JUSTIFICATION FOR THE POSITION OF
AUDIO-VISUAL REPAIR TECHNICIAN

The SBCC Audio-Visual Department is a service department. Its main function is to help the instructor in his instructional program in the classroom.

Turn to page 3 (Summary of Audio-Visual Services) and you will note that there has been an increase in all areas of service. The biggest increases are in four areas:

1. Equipment Circulated
2. Video Tape Recording & Playback
3. Slide Production
4. Overhead Transparency Production

To be able to handle this large increase in service, we have shifted working times and working spaces to achieve the most efficient working schedule possible. We have had to by-pass other areas that did not immediately affect the instructors' needs. These by-passed areas have now reached the point in time where they will have an immediate effect on the instructors' needs and their instructional program in the classroom if they are not corrected.

The two most important areas that were by-passed but now need immediate attention are:

1. Equipment maintenance
2. Service to Evening College

Turn to pages 4-7 and you will see two letters from instructors that will illustrate these points. There has only been a student helper on duty in the evening to serve all the Evening College instructors and students for the Audio-Visual Department.
Turn to pages 8-9, which are the job descriptions of the AV Technician and the AV Repair Technician. In a close analysis of the two positions, you will see that the AV Technician job description emphasizes the issue, pickup and production work, while the AV Repair Technician emphasizes the service and repair work. True—both job descriptions have some of the same wording because they have overlapping duties. The AV Technician comes to work at 7 a.m. and goes home at 3:30 p.m. The AV Repair Technician will come to work at 1:30 p.m. and go home at 10:30 p.m. Thus he will be on duty to help the evening college instructors with their AV needs and problems.

The latest inventory shows that there is approximately $144,000 of AV equipment on SBCC campuses. With the completion and equipping of the Humanities Building, this figure will go to $279,000.
<table>
<thead>
<tr>
<th>Service</th>
<th>1972-73</th>
<th>1973-74</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Films Circulated</td>
<td>1,987</td>
<td>2,046</td>
<td>3%</td>
</tr>
<tr>
<td>Records Circulated</td>
<td>150</td>
<td>168</td>
<td>12%</td>
</tr>
<tr>
<td>Cassettes Circulated</td>
<td>6</td>
<td>13</td>
<td>117%</td>
</tr>
<tr>
<td>Equipment Circulated</td>
<td>3,634</td>
<td>4,428</td>
<td>22%</td>
</tr>
<tr>
<td>Events Serviced</td>
<td>129</td>
<td>141</td>
<td>9%</td>
</tr>
<tr>
<td>Video Tape Recording &amp; Playbacks</td>
<td>91</td>
<td>250</td>
<td>175%</td>
</tr>
<tr>
<td>Production Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide</td>
<td>8,500</td>
<td>14,250</td>
<td>68%</td>
</tr>
<tr>
<td>Overhead Transparencies</td>
<td>300</td>
<td>1,150</td>
<td>283%</td>
</tr>
<tr>
<td>Cassette</td>
<td>1,364</td>
<td>1,652</td>
<td>21%</td>
</tr>
</tbody>
</table>
SANTA BARBARA CITY COLLEGE

TO: Theron Barnes  
FROM: Doug Fosse  
DATE:  
RE: Anchors

Theron—There's an old adage that says something about tired movie projectors making good anchors. The Pacific is at one doorstep! Today at 9:30-11:00 Helen Gillingham and I (and 2 students) struggled with two different projectors and ultimately failed to show two worthwhile films. A similar fracaso occurred 11:00-12:15 with Helen and Carol Price. Tom is very patient to come on call, but unless he is able to continually overhaul the machine while its in action, disaster still results.

An attempt to show films because they add something to a course that lecture and discussion
Can't present. Yet any audio-visual "aid" that is less than excellent is a liability to the program. Very negative reactions to the subject matter can result. Most students today are raised on a diet of highly skilled, technologically perfect media presentations (i.e., movies, etc.), so we teachers cannot take such disasters casually. Ironically, all the hard work and expertise of your staff, if the County Library, etc., are brought to naught in a moment with the flick of a switch. I would hope that if budgetary concerns prevent your dept. from necessary obsolescence, in this area that the district might be persuaded to buy less palm trees or something. Audio-visuals are a very necessary support system to our teaching force here. I would label it a priority.

Cheers!
December 13, 1973

Dr. Glen Gooder, President  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, California 93109.

Re: Request for Audio/Visual Equipment & Staff

Dear Dr. Gooder:

Thank you for taking the time to review the above problem with me yesterday.

