Approved
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
Monday, October 26, 2026

Present:

Dr. Catie Besancon	Dr. Dana Hester	Carlos Rodriguez
Dave Brown	Dr. Elaine Jefferson	Dr. Ty Thomas
Dr. Eric Calderon	Renee Liskey	Dan Volonte
Cathy Day	Jamie Love	Mary Mincer, recording secretary
Jana Fossum	Anh Nguyen	
Patty Glover	Dr. Richard F. Rams	
Dr. Lan Hao	Matthew Reuteler	

Absent:

Dr. John Albert	Rose Ann Enamorado-Santos	Dr. Greg Schulz
Spencer Boldt	Brianne Levine-Peters	Cheri Swatek
Jorge Cortez	Lisa McPheron	Danielle Weller
Claudette Dain		Ji Hee Yoo

Guests:
Jennifer Blackburn
Brenda Fink (representing Dr. John Albert)
Shawn Jones (representing Claudette Dain)
Dr. Maryann Tolano-Leveque

I. Call to Order

Dr. Hester called the meeting to order at 2:46 p.m.

II. Minutes

Renee Liskey moved to approve the October 12, 2026 meeting minutes, which Patty Glover seconded.

Dr. Eric Calderon made note that on the CITC Mission Statement, the title of the Dean of Career, Technical, and Continuing Education was updated to state the new title of Dean of Career and Technical Education.

October 12, 2026, Steering Committee meeting minutes were approved by consensus.

Yes Votes –

Dr. Catie Besancon	Brenda Fink	Dr. Dana Hester
Dave Brown	Jana Fossum	Dr. Elaine Jefferson
Dr. Eric Calderon	Patty Glover	Shawn Jones
Cathy Day	Dr. Lan Hao	Renee Liskey

Jamie Love	Matthew Reuteler	Dan Volonte
Anh Nguyen	Carlos Rodriguez	
Dr. Richard F. Rams	Dr. Ty Thomas	

No Votes – None

Abstentions - None

III. Old Business: Action Items

1. Institutional Effectiveness Committee (IEC) 2026-27 Purpose Statement – Second Read – Dr. Lan Hao

   Annually, the Institutional Effectiveness Committee (IEC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook.

   The Institutional Effectiveness Committee 2026-27 Purpose Statement was submitted for a first reading at the October 12, 2026 Steering Committee meeting.

   Dr. Lan Hao made note that under “General Responsibilities,” on the fourth line, the word “of” was added after “…review and update…” to make readability more effective.

   Dr. Ty Thomas moved to approve the second and final reading of the attached Institutional Effectiveness Committee (IEC) 2026-27 Purpose Statement, which was seconded by Dr. Catie Besancon.

   Institutional Effectiveness Committee (IEC) 2026-27 Purpose Statement, approved by consensus.

   Yes Votes –

Dr. Catie Besancon	Dr. Lan Hao	Dr. Richard F. Rams
Dave Brown	Dr. Dana Hester	Matthew Reuteler
Dr. Eric Calderon	Dr. Elaine Jefferson	Carlos Rodriguez
Cathy Day	Shawn Jones	Dr. Ty Thomas
Brenda Fink	Renee Liskey	Dan Volonte
Jana Fossum	Jamie Love	
Patty Glover	Anh Nguyen	

   No Votes – None

   Abstentions – None

2. 2026-2027 Financial Resources Committee Purpose Statement – Second Read – Claudette E. Dain

   Annually, the Financial Resources Committee (FRC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook.

   The 2026-27 Financial Resources Committee (FRC) Purpose Statement was submitted for a first reading at the October 12, 2026 Steering Committee meeting.

   On behalf of Claudette Dain, who was unable to attend this meeting, Shawn Jones, Director of Business Services, gave an overview of the last review of this document and noted that the only changes are date related and where the names of members are listed.

   Dave Brown moved to approve the second and final reading of the attached 2026-2027 Financial Resources Committee Purpose Statement, which was seconded by Dr. Catie Besancon.

   2026-2027 Financial Resources Committee Purpose Statement, approved by consensus.

   Yes Votes –

Dr. Catie Besancon	Dr. Lan Hao	Dr. Richard F. Rams
Dave Brown	Dr. Dana Hester	Matthew Reuteler
Dr. Eric Calderon	Dr. Elaine Jefferson	Carlos Rodriguez
Cathy Day	Shawn Jones	Dr. Ty Thomas
Brenda Fink	Renee Liskey	Dan Volonte
Jana Fossum	Jamie Love	
Patty Glover	Anh Nguyen	

   No Votes – None

   Abstentions – None

3. 2026-2027 Physical Resources and Safety Committee Purpose Statement – Second Read – Claudette E. Dain

   Annually, the Physical Resources and Safety Committee (PRSC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Participatory Governance Handbook.

