



**PROGRAM PLAN FOR
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
2008-2009**

Program No.: 08-36-2112

1.1 College: Crafton Hills College
Address: 11711 Sand Canyon Road, Yucaipa, CA 92399

1.2 Summary of EOPS Minimum Program Standards

(Please check Standards offered)

- EOPS Director - Full-time Part-time (waiver required for Part-time)
- EOPS Advisory Committee
- EOPS Recruitment/Outreach Services
- EOPS Orientation Services
- EOPS Priority Registration Services
- Testing/Assessment Services
- Professional/Certificated Counseling and Retention Services
- EOPS Basic Skills Instructional Services
- EOPS Tutoring Services
- EOPS Transfer and Job/Career Transition Services/Activities
- Other Activities and Services Offered Including CARE (please specify): _____

Total number of EOPS students planned to be served in 2008-2009: _____

1.3 EOPS Allocation for 2008-2009: <u>\$454,422</u>	Proposed District Contribution for 2008-2009: <u>\$ 128,807</u>
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1.4 Signature of College EOPS Director

Print Name: Rejoice C. Chavira
Title: Director, EOPS/CARE
Signature: *Rejoice C. Chavira* Date: 10/17/08

1.5 Signature of Administrator responsible for the supervision of the EOPS Director

Print Name: Joe Cabrales
Title: Dean, Student Services
Signature: *Joe Cabrales* Date: 10/22/08

1.6 I certify, on behalf of the Board of Trustees, that funds requested herein will be expended in accordance with the provisions of Chapter 2.5 (commencing with Section 56200) of Division 7 of Part 6 of Title 5 of the California Code of Regulations.

Superintendent/President

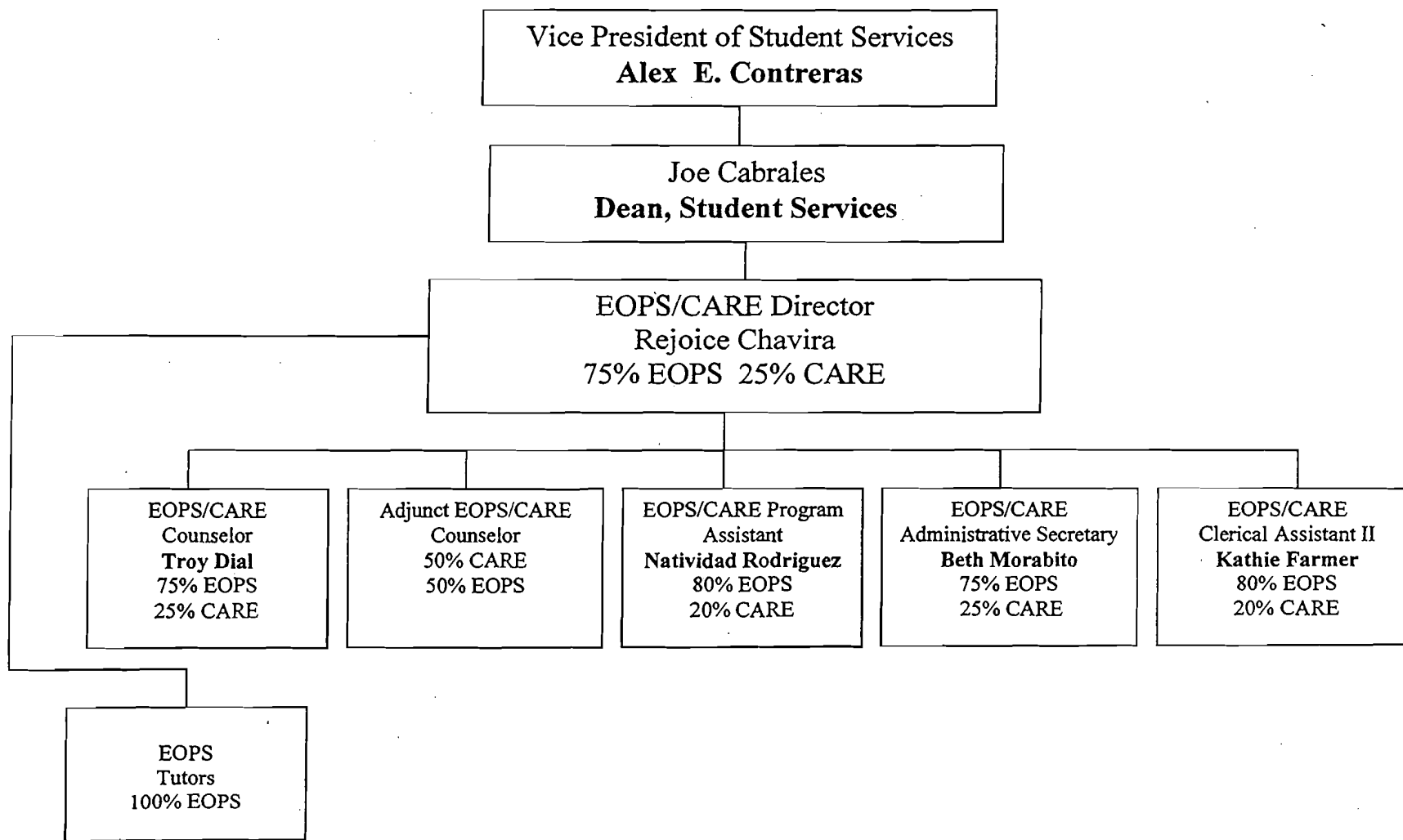
Print Name: Gloria Harrison
Title (if designee): President, Crafton Hills College
Signature: *Gloria M. Harrison* Date: 10-22-08

