

Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
Monday, June 1, 2026

Present:

Dr. John Albert
Dr. Catie Besancon
Dave Brown
Dr. Eric Calderon
Jorge Cortez
Claudette Dain
Dalvir Dhillon
Ken Edwards
Patty Glover

Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Jonathan Johnson
Renee Liskey
Lisa McPheron
Henoch Perez
Dr. Richard F. Rams
Tommy Reyes

Dr. Greg Schulz
Cheri Swatek
Dr. Ty Thomas
Lisa Villa
Dan Volonte
Ji Hee Yoo
Mary Mincer, recording
secretary

Absent:

Spencer Boldt
Cathy Day

Gerhard Peters

Danielle Weller

Guests:

Dr. Kim Orlijan

Dr. Maryann Tolano-Leveque

Trevor Tolliver

I. Call to Order

Dr. Schulz called the meeting to order at 2:47 p.m.

II. Minutes

Dr. Catie Besancon moved to approve the May 11, 2026 meeting minutes, which Renee Liskey seconded.

May 11, 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
Dalvir Dhillon

Ken Edwards
Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Jonathan Johnson
Renee Liskey
Dr. Richard F. Rams

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

No Votes – None

Abstentions - None

III. **Old Business:** Action Items

Dr. Schulz requested to review each action item that has multiple APs and BPs to be read and reviewed as a whole, due to the volume of items on this Steering Committee meeting's agenda. He shared that if a particular document needed to be discussed individually, that could be accommodated.

1. Human Resources and EEO Advisory Committee – Revised Administrative Procedures and Board Policies – Second Read – Dr. John Albert

- AP 3433 Prohibition of Sexual Harassment under Title IX
- BP 3433 Prohibition of Sexual Harassment under Title IX
- AP 7100 Equal Employment Opportunity
- BP 7100 Equal Employment Opportunity
- AP 7101 Discrimination Harassment Complaint and Investigations
- BP 7101 Non-Discrimination
- AP 7102 Prohibition of Harassment
- BP 7102 Prohibition of Harassment

Dr. Dana Hester moved to approve the second and final reading of the attached Human Resources and EEO Advisory Committee – Revised Administrative Procedures and Board Policies – Second Read, which was seconded by Dr. Ty Thomas.

No discussion or comments ensued.

Human Resources and EEO Advisory Committee – Revised Administrative Procedures and Board Policies – Second Read, approved by consensus.

Yes Votes –

Dr. John Albert
Dr. Catie Besancon
Dave Brown
Dr. Eric Calderon
Jorge Cortez
Claudette Dain
Dalvir Dhillon

Ken Edwards
Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Jonathan Johnson
Renee Liskey
Dr. Richard F. Rams

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

No Votes – None

Abstentions – None

At this time: Lisa McPheron joined the meeting.

2. Student Services Committee – Proposed 2027-2028 Academic Calendar – Dr. Richard F. Rams

Dr. Rams discussed the process of receiving feedback from the different constituent groups and indicated that the holiday listed on March 31st, 2028 will now be known as “Farmworkers Day.”

Renee Liskey moved to approve the Student Services Committee – Proposed 2027-2028 Academic Calendar, which was seconded by Claudette Dain.

No discussion or comments ensued.

Student Services Committee – Proposed 2027-2028 Academic Calendar, approved by consensus.

Yes Votes –

Dr. John Albert
Dr. Catie Besancon
Dave Brown
Dr. Eric Calderon
Jorge Cortez
Claudette Dain
Dalvir Dhillon

Ken Edwards
Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Jonathan Johnson
Renee Liskey
Lisa McPheron

Dr. Richard F. Rams
Tommy Reyes
Cheri Swatek
Dr. Ty Thomas
Lisa Villa
Dan Volonte
Ji Hee Yoo

No Votes – None

Abstentions – None

At this time: Henoah Perez joined the meeting.

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

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

Dr. Catie Besancon 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 Dan Volonte.

Dr. Catie Besancon commented that when she took the training for the Emergency Response Plan, she did not know where to find it online. Lisa Villa replied that this information will be listed on the Faculty Resource Hub very soon.

