

June 28, 2021

Dr. Frank Chong
Superintendent/President
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401

Dear Dr. Chong:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 9-11, 2021, reviewed the Special Report and related evidentiary materials submitted by Santa Rosa Junior College. The Commission also considered the written response you submitted prior to the Commission meeting.

The purpose of this review was to determine whether the College has appropriately responded to the deficiencies identified by the Commission through its fiscal monitoring process, per the Commission's *Policy on Monitoring Institutional Performance*, and noted in its Action Letter of February 1, 2021. The Special Report was to provide an update on Santa Rosa Junior College's integrated financial plan and to describe the steps taken or those planned to resolve the following deficiencies:

- Ongoing declining enrollment
- Low fund balance reserves, excluding other financing sources
- Operating Deficit, excluding other financing sources
- Negative operating revenue ratio, excluding other financing sources
- Other Post-Employment Benefits (OPEB) 0% funded

Upon consideration of the report and evidentiary materials, and the written information noted above, the Commission acted to **Accept the Report**. Per the ACCJC *Policy on Commission Actions on Institutions*, the Commission accepts reports that have met specific requirements. In the case of Santa Rosa Junior College's Special Report, the Commission found that the College had provided an update on the College's integrated financial plan and described the steps the

College is taking to resolve the deficiencies noted in the February 1, 2021 Action Letter, except for the issue pertaining to Other Post-Employment Benefits.

In accordance with federal regulations and the ACCJC *Policy on Commission Actions on Institutions*, compliance requirements and deficiencies must be addressed and the institution must demonstrate that it aligns with Commission Standards and Policies within three years of first receiving notification of noncompliance, by February 2024. If the institution cannot document that it has come into compliance within the designated period, the Commission will take adverse action.

After deliberation, and in keeping with the Commission's *Policy on Monitoring Institutional Performance*, the Commission acted further to **Require a Special Fiscal Monitoring Site Visit** to continue monitoring the ongoing deficiencies noted in the February 1, 2021 Action Letter. The Special Visit will be conducted in conjunction with the scheduled spring 2022 comprehensive review.

While the college is not expected to prepare a Special Report in preparation for the Special Fiscal Monitoring Site Visit, the Commission noted that the comprehensive peer review team will focus attention on the following issues as they pertain to related Standards and the deficiencies noted in the February 1, 2021 Action Letter:

- FTES assumption in the college's Long Range Plan to Fiscal Stability to assess whether the assumption is realistic or if the assumption should be updated to reflect current and projected enrollment trends. (III.D.4)
- Changes in FTE for all employee categories to determine the extent of the actual reduction in personnel, and if these actual reductions are consistent with the Long Range Plan to Fiscal Stability and/or other fiscal planning documents. (III.D.4)
- Ensure budgets, including multi-year budgets, reflect cost savings from implemented plans in actual and projected numbers. (III.D.9)
- The sustainability of the College's long-term strategy for funding its OPEB liability. (III.D.12)

The Commission requires the College to disseminate the Special Report and this letter within the institution, including by posting them on the College's website.

If you have any questions about this letter or the Commission's action, please feel free to contact Dr. Stephanie Droker or the vice president that has been assigned as liaison to your institution.

Sincerely,



Stephanie Droker, Ed.D.



Sonya Christian, Ed.D.

cc: Dr. L. Jane Saldaña-Talley, Accreditation Liaison Officer