

**Santa Fe College**  
**Resource & Planning Council**  
March 1, 2012  
Northwest Campus, Room S-329

**Minutes**

**1.0 Welcome and Call to Order**

Ginger Gibson called the meeting to order at 2:05 pm.

The following members of the Council were present:

Lisa Armour	Sharon Loschiavo
Ed Bonahue	Rhonda Morris
Lola Christian	Jenna Miller for Dave Price
Lela Frye	Bill Reese
Ginger Gibson	Dan Rodkin
Gary Hartge	David Shlafer
Jean Hutton	Joan Suchorski
Jodi Long	Carole Windsor

The following members were not present:

Katey Arnold  
Chuck Clemons  
Paul Hutchins  
Tim Nesler  
Clay Smith  
Lynn Sullivan  
Marilyn Tubb  
Gerard Williams –SG President

Recorders: Hannah Fischer and Amy Nichols

**2.0 President’s Charge to the RPC– Ginger Gibson**

Ms. Gibson introduced Dr. Jackson Sasser as a special guest. Dr. Sasser officially charged the committee for this year’s work, shared insights on the state budget and the college’s resources, and encouraged and thanked the Council for the work ahead.

**3.0 Approval of Minutes – Ginger Gibson**

Ginger Gibson announced that the approval of the minutes for the February meeting would be postponed until the March 15 meeting.

#### **4.0 Discussion and Adoption of Revised Budget Assumptions – Ginger Gibson**

Ms. Gibson said that she added the words “ a redistribution of budgeted funds...” to part B Expenditures under number two Current Expense on the draft of the Budget Assumptions and Projections document. She also corrected the spelling of Personnel under Personnel Services. She corrected Fiscal Year to 11/12 in a couple of places. She inserted “ a redistribution of budgeted funds may be required to fund personnel requests for college-wide initiatives” under part e of Personnel Services. There was discussion of budget and line items, PECO funding and Operational Capital.

**Action Item:** Ms. Gibson will distribute complete final draft to Council members by email.

#### **5.0 Discussion and Adoption of the Planning and Assessment for Improvement Chart – Lisa Armour**

Lisa Armour asked for any questions or discussion of the document. Use of the terms extra-curricular and co-curricular was discussed. Use of the term “process owner” was discussed.

**Action Taken:** The Planning and Assessment for Improvement Chart was adopted.

#### **6.0 Discussions of Modifications to the Institutional Effectiveness Manual – Lisa Armour**

Dr. Armour described proposed revisions to the 5<sup>th</sup> edition of the Institutional Effectiveness Manual and asked for further suggestions.

**Action Item:** Dr. Armour will distribute the draft to Council members by email.

#### **7.0 Information About Future Meetings and the Budget Timeline – Lisa Armour**

Dr. Armour asked the committee to keep Thursdays available for possible extra meetings in the months of May and June.

#### **8.0 Adjournment**

The meeting was adjourned at 3:45 pm.