

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Steering Committee Minutes**  
**Monday, May 11, 2026**

**Present:**

Dr. John Albert  
Dr. Catie Besancon  
Spencer Boldt  
Dave Brown  
Dr. Eric Calderon  
Jorge Cortez  
Claudette Dain  
Ken Edwards

Patty Glover  
Dr. Lan Hao  
Dr. Dana Hester  
Dr. Elaine Jefferson  
Jonathan Johnson  
Renee Liskey  
Lisa McPheron  
Henocho Perez

Dr. Richard F. Rams  
Tommy Reyes  
Dr. Greg Schulz  
Cheri Swatek  
Dr. Ty Thomas  
Dan Volonte  
Mary Mincer, recording  
secretary

**Absent:**

Cathy Day  
Dalvir Dhillon  
Gerhard Peters

Lisa Villa  
Danielle Weller  
Ji Hee Yoo

**Guests:**

Antonina Papov-Olia

**2026-27 Strategic Plan Members:**

Fred Diamond                      Dr. Kim Orlijan

**I. Call to Order**

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

**II. Minutes**

Dr. Eric Calderon moved to approve the April 20, 2026 meeting minutes, which Dr. Ty Thomas seconded.

April 20, 2026, Steering Committee meeting minutes were approved by consensus.

**Yes Votes –**

Dr. John Albert  
Spencer Boldt  
Dave Brown  
Dr. Eric Calderon  
Jorge Cortez  
Claudette Dain

Ken Edwards  
Patty Glover  
Dr. Lan Hao  
Dr. Dana Hester  
Dr. Elaine Jefferson  
Lisa McPheron

Henocho Perez  
Dr. Richard F. Rams  
Tommy Reyes  
Cheri Swatek  
Dr. Ty Thomas

**No Votes – None**

**Abstentions –**

Dan Volonte

Renee Liskey

**III. Old Business: Action Items**

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

Dr. Hao gave an introduction of the culmination of this project. She remarked on the positive student feedback her team has received, validating everyone’s work. She also thanked Sarah Bosler, Citrus College’s Librarian, for pointing out some minor issues in the objective language.

Dr. Dana Hester moved to approve the second and final reading of the attached 2026-31 Strategic Plan, which was seconded by Dave Brown.

*\*At this time: Dr. Catie Besancon joined the meeting.*

This action item was then opened up for comments. Dr. Dana Hester pointed out that not only was it substantive, but it was also aesthetically beautiful. Henocho Perez appreciated the inclusion of faculty feeling welcome on campus as a goal, which he believes is a vital component to Citrus College’s culture and environment that also increases positive results from the student perspective.

2026-31 Strategic Plan, approved by consensus.

**Yes Votes –**

Dr. John Albert

Ken Edwards

Henocho Perez

Dr. Catie Besancon

Patty Glover

Dr. Richard F. Rams

Spencer Boldt

Dr. Lan Hao

Tommy Reyes

Dave Brown

Dr. Dana Hester

Cheri Swatek

Dr. Eric Calderon

Dr. Elaine Jefferson

Dr. Ty Thomas

Jorge Cortez

Renee Liskey

Dan Volonte

Claudette Dain

Lisa McPheron

**No Votes – None**

**Abstentions – None**

Dr. Greg Schulz mentioned that this will now be sent to the Board of Trustees for a First Read on May 19<sup>th</sup>, 2026.

**IV. Old Business: Information Items**

None

**V. New Business:** Information Items

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

The District's current 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 following Administrative Procedures and Board Policies have been revised and approved by constituent groups on various dates.

AP 3415 Immigration Enforcement Activities  
AP 3500 Campus Safety  
BP 3500 Campus Safety  
AP 3505 Emergency Response Plan  
BP 3505 Emergency Response Plan

Dr. Rams stated that they are on track for reviewing and revising AP/BPs, closing out this academic year for Student Services. He mentioned that these AP/BPs being reviewed had minimal edits.

*\*At this time: Jonathan Johnson joined the meeting.*

2. Human Resources and EEO Advisory Committee Purpose Statement – Revised Administrative Procedures and Board Policies – First Read – Dr. John Albert

Claudette Dain submitted that the Agenda for this Steering Committee on May 11, 2026 title for this Purpose Statement should be updated to reflect the title listed above, as it was listed incorrectly on the Agenda. The incorrect former portion is listed with a ~~strike through~~ and the correct portion of the title is highlighted in grey above.

Dr. John Albert noted that AP/BP 3433 is still being reviewed by the Academic Senate. He thanked all the constituent groups and standing committees for their input and feedback.

