June 29, 2007

Dr. Philip R. Day
Chancellor
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dear Chancellor Day:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 6-8, 2007, reviewed the Progress Report submitted by the college and the report of the evaluation team which visited on Monday, March 26, 2007. The Commission took action to accept the report, with a requirement that the college complete a Focused Midterm Report.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Midterm Reports indicate progress toward meeting the evaluation team's recommendations and forecast where the college expects to be by the time of the next comprehensive evaluation. The report also includes a summary of progress on college-identified plans for improvement as expressed in the self study report. A Focused Midterm Report is a midterm report which must give evidence of that the recommendations identified by the Commission for emphasis should be fully addressed.

City College of San Francisco should submit the Focused Midterm Report by March 15, 2009. The Focused Midterm Report should address all the team's recommendations with special emphasis on the concerns as noted below:

**Recommendation 4: Financial Planning and Stability**
The team recommends that the college develop a financial strategy that will: match ongoing expenditures with ongoing revenue; maintain the minimum prudent reserve level; reduce the percentage of its annual budget that is utilized for salaries and benefits; and address funding for retiree health benefits costs. (Standards III.D.1.b, III.D.2.c, and III.D.2.d).

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the college library can accomplish this. The Progress Report will become part of the accreditation history of the college and should be used in preparing for the next comprehensive evaluation.
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On behalf of the Commission, I wish to express continuing interest in the institution’s educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,

Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Dr. Robert Gabriner, Accreditation Liaison Officer  
    Board President, San Francisco Community College District  
    Dr. Constance Carroll, Team Chair

Enclosure