

Citrus College Foundation

Minutes of Monday, June 8, 2026
Annual Meeting of the
Citrus College Foundation Board of Directors
Louis E. Zellers Center for Innovation Building,
Community Room CI-159, 4:00 p.m.

Present: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz (via Zoom), Dr. Martin Gundersen (via Zoom), Dr. Dana Hester, Henoch Perez, Aaron Ralph (via Zoom), Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Brian Vosberg

Non-Voting: Dolores Ybarra, Director of Foundation

Guests: Dual Enrollment Innovation Grant – Ms. Marivel Ortiz-Sanchez, Director of Dual Enrollment

Call to Order:

The meeting was called to order by Foundation Board President Mr. Carlos Ramos at 4:05 p.m. A quorum was established.

Pledge of Allegiance:

Mr. Ramos led the Directors in the Pledge of Allegiance.

Public Comment:

Mr. Ramos made a call for public comments; none were made.

Support for Success

Mr. Ramos introduced Marivel Ortiz-Sanchez, Director of Dual Enrollment, who presented on the Dual Enrollment Recognition Ceremony funded through the Foundation's Innovation Grant. Ms. Ortiz-Sanchez provided an overview of the College and Career Access Pathways (CCAP) program, governed by Education Code 76004. On June 2, 2026, the College held its first Dual Enrollment Recognition Ceremony, honoring the first graduating CCAP cohort from Monrovia Unified School District. Eleven students earned an Associate Degree for Transfer (ADT) in Administration of Justice and received certificates signed by Dr. Schulz and the Monrovia Unified superintendent. The \$2,000 Innovation Grant funded embroidered graduation stoles and full cap and gown regalia.

Ms. Ortiz-Sanchez reported that the cohort began with approximately 30 students, 11 completed all degree requirements; the remaining students are one to two classes short and are supported through counseling. Dr. Schulz noted that more than 10% of the Citrus College student population is now enrolled in one or more dual enrollment courses and congratulated Ms. Ortiz-Sanchez on completing her doctorate in Educational Leadership at the University of Southern California, with a dissertation on dual enrollment. Ms. Bollinger thanked Ms. Ortiz-Sanchez on behalf of the Azusa Unified School Board for the partnership with Citrus College.

Approval of Minutes

The Board reviewed the minutes of the April 27, 2026, meeting. Mr. Ramos called for a motion to approve April 27, 2026, minutes as presented. Motion moved by Dr. Greg Schulz; seconded by Henoch Perez. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg

Abstain: Phyllis Fritz, Dr. Martin Gundersen, Aaron Ralph

Treasurer's Report

Ms. Ybarra presented the financial information in Treasure Vosberg absence, noting it was included in the agenda packet through April 30, 2026. Approximately \$87,000 of the operating budget has been expended and approximately \$145,000 encumbered, for a total commitment of approximately \$233,000, or 54% of the approved operating budget. Ms. Ybarra reviewed the balance summary by class and noted that the Athletics PayPal Holding account has been reconciled and will reconcile to zero as fees are paid.

Mr. Jared Ceja motioned to approve the financial report as presented. Diane Wilkinson seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg

Abstain: Phyllis Fritz, Dr. Martin Gundersen, Aaron Ralph

2026-2027 Operating Budget

Ms. Ybarra presented the proposed 2026-27 operating budget in a new format designed to show the Board the sources of operating revenue as well as expenditures. Projected revenue includes \$30,000 in unrestricted donations, approximately \$400,000 in administrative fees, and approximately \$300,000 in investment allocation, for total anticipated revenue of \$730,000.

Expenditures were presented in three categories. General Administrative, Development Expenses and Program Expenses. The total budget as presented was \$467,320.

Ms. Ybarra noted that, following discussion with the Finance and Investment Committee, the Distinguished Alumni and Homecoming events (\$17,000 combined) were removed from the operating budget and proposed to be funded in 2026-27 from the Alumni fund, with a goal of reactivating the Alumni Association to fund these events in the future. Ms. Ybarra read a written

statement from Mr. Bowcock expressing concern with removing the two events from the operating budget. Ms. Bollinger stated that it was unrealistic to expect the Alumni Association to raise \$17,000 within the year, that Distinguished Alumni Honorees are potential new donors, and that the Foundation should consider sharing these costs. Ms. Dain expressed hesitancy to deplete the Alumni funds without further research, noting prior Alumni Association requests to direct those funds to projects such as the clock tower. Ms. Ybarra estimated approximately nine months to clean up donor data in Raiser's Edge and begin Alumni Association outreach. Following discussion, the consensus of the Board was to return both events to the operating budget, increasing the total to \$484,320, with the understanding that Ms. Ybarra may use Alumni funds if determined appropriate.