**VI. Reports and Updates**

**a. Educational Programs Committee – Dr. Dana Hester**

The committee met last week and heard workgroup reports as well as reviewed and updated BPs and APs in the 4000 series. As we have recently received a few back from constituent review, we anticipate being able to add a few to the next Steering agenda.

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

This committee last met on Thursday, May 7, 2026.

- No report.

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

- An update on Facilities and Construction projects was provided. A few highlights include:
  - Sealcoating and Striping of Parking Lots: The next phase of work will occur in the summer of 2026. Probable dates will be August 17 – 21, 2026, which are the minimal campus impact dates. Work areas will be Lot S1 (with E1) and E6 (north of AD and LI).
  - Roofing: The District is in process for procuring a roofing package for bidding, to encompass several buildings on campus. This work is expected to occur in summer 2026.
  - Student Services A&R Front Counter and Glazing: An award of contract and agreement to NM Building Group for \$306,899 occurred in April 2026. The Notice to Proceed will likely be for May 2026. The project is funded through Student Services.
  - Measure Y Construction:
    - Science Building: DSA review continues in process. The first construction contract is upcoming for demolition and earthwork, which will likely be for summer 2026.
- Campus Safety, Security and Parking Updates were provided, as follows:
  - Safety Update: The next Fire/Evacuation Drill (specific buildings only) will take place on Tuesday, May 19, 2026, between 10:00 a.m. and 12:00 p.m.
  - Parking Update: A reminder was given to include parking in the planning process for end-of-year events and/or ceremonies.
- The committee reviewed its applicable pages from the Integrated Planning Manual and provided a couple suggestions for edits.

**d. Financial Resources Committee – Ms. Claudette Dain**

- The committee reviewed the 311Q for the third quarter (through March 31, 2026). Key points included the following:
  - When the initial 2025-26 budget was adopted, there was anticipation for some deficit spending (approximately \$500,000) in the Unrestricted General Fund, but the third quarter report indicates that revenues are falling behind expenditures by a much more significant pace, resulting in a deficit as of the third quarter of over \$10 million.

- Beginning Fund Balance is included in the report so the report still shows a positive ending fund balance. However, it is important to note that while the fund balance can cover this current deficit, expenditures outpacing revenues at this magnitude is not sustainable.
- As the 2025-26 year nears the fiscal year end, Claudette and her team will be closely monitoring the revenues and expenditures to determine if the larger than anticipated deficit is a result of “timing”, hoping that it might stabilize “some” as the year continues, if the pace of our apportionment payments increases and the pace of our expenditures decreases. However, concern remains that due to the magnitude of the deficit, it is likely the final numbers for the district, for the 2025-26 fiscal year, may result in a deficit larger than the approximate \$500,000 deficit that was estimated at the time the 2025-26 budget was originally adopted.

**e. Human Resources Advisory Committee – Dr. John Albert**

This committee last met on: May 20<sup>th</sup>, 2026.

- No report.

**f. College Information Technology Committee – Dr. Eric Calderon**

We met on Monday May 11. We had a quick discussion about the Canvas outage and to recommend those that have Canvas shells to continue to make back ups of their materials, which coincides with the email message to faculty last Friday. We also approved our meeting dates for the 2026-2027 academic year. The group also went over the integrated planning manual and CITC’s role. The group also went over the proposed technology plan for 2026-2031 and will be moving it to Steering after a quick proofread. There was also discussion about the Accessibility compliance date change to April 24, 2027 and what resources can best help the campus. There were also updates from TeCS in some projects. In the next meeting we will be discussing AP 3775 Artificial Intelligence.

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

They have two big projects to announce. The first is the Athletics Rebrand, which launched two weeks ago. The new owl image is on the homepage of the website. The second is project they are developing is a general marketing campaign for the college, which they are calling the “So Can You” campaign. Multiple students have been involved so far, including the two student representatives in today’s meeting.

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

Met briefly on April 20 immediately after the Steering Committee meeting via Zoom.

- Once again, ISER co-chairs attended the meeting
  - Changes have been made to the Citrus College website allowing for greater ease of access to student data . The changes place the college in a position of better compliance to item 11b of the ACCJC annual report “Rubric for Effective Institutional Outcome Transparency.” Specifically – the student outcomes data (now “Student Success Data”) page has been repositioned to multiple locations making it easily accessible from the home page of the college’s website.
  
- i. Institutional Research and Planning Committee (IRPC) – Dr. Lan Hao**  
Has not met since March 30, 2026. Scheduled to meet on June 1, 2026.
  - For the CCSSE (student) survey:
    - 83 randomly selected classes were visited from March 24 – May 6 (excluding spring break)
    - 31 staff members volunteered to visit one or more classes (managers, supervisors, classified staff, and professional experts)
    - 988 survey responses were received
  - For the CCFSSSE (faculty) survey:
    - Almost 200 faculty members completed the survey for a 53% response rate
  - CCSSE and CCFSSSE results will be available in fall 2026
  - Thank you to everyone who volunteered to support this project! IRPE is truly grateful.
  
