COVER PAGE

PROPOSAL TO CONDUCT A PROJECT UNDER SUBPART 2 OF P.L. 94-482 & 95-40

Title of Project: Training in the Automotive Field for the Displaced Homemaker - a non-traditional career area

Area of Project
(Check One)

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<th>DISPLACED HOMEMAKERS</th>
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<td>SUPPORT SERVICES FOR WOMEN</td>
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Name of Agency Santa Barbara Community College District

Address 721 Cliff Drive, Santa Barbara, California 93109

Signature of Superintendent or Authorized Agent

Dr. David Mertes, Superintendent/President

Type Name and Title

Duration of Project: October 27, 1980 thru June 30, 1981

Proposed Starting Date: October 27, 1980

Proposed Ending Date: June 30, 1981
(Not after June 30, 1981)

Federal Funds Requested: $ 26,331.48
(P.L. 94-482)

Project Director: Margaret F. Smith
Type Name and Title

Director of Women's Programs

Preparer of Proposal: Margaret F. Smith
Type Name and Title

Date Transmitted: September 24, 1980

Received

Date stamp

Initial

Time

Notified

Date

Time
The purpose of the project is to provide displaced homemakers with the opportunity to train for positions in the automotive parts field which is traditionally a male-dominated career area. The project director and the instructor of the project will be females.

A needs assessment of the southern part of Santa Barbara County demonstrates the need for automotive parts persons. A survey of the displaced homemakers in the same area demonstrates a need for raising the awareness level of non-traditional careers and the opportunity for better paying positions for this target group.

A curriculum has been developed to train participants for entry-level positions in the automotive parts field. The curriculum includes not only the technical aspects of the career area but also a counseling component designed to assist participants in job-seeking and job-keeping techniques. Another feature of the curriculum is the co-op component. Participants will be placed in paid (by employer) on-the-job experiences on a part-time basis during the course of the project.

The Automotive Advisory Committee will be expanded by contacting successful women in the automotive field in the Santa Barbara area. The Advisory Committee will be requested to approve the curriculum, to assist in recruitment procedures, and to assist in the co-op component of the project. The Committee will also be asked to assist in the placement of those participants who complete the project.

Evaluation will be the responsibility of the Dean of Vocational Education. A monthly narrative outlining the progress of the project based on the stated objectives will be submitted by the Project Director to the Dean of Vocational Education. The results of the monthly evaluation report will be used by the project staff to make any necessary adjustments in project activities to ensure the successful outcome of the project.
AGREEMENT FOR FUNDS UNDER SUBPART 2, SECTION 120
PUBLIC LAW 94-482 AND PUBLIC LAW 95-40

This agreement is made and entered into this 24th day of September, 1981, between the Chancellor's Office, California Community Colleges, hereinafter referred to as the State, and public educational agency Santa Barbara Community College District, 721 Cliff Drive, Santa Barbara, California 93109, located at

hereinafter referred to as the Covenantor. The parties hereto mutually agree that:

1. The Covenantor agrees to perform all services as described and to follow all other rules and regulations applicable to the California Five-Year State Plan for Vocational Education for operating a statewide program under Subpart 2 of Section 120 of Public Law 94-482 and Public Law 95-40. Attached Statement of Work (approved proposal) is incorporated herein.

2. It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid or binding unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein shall be binding on any of the parties hereto.

3. The State agrees to pay the Covenantor the sum of $26,331.48 for the services described, in three equal payments up to 75 percent of the full amount with 25 percent of the full amount to be paid to the Covenantor when all covenants herein agreed to have been performed by the Covenantor.

4. The State may terminate this agreement and be relieved of the payment of any consideration of the Covenantor should the Covenantor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State.

5. The Covenantor agrees that all Federal funds agreed to herein will not supplant State or district funds.

6. The Covenantor assures that the accuracy of the financial information contained in this agreement has been reviewed by a responsible fiscal officer of the Covenantor.

