## NAME
Santa Barbara City College

## ADDRESS
721 Cliff Drive, Santa Barbara, CA 93109

## CONTACT PERSON
Dr. Gilbert Robledo

## TELEPHONE #
(805) 965-0581, Ext. 365

## GEOGRAPHIC AREA(S) TO BE SERVED
South Coast - Santa Barbara County

### SUMMARY OF PROPOSED ACTIVITIES AND REQUESTED FUNDING

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Proposed Activity</th>
<th># To Be Served</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>II-A (78%)</td>
<td>On the job training and career placement of SBCC disabled students</td>
<td>30-50</td>
<td>58,364</td>
</tr>
</tbody>
</table>

## AUTHORIZED SIGNATURE

**Signature**

Dr. Gilbert Robledo

## DATE
March 8, 1986

## NAME
Dr. Gilbert Robledo

## TITLE
Coordinator, Disabled Student Services
Description of applicant and statement of administrative capabilities.

Since 1977, funds have been made available through the Handicapped Students Program and Services (HSPS) of the California Community Colleges Chancellor's Office to SBCC to provide services and programs for the disabled. With the onset of funding, a program was established to meet the needs of all students with physical, communication and learning disabilities. Presently, the program is staffed by a coordinator, 2 learning disabilities specialists, career counselor, job developer, hourly music, adaptive P.E. and L.D. computer science instructors. Support services for the disabled include writers, readers, notetakers, interpreters for the deaf, tutors, mobility aides, adaptive equipment, job development, career counseling and placement and special classes for the learning disabled and some for the physically disabled.

For the academic year 1985-86, Disabled Student Services at SBCC has received the following funds:

- HSPS = $151,346
- VEA = 10,327
- JTPA = 13,099
- Federal CWS = 2,400
- DR/Workability II = 10,594
- New Vistas = 6,000 (Electric Tram)
  7,991 (Used Van)
- TOTAL $201,757

The following proposals have been submitted for 1986-87:

- Department of Rehabilitation = 10,594 - To expand job development and placement program with DR clients
- VEA - Special Projects = 5,000 - Job shadowing in business & industry for 15 days in summer, 1986.

- TOTAL 15,594
Experience/expertise/capabilities in proposed activity

1. D.S.S. has been providing support services at SBCC, including career counseling and job development to disabled students since 1977. During 1985-86, D.S.S. expanded its job development & placement efforts with a $13,099 JTPA contract. A part-time job developer was hired and 20-30 disabled students were enrolled and about 15 were placed in permanent employment or other positive terminations.

2. D.S.S. has a full-time coordinator with a PHd. in Educational Administration & a CCC counseling credential with 20 years experience of managing programs for special populations in California local community and higher education settings, especially community colleges.

3. D.S.S. has a full-time career/vocational counselor with an M.A. in vocational rehabilitation counseling with 14 years experience in vocational counseling, labor market analysis, skill training, instructor in job-seeking skills, career guidance, employer development and job placement with the disabled.

4. The D.S.S. part-time job developer will be employed full-time for 12 mo. for 1986-87 if this proposal is fully funded. He has a B.A. in personnel administration and over 12 yrs. experience as a job developer and placement in Santa Barbara County, especially with disabled & hard to place individuals.

Rationale for proposed activity

1. The disabled have a significantly harder time than other prospective employees in securing permanent and unsubsidized employment due to employer prejudice, lack of information, needed adaptive devices and architectural barriers.

2. Supportive services, specific on the job training, and individualized placement activity significantly enhance job opportunities for the vocationally trained and job-ready disabled. Awareness of where openings are occurring and relevant information concerning the skills and abilities of the disabled presented to employers helps to lower employment barriers for the disabled.

3. The educational program at Santa Barbara City College provides the disabled student with the appropriate vocational and academic skill training. The Disabled Student Services supplies the needed supportive services to assist in the student's success. This proposed activity will expand the job development and placement component within Disabled Student Services to place the vocationally qualified disabled into permanent unsubsidized employment.
Occupation(s) for which training will occur, and expected post-training wage rates.

Disabled students at SBCC are enrolled in a variety of vocational, academic and preparational courses and programs. Subsequently, disabled students are trained for both specific and general positions available in the local job market. The following are some of the occupations for which the participants would be eligible for among others: clerk-typists/word processors, receptionists, food preparation workers, retail sales clerks, bookkeepers, commercial/industrial groundskeepers, and entry-level auto mechanics, electromechanical assemblers, electronic assemblers. The expected post-training wage rates would be at the entry level for most trainees but some students undergo courses and programs that lead to opportunities at a higher pay level. The average wage at placement for adults that will be attempted will be $4.98.

