

MINUTES OF THE BOARD OF TRUSTEES OF
THE JUNIOR COLLEGE DISTRICT
OF ST. LOUIS - ST. LOUIS COUNTY, MISSOURI

A meeting of the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri was held on Monday, September 24, 1962 at 8:00 P.M. in the office of The Junior College District in Room 708, at 1205 Olive Street, St. Louis, Missouri.

I. GENERAL FUNCTIONS

The Chairman, Gerald V. Williamson, called the meeting to order at 8:00 P.M. The following members of the Board of Trustees were present:

Mrs. Joseph C. Bastian
Mr. Lester C. Geil
Mr. Morris Glaser
Mr. Guy S. Ruffin
Mr. F. William McCalpin
Mr. Gerald F. Williamson

Also present at the meeting were Dr. Joseph P. Cosand, President of The Junior College District, and Mr. Bruce E. Woodruff of the firm of Armstrong, Teasdale, Roos, Kramer & Vaughan, counsel for the District.

Mrs. Bastian moved that the minutes of the meeting of September 10 1962 be approved, as presented to the Board, after a correction be made in the first sentence of Paragraph 3., i.e. removal of the "that" in the first line. The motion was duly seconded by Mr. McCalpin, and upon the vote the minutes were unanimously approved.

Mr. McCalpin, Treasurer, submitted the following report:

The total sum of \$12,314.80 has been received from Joseph T. Hayden, License Collector for the City of St. Louis on account of collections of merchants' and manufacturers' taxes through September 20, 1962. The present balance in The Junior College District Open Line of Credit Account with the Mercantile Trust Company is \$55,132.46.

The balance in the Special Account at the Manchester Bank remains the same, showing a balance as reported at the last meeting on August 25, 1962, of \$1,423.54.

Mr. Glaser moved that the report of the Treasurer be approved. The motion was duly seconded by Mr. Geil, and upon the vote, passed unanimously.

Board President Williamson announced that he would like to entertain a Resolution concerning Student Fees for The Junior College District, which, if after consideration by the Board, was approved, would not be in final effect until same had been further approved by the State Board of Education.

RESOLUTION

Student Fees for Junior College District

WHEREAS, The Junior College District's revenues will include State aid in the amount of \$200 per year per full-time equivalent student when such funds are appropriated by the Missouri General Assembly, and from local tax assessments now at \$.10 on the \$100 of assessed value;

AND WHEREAS, an analysis of operating and capital expenditure from such sources indicates that such revenues will not be sufficient;

AND WHEREAS, a source of revenue from Student fees, maintenance and otherwise, of \$200 per year will bring such expense and revenue into closer balance;

THEREFORE, BE IT RESOLVED, that subject to the approval of the State Board of Education the maintenance fees charged to students resident in The Junior College District shall be \$100 for each semester, or \$200 for the school year, for each full registration. Students enrolling for fewer than 12 credit hours shall be charged at a rate of \$10 per semester credit hour.

After discussion by the Board, Mr. Glaser moved that the Resolution

tion be approved as read; it was duly seconded by Mr. Geil, and upon the vote, the Resolution was unanimously approved.

Board President Williamson announced that he would like to entertain a Resolution which is set forth on the Supplemental Report of the Agenda of the Regular Board Meeting as Item 2.4, to which agreement was reached in previous discussion by members of the Board. He further stated that when the District was formed and did not have a President, the Board was organized into Committees, with the understanding that when the President was elected, committees would be dissolved. In view of the fact that the President is now duly appointed, Mr. Williamson read the following Resolution for consideration by the Board:

RESOLUTION

WHEREAS, The Junior College District has now appointed Dr. Joseph P. Cosand as President and he is in full attendance to the duties of his position;

AND WHEREAS, The Board at an earlier meeting had approved appointment of its respective members to four working committees, consisting of Finance, Personnel, Educational Policy, and Buildings and Sites, and these appointments being created for the interim period until the President of the District was in office;

THEREFORE, BE IT RESOLVED That these committees be at this meeting dissolved.

Mrs. Bastian moved approval of the Resolution as read, and it was duly seconded by Mr. Geil, and upon the vote, the Resolution was unanimously approved.

