

Santa Rosa Junior College

Program Resource Planning Process

Second Chance 2023

1.1a Mission

We provide educational opportunities and support services to incarcerated & formerly incarcerated students. IGNITE serves as a pipeline from incarceration to college, and Second Chance continues the support when students are released and ready to continue their educational journey. We build a community of support & success providing hope & options for a positive future.

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 been involved with the criminal justice system. Second Chance also aligns with the Chancellor's Office Vision for Success and is under the umbrella of the CCCC Rising Scholars Network.

1.1c Description

Second Chance is a student services program and student club providing support and resources for currently and formerly incarcerated students at SRJC. Second Chance is committed to providing a judgment-free space for systems-impacted students to break the cycle of recidivism through education and empowerment. Regardless of how long you have been inside, or where you have been in the justice system (prison, jail, juvenile hall, or probation camp), you will find a home on campus and a place of belonging in Second Chance.

Second Chance is part of the California Community College Rising Scholars Network, a group of community colleges dedicated to opening opportunities and academic achievement for students who have experienced the criminal justice system.

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 their 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).
- Free school supplies including laptop loaners through our library.
- Food or gas cards over the semester.
- Bookstore grants up to \$100.
- Free parking pass for students registered in on campus classes.
- Priority 2 registration.
- Access to Second Chance Center with computers, basic needs items, study space, and community gathering.
- 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.
- Cover the cost of the National Leadership Society membership fee.
- Assistance with CCCApply, Financial Aid, Canvas, online classes from a dedicated Second Chance Success Coaches.
- 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 Counseling Department in Bertolini Student Center and staffed by a full-time administrative assistant with an 80%-time contract faculty counselor and coordinator. Students can access the Second Chance services Monday through Friday 9am - 5pm. An associate counselor serves the Juvenile Hall for 3 hours per week with a 5 hour per week peer mentor.

1.2 Program/Unit Context and Environmental Scan

Second Chance has been growing significantly in the last year, we went from serving 87 students at the end of spring 2022 to 147 students at the end of spring 2023. We anticipate similar growth in the coming years due to several factors:

- 1) Second Chance is now a funded program through the CCC Chancellors Office under Rising Scholars with ongoing funds
- 2) With the steady funding we received from the RSN 1.0 grant we have been able to provide more robust support services for students
- 3) Expand our outreach efforts with probation, the county jail, local human service agencies, and increased visibility on campus
- 4) created a comprehensive Rising Scholars website for better user use and utility
- 5) Creation of an official peer support team with coaches being hired for the new year
- 6) The hiring of a retention specialist who will provide targeted support for students currently enrolled and facing barriers outside the classroom the more dedicated
- 7) Statewide advocacy from the academic senate, chancellor's office, and locally
- 8) A new grant from the chancellor's office to serve juvenile justice populations through juvenile halls, continuation schools, and community schools. We have applied and have a good chance of receiving these funds in the next year.

2.1a Budget Needs

Second Chance along with IGNITE (Academic Affairs program offering classes inside our county jail) was awarded a three-year grant from the CCC Rising Scholars Network in Fall 2022. With this grant we were able to hire a full-time administrative assistant to support both IGNITE and Second Chance. Nearly all of the grant funding are allocated to the salary costs associated with the administrative assistant for the next three years. The remaining funds have been used to cover some costs within the Second Chance program for supplies and student peer mentor salaries. The IGNITE program has been able to use some of these funds for books and supplies for the classes being offered inside the jail as well.

Second Chance is currently housed in the Counseling Department which has graciously shared many of the costs of the program including an 80%-time counselor, associate counselor for in person counseling at juvenile hall, use of space, copy machine, office supplies, and manager support. This location has been made permanent and we still await a permanent home in the Bertolini Student Center.

The disability resources department has also graciously given a DRD specialist dedicated time to our program to serve on-campus students as well as going in person to the juvenile hall to assist hands on with our students' needing accommodations. This is coming out of their general budget and not paid for by our program.

With the support of the SRJC Foundation Second Chance was gifted \$15,000 from Bank of America again for the year as well as a number of individual contributions which have been vital in being able to maintain the same level of aid as we have in the past. Those funds have funded \$50-\$100 in bookstore grants per student, \$100 basic needs card per student, school supplies, three community building events, and dedicated tutoring for students at the juvenile hall. A larger expense this year was to convert a conference room into a dedicated study space for Second Chance students which is utilized daily. These funds are also reserved for scholarships to Second Chance students. With the continued growth of the program, we are running out of funds and are dependent on these gracious donations each year.

