



December 11, 2014

TO: The College Community

**FROM: Robin Fautley, President, Academic Senate, Co-Chair IPC
Jane Saldaña-Talley, Vice President, SRJC/Petaluma, Co-Chair IPC
Terry Shell, Past President, Academic Senate, Co-Chair BAC
Doug Roberts, Vice President, Business Services, Co-Chair BAC**

RE: 2014 PRPP WRAP-UP

The 2014 PRPP cycle has officially concluded. Priorities for the 2014-15 academic year have been identified, reviewed by IPC and are available to you via the College's website. We have been fortunate this year to have received 21 contract faculty positions, \$1.31 million in instructional equipment and library materials funds, and \$1.8 million allowing for us to proceed with much needed scheduled/deferred maintenance project and \$560K for energy efficiency projects. Information and requests made in spring 2014 provided justification for the expenditure of these funds and the reallocation of other funds for budget, non-faculty staffing, and non-instructional technology and equipment.

While the Unrestricted General Fund continues to be a concern, a remarkable array of new categorical funds totaling \$8.7 million have been received by the District this year to support programs focused on student success. This included \$2.7 for the Student Success and Support Program (SSSP) and \$891K to implement the Student Equity plan. The District has also received a \$1.3 million augmentation to the Disabled Students Programs and Services, \$596K for EOPS/CARE, \$742K for CalWORKs, \$586K for the Board (BOG) Financial Award Program, and our \$2.65 million HSI grant is being implemented this year. 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.

The recent passage of Measure H, the District's \$410 million capital improvement bond, will provide us with funding for construction, repairs, refurbishment and equipment purchasing. While those funds will not be available until the bonds are issued, which won't happen for at least a couple of years, priorities and needs identified in PRPP helped make us make a successful case with Sonoma County voters.

Budget Assumptions: For 2014-15, the District budgeted a \$6.2 million spend-down from its \$12.3 million beginning fund balance for the Unrestricted General Fund. Among the assumptions used in the budget is "deficit funding" of \$1.0 million (a state-inflicted shortfall on promised apportionment funding), and the District capturing an estimated \$1.0 million in salary savings from a slowdown in hiring budgeted vacant positions. If revenues and expenditures come in as projected, the District's ending fund balance will around be \$6.1 million; just slightly above the 5% allowable minimum.

It is important to note that the budget for 2014-15 does not include the sizeable, State-threatened, revenue cuts for which the District has had to contend in previous years. The District's ending fund

balance was spared from any large (budgeted) reductions in 2014-15, because the State did not hit the District with what had been threatened in prior years. These included:

- the \$4.8 million mid-year triggered cuts in 2011/12;
- the \$6.0 million “workload reduction” revenue cut in 2012-13, had Proposition 30 failed; and
- the roughly \$3.0 million in deficit funding signaled by the State for 2012-13 and 2013-14.

Because those past events never came to pass, some believe that “something” will happen in 2014-15, and the projected spend down of the Unrestricted General Fund ending fund balance will not be as bad as predicted. When you compare the assumptions used for 2014-15, to that of the previous years, the possibility of a large beneficial swing between budgeted and actual revenue (that we’ve experienced in the past three years) is just not there.

For 2015-16, the District will be starting off the budgetary process coping with a “structural imbalance.” The size of that structural imbalance will depend greatly upon revenue/expenditure events during 2014-15, but it is currently in the projected range of \$5 - 6 million. Early prognostications from Sacramento would indicate improved community college funding in 2015-16, which if true, could help ameliorate the District’s budgetary problems. There will, of course, be demands on any new funding, not least of which are cost increases outside of the District’s control such as STRS, PERS, insurance and the rising cost of goods and services. Because salaries and benefits comprise 86% of the District’s expenditures, the projected ending fund balance for 2015-16 will be directly impacted by negotiations.

With regards to 2015-16 departmental requests, it is anticipated that the District will only have limited resources and units will again be asked to focus on areas of critical need as they prioritize their requests.