7. It is mutually understood and agreed that this agreement shall be in effect for the period from October 27, 1980 to June 30, 1981.

8. The Covenantor assures that the assurance of compliance with Title VI of the Civil Rights Act of 1964, dated and filed February 18, 1965 applies to this agreement.
9. The Covenantor assures that no employee of the State shall have any interest, direct or indirect, in the agreement or the proceeds thereof.

10. The Covenantor assures compliance with the provisions of the rules and regulations for Title IX of the Education Amendments of 1972 in the operation of this project.

11. Ten (10) copies of a final report of the project, including findings and recommendations, shall be submitted to the State for approval within 30 days of the completion of the project. One of these ten (10) copies shall be a photo-ready copy. The director of any funded project of more than six (6) months or less duration will be required to submit only a final report.

IN WITNESS WHEREOF, this agreement has been executed, in quadruplicate, by and on behalf of the parties hereto, the day and year first above written.

Chancellor's Office
California Community Colleges

BY ____________________________
TITLE __________________________
DATE __________________________

Covenantor

BY ____________________________
TITLE Superintendent/President
DATE September 24, 1980
PHONE 965-0581 Ext. 211/212
CALIFORNIA STATE DEPARTMENT OF EDUCATION
AND
CHANCELLOR'S OFFICE, CALIFORNIA COMMUNITY COLLEGES

Statement of Assurances Under Title II,
Part A, Subpart 2 of Public Law 94-482 & 95-40

This is a statement that the agency or party applying for federal funds under
Subpart 2 of the Act for purposes indicated elsewhere in this proposal agrees to
the following assurances:

That the vocational education project described in this proposal shall
be established and maintained in accordance with the Act, Federal Regu-
lations, California Five-Year State Plan for Vocational Education, and

That the vocational education project described in this proposal shall
be in compliance with Titles VI and VII of the Civil Rights Act of 1964,
the California Fair Employment Practices Act, and Chapter 4 (commenc-
ing with Section 30), of Division I of Title 5, California Administrative
Code. Form HEW 441, a statement of compliance with Title VI of the
Civil Rights Act of 1965, was dated and filed with the California State
Department of Education or with the Chancellor's Office of the California
Community Colleges on February 18, 1965.

That the vocational education project described in this proposal shall
be in compliance with Title IX (Nondiscrimination on the Basis of Sex)
of the Education Amendments of 1972.

That any programs/services for handicapped persons enrolled in vocational
education that are affected by the project described in this proposal
shall be in compliance with the Education of the Handicapped Act, Section
613(a) and the Rehabilitation Act of 1973, Section 504.

David Mertes
Signature of Authorized Agent
September 23, 1980
Date

965-0581 Ext. 211/212
Telephone

Superintendent/President
Title

Santa Barbara Community College District, 721 Cliff Drive, Santa Barbara, CA 93109
Address
4. **Need**

1. Through investigation in the auto industry in Santa Barbara there is a demonstrated need for automotive parts counter people. The area of Automotive industry is a non-traditional career and offers excellent opportunities for women. This project would offer easy and lucrative access to the automotive industry without an extensive educational commitment and without any previous background in the field. For the many women that need immediate employment, this course would offer them placement in this field with an opportunity to explore the non-traditional automotive career while they were gainfully employed.

2. **Job Market Survey - Auto Parts Counter Person**

The Santa Barbara County Regional Occupational Program conducted this Job Market Survey to determine the need for a vocational training course dealing with auto parts counter work. Our primary interests are local conditions such as annual number of job openings, special employment requirements, availability of inservice training, and also to obtain professional advice on curriculum content.

These following data were gathered through person to person interview and responses to questionnaires through the mail. A total of nineteen auto parts facilities responded, approximately one-half of the local business community. These auto parts dealers are a representative sample in that they range between larger firms who also sell new cars, chain outlets, and to individually owned, smaller stores. *See Appendix I for list of respondents.

