MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
THE JUNIOR COLLEGE DISTRICT OF ST. LOUIS
ST. LOUIS COUNTY, MISSOURI
MONDAY, FEBRUARY 25, 1963 - 8:00 P.M.

A meeting of the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri was held on Monday, February 25, 1963 at the Central Office of the District at 4386 Lindell Boulevard, St. Louis, Missouri.

I. General Functions

1.2 Roll Call

The Board President, Gerald V. Williamson, was absent. He was attending the American Association of Junior Colleges convention at Seattle, Washington, and visiting various junior college campuses in California.

In his absence, the Board Vice President, Guy S. Ruffin, presided.

The following members of the Board of Trustees were present:

Mrs. Joseph C. Bastian
Messrs. Lester C. Geil
Morris Glaser
F. Wm. McCalpin
Guy S. Ruffin

Also present were College President Joseph P. Cosand, Vice President John E. Tirrell, Vice President James W. Hobson, and Campus Director Glynn Clark.

Mr. Bruce E. Woodruff, of the firm of Armstrong, Teasdale, Roos, Kramer & Vaughan, Counsel for the District, was also present.
1.3 Minutes

Vice President Ruffin called for a reading of the Minutes of the Regular Meeting of the Board on January 28, 1963. They had been amended since the last regular meeting of the Board. They were read and discussed.

Whereupon, it was moved by Mr. McCalpin, seconded by Mr. Glaser, and passed with the unanimous aye vote of all members of the Board, that the Minutes of January 28, 1963, as amended, be approved.

The Vice President called for a reading of the Minutes of February 11, 1963, the last regular meeting of the Board. They were read and discussed. Several amendments were suggested to the Executive Secretary, Mrs. Dolores Tygard.

Whereupon, it was moved by Mrs. Bastian, seconded by Mr. Glaser, and passed with the unanimous aye vote of all the members, that the Minutes of February 11, 1963, be approved, as amended.

The Vice President called for a reading of the Minutes of the Special Meeting of the Board on February 18, 1963. They were read and discussed, and several corrections were suggested to the Executive Secretary.

Whereupon, it was moved by Mr. Geil, seconded by Mr. McCalpin, and passed with the unanimous aye vote of all the members, that the Minutes of the Special Meeting of February 18, 1963, be approved, as corrected.

1.4 Treasurer's Report

Vice President Ruffin then called upon the Treasurer of the Junior College, Mr. F. Wm. McCalpin.
Mr. McCalpin discussed, in detail, the income received by The Junior College District in the form of tax collections, maintenance fees, interest and miscellaneous income to date.

However, he told the Board members that his secretary was ill, and the written report would not be available until the succeeding day. It was generally agreed, by mutual consent, to withhold the approval of the Treasurer's Report of February 25, 1963 until the next regular meeting of the Board on March 11th.

1.5 Welcome to Guests

Vice President Ruffin introduced the following guests to the Board:

Mr. John Angelides, a reporter for the St. Louis Globe Democrat

Mr. Dick Jacobs, a reporter for the St. Louis Post Dispatch

1.7 Communications

The College President, Dr. Cosand, reported that he had talked with Mr. Williamson that afternoon. He was in Los Angeles, and had visited the campuses of El Camino College, and Los Angeles Harbor College. The next day he would visit the campuses of Foothill College, and the College of San Mateo. Mr. Williamson had asked to be remembered to the Board members, and said that he would have a lot to report when he returned to St. Louis.

2. Personnel

2.1 Certificated Personnel - Instructors

College Vice President Tirrell made a report to the Board on the following Instructors:
A general discussion followed with respect to their academic backgrounds and general qualifications.

Whereupon, on motion by Mr. McCalpin, seconded by Mrs. Bastian, and upon the aye vote of all the members, 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:

Arthur C. Meyer - Speech Instructor - 1 - 2 Effective August 26, 1963
Henry Orland - Music Instructor - 11 - 3 Effective August 26, 1963

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.

2.2 Certificated Personnel - Part-time Instructors

Vice President Tirrell then recommended the employment of certificated personnel as noted below. This instructor will be employed on a part-time basis as justified by class needs:

Henry E. Snyder - Laboratory Instructor - Chemistry $135.00 per credit hour Effective January 28, 1963

Discussion followed.

Whereupon, on motion by Mrs. Bastian, seconded by Mr. Glaser, and upon the aye vote of all the members, it was

RESOLVED, That the following part-time instructor be employed by the Board in the capacity and at the salary classification set out, said salary classification having been previously adopted by the Board.
Henry E. Snyder - Laboratory Instructor - Chemistry $135.00 per credit hour
Effective January 28, 1963

2.3 Classified Personnel

Vice President Hobson recommended the employment of the following classified personnel:

Mrs. Dorothy J. Gerber - Evening office clerk - North Campus
Range 7 - Step A

Miss Dorothy Brockhoff - Free-lance writer - $400.00 per month

Discussion followed.

