

**From:** [Jolley, Kate](#)  
**To:** [Smotherman, Jeremy](#)  
**Cc:** [Pew, Sarah](#)  
**Subject:** 2026 PRPP Kick Off Letter  
**Date:** Friday, March 13, 2026 3:59:03 PM

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*Sent bcc: dl.staff.all*

Dear SRJC Colleagues,

The Office of Institutional Effectiveness, Research, and Planning, in collaboration with the Program and Resource Planning Process (PRPP) Coordinating Committee, has completed extensive work to review, revise, and release PRPP details for Spring 2026. Please find the key details of the PRPP planning process below. Thank you to our colleagues for developing a clear and thorough process.

### **Spring 2026 PRPP Kickoff**

The 2026/27 PRPP cycle is now underway. Report templates from the 2025 cycle have been rolled forward and are now available for academic departments, student services departments/programs, and other units to begin entering information.

- The **PRPP Writer's Guide** and **Navigation and Editing Instructions** are posted to the [PRPP SharePoint site](#), along with academic and other unit specific data.

**All PRPP submissions are due on Friday, May 22nd.**

### **PRPP Improvements**

The PRPP Coordinating Committee, which includes faculty, classified professionals, and administrators, works closely with the President's Cabinet and other stakeholders to continuously improve the planning process. Based on your feedback, here are key reminders and updates for this year:

- 2026 is a Comprehensive Planning Cycle. Departments/programs are required to complete all PRPP sections.
- Institutional technology funding requests (Measure H Bond funded) are included in the PRPP. A separate email with additional details will follow. Please enter all technology requests in sections 2.4c, 2.4d, and 2.4f.
- PRPP requests should focus on budget requests that will be on-going or seasonal budget requests that need to be sustained overtime.
- Please refer to the [PRPP Writer's Guide](#) for additional information. While there are no major changes this year, the guide has been updated with current dates and deadlines. **Red text** highlights important notes and section updates.

The PRPP template is accessible only through the VMware Horizon client. Instructions for access and troubleshooting are available on the [Information Technology website](#) under "Web Links and Portals" > "[Horizon Login](#)".

### **2026 PRPP Training and Support**

Virtual training sessions will be offered to support PRPP writers. Each session will cover the basics of accessing and completing the PRPP template, along with this year's updates. Sessions are open to all but will be tailored to a specific audience (Academic Affairs, Student Services, and all other units).

A [video training module](#) is available, and individual or group trainings can be scheduled with the identified trainers.

**Academic Affairs PRPP support dates:**

*PZZA & PRPP for Department Chairs and Supervising Administrators of Depts with faculty*

- April 2 | 12 –1:30 (RSVP to your Supervising Administrator)

*Zoom Office Hours with [Cathy Prince](#) and [Erin Daniels](#):*

- April 15 | 1:30-2:30PM Zoom: (<https://santarosa-edu.zoom.us/j/86862614929> )
- May 1 | 10:30A-11:30AM (<https://santarosa-edu.zoom.us/j/82312896415> )

*Student Services:*

- April 9 | 9:00 am | Zoom: <https://santarosa-edu.zoom.us/j/87480497881>
- [Contact Matthew Long](#) for additional support.

**2026/27 Budget Forecast**

Santa Rosa Junior College continues to navigate a complex fiscal environment shaped by statewide funding conditions and local enrollment trends. While the Governor's proposed state budget includes some positive elements for community colleges, the District remains below the enrollment level required to earn its full funding under the Student Centered Funding Formula and has not yet returned to the 17,500 FTES target outlined in the Strategic Enrollment Management Plan. As a result, the college continues to face structural fiscal challenges and has relied on one time resources in recent years while working to rebuild enrollment and stabilize our budget.

Given these conditions, the District must take a careful and disciplined approach to resource allocation. While PRPP remains an important part of aligning planning and institutional priorities, there will be very limited resources available to support new requests in the coming cycle. This year's process is intended to help the college identify and prioritize the most critical needs that support student success, enrollment recovery, and core operations, while ensuring that available resources are used strategically and responsibly.

Our accreditation standard for Institutional Mission and Effectiveness states "The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services" ([ACCJC Standard 1.4](#)). In addition, our accreditation standard for Infrastructure and Resources states "... effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets" ([ACCJC Standard 3.5](#)). Utilizing the PRPP allows for all areas to help the college identify and prioritize the most critical needs; which will we effectively use resources to support our mission and ensure student success, enrollment recovery, and maintain core operations.

Additional information can be found under [Budget Updates](#) on the Finance and Administrative Services webpage

**Aligning with Mission and Strategic Plan**

In accordance with our budget forecast and accreditation standards, all PRPP resource requests should be directly linked to the District [Mission, Vision and Values](#) as well as the 2025-30 [Strategic Plan](#) to ensure alignment with institutional priorities.

In Community,

Kate on behalf of Jeremy Smotherman and the PRPP Coordinating Committee

*Kate Jolley*

*Vice President, Finance and Administrative Services / Assistant Superintendent*



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*I acknowledge that Santa Rosa Junior College is on the territorial traditional land of the Pomo People in Santa Rosa and the Coast Miwok People in Petaluma, past and present, and honor with gratitude the land itself and the people who have stewarded it throughout the generations.*

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