

**Santa Fe College**  
**Resource & Planning Council**  
February 4, 2016  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Dr. Armour called the meeting to order at 2:04 p.m.

The following members of the Council were present:

Lisa Armour	Mike Hutley
Ed Bonahue	Patti Locascio
Naima Brown	Jodi Long
Chuck Clemons	Rhonda Morris
Mike Curry	Jake Searcy
Conor Flynn	David Schlafer
Kim Fugate-Roberts	David Tegeder
Ginger Gibson	Jessica Vander Biezen
Gary Hartge	Courtney Taylor

The following members were not present:

John Chapman	Bill Penney
Lela Frye	David Price
Beatriz Gonzalez	Nina Trombi

Recorders: Amy Nichols

Guest: Dr. Jackson Sasser, Shaura Thomas

**2.0 Charge to the Resource and Planning Council – President Sasser**

Dr. Sasser joined February's meeting to review the charge with the council. He reminded members that SF is about excellence in instruction, serving students, and expanding services. RPC reviews budget recommendations from the strategic planning perspective, considering the highest needs of the college in fulfilling its mission, and also considering available resources. The RPC's budget recommendations are forwarded to the President's Staff for their consideration as the upcoming fiscal year's budget is prepared. In closing, Dr. Sasser encouraged the council to forward requests for any items not within the college's budget to the Office of Advancement to assess whether additional resources could be obtained through grant opportunities.

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

**Action Taken:** Minutes for the May 7, 2015, June 18, 2015, and January 21, 2016 meetings were approved.

**4.0 Review, Modification, and Approval of 2016-17 Budget Schedule – Ginger Gibson**

The 2016-2017 Budget Schedule, and the President's Budget Committee 2016-2017 Budget Preparation Schedule were distributed in January to the council for review. There were no comments or feedback on the schedules which will remain in draft form for further evaluation.

#### **5.0 Review, Modification, and Approval of Scheduling of Budget Presentations – Ginger Gibson**

The council agreed to have the Enrollment Management Task Force present in the March 10<sup>th</sup> RPC meeting. There were no other modifications to the budget presentation schedule.

**Action Item:** Place Enrollment Management Task Force presentation on agenda for March 10th meeting.

#### **6.0 Discussion on Operating Budget Revenue and Expenditure Assumptions and Projections – Ginger Gibson**

Ginger Gibson reviewed the Operating Budget Revenue and Expenditure Assumptions and Projections document. Regarding Revenues, Gibson stated that our 2016-17 state funds and recurring dollars are projected to be at least equal to our 2015-16 funds, and early predictions show the House and Senate's proposals will not decrease our budget. FRS rates are expected to increase, but there is funding from both the House and Senate to cover the increase. Gibson agreed to modify item A.1.c indicating an increase in Performance Funding which is now a permanent resource. She also mentioned the House and Senate are not proposing a tuition increase, and that they moved a significant amount of funds from general revenue. Regarding Expenses, Gibson stated our primary expenses are employees' salaries and benefits. In addition to FRS rate increases, health insurance premiums are also expected to increase approximately 10%.

#### **7.0 Discussion on Update of Environmental Scan – Lisa Armour**

Dr. Armour provided copies of the most recent SWOT Analysis and suggested the RPC should expect to review it periodically, update it when advisable, and propose adjustments to the Strategic Plan, if necessary. Dr. Armour also presented the article Trends for Higher Education, Looking at the External Environment which addresses Social, Technology, Economic, and Environmental external trends. The article is on reserve in the SF Library, and its companion report will be published in March which addresses internal trends. Social trends discussed and their possible alignment with our scan included Advancing Workplace Diversity, Geezer Boomlet, Workplace Trends, and Immigrant Path to Legal Status. In reviewing these trends, Dr. Armour stated we should determine which are most compelling and recommend adjustments to our Strategic Plan if appropriate. The council discussed the trend "Advancing Workplace Diversity" and how it relates to the Strategic Plan's strategies ***Develop the regional workforce*** and ***Position ourselves as the college of choice and as the employer of choice.*** Also considered compelling was the trend "Increasing Impact of Technology On How Work Is Performed." The social trend "Boomer/Millennial Divide" will be discussed at the next RPC meeting.

#### **8.0 Adjournment**

The meeting was adjourned at 3:40 p.m.