### Agenda for Regular Meeting of Board of Trustees
September 8, 1966

**SANTA BARBARA JUNIOR COLLEGE DISTRICT**

**Certificated Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
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<tr>
<td><strong>RESIGNATION</strong></td>
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<td>Loynd, Raymond</td>
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<tr>
<td>English Dept.</td>
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<td><strong>EMPLOYMENT - HOURLY (Adult Ed.)</strong></td>
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<td>Bowling, Howard</td>
<td>$6.25/hr.</td>
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<td>Collier, Theodore</td>
<td>$8.00/hr.</td>
<td>9/12/66</td>
<td>Replace J. Foxx for 3/hr. &amp; Dr. G. Linblad for 4/hr for total of 7 hours/week</td>
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<td>Elements of Supervision</td>
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Agenda for Regular Meeting of Board of Trustees
September 8, 1966

SANTA BARBARA JUNIOR COLLEGE DISTRICT

Classified Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Rate</th>
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<td><strong>APPOINTMENTS</strong></td>
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<td>Clark, Floyd D.</td>
<td>Asst. Cust. 11A</td>
<td>$393/mo.</td>
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<tr>
<td>Lindenthaler, Holly</td>
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<td>$393/mo.</td>
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<td>Capes, Helen C.</td>
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<td>8/15/66)</td>
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<td>Baird, Shirley</td>
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<td>* Johnson, Geneva I.</td>
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<td>Hourly, as needed</td>
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<td>9/6/66</td>
<td>Hourly, as needed</td>
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*Salary paid from Bookstore Revenues

**HOURLY**

| Smith, Owen W.            | Teachers Aide          | $2.34/hr.  | 9/4/66         | Assist Drama (Tech.-Theatre), hourly as needed to a maximum of $925. |

2.2
Agenda for Regular Meeting of Board of Trustees
September 8, 1966

SANTA BARBARA JUNIOR COLLEGE DISTRICT

Grounds Supervisor

Definition

Under general direction of Administrative Dean, Business Services, to plan and supervise the maintenance of grounds and landscaped areas, including the athletic fields; to design and install landscaping in small areas; and to do related work as required.

Examples of Duties

Assigns duties to gardeners and groundsmen and inspects completed work; confers with school administrators, landscape architects, and other parties, in making plans for landscaping, planting, and maintaining of the various school grounds; works from plans and sketches in carrying out landscaping designs; selects and recommends for purchase trees, shrubs, plants and seed appropriate for planting or sowing; instructs and assists in propagating and cultivating work required for the various plants; trains subordinates to perform skilled gardening duties and performs such duties as required; supervises maintenance and repair of walks and parking areas; supervises mixing and pouring of paving materials; prepares watering schedules and determines the need for spraying, fertilizing, and pruning; sees that tools and equipment are kept in proper repair; installs and repairs sprinklers and irrigation systems; operates light to medium weight equipment, such as skip loader, tractor, power mower, etc.

Desirable Qualifications

Knowledge of:

Methods and techniques of landscaping, gardening and grounds maintenance;
Planting practices, propagation and care of a wide variety of shrubs, hedges, trees, flowers and lawns;
Equipment, tools, materials, and standard practices of the gardening trade;
Various types of soil in the area and its proper preparation and fertilization;
Plants adapted to the climate of the area, with particular knowledge of varieties suitable for school ground landscaped areas;
Plant diseases and insect pests and the approved methods and materials used in controlling and eradicating them.

Ability to:

Design and carry out installation of landscape plans;
Plan and carry out schedules of gardening activities and grounds maintenance;
Supervise effectively;
Maintain cooperative working relationships;
Carry out oral and written instructions.

Experience:

Five years of experience in skilled gardening work, including at least two in a supervisory capacity.

