

**Santa Fe College**  
**Resource & Planning Council**  
April 24, 2014  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Ginger Gibson called the meeting to order at 2:04 pm.

The following members of the Council were present:

Naima Brown	Gary Hartge
Lola Christian	Jodi Long
Chuck Clemons	Rhonda Morris
Mike Curry	Tim Nesler
Lela Frye	David Schlafer
Kim Fugate-Roberts	David Tegeder
Ginger Gibson	Jessica Vander Biezen

The following members were not present:

Benny Alligood	Bobby Hom
Lisa Armour	Mike Hutley
Ed Bonahue	David Price
Mike Chartier	

Recorders: Cheryl Farrell and Amy Nichols

**2.0 Approval of March Meeting Minutes – Ginger Gibson**

**Action Taken:** Minutes for the March 27 meeting were approved.

**3.0 Historical Overview of Revenue Expenditures – Ginger Gibson**

As a precursor to finalizing the budget assumptions Ginger Gibson provided the council with a financial review of past years with the hope of bringing greater clarity to the current budget status. A lengthy conversation ensued resulting in Gibson conveying to the council that conservative financial expectations continue to be a major factor for all budget-making decisions while considering historical data and trends.

Also in support of the council's understanding of the current status of the budget, Ms. Gibson reviewed the areas that impact nonrecurring dollars. These are not only one-time expenses, but budget items that are considered recurring by definition from year-to-year (e.g., the Contact Center and advertising) and are debited against the nonrecurring fund balance. After much discussion, it was recognized that managing the fiscal responsibilities of

the college belongs to each division and challenges will continue as state revenue declines and nonrecurring expenses increase.

#### **4.0 Finalize Budget Expenditures and Assumptions – Ginger Gibson**

Based on prior discussions two items were finalized on the Operating Budget Revenue & Expenditure Assumptions and Projections for fiscal year 2014/2015.

1. Expenditures – Personnel Services 1.b.: **Added** – “With a targeted eighty percent of our budget being utilized for salaries and benefits, the lapse rate should be taken into consideration.”
2. Expenditures – Current Expenses 2.b.: **Deleted** – “A redistribution of budgeted funds may be required to fund current expenses requests for college-wide initiatives.”

**Action Taken:** Operating Budget Revenue & Expenditures Assumptions and Projections FY 2014/15 were finalized.

**Action Item:** Ginger Gibson will bring to the next meeting a list of recurring requests similar to the nonrecurring expenses discussed in today’s meeting.

#### **5.0 Career Service Re-Classification Study – Ginger Gibson**

It was brought to the council’s attention that Dr. Sasser has committed to an internal re-classification *Phase One* study that will provide a desk audit/job analysis for all Career Service staff. Included in this study, led by an outside consultant, will be an examination of current exempt status employees as well.

On behalf of the Career Service Council’s leadership team Lola Christian, Interim Vice Chair, shared her appreciation to the council for the good news and support.

#### **6.0 Adjournment**

The meeting was adjourned at 3:25 p.m. The next meeting is scheduled for May 8, 2014.