

Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
Monday, September 28, 2026

Present:

Dr. Catie Besancon	Patty Glover	Dr. Richard F. Rams
Spencer Boldt	Dr. Lan Hao	Matthew Reuteler
Dr. Eric Calderon	Dr. Dana Hester	Carlos Rodriguez
Jorge Cortez	Dr. Elaine Jefferson	Dr. Greg Schulz
Claudette Dain	Brianne Levine-Peters	Dan Volonte
Cathy Day	Renee Liskey	Ji Hee Yoo
Rose Ann Enamorado	Jamie Love	Mary Mincer, recording
Santos	Lisa McPheron	secretary
Jana Fossum	Anh Nguyen	

Absent:

Dr. John Albert	Cheri Swatek	Danielle Weller
Dave Brown	Dr. Ty Thomas	

Guests:

Dr. Kim Orlijan	Brenda Fink (representing Dr. John Albert)
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I. Call to Order

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

II. Minutes

Renee Liskey moved to approve the September 14, 2026 meeting minutes, which Dr. Catie Besancon seconded.

ASCC Representative, Carlos Rodriguez, requested an edit to the use of a plural pronoun be replaced with a singular pronoun instead in his report at the last meeting.

September 14, 2026, Steering Committee meeting minutes were approved by consensus.

Yes Votes –

Dr. Catie Besancon	Rose Ann Enamorado	Brianne Levine-Peters
Spencer Boldt	Santos	Renee Liskey
Dr. Eric Calderon	Jana Fossum	Jamie Love
Jorge Cortez	Dr. Lan Hao	Lisa McPheron
Claudette Dain	Dr. Dana Hester	Anh Nguyen
Cathy Day	Dr. Elaine Jefferson	Dr. Richard F. Rams

Matthew Reuteler
Carlos Rodriguez

Dan Volonte
Ji Hee Yoo

No Votes – None

Abstentions - None

III. **Old Business:** Action Items

1. Steering Committee Purpose Statement – Second Read – Dr. Greg Schulz

Annually, the Steering Committee reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook.

Dr. Dana Hester moved to approve the second and final reading of the attached Steering Committee Purpose Statement, which was seconded by Rose Ann Enamorado Santos.

Steering Committee Purpose Statement, approved by consensus.

Yes Votes –

Dr. Catie Besancon
Spencer Boldt
Dr. Eric Calderon
Jorge Cortez
Claudette Dain
Cathy Day
Rose Ann Enamorado
Santos

Jana Fossum
Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Brianne Levine-Peters
Renee Liskey
Jamie Love
Lisa McPheron

Anh Nguyen
Dr. Richard F. Rams
Matthew Reuteler
Carlos Rodriguez
Dan Volonte
Ji Hee Yoo

No Votes – None

Abstentions – None

2. Steering Committee Constitution – Second Read – Dr. Greg Schulz

Annually, the Steering Committee reviews its Constitution for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook.

Dr. Eric Calderon moved to approve the second and final reading of the attached Steering Committee Constitution, which was seconded by Dr. Catie Besancon.

Dr. Eric Calderon pointed out a deletion of the no longer active Instructional Leadership Team sub-committee under Article VI, Section 1., C., which was edited after the First Read at the last Steering Committee meeting.

Steering Committee Constitution, approved by consensus.

Yes Votes –

Dr. Catie Besancon	Jana Fossum	Anh Nguyen
Spencer Boldt	Dr. Lan Hao	Dr. Richard F. Rams
Dr. Eric Calderon	Dr. Dana Hester	Matthew Reuteler
Jorge Cortez	Dr. Elaine Jefferson	Carlos Rodriguez
Claudette Dain	Brianne Levine-Peters	Dan Volonte
Cathy Day	Renee Liskey	Ji Hee Yoo
Rose Ann Enamorado	Jamie Love	
Santos	Lisa McPheron	

No Votes – None

Abstentions – None

3. 2026-27 Human Resources and EEO Advisory Committee Purpose Statement – Second Read – Dr. John Albert

Annually the Human Resources and EEO Advisory Committee reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook. This document was discussed and approved by Human Resources and EEO Advisory Committee on Wednesday, May 20, 2026.