Participating organizations/subcontractors

1. Santa Barbara City College offers a variety of career and vocational skill training courses and programs.
2. The Santa Barbara City College Career Center will be utilized as an adjunct resource to facilitate the development of career/vocational seeking skills.
3. The Disabled Student Services will continue to offer career/vocational counseling and job-seeking skills through 6-9 week personal development courses each college term.
4. An On The Job Training/Placement Advisory Committee will be formed consisting of representatives of 4-6 major local employers. The committee will meet four times a year at the college, in August, November, February and May. The committee will advise the full-time JTPA Job Developer in the area of on the job training sites and permanent employment for SBCC Disabled Students.
Minimum entrance requirements/prerequisites

Physically, communicatively and learning disabled students enrolled in college courses at SBCC and simultaneously enrolled in the Disabled Student Services Program which included professional verification of disability. Above mentioned students that have completed or will complete vocational, academic or preparational courses or programs by the end of Fall 1986 or Spring 1987 and that desire permanent employment upon departure from SBCC.

Outreach

Enrollees for this project will be recruited from existing disabled students enrolled at SBCC and in the Disabled Student Services Program and future potential students from the local South Coast high schools and communities.
Training Plan/ Curriculum

Participant Flow

1. Participants are identified from active SBCC and DSS enrolled students beginning July, 1986.
2. Participants are assisted in applying to and becoming eligible for JTPA. The job developer will follow up on the applicant through the entire process.
3. Enrolled participants are then evaluated at DSS for job readiness and skill level attained.
4. Students will go through job-seeking skills training, either a) with D.S.S. Vocational Counselor in 9 week personal development class, or b) with JTPA Job Developer in individual or group sessions.
5. Student will meet with D.S.S. Vocational Counselor or JTPA Job Developer to outline job seeking approach.
6. If needed, supportive services will be provided to the participant at the time of the job interview for an on the job training (OJT) site or permanent employment.
7. Participant will be placed in OJT and/or permanent employment placement for 30/60 days.

Operational Dates


Scheduling

1. Open entry for SBCC-DSS students into the overall JTPA-DSS job placement program.
2. Formal SBCC class and both individual and group sessions for job-seeking skills.
3. On the job training sites will be established by the Job Developer.
4. Actual job placement will be done by participants and/or the Job Developer.

Learning Objectives (Job Seeking Skills)

1. Applications. 2. Interview skill development. 3. Cover and thank you letters. 4. Resume's, action, briefs. 5. Job search techniques. 6. Informational interviews. 7. Community resources utilization. 8. How to "sell yourself" to employer.

Course Outline

Same as above - Formal SBCC class - Personal Development 16: Career Development: D.S.S. - 1 unit - 2 hrs. per week for 9 weeks. Offered twice each semester and once during summer.

Staff Qualifications

1. D.S.S. Coordinator - PHd., Educational Administration, 20 years experience with community and higher education managing programs for special populations and 14 years at the California Community Colleges.
2. D.S.S. Vocational/Career Counselor - M.A. Vocational Rehabilitation Counseling, 14 years experience in vocational counseling with persons with disabilities.
3. D.S.S./JTPA Job Developer - BA in Personnel Administration, over 12 years experience as a job developer and placement specialist in Santa Barbara County, especially with hard-to-place employees.
**Description of Facilities & Equipment**

1. Santa Barbara City College has a variety of occupational and academic programs which provide excellent and up to date training facilities and skills.

2. The SBCC Career Center has current information and counseling through various media on a full array of careers and predictions on jobs for the future, both locally and nationally.

3. The SBCC Disabled Student Services provides many needed services and some special classes in order to assist college students with disabilities to be successful in their post high school education.

**Reduced Funding Level:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Personnel - Staff Salaries</td>
<td>$26,529</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>8,262</td>
</tr>
<tr>
<td>Facilities</td>
<td>Ø</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>250</td>
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<tr>
<td>Participant Support-Supportive Services</td>
<td>1,000</td>
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<tr>
<td>Payments to Employees (OJT)</td>
<td>7,000</td>
</tr>
<tr>
<td>Other (Staff Mileage)</td>
<td>250</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$43,291</strong></td>
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Worksite Development

1. Process For Choosing OJT Worksite

DSS-OJT Program will select worksites which will meet the vocational requirements established by their Employment Development Program.

