

Santa Rosa Junior College

Program Resource Planning Process

Second Chances 2019

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 new program this year that has no actual budget other than 30% of a FT SRJC Counselor's load. Second Chance has also been given \$5,000 from Student Equity in Spring 2019 for direct student grant aid for Bookstore approved purchases that include books, supplies, gas cards, Safeway cards. Many expenses such as use of copy machine, office supplies, and program specialist and manager support have been generously subsumed by the MESA program where the Second Chance program counselor is housed.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	01	02	\$20,000.00	Increase by 20% the counselor load to handle increasing numbers of students.
0002	Santa Rosa	01	07	\$30,000.00	%50 admin asst needed to support this growing program
0003	Santa Rosa	01	02	\$23,154.00	Direct student grants for housing, food, transportation, therapy to support student success
0004	Santa Rosa	01	02	\$10,000.00	Peer mentors needed to help with onboarding for student success

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
None	0.00	0.00	

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 time needs to increase to 50%. A 50% classified position is needed to handle duties such as managing the Excel spreadsheets to track data for the program, tracking the grants, and clerical duties such as photocopying and scheduling appointments and customer service at the front desk. In addition, it would be ideal to have 2 student peer mentors to help integrate new students - this could be funded via FAFSA work study funds.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	02		Administrative Assistant	Classified
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 30% to 50% the counselor load for the 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	50.0000	0.0000	0.0000	50% load for dedicated Second Chance Counselor and Program Coordinator

2.3c Faculty Within Retirement Range

It's possible the counselor currently in this role will retire in 3-4 years time. If this is the case, the counseling dept. would need to assign another counselor 50% load to handle the counselor and coordinator duties of this growing student population.

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

The counseling and coordination needs of this program are growing due to: weekly outreach at the local detention facilities and probation dept.; increased membership in the club by word of mouth; increase in Second Chance students due to start-up Spring 2019 of SRJC courses in both local detention facilities. by estimations, the program has tripled in size in just the past year alone. On 1/31/19, SRJC submitted an RFA for a Chancellor's office re-entry grant of \$100,000 for formerly incarcerated students. 50 CCCs will be awarded this grant. If SRJC is selected, Second Chance program needs are likely to increase significantly next year, as there will be additional direct service resources for this vulnerable growing student population.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	02	Counseling	Additional counseling load 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

If a 50% admin. assistant is allocated from the Chancellor's office grant (pending approval), this position will require a dedicated work station with computer, printer, phone.
In addition, the Second Chance program would benefit from an early alert program via Starfish.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	02	Work station for admin asst.	1	\$0.00	\$1,000.00	Rhonda Findling	MESA Center	

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	Office supplies	0	\$0.00	\$200.00	Second Chance Program Coordinator	MESA Center	Rhonda Findling
0002	Santa Rosa	01	02	Work Station for Admin. Asst.	1	\$0.00	\$1,000.00	Second Chance Program Coordinator	MESA Center	
0003	ALL	01	02	Starfish Early Alert Program	1	\$0.00	\$0.00	Second Chance Program Coordinator	MESA Center	

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

Dedicated counseling office is sufficient.

A work station will be needed for an admin. assistant for the program pending Chancellor's office grant award.

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
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6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
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0000	Santa Rosa	01	02	Increase dedicated counselor time from 30% load to 50%		Spring 2020	
0000	ALL	01	02	Receive Student Equity funds at the current rate of \$5,000	Continue to offer \$100 and \$50 Bookstore grants	Fall 2019	
0000	ALL	01	02	Take 8 select SC students on LA field trip to Homeboy Industries		Summer 2019	
0000	ALL	01	02	To be awarded Chancellor's Office re-entry grant		Fall 2019	
0000	ALL	01	02	Pending Chancellor's Office grant, increase grant support to students	Housing grants, transportation, therapy,	Fall 2019	
0000	ALL	01	02	Pending grant, provide peer mentoring by two SC paid student workers		Fall 2019	
0000	ALL	01	07	Pending grant, provide 50% admin. support to the program		Fall 2019	
0001	Santa Rosa	01	02	Increase by 20% the number of Second Chance students	Continue weekly outreach visits to jails and DRC	Spring 2020	