BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES  
Sacramento, California  
April 10, 1968  

TO: Presidents or Chairmen, Board of Trustees, and Junior College Superintendents  

FROM: Archie L. McPherran, Executive Aide, Board of Governors of the California Community Colleges  

SUBJECT: Support of the State Bond Proposal for Community College Construction Bonds to be Voted on June 4, 1968  

On April 4, 1968, the Board of Governors of the California Community Colleges, at its meeting in Sacramento, passed the following resolution in support of the State bond proposal for community college construction bonds to be voted on June 4, 1968.

WHEREAS the Board of Governors of the California Community Colleges strongly believes that the welfare and future prosperity of our local communities, our state, and our nation is directly dependent upon the quantity and quality of the education of our youth; and

WHEREAS the State of California shares a responsibility with local junior college districts for providing such education; and

WHEREAS the Community Colleges constitute the most rapidly growing segment of higher education in California; and

WHEREAS the projections of Community College enrollments indicate that such growth will continue; and

WHEREAS the districts must provide sufficient classrooms, laboratories, and other facilities to accommodate the anticipated growth; and

WHEREAS the proposed $65 million State bond issue will provide the State's share of the matching funds under the provisions of the Junior College Construction Act of 1967 to construct needed facilities; and

WHEREAS the State matching funds will relieve demands on local property taxes while simultaneously aiding local junior college districts: Therefore be it

RESOLVED, That the Board of Governors of the California Community Colleges supports the State bond proposal for community college construction and urges citizens to vote "YES" on the proposal.

It was the consensus of the Board of Governors of the California Community Colleges that this resolution be given statewide press coverage and a request made to each junior college district that similar resolutions be passed at the local level. It cannot be emphasized too strongly the importance of giving full support at all levels to this proposal which is of such vital concern to the community college construction program in California.

ALM: mh
### Health Leave

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dekker, Maxine J.</td>
<td>IV-12</td>
<td>4/24/68 (Balance of Spring Sem., 1967-68)</td>
<td>Health leave of absence with salary, in accordance with Personnel Policies</td>
</tr>
</tbody>
</table>

### Employment - Hourly - (Long term substitute)

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Walt</td>
<td>1.33 TLU’s/week @ $11.50/TLU ($15.30/week)</td>
<td>4/24/68</td>
<td>Replace M. Dekker 1 class</td>
</tr>
<tr>
<td>Mooney, Paulette</td>
<td>5.33 TLU’s/week @ $11.50/TLU ($61.30/week)</td>
<td>4/24/68</td>
<td>Replace M. Dekker 4 classes</td>
</tr>
<tr>
<td>Revis, A. H.</td>
<td>2.67 TLU’s/week @ $11.50/TLU ($30.71/week)</td>
<td>4/24/68</td>
<td>Replace M. Dekker 2 classes</td>
</tr>
<tr>
<td>Stevens, Lester L.</td>
<td>1.33 TLU’s/week @ $11.50/TLU ($15.30/week)</td>
<td>4/24/68</td>
<td>Replace M. Dekker 1 class</td>
</tr>
<tr>
<td>Wenzlau, Russell</td>
<td>1.33 TLU’s/week @ $11.50/TLU ($15.30/week)</td>
<td>4/24/68</td>
<td>Replace M. Dekker 1 class</td>
</tr>
<tr>
<td>Sanford, Jack</td>
<td>1.33 TLU’s/week @ $11.50/TLU ($15.30/week)</td>
<td>4/24/68</td>
<td>Replace M. Dekker 1 class</td>
</tr>
</tbody>
</table>

### Employment - Contract

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergin, Lani G.</td>
<td>H-7 or II-7, subject to verification 1968-69</td>
<td></td>
<td>New position</td>
</tr>
<tr>
<td>Business Education</td>
<td></td>
<td></td>
<td>College yr.</td>
</tr>
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### Resignation

