SANTA BARBARA CITY COLLEGE

PART F AUGMENTED, 1973-74
Vocational Education Amendments of 1968
(P.L. 90-576)
State of California

Part F Augmented
1973-74

TITLE PAGE

REGION SOUTHERN CODE 2 COUNTY SANTA BARBARA CODE 42

DISTRICT SANTA BARBARA COMMUNITY COLLEGE CODE 69294

ADDRESS 721 Cliff Drive, Santa Barbara, CA 93109

SUPERINTENDENT Dr. Glenn G. Gooder

Release of Funds Statement

I certify that: The amount of funds available will be fully expended according to stated requirements in the letter of notification, except the release of the following amounts:

Funds Released

<table>
<thead>
<tr>
<th>Economically Depressed Areas (40%)</th>
<th>Regular</th>
<th>Total Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

(Signed) [Signature]  District Superintendent Glenn G. Gooder

Date March 25, 1974

Name of person preparing this application is:

Melvin J. Elkins Asst. Dean, Vocational Education

(Name) (Title)

Phone (805) 965-0581

Area Code Number
STATEMENT OF PURPOSE
Part F Augmented
1973-74

Briefly describe unmet needs:
Because of the number of adequate stations provided in Continuing Education, we are unable to accommodate students in sewing and cooking classes.

List stated measurable objectives as appropriate:
1. Provide for 8 new (2 net) student stations in sewing by June 30th, 1974, at the Center on Haley Street.
2. By renovating of present facilities and through the purchase of kitchen equipment, provide for cooking and nutrition demonstrations and practice for some 40 students.

Outline planned implementation procedures:
2. Get California Community Colleges Project authorization by April 11, 1974.

Evaluation procedures as appropriate:
1. During September 1974, the Program Planning Asst., Continuing Education, will evaluate the program based upon aforementioned measurable objectives and report same to the Asst. Dean, Vocational Education.
## SCHEDULE AF

For Part F Augmented
1973-74
PROPOSED PROGRAM EXPENDITURES

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Economically Depressed Area</th>
<th>Amount For Regular</th>
<th>Description</th>
<th>Proposed Expenditure</th>
<th>Actual Expenditure</th>
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</thead>
<tbody>
<tr>
<td>112</td>
<td></td>
<td></td>
<td></td>
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<td>120</td>
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<tr>
<td>213</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Column 6 will be space ultimately used for submitting final expenditure support data.

(over)
Schedule DD
For Part F Augmented
VOCATIONAL EDUCATION AMENDMENTS OF 1968
P.L. 90-576
INVENTORY OF EQUIPMENT
(Unit Cost $200 or More)

<table>
<thead>
<tr>
<th>Description of Item, Make, Model, and Serial Number, If Any</th>
<th>Number of Items</th>
<th>Identification Tag Number</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>36&quot; self cleaning, 4 burner stove/oven</td>
<td>1</td>
<td>(HE) 001045</td>
<td>400.00</td>
</tr>
</tbody>
</table>

Amount of Entitlement applied to Capital Outlay $

Federal Percent of Participation 100%
B. Financial Aids - Mr. Bill Cordero

1. Background

In 1958 financial aids became available to higher education because of the interest in space travel. The government provided a loan program (NDSL, National Defense Student Loan) for students in science and math. SBCC began participating in the program in 1962, and it was handled through the Counseling Office.

From that time up to the present, various scholarship and loan programs have been developed; some of them as a result of disturbances such as the Watts' disturbance and student unrest on college campuses. SBCC participates in the following programs: College Work-Study, EOG (Educational Opportunity Grant), LEEP (Law Enforcement Education Program), EOPS (Educational Opportunity Program Services), Nursing Student Loan, Nursing Student Scholarships, State Vocational Education and College Work-Study, Federal Insurance Student Loan, and State Occupational Education Training Grant. The BEOG (Basic Educational Opportunity Grant) when approved, will extend financial aid to more middle-income students. The intent of BEOG is to widen the whole spectrum of students who can take advantage of education if they have financial support.

2. Present Status

The amount of money available from these programs in 1969-70 was $75,000. The amount has increased to $456,959 in 1973-74. The Financial Aids Office is currently serving over 600 students, an increase of over 300 percent and an average annual increase of 75 percent.

