



TO: SRJC College Community

FROM: Eric Thompson, President Academic Senate, Co-Chair IPC and BAC
KC Greaney, Director of Institutional Research, Co-Chair IPC
Kate Jolley, Interim Vice President Finance/Administrative Services, Co-Chair BAC

DATE: February 11, 2019

RE: PROGRAM AND RESOURCE PLANNING PROCESS

On behalf of the Institutional Planning Council (IPC) and the Budget Advisory Committee (BAC), we are pleased to announce that the 2018 Program and Resource Planning Process (PRPP) cycle has officially concluded, and the 2019 cycle has begun. This communication begins with a wrap-up of the 2018 PRPP cycle including budget allocations and PRPP resource prioritizations for 2018/19. That information is followed by details of the 2019 PRPP cycle and what we can expect for the district and state budget leading into 2019/20.

Impact of the 2018 PRPP Cycle

Ever wonder how your department's PRPP report is used? The reports prepared during the 2018 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. This message provides links to the budget priorities identified through the 2018 cycle and the summary below describes some of the ways funds were 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 Sustainability 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 Operations has used PRPP minor facilities needs to prioritize improvements funded through Measure H. 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.

PRPP requests also make the case for institutional/instructional equipment and technology, and facilities-related projects. We have been fortunate this year to have received and approved funds to enable the following:

- \$370 thousand one-time for instructional equipment and library materials (IELM)
- \$123 thousand one-time for much needed scheduled/deferred maintenance projects, and
- \$629 thousand one-time for Proposition 39 Energy Efficiency projects.

Categorical funds totaling \$15 million have been received by the District in 2018/19 to support programs with a focus on student success, equity and special needs populations. PRPP has provided the rationale and evidence of need for the expenditure of those funds. These include:

- \$3.0 million for the Student Success and Support Program (SSSP)
- \$2.0 million to implement the Student Equity plan
- \$0.4 million for the Basic Skills Initiative (BSI)
- \$3.2 million for the Strong Workforce plan
- \$2.9 million for the Disabled Students Programs and Services
- \$1.5 million for EOPS/CARE
- \$0.4 million for CalWORKs
- \$0.6 million for the Student Financial Aid Administration Program
- \$1.0 million for the Adult Education Program

Passage in 2014 of Measure H, the District's \$410 million capital improvement bond, has provided us with funding for new construction, modernization and the purchase of equipment and technology. In 2018, approved major bond projects moving forward included the renovation of the Burbank Theater, Petaluma Science/Student Services projects, the Public Safety Training Center Modular multi-use building, the Lindley STEM building, the Elliott Classroom Building, as well as numerous KAD, sustainability, and security/safety projects. Based on requests during the 2018 and earlier PRPP cycles, Facilities Operations, IT and Media Services are utilizing Measure H funds to address needs across all SRJC sites. Facilities Operations staff have completed or are in construction/planning/design on hundreds of maintenance and repair projects. IT and Media Services have rolled out technology and media upgrades in classrooms and both libraries, all of which have been identified in 2018 and earlier PRPP cycles.

2018/19 PRPP Priorities

President's Cabinet administrators compiled what they considered to be the highest priorities for 2018/19 within their component area. Those priorities were reviewed by the Institutional Planning Council (IPC) during fall 2018 and have been posted to the Institutional Planning website at <http://planning.santarosa.edu>. For an overview of the process and priorities for each component area please see the [PRPP Process Overview](#).

Top priorities by component are available for review on the Institutional Planning website (see links below). **If your requests are not reflected on the posted lists, they were not among the highest priorities for 2018/19.** If you have any concerns, please consult your supervising administrator.

- President's Cabinet PRPP Priorities for Budget 4000/5000 Requests (PRPP 2.1b), Non-Faculty Staffing (PRPP 2.2e), and Non-Instructional Equipment and Technology (PRPP 2.4d) [President's Cabinet Prioritizations](#)
- [Instructional Equipment and Library Materials \(IELM\) Priorities](#) (PRPP 2.4c)
- President's Cabinet PRPP Facilities Requests Priorities (PRPP 2.5a) [Facilities Prioritizations](#)

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 2018/19 fiscal year. We continue to be able to fund some priorities through an allocation of existing one-time funds or with external funds. The vast majority of priorities, however, remained unfunded because no new funds were available for distribution, and budgets across the College were strained by \$5.3 million of expenditure cuts in the non-instructional programs. At the end of the 2018/19 year, the President's Cabinet PRPP Priorities referenced above will be updated to show which priorities were funded during the current fiscal year, and those funding outcomes will be posted on the Institutional Planning website.

