

# Citrus College Foundation

Minutes of Monday, September 15, 2025  
Regular Meeting of the  
Citrus College Foundation Board of Directors  
CI 159 4:00 p.m.

**Present:** Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henoah Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack, Dr. Greg Schulz, Briceyda Torres, Brian Vosberg

**Absent:** Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane Wilkinson

**Non-Voting:** Dr. My Chau, Acting Director

**Call to Order:** The meeting was called to order by Foundation Board President Mr. Carlos Ramos at 4:06 p.m. A quorum was established.

**Pledge of Allegiance:** Mr. Ramos led the board of directors in the Pledge of Allegiance.

**Public Comment:** Mr. Ramos made a call for public comments; none were made.

**Presentations:** Ms. Mikisha Deason, NextUP Program Coordinator, presented an overview of the NextUP program, which has been operating at Citrus College since 2023 and provides comprehensive academic and support services to students who have experienced foster care. She reported that the program currently serves 79 students and offers case management, basic needs support, and wraparound services to promote student success and persistence.

## **Treasurer's Report**

Treasurer Brian Vosberg deferred to Ms. Claudette Dain to present the financial information for the Foundation. Ms. Dain presented financial information for the fiscal year 2024–25 fiscal year operating budget, reflecting data as of June 30, 2025. The Finance Committee primarily discussed one item listed on line four of the personnel budget, noting that additional details will be provided to the committee regarding that item. It was also mentioned that as planning continues for the 2025–26 budget, more accurate information based on actual expenditures will be available and can be reflected in an adjusted budget, as previously discussed by the committee, to present to the board. Dr. Dana Hester motioned to approve the 2024-25 year-end report. Ms. Tina Doeve seconded the motion. Motion passed.

**Yes:** Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henoah Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack, Dr. Greg Schulz, Briceyda Torres, Brian Vosberg

**No:** None.

49 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
50 Wilkinson

51  
52 Next, Ms. Dain presented on 2025–26 operating budget, current as of August 31, 2025, which  
53 reflects the board-approved budget for the year. This section outlines the approved amounts,  
54 expenditures incurred since July 1, any encumbrances, and the remaining balances. As of  
55 the end of August, roughly 30% or less of the total budget has been expended. The handouts  
56 include the transaction detail by account report for July through August 2025, summarizing  
57 expenditures for the first two months of the new fiscal year. Ms. Phyllis Fritz motioned to  
58 approve the current year financials. Dr. Greg Schulz seconded the motion. Motion passed.

59  
60 Yes: Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E.  
61 Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henocho  
62 Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack,  
63 Dr. Greg Schulz, Briceyda Torres, Brian Vosberg

64 No: None.

65 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
66 Wilkinson

67  
68 Mr. Vosberg reported on the final item of the treasurer’s report. According to the Foundation  
69 bylaws, any invoices more than \$10,000 must receive board approval. The invoices were  
70 not included in the handouts but can be requested. A summary of the monthly breakdown  
71 was provided. The outstanding invoices to the district for the 2024-25 total \$353,372.11. Mr.  
72 Kevin Morris motioned to approve the payment of outstanding invoices in the amount of  
73 \$353,372.11. Mr. Brian Bowcock seconded the motion. Motion passed.

74  
75 Yes: Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E.  
76 Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henocho  
77 Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack,  
78 Dr. Greg Schulz, Briceyda Torres, Brian Vosberg

79 No: None.

80 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
81 Wilkinson

82  
83 **Board President’s Report**  
84 Mr. Ramos reported on board giving through August 30, noting total contributions of  
85 \$19,907.25 toward the \$45,000 annual goal and 63% director participation. He encouraged  
86 directors to complete their giving earlier in the final quarter. Mr. Ramos also reminded  
87 directors of the annual Conflict-of-Interest Form requirement and noted that parking passes  
88 for the 2025–26 academic year are current.

89  
90 **Superintendent/President’s Report**

91 Dr. Schulz formally introduced Ms. Lisa McPheron, who joined the College as Executive  
92 Director of Strategic Communications, Marketing, and Public Affairs after serving at the  
93 nonprofit organization, Pathways of Hope, and holding prior roles in higher education.

