Please fill out and return to our office with proposal package.

Name of Proposed Sub-Grantee: SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Address: 721 CLIFF DRIVE, SANTA BARBARA, CALIFORNIA 93109

Phone: (805) 965-0581

Contact Person: Glenn G. Gooder-Superintendent/President

Date Proposed Package Received: ____________________________
APPLICATION FOR FEDERAL ASSISTANCE
(NONCONSTRUCTION PROGRAMS)

3. Prime Sponsor

COUNTY OF SANTA BARBARA
Organizational Unit
MANPOWER PLANNING COUNCIL
Administrative Office
123 E. Anapamu Street
Street Address – P.O. Box
Santa Barbara, CA 93101
City State Zip Code

4. Applicant Name

SANTA BARBARA CITY COLLEGE
Department Division
HEALTH OCCUPATIONS
Street Address – P.O. Box
721 CLIFF DRIVE
City County

5. Descriptive Name of the Project

CETA SUBGRANT


7. Prime Sponsor Funding Requested

$51,000

8. Grantee Type

State, County, City, Other (Specify) Community College

9. Type of Application or Request

X New Grant, Continuation, Supplement, Other Changes (Specify)

10. Type of Assistance

X Grant, Loan, Other (Specify)

11. Population Directly Benefiting from the Project

30 (First year)

12. Congressional District

a. 13th until January 1, 1975
b. 19th after January 1, 1975

13. Length of Project

12 Months

14. Beginning Date

July 1, 1974

15. Date of Application

May 3, 1974

16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurance if he receives the grant.

Typed name: GLENN G. GOODER BY: Superintendent/President

M. L. HUGLIN Acting President

Signature of Authorized Representative

805 965-0581 351

For Federal Use Only
B. PROGRAM NARRATIVE

This is a project request for monies to establish a Community Health Technician two year associate degree program at Santa Barbara City College. While the impetus will be the educational preparation of community health technicians, the outcome will result in improved health care for the citizenry of Santa Barbara County, especially the disadvantaged, whomever they may be. The underlying reasons for establishing this program are as follows:

1. Currently employed in this County are numerous health workers who have been trained "on the job" for a variety of tasks and who eventually become disillusioned when they find there is no vehicle for upward mobility nor is there opportunity for an increasing salary structure. Examples of job titles for these existing workers are: Paraprofessionals; Medics; Mental health assistants; Paramedics; Patient advocates; and the like. There is increasing employment of workers of this type. It is evident that employers now realize that they have a valuable kind of worker but one who needs more formal education and training in order to be rewarded by job security and the possibility of occupational advancement.

2. There is a need for a planned program wherein the students would be employable at the end of one semester BUT could also continue semester by semester through the attainment of an associate degree, but with the option of leaving at any one stage to become employed at the appropriate level.
3. There is an ever-increasing need for health education, prevention of illness, and maintenance of optimum health. Currently, this trend is manifesting itself through voluntary and public agencies.

4. Health maintenance organizations are increasing all over the United States, and Santa Barbara must be ready for this probable eventuality with skilled workers.

It is our belief that a heterogeneous group of individuals should make up the class composition; younger and older students; male and female students; mixed ethnic backgrounds; and varied income backgrounds. Students will be recruited who meet the criteria of the target groups listed by the Manpower Planning Council of the County of Santa Barbara. Most will meet more than one of the criteria. It is therefore hopeful that the class will comprise a desireable "mix" thereby eliminating the stigma of total segregation of unique kinds of people. A concerted effort will be made to provide the following breakdown of students:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heads of Household</td>
<td>60%</td>
</tr>
<tr>
<td>High school drop-outs (18-22)</td>
<td>15%</td>
</tr>
<tr>
<td>Previous Law offenders</td>
<td>20%</td>
</tr>
<tr>
<td>Physically handicapped</td>
<td>5%</td>
</tr>
</tbody>
</table>

GOALS:

1. To develop and implement a coordinated four semester program with four levels of occupational competency for 30 students by September 1974.

