Program and Resource Planning Process (PRPP) Annual Flow Chart

Institutional Level:
SCJCD Vision/Mission/Values and Strategic Plan, Budgetary Framework, approved by the Board of Trustees

Unit Level PRPP:
Dec — Apr
All units complete the annual Program & Resource Planning Process, to include resource requests and plans in support of the Mission and Strategic Plan in conjunction with budget development

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

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

Component Operational Review and Prioritization:
Jun — Aug
Prioritization of other requests and district needs (Budget, Non-faculty staff, Non-instructional equipment, Institutional priorities)

Faculty Staffing Requests Prioritization:
Sep — Oct
Faculty Staffing Committee

Institutional Technology Requests Prioritization:
Jul — Dec
Institutional 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

Presidential and Cabinet Review for Budget Development:
Expenditure decisions/authorization

Institutional Level:
Jul — Oct
IPC reviews and affirms alignment of prioritized requests with Mission and Strategic Plan

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

Continuous Quality Improvement (PRPP Coordinating Committee)

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

Not included in PRPP cycle:
- VTEA/Perkins Funding

Note: Further information can be found on the PRPP page of SRJC’s Planning website: www.santarosa.edu/planning and on the password-protected PRPP SharePoint website: https://bussharepoint.santarosa.edu/prpp/