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dobyns, Frank D.</td>
<td>Asst. Prof.</td>
<td>4/5/68</td>
<td>Resignation</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employment - Hourly (Adult Ed.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genth, Henry</td>
<td>$9.00/hr.</td>
<td>3/20/68</td>
<td>1 hr/additional/week</td>
</tr>
<tr>
<td>Biological Oceanography</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haldeman, Edwin James</td>
<td>$9.00/hr.</td>
<td>3/19/68</td>
<td>6 hrs per week</td>
</tr>
<tr>
<td>Soils (Landscape Maintenance)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McCafferty, John</td>
<td>$9.00/hr.</td>
<td>1/31/68</td>
<td>3 hr/additional/week</td>
</tr>
<tr>
<td>Subject A, 7XX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nibbe, Loren</td>
<td>$9.00/hr.</td>
<td>1/30/68</td>
<td>3 hr/additional/week</td>
</tr>
<tr>
<td>History 2XX</td>
<td></td>
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<td></td>
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<tr>
<td>Pilgrim, Ellis</td>
<td>$7.00/hr.</td>
<td>3/10/68</td>
<td>3 hr/additional/week</td>
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<tr>
<td>Journeyman Welding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Class &amp; Rate</td>
<td>Effective Date</td>
<td>Remarks</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>TRAVEL &amp; CONFERENCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McGillin, Margaret F.</td>
<td>Asst. Dean, Health Occupations</td>
<td>May 1-3, 1968</td>
<td>$239.00, VEA 8-0489</td>
</tr>
<tr>
<td>Conference on Developing Nursing Programs, Phoenix, Arizona</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mauk, N. Garrison</td>
<td>Asst. Dean, Research</td>
<td>May 5-9, 1968</td>
<td>Actual &amp; necessary</td>
</tr>
<tr>
<td>1968 Association for Institutional Research Forum, San Francisco</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rockwell, Robert C.</td>
<td>Superintendent-President</td>
<td>April 20, 1968</td>
<td>Actual &amp; necessary</td>
</tr>
<tr>
<td>Calif. J.C. Assoc., Southwest Region - Annual Spring Conf., Whittier, California</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tiapa, Richard F.</td>
<td>Assoc. Prof.</td>
<td>April 20, 1968</td>
<td>$55.95</td>
</tr>
<tr>
<td>Integrated Circuits Workshop, Bureau of Industrial Education, L.A. Trade Tech., Los Angeles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SANTA BARBARA JUNIOR COLLEGE DISTRICT
#### Classified Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECLASSIFICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Belote, Eula L.</td>
<td>Sec. II - 13D</td>
<td>$513/mo.</td>
<td>4/1/68</td>
<td>6 month increment</td>
</tr>
<tr>
<td>McDougla, J. L.</td>
<td>Cust. 1-11C</td>
<td>$447/mo.</td>
<td>4/1/68</td>
<td>6 month increment</td>
</tr>
<tr>
<td>Prieto, Lucy</td>
<td>Typo.-Clerk. 9B</td>
<td>$390/mo.</td>
<td>4/1/68</td>
<td>6 month increment</td>
</tr>
<tr>
<td>Taylor, Judith C.</td>
<td>Typo.-Clerk. 9B</td>
<td>$195/mo.</td>
<td>4/1/68</td>
<td>6 month increment</td>
</tr>
<tr>
<td></td>
<td>(1/2 time - 10 mo.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peterson, Diane S.</td>
<td>Library Clerk. 11B</td>
<td>$427/mo.</td>
<td>5/1/68</td>
<td>6 month increment</td>
</tr>
<tr>
<td>Rye, Lois E.</td>
<td>Steno-Clerk. 11C</td>
<td>$447/mo.</td>
<td>5/1/68</td>
<td>6 month increment</td>
</tr>
<tr>
<td><strong>HOURLY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glockler, Lily C.</td>
<td>Lab. Asst. 15B</td>
<td>$2.96/hr.</td>
<td>April 24, 25, 26</td>
<td>Maximum of 8 hours to cover while staff is on Field Trip.</td>
</tr>
<tr>
<td>Life Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peacock, Sharon L.</td>
<td>Reader</td>
<td>$2.09/hr.</td>
<td>3/29/68</td>
<td>hourly, as needed</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOURLY - (Students) - General</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henderson, Daniel E.</td>
<td>Student help</td>
<td>$1.50/hr.</td>
<td>4/3/68</td>
<td>hourly, as needed</td>
</tr>
<tr>
<td>Reavill, David W.</td>
<td>Student help</td>
<td>$1.50/hr.</td>
<td>4/1/68</td>
<td>hourly, as needed</td>
</tr>
</tbody>
</table>

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2.2
The thirteen (13) VEA Project proposals, as indicated below, represent our effort to gain maximum reimbursement for District expenditures for Vocational Education.

