

Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
Monday, March 9, 2026

Present: Dr. John Albert, Dr. Catie Besancon, Dave Brown, Dr. Eric Calderon, Jorge Cortez, Claudette Dain, Cathy Day, Dalvir Dhillon, Dr. Lan Hao, Dr. Dana Hester, Renee Liskey, Tommy Reyes, Dr. Greg Schulz, *Cheri Swatek, Lisa Villa, Dan Volonte, Danielle Weller, Dr. Richard F. Rams, Henoch Perez, and Cydney Leon, recording secretary

Absent: Spencer Boldt, Ken Edwards, Patty Glover, Dr. Elaine Jefferson, Lisa McPheron, Gerhard Peters, Dr. Ty Thomas, Ji Hee Yoo, Jonathan Johnson, and Mary Mincer, recording secretary

2026-31 Strategic Plan Members: Jody Barrass and Fred Diamond

Guests: Ben Macias, Jesus Nunez, and Christina Garcia

I. Call to Order

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

II. Minutes

Dr. Catie Besancon moved to approve the February 23, 2026 meeting minutes, which Lisa Villa seconded.

February 23, 2026, Steering Committee meeting minutes were approved by consensus.

Yes Votes – Dr. John Albert, Dr. Catie Besancon, Dave Brown, Dr. Eric Calderon, Jorge Cortez, Claudette Dain, Cathy Day, Dalvir Dhillon, Dr. Lan Hao, Dr. Dana Hester, Renee Liskey, Tommy Reyes, Dr. Greg Schulz, Lisa Villa, Dan Volonte, Danielle Weller, Dr. Richard F. Rams, Henoch Perez

No Votes – None

Abstentions – None

*Cheri Swatek joined the meeting.

III. Old Business: Action Items

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

Reviewing and updating the following Administrative Procedures (AP) and Board Policies (BP):

- AP 2015 Student Trustee/Student Trustee Elect
- BP 2015 Student Trustee/Student Trustee Elect
- AP 2105 Election of the Student Trustee
- BP 2105 Election of the Student Trustee
- AP 3530 Weapons on Campus
- BP 3530 Weapons on Campus
- AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information
- AP 5470 Sale/Distribution of Food Items

Dave Brown moved to approve the second and final reading of the attached Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – Second Read, which was seconded by Catie Besancon.

Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – Second Read, approved by consensus.

Discussion regarding what constitutes a facsimile of a “weapon” was brought up by Dr. Besancon, which Dr. Rams then addressed. It was determined that items such as a cardboard swords as part of a costume where it was clear that it was not brandished or an actual weapon were fine, but a plastic or realistic weapon, such as a toy gun, would not be allowed. Communication with Campus Safety is always appreciated.

Yes Votes – Dr. John Albert, Dr. Catie Besancon, Dave Brown, Dr. Eric Calderon, Jorge Cortez, Claudette Dain, Cathy Day, Dalvir Dhillon, Dr. Lan Hao, Dr. Dana Hester, Renee Liskey, Tommy Reyes, Dr. Greg Schulz, Lisa Villa, Dan Volonte, Danielle Weller, Dr. Richard F. Rams, Henocho Perez

No Votes – None

Abstentions – Cheri Swatek

2. Board of Trustees – Revised Board Policies – Second Read – Office of the Superintendent/President

Authorization was requested to approve the second and final reading of BP 1200: MISSION.

Dr. Dana Hester moved to approve the second and final reading of the attached Board of Trustees – Revised Board Policies, which was seconded by Dave Brown.

Board of Trustees – Revised Board Policies, approved by consensus.

Yes Votes – Dr. John Albert, Dr. Catie Besancon, Dave Brown, Dr. Eric Calderon, Jorge Cortez, Claudette Dain, Cathy Day, Dalvir Dhillon, Dr. Lan Hao, Dr. Dana Hester, Renee Liskey, Tommy Reyes, Dr. Greg Schulz, Cheri Swatek, Lisa Villa, Dan Volonte, Danielle Weller, Dr. Richard F. Rams, Henoch Perez

No Votes – None

Abstentions – None

IV. Old Business: Information Items

1. 2026-31 Strategic Plan – Final Focus Areas – Confirmation – Dr. Hao

Dr. Lan Hao requested breakout sessions for groups to read through the updated draft of the 2026-31 Strategic Plan Final Focus Areas and then discussion was held on suggestions for changes to some of the language in different sections. Title V was also brought up, as there is a new requirement to address a commitment to inclusion, equity, and accessibility in curriculum, which will be discussed in the next Curriculum Committee meeting.