   The 2026-27 Physical Resources and Safety Committee (PRSC) Purpose Statement was submitted for a first reading at the October 12, 2026 Steering Committee meeting.

Shawn Jones made note of a change to Dr. Eric Calderon's title being changed to Chief Technology Officer.

Dr. Catie Besancon moved to approve the second and final reading of the attached 2026-27 Physical Resources and Safety Committee (PRSC) Purpose Statement, which was seconded by Matthew Reuteler.

2026-27 Physical Resources and Safety Committee (PRSC) Purpose Statement, approved by consensus.

Yes Votes –

Dr. Catie Besancon	Dr. Lan Hao	Dr. Richard F. Rams
Dave Brown	Dr. Dana Hester	Matthew Reuteler
Dr. Eric Calderon	Dr. Elaine Jefferson	Carlos Rodriguez
Cathy Day	Shawn Jones	Dr. Ty Thomas
Brenda Fink	Renee Liskey	Dan Volonte
Jana Fossum	Jamie Love	
Patty Glover	Anh Nguyen	

No Votes – None

Abstentions – None

IV. **Old Business**: Information Items

1. None

V. **New Business**: Information Items

1. 2026-2028 Integrated Planning Manual Tenth Edition – Dr. Lan Hao

The Integrated Planning Manual documents the college's integrated planning model and provides a holistic description of the major plans. The Institutional Effectiveness Committee (IEC) reviews and updates the Manual periodically.

The 2026-2028 edition of the Integrated Planning Manual was reviewed and updated by respective participatory governance committees in spring 2026, and the final version was discussed and approved at the September 28, 2026 IEC meeting. The final approved version will be available for viewing on the college's website.

Updates have been incorporated into the tenth edition enhancing the overall aesthetics of the document and ensuring alignment with the college's current planning practices. Notable changes include a redesigned integrated planning model flow chart, and the omission of all appendices allowing for a more concise

document, overall. The appendices have been replaced with hyperlinks to the college's website where the information may be accessed.

This document is for informational purposes only and will not be presented as a second read in the future.
Dr. Lan Hao acknowledged that her and Dan Volonte co-chair the Institutional Effectiveness Committee (IEC) and thanked everyone on their behalf who helped contribute to the reviewing and updating of this document. She went on to give explanations to some of the updates and how this document now functions, including the change of listed appendices to hyperlinks where updated information can be accessed from our website.

Dr. Dana Hester mentioned the usefulness of this document as a helpful orientation tool for onboarding new employees.

Dr. Lan Hao also thanked her assistant, Jody Barrass, for her help in monitoring and tracking the processes and changes, as well as Jolie Elman for ensuring everything was linked correctly to the website.

VI. Reports and Updates

a. Educational Programs Committee – Dr. Dana Hester
No report.

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

b. Student Services Committee – Dr. Richard F. Rams
No report.

Their next meeting will be held on November 12, 2026.

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

- An update on Facilities and Construction projects was provided. A few highlights include:
    - Main Switchgear & Electrical Infrastructure Maintenance: Planning and implementation for the next phase of work has commenced and it will be done over a multi-year period. More work will be planned for winter break 2026. The scheduled work date will likely be December 28th or 29th.
    - Pool Resurfacing: This project includes resurfacing, mechanical equipment replacement, plaster and striping of the pool. A contract has been awarded to Aquatic Design Group for design plans and specifications development. The plans are fully in process. Once the construction documents are completed, the

bidding phase will commence. The project is funded by Capital Outlay.

- Sustainability Committee Update - October 2026 - A Sustainability Committee meeting was held on October 15, 2026. The Sustainability Committee BOT update was provided at the October 20, 2026 Board of Trustees meeting.
- Campus Safety, Security and Parking Updates were provided, as follows:
    - Security Update:
        - 2025 statistics continue to affirm Citrus College is a safe, secure learning and working environment where crime is minimal and violent crime is almost non-existent:
            - Zero robberies or burglaries
            - Zero aggravated assaults
            - Zero sex offenses
            - Zero VAWA crimes
            - Zero hate crimes
            - Zero hazing incidents
            - One Motor Vehicle Theft (e-scooter)
    - Safety Update: On Thursday, October 15, 2026, in conjunction with the Great ShakeOut, a campuswide earthquake and evacuation drill was conducted at 10:15 a.m. The All-Clear notification was given at 10:36 a.m. The drill lasted approximately 21 minutes in total, from beginning to end.

