

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Second Chance 2021***

#### **1.1a Mission**

The mission of the Second Chance program is to assist formerly incarcerated students at Santa Rosa Junior College in their educational pursuits by providing onboarding assistance, counseling, grants, resources, and support so that this vulnerable population can succeed in reaching their academic goals.

#### **1.1b Mission Alignment**

Second Chance aligns with the mission by providing a comprehensive range of student services to support students and enrich their lives. These include all those outlined in the program's mission statement, as well as weekly club meetings to give students a sense of belonging, community, and opportunities for personal growth and which engage the whole person. Second Chance is also an inclusive community and welcomes any student of any age, gender identity, sexual orientation, or ethnic or religious background who has had involvement with the criminal justice system.

#### **1.1c Description**

Formerly incarcerated students taking any number of credit units or who are in SRJC's GED or non-credit programs or classes qualifies for Second Chance..

What does Second Chance provide?

A non-judgmental, supportive environment to help a student turn her/his life around. Academic, career, and personal counseling from a dedicated SRJC Second Chance counselor.

Weekly club meetings to connect with other Second Chance students committed to maintaining sobriety, and building new positive relationships and a community of respect, caring, and support.

Access to free professional expungement (clearing your criminal record) assistance.

Free school supplies including laptop loaners for those in credit classes.

Free refurbished I-phones, Second Chance t-shirts and buttons.

Listserve e-mail announcements to inform students of relevant campus and community events/activities, and resources.

Second Chance scholarships for those who apply and are eligible.

Referral to on-campus and off-campus services and resources to help students succeed.

Letters of support for court, jobs, custody issues, housing, etc. as warranted.

Leadership opportunities to help students build their personal portfolio.

## **1.1d Hours of Office Operation and Service by Location**

Second Chance is housed in the MESA Center in Bertolini and staffed by a FT Counselor at 30% load who is available Monday through Friday for appointments to assist Second Chance students and new and potential students. It is hoped that if SRJC receives the Chancellor's Office re-entry grant for this population, Second Chance will be able to hire a PT classified level assistant and increase counselor load to 50%.

## **1.2 Program/Unit Context and Environmental Scan**

Second Chance has been growing significantly in the last 1-2 years, and will continue to grow due to several factors: 1) Second Chance is now an official Student Services program with a website and dedicated counselor; 2) Weekly outreach is now being conducted by the counselor at the local detention facilities and the Day Reporting Center; 3) SRJC has started in-custody classes at our local jails. Students in SRJC classes in custody will have a much easier transition to on-campus classes and the Second Chance program. In addition, Student Equity and Achievement Program (SEA) has provided grant funds to help support Second Chance students in buying books/supplies/gas cards/meal cards from the campus Bookstore.

## **2.1a Budget Needs**

Second Chance program is a Student Services program that has no actual budget other than 50% of a FT SRJC Counselor's load. Second Chance has been able to provide direct aid in the form of bookstore grants for textbooks only for the past three semesters due to a one-time

\$11,000 donation from the Tribal Council of the Graton Rancheria. These funds will run out by Fall 2021. SRJC also received a two-year re-entry State grant from the Chancellor's office which has been used to provide \$50 food/gas cards to every enrolled Second Chance student for the past two years. Many expenses such as use of copy machine, office supplies, and manager support have been generously subsumed by the MESA program where the Second Chance program counselor/coordinator is housed. Second Chance is part of the CCCCORising Scholars Network. Currently there is a legislative bill to make Rising Scholars its own Categorical Program. It is hoped that after Rising Scholars becomes a Categorical program, there will be annual funding allocated at some point. In the meantime, Second Chance will need SEA and other funds next year to continue the same level of vital direct student aid. The estimated needs for direct aid at the same level is \$10,000 per semester Fall and Spring, or \$20,000 for the year 2021-22.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	01	02	\$100,000.00	Increase to full time the counselor load to handle increasing numbers of students as both the counselor and program coordinator
0003	Santa Rosa	01	02	\$20,000.00	Direct student grants for books/supplies, food, transportation.
0004	Santa Rosa	01	02	\$10,000.00	Second Chance student peer mentors needed to help mentor new Second Chance students and those coming out of Juvenile Hall due to our new partnership with Juvenile Hall.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC Student Success Coach	10.00	12.00	Onboarding new students; assist students with Canvas, FA, fee waivers, registration, etc.
Student Worker	10.00	12.00	Handle tracking of student data on Excel spreadsheet; scheduling counselor appointments, sending appt. reminders.

