

Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
Monday, April 20, 2026

Present:

Dr. John Albert	Ken Edwards	Tommy Reyes
Dr. Catie Besancon	Patty Glover	Cheri Swatek
Spencer Boldt	Dr. Lan Hao	Dr. Ty Thomas
Dave Brown	Dr. Dana Hester	Lisa Villa
Dr. Eric Calderon	Dr. Elaine Jefferson	Ji Hee Yoo
Jorge Cortez	Lisa McPheron	Mary Mincer, recording secretary
Claudette Dain	Dr. Richard F. Rams	

Absent:

Dr. Greg Schulz	Jonathan Johnson	Gerhard Peters
Cathy Day	Renee Liskey	Dan Volonte
Dalvir Dhillon	Henoch Perez	Danielle Weller

2026-31 Strategic Plan Members in Attendance:

Dr. Gerald Sequeira

Guests:

Matt Reuteler	Dr. Maryann Tolano-Leveque	Trevor Tolliver
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I. Call to Order

Claudette Dain, standing in for Dr. Greg Schulz, called the meeting to order at 2:47 p.m.

II. Minutes

Tommy Reyes moved to approve the April 6, 2026 meeting minutes, which Dr. Ty Thomas seconded.

April 6, 2026, Steering Committee meeting minutes were approved by consensus.

Yes Votes –

Dr. John Albert	Claudette Dain	Tommy Reyes
Dr. Catie Besancon	Patty Glover	Cheri Swatek
Spencer Boldt	Dr. Lan Hao	Dr. Ty Thomas
Dave Brown	Dr. Dana Hester	Ji Hee Yoo
Dr. Eric Calderon	Lisa McPheron	
Jorge Cortez	Dr. Richard F. Rams	

No Votes – None

Abstentions - Ken Edwards

**At this time: Lisa Villa joined the meeting.*

III. Old Business: Action Items

1. College Information Technology Committee – Revised Administrative Procedures – Second Read – Dr. Eric Calderon

AP 3727 Information and Communications Technology Accessibility was revised and approved by constituent groups on various dates.

Dr. Dana Hester moved to approve the second and final reading of the attached College Information Technology Committee – Revised Administrative Procedures – Second Read, which was seconded by Tommy Reyes.

College Information Technology Committee – Revised Administrative Procedures – Second Read, approved by consensus.

Yes Votes –

Dr. John Albert
Dr. Catie Besancon
Spencer Boldt
Dave Brown
Dr. Eric Calderon
Jorge Cortez

Claudette Dain
Patty Glover
Dr. Lan Hao
Dr. Dana Hester
Lisa McPheron
Dr. Richard F. Rams

Tommy Reyes
Cheri Swatek
Dr. Ty Thomas
Lisa Villa
Ji Hee Yoo

No Votes – None

Abstentions – None

IV. Old Business: Information Items

1. 2026-31 Strategic Plan – First Read – Dr. Lan Hao

Over the past several months, the taskforce has utilized time during and outside of Steering Committee meetings to develop the two key components of the 2026-31 Strategic Plan – the seven Focus Areas and the 18 measurable objectives.

Dr. Lan Hao and Lisa McPheron gave an introduction regarding the handout, focusing on objectives and measurement tools. Dr. Hao noted that 5.1 Degree Completion number (1,554 students) and 5.2 Certificate Completion number (1,306 students) were switched, which would be corrected before submitting for campus feedback and for a second read. Claudette Dain confirmed that this update does not change the objectives, as it still remains at 1% per year for each. All in attendance concurred that this Strategic Plan was well done, with Dr.

Hao and Lisa McPheron both expressing gratitude for the excellent work from both departments. It is expected that this Strategic Plan will return for a Second Read at the next Steering Committee meeting.

V. New Business: Information Items

1. ACCJC 2026 Annual Report for Instruction and Fiscal Services – First Read – Dr. Dana Hester

The 2026 Citrus College Annual Report and 2026 Citrus College Annual Fiscal Report were presented for review. A handout was also provided, including pass rates for programs who utilize licensure exams and employment rates for Career Technical programs with counts of more than 10. These data will be added to the digital form during submission of the instruction report. The Annual Fiscal Report has already been submitted to ACCJC by the March 31st deadline. ACCJC sent out a memo that the other Annual Report deadline has been extended to May 1st. They have all but one number to complete the report and submit it by the new deadline.

