2025-2026 CITRUS COLLEGE PARTICIPATORY GOVERNANCE HANDBOOK

1000 W. Foothill Blvd., Glendora, CA 91741 | citruscollege.edu

2025 – 2026 Citrus College
Participatory Governance Handbook

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Standing Committees

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Participatory Governance Handbook

Superintendent/President's Message

Dear Colleagues,

Imagine walking across a campus where every conversation, decision and project is shaped by people who care.

This is the beauty of Citrus College.

Collaboration is at the heart of everything we do, with faculty, staff and students contributing their ideas and energy to help our college grow.

I am pleased to present this year's Participatory Governance Handbook, which supports this spirit by providing a clear guide to the structures and processes that keep Citrus College running smoothly.

This publication serves as a guide to how the college operates. It covers academic programs, student services and administrative functions, as well as key decision-making bodies, such as the Steering Committee. Read on and you will see how active participation and shared responsibility empower every member of our campus community to contribute to student success.

Meaningful involvement in our participatory governance structure is essential to the success of our college. Since becoming superintendent/president in 2021, I have seen firsthand how our faculty, staff and students can shape policies and programs by sharing their knowledge, insight and expertise. It is this collective engagement that empowers Citrus College to achieve its mission and serve our students effectively.

This handbook is more than just a guide – it is an invitation to participate. I encourage you to stay involved and add your voice to our decision-making process. Whether it is by serving on a committee, participating in a campus organization or contributing to an institutional initiative, you can help define the Citrus College of today, as well as what it can become tomorrow.

Thank you for your ongoing dedication, engagement and commitment to making our college a place where every student thrives. Together, we are creating a Citrus College that empowers students, fosters innovation and nurtures a true sense of belonging.

Sincerely,

Greg Schulz, Ed.D.
Superintendent/President

CITRUS COLLEGE

Governance Philosophy

Citrus College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

> **Shared vision –** Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.
>
> **Shared engagement –** Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.
>
> **Shared respect –** The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.
>
> **Shared information –** For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision- making and implementation. Appropriate communication styles and systems are essential components of effective governance.
>
> **Shared risk –** Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

CITRUS COMMUNITY COLLEGE DISTRICT

BP 1200 MISSION

References: ACCJC Accreditation Standard I.A.

The mission of the Citrus Community College District is:

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

The mission is evaluated and revised on a regular basis.

Board Approval	11/18/08
Desk Review	06/16/11
Revised	08/24/12
Desk Review	10/13/14
Revised	04/05/16
Revised	07/16/19
Revised	05/19/26

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References: Education Code Section 70902(b)(7) Title 5 Sections 53200 et seq (Academic Senate), 51023.5 (Staff), and 51023.7 (Students); ACCJC Accreditation Standards 4.2 and 4.3

Citrus Community College District is committed to shared and participatory governance principles, designed to guide wise decision making supporting the College's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision making, all which must be present for effective governance. These pillars are: shared vision, shared engagement, shared respect, shared information and shared risk.

The Board of Trustees honors the concept of shared and participatory governance in all areas defined by State laws and regulations as policy of Citrus College, while retaining its own rights and responsibilities as the ultimate authority.

The Board recognizes the following groups as part of its policy and procedure implementing its commitment to participatory governance:

Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law as set forth in Administrative Procedure 2510.

Classified Staff

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Classified staff as set forth in Administrative Procedure 2510.

Management Staff

Management staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Management staff as set forth in Administrative Procedure 2510.

Supervisors/Confidential Staff

Supervisors/Confidential staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors/Confidential staff as set forth in Administrative Procedure 2510.

Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law as set forth in Administrative Procedure 2510.

(Replaces Citrus College Policy P-1010)

Board Approved	06/16/09
Desk Review	01/18/12
Desk Review	03/19/13
Desk Review	03/14/19

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References: Education Code Section 70902 subdivision (b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards 4.2 and 4.3

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

Shared vision – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

Shared engagement – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

Shared respect – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

Shared information – For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision-making and implementation. Appropriate communication styles and systems are essential components of effective governance.

Shared risk – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

1. <u>Constituent Group Representation</u>

The District recognizes the following campus constituent groups as participants in matters related to shared governance:

a. The Academic Senate is the body which represents the faculty in academic and professional matters while the Faculty Association is the body which represents faculty on issues within the scope of collective bargaining.

b. The Associated Students of Citrus College which represents the students.

c. CSEA (California School Employees Association) as the representative body for classified staff, excluding managers, supervisors and confidential employees

d. The Citrus College Management Team which represents the managers.

e. The Supervisor/Confidential Team which represents the supervisors and confidential employees who are not part of a bargaining unit.

2. <u>District Planning and Advisory Committees</u>

The following organizational structure supports the District's shared and participatory governance policy:

A). <u>Steering Committee</u>

The Steering Committee serves as a liaison group among all campus constituents by coordinating the functions of the Standing Committees. Recommendations for new policy shall be made by the Steering Committee to the Board of Trustees through the Superintendent/President.

The Steering Committee is composed of the college president as chair; the chairs of the Standing Committees, representatives from the Academic Senate, classified staff, supervisors/confidential team, the Associated Students of Citrus College, department chairs, and management. The selection procedure for the representatives to Steering and committee chairs is determined by the Steering Committee Constitution.

The number of Academic Senate representatives constitutes a majority of the Steering Committee.

Standing Committees

The Standing Committees are designed to support continuous self-study and the accreditation process. The constitution of the Steering Committee delineates the title of each standing committee and defines the goals and directives of the Standing Committees. Committee chairs shall establish and publish regular meeting times for all standing committees to maximize participation from all constituent groups.

B). President's Council

The President's Council is an advisory body for the Superintendent/President which provides input to and review of Board of Trustee meeting agendas as well as a forum for the exchange of ideas from all campus constituent groups.

The President's Council is composed of the Superintendent/President as chair and representatives of the Academic Senate, classified and faculty negotiation teams, classified staff, supervisors/confidential employees, the Associated Students of Citrus College, and management.

3. Academic Senate

The Board of Trustees recognizes the Academic Senate as the body which represents the faculty in collegial governance relating to academic and professional matters.

The Board of Trustees honors the provisions of Title 5, Sections 53200-53204, in consulting collegially with the Citrus College Academic Senate. Consult collegially means that the District's governing board shall develop policies on academic and professional matters through either or both of the following methods:

a. Rely Primarily Upon
Instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate

will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall communicate its reasons in writing.

ISSUES TO WHICH THE BOARD WILL RELY PRIMARILY ON THE ACADEMIC SENATE'S RECOMMENDATIONS:

For the following matters, the Board will rely primarily upon the advice of the Academic Senate:

(1) Educational program development.
(2) Standards or policies regarding student preparation and success.
(3) District and college governance structures, as related to faculty roles.
(4) Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
(5) Policies for faculty professional development activities.
(6) Processes for instructional and student services program review.
(7) Degree and certificate requirements.
(8) Grading policies.
(9) Curriculum, including establishing prerequisites and placing courses within disciplines.
(10) Processes for institutional planning and budget development.

b. Mutual Agreement

In instances where the governing board elects to provide for mutual agreement with the academic senate and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such cases, the Board or its designee shall communicate the reasons in writing upon request of the Academic Senate.

ISSUES FOR WHICH THE BOARD ELECTS FOR MUTUAL AGREEMENT WITH THE ACADEMIC SENATE.

Faculty Hiring Procedures

Recommendations from the Academic Senate to the Board of Trustees on academic and professional matters shall be developed in a manner which encourages study, deliberation, and consultation from managers and appropriate staff. The Academic Senate shall address the need for policy or procedural development or change.

Nothing in these regulations shall impinge upon the rights of faculty and staff nor the District regarding any negotiated agreements between the District and the bargaining units.

4. Classified Staff Participation in Shared Governance:

The Board of Trustees recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District. The classified staff, through representation from the California School Employees Association, shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

5. Management Team:

The Board of Trustees recognizes the Citrus Community College Management Team as the appropriate organization to represent the interests of all administrators/managers and classified administrators/managers. The Management Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Administrators/Managers.

6. Supervisory/Confidential Team:

The Board of Trustees recognizes the Citrus Community College Supervisor/Confidential Team as the appropriate organization to represent the interests of all supervisors and confidential employees. The Supervisors/Confidential Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors and Confidential employees.

7. Associated Students:

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Citrus Community College District. The Associated students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students.

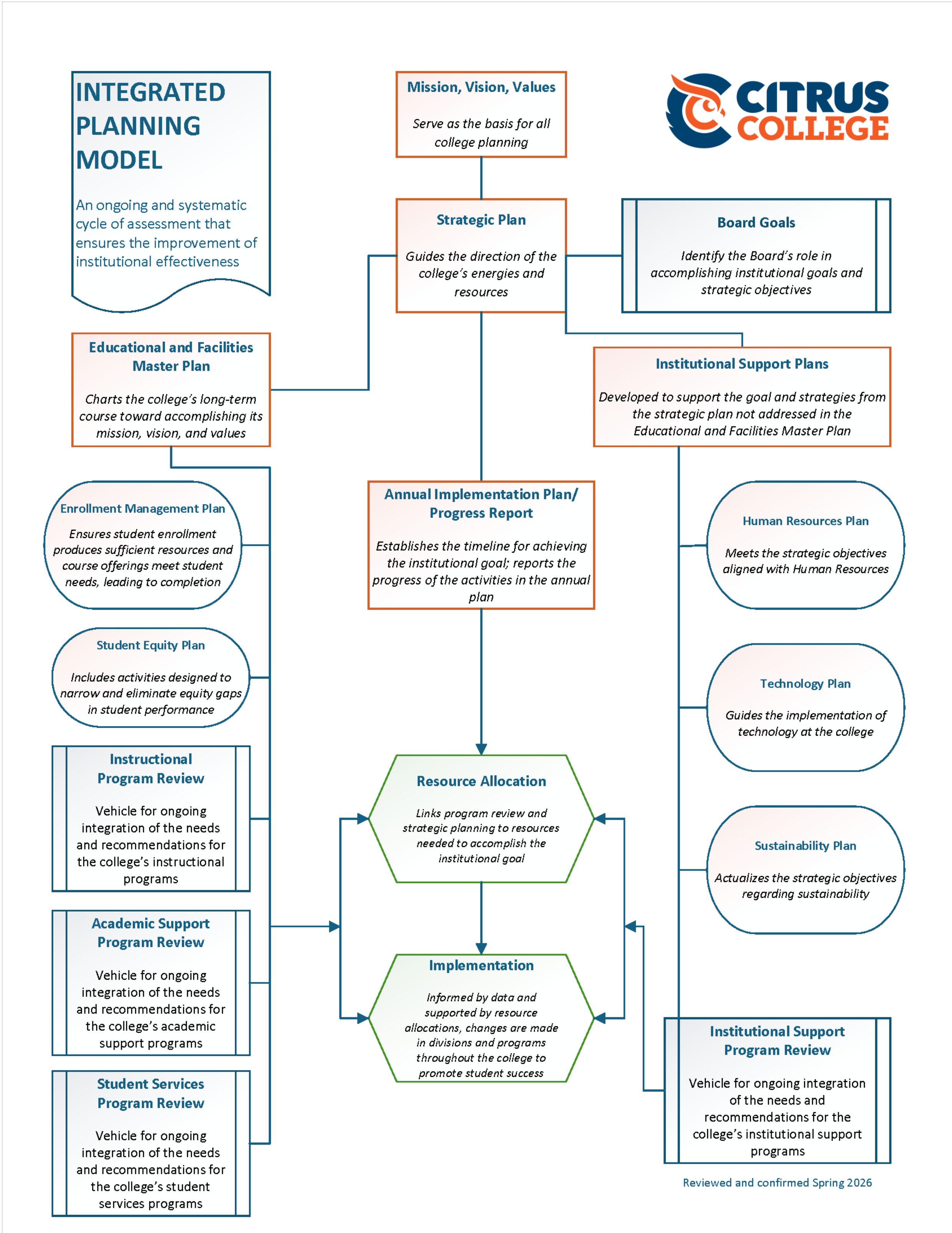
Significant effect on students includes the following:

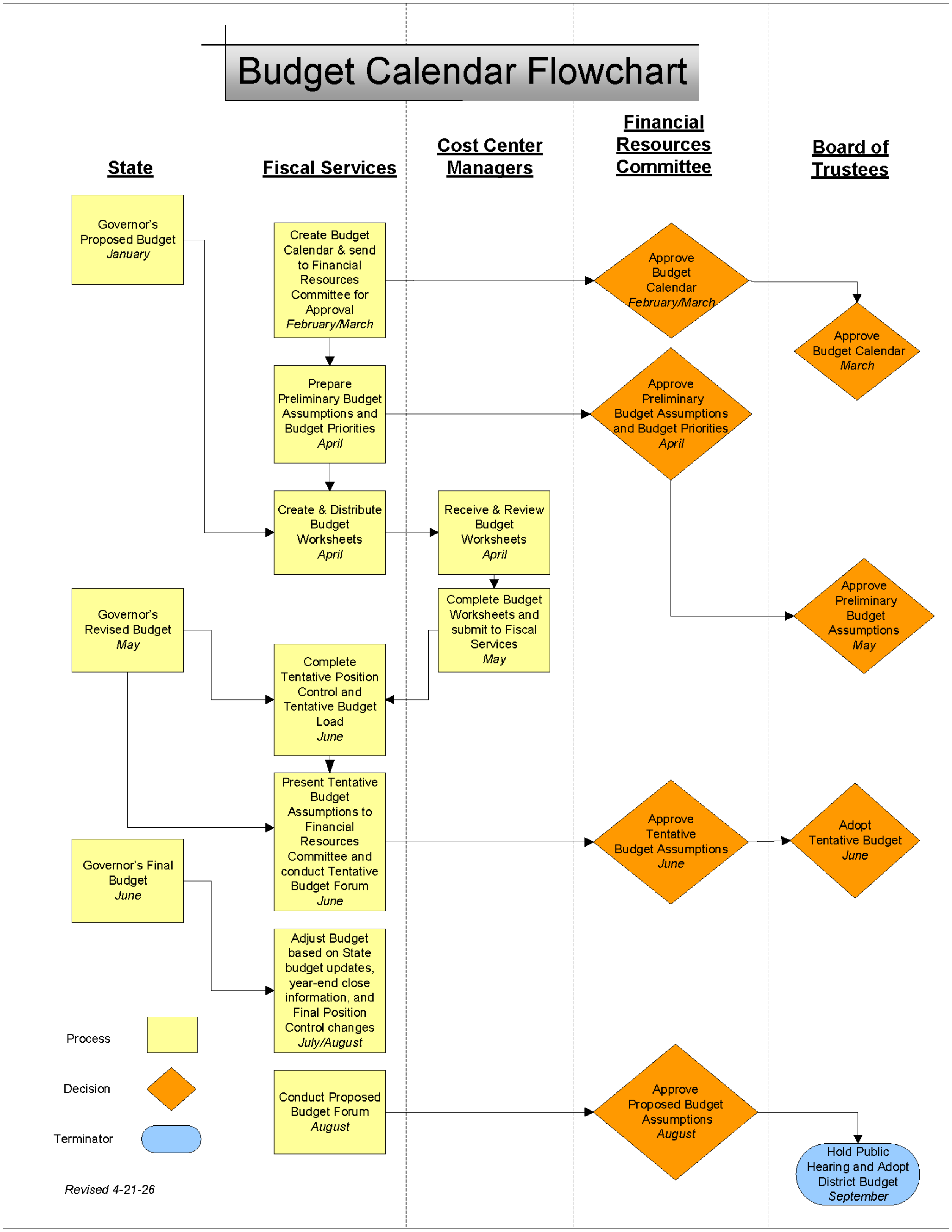
a) Grading policies;
b) Codes of student conduct;
c) Academic disciplinary policies;
d) Curriculum development;
e) Courses or programs which should be initiated or discontinued;
f) Process for institutional planning and budget development;
g) Standards and policies regarding student preparation and success;
h) Student services planning and development;