Dr. Catie Besancon moved to approve the second and final reading of the attached 2026-27 Human Resources and EEO Advisory Committee Purpose Statement, which was seconded by Spencer Boldt.

2026-27 Human Resources and EEO Advisory Committee Purpose Statement, approved by consensus.

Yes Votes –

Dr. Catie Besancon	Jana Fossum	Anh Nguyen
Spencer Boldt	Dr. Lan Hao	Dr. Richard F. Rams
Dr. Eric Calderon	Dr. Dana Hester	Matthew Reuteler
Jorge Cortez	Dr. Elaine Jefferson	Carlos Rodriguez
Claudette Dain	Brianne Levine-Peters	Dan Volonte
Cathy Day	Renee Liskey	Ji Hee Yoo
Rose Ann Enamorado	Jamie Love	
Santos	Lisa McPheron	

No Votes – None

Abstentions – None

IV. Old Business: Information Items

None

V. New Business: Information Items

1. College Information Technology Committee (CITC) 2026-2027 Purpose Statement – First Read – Dr. Eric Calderon

Annually the College Information Technology Committee (CITC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook. This document was discussed and approved by the College Information Technology Committee (CITC) on Monday, September 14, 2026.

Under Responsibilities, item 8 will be deleted, due to the language no longer being needed, and item 9 will replace this deletion and become item 8 instead.

This document is expected to be submitted for a Second Read at the next Steering Committee meeting on October 12, 2026.

At this time: Patty Glover joined the meeting.

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

- BP 4030 Academic Freedom
- BP 4220 Standards of Scholarship
- AP 4250 Academic and Progress Notice
- BP 4250 Academic and Progress Notice, Pause, and Restart

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 Procedure and Board Policies have been reviewed and approved by constituent groups on various dates. There are no corresponding Administrative Procedures for BP 4030 and BP 4220.

The appropriate ACCJC eligibility requirements and standards were added to BP 4030, along with some cleanup of language for readability and accuracy. BP 4220 was edited to align with BP/AP 4250 and the name change, as they are

moving away from the language of “probation, dismissal, and readmission” and replacing it with the new language of “Notice, Pause, and Restart,” which is in alignment with a system-wide change from the State Chancellor’s Office. Pronouns have also been updated to be non-gendered, and some new Title V language has been added for clarification.

This document is expected to be submitted for a Second Read at the next Steering Committee meeting on October 12, 2026.

3. 2026-27 Associated Students of Citrus College (ASCC) Purpose Statement – First Read – Dr. Richard F. Rams

The Associated Students of Citrus College (ASCC) annually reviews its Purpose Statement for accuracy and relevance prior to placement in the Participatory Governance Handbook. This document was discussed and approved by ASCC on Tuesday, September 8, 2026.

This document is expected to be submitted for a Second Read at the next Steering Committee meeting on October 12, 2026.

4. 2026-27 Student Services Committee (SSC) Purpose Statement – First Read – Dr. Richard F. Rams

The Student Services Committee annually reviews its Purpose Statement for accuracy and relevance prior to placement in the Participatory Governance Handbook.

This document is expected to be submitted for a Second Read at the next Steering Committee meeting on October 12, 2026.

5. Institutional Research and Planning Committee (IRPC) 2026-27 Purpose Statement – First Read – Dr. Lan Hao

Annually, the Institutional Research and Planning Committee (IRPC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook. This document was discussed and approved by the Institutional Research and Planning Committee (IRPC) on Monday, September 21, 2026.

This document is expected to be submitted for a Second Read at the next Steering Committee meeting on October 12, 2026.

6. 2026-27 Program Review/SLOA Purpose Statement – First Read – Dr. Dana Hester

Annually the Program Review/SLOA Committee reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory

Governance Handbook. This document was discussed and approved by Program Review/SLOA Committee on Friday, September 4, 2026.

This document is expected to be submitted for a Second Read at the next Steering Committee meeting on October 12, 2026.

VI. Reports and Updates

a. Educational Programs Committee – Dr. Dana Hester

No report.

Their next meeting will be held on October 5, 2026.

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

No report.

Their next meeting will be held on October 8, 2026.

