PROGRAM OPERATIONS/DESIGN
FOR
ELECTRONIC TECHNICIAN/ELECTRONIC ASSEMBLER TRAINING

Program Operator:
Santa Barbara City College
BUDGET SUMMARY

The resources to fund the Electronics Training Program will be forthcoming from three different agencies; i.e., CETA, SBCC Community College District, and Vocational Education Act P.L. 94-482.

Specific contributions are as follows:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
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<tbody>
<tr>
<td>CETA</td>
<td>$75,000</td>
</tr>
<tr>
<td>SBCC District</td>
<td>47,999</td>
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<tr>
<td>VEA</td>
<td>4,557</td>
</tr>
</tbody>
</table>

The distribution of funds to support the Electronics Training Program is as follows:

**CETA:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software (Electronics Technician)</td>
<td>$22,967</td>
</tr>
<tr>
<td>Administration (Electronics Technician)</td>
<td>3,837</td>
</tr>
<tr>
<td>Instruction (Electronics Technician)</td>
<td>21,034</td>
</tr>
<tr>
<td>Instructor &amp; Lab. Asst. (Electronics Assembler)</td>
<td>25,117</td>
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<tr>
<td>Phone (Electronics Assembler)</td>
<td>45</td>
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<tr>
<td>Consumable Supplies (Electronics Assembler)</td>
<td>2,000</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$75,000</strong></td>
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</table>

**DISTRICT:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Indirect Expenditures (Electronics Technician)</td>
<td>$30,616</td>
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<tr>
<td>&quot; (Electronics Assembler)</td>
<td>17,383</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$47,999</strong></td>
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**VOCATIONAL EDUCATION:**

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<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Half-time Intermediate Clerk-Typist (credit/no credit)</td>
<td>$4,557</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$4,557</strong></td>
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**GRAND TOTAL:** $127,556
Statement of Work Narrative

I. PURPOSES AND OBJECTIVES

Santa Barbara City College will operate an Entry-Level Electronics Training Program for CETA participants during the 1979-80 school year. We believe this will be a timely and desirable training program to offer. The reasons are as follows:

1. There is and continues to be a greater number of employment opportunities for trained electronic technicians and assemblers in the South Coast, Santa Barbara County.

2. For socio-economic reasons there seems to be little (if any) "in" migration of trained personnel in electronics, therefore agencies must train local clientele for these job slots.

3. Demographically, statistics indicate the highest percent of potential (by age group) workers are from 18-26 years of age, and yet under-employed or unemployed. Also, unemployed Vietnamese would profit from instruction.

4. There are a significant number of assembly or go/no-go testers working in electronic firms who could profit from additional and more sophisticated instruction in electronics.

5. Santa Barbara City College will (by August 20, 1979) have a fully equipped modern electronics training facility which can serve 20-24 students at any one time. Furthermore, Santa Barbara has a full range of counseling, tutorial, basic skills, and ESL services to provide assistance to students.

Santa Barbara City College will operate an electronics training program from October 1, 1979 through July 3, 1980. The program will train unemployed or underemployed people for full-time unsubsidized employment.

The program will be open entry-open exit and will allow for OJT stations as soon as minimal-level client productivity could be demonstrated.

Special services in tutorial, ESL, and basic skills will be provided to clients by Santa Barbara City College when needed.

The local CETA prime sponsor will provide client assessment information and fiscal disbursement responsibilities and will provide for disbursement of funds to CETA participants.

The local EDD will provide for OJT functions coordinated with Santa Barbara City College's Electronics instructor; i.e., disbursement of funds to the private sector employers and job placement.

A phase in-phase out factor will be determined by a student diagnostic and employability evaluation and the student's progress (as determined by the instructor and the industry site evaluator) in the program. This factor should be somewhere between 20-30%.

There would be close coordination between classroom training and a South Coast Santa Barbara County consortium representing the local American Electronics Association.
II. ENROLLEE ASSIGNMENT

All clients who will participate in the Electronics Training Program will reside in South County - Santa Barbara. Target areas of recruitment will be Census Tracts 8, 9, 10 Santa Barbara. Target demographic pools will consist of out-of-school, unemployed youth and Vietnamese refugees.

Minimum age requirements will be 18, but training is not limited to sex.

III. PROGRAM OPERATIONS/DESIGN

A. OBJECTIVES AND DESCRIPTION

Length of Program

The credit Electronics Department will offer a 612 hours (maximum) Electronics Technician training program which will start on October 1, 1979 and terminate on July 3, 1980.

The Adult Education Division will offer a 120 hours (per participant) training program in Electronics Assembly. This program will also start on October 1, 1979 and terminate on July 3, 1980.

Participants Served

Thirty-five (35) electronic technicians will be trained during the duration of the program; however, no more than twenty (20) students will be enrolled at any one time.

Two-hundred (200) electronic assemblers will be trained during the duration of the program; however, no more than twenty (20) students will be enrolled at any one time.

Program Objectives

It is anticipated that all of the electronic technician students (35) will be placed in an on-the-job training (OJT)* station within three weeks after start of the program. Classroom training will be held daily until CETA students exit the program with job entry-level skills. Students will receive allowances (minimum wage) for their hours of classroom participation.

For the Electronic Assembler training program all trainees will receive a minimum of 5 hours per week of lecture to develop good work habits, practice safe work habits, and to accept employment responsibilities. The remaining

*The OJT component will be contracted between the Santa Barbara EDD and Santa Barbara CETA prime sponsor.
25 hours per week will be devoted to the skills training associated with learning the proper procedures and techniques as well as the dexterity necessary to becoming employed as an assembler. During the fourth week, a pre-technician orientation will be provided for the more capable trainee.

Those trainees judged to have higher capabilities for training as technicians will be referred to the technician training component at the City College campus. This phase of the training will provide an upward mobility training opportunity for assemblers.

There will not be an OJT component for the Electronic Assembler student because of the short training period.

B. DESCRIPTION OF OPERATION

Design and Structure of Program

Once students receive intake assessment and are referred to Santa Barbara City College for either Electronic Assembler or Technician training, a SATB battery will be administered. This aptitude battery will be administered by the Santa Barbara EDD upon request (See attached Exhibit A). If the student fails to meet minimum competencies in Math, English, or physical dexterity, further student assessments and recommendations for special services will be made.

Service providers at Santa Barbara City College are:

- English as a Second Language (ESL)  
  LUIS VILLEGAS, ESL Coordinator
- Basic Skills (English)  
  JOHN ROMO, Director, Essential Skills
- Math Competencies  
  Electronic Instructors
- Electronic Competency Assessment  
  Electronic Instructors
- Tutorial  
  PABLO BUCKELOW, Director, Tutorial Ctr.
- ESL and Math Competencies  
  Dr. JOE BAGNALL, Asst. Dean, Continuing Education

Once students have met the performance objectives of the Electronic Assembler and Technician Program (See Exhibits B and C), an exit assessment will be made to determine individual job placement needs of trained students; hopefully, very few students will require job placement once training has been completed. Plans are to have students matriculate from their OJT station to full-time unsubsidized employment in electronics.

Classroom Training Description - Electronics Technician (See Course Outline Exhibit B)

Technicians will be instructed in AC and DC circuits, semi-conductor devices, and micro-processor programming (440 hours); also, these students will receive approximately 172 hours of support instruction (on an "as needed" basis) in Mathematics, English and basic Drafting techniques.
Occupations are somewhat diversified for those trained as electronic technicians; e.g., tester, systems technician, repair technician, and electronics engineering aide.

The methods of instruction will be a combination of classroom lectures, laboratory exercises, and the use of printed audio/visual "self paced" packets. This mode will allow students to progress at their own speed of learning. A daily student schedule is as follows:

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Skills learned by the trainees are outlined in Performance Objectives listed in Exhibit C. Students will receive a Certificate of Completion for successfully demonstrating meeting a minimum of 70% proficiency level of performance modules required. Students will also have credits recorded for courses successfully completed.

An average ability student should complete all of the program requirements in approximately 350 hours; a low ability student will require the maximum instruction of 612 hours; and the outstanding student should complete the program within 290 hours of classroom training. The open entry, open exit instructional format will allow for this variable.

The CETA Service Center will recruit (with the assistance of Santa Barbara City College) and perform client intake assessments for the Electronics Technician Program. Already, many Social Service agencies have been contacted regarding this project.

OJT contracts will be provided and monitored by the local EDD office (under separate RFP). Job development and OJT slots will be identified through joint efforts of the Santa Barbara City College staff and local EDD representatives. Already, a consortium of local electronics firms (American Electronics Association) are involved in this effort. Ideally, all OJT assigned trainees would matriculate directly into unsubsidized employment positions. For those students not caring for this type of transition, placement service will be provided through EDD.
The instructor for the Electronics Technician Program will be the "key figure" in establishing the necessary linkages of the CETA Service Center (which provides intake assessment) and the Supportive Services (which provide ESL, Basic Skills and Tutoring) at Santa Barbara City College. Also, the electronics instructor will play a vital role in "job ready" trainee assessment and job placement.

A follow-up Job Placement Study will be completed by joint efforts of the electronics faculty and EDD within 60 days after each student has completed the electronics performance requirements.

Personal counseling and support services in Tutorial, Basic Skills, and ESL are available to all students enrolled at Santa Barbara City College.

The CETA prime sponsor will be responsible for issuing trainee allowances during the duration of the training program.

