



MONTEREY PENINSULA
COLLEGE

December 19, 2008

Vice Chancellor Michalowski
Chancellor's Office
California Community College
1102 Q Street
Sacramento, CA 95814

Dear Vice Chancellor Michalowski:

Monterey Peninsula College has reviewed the recommendations and compliance issues cited by the Student Services Program Review and Technical Site Visit Team during their April 3-4, 2008 visit.

The site visit process was positive for the College and the programs under review as it allowed for an internal review that was extremely beneficial. Program staff members gained a better understanding of program regulations as they compared their daily operation to Title V regulations. Additionally, program staff had an opportunity to share their programs with the campus community. This sharing activity was of particular value as the self study document provided information about the program that most staff were not aware of. This document was shared with the campus Shared Governance Committee, the Academic Senate and the Governing Board. Staff and Board members were able to gain a better understanding of the purpose and role of our categorical programs. Some of the great things that have gone unnoticed for years are now noticed.

MPC has chosen to respond to only the compliance issues that were cited during the review. Please be aware that each of the recommendations, whether compliance or not, have been reviewed, discussed and appropriate action considered by Vice President of Student Services Carsbia Anderson and staff.

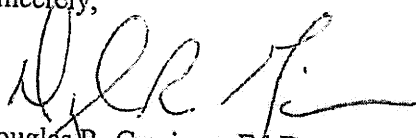
Please be aware that I have personally reviewed the Summary Report and am confident that we have properly responded to the compliance issues. I am also aware that there are plans to address several of the recommendations made by the visiting team.

The College appreciates the thoroughness of the site visit and the assistance offered by the team members. Their careful attention found areas that needed to be addressed while also identifying our many strengths and recognizing the contributions of our great staff.

We appreciate the work of the site visit team and the Systems Office staff for participating in our review and for the professionalism demonstrated by all involved.

If there are additional needs to be addressed by MPC in responding to the site visit,
please contact my office or Vice President Anderson.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. R. Garrison', written in a cursive style.

Douglas R. Garrison, Ed.D
Superintendent/President

MONTEREY PENINSULA COLLEGE
STUDENT SERVICES PROGRAM REVIEW AND TECHNICAL ASSISTANCE SITE VISIT-APRIL 3-4, 2008

CALWORKs

(1) Recommendation (compliance)

Adjust the current year (2007-08) CalWORKs budget to remove the three positions identified above in order to comply with System Office CalWORKs program funding guidelines.

The reference to the positions reads as follows: "The team member reviewed the CalWORKs budget and found that CalWORKs funds are being used to pay for a Financial Aid Advisor (10%), Work Study Coordinator (15%), and a Child Development Specialist (15%) positions. After discussing this finding with the Associate Dean of Student Services, it was clarified that these positions do not provide any CalWORKs services to students."

Response to Recommendation

The three positions referenced above were included in the 2007-08 CalWORKs Program Proposed Budget Plan; however, only the Child Development Center (CDC) Specialist position was included in the submitted CalWORKs FY 07-08 Year-End Expenditure Report. The CDC Specialist position remained in the final expenditure report because this position provides direct services to CalWORKs students who have children enrolled in our campus based Child Care Center.

As outlined in the 2007-08 CalWORKs Program Handbook, the staff time used to keep track of students who qualify for the child care services is an allowable CalWORKs expenditure. The CDC Specialist positions are responsible for ensuring the availability, adequacy, reimbursement and tracking of campus based child care services for MPC CalWORKs students.

EOPS/CARE

(1) Recommendation (compliance)

Remove the Financial Aid Director position from the current year (2007-08) EOPS Program Plan and budget and submit revisions to the System Office for review and approval.

Response to Recommendation

The salary and benefits of the Financial Aid Director was included in the 2007-08 Proposed EOPS Budget as a 10% District Contribution; however, no part of the Financial Aid Director's salary and benefits were used in calculating the District Contribution in the Final EOPS Expenditure Report submitted to the System Office.

(2) Recommendation (compliance)

Improve the visibility of the EOPS program limitations and immediately cease the practice of "services only" to timed-out students.

Response to Recommendation

The program no longer provides "services only" to timed-out students.

(3) Recommendation (compliance)

Seek a waiver from the System Office for tutoring services since TRiO is providing tutoring to EOPS students.

Response to Recommendation

MPC has decided not to seek a waiver for tutoring services. Positions number #9 and #10 in the 2007-08 EOPS Program Plan are Learning Skills Instructors paid using both TRiO and EOPS funds. The percentage of time and salary/benefits for these two positions paid using EOPS funds provide direct "over and above" tutorial assistance to EOPS students. EOPS students are able to receive unlimited, drop-in and/or scheduled tutorial support provided by these two positions.

(4) Recommendation (compliance)

Refrain from issuing payment to the cafeteria vendor utilizing the practice of rounding up to \$5. Payment to the vendor should be based on actual charges of goods purchased by the CARE students.

Response to Recommendation

The CARE program no longer engages in the practice of rounding up to \$5. The actual amounts of the goods purchased by the CARE students are charged to the program.

Supportive Services (DSFS)

(1) Recommendation (Compliance)

Review and make necessary adjustments to provide wheelchair access to Supportive Services offices and to the bathrooms in the gym across from the temporary offices of the Supportive Services. *Government Code 11135(b)*

Response to Recommendation

In January 2009, the District will add an accessible door to the gym across from the temporary offices of Supportive Services. The adjacent bathroom will also be altered to meet current ADA requirements.

(2) Recommendation (Compliance)

Review the lack of confidentiality in the current office space for Supportive Services and identify and implement strategies to ensure that students' confidentiality is assured during testing and counseling session, etc. until the new Student Services building is completed. *Title 5 section 56008*

Response to Recommendation

Several issues have been identified that can be addressed to improve the problem. In January 2009, the single supply air duct feeding several rooms will be split to reduce the noise transfer from one room to another. And, where partitions fall on a window, additional sound proofing material will be installed between the partitions and exterior windows.