Figures used in the development of these projects represent maximum amounts proposed for Vocational Education. Approval of these projects does not obligate the District for the expenditure of the amounts indicated. Final implementation of Vocational Education programs cannot be determined until after complete review of the budget and a determination made as to our ability to support any new program. Rate of reimbursement:

25% for instruction
50% for supplies and equipment

<table>
<thead>
<tr>
<th>Total</th>
<th>Local District</th>
<th>VEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Landscape Maintenance - A continuation of Adult Education Project 8-1517 - program expansion.</td>
<td>$14,888</td>
<td>$10,036</td>
</tr>
<tr>
<td>2. Apprenticeship Training - A new project in Adult Education designed to improve facilities and equipment for related trade classes.</td>
<td>24,470</td>
<td>12,236</td>
</tr>
<tr>
<td>3. Business Data Processing - A continuation of Project No. 8-1575. This will provide 1401 computer and related equipment on campus.</td>
<td>66,969</td>
<td>40,362</td>
</tr>
<tr>
<td>4. Automotive Mechanic - A continuation of Project No. 8-0484. Provides for new equipment and a second instructor for Auto Services program.</td>
<td>29,200</td>
<td>19,136</td>
</tr>
<tr>
<td>5. Graphic Arts - A continuation of Project No. 8-0486. Provides for new equipment and a second instructor for Graphic Arts program.</td>
<td>25,043</td>
<td>17,057</td>
</tr>
<tr>
<td>6. Electronic Technician - A continuation of projects Nos. 7-1543 and 8-0485. Provides for new equipment for Electronics Lab. Increases from eight to twelve student work stations.</td>
<td>27,342</td>
<td>13,671</td>
</tr>
<tr>
<td>7. Hotel and Restaurant Management - A continuation of Project 8-0487 implemented in spring of 1968. Provides for hourly instructors required for program expansion to include the implementation of an Adult Education program in Hotel and Restaurant Management.</td>
<td>20,252</td>
<td>13,759</td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Local District</th>
<th>VEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Marine Diving Technician - A new program proposed for fall 1968. Provides for instructors, supplies and equipment required for the first of a two year program. This project will supplement any Sea Grant College Act grant.</td>
<td>$100,918</td>
<td>$57,555</td>
</tr>
<tr>
<td>9.</td>
<td>R.N. Nursing Preparation - A continuation of Projects Nos. 7-0484, 7-1542 and 8-0489. Project provides for three additional nursing instructors, supplies and equipment required to continue and expand the Associate Degree Nursing program.</td>
<td>89,645</td>
<td>58,387</td>
</tr>
<tr>
<td>10.</td>
<td>Medical Assisting - A continuation of Projects Nos. 7-0483 and 8-1750. Provides for continuation and expansion of Medical Assisting program.</td>
<td>13,817</td>
<td>9,391</td>
</tr>
<tr>
<td>11.</td>
<td>Radiologic Technology - A continuation of Project No. 8-1751. Provides for continuation and expansion of Radiologic Technician program.</td>
<td>20,409</td>
<td>12,760</td>
</tr>
<tr>
<td>12.</td>
<td>Supervision and Counseling in Vocational Education - A continuation of Projects Nos. 7-1184, 7-1753 and 8-1340. Provides for a second Vocational Counselor plus continued support for one vocational counselor and supervision for the total Vocational-Technical program.</td>
<td>59,394</td>
<td>29,698</td>
</tr>
<tr>
<td>13.</td>
<td>Vocational Placement Counseling - A continuation of Projects Nos. 7-1753 and 8-1340. Provides for continued support for Vocational Placement office.</td>
<td>16,686</td>
<td>8,343</td>
</tr>
<tr>
<td></td>
<td>TOTALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$509,033</td>
<td>$302,391</td>
<td>$206,642</td>
</tr>
</tbody>
</table>

