

Santa Fe College
Resource & Planning Council
January 20, 2011
Northwest Campus, Room S-318

Minutes

1.0 Welcome and Call to Order

Ginger Gibson called the meeting to order at 2:10 pm.

The following members of the Council were present:

Steve Fisher	David Schlafer
Ginger Gibson – Co-Chair	Angie Siekers
Eugene Jones	Clay Smith
Tim Nesler	Lynn Sullivan
David Price	Portia Taylor – Ex Officio
Laurel Severino	

The following members were not present:

Lauren Bates - Student	Jean Hutton
Ed Bonahue – Ex Officio	Bill Reese
Lola Christian	Dan Rodkin
Chuck Clemons – Ex Officio	Julie Shay
Gayle Davis	Joan Suchorski
Mike Droll – Co-Chair	Marilyn Tubb
Lela Frye	Bruce Tucker
Kelly Gridley	Guy York – Ex Officio
Paul Hutchins	
Michael Hutley	

Recorders: Hannah Fischer and Amy Nichols

2.0 Approval of Minutes for November 4, 2010 – Ginger Gibson

Ginger Gibson postponed the approval of the minutes until the next meeting because of low attendance. Ginger said that meeting dates should be placed on member's calendars. She said that listed on the left hand side of all previous agenda/note-taker handouts were the dates of future meetings. She also announced that additional meetings will added in February and in March.

Action: Ginger will notify members of the exact date, time and place of the extra February and March meetings when confirmed.

3.0 Relationship of RPC to SACS and the Relationship of SACS to RPC – Ginger Gibson

Ginger pointed out the distinction of the Resource and Planning Council in relationship to the Southern Association of Colleges and Schools. The Southern Association of Colleges and Schools is about Institutional Effectiveness. So while the RPC is not wholly a SACS group it is the college's planning group and that also includes the effectiveness of the college. The fifth edition of the Institutional Effectiveness Manual is available on the Resource and Planning Council webpage under Planning and Budget Resources.

Ginger informed the Strategic Initiatives Working Groups that she will begin scheduling their presentations soon. Angie Siekers asked about the Salary and Benefits presentation and Ginger said that it was usually the last one and it would be around mid-March. SI Workgroups should address their respective Strategic Initiatives with supporting short term goals/objectives/tasks and a budget initiative to support the shorter term (annual) efforts. The RPC will then create a comprehensive presentation for the President. Ginger asked Clay Smith if the Strategic Initiatives get entered into Xitracs and he responded in the affirmative. SI Working Groups need to meet and prepare their findings.

Action: Schedule presentations of SI groups for upcoming RPC meetings.

4.0 Budget Updates – Ginger Gibson

Some quick budget updates from Ginger. There are no new monies to be distributed so any new funding will have to come from a redistribution of our current budget. There will be a significant decrease in the state revenue for the next few years. Plan for a 10% reduction but we won't know exactly until later in the planning process. We still have the ability to increase tuition if needed and we had planned that the worse was coming so we still have some non-recurring funds to get us through next year. There will probably not be any new positions added and the costs of benefits have to be considered, such as health insurance and retirement. We have the Fine Arts Hall but there is funding for the cost of operation for new facilities. There will be more details on the budget in the next meeting.

5.0 QEP Update – Eugene Jones

Eugene said that the QEP is in transition now from brainstorming to the official sort/rate stage. The following is a list of the Group Leaders, their Groups and the number of members on the Sorter/Rater Team.

<u>Group Leader</u>	<u>Group</u>	<u>Members</u>
Carlos Sosa	Students	10
Dave Price	Faculty	9
Dave Yonutas	Admin & Prof	5
Marilyn Tubb & Steve Yongue	External Community	5
Lola Christian	Career Service	6
Dan Rodkin	Student Affairs	7
Eugene Jones	QEP Leadership	8
	TOTAL	50

When the process is completed the results will be sent so the Leadership team and they will look at how the data is emerging. The topic selection will have its unveiling on April 12th. Steve Fisher asked if people can still participate. Eugene answered yes; just contact the group leader to submit your name. Portia Taylor relayed that one of the Provost candidates said that a good QEP topic focuses on a plan that relates to teaching and learning. Eugene said that on February 25th we will have someone from Hillsborough College visiting our campus and that his second presentation will be on Hillsborough's QEP process.

David Price inquired on the budget impact of the QEP to which Eugene advised there would be some funds associated with it. Ginger asked if the topic will be researched based and will it have proof in documentation of some kind. Eugene said that our biggest responsibility would be broad based goals. It is critical that we take an overall snapshot of Santa Fe. Dave said we should demonstrate the need of a specific QEP based on data generated by the IERP office. Ginger said we should save some of this discussion for another meeting.

6.0 SACS Update – Ginger Gibson

In referring to the SACS annual meeting in December, Ginger affirmed that the temps were very cold. She said most of the attendees invested a constructive, majority of their time researching best practices and responses by other institutions as available in the Resource Room. While many of the sessions were repeats from last year's meeting, Ginger advised that she was able to attend different ones that were very good.

She informed the Council of the upcoming SACS Orientation meeting on January 31, 2010 in Atlanta. Attending the meeting will be the SACS Leadership team composed of Dr. Sasser, Ed Bonahue, Mike Droll, Ginger Gibson, and Eugene Jones.

Our College has been requested to submit a First Monitoring Report with continued accreditation at Level II and approval of the new BS in Early Childhood Education. Santa Fe will address CS 3.3.1.1 and CS 3.3.1.5 in response to the visiting committee's recommendations. The report is due on April 15, 2011.

7.0 Adjourn to SI Working Groups

Ginger adjourned the meeting at 2:40 pm