Each respondent was asked to indicate:

1. Number of present employees.
2. Annual turnover rate.
3. Estimated number of jobs to be added in next twelve months.
4. Availability of inservice training.
5. Special employment requirements.

**Tally:**

1. Present Employment Level for approximately one-half of local business community.
   
   95 persons.

2. Annual Turnovers.
   
   77 persons.

3. New Jobs (next 12 months)
   
   26 positions.

4. Inservice Training

   Almost all (89%) of the businesses contacted indicated that they expect to provide some type of training. This attitude is highly favorable to young people seeking entry level positions, especially if they have a meaningful classroom experience behind them.
3. General Research Report

The General Research Corporation completed a Manpower Forecasting Model for the South Coast area of Santa Barbara County 1980 - 1985. The forecasting of occupational opportunities was prepared by the General Research Corporation.

Their findings were:

For DOT 279.357.062 Auto Parts Person, SIC 5013 - Wholesale, 5511 - Retail, and 5531 - Auto Supplies; 124 employed counter persons and 24 employed managers equaling 144 persons employed with a 25% turnover factor. That percent equals 36 persons with 14 new positions annually, totaling 50 persons.

4. Need

Santa Barbara City College statistics reflect 56.42% women attending with 33% being women over 25 years of age. The Automotive Service reflects 1523 weekly student contact hours, 57 of those being attended by women -- 3.7% of the total.

In summary the statistics prove the need. The need in terms of Auto Parts people in the community and the need to open up this well-paying, non-traditional career to women.

*This was a joint effort among ROP, Allan Hancock College, PIC, CETA, and Santa Barbara City College to develop job opportunities Forecasting Model -- use of VEA funds.
5. Objectives

1. To recruit and enroll eighteen (18) displaced homemakers in an evening Auto Parts Counter class

6A. Activities

a. Recruit displaced homemakers through newspaper articles and media interviews.

b. Write letters and flyers to all women enrolled at SBCC over 21 years of age, all women majoring in General Studies or undeclared, all women enrolled in Auto classes.

c. Send letters and flyers to local agencies in Santa Barbara that serve women.

d. Send letters and flyers to all auto shops, parts stores, and dealerships.

e. Talk to Teenage Mothers' class at local high schools and non-traditional careers for women courses being offered at high schools.

f. Present project to auto instructors and Auto Advisory Committee.

g. Follow up letters and flyers with personal contact or phone contact with automotive industry.

*See Co-op Objectives*

h. Screen and counsel students individually into program making them aware of commitment and opportunity.

6C TOTAL COST IS $4,500.40

2. Participants will attain minimum job skills necessary for entry-level employment.

a. Demonstrate effective Public/Customer relations through Role Playing

b. Show effective sales techniques through practice sales demonstrations.

c. Develop telephone manner, and efficiency techniques.
3. Fourteen (14) students will complete course and be placed in positions in the Santa Barbara area.

a. Fifty-four (54) hours of Automotive Parts instruction
   *See Appendix II*
   Eighty (80) hours of Co-op work experience
   Eighteen (18) hours of support Counseling in Personal Development class

b. Auto class will meet Tuesday evening from 6:30 - 9:30
   Support Counseling class and Co-op Class will meet Thursday evening from 6:30 - 9:30
   *See Appendix II*

c. Instructor will develop contacts in the automotive community for permanent placement of students.

4. To offer Co-op work experience for those students that are available for placement during semester.

a. Instructor will develop work sites for Co-op work experience (paid by employer).

b. Counselor/Coordinator will review monthly evaluation of project in terms of success of Co-op and student reaction to auto work.