Mr. McCalpin raised the question as to whether the President could function without the Committees and with no more staff than he now has. Dr. Cosand assured him that he would need the assistance of all the

Board members, but would discuss problems with the entire Board as he encountered them, since he felt that a Board fragmented into committees would not function at its best. Mr. Williamson asked Dr. Cosand if he would plan to seek help where needed, and Dr. Cosand agreed.

Board President Williamson then read a letter from Dr. Ivan C. Nicholas, Chairman Cooperating School Districts of the St. Louis Suburban Area, as follows:

"Dr. Joseph Cosand, President
Junior College District
1205 Olive Street
St. Louis, Missouri

Dear President Cosand:

This will confirm our telephone conversation regarding your attendance at the Conference Meeting of the Cooperating School Districts to be held at the Central Junior High School, in Riverview Gardens School District, October 29, 1962 at 6:30 P.M.

We shall be pleased to have you speak to our group for twenty to thirty minutes regarding the functions and plans of the Junior College District.

Will you please extend an invitation to the members of the Board of Trustees to attend this function? We would like to introduce them if they have no objections. It will be helpful if you will inform our Executive Secretary Mrs. Hyer of the number of reservations required for your group no later than Wednesday, October 24. The price of the dinner will be \$2.00 per person. Mrs. Hyer will forward instructions as to how to reach the Central Junior High School at a later date.

We look forward to seeing you and as many of your Board of Trustees as possible.

Very sincerely yours,

/s/ I. C. Nicholas

I. C. Nicholas, Chairman
Cooperating School Districts of the St. Louis Suburban Area."

After discussion by the Board members, the following requested the Secretary to advise Dr. Nicholas that they would accept his invitation to attend the dinner meeting on October 29th, at which time Dr. Cosand

will be the principal speaker. Mrs. Joseph C. Bastian and the Messrs. Williamson, Ruffin, Geil and McCalpin plan to attend. (The Board asked that they be reminded one week before the dinner by the Secretary.)

2. PERSONNEL

Board President Williamson requested that the Board consider the Salary Schedule recommended by President Cosand in the Supplemental Report under Item 2.11, as follows:

Before the Salary Schedule was formally presented for the vote of the Board, President Cosand requested that the Steps be deleted from the copy in each of the Classifications I, II, III, and IV.

After these deletions were made, the Salary Schedule was presented as follows:

SALARY SCHEDULE

CERTIFICATED PERSONNEL - INSTRUCTORS AND COUNSELORS

<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
Step 1 \$5,500	Step 1 \$7,100	Step 1 \$8,700	Step 1 \$11,000
Step 2 5,900	Step 2 7,500	Step 2 9,100	Step 2 11,500
Step 3 6,300	Step 3 7,900	Step 3 9,500	Step 3 12,000
Step 4 6,700	Step 4 8,300	Step 4 9,900	

- CLASS I - Masters Degree in Subject Field, or
 Bachelors Degree plus 2 years experience in Technical Field, or
 Vocational Class A Credential.
- CLASS II - Masters Degree in Subject Field, plus 4 years teaching experience, or
 Bachelors Degree plus 2 years experience in Technical Field, plus 4 years teaching experience, or
 Bachelors Degree plus 10 years experience in Technical Field, or
 Vocational Class A Credential plus 4 years teaching experience.

CLASS III - Masters Degree in Subject Field plus 8 years Teaching experience, or

Bachelors Degree plus 2 years experience in Technical Field plus 8 years teaching experience, or

Bachelors Degree plus 10 years experience in Technical Field plus 4 years teaching experience, or

Bachelors Degree plus Vocational Class A Credential plus 9 years teaching experience.

CLASS IV - Masters Degree in Subject Field plus 75 units approved graduate work plus 12 years teaching experience, or

Masters Degree plus 2 years experience in Technical Field plus 30 units approved graduate work plus 12 years teaching experience, or

Masters Degree plus 10 years experience in Technical Field, plus 30 units approved graduate work, plus 8 years teaching experience, or

Masters Degree plus Vocational Class A Credential, plus 30 units approved graduate work, plus 12 years teaching experience, or

Doctoral Degree plus 12 years teaching experience.

