Institutional Level:
Oct — Nov
College Initiatives, developed by Component Administrators and informed by district-wide committees, are affirmed by the Institutional Planning Council (IPC) and approved by the Board of Trustees.

Unit Level PRPP:
Dec — Apr
All units complete the annual Program & Resource Planning Process, to include resource requests, plans and new program initiatives in support of the College Initiatives and in conjunction with budget development.

Cluster Level Review and Prioritization (for Academic Affairs only):
Apr — May
Academic Affairs and Petaluma cluster level review; feedback to and dialogue with unit level PRPP.

Administrative Review and Prioritization:
May — Jun
Administrative review by specific groups (AAC/Academic Affairs, SSC/Student Services, Petaluma, Business Services, Human Resources, Other district Services); feedback to and dialogue with unit level PRPP.

Faculty Staffing Requests Prioritization:
Sep — Oct
Faculty Staffing Committee

Instructional Technology Requests Prioritization:
Jul — Dec
Instructional Technology Group

Instructional Equipment and Library Materials Requests Prioritization:
Jun — Aug
Dean of Learning Resources & Component Administrators

Facilities Requests Prioritization:
Jun — Aug
Dean of Facilities Operations & Component Administrators

Component Operational Review and Prioritization:
Jun — Aug
Cross component prioritization by Component Administrators of requests outside of other standing operational committees/funding sources (Budget, Non-faculty staff, Non-instructional equipment, New initiatives)

Presidential Review and Recommendation to the Board of Trustees:
Expenditure decisions/authorization

Institutional Level:
Jul — Oct
IPC reviews and affirms alignment of prioritized lists with College Initiatives and Mission; IPC affirms decisions forwarded by the President.

Oct — Nov
IPC ensures that approved priorities are communicated and posted on Institutional Planning website.

Board of Trustees:
Jun — Sep
Approval of Tentative and Adopted Budgets

Note: Please refer to the district’s Program & Resource Planning Process (PRPP) “Timeline of Activities” for more detailed information. Link: [http://www2.santarosa.edu/media/planning/Timeline%20of%20Activities%202012-13%20Planning%20Cycle.pdf](http://www2.santarosa.edu/media/planning/Timeline%20of%20Activities%202012-13%20Planning%20Cycle.pdf)

Further information can be found on the PRPP page of the district’s Planning website: [www.santarosa.edu/planning](http://www.santarosa.edu/planning)