5. To provide support services for the project participants

a. The program will offer up to 5 units of credit and a 5-hour a week commitment. One hour of the program each week will focus on counseling support. The counseling support component will be a one unit Personal Development class which will include confidence building, development of assertive skills, job-finding as a skill, rap session of students' experience in program, exploring the problems
of being in a non-traditional career, and stress, time, and financial management.

b. Counselor/Director will provide evening counseling hours for individual counseling support.

c. Counselor/Director will do weekly checks on absences for retention and will make telephone contact immediately for support, to solve problems, and to demonstrate commitment of staff to individual student success.

d. Provide evening availability of the Career Center for further career exploration.

e. Provide a liaison (through the Counselor/Coordinator) with other support services on campus i.e., financial aids, tutorial center, writing lab, learning center, and EOPS.

6C TOTAL COST IS $4,116.00

Note: 8% is not calculated in activity budgets
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6D. Gender Equity

1. Our first step to achieve Gender Equity is to employ a woman Automotive instructor to teach the class. Her value as a role model is significant in terms of her success in this career area.

2. The automotive industry is traditionally male dominated. These students will be able to enter a field which is well respected and well paid. The auto parts person's responsibilities are complex - good people are hard to find.

3. The training and placement of these students would introduce new numbers of women into the Automotive field. The Advisory Committee and auto job sites would have first-hand experience of the capabilities and success of these women.

4. The women will have an opportunity to learn the automotive industry first-hand while earning a good living. If they want to pursue automotive mechanics, they can observe and learn in an accepting atmosphere where the male mechanics will not be intimidated by their presence.

5. The men in the automotive shops will be observing and experiencing women performing in their field, hopefully judgments and biases will dissipate. The field in Santa Barbara will begin to open up because of this project.
The project director will be the Director of Women's Programs and the Gender Equity Coordinator. She will organize and direct the recruitment, retention, and placement of the displaced homemakers. The administrative supervisor will be provided by the Dean of Vocational Education. The automotive advisory committee will be utilized for support, public relations, and evaluation. A narrative report on the progress of the project will be given to the Assistant Dean of Vocational Education on a monthly basis.

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7B. Project Management

Staff

Director

Qualifications and Responsibilities

Qualifications
M.S. in Counseling Psychology
8 years counseling experience in the Community College
Director of Women's Programs
Gender Equity Coordinator
Author of grant

Responsibilities
Supervises project
Supervises staff
Recruit, retain, and place students
Counsel and support students
Maintain data for Vocational Education review
Manage evaluation procedures
Work with Automotive Advisory Committee and automotive community
Report progress of project to Administration

Instructor

Successful woman in Automotive Field
7 years experience in Automotive Parts
High School diploma
Instructor of ROP Automotive Parts class

Responsibilities
Teach class
Develop co-op instruction curriculum
Supervise co-op students on the job

Intermediate clerk-typist
(half-time)

Qualifications
High School diploma
1 year clerical experience
Course in typing and office procedures
Ability to maintain clerical records and prepare reports
Good English skills
Ability to meet public effectively

Responsibilities
Types letters, flyers, reports, evaluations, requisitions, etc.
Compiles information from project
Serves as receptionist for students, faculty, and general public
Keeps records and files; makes appointments for counselor and Director

7C. None

8. Location and Facilities
A. Santa Barbara City College
1. Room: Automotive Shop (A-108)
2. Co-op: Automotive parts facilities in Santa Barbara
B. Automotive Shop was selected to make the class situation as close to an actual work environment as possible. Co-op sites were selected to give participants experience in actual work sites.

9. Evaluation

Evaluation of the project will be the responsibility of the Dean of Vocational Occupations and the Counselor/Coordinator for the project. A student evaluation will be developed using the Gender Equity guidelines. The instructor and Advisory Committee will be utilized for evaluating. The job placement sites will evaluate knowledge and attitudes of student.

The evaluation procedure will measure degree of competence of student in academic learning and in on-the-job experience; attitude and interest of student, attitudes and commitment of the job placement sites. It will also take a look at overall success of the project and evaluate criteria for the responsibilities of the Counselor/Coordinator including the three components of recruitment, retention, and placement.