Conditions:

- (1) No teacher or counselor new to the St. Louis Junior College District will be employed and placed beyond Class II, Step 4, without special approval by the Board of Trustees, and in no instance beyond Classification III, Step 4.
- (2) All placement in Class IV will be based upon recommendations from the Personnel Standards Committee where said recommendations concern themselves with those superior teachers and counselors who have consistently improved themselves professionally and, in addition, have contributed outstanding services to the total educational program of the college.

Mr. McCalpin led a discussion concerning the relationship of counselors to teachers as listed on the above schedule. Dr. Cosand advised that the rating would be the same and requested that the salary

schedule be amended to read INSTRUCTORS AND COUNSELORS - since he considers the counseling staff to be a part of the instructional staff, the two working closely together.

Further discussion concerning extra-pay for teachers and counselors on extra assignments was held, and the President clarified this by explaining that teachers would be paid on the basis of the number of credit hours to be taught for an assigned work-load, and that extra time spent on the job would not be considered for extra pay. This, however, would not include, for example, an Adult Education Program, which might recruit teachers for other courses in the evening. This would be in addition to the assigned work-load and extra pay would be due accordingly. The President advised that this matter could be discussed more fully at a later date.

Mr. McCalpin moved that the Salary Schedule be approved, after the above deletions were made, and with the addition of "Counselors" made to the title thereof. Mrs. Bastian duly seconded the motion, and upon the vote, the Salary Schedule was unanimously approved for Certificated Personnel - Instructors and Counselors.

Mr. Ruffin asked Dr. Cosand how personnel would be recruited. Dr. Cosand advised that application forms were being printed for teachers and that letters were being sent to Teacher Placement Offices at the various colleges and universities over the entire United States, asking them to help with the selection of staff members. This letter, he explained, will define our qualifications for staff members and give information about the St. Louis - St. Louis County Junior College District, plus the salary schedule as voted. He further stated that he aspired to secure only the finest teachers.

Board President Williamson then announced that it would be

appropriate for the Board of Trustees to approve the employment of Mrs. Julia A. Bishop as a temporary Secretary for the Junior College District at a salary of \$350.00 per month, effective September 14, 1962. This employment to be in the Central Office of the District, as described in the Supplemental Report, Item 2.21.

Mr. McCalpin moved that Mrs. Bishop be employed by the District as set forth. The motion was duly seconded by Mr. Geil, and upon the vote, the motion passed unanimously.

4. COLLEGE FACILITIES

Board President Williamson advised that in view of the fact that the Board needs help in the selection of sites and advice concerning the reconstruction of the facilities that are available and which might need to be remodeled, that probably the best way to handle this entire matter would be that a screening committee be appointed, which would recommend to the Board two or three architects who are highly qualified at which time the Board would make the final decision. With this in mind, Mr. Williamson introduced the following Resolution for consideration by the Board.

RESOLUTION

WHEREAS, the Board of Trustees of The Junior College District requires the services of a highly qualified architectural firm, and

WHEREAS, the Board needs qualified advice in the selection of such a firm,

THEREFORE BE IT RESOLVED that a Screening Committee be appointed to review and interview interested architectural firms, with the purpose of reaching a recommendation to the Board of two or three most highly qualified firms, with the purpose that the Board will then make the final selection as to the firm with which it will negotiate for a

contract to cover its services in such matters as selection of campus sites, remodeling of existing buildings, and the complete architectural services for new building.

BE IT FURTHER RESOLVED that the Screening Committee will consist of the District President Dr. Joseph P. Cosand, Board Members Mr. Lester C. Geil, and Dean J. R. Passonneau of the Washington University School of Architecture, the latter to serve as Chairman.

AND BE IT FURTHER RESOLVED that the Screening Committee be requested to solicit inquiries from architectural firms and make its recommendations at as early a date as is convenient.

AND BE IT FURTHER RESOLVED that the members of the Board and the Board Attorney be invited to attend such presentations as the architectural firms may choose to make.

The Board urges the early completion of this assignment inasmuch as it is desired to place options on sites at an early date. And further, that the final selection of the architectural firm will be by the Board as a whole after any further interviews it may schedule.

