



To: College Community

From: Robin Fautley, President, Academic Senate, Co-Chair IPC and BAC  
Jane Saldaña-Talley, Vice President, SRJC Petaluma, Co-Chair IPC  
Doug Roberts, Sr. Vice President, Fiscal and Administrative Services, Co-Chair BAC

Date: February 1, 2016

**Re: 2016-17 Program and Resource Planning Process (PRPP)**

We are extremely pleased to announce the kickoff of Santa Rosa Junior College's ninth annual PRPP cycle.

In the spirit of SRJC's open and transparent organizational culture, all 2015 PRPP reports will be posted on the [Institutional Planning website](#) for viewing by the college community.

**LAST YEAR'S IMPACT – WHAT YOU SUBMIT MATTERS**

**Ever wonder how your department's PRPP report is used?** The reports prepared during the 2015 cycle were high quality and served not just to 'tell the story' for each of SRJC's units/departments, but also were a source of good ideas and evidence of challenges we would not otherwise know existed without that important unit-level account. The [PRPP update message](#) sent last December provided links to the budget priorities identified through the 2015 cycle and a summary of the funds allocated on the basis of those priorities.

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 Faculty Staffing Committee rely on information academic departments extract from PRPP to rank requests for faculty positions. Other committees such as the Integrated Environmental Planning Committee, District Safety and Health Committee, and District Accessibility Committee use the information you provide each year to keep abreast of matters they oversee, and other groups such as our facilities master planners are beginning to do the same. These are but some of the many ways that demonstrate how the effort we all put into this annual process is of significance, use and value.

**THIS YEAR'S IMPROVEMENTS – PRPP: THE NEXT GENERATION**

The faculty, staff and administrative members of the Institutional Planning Council and PRPP Coordinating Committee work closely with the President's Cabinet and department chairs to continuously improve our integrated planning process. Based on your feedback and thoughtful suggestions, we are proud to announce **the most sweeping improvements to PRPP** since its launch in December 2007.

With some incredible programming by John Mercer, a new and improved PRPP template will be rolled out this year and the overall process has been streamlined and made more user friendly. Some of the changes include:

- PRPP has been divided into two cycles--an **Annual Planning Cycle**, which will include only Resource Requests (Section 2), SLO tracking (Section 4), and Annual Accomplishments/Goals (Section 6), and a **Program Review Cycle**, completed every third year (starting in 2018), which

will, in addition to the sections required in the Annual Planning Cycle, include: Overview (Section 1), Alignment with College Wide Goals and Strategic Plan (Section 3), and Performance Measures (Section 5).

- For **Spring 2016**, all units need only need complete sections 2, 4.1c and 6 for the **Annual Planning PRPP**
- Parts of the PRPP deemed not useful to chairs, deans and managers (such as complicated accounting ratios, or detailed account codes) have been eliminated
- Users now have the ability to save or print the complete PRPP report or just the annual report
- Most sections are much easier to use and function much like Word documents or Excel spreadsheets
- The Faculty Staffing request process for 2016-17 has also been simplified, with PRPP now being used as a repository for information on faculty staffing for academic departments to use as they complete faculty staffing requests.
- The Writer's Guide reflects the new, simpler approach and is easily accessible from the template.

PRPP trainings have been scheduled in February, March and early April (see Timeline of Activities below). Training sessions are open to anyone at SRJC, but especially those editing or contributing to the unit/department's PRPP.

Please consult the [2016 Writer's Guide](#) for information regarding prompt changes (noted in red) as well as other instructions on completing this year's template. No password is required. Simply click on "Cancel" when prompted.

#### **2016-17 BUDGET FORECAST – GOVERNOR'S BUDGET PROPOSAL BRINGS DISAPPOINTING NEWS**

On January 7<sup>th</sup>, the Governor presented his budget proposal for 2016-17, and from that SRJC can count on a mere \$485,000 increase in ongoing Unrestricted General Fund revenues. This was somewhat of a disappointing shock, given that the Governor proposed an overall \$730 million funding increase for the community college system for 2016-17. This includes:

- \$144.0 million for Enrollment Growth that would be received as "On-going" Unrestricted General Funds
- \$290.5 million (net) that would be received as "On-going" Restricted (or Categorical) General Funds
- \$395.3 million would be received as "One-time" Funding

For the last few years, the District has been losing enrollment, so the \$114.7 million being made available for 2% growth in 2016-17 is not expected to be available to SRJC. The only ongoing funds upon which the District can rely is the \$485,000 to be received as SRJC's portion of the 2016-17 0.47% COLA (\$29.3 million system-wide).

In the Restricted General Funds, the District can count on some substantial increases in the areas of CTE, Workforce Development, and Basic Skills, though, at the moment, the amount to be received by SRJC in these areas have yet to be determined by the State Chancellor's Office.

In the area of "one-time" funding, the District will see a doubling of the funds being made available for (Restricted) Deferred Maintenance/Physical Plant and Instructional Equipment/Library Materials (IELM). There will also be approximately \$1.1 million in "one-time," Unrestricted General Fund revenue available to SRJC from the \$76.3 million provided to the system in the form of a "Mandated Costs Backlog Payment." It should be noted that a similar one-time "mandated cost" increase in last year's

state budget provided \$10.2 million to SRJC, covering the District's ongoing \$6.0 million structural imbalance for this year (2015-16).

The yet-unresolved structural imbalance was responsible for the decrease in District fund balance in 2014-15, which took the beginning year fund balance from \$12.3 million to \$6.3 million by year's end, and used up most of the 2015-16 one-time money that could have helped improve the fund balance for 2015-16.