A narrative description of the project will present the specifics of recruitment, retention, and placement components of the project. It will also cover success of the stated goals and objectives. Successful statistics of the project will ensure continuous commitment of the College for this course, Automotive Parts Person, and possible extension to Counter person, and Service Writer. It is the hope of this Gender Equity Coordinator that success of this project will ensure College commitment to other courses in other vocational areas such as electronics, welding, drafting, and machinists where non-traditional students can make a short educational commitment with the counseling support and place-ment to see them through.

A. The Director will submit a monthly narrative of the progress of the project.

The Director will be responsible for monthly on-site evaluation of the instructional program. The monthly narrative will be structured to report an assessment of the progress of the project based on the objectives. The Director will develop final evaluation instruments for the participants, instructor, and co-op work site supervisor.

The data reported monthly will be used to make adjustments in the curriculum if necessary, to amend the support and counseling portion of the project if necessary, and to assess the progress of the participants. The data from the final evaluation instruments will be reported to the Dean of Vocational Education and to the Chancellor's office.

10. A. The Director will contact the following LEA's, institutions, and agencies to notify them of the program, to request support and assistance in recruiting participants.

ROP
La Cuesta High School
UCSB Women's Center
Santa Barbara High School - Women's Program
Girls' Club
AAUW
Family Violence Project
Casa de La Raza
Rape Crisis
Business and Professional Women's Club of Santa Barbara
CETA
EDD
National Association of Women in Construction
Day Care Centers
Community Resources Information Service
CALM
Counseling Centers in Santa Barbara
Hospice

B.  

1. Director will request publicity from media (newspapers and television)

2. Notify agencies involved in automotive industry by letter or flyer

3. Speak before services groups

4. Keep agencies and media informed of progress of project.

5. Through Advisory Committee, recruit co-op slots and request permanent full-time positions for course completers

6. Use media to disseminate the availability of trained automotive parts persons.
11. **Budget (Continued)**

C. The indirect cost for this project cannot exceed the HEW's approved rate for your LEA, or 8%, whichever is less of the total direct costs.

D. Use the following format for the budget summary. Please include rates and/or amounts for budget classes.

**BUDGET SUMMARY**

<table>
<thead>
<tr>
<th>Classes</th>
<th>Local Funds</th>
<th>P.L. 94-482</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Salaries</td>
<td>$5,685.33</td>
<td>$13,000.00</td>
<td><strong>$18,669.33</strong> (Counselor)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,170.00</td>
<td>1,170.00 (Instructor)</td>
</tr>
<tr>
<td>Clerical Salaries</td>
<td></td>
<td>4,000.00</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td></td>
<td>1,695.00</td>
<td>1,695.00</td>
</tr>
<tr>
<td>Travel and Per Diem</td>
<td></td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Other Supplies</td>
<td></td>
<td>600.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td>800.00</td>
<td>800.00</td>
</tr>
<tr>
<td>Contract Services</td>
<td></td>
<td>988.00</td>
<td>988.00   (Counselor and Instructor)</td>
</tr>
<tr>
<td>Contract Rents</td>
<td></td>
<td>728.00</td>
<td>728.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>$1,950.48</th>
<th>$1,950.48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Expenses</td>
<td>8%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>26,331.48</th>
<th>32,016.81</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Complete a Schedule of Proposed Expenditures and check the appropriate purpose. If any funds of the proposal are to be used for assisting limited English-Speaking students, complete a separate Schedule of Proposed Expenditures specifying those funds.