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

Yes Votes –

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

Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Jonathan Johnson
Renee Liskey
Lisa McPheron
Henoch Perez
Dr. Richard F. Rams

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

No Votes – None

Abstentions – None

IV. Old Business: Information Items

None

V. New Business: Information & Action Items

1. Institutional Research, Planning and Effectiveness – Strategic Plan 2025-26 Progress Report – Information – Dr. Lan Hao

The 2025-26 academic year marks the fifth and final year of implementation of the Citrus College 2021-26 Strategic Plan.

Following past practice, the 2025-26 Progress Report documents the completion of progress to date of the 23 activities established in fall 2025.

A high-level summary of the highlights was provided.

Dr. Hao gave an introduction and overview of the 2025-26 Progress Report and then turned it over to individual cabinet members to give high-level summary updates on the six different themes within the report. Dr. Richard F. Rams discussed Themes 1: Student Experience and 2: Student Resources and Support.

At this time: Patty Glover joined the meeting.

Dr. Dana Hester discussed Theme 3: Enrollment Management. Dr. Ty Thomas discussed Theme 4: Instructional Excellence. Claudette Dain discussed Theme 5: Instructional Support. Dr. John Albert discussed Theme 6: Employee Experience, with Dr. Thomas discussing Activity 4. Implement the Classified Leadership Academy. Dr. Schulz thanked everyone for their contributions and informed everyone that this information will now be included on the June 16, 2026 Board of Trustees meeting agenda, as is prior practice.

2. Information Technology Master Plan 2026-2031 – Information – Dr. Eric Calderon

Dr. Calderon gave a brief introduction of the 2026-2031 Information Technology Master Plan. He made note that on page eleven, there is a correction of language that needs to be made, correcting “SARS replacement” with the word “upgrade” instead, as SARS is being upgraded, not replaced. He also stressed that this plan is a “living” document and solicited collaboration in continuing to update this document. Dr. Schulz gave his thanks for developing this plan.

At this time, Dr. Schulz made note that the rest of the New Business items for discussion would be presented for a “First Read for Action,” as previously discussed in the agenda package leading up to this meeting. If approved, they will then be put on the agenda for the upcoming June 16, 2026 Board of Trustees meeting for review. This acceleration of the normal process is due to a myriad of reasons, including changes in the law and other time-sensitive reasons. Dr. Schulz acknowledged that if more time is needed to more thoroughly review an item, that could be accommodated.

3. Human Resources and EEO Advisory Committee – Revised Administrative Procedures and Board Policies – First Read for Action – Dr. John Albert

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 3434 Responding to Harassment Based on Sex under Title IX

Dr. John Albert thanked all the constituent groups for their helpful feedback in reviewing AP 3434, emphasizing the time-sensitive nature of this AP, as Citrus College does not currently have this AP in question posted on our site.

Henoch Perez moved to approve the first and final reading of the Human Resources and EEO Advisory Committee – Revised Administrative Procedures and Board Policies AP 3434 – First Read for Action, which was seconded by Lisa Villa.

Human Resources and EEO Advisory Committee – Revised Administrative Procedures and Board Policies AP 3434 – First Read for Action, approved by consensus.

Yes Votes –

Dr. John Albert	Patty Glover	Dr. Richard F. Rams
Dr. Catie Besancon	Dr. Lan Hao	Tommy Reyes
Dave Brown	Dr. Dana Hester	Cheri Swatek
Dr. Eric Calderon	Dr. Elaine Jefferson	Dr. Ty Thomas
Jorge Cortez	Jonathan Johnson	Lisa Villa
Claudette Dain	Renee Liskey	Dan Volonte
Dalvir Dhillon	Lisa McPheron	Ji Hee Yoo
Ken Edwards	Henoch Perez	

No Votes – None

Abstentions – None

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

- AP 3436 Hazing
- BP 3436 Hazing
- AP 3900 Speech: Time, Place and Manner
- BP 3900 Speech: Time, Place and Manner
- AP 5520 Student Discipline Procedures
- BP 5030 Fees

Dr. Richard F. Rams gave a brief introduction of the items for First Read for Action, including AP/BP 3436 Hazing has a legal requirement update.