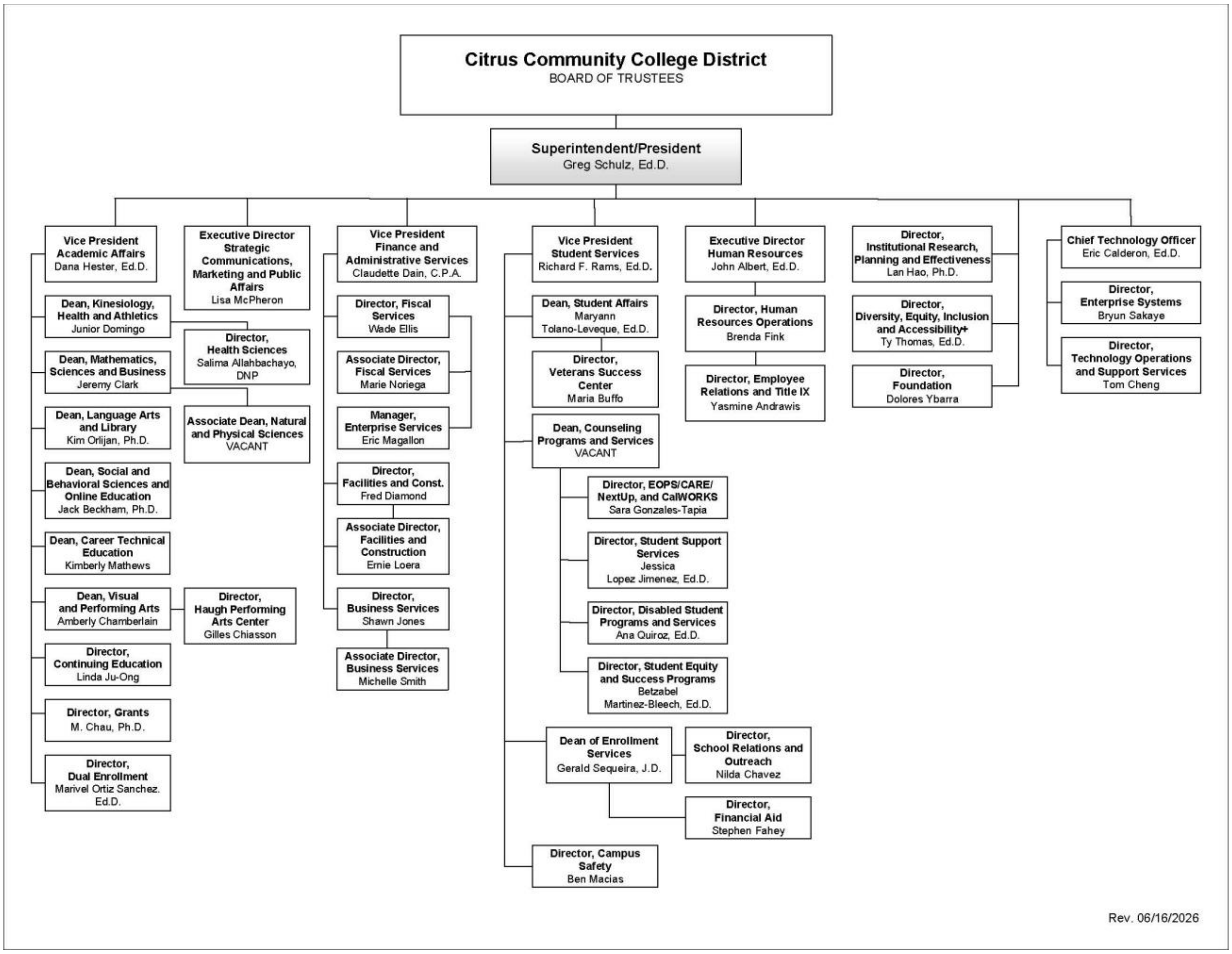
i) Student fees within the authority of the District to adopt; and
j) Any other District policy, procedure, or related matter the District's Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.

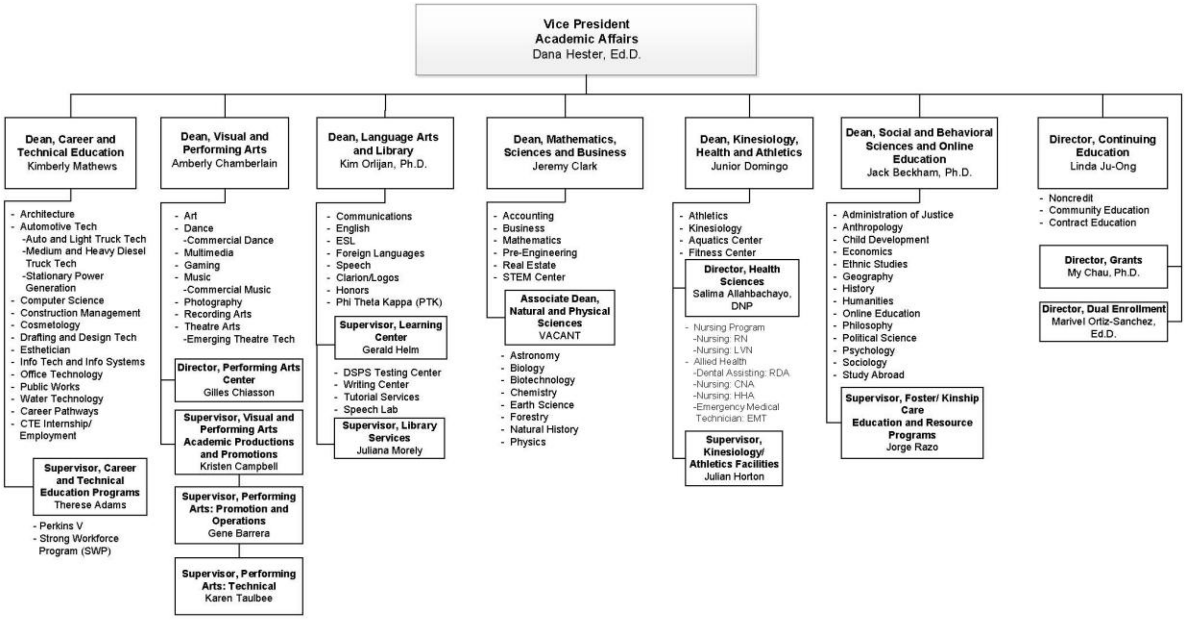
Board Approved	05/19/09
Desk Review	03/19/13
Desk Review	03/14/19


INTEGRATED PLANNING MODEL
An ongoing and systematic cycle of assessment that ensures the improvement of institutional effectiveness
Mission, Vision, Values
Serve as the basis for all college planning
CITRUS COLLEGE
Strategic Plan
Guides the direction of the college's energies and resources
Board Goals
Identify the Board's role in accomplishing institutional goals and strategic objectives
Educational and Facilities Master Plan
Charts the college's long-term course toward accomplishing its mission, vision, and values
Institutional Support Plans
Developed to support the goal and strategies from the strategic plan not addressed in the Educational and Facilities Master Plan
Enrollment Management Plan
Ensures student enrollment produces sufficient resources and course offerings meet student needs, leading to completion
Annual Implementation Plan/ Progress Report
Establishes the timeline for achieving the institutional goal; reports the progress of the activities in the annual plan
Human Resources Plan
Meets the strategic objectives aligned with Human Resources
Student Equity Plan
Includes activities designed to narrow and eliminate equity gaps in student performance
Technology Plan
Guides the implementation of technology at the college
Instructional Program Review
Vehicle for ongoing integration of the needs and recommendations for the college's instructional programs
Resource Allocation
Links program review and strategic planning to resources needed to accomplish the institutional goal
Sustainability Plan
Actualizes the strategic objectives regarding sustainability
Academic Support Program Review
Vehicle for ongoing integration of the needs and recommendations for the college's academic support programs
Implementation
Informed by data and supported by resource allocations, changes are made in divisions and programs throughout the college to promote student success
Institutional Support Program Review
Vehicle for ongoing integration of the needs and recommendations for the college's institutional support programs
Student Services Program Review
Vehicle for ongoing integration of the needs and recommendations for the college's student services programs
Reviewed and confirmed Spring 2026


Budget Calendar Flowchart
State
Fiscal Services
Cost Center Managers
Financial Resources Committee
Board of Trustees
Governor's Proposed Budget January
Create Budget Calendar & send to Financial Resources Committee for Approval February/March
Approve Budget Calendar February/March
Approve Budget Calendar March
Prepare Preliminary Budget Assumptions and Budget Priorities April
Approve Preliminary Budget Assumptions and Budget Priorities April
Create & Distribute Budget Worksheets April
Receive & Review Budget Worksheets April
Complete Budget Worksheets and submit to Fiscal Services May
Governor's Revised Budget May
Approve Preliminary Budget Assumptions May
Complete Tentative Position Control and Tentative Budget Load June
Present Tentative Budget Assumptions to Financial Resources Committee and conduct Tentative Budget Forum June
Approve Tentative Budget Assumptions June
Adopt Tentative Budget June
Governor's Final Budget June
Adjust Budget based on State budget updates, year-end close information, and Final Position Control changes July/August
Conduct Proposed Budget Forum August
Approve Proposed Budget Assumptions August
Hold Public Hearing and Adopt District Budget September
Process
Decision
Terminator
Revised 4-21-26

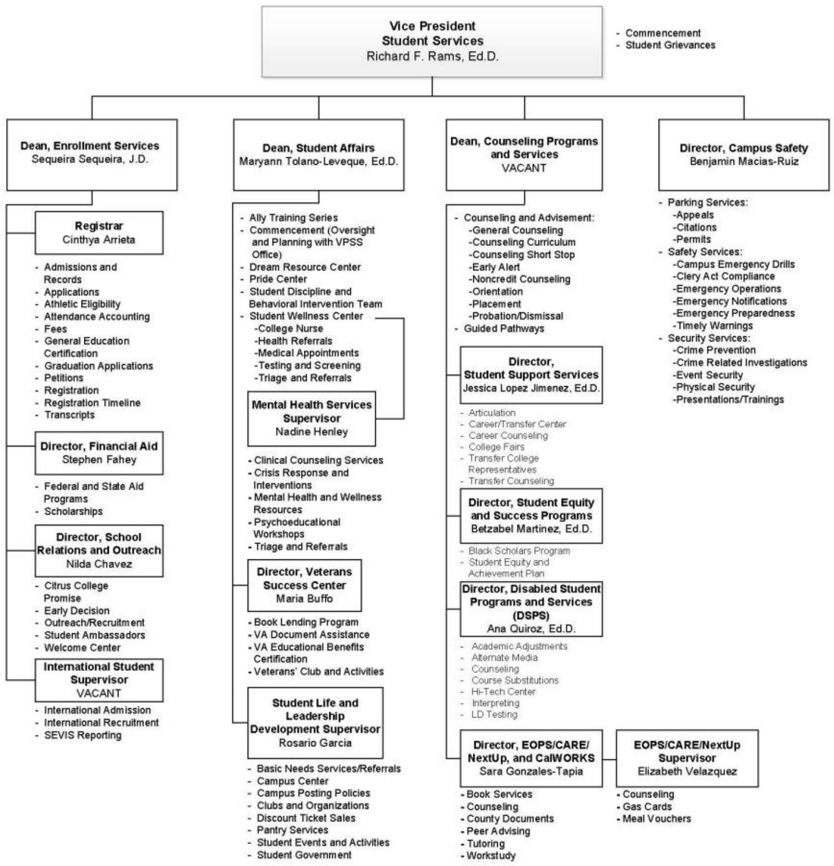

Citrus Community College District
BOARD OF TRUSTEES
Superintendent/President
Greg Schulz, Ed.D.
Vice President Academic Affairs
Dana Hester, Ed.D.
Executive Director Strategic Communications, Marketing and Public Affairs
Lisa McPheron
Vice President Finance and Administrative Services
Claudette Dain, C.P.A.
Vice President Student Services
Richard F. Rams, Ed.D.
Executive Director Human Resources
John Albert, Ed.D.
Director, Institutional Research, Planning and Effectiveness
Lan Hao, Ph.D.
Chief Technology Officer
Eric Calderon, Ed.D.
Dean, Kinesiology, Health and Athletics
Junior Domingo
Director, Health Sciences
Salima Allahbachayo, DNP
Dean, Mathematics, Sciences and Business
Jeremy Clark
Associate Dean, Natural and Physical Sciences
VACANT
Dean, Language Arts and Library
Kim Orlijan, Ph.D.
Dean, Social and Behavioral Sciences and Online Education
Jack Beckham, Ph.D.
Dean, Career Technical Education
Kimberly Mathews
Dean, Visual and Performing Arts
Amberly Chamberlain
Director, Haugh Performing Arts Center
Gilles Chiasson
Director, Continuing Education
Linda Ju-Ong
Director, Grants
M. Chau, Ph.D.
Director, Dual Enrollment
Marivel Ortiz Sanchez, Ed.D.
Director, Fiscal Services
Wade Ellis
Associate Director, Fiscal Services
Marie Noriega
Manager, Enterprise Services
Eric Magallon
Director, Facilities and Const.
Fred Diamond
Associate Director, Facilities and Construction
Ernie Loera
Director, Business Services
Shawn Jones
Associate Director, Business Services
Michelle Smith
Dean, Student Affairs
Maryann Tolano-Leveque, Ed.D.
Director, Veterans Success Center
Maria Buffo
Dean, Counseling Programs and Services
VACANT
Director, EOPS/CARE/ NextUp, and CalWORKS
Sara Gonzales-Tapia
Director, Student Support Services
Jessica Lopez Jimenez, Ed.D.
Director, Disabled Student Programs and Services
Ana Quiroz, Ed.D.
Director, Student Equity and Success Programs
Betzabel Martinez-Bleech, Ed.D.
Dean of Enrollment Services
Gerald Sequeira, J.D.
Director, School Relations and Outreach
Nilda Chavez
Director, Financial Aid
Stephen Fahey
Director, Campus Safety
Ben Macias
Director, Human Resources Operations
Brenda Fink
Director, Employee Relations and Title IX
Yasmine Andrawis
Director, Diversity, Equity, Inclusion and Accessibility+
Ty Thomas, Ed.D.
Director, Foundation
Dolores Ybarra
Director, Enterprise Systems
Bryun Sakaye
Director, Technology Operations and Support Services
Tom Cheng
Rev. 06/16/2026