2. To recruit, enroll, and orient 30 people who are motivated to achieve at least the minimum vocational
objectives of this program.

3. To motivate at least 75% of the original students to achieve at least the second level of educational objectives of the program.

4. To motivate at least 50% of the original students to complete the associate degree requirements.

5. To motivate at least 10% of the original students to go on for a four year degree in health education.

NOTE: EMPHASIS WILL BE PLACED ON ENCOURAGING THE MAJORITY OF THE STUDENTS TO COMPLETE THE TOTAL PROGRAM.

ACTIVITIES

1. The tentative curriculum is attached. (Attachment #1)

   An ad hoc advisory curriculum committee has been selected to help provide further input into specific course content. Agencies which will be invited as representative are:

   --S.B. County Public Health Department
   --S.B. County Mental Health Department
   --S.B. County School District
   --S.B. General Hospital Out-Patient Clinic
   --S.B. Catholic Social Servies
   --S.B. City College E.O.P., Chicano, and Black Counselors
   --S.B. Community Health Task Force
   --S.B. City College - Director of Tutorial Services
   --S.B. Westside Clinic

   OTHER agencies and individuals interested in responding to the health needs of individuals of this county. Further selection of individuals and agencies is currently being considered.

2. The program described has already received the approval of:

   --Superintendent-President: Santa Barbara Community College District
   --Health Occupations Division-Santa Barbara City College
   --Community Health Occupations Advisory Committee-Santa Barbara City College
   --College Curriculum Committee-Santa Barbara City College
The proposed, model curriculum will contain courses which will include but not be limited to knowledge and skills in interviewing; assessment; communicating knowledge regarding nutritional needs, birth control, drug abuse, etc; interpreting medical data according to culture; making agency referrals; recognizing overt and covert symptomatology; administering first aid; relating therapeutically with the emotionally distraught person; assisting with physical examinations; assisting with visual and auditory testing; pediatric screening in a family-centered milieu; and performing specific medical-nursing tasks. These knowledges and skills will be taught and performed in keeping with the Medical Practice Act and the Nursing Practice Act so that appropriate supervision will always be available. The intrinsic thread which will permeate throughout all four semesters will be to teach students to help people learn their own health maintenance. The degree of sophistication will begin quite simply in the first semester but will increase in complexity semester by semester.

The student who completes this proposed program will have a baseline set of skills which will include (1) outreach (2) screening skills (3) community planning and organization (4) initiation of family-centered health maintenance (5) crisis intervention and (6) case management referral and follow-up.

Additional general education courses which will lead to the associate degree but will also supplement the understanding and skills of the students will include but not be limited to English or Spanish as a second language; Personality Dynamics and Effective Behavior; Anglo, Black, or Chicano history; Anglo, Black, or Chicano Sociology; Psychology; Biology; and Child Development.

Throughout the programs, students will have theoretical presentations and laboratory experiences at the College, in existing clinics, offices, health agencies, and peoples' homes. Laboratory experiences will provide opportunity for students to transfer theoretical background into practical application. A diversity of teaching methods will be utilized including video-tape recordings; slides and movie presentations; tape recordings; lectures; discussion; self-study; and presentation by a variety of professionals.

The reader(s) should note that the course descriptions for the Community Health Technician courses are absent. They are absent because the advisory committee and appointed faculty will provide for further curriculum development. Currently we foresee:

a. Each semester will provide for an employable skill.
b. The first semester Community Health Technician course will be very basic and will include some simple physical skills—i.e., blood
pressures; assisting with physical examinations; first aid; and office protocol. Will also include an introduction to communication skills; normal nutrition; community agencies; medical terminology; recognition of overt signs and symptoms. Clinical experiences in agencies.

c. The second semester Community Health Technician course will lead into health screening and will include knowledge and skills in auditory and visual testing; dental screening; taking of vital signs; the family milieu from a developmental point of view; recognition of some covert symptomatology; and appropriate agency referrals. Clinical experiences in offices, clinics, agencies, etc.

d. The third semester Community Health Technician course will progress from previous knowledge to the realm of mental health. This will be studied and dealt with on a continuum of optimum mental health to obvious mental illness. Clinical experiences in agencies, clinics, day care centers, and other mental health facilities.

e. The fourth and final semester will use the knowledge and skills of the previous three semesters as the focal point for "integration of the whole" and expanding information to include factual data about major body diseases. Family assessment regarding health or illness, including home visits, will be included. Clinical experiences will be planned in accordance with concurrent theory, but an attempt will be made to place students in clinical areas in which they have shown the most expertise and interest.

