assess the College's existing accessibility practices and provide recommendations on how to advance accessibility campus-wide
 - Identify diversity, equity, inclusion, and accessibility + professional learning needs and opportunities, and recommend training to the Professional Learning Committee accordingly.
 - Promote and support provide educational resources around cultural heritage months and holidays
 - ~~Implement the rollout of~~ Assist with the growth and outreach of Employee Resource Groups

FREQUENCY OF MEETINGS:

Monthly, during primary academic terms

DAY/TIME OF MEETING:

2nd Friday of the month. The meeting will be held on the 1st Friday of the month during December and June. The meeting is from 11:00 a.m. – 12:30 p.m. via Zoom.

COMMITTEE COMPOSITION: 24 – 28 Members

- Adjunct Faculty Representatives (4)
- Administrative Secretary II, Diversity, Equity, Inclusion, and Accessibility + Office (Recording Secretary)
- Associated Students Representatives (4)
- Classified Representatives (4)

- Director of Diversity, Equity, Inclusion, and Accessibility + (Co-Chair)
- Full-Time Faculty Representatives (4)
- Management Representatives (4)
- Professional Learning Faculty Coordinator (Co-Chair)
- Supervisors/Confidential Representatives (4)
- Optional Additional Representatives Selected by the Superintendent/President, in consultation with the Director of Diversity, Equity, Inclusion, and Accessibility + (4)

COMMITTEE MEMBER ROTATION

The work done by the Diversity, Equity, Inclusion, and Accessibility + Committee is vital to moving the College forward and ensuring success for students and employees. Creating a College ethos that is strong in diversity, equity, inclusion, and accessibility + is a meaningful labor of love that should be embraced by all members of the College, not just those on this committee. Therefore, regular Diversity, Equity, Inclusion, and Accessibility + Committee meetings will be open for nonmembers to attend and participate in the discussion as guests. Additionally, the committee chair will communicate with constituency group leaders to identify employees who may be interested in joining the committee in place of members already from their group. ~~the Committee incorporated member rotation practices that promote campus-wide involvement and reduce individual employee burnout.~~

- ~~• Appointments to the Diversity, Equity, Inclusion, and Accessibility + Committee will be for two years, with terms beginning on July 1~~
- ~~• 50% (2 out of 4) of the members from each constituency group will be rotated every two (2) years on an alternating cycle~~
- ~~• Members may be reappointed by their constituency group~~
- ~~• The Director of Diversity, Equity, Inclusion, and Accessibility +, Professional Learning Faculty Coordinator (Committee Co-Chairs), and Administrative Secretary II (Recording Secretary) will not be rotated~~

Approved by DEIA+ Committee: Friday, October 17, 2025

First read by Steering Committee: Monday, November 10, 2025

Second read by Steering Committee: November 24, 2025

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Steering Committee	Action	_____
DATE:	November 10, 2025	Resolution	_____
SUBJECT:	2025-26 Educational Programs Committee Purpose Statement – First Read	Information	X
		Enclosure(s)	X

BACKGROUND

Annually, the Educational Programs Committee (EPC) 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 the Educational Programs Committee (EPC) on October 6, 2025.

This item was prepared by Trevor Tolliver, Administrative Assistant, Office of the Vice President of Academic Affairs.

RECOMMENDATION

Information only. No action required.

Dana Hester, Ed.D.
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Item No.____V.2._____

CITRUS COLLEGE
EDUCATIONAL PROGRAMS COMMITTEE
PURPOSE AND RESPONSIBILITIES STATEMENT
2025-2026

PURPOSE

The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee reviews the implementation of instruction and instructional support areas of the Educational and Facilities Master Plan. The committee reviews comprehensive program reviews for instruction and academic support. The committee responds to accreditation recommendations and actionable improvement plans, implementing changes as necessary. ACCJC Standards 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.4, 3.9, 4.1, 4.2, and 4.3

The committee reviews policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance.

The committee ensures Career/Technical Education (CTE) programs meet regional criteria for approval, monitors the inventory of approved programs and assures that certificates are in compliance with state and/or national requirements.

The committee supports Online Education, Honors Transfer, and other educational and support programs. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

RESPONSIBILITIES for 2025-2026

- a. Review, update, and create Academic Affairs Board Policies and Administrative Procedures.
- b. Analyze the Educational and Facilities Master Plan and align implementation with related sections of the Strategic Plan.
- c. Support implementation of actionable improvement plans related to academic programs and services.
- d. Confirm accuracy of inventory of approved programs.
- e. Facilitate open dialogue regarding budget challenges and impact on instructional programs.
- f. Support programmatic changes resulting from Guided Pathways implementation.

FREQUENCY OF MEETINGS: Monthly (during primary semesters)

DAY/TIME OF MEETINGS: Mondays 2:45 p.m. to 4:00 p.m.

