

**Santa Fe College**  
**Resource & Planning Council**  
March 1, 2018  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order – Lisa Armour**

Lisa Armour called the meeting to order at 2:05 p.m. Two new council members were introduced: Derrick Jones and Matthew Newell.

The following members of the Council were present:

Lisa Armour	Patti Locascio
Ed Bonahue	Adam Maxwell
Jessica Brown	Rhonda Morris
Naima Brown	Matthew Newell
Cheryl Calhoun	Bill Penney
Kim Fugate-Roberts	David Price
Ginger Gibson	David Shlafer
Gary Hartge	David Teheder
Derrick Jones	Jessica Vander Biezen
Kathryn Lehman	

The following member(s) were not present:

Jodi Long	Mike Hutley
-----------	-------------

Guests: Stefanie Waschull, Jasmine Gibbs, and Rebecca Rogers

Recorders: Amy Nichols and Cheryl Farrell

**2.0 Budget Assumptions and Timeline – Ginger Gibson**

Ginger Gibson presented three budget documents, including the Operating Budget Process memo, the draft 2018-19 general schedule, and the draft President’s Staff Budget Committee schedule. Gibson briefly discussed the draft Operating Budget Revenue & Expenditure Assumptions and Projections. She encouraged members to review the documents and advise of any suggestions or concerns.

Armour reminded the council of their responsibility to form recommendations based on the budget presentations we will hear over our next few meetings, which are to reflect our judgment on proposed investments’ relative alignment with the Strategic Plan.

Gibson and Armour will share RPC recommendations with the President’s Budget Committee at the April 16<sup>th</sup> President’s Staff Meeting.

**3.0 Budget Presentations**

**a) Blount Center Expansion Budget Presentation – Cheryl Calhoun**

Cheryl Calhoun, Dean of Access and Inclusion, shared the Blount Center Expansion project goals, including identity and culture, collaboration and outreach, service as a gateway to and

destination for educational opportunity, and connection with our east Gainesville community. Calhoun shared an artist's rendition of the area. Plans include expansion of academic services and relocation of some business and technical programs to the Blount Center. Expectations are that the Blount Center will become a full campus. The projected cost of this project is \$32,531,029. The state has provided SF with over \$8M for the Blount Center so far, plus the college has a little over \$1,000,000 in local funding.

**b) Facilities Budget Presentation – Rebecca Rogers**

Rebecca Rogers, Director of Facilities Planning, discussed the three major components of the Facilities Planning and Budgeting process, including the Master Plan, the Educational Plant Survey, and Funding Requests. The Master Plan provides the framework for constructing budget requests. The Educational Plant Survey examines the college's existing facilities in light of institutional needs and projects based on enrollment and projected enrollment over a 5-year period. Funding requests are prepared accordingly. The top five SF projects submitted to the state are the Blount Center Expansion, Institute of Technology and Advanced Manufacturing, renovation of Building I Natural Science Labs, renovation of Dental Labs, and the Wellness Center. Departments who identify needs should submit to their division's vice president a Request for Alteration, Renovation or Refurbishing of Existing Space form, located on the Facilities website. Rogers concluded by presenting a spreadsheet of current projects in various phases of construction or remodel. A few mentioned included:

- Conceptual planning for the Institute of Technology and Advanced Manufacturing
- Architect selection for E Auditorium for renovation/remodel
- Blount Center
- Chemistry Lab – Andrews Center
- Upward Bound Office – Andrews Center
- Dental Lab
- Design – Physics Labs, Phase I, I-Bldg.
- Completion of the International Student Center
- Completion of the police station
- Completion of the aviary at the zoo
- Learning Commons

**c) The Quality Enhancement Plan (QEP) *Navigating the College Experience* - Rhonda Morris**

Rhonda Morris, QEP Director, noted that the project has reached full implementation this year. She will be submitting the required Impact Report on the QEP to SACSCOC in September. Progress over the years 2012 to 2016 was discussed.

Morris is requesting that salaries for positions associated with project implementation be continued through the QEP budget for the next fiscal year, but mentioned they are being transferred to their respective supervising departments as appropriate. Operating expenses associated with the QEP primarily cover the GradesFirst software, whose contract will be due for renewal in November. Morris recommends remaining alert to possibilities for alternative software for the future.

Morris' budget request for the coming fiscal year is \$188,244 for personnel, annual software fees, professional development and training associated with NCE (and now Learning Commons) principles, and assessment. She also recommends administering the SENSE survey fall 2018 as a benchmark for the Learning Commons project and the CCSSE in spring 2019.

In closing, Morris advocated for continued investment in targeted professional development supporting strategic initiatives like Navigating the College Experience and the Learning Commons.

**Action Item:** Schedule a post-mortem on design and implementation of the current QEP, in anticipation of the SACSCOC requirement to design and implement a new QEP for the college's next decennial reaffirmation of accreditation (Lisa Armour).

#### **4.0 Strategic Plan Workshop – Lisa Armour**

Armour reported the annual State of the Strategic Plan Workshop had approximately 80 participants, who prepared approximately 150 reports on progress. Overall, it was a very productive session.

#### **5.0 Adjourned – 3:38 p.m.**