

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Second Chance 2022***

#### **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 those outlined in the program's mission statement, as well as weekly club meetings to give students a sense of belonging and 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. Second Chance also aligns with the Chancellor's Office Vision for Success, and is under the umbrella of the CCCCORising Scholars Network

#### **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.

Assistance with CCCApply, Financial Aid, Canvas, online classes from a dedicated Second Chance Success Coach (STNC)

Peer mentoring from the Second Chance Peer Mentor student worker - targets the SRJC students in Juvenile Hall.

## **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 who is available Monday through Thursday for appointments to assist Second Chance students and new and potential students. It is hoped that if SRJC receives the Rising Scholars funding. If so, Second Chance may be able to hire a PT classified level assistant and a PT Success Coach 20 hours per week as a regular position. Goal for next year is to also have a dedicated space for Second Chance students together with the IGNITE jail program.

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

Second Chance has been growing significantly in the last 2-3 years (current students served in Spring 2022 is 87), and will continue to grow due to several factors: 1) Second Chance is now an official Student Services program with a website, promo video and rack card, and dedicated counselor; 2) Outreach is being conducted via the CCCApply application that produces a weekly report of those who indicated on the application that they are formerly incarcerated; 3) Outreach by the counselor at the local detention facilities via Zoom for SRJC IGNITE classes, and the Day Reporting Center and local treatment centers. Students in SRJC classes in custody will have a much easier transition to on-campus classes and the Second Chance program. In addition, our State reentry grant that expired Dec. 2021 has helped Second Chance students with direct aid.

## 2.1a Budget Needs

Second Chance program is a Student Services program that has no stable ongoing budget. Second Chance has been able to provide direct aid in the form of bookstore grants for textbooks and supplies for the past five semesters due to a one-time \$11,000 donation from the Tribal Council of the Graton Rancheria and from our State Reentry grant, both of which expired Fall 2021. The two-year re-entry State grant from the Chancellor's office has also been used to provide \$50 food/gas cards to every enrolled Second Chance student for the past two years. Other expenses covered by the grant and the donations include our student admin worker, our Success Coach, and now are peer mentor who started this semester. 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 are housed.

Second Chance is part of the CCCCCO Rising Scholars Network. Currently there is a funding application by the RS Network to provide 50 CCCs with funding for the next three years. SRJC is in a good position to receive this funding - application is due 3/21/22. In the meantime, Second Chance will need SEA and other funds such as our Bank of America \$15K donation next year to continue the same level of vital direct student aid and staff support. The estimated needs for direct aid at the same level is \$15,000 per semester Fall and Spring, or \$30,000 for the year 2022-23, as we need to increase direct aid to keep up with inflation. In addition, Second Chance needs a dedicated space in Bertolini.

Update on RSN application - SRJC has been notified by the CO as one of the recipients for this new program funding for three years. The coordinating group (Rhonda Findling, Li Collier, Robert Holcomb, and Stacie Sather) along with VP Student Services, Pedro Avila, immediately met to discuss program priorities and needs. The RSN funding will largely go towards the hiring of an admin assistant to support students and faculty at an ongoing basis, peer mentors, direct student aids, as well as counseling needs. A work plan with objectives for each year of the funding cycle is required by the CO. The program implementation has started and will be in full gear in fall 2022.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0003	Santa Rosa	01	02	\$20,000.00	Direct student grants for books/supplies, food, transportation needs to be increased due to inflation.
0004	Santa Rosa	01	02	\$4,000.00	Second Chance student peer mentor needed to help mentor new Second Chance students and those in and 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
	0.00	0.00	
	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.
Peer Mentor for Juvenile Hall	5.00	12.00	Meet with our students at Juvenile Hall to provide support and mentorship.

## 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%, which will go into effect Fall 2022. 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, but with increasing student demand, the Success Coach should be 20 hours per week and be a regular 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. With our new and growing partnership with Juvenile Hall, mentorship is critical to help support and transition system-impacted youth. One Peer Mentor student worker just started at 5 hours per week, and the goal is to have this position continue next year.

## 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	Increase to 1.0 FT AAIL position	Classified
0002	Santa Rosa	01	02	Student Peer Mentor	Student Peer Coaches	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 will retire end of Spring 2022. The Counseling department will need to replace this retirement with another full-time position. Faculty Staffing approved this position to start after Spring 2022, and will encompass Second Chanc/IGNITE/Human Services. Second Chance will required at least 75% of this load, and there is overlap between all three areas.

### **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 partnership with Juvenile Hall that has resulted in tripling of student count; 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. Spring 2022 now has record number of students at 87, which also included 9 students taking remote SRJC classes while in custody at Juvenile Hall.

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	02	Counseling	Increase to 20 hours/week, and make the Second Chance Success Coach (Specialist) a regular classified position. This position could be a Program Specialist title.



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

Second Chance needs a dedicated space together with the IGNITE program. This space would require a meeting room with a flat panel, a counseling office, a reception desk, computers for student use, and all other office equipment such as a copy machine, break room, etc..

### 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
0001	Santa Rosa	01	02	Fully equiped office space for the program	0	\$0.00	\$0.00			

### 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	Urgent	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 within a year, in particular if we receive the Rising Scholars funds. 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 that includes a flat panel, 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. This space would be ideal to be shared with the IGNITE program. The location of the MESA Center is also in close proximity to DRD and Student Health, making it ideal for Second Chance students, most of whom qualify for DRD.

## **3.1 Develop Financial Resources**

Second Chance/IGNITE Programs are applying together for the CCCC Rising Scholars funds. Second Chance is also in the process of seeking another \$15K donation from Bank of America.

