

**Santa Fe College**  
**Resource & Planning Council**  
April 16, 2020  
ZOOM Meeting

**Minutes**

**1.0 Welcome and Call to Order**

Lisa Armour called the meeting to order at 2:03 p.m. Alec Morey, current Student Government (SG) Treasurer, introduced incoming SG treasurer David Garibachvili. David will be serving as SG's designated RPC member.

The following members of the Council were present:

Lisa Armour	Kathryn Lehman
Andy Barnes	Jodi Long
Ed Bonahue	Alec Morey
Victor Brennan	Melissa Morris
Naima Brown	James Nichols
Cheryl Calhoun	Bill Penney
Peter Concannon	David Price
Rose Christy	Dan Rodkin
Lee Delaino	Rebecca Rogers
Gary Hartge	David Shlafer
Mike Hutley	Dave Tegeder

The following members were not present:

None

Recorders: Cheryl Farrell and Amy Nichols

Guests: David Garibachvili and Stefanie Waschull

**2.0 Approval of future meeting minutes – Lisa Armour**

All future meeting minutes will be sent through email for approval.

**3.0 Budget Presentations**

**Facilities Planning & Budgeting Process – Rebecca Rogers**

Rebecca Rogers, Director of Facilities, Planning & Construction, gave a broad overview of the Facilities planning and budget process. Current projects and priorities were discussed along with the approval process and funding.

Below is the list of recent and current projects shared with the council:

- Title III: Y Building Learning Commons Renovation/Remodel
- E Auditorium Renovation/Remodel
- S Building Student Health Care Center Remodel
- I Building Physics Lab Renovation/Remodel
- Watson Center Art Classroom Remodel

- Blount Center Expansion Design & Permitting
- Classroom Renovations in B, K, and W Buildings
- Back-Up Generator Installation for U & V Buildings
- NW Campus Railings and Rooftop Walkovers
- V Building Water Softener System
- I & J Building Roof Replacement
- Blount Center DA Building Fire Alarm Upgrades
- HVAC System Replacements in Zoo & U Building

Rogers reviewed the four major components integral to the funding process:

1. Strategic Plan
2. Facilities Master Plan - The state requires that the College have a Master Plan. The current plan was approved in 2010 and provides a broad framework for expansion while optimizing land resources and enhancing existing campuses. It provides recommendations for renovation, remodeling, and new construction. The Plan is due to be updated in fall 2020 in conjunction with the Strategic Plan.
3. State Educational Plant Survey – The survey is done every 5 years and compares existing facilities to what is needed in the next five years. It is the basis for capital requests from the State. A new survey is due in June 2022, but the current survey can be amended through “spot” surveys as the needs or priorities of the college change.
4. Funding – There are various funding sources for Facilities, each with its own restrictions. All capital projects are required to be approved by the Board of Trustees and projects adding acreage or square footage must be approved by the legislature.

Rogers stated that in the past, PECO funds were used for general maintenance at the college. Last year there was no money for this, nor is it expected that there will be in the future. The State’s future expectation is that all routine and deferred maintenance will be covered by the College’s operating budget.

The two main processes for requesting funds for Facilities are the Capital Improvement Plan (CIP) and the college’s annual budget requests (submitted through division vice presidents). The CIP has become a less reliable funding source, placing the bulk of requests back on the annual budget process. Rogers reviewed the process for 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 can be found in the budget instruction packet and on the Facilities website. In closing, Rogers emphasized that requests should be supported by the college’s strategic plan, master plan, educational plant survey, and/or capital improvement plan.

#### **4.0 Adjournment**

The meeting was adjourned at 3:15 p.m.