TRAINING AND SERVICES

The program herein described, especially for those students who complete the entire program, should provide its graduates with employment within Santa Barbara County. Individuals and agencies are currently being approached regarding available jobs after graduation. The education and training experiences in this program would prepare people to work in a variety of settings—clinics, voluntary agencies, doctors' offices and clinics, etc. At least three individuals have already promised employment to three of the first graduates. Since this is a model program that has no precedent that we know of, it is not possible to foresee the job market statistically. As the students are gaining their clinical experiences
in the various agencies in Santa Barbara, their value as potential employees should be visible. An ongoing effort will be made to find job placement for the graduates, and it is conceivable that the beginning job salary for a graduate with a final semester in a specialization should average about $700 a month in Santa Barbara.

RECRUITMENT, ELIGIBILITY, AND SELECTION OF STUDENTS

Announcement of the program will go through the usual college channels--brochure, college catalogue, college newspaper, and news media. Furthermore, the voluntary efforts of those local agencies which have as their target base, the underprivileged, will be encouraged to seek qualified applicants. Specific eligibility requirements other than the target groups enumerated have not been completely determined. Of primary importance will be the applicant's interest and motivation in health teaching and health maintenance. Some mechanism will have to be determined to select students who will be able to successfully complete the required courses. All applicants will be interviewed, and an attempt will be made to select students on an individual basis without being tied to the traditional history of previous schooling, test scores, etc. At the same time we do not want to unfairly select students for whom there is reason to believe that they could not achieve satisfactorily.
The specific eligibility requirements will be determined after receiving input from our ad hoc curriculum advisory committee.

**ADMINISTRATIVE SYSTEM**

The program will be administered by the Santa Barbara Community College district, and the program will be within the Health Occupations Division of Santa Barbara City College. Monies will be handled through the Dean of Business Services at Santa Barbara City College. Separate accounting procedures will be used so that all monies will be accountable as spent. Students will have the same privileges and resources as all other college students—i.e., the library, tutorial center, classrooms, etc. Furthermore, capital outlay materials are not being requested because the students will have access to all of the necessary teaching equipment in the new health occupations facility.

The program is planned so that there will be coordination within the community with health agencies for student experiences. The area to be geographically covered will be the Santa Barbara Community College District.

**EVALUATION**

Evaluation of this program will be largely based on whether program and student behavioral objectives will be met. All course objectives including laboratory objectives will be written in measurable terms thereby making evaluation
relatively simple.

Methodology will include:

1. Ongoing records of student enrollments, attrition, and numbers completing a given semester.
2. Questionnaires to students and agency representatives will be used to collect data.
3. Grades of students (theoretically and in the laboratory) will determine whether or not student behavioral objectives are being met.
4. 1:1 interviews with key agency personnel and students will be used to determine whether this program is indeed moving along successfully.

Evaluators will also more extensively evaluate important variables such as motivation, student selection process, working in cooperation with a variety of local agencies, etc. This will be done by questionnaires and one to one interviews with key personnel.
### ATTACHMENT #1

