Santa Fe College
Resource & Planning Council
July 23, 2013
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Minutes from the April 24, May 2nd and 23rd meetings were distributed to all council members via email. It was requested that approval and/or corrections should be made by email to Dr. Armour who will follow up by compiling the information gathered and revise as necessary. Daniel Freed, SG President, was introduced to the council.

The following members of the Council were present:

Bennye Alligood	Gary Hartge
Lisa Armour	Jodi Long
Chuck Clemons	Tim Nesler
Daniel Freed	David Shlafer
Lela Frye	Lynn Sullivan
Kim Fugate-Roberts	Marie Thomas
Ginger Gibson	DeAnn Thompson for Bill Reese

The following members were not present:

Ed Bonahue	Bill Reese
Naima Brown	Dan Rodkin
Karim Diff	Clay Smith
Jean Hutton	Joan Suchorski
Rhonda Morris	Carole Windsor
David Price	

Guest: Mike Curry
Recorders: Cheryl Farrell & Amy Nichols

2.0 Budget Overview – Ginger Gibson

Ginger Gibson provided the council with a snapshot of the college's 2013-14 budget presented to the SF Board of Trustees (BOT) for approval. The presentation included an overview of budgeting of funds, historical data, and review of operating, auxiliary, student activity and service fees, construction budgets, and salary schedule. She noted this was a modified version presented to the college community and a published copy resides in the college library.

3.0 SACS Reaffirmation of Accreditation – Lisa Armour

Dr. Armour informed the council that the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) board met in June. A letter from SACSCOC president Belle Wheelan providing notification to Santa Fe College of reaffirmation was distributed to RPC members. It was provisional in the following areas:

CS 3.3.1.1 Institutional effectiveness: educational programs
CS 3.3.1.3 Intuitional effectiveness: academic and support services
CS 3.3.1.5 Institutional effectiveness: community/public services

Dr. Armour emphasized the college's need to attend to systematic documentation in the above areas. In April 2014 a monitoring report will be due to SACS. The goal is to not only demonstrate successful systematic documentation of the institution's effectiveness through that report, but also sustain it over time. There will be another monitoring report due April of the following year (2015).

Training is available on the new online Smart Objectives database. The database will serve as the repository of necessary documentation of institutional effectiveness, and will provide input for the program review process.

Action Item: Schedule training opportunities on the Smart Objective database.

4.0 Gardner Recommendations on Information Technology Services (ITS) – Tim Nesler

Gartner was engaged by the college to assess ITS governance, staffing levels, and staff compensation. According to Gartner, SF's ITS budget is on par with other institutions' spending, but at Santa Fe a higher proportion is spent on capital items over operating expenses. The three areas focused on were:

1) **Staffing Levels and Services**:
   Findings – Staffing levels are low in most ITS functions.
   Outcome: Impacts technology services at the college.
   Recommendation: Reassign and add staff as necessary.

2) **IT Compensation:**
   Findings – Salaries at upper level/expert positions were below average, according to the 2012 Mercer IT Compensation study, making adjustments for geographical region and the higher education sector.
   Outcome – Unable to attract talent by offering competitive salaries.
   Recommendation – Restructure the ITS salary schedule, changing salary bands where appropriate.

3) **Governance:** (how we make decisions about using technology at the college)

Findings – There is a gap in participation in ITS planning at the college, and a general lack of understanding of the way technology decisions are made.
Outcome – Lack of integrated ITS planning and institutional planning.
Recommendation – Formalize documentation of the ITS governance structure and share it widely, and more fully engage the president's staff in IT planning, including the five domains of governance:

- What is technology being used for at the institution
- How much do you want to invest in technology
- What are the business applications that each area needs to function
- Infrastructure
- Architecture

Gartner stressed the need for well-documented and well-understood procedures including how decisions are made and their processes. This would involve a plan with measurable outcomes that align with the college's strategic plan and appropriate metrics.

5.0 The RPC's SWOT Analysis

The spreadsheet listing SWOT analysis *Weaknesses* (Internal) and *Opportunities* (External) was discussed to improve clarity, reveal interpretations, and resolve ambiguity. The goal was to achieve shared understanding of each item on the spreadsheet.

Dr. Armour will follow up by compiling the information gathered and revise the descriptions as necessary. Each council member will receive the spreadsheet with instructions for individually ranking items. Results will be combined for identification of key items.

Future Action Item: Lisa Armour will send the revised spreadsheet listing SWOT analysis *Strengths*, *Weaknesses*, *Opportunities*, and *Threats* to RPC members for individual ranking.

6.0 Adjournment

The meeting was adjourned at 4:10 p.m. The council members will be notified of the next meeting.