



To: College Community

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Date: January 28, 2015

**Re: 2015-16 Program and Resource Planning Process (PRPP)**

We are extremely pleased to announce the kickoff of the 2015-16 PRPP planning cycle. At the recommendation of the PRPP Coordinating Committee and members of the Institutional Planning Council this year's cycle is being launched one month later to avoid any confusion that might have been caused by reopening 2014 PRPP reports in November and December.

In the spirit of SRJC's open and transparent organizational culture and for the first time since the inception of the Program and Resource Planning process, all PRPP reports along with a summary report of each year's program review of certificates and majors will be posted on an SRJC website for viewing by the college community. We are in the process of updating and streamlining SRJC's Institutional Planning website. This new and improved site will provide easier access to PRPP reports, resource priorities and funding outcomes.

**Last Year's Impact – What You Submit Matters**

**Ever wonder how your department's PRPP report is used?** The reports prepared during the 2014 cycle were some of the highest quality to date, serving not just to 'tell the story' for each of SRJC's units/departments, but also as a source of good ideas and evidence of challenges we would not otherwise know existed without that important unit-level account. Even in these challenging economic times, information and requests made in spring 2014 provided justification for 21 contract faculty positions, \$1.31 million in instructional equipment and library materials allocations enjoyed by students and faculty across the district, the continued spend down of Measure A funds for institutional/instructional technology, \$1.8 million in much needed scheduled maintenance and \$560,000 for energy efficiency projects. Information and requests made in spring 2014 also provided justification for the reallocation of other funds for budget, non-faculty staffing, and non-instructional technology and equipment.

Categorical funds totaling \$8.7 million have been received by the District. This includes \$2.7 million in support of the Student Success and Support Program (SSSP) and \$891,000 to implement the Student Equity plan. The District has also received a \$3.1 million augmentation to the Disabled Students Programs and Services (DRD), \$596,000 for EOPS/CARE, \$742,000 for CalWORKs, \$586,000 for the Board Financial Award Program (BFAP), and \$2.65 million over the next five years to implement our Title 5 HSI grant. PRPP has provided the rationale and evidence of need for the expenditure of these funds as well and documented the needs addressed by our HSI grant.

PRPP data are being used in the six-year evaluation cycle of all majors and certificates and continues to provide evidence of institutional learning outcomes. Committees such as the Integrated Environmental Planning Committee, Faculty Staffing Committee, District Safety and Health Committee, and District

Accessibility Committee are using the information you provide each year, and other groups are beginning to do the same. These are but some of the ways that demonstrate how the effort we all put into this annual process is of importance, use and value.

### **This Year's Improvements – We Listen to Your Suggestions**

The faculty, staff and administrative members of the Institutional Planning Council have worked closely with the President's Cabinet and committee chairs to continuously improve our integrated planning process. Based on your feedback and thoughtful suggestions, we have implemented a number of **improvements to the PRPP** this year.

- A *PRPP Quick Start Guide* was developed by Lisa Davis, a student intern working for the IT department last spring. The Guide has been posted at: <https://bussharepoint.santarosa.edu/prpp/default.aspx>
- Section 2.4e (Safety, ADA Compliance, and Ergonomic Issues) has a new title and redirects editors to report concerns on a form located on the Environmental Health and Safety Department webpage.
- Sections 3.1 (Developing Financial Resources), 3.2 (Serve our Diverse Communities), and 3.3 (Cultivate a Healthy Organization), have been repurposed to collect unit level information on activities aligned with Strategic Plan goals. These sections should be completed each year. **EDITORS PLEASE NOTE:** Text in these repurposed sections needs to be deleted and/or revised so it is consistent with the revised prompts.
- Sections 3.4 (Safety and Emergency Preparedness) and 3.5 (Establish a Culture of Sustainability) are also designed to collect unit level information on activities aligned with Strategic Plan goals and should be completed annually.
- Section 6.2b (PRPP Feedback) provides an opportunity for editors and approvers to comment on the process from within the PRPP template and eliminates the need for a separate survey. The information provided will be used by the PRPP Coordinating Committee for continuous process improvement.
- 2015 is a year when **only some** sections of PRPP need to be completed and/or updated.

Please consult the *2015 Writer's Guide* at <https://bussharepoint.santarosa.edu/prpp/default.aspx> for prompt changes (noted in red).

### **2015-16 Budget Forecast – State doing better; SRJC still digging out of the Great Recession**

In November 2014, the Legislative Analyst's Office (LAO) issued its report entitled: *The 2015-16 Budget: California Fiscal Outlook*. Under their "Main Economic Scenario," the LAO is projecting continued, moderate economic growth through 2019-20. On January 9<sup>th</sup>, the Governor presented his budget proposal for 2015-16; and for the community college system the Governor has proposed an approximately \$1.1 billion increase for the system. Should his proposal make it through the legislature, where things could certainly change, the funds would be distributed as follows:

System-wide - \$94.5 million would be used to retire "Deferred Revenues." This does not bring any additional state funding to community colleges. It is payment of a debt. It was money that the system was already receiving, but instead of receiving the money after the fiscal year was over, districts would now receive that money during the fiscal year.

