



To: SRJC College Community

From: Eric Thompson, President, Academic Senate, Co-Chair IPC and BAC  
Jane Saldaña-Talley, Vice President, SRJC Petaluma, Co-Chair IPC  
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Date: January 31, 2017

**Re: 2017-18 Program and Resource Planning Process (PRPP)**

We are extremely pleased to announce the kickoff of Santa Rosa Junior College's tenth annual PRPP cycle. In the spirit of SRJC's open and transparent organizational culture, all 2016 PRPP reports have been made available on the [Institutional Planning website](#) for viewing by the college community. The PRPP process has been supported from the beginning by Senior Programmer Analyst, John Mercer, and Senior Dean of Liberal Arts and Sciences, Kris Abrahamson. Both of them will retire this year, marking the 2017 PRPP cycle as their last. Please join IPC/BAC and the PRPP Coordinating Committee in thanking these two amazing individuals for their dedication and determination to make the PRPP process one we are proud to proclaim as one of the best in the state!

**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 extracted 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 more recently Facilities Planning has used PRPP facilities needs to prioritize high need projects using Measure H funds. 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**

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 offer some reminders and examples of this year's improvements.

- PRPP is divided into two cycles--an **Annual Planning Cycle**, which now includes only Resource Requests (Section 2) 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), Student Learning Outcomes (Section 4) and Performance Measures (Section 5).

- For **Spring 2017**, all units need only complete sections 2 and 6 for the **Annual Planning PRPP**.
- Prompts have changed over the years. Editors and approvers are strongly encouraged to use this year's abbreviated cycle to review the content in each section of their PRPP to ensure it matches prompts in the [2017 Writer's Guide](#). The more you cleanup in advance of next year's full Program Review cycle, the easier it will be for you next year. The complete [2017 Writer's Guide](#) is accessible from within the PRPP template by clicking on the  icon. The easiest way to access individual prompts is by clicking on the  icon to the left of the section name.
- **Prompt changes** this year are relatively minor and are noted **in red** throughout the [2017 Writer's Guide](#). Several prompt changes of note include:
  - **Section 2.3d – Analysis of Faculty Staffing Needs** now redirects editors to the Faculty Staffing Committee website for forms and process.
  - **Section 2.4c – Instructional Equipment and Software** to enable a more efficient allocation of annual Instructional Equipment/Library Materials (IELM) funds, separate Software requests from IELM, and clearly identify items that require funding.
  - **Section 4.1c – Student Learning Outcomes Reporting** has been deleted in lieu of the current practice of documenting SLOs on the SLO SharePoint site.
- Parts of the PRPP deemed not useful to chairs, deans and managers (such as complicated accounting ratios, detailed account codes, and requirements to cost out position requests) 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.
- Users are now able to 'hide' columns in spreadsheet sections.

PRPP trainings will be scheduled in February, March and early April. A message will be sent out to dl.staff.all when those are scheduled. Training sessions are open to anyone at SRJC, but especially those editing or contributing to the unit/department's PRPP.

### **2017/18 BUDGET FORECAST – GOVERNOR'S BUDGET PROPOSAL BRINGS DISAPPOINTING NEWS**

With the background of a projected \$5.8 billion *shortfall* in budgeted revenues for the state in 2016-17, Governor Brown presented his budget proposal for 2017-18 on January 10. From that, SRJC can count on an approximately \$1.9 million increase in "ongoing" Unrestricted General Fund revenues. This is somewhat disappointing, given that the Governor proposed an overall net \$400 million funding increase for the community college system. New and continued "one-time" funding includes:

- \$94.1 million for a 1.48% COLA to be received as "on-going" Unrestricted General Funds
- \$23.6 million for a 0.37% Base Increase to be received as "on-going" Unrestricted General Funds
- \$79.3 million for Statewide Enrollment Growth of 1.34% that would be received as "on-going" Unrestricted General Funds
- \$8.5 million that would be received as "on-going" Restricted (or Categorical) General Funds

- \$282.0 million that would be received as “one-time” Restricted (or Categorical) General Funds

**Regarding Growth Funding:** Over the last few years, the District has been losing enrollment, so the \$79.3 million that is available for statewide growth in 2017-18 is not expected to result in any funding for SRJC. The only ongoing funds upon which the District can rely is the \$1.5 million to be received as SRJC’s portion of the 2017-18 1.48% COLA and the \$0.4 million for the 0.37% Base Increase.

Unlike the two previous years, the Governor made no “one-time” funding available for the Unrestricted General Fund in 2017-18. It should be noted that in 2015-16 and 2016-17, the District received \$10.2 million and \$1.8 million, respectively, in one-time funds.