Classroom Training Description - Electronics Assembler (See Course Material Exhibit C)

Assemblers will be instructed in the use of hand tools, printed boards, soldering, component identification, and symbol reading. These students will receive a maximum of 120 hours of instruction. Instruction will involve approximately 100 hours exclusively in electronic skills training, and 20 hours (as needed) in basic education.

Occupations for an assembler/testing trainee are somewhat limited in diversity, somewhat limited to line work; however, the training is a good foundation for those seeking employment (with minimum training) and those who might care to expand their career horizons by advanced training in electronics.

Instruction in electronic assembly will consist of faculty demonstrations in an electronics assembly setting. Most instruction will be supervised practical "hands on" experiences performed by trainees. A typical daily student schedule is as follows:

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<tr>
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</tbody>
</table>
Skills learned by trainees are outlined in Performance Objectives listed in Exhibit C. A Certificate of Completion will be awarded students who demonstrate a minimum of 70% proficiency level of Performance Objectives required.

Program requirements do not vary for the 120 hours Assembler Program, since it is anticipated that most trainees will be of average to low ability.

The CETA Service Center will recruit and perform client assessment for the Electronics Assembler Program.

Job development and placement will be performed by a joint effort between Santa Barbara City College's Continuing Education Division and the local EDD office.

The Electronics Assembler instructor will work with electronic industries in articulating student employability workshops.

Follow-up studies of student placement will be performed within 60 days after the student has completed training. The CETA prime sponsor will be responsible for issuing trainee allowances during the duration of the training program.

IV. PERFORMANCE STANDARDS - N/A

V. ADMINISTRATIVE PROCEDURES

A. Comparative Costs

Administrative costs to conduct an Electronics Training Program will be 5 percent of the total.

B. Administrative Procedures

The fiscal management system will be recorded and controlled through the SBCC Business Accounting Office.

The records maintenance and reporting procedures will be expedited and monitored by the Assistant Dean, Occupational and Career Education's, office.

Organizational structure and job descriptions of Assistant Dean, Occupational and Career Education, Assistant Dean, Continuing Education, and Certificated Instructor are attached (See Exhibit E).

Santa Barbara City College has an adopted Affirmative Action/Grievance Plan which protects the individual from being discriminated against.

C. Costs

Consumable/non-consumable purchases will be made on or about September 1, 1979. Specific amounts are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software (Electronic Technician)</td>
<td>$22,192</td>
</tr>
<tr>
<td>Supplies (Electronic Assembler)</td>
<td>2,000</td>
</tr>
<tr>
<td>Total</td>
<td>$24,192</td>
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</table>

(See Exhibit D for specifics concerning software materials.)
D. Other Information

The Santa Barbara Community College District has a California State Community College Code No. 69294.

AUTHORIZED SIGNATURES FOR ELECTRONICS TRAINING PROJECT

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Authorized to Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. David Mertes</td>
<td>Superintendent/President</td>
<td>Contracts</td>
</tr>
<tr>
<td>David Pickering</td>
<td>Controller - Business/Accounting</td>
<td>Financial Reports</td>
</tr>
<tr>
<td>Melvin J. Elkins</td>
<td>Assistant Dean, Occupational and Career Education</td>
<td>Program Reports</td>
</tr>
</tbody>
</table>

NOTE: The Board of Trustees of the Santa Barbara Community College District authorizes designates to sign contracts. The Controller - Business/Accounting, and the Assistant Dean, Occupational and Career Education, are designated by job function to perform financial and program reports.
EXHIBIT B
PROGRAM - ELECTRONICS TECHNICIAN (GRADED)
SANTA BARBARA CITY COLLEGE

DC Electronics Outline and Course Objectives 60 Hours

I CURRENT
1. Composition of Matter
2. Electrostatics
3. Current Flow
4. Measuring Current
Lab: Use of Ammeter, Powers of Ten and Scientific Notation

II VOLTAGE
1. Electrical Force
2. Methods of Producing EHF
3. Voltage Rises and Drops
Lab: Use of Voltmeter, Measuring Voltage Rises and Drops

III RESISTANCE
1. Factors Determining Resistance
2. Types of Resistors
3. Wattage
4. Series, Parallel, and Series - Parallel Connections
Lab: Color Code, Use of Ohmmeter, and Measuring Resistance

IV OHM'S LAW
1. Relationships between Voltage, Resistance, and Current
2. Work and Power
Lab: Verifying Ohm's Law, Measurement of Power

V MAGNETISM
1. Natural Magnets and Magnetism
2. Electricity and Magnetism
3. Magnetic Units
4. Induction
Lab: Magnetic and Electromagnetic Applications

VI ELECTRICAL MEASUREMENTS
1. Basic Meter Movements
2. 'Shunts and Multipliers
3. The Ohmmeter
4. Multimeters
Lab: Determining Meter Sensitivity and Loading Effects

VII DC CIRCUITS
1. Series, Parallel, and Series - Parallel
2. Voltage Dividers
3. Bridge Circuits
4. Kirchhoff's Laws
5. Network Theorems
Lab: Use of Wheatstone Bridge, Analysis of Networks, Maximum Power Transfer
VIII  INDUCTION AND CAPACITANCE

1. Inductance and Inductors
2. Capacitance and Capacitors
3. RL and RC Time Constants

Lab: RC Time Constants, Capacitors in Series and Parallel

PERFORMANCE OBJECTIVES:

At the conclusion of this unit, the student should be able to:

1. Solve the basic electronic problems involving current, voltage, resistance, and power.
2. Explain the relationship between current, voltage, resistance, and power.
3. Discuss the relationship between electricity and magnetism.
4. Construct DC circuits containing resistors, switches, lamps, batteries, and capacitors from schematic diagrams.
5. Use a multimeter to measure current, voltage, and resistance.
6. Convert from one metric prefix to another and to work with powers of ten.
7. Explain the construction, operation, and applications of resistors, variable resistors, switches, fuses, capacitors, and inductors.
8. Demonstrate basic safety procedures.
AC Electronics Outline and Course Objectives 64 Hours

I ALTERNATING CURRENT
1. Generating AC
2. The Basic Sine Wave
3. Frequency, Cycle, and Period
4. Peak, Average, and Effective Values

II AC MEASUREMENTS
1. AC Meters
2. Oscilloscopes
3. Ohm's Law in AC Circuits
   Lab: The Oscilloscope, Measuring Frequency and Period, Measuring Peak and Effective Voltages and Currents

III CAPACITIVE CIRCUITS
1. Factors Affecting Capacitance
2. Capacitive Reactance
3. RC Circuits - Impedance, Phase Shift
4. Filters and Coupling Networks
   Lab: Right Triangle Trigonometry, Measuring Phase Shift, Determining Band Pass and Band Reject Frequency

IV INDUCTIVE CIRCUITS
1. Factors Affecting Inductance
2. Inductive Reactance
3. RL Circuits - Impedance, Phase Shift
   Lab: Right Triangle Trigonometry, Applications of Inductive Circuits

V TRANSFORMERS
1. Transformer Action
2. Transformer Ratios
3. Transformer Losses
   Lab: Transformer Applications

VI TUNED CIRCUITS
1. RCL Circuits
2. Resonance - Series and Parallel
3. Q and Bandwidth
4. Filters
   Lab: Series and Parallel Resonance, and Filter Circuits
PERFORMANCE OBJECTIVES:

At the conclusion of this unit, the student will be able to:

1. Explain the difference between AC and DC.
2. Determine the average, peak, or effective value of an AC sine wave when one value is known.
3. Using an oscilloscope, determine the peak-to-peak value and the frequency of a sine wave.
4. Describe the property capacitance and explain how capacitors are constructed.
5. Describe the property inductance and explain how inductors are constructed.
6. Analyze AC circuits containing resistors, capacitors, and inductors in any combination or configuration.
7. Explain transformer action.
8. Determine voltage, current, and power relationships within both the ideal and practical transformer.
9. Explain the operation of series and parallel resonant circuits.
Semiconductor Devices  Outline and Course Objectives  64 Hours

I  SEMICONDUCTOR FUNDAMENTALS
   1. Semiconductor Materials
   2. N-Type and P-Type Semiconductors

II  SEMICONDUCTOR DIODES
   1. The PN Junction
   2. Diode Biasing
   3. Diode Characteristics
   4. Diode Construction and Applications
   Lab: Determining Diode Characteristics, Testing Semiconductor Diodes

III  THE ZENER DIODE
   1. Zener Diode Characteristics
   2. Power Dissipation in Zener Diodes
   3. Voltage Regulation with Zener Diodes
   Lab: Zener Diode Characteristics and Applications

IV  SPECIAL APPLICATIONS OF SEMICONDUCTOR DIODES
   1. Characteristics of the Tunnel Diode
   2. Characteristics of the Varactor Diode
   3. High Frequency Diodes

V  TRANSISTOR OPERATION
   1. Basic Transistor Action
   2. Transistor Amplification
   3. Transistor Arrangements
   Lab: Testing Transistors, and Determining Configurations

VI  TRANSISTOR CHARACTERISTICS
   1. Characteristics of Common-Base Circuits
   2. Current Gain, Alpha Cutoff, Leakage Currents, and Curves
   3. Characteristics of Common-Emitter Circuits
   4. Current Gain, Beta Cutoff, Leakage Currents, and Curves
   5. Characteristics of Common-Collector Circuits
   6. Input and Output Resistance
   7. Maximum Transistor Ratings
   Lab: Determine Characteristics of CB, CE, and CC Circuits

