

# Program Research & Recommendation

## New Program Proposal Form

New Program Title: **Employment & Resource Management for Community Transitions**  
Initiator: **Danielle Gray**  
First Semester Intended to Offer: **Fall 2027**

### Type of Program

Use AS for any Science, Technology, Engineering, or Mathematics (STEM) field and for all CTE programs. Use AA for all others.

- AA-T/AS-T
- AA/AS (18 units minimum w/o GE)  
*Vocational programs must be approved by NFN*
- CA-Certificate of Achievement (16 units minimum)  
*Vocational programs must be approved by NFN*  
*Non-vocational programs are not eligible for Financial Aid and will not be shown in CCC Apply, CAP tool, or Degree Planner*
- CA-Certificate of Achievement (8 units minimum)  
*Only needed if required on a student's official transcript; All others use Certificate*  
*Vocational programs must be approved by NFN*  
*Non-vocational programs are not eligible for Financial Aid and will not be shown in CCC Apply, CAP tool, or Degree Planner*
- Certificate – Certificate in... (15.5 units maximum)  
*Not chaptered, not FA eligible, will not be shown in CCC Apply or student's official transcript*  
*Non-vocational programs will not show in CAP tool or Degree Planner*
- Noncredit Certificate of Completion (*Leads to job; minimum 2 courses*)
- Noncredit Certificate of Competency (*Bridges to credit coursework; minimum 2 courses*)

### Program Codes

TOP Code: 4930.12  
CIP Code: 32.0105  
What COI will this program be in?: SBSC

### Program Description:

This program is part of Butte College's Rising Scholars' effort to support the academic and workforce success of justice-impacted students across custody, day reporting, and post-release settings. The Employment & Resource Management certificate provides workforce preparation and financial empowerment skills for individuals returning from incarceration, community supervision, or other justice-impacted circumstances. Students learn to navigate local employment opportunities, develop professional communication skills, and manage income and credit during reentry. Coursework supports job retention, resource stability, and long-term workforce participation.

### Program Courses:

Course No.	Title	Units
<b>300</b>	<b>College and Community Transitions</b>	<b>0</b>
<b>303</b>	<b>Career Exploration and Employability Skills</b>	<b>0</b>
<b>304</b>	<b>Job Readiness and Professional Communication</b>	<b>0</b>
<b>305</b>	<b>Financial Empowerment and Resource Management</b>	<b>0</b>

## **How does the program align with the College Mission Statement, District Educational Plan, and Strategic Plan?**

The Employment & Resource Management Certificate of Completion aligns with the Butte College Mission by promoting equitable access to workforce preparation and supporting the economic mobility of disproportionately impacted students. Justice-impacted individuals face unique barriers to employment, workplace navigation, and financial stability during reentry. This short-term, no-cost noncredit certificate provides essential job-seeking, job-keeping, and resource-management skills that directly advance student success and community reintegration.

The program supports the District Educational Master Plan by:

- Expanding workforce preparation opportunities for historically underserved and justice-impacted learners,
- Strengthening pathways to local second-chance employers,
- Increasing persistence by addressing financial stability and basic needs challenges, and
- Enhancing community engagement through partnerships with local employers, workforce agencies, and reentry organizations.

It aligns with Strategic Directions by:

- Closing equity gaps in employment and economic outcomes,
- Removing financial and enrollment barriers through noncredit instruction,
- Providing flexible delivery options in custody, at the Day Reporting Center, and post-release, and
- Equipping students with essential workplace communication, conflict management, and resource navigation skills.

By improving employability and reducing economic volatility—a key predictor of recidivism—the certificate supports Butte College’s commitment to student success, regional economic development, and civic responsibility. Through collaboration with local workforce partners, second-chance employers, and community corrections, this program strengthens the College’s role as a responsive provider of workforce education and aligns with statewide justice-impacted student success priorities.

## **Explain how the program is appropriate to the Community College mission of providing the first two years of a baccalaureate degree?**

Although this Certificate of Completion is a short-term, noncredit workforce preparation program, it supports the broader community college mission of preparing students for successful participation in degree-applicable coursework. Justice-impacted students often encounter employment instability, financial insecurity, and resource navigation barriers that interfere with persistence, course enrollment, and academic momentum. By improving employability, job retention, and financial management skills, this program stabilizes students during reentry and increases their capacity to engage in credit-bearing coursework later.

Additionally, the communication, workplace professionalism, conflict resolution, and resource navigation skills developed in this certificate strengthen behaviors associated with academic success at the baccalaureate-preparation level. By reducing basic-needs insecurity and supporting economic stability, the program allows students to focus on their education and persist into academic pathways that comprise the first two years of a baccalaureate degree.