Their next meeting will be held on October 26, 2026.

d. Financial Resources Committee – Ms. Claudette Dain
No report.

Their next meeting will be held on November 4, 2026.

e. Human Resources Advisory Committee – Dr. John Albert
The Human Resources Committee met on October 21, 2026 and advanced the following BPs and APs through the participatory governance process for collegial consultation with our constituent groups:

- BP 7106 Political Activity
- AP 7106 Political Activity
- BP 7200 Classification of Academic Employees
- AP 7200 Classification of Academic Employees

Their next meeting will be held on November 18, 2026.

f. College Information Technology Committee – Dr. Eric Calderon
No report.

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

g. Strategic Communications, Marketing and Public Affairs – Ms. Lisa McPheron
No report.

h. Institutional Effectiveness Committee (IEC) – Dr. Lan Hao
They planned to meet on October 26, immediately following the Steering Committee meeting. Agenda items include:

- Accreditation update. This is a standing agenda item.
- SLOA and Program Review Surveys: Spring 2027

i. Institutional Research and Planning Committee (IRPC) – Dr. Lan Hao
The committee met on October 19.

- The group revisited the review of BP/AP 3250 – Institutional Planning from its June 1 meeting. Edits were implemented. Additional edits may be required before constituent review due to the latest update from the League.
- CCSSE Results Part B:
    - A follow-up analysis was conducted as to the four supplemental survey questions pertaining to AI. This included a cross-tabulation to disaggregate the data by:
        - Race/ethnicity
        - Gender
        - First-generation status
        - Enrollment status
        - Major

- An in-depth and enlightening discussion ensued emphasizing these areas:
    - Who are our students and how are they engaging
    - Strengths
    - Areas of attention

Concise, easy-to-read handouts describing the overall survey results comparing Citrus College students to the national cohort are available upon request.

Their next meeting will be held on November 16, 2026.

j. Program Review Coordinator – Mr. Dan Volonte
Annuals for instruction are due by Friday, October 29.

Their next meeting will be held on November 4, 2026.

k. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon
The padlets are open.

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

Their next meeting will be held on November 13, 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
No report.

o. Academic Senate President – Ms. Renee Liskey
Academic Senate meets Wednesday, October 28th. We have several AP/BP's from Academic Affairs that we will be taking action on, as well as several new AP/BP's from Human Resources up for a first read. We will also continue our discussion on the AP and BP related to the make up of the FNIC committee.

p. ASCC Representatives – Rose Ann Enamorado Santos & Carlos Rodriguez
During the October 20th meeting, the ASCC activated an additional five student-led clubs, bringing the total up to 28.

q. Classified – Ms. Danielle Weller
No report.

r. Supervisors/Confidentials – Mr. Jorge Cortez
Dr. Maryann Tolano-Leveque spoke on behalf of Jorge Cortez, stating that their subcommittee recently met to provide training resources for managers who are onboarding employees in their respective departments and are working on having a checklist in conjunction with Human Resources. They also would like to create and post training resources and tutorials online.

s. Superintendent/President – Dr. Greg Schulz
No report.

Dr. Elaine Jefferson announced that the Foster Youth Program will be delivering candy orders on Wednesday and that it is not too late to place an order for this fundraiser.

Renee Liskey announced that there is one more weekend to see Sweeney Todd perform at the Haugh Performing Arts Center on the upcoming Friday, Saturday, and Sunday.

VII. Adjournment: Dr. Dana Hester

Dave Brown moved to approve adjournment, which Dr. Ty Thomas seconded.

October 26, 2026 Steering Committee meeting, approved by consensus.

Yes Votes –

Dr. Catie Besancon	Dr. Lan Hao	Dr. Richard F. Rams
Dave Brown	Dr. Dana Hester	Matthew Reuteler
Dr. Eric Calderon	Dr. Elaine Jefferson	Carlos Rodriguez
Cathy Day	Shawn Jones	Dr. Ty Thomas
Brenda Fink	Renee Liskey	Dan Volonte
Jana Fossum	Jamie Love	
Patty Glover	Anh Nguyen	

No Votes – None

Abstentions - None

The meeting was adjourned at 3:07 p.m.

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