

**Santa Fe College**  
**Resource & Planning Council**  
April 11, 2013  
Northwest Campus, Room S-329

**Minutes**

**1.0 Welcome and Call to Order**

Dr. Lisa Armour called the meeting to order at 2:00 pm.

The following members of the Council were present:

Lisa Armour	David Schlafer
Naima Brown	Joan Suchorski
Ginger Gibson	Lynn Sullivan
Gary Hartge	Marie Thomas
Jodi Long	DeAnn Thompson for Bill Reese
Rhonda Morris	Carole Windsor
Tim Nesler	

The following members were not present:

Benny Alligood	Kim Fugate-Roberts
Ed Bonahue	Jean Hutton
Chuck Clemons	David Price
Karim Diff	Bill Reese
David Durkee	Dan Rodkin
Lela Frye	Clay Smith

Guest: Tom Mason

Recorder: Cheryl Farrell & Amy Nichols

**2.0 Recommendations of the College Senate's Salary and Benefit Committee (S & B) – Tom Mason**

Tom Mason, as the chair of the college's S & B committee, relayed the faculty and professional staff budget recommendations regarding goals, salaries, health care coverage, and annual increases for part-time employees. The committee recommended that 80% of the budget be devoted to salary and benefits. The current standards of retirement were discussed along with the continuing annual contract for faculty members. Mason encouraged all AFC members to read their monthly *Perception* email newsletter and respond accordingly to the Florida Legislators regarding any Florida Retirement System (FRS) recommendations and concerns currently under discussion.

**3.0 Recommendations of the Career Service Council's (CSC) Salary and Benefits Committee – Marie Thomas**

Marie Thomas, as chair of the CSC, provided an overview of the career service staff budget recommendations regarding goals, salaries, and benefits. The 283 permanent full-time Career Service staff includes those in technical/trade, clerical, and support services. Professional development was requested for Microsoft products - including CLOUD services, and eStaff. Thomas requested re-establishment of the "Friends of Career Service" fund to support scholarships, the Tribute, and emergency funds for CS employees. Concerns were noted by CS staff members that workloads had increased, while opportunities for advancement were rarely available and salaries were not adjusted to account for additional duties. Professional development was discussed as something that needed to be reintroduced to help train employees for additional and more technical aspects of their positions. The college's strategic initiative "organization development" was considered as a means for addressing these issues.

Action: Recommend inclusion of eStaff instruction during employee training sessions.

Action: Recommend development of a professional development program addressing the use of Cloud services.

#### **4.0 Budget assumptions and projections – Ginger Gibson**

The discussion of budget assumptions and projections was postponed until the next meeting. Ginger Gibson stated that she would be adding three items including a statement regarding use of lab fees, indication of a possible increase in health insurance premiums, and a statement regarding documentation of procedures for equitably and systematically determining faculty load.

#### **5.0 Briefing on results of the fall 2012 Survey of Entering Student Engagement (SENSE) administration – Rhonda Morris**

Rhonda Morris summarized the survey data received from the SENSE administered Fall Term 2012. Santa Fe's results were discussed, and an overview of how the college compared to other colleges nationwide was provided. Key categories of findings that were discussed included:

- Clear Academic Plan and Pathway
- Effective Track to College Readiness
- Engaged Learning
- Academic and Social Support Network

Questions arose regarding the ability to corroborate information with certain student populations and the possibility of additional studies. Opportunities will be available for additional studies once the SENSE CD is received with raw survey data is accessible. It was noted that some, but not all, students provided their ID numbers (optional, but not required of them).

Findings regarding class attendance were discussed. Students at the college fell below the norm in this area, and Rhonda noted this was a pattern that had been developing over the years and had been noted on prior surveys. In the upcoming years the QEP's *Navigating the College Experience* will be instrumental in adding value to the students' experience and addressing some of the college's shortfalls.

The discussion ended with a request from Lisa Armour that the committee acts as an ambassador for propagating the value of the random sampled surveys as a great investment of time to those involved. It was also noted that Rhonda Morris will be visiting the academic departments across campus in an effort to disseminate survey information to faculty and staff, with the hopes of creating enthusiasm for the process and gathering suggested strategies to address areas of challenge.

#### **6.0 Report of expenditures to improve faculty and student spaces – Lisa Armour**

Lisa Armour provided a report on the last three years' expenditures to improve faculty and student spaces, particularly classrooms. An opportunity was noted to create a regular cycle for reviewing classrooms and other learning spaces in order to identify areas needing updates and enhancements. RPC members strongly affirmed the value of creating and maintaining engaging learning spaces.

**Action:** Create and support a regular cycle for refreshing learning spaces, with an emphasis on classrooms.

#### **7.0 Status report on the analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT Analysis).**

It was noted that recent discussions of the RPC (including today's discussion of SENSE data) have featured data that support strengths, weaknesses, opportunities, and threats noted during the SWOT Analysis. Armour requested that RPC members serves as matchers of facts and data with perceived strengths and weaknesses in order to support the SWOT analysis. These demonstrable facts and data will inform discussion of strategies to make our vision of the future a reality. Any reports and data gathered by RPC members will add value to our analysis and should be forwarded to Lisa.

**Action:** RPC members will actively seek data supporting factors identified during the SWOT Analysis.

#### **8.0 Adjournment**

In closing, Ginger Gibson reminded the committee that the on-site Review for Civil Rights Compliance committee members would take place April 22-26, 2013.

The meeting was adjourned at 3:15 p.m.