

Santa Fe College
Resource & Planning Council
April 12, 2018
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order – Lisa Armour

Lisa Armour called the meeting to order at 2:06 p.m.

The following members of the Council were present:

Lisa Armour	Kathryn Lehman
Ed Bonahue	Patti Locascio
Jessica Brown	Jodi Long
Naima Brown	Adam Maxwell
Cheryl Calhoun	Rhonda Morris
Kim Fugate-Roberts	Matthew Newell
Ginger Gibson	Bill Penney
Gary Hartge	David Price
Margaret Howell	David Shlafer

The following member(s) were not present:

Mike Hutley	David Tegeder
Derrick Jones	Jessica Vander Biezen

Guests: Doug Bagby, Nilanjana Caballero, Mikayla Robertson, and Stefanie Waschull
Recorders: Cheryl Farrell and Amy Nichols

2.0 Budget Presentations

a) Senate and Benefits Committee – David Price

David Price, Senate President, discussed the Salary and Benefits (S&B) Committee's recommendations for the 2018-19 fiscal year. They are as follows:

- Maintain at least 80% of budget devoted to salary and benefits.
- All FT salaries should, at a minimum, be consistent with living wage criteria followed by other public employers in Alachua County. All areas should have funds to accomplish this.
- At a minimum, provide a cost of living salary adjustment for inflation or \$1000 salary increase, whichever is greater, for all employees.
- In recognition of SF's standing as the top college in the nation, increase SF salaries to a more competitive level within the comparable marketplace and in line with the top colleges in the nation. The college should continue to be committed to do everything they can to maintain and improve where possible the competitiveness of the college's rates of compensation for all employees.

- Make the following adjustments to our current step system:
 - Accept appropriate “industry” experience for all positions.
 - Allow for partial steps for all positions.
 - For faculty, change the number of hours allowed for PT adjunct work from 72 hours to 60 hours to match our current two-term contract.
 - For faculty, accept adjunct experience from other higher educational institutions accredited by one of the major regional accrediting agencies.
 - Adjust salaries of existing personnel based on the implementation of new step criteria following an impact study.
- Request an equity study of full and part-time faculty salaries.
- Maintain continuing contract or annual contract leading to continuing contract as the primary method of FT employment for faculty.
- Starting from the current credit and contact hour adjunct rate of pay, create a tiered system of three adjunct pay rates that correspond to the three titles in place for adjunct faculty based on experience. Each level should pay at least 5% more than the preceding rate. Faculty overloads should also receive the matching adjunct rate of pay based on matching title.
- Make PT employees, including Tempforce employees, eligible for the general annual increase ensuring that all areas have the funds to accomplish this.
- For non-faculty employees, additional certificates and degrees applicable to the employee’s position yet above and beyond what required for that position should earn the employee an increase in salary.
- Continue coverage of employee health care at 100% of insurance cost, continue to work with FCCRMC to provide more affordable plans, and continue to promote SF Wellness Programs for a healthier lifestyle.
- Advocate through AFC the support of the current standards of basing retirement pay on an employee’s top five years of state employment, keep the DROP interest rate at its current level, restore and maintain the historical tradition of an FRS 3% annual increase in retirement pay, keep the insurance subsidy to help retirees cover rising insurance premiums.
- Advocate through AFC that the state fund the two retirement plans offered to employees equally: increase the employer contribution to FRS Investment Plan & CCORP so that the total percentage contributed equals the average total contribution of the 2002-2011 period without increasing employee contributions.

b) Career Service Council – Jessica Brown

Jessica Brown, Career Service Council Chair, presented the annual CSC Salary and Benefits Committee recommendations for the 2018-19 fiscal year. The committee recommended that 80% of the college budget continue to be devoted to salary and benefits. Incentive pay was recommended for all SF employees receiving a certification or degree, monetary compensation for career service employees performing the role of fiscal agent or acting in the role of support staff for large grants that dramatically increase workload. Continued funding and filling of vacated career service positions was recommended. Continued healthcare coverage at 100% along with promotion of wellness programs was recommended. A continuation of SF tuition waiver programs and Professional Development and Scholarship

funds were equally supported for the coming fiscal year, as well as continued funding for the AFC chapter. Concerning incentive pay for degree attainment, the committee is recommending that Career Service employees be awarded a one-time incentive for those who continue education in their careers, with the ability to revisit and revise in future fiscal years.

3.0 Budget Assumptions – Ginger Gibson

Gibson discussed minor revisions to the Assumptions and Projections document. This included an increase to the health premiums to 10% (formerly 8%). She also reviewed the projected 2018-19 draft of recurring revenues and estimated a shortage of approximately \$476,000.

Council members approved the Operating Budget Revenue and Expenditure Assumptions and Projections for Fiscal Year 2018/19, which Gibson will finalize and email to members.

Action Item: Email approved Assumptions and Projections, FY 2018/19 to RPC members.

4.0 Discussion of Budget Presentation and Alignment with Strategic Plan – Lisa Armour

Lisa Armour led the council members in a discussion regarding the budget recommendations and their alignment to the Strategic Plan’s Access, Connection, Direction, and Achievement strategies and respective tactics. The chart below reflects those alignments discussed:

Organization	Proposal/Request	Theme	Strategy/Tactic
Salary and Benefits Committee (SBC) – College Senate SBC – Career Service Council	Supporting a living wage, benefits, and incentives	Achievement	Position ourselves as the college of choice and as the employer of choice
Information Technology Services	IT updates for the coming year for students/employees	Access	Make it easier to do business with the college - Diversify/improve points of college and student contact
Website Accessibility	Making the website accessible	Connection	Meet students where they are - Communicate in terms clear to students, using varied and accessible means
SBC – College Senate SBC – Career Service Council	Educational Monetary Incentives for degrees and certificates achieved relevant to current position	Direction	Promote a culture of excellence - Provide targeted professional development for faculty and staff. - Develop the organization to reflect institutional values in all interactions
Navigating the College Experience	Presentation on the Quality Enhance Plan – Learning Commons	Connection	Meet students where they are. - Create a learning center or learning commons.
Blount Center Transition	Expansion	Access	Make it easier to do business with SF - Diversify and improve points of college and student contacts
	Expansion	Connection	Meet students where they are. - Configure and equip learning spaces to encourage best teaching and learning practices.
Facilities	Blount Center Expansion Retrofitting current learning spaces	Connection	Meet students where they are. - Configure and equip learning spaces to encourage best teaching and learning practices.
Enrollment Management	Salesforce/ERP/Telax Integration	Direction	Guide and support students along their way. - Expand support services and practices that help students identify their goals and stay on track for successful completion
Enrollment Management	Value of travel to recruit international students	Achievement	Prepare globally competitive graduates. - Prepare students to adapt to a changing world and effect positive change.

Following discussion, a suggestion was made that in future, presenters indicate how their budget recommendations align with the Strategic Plan.

5.0 Adjourned

The meeting adjourned at 3:20 p.m.