**$18,669.33** - 3/4 of Counselor/Director's salary

7,984.00 - Gender Equity project - 1/4 of Counselor/Director's salary
Schedule of Proposed Expenditures:

DISPLACED HOMEMAKERS AND SUPPORT SERVICES FOR WOMEN

Local educational agency:
Santa Barbara City College

Program year ending June 30, 1981

<table>
<thead>
<tr>
<th>Description/justification of proposed expenditures (A)</th>
<th>Objects of expenditure classifications (B)</th>
<th>Proposed expenditures of federal funds (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Instructor will teach 54 hours of Auto Parts class (3 units) plus 2 units of Co-op work experience</td>
<td>1100 Teachers’ Salaries</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>50% of the Counselor/Director’s salary</td>
<td>1300 Supervisors’ Salaries</td>
<td></td>
</tr>
<tr>
<td>half-time intermediate clerk-typist for project</td>
<td>1500 Counselors’ Salaries</td>
<td></td>
</tr>
<tr>
<td>Employee benefits for Counselor/Director</td>
<td>2100 Instructional Aides’ Salaries</td>
<td></td>
</tr>
<tr>
<td>Counter rack and catalog book $100</td>
<td>2300 Clerical Salaries</td>
<td></td>
</tr>
<tr>
<td>Auto manuals, chilton manuals, and reference books $200</td>
<td>2900 Other Classified Salaries</td>
<td></td>
</tr>
<tr>
<td>One Microfilm machine at $200, One cash register at $300</td>
<td>3000 Employee Benefits</td>
<td>$1,695.00</td>
</tr>
<tr>
<td>Office supplies at $400; printing, duplicating, misc at $600</td>
<td>4100 Textbooks</td>
<td></td>
</tr>
<tr>
<td>76 hours of consulting at $13 an hour (Instructor preparation, coordination with counselor, recruitment in auto community, etc.) Travel to co-op sites(Instructor, Counselor), public relations with automotive community and public service agencies Typewriter at $240, desk and chair at $256, calculator at $160, two drawer file cabinets for 8 months at $72</td>
<td>4200 Other Books</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>4300 Instructional Supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>4400 Media Supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4500 Other Supplies</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>4800 Equipment Replacement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5100 Contracts (Services)</td>
<td>$988.00</td>
</tr>
<tr>
<td></td>
<td>5200 Conference, Travel</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>5600 Contracts, Rents</td>
<td>$728.00</td>
</tr>
<tr>
<td></td>
<td>5900 Interprogram Charges</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6400 Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NA Lease Purchase Agreements</td>
<td>$24,381.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,950.48</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$26,331.48</td>
</tr>
</tbody>
</table>

(Use reverse side if additional space is required.)
Community Professionals

The following individuals responded to the survey:

Harold Blades, Parts Manager
Butts Imports
315 Chapala
S.B., Ca. 93101 966-6181

Thomas J. Butera, Owner
Buttera's Northside Auto Parts
3005 State Street
S.B., Ca. 93105 687-2431

Scott H. Campbell, Sec/Treas.
Thrifty Auto Parts
4437 Hollister
S.B., Ca. 93110 967-1202

Anthony E. Cota, Parts Manager
Butt's Buick
315 State Street
S.B., Ca. 93101 966-6181 Ext. 31

Keith Cotton, Owner
The Speed Shop
2718 De la Vina
S.B., Ca. 93105 687-0058

Dan Davis, Manager
Goleta Auto Parts
310 Pine Street
Goleta, Ca. 93017 967-4503

C.A. Gaier, Parts Manager
Thompson-Fauskee Ford
350 Hitchcock Way
S.B., Ca. 95105 682-2444

Carol S. Huerta, Owner
Import Auto Parts of Santa Barbara
2945 De la Vina
S.B., Ca. 93105 687-7738

Ron Howard, Manager
Cody's Car Parts Emporium
5782 Hollister
Goleta, Ca. 93017 967-5619

Bob Jenkins, Manager
Fairview Auto Parts
5977 Encina Road
Goleta, Ca. 93017 964-0651

Ken Johnson, Parts Manager
Trans-World Motors Ltd.
6290 Hollister
Goleta, Ca. 93107 964-8774

