

Santa Fe College
Resource & Planning Council
February 13, 2014
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

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

The following members of the Council were present:

Bennye Alligood	Gary Hartge
Lisa Armour	Mike Hutley
Ed Bonahue	Jodi Long
Naima Brown	Rhonda Morris
Mike Curry	Tim Nesler
Kim Fugate-Roberts	David Price
Lela Frye	David Schlafer
Ginger Gibson	Marie Thomas
Bobby Hom	Jessica Vander Biezen

The following members were not present:

Chuck Clemons	David Tegeder
Daniel Freed	

Guest: Rita Revak-Lutz

Recorders: Cheryl Farrell and Amy Nichols

2.0 Approval of November Meeting Minutes – Lisa Armour

Action Taken: Minutes for the November 14 meeting were approved.

3.0 Strategic Plan – Lisa Armour

Lisa Armour updated the council on the development of the college's new strategic plan starting with last year's kick-off in November. At that college-wide session, elements of Santa Fe's future were envisioned. Four major action themes emerged: Access, Connection, Direction, and Achievement. Additionally, three strategically important cultural themes emerged: Caring, Innovation, and Inquiry. The themes were discussed at a second college-wide gathering in January. Participants worked together to create potential strategies and tactics within each action theme.

In an effort to determine which potential strategies and tactics seem the most promising to the most workshop participants, Dr. Armour will be sending out a follow-up electronic survey based on table notes from the January workshop.

A draft of the strategic plan should be ready sometime in March.

Action Item: Council members will pay special attention to the survey and send their considered responses in quickly.

4.0 Budget Time Line and Process – Ginger Gibson

Ginger Gibson provided information on the documents titled 2014-15 Schedule and Agenda Outline for President's Staff Meetings and the Budget Schedule. As noted on the timeline, RPC recommendations will be presented to President's Staff on April 14. The 2014-15 Budget Schedule's four phases were reviewed and it was noted that these documents can be accessed on the Office of Finance's website.

5.0 Budget Assumptions – Ginger Gibson

Ginger Gibson presented the council with a review of the Operating Budget Revenue & Expenditure Assumptions and Projections document. Once revised this document will be forwarded to the President's Budget Committee for approval. The *Revenues* sheet was discussed, including Total State Resources, Tuition, Other Student Fees, Investment Income, and Other Sources of Revenue. It will be updated and recirculated to the council.

This same procedure followed on the *Expenditures* sheet including the subtopics of: Personnel Services, Current Expense, Capital Outlay, and Contingency/Fund Balance. All responses and suggestions were recorded. Any modifications or suggestions that the council has should be forwarded to Ginger Gibson. The updated document will be forwarded to all RPC council members and finalized at upcoming meetings.

Action Item: Ginger Gibson will update and email the Operating Budget Revenue & Expenditure Assumptions and Projections Fiscal Year 2014/2015 to council members.

6.0 Budget Implications of Decreased Enrollment – Ginger Gibson

Ginger Gibson reported that based on enrollment data, the projected decrease in tuition and fees in Fund 1 is \$1.4M. It was noted that Santa Fe has not increased its tuition in several years and that the college has the ability to do so up to the standards the state sets. Whether that will be a recommendation from the council and whether such a recommendation would be accepted by the Board of Trustees is not yet known.

7.0 Performance Based Funding – Ginger Gibson

Ginger Gibson informed the council that there will be emphasis by the state on performance funding for the coming fiscal year. More will be heard about this in the media once session begins. The performance funding component will be based on seven metrics and measures that the college is currently studying.

8.0 Schedule of Presentations from the Technology Advisory Council, Career Service Council, College Senate, Quality Enhancement Plan – Lisa Armour

Dates were discussed and decided on for presentations of budget recommendations as follows:

Technology Advisory Council	March 13, 2014
Career Service Council	March 13, 2014
College Senate	March 13, 2014
Quality Enhancement Plan	March 27, 2014

9.0 Organizational Development: Pursuing Excellence – Naima Brown

Naima Brown described the Pursuing Excellence Initiative as a means of creating a spirit of excellence throughout the college, positively impacting students, staff, and visitors. The philosophy is to *honor learning and put students first*. Dr. Brown added that our focus will be on being professional, informative, courteous, and accessible.

Sponsored by Human Resources, all-day training sessions for supervisors will begin after spring break. This will be followed by three-hour workshops for all front-line staff. It was noted that a core part of the training will not only include the philosophy, but how it applies to all daily interactions. This will be an ongoing endeavor and will not only involve orientation for new employees, but will also affect the hiring process as the college looks to secure new talent committed to excellence. The team for the initiative includes Ginger Gibson, Rhonda Morris, Jodi Long, Lela Frye, Stuart King, Betty Haddock, Kamia Mwango, Shellie Banfield, Myra Sterrett, and Naima Brown.

10.0 Adjournment

Before adjourning the meeting a TOWS exercise commenced using the external/internal elements from the SWOT analysis to generate potential strategies to arrive at the college's desired future. Dr. Armour will send the forms out electronically so the council can work on them and return them by Monday.

Action Item: Lisa Armour will send electronic versions of the TOWS forms to all council members, who will complete and return them to provide additional potential strategies and tactics to the collection begun at the January workshop.

The meeting was adjourned at 3:30 p.m. The next meeting is scheduled for February 27, 2014.