ACADEMIC AFFAIRS

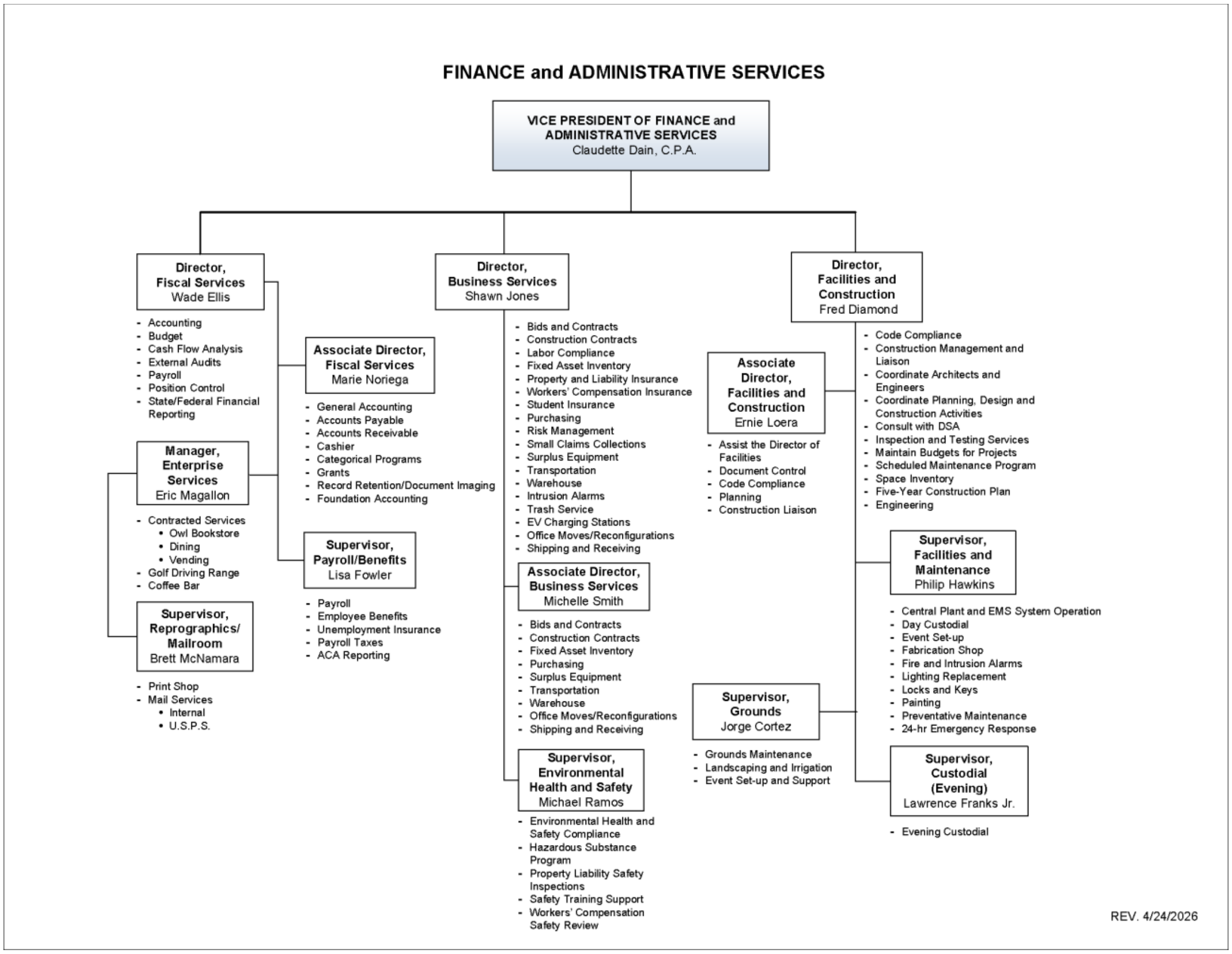


07/06/2026

STUDENT SERVICES



07/01/2026


FINANCE and ADMINISTRATIVE SERVICES
VICE PRESIDENT OF FINANCE and ADMINISTRATIVE SERVICES
Claudette Dain, C.P.A.
Director, Fiscal Services
Wade Ellis
- Accounting
- Budget
- Cash Flow Analysis
- External Audits
- Payroll
- Position Control
- State/Federal Financial Reporting
Associate Director, Fiscal Services
Marie Noriega
- General Accounting
- Accounts Payable
- Accounts Receivable
- Cashier
- Categorical Programs
- Grants
- Record Retention/Document Imaging
- Foundation Accounting
Manager, Enterprise Services
Eric Magallon
- Contracted Services
• Owl Bookstore
• Dining
• Vending
- Golf Driving Range
- Coffee Bar
Supervisor, Payroll/Benefits
Lisa Fowler
- Payroll
- Employee Benefits
- Unemployment Insurance
- Payroll Taxes
- ACA Reporting
Supervisor, Reprographics/ Mailroom
Brett McNamara
- Print Shop
- Mail Services
• Internal
• U.S.P.S.
Director, Business Services
Shawn Jones
- Bids and Contracts
- Construction Contracts
- Labor Compliance
- Fixed Asset Inventory
- Property and Liability Insurance
- Workers' Compensation Insurance
- Student Insurance
- Purchasing
- Risk Management
- Small Claims Collections
- Surplus Equipment
- Transportation
- Warehouse
- Intrusion Alarms
- Trash Service
- EV Charging Stations
- Office Moves/Reconfigurations
- Shipping and Receiving
Associate Director, Business Services
Michelle Smith
- Bids and Contracts
- Construction Contracts
- Fixed Asset Inventory
- Purchasing
- Surplus Equipment
- Transportation
- Warehouse
- Office Moves/Reconfigurations
- Shipping and Receiving
Supervisor, Environmental Health and Safety
Michael Ramos
- Environmental Health and Safety Compliance
- Hazardous Substance Program
- Property Liability Safety Inspections
- Safety Training Support
- Workers' Compensation Safety Review
Director, Facilities and Construction
Fred Diamond
- Code Compliance
- Construction Management and Liaison
- Coordinate Architects and Engineers
- Coordinate Planning, Design and Construction Activities
- Consult with DSA
- Inspection and Testing Services
- Maintain Budgets for Projects
- Scheduled Maintenance Program
- Space Inventory
- Five-Year Construction Plan
- Engineering
Associate Director, Facilities and Construction
Ernie Loera
- Assist the Director of Facilities
- Document Control
- Code Compliance
- Planning
- Construction Liaison
Supervisor, Facilities and Maintenance
Philip Hawkins
- Central Plant and EMS System Operation
- Day Custodial
- Event Set-up
- Fabrication Shop
- Fire and Intrusion Alarms
- Lighting Replacement
- Locks and Keys
- Painting
- Preventative Maintenance
- 24-hr Emergency Response
Supervisor, Grounds
Jorge Cortez
- Grounds Maintenance
- Landscaping and Irrigation
- Event Set-up and Support
Supervisor, Custodial (Evening)
Lawrence Franks Jr.
- Evening Custodial
REV. 4/24/2026

OFFICE OF HUMAN RESOURCES

Executive Director
Human Resources
John Albert, Ed.D.

- Labor Relations/Chief Negotiator
- Contract Management
- Grievance Administration
- Employee Relations/Discipline
- Investigation Review and Legal Oversight
- Budget Administration
- Strategy and Leadership
- Health and Benefits Coordination
- Workers Compensation Coordination
- Compensation/Classification Analysis/Reclass
- Professional Learning Collaboration
- Policy Administration

Director
Human Resources Operations
Brenda Fink

- Talent Acquisition/Hiring Processes
- ATS Management
- Compensation/Classification Analysis/Reclass
- Equivalency Administration
- Position Management
- Employment Services/Changes/Separation
- HRIS Data and Project Management
- Performance Management
- ADA Compliance, Accommodations, Leaves
- Office Management
- Federal and State Reporting

Director
Employee Relations and Title IX
Yasmine Andrawis

- Employee Relations/Discipline
- Title IX Coordinator
- Conflict Resolution
- Sexual Harassment and Unlawful Discrimination
- EEO Oversight and Compliance Training
- Grievances and Conflict Resolution
- Federal and State Reporting

REV. 4/16/2026

TECHNOLOGY and COMPUTER SERVICES

Chief Technology Officer
Eric Calderon Ed.D.

- Information Systems and Services
- Technology Planning and Policy
- Cyber Security

Enterprise Systems Director
Bryun Sakaye

- Systems:
  - Web
  - Enterprise Systems
  - Cloud Applications
  - Mobile App
  - Portal
  - Software Development

Technology Operations and Support Services Director
Tom Cheng

- Support:
  - Desk Support
  - Help Desk
  - Training
  - Networks
  - Hardware
  - Telephone Systems
  - Email
  - Audio/Video

REV. 4/15/2026

INSTITUTIONAL RESEARCH, PLANNING AND EFFECTIVENESS

Director
Institutional Research, Planning and Effectiveness
Lan Hao, Ph.D.

- Institutional Research
- Strategic Plan and Other Institutional Planning
- Institutional Effectivess

REV. 4/15/2026

STRATEGIC COMMUNICATIONS, MARKETING AND PUBLIC AFFAIRS

REV. 4/15/2026

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY+

Director
Diversity, Equity, Inclusion and Accessibility+
Ty Thomas, Ed.D.

- Institutional Diversity, Equity, Inclusion, Accessibility+
- Cross-departmental DEIA+ Assessments and Consultation
- Collaboration and Planning towards Diversity, Equity, Inclusion and Accessibility+
- DEIA+ Training and Resources
- Institutional Professional Learning

REV. 4/15/2026

CITRUS COLLEGE FOUNDATION

Director
Foundation
Dolores Ybarra

- Foundation and Development Management
- Division Budget Management
- Citrus Alumni and Friends Association Oversight

REV. 4/15/2026

CITRUS COLLEGE STEERING COMMITTEE

2025-2026 PURPOSE STATEMENT

The Steering Committee, as established by the Superintendent/President, is the overarching participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This committee brings together all constituent groups: faculty, students, classified staff, supervisors/confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing committees of the Steering Committee. (ACCJC Standards 4.2, 4.3)

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee also makes recommendations on the formulation and revision of board policies and administrative procedures. (ACCJC Standards 1.1,1.2,1.3,1.4,1.5)

The Steering Committee is the final recommending body to the Superintendent/President. It is the Superintendent/President's responsibility to forward recommendations, as applicable, to the Board of Trustees.

<u>Responsibilities for 2025-2026</u>

1. Support activities and initiatives aimed at enhancing the student experience and advancing student equity and student success.
2. Develop and monitor progress on the college's Annual Implementation Plan for 2025-2026.
3. Review and make recommendations on the development and revision of board policies and administrative procedures.
4. Update the Organizational and Governance Handbook.
5. Review recommendations from the standing committees of the Steering Committee, including resource request recommendations from the Financial Resources Committee and monitor progress of Accreditation.
6. Receive the Comprehensive Program Reviews.
7. Monitor the progress of:
    - The Student Equity and Achievement Plan (SEAP)
    - The Diversity, Equity, Inclusion, and Accessibility + Committee (DEIA+)
    - The Strategic Plan (2021-2026)
    - Accreditation Compliance and the Annual Accreditation Report
    - Student Learning Outcomes and Assessment

    - The performance metrics of the Student Centered Funding Formula (SCFF)

Frequency of Meeting
Second and fourth Monday of each month during the fall and spring semesters.

Time of Meetings
2:45 p.m. – 4:00 p.m.

COMMITTEE MEMBERSHIP
- Superintendent/President (Steering Committee)
- Vice President of Student Services (Student Services Committee)
- Vice President of Academic Affairs (Educational Programs Committee)
- Vice President of Finance and Administrative Services (Financial Resources Committee; and the Physical Resources and Safety Committee)
- Executive Director of Human Resources (Human Resources Advisory/Staff Diversity Committee)
- Chief Technology Officer (College Information Technology Committee)
- Director of Institutional Research, Planning and Effectiveness (Institutional Effectiveness Committee; and the Institutional Research and Planning Committee)
- Director of Diversity, Equity, Inclusion and Accessibility + (Diversity, Equity, Inclusion, and Accessibility + Committee; and Professional Learning Committee)
- Program Review/Student Learning Outcomes Assessment Coordinator (Program Review Committee/SLOA) (2)
- Executive Director of Strategic Communications, Marketing and Public Affairs
- Classified Representation (2)
- Supervisors/Confidential Team President (1)
- Academic Senate Representatives (12)
- ASCC Representatives (2)

* The Academic Senate appoints 12 faculty members to serve on the Steering Committee, in addition to appointing a faculty member to serve as the Student Learning Outcomes Assessment Coordinator and a faculty member to serve as the Program Review Coordinator, for a total of 14 faculty member appointments.

Approved: 9/22/2025

CITRUS COLLEGE STEERING COMMITTEE

2025-2026 Constitution

ARTICLE I - PURPOSE

The Steering Committee, as established by the Superintendent/President, is the overarching participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This committee brings together all constituent groups: faculty, students, classified staff, supervisors/confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the Steering Committee. (ACCJC Standards 4.2, 4.3)

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee also makes recommendations on the formulation and revision of board policies and administrative procedures. (ACCJC Standards 1.1, 1.2, 1.3, 1.4, 1.5)

The Steering Committee is the final recommending body to the Superintendent/President. It is the Superintendent/President's responsibility to forward recommendations, as applicable, to the Board of Trustees.

ARTICLE II - MEMBERSHIP

Section 1. The Steering Committee shall be composed of the Superintendent/President, the chairs of the Standing Committees and representatives from the classified staff, supervisors/confidential employees, management, Academic Senate, and student body.

Section 2. Each year the supervisors/confidential employees shall choose one representative and the classified staff and student body shall each choose two representatives to serve on the Steering Committee. The number of Academic Senate representatives shall constitute one-half of the Steering Committee's membership.

Section 3. Steering Committee members from each represented group shall be selected as follows:

A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.

B. The supervisors/confidential employee member shall be selected by the Supervisor/Confidential Team.

C. Management members shall be appointed by the College Superintendent/President.

D. Academic Senate members shall be appointed by the Academic Senate President.

E. Student members shall be appointed by the ASCC Executive Board.

ARTICLE III - OFFICERS

Section 1. The Chair of the Steering Committee shall be the Superintendent/President.

Section 2. The Chair of the Steering Committee shall ask a member of the committee to preside over the meeting, in the event of the Chair's absence.

ARTICLE IV - POWERS

Section 1. The powers of the Steering Committee are limited to recommendations, which it may offer to the represented groups, to individuals, to the Standing Committees, or to the Superintendent/President, depending upon the nature of the recommendations.

Section 2. Recommendations must be approved by an absolute majority vote, though every reasonable effort will be made to achieve consensus.

Section 3. The represented groups must have had an opportunity to consider all issues/recommendations before they are voted on by the Steering Committee.

ARTICLE V - MEETINGS

Section 1. Meetings of the Steering Committee shall be called by the Steering Committee Chair.

Section 2. The first meeting of the year shall not be later than four weeks after the beginning of the fall semester.

Section 3. Meetings shall be called as determined by the Steering Committee Chair at least once each month during the fall and spring semesters on a day approved by the Steering Committee.

Section 4. Emergency meetings may be called at the discretion of the Steering Committee Chair.

Section 5. A quorum shall consist of an absolute majority of the membership.

Section 6. Members of the campus community may attend Steering Committee meetings as a guest (in a non-voting capacity).

Section 7. An agenda shall be submitted to the membership no less than two calendar days prior to any meeting.

Section 8. Meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VI - COMMITTEES

Section 1. The following Standing Committees shall be responsible to the Steering Committee. Sub-committees shall report to their Standing Committees and to the Steering Committee when appropriate. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities.

A. Educational Programs Committee
    - Online Education
    - Honors Transfer
    - Enrollment Management Committee
    - Strong Workforce/Perkins Workgroup

B. Financial Resources Committee

C. College Information Technology Committee
    - Instructional Leadership Team

D. Institutional Effectiveness Committee

E. Institutional Research and Planning Committee

F. Human Resources/Staff Diversity Committee

G. Physical Resources and Safety Committee
    - Sustainability Committee
    - Public Safety Advisory Committee

H. Program Review Student Learning Outcomes Assessment Committee

I. Student Services Committee
   - Academic Calendar Committee
   - Student Equity and Achievement Program Committee
   - Transfer Advisory Committee
   - Counseling/Enrollment Services Collaborative

J. Diversity, Equity, Inclusion, and Accessibility + Committee
   - Flex Day Committee

K. Professional Learning Committee

Section 2. For accreditation or other purposes, the Steering Committee may establish ad hoc committees. The chairs of these new committees will be expected to attend Steering Committee meetings as non-voting participants.

Section 3. The Superintendent/President shall appoint the chairs of the Standing Committees from the membership of the Management Team, except for the Student Learning Outcomes Assessment Coordinator and the Program Review Coordinator which are appointed jointly by the Vice President of Academic Affairs and the Academic Senate President.

Section 4. The number of members from each represented group on each Standing Committee and Sub-Committee shall be recommended by the respective committee and approved by the Steering Committee.

Section 5. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:

A. Classified staff members shall be appointed by the CSEA Executive Board.
B. Supervisors/Confidential employee member shall be selected by the Supervisor/Confidential Team.
C. Management members shall be appointed by the Superintendent/President.
D. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
E. Student members shall be appointed by the ASCC Executive Board.

Section 6. Ad hoc committees may be appointed by the Steering Committee to address topics that do not fall under an existing Standing Committee.

Section 7. Standing Committees may be added or deleted by amendment. Sub-committees may be added or deleted by an absolute majority vote of the Steering Committee. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the Steering Committee after considering the recommendation from the initiator(s) of the new committee.