System-wide - \$316.7 million would be received as Restricted General Funds:  
\$ 200.0 million for Student Success programs  
\$ 48.0 million for Career Tech Education (one-time funding)  
\$ 29.1 million for Apprenticeship Programs  
\$ 39.6 million for Prop 39, Energy Sustainability

SRJC - At the moment, it is not known how much SRJC can expect from the Apprenticeship and Career Tech funding, but the funding for Student Success Programs should bring the college about \$3 million, and the Prop 39 funds should bring in another \$447,000.

System-wide - \$373.3 million would be received as on-going Unrestricted General Fund revenues:  
\$ 125.0 million to increase the apportionment base allocation rate  
\$ 106.9 million to increase "Access" (2% growth funding)  
\$ 92.4 million to provide a 1.58% COLA  
\$ 49.0 million to equalize the CDCP per FTES funding rate

SRJC - For SRJC, the increase to the apportionment base allocation rate would provide about \$2.0 million. The COLA funding would provide about \$1.6 million, and the CDCP Equalization funds should provide about \$800,000. It is not known how much, if any, of the growth allocation would come to SRJC in 2015-16. Although 2% is being made available to the system, the legislatively-directed 2015-16 allocation method limits our District to only 1%. Additionally, 2015-16 will be a year that our District is "coming off" of stability. As such, the District needs to report roughly 19,700 FTES in 2015-16 in order not to lose any apportionment revenues. Unfortunately, if the current year's enrollment trend continues, the District could lose approximately \$1.3 million. So, the range of on-going revenues that SRJC is looking to receive in 2015-16 is between \$3.1 and \$5.4 million, depending on enrollment.

The most surprising element of the Governor's budget proposal for 2015-16 was the announcement of \$353.3 million in "one-time" Unrestricted General Fund revenues. This money is principally a pay down of the system's nearly \$430 million in outstanding "Mandated Cost" claims, but the funds are to be distributed amongst the districts on an FTES-basis. For our District, this could mean a one-time infusion of almost \$6.2 million (*\$5.5 to \$6.2 million, depending on which FTES measuring period is used*).

Thus, from a revenue perspective, things are looking very positive for 2015-16. Against the potential increase in 2015-16 funding, the District will still have to contend with a couple of already known increases in expenditures. In 2015-16, the STRS employer contribution rate will go up by 22%, increasing District expense by \$900,000. The PERS rate will also increase by 7.7%, increasing District expense by \$270,000. The trend for the annual increase in healthcare premium is roughly 7%. Should that trend continue, unless mitigated, the District could be hit with an additional \$820,000 for healthcare costs.

Even with the aforementioned increases in retirement and healthcare costs, potential new revenues in 2015-16 will be greater than new expenditures. This positive scenario, however, must be considered within the larger budgetary context. The starting point for the 2015-16 budget is the budget for 2014-15, and in that budget, ongoing expenditures exceed ongoing revenues by \$6.2 million. It is projected that the General Fund's ending fund balance for 2014-15 will be close to the minimum 5% reserve required by the Chancellor's Office. So, although the District will be seeing a sizable amount of new revenue in 2015-16, it must be remembered that most of the money will be one-time in nature, and that the District has a long-term structural imbalance (where on-going expenditures exceed on-going revenues) that must be addressed.

It would appear, then, for 2015-16, that the District must once-again ask everyone to plan on continued limited Unrestricted General Fund resources and focus expenditure requests on prioritized critical needs.

### **Mission – A Collaborative Statement of What We Do**

The Sonoma County Junior College District (SCJCD) Vision, Mission Statement and Values (Policy 1.1) was approved by the Board of Trustees on October 8, 2013 as part of the strategic planning process.

The SCJCD Mission Statement reads as follows:

*SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethnical development of our diverse community.*

- We focus on **student learning** by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of **student development** programs and services that support student success and enrich student lives.
- We support the **economic vitality, social equity and environmental stewardship** of our region.
- We promote **personal and professional growth** and cultivate joy at work and in lifelong learning.
- We foster **critical and reflective civic engagement** and thoughtful **participation in diverse local and global communities**.
- We regularly **assess, self-reflect, adapt, and continuously improve**.

