A meeting of the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri was held on Monday, November 12, 1962 in the Central Office of the District at 4386 Lindell Boulevard, St. Louis 8, Missouri.

Board President 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
Messrs. Lester C. Geil
Morris Glaser
Guy S. Ruffin
F. Wm. McCalpin
Gerald V. Williamson

Also present at the meeting were President Joseph P. Cosand, Vice President John E. Tirrell, Vice President James W. Hobson, of the Junior College, and Mr. Bruce E. Woodruff of the firm of Armstrong, Teasdale, Roos, Kramer & Vaughan, counsel for the District.

Board President Williamson called for a reading of the minutes of previous Board meetings. The minutes of October 8, October 22, and October 30 were presented. After due discussion, it was moved by Mr. McCalpin, and seconded by Mr. Glaser, to postpone the approval of these minutes until a subsequent meeting, pending corrections. The motion was carried unanimously.

Mr. McCalpin, Treasurer, submitted the Treasurer's Report. Each Board member received a mimeographed copy. The report is as follows:
November 12, 1962

REPORT OF THE TREASURER

I. Income.

The following is the detail of income received by The Junior College District in the form of tax collections to date:

City of St. Louis

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Prev. Reported</th>
<th>Current Collections</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchants tax</td>
<td>$38,172.40</td>
<td>$6,052.80</td>
<td>$44,225.20</td>
</tr>
<tr>
<td>Manufacturers tax</td>
<td>$48,003.40</td>
<td>$6,301.60</td>
<td>$54,305.00</td>
</tr>
</tbody>
</table>

County of St. Louis

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Prev. Reported</th>
<th>Current Collections</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Property</td>
<td>$16,127.02</td>
<td>$19,946.99</td>
<td>$36,074.01</td>
</tr>
<tr>
<td>Real Estate Tax</td>
<td>$21,901.17</td>
<td>$173,884.17</td>
<td>$195,785.34</td>
</tr>
</tbody>
</table>

TOTAL $330,389.55

II. Assets and Accounts.

The balance in the several bank accounts of the District as of the opening of business tomorrow (this date is a bank holiday) will be as follows:

<table>
<thead>
<tr>
<th>Bank Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mercantile Trust Company</td>
<td>$232,309.43</td>
</tr>
<tr>
<td>Manchester Bank of St. Louis</td>
<td>$861.38</td>
</tr>
</tbody>
</table>

In addition, the District holds $80,000.00 face value United States Treasury bills maturing February 28, 1963.

III. Surplus Funds.

An estimate of the expenses of the District between now and our meeting scheduled for December 10, 1962, has been made by the Treasurer in consultation with the Vice President for Business Services. It is concluded that of the present balance in the Mercantile Trust Company the sum of $200,000.00 is in excess of the current needs of the District and will not be needed for a period of at least six months. If, in addition, tax revenues are received from the Collector of Revenue of the City of St. Louis during this month, those revenues also will be in excess of the needs of the District and will not be needed for a period of at least six months.

By virtue of the foregoing, your Treasurer offers the following resolution:
RESOLVED, That of the sums presently on deposit to the credit of the general or incidental fund of the District, the sum of $200,000.00 will not be needed for a period of six months;

RESOLVED FURTHER, That any additional tax receipts of the District during the month of November, 1962, will be in excess of the needs of the District and will not be needed for a period of six months;

RESOLVED FURTHER, That the Treasurer be and he hereby is authorized to invest the sum of $200,000.00, together with such additional revenues received during the month of November, 1962, as may be practicable to invest, all in a method prescribed by §165.110-7, Missouri Revised Statutes, 1959.

Respectfully submitted,

F. Wm. McCalpin
Treasurer

Mrs. Bastian moved that the Treasurer's Report be accepted as submitted, including the resolution which is contained therein. The motion was seconded by Mr. Geil, and upon the vote, was carried unanimously.

College President Covand read a communication to the Board of Trustees. The entire Board was invited to attend a conference meeting of the cooperating school districts of the St. Louis suburban area at the Central Junior High School on November 29th. Mrs. Bastian, Mr. Geil, Mr. Ruffin and Mr. McCalpin indicated that they would be free to attend the meeting.

Board President Williamson then moved to Point 2.1 on the agenda concerning the employment of certificated personnel - instructors. Dr. John Tirrell made a report to the Board on the following instructors:

Dr. Arnold J. Greer, Instructor - Science, Life II-4
Mr. Robert Emmett Murray, Instructor - Science, Engineering II-4
Mr. Jules Biegelsen, Instructor - Social Science II-3
Mr. Victor Reef, Instructor - Science, Engineering III-1

A general discussion followed with respect to their academic backgrounds and general qualifications.