Salary Range: The salary for this position will be Range 18, $541 to $652.
<table>
<thead>
<tr>
<th>PURCHASE ORDER NUMBER</th>
<th>VENDOR</th>
<th>JUNIOR COLLEGE FUND</th>
<th>SPEC. RESERVE FUND</th>
<th>J.C. BOND FUND</th>
<th>DESCRIPTION</th>
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<td>11034*</td>
<td>Tri-County Office Equipment</td>
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## PURCHASE ORDER REPORT - September 8, 1966 - Page Three

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### General Fund

Amount due on purchase orders previously approved by Board of Trustees: $2,536.06

Amount due on claims not covered by purchase orders:

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Total - General Fund: $4,160.87

### Bond Building Fund

Amount due on purchase orders previously approved by Board of Trustees: $80.99

Amount due on claims not covered by purchase orders:

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Total - Bond Building Fund: $6,761.73
SANTA BARBARA JUNIOR COLLEGE DISTRICT

September 8, 1966

TO: President Garvin and Members of the Board of Trustees

FROM: Robert C. Rockwell, Superintendent-President

SUBJECT: Proposed Plans for Promoting the Bond Election

At its meeting of August 3, 1966, the Board called for the formation of an advisory committee to promote the coming bond election. A proposed plan is submitted for suggestions and approval.

I. General Introduction

A. Importance of Good Planning of Campaign

The task which lies ahead, passage of the bonds on November 8, 1966, is a challenging one. Presentation of the issue comes at probably the worst possible time, with the papers carrying stories of "taxpayer revolts", the City Schools in much turmoil, and with some questions being directed at the Board for calling for such a large amount and asking for money which is not needed.

A good, well-planned campaign, however, with the facts clearly stated, can accomplish much to overcome the "bad climate" under which, apparently, the loyal supporters will have to work. Perhaps we will just have to try harder!

B. The Advisory Committee

The advisory committee should have a title reflecting its purpose and it should be composed of citizens who are vitally interested in the college and who will work hard for passage of the bonds. The committee is not being formed to determine whether bonds should be voted, or the amount of bonds, or when the election should be held. The decision has already been made by the Board to have an $18,098,000 bond election on November 8, 1966.

Suggested title: Citizens Committee for City College Bonds

or

II. Proposed Committee Organization

The General Chairman and the Vice Chairman probably should be chosen from the two most populated trustee areas: Santa Barbara (Area 3) and Hope-Coleta-Elmwood (Area 4). Other trustee areas should be represented through chairmen of the Sub-Committees (Publicity, Endorsement, Get-out-the-Vote, Speakers, Finance, etc.). All of these chairmen shall be known as the Executive Committee and shall coordinate the entire program.
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<thead>
<tr>
<th>Sub-Committee Chairmen</th>
<th>Sub-Committee Chairmen</th>
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III. Conducting the Campaign

A. Presenting the Facts

1. State the issue clearly and simply.

2. Show need, ability to meet the need, and cost to the taxpayer.

B. Timing

1. Organization of committee should be completed as soon as possible.

2. Publicity should be positive, frequent, and complete during weeks prior to October 24.

3. Beginning with October 24, the campaign should be stepped up; the full impact of the bond issue should be kept before the voters.

C. Other Important Activities

1. Finances for the program should be started at once and completed as soon as possible. A starting sum to get the campaign underway should be available (perhaps??).

2. A campaign headquarters should be established.

3. Charges for the campaign must be kept separate from district funds (district funds cannot be used for this purpose).

4. Appoint public relations man; designate district person to coordinate.

5. "Gimmicks" to bring the campaign before the public should be considered (all ideas welcomed).
6. Organize student bodies of regular day college and adult education; also, college alumni group.

7. Organize high school students through college student contacts.

D. Kick-off of Campaign

A dinner meeting should be held to announce the General Chairman, the Vice Chairman, the Secretary, and the Sub-Committee chairman. Contacts should be made previous to the meeting. The meeting should be called by a Steering Committee composed of Board members, representatives from the two college advisory committees, the college administration, faculty, and representatives from district P.T.A.'s. The meeting should be held as soon as possible. All possible publicity should be given this meeting.

E. Campaign Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>1. September 12-16</td>
<td>Appoint General Chairman; Publicity; Finance</td>
</tr>
<tr>
<td>2. September 19-23</td>
<td>Select Advisory Committee; Publicity; Finance</td>
</tr>
<tr>
<td>3. September 26-30</td>
<td>Complete Advisory Committee Membership; Publicity; Finance</td>
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<tr>
<td>4. October 3-7</td>
<td>Keep publicity before public through all possible media. Speakers should carry the &quot;bond message.&quot;</td>
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<tr>
<td>5. October 10-14</td>
<td>Complete Financial Contributions; Publicity</td>
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<tr>
<td>6. October 17-21</td>
<td>All out</td>
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<tr>
<td>7. October 24-28</td>
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<tr>
<td>8. October 31-November 4</td>
<td>All out</td>
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<tr>
<td>9. November 7-8</td>
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