94  
95 Next, Dr. Schulz reported that the College welcomed Congressman Gil Cisneros to campus  
96 in August for a brief tour of Student Services, the Veterans Success Center, and the Career  
97 Technical Education areas, highlighting the impact of federal financial aid support for  
98 students.

99

100 Dr. Schulz concluded his report by sharing fall enrollment has increased to 10,559 students  
101 and is expected to continue to grow with late start classes. Dr. Schulz extended his wishes  
102 for a Happy Hispanic/Latinx Heritage Month that is recognized September 15 through October  
103 15.

### 104 **Foundation Director's Report**

106 Dr. Chau reported on Foundation scholarship activities, noting that more than 150  
107 scholarships were awarded at the August 14 reception and that the Foundation is working  
108 with Financial Aid to complete disbursements. She stated that scholarships awarded to  
109 students who no longer meet enrollment requirements will be reassigned beginning in  
110 October and reported that additional scholarships, including Water Technology, foster youth,  
111 and major-specific awards, are being awarded outside the original application period. Dr.  
112 Chau also provided an update on upcoming Foundation events and the continued  
113 implementation of the Razor's Edge electronic payment system.

115 Ms. Arena raised concerns regarding the recent scholarship reception. Members  
116 acknowledged the event's organization and discussed concerns related to student  
117 attendance, including the limited number of scholarship recipients present. It was reported  
118 that some donors noted the absence or lack of recognition of their sponsored students.  
119 Members discussed that the August timing of the event may have contributed to lower student  
120 participation and suggested reviewing the event's timing or format. The feedback was noted  
121 for further consideration. Additionally, members of the Finance Committee reported on  
122 scholarship fund balances and emphasized the need for outreach to donors whose  
123 scholarships may need renewal or clarification, proposing the formation of a small calling  
124 committee to follow up with donors.

### 126 **Committee Reports and Updates**

127 Mr. Vosberg reported for the Finance Committee that communication with the Accounting  
128 Department has improved, resulting in more consistent financial reporting. He noted that  
129 several pass-through accounts with negative balances have been cleared and that new  
130 procedures are being developed to prevent expenditures from accounts with insufficient  
131 funds. The committee also discussed reviewing scholarship and account management,  
132 including closing inactive funds, contacting donors regarding renewals or refunds, and  
133 strengthening procedures for awarding scholarships and other Foundation funds.

135 Mr. Aaron Ralph reported on behalf of the Ad Hoc Committee regarding its review of the  
136 Foundation's governing documents and related agreements. He explained that the committee  
137 was initially formed to modernize the bylaws and address questions related to legal language,  
138 director responsibilities, and insurance coverage, and subsequently expanded its review to  
139 include the memorandum of understanding with the College and its relationship to the  
140 California Education Code. As part of this work, the committee interviewed Rodriguez, Horii,  
141 Choi, & Cafferata LLP, represented by Dwayne Horii, and Liebert, Cassidy, Whitmore,  
142 represented by Heather DeLeBlanc. Following evaluation, the committee recommended  
143 engaging Liebert, Cassidy, Whitmore for legal services, citing the firm's expertise in nonprofit  
144 and education governance and its proposed scope and cost.

146 Ms. Phyllis Fritz reported on behalf of the Fundraising Committee regarding preliminary  
147 discussions about a potential 60th Anniversary Celebration for the Foundation in October  
148 2026. She noted that the event would build on the success of the recent gala and could serve  
149 as both a fundraising opportunity and a milestone celebration. Planning considerations  
150 discussed included early preparation, renewal of the OneCause event platform to retain donor

151 data, coordination with campus departments, and potential impacts of future campus  
152 construction on venue selection.

153  
154 Mr. Ramos called for motion to approve the following list of authorized signatories for the  
155 Foundation's checking accounts effective September 16, 2025 to June 30, 2026 for Banc of  
156 California, Foothill Credit Union and Mercer replacing any previous authorized list: (1) Dr.  
157 Greg Schulz, Superintendent/President; (2) Carlos Ramos, Foundation Board President; (3)  
158 Carlos Campuzano, Vice President; (4) Stacy Arena, Foundation Board Secretary; (5) Brian  
159 Vosberg, Foundation Board Treasurer; (6) Dr. My Chau, Acting Director of Foundation; (7)  
160 Claudette E. Dain, Vice President of Finance and Administrative Services. Motion was moved  
161 by Mr. Jared Ceja and seconded by Ms. Phyllis Fritz. Motion passed.

