

Student Services Managers' Meeting  
Wednesday, Feb. 4, 2026  
10:00 AM – 12:00 PM  
Board Room

Minutes

**District / Division Goals**

| Committee Members |                      |   |                   |   |                     |
|-------------------|----------------------|---|-------------------|---|---------------------|
| X                 | Tim Johnston - Chair |   | Patricia Esparza  | x | Cat Morton          |
| x                 | Sandra Hamilton      | x | Michael Fannon II | x | Matt Rogers         |
| x                 | Jamie Spielmann      |   | Renee Garcia      |   |                     |
| x                 | Alexa Zaharris       |   | Clarisa Guzman    | x | Kellie Weigel       |
| x                 | Nadia Elwood         | x | Candice Hann      |   | Kendra Wells        |
| x                 | Brianne Brichacek    | x | Sue Huizinga      |   | Jeremy Wickenheiser |
| x                 | Robert Bowman        |   | James Konopitski  | x | Sheri Wiggins       |
| x                 | Trinity Brooks       | x | Sandy Lucero      |   | Zhanjing (John) Yu  |
| x                 | Crystal Burger       | x | Hilly McCarthy    | x | Jesse Knight        |
|                   | Alexis Corona        | x | Crystal Mair      | x | Joy Cusworth        |
| Guests            |                      |   |                   |   |                     |
|                   | Buffy Tanner         | x | Janet Hubbert     |   |                     |
| X                 | Amanda Richmond      | x | Cassie Leal       |   |                     |

- **Student Onboarding / Caring Campus: Decrease Response Times**
- **Student Support: Expand use of Early Alert Supports and CRM**

**Focus: Provide a comprehensive Education Plan to students within their first year of attendance.**

1. Approval of Minutes from December 03, 2025 –  
It was moved (Sandra) and seconded by (Brianne) to approve the minutes of December 03, 2025 as presented.  
All in favor, (0) opposed, (0) abstain – minutes approved unanimously.
2. Discussion Agenda
  - a. Testing Center Program Evaluation – by Candice Hann - Welcome new addition, Joy Cusworth.
  - b. Research Department Presentation: Shasta Data Hub – Matt Gallmeister (10:30 am – 11:00 am)
  - c. Strategic Educational Master Plan – A draft was shared by Will, and Tim will be sharing this document from College Council. This group will be one of several groups providing feedback to Academic Senate, College Council, and ultimately the Board. By the end of the semester, there should be a plan in place. The previous master plan ran for 18 years, and this new plan will run for six years. We will be recommending “Completion” as the North Star.
  - d. Division S26 Focus Areas / Funding Requests – All budget managers will be receiving communication from Crystal regarding the budget, as she is currently conducting a thorough review.
3. Instructional Deans’ Report
4. Information Items
  - a. Annual Plans/Funding Requests due 2/18

- b. Service Area Outcomes (SAOs)
  - c. Vision Aligned Reporting
  - d. External Environmental Update: Bulletin of the Atomic Scientists  
<https://thebulletin.org/>
5. Area Updates / Announcements – TRIO has been funded again for this year at flat funding levels. Brianne shared a handout to support Caring Campus efforts, including a list of departments assisting with graduation. Jesse celebrated the first student transfer to UC Santa Cruz. Robert reported that Crystal Burger has been successful in implementing a new Juvenile Justice program. Sandra announced that movie nights are being held in honor of Black History Month. Candice Hann will be attending the CSU Chico Symposium this week along with several colleagues.
6. Workshop: Annual Plans / Funding Requests

Parking Lot:

- a. Onboarding process
- b. Student Equity Plan review S26
- c. AP 4027 (Catalog Rights)
- d. AP 7270 Student Employment ssm2 (11/5)
- e. BP/AP 2015 (Student Member)
- f. CCLC – BP/AP next update April 2026