SUBMIT 1 COPY

College: Crafton Hills College

Program No.: 08-36-2112

2.1 EOPS/CARE Program Organizational Chart (Include all positions listed in element 2.2 and include position #)



College: Crafton Hills College Program No.: 08-36-2112

2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties
(Required of all positions with time assigned to EOPS and/or CARE)

1) Position: # 1 Position # from prior year: _____		2) Name: <u>Rejoice Chavira</u> Job Title: <u>EOPS/CARE Director</u> Reports to: <u>Dean of Student Services</u> Supervises: <u>EOPS Staff</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input checked="" type="checkbox"/> Unchnng <input type="checkbox"/>		1) 75 2) 25	105,360		1) 2) 3)	1) 2) 100 3)	19,447	1) 2) 3)	1) 2) 100 3)	12
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	55	Coordinates implementation of EOPS/CARE Program Plan; review data; complete state reports; monitor EOPS/CARE budget; supervise staff. Attend statewide and regional meetings, workshops and conferences.								
Other 100 (Cat A) (Act. 120- 150)	15	Produce EOPS/CARE newsletters each semester and other public information materials. Work with EOPS/CARE Advisory Committee and recommend appointment of members to college president. Review and make final determination of student eligibility for EOPS/CARE.								
200 - 800 (Cat B) (Act. 210- 820)	30	Assist with outreach/ recruitment functions. Initiate and maintain liaisons with appropriate administrators of high schools and community agencies. Monitor the delivery of support services to students; establish policy and documentation requirements. Provide orientation workshops for EOPS and CARE students. Provide academic, career, transfer counseling as needed, Monitor probationary students. Coordinate transfer activities. Responsible for establishing liaisons with the Dept. of Social Services and the County CalWORKs Program to explore and agree on a CARE program to serve EOPS/CARE eligible students. Direct the implementation of a coordinated effort between the Financial Aid Office and EOPS Office to determine eligibility for grants and EOPS Work Study. Design, implement and supervise staff inservice training program aimed at enhancing the knowledge and skills of EOPS staff. Conduct EOPS staff meetings. Participate in other campus committees as needed. Promote awareness to the college's staff of the needs of EOPS students.								
Total	100%	CODES: 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict Other Nondistrict								

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2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties
(Required of all positions with time assigned to EOPS and/or CARE)

1) Position: # 2 Position # from prior year: <u>2</u>		2) Name: <u>Troy Dial</u> Job Title: <u>EOPS/CARE Counselor</u> Reports to: <u>EOPS/CARE Director</u> Supervises: <u>NA</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New Mod <input checked="" type="checkbox"/> Unchng	1820	1) 75 2) 25		69,014	1) 87.5 2) 12.5 3)	1) 2) 3)	15,239	1) 87.5 2) 12.5 3)	1) 2) 3)	12
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)										
200 - 800 (Cat B) (Act. 210- 820)	100	<p>Provide comprehensive counseling services designed to assist students develop an educational plan which includes: Assessment, academic/transfer counseling; career/vocational counseling; personal counseling; and referrals when appropriate.</p> <p>Provide Early Scheduling/Priority Registration counseling functions.</p> <p>Review transcripts (high school and other colleges).</p> <p>Provide transfer assistance (recommendations, fee waivers, etc.), assists with certification and job/career functions.</p> <p>Provide activities to increase retention and success.</p> <p>Participate in EOPS staff meetings as well as counseling department staff meetings.</p>								
Total	100%	CODES: 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict Other Nondistrict								