After the Resolution was read one correction was pointed out, that the last sentence of the third paragraph should be deleted since it repeated the statement in Paragraph 6 of the Resolution. The Board agreed. Mr. Geil then made a motion that the Resolution be approved. The motion was duly seconded by Mrs. Bastian, and there being no further discussion, upon the vote, the Resolution was unanimously approved.

Board President Williamson submitted a Resolution to be considered by the Board concerning a Lease Agreement for Office Space of the Central Office of The Junior College District. The following Resolution was read into the record:

RESOLUTION RE LEASE

RESOLVED, that The Junior College District of St. Louis - St. Louis County, Missouri lease office space in the building known and numbered as 4386 Lindell Blvd. at a yearly rental rate of \$3.50 per square foot for the term of one year. (added - \$6,720.00)

FURTHER RESOLVED, that the President of the Board of Trustees is hereby authorized and directed to enter into a lease, on behalf of this District for the rental and on the terms and conditions of the lease which is attached to these minutes and by this reference incorporated herein.

Mr. McCalpin recommended that the wording of the Resolution be changed to show the actual amount of money which would be involved in the agreement instead of showing the \$3.50 per square foot. The actual amount of money would be \$6,720.00.

Mr. Woodruff, Counsel for the District, then presented the Lease for approval of the Board of Trustees, said lease between the Realty Corporation of St. Louis and The Junior College District of St. Louis - St. Louis County. (Copy of said Lease is on file with The Junior College District.)

Mr. McCalpin moved that the Resolution and the Lease be approved as presented, with the above change incorporated in the Resolution. The motion was duly seconded by Mr. Glaser, and there being no further discussion, and upon the vote, was unanimously approved.

5. BUSINESS AND FINANCE

Board President Williamson requested the Board to consider the items listed in the Supplemental Report which are being considered for purchase by the District, upon the recommendation of President Cosand.

After perusal by the Board and some discussion concerning th

r commended purchase orders, Mrs. Bastian moved that the President be authorized to make arrangements to purchase the items listed thereon. The President was also authorized to use his own judgment concerning the sign to be erected on the new premises of the Central Office and concerning the design of the new stationery. The motion was duly seconded by Mr. Geil and upon the vote, was unanimously approved.

Board President Williamson presented the following resolution pertaining to the Retirement Annuity for President Joseph P. Cosand for the consideration of the Board:

RESOLUTION

RESOLVED, that in accordance with the contract of employment heretofore entered into by the Board and Dr. Joseph P. Cosand, President of The Junior College District, the Board of Trustees hereby sets the President's current compensation at \$21,000 per annum until July 1, 1963.

FURTHER RESOLVED, that the President of the Board of Trustees is hereby authorized and directed to purchase on behalf of the Board, an Annuity Plan for Dr. Joseph P. Cosand with National Life Insurance Company of Montpelier, Vermont, said plan at the premium rate of \$333.33 per month, commencing October 1, 1962, and monthly thereafter through June of 1963.

A motion was made by Mr. Geil and duly seconded by Mr. Glaser that the Resolution be approved by the Board, and there being no further discussion, and upon the vote, was unanimously approved.

PAYMENT OF CLAIMS

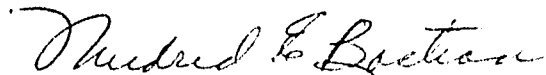
Mr. Williamson presented for the consideration of the Board the Claims for payment as listed in the Supplemental Report.

After some discussion by members of the Board, Mr. McCalpin moved that the Board authorize the payment of the outstanding claims, and also approval of the contracts incorporated therein. The motion was duly seconded by Mr. Ruffin, and there being no further discussion, and upon the vote, the motion was unanimously approved.

Thus , Board President Williamson authorized Board Treasurer McCalpin to issue checks to cover the items listed on the claims for payment.

Mrs. Bastian moved that the meeting be adjourned. The motion was duly seconded by Mr. Ruffin, and upon the vote was carried unanimously. Therefore, the Board President declared the meeting adjourned at 9:45 P.M.

Respectfully submitted,



Mrs. Joseph C. Bastian, Secretary
Board of Trustees
Junior College District