J. Foxx
M. McGillin
April 2, 1968
CALIFORNIA STATE DEPARTMENT OF EDUCATION

APPLICATION FOR APPROVAL OF ADULT BASIC EDUCATION PROGRAM OR PROJECT,
IN ACCORD WITH THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1966
F.L. 89-750

School Year 1968 - 1969

FROM:

School District: Santa Barbara City College

School: Adult Education Division

Address: 914 Santa Barbara Street

Santa Barbara

(City)

93101

(Zip code)

Telephone No. 962-8144

COUNTY: Santa Barbara

The attached descriptive and fiscal information is a firm request for assistance from funds available through the Elementary and Secondary Education Act of 1966, Title III Supplement, Public Law 89-750. This application is consistent with the purposes of the Act and with the intent of the California Plan for Adult Basic Education. This request was authorized by the governing board of the school district on January 19, 1965.

The Assurance of Compliance with Title VI of the Civil Rights Act of 1964, dated January 19, 1965, applies to the application submitted herewith. It is further agreed that there will be compliance with Section 166 (Discrimination in Employment Practices Prohibited) of the Regulations.

(Signed) 

Superintendent of School District

Date

(Signed)

Adult Education Administrator

Date

(Signed)

District Official Responsible for School District Business Management

Date

FOR DEPARTMENT USE ONLY

Date of receipt

Project No.

Date of approval

Federal funds requested $

Federal funds encumbered $
INFORMATION TO BE PROVIDED WITH EACH PROPOSAL

This proposal is submitted under Plan (Check One) A B C X

General

1. How many adults residing within your district boundaries are in need of adult basic education? (Use best available census information supplemented by information from local agencies and sources.)

   1. 5,106

2. Attach a diagram or map of the geographic area to be served by the proposed program and where possible indicate the residence areas of the adults to be served.

   2. See Attachment #1

3. How many adults do you plan to enroll in your proposed project?

   a. Number of proposed classes (where applicable)

   3. 90

   b. Number of students per class

   4. 5

   5. 18

4. Give income range of persons to be served by your program.

   4. $0 to $ low *

5. What is the estimated median income of the people to be served in your program?

   5. $ See #4

6. What elementary grade level range is represented by the students to be enrolled in your program?

   6. 0 to 8

7. What is the median grade level of the adults to be enrolled in your program?

   7. Unknown

8. Between what specific dates do you plan to operate this program, realizing that the current fiscal year ends June 30, 1968?


9. Is your program planned to operate in close cooperation with Community Action Programs (Title II-A)?

   9. X Yes No

   If Yes, will you state briefly and substantiate the extent of the cooperation.

   We are working closely with the Dept. of Employment, the Community Action Commission, and the Dept. of Welfare in publicizing our ESEA Program and in providing Social and medical assistance when needed.

Have you definitely ascertained the possibility of assistance from work experience programs under Title V of the Economic Opportunity Act?

   Yes X No

* Income surveys have not been conducted of our Adult Education ESL students and none is anticipated for the future.
10. Check below the categories of personnel that will be supplied from Title II-A (Community Action Program) and Title V (Work Training Program).

- Recruitment Aides
- Custodial Aides
- Library Aides
- Bus Drivers
- Child Care Aides
- Community Education Workers
- Health Aides
- Home Visitors
- Program Assistants (classroom)
- Other aides or assistants (describe)

11. Have you made specific plans to provide students in classes with information and directions about obtaining needed health services?

12. Do you have any other current or pending source of funding other than Title III or State apportionments for the support of adult basic education programs? (e.g., M.D.T.A., Title V, E.O.A., etc.)

If so, describe. (Add addendum to your project application.)

Please indicate agencies and/or organizations with whom you have working relationships to ensure cooperative efforts in establishing and maintaining ABE programs with linkages expressly designed to carry out the intent of the Adult Education Act of 1966 and the California State Plan for Adult Basic Education.

