

**Santa Fe College**  
**Resource & Planning Council**  
February 21, 2019  
Northwest Campus, Room F-258

**Minutes**

**1.0 Welcome and Call to Order**

Ginger Gibson called the meeting to order at 2:04 p.m. Julie McGrath was introduced to the council as Interim Career Service Chair.

The following members of the Council were present:

Victor Brennan	Julie McGrath
Cheryl Calhoun	James Nichols
Lee Delaino	Bill Penney
Ginger Gibson	David Price
Gary Hartge	Rebecca Rogers
Mike Hutley	David Shlafer
Patti Locascio	Kalpana Swamy
Jodi Long	David Tegeder

The following members were not present:

Lisa Armour	Kathryn Lehman
Ed Bonahue	Matthew Newell
Naima Brown	SG Representative

Recorder: Amy Nichols

Guests: Gary Cothren

**2.0 Approval of February 7, 2019 meeting minutes – Deferred to next meeting**

**3.0 A Vision for Equity – New reading assignment will be emailed**

**4.0 Budget Presentations**

**a) College Equity Study Update – Patti Locascio**

Patti Locascio, Vice President and General Counsel, presented an update of the Classification and Compensation Study and its overall objective of ensuring that Santa Fe's classification and compensation system is accurate, equitable, and market competitive to attract and retain highly qualified employees. The consultant, MGT Consulting Group, agreed to develop phase-in options if necessary and cost projections for proposed changes to our current system, and development of appropriate maintenance strategies. Locascio discussed specific components of the study's methodology and the market data sources used by MGT for benchmarking positions against the market.

In April, MGT will provide implementation plans to address issues such as compression between entry salary and market average. New employees will hire in at the minimum requirements and only degrees that specifically pertain to the position will be applicable. Education above and beyond minimum requirements and previous experience from outside the college will not be considered.

Part-time, IT, and faculty positions were not included in the study, however, there are plans for a market comparison study in 2019/2020 for faculty. Additionally, SF benefits i.e. paid days off, health insurance, etc. were not factored in the study. MGT primarily used comparables to colleges in lieu of companies opposed to paying living wage as evident from the market data sources.

MGT will present the final study at a college-wide meeting in May. The target date for implementation is July 1st with the plan to implement all at once, however, the college has requested options as opposed to one implementation strategy. MGT will provide HR ongoing assistance for one year after implementation.

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

Rebecca Rogers, Director of Facilities Planning, discussed the three major components of the Facilities Planning and Budgeting process, which include the Master Plan, the Educational Plant Survey, and Funding Request. The Master Plan provides the framework for constructing the budget requests. The Educational Plant Survey compares the colleges existing facilities to the institutional needs and projects based on the enrollment and projected enrollment over a 5-year period. From these recommendations, the funding requests are prepared. The two main processes for requesting funds are the Capital Improvement Plan (CIP), and the college's annual budget requests submitted through division vice presidents. Rogers stated the Blount Center Expansion project has received \$13M in PECO funds over the past three years, but still needs \$18M in additional funds. When requesting renovations, etc. of existing space, each department should submit to their division's vice president, a Request for Alteration, Renovation or Refurbishing of Existing Space form, which is included in the budget instruction packet, and also located on the Facilities website. Requests should be supported by the college's strategic plan, master plan, educational plant survey, or capital improvement plan. Rogers concluded by presenting a list of current projects in various phases of construction or remodel funded through the annual budget process.

**5.0 Operating Budget Revenue & Expenditure Assumptions and Projections – Ginger Gibson**

Gibson presented unaudited data of the college's operating revenue over a 5-year period, identifying the budget for each year of the revenue, the actual revenue in the annual financial report, and the difference between the two, revealing that the college's planning and projecting of revenue has been effective. In reviewing the FY 2019/2020 Operating Budget Revenue & Expenditure Assumptions and Projections, Gibson gave a detailed explanation of the practices used to determine the assumptions for Total State Resources. Currently, we are assuming that state appropriations are projected to be at least the same as FY 2018/2019 appropriations, that recurring funding from the state is projected to be at least equal to last year, that there will be performance funding and the amount from our base and the state investment will be budgeted as nonrecurring. The amount of performance funding SF will earn is unknown until after the start of the budget year.

**6.0 Adjournment**

The meeting was adjourned at 3:55 p.m.