

**Santa Fe College**  
**Resource & Planning Council**  
October 19, 2017  
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. and mentioned the council is still in need of Academic Affairs new faculty representatives. Dr. Long volunteered to assist in obtaining the new members.

The following members of the Council were present:

Lisa Armour	Gary Hartge
Jessica Brown	Patti Locascio
Naima Brown	Jodi Long
Cheryl Calhoun	Rhonda Morris
Kim Fugate-Roberts	Bill Penney
Ginger Gibson	Jessica Vander Biezen

The following members were not present:

Ed Bonahue	David Price
Mike Hutley	David Shlafer
Kathryn Lehman	David Tegeuder

Recorders: Cheryl Farrell, Amy Nichols  
Guests: Gary Cothren, Stefanie Waschull

**2.0 Approve May 25, 2017, Meeting Minutes – Lisa Armour**

**Action Taken:** Minutes were approved.

**3.0 Recurring Revenue – Ginger Gibson**

Gibson discussed recurring revenue and mentioned that for 2017-18 the College budget anticipated recurring revenue at approximately \$80.8 million. A little over 50% (52.4% to be exact) of the 2017-18 revenue budget comes from state appropriations. The legislature also determines the amount we are allowed to charge students for tuition and fees. Student fees are 42% of the 2017-18 revenue budget. For 2017-18 we projected 1.4 million in non-recurring state funds of which almost \$1 million was for Performance Funding. The majority of the college's funds are budgeted and expended on personnel (salary and benefits). For 2017-18 there was a recurring expenditure budget for capital of approximately \$1.3 million. The Operating Budget (both revenue and expenses) is reported to the District Board of Trustees at each of their regularly scheduled board meetings. This report reflects the current budget of revenue and expenses, amount expended and encumbered to date, and projection of revenue and expenses for the fiscal year. A reminder was made that a large portion of the college's fund balance was transferred out of the operating budget to the Plant Fund for capital projects. These funds cannot be moved back to operating.

**4.0 Cost Analysis – Ginger Gibson**

Gibson stated the college is required to file a Cost Analysis Report with the Florida College System annually. She shared college system wide information from the 2015-16 report with members. The report indicates expenditures by category: Personnel, Current Expense, and Capital for each College. Transfer expenditures are removed so as not to skew the other category expenses. Gibson reviewed SF expenditures by category compared to the system wide average and emphasized the importance of expending items in the proper department number as the report displays expenditures in categories based on department numbers or functions. The report also provides information regarding state fundable FTE by function (Direct Instruction and Support Costs) and enrollment type (AP, PSV, Developmental, etc.).

### **5.0 Use of the Student Technology Fee – Bill Penney**

Penney provided a suggested Technology Advisory Committee (TAC) membership list for RPC review and feedback, which is a pared-down version of the previous 39-member committee, in an effort to create a more vitally engaged group. TAC provides recommendations to RPC, which impacts RPC's suggestions regarding the budget each year. Gibson, Locascio, and Cothren noted their areas were not represented, and requested adding their respective staff to the committee.

Penney shared the Student Technology Fee Policy and reported that the only guidance the state provides on the use of Technology Fees is "to enhance instruction technology for faculty and students". Penney stated we want to ensure we direct the fees to those needs that directly support adding value to the educational experiences of the student by enhancing the quality of the academic experience, providing equitable access to technology, and increasing the integration of technology into the curriculum. Other possible uses of the technology fee include student computer workstations, instructional software upgrades, learning space wireless, and dedicated ITS staff who directly support classroom/learning technology without a significant administrative component. It was suggested that a note be added to the policy stating that the Technology Fee does not fund Adult Education.

Penney conveyed that the TAC receives requests for use of technology fee revenues and the committee applies their professional judgement to determine if Technology Fee usage is appropriate. Armour added that we want to be vigilant to ensure that we are executing our institutional obligation to use these funds properly.

Locascio recommended that the TAC membership and Student Technology Fee Policy go to Cabinet for two readings as all SF policy is approved by Cabinet.

### **6.0 Step Up & Lead for Equity**

The Step Up & Lead for Equity discussion was postponed until next month's meeting.

### **7.0 Adjournment**

The meeting was adjourned at 3:34 p.m.