Welfare Department
Community Action Commission
Neighborhood Youth Corps
Catholic Welfare Bureau

Program of Instruction

1. Does your program of instruction conform to the description provided under General Information 1, page one and is it designed to be fundable from A.D.T.A. apportionment?

2. Please attach a course outline or outlines to this proposal showing subjects to be included in the course, the approximate time devoted and a list of instructional materials to be used in the course identified as Elementary Education for Adults (1-8) or English as a second language.
3. Proposed weekly schedule of classes

<table>
<thead>
<tr>
<th>Day</th>
<th>A.M.</th>
<th>P.M.</th>
<th>Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td>7:00-9:30</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td>7:00-9:30</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td>7:00-9:30</td>
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<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td>7:00-9:30</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td>7:00-9:30</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td>Night</td>
</tr>
</tbody>
</table>

Proposed number of weeks 35

Proposed number of hours per day per each pupil 2½

4. Beginning date of classes September 10, 1968

5. Will the school district require that all teachers be properly certificated?  
   5. XX Yes No

6. Will your district provide for orientation of teachers and teacher aides before the program starting date?  
   6. XX Yes No

7. Will the district provide for a schedule of in-service meetings?  
   7. XX Yes No

8. Will consideration be given, with the aid of Title III funding, to providing facilities, instructional equipment, classroom supplies, textbooks, teaching aides, laboratory facilities, library facilities, and other required items by rental, purchase, or use of existing supplies or facilities?  
   8. XX Yes No

   a. All adult basic education equipment purchased at an initial cost of $100 or more with Title III funding must be properly identified, inventoried and restricted to the primary use of adult basic education.

9. Please include a copy of any contract or rental agreement required to implement the purposes of the Act.  
   9. None

10. How many units of a.d.a. were recorded in your district for the preceding school year in adult basic education classes, including such courses as elementary subjects, English for Foreign Speaking, Basic English, etc.?  
    10. 65.19

11. What was your total district expenditure (State and Local) for maintaining the adult basic education classes described above? (Please note that State and local effort cannot be reduced because of Title III funding.)  
    11. $29,933.94
Guidance and Supervision Services

1. Describe briefly the services to be provided for supervision, recruitment, selection of participants, educational placement, program evaluation and other necessary guidance and counseling services for an effective program of adult basic education. If the information is not provided elsewhere in the proposal, specify how voluntary groups and community organizations are to be involved in the guidance, counseling, and follow-up services. List position or positions and time assignments of personnel in your program who will perform the aforementioned services. (See page 7 item 3)

2. The district shall gather the following required data for measuring the effectiveness of the program:

   a. Personal data
   b. Educational data
   c. Pre-tests (initial placement data)
   d. Standardized achievement test data
      The California Achievement Tests, (Reading) Elementary
      Form WXYZ, shall be used for reporting data to the
      State Department of Education. Districts may use other
      standardized tests for other purposes.
      The district shall report the types of measurement
      devices used for measuring progress in classes for
      English as a Second Language.

   e. Follow-up data such as:
      1. Reason for dropout
      2. Advanced educational placement
      3. Vocational training placement
      4. Job placement
   f. Maintenance of standard personnel records, as specified by USCE

Budget

1. The school district will submit a budget that indicates in detail the expenditures to be made for all purposes of instruction, supervision, counseling and guidance, evaluation, and other authorized categories. As a guide to the establishment of budget categories, school districts will utilize the California School Accounting Manual, 1961, 1964 and 1966 editions, showing all classes of expenditures and sources of income that are appropriate to the maintenance of instructional programs in adult basic education.

C. Improvements

Districts may submit projects based on improvement of existing on-going basic education programs meeting the legal requirements of location of classes in defined poverty areas, priority assurances concerning students' achievement levels, etc. (See California Plan for Adult Basic Education, Section 1.6), etc. Such project budgets will show the proposed expenditures of Federal funds only, and existing local and State effort for the particular classes shall be indicated as a total in the local.
effort column. The improvements shall be specified in an addendum to the project application, and the district must agree to maintain all required records on participating students for reporting purposes.

*A Summary of Expenditures that may be Allowed Under Title III Supplement, P.L. 89-750 with Reference to the California School Accounting Manual, 1961, 1964, and 1966 Editions*

100. Administration

Charges in all categories under this heading to the extent that there are identifiable services provided to the adult basic education program.