Whereupon, on motion by Mr. McCalpin, seconded by Mrs. Bastian and approved unanimously by the Board, it was
RESOLVED, That the following personnel be employed by the Board as Instructors in the capacity and at the salary classification hereinafter set out, said salary classification having been previously adopted by the Board.

Dr. Arnold J. Greer, Instructor - Science, Life II-4
Mr. Robert Emmett Murray, Instructor - Science, Engineering II-4
Mr. Jules Biegelsen, Instructor - Social Sciences II-3
Mr. Victor Reef, Instructor - Science, Engineering III-1

FURTHER RESOLVED, That the President of the Board be and is hereby authorized to execute the form Instructors' Contract previously adopted by the Board with each of the above certificated personnel, which said contract is to be filed with the records of the District.

An informal discussion followed, led by Mr. Williamson, with regard to the titles to be bestowed upon future instructors employed by The Junior College District. He asked President Cosand if he and his staff would care to make a recommendation to the Board with respect to the status of instructors. After discussion, President Cosand told the Board that the Vice President in charge of Instructional Services would make a recommendation at the next regular Board meeting on November 26, 1962.
Board President Williamson moved to Point 3. on the Agenda.

Curriculum and Instruction. Dr. Tirrell presented the following College Calendar to the Board:

**College Calendar - Spring Semester, 1962 - 1963**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 28, 1963</td>
<td>Registration</td>
</tr>
<tr>
<td>Tuesday, January 29, 1963</td>
<td>Instruction commences.</td>
</tr>
<tr>
<td>Friday, February 22, 1963</td>
<td>College Holiday</td>
</tr>
<tr>
<td>Friday, March 8, 1963</td>
<td>Last day for withdrawal from classes without penalty.</td>
</tr>
<tr>
<td>Monday, April 8, 1963 to</td>
<td>Easter vacation</td>
</tr>
<tr>
<td>Friday, April 12, 1963</td>
<td>College Holiday</td>
</tr>
<tr>
<td>Thursday, May 30, 1963</td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>Friday, May 31, 1963 to</td>
<td>Close of semester</td>
</tr>
<tr>
<td>Thursday, June 6, 1963</td>
<td></td>
</tr>
<tr>
<td>Friday, June 7, 1963</td>
<td></td>
</tr>
</tbody>
</table>

**College Calendar, Summer, 1963**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 10, 1963</td>
<td>Registration</td>
</tr>
<tr>
<td>Tuesday, June 11, 1963</td>
<td>Instruction commences.</td>
</tr>
<tr>
<td>Thursday, July 4, 1963</td>
<td>College Holiday</td>
</tr>
<tr>
<td>Friday, July 5, 1963</td>
<td>Last day for withdrawal from classes without penalty.</td>
</tr>
<tr>
<td>Monday, August 26 to</td>
<td>Final exam period</td>
</tr>
<tr>
<td>Thursday, August 29, 1963</td>
<td>Close of summer session.</td>
</tr>
<tr>
<td>Friday, August 30, 1963</td>
<td></td>
</tr>
</tbody>
</table>

After a general discussion, Board President Williamson said that he would entertain a motion with respect to the college calendar. Mr. Ruffin made a motion that the calendar be accepted. Mr. McCalpin seconded the motion. It was passed unanimously.

Board President Williamson then moved to Point 4. on the Agenda.

College Facilities. President Cosand told the Board of Trustees that he and the Vice President in charge of Business Services had met with representatives of the St. Louis Board of Education with respect to the use of facilities at Roosevelt High School. The Vice President in charge of Business Services, Mr. Hobson, would go into further negotiations with these representatives, and would make a recommendation to the Board at a later date.
Board President Williamson moved to Point 5. on the Agenda, under Business and Finance - the Payment of Claims:

The Claims listed on the Supplemental Report of the Agenda are as follows:

"Payment of Claims (Incidental Fund)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Automobile Club of Missouri</td>
<td>Air Travel - Mrs. Bastian</td>
<td>$203.95</td>
</tr>
<tr>
<td></td>
<td>Air Travel - Mr. Ruffin</td>
<td>203.95</td>
</tr>
</tbody>
</table>

5.22 Payment of Claims for Applicants (Special Fund)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Henry Boss</td>
<td>48.44</td>
</tr>
<tr>
<td>Donald Bridgman</td>
<td>212.52</td>
</tr>
<tr>
<td>Chase - Park Plaza</td>
<td>85.23</td>
</tr>
<tr>
<td>James Hobson</td>
<td>71.50</td>
</tr>
<tr>
<td>John Tirrell</td>
<td>254.44</td>
</tr>
</tbody>
</table>

