



TO: SRJC College Community

FROM: Eric Thompson, President Academic Senate, Co-Chair IPC and BAC
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Acting Co-Chair IPC
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DATE: February 28, 2020

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 2019 Program and Resource Planning Process (PRPP) cycle has officially concluded, and the 2020 cycle has begun. This year's release has been delayed by a variety of circumstances and we thank you for your patience. This communication begins with a wrap-up of the 2019 PRPP cycle including budget allocations and PRPP resource prioritizations for 2019/20. That information is followed by details of the 2020 PRPP cycle and what we can expect for the district and state budget leading into 2020/21.

Impact of the 2019 PRPP Cycle

Ever wonder how your department's PRPP report is used? The reports prepared during the 2019 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 2019 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 includes the information from the PRPP minor facilities needs section in their prioritization of 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:

- \$108 thousand one-time for instructional equipment and library materials (IELM)
- \$108 thousand one-time for much needed scheduled/deferred maintenance projects, and
- \$384 thousand one-time for Proposition 39 Energy Efficiency projects.

Categorical funds totaling \$14 million have been received by the District in 2019/20 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:

- \$5.9 million for the Student Equity and Achievement Program (SEA)
- \$1.7 million for the Strong Workforce plan
- \$2.9 million for the Disabled Students Programs and Services

- \$1.5 million for EOPS/CARE/CAFYES
- \$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 2020, approved major bond projects moving forward included the renovation of the Burbank Theater, Petaluma Science/Student Services projects, the KAD modernization projects, and the Lindley STEM Center, the Jeff Kunde Hall, as well as numerous sustainability and security/safety projects. Based on requests during the 2019 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 2019 and earlier PRPP cycles.

2019/20 PRPP Priorities

President's Cabinet administrators compiled what they considered to be the highest priorities for 2019/20 within their component area. Those priorities were reviewed by the Institutional Planning Council (IPC) during fall 2019 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 2019/20.** 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) – [In progress](#)

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 2019/20 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 ongoing expenditure reductions, largely attributed to the district-wide reorganization and staffing reductions stemming from the Early Retirement Incentive (ERI/SERP). At the end of the 2019/20 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.

2020 PRPP Kickoff

The process to kick off the 2020/21 PRPP cycle has already commenced with IPC's review of the 2019/20 PRPP Priorities mentioned above, as well as [the President's Cabinet Year-End Report of Accomplishments for 2018/19](#) and [Annual Goals for 2019/20](#). PRPP report templates for the 2020 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 an Annual Planning Cycle, where fewer sections (only Sections 2 and 6) are required. **Section 5.11a is required for all Career Education programs.**
- **Institutional technology funding requests (Measure H bond funded) are included in the PRPP but follow a different deadline schedule.** A separate email notification has been sent to Department Chairs and Managers from the ITG co-chairs outlining details of the process. The timeline for submitting these requests allows for more time than in prior years – **requests must be made by March 25th to be considered for funding for the 2020/21 academic year. Enter all technology requests in the PRPP sections 2.4c and 2.4d.**
- Please refer to the [2020 Writer's Guide](#), which can be accessed from the PRPP SharePoint site, for more information. Red text in the Writer's Guide denotes something of note or a change to section instructions. For 2020, the only section change was to 6.2b – PRPP Editor Feedback (Optional).
- The PRPP template is accessible via CITRIX and the new VMHWare HORIZON client. To access either, go to the Information Technology website (<https://it.santarosa.edu/>) and use the "Web Links and Portals" drop down box to click on either "CITRIX Login" or "Horizon Login." Look for a dl.staff.all message from IT for more information about accessing the PRPP template and what to do if you run into difficulties.
- The PRPP Coordinating Committee is committed to continuously improving 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.

2020 PRPP Training

For the 2020 Annual PRPP 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). Training dates are as follows:

- Friday, February 28th 10-12noon – Beginner training. All newbies welcome! – Doyle 4327, 2nd floor
- Training at DCC/IM or DCC – March 24th 3-5pm (to be confirmed) – Doyle 4245, 1st floor
- Wednesday, April 1st 12-2pm – Petaluma PRPP training – PC 602
- Tuesday, April 14th 12-2pm – PRPP section specific training, what is due this spring – Bailey VPAA conference room, Zoom only, please send questions in advance.