## 2.2d Adequacy and Effectiveness of Staffing

Staffing is currently not adequate to address the growing needs of this student population and the program. Counselor/Program Coordinator time needs to increase to 100%. Our Chancellor's office regional rep, Kellie Nadler, has indicated that a program our size should have a FT Counselor/Coordinator. Program support is currently adequate with 10 hours per week for an STNC Success Coach, and 10 hours per week of a Student Worker position. Both these positions are also needed for next year, as they have proven to be extremely valuable to help Second Chance be a successful program. In addition, it would be ideal to have 3-4 student peer mentors to help mentor new students - this could be funded via FAFSA work study funds. With our new and growing partnership with Juvenile Hall, mentorship is critical to help transition system-impacted youth to SRJC.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	02	STNC Student Success Coach		STNC
0001	Santa Rosa	01	02	Student Worker for Administrative Support		Student
0002	Santa Rosa	01	02		Student Peer Mentor	Student
0003	Santa Rosa	01	02		Student Peer Mentor	Student

## 2.3a Current Contract Faculty Positions

Position	Description
Counseling Faculty	Increase from 50% to 100% the counselor load for the Second Chance Counselor/Program Coordinator

**2.3b Full-Time and Part-Time Ratios**

<b>Discipline</b>	<b>FTEF Reg</b>	<b>% Reg Load</b>	<b>FTEF Adj</b>	<b>% Adj Load</b>	<b>Description</b>
Counseling	0.0000	50.0000	0.0000	0.0000	50% load for dedicated Second Chance Counselor and Program Coordinator

### **2.3c Faculty Within Retirement Range**

Current Counselor and Coordinator for the program is projected to retire in Spring 2022. The Counseling department will need to replace this retirement with another full-time position, ideally dedicated to Second Chance.

### **2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests**

The counseling and coordination needs of this program are growing due to increasing and anticipated increase of Second Chance students due to: weekly outreach at the local detention facilities and probation dept.; increased membership in the club by word of mouth and community partnerships; increase of SRJC IGNITE courses in both local detention facilities; a new partnership with Juvenile Hall to help transition youth to Second Chance; a new question about former incarceration in our CCCApply with direct outreach to the new students who indicated they have a background, and by more individuals being released from incarceration due to many factors including COVID. By estimations, the program has already tripled in size since it started in Fall 2018. Second Chance is part of a growing movement statewide and nationwide that recognizes that higher education is the remedy to recidivism and to helping individuals turn their lives around.

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	02	Counseling	Additional counseling load to 100% is needed to address this growing student population in order to fulfill the mission of the program.



## **2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software**

**2.4c Instructional Equipment Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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**2.4d Non-Instructional Equipment and Technology Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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**2.4f Instructional/Non-Instructional Software Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	01	02	1 Year	Bertolini	MESA area once it moves to STEM Center.	\$0.00	A dedicated location is needed so Second Chance students have a safe space where they feel they belong and are not judged. A meeting room is needed for large group meetings, a counseling office, a study area with computers, and small study rooms.

## **2.5b Analysis of Existing Facilities**

Second Chance is currently hosted in the MESA Center. A dedicated location in Bertolini is needed for the Second Chance program. This is anticipated not only if the counselor/coordinator position becomes full time, but also when the MESA programs move into the new STEM Center. The current MESA Center configuration would be ideal for Second Chance, as it contains a counseling office space, a study center, a conference room for group meetings and presentations, study group rooms, and a front desk area. Second Chance students need a safe space on campus where they feel they belong and are not judged.

## **3.1 Develop Financial Resources**

N/A since this is a new program as of academic year 2018-19.

## **3.2 Serve our Diverse Communities**

N/A since this is a new program as of academic year 2018-19.

## **3.3 Cultivate a Healthy Organization**

N/A since this is a new program as of academic year 2018-19.

## **3.4 Safety and Emergency Preparedness**

Currently there are no employees in Second Chance other than 30% of an assigned counselor load. Said counselor has previously done trainings on how to handle disruptive students, active shooter situations, has participated in drop-and-cover drills, and is aware of our area evacuation location.

The Building and Area Safety Coordinator for the 3rd floor of Bertolini is Amy Ethington.

### **3.5 Establish a Culture of Sustainability**

N/A since this is a new program as of academic year 2018-19.