Our Rising Scholars program cannot continue to support our students at the same rate as we have been if growth continues without additional financial support. The program is going to need more administrative and student success support in the near future. Additional counseling, DRD, mental health, social work, and peer support are needed. Our direct student aid will run out and we will have to eliminate benefits which would have a negative impact on our students.

Our Rising Scholars programs applied for and have been awarded a grant specific for Juvenile Justice support. These funds cannot be used for Second Chance or IGNITE, they are dedicated to juvenile justice participants. The aid of approximately 15 students will be shifted to this grant which is nominal in the overall budget. While under the same umbrella of Rising Scholars and deeply connected to our current programs these funds will have little impact on our current program's needs.

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 |
|--------------------|-------|-------|--|
| Admin Assistant II | 40.00 | 12.00 | Works with IGNITE and Second Chance to assist in all administrative duties including budgeting, student support, program support, supervising students and STNC positions. |
| | 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 Retention Specialist | 16.00 | 12.00 | Inreach to continuing students to support around basic needs and resources as needed to maintain academic success |
| Student Peer Coach | 10.00 | 12.00 | Onboarding new students; assist students with Canvas, FA, fee waivers, registration. Support counselor with meeting reminders and walk in support. |
| Student 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. At this time we have a contract counselor faculty member with 80% of their time split between counseling and coordinating this program. An associate counselor with 3 hours per week at the juvenile hall. A full-time Administrative Assistant for both IGNITE and Second Chance. A peer mentor with five hours per week dedicated to juvenile hall.

We are in the process of hiring an STNC Retention Specialist who will be available 16-25 hours per week to assist with continuing students needing support to maintain their classes and success. There is no guarantee of continued funding for this beyond one semester and it is a vital piece of student success.

We are in the process of hiring and training a peer coach who will assist with CCC apply application, Financial Aid applications, scholarships, DRD forms, CANVAS support, and daily student check-ins as needed. Finding, training and maintaining student coaches is a large undertaking our administrative assistant is taking on.

Over the years the program has grown and without any stable funding leading to a pieced together structure with what we had and could afford. We have been lucky to have a team of classified, faculty, and administrators that step up and take on tasks beyond their required areas and often work well beyond their schedules for the students. We cannot rely on folks' goodwill to keep such an important program running. For the health and well-being of the program and staff, a serious investment by the college is needed to adequately staff and support this important work.

It has been shown across the state that the areas students report as being pivotal to their success is in the relationships and connections they make with the program staff. Our system impacted students are a high touch population that benefits greatly from weekly often daily contact from staff, faculty, and peers. It is also a core value of our programs to hire and promote formally incarcerated individuals within the programs.

Faculty Needs:

There needs to be more counseling and coordination dedicated to IGNITE and Second Chance. The Second Chance program needs 20 hours dedicated to coordination and 25 hours of counseling per week available to students. We are serving over 150 students at three different locations – on-campus, juvenile hall, and county jail. We anticipate at minimum five additional continuation schools and sites this coming year with the juvenile justice grant.

IGNITE is currently approved with 20% coordinator (7 hours per week) only during fall and spring terms. This is inadequate and unrealistic. The faculty coordinator needs 10-15 hours per week for 12 months. With the growing partnership with juvenile hall the coordinator is now working with both the county jail and juvenile hall staff to offer classes onsite. We need 15 hours of dedicated DRD specialist hours.

Depending on classified positions for program faculty coordination could be reduced.

Special Experts - mental health:

We need a dedicated mental health clinician with background in addiction with dedicated time for our program 10 hours per week.

We need a dedicated social work to provide wrap around services for basic needs with housing, food insecurity, childcare, recovery support, and well being.

Classified Needs:

With the new Juvenile Justice grant we are required to hire a full-time coordinator for this programming. This coordinator will address all ongoing program implementation, supervision, and student support specifically at the juvenile hall and continuation/community school programs. This position will address program development, program alignment with state regulations and best practices, outreach within our community and campus, networking for program visibility on and off campus, coordination with faculty coordinators for both IGNTTE and Second Chance, coordination with our on campus rsn program coordinator to ensure seamless program connections.