2019 PRPP Kickoff

The process to kickoff the 2019/20 PRPP cycle has already commenced with IPC's review of the 2018/19 PRPP Priorities mentioned above, as well as the [President's Cabinet Year-End Report of Accomplishments for 2017/18](#) and [Annual Goals for 2018/19](#). PRPP report templates for the 2019 cycle have rolled forward and are currently available for academic departments, programs, and other units to begin entering information. An updated Writer's Guide and Navigation and Editing Instructions have been posted to the PRPP SharePoint site, along with Academic data and other unit specific information.

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.

- This year is a **Comprehensive Program Review Cycle**, which means all departments and units are required to **fill out all sections of the PRPP**. Next year we will return to an Annual Planning Cycle where fewer sections are required.
- Institutional Technology Funding requests (Measure H bond funded) are now included in the PRPP. A separate email notification was sent to Department Chairs and Managers on January 22, outlining the new process [ITG Resource Requests 2019](#). The timeline for submitting these requests is the same as it's been in prior years before it was included in the PRPP template – requests must be made by February 28th to be considered for funding for the 2019/20 academic year – but the process for logging requests is now included in the PRPP sections 2.4c and 2.4d. Please refer to the [Writer's Guide](#), which can be accessed from the PRPP SharePoint site, for more information.
- Section 2.4f, Instructional and Non-Instructional Software, is new and provides a section where units/departments may request software specific to their courses, programs or services.
- The PRPP template is accessible via CITRIX, as it always has been. In the future, SRJC will be migrating away from CITRIX to the new VMHWare HORIZON client. Currently, the new HORIZON client is in beta. This year, there is a choice to access the PRPP template via CITRIX, as

in the past, or via HORIZON. Many report that HORIZON provides an easier user interface. Instructions for accessing the PRPP template via either CITRIX or HORIZON can be found in the [2019-20 PRPP Navigation and Editing Instructions](#), which can be accessed from the PRPP SharePoint site.

- The PRPP Coordinating Committee is committed to continuously improve the PRPP process. To that end, please know that all PRPP reports will receive additional review this year to ensure a quality process. Additionally, there will be a more comprehensive evaluation of the PRPP process in late spring.

2019 PRPP Training

As this is a Comprehensive Program Review Cycle, the PRPP Coordinating Committee will provide a number of training sessions. All trainings will provide basic information on accessing and filling out the PRPP template, and information on changes for this year. These trainings are open to all, but targeted to different audiences (Academic Affairs, Student Services, and All Other Units).

- Academic Affairs (Lead: Saeid Eidgahy, Senior Dean, Liberal Arts and Sciences)
 - Friday, February 8th 2:00-4:00 – Maggini 2806
 - Friday, March 29th 10:00-12:00 – Maggini 2806
- Student Services (Lead: Rachael Cutcher, Manager, Scholarship Programs)
 - Wednesday, February 6th (During a regularly scheduled Student Services Council meeting)
- All Other Units (Lead: KC Greaney, Director of Institutional Research)
 - Thursday, February 14th 10:15-11:45 am – SRJC Petaluma, Call Building, Rm 643 (During PDA)

2019/20 Budget Forecast

Governor Newsom's proposed 2019/20 budget continues to direct funding toward the system's "Vision for Success" whose purpose is to improve community college student success. The Student Success Funding Formula will remain in effect, although the phased in implementation has been frozen at a 70% base allocation/20% Supplemental allocation/10% student success allocation as various groups around the state study the formula for both credit and non-credit programs.

A major component of the Governor's proposed budget for community colleges is a 3.46% apportionment COLA. The additional funding includes COLA for various categorical programs and funding to expand the California College Promise to encompass two years of free college for first-time, full-time students. At this juncture in the budget process, there are no one-time funds for instructional equipment or scheduled maintenance and no major ongoing increases to categorical programs other than COLA. Whether or not any of what has been proposed continues through to the May Revise remains to be seen.