VII  FIELD EFFECT TRANSISTORS
   1. The Function FET
   2. Construction and Operation of a JFET
   3. The Insulated Gate FET
   4. Circuit Arrangements
   Lab: Determine the Characteristics of Different Types of FETs and the Operational Characteristics of FETs in Different Circuit Arrangements
Semiconductor Devices (continued)

VIII  THYRISTORS
1. Silicon Controlled Rectifiers
2. Bidirectional Triode Thyristors
3. Unijunction Transistors
Lab: Determine Characteristics of UJT and SCR

IX  INTEGRATED CIRCUITS
1. Advantages and Disadvantages of IC's
2. Basic IC Construction
3. Applications of IC's to Digital and Analog
Lab: Determine Manufacturer's Specifications for IC, Analyze IC Applications

X  OPTOELECTRONIC DEVICES
1. Basic Principles and Characteristics of Light
2. Light Sensitive Devices
3. Light Emitting Devices
Lab: Determine Characteristics of Phototransistor and LED Devices

PERFORMANCE OBJECTIVES:
At the conclusion of this unit, the student will be able to:
1. Describe the electrical characteristics of semiconductor materials.
2. Explain the operation and construction of the more important semiconductor devices.
3. Properly handle semiconductor components.
4. Recognize the schematic symbols used to represent a wide variety of semiconductor devices.
5. Test semiconductor devices for proper operation.
Electronic Circuits        Outline and Course Objectives

I  BASIC AMPLIFIERS
   1. Amplifier Configurations - CE, CB, and CC
   2. Amplifier Biasing
   3. Amplifier Coupling
      Lab: Determining Thermal Stability and Amplifier Characteristics

II TYPICAL AMPLIFIERS
   1. Direct Current Amplifiers
   2. Audio Amplifiers
   3. Video Amplifiers
   4. RF and IF Amplifiers
      Lab: Construction and Analysis of Various Amplifiers

III OPERATIONAL AMPLIFIERS
   1. Differential Amplifiers
   2. Operational Amplifier Characteristics
   3. Closed-Loop Operation
   4. Applications of Operational Amplifiers
      Lab: Analysis of Differential Amplifier, Operational Amplifier, Inverting
           and Non-Inverting Amplifiers, and Active Filters

IV POWER SUPPLIES
   1. Rectifier Circuits - Half-Wave and Full-Wave
   2. Bridge Rectifier
   3. Power Supply Filters
   4. Voltage Multipliers
   5. Voltage Regulation
   6. Power Supply Circuits
      Lab: Analysis of Unregulated and Regulated Power Supplies

V OSCILLATORS
   1. Oscillator Fundamentals
   2. The Transformer Oscillator
   3. LC Oscillators
   4. Crystal Controlled Oscillators
   5. RC Oscillators
   6. Nonsinusoidal Oscillators
      Lab: Construction and Analysis of Typical Oscillator Circuits

VI PULSE CIRCUITS
   1. Nonsinusoidal Wave Forms
   2. Warshaping
   3. Rectangular-Wave Generators
   4. Ramp Generators
      Lab: Construction and Analysis of Wave Generating and Wave Shaping Circuits
VII MODULATION

1. Amplitude Modulation
2. Superheterodyne Receiver
3. Other AM Systems
4. Frequency Modulation and Detection

Lab: Analysis of AM and FM Transmitters and Receivers

PERFORMANCE OBJECTIVES:

At the conclusion of this unit, the student will be able to:

1. Identify basic transistor amplifier circuits, describe their operation, and list the characteristics of each.
2. Discuss DC amplifiers, audio, video, IF, and RF amplifiers, including their application in practical electronic systems.
3. Explain the operation of differential amplifiers, comparators, summing and difference amplifiers, and active filter circuits.
4. Analyze and design simple inverting and non-inverting amplifiers using operational amplifiers.
5. Identify and explain the operation of power supply rectifiers, filters, and regulation circuits.
6. Discuss the basic principles of oscillation, identify and describe the operation of commonly used LC, RC, and crystal oscillators.
7. Demonstrate a knowledge of pulse shapers, multivibrators, the Schmitt trigger, and ramp generators.
8. Explain amplitude and frequency modulation, the heterodyne principle, and modulation and detection circuits.
9. Construct transistor and integrated circuits covered in this unit.
10. Use a voltmeter and an oscilloscope to analyze the operation of electronic circuits.
I  INTRODUCTION TO DIGITAL TECHNIQUES
   1. Contrasting Analog and Digital Devices
   2. Binary Number System and Binary Codes
   3. Data Representation

II  SEMICONDUCTOR DEVICES FOR DIGITAL CIRCUITS
   1. Bipolar Transistor Switch
   2. Saturated and Non-Saturated Switching Circuits
   3. MOS Field Effect Transistor Switch
   Lab: Bipolar Transistor Switch and MOSFET Circuits

III DIGITAL LOGIC CIRCUITS
   1. Types of Logic Circuits
   2. Inverter Circuits
   3. Decision-Making Logic Elements
   4. AND, OR, NAND, NOR Gates
   5. Logic Circuits
   Lab: Relay, Switch, Diode, and Transistor Logic Circuits

IV DIGITAL INTEGRATED CIRCUITS
   1. Logic Circuit Characteristics
   2. Integrated Circuits - Manufacturing Methods and Packaging
   3. TTL, ECL, PMOS, NMOS, MOS, and CMOS Circuits
   Lab: Characteristics of Various Logic Gates and Circuits

V  BOOLEAN ALGEBRA
   1. Digital Logic Circuits and Boolean Equations
   2. Truth Tables and Boolean Rules
   3. Minimizing Logic Expressions
   Lab: Applying NAND and NOR Gates

VI  FLIP-FLOPS AND REGISTERS, COUNTERS, AND CLOCKS
   1. 'D and JK Type Flip-Flops
   2. Binary Counters
   3. BCD Counters and Frequency Dividers
   4. Shift Registers and Clocks
   Lab: Applications of Flip-Flops, Counters, Shift Registers, and Clocks

VII COMBINATIONAL LOGIC CIRCUITS
   1. Decoders and Encoders
   2. Multiplexers and Demultiplexers
   3. Exclusive OR and NOR
   4. Read Only Memories
   Lab: Applications of Decoders, Multiplexers, Binary Adders and Comparators,
   Bipolar ROM, and MOS ROM.
VIII DIGITAL DESIGN AND APPLICATIONS

1. Design Criteria
2. Combinational Logic Circuit Design
3. Sequential Logic Circuit Design
4. Digital Test Equipment - Frequency Counter
5. Introduction to Digital Computers and Microprocessors

Lab: Designing Combinational and Sequential Logic Circuits

PERFORMANCE OBJECTIVES:

At the conclusion of this unit, the student will be able to:

1. Discuss the advantages and benefits of using digital techniques in electronic equipment.

2. Convert between the binary and decimal number systems and recognize the most commonly used binary codes.

3. Explain the operation of digital logic gates.

4. Identify the more commonly used integrated circuit families used in digital equipment and discuss their operation, characteristics, and features.

5. Use Boolean Algebra to express logic operations and minimize logic circuits in design.

6. Discuss the operation and application of the more frequently used sequential and combinational logic circuits.

7. Design both combinational and sequential logic circuits for a given application from definition and concept to the selection of the integrated circuits.

8. Discuss the operation and application of digital counters in time and frequency measurements.
Microprocessor Programming and Applications

Outline and Course Objectives

I NUMBER SYSTEMS AND CODES
1. Decimal and Binary Number Systems
2. Octal and Hexadecimal Number Systems
3. Binary Codes
Lab: Converting Between Number Systems

II MICROCOMPUTER BASICS
1. Terms and Conventions
2. An Elementary Microcomputer
3. Addressing Modes
Lab: Simple Programming of MPU

III COMPUTER ARITHMETIC
1. Binary ARITHMETIC
2. Addition, Subtraction, Multiplication, and Division
3. Two's and Ten's Complement
4. Arithmetic with Signed Numbers
Lab: Construction of Arithmetic Circuits

IV INTRODUCTION TO PROGRAMMING
1. Branching and ConditionaT Branching
2. Algorithms
3. Additional Instructions - ADC, SBC, ASLA, and DAA
Lab: Construction and Programming of Computer Circuits

V THE 6800 MICROPROCESSOR
1. Architecture of the 6800 MPU
2. Instruction Set of the 6800 MPU
3. New Addressing Modes
4. Stack Operations
5. Subroutines
6. Input-Output Operations
7. Interrupts
Lab: Construction and Programming of the 6800 MPU

VI INTERFACING
1. Interfacing Fundamentals
2. Interfacing with Random Access Memory
3. Interfacing with Displays
4. Interfacing with Switches
5. The Peripheral Interface Adapter
Lab: Connecting the MPU to Peripheral Circuits and Equipment
PERFORMANCE OBJECTIVES:

At the conclusion of this unit, the student will be able to:

1. Convert between the various number systems and codes used by microprocessors.

2. Explain the instruction set, addressing modes and architecture of a representative MPU.

3. Program a representative MPU.

4. Interface the MPU with its own family of support circuits and with external components such as keyboards, displays, converters, etc.

