

Student Services Managers' Meeting
Wednesday, Dec. 3, 2025
10:00 AM – 12:00 PM
Board Room

Minutes

District / Division Goals

By December 31, 2025:

Equity in Success (Completion, Baccalaureate Attainment, Transfer, persistence, TLME throughput, course success)

- The overall number of students who **complete a degree or certificate** will be at least 1,043.
- The overall number of students who **earn an Associates Degree for Transfer** will be at least 266.
- The overall number of students who **earn a Shasta College Bachelor's Degree** will be at least 12.
- The overall number of students who **transfer to a CSU or UC** will be at least 318.

Equity in Access (Enrollment)

- The annual **full time equivalent students (FTES)** for 2024-2025 will be at least 7041 (2019-2020 level) with an emphasis on Perkins economically disadvantaged.

Equity in Support (Maximize CCPG/PELL and Reduce Units to Completion)

- The overall number of students who **receive a California College Promise Grant** will be at least 6775.
- The overall number of students who **receive a Pell Grant** will be at least 5131.
- The overall average number of **units in excess of 60** toward the first ADT will be no greater than 68.

Credit for Prior Learning

- The overall number of students who have **received at least one (1) credit for prior learning** will be at least 822.

Division Focus Areas

- Student Onboarding
 - Onboarding General - Prioritize three challenges of the student onboarding process and implement steps to streamline.
 - Onboarding Transition K-12 - Prioritize three challenges of the student onboarding process and implement steps to streamline.
 - Caring Campus
 - Decrease Response Times
 - Increase Interdepartmental Awareness – Warm Handoffs
- Student Support
 - Early Alert CRM
 - Develop Processes to Coordinate Resources between categorical programs
- Compliance / Tracking
 - Vision Aligned Reporting (VAR): Early adopters will successfully implement VAR requirements.
 - SAO Update and Measurement
 - Accreditation Tracking
 - BP/AP update cycle
 - Website review - ROI
- 100 Building Transition: Student Services departments will successfully transition out of the 100 building.

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	Andrew Vines
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	x	James Konopitski	x	Sheri Wiggins
x	Trinity Brooks	x	Sandy Lucero		Zhanjing (John) Yu
	Crystal Burger	x	Hilly McCarthy		Jesse Knight
	Alexis Corona	x	Crystal Mair		
Guests					
	Buffy Tanner		Janet Hubbert		Cassie Leal
X	Amanda Richmond		Candice Irwin	x	Daniel Valdivia

1. Approval of Minutes from Nov. 17, 2025 – Sandra moved, Michael 2nd. Approved by all.
Approval of Minutes from November 17, 2025 -
It was moved (Sandra) and seconded by (Michael) to approve the minutes of November 17, 2025 as presented. All in favor, (0) opposed, (0) abstain – minutes approved unanimously.
2. Instructional Deans’ Report – There was a successful recruitment for faculty. Construction is getting loud in the 1600 building, so please reach out to Andrew if anyone is hearing any noise complaints from students.
3. Information Items
 - a. Transfer Center Program Review 10:10 – 10:40 – Daniel Valdivia was here today and shared a handout highlighting recent Transfer Center improvements (the handouts have been uploaded to SharePoint). He noted that one significant change over the past five years is that after COVID, campus tours had stopped, but we are now in a much better place and tours have resumed. Monthly announcements are being made, and meetings about field trips and tours take place at the start of each semester.
Sandra mentioned that information about tour dates can be difficult to find, and Daniel shared that we could work on distributing these dates through additional channels.
 - b. Materials by the first day of class -

Textbook Adoption Update: Below is the message that individual faculty are receiving from the Division Offices. Deans will be notified and asked to support the effort after the deadline. The attached manual is also being sent. If your team runs into a concern due to PACE etc, they could also send the directions on how to adopt (if that makes sense),

Dear Faculty,

Records indicate that you have not yet had an opportunity to adopt textbooks for Spring 2026. Please review and submit your textbook adoptions to ensure students have access on the first day of class. Final due date is 12/1/25.

Important Reminders:

- State law requires all course materials to be available by the first day of class.
- If you are using OER or no-cost materials, you still need to report through the bookstore.

- Use the My Textbooks icon in Canvas to complete your textbook adoption.
- Review the attached manual for detailed instructions (if needed)
- Reach out to the campus bookstore if you have questions 530-242-7578 or c.delair@follett.com

4. Action Agenda

a. First Reading

- i. None.

b. Second Reading

- i. AP 4100 – Jamie moved, and Nadia seconded, to approve moving forward to the next steps and recommending that the item be forwarded to Academic Senate for review.

5. Discussion Agenda

- a. District / Division Goals Update – The “Scope of Work” plan is currently being developed and is expected to be available by April or May, along with a user guide and explanations. Sandra moved and Jamie seconded to move these spring goals forward. All were approved.
- b. Overview: Budget Process – Crystal sent out a document listing department vacancies. Please be sure to review it and let Crystal know if any changes are needed. March 15 is the cutoff date for classified staff to provide notice.

Area Updates / Announcements - Please reach out to **Tim** with any comments or concerns regarding faculty and classified contracts, including any potential changes. Negotiations will be taking place soon. Regarding **administrative contracts**, one proposed change under review is the removal of the current language stating that working four hours counts as a full day.

Winter Hours: A skeleton crew will be in Enrollment Services on January 2, as well as the Monday and Tuesday following the end of the semester on December 19.

Sandy shared that center status has been achieved for the Tehama campus.

James and Jamie reported that during the 100 Building meeting, there was a request to select a building name as soon as possible. James will send out a few name options for staff to vote on, after which the final selection will be reviewed by Cabinet.

Tim shared that he has received vacation leave balance information from HR and will be distributing the list. Employees with more than 40 days of leave accrued will need to develop a plan to reduce their balances.

James also shared that there is a shadowing opportunity announced in News to Muse for anyone interested in shadowing in the One Stop.

6. Parking Lot:

- a. AP 4027 (Catalog Rights)
- b. AP 7270 Student Employment
- c. BP 2015 (Student Member)
- d. AP 3415 (Immigration Activities)
- e. Onboarding process
- f. Staff Evaluation / Mentorship / Succession Planning
- g. Program Evaluation Cycle 2025-2026
 - Testing Center
 - Umoja