AP/BP Speech: Time, Place and Manner has not been updated in some time and therefore required a more comprehensive update. AP 5520 Student Discipline Procedures requires an update in reference to Assembly Bill 1575, as well as formatting changes and clarity to language and legally required time frames. BP 5030 Fees has been updated to allow the District to move forward in assessing student health fees, which is in alignment with the Chancellor's Office Fiscal division guidance.

Claudette Dain moved to approve the first and final reading of the Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – First Read for Action, which was seconded by Renee Liskey.

Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies: AP/BP 3436, 3900, AP 5520, and BP 5030 – First Read for Action, approved by consensus.

Yes Votes –

Dr. John Albert	Patty Glover	Dr. Richard F. Rams
Dr. Catie Besancon	Dr. Lan Hao	Tommy Reyes
Dave Brown	Dr. Dana Hester	Cheri Swatek
Dr. Eric Calderon	Dr. Elaine Jefferson	Dr. Ty Thomas
Jorge Cortez	Jonathan Johnson	Lisa Villa
Claudette Dain	Renee Liskey	Dan Volonte
Dalvir Dhillon	Lisa McPheron	Ji Hee Yoo
Ken Edwards	Henoch Perez	

No Votes – None

Abstentions – None

5. Educational Programs Committee (EPC) – Revised Administrative Procedures and Board Policy – First Read for Action – Dr. Dana Hester

- BP 4010 Academic Calendar
- AP 4010 Academic Calendar
- AP 4021 Instructional Program Viability

Dr. Dana Hester gave an overview of these APs and BPs for review. BP 4010 Academic Calendar is a Desk Review with no changes. It's counterpart, AP 4010 Academic Calendar has updates regarding the March 31st holiday name being changed to "Farmworkers Day" in alignment with California State statutory guidelines as well as grammar updates in the first paragraph. The holiday Juneteenth was also updated. AP 4021 Instructional Program Viability only has changes to grammar.

Dr. Catie Besancon moved to approve the first and final reading of the Educational Programs Committee (EPC) – Revised Administrative Procedures and Board Policy: BP/AP 4010 and AP 4021 – First Read for Action, which was seconded by Dan Volonte.

Educational Programs Committee (EPC) – Revised Administrative Procedures and Board Policy: BP/AP 4010 and AP 4021 – First Read for Action, approved by consensus.

Yes Votes –

Dr. John Albert	Patty Glover	Dr. Richard F. Rams
Dr. Catie Besancon	Dr. Lan Hao	Tommy Reyes
Dave Brown	Dr. Dana Hester	Cheri Swatek
Dr. Eric Calderon	Dr. Elaine Jefferson	Dr. Ty Thomas
Jorge Cortez	Jonathan Johnson	Lisa Villa
Claudette Dain	Renee Liskey	Dan Volonte
Dalvir Dhillon	Lisa McPheron	Ji Hee Yoo
Ken Edwards	Henoch Perez	

No Votes – None

Abstentions – None

6. Financial Resources Committee – Revised Board Policies and Administrative Procedures – First Read for Action – Claudette Dain

- AP 6100 Delegation of Authority
- AP 6200 Budget Preparation
- AP 6300 Fiscal Management
- AP 6330 Purchasing
- AP 6400 Financial Audits
- BP 6200 Budget Preparation
- BP 6300 Fiscal Management
- BP 6400 Financial Audits
- BP 6520 Security for District Property

Claudette Dain gave an overview of these APs and BPs for review. AP 6100 Delegation of Authority only has the dollar amount per public contract code for bidding requirements updated to meet the current standing amount. AP/BP 6200 Budget Preparation have updates pertaining to the accreditation standard and the budget calendar timeline. AP 6300 Fiscal Management has updates pertaining to the accreditation standard and a new bullet point was added regarding responsible stewardship of available resources. AP 6330 Purchasing is a Desk Review with no changes. AP

6400 Financial Audits has modifications to the last paragraph that mirrors the language to match what is in the codes sections in accordance with the Chancellor's Office contracted District Audit Manual. BP 6300 Fiscal Management, BP 6400 Financial Audits and BP 6520 Security for District Property all have modifications only to the accreditation standards, with BP 6520 having been modified the most.