2. Program Review – Student Services Comprehensive Reports – Dr. Rams

Dr. Rams provided a four-page handout of the following Comprehensive Program Review 2021-2025, covering these four departments: Admissions and Records, Counseling and Advisement Center, School Relations and Outreach, and Student Wellness Center. This handout gave the summaries of the entire completed Student Services Comprehensive Program Review Report that was provided by a website link in the agenda.

3. AP 6750 Parking Update – Dr. Schulz

Dr. Schulz thanked everyone once again for all their devoted time and energy helping to shape and offer ideas as to how to best document this Administrative Procedure (AP). He reviewed the recent history of this agenda item and the process and steps that took place in accordance with our participatory governance process for updating this AP. He then communicated his decision to implement the AP that was reviewed by the Steering Committee following the recommendation of the standing committee (Physical Resources and Safety Committee). He indicated that he would email the Steering Committee a written summary following the meeting.

Later that afternoon, Dr. Schulz sent the following information via email to the Steering Committee:

Dear Colleagues,

Thank you for serving as a member of our Steering Committee. As I shared during our Steering Committee meeting this afternoon, I wanted to provide an update regarding the most recent version of AP 6750 that the standing committee (Physical Resources and Safety Committee) recommended to the Steering Committee. As you know and as reflected in the minutes from the 2/23/26 Steering Committee meeting, some of the Steering Committee members voted to recommend this latest version of AP 6750 and other Steering Committee members did not.

For your reference and information, I have attached a document that shares the timeline and highlights the steps that were taken throughout the planning and review process related to this recent review cycle for AP 6750. This is the information that I referred to during the update that I shared this afternoon. I have also attached a copy of the revised AP 6750, as well as a copy of the standard operating procedures (SOP) that were referenced in some of the discussions.

As a reminder and to share some additional background information, the college governance and organizational groups in the form of standing committees forward their recommendations to the Steering Committee which in turn may make a recommendation regarding the topic or item to the Superintendent/President.

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

- Affirms the recommendation and directs implementation; or*
- Makes minor modifications, directs implementation, and notifies the Steering Committee about the modification; or*
- Returns the recommendation to the Standing Committee that developed the recommendation for further consideration.*

Per our process as outlined in our BP 2000 Board Policy and Administrative Procedure, when Board Policy updates and recommendations are complete in terms of the Steering Committee's role, the BP's are forwarded to the Board agenda for a first reading and then a second reading and approval. When Administrative Procedure updates and recommendations are complete in terms of the Steering Committee's role, then it is my responsibility to implement the AP's. We include the AP's on the Board of Trustees agenda as information items.

Following the last Steering Committee meeting, I met with our Academic Senate President to confirm my understanding of the recommendations and concerns raised by the Academic Senate. After that discussion, and after carefully considering all the information and feedback shared throughout the planning and review process, my assessment is that the latest version of the AP accurately reflects the input provided and appropriately addresses the concerns expressed

during the recent stages of the planning process. Importantly, all faculty and staff adhered to the process outlined in our shared governance model, ensuring that the development and review of the AP remained collaborative, transparent, and aligned with our established procedures.

As a result, and in accordance with our process, I wanted to inform you that I am going to direct the implementation of this revised AP 6750. This revised AP 6750 will be included on the Board of Trustees agenda as an information item.

I want to once again express my gratitude to the students, faculty, managers, classified staff, and supervisors who served as part of the Standing Committee that developed and forwarded this recommendation, as well as all those who served on the work groups that met as part of the review process, as well as the students, faculty, managers, classified staff, and supervisors who have shared feedback throughout the past three years while this AP was under review.

With appreciation,

Greg Schulz, Ed.D. (he/him/his)
Superintendent/President

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V. New Business: Information Items

1. Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – First Read – Dr. Rams
 - AP 3515 Reporting of Crimes
 - BP 3515 Reporting of Crimes
 - AP 3516 Registered Sex Offender Information
 - AP 3520 Local Law Enforcement
 - BP 3520 Local Law Enforcement
 - AP 3540 Sexual and Other Assaults
 - BP 3540 Sexual and Other Assaults
 - AP 5020 Nonresident Tuition
 - BP 5020 Nonresident Tuition
 - AP 5031 Instructional Materials Fees
 - AP 5052 Open Enrollment
 - BP 5052 Open Enrollment
 - AP 5075 Course Adds and Drops
 - AP 5460 Student Fundraising

Dr. Rams gave a report of these APs and BPs submitted for a First Read. Summaries of changes were provided to the Standing Committee Chairs and can be requested for further review.

