



# ADMINISTRATIVE PROCEDURES

No. 5150.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES

### **Staffing and Program Management:**

The College will maintain an appropriate level of staffing to meet program regulations and appropriately address student needs. Program staff may include a director, academic counselors and other staff necessary to support students. The Extended Opportunities Programs and Services (EOPS) and its related Cooperative Agencies Resources for Education (CARE) program are under the supervision of the Director of Financial Aid & EOPS.

### **Documentation and Data Collection:**

The Director of Financial Aid & EOPS, working collaboratively with assigned staff, will develop and utilize a filing system and appropriate electronic database(s) to monitor and track students who are participants in the program. This information will be used for tracking student eligibility, academic progress, and services received, which is submitted to the Chancellor's Office each semester.

### **EOPS/CARE Advisory Committee:**

EOPS/CARE will establish and maintain an Advisory Committee chaired by the Director of Financial Aid & EOPS. The Advisory Committee may include representatives from students, college personnel, local high schools, community and business sectors, and four-year colleges. At a minimum, the Advisory Committee will meet once each semester.

### **Full-time Director:**

The College will adhere to the Chancellor's Office guidance on maintaining a full-time EOPS director. When available, a waiver may be submitted to meet program requirements.

### **The Eligibility Criteria for EOPS:**

The Director of Financial Aid & EOPS, working collaboratively with program staff, will ensure that all EOPS/CARE participants have met the eligibility criteria established by state regulations. The participant's file will contain required documentation to demonstrate the participant's eligibility for the program.

The following are the basic eligibility criteria for the EOPS Program:

- California resident of AB540 student
- Enrolled in 12 or more units at Mendocino College
- Eligible for California College Promise Grant (Fee Waiver) A or B
- Must not have completed more than 60 degree –applicable units
- Must not have completed an Associate degree

### Student Responsibility Requirements:

- Attend an EOPS Orientation
- Complete three counselor contacts each semester
- Maintain a current Student Educational Plan
- Maintain at least a 2.0 grade point average

The Director of Financial Aid & EOPS and program staff will monitor participant's progress toward meeting the established responsibilities. The Director of Financial Aid & EOPS, in accordance with Chancellor's Office guidelines, is authorized to suspend and/or terminate program services to participants who are not meeting the responsibility standards.

### **Recruitment and Outreach Services:**

Throughout the year, EOPS/CARE staff will conduct various outreach activities (i.e., presentations, workshops, one-on-one information sessions) at local high schools, at various community organizations and events, and on campus.

### **Cognitive and Non-cognitive Assessment, Advising, Orientation Services, and Registration Assistance:**

The EOPS/CARE program will offer services that go above and beyond normal college-wide activities by providing specialized one-on-one counseling assistance, an EOPS/CARE orientation, and priority enrollment for EOPS/CARE participants. In addition, students who indicate the need for further learning needs assessment will be referred to the Disability Resource Center for further assistance.

### **Basic Skills Instruction, Seminars, and Tutorial Assistance:**

Basic Skills may be offered on a limited basis at Mendocino College, but are not required. Student success seminars are offered during continuing student update seminars and workshops are offered by multiple departments within the College throughout the year, with access provided to EOPS/CARE participants. All EOPS/CARE participants are eligible to receive one-on-one tutorial assistance provided through the Learning Center, dependent on funding.

### **Counseling and Retention Services:**

The EOPS/CARE program will provide specialized counseling services to assist participants with academic, personal, career, and transfer support. As part of these services, participants will be required to complete an education plan that is kept on file with the EOPS/CARE program.

The EOPS/CARE program will also provide appropriate services and activities to assist with student retention. Such services can include the textbook lending library, priority registration, college visits, school supplies, fee waivers for university applications, tutoring services, and graduation regalia for graduating participants. The CARE program will also provide participants with child care grants, student success workshops, food assistance, and transportation assistance.

### **Career Employment Services:**

Mendocino College operates the Career Hub, which offers career advisement and employment support to students. EOPS/CARE refers students to the center for career and employment information or assistance.

**Transfer Services:**

EOPS/CARE counseling staff will provide participants with transfer assistance, such as: major identification; college searches; application assistance; university fee waivers; letters of recommendation; and other approved transfer services as needed to assist in successful transition. EOPS/CARE will work collaboratively with other categorical programs and campus resources to provide services and activities that support student transfer.

**Direct Aid:**

The EOPS/CARE program may provide students with direct aid in the form of a grant or textbook lending library each semester. The EOPS/CARE program may also provide funding for other out-of-pocket educational expenses, such as required classroom materials, university application fees, Phi Theta Kappa membership costs, among others, if funding is available.

Additionally, CARE participants may receive food assistance, gas cards, and a child care grant to cover out-of-pocket childcare expenses, upon available funding.

**Establishment of objectives to achieve the goals in implementing EOPS/CARE:**

Working collaboratively program staff, the Director of Financial Aid & EOPS will establish annual goals and service area outcomes (SAO) designed to assist in implementing the EOPS/CARE program according to state regulations and standards. The director will monitor progress toward achieving these goals and SAOs and submit an annual status report to the appropriate administrator through the established Program Review process.

**Review and evaluation of the programs and services and submission of related reports:**

Director of Financial Aid & EOPS will collect data and conduct student surveys throughout the year, as appropriate, to enable the program to meet all its reporting requirements. The Director of Financial Aid & EOPS, working collaboratively with other departments and the Vice President of Student Services will submit all required Chancellor's Office reports and budget forms in a timely manner so as to meet the appropriate deadlines.

References: Educational Code Sections 69640-69656;  
Title 5 Sections 55751-56200 et. seq.