

**Santa Fe College**  
**Resource & Planning Council**  
September 18, 2014  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Lisa Armour called the meeting to order at 2:03 pm. She welcomed new members Marin Smillov, Senate President, and Nina Trombi-Shein, Career Service Council Chair, to their first RPC meeting in their new capacity.

The following members of the Council were present:

Lisa Armour	Jodi Long
Naima Brown	Rhonda Morris
Chuck Clemons	Tim Nesler
Mike Curry	David Price
Lela Frye	Marin Smillov
Kim Fugate-Roberts	Nina Trombi-Shein
Ginger Gibson	Jessica Vander Biezen

The following members were not present:

Ed Bonahue	Mike Hutley
Mike Chartier	Patti Locascio
Gary Hartge	David Shlafer
Bobby Hom	David Tegeder

Recorders: Cheryl Farrell and Amy Nichols

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

**Action Taken:** Minutes for April 24, May 22, and June 19 meetings were approved.

**3.0 SACSCOC Board of Trustees Action in June 2014 – Lisa Armour**

Lisa Armour announced the college had received a letter dated July 9<sup>th</sup> reflecting the decision of the SACSCOC Board of Trustees' action in their June meeting to accept Santa Fe's first monitoring report without imposing a requirement of a second monitoring report. She further commented that this decision enables the college to spend time improving and strengthening processes over submitting another report. It was also reported that the next time institutional effectiveness will be addressed will be on the 5-year checkup. The SACSCOC's vice president also reported that the college will likely be expected to provide documentation of follow through on the college's established institutional effectiveness practices at that time.

**4.0 Board Approval of the 2014-2019 Strategic Plan – Lisa Armour**

It was announced that the Board of Trustees did accept the recommended 2014-2019 Strategic Plan. Armour conveyed her appreciation and gratitude for all the hard work and great feedback that the council provided in the planning process. She also recognized the Strategic Planning Steering Committee members - Jodi Long, Jesse Vander Biezen, and Kim Fugate-Roberts for their valuable input throughout the lengthy process. It was also noted that Santa Fe's website has been updated with the new strategic plan and the Smart Objective focus statements have been replaced with the action themes, strategies, and tactics for the current plan.

### **5.0 Monitoring Progress Toward Achievement of the Strategic Plan – Lisa Armour**

Dr. Armour discussed the need for the Resource and Planning Council to be engaged in monitoring progress toward achievement of the strategic plan. She offered two approaches for consideration by the council to monitor the progress of the strategic plan. First, having administrative access to the Smart Objective database, she could create a timeline (quarterly, semi-annually, or annually) and pull out information about the objectives tied to the Strategic Plan, create a report, and bring it for the council's consideration and comments. Alternatively, the council could access the action plans in the database directly.

Discussion pursued with regards to the prior action plans not directly relating to the new strategic plans; the need for a set time for action plans (Smart Objectives) to be completed or a proposed completion date; and addressing the fact that action plans tied directly to the support of the Strategic Plan need to find their way to the database. Dr. Armour noted she had made major revisions to the app so users would have a more structured experience in creating their action plans. In closing, the overall goal was to have a discussion and get valuable ideas regarding monitoring progress. The hope was that individuals will come back with resources and thoughts as to how we can shore the process up.

**Action Item:** Place on agenda for discussion at next meeting.

### **6.0 Charge to Planning Unit Leaders Regarding Action Plans Related to Achievement of the Strategic Plan – Lisa Armour**

Dr. Armour asked the council to consider a call to action to planning unit leaders in the next few weeks.

It was recommended by council members that workshops with visual presentations would be helpful in furthering the goal of implementing the strategic plan. Dr. Armour agreed to draft a message with a timeline with working sessions embedded. She also encouraged everyone to think about how these workshops could be designed to attract participation at each step. It was suggested that Canvas might be an approach and this will be considered.

**Action Item:** Send email out with timeline.

**Action Item:** Contact Academic Technologies regarding Canvas possibility.

## **7.0 Future Agenda Items – Lisa Armour and Ginger Gibson**

Dr. Armour asked the council for future agenda items that could be addressed in the upcoming academic year. The following suggestions were offered:

- Computer lab access for growing online class needs – Marin Smillov
- Renovation of E Auditorium – Marin Smillov
- Improvements on R-01 – Chuck Clemons

**Action Item: Get additional information for the next RPC meeting on the E Auditorium renovation.**

## **8.0 Discussion on the Budget Process – Ginger Gibson**

Ginger Gibson requested input from the council regarding the budget process. Any feedback as to how to revise or modify procedures was solicited. Transparency within departments was touched on and consistency regarding knowledge of the budget request process. Ginger Gibson suggested including pieces of the budget process in the appropriate session of the planning unit leaders' workshops.

In closing, Dr. Armour encouraged the council to please share their ideas with either Ginger or herself regarding future agenda items and budget process discussions.

## **9.0 Adjournment**

The meeting was adjourned at 3:30 p.m.