5. Design and Construct microprocessor-based circuits.
EXHIBIT C

CETA ASSEMBLER/PRE-TECHNICIAN

COURSE OUTLINE

ASSEMBLER

A. Work Habits
   1. Punctuality
   2. Quality work performance

B. Use of hand tools and materials
   1. Soldering iron
   2. Cutters, tweezers
   3. Fluxes

C. Component Identification
   1. Handling
   2. Soldering
   3. Removal and installation

D. Printed boards
   1. Parts insertion
   2. Wire preparation

E. Schematic symbols
   1. Diagrams

F. Soldering/Tinning
   1. Solders
   2. Fluxes

G. General Assembly Techniques

H. Safety

I. Written Reports

PRE-TECHNICIAN

J. Basic Test Equipment
   1. Use of Voltmeter
   2. Use of Ohm meter
   3. Analog & Digital
   4. Use of Oscilloscope for Voltage & Frequency
K. Basic Trouble Shooting
   1. Continuity checking
   2. Open & Short circuits
   3. Resistance measuring
   4. Voltage measuring
OBJECTIVES

The 120 hours of training will have each trainee:

A. Capable of performing entry level basic soldering while producing acceptable soldered connections.

B. Will be able to perform appropriate and correct installation and removal of components from printed circuit boards.

C. Will learn to recognize and utilize component identification information and schematic symbols as well as diagrams.

D. Will have acquired the introduction basic skills necessary to be referred to the Technician Training Component (the more capable).
July 12, 1979

Dr. Maurice Ryan  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA, 93109

Dear Maurie:

Robert A. Nieminen, as the Educational Distributor for the HEATH COMPANY is pleased to provide you with the following cost proposal.

This proposal includes all the necessary texts, student workbooks, instructor guides, parts kits and trainers for DC Electronics, AC Electronics, Semiconductor Devices, Electronics Circuits, Digital Techniques, and Microprocessor Techniques. This proposal also includes the Self Instructional programs with the A-V Cassette Tape for each of the above programs and Modules 1 and 2 for meters and oscilloscopes. No test equipment is included as the HICKOK test equipment you recently purchased will work ideally with the HEATH programs and trainers:

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Sub-total $23,130.50

Less 10% quantity discount | $2,313.05

Sub-total $20,817.45

California State Sales Tax 6% | 1,249.05

Estimated Freight Charges 690.00

Total $22,966.50

Cost per student $1173.91

The above prices will be honored for a period of (90) days from the date of this proposal and if this equipment is ordered, the purchase order should be placed directly with ROBERT A. NIEMINEN, HEATH EDUCATIONAL DISTRIBUTOR, at the below address. Almost all of this equipment is stocked by the HEATH COMPANY, so delivery could be made in about 30 days.

Yours very truly,

Robert A. Nieminen, HEATH EDUCATIONAL DISTRIBUTOR
32371 Alipaz St. #128
San Juan Capistrano, CA 92675
Phone (714) 493-3010
ASSISTANT DEAN, OCCUPATIONAL AND CAREER EDUCATION: The Assistant Dean, Occupational and Career Education is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising, and evaluating credit occupational programs in Trade and Technical education and Work Experience and for assisting the Administrative Dean of Instruction in administering Vocational Education, Industrial Arts Education, and other pre-employment programs.

A. ADVISES AND ASSISTS DEPARTMENTS (except Health Occupations) regarding:
   1. Development and statement of occupational curriculum goals.
   2. Development and statement of five-year academic plan as it is related to occupational education.
   3. Development and statement of three-year projection of resource needs as related to occupational education.
   4. Evaluation of occupational curricula.
   5. Development of new occupational curricula and modifications in existing occupational curricula.
   6. Preparation of justification of need for new occupational curricula.
   7. Preparation of occupational course outline.
   11. Recruitment and selection of occupational faculty.
JOB DESCRIPTIONS (Continued)

12. Preparation of justification of need for new occupational personnel.
13. In-service training of occupational personnel.
15. Communication and liaison with other educational institutions and with community agencies and organizations concerned with occupational and career education.
16. Research and data gathering related to occupational and career education.
17. Grant and special project development related to occupational and career education.
18. Planning and development of facilities for occupational education.
19. Occupational program offerings for special sessions.
20. Administration of special occupational and career education programs.
21. Development of procedures for selecting and classifying students, enforcing student regulations, placing students in employment, counseling and advising students, and conducting follow-up studies of students in occupational programs.
22. Administration of Work Experience programs.
23. Recruitment of lay leadership for service on occupational advisory committees.
24. Recruitment and selection of staff for occupational programs.

B. DEVELOPS AND PREPARES:
1. Programs within the guidelines of the Vocational Education Act and reports and forms required by the Chancellor of the California Community Colleges.
2. Plans for achieving goals of District for occupational and career education.
3. The District five-year Vocational Education Plan.
4. The District Work Experience Education Plan.
5. Reports on occupational and career education as required.

C. COORDINATES:
1. With Teacher/Coordinator, Articulation and In-Service Training, in establishing liaison with business and industry, and community agencies and organizations relative to occupational and career education.
2. Development and annual revision of the five-year Vocational Education Plan.
4. With Assistant Dean, Health Occupations in reviewing plans and programs as they relate to District Vocational Education Plans and Vocational Education Act claims.
5. With Department Chairperson in Business Education subject areas in reviewing plans and programs as they relate to District Vocational Education plans and Vocational Education Act claims.
JOB DESCRIPTIONS (Continued)

6. With Assistant Dean, Continuing Education (non-credit vocational education), in reviewing plans and programs as they relate to District Vocational Education plans and Vocational Education Act claims.
7. Supervision of Trade and Technical departments and vocational Work Experience programs.
8. Administration of Child Care Center.

D. REVIEWS:
1. Requests for new occupational curricula.
2. Requests for modifications in existing occupational curricula.
3. Occupational course outlines.
4. Budget requests for occupational programs.
5. College Catalog material related to occupational and career education except those of Health Occupations.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
ASSISTANT DEAN, CONTINUING EDUCATION (2): The Assistant Dean, Continuing Education (2) is responsible to the Administrative Dean, Continuing Education Division for the following:

A. Responsible for the planning, development, coordination, supervision and evaluation of adult and continuing education programs.

B. Assists, plans, develops, coordinates, and supervises curriculum offerings in the MDTA program and the Work Incentive Program (WIN).

C. Works closely with the Assistant Dean, Vocational-Technical, to plan, develop, coordinate and supervise curriculum offerings in the Vocational-Technical field which are offered without credit.

D. Assists in planning and writing such other projects for Federal funding as might be appropriate to the Continuing Education Division.

E. Develops, coordinates, and supervises short courses, forums, seminars and workshops meeting specific community education needs related to the Technical-Vocational area.

F. Conducts such surveys and studies as may be necessary to determine educational programs for the community.

G. Works with staff and all community groups in serving needs of economically disadvantaged.

H. Responsible for the planning, development, coordination, supervision and evaluation of the apprenticeship and related trade extension programs.

I. Maintains liaison between the offices of the Administrative Dean, Continuing Education, the Assistant Dean, Evening College, and the Assistant Dean, Instruction, Technical-Vocational.

J. Responsible for the preparation of those forms and reports required by the State Bureau of Vocational Education.

K. Represents the College on all joint apprenticeship advisory committees.

L. Recommends qualified apprenticeship instructors selected in cooperation with the joint apprenticeship committees.

M. Works closely with staff members in the continuous evaluation of total course offerings and personnel.

N. Attends such College and Continuing Education committee meetings as necessary to carry out responsibilities of this assignment.

O. Performs such other duties as may be assigned by the Administrative Dean of Continuing Education.
FACULTY: All members of the faculty are responsible to their Department Chairperson for the timely performance of instructional and related professional responsibilities.

A. INSTRUCTIONAL RESPONSIBILITIES
1. Gives instruction in accordance with the stated philosophy and objectives of Santa Barbara City College.
2. Gives instruction in classes according to the established and approved course outlines.
3. Acquaints all students with course requirements, evaluation procedures, field trip demands and attendance requirements during the first week of each semester.
4. Provides each student with an opportunity for individual evaluation of his or her progress prior to the drop deadline.
5. Maintains necessary attendance, scholastic and personnel records.
6. Submits course outlines as requested by the Office of Instruction.

B. RELATED PROFESSIONAL RESPONSIBILITIES OF ALL FACULTY MEMBERS
1. Posts and maintains adequate office hours for student consultation (a minimum of 3 hours per week for full-time teachers).
2. Arranges with the College nurse or an administrator for emergency first aid for accidents or "incidents" in the classroom or on campus (e.g., fainting or epileptic seizure) and follows established safety and emergency procedures.
3. Reports for duty after summer vacation in accordance with annual contract dates and attends all scheduled faculty meetings unless excused by the Superintendent-President.
4. Attends commencement exercises, in academic dress, unless excused by the President of the Academic Senate or the Superintendent-President.
5. Unless there are compelling reasons, attends all scheduled faculty meetings, department meetings and meetings of committees of which he or she is a member.
6. Notifies the Administrative Dean of Instruction not later than 7:45 a.m. if unable to be present for assigned classes. (The previous afternoon or evening is preferable.) Gives directions for use by substitutes.
7. As an alternative to committee membership responsibilities may share in co-curricular program by supporting student activities through attendance and through service as a sponsor or advisor.
8. Submits requests for maintenance and custodial services to the Business Office - not to the custodian.
JOB DESCRIPTIONS (Continued)

9. Turns in all required grade, eligibility, and other reports to the designated office by the time stated in accordance with standardized directions for record keeping.

10. Teaches classes only on campus in assigned room unless specific alternate arrangements have been approved by the Office of Instruction.

11. Schedules guest speakers according to the College policy. (See "Guest Speakers").

12. Makes all requests for field trips through the Instruction Office. If students have to be excused from classes other than the one for which the trip is planned, a list of students with the hours of classes from which they are to be excused must be submitted to the Instruction Office at least one week before the date of the trip.