Ms. Claudette Dain motioned to approve the 2026-27 operating budget with a modification to add expenditures for the Distinguished Alumni and Homecoming events, increasing the operating budget by \$17,000 above as presented. Diane Wilkinson seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg

Abstain: Phyllis Fritz, Dr. Martin Gundersen, Aaron Ralph, Jared Ceja

Outstanding Invoices

In accordance with the Bylaws, the outstanding invoice to Mercer Investments in the amount of \$10,427.28 was presented. Ms. Diane Wilkinson motioned to approve; Dr. Greg Schulz seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg

Abstain: Phyllis Fritz, Dr. Martin Gundersen, Aaron Ralph, Jared Ceja

The outstanding invoice to Blackbaud for Raiser's Edge, a fiscal year 2026-27 expense due July 1, 2026, in the amount of \$20,220.08 was presented. Dr. Dana Hester motioned to approve; Diane Wilkinson seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg

Abstain: Phyllis Fritz, Dr. Martin Gundersen, Aaron Ralph, Jared Ceja

The outstanding invoice to Blackbaud for Award Management, the scholarship application platform used by the Foundation and Financial Aid (formerly Academic Works), a fiscal year 2025-26 expense in the amount of \$15,116.82 was presented. Dr. Dana Hester motioned to approve; Henoch Perez seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg

Abstain: Phyllis Fritz, Dr. Martin Gundersen, Aaron Ralph

Board President's Report

Mr. Ramos extended the Foundation's appreciation to the board members whose current terms conclude on June 30, 2026: Carlos Ramos, Phyllis Fritz, Carlos Campuzano, Brian Bowcock, Christine Doeve, Dr. Martin Gundersen, Veronica Kirton, Kevin Morris, and Aaron Ralph.

Consistent with the Foundation's Bylaws and board succession planning process, the Board Development Committee recommended the reappointment of the following individuals to an additional three-year term, effective July 1, 2026, through June 30, 2029: Carlos Ramos, Phyllis Fritz, Carlos Campuzano, Brian Bowcock, Christine Doeve, Kevin Morris, and Aaron Ralph. It was noted that the seven members represent approximately 36% of the current 19-member board. Jared Ceja motioned to approve the reappointment list as presented; Diane Wilkinson seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg (Phyllis Fritz, Dr. Martin Gundersen, and Aaron Ralph departed Zoom prior to this vote)

Mr. Ramos presented the slate of officers for the July 1, 2026, through June 30, 2028, term: President, Phyllis Fritz; Vice President/President-Elect, Jared Ceja; Secretary, Stacy Arena; Treasurer, Brian Vosberg. It was noted that current Vice President Carlos Campuzano was unable to assume the presidency due to work commitments. Diane Wilkinson motioned to accept the slate of officers as presented; Dr. Levi Richard seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg (Phyllis Fritz, Dr. Martin Gundersen, and Aaron Ralph departed Zoom prior to this vote)

Mr. Ramos presented the 2026-27 Foundation Board meeting calendar. All meetings begin at 4:00 p.m. in Community Room CI-159: September 14, 2026; November 2, 2026; February 1, 2027; April 26, 2027; and the Annual Meeting on June 7, 2027. Christina Doeve motioned to approve the calendar; Dr. Levi Richard seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg (Phyllis Fritz, Dr. Martin Gundersen, and Aaron Ralph departed Zoom prior to this vote)

Mr. Ramos presented the list of authorized signatories for the Foundation's checking accounts at Bank of California and the credit union, effective June 8, 2026, through June 30, 2028, replacing any previous authorized list: Dr. Greg Schulz, Superintendent/President; Phyllis Fritz, Foundation Board President; Jared Ceja, Foundation Board Vice President; Stacy Arena, Foundation Board Secretary; Brian Vosberg, Foundation Board Treasurer; Dolores Ybarra, Director of Foundation; and Claudette Dain, Vice President of Finance and Administrative Services. It was noted that the effective dates on the agenda item were corrected. Diane Wilkinson motioned to approve; Christina Doeve seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg (Phyllis Fritz, Dr. Martin Gundersen, and Aaron Ralph departed Zoom prior to this vote)

Mr. Ramos presented the list of authorized signatories for the Foundation's Vanguard and Mercer accounts, effective June 8, 2026, through June 30, 2028, replacing any previous authorized list: Dolores Ybarra, Director of Foundation; Phyllis Fritz, Foundation Board President; Jared Ceja, Foundation Board Vice President; and Stacy Arena, Foundation Board Secretary. Dr. Levi Richard motioned to approve; Dr. Dana Hester seconded the motion. Motion passed.

Yes: Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve, Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg Schulz, Briceyda Torres, Diane Wilkinson

No:

Absent: Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy Villaluz, Brian Vosberg (Phyllis Fritz, Dr. Martin Gundersen, and Aaron Ralph departed Zoom prior to this vote)

Mr. Ramos reported that 2026 Board Giving to date is \$2,075 with 35% board participation and encouraged members to continue toward the goal of 100% participation. Mr. Ramos concluded by thanking the Board for the opportunity to serve as President and thanking Ms. Fritz for her guidance.

