

Santa Fe College
Resource & Planning Council
March 12, 2015
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:00 p.m.

The following members of the Council were present:

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| Austin Browning | Jodi Long |
| Ed Bonahue | Patti Locascio |
| Naima Brown | Rhonda Morris |
| John Chapman | David Price |
| Mike Curry | David Shlafer |
| Ginger Gibson | Marin Smillov |
| Gary Hartge | David Tegeder |
| Bobby Hom | Nina Trombi-Shein |
| Mike Hutley | Jessica Vander Biezen |

The following members were not present:

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| Chuck Clemons | Kim Fugate-Roberts |
| Lela Frye | |

Recorders: Cheryl Farrell and Amy Nichols

Guests: Bill Reese and Rebecca Rogers

2.0 Facilities Presentation – Present and Future Planning – Bill Reese and Rebecca Rogers

Bill Reese, Associate Vice Present of Facilities, discussed the history and deferred maintenance at the college. He defined deferred maintenance as funding that is not appropriated for repairs and periodic capital replacement. Reese explained that in 2000 the estimated cost to catch up on deferred maintenance was \$38M. Over 15 years, PECO dollars have been used to bring that down to \$25M. \$11M is considered critical deferred maintenance, including \$3M in roofing and \$8M in mechanical systems.

Rebecca Rogers, Director of Facilities Planning, continued the discussion by reviewing ongoing and upcoming projects that are funded, and unfunded needs or requests. It was noted that over the past 10 years the college had spent over \$3M on ADA renovations for restrooms and ongoing ADA projects continue around the campuses and centers. In reviewing the Classroom Improvements section there was discussion about computer classrooms/labs and the advantages associated with flexible design for teaching and learning spaces. It was noted that replacement of computers in these spaces was contingent upon approval by the provost, and that utilization studies should be made available to him as points of consideration.

In conclusion, Ginger Gibson noted that an item had been added to the budget process giving individuals the ability to submit facility alteration requests. This will increase opportunities to bring ideas and issues forward for consideration.

Action Item: Design a formal space utilization study, paying particular attention to computer classrooms and labs.

3.0 Navigating the College Experience (NCE) QEP Budget Recommendations – Rhonda Morris

Rhonda Morris, QEP Director, presented the council with NCE's third-year budget proposal covering personnel, professional development, software and training, assessment costs, and additional costs. As in the past budget cycles the bulk of the NCE budget is allocated for personnel expenses. Morris explained the additional request for an advising specialist is due to the workload increase for NCE students from 21-27% to 34% in the coming year.

In addition, Dr. Morris proposed the addition of an instructional designer who would create media for educational purposes, maintain and update success modules, and advise NCE faculty, staff, and advisors on optimal and coordinated use of electronic media. She also proposed partial reassignment for four full-time faculty to act as NCE Success Coaches. This one-class-equivalent reassignment would give each faculty member oversight of three NCE sections. The Success Coaches would partner with advisors and faculty members, and students would be required through syllabus designation to spend time with them. The plan is to create a pathway for all involved to exchange ideas and best practices, offering the students another avenue for success. In closing out the personnel section, Dr. Morris also requested non-recurring funds for two NCE facilitators (faculty on partial reassignment) to assist with administrative tasks associated with NCE.

Dr. Morris also reviewed the professional development budget and requested funding for training for the proposed academic coaches and faculty. Software costs were discussed and the implications surrounding the buyout of GradesFirst Retention Software by EAB. The GradesFirst three-year contract will expire in November. With the promise that the new company will continue to offer GradesFirst as a stand-alone product, Morris recommended staying with them for the next three years and remaining open to a comparable replacement product in the future.

Assessment costs were discussed, which not only included funding for the administration of the SENSE in the fall and the CCSSE in spring 2016, but a budget for Focus Group/Qualitative Research training and administration. Additional costs were also reviewed that included furnishings and computers for the proposed positions, along with funding for marketing, travel to the centers, and other administrative costs.

4.0 Adjournment

The meeting was adjourned at 3:45 p.m.