ARTICLE VII - PROCEDURES

All recommendations for changes in policies or procedures (BP/AP) not covered by collective bargaining shall be reviewed and acted upon by the Steering Committee. Steering Committee members are expected to report on any action to the groups they represent.

Section 1. Any member of a represented group may bring an idea or a concern to their represented group for referral to the Steering Committee or may bring it directly to the Steering Committee. The Steering Committee will refer it, if appropriate, to the proper Standing Committee for study and recommendation.

Section 2. Sub-committee activity reports and recommendations shall proceed directly to the appropriate Standing Committee.

Section 3. Recommendations of Standing Committees shall be brought directly to the Steering Committee.

Section 4. The Superintendent/President serves as the Chair of the Steering Committee. The role of the Superintendent/President in decision-making is determined by the authority delegated to this position by the Board of Trustees. The Superintendent/President is the chief representative of the Board and is responsible directly to the Board. The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action. (See Board Policy 2430: Delegation of Authority to Superintendent/President.)

Prior to the Steering Committee voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input. Therefore, items will be presented with a first reading and then a second reading to facilitate an opportunity for input, unless the Steering Committee determines that a second read is not necessary.

Section 5. Citrus College governance and organizational groups forward their recommendations to the Steering Committee which in turn may make a recommendation regarding the topic or item to the Superintendent/ President.

The Superintendent/President reviews the recommendation and does one of the following:

- Affirms the recommendation and directs implementation; or
- Makes minor modifications, directs implementation, and notifies the Steering Committee about the modification; or
- Returns the recommendation to the Standing Committee that developed the recommendation for further consideration.

Section 6. The Chair of the Steering Committee shall report back to the Steering Committee as to the disposition of the recommendation.

Section 7. At every Steering Committee meeting, each Standing Committee shall submit either a written or oral report to the Steering Committee as to its activities and that of its sub-committees.

ARTICLE VIII - RATIFICATION AND AMENDMENTS

Section 1. This Constitution shall go into immediate effect when ratified by a two-thirds majority vote of the Steering Committee.

Section 2. This Constitution may be amended by a two-thirds majority vote of the Steering Committee.

Revised: June 1988
September 7, 1994
December 6, 1995
October 2, 1996
May 13, 1998
February 2, 2000
October 23, 2006
June 8, 2009
November 24, 2014
October 24, 2022
February 26, 2024
April 8, 2024
September 23, 2024
September 22, 2025

CITRUS COLLEGE ACADEMIC SENATE

PURPOSE STATEMENT

Purpose

The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance in the development of policies and procedures of the college and to foster the long-range interest and well-being of the college (BP/AP 2510). The Academic Senate is established for the purpose of participation in the formation of educational and professional policy. The senate council (the governing body of the senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The senate council is empowered to make recommendations to the administration, board of trustees, and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the college after advising the college president of such intent.

Senate Composition

33 members (17 quorum)
18 faculty delegates, eight executive board, three at-large representatives (faculty); two adjunct faculty representatives; two ASCC representatives

Executive Board Composition

Eight members (four quorum) : President (Villa); Vice President (Liskey); Past President (Clark); Treasurer (Englert); Secretary (Loya); CCFA Liaison (Fincher); Curriculum Chair (Plug); CTE Liaison (Brewster)

Meeting Day/Location

Second and fourth Wednesdays of the fall/spring semester in Hayden Hall and via Zoom.

Meeting Dates

See Meeting and Agenda Dates page for current schedule of meetings.

Responsibilities

Support all matters that fall under the California Code of Procedure, Title 5, Article 2, section 53200 (c) regarding academic and professional matters. These items, commonly referred to as "10 + 1 areas," are:

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Planned Activities

Standing Items: These are cyclical/annual items that are a constant part of our work as faculty. Our input is an integral piece of their overall success in the college's work to better serve students either in partnership with others at the campus table or as leaders initiating discussion, movement, or a collaborative solution.

1. Review, advise, and refine board policies and administrative procedures that fall under the purview of "10+1" matters as defined by the California Statewide Academic Senate.
2. Update faculty regularly on statewide initiatives such as the Online Education Initiative (OEI), Common Assessment Initiative (CAI), Institutional Effectiveness Partnership Initiative (IEPI), and Educational Planning Initiative (EPI).
3. Participate in ongoing accreditation-related activities, such as the next accreditation report.
4. Promote faculty engagement through targeted outreach to new and tenured faculty in order to improve communication, cohesion, and participation.
5. Encourage faculty to serve on statewide initiative committees and subcommittees.
6. Orient faculty on the rituals and protocols of senate and the Brown Act.

Shared Governance Items: These items are specific to current issues affecting the integrity of any 10+1 item. Some of these items may be emerging issues in response to state or local decisions that impact the campus and our work with students, staff, or administrators. It is important that these items be differentiated from those listed above as they must have a clear goal, plan, and end date/solution. Items can come from any member of the campus community but must meet 10+1 areas.

1. Active engagement in the Citrus College's Annual Implementation Plan (AIP) to support the college's Strategic Plan (2021-2026).
2. Active engagement activities in support of the Guided Pathways planning and development.
3. Active engagement in the Diversity, Equity, Inclusion and Accessibility + Committee (DEIA+) to support the anti-racism/no-hate education resolution passed by the Academic Senate.

Academic Senate Items: These items are specific to current issues affecting faculty morale and efficacy. Our work in this area is intended to make the faculty stronger as a whole. These activities may include professional development, but are more closely linked with improving the well-being, agency, and effectiveness of faculty in their day to day lives as members of this community.

1. Re-creation of the faculty handbook.

CITRUS COLLEGE ACADEMIC SENATE

CONSTITUTION

ARTICLE I: PREAMBLE

The Citrus College Academic Senate is formed in order to ensure the democratic participation of the faculty in shared governance, as in accordance with AB 1725, in the development of policies and procedures of the college and to foster the long-range interests and well-being of the college.

ARTICLE II: MEMBERSHIP

The Academic Senate is established for the purposed of participation in the formation of educational and professional policy. The Academic Senate Executive Board (the governing body of the Senate) shall serve as the official representative body of the Senate on all non-contract matters. The Academic Senate is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the College President of such intent.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD

Section 1. The officers and executive board for the Senate shall be President, Past President (preferably Immediate Past-President), Vice-President, Secretary, Treasurer, Curriculum Chair, CCFA Liaison, Career and Technical Education (CTE) Liaison, and Legislative Liaison.

Section 2. The Executive Board shall meet at least twice per month.

Section 3. The President shall call all meetings of the Executive Board either on their own initiative or at the request of a majority of the Board.

Section 4. A quorum for conducting Executive Board business shall be five members.

ARTICLE IV: NOMINATIONS, ELECTIONS AND VOTING PROCEDURES

Section 1. As soon as possible after the beginning of the spring semester, nominations of Senate officers shall be made by a committee of five composed of the Vice-President and four such persons as they shall select. If an officer chooses to run for a second term, their name shall appear on the ballot. The results of the nominations shall be published prior to the fourth week of the Spring Semester. As soon as is practical, but not less than ten (10) school days after this publication, there shall be a Senate meeting where nominations from the floor shall be accepted.

At the conclusion of the nominating process, if there is more than one candidate for an office, an election by secret ballot shall be held within two weeks after this Senate meeting. If there is only one candidate for an office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting. Validation of the ballots shall be done by the Election Committee with a minimum of two senate officers being present.

Section 2. When an election by secret ballot is conducted, the Academic Senate Executive Board shall establish the date and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall prepare the ballot for electronic voting. Voting will open to each full-time faculty member and two adjunct senators as members of the Academic Senate.

At the beginning of the polling process, the Senate Vice President shall distribute an email link to the polling software.

The polling software should provide a confirmation to the voter that the vote was counted.

Section 3. Validation of the ballots shall be done by the Election Committee with a minimum of two senate officers being present.

The Secretary shall record the results of the voting, and these results shall be certified by all the Academic Senate members present during the validation of the ballots. The results will be made known through the polling software and will also be reported at the next available Academic Senate meeting so that the results are recorded in the minutes of the meeting. The election records shall be retained for no fewer than six months after the election.

The Election Committee shall make public the results of the balloting immediately following the completion of the polling period. If any officer or observer challenges the results of the polling because of perceived irregularities, the matter shall be referred to the Academic Senate for resolution at the following Academic Senate meeting, where the reporting of the election results has been agendized.

Section 4. In the event that more than two candidates run for an office and any one person does not receive fifty percent plus one vote, a runoff election will be held between the two top contenders within two weeks following the counting of votes.

Section 5. Special elections by the Senate shall be conducted by the Executive Board using the polling software. Validation of the ballots shall be done by the Senate officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the validation of the ballots, and all shall certify the ballot results at the next Academic Senate meeting.

ARTICLE V: RECALL ELECTIONS

Section 1. A recall of any person in an Academic Senate elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Senate. A statement of the reasons for the proposed recall shall be part of the recall petition.

Section 2. Each person named in the recall petition shall have the right to make a rebuttal statement, which shall be distributed to their constituency at least 7 days before the recall election.

Section 3. Recall elections shall be by secret ballot.

Section 4. An absolute majority vote (one more than 50 percent of all Senate members) of the membership shall be necessary to affect the recall.

Section 5. Any vacancy, in any office, created by recall shall be filled by procedure as established under Article VI, Section 2.

ARTICLE VI: TERMS AND VACANCIES

Section 1. All senate officers shall be full-time faculty members. All senate officers shall be eligible for reelection but may not serve more than two consecutive terms in one position. The term of office for the Executive Board members shall be from July 1 through June 30 of the following year.

The Senate President and Vice President shall be tenured faculty members and shall be elected for a term of two years subject to reaffirmation for the second year of the term by a majority vote of the Academic Senate no later than the second senate meeting of the spring semester of the first year of the term. Candidates for Senate President must have served in the position of Senate Vice President for a minimum of one year at any time prior to the election.

In the event the President is not reaffirmed, the Vice President shall become President Elect and assume the position of Senate President on July 1 of that year to complete the two-year term. The vacant Vice President position shall be filled by the Senate President and ratified by majority vote of the Academic Senate.

The Treasurer and Secretary shall be elected for a term of one year. Term lengths shall be effective Fall 2018.

Section 2. Vacancy shall be deemed to exist in the case of death, resignation, termination, or recall. The Senate President, with the approval of the Executive Board, shall fill by appointment any vacancy in the office of Senate Secretary, Senate

Treasurer, or At Large representatives. If a vacancy occurs in the office of Senate President, the Senate Vice-President shall assume the position. When a vacancy occurs in the office of Senate Vice-President, the Senate President shall call a meeting of the Senate for the purpose of accepting nominations from the floor for Senate Vice-President. If there is only one candidate for the office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting.

If there are two or more candidates for the office, an election shall be held according to the procedures provided in Article IV: Sections 2, 3, and 4. This meeting shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

ARTICLE VII: EMPOWERMENT

The Academic Senate shall be represented on, and make recommendations to all appropriate college committees. It shall also make recommendations and have direct access to the college President and the Board of Trustees. It shall be further empowered to develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative considerations.

As established by BP/AP 2510 of the Citrus College Board Policies and Procedures Section 3, Part a “for the following matters, the Board will rely primarily upon the advice of the Academic Senate” in academic and professional matters as listed below:

1. Educational program development.
2. Standards or policies regarding student preparation and success.
3. District and college governance structures, as related to faculty roles.
4. Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
5. Policies for faculty professional development activities.
6. Processes for instructional and student services program review.
7. Degree and certificate requirements.
8. Grading policies.
9. Curriculum, including establishing prerequisites and placing courses within disciplines.
10. Processes for institutional planning and budget development.

ARTICLE VIII: MEETINGS

The Academic Senate shall meet as often as business requires but not less than once each calendar month during the school year unless the membership votes (MAJORITY OF QUORUM PRESENT) not to meet in a given month.

ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE

Section 1. Purpose: It shall be the purpose of the Academic Senate to serve as the official voice of the Senate.

Section 2. Membership: The Academic Senate shall be composed of the President, Past-President, Vice-President, Secretary, Treasurer, CCFA Liaison, CTE Liaison, and Legislative Liaison, and the Curriculum Chair of the Senate Executive Board and one or more senator(s) representing each area listed below (in bold type):

Business and Accounting (1 Senator)
Accounting
Business
Computer Science
Real Estate

Mathematics (1 Senator)
Engineering
Production Manufacturing Engineering Technology

Health Sciences (1 Senator)
Nursing-RN Nursing-LVN
Nurse Assistant-CNA Dental Assisting Emergency Medical Tech
Home Heath Aid

Career and Technical Education (3 Senators)
Automotive Technology Medium and Heavy Truck
Information Technology Information Systems Drafting Technology & Architecture Information Technology
Office Tech Public Works
Water Technology Cosmetology Esthetician Construction Management
Counseling Programs and Services (2 Senators) Fine and Performing

Arts (2 Senators)
Art
Dance
Gaming
Multimedia
Music
Photography
Recording Arts
Theater Arts

Kinesiology (1) Athletics Kinesiology

Language Arts (2 Senators)
Communications
English
ESL
Foreign Languages
Speech

Library Services (1 Senator)

Physical and Natural Sciences (2 Senators)
Astronomy
Biology
Chemistry
Earth Science
Forestry
Natural History
Physics
Biotechnology

Social and Behavioral Sciences (2 Senators)
Administration of Justice
Anthropology
Child Development

Economics
Geography
History
Humanities
Philosophy
Political Science
Psychology
Sociology
Ethnic Studies

Noncredit (1 Senator)
Three senators at large, two senators representing adjunct faculty, and two student representatives appointed by the Associated Students of Citrus College.

Section 3. Terms of Office: The terms of office for senators shall be for a period of three years, terms to be staggered with one-third of the representatives retiring each year. The term of office will run from July 1 through June 30. If any members resign or cease to serve for any reason, the newly elected member shall complete the term of the person whom he or she they replace.

Section 4. Election of the Academic Senate: Prior to the end of April, each affected department shall select its representative to the Academic Senate. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate President, in writing, the name of the newly elected senator from that department. Vacancies among the department senators shall be filled by departmental election within one (1) month of the occurrence of the vacancy in the manner stated in this section. Senators at Large shall be elected by ballot using the same ballot used for Senate Officers. Vacancies not filled shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

In the event a senator is unable to attend meetings or is absent at more than three Senate meetings, and reasonable effort and communication made to secure another representative from the corresponding discipline did not meet with success, the Senate President shall appoint an additional at large representative to complete the term of the person whom they replace.

Vacancies shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

Section 5. Empowerment: The Academic Senate is the executive body representing Faculty. The Academic Senate shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate or initiated by members. Each senator shall vote according to the direction of their department or their knowledge of their department's majority inclinations. In the conduct of official business, a quorum shall consist of one more than half of the members defined in Article 9, Section 2 above. Recommendations to the President of the college or the Board of Trustees must be authorized by an absolute majority vote of the Academic Senate.

Section 6. Committees: The Academic Senate shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Academic Senate or initiated by Senate members. The Academic Senate defines the power and the duties of committees. The Senate President, shall appoint the chairperson of such committees.

Section 7. Reassignment evaluation: The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall engage in an annual evaluation of each reassigned position within the senate's purview during the spring semester. The evaluation including a summary of commendations and recommendations shall be shared and discussed with each faculty member occupying a reviewed position.

Section 8. Self-evaluation of the Academic Senate: The Academic Senate Executive Board shall conduct an annual self-evaluation of the Academic Senate. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate prior to the end of the spring semester.

Section 9. Career and Technical Education (CTE) Liaison is a CTE faculty member who is appointed to a two-year term by the Academic Senate president. The CTE faculty may not serve more than two consecutive terms.

The duties of the CTE Liaison are: attend all local Academic Senate meetings and report as needed about statewide issues of concern in CTE; identify CTE issues of concern locally or regionally; communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, workgroups, committees and taskforces to ensure that CTE interests are represented; communicate the recommendations of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy and participate in conversations to implement system- wide policies and practices that may significantly affect career technical education programs; create a mechanism to communicate with CTE faculty on campus around issues of common concern; serve as a conduit between the local CTE faculty and the CTE Leadership Committee representatives in local area; attend state-level events (CCCAOE, ASCCC) and regional consortia meetings as funding permits.