For your records, the following guest speakers were arranged for by me for special presentations to the Evening College Class -- Business 8, "Introduction to Marketing" (Wednesdays-Room A-160):

<table>
<thead>
<tr>
<th>Date</th>
<th>Speaker/Co.</th>
<th>Equipment Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 26</td>
<td>Mr. N. Robinson, Mktg. Kaiser Aluminum (Oakland)</td>
<td>16 mm projector</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Mr. H. Amos, Vice Pres. CALAVO Assn. (Los Angeles)</td>
<td>-0-</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Mr. H. Scott + 2 man mktg, team L.A. Times (Los Angeles)</td>
<td>brought own equip. but required light on podium &amp; connection for their equipment (required Technical staff)*</td>
</tr>
<tr>
<td>Nov. 21</td>
<td>Mr. P. Markson, Area Mgr. Philip Morris USA (Glendale)</td>
<td>overhead opaque proj.*</td>
</tr>
<tr>
<td>Nov. 28</td>
<td>Mr. C. Hendricks, Advertising Mgr. 16 mm projector* Pepsi Cola Bottling (Ventura)</td>
<td></td>
</tr>
</tbody>
</table>

As I mentioned, while the Audio/Visual Department is most cooperative, it appears that there is insufficient equipment to meet the various needs, and a total lack of technical staff during the evening hours.

* audio/visual equipment did not work properly and there was no technical staff available to make repairs after 6:30 PM.
Inasmuch as outside speakers of this calibre can benefit the students by presenting real-life situations from the current business world, above and beyond the material covered in the text book, I feel that it is important to continue this effort if at all possible.

Your assistance in obtaining any additional equipment and staff for the Audio/Visual Department at this time would be greatly appreciated in helping to build the good reputation of our growing College needs.

Thank you for your cooperation.

Sincerely,

Bea Howorth
Promotion Director-La Cumbre Plaza
(Instructor - Business 8)

BH/cb
cc: Russ Wenzlau
    Theron Barnes
POSITION: AUDIO-VISUAL TECHNICIAN
RANGE 2A - $633-$769

JOB SUMMARY: Under direction, to issue, pickup, inventory and service audio-visual equipment and software; and to do related work as required.

EXAMPLES OF DUTIES: Reviews scheduled request for equipment and software; receives, delivers and returns all types of equipment and software; operates a variety of audio-visual equipment used for instructional purposes; maintains inventory of audio-visual equipment and software; issues related equipment and software for classroom and student use; makes transparencies; receives and fills orders for reproduction of slides and tapes; rewinds film; cleans, repairs, and maintains equipment in functional condition; sets up public address systems as needed for campus affairs; and trains and supervises student employees.

QUALIFICATIONS: Education and Experience - Any combination equivalent to graduation from high school and two years of experience in the operation, maintenance and repair of audio-visual and related equipment (preferably supplemented by related trade courses).

Knowledges and Abilities - Knowledge of maintenance and procedures for the repair of the mechanical and electronic parts of audio-visual equipment; knowledge of filing and record keeping procedures; ability to operate projectors, tape recorders, record players, and similar audio-visual equipment; ability to follow oral and written directions; ability to keep records; ability to perform minor and perhaps major mechanical and electronic equipment repair; ability to supervise others; ability to establish and maintain effective working relationships.
POSITION: AUDIO-VISUAL REPAIR TECHNICIAN
RANGE 24 - $633-$769 (+2 1/2% for Swing Shift)

Five-step salary range, initial placement customarily at first step; advanced placement according to District policy; full-time, 8 hours/Day, 12 months/year; plus fringe benefits; 12 month probation period.

JOB SUMMARY: Under direction, to service, repair, issue, pickup and inventory audio-visual equipment and software; and to do related work as required.

EXAMPLES OF DUTIES: Inspects, installs, cleans, oils, adjusts, repairs and maintains audio-visual equipment in a functional condition; reviews scheduled request for equipment and software; receives, delivers and returns all types of equipment and software; maintains up-to-date repair manuals; maintains inventory and preventative maintenance schedule of audio-visual equipment; operates a variety of audio-visual equipment used for instructional purposes; issues related equipment and software for classroom and student use; makes transparencies; sets up public address systems as needed for campus affairs; and trains and supervises student employees.

QUALIFICATIONS: Education and Experience - Any combination equivalent to graduation from high school and two years of experience in the repair, maintenance and operation of audio-visual and related equipment (preferably supplemented by specialized training in the maintenance and repair of audio-visual equipment).

Knowledge and Abilities - Knowledge of the repair and maintenance of the mechanical and electronic parts of audio-visual equipment; knowledge of filing and record keeping procedures; ability to perform both minor and major mechanical and electronic equipment repair; ability to maintain and update repair manuals for all audio-visual equipment on campus; ability to operate projectors, tape recorders, record players, and similar audio-visual equipment; ability to follow oral and written directions; ability to keep records; ability to supervise others; ability to establish and maintain effective working relationships.