Lisa Villa asked if AP 6200 Budget Preparation could be reviewed and sent through the motion process separate to the rest, which was approved by Dr. Schulz.

Dr. Catie Besancon moved to approve the first and final reading of the Financial Resources Committee – Revised Board Policies and Administrative Procedures: AP 6100, AP/BP 6300, AP 6330, AP/BP 6400, BP 6200 and BP 6520 – First Read for Action, which was seconded by Dave Brown.

Financial Resources Committee – Revised Board Policies and Administrative Procedures: AP 6100, AP/BP 6300, AP 6330, AP/BP 6400, BP 6200 and BP 6520 – First Read for Action, approved by consensus.

Yes Votes –

Dr. John Albert	Patty Glover	Dr. Richard F. Rams
Dr. Catie Besancon	Dr. Lan Hao	Tommy Reyes
Dave Brown	Dr. Dana Hester	Cheri Swatek
Dr. Eric Calderon	Dr. Elaine Jefferson	Dr. Ty Thomas
Jorge Cortez	Jonathan Johnson	Lisa Villa
Claudette Dain	Renee Liskey	Dan Volonte
Dalvir Dhillon	Lisa McPheron	Ji Hee Yoo
Ken Edwards	Henoch Perez	

No Votes – None

Abstentions – None

Financial Resources Committee – Revised Board Policies and Administrative Procedures: AP 6200 Budget Preparation – First Read for Action was approved to be motioned, discussed, and approved on its own, separate from the others address by the Financial Resources Committee in this meeting.

Dave Brown moved to approve the first and final reading of the attached Financial Resources Committee – Revised Board Policies and Administrative Procedures: AP 6200 Budget Preparation – First Read for Action, which was seconded by Dr. Catie Besancon.

Discussion ensued regarding a comment that the Academic Senate wished to include in this AP in the first bullet point, which was unfortunately not communicated to the Financial Resources Committee due to technical difficulties. Claudette Dain gave context as to why this request was difficult to comply with and discussions ensued as to how all parties involved could keep informed of any major changes to the budget prior to decisions going before the Board of Trustees.

Financial Resources Committee – Revised Board Policies and Administrative Procedures: AP 6200 Budget Preparation – First Read for Action, approved by consensus.

Yes Votes –

Dr. John Albert	Patty Glover	Dr. Richard F. Rams
Dr. Catie Besancon	Dr. Lan Hao	Tommy Reyes
Dave Brown	Dr. Dana Hester	Cheri Swatek
Dr. Eric Calderon	Dr. Elaine Jefferson	Dr. Ty Thomas
Jorge Cortez	Jonathan Johnson	Lisa Villa
Claudette Dain	Renee Liskey	Dan Volonte
Dalvir Dhillon	Lisa McPheron	Ji Hee Yoo
Ken Edwards	Henoch Perez	

No Votes – None

Abstentions – None

VI. Reports and Updates

Reports were all shared after the meeting through written reports, due to time constraints.

a. Educational Programs Committee – Dr. Dana Hester

No report.

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

The Student Services Committee met on May 12, 2026 and opened with appreciation for SSC members and recognition of recent accolades. Members reviewed updates to the Integrated Planning Manual, with a focus on the Educational Facilities Master Plan section, and noted that feedback is due by May 22. An update was also provided on the Annual Transfer Center Plan. The committee received several regulatory and system updates, including recent Title 5 changes related to Academic Renewal, the transition from CCCApply to CCCStart (CCCReimagined) following a CCCCO webinar, and revised ADA Title Is I regulations, with implementation now delayed until April 2027. The meeting concluded with a first read of the 2026–27 SSC Purpose Statement and approval of meeting dates for 2026-27.