SCJCD Board Policy 1.1 – Vision, Mission Statement, Values (approved October 8, 2013)  
<http://www.santarosa.edu/polman/1mission/1.1.pdf>

### **Strategic Plan Goals and Objectives – Implementation Begins**

With the approval of the 2014-2019 Strategic Plan by the Board of Trustees in February 2014, Santa Rosa Junior College has begun implementation of the plan and development of an accountability Scorecard in support of the eight Strategic Plan Goals:

- Support Student Success
- Foster Learning and Academic Excellence
- Serve Our Diverse Communities
- Improve and Expand Facilities and Technology
- Establish a Strong Culture of Sustainability
- Cultivate a Healthy Organization
- Develop Financial Resources
- Improve Institutional Effectiveness

College community members can reference the full text of the 2014-2019 Strategic Plan Goals at <http://www.santarosa.edu/administration/planning/pdfs/strategic-plan-2014-4-22.pdf>

### **Strategic Plan Scorecard**

Implementation of the Strategic Plan also calls for the development of an accountability plan and SRJC's first Strategic Plan Scorecard designed to monitor accomplishment of our Strategic Plan goals. Core indicators have been identified and IPC has been working throughout the fall reviewing baseline data and developing long-term targets and timelines for college-wide review and comment later this spring. For a preview of the draft Scorecard go to: <http://strategic-planning.santarosa.edu>

For more planning-related information, we invite you to explore the newly revised Institutional Planning website at <http://planning.santarosa.edu>

The 2015/16 PRPP Timeline of Activities below provides training dates/time and locations along with process deadlines and other related activities.

**Santa Rosa Junior College**  
**Program and Resource Planning Process (PRPP)**  
**Timeline of Activities**  
**2015/16 Planning Cycle**

November 2014	<ul style="list-style-type: none"> <li>▪ Supervising Administrators/Managers notify the Vice Presidents of any changes to the editor or approver lists</li> <li>▪ Program/units request any changes to the program/unit configuration (requires approval of Supervising Administrator and Vice President)</li> </ul>
December 2014	<ul style="list-style-type: none"> <li>▪ 2014 PRPPs rolled to 2015 by December 24<sup>th</sup></li> <li>▪ “Core Data” posted on SharePoint for all units</li> </ul>
January 2015	<ul style="list-style-type: none"> <li>▪ <b>IPC launch of 2015/16 PRPP cycle</b></li> <li>▪ “Academic Data” posted on SharePoint for all Academic units</li> <li>▪ FT/PT ratios, faculty within retirement range and curriculum currency posted on SharePoint</li> <li>▪ All units working on PRPP for 2015/16</li> </ul>
February 2015	<ul style="list-style-type: none"> <li>▪ Any additional or unique data provided by Vice Presidents to their components</li> <li>▪ <b>Training – Monday, February 23, 9-11 am – Doyle 4420</b></li> <li>▪ All units working on PRPP for 2015/16</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>▪ Distribution of 2015/16 Budget Development Worksheets on or before March 3<sup>rd</sup> to be used in conjunction with PRPP</li> <li>▪ <b>Training – Monday, March 23, 3-5 pm – Doyle 4420</b></li> <li>▪ <b>Training – Friday, March 27, 1-3 pm – Mahoney Computer Lab</b></li> <li>▪ Continue working on PRPP for 2014/15</li> </ul>
April 2015	<ul style="list-style-type: none"> <li>▪ <b>Training – Friday, April 3, 10-12 pm – Doyle 4420</b></li> <li>▪ <b>Training – Tuesday, April 7, 3-5 pm – Location TBD</b></li> <li>▪ <b>On or before Wednesday, April 15<sup>th</sup> deadline for PRPP for all programs/units – For Academic Affairs deadline for all Section 2 resource requests</b></li> <li>▪ Dialogue between supervising administrators/managers and program/units</li> </ul>
May 2015	<ul style="list-style-type: none"> <li>▪ Budget Development Worksheets due to accounting May 5<sup>th</sup> for incorporation into the Tentative Budget</li> <li>▪ Academic Affairs clusters, Student Services, and Petaluma Campus discuss priorities for faculty, non-faculty staffing, instructional equipment, non-instructional equipment and technology, facilities, and budget requests</li> <li>▪ All other component areas engage in dialogue with their units and prioritize requests for non-faculty staffing, non-instructional equipment and technology, facilities and budget requests</li> <li>▪ Feedback on PRPP process/template from editors and approvers via Section 6.2b</li> <li>▪ <b>For Academic Affairs – Sections 3, 4, and 6 due Friday, May 15<sup>th</sup></b></li> <li>▪ Supervising Administrators/Managers approve program/unit level 2015 PRPP reports on or before <b>May 31<sup>st</sup></b></li> </ul>
June – August 2015	<ul style="list-style-type: none"> <li>▪ Deans submit their PRPPs for VPAA review by <b>Thursday, June 18<sup>th</sup></b></li> <li>▪ Academic Affairs schedules retreats for prioritization</li> <li>▪ Component Administrators review PRPP documents, draft and discuss component-level prioritizations for 2015/16 (budget, non-faculty staffing,</li> </ul>

instructional equipment, non-instructional equipment and technology, facilities and institution-wide initiatives)

- Cabinet Administrators Retreat (August)
- Incorporation of Component budgetary decisions into the Adopted Budget