Superintendent/President's Report

Dr. Schulz thanked outgoing officers Stacy Arena, Brian Vosberg, Carlos Ramos, and Carlos Campuzano for their leadership and congratulated the newly elected officers. Dr. Schulz recognized student board member Henoch Perez, one of only two students' college-wide to receive the Service Leader Award. The College's 110th Commencement will be held Friday, June 12, 2026, in the Citrus College Stadium, with 760 students registered to participate, the largest in-person participation in College history, and as many as 8,000 attendees expected. Dr. Schulz presented the draft Citrus College Strategic Plan 2026-2031, developed over the past year with input from students, faculty, and staff. The plan received a first reading at the May Board of Trustees meeting and is scheduled for adoption at the June meeting. Focus Area 6, Community Engagement, Philanthropy, Workforce Connections, and Regional Impact, aligns directly with the work of the Foundation.

Foundation Director's Report

Ms. Ybarra reported on accomplishments during her first three months with the Foundation: three board meetings were held; the Board Development Committee was relaunched; an ad hoc Audit Committee was formed and an RFP for audit services was issued; a Community Day drew more than 30 guests to explore College programs; and the Distinguished Alumni event honored Mark Levins and Jan Quackenbush of Jan's Towing. Ms. Ybarra submitted a \$25,000 grant to Edison to fund a nine-month STEM research program, which was approved, and arranged a tour of Edison's Irwindale facility for architecture students that will become a standard part of the curriculum. The Foundation secured a \$16,000 gift from the Champion Family Foundation and is in discussion regarding a potential \$38,000 scholarship endowment for performing arts. Donors Yvette and Joe Vasquez, who established a scholarship in 2016 in memory of their daughter Marissa, are considering endowing the fund and continuing annual support of \$5,000. Ms. Ybarra has begun reviewing existing fund infrastructure and governing documents and thanked Ms. Torres and the Board for their support. On behalf of the Board, Ms. Ybarra presented a gift to Mr. Perez in recognition of his graduation and service.

Committee Reports and Updates

Ad Hoc Committee

Mr. Ralph departed prior to the report. Mr. Ramos reported that Mr. Ralph has reconnected with the attorney to obtain the proposal for legal services and an update will be provided at the next meeting. Ms. Bollinger requested that a written report be provided at the next meeting if committee members are unable to attend.

Finance Committee

Finance Committee items were addressed during the operating budget discussion.

Board Development Committee

Ms. Ybarra reported on behalf of Ms. Fritz. The committee met once, reviewed board member terms, and developed the slate of officers presented. A draft Board of Directors handbook and a board development matrix have been created and are under committee review. With the departure of Dr. Gundersen and Mr. Perez, the Board will be at 17 members, and recruiting new members will be a priority.

323
324 **Audit Committee**

325 Ms. Ybarra reported that four firms responded to the RFP for audit services. Proposals were
326 scored on five criteria: relevant nonprofit and community college foundation experience,
327 qualifications and experience of the audit team, proposed audit approach and understanding of
328 work, cost of proposal, and references and prior performance. CWDL scored highest in all
329 categories (100%, 93%, 94%, 98%, and 98%, respectively) and was interviewed by the
330 committee. Mr. Ceja added that CWDL was the clear choice based on their commitment to
331 partnership, transparency, and communication. Proposed fees are \$16,675 for fiscal year 2025-
332 26, \$17,509 for 2026-27, \$18,384 for 2027-28, and \$19,304 for 2028-29; the Foundation paid
333 Eide Bailly \$11,400 for the current audit. Dr. Schulz noted that, per College policy, the
334 recommendation will be taken to the Board of Trustees at its June meeting; no further action by
335 the Foundation Board is required.
336

337 Diane Wilkinson motioned to approve the appointment of CWDL as the organization's
338 independent auditing firm for the fiscal year ending June 30, 2026, with an option to renew through
339 June 30, 2029, as recommended by the Audit Committee, and to authorize management to
340 negotiate final terms and execute the engagement on behalf of the organization. Claudette Dain
341 seconded the motion. Motion passed.
342

343 **Yes:** Stacy Arena, Laura Bollinger, Jared Ceja, Claudette E. Dain, Christine Doeve,
344 Dr. Dana Hester, Henoch Perez, Carlos Ramos, Dr. Levi Richard, Dr. Greg
345 Schulz, Briceyda Torres, Diane Wilkinson
346

347 **No:**
348

349 **Absent:** Brian Bowcock, Carlos Campuzano, Veronica Kirton, Kevin Morris, Teddy
350 Villaluz, Brian Vosberg (Phyllis Fritz, Dr. Martin Gundersen, and Aaron Ralph
351 departed Zoom prior to this vote)
352

353 **Announcements:**

354 Mr. Ramos announced the College's 110th Commencement on Friday, June 12, 2026, and the
355 Annual Scholarship Reception on Thursday, August 13, 2026. Dr. Schulz expressed gratitude to
356 Dr. Gundersen, whose final meeting as a director was today, for his thoughtful input and
357 generosity in support of students. Mr. Perez thanked the Board for the respect and kindness
358 shown to him during his service and for taking his input seriously. Mr. Ramos thanked Mr. Perez
359 for his service and contribution to the Foundation.
360

361 **Adjournment:** Meeting adjourned by Mr. Ramos at 5:57 p.m.
362

363 Minutes submitted by Briceyda Torres, Citrus College Foundation