Strategic Plan vs. College Initiatives: 2013-14 was last year the College Initiatives were used to guide institutional planning. Following approval of the Sonoma County Junior College District 2014-2019 Strategic Plan by the Board of Trustees in February 2014, the existing College Initiatives were replaced by the Strategic Plan Goals/Objectives. A final College Initiatives Status Update was approved by the Board of Trustees in November. To review a summary of the District’s new Vision/Mission/Values and Strategic Plan Goals/Objectives go to:

<http://www.santarosa.edu/administration/planning/pdfs/strategic-plan-2014-4-22.pdf>

2014-15 PRPP Priorities: President’s Cabinet administrators compiled what they considered to be the highest priorities for 2014-15 within their component area. Those priorities were reviewed by the Institutional Planning Council (IPC) during September and October 2014 and have been posted to the PRPP SharePoint website in the folder marked “2014 PRPP Priorities” at www.santarosa.edu/prpp

These include:

- President’s Cabinet PRPP Priorities (Budget Requests for 4000/5000 object codes (2.1b), Non-Faculty Staffing (2.2e), and Non-Instructional Equipment and Technology (2.4d) and Process Overview/Synopsis of Priorities
- Instructional Equipment and Library Materials (IELM) Priorities (2.4c) and Funding Summary
- President’s Cabinet PRPP Facilities Request Priorities (2.5a)

[Note: Information on this site is password protected. Access requires that you use the following format for username (Outlookusername@ad.santarosa.edu) along with your usual Outlook password.]**

Priorities judged to meet the urgency or compliance criteria were funded through a reallocation of existing internal resources within a given component area either during budget development or after the beginning of the 2014-15 fiscal year. The vast majority of priorities, however, remained unfunded because no new funds were available for distribution.

At the end of the 2014-15, the spreadsheets referenced above will be updated to show which PRPP Priorities were funded during the current fiscal year.

PRPP Annual Evaluation: Evaluation of the 2014 PRPP implementation cycle was conducted by the PRPP Coordinating Committee based on direct feedback from faculty department chairs and managers provided during training sessions, department and cluster meetings, and through constituent-based governance bodies. In general, users continue to be very satisfied with the process and the ongoing improvements to the PRPP template designed to make it ever more user friendly. For the 2015 cycle, editors will be surveyed via a prompt inserted into the PRPP template (Section 6.2b) and the findings will be reviewed by the PRPP Coordinating Committee, reported to the Institutional Planning Council (IPC), and utilized for continuous quality improvement.

Measures of Institutional Effectiveness Assessment Report – 2014: The 2014 Sonoma County Junior College District College *Measures of Institutional Effectiveness Assessment Report* addressed the following seven areas of the District Mission Statement (as adopted in 2010):

- Student Learning
- Serving Our Diverse Local Communities
- Transfer
- Career and Technical Education
- Basic Skills/ESL
- Student Retention and Success
- Efficiency and Fiscal Responsibility

This collection of institution-wide measures are intended to serve as the basis for future planning and development of the College. In particular, analyses of the measures proposed for 2014 were used as a source of internal data for the Strategic Planning process, to inform the development of 2014-15 President's Cabinet Annual Goals, and should be used throughout the institution in discussions about institutional effectiveness. The data and analyses are posted on the SCJCD Institutional Planning website at

<http://www.santarosa.edu/administration/planning/pdfs/IE%20Assessment%20Report%202014%20-%20Oct%2014%202014.pdf>.

2015 PRPP Kickoff: The process to kick off the 2015-16 PRPP cycle has already commenced with IPC's review of the 2014/15 PRPP Priorities mentioned above, as well as the President's Cabinet Year-End Report of Accomplishments for 2013-14 and Annual Goals for 2014-15. This year's PRPP cycle will commence in early January 2015. Look for a launch email that will be sent to the College community after the winter break.

- 2013-14 President's Cabinet Year-End Reports
<http://www.santarosa.edu/administration/planning/pdfs/Year%20End%20Reports/2013-14%20President's%20Cabinet%20Year-End%20Reports.pdf>

- 2014-15 President's Cabinet Annual Goals
<http://www.santarosa.edu/administration/planning/pdfs/2014-15%20President's%20Cabinet%20Annual%20Goals.pdf>
- 2013-14 College Initiatives Status Update – FINAL REPORT
<http://www.santarosa.edu/administration/planning/pdfs/2013-14%20College%20Initiatives%20Status%20Update%20-%20FINAL%20REPORT.pdf>

2014-15 Institutional Planning Council Members

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