Citrus College Faculty Association (CCFA) Liaison is a voting representative appointed by the CCFA President and approved by the Senate President. The CCFA Liaison is appointed to a two-year term and may not serve more than two consecutive terms.

Legislative Liaison is a faculty member who is appointed to a two-year term by the Academic Senate President and may not serve more than two consecutive terms.

The duties of the legislative liaison are: Attend local senate meetings and report regularly or as requested about legislation and legislative issues; facilitate or act as a resource for local discussions of legislation and contemplated legislation; identify legislation issues of particular local concern and convey those to the Legislative and Advocacy Committee; communicate opportunities and, at times, the urgent need for faculty participation in legislative activities; collaborate with local senate officers to create and or improve a mechanism for the most effective communication with faculty on campus about legislative issues of common concern; serve as a conduit between the local faculty and the Legislative and Advocacy Committee representatives in the area; as funding permits, attend state-level events and meetings (ASCCC, FACCC), participate in panels or make presentations as appropriate; monitor the legislative listserv (legliaison@listserv.cccnext.netlegliaison@listserv.cccnext.net) and the Legislative Updates webpage and report to the local Academic Senate and, as determined to be appropriate in collaboration with local senate officers, faculty at large on campus; and work with local student organizations and advocacy groups to help them with their efforts as well as encourage them to join in efforts led by others.

ARTICLE X: AMENDMENTS

Section 1. Amendments to this constitution may be proposed by the Academic Senate Executive Board, any representative of the Academic Senate or by petition of thirty percent of the members of the Senate.

Section 2. All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

Section 3. An amendment shall be considered ratified if it receives a two- thirds vote of the Senate membership.

Section 4. Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).

CITRUS COLLEGE ACADEMIC SENATE

BYLAWS

ARTICLE I: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1. The President shall preside at all member and executive board meetings and in every way endeavor to promote the interest and purposes of the Academic Senate. The President with the advice and consent of the Academic Senate shall appoint members to all standing and select committees. The President shall be an ex- officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The president or their designee shall serve as the representative to the Academic Senate of the California Community Colleges.

Section 2. The Vice-President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall report to the senate in general on the senate's committee activities. The Vice President shall work with the Recording Secretary to maintain accurate records of committee members and recruit new faculty for committee membership as needed. The Vice President will attend campus wide committee meetings such as Steering, Educational Programs, Enrollment Management and others deemed necessary as schedule permits in order to acquaint themselves with campus processes and policies. The Vice President shall conduct the officer and at large elections.

Section 3. he Secretary shall keep a careful record of the proceedings of each meeting of the Academic Senate and of the Executive Board. The Secretary shall maintain an accurate list of Academic Senate committees and personnel. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President.

Section 4. The Treasurer receives no funds from the membership. In the event that the District allots the Academic Senate funds for expenses, the Treasurer shall keep accurate records of such funds.

Section 5. Any Past President shall serve as a resource person for the Academic Senate and also serve as Parliamentarian. It is recommended that the immediate past president serve in this role.

Section 6. The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall not be on any type of long term leave of absence during their term, including but not confined to serving banked time, sabbatical or teaching in Citrus' Study Abroad program.

ARTICLE II: COMMITTEES AND DUTIES

Section 1. Membership: The President, or their designee, with the advice and consent of the Executive Board shall appoint members to committees. Appointments to a standing committee shall be for three years with one-third of the members retiring each year

Section 2.

Clause 1: FNIC (Faculty Needs and Identification Committee): The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.

Clause 2: Equivalency and Minimum Qualifications Committee: The Minimum Qualifications and Equivalencies Committee will stay informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. They will make recommendations to the Academic Senate as to changes in disciplines and minimum qualifications which should be communicated to the Statewide Academic Senate. They will represent the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline.

Clause 3: Evaluation and Tenure Committee: The Evaluation and Tenure Committee will periodically review the evaluation and tenure procedures and make recommendations to the Academic Senate of improvements that need to be made. This includes oversight of any process that provides evaluative feedback of future faculty through the hiring process or for current faculty through any evaluation process.

Clause 4: Curriculum/Technical Review: Comprised of representatives from all areas of campus by election only. Elections are usually held each spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate program discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education

Clause 5: Matriculation/ Prerequisite & Assessment: Reports to the Academic Senate and serves as a resource to faculty and college committees about entrance to the institution and when concerns, questions, and suggestions arise related to prerequisites, co-requisites, limitations on enrollment, assessment, and cut scores.

Clause 6: Academic Calendar /Final Exam Schedule: Discusses calendar options and makes recommendation for the upcoming academic year calendars and plans the Final Exam Schedule.

Clause 7: Faculty Hiring Procedures: Works with the Human Resources Office to review and revise faculty hiring procedure regulations.

Clause 8: Program Review: This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.

Clause 9: Student Learning Outcomes and Assessment Committee: This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO’s.

Clause 10: Steering: Where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval of the various campus groups) reach this committee for final voting before being sent to the Board of Trustees. Note: Academic Senate is a constituent group to the campus wide Steering Committee with broad participation by faculty.

Clause 11: Additional Committees: Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to Textbook and Instructional Materials, Campus-wide Information Technology, Professional Learning, Financial Resources, Human Resources Advisory, Institutional Research and Planning Advisory, Scholarship, Online Education, Honors Advisory, Physical Resources, Sustainability, and Transfer Task Force. These committees may change or update their tasks as necessary and should bring these advisements before the Senate for discussion, report and review.

ARTICLE III: AMENDMENTS

The Bylaws may be amended in the same manner as the constitution except that only a simple majority vote shall be required.

Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).

GUIDELINES FOR THE SENATE PRESIDENT MEETINGS OF THE ACADEMIC SENATE

1. The Academic Senate shall meet not less than once a month. The time and day for the meetings should be reviewed and approved by the body by the close of the previous school year.
2. Assist Vice-President in confirming faculty membership on all standing committees of Steering and those others designated as critical to supporting the 10+1 areas of concern.

STANDARD PROCEDURES OF ACADEMIC SENATE

1. There should be a formal agenda.
2. There should be a secretary at all meetings.
3. Meetings of the Academic Senate shall be governed by general rules of parliamentary procedure.
4. Send out requests for agenda items at least one week before Academic Senate meetings.
5. Post agenda in accordance to the Brown Act.
6. No later than week 4 of Spring term, advise the Vice-President to select a committee of five members of the Academic Senate to draw up a slate of nominees for offices.
7. Assist Vice-President in conducting elections of officers.
8. Reserve meeting location for Convocation at least 1 year in advance. Get information to President, Dean responsible for scheduling and CCFA.
9. After Academic Senate officers are elected, have departments and adjunct faculty elect senators to fill expired positions.
10. After departments have elected representatives to the Academic Senate, the Senate President and Vice-President will appoint members to the committees.
11. Whenever a vacancy occurs on a committee, the Senate President or their designee will select a replacement to fill the vacancy.
12. Include in these guidelines any procedural changes resolved in the Academic Senate each year.

Revised: January 1996
Adopted November 9, 2011
Revisions: September 2013

April 2017
April 2018
April 2024

This is the current version of the Academic Senate Purpose Statement, Constitution and Bylaws that have been approved as of 04/21/2026.

CITRUS COLLEGE ASSOCIATED STUDENTS OF CITRUS COLLEGE (ASCC)

PURPOSE STATEMENT

PURPOSE
According to Article I, Section 2 of the Constitution, the purpose of the ASCC is:

A. To guarantee a republican form of student government.
B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
C. To further cooperation among students and between students, faculty, staff, administration, and the community.
D. To develop a more informed citizenry capable of assuming an active role in society.
E. To provide effective student representation in the college's shared governance process.

The ASCC responds to the Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard 4: Governance and Decision Making.

The ASCC Executive Board Composition: 19 Members (10 Quorum)
<u>President</u>:
A. Preside over and chair all regular and special meetings of the Executive Board.
B. Be responsible for the Executive Board agenda development.
C. Call special meetings of the Executive Board, providing they informs all Executive Board advisors and members and complies with Brown Act requirements.
D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
E. Appoint all committee members.
F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
G. Act as host for the ASCC at all times.
H. Be a member of the ASCC Finance Committee.
I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
J. Become interim Student Trustee if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

<u>Vice President</u>:
A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.

B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
C. Act as parliamentarian of the Executive Board.
D. Be a member of the ASCC Finance Committee.
E. Keep the Executive Board informed on the progress of all appointed committees.
F. Attend all Citrus College Board of Trustees meetings.

<u>Treasurer</u>:

A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
C. Be instrumental in operating the budget.
D. Chair the ASCC Finance Committee.
E. Maintain an up-to-date financial code and follow the guidelines set forth.

<u>Legislative Liaison</u>:

A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

<u>Senators</u>:

A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

<u>Commissioner of Public Relations</u>:

A. Chair the Public Relations Committee.
B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
F. Work closely with the editors of all school publications.
G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

<u>Commissioner of Activities</u>:

A. Process and file all documents necessary in the activities preparation process.
B. Chair the Campus Activities Board.
C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
E. Coordinate with the Commissioner of Public Relations for promotion of events.

<u>Commissioner of Athletics</u>:

A. Establish and maintain a good standing relationship with campus athletic programs and administrators.
B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

<u>Commissioner of Inter-Club Council Relations</u>:

A. Attend all Inter-Club Council Meetings.
B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

<u>Commissioner(s)-at-Large</u>:

A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
B. Perform special duties as indicated by the President.

<u>Student Trustee</u>:

A. Be a member of the Citrus Community College District Board of Trustees.
B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
E. Act as the mentor to the incoming Student Trustee during the spring semester.

MEETING DAY/LOCATION

Tuesdays of Fall and Spring semesters, CC 111.

MEETING DATES
August 26, 2025, September 16, 23, 2025, October 7, 21, 2025, November 4, 18, 2025, December 2, 2025, February 24, 2026, March 10, 24, 2026, April 7, 21, 2026, May 5, 19, 2026, and June 2, 2026.

RESPONSIBILITIES
The ASCC Executive Board has general sets of responsibilities and specific duties.

According to Article VI, Section 4 of the Constitution, the Executive Board is responsible for the following duties:

A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
    1. President
    2. Vice President
    3. Treasurer (Chairperson)
    4. One Senator, selected by the President
    5. One Commissioner, selected by the President
    6. Commissioner of Activities
    7. Student Affairs Administrator
C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.
D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.
E. Requiring all officers and students to comply with the provisions of this Constitution.
F. Setting an example of good conduct and decorum within the Associated Students.
G. Examining reports of all officers, agents and committees of the Associated Students.
H. Exercising control over all expenditures of the Associated Students.
I. Ratifying, upon recommendation of the President, all standing and special committees.
J. Exercising supervision over all expenditures from Associated Student funds.
K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.

ASSOCIATED STUDENTS OF CITRUS COLLEGE

CONSTITUTION AND BYLAWS

PREAMBLE

We, the students of Citrus College, in order to form a representative student organization, do ordain and establish this constitution of self-government for the Associated Students of Citrus College.

ARTICLE I
Name and Purpose

Section 1. The name of this organization shall be: The Associated Students of Citrus College (ASCC).

Section 2. The purpose of this organization shall be:

A. To guarantee a republican form of student government.

B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.

C. To further cooperation among students and between students, faculty, staff, administration, and the community.

D. To develop a more informed citizenry capable of assuming an active role in society.

E. To provide effective student representation in the college's shared governance process.

ARTICLE II
Nondiscrimination

The Associated Students of Citrus College (ASCC) shall not discriminate, nor will they participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: national origin, religion, age, sex or gender (except as exempt from Title IX), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

ARTICLE III
Membership and Privileges

Section 1. Any properly enrolled student of Citrus College shall automatically become a member of the organization upon payment of the Student Service Fee.

Section 2. All members of the ASCC are entitled to the following:

A. The right, if eligible, to hold office as provided in the Constitution.
B. Admission, if eligible, to intercollegiate competition on the conference schedule.
C. Admission to, and eligibility to participate in, all ASCC social activities, intramural sports, and college-recognized clubs and club activities.
D. Eligibility to apply for appropriate scholarships.
E. Receive discounts secured on their behalf.

ARTICLE IV
Officers and Qualifications

Section 1. The elective officers of ASCC shall be the President, Vice President, Student Trustee, Legislative Liaison, and up to seven (7) Senators.

Section 2. The appointed officers of the Associated Students shall be Treasurer, Commissioners of Public Relations, Activities, Inter-Club Council Relations, and Athletics, and not more than three (3) Commissioners-at-Large.

Section 3. Qualifications to run for, and hold office, Definition: (The word "office" in the text means either an elected or appointed office in the student government.)

A. A student must be enrolled in at least 5 units of college work, and have at least a 2.5 grade point average. This is determined on the cumulative basis for all college work completed. Exceptions may be granted by the Dean of Students or their designee, on a case-by-case basis.
B. A student must be a member of the Associated Students in good standing. No student on academic probation or who has a disciplinary file may hold a position of responsibility on the ASCC Executive Board.
C. A student may not serve on the Executive Board, Student Court, or ICC Board for more than four semesters. Service for more than 44 days will constitute a full semester’s service.
D. Executive Board officers must attend all regular and special meetings.
E. Three unexcused absences are cause for dismissal with the recommendation of a 2/3 absolute majority of the Executive Board.
F. Unexcused tardiness of up to 15 minutes constitutes an unexcused absence.

Section 4. ASCC officers may be members and/or officers of any college-recognized club or organization with the exception of the ASCC President who may not serve as an officer of any other club or organization. ASCC officers may not hold more than one position on the Executive Board.

Section 5. The term of office for Associated Student officers shall be one academic year, ending on the last day of instruction of the spring semester and the succeeding officers shall take office immediately.

Section 6. The term of the Student Trustee will begin June 1 and end May 31 of the following year (in accordance with the California Education Code).

ARTICLE V
Duties of the Associated Student Officers

Section 1. The President shall:

A. Preside over and chair all regular and special meetings of the Executive Board.
B. Be responsible for the Executive Board agenda development.
C. Call special meetings of the Executive Board, providing they inform all Executive Board advisors and members and complies with Brown Act requirements.
D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
E. Appoint all committee members.
F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
G. Act as host for the ASCC at all times.
H. Be a member of the ASCC Finance Committee.
I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
J. Become interim Student Trustee if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Section 2. The Vice President shall:

A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
C. Act as parliamentarian of the Executive Board.
D. Be a member of the ASCC Finance Committee.
E. Keep the Executive Board informed on the progress of all appointed committees.
F. Attend all Citrus College Board of Trustees meetings.

Section 3. The Treasurer shall:

A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
C. Be instrumental in operating the budget.
D. Chair the ASCC Finance Committee.
E. Maintain an up-to-date financial code and follow the guidelines set forth.

Section 4. The Legislative Liaison shall:

A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Section 5. The Senators shall:

A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Section 6. The Commissioner of Public Relations shall:

A. Chair the Public Relations Committee.
B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
F. Work closely with the editors of all school publications.
G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Section 7. The Commissioner of Activities shall:

A. Process and file all documents necessary in the activities preparation process.
B. Chair the Campus Activities Board.

C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
E. Coordinate with the Commissioner of Public Relations for promotion of events.

Section 8. The Commissioner of Athletics shall:
A. Establish and maintain a good standing relationship with campus athletic programs and administrators.
B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Section 9. The Commissioner of Inter-Club Council Relations shall:
A. Attend all Inter-Club Council Meetings.
B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Section 10. The Commissioner(s)-at-Large shall:
A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
B. Perform special duties as indicated by the President.

Section 11. The Student Trustee shall:
A. Be a member of the Citrus Community College District Board of Trustees.
B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
E. Act as the mentor to the incoming Student Trustee during the spring semester.