- j. Program Review Coordinator – Mr. Dan Volonte**  
They met on May 1, 2026.  
They are continuing to work on the Resource Request form, revamping it, and working on the resource request flow process for the Integrated Planning Manual. Dr. Rams presented his revamp of the comprehensive template and did an amazing job. They are also putting together a module for Program Review.
  
- k. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon**  
In every Division Canvas Shell, there is an SLOA module with due dates, instructions, FAQ and explanation of our approach to help onboard new faculty. Catie is promoting this new Module by attending division and program meetings she has been invited to.
  
- l. Diversity, Equity, Inclusion, and Accessibility + Committee – Dr. Ty Thomas**  
The committee is thankful for the college’s support of the ACMM work that we are doing in partnership with the CCCCO Accessibility Center. We also want to highlight an incredible event, “Movement as Medicine”, facilitated in partnership between the DEIA+ Office and the Indigenous Faculty and Staff Association, on May 7.

**m. Professional Learning Committee – Dr. Ty Thomas**

Reminder that Distinguished Faculty Award Nominations are accepted until May 15, 2026.

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

The annual instructional ACCJC report will be submitted by the extended deadline of May 15th. The annual fiscal report was submitted by the deadline in March. Institutional Self-Evaluation Report team leads continue to work on reviewing and prioritizing evidence in preparation to begin writing in the fall. Dana and Catie have met with a few teams to discuss the best options for their lists of evidence and are happy to meet with any other team leads as well.

**o. Academic Senate President – Ms. Lisa Villa**

They have three more meetings left this academic year, with many APs and BPs to review. The last meeting will include installing the new officers for next year.

**p. ASCC Representatives – Henocho Perez & Jonathan Johnson**

At the May 5, 2026 ASCC Executive Board meeting, the board reviewed several important policies and procedures that directly impact students, including BP/AP 3900 Speech: Time, Place and Manner, AP 5520 Student Discipline Procedures, and BP 5030 Fees.

ASCC also received a presentation from librarians Sarah Bosler and Elizabeth Cook regarding Zero Textbook Cost programs and their impact on reducing financial barriers for students.

The board reviewed the proposed 2026-2027 ASCC budget and discussed ongoing student feedback gathered through campus suggestion boxes and forms.

Additionally, ASCC is preparing for the ASCC Tabling and Picnic Event scheduled for May 19, 2026 at 1:00 p.m. in the Campus Center Mall to promote student engagement and campus involvement.

**q. Classified – Ms. Danielle Weller**

No report.

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

June 5<sup>th</sup>, 2026 is set for the MSC Summer Retreat. They will be covering the standards of excellence and will be facilitating a BANNER training.

**s. Superintendent/President – Dr. Greg Schulz**

This Friday (May 15, 2026), the Citrus College Foundation will host our Spring Community Day event on campus. This event has been organized by Dolores Ybarra and Briceyda Torres in the Foundation Office and includes guests from the community, members from our Board of Trustees, and members of the Foundation Board of Directors. The event features an informative campus tour that includes visits to the Citrus Singers, the Recording Technology program,

the Biotechnology program, and then a lunch in Hayden Hall with brief presentations by our Public Works and Forestry programs. I am looking forward to celebrating the success of our students at several events on campus over the next few weeks. On Thursday, May 21 the 63rd Annual Achievement Awards Ceremony will take place at 6 p.m. in the Haugh PAC. Thank you to all our faculty and staff who have inspired, guided, and provided support to our students. The next meeting of the Board of Trustees is scheduled to begin with an early closed session at 3 p.m. on Tuesday, May 19, followed by the open session of the meeting which is scheduled to begin at 4:15 p.m. Thank you to the members of our Financial Resources Committee and to our team in Administrative Services for the work they do throughout the year to develop projections for revenues and expenditures and to closely monitor the actual revenues and expenditures throughout the year. Next week is Classified School Employee Appreciation Week and I want to express my gratitude for all that our classified professionals do each day on our campus as we serve our students. The college is hosting an appreciation breakfast on Friday, May 22 from 7:30 – 9 a.m. in the Campus Center, and an appreciation lunch that same day for our evening employees from 3:30 – 4:30 p.m. in the Owl Café. I want to thank each of the managers, supervisors, and confidential professionals who have donated gift cards that will be distributed to our classified employees throughout the breakfast and the lunch. This concludes my report.

**VII. Adjournment:** Dr. Greg Schulz

The meeting was adjourned at 3:24 p.m.

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