VI. Reports and Updates

a. Educational Programs Committee – Dr. Dana Hester

EPC met on Monday, March 2, 2026.

- Honors Transfer Program's Research Symposium will be held at UCR on March 28, 2026 (Saturday).

b. Student Services Committee – Dr. Richard F. Rams

SSC will meet on Thursday, March 12, 2026.

- Only about 6 more BPs and APs for review this spring semester

c. Physical Resources and Safety Committee – Ms. Claudette Dain

The Physical Resources and Safety Committee met on 2/26/26.

- An update on Bond Construction, Facilities, Sustainability and Measure Y projects was provided. A few highlights include:
 - Owl Café: The cafeteria has received a refresh with painting, minor repairs and a new food service vendor. Please visit the Owl Café and enjoy the offerings.
 - Center for Excellence: The RFQ/P for Design Build Entities is currently underway with award of contracts anticipated for June 2026.
 - Measure Y Construction - Process and Planning Items - Science Building:
 - DSA review time will be approximately one (1) year as the DSA Los Angeles office received several billion dollars of work during November and December 2025. Inclusion area buildings that will be impacted by the construction include IS, LB, IC, NB and SB; these five (5) buildings will be razed. DSA review continues in process.
 - CTE - Career Technical Education: Preliminary plans are due to the California Community Colleges Chancellor's Office (CCCCO) Facilities Planning Unit (FPU) in March 2026, which is the first level of reconciliation with the Department of Finance (DOF) and CCCCCO. HPI Architecture submitted the preliminary plans to the CCCCCO on December 3, 2025. Plan development will continue for several months.
- Campus Safety, Security and Parking Updates were provided:
 - Parking Update: Enforcement in student stalls began on Wednesday, February 25th, following a one-week grace period.
 - Security Update: As a friendly reminder, our buildings have intrusion alarms so please follow the campus access protocols to alert campus safety when you plan to arrive on campus during off hours, so campus safety can best support you and ensure

everyone's safety should there be an emergency situation that might occur.

- Safety Update: Two campus-wide lockdown drills will take place on Wednesday, March 18, 2026, scheduled sometime between 1:00-3:00 p.m. and also between 6:00-8:00 p.m.

The next PRSC meeting will be held on 3/26/26.

d. Financial Resources Committee – Ms. Claudette Dain

The Financial Resources Committee met on 3/4/26.

- The 2026-27 Budget Calendar was reviewed and approved by the committee.
- The Draft ACCJC Annual Fiscal Report was reviewed and discussed.

The next FRC meeting will be held on 4/1/26.

e. Human Resources Advisory Committee – Dr. John Albert

HRAC will meet next on March 18, 2026.

- Anticipate a Second Read on several time-sensitive BPs and APs

f. College Information Technology Committee – Dr. Eric Calderon

CITC met on March 9, 2026.

- During the meeting we discussed the District Technology Plan for the 2026 through the 2031 academic years.
 - During that time, we solicited for items to be included in the plan.
 - We used Microsoft Whiteboard to get input from the committee.
- In the next meeting April 6, we hope to have a draft of the plan.
- We also discussed WCAG compliance for April 24, 2026.
- There were also updates provided from enterprise systems, operations and support, and security.
- We also discussed that AP 3775 - Artificial Intelligence is still being worked on.

CITC will next meet on April 6, 2026.

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

- Displayed the new college seal
- Encouraged everyone to read through the most recently published Citrus View

h. Institutional Effectiveness Committee (IEC) – Dr. Lan Hao

IEC: IEC met on 11/24/25 and 2/23/26.

1. The group completed its 2-year project of reviewing the 2023 ACCJC standards.30 standards total.
2. IEC will be working on the review of the Integrated Planning Manual.

3. Because accreditation is a standing agenda item for IEC, the ISER team standard co-leads will be (have been) invited to attend the remaining spring IEC meetings.

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

IRPC met on 11/24/25 and 3/2/26.

- The college will administer the Community College Survey of Student Engagement (CCSSE) this spring. IRPC discussed the questions which relate to these four categories:
 - a. AI and the learning environment
 - b. The college's mission, vision and values
 - c. The working learner
 - d. Guided Pathways
- At the 3/2/26 meeting, IRPC members received an in-depth introduction to the strategic plan's proposed measurable objectives.

j. Program Review Coordinator – Mr. Dan Volonte

PRC met on March 6, 2026.