13. Advises Students,
   a. Assists students with study problems.
   b. Refers students to appropriate college sources for information or further counseling.
   c. Assists students to evaluate their potentialities for successful achievement in the instructor's subject field.
   d. Provides information concerning vocational opportunities in the instructor's field.
   e. Provides full information regarding content of courses.
   f. Provides information regarding post-community college educational and training opportunities and demands in the teacher's field.
   g. Communicates EARLY with the Administrative Dean, Student Services and Activities, or Head Counselor concerning any student the instructor feels needs further follow-up.

C. RELATED PROFESSIONAL RESPONSIBILITIES OF REGULAR AND PERMANENT MEMBERS OF THE FACULTY

1. Initiates and/or participates in:
   a. Establishment of educational goals for his or her area of instruction.
   b. Annual updating of five-year academic plan and three-year projection of resource needs for his or her area of instruction.
   c. Evaluation of curricula and development of proposals for new curricula or for modifications in existing curricula.
   d. Professional self-evaluation in accordance with district policy.
   e. Evaluation of other certificated personnel and evaluation of the instructional program.
   f. Development of requests for instructional support services including library, audio-visual, learning resources, and tutorial services.
g. Development of information for College Catalog and Schedule of Classes.
h. Development of requests for institutional research and of requests for special grants and projects.
i. Selection of equipment, supplies, books and other instructional support materials.
j. Maintenance of inventory and proper records of instructional resources.
k. Exercise of budget control as assigned.

2. Consults, advises and assists in:
a. Development of schedule of course offerings.
b. Determination of need for new teaching staff.
c. Recruitment, selection, orientation, and in-service training of new staff.
d. Development of budget requests in his or her instructional area.
e. Maintenance of liaison and communication within area of instruction and between area of instruction and other departments, students, the Representative Council, College committees, other educational institutions, lay advisory groups, business and industry, related community agencies, and the College Information office.
f. Preparation of schedules for personnel, rooms, offices, and special facilities as they relate to his or her area of instruction.
g. Development and improvement of instructional support services.
h. Development of proposals for institutional research and special grants and projects.
i. Preparation of plans for improvement and development of instructional facilities.
j. Development of instructional offerings for special sessions such as Evening Division, Summer Session, Instructional Television.
k. Communication with students regarding standards, guidelines, regulations, services, and activities.
l. Recruitment and selection of students for college career programs.
AGREEMENT

THIS AGREEMENT IS MADE between

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
herein referred to as "CONTRACTOR"

AND

COUNTY OF SANTA BARBARA, California
hereinafter referred to as "COUNTY"

WHEREAS,

COUNTY has entered into an AGREEMENT with the U.S. Department of Labor under the CETA Program Grant No. ____________ for the Economically Disadvantaged, Unemployed and the Under-employed, to provide a program for the employment of such persons in the community in such a manner as to give such persons classroom training, work experience, on-the-job training, and related services as well as provide a benefit to the community, hereinafter referred to as CETA Title II-B Program, hereinafter "PROGRAM"; and

WHEREAS,

COUNTY has determined that the competent delivery of intake, employment training, placement, evaluation and related supportive services in such a Program is necessary for County; and

WHEREAS,

CONTRACTOR is qualified to provide a portion of said PROGRAM for Santa Barbara County, and desires to furnish such facilities and personnel for the implementation of this PROGRAM.

THEREFORE,

CONTRACTOR agrees to provide a portion of this PROGRAM in accordance with the proposal and program budget contained in the Statement of Work marked Exhibit "A" and attached hereto, the special provisions marked Exhibit
"B" and attached hereto, the assurance and certifications marked Exhibit "C" and attached hereto, and in accordance with U.S. Department of Labor (hereinafter "DOL") guidelines, directives and regulations relative to the CETA Title II-B Program as they now exist or are hereafter amended. Said attached exhibits are incorporated herein by this reference. This Agreement shall be for the period of August 20, 1979 through September 30, 1979 in an amount up to but not to exceed $24,192. For purposes of identification this AGREEMENT shall be numbered ________________.

DATED __________________________

DATED __________________________

CONTRACTOR

by ____________________ (Title)

Dr. David Mertes - Superintendent/President

COUNTY OF SANTA BARBARA

by ____________________________

Chairman, Board of Supervisors

ATTEST:

HOWARD C. MENZEL,
COUNTY CLERK RECORDER

by ____________________________

Deputy Clerk

APPROVED AS TO FORM:

GEORGE P. KADING,
COUNTY COUNSEL

by ____________________________

APPROVED AS TO ACCOUNTING FORM:

Christie Johnson,
AUDITOR-CONTROLLER

by ____________________________

Approved as to content

CETA Administration

Contracts

By ____________________________
7225 (cont’d)
7225-10 MISCELLANEOUS TRAINING COSTS (Specify)

TOTAL MISCELLANEOUS TRAINING COSTS

7225-11 OUT REIMBURSEMENT

TOTAL ALL OTHER TRAINING COSTS
TOTAL ALL TRAINING COSTS (A, B, C, D, E & F) 24,192

SUMMARY PARTICIPANT TRAINING

A. INSTRUCTIONAL STAFF WAGE

B. STAFF FRINGE BENEFITS

C. PARTICIPANT EDUCATIONAL AIDS

D. PARTICIPANT TEACHER TRAINING AIDS

E. TRAINING EQUIPMENT & SUPPLIES (See Exhibit D) 24,192

F. ALL OTHER TRAINING COSTS

TOTAL PARTICIPANT TRAINING 24,192
** BUDGET SUMMARY **

DEPT. CODE #: 

FISCAL YEAR 1978/1979 

ETA PROGRAM AGENT: SANTA BARBARA COMMUNITY COLLEGE DISTRICT 

TITLE: II-B 

** ROUND ALL FIGURES UP TO NEAREST DOLLAR **

CONTRACT AMOUNT: 24,192 PERIOD COVERED: August 20, 1978 THRU September 30, 1979

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**C E T A**

**SUBAGENT MONTHLY BUDGET**

**CHECK ONE:**
- [ ] ORIGINAL BUDGET
- [ ] AMENDED BUDGET

**SUBAGENT NAME**

**CONTRACT PERIOD COVERED**

**THRU**

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**MONTHLY TOTAL**

**CUMULATIVE TOTAL**

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*Prepared by* ____________________________

**TITLE**

**PRIME SPONSOR USE ONLY**

**FUND NUMBER**

**SUBAGENT CONTRACT NO.**

**ACTIVITY NUMBER**

**Crossfoot Totals**
1.0 SECTION HEADLINES

The section headings appearing herein shall not be deemed to govern, limit, modify, or in any way affect the scope, meaning, or intent of these conditions.

2.0 SEVERABILITY OF PROVISIONS

If any provisions of this agreement are held invalid, the remainder of this agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

3.0 WAIVER LIMITATIONS

No waiver by COUNTY of any breach of any provision of the terms and conditions of this contract shall be deemed for any purpose to be a waiver of any breach of any other provision hereof or of any continuing of subsequent breach of the same provision.

4.0 INSUFFICIENT FUNDING

In the event that the U.S. Department of Labor fails to provide sufficient funding for implementation of the entire proposal as set forth herein, the amount set forth in this agreement shall be reduced and the program shall be reduced proportionately.

5.0 PAYMENT

5.1 Any and all sums paid to CONTRACTOR by COUNTY shall be paid at a rate which is determined by the COUNTY in its sole discretion as necessary to properly fund the services rendered by CONTRACTOR.

5.2 No payment shall be authorized or paid to CONTRACTOR prior to effective date signed by representative of COUNTY, the Chairman of the Board of Supervisors.

6.0 ORAL REPRESENTATIONS

This agreement and its attachments and references cited herein fully express all understandings of the parties concerning the matters covered herein. No addition to or alteration of the terms of this agreement, and no verbal agreements of the parties of their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this agreement duly approved and executed by the parties' authorized representative(s).

7.0 PROCEDURE TO REQUEST CONTRACT MODIFICATIONS

CONTRACTOR shall submit its requests for changes in writing to the COUNTY'S CETA employment and training administration contracts office. Included with CONTRACTOR'S letter shall be:

(A) The number of the modification request (sequentially numbered),
(B) A complete copy of proposed new budget,
(C) A summary of proposed revisions with justification for each.

Program plan may not be modified in the quarter in which the contract is operating. All modifications initiated by CONTRACTOR will be bilateral.

8.0 INDEPENDENT CONTRACTOR

CONTRACTOR understands and agrees that it is an independent CONTRACTOR and not an employee of COUNTY, and that all persons providing services pursuant to this contract are independent CONTRACTORS or agents or employees of CONTRACTORS, and not of COUNTY. CONTRACTOR shall notify all subcontractors of CONTRACTOR'S relationship to COUNTY.
9.0 HOLD HARMLESS

CONTRACTOR shall indemnify and hold COUNTY, its officers and employees, harmless from and against any loss, liability, claim or damage that may arise or result from activities of CONTRACTOR, its officers and employees; and CONTRACTOR, at its own cost shall at COUNTY'S request defend any legal proceedings that may be brought against COUNTY, its officers and employees, and satisfy any judgement that may be rendered against any of them arising or resulting from the activities of CONTRACTOR or its officers or employees.

10.0 INSURANCE AND BONDS

CONTRACTOR shall procure and maintain during the term of this agreement the following insurance. Failure to comply with the insurance and bonding requirements shall place CONTRACTOR in default.