2020/21 Budget Forecast

Governor Newsom’s proposed 2020/21 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 various groups around the state are studying the formula for both credit and non-credit programs and the addition of first generation students into the formula.

A major component of the Governor’s 2020/21 proposed budget for community colleges is a 2.29% apportionment COLA and for various categorical programs. At this stage in the budget process, there are ongoing increases proposed for apprenticeship programs, food pantry, legal and other services for undocumented students, and providing instructional materials for dual enrolled students. There are also one-time funds currently allocated for instructional equipment/scheduled maintenance/library materials. 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 0.50% growth funding, growth funding would not provide any additional funds to the District for 2020/21 since FTES is not expected to grow beyond our currently funded level. The District was approved to continue to operate under the Emergency Conditions Waiver from the devastating October 2017 wildfires for an additional two years through 2021/22, and the District continues to implement plans to address the anticipated large reduction in revenues in 2022/23, 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.

Accreditation and Strategic Plan Implementation and Accountability

We are beyond 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 2020, and the college is beginning to gear up to conduct an accreditation Institutional Self Evaluation Report (ISER) in preparation for an ACCJC team visit in spring 2022. You can expect to hear more about both of those efforts later this spring. As the District prepares to create our next Strategic Plan and report to ACCJC on our institutional accomplishments, it is important we close the 2020 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 2020 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
2020/21 PLANNING CYCLE

November 2019	<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 2019	<ul style="list-style-type: none"> ▪ Changes to editors/approvers and program/unit configurations completed ▪ 2019 PRPP templates rolled to 2020 ▪ Core Data posted on PRPP website for all units
January 2020	<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 2020/21
February 2020	<ul style="list-style-type: none"> ▪ IPC Launch of Annual Program Review Cycle – Sections 2 and 6 ONLY for all units/Section 5.11a for CTE units only ▪ Any additional or unique data provided by Vice Presidents to their components ▪ Training: Friday, February 28th 10-12noon – Beginner training. All newbies welcome! – Doyle 4327, 2nd floor ▪ All units working on PRPP for 2020/21
March 2020	<ul style="list-style-type: none"> ▪ Distribution of 2020/21 Budget Development Worksheets before the end of March to be used in conjunction with PRPP ▪ March 25th - Due date for requests for ITG for Instructional Equipment (Section 2.4c) and Non-Instructional Equipment and Technology (Section 2.4d) ▪ Training: Training at DCC/IM – March 24th 3-5pm – Doyle 4245, 1st floor ▪ Continue working on PRPP for 2020/21
April 2020	<ul style="list-style-type: none"> ▪ On or before Friday, April 17th – 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 ▪ Training: Wednesday, April 1st 12-2pm – Petaluma PRPP training – PC 602 Tuesday, April 14th 12-2pm – PRPP section specific training, What is due this spring? – Bailey VPAA conference room, Zoom only, please send questions in advance.

May 2020	<ul style="list-style-type: none"> ▪ Budget Development Worksheets due to accounting May 1st 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 5 (if applicable) and 6 due Friday, May 15th ▪ Supervising Administrators/Managers approve program/unit level 2020 PRPP reports on or before May 31st
June – August 2020	<ul style="list-style-type: none"> ▪ Academic Deans submit their PRPPs for VPAA review by Thursday, June 12th ▪ Academic Affairs schedules retreats for prioritization ▪ Cabinet Administrators schedule retreats and review PRPP documents, draft and discuss component-level prioritizations for 2020/21 (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:

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PRPP Template - Patty Collis pcollis@santarosa.edu

Technology Funding (Sections 2.4c and 2.4d) through ITG– Phyllis Usina pusina@santarosa.edu or Kevin Snyder ksnyder@santarosa.edu

Academic Affairs – Cathy Prince cprince@santarosa.edu or Megan Lowry Reed mlowryreed@santarosa.edu

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