- They are reviewing the Integrated Planning Manual
- They also reviewed a Resource Request Form
- They started reviewing a Program Review Module

The PR/SLOA Committee met to evaluate and refine current Program Review processes, documentation, and resource request structures. The discussion focused on improving alignment with the Integrated Planning Manual (IPM), strengthening transparency, and enhancing usability for faculty and staff.

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

- They have a student learning outcome module that will be added to the PRC's Program Review Module

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

No report.

m. Professional Learning Committee – Dr. Ty Thomas

No report.

n. Accreditation – Dr. Dana Hester & Dr. Catie Besancon

- The Annual Report is due for Instruction on April 15, 2026
- ACCJC separated the due dates for the Fiscal Report and the Instructional Report
 - The other report is due by March 31, 2026

o. Academic Senate President – Ms. Lisa Villa

- Council will be meeting on Wednesday, March 11, 2026

- The revision of the Faculty Handbook is almost complete
 - The Senate AI Workgroup went through some internal policies
- The next meeting will be Tuesday, March 17, 2026.

p. ASCC Representatives – Henocho Perez & Jonathan Johnson

- Club Rush is today and tomorrow (March 9-10, 2026)
- Planning end of year events
- General Assembly is coming up on March 27-29, 2026
- Elections are coming up
- Direct students to the Citrus College student website or Instagram page for more information, as this is the preferred method of communication for students
- Thank you to Dr. Tolano-Leveque for preparing another series of trainings
- Gave a report to the Academic Senate on the position of student leadership in Logos and the Clarion

q. Classified – Ms. Danielle Weller

No report

r. Supervisors/Confidentials – Mr. Jorge Cortez

- New co-chairs: Jorge Cortez and Dr. Maryann Tolano-Leveque
- The name will be: MSC (Manager, Supervisor, and Confidential) Team
- The next meeting will include an Immigration Enforcement Protocol training

The next meeting will be on Friday, March 13, 2026.

s. Superintendent/President – Dr. Greg Schulz

Dr. Schulz shared that we welcomed our new director of foundation, Dolores Ybarra to campus this morning for her first day at Citrus College. Dolores brings an exceptional depth of experience in higher education advancement and foundation leadership. She joins Citrus College after serving as senior director of regional and pipeline development at UC Riverside, where she led a fundraising team and implementing strategies designed to expand donor engagement and strengthen stewardship between annual giving and major gifts. Dolores also brings valuable community college experience, having served as director of development and operations at the Pasadena City College Foundation. During her time at PCC, she played a key leadership role, established and managed major gift portfolios, strengthened board engagement, increased annual fundraising totals, developed data-driven reporting systems, and oversaw foundation budgets and policies. Her work included launching strategic fundraising initiatives, ensuring regulatory compliance, and collaborating closely with campus leadership to align philanthropic support with institutional priorities. Throughout her career, including advancement roles at Cal Poly Pomona and Cal State LA, Dolores has demonstrated expertise in campaign strategy, annual giving, major gifts,

donor stewardship, foundation operations, policy development and board governance.

He acknowledged that earlier in the meeting, he had shared an update related to the revised version of AP 3750 Parking. He again expressed gratitude to all of the students, classified staff, faculty, managers and supervisors who contributed throughout the process leading to this updated AP. Following our meeting today, he indicated that he would be sharing an email with our Steering Committee members which reflects the comments he shared earlier.

He congratulated the scholar athletes who are participating on our men's basketball team, along with the coaches, faculty, and staff who support them. With a team record of 29-1 and an exciting win over Mt. SAC on Saturday, our men's basketball team qualified for the State Championships "elite Eight" as the #2S seed and will be taking #3N West Valley College on Friday, Mar 13, at 7:00 PM. With a victory, they will play in the state semifinals on Saturday evening, and with another win Saturday they will compete for the state championship in the finals Sunday Afternoon. Go Owls! The tournament is being hosted at the College of the Sequoias in Visalia, CA.

He shared that he would be hosting his March open office hour from 12 noon to 1 p.m. on March 10, and all are welcome.

VII. Adjournment: Dr. Greg Schulz

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

Respectfully submitted,
Mary Mincer
Administrative Assistant
Office of the Superintendent/President