Claudette Dain reported that the Annual Fiscal Report is looking back at the most recent current fiscal year end, as of June 30, 2025 and was reviewed by the Financial Resources Committee. She noted that the student loan default rate over a 3-year period has improved significantly at 0%, which can be viewed in Section 8 – Other District Information on line 23. Dr. Rams mentioned that they do expect this number to increase in the future, which is only due to the reinstatement of a practice that had previously been in existence, and is expected to stay well below the maximum.

Dr. Dana Hester then gave an overview of the 2026 Annual Report, which is a way for ACCJC to support colleges and keep them on track with monitoring data. It was reported that for the 2024-2025 academic year, the unduplicated headcount was a little over 17,000 for enrollment data, with about 15,500 for specifically credit courses. The number of students taking at least one credit online was 11,839. Our graduation is 35% and our transfer rate per their scorecard is 28%. Special thanks to Dr. Lan Hao and her team for the data was expressed.

**At this time: Dr. Elaine Jefferson joined the meeting.*

An opportunity for discussion was then given. The plan is to submit this report by the end of this month in April.

See handout on next page.

Program	Institution-Set Standard(%)	Stretch (Aspirational) Goal (%)	2020-21 Job Placement Rate (%)	2021-22 Job Placement Rate (%)	2022-23 Job Placement Rate (%)	2023-24 Job Placement Rate (%)	2024-25 Job Placement Rate (%)
Accounting	73%	75%	73%	76%	88%	61%	92%
Administration of Justice	73%	94%	88%	89%	80%	85%	81%
Applied Photography	85%	95%	63%	92%	57%	57%	100%
Architecture and Architectural Technology	73%	75%	50%	50%	100%	no data	100%
Automotive Technology	73%	84%	88%	100%	94%	94%	94%
Biotechnology	73%	75%	78%	67%	100%	88%	67%
Business Administration	73%	75%	81%	79%	76%	80%	71%
Child Development/Early Care & Education	73%	84%	81%	83%	76%	78%	78%
Commercial Music	73%	90%	69%	87%	67%	76%	81%
Construction Management Technology	73%	75%	68%	71%	75%	100%	67%
Cosmetology and Barbering	73%	75%	73%	71%	81%	80%	77%
Dental Assistant	82%	85%	60%	92%	81%	91%	100%
Diesel Technology	73%	75%	75%	93%	89%	88%	95%
Forestry	73%	75%	89%	82%	85%	78%	82%
Licensed Vocational Nursing	80%	85%	89%	100%	86%	100%	96%
Public Works	73%	75%	96%	90%	100%	90%	96%
Real Estate	73%	75%	62%	63%	56%	80%	65%
Registered Nursing	82%	87%	83%	87%	92%	87%	100%
Technical Theatre	85%	90%	56%	88%	100%	88%	83%
Water and Wastewater Technology	73%	88%	93%	92%	85%	92%	90%

Program	Exam (National, State, Other)	Instituion Set Standard (%)	Stretch (Aspirati onal) Goal (%)	2020-21 Pass Rate (%)	2021-22 Pass Rate (%)	2022-23 Pass Rate (%)	2023-24 Pass Rate (%)	2024-25 Pass Rate (%)
Automotive Tech -T-TEN	National	55%	80%	74%	75%	77%	78%	70.5%
Cosmetology Written	State	83%	85%	88%	81%	58%	60%	64.0%
Esthetician Written	State	89%	91%	91%	68%	81%	82%	81.0%
Nurse Assistant	State	80%	85%	89%	98%	99%	100%	100.0%
Registered Dental Assistant	State	80%	85%	83%	100%	86%	94%	81.3%
Registered Nurse	State	80%	85%	84%	94%	95%	93%	96.0%
Vocational Nurse	State	80%	85%	100%	92%	93%	100%	100.0%

VI. Reports and Updates

a. Educational Programs Committee – Dr. Dana Hester

- No report.

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

This committee last met on: April 9, 2026.

The April 9, 2026 meeting of the Student Services Committee covered a series of key updates and action items across the division. Presentations included updates and opportunities to participate in the rebrand of our Early Alert program with Counseling, updates from recent meeting of the Student Equity and Achievement Program (SEAP), and progress updates of the Enrollment Services and Counseling Collaborative subcommittee.

The committee reviewed important regulatory and policy issues, including Title 5 changes renaming academic probation to *Academic Notice* and academic dismissal to *Academic Pause*. Committee members discussed the next steps to be taken to align the college with the updated naming convention changes across all student information systems, our website and various publications including our BP/APs where changes are needed.

Finally, an overview of April 2026 legislative proposals and bills impacting student services were presented and reviewed. Action items included approval of the March 12, 2026 meeting minutes, approval of revisions to AP 5520 (Student Discipline Procedures) and a desk review of BP 5500 (Standard of Conduct).