10.1 WORKER'S COMPENSATION INSURANCE with a responsible insurance carrier, authorized under the laws of the State of California to insure employers against liability for compensation under the Worker's Compensation Insurance and Safety Act, for staff and participants injured while performing any work or labor incidental to the performance of this agreement.

10.1 COMPREHENSIVE GENERAL LIABILITY INSURANCE which shall include personal injury liability with Exclusion (C) deleted. Liability coverage shall be afforded for all premises and operations of the named insured. Contractual liability for the agreement between COUNTY and CONTRACTOR shall be included. COUNTY, its officers, employees, and agents, shall be included as named insureds, but only as respects all operations of CONTRACTOR, its officers, employees, and agents. The limit of liability of said policy or policies shall not be less than $500,000 per occurrence for bodily injury and/or property damage liability combined. Personal injury coverage shall also be in the amount of $500,000 per person and aggregate, with no participation applicable. Said policy or policies shall contain an endorsement in the following form: "Such insurance as is afforded by this policy shall be primary and not contributory to the full limits stated in the declarations, and if the COUNTY has other valid and collectible insurance for a loss covered by this policy, that other insurance shall be excess only."

10.3 AUTOMOBILE LIABILITY INSURANCE in the amount of not less than $500,000 per occurrence for bodily injury and/or property damage liability combined. CONTRACTOR shall provide and maintain a policy covering owned and non-owned automobiles, which policy also shall cover any occupants of CONTRACTOR'S vehicles, if such occupants are persons being transported in the performance of the agreement and shall apply to any vehicle owned, operated or otherwise used by CONTRACTOR or one of its employees in connection with the performance of this agreement. Said policy shall provide that COUNTY shall be given thirty (30) days written notice prior to cancellation of the policy or reduction in coverage.

10.4 FIRE, THEFT AND VANDALISM INSURANCE protecting COUNTY against losses to real and personal property secured by CONTRACTOR from funds obtained by this agreement. Losses under this section shall be reported in writing to COUNTY within forty-eight (48) hours.

10.5 BONDING: CONTRACTOR, with the exception of public entities, shall, prior to receiving any funds, provide a blanket bond to COUNTY which meets the following requirements:

(A) A blanket position bond with an approved corporate surety covering any and all of CONTRACTOR'S officers and employees involved in the performance of this agreement.
(b) The bond shall specify coverage of this particular agreement and shall coin sure COUNTY for the purpose of reimbursement of any loss sustained by COUNTY arising out of the actions of CONTRACTOR in the performance of this agreement.

(c) The bond shall cover losses incurred during each funding period with a discovery period of no less than one (1) year subsequent to cancellation or other termination of the bond.

(d) The amount of the bond shall be $10,000, or the sum of the first two months' allocations, whichever is greater.

In the event the bonding company cannot designate COUNTY as a joint-payee; and in the event the named insured fails to render the proof of loss, COUNTY shall have the right to do so, under the terms and conditions of the bond.

No payment shall be made to CONTRACTOR hereunder unless the provisions of this section have been complied with and unless the demand for payment is accompanied or preceded by a certificate from the insurance carrier with whom the above insurance coverage is obtained, stating that such insurance is so carried by CONTRACTOR. Payment of insurance or bond coverages in excess of the limit and amounts specified or required by this agreement must be assumed by CONTRACTOR. CETA funds may not be used for payment of insurance or bond coverage not required by this agreement.

11.0 PRIOR APPROVAL REQUIREMENTS

CONTRACTOR shall submit to COUNTY for prior written approval modifications to subcontracts and leases of real or personal property entered into to carry out program. Such approvals, however, shall not create any contractual relations between COUNTY and parties other than CONTRACTOR.

12.0 NON-ASSIGNMENT

CONTRACTOR shall not assign any interests, rights or duties under this agreement without the prior written consent of COUNTY to any such assignment.

13.0 FISCAL RESPONSIBILITIES

Contractor shall:

13.1 Comply with OMB circular number A-95 and A-102, and Federal Management Circular (FMC) 74-4 as those circulars relate to the utilization of funds, the operation of programs, and maintenance of records, books, accounts, and other documents under the CETA Act.

13.2 Have adequate administrative and accounting controls, personnel standards, evaluation procedures and other policies to promote the safe and effective use of funds provided by this agreement.

13.3 Submit monthly reports of fiscal and statistical data as required by the COUNTY Auditor-Controller Department, CETA Fiscal Division by the sixth working day following report period. Fiscal accounts shall be maintained in a manner sufficient to permit preparation of expense reports on accrual basis as required by COUNTY and DOL. Such financial information reported must be taken directly or linked by worksheet to books of original entry and traceable to source documents. Records will provide a clear audit trail. Claims for cash advances or reimbursements will accompany monthly expense reports submitted to COUNTY. Claims will be honored twice monthly, at middle and end of each month. Cash requests should not exceed imminent cash need as minimal cash balances must be maintained. CETA cash balances must be ascertainable at all times. Funds shall not be commingled with other monies, and must be deposited in separate bank accounts, (FDIC insured banks) and/or trust funds of government entities. CETA Fiscal Division will be advised of such depository.

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13.4 Use funds allocated pursuant to this agreement exclusively for costs included in CONTRACTOR'S program budget. Funds shall not be allowed for costs incurred before or after effective dates of this agreement. Funds shall not be used as security or payment for any obligation, nor as loans for activities of other funded programs.

13.5 With prior written approval of COUNTY, CONTRACTOR has the flexibility of adjusting budget line items within any of the cost categories (i.e., administration, allowances, wages and fringe, training and supportive services) up to 10% of the total budgeted for that particular category. In the event it is necessary to change a category more than 10%, a contract modification is required. CONTRACTOR also has flexibility to adjust budget items across cost categories up to 5% of total agreement amount or $1,000, whichever is less, with written approval from COUNTY.

13.6 Give COUNTY and/or DOL or their agents access to and the rights to examine and audit all records, books, papers, or documents related to the conduct of programs funded by this agreement, and make excerpts or transcripts thereof. All records shall be retained for three years from date of final expenditure report except when audit has not been completed or audit findings have not been resolved. In this case, the pertinent records must be maintained until audit is completed and audit findings resolved. Records for nonexpendable property acquired with federal funds shall be retained for three (3) years after its final disposition.

13.7 Compensation to participants from Title II and Title VI federal funds (Public Service Employment) is limited to a maximum full time rate of $10,000 per year, plus the cost of fringe benefits to the extent they do not exceed those paid to workers earning $10,000 per year. This $10,000 rate is equivalent to $4.807 per hour. Wages in excess of this $4.807 per hour must be paid by the CONTRACTOR.

13.8 COUNTY must be apprised of income generated by operations of CONTRACTOR. The receipt and disbursement of this income must be accounted for separately from CETA funds. Income generated by a CETA funded program must be used to further the objectives of that program. Records that are auditable must be maintained that support this position.

13.9 Upon completion or termination of this agreement, promptly return any unexpended funds to COUNTY within thirty (30) days of contract termination along with a contract closeout package prepared in accordance with procedures established by COUNTY Auditor-Controller Department, CETA Fiscal Division. Failure to submit said package shall result in the withholding of any final payment due CONTRACTOR under this agreement and/or payment of advances requested under other COUNTY funded contracts until such time as CONTRACTOR'S closeout package is received by COUNTY.

13.10 Send information requests, reports, and claim submission to:

County of Santa Barbara
County Auditor-Controller
CETA Fiscal Unit - Attn: Eve Snyder
P.O. Drawer A-A
Santa Barbara, Ca. 93102

Failure to comply with all fiscal responsibilities shall place CONTRACTOR in default of this agreement.

14.0 PROPERTY

All purchases for consumable supplies or materials, capital equipment and/or services made pursuant to this agreement shall be made by purchase order or by written contract. CONTRACTOR will follow the provisions of Federal Management Circular 74-4, and OMB Circular A102 and MA Property Handbook for Contractors, whichever is applicable, except as
modified herein. Failure to comply with correct property regulations shall place CONTRACTOR in default.

14.1 CONTRACTOR shall obtain advance written approval of COUNTY for purchase of any capital equipment item having a unit purchase price of $100 or more. (Capital equipment is defined as equipment having a unit purchase price of $100 or more and/or a life expectancy of one year or more.)

14.2 CONTRACTOR shall obtain at least three (3) written or phone bids, as well as written approval of COUNTY, for purchase of any capital equipment, supplies, or services costing $300 or more.

14.3 Any purchase of capital equipment, supplies, or services costing $500 or more shall have three (3) written bids and written approval of COUNTY. Any purchases for more than $1000 must have approval of DOL.

14.4 All capital equipment shall be properly identified by serial number and inventoried by CONTRACTOR. This inventory shall be submitted to COUNTY and updated by CONTRACTOR as purchases are made.

14.5 CONTRACTOR is liable for capital equipment or supplies that are lost or damaged, whether by accident, negligence, or vandalism, and shall reimburse COUNTY for the depreciated cost of such equipment.

14.6 CONTRACTOR shall deliver all capital equipment and unused supplies to COUNTY within ten (10) working days after completion or termination of this agreement. Such requirement shall not be affected by such property’s incorporation or attachment to any property, nor shall such property or any part thereof be or become a fixture or lose its identity or personality by reason of being affixed to any realty.

15.0 SUBCONTRACTORS

15.1 CONTRACTOR may subcontract for services. All subcontracts, including standardized work experience or OJT contracts, require review by COUNTY prior to implementation thereof. Once approved, standard contract forms for OJT and W.E. do not require repeated approval but may be reviewed periodically.