When considering the automatic PERS and STRS increase for 2016-17 (12.58%/13.05%, respectively), and 2017-18 (14.43%/16.60%), as well as the contractual obligations for step and column increases, health premium increases, faculty Rank 10, and the District's historical application of equivalent salary increases across all employee groups, the District is looking at the necessity of making major Unrestricted General Fund cost reductions in 2016-17.

The Unrestricted General Fund cost decreases, currently being considered for 2016-17 include a significant decrease in scheduled classes, a hiring freeze on all vacated positions, the possibility of employee cuts in the non-instructional area, and a decrease in all discretionary expenses.

There will be some opportunity, for program/expenditure expansion in the Restricted General Fund Categorical Programs, but for all other programs funded through the Unrestricted General Fund the expectation will unfortunately require a reduction in expenditures and the provision of services.

The District is asking everyone to plan on extremely limited Unrestricted General Fund resources and focus expenditure requests on the most critical needs.

#### **COLLEGE MISSION AND STRATEGIC PLAN – A COLLABORATIVE STATEMENT OF WHAT WE DO**

The Sonoma County Junior College District (SCJCD) [Vision, Mission Statement and Values \(Policy 1.1\)](#) were approved by the Board of Trustees in 2013-14 along with the [2014-2019 Strategic Plan](#). All PRPP requests are directly linked to both the College Mission and Strategic Plan.

#### **STRATEGIC PLAN IMPLEMENTATION AND ACCOUNTABILITY – KEEPING TRACK OF OUR PROGRESS**

Implementation of SRJC's Strategic Plan is monitored by the Institutional Planning Council (IPC). Annual progress reports are made each year to the Board of Trustees, President's Cabinet and to the college community during the spring Planning Summit (scheduled this year on March 11). SRJC's interactive [Strategic Plan Scorecard](#), developed by the Office of Institutional Research, has received statewide acclaim for its ease of use in monitoring goal accomplishment. [Planned Activities and timelines for each Strategic Plan goal](#) have been established Strategic Plan. Core indicators have been identified and are linked in the Scorecard to each goal, baseline data has been reported, and long-term targets and timelines to completion have been set for most [core indicators](#). This year, IPC is conducting a mid-term Strategic Plan Goal Review to assess implementation and evidence of accomplishment. Conclusions and recommendations from this review will be shared during the 2016 Spring Planning Summit.

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

**SANTA ROSA JUNIOR COLLEGE**  
**PROGRAM AND RESOURCE PLANNING PROCESS (PRPP)**  
**TIMELINE OF ACTIVITIES**  
**2016/17 PLANNING CYCLE**

|                    |  |
|--------------------|--|
| November 2015      | <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 2015      | <ul style="list-style-type: none"> <li>▪ Changes to editors/approvers and program/unit configurations completed</li> <li>▪ 2015 PRPPs rolled to 2016 by December 23<sup>rd</sup></li> <li>▪ Core Data posted on SharePoint for all units</li> </ul>  |
| January 2016       | <ul style="list-style-type: none"> <li>▪ <b>IPC launch of 2016/17 PRPP Annual Cycle – Sections 2, 4.1c, and 6 ONLY</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 2016/17</li> </ul>  |
| February 2016      | <ul style="list-style-type: none"> <li>▪ Any additional or unique data provided by Vice Presidents to their components</li> <li>▪ <b>Training – Tuesday, February 2 – 3:00 – 5:00 pm – Doyle 4402</b></li> <li>▪ All units working on PRPP for 2016/17</li> </ul>  |
| March 2016         | <ul style="list-style-type: none"> <li>▪ Distribution of 2016/17 Budget Development Worksheets on or before March 4<sup>th</sup> to be used in conjunction with PRPP</li> <li>▪ <b>Training – Tuesday, March 1 – 3:00 – 5:00 pm – Doyle 4402</b></li> <li>▪ <b>Training – Thursday, March 31 – 3:00 – 5:00 pm – Mahoney 718</b></li> <li>▪ Continue working on PRPP for 2016/17</li> </ul>   |
| April 2016         | <ul style="list-style-type: none"> <li>▪ <b>Training – Tuesday, April 5 – 10:0 am – 12:00 noon – Doyle 4402</b></li> <li>▪ <b>Training – Tuesday, April 12 – 1:00 – 3:00 pm – Doyle 4402</b></li> <li>▪ <b>On or before Friday, April 15<sup>th</sup> – Deadline for completion of 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 2016           | <ul style="list-style-type: none"> <li>▪ Budget Development Worksheets due to accounting May 6<sup>th</sup> for incorporation into the Tentative Budget</li> <li>▪ Academic Affairs clusters, Student Services, and SRJC Petaluma 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 4 and 6 due Friday, May 13<sup>th</sup></b></li> <li>▪ Supervising Administrators/Managers approve program/unit level 2016 PRPP reports on or before <b>May 31<sup>st</sup></b></li> </ul> |
| June – August 2016 | <ul style="list-style-type: none"> <li>▪ Deans submit their PRPPs for VPAA review by <b>Thursday, June 16<sup>th</sup></b></li> <li>▪ Academic Affairs schedules retreats for prioritization</li> <li>▪ Cabinet Administrators schedule retreats and review PRPP documents, draft and discuss component-level prioritizations for 2016/17 (budget, non-faculty staffing, instructional equipment, non-instructional equipment and technology, facilities and institution-wide initiatives)</li> <li>▪ Cabinet Administrators Retreat (August)</li> <li>▪ Incorporation of Cabinet budgetary decisions into the Adopted Budget</li> </ul>   |

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