Financial aid consists of three major sources of income for students: grants, loans, and jobs. In placing a student on aid, the Financial Aids Office considers two things: the budget a student is put on and the available resources to a student. The available resources to a student is subtracted from his basic budget which falls into three categories: dependent student, independent student, and married student; and the difference is the student's unmet need.

For the 1972-73 college year a survey was made of 32 community colleges to determine the amount of aid given to students. The following results were obtained:
### Averages

<table>
<thead>
<tr>
<th></th>
<th>Community Colleges</th>
<th>SBCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Student</td>
<td>$1,513</td>
<td>$1,500</td>
</tr>
<tr>
<td>Independent Student</td>
<td>$2,342</td>
<td>$2,232</td>
</tr>
<tr>
<td>Married Student</td>
<td>$3,297</td>
<td>$3,168</td>
</tr>
</tbody>
</table>

SBCC was below the average in the survey but still within the average range.

Every student must contribute something toward his education except a welfare recipient or a member of a large family with a small income; and after determining the resources available to a student, the Financial Aids Office sets up a program to supplement the student's income—a program that includes a scholarship, loan, work-study, or usually a combination of these.

The guidelines for financial aid are determined by the Coordinator of Student Services and the Financial Aids Secretary, adhering to the policies and guidelines determined by the Financial Aids Subcommittee of the Student Services Advisory Committee within College policy. Members of this committee are representatives from the Academic Senate, faculty, students, and Counseling staff; the Coordinator of Student Services, the EOP Counselor, and a Human Relations Assistant. It is the purpose of the Student Services Advisory Committee to function within the guidelines of State or Federal policy or Board policy. If many exceptions to policies, guidelines or procedures exist, they may be changed or deleted.

There is little specific Board policy regarding financial aids. Most of the policy of the Board in this area is in terms of an attempt to get funds and a commitment to seeking out funds and then to abide by State and Federal regulations. There are not many policies concerning students except requiring that they be full-time students. The submission of applications for Federal or State assistance by the Financial Aids Office acknowledges the guidelines that have been established by Federal or State agencies—College Work-Study, NDSL, EOG, EOP, etc.

After a student is enrolled for 12 units or more (SBCC administrative policy), the needs of that student are determined and he receives a portion of the aid. A student receives the first portion of aid in September after enrollment has been verified and is then assigned to the work-study program. In November the second installment is given. A student from the work-study program cannot drop from full-time to part-time status, although he is sometimes kept on the program in the hopes that he can return to school and that he will benefit from the program. Excuses for dropping to less than 12 units must be documented. To receive aid a student must be in "good standing" with the College.

The State defines "good standing" as the person who is not on probation or not disqualified academically. Academic probation occurs when a student falls below 2.0 in 8 units or more.
Withdrawal probation occurs when a student withdraws from 2/3 of the units in which he is enrolled during the 4th week of the semester. The student may be disqualified after the second semester of either academic or withdrawal probation. A student must have completed 12 units before he can be put on probation.

"Good standing" for financial aid purposes means the completion of 12 units or more per semester. A student may qualify for aid with 6-11 units completed and a letter written by the student and signed by the faculty members involved as to why he cannot complete 12 units. A student completing 0-5 units is automatically off aid unless he petitions the Student Services Advisory Committee and must have documentation. The Coordinator of Financial Aids and the Student Services Advisory Committee determine "good standing" for financial aid recipients.

SBCC regulations are more stringent than other colleges because there is not enough money available to serve all students who apply for aid. The College applied for 1.2 million dollars last year and received $400,000.

Mr. Silvera, Administrative Dean of Student Services and Activities, offered the following comments. "The staff of the Financial Aids Office works very diligently to adhere to policies and guidelines laid down by both State and Federal agencies. The strict regulations of SBCC do not necessarily have anything to do with a dollar amount. The staff works very honestly with students and has a basic integrity that cannot be questioned by anyone or any group of people. I believe that the Board of the Santa Barbara Community College District, the administration, and all the people who live within the District can be very grateful for and thankful to our staff for the kind of integrity that has been built into our financial aid program. It re-establishes the fact that the majority of the students who are served by the Financial Aids Office are served so effectively that they in turn establish themselves by completing the work that is expected of them. Integrity rides the program of people who shouldn't be in it, and the high standards of the students make them finish what is expected of them."

The following statistics verify the completion and grade point averages of the students receiving Federal aid.