**SUGGESTED PROGRAM - COMMUNITY HEALTH TECHNICIAN PROGRAM**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Lecture Units/Hrs</th>
<th>Laboratory Units/Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Health I</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Social Science 13 (Introd. to Social Services)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>English 3A (Eng. as a second lang.)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business 34 (Business English)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology 4 (Child Development)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Completion: Community Health Technician I</td>
<td>TOTAL UNITS 16</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Lecture Units/Hrs</th>
<th>Laboratory Units/Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Health II</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Black Studies 3(Black Culture)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicano Studies 3 (Chicano Culture)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology 1(American Society)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Health Ed. 4 (Advanced First Aid)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Chicano Studies 17 (for Spanish Speaking)</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech 2 (Interpersonal Communication)</td>
<td>3</td>
<td></td>
<td>3-4</td>
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<tr>
<td>Completion: Community Health Technician II</td>
<td>TOTAL UNITS 16-17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Lecture Units/Hrs</th>
<th>Laboratory Units/Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Health III</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Psychology 1 (Gen'l Psychology)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Biology 4 (Nutrition)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Black Studies 1 (Black History)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicano Studies 1 (Chicano History)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 5 (U.S. History)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Completion: Community Health Technician III</td>
<td>TOTAL UNITS 17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Lecture Units/Hrs</th>
<th>Laboratory Units/Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Health IV</td>
<td>2</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Biology 45 (Man and Disease)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psych. 3 (Personality Dynamics &amp; Effective Behavior)</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Completion of all 4 Semesters - Associate Degree - Community Health Technician IV</td>
<td>TOTAL UNITS 15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Administrative
   Assistant Dean, Health Occupations (12% of yearly salary) $2,880.00
   Consumable Office Supplies and Duplicating Materials 800.00
   On-going Evaluation of Program
     (Preparation and compilation of questionnaires; 1:1 interviews, collection of data) 2,000.00
   Preparation and Printing of Brochures 500.00
   Summer Planning - Course Outlines, etc. 2,000.00
   **Total** 8,180.00

2. Wages
   ___

3. Training
   Coordinator/Teacher Salary 21,000.00
   2nd Hourly Teacher - $12/hr., 12 hrs./wk, 36 wks. 5,184.00
   Teaching Assistant-Skills Lab College $4.60/hr., 10 hrs./wk, 36 wks. 1,656.00
   Learning Facilitator - $4.00/hr., 10 hrs./wk, 36 wks. 1,440.00
   Textbooks for Faculty 100.00
   Audio-visual Tapes, Slides, Videotapes, etc. 800.00
   Travel for Faculty - to and from agencies and college 400.00
   Student Orientation Session - Summer 500.00
   Faculty Conference and Travel 600.00
   Textbooks for 30 Students (returnable each semester) 4,500.00
   Lab Coats and Name Pins for 30 Students 360.00
   Watches with Second Hand for 30 Students (returnable at end of program) 450.00
   **Total** 36,990.00

4. Fringe Benefits (16% of base salaries, including hourly certificated personnel) 4,316.00

5. Allowances Paid to Participants
   ___

6. Services
   Malpractice Insurance ($13/year for 30 students) 390.00
   Part-time Counselor/Advisor 1,200.00
   **Total** 1,590.00

**TOTAL** $51,076.00

(10)
# I. Enrollment and Termination Summary

**Program Year Covered by This Grant**

- **From:** July 1, 1974
- **To:** June 30, 1975

## II. Planned Enrollments in Program Activities

Enter below (a) The number of individuals to be served in each program activity cumulatively through the program year; 
(b) The number of individuals planned to be enrolled in each program activity at the end of each quarter; an individual who is concurrently enrolled in more than one activity should be counted in each activity in which he or she is enrolled.

<table>
<thead>
<tr>
<th>Program Activity</th>
<th>8/30 (a)</th>
<th>12/31 (b)</th>
<th>3/31 (c)</th>
<th>6/30 (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Classroom Training - Prime Sponsor</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>2. Classroom Training - Voc. Ed.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. On-the-Job Training</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. Public Service Employment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Work Experience</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6. Other Activities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

III. Summary Financial Plan (in thousands of dollars)

- **Total CETA Funds Available during this Program Year (Sum of A.1 and A.2):** 30,000
- **Funds Carried in from Previous Program Year or Other Grants:** 0

**Total Projected Expenditures for this Program Year (Sum of B.1 through B.5):** 51,000

1. **Administration:** 8,000
2. **Allowances:** 0
3. **Wages:** 0
4. **Fringe Benefits (16%):** 4,000
5. **Training:** 37,000
6. **Services to Clients:** 2,000