Ed Kenworthy, President
Santa Barbara Motor Parts, Inc.
211 W. Carillo
S.B., Ca. 93101 965-7041

Chris Kepler, Sales Manager
Car Parts of Santa Barbara, Inc.
329 N. Milpas Street
S.B., Ca. 93101

William Morgan, Owner
Auto Parts Company
303 Magnolia Ave.
Goleta, Ca. 93107 964-4801

Philip Unander, Owner/Manager
Foreign Car Parts of Santa Barbara
327 N. Milpas
S.B., Ca. 93103 962-9103

Jim Uyesaka, Manager
Caesar's Auto Supply
290 F. Storke Road
Goleta, Ca. 93107 968-9688

Jon M. Uyesaka, Manager
Plaza Auto Supply
3120 State Street
S.B., Ca. 93105 687-6688

Matthew A. Williams, Owner
AGS Rebuilders
210 W. De la Guerra
S.B., Ca. 93101 965-4141
Course Description
of
Automotive Parts Person

I. Introduction
   A. Goals of class
   B. Employment opportunities in field

II. Business Basics
   A. How to deal with customers
   B. How to get along with employers
   C. How to get along with other employers
   D. Attitudes
   E. Personal Appearance
   F. Security

III. Important job skills
   A. Improving writing skills
   B. Basic math refresher
   C. Learning to use a cash register

IV. Getting to know basic vehicular parts
   A. Electrical parts
   B. Chassis parts
   C. Engine parts

V. Driving
   A. Responsibilities behind the wheel
   B. Planning deliveries
   C. Getting to know the areas
   D. What to do once you get there
   E. Vehicle maintenance

VI. Stocking
   A. Alpha-numerical systems
   B. Stocking to save room
   C. Overstock where it goes
   D. Checking in freight

VII. Inventory controls
   A. Bin box control
   B. Card desk system
   C. Computer control
   D. Back orders
   E. Shortages on freight
   F. Filling out O.S. & D. forms
   G. Taking yearly inventory
VIII. Obsolescence and change-overs.
   A. Getting to know the interchange books
   B. Obsolescence

IX. Returns
   A. Misboxed items
   B. Defectives
   C. Cores
   D. Wrong parts
   E. How to fill out credit invoices

X. Sending parts back to the warehouse
   A. How to fill out RGN forms
   B. Defective tags
   C. Warranties

XI. Getting to know products
   A. American (USA)
   B. English
   C. German
   D. Swedish
   E. Italian
   F. Japanese
   G. Taiwanese
   H. Others

XII. Engine sizes
   A. 4-cylinder
   B. 6-cylinder
   C. 8-cylinder
   D. Years in production
   E. Identification by engine numbers

XIII. Model, Make & Year
   A. Vehicles -- different types
   B. Marine -- different types
   C. Electrical -- different types

XIV. Telephone Technique
   A. Getting the information you need
   B. Making good notes
   C. Helping them get you the information
   D. Following through

XV. Using catalogs
   A. Learning to know which book to look in
   B. Using footnotes
   C. Where to find the price sheets
   D. Index
   E. Interchanging brands
   F. Microfiche
XVI. When all else fails
   A. Trouble-shooting
   B. Casting numbers

XVII. What to do if you do not have what you are looking for
   A. Making connections
   B. Checking the competition
   C. Buying out - use of purchase orders
   D. Shipping date and cost

XVIII. Machine shop work
   A. Turning drums, rotors, and flywheels
   B. Surfacing heads
   C. Knurling piston, guides
   D. Pressing bearings
   E. Labor rates

IX. Customer Relations
   A. Dealing with irate customers
   B. Dealing with walk-ins

XX. Freighting in special orders
   A. United Parcel Service
   B. UPS Blue Label
   C. Greyhound

XXI. Filling out invoices
   A. Purchase orders
   B. Requisitions
   C. Car and account numbers

54 hours — duration of class — one semester