15.2 CONTRACTOR is required to seek competition in the solicitation of subcontracts. CONTRACTOR shall attempt to utilize small businesses and minority business enterprises in subcontracting.

15.3 All appropriate provisions and requirements of this agreement shall apply to any contract executed between CONTRACTOR and a subcontractor and copies of all such contracts shall be submitted to COUNTY for review and approval prior to execution. CONTRACTOR will monitor and evaluate performance and contract compliance efforts of all subcontractors according to this agreement.

16.0 DISCLOSURE OF CONFIDENTIAL INFORMATION

The names of participants in the program herein provided for are public records. However, COUNTY and CONTRACTOR agree to maintain the confidentiality of any other information concerning applicants, participants, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies, counselors, or any other source. Without permission of the applicant or participant, such information shall be divulged only as necessary for purposes related to the performance or evaluation of the agreement, and then only to persons having responsibilities under the agreement, including those furnishing services to the project under subcontractors, and to governmental authorities, to the extent necessary for the proper administration of law.
17.0 REQUEST FOR DATA

CONTRACTOR shall provide COUNTY or its authorized agent, on request, certain program or financial information not necessarily addressed elsewhere in this agreement. Such data may include, but is not necessarily limited to, CONTRACTOR’s past, present, or projected future financial condition, balance sheets, or fund statements, statements of revenues and expenses, cash flow statements, detailed lists and schedules of liabilities with explanations thereof.

18.0 PROGRAM OPERATION AND MANAGEMENT

CONTRACTOR shall:

18.1 ORGANIZATION: Provide COUNTY with current job descriptions for every staff position funded in whole or in part under this agreement. CONTRACTOR shall also provide a project organization chart which identifies each staff member by function and clearly describes reporting lines and relationships, and a personnel and policies manual. These items shall be submitted to COUNTY within ten (10) working days of the effective date of this agreement.

For any personnel changes within positions receiving a salary of $10,000 or more per annum, whether totally or partially funded by COUNTY, CONTRACTOR shall submit to COUNTY the name and qualifications of person appointed to fill any such position. CONTRACTOR shall maintain budgeted staffing levels and fill vacancies within thirty (30) days.

18.2 REPORTS: Prepare and submit all required documents and reports as specified by COUNTY, including, but not limited to:

(a) A monthly narrative report on CONTRACTOR’s project activities for previous month.

(b) Monthly progress report, intake forms, client characteristics for each participant and progress and status reports for all changes in status (including terminations).

(c) Participant roster and breakdown.

(d) Quarterly narrative and statistical evaluation and summary report on program activity.

(e) Quarterly client characteristics and change in status reports.

(f) Yearly and/or termination evaluation and summary report on program activity.

(g) Special reports as required.

Reports will be submitted to appropriate COUNTY CETA staff on forms provided by COUNTY. Reports will be due no later than ten (10) working days after completion of reporting period. Failure to submit accurate and timely reports shall place CONTRACTOR in default and subject CONTRACTOR to possible suspension or termination of program activities, in accordance with provisions of this agreement.

18.3 MEASUREMENT OF PERFORMANCE: CONTRACTOR shall maintain complete statistical information on the number of participants enrolled and terminated in each component of the program. In-depth evaluation of the program and its participants shall continue throughout the agreement period. The performance of individual participants in the program shall be evaluated by supervisors. CONTRACTOR agrees to set levels of performance and to review the effectiveness of the program. Pertinent management practices and procedures shall be analyzed and used to ascertain and correct deficiencies in CONTRACTOR’S program. CONTRACTOR shall measure monthly performance against goals and performance standards. A variation in excess of 10% in performance goals and standards shall constitute non-compliance with the terms of this agreement. COUNTY shall notify CONTRACTOR in writing that a corrective action plan must be undertaken, that an alternative plan is required or that the goals or performance standards should be modified. CONTRACTOR shall respond within ten (10) working days with a modification or corrective action plan to correct variances. Upon approval of modification or corrective action plan by COUNTY, CONTRACTOR shall undertake such modification or corrective plan and notify COUNTY of the results achieved by a date specified by COUNTY. Failure of CONTRACTOR to comply with stated measure of performance shall place CONTRACTOR in default of this agreement.
18.4 **STAFF ORIENTATION:** Staff training and orientation should be conducted within thirty (30) days of the effective date of this agreement. A schedule of meetings and the items covered shall be submitted to appropriate COUNTY staff. COUNTY staff will provide technical assistance to CONTRACTOR’S staff for the planning of such training activities. The following items shall be included in the training.

(I) Overview of CETA and the role of the CONTRACTOR.

(II) Review of agreement, stressing obligations and responsibilities therein and the goals stipulated.

(III) Information regarding the nature of the participant population and requirements for their selection.

(IV) Information on staff wages, benefits, paydays, working hours, and grievance procedure.

(V) Orientation sessions for all staff having supervisory responsibility for CETA participants.

(VI) Continuing in-service training program for all staff as the program year progresses.

19.0 **PERMITS AND RESPONSIBILITIES**

CONTRACTOR shall, without additional expense to COUNTY, be responsible for obtaining any necessary licenses and permits, and for complying with any applicable federal, (including OSHA) state and municipal laws, codes and regulations. CONTRACTOR shall be similarly responsible for all damages to persons or property that occur as a result of CONTRACTOR’S fault or negligence. CONTRACTOR shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. Failure to do so shall place CONTRACTOR in default.

20.0 **TERMINATIONS**

This agreement may be terminated in whole or in part in either of the two following circumstances:

20.1 **TERMINATION FOR CONVENIENCE:** Either COUNTY or CONTRACTOR may request a termination for convenience. COUNTY shall give a fifteen (15) calendar-day advance notice of such termination. CONTRACTOR shall give the same notice and shall be entitled to receive compensation for any services satisfactorily performed hereunder through the date of termination.

20.2 **TERMINATION FOR CAUSE:** COUNTY may terminate this agreement when it has determined that CONTRACTOR has failed to provide any of the services specified or to comply with any of the provisions contained in this agreement. If CONTRACTOR fails to perform in whole or in part under this agreement, CONTRACTOR is in default, or fails to make sufficient progress so as to endanger performance, COUNTY will notify the CONTRACTOR of such unsatisfactory performance in writing. CONTRACTOR has ten (10) working days in which to respond with a plan agreeable to COUNTY for correction of the deficiencies. If CONTRACTOR does not respond with an appropriate plan, COUNTY will serve notice of termination effective on date stated. In the event of such termination, COUNTY shall be liable for payment only for such services as were rendered prior to the effective date of the termination, provided such services were performed in accordance with the provisions of this agreement.

20.3 **COST ADJUSTMENT:** In determining the amount, if any, due CONTRACTOR upon termination for cause, there shall be deducted:

(a) All advance or other payments on account theretofore made to CONTRACTOR, applicable to the terminated portion of this agreement;

(b) The amount due on any claim COUNTY may have against CONTRACTOR in connection with this agreement; and

(c) The price of, or the proceeds of the sale of, any materials, supplies, or other things acquired by CONTRACTOR, and not delivered to or credited to COUNTY upon termination.
20.4 PARTIAL TERMINATION: If the termination hereunder be partial, prior to the settlement of the terminated portion of this agreement, CONTRACTOR may file with COUNTY a request in writing for an equitable adjustment of the amount of the agreement relating to the continued portion.

20.5 APPEAL PROCEDURE: CONTRACTOR shall have right of appeal of any such determination made by COUNTY to the Policy Board under regular appeal procedures for relieving disputes (CETA Reg. 98.26) except that if CONTRACTOR has failed to submit its appeal within thirty (30) calendar days from date of the termination notice and has failed to request extension of such time, CONTRACTOR shall have no such right of appeal. In any case, where COUNTY has made a determination of the amount due the CONTRACTOR, COUNTY shall pay to the CONTRACTOR the following:
(a) If there is no right of appeal hereunder or if no timely appeal has been taken, the amount to be determined by COUNTY, or
(b) If an appeal has been taken, the amount finally determined by such appeal.

21.0 SUSPENSION OF FUNDING

COUNTY may suspend payments to CONTRACTOR prior to termination in whole or in part for cause. Cause shall include the following:

21.1 Failure to comply in any respect with either the terms and/or conditions of this agreement.

21.2 Submittal to COUNTY of reports which are incorrect or incomplete in any substantial and material respect.

21.3 Termination or suspension of the grant to COUNTY from DOL for this program. COUNTY may also withhold payment of any unearned portion of the grant if CONTRACTOR is unable or unwilling to accept any additional conditions that may be required by law, by executive order, by regulation, or by other policy announced by DOL at any time. Upon suspension of funds, CONTRACTOR agrees not to expend any funds related to or connected with any area of conflict concerning which COUNTY has determined that suspension of funds is necessary.

22.0 PAYMENT/REIMBURSEMENTS

Notwithstanding any other provision of this agreement, COUNTY may elect not to make a particular payment on account of this agreement if:

22.1 MISREPRESENTATION: CONTRACTOR, with or without knowledge, shall have made any misrepresentation of a substantial and material nature with respect to any information furnished to COUNTY.

22.2 LITIGATION: There is then pending litigation with respect to the performance by CONTRACTOR of any of its duties or obligations hereunder which may jeopardize or adversely affect carrying out the project, including any court action or proceeding involving the Federal Bankruptcy Act.