Ultimately, this certificate removes barriers that disproportionately prevent justice-impacted learners from progressing into transferable coursework, thereby supporting the community college mission of promoting equitable access to higher education and long-term degree attainment.

## **How does the proposal demonstrate need for the program?**

Justice-impacted students face significant barriers to employment, income stability, and financial resource management during reentry. These students often lack recent employment history, digital communication experience, and résumé/interview preparation, which limits job placement and retention.

Economic instability during the first 6–12 months of reentry is strongly correlated with academic stop-out, housing insecurity, and recidivism. Students returning from custody frequently experience challenges accessing banking services, repairing credit, navigating supportive service systems, and budgeting under fluctuating wages. These barriers directly undermine their ability to persist in college or maintain employment long enough to advance.

Currently, Butte College does not offer a short-term, no-cost workforce preparation pathway specifically designed to address the employment, financial, and resource-navigation barriers common in reentry. This Certificate of Completion fills that gap by providing job-seeking and job-keeping competencies, professional communication training, and financial empowerment skills aligned to local workforce expectations.

The program has strong community partner support from the Butte County Jail, the Day Reporting Center, local workforce agencies, and second-chance employers, demonstrating clear demand. The noncredit format ensures access for students who may be ineligible or unable to afford credit enrollment immediately upon release.

By addressing employment stability and resource management for justice-impacted students, this program meets a regional need, advances equity goals, and strengthens successful reentry into the community and workforce.

## **Annual Completers: How many students do you anticipate completing this program each year?**

Based on anticipated enrollment across the Butte County Jail, the Day Reporting Center (DRC), and post-release participation, we estimate 25-30 students will complete this certificate annually. Students may begin coursework in custody and continue at the DRC or post-release, which supports sustained engagement and higher completion outcomes.

## **What are the impacts on existing programs (enrollment, staffing, section offerings)?**

This program is expected to have minimal impact on existing programs and is designed to complement—not compete with—current course offerings. Because the pathway is noncredit, tuition-free, and intended for justice-impacted students who are not currently enrolling in credit courses at Butte College, it will not divert enrollment from existing credit sections. Instead, it is projected to increase future enrollment in credit and CTE programs by preparing students for successful entry into degree pathways.

Staffing needs can be met with existing qualified noncredit faculty. Courses will primarily be offered inside the Butte County Jail and at the Day Reporting Center, with post-release instruction available online or in person, resulting in minimal impact on campus classroom space or scheduling resources.

The program expands overall enrollment by serving students who would not otherwise access college and complements existing career and support services.

**Enter the number of new faculty positions, both part- and full-time. If existing faculty are sufficient, enter zero (0)**

0

**Is there sufficiency of institutional resources to support the long-term vitality of the program?**

Yes. The program can be supported with existing institutional resources and Rising Scholars infrastructure, and its noncredit CDCP design generates enhanced apportionment to sustain long-term viability. Instruction can be provided by qualified current faculty, and post-release courses offered online or in shared spaces will minimize the need for new facilities or staffing.

**New Equipment needed (include cost)**

None

**New/Remodeled Facilities (include cost)**

None

**Library Acquisitions (include cost)**

None

**Is the program compliant with all applicable laws, regulations, and curriculum standards?**

Yes. This program is fully compliant with all applicable state and federal laws, Title 5 regulations, and California Community Colleges curriculum standards for noncredit instruction. Courses are aligned with an approved noncredit CDCP category (J-workforce preparation), follow Chancellor's Office guidelines for noncredit curriculum, and will be submitted through the college's established curriculum review and approval processes, including local Academic Senate and CCCCO approval, prior to implementation.

**Will the program be eligible for Financial Aid (CA's with vocational TOP and degrees)?**

This program is noncredit and therefore not eligible for traditional federal or state financial aid programs (e.g., Pell Grants, Cal Grants). However, because the pathway is approved under CDCP (Career Development and College Preparation) noncredit categories, it generates enhanced noncredit apportionment for the college, which supports program sustainability without requiring student tuition or fees. Students who later transition into credit Career Education certificates or degree programs with approved TOP Codes may become eligible for financial aid at that point.

**Distance Education - Indicate the extent to which the courses associated with the degree are conducted via distance education \_\_\_\_\_0%, \_\_\_\_\_1-49%, \_\_\_X\_\_\_50-99%, \_\_\_\_\_100%**

**For Career Education Programs: Provide labor market information (LMI) and other employers demand documentation demonstrating that there are jobs and careers available for program graduates**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information: \_\_\_\_\_

*Return This Form to Scheduling Center for processing at [Centersh@butte.edu](mailto:Centersh@butte.edu)*