

**Santa Fe College**  
**Resource & Planning Council**  
April 13, 2017  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Lisa Armour called the meeting to order at 2:02 p.m.

The following members of the Council were present:

Lisa Armour	Patti Locascio
Jessica Brown	Jodi Long
Naima Brown	Rhonda Morris
Cheryl Calhoun	Bill Penney
Kim Fugate-Roberts	David Price
Ginger Gibson	David Schlafer
Beatriz Gonzalez	Courtney Taylor
Kathryn Lehman	Jessica Vander Biezen

The following members were not present:

Carlos Alfonzo	Mike Hutley
Ed Bonahue	Jake Searcy
Gary Hartge	David Tegeder

Recorder: Cheryl Farrell

Guests: Gary Cothren, Rebecca Rogers, Dan Rodkin

**2.0 Budget Presentation – Enrollment Task Force – Dan Rodkin**

Dan Rodkin, AVP for Student Affairs, reported on behalf of the Enrollment Management Task Force (EMTF). He provided the council with not only an overview of enrollment over the past year, but a brief look at upcoming projections, and a review of EMTF priorities intended to have a positive effect on enrollment.

Rodkin presented an overview of Fall 2016 FTE Enrollment by location, Headcount enrollment, Fall 2010-16 (NW Campus), and Spring, Summer, and Fall enrollment, 2011-15 (NW Campus). It was noted that fall headcount increased by 5.9% with an FTE increase of 2.43%. He pointed out the majority of enrollment is retention with a little over 5% attributed to new students. It was also reported that spring (2017) enrollment was experiencing a 2% increase as well. At present, summer semester is expected to be level or a possible increase of 2%.

When reviewing the FTE by semester & academic year chart (all locations), Rodkin stated that FTE fall to fall increased by 3.89% over the previous year. Summer continues to be challenging with less course options due to a lack of faculty and difficulty in acquiring

adjuncts. This will be a priority in the coming year as EMTF partners with department chairs looking for a resolution.

In addition, the Fall to Fall FTE, by location shows an overall increase in FTE enrollment from fall 2015 to fall 2016 as follows:

- NW Campus - 86 FTE\*
- SF Online – 98 FTE\*
- \*A combined total increase of 11.3% over the previous year
- Perry Center up 54%
- Andrews Center up 18%
- Davis Center up 11.5%

Furthermore, the Kirkpatrick Center was down 5% and the Watson Center showed a decrease of 8%. Overall, Rodkin reported that the centers grew 24 FTE or 6.3% from fall 2015 to fall 2016. Moving forward, increases are expected in the summer and fall based on initial registration numbers and the pipeline of applications.

The priorities that the EMTF committee asked Rodkin to share with the RPC council included:

1. Faculty lines & salaries
2. Scholarship systems
3. Salesforce/ERP/Telex integration
4. Finish at the TOP, pilot year 2
5. Online applications for CTE programs
6. *Futuros* – Supporting domestic Hispanic
7. International student recruitment
8. Strategic scheduling, space maximization, Ed Center utilizations
9. Advertising opportunities

### **3.0 Budget Presentation – Facilities – Rebecca Rogers and Jesse VanderBiezen**

Rebecca Rogers, Director of Facilities Planning, and Jesse Vander Biezen, Project Manager, reviewed: 1) Master Plan, 2) Plant Survey, and 3) Request/ funding/ spending methodology, used to assist the Facilities Planning and Budget process across the NW campus and centers. Rogers stated the Master Plan serves as a basis for establishing needs related to existing resources as well as future development. She also indicated the Master Plan is now seven years old and even though it reflects accurate and current facility needs, the college should begin to think about transforming it into an updatable living document. A hardcopy of the Master Plan can be requested by calling Rogers, VanderBiezen, or Gary Cauthen. It can also be viewed at the SF library.

The Plant Survey compares the college's existing facilities to facilities needed to support the college's projected enrollment over the next five years. Rogers emphasized that all funds requested from the state have to be related to items on the Plant Survey. This includes repaving, replacing a roof, adding square footage, renovating/remodeling existing space,

adding piping, conduit, and fiber in the ground. Not just facilities, but infrastructure as well. The Plant Survey is done every five years with the existing one about to expire. Facilities is presently working on the survey, which can later be amended through Spot Surveys as appropriate.

Jesse Vander Biezen, Project Manager, continued the discussion with an explanation of how the information was collected on the past Plant Survey (only Academic Affairs input) and the need for a more collaborative campus-wide discussion. With that in mind, an 18-question survey was distributed to all senior leadership in all departments. It was reported that 85% of the surveys have been received and Vander Biezen is scheduling follow up meetings with survey responders for clarity and further data collection. She further explained that once all data was collected, the next step would be prioritization with senior leadership and placement on the Plant Survey. Summarizing the data captured to date through three charts, Vander Biezen highlighted projected growth areas in the next five years, including the top three (office space 18%; campus infrastructure 16%; storage 14% ), the needs of instructional space (classrooms 40%; labs 39%; study/tutoring 21%), and the needs of new or expanded programs (vocational 67%; non-vocational 33%).

In addition to the Plant Survey, Rogers explained the college could advocate for one or two big projects through the state's Capital Improvement Program. It was furthered explained the process takes multiple years to get funding for the entire project as demonstrated by the IPS expansion and the Blount Center project. For smaller projects, she directed the Council to the college's budget documents, and specifically the Request for Alterations located on the Finance webpage. The Request for Alteration, Renovation or Refurbishing of Existing Space is where departments can request, through a narrative process, the need for changes within existing spaces. These requests are prioritized based on capital funds available.

Rogers further explained that even though the deficiency of space is not as sizeable as five years ago, due to the projected enrollment, these figures can be updated through the Spot Survey or doing another Plant Survey. Other sources of funding were discussed including PECO funds, which are down, and funding for deferred maintenance. Presently, the college has \$25M in maintenance needs and only received \$1.015M last year for roofs, air handlers etc. In conclusion, Rogers stated that it was critical that needs were captured on the Plant Survey and through the college's budget process. If there was an emergency, general maintenance funds could be used or contingency dollars, but only after proper vetting through VP staff.

#### **4.0 Update on Budget Factors from Tallahassee – Ginger Gibson**

Ginger Gibson reported that the Senate approved their budget last night and it was expected that the House would be approving their budget today. She reported that increased enrollment should increase the budget, and that in the coming weeks the college would have a better sense of what to expect.

In discussing the next RPC meeting it was determined that an additional meeting needed to be added for the presentations by the Senate and Career Service Council. It was determined that April 27<sup>th</sup> would be the next scheduled meeting. Gibson also discussed that even though no changes had been made to the Assumptions and Projections document for the upcoming fiscal year she would send the document out again for a final look and comments.

**Action Item:** Cheryl Farrell will send out an Outlook Invitation to RPC members for additional meeting date.

**Action Item:** Ginger Gibson will email the Operating Budget Revenue & Expenditure Assumptions and Projections Fiscal Year 2017/2018 to council Members for review.

## **5.0 Adjournment**

The meeting was adjourned at 4:14 p.m.