

October 17, 2025

ESS 25-70 | Via Email

TO: Chief Student Services Officers
Chief Executive Officers
Chief Business Officers
Chief Information Officers
Extended Opportunity Programs and Services (EOPS) Directors and Administrators

FROM: Rowena Tomaneng, Deputy Chancellor

RE: Required Staffing for Extended Opportunity Programs and Services (EOPS)

This memorandum serves to provide further recommendations regarding the Chancellor's Office memo [ESS 25-09](#) regarding the *Effective Use of Prop 98 Spending*, and as a reminder of minimum levels of service and staffing for Extended Opportunity Programs and Services (EOPS).

Background

Districts' and colleges' timely use of annual EOPS allocations is imperative to ensure fidelity of local programs and student success. As outlined in memo [ESS 25-09](#), districts and colleges should do all possible to spend down funds within the same year allocated to advance the intended purposes of the respective programs, even if not specifically required. If funds are not fully expended within the same year of allocation, the remaining funds should be the first funds expended in the following year.

Minimum Staffing Requirements

California Education Code specifies minimum standards for EOPS services and requirements for staffing, as follows:

1. The Extended Opportunity Programs and Services (EOPS) provided by a community college district shall supplement the regular educational programs of the community college district to encourage the enrollment of students handicapped [sic] by language, social, and economic disadvantages, and to facilitate the successful completion of their educational goals and objectives.
2. EOPS shall be provided by certificated directors and instructors, as well as by counselors and other support staff approved by the governing board of the community college district.
(California Education Code § 69641)

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At a minimum, colleges are required to maintain an EOPS director (or equivalent position), unless a waiver is approved by the Chancellor's Office. In addition, colleges are required to maintain program staffing levels to ensure that students participating in EOPS receive access to supplemental support in addition to programs available to the general student population. The Chancellor's Office recommends all colleges leverage EOPS categorical funds for additional staff positions and timely hiring practices to ensure minimum levels of service are met. The Chancellor's Office will continue to monitor EOPS staffing levels through required annual fiscal reporting.

Chancellor's Office Contact

For questions regarding this memorandum, please contact Vice Chancellor for Student Services Stacey Shears at SShears@CCCCO.edu.

cc: Chris Ferguson, Executive Vice Chancellor of Finance and Strategic Initiatives
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