ARTICLE VI
Structure & Duties of the Executive Board

Section 1. The Executive Board, governing body of the Associated Students, shall consist of the following voting members:

A. President
B. Vice President
C. Student Trustee
D. Treasurer
E. Legislative Liaison
F. Up to seven (7) Senators
G. Commissioner of Public Relations
H. Commissioner of Activities
I. Commissioner of Athletics
J. Commissioner of Inter-Club Council Relations
K. Up to three (3) Commissioners at Large

Section 2. Succession to the Presidency shall be the currently elected Vice President. Should this officer be ineligible or unwilling to succeed, the Executive Board shall elect to the Presidency one of its voting members.

Section 3. The members of the Executive Board listed in Section 1 have the only voting power of the Executive Board. Each member has one vote.

A. A quorum consists of 50% plus one of all voting members.
B. No voting by proxy will be permitted for absent members.
C. The Chair of the Associated Students Executive Board shall have no vote during the business meeting except to break a tie.

Section 4. The Executive Board shall be responsible for the following duties:

A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
    i. President
    ii. Vice President
    iii. Treasurer (Chairperson)
    iv. One Senator, selected by the President
    v. One Commissioner, selected by the President
    vi. Commissioner of Activities
    vii. Student Affairs Administrator
C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.
D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.

E. Requiring all officers and students to comply with the provisions of this Constitution.
F. Setting an example of good conduct and decorum within the Associated Students.
G. Examining reports of all officers, agents and committees of the Associated Students.
H. Exercising control over all expenditures of the Associated Students.
I. Ratifying, upon recommendation of the President, all standing and special committees.
J. Exercising supervision over all expenditures from Associated Student funds.
K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.

Section 5. Business will be conducted under Robert's Rules of Order (revised).

Section 6. Any member of the student body, district staff, or the community may attend the meetings of the Executive Board in a non-voting capacity.

Section 7. The Student Affairs Administrator or his/her designee shall act as advisor of the Executive Board unless otherwise specified by the President of Citrus College.

ARTICLE VII
Judiciary

Section 1. The judicial power of the Associated Students shall be vested in one court known as the Associated Student Court of Citrus College.

Section 2. This court shall consist of five Associated Student members. It will have one advisor. One of the justices shall be elected Chief Justice of the Court and shall preside at all sessions except when they should appoint a member of the court to take their place in their absence.

Section 3. Members of the court shall:
A. Be a member of the Associated Students of Citrus College.
B. Have a cumulative grade point average of 2.5.
C. Be enrolled in a minimum of five units per semester during their term of office.
D. Maintain a 2.5 G.P.A. each semester in office.
E. Be non-voting members of the Executive Board.

Section 4.
A. Appointment of justices shall be by the ASCC President with the approval of a 2/3 majority vote of the Executive Board.

B. If, after two weeks of the beginning of each semester, the ASCC President has not nominated ASCC members to fill Student Court vacancies, the Executive Board will nominate and appoint ASCC members to the Student Court with a 2/3 majority vote.

C. The term of office shall be four semesters or resignation. Dismissal is automatic if the justice is placed on academic or disciplinary probation.

D. Cause for removal from office shall be:

i. When conditions in Section 3, subsections A, B, C, D, and E are not met.

ii. When justices fail to perform duties as stated in Article VI.

E. The ASCC President shall make appointments to fill vacancies as defined in Section 4, paragraph A.

Section 5. Duties and Powers:

A. The procedure and methods of conducting court and trying cases shall be outlined in the Judicial Code.

B. The Associated Student Court shall have the power to review any and all measures enacted or decreed by the Executive Board. This process is initiated by the receipt of a petition of 100 signatures or 25% of the number that voted in the last election, or a request by a majority of the Executive Board or the Inter-Club Council.

C. The court will have the power to use injunctions or restraining orders against any Citrus club member or student organization. This power may include the freezing of funds. The court shall review all new constitutions and annually review all current club constitutions for legality.

D. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.

E. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.

F. Appeals may be made to the:

i. Student Affairs Administrator;

ii. Vice President of Student Services;

iii. President of Citrus College.

Appeals must be made in the order above.

G. The court shall have the final authority on all club constitutions.

H. The court shall have no legislative powers except in the event that all members of the Executive Board vacate their offices: The court shall assume the executive powers until new officers are elected. If this is not possible, the court shall draft a new constitution and present it to the electorate for ratification and then conduct elections to staff the executive positions.

I. A decision of the court must have a majority of all justices concurring.

J. Any member of the Associated Students may request the court to interpret this constitution.

Section 6. In the absence of a functioning Student Court, all questions shall be referred to the Student Affairs Administrator.

ARTICLE VIII
Elections

Section 1. All ASCC general and special elections will be conducted by the Student Court. The Chief Justice shall act as chairman. In the absence of an active Student Court, the general and special elections shall be conducted by the Executive Board with the ASCC President and Commissioner of Public Relations acting as co-chairs.

Section 2. The Office of Student Life shall certify the petitions and deliver them to the Executive Board.

Section 3. Any candidate for elected office must receive a simple majority of the votes to be elected.

A. Senator candidates must be within the (up to) top seven vote recipients for the Senate elections to be elected.

Section 4. Write-in candidates must be eligible to run for and hold office. Votes cast for individuals who are not eligible to hold office will not be counted.

ARTICLE IX
Appointments

Section 1. Appointed ASCC officers must meet the same qualifications for office as elected officers.

Section 2. Applications for appointed offices shall be made available one full week immediately following ASCC elections.

Section 3. The incoming ASCC President will make the appointments for the vacant offices. New officers will be approved pending 2/3 majority vote from elected members of the Executive Board.

Section 4. If, after ten days of the semester, the ASCC President has not nominated members to fill the Executive Board vacancies, the Executive Board may nominate members to fill the vacancies.

ARTICLE X

Initiative, Referendum, and Recall

Section 1. The members of the ASCC shall have the right to initiative, referendum, and recall.

Section 2. Petitions shall require the signatures of 10% of the members of the ASCC. Every petition must bear the exact wording of the action proposed.

Section 3. The Student Court shall certify the petitions and deliver them to the Executive Board. An election must be held within ten school days after the petitions have been received by the Executive Board. The proposed action shall be posted for no less than five school days.

Section 4. For initiative and referendum, a vote of 50% plus one vote is necessary to approve the proposed action.

Section 5. For recalls, a minimum of a 60% majority is necessary to approve the proposed action. By definition, only elected officers may be recalled.

ARTICLE XI
Athletics

Section 1. The intercollegiate athletic program may include those programs that are sanctioned by the athletic league in which Citrus College is a member.

Section 2. The official insignia of Citrus College shall be the Owl. The official name "Owls" shall be used for all the athletic teams.

Section 3: The Official school colors of Citrus College are blue, white, and orange

ARTICLE XII
Ratification

The constitution shall be considered ratified after an election is held and a simple majority of the Associated Students is in favor of its adoption.

ARTICLE XIII
Amendments to the ASCC Constitution

Section 1. Revision of the constitution requires a simple majority of the votes cast at a special or general election.

Section 2. Amendments to this constitution may be proposed by either one of the following:

A. A 2/3 absolute majority of the Executive Board.

B. A petition signed by 10% of the members of the ASCC.

Section 3. A special election may be called when approved by a 2/3 vote of the Executive Board.

Section 4. All amendments and revisions will be available to the student body for at least 5 school days prior to an election.

ARTICLE XIV
Amendments to the ASCC Codes

Section 1. Amendments to ASCC codes must be approved by a 2/3 vote of the Executive Board.

Section 2. Amendments to ASCC codes must be voted upon within four weeks of the first day of classes of the fall or spring semester. If amendments are not approved within the first four weeks, the prior year's governing laws shall automatically be in effect.

ARTICLE XV
Constitutional Authority

This constitution will be considered as the final authority and supersede the constitution of any student club or student organization on the campus of Citrus College.

AMENDED: 11/11/93, 12/04/98, 05/03/00, 05/05/04, 05/05/05, 03/06/14, 06/04/15, 06/05/17, 10/24/18, 10/23/19, 04/22/20, 4/22/21, 06/02/22

NOTICE: Any proposed amendments to this constitution that are in violation of or in contradiction to College policies, procedures, regulations, or local, state, and federal laws will not be allowed. Any items in this constitution that are found to be in violation of any of the above will be removed or changed in accordance with College policies and/or local, state, and federal laws.

In addition, any constitutional changes that make unreasonable demands of college employees will not be allowed (at the discretion of the Dean of Student or designee).

CITRUS COLLEGE INFORMATION TECHNOLOGY COMMITTEE

2025-2026 PURPOSE STATEMENT

The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policy and planning efforts pertaining to instructional and institutional information technology at Citrus College. The committee oversees and responds to accreditation recommendations related to technology policies and planning in Standard 3.2, 3.9, and 3.10 of the ACCJC Accreditation Standards. The committee also acts as a communication conduit for technology related issues and a focal point for input from district constituencies on computer and technology related issues.

The CITC will:

- Advise the Steering Committee on policy and planning matters pertaining to computer and technology use.
- Develop, review, and update the district computer and technology board policies and related administrative procedures.
- Communicate policy, procedures, and plans to college constituents to keep them informed of technology matters on campus.

Responsibilities for 2025-2026

1. Conduct regular meetings to identify new technologies, discuss improvements to current technology, and their applications to the college community.
2. Provide guidance and feedback regarding technology options related to current and developing campus initiatives.
3. Provide information about technology training options available on campus and online.
4. Ensure continued support of remote operations, teaching and learning that is responsive to emerging needs.
5. Assess and respond to student's technology needs in face-to-face and online classes.
6. Provide guidance and feedback regarding implementing, enhancing, and securing

technology resources to sustain educational services and operational functions.

7. Research, inform, and provide guidance for remote work policies and procedures.

8. Provide ongoing technology support for public health initiatives as needed to sustain educational services and operational functions.

(ACCJC Standards:) 3.2, 3.9, and 3.10

Frequency of Meetings – Monthly

Day/Time of meeting –***First Monday of the month*** **(unless on a holiday)** - 10:00 AM to 11:00 AM

Composition of Committee (15)
Chief Technology Officer (Chair)
Director of Technology Operations and Support Services (Alternate Chair)
Director of Enterprise Systems (Alternate Chair)
Dean of Enrollment Services (or designee)
Dean of Career, Technical, and Continuing Education
Dean of Counseling Programs and Services (or designee)
Dean of Social and Behavioral Sciences, Online Education
Director of Fiscal Services (or designee)
Executive Director of Human Resources (or designee)
Director of Institutional Research, Planning, and Effectiveness (or designee)
Executive Director of Strategic Communications, Marketing and Public Affairs
Supervisor of Library Services
Management Team representative
Supervisor/Confidential representative
Faculty Representative(s)
Classified Representative(s)
Associated Students of Citrus College (ASCC) Representative(s)

Approved by the College Information Technology Committee September 08, 2025

CITRUS COLLEGE EDUCATIONAL PROGRAMS COMMITTEE

2025-2026 PURPOSE STATEMENT

PURPOSE

The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee reviews the implementation of instruction and instructional support areas of the Educational and Facilities Master Plan. The committee reviews comprehensive program reviews for instruction and academic support. The committee responds to accreditation recommendations and actionable improvement plans, implementing changes as necessary. ACCJC Standards 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.4, 3.9, 4.1, 4.2, and 4.3

The committee reviews policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance.

The committee ensures Career/Technical Education (CTE) programs meet regional criteria for approval, monitors the inventory of approved programs and assures that certificates are in compliance with state and/or national requirements.

The committee supports Online Education, Honors Transfer, and other educational and support programs. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

RESPONSIBILITIES for 2025-2026

a. Review, update, and create Academic Affairs Board Policies and Administrative Procedures.
b. Analyze the Educational and Facilities Master Plan and align implementation with related sections of the Strategic Plan.
c. Support implementation of actionable improvement plans related to academic programs and services.
d. Confirm accuracy of inventory of approved programs.
e. Facilitate open dialogue regarding budget challenges and impact on instructional programs.
f. Support programmatic changes resulting from Guided Pathways implementation.

FREQUENCY OF MEETINGS: Monthly (during primary semesters)
DAY/TIME OF MEETINGS: Mondays 2:45 p.m. to 4:00 p.m.
EPC COMMITTEE MEMBERSHIP: Vice President of Academic Affairs (chair)

Academic Senate President Academic
Senate Vice President Articulation Officer
ASCC representative(s) (1 or 2)
Classified representatives (2)
CTE Programs Supervisor
Curriculum Committee Faculty Chair
Dean of Counseling
Director of Continuing Education
Director of Dual Enrollment
Director of Grants
Director of Health Sciences
Director of Institutional Research
Honors Transfer Program Faculty Coordinator
Instructional Deans and Associate Deans
Online Education Faculty Coordinator
Program Review Faculty Coordinator
SLOA Faculty Coordinator
Supervisor/Confidential representative (1)

Sub committees:

Online Education: The purpose of the committee is to discuss and advocate for issues important and relevant to Online Education and to foster communication among management, technology staff, and faculty on topics related to online delivery. In addition, there are frequent discussions regarding best practices, and faculty often make presentations involving new and emerging technologies. Minutes and agendas are kept.
<u>FREQUENCY OF MEETINGS:</u> monthly during primary semesters

<u>MEMBERSHIP:</u>

Full and part time faculty teaching Online Education
Dean of Online Education
Online Education Coordinator
Online Education Information Technology Specialist
Online Education Instructional Designer
Peer Online Course Review (POCR) Lead
Public Service Librarian
DSPS representative
Learning Center representative TeCS representative
ASCC (Associated Students) representative
Director of Continuing Education

Honors Transfer: A sub-committee of the Educational Programs Committee, the Honors Transfer Program Advisory Committee (HTPAC) participates in the support and development of the Honors Transfer Program (HTP). The committee collaborates with the HTP Faculty Coordinator on course development, honors activities, recruitment events, and programmatic guidance. Updates and information relevant to faculty, students, and campus partners are shared at the Honors Transfer Program Advisory Committee meetings.
<u>FREQUENCY OF MEETINGS:</u> monthly during semesters

<u>MEMBERSHIP:</u>

Main Member:
Honor Society Advisors for AGS & PTK
Honors Transfer Program Administrative Clerk
Honors Transfer Program Committee Chair
Honors Transfer Program Faculty Coordinator
Honors Transfer Program Counselors
Honors Transfer Program Dean
Honors Transfer Program faculty (current and past faculty, faculty interested in teaching honors)
Honors Transfer Program Student representatives
Resource Partner Members:
Campus Partners from other organizations & services including:
EOP&S/CARE Counselor
Black Scholars Educational Advisor
Honors Learning/Writing Center Representative
Honors Librarian
HTP Learning Center Representative

Workforce Council: The purpose of this committee is to make recommendations and offer guidance to support Career Technical Education at Citrus College by leveraging the California Community Colleges State Chancellor's Office Strong Workforce and Perkins funding. This group develops strategies for implementing annual plans as required by the Chancellor's Office, along with strategies for increasing enrollment, certificate and degree completion and employment outcomes in CTE programs. Program proposal forms and recommended funding priorities are developed by this group and coordination and support to CTE programs is provided.
FREQUENCY OF MEETINGS: 5-6 times during the academic year

MEMBERSHIP:
Co-Chairs: CTE dean & faculty member
Managers
Faculty (including CTE Liaison)
CTE Programs Supervisor
ASCC representative
Classified Staff

Enrollment Management Committee: The purpose of the Enrollment Management Committee is to review, develop and implement strategies that improve the student experience related to Strategic Enrollment Management Planning in order to make recommendations on, monitor progress of, and update those strategies annually. The two overarching goals of the committee are:

- Increase student access, success, and completion in conjunction with the Student-Centered Funding Formula; and
- Enable the college to achieve budgeted FTES

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: 1.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.4, and 4.3

<u>RESPONSIBILITIES 2025-2026</u>

- Develop and implement an integrated approach to enrollment management that supports college-wide collaboration, engagement, and creative thinking focused on meeting the measurable objectives as stated in the Strategic Plan, Educational and Facilities Master Plan and Strategic Enrollment Management Plan
- Review, monitor, modify, and evaluate progress toward strategic enrollment planning goals
- Collaborate with college constituencies to develop and implement the Strategic Enrollment Management Plan
- Review enrollment metrics/reports
- Evaluate ongoing enrollment trends, activities, and initiatives
- Use quantitative and qualitative data to inform recommendations
- Assess, evaluate, and make recommendations for support strategies to enhance student access, success, persistence, services, and educational and career goal attainment
- Recommend intentional marketing strategies to attract and retain prospective and current students

<u>FREQUENCY OF MEETINGS:</u> typically monthly on second Thursdays, 3:00 p.m. to 4:00 p.m.

