

Santa Fe College
Resource & Planning Council
February 25, 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
Naima Brown	Patti Locascio
Cheryl Calhoun	Jodi Long
John Chapman	Rhonda Morris
Chuck Clemons	David Price
Conor Flynn	Jake Searcy
Lela Frye	David Tegeder
Kim Fugate-Roberts	Courtney Taylor
Ginger Gibson	Nina Trombi
Beatriz Gonzalez	Jessica Vander Biezen
Gary Hartge	

The following members were not present:

Ed Bonahue	David Shlafer
Mike Curry	

Recorder: Amy Nichols
Guests: Bill Penney, Rebecca Rogers

2.0 Approval of Meeting Minutes – Lisa Armour

Action Taken: Minutes for the February 4, 2016 meeting were approved as amended.

3.0 Discussion on Operating Budget Revenue and Expenditure Assumptions and Projections – Ginger Gibson

Ginger Gibson stated she has not received any feedback on the assumptions and projections discussed at the previous RPC meeting. However, the document will remain in draft form until finalized by the council. Gibson also mentioned the Florida Senate's possible college system increases include FRS, for which they would provide funding; a distinguished college proposal, through which qualifying colleges would receive funding; performance funding; and additional funding for compression and equity. No distribution report has been provided. Also discussed was the budgetary impact of the new Department of Labor (DOL) overtime standards. Once the final regulations are available, the college may need to evaluate Technical/Professional and A&P positions via a classification study, reclassify some positions to non-exempt, or purchase a time

and attendance tool to meet the DOL requirements. The college would have 60 – 180 days to implement the new procedures.

4.0 Discussion on Program/Service Area Realignments – Ginger Gibson

Gibson advised that program or service area realignments should be discussed by RPC for the purpose of identifying any budget impacts created by the alteration. Dr. Long reported that Sharon Whitcraft was named interim academic director and has assumed on an interim basis oversight of the Respiratory Care, Polysomnography, and Surgical Technology programs during the fall, due to the current director's retirement. It will be determined in the fall whether to retain the previous position or continue with the new realignment.

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

Dr. Rhonda Morris, QEP Director, presented the council with NCE's fourth-year budget proposal covering personnel, professional development, software and training, assessment costs, and additional costs. Two new personnel lines proposed for this year include a Retention Coordinator/GradesFirst Administrator to integrate tutoring/learning labs into the early academic warning system, provide training in and expand use of retention software, and coordinate advising for retention of transient & previous degree students; and an Instructional Designer/Media Specialist to create and maintain cohesive online learning experiences integrating orientation, advising, and support activities, and provide development in best practices.

Dr. Morris is also requesting funds for 15 NIUs to support faculty training, lesson/material development, and project participation for Navigating to College; and two additional NIUs for summer administrative support for QEP initiatives.

Dr. Morris discussed QEP's professional development and training budget, requesting funds for campus-wide speakers and workshops, professional meetings, webinars, face-to-face training, and GradesFirst Retention Software training. Assessment costs include running student Focus Groups and administering the SENSE in the fall. Also reviewed were funding for marketing, travel to the centers, and other administrative costs.

Facilities Presentation – Rebecca Rogers

Rebecca Rogers, Director of Facilities Planning, gave an overview of the Facilities planning and budgeting process which includes three major components: the Master Plan which is required by the State, and is located on the Facilities Services website; the Educational Plant Survey which is required by the State every five years and is the basis for all capital funds requested and received from the State; and Funding Requests via Capital Improvement Plan (CIP) and the college's Annual Budget Process. Ms. Rogers stated that general maintenance capital funds are always listed as the #1 priority of the CIP, and noted that the college currently has \$25,000,000 of deferred maintenance needs. Our general maintenance allocation for FY2015-16 was \$566,000. Additionally, only one Santa Fe

project, the Blount Center Expansion, made the 3-year list for the current CIP cycle. Alternatively, departments can submit project proposals during the annual budget process to the Divisional VPs for President's Budget Committee and Board of Trustee approvals. Also mentioned was the "Request for Alteration, Renovation, or Refurbishment of Existing Space" form for planning and budgeting.

6.0 Discussion on update of environmental scan – Lisa Armour

Dr. Armour presented the social trend Boomer/Millennial Divide. Members considered possible ramifications to the Strategic Plan and how the trend might impact operations and workplace conditions at the college. After lengthy discussion, members agreed it would have a major impact on the Strategic Plan's strategy ***Position Ourselves as the College of Choice and as the Employer of Choice.***

7.0 Adjournment

The meeting was adjourned at 3:35 p.m.