

Santa Fe College
Resource & Planning Council
January 21, 2016
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:04 p.m. She welcomed the returning and the new council members. Introductions followed.

The following members of the Council were present:

Chuck Clemons	Rhonda Morris
Conor Flynn	David Price
Lela Frye	Jake Searcy (new member)
Ginger Gibson	David Schlafer
Beatriz Gonzalez (new member)	David Tegeder
Gary Hartge	Nina Trombi
Mike Hutley	Jessica Vander Biezen
Jodi Long	

The following members were not present:

Ed Bonahue	Kim Fugate-Roberts
Naima Brown	Patti Locascio
John Chapman	Bill Penney
Mike Curry	

Recorders: Cheryl Farrell and Amy Nichols

2.0 – Minutes – Lisa Armour

Minutes from the May 7 and June 18 meetings were distributed. A request was made to those in attendance at the two meetings to review and email Dr. Armour with approval and/or corrections. The minutes were also reviewed as an opportunity for new members to become informed about the completion of the last year's business cycle, and for returning members to be reminded about where the council ended in June.

Action Item: Council members are to email Lisa Armour with their approval or corrections of the May 7 and June 18 meeting minutes.

3.0 Role of the Council in Strategic Planning – Lisa Armour

Lisa Armour explained that all divisions at the college are represented on the Resource and Planning Council. It is where the strategic plan meets the budgeting process. It was further clarified that the council does not generate budget requests. The college's divisions (Academic Affairs and Student Affairs, for example) generate budget requests. The council does review and make recommendations regarding budget requests that are strongly

aligned with the strategic plan, particularly when they have the potential to directly impact work across multiple divisions at the college.

A review of the Resource and Planning Council (RPC) website was provided. The college's strategic plan is posted there, as well as the Strategic Plan for the Florida College System as a whole.

The next RPC meeting has been rescheduled from February 11th to the 4th due to schedule conflicts. On the fourth, Dr. Sasser will present the council with the formal charge for the year and take questions regarding the scope of the council.

4.0 Status of 2015-16 Revenue – Ginger Gibson

Ginger Gibson reviewed the budget process and discussed the trend of revenues that will impact the process in the new fiscal year. At every board meeting a revenue and expense report is prepared outlining the planned budget versus the current status. The revenue side includes tuition received from students and funds received from the state for operating expenses. Gibson reported that at this time it is unknown what we will receive from the state. She also pointed out that the performance portion of the appropriation is very important to the institution and has the potential to grow. It was important to note that the college's performance will play a role in the funds received from the state going forward. Other trends impacting revenue are the decline in enrollment and the increase in tuition waivers. She reminded the council that the majority of the budget goes toward salaries (77-82%).

5.0 Briefing on 2016-17 Legislative Budgeting – Ginger Gibson

Ginger Gibson informed the council that the legislators were in session, the governor's proposed budget had been submitted, and the House and Senate were currently working on their proposals with the intent of confirming the budget for the upcoming fiscal year by March 11.

6.0 Scheduling of Budget Presentations to the RPC – Lisa Armour

Budget presentation dates were discussed. It was determined that Rhonda Morris/QEP would present a budget proposal to the RPC on Feb. 25, followed by Rebecca Rogers/Facilities (to be confirmed by Ginger Gibson); David Price/Senate would present on March 10, followed by Bill Penney/ITS (to be confirmed by Lisa Armour); and Nina Trombi/CSC would present on April 7.

Armour encouraged council members to let her know about any other groups they believe the RPC should hear budget recommendations from.

Also brought to the council's attention was the Resource and Planning Council Agenda Item(s) handout. The handout did not include an exhaustive list of agenda items, but

highlighted those that are known so far. Armour encouraged the council to look the schedule over and let her know of any suggestions for additional items.

Other significant events noted included the upcoming Academic Program and the Planning Unit reviews. The council will look at the Academic Program Reviews from a strategic planning perspective with the intent to assist achievement of the plan. Planning Unit reviews are scheduled later in the term and the information will be brought to the RPC for assessment in March. Armour further explained RPC's roles is not to second guess the planning units' findings, but rather to identify any challenges they may be experiencing that are likely to impact achievement of the strategic plan.

Action Item: Lisa Armour to contact Bill Penney and Ginger Gibson to contact Rebecca Rogers confirming tentative budget presentation dates for both ITS and Facilities.

7.0 Distribution of the 2016-17 Budget Schedule – Ginger Gibson

The draft budget schedule was distributed. This included the Schedule and Agenda Outline of the President's Staff Meetings and the 2016-2017 Budget Schedule. Council members were encouraged to review the documents and call attention to any elements of the draft schedule that appeared to be in conflict or otherwise infeasible. Recommendations from the RPC will be presented by the co-chairs at the President's Budget Committee including the operating, revenue, expenditures, and assumptions and projections that are done every year. At the next RPC meeting, last year's final Revenue and Expenditure Assumptions and Projections will be discussed. They will serve as a point of reference for development of this year's Revenue and Expenditure Assumptions and Projections.

Action Item: Email last year's Revenue and Expenditure Assumptions and Projections to RPC members.

In closing, Armour reiterated that the RPC membership included a broad representation of the college as a whole. The goal of the group is to collaborate in facilitating college wide planning, monitoring achievement of the strategic plan, and making recommendations regarding resource allocations proposed by the college's divisions – with the overarching goal of ensuring students learn and succeed at high levels.

8.0 Adjournment

The meeting was adjourned at 2:59 p.m.