

Santa Fe College
Resource & Planning Council
February 26, 2015
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:05 p.m.

The following members of the Council were present:

Ed Bonahue	Jodi Long
Naima Brown	Patti Locascio
Lela Frye	Rhonda Morris
Kim Fugate-Roberts	David Schlafer
Ginger Gibson	David Tegeder
Gary Hartge	Nina Trombi-Shein
Bobby Hom	Jessica Vander Biezen
Mike Hutley	

The following members were not present:

Austin Browning	Chuck Clemons
John Chapman	David Price
Mike Curry	Marin Smilov

Recorders: Cheryl Farrell and Amy Nichols

Guest: Dr. Jackson Sasser

2.0 Charge to the Resource and Planning Council – President Sasser

Dr. Sasser joined February's Resource and Planning Council's (RPC) meeting to review the charge with its membership. He clarified that the budget is owned by everyone at the college and it is the responsibility of each employee to make recommendations to their departments or specific areas. Acting on a corporate advisory level, RPC reviews the recommendations with the forethought of not only considering the direction the college is moving, but whether there are available resources that align with the strategic plans of the institution. These recommendations are forwarded to the President's Staff for their review, and approval by the president. He reminded the council that the budget from the state is finite and usually comes at the last hour. This can result in last minute changes by Finance before final approval is received by the Board of Trustees.

Dr. Sasser continued to encourage the council to think in general terms of what the priorities are for the institution that aligned with the Strategic Plan. He stated, "Instruction is and will always be what we do – that's always got to be the highest priority." Furthermore he reminded the council to focus on big areas such as the baccalaureate

degrees and enrollment. In closing, he encouraged the council to forward items not approved by President's Staff for future review by the president and the Development office. These will be assessed for possible funding through grant opportunities.

3.0 Approval of Meeting Minutes – Lisa Armour

Action Taken: Minutes for the January 15 meeting were approved.

4.0 Budget Assumptions and Projections – Ginger Gibson

Ginger Gibson presented the council with a review of the Operating Budget Revenue & Expenditure Assumptions and Projections document. The document will be forwarded to the President's Budget Committee for their approval. The *Revenues* side which included: Total State Resources (funds based on Legislature appropriations), Tuition, Other Student Fees, Investment Income, and Other Sources of Revenue was discussed with council members. It was determined that the *Expenditures* side would be reviewed at the March 12 meeting.

Action Item: Place Budget Assumptions and Projections – Expenditures on agenda for discussion at next meeting.

5.0 Budget Schedule – Ginger Gibson

Ginger Gibson presented the council with two drafts. The first draft was the detailed Budget Schedule with due dates, and the second was the Schedule and Agenda Outline for the 2015-2016 Budget Preparation cycle. The schedule and agenda is a detailed account of the President's Budget Committee meetings and content. The Budget Schedule was reviewed with the council for the purpose of allocating enough time for presentations, and gathering information and recommendations for the April 6 deadline to President's Staff.

According to Lisa Armour the areas and/or individuals that will be presenting their recommendations and budgets to RPC in the next few weeks will include: Salary and Benefit Committees for Career Service Council, and College Senate, the director of the Quality Enhancement Program, and the acting CIO for the Technology budget. Also expected to present are the vice presidents. It was noted that the vice presidents will not include budget items operational in nature, but aspects of the budget recommendations strategic in nature.

Armour restated Dr. Sasser's charge to stay focused on the items that support the strategic plan and call attention to requests based on that lens. In addition, Dr. Armour expounded on the fluidity of both the drafts as alluded to by Gibson reinforcing the need for flexibility until resources are confirmed from the state which can amend planning and allocation of funds at the last minute. Gibson concluded that the Facilities department would be presenting an overview at the next RPC meeting of major initiatives in the works and

projects presently ongoing. This will assist the council in understanding facility-related items in the future.

Action Item: Place Facilities presentation on agenda for next meeting.

6.0 Monitoring progress towards achievement of the Strategic Plan – Lisa Armour

Lisa Armour identified the unique position RPC has at the college to appraise the budget through the Strategic Plan lens. She reiterated the Resource and Planning Council's process is to take a hard look at the Strategic Plan, the requests going forward, and try and see if there are any themes that are strategic they want to amplify as the process proceeds, and to see if there is anything to advocate as being particularly powerful toward achievement of the Strategic Plan.

a) Assessment Measure

Because the assessment measures requested for each tactic under each theme in the Strategic Plan was limited, Dr. Armour has chosen to give this her best shot. She will utilize the input received and will share the assessment measure results with the council, inviting comments. The thought is that each year this process should become easier as assessment measures become more closely aligned with each strategy.

b) College Wide Workshop Results

Dr. Armour reported the individual notes had been compiled and documents created from the State of the Strategic Planning workshop. Categorized by themes, the documents will be available for the council's careful inspection. The plans are for the Strategic Planning Steering Committee to convene and parse through the many responses. Furthermore, she stated that good judgement will be necessary to determine where most of the meaningful traffic noted significant and real progress on some strategies and tactics. She also found that many individuals commented on which strategies and tactics were ripe for investment of time and budget dollars.

The committee will take a careful look at the results and bring their conclusions to the council for discussion. It was also brought to the councils' attention that volunteers were requested at the workshop to participate with the steering committee for the next few months in identifying themes and where the traffic is. Kalpana Swamy, Jonathan Miot, and Yvonne Amundsen all offered to participate. An open invitation was also given to the RPC members to join the steering committee and to contact Lisa if interested.

Action Item: Email college wide workshop results to RPC members.

7.0 Adjournment

In closing it was determined that Rhonda Morris would be ready to present the QEP budget on March 12 and the other areas discussed will follow on March 26 and at the April 2 meeting. The meeting was adjourned at 3:17 p.m.