

Student Services Managers' Meeting
Wednesday, May 6, 2026
10:00 AM – 12:00 PM
Board Room

MINUTES

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

District / Division Goals

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

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

1. Approval of Minutes – Brianne/Robert – passed
It was moved (Brianne) and seconded by (Robert) to approve the minutes of April 15, 2026 as presented. All in favor, (0) opposed, (0) abstain – minutes approved unanimously.
2. Instructional Deans' Report – Jesse was not in attendance. Efforts are underway to secure a new representative.
3. Action Items
 - a. First Reading
 - i. BP 5050 Student Success and Support Program - This item was board approved in April; however, a few updates are needed, including revisions to education plans and priority registration. Additional changes are also being reviewed. This item may proceed to a third reading for both AP and BP.
 - ii. AP 5050 Student Success and Support Program
 - b. Second Reading
 - i. BP 4240 Academic Renewal
 - ii. AP 4240 Academic Renewal – No changes. Motion moved by Sandra, seconded by Robert. Passed. Scholastic Standards will review and provide input before moving forward for further discussion.
 - iii. BP 5400 Student Organizations
 - iv. AP 5400 Student Organizations – Added “club-sponsored” to the Student Activities section. Updated on-campus student activities to require 10 working days' notice (replacing 30 calendar days). Field trips will continue to require 30 calendar days' notice. Added a reference

to AP 4300 for field trip policies and procedures. Motion to approve changes to AP 5400 moved by Trinity and seconded by Brienne.

- v. AP 7270 Student Employment – Motion to approve moved by Nadia and seconded by Candice. Approved. All APs/BPs were approved.

4. Discussion Agenda

- a. Institutional Assessment Plan
 - i. RISC Survey (every other Spring beginning S26)
 - ii. Dept specific SAO data collection (varies by dept)
 - iii. Reflect on RISC survey, SAO and district (Power BI) data (every Fall)
 - iv. Annual Plan Submission (every Spring)
 - v. Program Evaluation (each program in the Fall; every five years)
- b. Student Equity Plan – Progress Review – Attachment was sent out to review this.
- c. Personnel Req process (draft)
- d. Manager Roundtable – If there is interest in participating (e.x., meeting once a month or a few times per semester), please communicate your needs and feedback to your supervisor, Sandra, Jamie, or Nadia.
- e. SEMP
 - i. BP 5055 Enrollment Priorities
 - ii. AP 5055 Enrollment Priorities

5. Information Items

- a. Accreditation checklist – This will take place over the summer. Will Breitbach will provide updates at the meeting on Monday the 11th.
- b. Cancel SSM Meeting on May 20; Retreat May 27 – This will be at the CLC with a light breakfast and lunch provided. There will be a tour after lunch.
- c. Accessibility Standards / ACMM site visit – Oct. 20 – Save the date, more info coming soon.
- d. Document Retention / “Spring” cleaning – A document on this was sent out and shared with the group.
- e. SU Contact List – department emergency response plan – A Forms quiz will be distributed to collect contact information for emergency situations (e.g., fire season). Please review these processes with your teams.
- f. Director of Area Ops – Final interviews 5/8
- g. 700 Building UPS swap out – Systems will be down Memorial Day weekend.
- h. Reimagine and apply – This meeting will take place via Zoom. The new student application will launch June 1st. Although we are included in the first wave, a request has been made to postpone use of the new process until September.

6. Area Updates / Announcements

- Misty Hardy has been nominated for Classified Employee of the Year.
- Financial Aid will share out the completion list; Michael will distribute.
- Brienne – Student Senate: All five roles are filled. The constitution has been updated for the first time since 2011, with bylaws to be reviewed in the fall. Commencement planning is on track, with approximately 330 students signed up and strong volunteer support.
- Nadia – EOPS: Hosted the 3rd annual Academic Recognition Breakfast, where student awards were presented. Award categories were renamed, and students had the opportunity to recognize instructors—85 were recognized this year.
- Sandy – Ready to Register event is this Friday, with an expected attendance of approximately 161 students.
- Trinity – Opioid response boxes have been placed near AEDs across all campuses. These include Narcan and CPR masks as part of a new free program. Please reach out to her for more information or demonstrations.
- James – Veterans graduation is tonight at the Student Center Stage. Several registration events are upcoming, including North State Promise (tomorrow, Student Success Center), ASCENT, Ready to Register (Thursday), and Athletics Registration (Friday).
- Jamie – Graduation applications are accepted year-round; however, deadlines for inclusion in printed materials will be adjusted.

Parking Lot:

- a. Onboarding process
- b. Service Area Outcomes
- c. SSM Bylaws