5.3 Payment of Claims (Incidental Fund)

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. S. G. Adams</td>
<td>16356 Chairs, Un-upholstered</td>
<td>306.00</td>
</tr>
<tr>
<td></td>
<td>18438 Rubber stamps and pads</td>
<td>24.48</td>
</tr>
<tr>
<td></td>
<td>19057 Pencils</td>
<td>3.80</td>
</tr>
<tr>
<td></td>
<td>19400 File cabinets</td>
<td>158.60</td>
</tr>
<tr>
<td></td>
<td>19654 Chairs, Upholstered</td>
<td>504.00</td>
</tr>
<tr>
<td></td>
<td>19461 Paper</td>
<td>84.12</td>
</tr>
<tr>
<td></td>
<td>19886 Letter trays</td>
<td>39.36</td>
</tr>
<tr>
<td></td>
<td>21246 Message pads and pens</td>
<td>5.30</td>
</tr>
<tr>
<td></td>
<td>20899 Paper and envelopes</td>
<td>28.54</td>
</tr>
<tr>
<td></td>
<td>21377 File guides</td>
<td>1.12</td>
</tr>
<tr>
<td></td>
<td>22247 Telephone Index</td>
<td>2.96</td>
</tr>
<tr>
<td></td>
<td>22270 Waste basket</td>
<td>4.48</td>
</tr>
<tr>
<td></td>
<td>21969 Paper and supplies</td>
<td>11.45</td>
</tr>
<tr>
<td></td>
<td>22966 Letter trays, etc.</td>
<td>13.33</td>
</tr>
</tbody>
</table>
3345 Punch

22295 Scrap book

2. American School Board Journal Subscription 22.75

3. Blue Dot Messenger Service 50.55

4. Color Art Printing and Stationery Company 80.00

5. A. B. Dick Co., Inv. 56472 Stencils 34.32

Inv. 57096 Correction fluid 1.60

Inv. 56487 Paper 19.70

6. Surdex Corporation, Inv. 1066-62 composite photo 25.00

7. Werremeyer Printing, Inv. 2711 application forms 78.00

Inv. 2725 folders 547.00

8. Western Girl, Inc., Inv. 146910 Typist 45.10

Inv. 147788 Typist 65.60

9. Personal Expenses, Joseph P. Cosand (automobile) 41.05

10. Petty cash 200.00

11. Salad bowl cafeteria 10.50

5.4 Payment of claims (consulting)

Roy C. Nehrt $200.00

Clifford Erickson) $150.40"

In a general discussion about the preceding claims, Mr. McCalpin asked that the claims be paid from the Incidental Fund, with the exception of the amount of $150.40, payable to Dr. Clifford Erickson. Mr. McCalpin felt that this rightly belonged in the Special Fund.

Mrs. Bastian made a motion to pay the claims listed. Mr. Ruffin seconded the motion. Upon the vote, the motion was passed unanimously.
Board President Williamson then moved to Point 6. of the Agenda --

Student Personnel Services. A general discussion followed with respect
to the principles and procedures for scholarships and loans for students
enrolled in The Junior College District of St. Louis - St. Louis County,
Missouri:

The plan is as follows:

I. PLAN

The College District earnestly requests financial grants for
scholarships and for loan funds.

A. Scholarships

1. A scholarship should cover, by semester, a part of or full
costs for a semester's attendance. This would include
maintenance fees*, book and supply costs*, and personal
costs. The recipient would be urged to refund a similar
amount upon graduation, and/or placement in an earning
capacity.

2. Where the donor so specified, specific regulations may
be assigned with the provision that students so selected for
scholarship aid are admissible to the College District.

3. The College District requests scholarship donors to keep
the specific regulations relating to the scholarships suf­

ciently broad so that all scholarships may be available to
qualified students. Tightly drawn specifications too often
prevent the use of available scholarships.

B. Financial Aid - Loan Basis

It is emphasized that this is normally the plan in which the
College District will hold its chief interest and promotion,
and which it encourages prospective donors to consider. Students
requesting this aid may receive loans for all or part of the
Maintenance Fees, and, when necessary, for a portion of other
college and personal expense -- not to exceed the maintenance
fee.