<table>
<thead>
<tr>
<th></th>
<th>Number of Students</th>
<th>Enrolled in Units</th>
<th>Units Completed</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, 1972</td>
<td>299</td>
<td>13.49</td>
<td>9.76</td>
<td>2.35</td>
</tr>
<tr>
<td>Spring, 1973</td>
<td>318</td>
<td>13.30</td>
<td>9.39</td>
<td>2.33</td>
</tr>
</tbody>
</table>

Mrs. Alexander stated that financial aid programs have come about because of incidents in the community which should not have happened. If local school boards would take the time to administer funds in the best interest of the students, there would be less problems. When funds are jeopardized by one college, they are jeopardized for all colleges. The Board wishes to be informed so as to use funds wisely.
Documentation is a key in receiving aid. Documentation is required by Federal regulations and must stand up to auditors from the Office of Education of the State of California. The Financial Aids Office has substantial documentation which would satisfy an audit. There is an annual internal audit in testing policies, procedures, and documentation.

3. Goals

One of the goals of the Financial Aids Office is the completion of an operational manual for wide distribution that will outline policies, guidelines, and procedures for financial aid.

The other goal is that as financial aid funds start leveling off and the number of students applying for aid stabilizes at approximately 14 percent of the total student enrollment, the Financial Aids Office will be able to work toward satisfying the needs of students with the greatest need.

B. Placement - Mr. Bill Cordero

1. Background

The Placement Office started with a contract between the Santa Barbara High School and the Department of Employment. Someone from the Department of Employment came to SBCC to provide part-time jobs and employment counseling for students. As the needs of the Department of Employment and SBCC increased, it was necessary to establish a Placement Office on campus.

2. Present Status

The Placement Office attempts to provide vocational and career counseling and job attitude counseling. It maintains the relationships with the community by personal contracts. It maintains the public relations with personnel associations and civic organizations within the community and disseminates thank-you letters to community businesses for using its services in the prior year and encourages them to use the services in the coming year. A card is enclosed for posting that tells about the placement services provided by the College and what kind of jobs that might be of interest to students.

Jobs are posted on a bulletin board stating salary, location, hours, summary of job, and coded with a number. The only restriction for using the College placement services is that the person must have an ID card. Besides the jobs in the community, governmental agencies send fliers with opportunities and dates for civil service exams. In 1972-73 2,400 jobs were offered from the community ranging from one-day to permanent part-time. The minimum rates for jobs determined by the Placement Office are: gardening $2.25, housekeeping $2.25, manual labor $2.75, and child care $1.50. A "Career Faire" is planned for March to acquaint students with careers available in the community.
The Placement Committee, a subcommittee of the Student Advisory Committee, provides policies and procedures and acts as a student grievance committee. At present there is only one policy: "No employee of the College shall deny to any student the right of employment or the right of access and admission to any class or to campus facilities and grounds solely because of style of clothes, of hair, or beard."

3. Goals

The main goal of the Placement Office is to combine efforts with the Career Development Center and separate placement and financial aid functions. Many functions of the Career Development Center and the Placement Office are parallel and overlap.

4. Philosophy

The Placement Office assists students in obtaining part and full-time employment which will best meet their needs and utilize their talents and qualifications.

Students have to make their own decisions. No one knows so well as they what is going to satisfy them. We need to help students optimize their careers by providing them with full information and understanding perspective that will enable them to make their own decisions, and do it wisely.

The Placement and Financial Aids Office at Santa Barbara City College attempts to locate positions for all students regardless of race, color, creed or national origin. Philosophically, the office is dedicated to assisting all students find employment which makes the greatest use of their talents and qualifications.

During this period, in which the standards of physical appearances are changing rapidly, it is the responsibility of the Placement and Financial Aids Office to recognize and maintain the basic right of the individual student to wear clothes, hair, beards and make-up as he/she sees fit. Employers will be encouraged to request standards of appearance no stricter than absolutely required for each position. Our college Academic Senate on March 25, 1968, approved the following policy:

"No employee of the College shall deny to any student the right of employment or the right of access and admission to any class or to campus facilities and grounds solely because of style of clothes, of hair, or beard."

The Placement and Financial Aids Office will continue to serve the students, the College and the community in placing students in full and part-time positions remembering both the needs and rights of the students, the College, and the employers.