162  
163 Yes: Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E.  
164 Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henoch  
165 Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack,  
166 Dr. Greg Schulz, Briceyda Torres, Brian Vosberg  
167 No: None.  
168 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
169 Wilkinson

170  
171 Mr. Carlos Campuzano inquired about the process for completing new signature cards  
172 following recent account updates, and it was explained that updated banking regulations now  
173 require individual completion through secure instructions or appointments with Banc of  
174 California, Mercer, and Foothill Credit Union to protect personal information.

175  
176 Mr. Ramos called for a motion to approve the engagement of a law firm to provide legal  
177 services to the Foundation, with total fees up to \$5,000 unless additional authorization is  
178 subsequently provided by the Finance Committee. The engagement shall be contingent upon  
179 execution of a written engagement letter outlining the scope of work and applicable billing  
180 terms.

181  
182 A modification was suggested to approve the engagement of LCW law firm to provide legal  
183 services to the Foundation, with total fees up to \$5,000 unless additional authorization is  
184 subsequently provided by the Board of Directors. The engagement shall be contingent upon  
185 execution of a written engagement letter outlining the scope of work and applicable billing  
186 terms. Motion was moved by Mr. Brian Bowcock and seconded by Dr. Levi Richard. Motion  
187 passed.

188  
189 Yes: Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E.  
190 Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henoch  
191 Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack,  
192 Dr. Greg Schulz, Briceyda Torres, Brian Vosberg  
193 No: None.  
194 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
195 Wilkinson

196  
197 Mr. Ramos called for a motion to nominate up to two community members of the Foundation's  
198 board of directors to be part of the Director of Foundation search committee.

199  
200 Mr. Vosberg requested discussion prior to the nomination of community members to the  
201 Director of Foundation search committee, citing the need to obtain independent legal counsel

202 and review of the Foundation's governing documents. Members discussed clarifying the  
203 Foundation's authority, fiscal responsibilities, and relationship with the College. Dr. Schulz  
204 proposed that the College could proceed with the preliminary stages of the recruitment  
205 process while the Foundation's legal review continued concurrently.

206  
207 Following the discussion, Mr. Ramos turned to the formal motion to nominate community  
208 members of the Foundation Board to serve on the Director Search Committee. It was noted  
209 that Ms. Diane Wilkinson, though not present, had previously expressed interest in serving,  
210 and Ms. Phyllis Fritz accepted the nomination to be the second Director on the search  
211 committee. Motion was made by Mr. Bowcock and seconded by Dr. Richard to approve  
212 participation of the two community representatives, which passed unanimously.

213  
214 Yes: Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E.  
215 Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henoah  
216 Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack,  
217 Dr. Greg Schulz, Briceyda Torres, Brian Vosberg  
218 No: None.  
219 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
220 Wilkinson

221  
222 Mr. Ramos called for a motion to approve the establishment of a pass-through account for the  
223 awarding of sponsorship checks for Congressman Gil Cisneros' App Challenge student  
224 winners. Motion was moved by Dr. Dana Hester, seconded by Mr. Brian Vosberg. Motion  
225 passed.

226  
227 Yes: Stacy Arena, Brian Bowcock, Carlos Campuzano, Jared Ceja, Claudette E.  
228 Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Henoah  
229 Perez (ASCC), Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack,  
230 Dr. Greg Schulz, Briceyda Torres, Brian Vosberg  
231 No: None.  
232 Absent: Laura Bollinger, Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Diane  
233 Wilkinson

234  
235 **Announcements:**

236 Mr. Ramos read through upcoming events for the College and Foundation and provided dates  
237 and times for events; he encouraged Directors to attend.

238  
239 **Adjournment:** Mr. Ramos adjourned the meeting at 6:37 p.m.

240  
241 Minutes submitted by Briceyda Torres, Citrus College Foundation