**Total CETA Funds to be Carried into Next Grant Year:** 0

IV. Cumulative Projections by Quarter of Financial Plan (in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th>9/30 (a)</th>
<th>12/31 (b)</th>
<th>3/31 (c)</th>
<th>6/30 (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Prime Sponsor Obligation</td>
<td>15,000</td>
<td>27,000</td>
<td>39,000</td>
<td>51,000</td>
</tr>
<tr>
<td>B. Total Projected Expenditure by Program Activity: (See III.B) (Sum of B.1 through B.5)</td>
<td>15,000</td>
<td>27,000</td>
<td>39,000</td>
<td>51,000</td>
</tr>
<tr>
<td>1. Classroom Training, Prime Sponsor</td>
<td>15,000</td>
<td>27,000</td>
<td>39,000</td>
<td>51,000</td>
</tr>
<tr>
<td>2. On-the-Job Training</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Public Service Employment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. Work Experience</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Services to Clients</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6. Other Activities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C. Projected Expenditures for Supplemental Voc. Ed., Grants to Governor</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D. Projected Expenditures of non-Federal Funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E. Other Federal Funds, not in Prime Sponsor’s Grant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>F. Grand Total Projected Expenditures (Sum of B, C, D and E)</td>
<td>15,000</td>
<td>27,000</td>
<td>39,000</td>
<td>51,000</td>
</tr>
</tbody>
</table>

V. Significant Client Groups. Indicate the number of individuals in each client group that have been served cumulatively during the program year. Client groups may be specified by the Manpower Admin. or the Prime Sponsor.

<table>
<thead>
<tr>
<th>Client Group</th>
<th>8/30 (a)</th>
<th>12/31 (b)</th>
<th>3/31 (c)</th>
<th>6/30 (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disadvantaged</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>2. Heads of Household</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>3. H/S Dropouts</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>4. Prev. Law Offenders</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>5. Phys. Handicapped</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

VI. Other Activities (Reference II.C: IV.B.6)

Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation. (Optional)
Santa Barbara Community College District

AFFIRMATIVE ACTION POLICY

Proposed

October 11, 1973

I. POLICY STATEMENT

The Santa Barbara Community College District shall not discriminate against any person in employment or in any program affiliated with the District because of race, color, religion, sex, family relationship, marital status, age, creed or national origin. The Santa Barbara Community College District will implement affirmatively equal employment opportunity for all employees and qualified applicants for employment. Positive action will be taken by the administration, faculty, staff, and students to insure the implementation of this policy and to overcome any forms of exclusion or discrimination, whether purposeful or inadvertent. This policy is consistent with the requirements and objectives set forth by the President's Executive Order Number 11246 as amended by 11375, by revised order number 4, and by Title 6 and Title 7 of the Civil Rights Act of 1964 as amended.

Specifically, the Santa Barbara Community College District shall:

A. Without establishing quotas, have as its goal an institutional work force in which the employment of minority group members and women is adjusted at all levels until the distribution of minority group members and women on the staff is reflective of the available and qualified work force. Procedures shall be established for implementing affirmative action which will insure that an equitable distribution is achieved. Effectiveness of the procedures shall be determined by analyzing utilization of minority group members and women separately;

B. Support the rights of minority group members and women to equal employment commensurate with their qualifications and to equal compensation for equal work;

C. Take positive action to recruit, hire, and retain qualified minority group members and women at all levels of employment and assure that its system of tenure and promotion do not discriminate against minority group members and women;

D. Make a special effort to encourage minority group and women employees to prepare for higher level positions or to acquire qualifications needed for advancement and promotion;

E. Insure that no reprisals or coercion are brought to bear against any person or persons who avail themselves of the services of the affirmative action office; and

F. Require compliance with Executive Order Number 11246 as amended of all companies and agencies entering into contractual agreements with the Santa Barbara Community College District.

Approved by Board action

October 11, 1973

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