Such students will be in two classes:

1. Maintenance Fees, Loan Basis

Such funds as are available will be assigned first to those students
of scholarship potential and achievement according to standards
set by a Faculty Board Committee of the College District. Such
loans will be unsecured, but are to be repaid to the Loan Fund
during the student's attendance at the College, and prior to his receipt of any diploma, degree, or certificate. Any student receiving a loan will be required to sign a note acknowledging his responsibility for repayment of the loan in accordance with District policy. Donors who so desire may limit their contributions to this particular class of loans.

2. Personal expenses - Loan Basis

To the extent that loan funds are available, all students in need of financial aid will be advanced loans as defined in B - 1 above, and may continue to be considered for such loans as long as the required standards of performance are met. Students on probation will not be considered eligible for such loans. Donors who so desire may limit their contribution to this particular class of loans.

C. Selection of Students

1. The Scholarship and Loan Funds will, except where the donor specifies otherwise, be for students who are defined as residing within The Junior College District of St. Louis - St. Louis County, Missouri.

2. The College District, through recommendations from the Faculty Board Committee, will establish performance standards for those students receiving scholarships or financial assistance.

D. Custody and Audit

1. All funds will be administered by the District and will be the direct responsibility of the Vice President - Business Services.

2. All transactions relating to the funds will be subject to audit by the auditing firm retained by the District.

*Maintenance Fee is defined by the State Department of Education of Missouri as the enrollment fee charged students who are residents of The Junior College District.*

After discussion, Mr. Ruffin made a motion to accept the plan as presented to the Board of Trustees. The motion was seconded by Mrs. Bastian, and upon the vote, it was carried unanimously.
There was a general discussion, led by Board President Williamson, about the scholarship which has been offered to The Junior College District by the Color Art Printing and Stationery Company. It is a financial grant of between $500.00 to $1,000.00 annually to be used by the College District for scholarships for students interested in employment in the printing industry. There was a motion by Mrs. Bastian, seconded by Mr. Geil, that the Board of Trustees accept this grant, and that the President of the College, Dr. Cosand, write to the Color Art Printing and Stationery Company and express the appreciation of The Junior College District.

Mr. Glaser led an informal discussion with respect to an application under the NDEA (National Defense Education Act) for a grant to The Junior College District to make $25,000.00 available to the students of the District for loan purposes. It was President Cosand's recommendation that if the Board so moved, the application be made quickly, since it takes a long time to process individual applications.

Whereupon, on Motion by Mr. Glaser, seconded by Mrs. Bastian, and upon the unanimous vote of the Board, it was

RESOLVED, That $2500.00 be appropriated out of the general funds of the District for funding The Junior College District's portion of a National Defense Education Act program.

Board President Williamson then moved to Point 6.3 on the Agenda -- Fees for out-of-district students. There was a general discussion on the fees. The proposed plan is attached hereto:
6.3 FEES FOR OUT-OF-DISTRICT STUDENTS

The maintenance fees for resident* students of The Junior College District of St. Louis - St. Louis County, Missouri have been established by the Board at $100.00 per semester, or summer session, for any student enrolling in ten or more college credit hours, and $10.00 per credit hour for students enrolling in fewer than ten college credit hours.

The estimated cost of instruction per full-time student for 1963-1964 is $700.00. It is therefore recommended that non-resident students be charged a tuition and that the charge be such that the taxpayers of the College District will not be subsidizing non-resident students.

The tuition charge recommended is:

1. Missouri residents** who are non-residents of The Junior College District of St. Louis - St. Louis County, Missouri:

   Full time students (ten or more college credit hours) $250.00 per semester, or summer session
   Part time students (less than ten college credit hours) $25.00 per credit hour.

2. Out-of-State Students

   Full time students (ten or more college credit hours) $350.00 per semester, or summer session.
   Part time students (less than ten college credit hours) $35.00 per credit hour.

* Resident students shall be defined as follows:

1. A student who is a graduate of one of the high schools located within The Junior College District, and who resides within said Junior College District; or

2. A student whose parents have established residence within the College District; or

3. A student who is neither a graduate of a high school within the District nor whose parents reside in the District, but who established residence within the District at least ninety days prior to enrollment in the College.

** Missouri residents who are non-residents of the College District, and who have graduated from an accredited high school, shall be defined in the same manner as District residents, except that the State of Missouri will be substituted for College District.
Mrs. Bastian moved that the plan for fees for out-of-district students be adopted by the Board of Trustees. Mr. Glaser seconded the motion. Upon the vote, it was carried unanimously.

There being no further business to come before the Board, Mr. McCalpin made a motion that the meeting be adjourned. Mrs. Bastian seconded the motion. It was passed unanimously.

Respectfully submitted,

[Signature]

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