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

- An update on Facilities and Construction projects was provided. A few highlights include:
 - An award of contract to NM Building Group was issued with a Notice to Proceed for May 20, 2026, for the SS A&R Front Counter and Glazing project. The project is now 99% complete, and is awaiting final parts. Funding for the project came from Student Services.
 - A Roofing project is in process with replacements the FH and GH and repairs on MA and ADP. Commercial and Industrial Roofing Co. is the contractor on the project. Anticipated completion will be Q4 of 2026. Funding for the project is from the Capital Outlay Fund.
 - For the Science Building project, Increment 1 (demolition), began this summer 2026, and continues is in process. Plan review for Increment 2 (new building construction) continues with DSA approval expected by December 2026. Inclusion area buildings that are impacted by the construction include IS, LB, IC, NB and SB; these five (5) buildings will be razed.
- Campus Safety, Security and Parking Updates were provided, as follows:
 - Safety Update: On Tuesday, September 22, 2026, a scheduled lockdown drill was held at 10:08 a.m. The entire drill lasted approximately 36 minutes. A debrief was held after the drill.
 - A “Save The Date” email is forthcoming regarding Emergency Drills for the 2026-2027 academic year:
 - The Great ShakeOut Earthquake and Evacuation Drill is scheduled for Thursday, October 15, 2026
 - Fire Drill - Wednesday, March 17, 2027

- Emergency Preparedness Training Dates:
 - Emergency Operations Center (EOC) Basic - November (date TBD)
 - Crisis Action Team (CAT) - Early February (date TBD)
 - Emergency Operations Center (EOC) Tabletop Exercise - May (date TBD)
- Security Update: Please follow the campus access protocol for after-hours access.
- Parking Update: Fall parking permits for students went on sale on Monday, August 10, 2026. The first day of classes was Monday, August 24, 2026. Enforcement in student stalls began on Monday, August 31, 2026. Prior to this date, emails and text messages were sent to students.
- The Committee reviewed the annual Five-Year Construction Plan that was approved by the Board in June 2026, and subsequently submitted to the Chancellor's Office. The Plan included 14 projects in priority order, based on the District's EFMP, and a Final Project Proposal (FPP) submitted for the Classroom Building/Information Services project, as well as two Initial Project Proposals (IPPs) for the Library/Learning Resource Center and the Kinesiology projects.
- The Physical Resources and Safety Committee 2026-2027 Purpose Statement, including the Purpose Statements for the two subcommittees (the Sustainability Committee and the Public Safety Advisory Committee) was reviewed and approved by the committee, and will be coming to the Steering Committee.

d. Financial Resources Committee – Ms. Claudette Dain

No report.

Their next meeting will be held on October 7, 2026.

e. Human Resources Advisory Committee – Dr. John Albert

No report.

Their next meeting will be held on October 21, 2026.

f. College Information Technology Committee – Dr. Eric Calderon

No report.

Their next meeting will be held on Monday, October 5, 2026.

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

The department recently launched the Citrus View news center, <https://news.citruscollege.edu/>. This news center will help amplify the many successes, programs, activities and people who make Citrus College special.

The site is also a tool to manage the college brand, support media relations and collaborate with campus partners on their projects. Citrus View was developed with three goals in mind:

- Enhance internal communications and participation on campus by promoting and advancing our programs and events.
- Contribute to a campus culture that celebrates and recognizes the achievements of our people and programs by creating greater awareness.
- Elevate awareness of Citrus College's impact to the communities we serve.

The strategic communications team is also developing a companion newsletter using Element451.

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

They will meet on October 28, 2026 immediately following the Steering Committee meeting. Agenda items include:

- 2026-27 IEC Purpose Statement
- Accreditation Updates
- Review Integrated Planning Manual post-June IEC meeting

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

They met on September 21, 2026. Agenda items included:

- 2026-27 IRPC Purpose Statement was approved and presented to Steering today for the first read
- CCSSE Results Part A: Executive Summary; Supplemental Questions
 - September Did You Know

Their next meeting will be held on October 19, 2026.

j. Program Review Coordinator – Mr. Dan Volonte

No report.

Their next meeting will be held on October 2, 2026.