## **3.2 Serve our Diverse Communities**

Second Chance students are by nature diverse and represent several intersecting equity groups. Approx 50% are BIPOC students, and 95% qualify for DRD. We also have a number of foster youth students. At least 95% are first-generation low-income students.

## **3.3 Cultivate a Healthy Organization**

The goal of Second Chance is to help formerly incarcerated students stay clean and sober and turn their lives around via education and the supports of our program and other campus programs.

### **3.4 Safety and Emergency Preparedness**

Second Chance counselor/coordinator 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**

The Second Chance Success Coach helps to show students how to upload documents to avoid use of paper and other resources.

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

N/A

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

To date, Program SLOs have not been established. This would be a goal for Fall 2022 when the new Counselor/Coordinator starts.

### 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	X	X	X	X	X	X	X	X	X	X	X	X	X
Written guidelines for club meetings.				X		X		X	X			X	X	X	X	X

### 4.2b Narrative (Optional)

## 5.0 Performance Measures

To date, 87 Second Chance students in Spring 2022 have been awarded Bookstore grants for books/supplies ranging from \$50-\$100 each.

Several students have applied for and received Covid Emergency Grants.

To date, 51 students in Spring 2022 have received \$50 food/gas cards.

Second Chance has an average of 15-20 students attending weekly club meetings via Zoom or in-person for support and sense of belonging and community - this includes the youth in Juvenile Hall.

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

Approximately 40-45 students have met with Second Chance counselor in Spring 2022 for onboarding/orientation, intake and ed plan assistance.

Five students in the past academic year have received Second Chance Scholarships of \$250 each.

21 Second Chance students achieved a 4.0 GPA in Fall 2021; two received Dean's Highest Honors. 11 received between a 3.0-3.9 semester GPA.

In addition, we increased the number of youth in Juvenile Hall taking remote SRJC classes from 3 in Fall 2021 to 9 in Spring 2022.

## **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	Obtain additional funding	Maintain direct aid and support staff.	2019-2022	Received CCCCO Reentry grant and \$15K Bank of America donation.
0001	Santa Rosa	01	02	Received CCCCO Reentry grant and \$15K Bank of Americ	Continue to offer \$100 and \$50 Bookstore grants, and \$50 food/gas cards	2019-2022	Each Second Chance student is able to receive direct aid in the form of Bookstore grants and food/gas cards.
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, and was approved by Faculty Staffing to start Summer 2022	2022-23 and ongoing	FT replacement position approved for Second Chance/IGNITE/Human Services counselor/coordinator who will retire July 2022. These three programs all intersect. FT counselor recruitment completed in May 2022.
0003	Santa Rosa	01	02	Continue to provide 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.	2019-2022	We may been able to maintain these two critical positions
0004	Santa Rosa	01	02	Provide vital weekly support group meetings, including on zoom during Covid period.	Second Chance 1.5 hour weekly support meetings	2019-2022	Weekly meetings have occurred every Tuesday including most Tuesdays in Summer term for continuity. Zoom and in-person option.
0005	Santa Rosa	01	02	Increase by 20% the number of Second Chance students	Outreach to jails and DRC, and partnership with Juvenile Hall, plus outreach to those who indicated on CCCApply that they were formerly incarcerated.	2019-2022	Total students in Fall 2021 was 74. Current count for Spring 2022 is 87. We have increased the number of students in Juvenile Hall from 3 in Fall 2021 ro 9 in Spring 2022.
0006	Santa Rosa	01	02	Provide peer mentoring by Second Chance student worker	Hired student peer mentor to assist youth from Juvenile Hall	Spring 2022	Peer mentor meets weekly with youth in Juvenile Hall.
0007	Santa Rosa	01	02	Provide laptop loaners and hotspot devices	To ensure no Second Chance student lacks tech access	2019-2022	Any Second Chance student who needs a laptop and/or hotspot has been able tor receive it.
0008	Santa Rosa	01	02	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	Any Second Chance student who requests it can receive free expungement help.

**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 Rising Scholars funds and other funds to provide annual \$30K in direct student aid at an increase due to inflation and price of gas.	Increase Bookstore grants to \$150 (9+ units) and \$75 (<9 units), and food/gas cards to \$100 per student each semester.	2022-23 and ongoing	\$30,000 estimated need
0003	Santa Rosa	01	02	Continue to provide admin. and onboarding support to the program.	Increase success coach position to 20 hours per week as a regular position, and maintain student worker admin support at 10 hours per week.	2022-23 and ongoing	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 to jails and DRC, and partnership with Juvenile Hall, plus outreach to those who indicated on CCCApply that they were formerly incarcerated.	2022-23 and ongoing	Second Chance Counselor/Coordinator Hours
0006	Santa Rosa	01	02	Continue to provide peer mentoring to youth in Juvenile Hall.	Mentor new students and youth in Juvenile Hall and those transitioning to SRJC	2022-23 and ongoing	\$4,000 per year estimated need.
0007	Santa Rosa	01	02	Continue to provide laptop loaners and hotspot devices	To ensure no Second Chance student lacks tech access	2022-23 and ongoing	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.	2022-23 and ongoing	No District Resources
0009	Santa Rosa	01	02	Dedicated space to house Second Chance Program and IGNITE.	Second Chance students need a dedicated space to meet and study.	2023 and ongoing	District needs to provide a space in Bertolini that includes all the necessary program resources. This could ideally be in the MESA Center after it moves to the new STEM building.