In the Restricted General Funds, the District can count on some substantial increases from the \$150 million available for **Guided Pathways** funding, though, at the moment, the amount to be received by SRJC has yet to be determined by the State Chancellor’s Office. This money is “one-time.”

In the other areas of “one-time” Restricted General Fund revenues, the District will see approximately \$0.7 million, in 2017-18, for the funding of **Deferred Maintenance/Physical Plant and Instructional Equipment/Library Materials (IELM)**. This is a significant reduction from the \$3.2 million that the District received for 2016-17. It is also estimated that the District will receive approximately \$0.9 million in **Proposition 39, Energy Saving Project** funding. This is an increase over the \$0.7 available in 2016-17.

As many are aware, of particular concern to ACCJC is the District’s continued “Structural Imbalance,” where ongoing expenditures exceed ongoing revenues. By March 1, 2017, the District has been asked by ACCJC to provide documentation as to how the District plans to eliminate this imbalance (which is currently estimated to be \$3.2 million). In response, the District has developed a three-year plan that eliminates the imbalance, by using sustainability projects to reduce utilities costs, increasing revenues from non-resident enrollments and contracted leases/commissions.

When considering the automatic PERS and STRS increase for 2017-18, estimated at \$1.5 million for SRJC, and the loss of \$1.1 million in Base Apportionment revenue due to the District continuance of being below the 20,000 FTES threshold beyond the stability period, the District is looking at having to cover a negative \$2.6 million impact. Even if all of the \$1.9 million in new funding is applied to the aforementioned, the District still has a \$700,000 problem to overcome in its Unrestricted General Fund.

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 continued 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 \(Policy 1.1\)](#) [from Board Docs Active Policies page, click on Section 1: *Philosophy, Mission and Goals*] 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 PDA workshops and periodic planning summits. SRJC's interactive [Strategic Plan Scorecard](#), developed by the Office of Institutional Research, continues to receive statewide acclaim for its ease of use in monitoring goal accomplishment, and is updated as new data becomes available.

[Planned Activities and timelines for each Strategic Plan goal](#) have been established for the 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](#). In spring 2016, IPC conducted a [Strategic Plan Goals Review](#) to assess implementation and evidence of accomplishment at the mid-point of our five-year plan. Conclusions and recommendations from this review, along with a [Mid-Term Report Card](#) survey of SRJC's college community were shared with the Board of Trustees in November and findings have been posted to the Institutional Planning website.

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**  
**2017/18 PLANNING CYCLE**

November 2016	<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 2016	<ul style="list-style-type: none"><li>▪ Changes to editors/approvers and program/unit configurations completed</li><li>▪ 2016 PRPPs rolled to 2017 by December 23<sup>rd</sup></li><li>▪ Core Data posted on PRPP website <a href="https://bussharepoint.santarosa.edu/prpp/default.aspx">https://bussharepoint.santarosa.edu/prpp/default.aspx</a> for all units</li></ul>
January 2017	<ul style="list-style-type: none"><li>▪ <b>IPC launch of 2017/18 PRPP Annual Cycle – Sections 2 and 6 ONLY</b></li><li>▪ Academic Data posted on PRPP website for all Academic units</li><li>▪ FT/PT ratios, faculty within retirement range and curriculum currency posted on PRPP website</li><li>▪ All units working on PRPP for 2017/18</li></ul>
February 2017	<ul style="list-style-type: none"><li>▪ Any additional or unique data provided by Vice Presidents to their components</li><li>▪ <b>Training – TBD (SR)</b></li><li>▪ All units working on PRPP for 2017/18</li></ul>
March 2017	<ul style="list-style-type: none"><li>▪ Distribution of 2017/18 Budget Development Worksheets on or before March 3<sup>rd</sup> to be used in conjunction with PRPP</li><li>▪ <b>Training – TBD (SR)</b></li><li>▪ <b>Training – TBD (Petaluma)</b></li><li>▪ Continue working on PRPP for 2017/18</li></ul>
April 2017	<ul style="list-style-type: none"><li>▪ <b>Training – TBD (SR)</b></li><li>▪ <b>On or before Friday, April 14<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 2017	<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 SRJC Petaluma discuss priorities for faculty, non-faculty staffing, instructional equipment, non-instructional equipment and technology, facilities, and budget requests</li></ul>

	<ul style="list-style-type: none"> <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 12<sup>th</sup></b></li> <li>▪ Supervising Administrators/Managers approve program/unit level 2017 PRPP reports on or before <b>May 31<sup>st</sup></b></li> </ul>
June – August 2017	<ul style="list-style-type: none"> <li>▪ Deans submit their PRPPs for Sr. VPAA review by <b>Thursday, June 15<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 2017/18 (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>