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2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties
(Required of all positions with time assigned to EOPS and/or CARE)

1) Position: # 3 Position # from prior year: _____		2) Name: <u>Adjunct</u> Job Title: <u>EOPS/CARE Counselor</u> Reports to: <u>EOPS/CARE Director</u> Supervises: <u>NA</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input checked="" type="checkbox"/> Unchnng <input type="checkbox"/>		1) 50 2) 50		21,000	1) 75 2) 25 3) 3)	1) 2) 3)	2,200	1) 75 2) 25 3) 3)	1) 2) 3)	12
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	10	Under the direction of the EOPS/CARE Director, provide oversight of the CARE activities.								
Other 100 (Cat A) (Act. 120- 150)	10	Determine CARE eligibility and monitor CARE functions. Develop tracking information for data collection and reporting of CARE students								
200 - 800 (Cat B) (Act. 210- 820)	80	<p>Provide comprehensive counseling services designed to assist CARE students develop an educational plan which includes: Assessment, academic/transfer counseling; career/vocational counseling; personal counseling; and referrals when appropriate.</p> <p>Provide Early Scheduling/Priority Registration counseling functions.</p> <p>Review transcripts (high school and other colleges).</p> <p>Provide transfer assistance (recommendations, fee waivers, etc.), assists with certification and job/career functions.</p> <p>Participate in EOPS staff meetings as well as counseling department staff meetings.</p> <p>Participate in CARE orientations and recruitment activities.</p> <p>Schedule workshops for CARE students (locations, topics, speakers). Notify students.</p> <p>Serve on campus committees as needed.</p> <p>Liaison with community agencies to facilitate services to CARE students and provide referral services.</p>								
Total	100%	CODES: 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict Other Nondistrict								

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2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties
(Required of all positions with time assigned to EOPS and/or CARE)

1) Position: # 4		2) Name: <u>Natividad Rodriguez</u> Job Title: <u>EOPS/CARE Program Assistant</u> Reports to: <u>EOPS/CARE Director</u> Supervises: <u>NA</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New ___ Mod <u>X</u> Unchnng ___	2080	1) 80 2) 20		44,253	1) 90 2) 10 3)	1) 2) 3)	17,453	1) 90 2) 10 3)	1) 2) 3)	21
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)	40	Determine EOPS and CARE Program eligibility. Coordinates the intake and processing of new students and transfer files. Gather and maintain program statistics; input program data for MIS reporting. Maintain accurate records for preparing college and state reports. Provide support for processing outcome data.								
200 - 800 (Cat B) (Act. 210- 820)	60	Participate in EOPS and CARE recruitment activities. Monitor EOPS students progress and mid term contacts with EOPS and CARE students. Assists in providing advisement and appropriate referrals in college. Participates in EOPS staff meetings. Coordinates student support services related to completion of all required forms for areas in Financial Aid. Assists in conducting workshops and training services. Serve on campus committees as needed.								
Total	100%	CODES: 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties

(Required of all positions with time assigned to EOPS and/or CARE)

1) Position: # 5		2) Name: <u>Beth Morabito</u> Job Title: <u>EOPS/CARE Administrative Secretary</u> Reports to: <u>EOPS/CARE Director</u> Supervises: <u>Student Aides</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New _____ Mod <u>X</u> Unchnng _____	1300	1) 75 2) 25		35,757	1) 87.5 2) 12.5 3)	1) 2) 3)	16,023	1) 87.5 2) 12.5 3)	1) 2) 3)	21
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	50	Assists in preparation of annual reports and project plans; completes requisitions, travel requests; compiles information and monitors the EOPS budget; maintains overall budget account information, monitors purchase requisitions and purchase orders. Composes correspondence to state and local agencies regarding program issues. Coordinates staff meetings and maintains accurate minutes. Provides a wide range of clerical support services for EOPS/CARE program. Sets appointments and coordinates meetings for the Director of EOPS/CARE.								
Other 100 (Cat A) (Act. 120-150)	30	Transcribes and disseminates minutes for EOPS Advisory Committee. Assists in maintaining book loan expense records; and maintains current budget information for EOPS/CARE related programs								
200 - 800 (Cat B) (Act. 210-820)	20	Provides information on college and community resources. Assists in the coordination of facility requests and agency workshop activities conducted within the EOPS/CARE program. Attends and participates in monthly staff meetings and other relevant in-service training programs. Assists in the implementation and record keeping of book services functions. Serve on campus committees as needed.								
Total		100%		CODES: 7a 1) EOPS 7b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 5b Non EOPS/CARE Other Nondistrict			9a 1) EOPS 9b 1) VATEA 9a 2) CARE 9b 2) District 9a 3) EOPS Work Study 9b 2) College Work Study/ other Nondistrict			