<u>MEMBERSHIP:</u> co-chairs: VPAA and a full-time faculty member

Academic Senate President
Articulation Officer
ASCC representative(s)
Associate Dean, Physical, and Natural Sciences
Catalog and Schedule Analyst
Chief Technology Officer
Classified representative(s)
Curriculum Chair
Dean of Students
Dean, Career and Technical Education
Dean, Counseling Programs and Services
Dean, Enrollment Services
Dean, Kinesiology, Health and Athletics
Dean, Language Arts and Library
Dean, Mathematics, Sciences and Business
Dean, Social and Behavioral Sciences
Dean, Visual and Performing Arts
Director, Continuing Education
Directors, DSPS
Director, Dual Enrollment
Director, Financial Aid
Director, Grants
Director, Health Services
Director, Inst. Research, Planning, Effectiveness
Director, Outreach
Exec. Director, Strategic Communications, Marketing and Public Affairs
Faculty representative(s)
Program Review Coordinator
Registrar
Supervisor, International Students
Vice President of Academic Affairs
Vice President of Finance and Admin. Services
Vice President of Student Services

CITRUS COLLEGE FINANCIAL RESOURCES COMMITTEE

2025-2026 PURPOSE STATEMENT

The purpose of the Financial Resources Committee is to maintain effective communication concerning District financial resources and business operations, including reviewing income and expenditure assumptions, addressing program and facility needs, making recommendations, and informing various college constituents of the status of funding and expenditures and any modifications made to the budget throughout the year, in response to funding changes. Committee members are expected to be knowledgeable about the District's budgeting process and are expected to focus on the entire budget, rather than isolated parts of the budget that affect only individual cost centers or constituency groups. The committee ensures fiscal transparency by providing/sharing information with represented constituency groups.

The committee reviews policies and procedures related to District financial resources and business operations; adheres to accreditation standards relating to the District's financial resources; and reviews and forwards recommendations of the Financial Resources Committee to the Steering Committee. The committee ensures that budget assumptions are planned in accordance with applicable focus areas and strategies of the 2021-2026 Citrus College Strategic Plan.

<u>Responsibilities for 2025-2026</u>

a) Develop the annual budget calendar.

b) Review and approve budget priorities to be used in development of the annual ongoing general fund budget assumptions.

c) Review and approve the ongoing unrestricted general fund budget assumptions at the following intervals: preliminary; tentative; proposed.

d) Review and consider one-time resource requests from the Program Review process, including funding requests for institutional planning efforts.

e) Generate and share information with constituency groups regarding the state budget and the District budget development priorities and assumptions.

f) Review quarterly financial reports and other key information regarding District financial resources and business operations.

g) Conduct research, formulate strategies, consult with experts and make recommendations relative to matters of District financial resources and business operations.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: First Wednesday of every month, at 2:00 p.m.

COMMITTEE MEMBERSHIP:

Vice President of Finance and Administrative Services (Chair)
Faculty representative(s) (co-chair)
Vice President of Academic Affairs (or designee)
Vice President of Student Services (or designee)
Chief Information Services Officer (or designee)
Director of Fiscal Services
Associate Director of Fiscal Services
Director of Institutional Research, Planning and Effectiveness
Dean of Students
Academic Dean(s)
Academic Senate President
Program Review Faculty Coordinator
Classified representative(s)
ASCC representative(s)
Supervisor/Confidential representative(s)

CITRUS COLLEGE HUMAN RESOURCES AND EEO ADVISORY COMMITTEE

2025-2026 PURPOSE STATEMENT

PURPOSE

The purpose of the Human Resources and Equal Employment Opportunity (EEO) Advisory Committee is to review and recommend policies and procedures related to District personnel. The Committee also recommends and develops policies and procedures related to the District's Equal Employment Opportunity plan. The Committee forwards recommendations to all campus constituent groups and to the Steering Committee for review and adoption (Accreditation Standard 3 – Infrastructure and Resources, section 3.1).

RESPONSIBILITIES FOR 2025-2026

- Review and revise all Human Resources-related Board Policies and Administrative Procedures that are not otherwise within the scope of collective bargaining.
- Review the Equal Employment Opportunity plan.
- Develop and review strategies to improve diversity in the hiring of new employees.
- Monitor and review the Equal Employment Opportunity plan and develop strategies to improve employee diversity, recruitment, and retention.
- Monitor and improve campus climate and employee engagement.

FREQUENCY OF MEETINGS

- Six times per year during regular academic terms.

2025-2026 MEETING DATES, TIMES, LOCATIONS OF MEETINGS

Wednesday	September 24, 2025	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	October 15, 2025	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	November 12, 2025	2:30 p.m. – 4:00 p.m.	AD-109
Wednesday	March 18, 2026	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	April 8, 2026 **	2:30 p.m. – 4:00 p.m.	via Zoom
Wednesday	May 20, 2026	2:30 p.m. – 4:00 p.m.	via Zoom

**Due to spring break the week of April 13, 2026, the committee meets on Wednesday, April 8.

COMMITTEE MEMBERSHIP

- Representative Composition:
  - Chair (Executive Director of Human Resources) 1
  - Co-chair (Director of Human Resources Operations) 1

Administrator	1
Full-time Faculty	2
Part-time Faculty	2
Supervisor	1
Confidential (Administrative Assistant/Confidential)	1
Classified	2
Student	2

CITRUS COLLEGE INSTITUTIONAL EFFECTIVENESS COMMITTEE

2025-2026 PURPOSE STATEMENT

The Institutional Effectiveness Committee (IEC) is a standing committee of the Citrus College Steering Committee. The purpose of the IEC is to review and make recommendations on matters regarding institutional effectiveness, i.e. the review and assessment of the integrated planning process. The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue leading to data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate and improve institutional effectiveness. Also, the committee oversees functions and responsibilities related to ACCJC Standard 1: Institutional Mission and Effectiveness.

GENERAL RESPONSIBILITIES

1. Contribute to and participate in accreditation-related activities, such as the ACCJC annual report and institution-set standards. (ACCJC Standard 1.2)
2. In support of the Program Review Committee, continue to conduct assessment of program review and student learning outcome processes in all four areas (Academic Support, Institutional Support, Instruction, and Student Services) in order to assess and improve collegewide engagement in institutional planning. (1.4, 2.9)
3. Periodic review of the highlights of the Strategic Plan, Educational and Facilities Master Plan (EFMP), Strategic Enrollment Management Plan, Technology Plan, Sustainability Plan, ~~and~~ Human Resources Plan, and Student Equity Plan.
4. Every other year, review and update the Integrated Planning Manual.
5. Ensure that the college conducts a cyclical review of the mission statement according to the Integrated Planning Manual. (1.1)
6. Contribute to data analysis and development and implementation of assessment tools in support of student success and eliminating opportunity or equity gaps, aligned with college and state student success and equity efforts (1.3)
7. Discuss other relevant topics pertaining to institutional effectiveness as needed.

RESPONSIBILITIES for 2025-26

1. Integrated Planning Manual review and update

2. Continue the review and discussion of the new ACCJC standards (standards 3 and 4) to support ongoing accreditation efforts
3. Support the Institutional Self Evaluation Report (ISER) efforts.

FREQUENCY OF MEETINGS
Monthly, during primary terms.

DAY/TIME OF MEETING
4:00 p.m. - 5:00 p.m. following the last Steering Committee meeting of the month. Meetings are offered in-person and via Zoom.

COMMITTEE MEMBERSHIP (20) – need 11 to reach quorum
Committee Co-Chairs:

1. Director of Institutional Research, Planning and Effectiveness Lan Hao
2. Program Review Faculty Coordinator................................ Dan Volonte

Remaining Committee Members:

3. Accreditation Liaison Officer .... Dana Hester
4. Accreditation Team Faculty Co-Chair and
   Student Learning Outcomes Assessment Coordinator .... Catie Besancon
5. Academic Senate President... Lisa Villa
6. Additional Steering standing committee chairs .... Claudette Dain
7. .... Eric Calderon
8. .... Richard Rams
9. .... Simone Brown Thunder
10. Representatives from Academic Affairs .... Jack Beckham
11. .... Jeremy Clark
12. .... Kim Orlijan
13. Director of Diversity, Equity, Inclusion and Accessibility+.... Ty Thomas
14. Representative from Student Services............................... Gerald Sequeira
15. Additional Faculty Representative(s) .... Becky Rudd
16. Supervisor/Confidential Representative .... Rosario Garcia
17. Classified Staff Representative(s) .... Jennifer Blackburn
18. .... Yueyi Huang
19. .... Trevor Tolliver
20. ASCC Representative... Siqi Pan (FA25)

Approved by IEC on: September 22, 2025

CITRUS COLLEGE INSTITUTIONAL RESEARCH AND PLANNING COMMITTEE

2025-2026 PURPOSE STATEMENT

The Institutional Research and Planning Committee is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional research and institutional planning in accordance with ACCJC accreditation standards. The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making to support student equity and success. The committee engages in the review, design and implementation of assessment tools that evaluate the college's progress in achieving the institutional goal and measurable objectives as indicated in the Strategic Plan. (ACCJC Standards, June 2023: 1.1, 1.2, 1.3. 1.5)

GENERAL RESPONSIBILITIES

1. Review board policies and administrative procedures and respond to requests related to institutional research and planning.
2. Review the annual implementation plan and progress report of the Strategic Plan. (1.3, 1.5)
3. Monitor the annual progress of the college's measurable objectives as stated in the Strategic Plan. (1.3)
4. Support the institution through review and discussion of data used for program review, student learning outcomes assessment, enrollment management, Guided Pathways, AB 705/1705, student equity, and other major plans. (1.4, 1.5)
5. Disseminate and promote dialogue on collegewide research projects. (1.5)
6. Identify training and professional learning opportunities for effective use of data to promote a data-informed college culture.

SPECIFIC RESPONSIBILITIES FOR 2025-26

1. Propose measurable objectives for the 2026-31 Strategic Plan.

FREQUENCY AND DAY/TIME OF MEETINGS:
Monthly during primary academic terms.

DAY/TIME OF MEETING:

The first or third Monday of each month from 10:00 a.m. to 11:00 a.m. via Zoom

COMMITTEE MEMBERS (17):

1. Director of Institutional Research, Planning and Effectiveness (Chair) Lan Hao
2. Chief Information Services Officer .... Eric Calderon
3. Dean of Mathematics, Science and Business .... Balaji Sethu Raja
4. Director of Grants .... My Chau
5. Dean of Counseling Programs and Services .... Elaine Lipiz Gonzalez
6. Director of Student Support Services .... Jessica Lopez Jimenez
7. Director of Diversity, Equity, Inclusion and Accessibility+ .... Ty Thomas
8. Academic Senate President or Designee .... Priscilla Englert/Roberto Loya
9. Additional Faculty Representatives (5) .... Toros Berberyan
10. .... Dave Kary
11. .... Michelle Plug
12. .... Levi Richard
13. .... Raul Sanchez
14. Supervisor/Confidential Representative .... Doug Schultz
15. Classified Staff Representative (2) .... Anthony Delgado
16. .... Yueyi Huang
17. ASCC Representative .... Jason Avendano (FA25)

Approved by IRPC on: Monday, September 22, 2025

CITRUS COLLEGE PHYSICAL RESOURCES AND SAFETY COMMITTEE

2025-2026 PURPOSE STATEMENT

The purpose of the Physical Resources and Safety Committee is to maintain effective communication concerning District physical resources, including issues of safety, access, parking, the environment, and space utilization. The committee takes an active role in maintaining a safe, accessible, and environmentally responsible campus and an equitable learning environment that supports the Mission of the District. The committee reviews policies and procedures related to District physical resources, ensures compliance with accreditation standards relating to the District's physical resources, and reviews and forwards recommendations of the Physical Resources and Safety Committee to the Steering Committee. The committee also reviews and makes recommendations for the Five-Year Construction Plan, Bond Construction Program and Sustainability Plan. The committee oversees the planning and implementation of Institutional Goals, in accordance with applicable focus areas and strategies of the 2021-2026 Citrus College Strategic Plan.

<u>Responsibilities for 2025-2026</u>

A. Review and approve requests and proposals for building alterations and changes in space utilization.
B. Conduct regular meetings to seek improvements to matters involving safety, security, parking, accessibility, equity, construction, space utilization, sustainability and other matters within the committee's purpose and scope.
C. In whole or by subcommittee, conduct research, formulate strategies, consult with experts, and make recommendations relative to matters of safety, security, parking, accessibility, equity, construction, space utilization, sustainability and other matters within the committee's purpose and scope.
D. Review and approve project prioritizations and sequencing in concert with the District's 2020-2030 Educational and Facilities Master Plan.
E. Communicate policies, procedures and plans to constituent groups across the campus to keep them informed on matters of safety, security, parking, accessibility, equity, construction, space utilization, sustainability and other pertinent matters.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: Fourth Thursday of the month at 9:00 am during the Fall, Winter and Spring terms.

COMMITTEE MEMBERSHIP:
Vice President of Finance and Administrative Services (Chair)
Faculty representative(s) (co-chair)
Vice President of Academic Affairs (or designee)
Vice President of Student Services (or designee)
Chief Information Services Officer (or designee)
Director of Facilities and Construction
Director of Business Services
Director of Campus Safety
Director of Diversity, Equity, Inclusion, and Accessibility+
Director of the Haugh Performing Arts Center (or designee)
Supervisor of Kinesiology and Athletic Facilities
Maintenance Supervisor
Environmental Health and Safety Programs Supervisor
Director of Disabled Students Programs and Services
Classified Representative(s)
ASCC Representative(s)

Sub-Committees:

SUSTAINABILITY COMMITTEE: The purpose of the Sustainability committee is to promote an active learning, listening, and participatory environment, where students, faculty and staff are immersed in quality education and collaborate with peers, colleagues, and industry professionals in order to encourage and create sustainability awareness and social responsibility, thereby fostering the advancement of sustainable practices and conservation of resources for the college proper, community and nation as a whole.

FREQUENCY OF MEETINGS**:** Each trimester at 9:00 am during the Fall, Spring and Summer terms.

MEMBERSHIP:

Director of Facilities and Construction (Chair)
Vice President of Finance and Administrative Services
Director of Business Services
Director of the Haugh Performing Arts Center
Associate Director of Facilities
Communications Supervisor
Environmental Heal & Safety Programs Supervisor
Grounds Supervisor
Maintenance Supervisor
Physical Education & Athletics Facilities Supervisor
Student Life Supervisor
Director of Technology Operations and Support Services
Faculty Representative(s)
Classified Representative(s)
ASCC Representative(s)

PUBLIC SAFETY ADVISORY COMMITTEE: The Citrus College Public Safety Advisory Committee (PSAC) is an advisory group that promotes effective communication and collaboration between campus constituent groups, the Department of Campus Safety and the College community that it serves, in order to promote effective and responsive public safety services that reflect the College's mission, vision and values. Collectively, all college constituents will work together to maintain a positive campus relationship with regard to public safety issues.

The purpose of the PSAC is to provide a forum to exchange safety and security related ideas and discuss community safety issues impacting the Citrus College community. As such, the PSAC will provide updates to the Physical Resources and Safety Committee, including any recommendations regarding safety and security matters.

FREQUENCY OF MEETINGS: Once per semester.