200. Instruction

All direct charges for categories under this heading as prorated or specifically identified by time assignment for salaries of principals, supervisors, teachers and other certificated and classified salaries of instruction that relate to the adult basic education program. All charges for textbooks, supplementary textbooks and other books, and all other expenses and miscellaneous expenses of instruction that are directly attributable to the adult basic education program or in part attributable to the adult basic education program. Please include a notation of the teacher's hourly rate schedule.

600. Operation of Plant

All categories under this heading that can be directly attributable to the maintenance of the adult basic education program, either in whole or in part.

700. Maintenance of Plant

All categories under this heading that can be directly attributable to the maintenance of the adult basic education program, either in whole or in part.

800. Fixed Charges

All categories under this heading that can be directly attributable to the maintenance of the adult basic education program, either in whole or in part.

1200. Capital Outlay

All categories under this heading that can be directly attributable to the maintenance of the adult basic education program, either in whole or in part.
2. Please indicate the amounts and percentages of your total budget to be funded from the following sources:

- Estimated State a.d.a. apportionments: $6,900.00, 25%
- Estimated local tax resources: none
- Miscellaneous abatements: none
- Federal (Title III) funds: $18,602.62, 75%
- TOTAL: $24,602.62, 100%

3. Reports

Please indicate personnel to be used in the program:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Part-time*</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Counselor</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>School Psychometrist</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Teacher Trainers</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Teachers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Teacher Aides</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Fiscal Personnel</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Secretarial and Clerical</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Custodian</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Other (Recruiter)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*No full-time equivalency formulas are acceptable.*

4. The school district agrees to submit reports that will be required by the State Department of Education in carrying out its responsibilities under the California State Plan for Adult Basic Education.

5. The school district agrees to keep such records, afford access to these records, and comply with other provisions as the State Department of Education has found necessary to assure the correctness and verification of school district reports.

5. X Yes No

6. X Yes No
SANTA BARBARA CITY COLLEGE
ADULT EDUCATION DIVISION

ESEA - TITLE III
ESTIMATED BUDGET REQUEST

100 ADMINISTRATION ........................................... $ 3,062.50

120 Classified salaries of Administration

Secretarial and Clerical, 350 hrs. @ 2.50 . $ 875.00
Fiscal Personnel, 175 hrs. @ 2.50 .......... 437.50
Recruiters, 700 hrs. @ 2.50 .............. 1,750.00

200 INSTRUCTION .................................................. 16,592.50

211 Director 10% of yearly Salary .......... 1,400.00
212 Coordinator - 560 hrs. @ 9.00/hr. ........ 5,040.00
214 Counselors - 840 hrs. @ 7.00/hr. ........ 5,880.00
220 Teacher Aides - 875 hrs. @ 2.50/hr. ... 2,187.50

Secretarial & Clerical - 350 hrs. @ 2.50/hr 875.00

230 Textbooks - 180 @ 2.00 each ............ 360.00
291 Instructional supplies & Tests ........... 500.00
292 Office supplies & Travel .................. 350.00

600 OPERATION OF PLANT ........................................ 400.00

700 MAINTENANCE OF PLANT ................................. 81.12

800 FIXED CHARGES ........................................... 2,209.00

891 Workman's Compensation and
   liability insurance .......................... 1,369.00

892 Rental Expenses:
   4 locations @ $2.00/meeting for
   a total of 420 meetings ................. 840.00

1200 CAPITAL OUTLAY .......................................... 2,257.50

6 Language Master Model 711B @ $250.00 ............. 1,500.00
6 Headphones @ $28.00 .................................... 168.00
2 Multiwave Panel @ $26.00 ......................... 52.00
6 Interconnecting Cable @ $2.00 .................... 12.00
6 Dual Headphone Adapter @ $3.75 ................. 22.50
8 Language Master Pre-recorded
   Card Sets @ $35.00 ............................. 280.00
   Unspecified Materials ....................... 99.00
2 Metal Filing Cabinets ......................... 120.00