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

The majority (85%) of SLOA 2025-2026 Padlets have been completed and frozen. For those programs still needing Reflection (either some details or full reflection), Dr. Besancon will be reaching out to deans with a list of the program's that still need this section completed. 2026-2027 SLOA Padlets will be launched in the coming week. An email will be sent out to all faculty to let them know that the Padlets are available for the 2026-2027 academic year.

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

No report.

Their next meeting will be held on October 9, 2026.

m. Professional Learning Committee – Dr. Ty Thomas

No report.

Their next meeting will be held on October 27, 2026.

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

Dr. Besancon and Dr. Hester led an Institutional Self-Evaluation Report (ISER) training and writing team kick-off meeting on Friday, September 18th. Each team is led by a manager and a faculty member, and they will be developing their draft responses this fall.

o. Academic Senate President – Ms. Renee Liskey

Academic Senate is slowly becoming busier as they wait on the arrival of AP's and BP's from other areas for approval. They are continuing discussions on the AP and BP that focuses on the FNIC committee's procedures and the makeup of the committee itself. Dr. Hester will be attending their next meeting to hold discussions with faculty regarding enrollment issues, dual enrollment, and the possibility of changing the structure of the academic calendar.

p. ASCC Representatives – Rose Ann Enamorado Santos & Carlos Rodriguez

Rose Ann Enamorado Santos expressed gratitude for the positive experience and great team building opportunities that everyone had at the retreat at UCLA Lake Arrowhead.

q. Classified – Ms. Danielle Weller

No report.

r. Supervisors/Confidentials – Mr. Jorge Cortez

No report.

Their next meeting will be held on December 11, 2026.

s. Superintendent/President – Dr. Greg Schulz

- Dr. Schulz thanked the students, faculty and staff members who attended his recent open office hour on Thursday, September 17. In an effort to accommodate more visits, he extended the time to an hour and a half, and he had the opportunity to visit with a total of 17 members of our campus community.
- Dr. Schulz shared an enrollment update – As of this morning, our projected FTES (full-time equivalent students) for the fall semester is 3,884 FTES. We have a goal to reach at least 4,000 FTES this fall semester and there are a number of late start classes that are scheduled to begin within the next few weeks. Fall enrollment is ongoing, and he thanked our counselors, our student services professionals in enrollment services, and the welcome center faculty and staff for helping students with their fall enrollment and education plans. For the summer 2026 session, we served a total of 1,319 FTES which is an increase over summer 2025 (1,179 FTES) of about 139 FTES. We still have quite a way to go to reach our annual goal of 10,100 FTES by June 2027. Dr. Schulz appreciates the collective efforts of our campus community as we strive to reach (or exceed) this goal.

- Dr. Schulz thanked the members of our campuswide enrollment management committee. Earlier this month the committee met and discussed the Strategic Enrollment Management Plan Goals, which include some of the following:
 - Gathering and analyzing quantitative and qualitative data related to student demand/course-taking patterns
 - Discussing the development and pilot implementation of schedule blocks to be offered to new, incoming first-time students
 - Discussing the development and implementation of a more robust evening cohort program
 - Discussing and developing strategies to increase the number of students attempting and completing mathematics and English in the first year (and)
 - Leveraging re-engagement strategies to increase returning student enrollments, through marketing and outreach efforts
- Dr. Schulz will host his next open office hour on Tuesday October 13, at 2 p.m. All are welcome to attend.

VII. Adjournment: Dr. Greg Schulz

Brianne Levine-Peters moved to approve adjournment, which Patty Glover seconded.

September 28, 2026 Steering Committee meeting, approved by consensus.

Yes Votes –

Dr. Catie Besancon
Spencer Boldt
Dr. Eric Calderon
Jorge Cortez
Claudette Dain
Cathy Day
Rose Ann Enamorado
Santos

Jana Fossum
Patty Glover
Dr. Lan Hao
Dr. Dana Hester
Dr. Elaine Jefferson
Brianne Levine-Peters
Renee Liskey
Jamie Love

Lisa McPheron
Anh Nguyen
Dr. Richard F. Rams
Matthew Reuteler
Carlos Rodriguez
Dan Volonte
Ji Hee Yoo

No Votes – None

Abstentions - None

The meeting was adjourned at 3:38 p.m.

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