We need a classified coordinator to address the ongoing program implementation, supervision, and student support for our on campus rsn programming. This position will address program development, program alignment with state regulations and best practices, outreach within our community and campus, networking for program visibility on and off campus, coordination with faculty coordinators for both IGNTTE and Second Chance, coordination with our juvenile justice program coordinator to ensure seamless program connections.

We need a permanent student success specialist to provide program support across all three programs – Second Chance, IGNITE, and Juvenile Justice. Assisting with our incarcerated and on campus success and retention from onboarding, basic needs, academic success, peer mentor and coaching supervision.

We need three on campus peer coaches at 25 hours per week and two in facility peer coaches at 25 hours per week and two peer mentors in facilities at 10 hours per week.

We need a dedicated financial aid specialist who is well versed in the carceral system and financial aid. SRJC was just selected to be a pilot school for HireUp which will provide additional financial aid to formally incarcerated students on a monthly basis. This program will need strong collaboration with Second Chance and Juvenile Justice programs to best support student success and retention for eligibility in the program.

2.2e Classified, STNC, Management Staffing Requests

| Rank | Location | SP | M | Current Title | Proposed Title | Type |
|------|------------|----|----|---------------------------|---------------------------------|------------|
| 0001 | Santa Rosa | 02 | 03 | N/A | RS Juvenile Justice Coordinator | Classified |
| 0001 | Santa Rosa | 02 | 05 | STNC Retention Specialist | RS Student Success Specialist | Classified |
| 0001 | Santa Rosa | 02 | 06 | N/A | RS Financial Aid Specialist | Classified |
| 0001 | Santa Rosa | 02 | 02 | N/A | RS Peer Coach on campus | Student |
| 0001 | Santa Rosa | 02 | 02 | N/A | RS Peer Coach on campus | Student |
| 0001 | Santa Rosa | 02 | 02 | N/A | RS Peer Coach at Juvenile Hall | Student |
| 0001 | Santa Rosa | 02 | 02 | N/A | RS Peer Coach at County Jail | Student |
| 0001 | ALL | 02 | 04 | N/A | Social Worker | Unknown |
| 0001 | ALL | 02 | 04 | N/A | SUD Counselor | Unknown |
| 0002 | Santa Rosa | 02 | 03 | N/A | RS On Campups Coordinator | Classified |

2.3a Current Contract Faculty Positions

| Position | Description |
|--------------------|---|
| Counseling Faculty | 80% Second Chance Counselor/Program Coordinator |

2.3b Full-Time and Part-Time Ratios

| Discipline | FTEF Reg | % Reg Load | FTEF Adj | % Adj Load | Description |
|------------|-------------|---------------|-------------|---------------|--|
| Counseling | 0.0000 | 80.0000 | 0.0000 | 0.0000 | 80% load for dedicated Second Chance Counselor and Program Coordinator |
| Counseling | 0.0000 | 0.0000 | 0.0000 | 10.0000 | 3 hours per week associate counselor for juvenile hall |

2.3c Faculty Within Retirement Range

None at this time.

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 Rising Scholar 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 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. Second Chance has nearly doubled in a year with more growth expected. 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 2023 now has record number of students at 147, which also included 12 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 | Additional counseling hours from contract or associate counselors to address the growing student population on-campus, at juvenile hall, and planned through continuation schools. |

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

Rising Scholars needs a dedicated space on campus. This space would require a meeting room with a flat panel, computers for student use, and all other office equipment such as a copy machine, printer, phones, etc..

Below are the space requirements needed now and anticipated with program growth.

Minimum:

Reception Desk/Window

Private Office (1)

Coordinator/Counselor

Semi-Private Offices (2)

Administrative Assistant

Juvenile Justice Coordinator

Cubicles

Peer Coaches 2-3 (shared space)

Retention Specialist

Lounge Area/Quiet Study Space (8-10 capacity)

In coming years:

2 Private Offices

Second Counselor/DRD Specialist

Flexible Office/Confidential Space (FinAid, mental health, social worker)

Programs this space is supporting:

Second Chance

IGNITE

Juvenile Justice Program

2.4c Instructional Equipment Requests

| Rank | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|

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 | 02 | 02 | Fully equiped office space for the program | 0 | \$0.00 | \$0.00 | Jessy Paisley/Li Collier | | |
| 0001 | Santa Rosa | 02 | 03 | Interactive Flat Panel | 1 | \$7,000.00 | \$7,000.00 | Jessy Paisley/Li Collier | TBD | Hali Brenner |