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

- An update on Facilities and Construction projects was provided. A few highlights include:
 - Summer Projects: Sealcoating and Striping of Parking Lots will occur in Lot S1 (with E1) and E6 (North of AD and LI), between August 17 – August 21, 2026. Additionally, Roofing work encompassing several buildings will occur over the summer, pending an RFP for roofing services.
 - Center for Excellence (commonly referred to as the Church property): This project is to program a conference center facility in accordance with the Educational and Facilities Master Plan. An award of contract to BNBuilders (BNB), teamed with Lionakis as the Design Build Entity, was approved at the May board meeting. A “Notice-to-Proceed” is expected to be issued in June 2026, after which time programming will commence.
- Campus Safety, Security and Parking Updates were provided, as follows:
 - Safety Update: A “Save The Date” email was sent regarding Emergency Drills for 2026-27:
 - Lockdown Drill - Tuesday, September 22, 2026
 - The Great ShakeOut Earthquake and Evacuation Drill - Thursday, October 15, 2026
 - Fire Drill - Wednesday, March 17, 2027
 - Security Update: Citrus College will observe the Summer 4/10 schedules, with the exception of a couple areas with pre-arranged dates and events that have been scheduled and are on the campus calendar. Therefore, the Campus will be closed on Fridays; buildings will be closed and intrusion alarms will be activated.
 - Parking Update: Summer parking permits for students will be on sale beginning Monday, June 8, 2026. The first day of classes is Monday, June 22, 2026. Enforcement in student stalls begins on Monday, June 29, 2026. Prior to this date, emails and text messages will be sent to students.
- The proposed meeting dates of the Physical Resources and Safety Committee for the upcoming year were approved.

d. Financial Resources Committee – Ms. Claudette Dain

The Financial Resources Committee is scheduled to meet on 6/3/26. They will review the May Revise and its impact on our budget assumptions and will review and approve the Tentative Budget assumptions. The Committee will

revisit and reconsider the recommendation to borrow or not to borrow FTES from the Summer term.

e. Human Resources Advisory Committee – Dr. John Albert

No report.

f. College Information Technology Committee – Dr. Eric Calderon

No report.

This committee will meet next on: June 8, 2026.

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

No report.

Lisa McPheron mentioned that it was Dalvir Dhillon's last meeting, as she is set to retire at the end of this Spring 2026 Semester. Congratulations and thankfulness for her contributions were expressed by all.

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

Will meet on June 1 immediately after the Steering Committee meeting. Topics of discussion include:

- Comments to the Integrated Planning Model and the Manual

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

Met the morning of June 1:

- CCSSE Debrief –a high-level recap of the spring 2026 CCSSE and CCFSSSE administration. Survey results will be shared in fall 2026.
- BP/AP 3250 – Institutional Planning – The group began the periodic review process of BP/AP 3250. Edits were suggested. The process will continue, according to the college's practice for reviewing BPs/APs, in fall 2026.

j. Program Review Coordinator – Mr. Dan Volonte

No report.

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

No report.

This committee will meet next on: June 5, 2026.

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

No report.

o. Academic Senate President – Ms. Lisa Villa

No report.

p. ASCC Representatives – Henocho Perez & Jonathan Johnson

No report.

q. Classified – Ms. Danielle Weller

No report.

r. Supervisors/Confidentials – Mr. Jorge Cortez

No report.

Meeting next on: June 5, 2026.

s. Superintendent/President – Dr. Greg Schulz

As we approach the end of the spring semester, I would like to thank all faculty and staff for your efforts to help our students learn and make progress towards their academic and professional goals throughout this academic year. I am looking forward to joining you as we celebrate the success of our students at Commencement on Friday, June 12. Last month, we celebrated our classified colleagues during Classified School Employee Appreciation Week, and I want to once again express my gratitude for all that our classified professionals do each day on our campus as we serve our students. The college hosted 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, confidential professionals, faculty members, and trustees who donated gift cards that were distributed to our classified employees throughout the breakfast and the lunch. I'd also like to thank Mary Mincer and Cydney Leon for their leadership and support, including their efforts to plan and coordinate these Classified School Employee Appreciation Week events. Today is the last Steering Committee meeting of the spring semester. Thank you to our Steering Committee members for your participation and support throughout the year. This concludes my report.

VII. Adjournment: Dr. Greg Schulz

The meeting was adjourned at 4:03 p.m.

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