

Santa Fe College
Resource & Planning Council
July 22, 2010
Northwest Campus, Room S-329

Minutes

1.0 Welcome and Call to Order

Mike Droll called the meeting to order at 2:01 pm.

The following members of the council were present:

Gayle Davis	David Schlafer
Mike Droll	Clay Smith
Lela Elmore	Joan Suchorski
Steve Fisher	Lynn Sullivan
Kelly Gridley	Bruce Tucker
Paul Hutchins	
Eugene Jones	Lauren Bates – Student Government
Tim Nesler	Karen Griffin
Laurel Severino	Angie Sickers

The following members were not present:

Lola Christian	David Price
Ginger Gibson	Bill Reese
Michael Hutley	Julie Shay
Jean Hutton	Marilyn Tubb

2.0 Approval of Minutes for June 24, 2010

Mike Droll asked for any comments on the June 24, 2010 minutes. He asked for a motion to approve the minutes. Clay Smith seconded the motion.

3.0 SACS Response Report Update and Draft of “The SF Model of Integrated Institutional Effectiveness” – Mike Droll

Our response to the recommendations made by the SACS visiting committee was mailed on July 11, 2010. Part of our response to SACS was for this Council to review this Model of Integrated Institutional Effectiveness and an additional model. Mike referred to two handouts. Mike said that version two, with the red footer, shows more of a progression of resources. David Schlafer commented that it would be helpful to have a definition of the acronyms at the bottom of the page. Mike acknowledged his input and responded that he is working on a glossary to be included in the back of the next IE manual. Mike said that this

model is a change from before, while a process was in place, we needed to integrate it. This model will be a new piece as part of our SACS response.

Action: Council members respond by email to Mike Droll with comments on the new model.

4.0 QEP Update – Eugene Jones

Eugene said that each group (referring to the Strategic Initiatives groups) has approved of the Quality Enhancement Plan. The QEP is currently at the “focus prompt” stage. The next phase will begin in the fall of 2010 or spring of 2011. It will be the “sorting and rating” phase.

Action: Responses will be sent to the RPC, Eugene Jones or Dan Rodkin.

5.0 Update on Work Plan Supporting CRM Strategic Initiative – Tim Nesler

Mike told the council that the Strategic Initiative group for Excellence in Teaching and Learning (TL) presented their update at the last RPC meeting. He requested a motion to accept their work plans so we can move forward and document that we are on track. Tim Nesler said that he hasn't seen the TL plan. Mike replied that it would be posted to the RPC site. Mike asked Tim to give an update to the CRM (Constituent Relationship Management). Tim said the group was in the same place they had been two meetings ago. They have not met since then. The key performance initiative had no changes. Portia Taylor and Ginger Gibson lead the group. Marilyn Tubb is heading the enrollment group. Paul Hutchins made a motion for the RPC to accept the updated plans and Bruce Tucker seconded.

6.0 Update on Work Plan Supporting OD Strategic Initiative – Clay Smith

Mike asked Clay Smith to give his update on the OD (Organizational Development) work group.

A Handout titled “Summary of Meeting with Members of the OD Committee and Stakeholders in Administrative Affairs 19 July 2010” was made available to the RPC. Clay said that they were basically using a two tiered system. Focusing on communication, the group would implement quarterly meetings that would function as a way to confirm that all parts of the organization were able to get information. The group discussed televising and web casting the meetings for those unable to attend. Chuck Clemons could disseminate what the Development Office was doing as well as other departments. There was a dialogue on professional development and a discussion to implement a college wide training system where employees could be taught to be more effective general managers and those who were exiting the college could mentor a selected group of people. A regular salary study was proposed for every five years. An automated reimbursement system was discussed also for travel and other expenses. David Shlafer made a motion to table the approval until the next meeting.

7.0 Proposed Process for Using Student Technology Fee Revenue with RPC as Final Approval Authority – Tim Nesler

Tim Nesler discussed the student technology fee. The fee generates 1.2 million dollars a year. The process for how we use it is in place. The state considers the college's use of the funds to replace older pc's as an "enhancement." Possible uses for this money might be a campus wide wireless or internet bandwidth capability. Tim said anyone or any group can make a request for these dollars. There is not anything that says these projects cannot go on for two to three years. As an example Tim put forth a scenario where a new program was being started but the program didn't have enough funds for the software or the hardware, these funds could be used for that, or if an individual instructor needed specific software for a classroom, he could put in a request. Tim said he wanted the council to accept his proposal for use of the technology fee. Kelly Gridley put forth a motion to accept and David Shlafer seconded the motion.

8.0 SMART Objectives for 2010 – 2011 Academic Year – Mike Droll

Mike requested that all planning units (divisions/departments) post drafts now as place holders and finalize their objectives before the beginning of the fall term.

9.0 Xitracs Training Overview for August – Mike Droll

Mike said this software is primarily for accreditation documentation and a "Hat's off" to Tim for finding it. It will be a repository so we don't lose track of our documentation. We will be moving as early as August from our present model to Xitracs. August 12, 2010 is our training date. If you physically input the information into the system you should attend. There will be 15 to 30 people there to train the trainer. David Shlafer asked what time it would start. Mike replied at 9:15 am but they are still moving the schedule around a bit. If you bring your planning objectives with you, you can physically input them then and there. Mike said to Lela Elmore that there is also a credentialing model that she might want to look at to see if it aids in the credentialing process. Lela said she would be on vacation and Mike suggested she send a representative.

10.0 Adjournment

Mike called for any new business and Dan Rodkin introduced Lauren Bates as a new council member. Lauren is the current Student Government Senate President. Mike welcomed her to the council and said she had a big responsibility to report pieces of information to the student body. Mike also encouraged her to feel free to communicate with the council or to him any ideas or concerns of the student government. Mike adjourned the meeting at 2:45 pm.