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1) Position: # 6		2) Name: <u>Kathie Farmer</u> Job Title: <u>Clerical Assistant II</u> Reports to: <u>EOPS/CARE Director</u> Supervises: <u>NA</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New Mod <u>X</u> Unchnng ___	1560	1) 80 2) 20	0	25,441	1) 90 2) 10 3)	1) 2) 3)	14,552	1) 90 2) 10 3)	1) 2) 3)	21
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	60	Provides clerical services in support of administrative functions. Schedule appointments; answer phones; answer eligibility and program questions.								
Other 100 (Cat A) (Act. 120- 150)	20	Assists in the maintenance of information records that track the services to EOPS and CARE students.								
200 - 800 (Cat B) (Act. 210- 820)	20	Provides direct assistance in specified areas in orientation. Priority registration services for EOPS and CARE students. Assists in the implementation and record keeping of book services functions. Participate in EOPS staff meetings.								
Total	100%	CODES: 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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1) Position: # 7		2) Name: _____ Job Title: <u>EOPS Tutors (2 x 15 hrs x 18 weeks x \$11.00)</u> Reports to: <u>EOPS/CARE Director</u> Supervises: <u>NA</u>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New _____ Mod <u>X</u> Unchnng _____	720	100		7,200	1) 100 2) 3)	1) 2) 3)	0	1) 2) 3)	1) 2) 3)	23
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)										
200 - 800 (Cat B) (Act. 210- 820)	100.	Provide tutoring services to EOPS students in Math, English and other subjects as needed.								
Total	100%	CODES: 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

PART 3College: Crafton Hills College Program No.: 08-36-2112_**3.1 Year-End Report for Prior Year (2007-08)**

Please provide the requested outcomes and a brief narrative of your program accomplishments in 2007-08, including but not limited to the following information: Program objectives achieved; Advisory Committee involvement; Outreach efforts; Workshops and class offerings; Student success; Student Awards/Scholarship acknowledgments; any special program successes; and overall program evaluation.

No. of Students Planned to Serve:	411
No. Graduated:	39
No. Transferred:	20
No. AA/AS degree:	36
No. Certificates:	2

No. of Students Served:	411
No. Persisted:	9
No. On Honors:	6
<i>Other - pls specify</i>	6
No. Medal of Distinction	
<i>Other - pls specify</i>	
No.	

Narrative of Program Accomplishments for 2007-08:

Please see attached sheet

07-08 Year End Accomplishments EOP&S Program

EOP&S

Number of unduplicated students served:	411
Graduates:	39
Number of students with an overall 3.0 GPA	85
Scholarships:	
Total number of students receiving scholarships:	25
Medals of Distinction:	6
Honor Graduates:	10
AGS Graduates:	2
Who's Who Among Students:	5
CHC President's Award:	1

Outreach Events Staff Participated in:

SB County Behavioral Health and Resource Fair
Discover Highland
Beaumont High School College Fun
Pacific High School College Presentation
SBUSD College Night
Pacific High School Back to School Night
CSUSB Young Women's Health Conf.
Arrowhead Credit Union Fiesta de la Familia
Yucaipa High School Career Center ELAC-Spanish Community College Presentation
Independent Living Program Resource Fair
UCR AB-540 Presentation
San Gorgonio High School FAFSA Workshop-Spanish Presentation
San Andreas High School FAFSA Workshop
Cal-Safe Career Fair
Sierra High School FAFSA Workshop
CHC H.S. Visitation Day
CHC Arts Day
CHC Grad Fair