TOTAL BUDGET REQUEST ...................................... $24,602.62

Revisions on this page were made after the meeting of April 18, 1968.
Although participants may come from the entire area covered by this map, most of them will come from the area outlined. These outlined tracts have been singled out for special consideration by our Local Community Action Committee, in the BACKGROUND FOR PLANNING THE WAR ON POVERTY in Santa Barbara County. — Volume I.
Adult Basic Education Programs were developed to serve the needs of persons from lower socio-economic levels of society enrolled in vocational training programs who lack the basic educational skills required for successful completion of that training. After several years of providing basic education for the lower socio-economic student, it has become increasingly evident that many of these students are unprepared to cope with the traditional learning environment.

In order that maximum learning occur in a classroom, certain physical and psychological conditions should first be met. Past records indicate that many of the adult basic education students have an exceptional number of both physical and psychological problems that interfere with and often prohibit learning.

The initial basic goal of this program will be to identify problems that interfere with learning and to attempt a solution to these problems. It is believed that once the physical and psychological needs of the student are minimally met, learning can occur. In order to accomplish this goal the staff will work with existing social agencies within the community.

The ultimate goal of this program is to provide the unemployed and under-employed members of the community with basic education and language skills that lead to employment or vocational training leading to an increase in their productivity. There are currently several private and public vocational training programs within the community that students from the adult basic education classes could enroll in if they had the required educational skills.

To provide these needed skills, the curriculum will be flexible enough so that each individual's needs can be largely accommodated. The greatest area of need is in providing adequate instruction to meet the individual needs. It is felt that with the additional staff made available by this program that this need can be met.

Along with additional staff, mechanical teaching devices will be used in several locations for pronunciation practice in the English as a second language classes. This again will permit the program to more efficiently meet individual needs.

**CLASS LOCATIONS AND TIMES**

**English As A Second Language**
Aliso School, Carpenters
7 - 9:30 p.m., M-T-W-Th.

**English As A Second Language**
Golata Union School
7 - 9:30 p.m., Mon., Wed.
CLASS LOCATIONS AND TIME (cont'd)

English as a Second Language
Catholic Welfare Bureau
7 - 9:30 p.m., M-T-W-Th.

Basic Education, Elementary
7 - 9:30 p.m., M-T-W-Th.

English as a Second Language
Guadalupe School
7 - 9:30 p.m., Mon.-Wed.

PERSONNEL AND DUTIES

1. co-ordinator: will be in charge of the basic education program. The co-ordinator will be responsible to the director of the program with whom he will confer regarding the progress of the program. The co-ordinator will supply the director with monthly attendance reports. He will also be responsible for collecting all other information which may be necessary during the course of the program. The co-ordinator will provide co-ordination of effort between the personnel within the program and with community agencies outside the program. He will also be responsible for ordering equipment and supplies for the various classes, with the final approval of the director.

2. counselor: will be responsible for conducting an initial counseling interview with each student in the program. This interview should take place during the student’s first week of attendance. At this time the counselor will gather all socio-economic data, which is required; and he will help the student establish realistic educational goals. The counselor will provide further educational, vocational and personal counseling to individual students. He will administer any necessary standardized achievement tests. The counselor will also provide the various classes with the following information through class discussions: citizenship, employment opportunities, educational opportunities, public service available, immigration information and more specific topics such as how to get a driver’s license, social security card, etc. The counselor and teachers should work together in a team approach to meet the students’ needs. The counselor, with the help of the program aide, will be responsible for determining the reason for a student not attending class. He will supply the co-ordinator with this information on a monthly basis. Wherever advisable, the counselor will be a bilingual person.
3. Teachers: will be in charge of classroom instruction organizing, and presenting a planned program of instruction. The teacher will supply the co-ordinator with monthly attendance reports.

4. Program aide: will work under the direction of the teacher and counselor. The program aide will contact students who have not been attending class and will encourage them to return to class. If a return to class is not planned or possible, the program aide will determine the student’s reason for dropping the class. The program aide will give this information to the counselor on a monthly basis. The program aide will be expected to attend the class sessions and will aid the teacher in the classroom instruction as directed by the teacher. Program aides will be bilingual where advisable.