EPC COMMITTEE MEMBERSHIP: Vice President of Academic Affairs (chair)

Academic Senate President	Director of Grants Oversight
Academic Senate Vice President	Director of Health Sciences
Articulation Officer	Director of Institutional Research
ASCC representative(s) (1 or 2)	Honors Transfer Program Faculty Coordinator
Classified representatives (2)	Instructional Deans and Associate Deans
CTE Programs Supervisor	Online Education Faculty Coordinator
Curriculum Committee Faculty Chair	Program Review Faculty Coordinator
Dean of Counseling	SLOA Faculty Coordinator
Director of Continuing Education	Supervisor/Confidential representative (1)
Director of Dual Enrollment	

Sub committees:

Online Education: The purpose of the committee is to discuss and advocate for issues important and relevant to Online Education and to foster communication among management, technology staff, and faculty on topics related to online delivery. In addition, there are frequent discussions regarding best practices, and faculty often make presentations involving new and emerging technologies. Minutes and agendas are kept.

FREQUENCY OF MEETINGS: monthly during primary semesters

MEMBERSHIP:

Full and part time faculty teaching Online Education

Dean of Online Education

Online Education Coordinator

Online Education Information Technology Specialist

Online Education Instructional Designer

Peer Online Course Review (POCR) Lead

Public Service Librarian

DSPS representative

Learning Center representative TeCS representative

ASCC (Associated Students) representative

Director of Continuing Education

Honors Transfer: A sub-committee of the Educational Programs Committee, the Honors Transfer Program Advisory Committee (HTPAC) participates in the support and development of the Honors Transfer Program (HTP). The committee collaborates with the HTP Faculty Coordinator on course development, honors activities, recruitment events, and programmatic guidance. Updates and information relevant to faculty, students, and campus partners are shared at the Honors Transfer Program Advisory Committee meetings.

FREQUENCY OF MEETINGS: monthly during semesters

MEMBERSHIP:

Main Member:

Honor Society Advisors for AGS & PTK

Honors Transfer Program Administrative Clerk

Honors Transfer Program Committee Chair

Honors Transfer Program Faculty Coordinator

Honors Transfer Program Counselors

Honors Transfer Program Dean

Honors Transfer Program faculty (current and past faculty, faculty interested in teaching honors)

Honors Transfer Program Student representatives

Resource Partner Members:

Campus Partners from other organizations & services including:

EOP&S/CARE Counselor

Black Scholars Educational Advisor

Honors Learning/Writing Center Representative

Honors Librarian

HTP Learning Center Representative

Workforce Council: The purpose of this committee is to make recommendations and offer guidance to support Career Technical Education at Citrus College by leveraging the California Community Colleges State Chancellor's Office Strong Workforce and Perkins funding. This group develops strategies for implementing annual plans as required by the Chancellor's Office, along with strategies for increasing enrollment, certificate and degree completion and employment outcomes in CTE programs. Program proposal forms and recommended funding priorities are developed by this group and coordination and support to CTE programs is provided.

FREQUENCY OF MEETINGS: 5-6 times during the academic year

MEMBERSHIP:

Co-Chairs: CTE dean & faculty member

Managers
Faculty (including CTE Liaison)
CTE Programs Supervisor

ASCC representative
Classified Staff

Enrollment Management Committee: The purpose of the Enrollment Management Committee is to review, develop and implement strategies that improve the student experience related to Strategic Enrollment Management Planning in order to make recommendations on, monitor progress of, and update those strategies annually. The two overarching goals of the committee are:

- Increase student access, success, and completion in conjunction with the Student-Centered Funding Formula; and
- Enable the college to achieve budgeted FTES

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: 1.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.4, and 4.3

RESPONSIBILITIES 2025-2026

- Develop and implement an integrated approach to enrollment management that supports college-wide collaboration, engagement, and creative thinking focused on meeting the measurable objectives as stated in the Strategic Plan, Educational and Facilities Master Plan and Strategic Enrollment Management Plan
- Review, monitor, modify, and evaluate progress toward strategic enrollment planning goals
- Collaborate with college constituencies to develop and implement the Strategic Enrollment Management Plan
- Review enrollment metrics/reports
- Evaluate ongoing enrollment trends, activities, and initiatives
- Use quantitative and qualitative data to inform recommendations
- Assess, evaluate, and make recommendations for support strategies to enhance student access, success, persistence, services, and educational and career goal attainment
- Recommend intentional marketing strategies to attract and retain prospective and current students
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FREQUENCY OF MEETINGS: typically monthly on second Thursdays, 3:00 p.m. to 4:00 p.m.

MEMBERSHIP: co-chairs: VPAA and a full-time faculty member

Academic Senate President	Director, Dual Enrollment
Articulation Officer	Director, Financial Aid
ASCC representative(s)	Director, Grants
Associate Dean, Physical, and Natural Sciences	Director, Health Sciences
Catalog and Schedule Analyst	Director, Inst. Research, Planning, Effectiveness
Chief Technology Officer	Director, Outreach
Classified representative(s)	Exec. Director, Strategic Communications, Marketing and Public Affairs
Curriculum Committee Chair	Faculty representative(s)
Dean of Students	Program Review Coordinator
Dean, Career and Technical Education	Registrar
Dean, Counseling Programs and Services	Supervisor, International Students
Dean, Enrollment Services	Vice President of Academic Affairs
Dean, Kinesiology, Health and Athletics	Vice President of Finance and Admin. Services
Dean, Language Arts and Library	Vice President of Student Services
Dean, Mathematics, Sciences and Business	
Dean, Social and Behavioral Sciences	
Dean, Visual and Performing Arts	
Director, Continuing Education	
Director, DSPS	