

**Santa Fe College**  
**Resource & Planning Council**  
March 27, 2014  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Lisa Armour called the meeting to order at 2:10 pm. Lola Christian was acknowledged as the interim vice chair for Career Service Council. She will serve on the RPC as a replacement for Marie Thomas.

The following members of the Council were present:

Benny Alligood	Bobby Hom
Lisa Armour	Mike Hutley
Ed Bonahue	Jodi Long
Naima Brown	Rhonda Morris
Chuck Clemons	Tim Nesler
Lola Christian	David Price
Lela Frye	David Schlafer
Gary Hartge	Jessica Vander Biezen

The following members were not present:

Mike Curry	Kim Fugate-Roberts
Daniel Freed	David Tegeder
Ginger Gibson	

Recorders: Cheryl Farrell and Amy Nichols

**2.0 Approval of February Meeting Minutes – Lisa Armour**

**Action Taken:** Minutes for the February 13 meeting were approved.

**3.0 College Senate Salary and Benefits Committee Recommendations – David Price**

David Price, chair of the Senate Salary and Benefits Committee, reviewed the recommendations concerning goals, salaries, health care coverage, annual increases for part-time employees, retirement, and continuing contract for faculty. He brought two items to the attention of the council amended in the 2014 recommendations.

The first item added Tempforce employees to the category of part-time staff eligible for annual increases. Price's justification was that these employees continue to work side-by-side with regular staff and in many cases carry the same level of responsibility. He confirmed that increases for Tempforce staff can only occur if available funds exist in the department's current expense budget.

The second item was a clarification. The committee added full-time to the faculty designation within the statement “continuing contract or annual contract leading to continuing remain the primary method of employment for full-time faculty.”

#### **4.0 Navigating the College Experience (NCE) Budget Recommendations – Rhonda Morris**

Rhonda Morris, QEP Director, presented the council with the proposed budget that covered personnel, professional development, software and training, assessment costs, and additional costs. As in the past budget cycle the bulk of the NCE budget is allocated for personnel expenses. In addition to the proposed budget Dr. Morris submitted for consideration a draft proposal for two NCE faculty facilitators. She explained that the facilitator positions are necessary due to the expansion of the Early Academic Warning and Early Alert Systems that have grown from 20% to 40% faculty engagement in the NCE process. This would also facilitate a push to move NCE into all of the centers but one. Points in the description of the facilitators’ responsibilities/expectations included:

- Receive release each term for fall 2014 and spring 2015 (equivalent to 20% of contract) in the form of a non-teaching, non-instructional assignment as part of his/her regular load
- Dedicate 8 hours per week (on average) for academic year 2014-15
- Commit to no additional overload teaching or NIU’s (a contract not to exceed 16 hours in either fall 2014 or spring 2015)

In closing, Morris calculated the final NCE budget request for 2014-15 at \$299,812 (which includes the reallocation of IT Specialist position [\$53,452] to the ITS department).

#### **5.0 Budget Assumptions – Lisa Armour**

In Ms. Gibson’s absence, Dr. Armour lead a discussion with the council looking for feedback on the Operating Budget & Expenditure Assumptions and Projections 2014/15 document that had been emailed to the RPC membership. Discussions included:

- How the decrease in enrollment impacts the budget when 80% of the dollars are directed towards salary and benefits. There was a question about whether a decline in enrollment would result in a decrease in salary expenditures in the faculty line. It was noted that in the past Administration cut courses that were less than 50% made, but now are considering lowering the threshold from 16 students per class to 12. Avoiding cancellation of scheduled classes whenever possible could help turn around the decline in enrollment.
- Regarding RTS ridership and fees, there was discussion about the importance of distinguishing between “currently enrolled” and “current” students. Dr. Brown confirmed that Student Affairs and RTS are working on an arrangement for better identification of currently enrolled students. What came to light in this discussion was the need for collaboration between RTS and SF’s ITS Department. Tim Nesler

- will meet with John Chapman to discuss the possibilities of differentiating students in “real” time that can separate out those who are currently enrolled..
- There was discussion about the possible budgetary impact of Tempforce employees working over 30 hours per week and becoming eligible for benefits. Lela Frye, Lola Christian, and David Shlafer observed that Tempforce has not yet been affected by changes associated with the Affordable Care Act. This consideration will therefore not affect the college’s budget assumptions at this time.

**Action Item:** Ginger Gibson will receive input from Dr. Armour and will electronically send a final update of the Budget & Assumption document for the council’s review and potential approval.

### **6.0 Strategic Planning – Lisa Armour**

Armour related to the council that after extrapolating strategies/tactics/ideas from the table notes from the college-wide meeting and receiving potential strategies from the members of the RPC council through the TOWS analysis, a Survey Monkey survey was constructed. This was sent to the January workshop attendees and produced a hearty response rate of 60%. As explained by Armour the information gathered and documented in black on the presented spreadsheet represents the potential strategies that 50% or more of the respondents thought were great ideas that merited college-wide attention. The items appearing in a rust color are items that rose to a 50% interest level as either great ideas worthy of college-wide attention or great ideas worthy of attention at the department level.

Council input will be passed to the Strategic Planning Steering Committee for creation of a draft of the college’s strategic plan.

### **7.0 Adjournment**

The meeting was adjourned at 3:55 p.m. The next meeting is scheduled for April 10, 2014.