

Santa Fe College
Resource & Planning Council
March 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:

Benny Alligood	Mike Hutley
Lisa Armour	Jodi Long
Ed Bonahue	Rhonda Morris
Lela Frye	Tim Nesler
Ginger Gibson	David Schlafer
Gary Hartge	Marie Thomas
Bobby Hom	

The following members were not present:

Naima Brown	Kim Fugate-Roberts
Chuck Clemons	David Price
Mike Curry	David Tegeger
Daniel Freed	Jessica Vander Biezen

Guests: Sue Adams, Lola Christian, Angie Siekers

Recorders: Cheryl Farrell and Amy Nichols

2.0 Strategic Planning – Lisa Armour

A follow-up survey on the January college-wide strategic planning workshop has been sent out twice. Dr. Armour reported that a summary of responses will be prepared and presented to RPC.

3.0 Budget Assumptions – Ginger Gibson

Ms. Gibson presented the council with the first revision of the Operating Budget Revenue & Expenditure Assumptions and Projections Fiscal Year 2014/2015 for review. Major line items that were modified included:

A. Revenues

1.c. – Performance Based Budgeting Allocation is under discussions in the current legislative session. Currently, assuming new funds will be allocated for this purpose.

B. Expenditures

1.d. – Benefits rates are recalculated every year using projected costs of benefits based on anticipated changes in items such as the FRS rates and health insurance premiums. Benefit estimates for health premiums in FY 14/15 should provide for an increase in cost of 10.5% if the College elects to stay with current plan offerings, or 3-6% if the College elects to move to the Healthcare Reform-compliant plans that will be required in the upcoming years.

1.f. – The ratio of full-time to part-time faculty in each academic discipline is a factor considered in determining allocation of full-time faculty lines. Other factors in determining this ratio include but are not limited to program viability, including accreditation requirements, enrollment, and local economic impact.

C. Capital Outlay

3.a. – Historical analysis is used as the starting point for projections. Projected expenditures are then adjusted for budget increases needed for recurring college-wide programs such as technology replacement (PC's, laptops, servers, etc.). Projections should include the trend in the movement of technology expenditures from capital to current expense.

Gibson requested that the group spend time reviewing the document before the next meeting.

Action Item: Ginger Gibson will email members inviting their comments and suggestions for revisions, working towards approval of the document at a future RPC meeting.

4.0 Career Service Council (CSC) Budget Recommendations – Marie Thomas

Marie Thomas, chair of the CSC, provided an overview of the annual recommendations with special emphasis on examining the strategic significance of Career Service employees in response to Santa Fe's Service Excellence Initiative. Through a proposed comprehensive Job Analysis the following requests were highlighted:

- Current and Accurate Position Descriptions
- Pay Grade Specifications
- Desk Audit
- Appropriate Allocation
- Final analysis
- Base Salary adjustments as appropriate

The CSC's expectation is to have equal compensation for duties provided and to maximize the impact CS employees have on meeting the challenges of the service initiative. Many questions and comments arose leading to further suggestions and clarification of the recommendations. A four-point summary was offered by Lela Frye, Director of Human Resources:

1. Accurate job descriptions

2. Classification adjustments based on accurate job descriptions
3. Market-based pay within the differential
4. On-going reclassification process to address changes in job duties

Those representing the CSC (Marie Thomas, Lola Christian, Sue Harris, and Angie Siekers) agreed that Ms. Frye's summary covered their request to the RPC.

5.0 Technology Advisory Committee Budget Recommendations – Tim Nesler

For the council's assessment Nesler, AVP for Information Technology Services (ITS), passed out the TAC's recommendations for the upcoming fiscal year. The documents covered IT governance and planning, trends and issues, 2015-2020 plan, and the budget. A more formal process of defining and prioritizing technology needs will be assimilated through new and existing subcommittees. This method consolidates work done in multiple areas and rolls it up to the Technology Advisory Committee and then to a newly organized Technology Steering Committee comprised of the Vice Presidents. Armour interjected that the changes supported the recommendations made by Gartner in the fall, especially integration at the VP level. The priorities, principals, and agendas that were once decided by ITS will now be set at the institutional level. For the remainder of the presentation Nesler reviewed the recommendations for the fiscal year and five goals outlined in the IT Plan Summary:

- Goal 1 – Transform teaching and learning
- Goal 2 – Improve institutional performance
- Goal 3 – Transform services and work environment
- Goal 4 – Strengthen campus safety and security
- Goal 5 – Build and maintain the IT infrastructure

Action Item: Post TAC recommendations on the RPC site. Nesler to fine tune budget numbers and send to Ginger Gibson.

6.0 Adjournment

The meeting was adjourned at 3:25 p.m. The next meeting is scheduled for March 27, 2014.