Although the proposed budget also includes 0.55% growth funding, growth funding would not provide any additional funds to the District for 2019/20 since FTES is expected to decline slightly over the next year. The District continues to operate under the Emergency Conditions Waiver from the devastating October 2017 wildfires. This hold harmless provision is guaranteed to continue through 2019/20, and the District is implementing plans to address what is anticipated to be a large reduction in revenues in 2020/21, the year the Waiver discontinues. Additional large reductions in expenses are planned across the district; therefore, any funded PRPP priorities will most likely come from reallocation of resources, rather than from new revenues.

College Mission and Strategic Plan

The Sonoma County Junior College District (SCJCD) [Vision, Mission Statement and Values](#) (Board 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

We are in the final year of implementation for SRJC’s 2014-2019 Strategic Plan. Plans are underway to launch a refresh of our Strategic Plan in fall 2019 and you can expect to hear more about that then. As the District gears up to create our next Strategic Plan, it is important we close the 2019 PRPP cycle by continuing to document how programs, departments and units have supported the current Strategic Plan, and how the Plan has been linked to resources. Thus it is important that we continue to include the 2014-2019 Strategic Plan in our 2019 PRPPs.

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
2019/20 PLANNING CYCLE**

November 2018	<ul style="list-style-type: none"> ▪ Supervising Administrators/Managers notify the Vice Presidents of any changes to the editor or approver lists ▪ Program/units request any changes to the program/unit configuration (requires approval of Supervising Administrator and Vice President)
December 2018	<ul style="list-style-type: none"> ▪ Changes to editors/approvers and program/unit configurations completed ▪ 2018 PRPPs rolled to 2019 by December 22rd ▪ Core Data posted on PRPP website for all units
January 2019	<ul style="list-style-type: none"> ▪ Academic Data posted on PRPP website for all Academic units ▪ FT/PT ratios, faculty within retirement range and curriculum currency posted on the PRPP website ▪ All units working on PRPP for 2019/20

February 2019	<ul style="list-style-type: none"> ▪ IPC Launch of Comprehensive Program Review Cycle – ALL Sections REQUIRED Spring 2019 ▪ Any additional or unique data provided by Vice Presidents to their components ▪ Training: ▪ Student Services: Wednesday, February 6th (during a regularly scheduled SSC meeting) ▪ Academic Affairs: Friday, February 8, 2:00-4:00, Maggini 2806 ▪ Other Units: Thursday, February 14th, 10:15-11:45, Call 643 (PDA on Petaluma campus) ▪ All units working on PRPP for 2019/20
March 2019	<ul style="list-style-type: none"> ▪ Distribution of 2019/20 Budget Development Worksheets before the end of March to be used in conjunction with PRPP ▪ Training: <ul style="list-style-type: none"> ▪ Academic Affairs: Friday, March 29th, location TBD ▪ Continue working on PRPP for 2019/20
April 2019	<ul style="list-style-type: none"> ▪ On or before Friday, April 12th – Deadline for completion of PRPP for all programs/units – For Academic Affairs deadline for all Section 2 resource requests ▪ Dialogue between supervising administrators/managers and program/units
May 2019	<ul style="list-style-type: none"> ▪ Budget Development Worksheets due to accounting May 3rd for incorporation into the Tentative Budget ▪ 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 ▪ 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 ▪ Feedback on PRPP process/template from editors and approvers via Section 6.2b ▪ For Academic Affairs – Sections 1-4, 5 (if applicable) and 6 due Friday, May 10th ▪ Supervising Administrators/Managers approve program/unit level 2019 PRPP reports on or before May 31st
June – August 2019	<ul style="list-style-type: none"> ▪ Academic Deans submit their PRPPs for VPAA review by Thursday, June 13th ▪ Academic Affairs schedules retreats for prioritization ▪ Cabinet Administrators schedule retreats and review PRPP documents, draft and discuss component-level prioritizations for 2019/20 (budget, non-faculty staffing, instructional equipment, non-instructional equipment and technology, facilities and institution-wide initiatives) ▪ President’s Cabinet Retreat (August) ▪ Incorporation of Cabinet budgetary decisions into the Adopted Budget

For PRPP questions, contact:

General - KC Greaney kgreaney@santarosa.edu

PRPP Template - Patty Collis pcollis@santarosa.edu

ITG funding this year - Alicia Virtue avirtue@santarosa.edu or Scott Conrad sconrad@santarosa.edu

Academic Affairs - Saeid Eidgahy seidgahy@santarosa.edu or Megan Lowry Reed mlowryreed@santarosa.edu

Student Services - Rachael Cutcher rcutcher@santarosa.edu