### **4.1a Course Student Learning Outcomes Assessment**

N/A

### **4.1b Program Student Learning Outcomes Assessment**

N/A

### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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### 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Opportunities for self-development.				X												X
Written guidelines for club meetings.								X						X		

### 4.2b Narrative (Optional)

N/A

## 5.0 Performance Measures

To date, 39 Second Chance students in Spring 2019 have been awarded and have utilized Student Equity grants ranging from \$50-\$100 each.

Second Chance has an average of 15-17 students attending weekly club meetings for support and sense of belonging and community.

Six Second Chance students have benefitted from the Chromebook loaners during this academic year.

Approximately 40-45 students have met with Second Chance counselor for onboarding, intake and ed plan assistance..

Seven students have received refurbished I-phones.

Two students per semester for the past academic year have received Second Chance Scholarships of \$250 each.

Four Second Chance students achieved a 4.0 GPA in Fall 2018; three received Dean's Highest Honors; Three others achieved 3.0-3.5 GPAs.



## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Santa Rosa	01	02	Increase by 20% the number of Second Chance students	Met	Spring 2021	Accomplished, but lost about 20 students this year due to COVID/remote learning. Developed pipeline partnership with Juvenile Hall in Spring 2021.
0000	Santa Rosa	01	02	Increased dedicated counselor time from 30% load to 50%	Met. Increase to 100% for 2022-23	2021	Counselor/coordinator increased to 50% load
0000	Santa Rosa	01	02	Received State grant and Tribal Council donation	Met by offering \$100 and \$50 Bookstore grants, and \$50 food/gas cards	2020--2021	This has been met in 2019-21 through a Tribal Council donation of \$11,000, and receipt of State CCCCCO two-year grant.
0000	Santa Rosa	01	02	Provide peer mentoring by two SC paid student workers	Not met	2021-22	None due to lack of funds
0000	Santa Rosa	01	07	Provide 50% admin and onboarding support to the program	STNC and student worker 10 hours per week each - objective met	Fall 2020, Spring 2021	Accomplished
0000	Santa Rosa	01	02	Developed partnership with Juvenile Hall	Met	Spring 2021	Accomplished, and will continue to build
0000	Santa Rosa	01	02	Designated special program for The Giving Tree Program and for priority for laptop loaners and hotspot devices	Met	2020-2021	Second Chance students have priority to receive these critical resources.
0000	Santa Rosa	01	02	Provide free expungement assistance to any Second Chance student with convictions in CA	Met	2018-2021	Numerous Second Chance students have received expungement assistance and parole/probation coaching for success



## 6.2b PRPP Editor Feedback - Optional

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## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	01	02	Receive Student Equity funds and other funds to provide annual \$20K in direct student aid at current level	Continue to offer \$100 and \$50 Bookstore grants, and \$50 food/gas cards	2021-23	\$20,000 estimated need
0002	Santa Rosa	01	02	Increase dedicated counselor/coordinator time from 50% to 100%	100% counselor/coordinator time needed to handle growing demand. CCCCO rep confirms this is needed for our size program. Position includes outreach to jails, DRC, and Juvenile Hall.	2022-23	Dedicated Second Chance location. FT replacement position for Second Chance counselor who may retire May 2022.
0003	Santa Rosa	01	02	Continue to provide 50% admin. and onboarding support to the program	Continue to provide success coaching 10 hours per week and student worker admin support at 10 hours per week.	2021-23	Funds to pay these two positions
0004	Santa Rosa	01	02	Continue providing vital weekly support group meetings, including on zoom during Covid period.	Second Chance 1.5 hour weekly support meetings	Ongoing	Second Chance Counselor/Coordinator Hours
0005	Santa Rosa	01	02	Increase by 20% the number of Second Chance students	Continue weekly outreach visits to jails and DRC, and partnership with Juvenile Hall, plus outreach to those who indicated on CCCApply that they were formerly incarcerated.	2021-23	Second Chance Counselor/Coordinator Hours
0006	Santa Rosa	01	02	Provide peer mentoring by 3-4 Second Chance paid student workers	Mentor new students and system-impacted youth from Juvenile Hall transitioning to SRJC	2021-23	Federal Work Study
0007	Santa Rosa	01	02	Continue to provide laptop loaners and hotspot devices	To ensure no Second Chance student lacks tech access	2021-23	Library Resources
0008	Santa Rosa	01	02	Continue to provide free expungement assistance and parole/probation coaching by volunteer retired PO.	Provide this assistance to any Second Chance student with a conviction in CA.	2021-23	No District Resources