22.3 DEFAULT: CONTRACTOR is in default under any provision of this agreement.
23.0 DISCRIMINATION CLAUSE

CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment in violation of any applicable State or Federal laws, rules or regulations which may now or hereafter specifically prohibit such discrimination on such grounds as race, religion, sex, color, national origin, physical handicap when otherwise qualified, Vietnam era veteran/ disabled or age. The County Board of Supervisors may forthwith terminate the agreement if it finds that such unlawful discrimination has occurred during the life of this agreement.

Such finding may only be made after CONTRACTOR has had a full and fair hearing on notice of thirty (30) days before an impartial hearing officer at which hearing CONTRACTOR may introduce evidence, produce witnesses and have the opportunity to cross-examine witnesses produced by contracting authority. Further, any finding of discrimination must be fully supported by the facts developed at such hearing and set forth in a written opinion; and in addition, CONTRACTOR may move in the appropriate court of law for damages and/or to compel specific performance of this contract if any of the above procedures are not afforded to CONTRACTOR. If CONTRACTOR is not found to have engaged in unlawful discriminatory employment practices, COUNTY shall pay all costs and expenses of such hearing, including reasonable attorneys' fees to CONTRACTOR in accordance with current Santa Barbara County Superior Court schedule of attorneys' fees for civil trials. If CONTRACTOR is found to have engaged in such unlawful discriminatory employment practices CONTRACTOR shall pay all such costs, expenses and attorneys' fees.

CONTRACTOR further agrees that whether or not this agreement is still in existence at the time of final determination of such unlawful discrimination, that it will forthwith reimburse the COUNTY for all damages directly stemming from such discrimination; however those damages shall not exceed and are not reimbursable in an amount which exceeds amounts paid to CONTRACTOR under the terms of this agreement.

Nothing in this agreement shall directly or by interpretation give a private cause of action to any third party (not a signatory to this agreement) including employees, past or present, or applicants for employment to CONTRACTOR, it being the sole purpose of this clause to administratively assure compliance with the nondiscrimination clauses contained herein.

Employment practices shall include, but are not limited to employment, promotion, demotion, transfer, recruitment and advertising for recruitment, layoff and other termination, rates of pay, employee benefits and all other forms of compensation, selection for training and apprenticeship and probationary periods.

CONTRACTOR further agrees to permit access at all reasonable times and places to all of its records of employment advertising, application forms, tests and all other pertinent employment data and records, to the COUNTY of Santa Barbara, its officers, employees and agents for the purpose of investigation to ascertain if any unlawful discrimination as described herein has occurred or is being practiced, provided that such records are relevant to a complaint of an unlawful discriminatory practice which has been forwarded to CONTRACTOR reasonably prior to the time CONTRACTOR is asked to make such records available.

In addition, all such records shall be deemed "Confidential" by the officers, employees and agents of the COUNTY. No records or copies of such records may be removed from the premises of CONTRACTOR; and no disclosure, oral or written, of such records may be made to third parties except as provided within this agreement. Provided, however, that in the event of a hearing to determine whether or not CONTRACTOR is engaging in unlawful discrimination in employment practices as defined herein, the Board of Supervisors of Santa Barbara County may issue subpoenas to require that certified copies of such records be made available at the hearing.

Failure to fully comply with any of the foregoing provisions relating to unlawful discrimination in employment practice shall be deemed to be material breach of this agreement.
EXHIBIT C

ASSURANCES AND CERTIFICATIONS

1. The applicant assures and certifies that:
   a. It will comply with the requirements of the Comprehensive Employment and Training Act (CETA) of 1973, as amended (PL. 93-203, 87 stat. 839, PL. 93-567, 88 stat. 1845, and/or PL. 95-93, The Youth Employment and Demonstration Projects Act of 1977.) hereinafter referred to as the ACT, and with the regulations and policies promulgated thereunder.
   b. It possesses legal authority to enter into Agreements, a resolution, motion, or similar action has been duly adopted or passes as an official act, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the CONTRACTOR to act in connection with the application and to provide such additional information as may be required.
   c. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any applicant for participation in such program because of race, creed, color, national origin, sex, age, political affiliation or beliefs.
   d. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
   e. It will comply with the requirement that no program under the Act shall involve political activities.
   f. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship.
   g. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant.
   h. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed.
   i. Training will not be for any occupations which require less than 2 weeks of pre-employment training, unless immediate employment opportunities are available in that occupation.
   j. Training and related services will, to the extent practicable, be consistent with every individual’s fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient.
   k. Institutional skill training and training on the job shall only be for occupations in which the Prime Sponsor has determined there is reasonable expectation for employment.
1. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants.

m. Individuals receiving training on the job shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable, but in no event at a rate less than that specified in Section 6 (a) (1) of the Fair Labor Standards Act of 1938 or, if higher, under the applicable state or local minimum wage law.

n. Programs of institutional skill training shall be designed for occupations in which skill shortages exist.

aa. It will comply with the Hazardous Occupations Orders issued pursuant to the Fair Labor Standards Act and set forth at 29 CFR 570.50 et. seq. with respect to the employment of youth under 18 years of age and the Child Labor Standards of 29 CFR 570.31 et. seq. with respect to the employment of youth aged 14 to 15.

bb. It further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them.

cc. It makes appropriate provisions for the manpower needs of youth in the area served. (section 703 "15")

dd. For contracts in excess of $100,000, or where the contracting officer has determined that orders under an indefinite quantity contract in any year will exceed $100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8 "C" "1") or the Federal Water Pollution Control Act (33 U.S.C. 1319 "C") and is listed by the Environmental Protection Agency (EPA) or is not otherwise exempt, the contractor assures that: 1) No facility to be utilized in the performance of the contract has been listed on the EPA list of violating facilities; 2) It will notify the Prime Sponsor of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized under a contract is under consideration to be listed on the EPA list of Violating Facilities.

ee. Appropriate arrangements will be made to promote maximum feasible use of apprenticeship and other on-the-job training opportunities available under section 1787 of Title 38, USC.

ff. Appropriate labor organizations shall be consulted on the design and conduct of On-the-Job Training Programs where collective bargaining agreements exist with the employer. Contractee's shall consider the advice and comments of such labor organizations, when designating OJT Programs and negotiating OJT contract provisions and shall ensure that wages for covered positions conform with collective bargaining agreements.

gg. Conflict of Interest
CONTRACTOR will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with
whom they have a family, business, or other ties.
CONTRACTOR will prohibit its personnel from accepting
gratuities, favors, etc., from subcontractors or potential
subcontractors.

hh. Cooperative Efforts
(a) CONTRACTOR shall explore and implement linkages
with outside agencies for the purpose of meeting needs,
arranging services, and securing employment opportun-
ities for participants.
(b) CONTRACTOR shall provide services under this agreement
in coordination with other programs and services
funded under County CETA programs. Such cooperation
shall provide for the exchange of relevant data
and information and for coordination of activities.
(c) CONTRACTOR shall indicate in any press release or
statement to the public related to the program that
it is funded by COUNTY from funds made available
under CETA.

ii. Notification of Salary Increase

CONTRACTOR agrees to notify COUNTY of any and all increases
in salary or compensation, other than merit increases for
reasons substantiated in the CONTRACTOR'S personnel policies,
granted during the period beginning June 7, 1978 through the
expiration date of this Agreement. CONTRACTOR shall submit
reports specifying the type and amount of salary increase,
including justification for said increases, as they occur.
This report shall be submitted to COUNTY's CETA Administration,
Contracts Division.

jj. CETA NONDISCRIMINATION/COMPLAINT PROCEDURE STATEMENT

This agency certifies that there shall be no discrimination against (1)
allegers for employment and/or services; and (2) participants enrolled in
CETA/PSE funded programs because of race, creed, color, physical handicap,
national origin, sex, age, religion, political affiliation or beliefs.

Efforts to ensure nondiscrimination in accordance with applicable provisions
set forth by the Civil Rights Act of 1964, as amended, and the Comprehensive
Employment and Training Act of 1973, as amended, shall include but not be
limited to the following conditions: recruitment, hiring, promotion, transfer,
training or apprenticeship, rates of pay or other forms of compensation,
benefits, disciplinary action, layoff or termination.

In order for this Statement of Nondiscrimination/Complaint Procedure to achieve
the expected results, this agency agrees to comply with the U. S. Department
of Labor nondiscrimination and equal employment opportunity provisions to
ensure that all persons (applicants, participants and employees) are treated
fairly and provided equal opportunity.

This agency further agrees to establish and/or adopt adequate procedures for
receiving, investigating and resolving participant complaints and allegations
in accordance with Section 98.26 of the U.S. Department of Labor rules and
regulations (Federal Register) and the Prime Sponsor's established complaint
resolution procedures.

In an effort to informally resolve potential participants, grievances, all
CETA/PSE participants shall have access to the agency's complaint or grievance
procedures. Such access, however, does not preclude the participants' right
to request an informal hearing with the Prime Sponsor and/or to file an appeal
to the U.S. Department of Labor.

Failure to comply with this Statement of Nondiscrimination/Complaint Procedure
may be deemed as a violation of this agreement and may result in this agreement
being cancelled, terminated or suspended in whole or in part by the County of
Santa Barbara as the Prime Sponsor of CETA-funded programs.
ASSURANCES AND CERTIFICATIONS

The CONTRACTOR understands and agrees that all assurances and certifications will be complied with.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
(legal Name of CONTRACTOR)

721 Cliff Drive, Santa Barbara, CA 93109
(Address)

(Signature of Authorized Representative)
(Date)

Dr. David Mertes, Superintendent/President
(Typed Name and Title of Authorized Representative)