2.4f Instructional/Non-Instructional Software Requests

| Rank | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|
|------|----------|----|---|------------------|-----|-----------|------------|-----------|------------|---------|

2.5a Minor Facilities Requests

| Rank | Location | SP | M | Time Frame | Building | Room Number | Est. Cost | Description |
|------|------------|----|----|------------|-----------|-------------|-----------|--|
| 0001 | Santa Rosa | 03 | 03 | Urgent | Bertolini | TBD | \$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 does not have a dedicated center on campus. Currently the counselor/coordinator is located in an office in the counseling department with the student space down the hall in a conference room. The administrative assistant is located in the main lobby area of counseling along with two work stations for the STNC and student worker. Second Chance is all on the 2nd floor in counseling but not connected in a central space together. The counseling department has expressed concern with the student traffic across the office to connect with the counselor and support staff. A “center” is needed and was supposed to be addressed last year.

3.1 Academic Quality

Second Chance/IGNITE Programs were awarded the RSN 1.0 grant and are applying together for the CCCCO Rising Scholars Juvenile Justice Grant. Second Chance was recently awarded \$16,500 from Impact 100 Redwood Circle to help create a welcoming center at SRJC. We are also in the process of seeking another \$15K donation from Bank of America.

3.2 Student Success and Support

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. Our program is rooted in providing support for student success at the college.

We have a number of reentry students who are pursuing life long goals of achieving a GED and college education.

Through workshops this past year we have provided students with personal skill building with resume writing, learning their rights for employment with a background, offer free expungement, and financial health workshops.

3.3 Responsiveness to Our Community

This year we hired our full-time administrative assistant who is an alumna of our program and through coaching has developed into a phenomenal SRJC employee. We emphasize the value of lived experience and professional development with our staff and students.

We were at the heart of a change in SRJC hiring practices for students with backgrounds. Clearing the way for our students to be hired at SRJC with records.

The Second Chance and IGNITE coordinators hosted a PDA session for the campus on working with incarcerated students and providing information on the programs.

3.4 Campus Climate and Culture

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 2nd floor of Bertolini is Amy Ethington.

4.1a Course Student Learning Outcomes Assessment

N/A

4.1b Program Student Learning Outcomes Assessment

To date, Program SLOs have not been established.

4.1c Student Learning Outcomes Reporting

| Type | Name | Student Assessment Implemented | Assessment Results Analyzed | Change Implemented |
|------|------|--------------------------------|-----------------------------|--------------------|
|------|------|--------------------------------|-----------------------------|--------------------|

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

In Fall 2022 112 Second Chance students were awarded Bookstore grants for books/supplies ranging from \$50-\$100 each.

In Spring 2023 125 Second Chance students were awarded Bookstore grants for books/supplies ranging from \$50-\$100 each.

Fall 2022, 81 students received gas/food cards

Spring 2023, 79 Students received Gas/Food cards

In Fall 2022, 15-20 Students on average attended weekly support meetings

In Spring 2023, 10-15 Students on average attended weekly support meetings

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

In Fall 2022, 28 new students met with Second Chance counselor for onboarding/orientation, intake and ed plan assistance.

In Spring 2023, 68 new students met with Second Chance counselor for onboarding/orientation, intake and ed plan assistance.

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

In Fall 2022, 15 students achieved a GPA of 3.0-3.4, 19 students achieved a GPA of 3.5-3.9, and 27 students achieved a GPA of 4.0.

Moreover, 9 students received Deans Highest Honors, and 1 student received Deans High honors.

In Spring 2023, 9 students achieved a GPA of 3.0-3.4, 16 students achieved a GPA of 3.5-3.9, and 44 students achieved a GPA of 4.0.

Moreover, 14 students received Deans Highest Honors, and 1 student received Deans High honors.

In Fall 2022 there were a total of 17 Juvenile Hall Students.

In Spring 2023 there were 33 total Juvenile Hall students.

In addition, In spring 2023 we had our first Juvenile Hall Graduate that completed his entire AA degree while incarcerated.

6.1 Progress and Accomplishments Since Last Program/Unit Review

| Rank | Location | SP | M | Goal | Objective | Time Frame | Progress to Date |
|------|------------|----|----|---|---|---------------------|--|
| 0001 | 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 a space similar to the current MESA Center in Bertolini. |
| 0002 | 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 |

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 |
|------|------------|----|----|---|---|---------------------|--|
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