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

- No report.

This committee will meet next on: April 23, 2026.

d. Financial Resources Committee – Ms. Claudette Dain

The Financial Resources Committee (FRC) had a special meeting on 4/8/26 since the 4/1/26 meeting did not have a quorum of representatives.

- The Budget Priorities were reaffirmed as presented, for 2026-27.
- The 2026-27 Preliminary Budget Assumptions were reviewed and approved. Key items to highlight:
 - 10,000 FTES would need to be reported in 2025-26 for Citrus College to maintain its medium-size college status. In order to avoid dropping from medium-size to small-size, the College considered shifting/borrowing 320 actual FTES from Summer 2026 to the 2025-26 academic year rather than recording those FTES in 2026-27. (This represents approximately 30% of total summer FTES generated, on average.) So as not to double-count the same “borrowed” FTES and to avoid a multi-year cycle of borrowing, the

college would need to recognize actual growth of 6.61% in 2026-27.

- Even with the borrowing, the College will be in Hold Harmless for 2026-27. This will be the first year that Citrus College is in Hold Harmless, since the inception of the Student-Centered Funding Formula.
- Since the College will be in Hold Harmless anyway, the committee approved a recommendation to not borrow any FTES from Summer 2026. As a result, the 2025-26 reported FTES will be recorded as 9,680 (as of P1) instead of 10,000.
- This action reflects an estimated 3.3% growth each year, and Citrus College will be considered as a small-size college.
- Hold Harmless funding will remain the same and unrestricted general fund apportionment revenues will remain flat unless/until Citrus College “grows out of” Hold Harmless.
- To balance the budget, the committee approved additional recommendations, necessary to avoid a deficit budget:
 - transfer in from the retiree health fund
 - not augment cost center allocations
 - pull from one-time funds (ending fund balance) to cover the excess adjunct/overload budgets
 - suspend the scheduled maintenance transfer
- This would result in presenting a balanced budget rather than a deficit. Pulling from one-time funds can be done on a short-term basis but is not sustainable long-term.

e. Human Resources Advisory Committee – Dr. John Albert

This committee last met on: April 8, 2026.

- The 2023-2026 EEO plan was addressed and a preview was given of the presentation that will be given on April 21, 2026 at the Board of Trustees meeting. They also looked at timelines and processes to renew the 2026-2029 EEO plan, which is due on November 30, 2026.

f. College Information Technology Committee – Dr. Eric Calderon

- No report.

This committee will meet next on: May 11, 2026.

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

- No report.

This committee will meet next on: May 11, 2026.

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

- No report.

This committee will meet next on: April 20, 2026, after this meeting.

- i. Institutional Research and Planning Committee (IRPC) – Dr. Lan Hao**
- No report.

This committee will meet next on: April 27, 2026.

- j. Program Review Coordinator – Dr. Catie Besancon (standing in for Dan Volonte)**
- No report.

This committee will meet next on: May 1, 2026.

- k. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon**
- They are currently reviewing and proposing revisions on the SLO, Core Competency and GE pages in the Catalog. Changes will be shared at the next Curriculum (4-23) and Program Review/SLOA (5-1) meetings.

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

This committee will meet next on: April 24, 2026.

- m. Professional Learning Committee – Dr. Ty Thomas**
- No report.

This committee will meet next on: April 28, 2026.

- n. Accreditation – Dr. Dana Hester & Dr. Catie Besancon**
- No report.

This committee will meet next on: May 1, 2026.

- o. Academic Senate President – Ms. Lisa Villa**
- No report.

They will meet next on: April 29, 2026.

- p. ASCC Representatives – Henocho Perez & Jonathan Johnson**
- Not in attendance.

- q. Classified – Trevor Tolliver (standing in for Ms. Danielle Weller)**
- No report.

- r. Supervisors/Confidentials – Mr. Jorge Cortez**

Their next meeting is on June 5, 2026. A survey was sent out to all members concerning the Human Resources training that will be provided. Dr. Maryann Tolano-Leveque is working on finishing up the last training that was not finished at the last meeting.

Part-Time Faculty – Dr. Elaine Jefferson

Dr. Jefferson gave a special invitation to attend their upcoming events on May 2 & 7, 2026, with the focus being on health and wellness for the first event and the second event being the launch of the Indigenous Faculty and Staff inaugural event.

s. Superintendent/President – Dr. Greg Schulz

No report.

VII. Adjournment: Claudette Dain

The meeting was adjourned at 3:39 p.m.

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