5. Recruiter: will be under the supervision of the co-ordinator. The recruiter will be responsible for getting information about the classes to prospective students. Publicizing the classes would include the following duties:
   a. making personal contacts with individuals in the community;
   b. contacting public agencies who are working with prospective students;
   c. meeting with organizations, clubs or groups who would have prospective students in their group or who would have of prospective students.

Recruiters will be persons from minority races, bilingual when advisable.
SANTA BARBARA JUNIOR COLLEGE DISTRICT

PURCHASE ORDER REPORT

April 18, 1968

<table>
<thead>
<tr>
<th>PURCHASE ORDER NUMBER</th>
<th>VENDOR</th>
<th>JUNIOR</th>
<th>SPECIAL</th>
<th>J.C.</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>14740</td>
<td>Channel Paper Company</td>
<td>441.89</td>
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<td>Custodial supplies</td>
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<tr>
<td>14755</td>
<td>Ingram Paper Company</td>
<td>424.84</td>
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<td>Print Shop supplies</td>
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<td>14766</td>
<td>3M Business Products</td>
<td>923.62</td>
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<td>Audio-Visual supplies</td>
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<tr>
<td>14792</td>
<td>Trainex Corporation</td>
<td>600.00</td>
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<td>Health Occupations equipment-VEA</td>
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And the purchase orders meeting definition of routine orders, per Board Policy, numbers 14711 through 14794 excepting those numbers listed above and R numbers 2026 through 2032.
General Fund

Amount due on purchase orders previously approved by Board of Trustees $ 9603.76

Amount for Approval and/or Ratification:

Consultant
Teleconomy, Inc. $ 316.27

Credit Cards
Atlantic Richfield Co. 38.31
Standard Oil Co. 5.01

Freight
Smith Transportation Co. 7.25

Insurance
State Compensation Insurance Fund 2500.00

Laundry
Mission Linen Supply 120.75

Machine Rental
3 M Business Products 30.00

Oxygen
Hopper, Inc. 44.91

Rental
El Presidio Properties 179.00

School Supplies
Revolving Fund for Warehouse Stock 103.31

Student Refunds
Lorenzo Dall'Armi, Administrative Dean
Business Services, Revolving Fund Account of the Santa Barbara Junior College District 41.25

Transportation
Maxine Dekker 11.40
Jack Sanford 12.60
Eleanor Simmons 10.04
Russell Wenzlau 18.60

Travel and Conference
Gloria Castleberg 74.10
Frank Cox 75.00
Lorenzo Dall'Armi 117.70
Robert S. Gray 36.83
Roy Hackbert 77.55
H. L. Huglin 107.30
Willard Johnson 150.00
William C. Jorgensen 39.80
Margaret McGillin 63.40
R. Michael Mallen 50.10
Louise Mizote 10.30
Raymond O'Connor 42.37
April 18, 1968

SANTA BARBARA JUNIOR COLLEGE DISTRICT

General Fund (Cont'd.)

Travel and Conference

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Robert J. Profant</td>
<td>$6.75</td>
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<tr>
<td>Robert C. Rockwell</td>
<td>114.05</td>
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<tr>
<td>Robert D. Rutherford</td>
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<tr>
<td>Maurice Ryan Jr.</td>
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<tr>
<td>Gordon Santee</td>
<td>31.30</td>
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<tr>
<td>R. C. Tysell</td>
<td>2.75</td>
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<tr>
<td>Sears Travel Service</td>
<td>158.00</td>
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</table>

Raymond O'Connor attended convention of National Science Foundation Project Directors, Chicago, 3/28-3/1/68.

Utilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>General Telephone Co.</td>
<td>1,080.41</td>
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<tr>
<td>Sanitation Service Co.</td>
<td>147.60</td>
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<tr>
<td>Santa Barbara County Refuse Dept.</td>
<td>5.00</td>
</tr>
<tr>
<td>So. California Edison Co.</td>
<td>2,178.69</td>
</tr>
<tr>
<td>So. Counties Gas Co.</td>
<td>492.69</td>
</tr>
</tbody>
</table>

Total = General Fund

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,535.99</td>
</tr>
</tbody>
</table>

Total = $18,139.75