MEMBERSHIP:
Vice President of Student Services (Chair)
Director of Campus Safety
Executive Director of Human Resources
Management Team Member (appointed by the Superintendent/President)
Director of Diversity, Equity, Inclusion, and Accessibility+
Mental Health Supervisor
Environmental Health & Safety Supervisor
Classified Staff Representatives (2)
Campus Safety Officer (CSO III Lead Officer)
Faculty Representatives (3)
Student Representatives (3)
Glendora Police Department Liaison
Community Representative

CITRUS COLLEGE PROGRAM REVIEW/STUDENT LEARNING OUTCOMES COMMITTEE

2025-2026 PURPOSE STATEMENT

The Program Review Committee is a standing committee of the Citrus College Steering Committee. The purpose of the committee is to:

- facilitate development, implementation, and assessment of student learning outcomes (SLOs) and service area outcomes (SAOs) across the campus community.
- provide guidance, training, support, and oversight on matters related to the four areas of program review:
  - Academic Support
  - Institutional Support
  - Instruction
  - Student Services

The Program Review Committee works in collaboration with the Institutional Effectiveness Committee (IEC) to ensure that program review is the vehicle for the systematic integration of: data on student learning and completion of educational goals; the identification of program needs; institutional planning; and resource allocation. The committee monitors, reports on, and recommends improvements to program review processes. It advances the mission, vision, and values of Citrus College by promoting excellence in programs and services.

<u>CONTINUING RESPONSIBILITIES</u>

1. Oversee and recommend best practices regarding program review and SLO/SAO assessment.
2. Examine all SLO/SAO assessment and program review processes. Revise processes as needed to ensure continuous improvement, in compliance with ACCJC (accreditation) standards.*
3. Maintain public information on program review and SLO/SAO assessment.
4. Support advancement of the 2021-2026 Strategic Plan and the 2020-2030 Educational and Facilities Master Plan.
5. Approve and maintain lists of programs completing program review and a master calendar for program review cycles.

6. Review and revise templates for all program review reports.
7. Review and/or draft board policies and administrative procedures for program review.
8. Employ rubrics for analysis and vetting of reports; assess effectiveness of rubrics and revise as needed.
9. Ensure clear processes for the advancement of resource requests to their next level of review (division or other).

RESPONSIBILITIES IN 2025-2026

1. Work with TeCS to setup and organize Program Review in Teams.
2. Provide support and guide continuing improvements for SLO/SAO assessment, program review, and related processes.
3. Surveying faculty use and opinion of new SLOA software and processes.
4. Collaborate with the Director of Diversity, Equity, Inclusion and Accessibility and Director of Institutional Research, Planning, and Effectiveness to improve and refine data analysis and planning related to diversity, equity, inclusion and Accessibility.

FREQUENCY OF MEETINGS

Scheduled once monthly on Fridays during the primary terms from 10:00 a.m. – 11:30 a.m. on Zoom.

COMMITTEE MEMBERSHIP (19):

The following or their alternate will serve as voting members of the committee:

- Program Review Coordinator (co-chair) – Dan Volonte
- Student Learning Outcomes Assessment Coordinator (co-chair) – Dr. Catie Besancon
- Academic Senate President – Lisa Villa /Renee Liskey
- Curriculum Committee Chair – Michelle Plug
- Director of Institutional Research, Planning, and Effectiveness – Dr. Lan Hao
- Director of Diversity, Equity, Inclusion, and Accessibility – Dr. Ty Thomas
- Vice President of Academic Affairs – Dr. Dana Hester
- Vice President of Student Services – Dr. Richard Rams
- Vice President of Finance and Administrative Services – Claudette Dain / Wade Ellis
- Academic Affairs Rep (Dean) – Dr. Kim Orlijan
- Dean of Counseling, Programs and Services – Dr. Elaine Lipiz Gonzalez
- Additional representative from Student Services – Art Corral
- Additional representative from Academic Support – Dr. Jack Beckham (Dean of SBS)
- Additional representative from Institutional Support – Eric Magallon

- Additional faculty representative – Dr. Dave Kary
- Additional faculty representative – Sarah Bosler / Elizabeth Cook
- Classified staff representative – Yueyi Huang
- TeCS representative – Sean Osborn
- ASCC representative – Jayson Chan/Marquel Leslie Savage

*   Revise processes as needed to ensure continuous improvement, in compliance with ACCJC (accreditation) standards (ACCJC 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 3.4, 3.6, 3.

CITRUS COLLEGE STUDENT SERVICES COMMITTEE

2025-2026 PURPOSE STATEMENT

The Student Services Committee (SSC) is a standing committee of the Citrus College Steering Committee. The purpose of the SSC is to facilitate development, implementation, and assessment of student services across the campus community. The SSC discusses the programs and activities of all Student Services programs including: Admissions and Records, Basic Needs, Black Scholars, California Work Opportunity and Responsibility for Kids (CalWORKs), Campus Safety, Counseling and Advisement, Career/Transfer Center, Disabled Student Programs and Services (DSPS), Dream Resource Center, Extended Opportunity Programs and Services (EOP&S)/Cooperative Agencies Resources for Education (CARE), Financial Aid, International Student Center, Mi Gente Scholars, NextUp, Pride Center, Rising Scholars, Student Equity and Achievement Program, School Relations and Outreach, Student Life and Leadership Development, Student Wellness Center, and Veterans Success Center.

The committee reviews board policies and administrative procedures related to District student services and adheres to accreditation standards related to the District's student support services addressed in Accrediting Commission for Community and Junior Colleges (ACCJC) Standard 2.

<u>RESPONSIBILITIES for 2025-2026:</u>

1. Support the advancement of the strategic plan and monitor the progress of the Annual Implementation Plan (AIP);
2. Monitor the progress of student services comprehensive program reviews;
3. Assist in the development and preparation of the Citrus College Student Equity Plan (2025-2028);
4. Review future academic calendar recommendations from the Academic Calendar Committee;
5. Monitor campus progress and initiatives designed to enhance student support and student success;
6. Review the work of standing sub-committees and workgroups;
7. Monitor progress on the design and implementation of enhancements to the delivery of services to students;
8. Support and advocate for strengthening Diversity, Equity, Inclusion and Accessibility+ initiatives, activities and events on campus and in the community;

9. Discuss State and Federal legislative updates relevant to student services areas including implementation strategies at Citrus College;
10. Review and recommend strategies to support enrollment management efforts on campus;
11. Monitor the progress of:
    a. The Student Equity and Achievement Program plan (SEAP)
    b. The Transfer Plan
    c. Vision Aligned Reporting implementation
    d. Campus efforts to enhance fraud prevention

FREQUENCY OF MEETINGS:

Monthly during fall and spring terms

DAY/TIME OF MEETING:

2nd Thursday of the month @ 1:30-2:30 p.m. in SS-205

COMMITTEE MEMBERSHIP (24):

Vice President of Student Services (Chair)
Vice President of Academic Affairs (or designee)
Vice President of Finance & Administrative Services (or designee)
Chief Technology Officer (or designee)
Director of Institutional Research, Planning and Effectiveness
Director of Diversity, Equity, Inclusion, and Accessibility+
Director of Student Equity & Success Programs
Director of Dual Enrollment
Faculty (5)
Student Services Deans (3)
Managers (2)
Supervisor/Confidential (2)
Classified Representatives (2)
ASCC Representatives (2)

Subcommittees:

ACADEMIC CALENDAR COMMITTEE

The Academic Calendar committee develops future academic calendars.

FREQUENCY OF MEETINGS:

Annually during the fall semester.

MEMBERSHIP

- Dean of Enrollment Services (Co-Chair)
- Faculty representatives (3, including Co-Chair)
- CCFA representative (1)
- CSEA representatives (3)
- Managers (4)
- Supervisor/Confidential (2)
- Student representative (1)

COUNSELING/ENROLLMENT SERVICES COLLABORATIVE

The Citrus College Counseling/Enrollment Services Collaborative is a working group that fosters effective communication and collaboration among campus stakeholders involved in student counseling, enrollment, and support services. The collaborative aims to enhance the student experience by ensuring that services are responsive, equitable, and aligned with the College's mission, vision, and values. Together, the collaborative will work to maintain a positive and supportive campus environment related to counseling and enrollment services. The purpose of the collaborative is also to provide a forum for sharing ideas, discussing challenges, and identifying opportunities to improve support for counselors and support staff members. Occasionally, the collaborative may provide updates to the Student Services Committee, including any recommendations related to student services and enrollment matters.

FREQUENCY OF MEETINGS:

Monthly during the regular semester.

MEMBERSHIP:

- Vice President of Student Services
- Counseling Faculty Representatives (*no limit)
- Dean of Enrollment Services
- Dean of Counseling Programs and Services
- Registrar
- Director of Financial Aid
- Director of Outreach
- Director of EOP&S/CARE/CalWORKs/NextUp
- Director of Disabled Student Programs and Services
- Director of Student Support Services

STUDENT EQUITY & ACHIEVEMENT PROGRAM COMMITTEE

The purpose of the SEAP Committee is to study, monitor, and make recommendations regarding the College's Student Equity Plan and to advance equity efforts across campus. The committee oversees the submission, implementation, updates, evaluation, and overall compliance of the Student Equity Plan submitted to the State Chancellor's Office. Utilizing guidelines from the California Community Colleges Chancellor's Office (CCCCO), data is evaluated by the SEAP committee to make informed decisions on the implementation of programs and services.

FREQUENCY OF MEETINGS:

Three times per primary term

MEMBERSHIP:

- Faculty (10, including Co-chair)
- Director of Student Equity & Success Programs (Co-chair)
- Dean of Counseling Programs and Services
- Vice Presidents of Student Services
- Vice President of Academic Affairs
- Deans (2)
- Managers/Supervisors (6)
- Classified/Professional Experts (5)
- Students (2)

TRANSFER ADVISORY COMMITTEE

The Citrus College Career/Transfer Center hosts an annual Transfer Advisory Committee meeting that supports and strengthens a transfer culture campus. The primary purpose of the meeting is to connect, discuss, share, and receive transfer-related information and data that impacts current and future Citrus

College transfer students. Citrus College employees, local high school and university partners are invited to participate.

FREQUENCY OF MEETINGS:

Annually during the spring semester.

MEMBERSHIP:

- Vice President of Student Services
- Dean of Counseling Programs and Services
- Director of Student Support Services
- Faculty Representatives (*no limit)
- Citrus College Managers (*no limit)
- Career/Transfer Center Coordinator
- Career/Transfer Center Secretary
- Local high school partners (*no limit)
- University partners (*no limit)

SSC Approved: 09/11/25

CITRUS COLLEGE DIRECTORY OF ORGANIZATIONS AND COMMITTEES

Citrus College is committed to an inclusive shared governance process, and to making information about how to be involved available to all campus constituencies. Use the following directory listings to learn more about specific campus organizations and governance activities.

Organization Name	For Information Contact	Ext
Academic Calendar Committee	Gerald Sequeira, Dean of Enrollment Services	8519
	Gerhard Peters, Faculty, Political Science	8866
Academic Senate	Lisa Villa, Faculty, Counseling	8848
	Morgan Jakobcic, Curriculum Specialist	8858
Accreditation	Dana Hester, VP of Academic Affairs	8881
	Catie Besancon, Faculty, SLOA Coordinator	4118
Achievement Awards Committee	Maryann Tolano-Leveque, Dean of Students	8602
Associated Students of Citrus College (ASCC)	Rosario E. Garcia, Office of Student Life & Leadership Development	8603
Athletics	Junior Domingo, Dean of Kinesiology, Health & Athletics	8656
Behavioral Intervention Team (BIT)	Maryann Tolano-Leveque, Dean of Students	8602
Benefits Committee	Claudette Dain, VP of Finance & Administrative Services	8886
California School Employees Association (CSEA)	Danielle Weller, Account Clerk III, Fiscal Services	8832
Citizens' Bond Oversight Committee	Claudette Dain, VP of Finance & Administrative Services	8886
College Information Technology Committee	Eric Calderon, Chief Technology Officer	8811
CTE Workforce Council	Dan Volonte, Faculty, Theatre Arts	4098
Curriculum Committee	Michelle Plug, Faculty, Articulation Officer	8637
	Morgan Jakobcic, Curriculum Specialist	8858
Diversity, Equity, Inclusion, and Accessibility + Committee	Ty Thomas, Director of Diversity, Equity, Inclusion, and Accessibility +	5236
	Anna Villeneuve, Faculty, Professional Learning Faculty Coordinator	8642

Organization Name	For Information Contact	Ext
DSPS Advisory Committee	Ana Quiroz, Director of DSPS	8677
Educational Programs Committee	Dana Hester, VP of Academic Affairs	8881
Enrollment Management Committee	Dana Hester, VP of Academic Affairs	8881
	Levi Richard, Faculty, Business	4054
Enrollment Services & Counseling Collaborative	Richard Rams, VP of Student Services	8534
EOP&S/CARE Advisory Committee	Sara Gonzales-Tapia, Director of EOP&S/CARE/NextUp and CalWorks	8556
Equivalency & Minimum Qualifications Committee	Eric Rabitoy, Faculty, Biology	8788
	Gino Munoz, Faculty, Music	4184
Faculty Association	Gerhard Peters, Faculty, Political Science	8866
Faculty Hiring Procedures Committee	Lisa Villa, Faculty, Counseling	8580
	Dana Hester, VP of Academic Affairs	8881
	Morgan Jakobcic, Curriculum Specialist	8858
Faculty Needs Identification Committee (FNIC)	Dana Hester, VP of Academic Affairs	8881
Finance Committee (ASCC)	Rosario E. Garcia, Office of Student Life & Leadership Development	8603
Financial Resources Committee	Claudette Dain, VP of Finance & Administrative Services	8886
	Dan Volonte, Faculty, Theatre Arts	4098
Foundation	Dolores Ybarra, Director of Foundation	8826
Honors Advisory Committee	Jennifer Miller-Thayer, Faculty, Anthropology	8086
Human Resources & Advisory Committee	John Albert, Executive Director of Human Resources Brenda Fink, Director of Human Resources Operations	8554 8830
Institutional Effectiveness Committee	Lan Hao, Director of Institutional Research, Planning & Effectiveness	8521
	Dan Volonte, Faculty, Theatre Arts	4098
Institutional Research & Planning Committee	Lan Hao, Director of Institutional Research, Planning & Effectiveness	8521
Inter-Club Council (ASCC)	Rosario E. Garcia, Office of Student Life & Leadership Development	8603
Management Team	Greg Schulz, Superintendent/President	8821
Online Education Committee	Senya Lubisich, Faculty, History	4106

Organization Name	For Information Contact	Ext
Peer Online Review (POCR) Coordinator	Nichole Ary, Faculty, Speech	8005
Physical Resources and Safety Committee	Claudette Dain, VP of Finance & Administrative Services	8886
	Roberto Loya, Faculty, Construction Management	8567
Professional Learning Committee	Ty Thomas, Director of Diversity, Equity, Inclusion, and Accessibility +	5236
	Anna Villeneuve, Faculty, Professional Learning Faculty Coordinator	4038
	Briceyda Torres, Administrative Assistant, Foundation	8825
Program Review/Student Learning Outcome Assessment Committee	Dan Volonte, Faculty, Program Review	4098
	Catie Besancon, Faculty, SLOA Coordinator	4118
Public Safety Advisory Committee	Richard Rams, VP of Student Services	8534
Sabbatical Committee	Lisa Villa, Faculty, Counseling	8848
Saluting Our Veterans	Maria Buffo, VSC Director	6457
Student Equity and Achievement Program (SEAP) Committee	Elisabeth Ritacca, Faculty, History	6478
	Betzabel Martinez Bleech, Director of SEAP	8719
Service Leader of the Year Selection Committee	Maryann Tolano-Leveque, Dean of Students	8602
Steering Committee	Mary Mincer, Administrative Assistant	5105
Student Grievance Review Board	Junior Domingo, Dean of Kinesiology, Health & Athletics	8656
Student Services Committee	Richard Rams, VP of Student Services	8534
Supervisor/Confidential Team	Jorge Cortez, Grounds Supervisor	8693
Sustainability Committee	Fred Diamond, Director of Facilities & Construction	8691
Transfer Advisory	Jessica Lopez-Jimenez, Director of Student Support Services	6413
Veterans Advisory	Maria Buffo, VSC Director	6457