DSS-OJT Program would recruit only those private sector employers whose full understanding of the terms of the Training Agreement is complemented by a good-faith commitment to hire a given participant on the satisfactory completion of the subsidized training period.

To find well-qualified employers, DSS-OJT Program would take full advantage of its comprehensive network of community contacts throughout Southern Santa Barbara County.

Joint efforts by a newly formed Business Advisory Committee to DSS, made up of various private sector employers would clearly establish Vocational Priority Selections for our participants.

2. Rationale For Trainee Assignment

All participants would follow a structured Vocational Plan. This plan would outline the needed steps required to guarantee full coverage of all structural components needed before placement activities would begin.

A brief outline of their components would cover these areas of structure:
- Student Self-Assessment
- Educational/Vocational Assessment
- Job Readiness Assessment
- Job Seeking Skills Workshop
- Vocational Counseling/Placement

Cooperation with local businesses and the community will assist in outlining and establishing needed vocational opportunities in the Southern Santa Barbara Area. This joint effort will be used to meet the demands of local private-sector employers.

3. Orientation of Worksite Supervisors

The D.S.S/OJT program will give orientations to all interested private sector employers. These orientations will be given to meet the demands of various management organizations and to meet the demands of the individual employer.

Emphasis will be focussed on a new awareness of joint cooperation between the private sector employer and the disabled participant.

This cooperation will help improve the opportunities of the disabled employee to enter the job market.

Special emphasis will be placed on various limitations facing the disabled employee with the private sector employer in meeting these requirements for the positions.

The promotion of the newly established Business Advisory Committee will enhance a better understanding of the problem facing the disabled employee. Both aspects of the social/economic advantages will be discussed.

Brief outline of these topics are as follows:

a) Target Tax Credit
b) O.J.T. Contractor
c) New areas of exploration in education/training
4. Evaluation of Worksites
   
   (A) Regular monitoring by D.S.S. Staff of progress at the work site during the period of subsidized training will set a clear precedent for follow-up monitoring.

   (B) No employer will be recruited who can not offer an hourly wage of $4.98 or more, and D.S.S. will endeavor to develop as many job opportunities as possible to meet this requirement.

   (C) No participant will be placed with a business which has not purchased Workers Compensation Insurance.

   (D) Employers are required to avail OJT participants all the same fringe benefits to which their regular employees are entitled.

   (E) 30-day follow-up evaluation with participants will continue to assure best results for both participant and employee.
Placement

1. Participants are evaluated at D.S.S. for specific job skill level attained and for general job readiness.

2. Participants go through job-seeking skills training with either D.S.S. Vocational Counselor or D.S.S./JTPA job developer.

3. Participants meet with D.S.S. Vocational Counselor or JTPA job developer to plan job seeking approach.

4. Job developer contacts employers and uses Employer/OJT Placement Advisory Committee to establish 10-15 on the job training sites for selected participants.

5. Job developer contacts employers with specific D.S.S. students in mind, uses Employer/OJT Placement Advisory Committee, uses leads from want-ads, contacts EDD, does cold canvassing and uses marketing budget to develop permanent job opportunities in the local community.

6. Participants are trained to interface with EDD, Campus Career Center, and any available community resource that could help with securing permanent employment.

7. If needed, supportive services are provided to participants at the time of job interviews for both OJT sites and permanent employment. These services will consist of new clothes, dry cleaning, babysitting costs, transportation, haircuts, attendant care and other similar costs.

8. Job developer will secure and verify all OJT and permanent employment placements, monitor and evaluate both participants and employers.
BUDGET

This budget will assist the PIC in assuring the reasonableness of the proposed price, and in assuring that the proposer can deliver the proposed services at the price quoted.

1. Personnel

   Staff Salaries
   
   D.S.S. Coordinator-Summer Administrator =
   15 days @ $215.80 per day = $ 3,237
   
   Job Developer =
   12 mo. @ $1,941 per mo. = 23,292

   Fringe Benefits
   
   D.S.S. Coordinator = 318
   Job Developer = 7,944

   $26,529

   8,262

2. Facilities

   Rent
   Utilities ) 8% indirect cost
   Maintenance

   4,323

3. Equipment and Supplies (Marketing of participants 1,000

4. Participant Support

   Participant Wages
   Participant Fringe Benefits
   Supportive Services

   *Other (Misc interview costs to trainee) 5,000

5. Payments to Employers (OJT) (15 @ $750 each) 11,250

6. Other (Staff mileage & Travel & Conf.) 2,000

*i.e., Baby sitter costs, transportation, resume preparation, new clothes, haircut, dry cleaning, attendant care, etc.