Whereupon, it was moved by Mr. McCalpin, seconded by Mr. Glaser, and with the aye vote of all the members, it was

RESOLVED, That the following classified personnel be employed by the District in the classifications and at the salary indicated:

Mrs. Dorothy J. Gerber - Evening Office Clerk - North Campus
Range 7 - Step A

Miss Dorothy Brockhoff - Free-lance writer - $400.00 per month

2.4 College President Cosand recommended that the Board authorize the vice president in charge of instructional services, and the campus director, to attend the annual conference of the North Central Association of Colleges and Secondary Schools to be held in Chicago, March 18th through March 21st, with all actual and necessary expenses to be paid from District funds.

General discussion followed. It was the opinion of the members that this conference was of the utmost importance to the Junior College District. It would, therefore, be advisable that President Cosand attend the meetings, along with Dr. Tirrell and Dr. Clark.
Whereupon, it was moved by Mr. Gell, seconded by Mr. Glaser, that
the College President, Dr. Cosand; the Vice President, Dr. Tirrell, and th
Campus Director, Dr. Clark, be authorized to attend the annual conference of
the North Central Association of Colleges and Secondary Schools, to be held in
Chicago, March 18th through March 21st, with all actual and necessary expenses
to be paid from District funds.

3. Curriculum and Instruction

The College President recommended that the Board adopt a policy of year-
round operation in order to permit students to accelerate their college education,
and in addition to permit far greater utilization of plant facilities.

He, therefore, proposed the following Tri-semester schedule for adoption as
the College Calendar for 1963 - 1964.

**Fall Semester - August 26, 1963 - December 20, 1963**

<table>
<thead>
<tr>
<th>Dates</th>
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<tbody>
<tr>
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<tr>
<td>August 28 - 30</td>
<td>Final Student Registration</td>
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</tr>
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<td>December 16 - 20</td>
<td>Examinations</td>
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**Winter Semester - January 2, 1964 - May 1, 1964**

<table>
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<tbody>
<tr>
<td>January 2 - 3</td>
<td>Registration</td>
</tr>
<tr>
<td>January 6</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>March 27</td>
<td>No Classes</td>
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<td>April 27 - May 1</td>
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Spring - Summer Mester - May 4, 1964 - August 28, 1964

May 4 - 22
Faculty Reports, Evaluation, Planning

May 6 - 8
Registration

May 11
Classes Begin

August 24 - 28
Examinations

Fall Mester - September 2, 1964

September 2 - 4
Registration for Fall Term

Each of these Mesters will provide a minimum of fifteen weeks of class instruction time which is the practice in most of the colleges and universities in the United States.

Registration time and final examination schedules will be in addition to the fifteen weeks of instruction.

Dr. Cosand told the Board members that, in his opinion, the following justifications for the tri-semester system should be considered:

1. The development of a year-round American way of life in which vacation opportunities; employment opportunities; and study opportunities are available through the year;

2. The fact that much of higher education is already on a year-round operation;

3. The increasing demand for undergraduate instruction as more and more young people reach college age;

4. Increasing difficulties in financing students;

5. The desirability of eliminating the lame-duck (after Christmas vacation) portion of the first semester; and

6. The desirability of more fully integrating summer offerings into the program.
Discussion followed.

Whereupon, it was moved by Mr. Geil, seconded by Mrs. Bastian, and with the aye vote of all the members, it was

RESOLVED, That the Junior College District adopt a policy of year-round operation in order to permit students to accelerate their college education and to permit greater utilization of plant facilities, and

RESOLVED FURTHER, That the tri-semester schedule proposed for adoption as the college calendar for 1963-1964 for The Junior College District be as follows:

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Spring - Summer Mester - May 4, 1964 - August 28, 1964

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4. **College Facilities**

4.1 The College President recommended that the Board of Trustees take up the option to purchase the Joy property, which property is located in the Forest Park Highlands area, immediately to the west of the Meyer Drug Company building, formerly known as the Joy building, and which is located within the boundaries of the acreage under consideration for acquisition by The Junior College District of St. Louis - St. Louis County, Missouri.

Discussion followed.

Whereupon, on motion by Mr. McCalpin, seconded by Mr. Geil, and with the unanimous approval of the Board, the following Resolution was adopted:
WHEREAS, On or about the 4th day of December, 1962, Joy Manufacturing Company granted an option to The Junior College District of St. Louis, St. Louis County, Missouri to purchase a property described as:

A parcel of ground situated in Block 5504 of the City of St. Louis, State of Missouri: BEGINNING at the point of intersection of the southern line of Wise Avenue, 60 feet wide, with the eastern line of Sublette Avenue, 50 feet wide; thence southwardly 153.00 feet along the eastern line of Sublette Avenue to the most northern corner of property described in deed to Missouri Pacific Railroad Company, recorded as Daily No. 59, on January 17, 1962, City of St. Louis Recorder's Office; thence southeasterly 357.08 feet along the northeastern line of said Missouri Pacific Railroad Company property to the northeastern line of the Missouri Pacific Railroad right-of-way, 50 feet wide; thence southeasterly 96.23 feet along said northeastern right-of-way line to a point of curve; thence continuing southeasterly 231.36 feet along the northeastern line of said right-of-way, along a curve to the left having a radius of 691.34 feet to the southwestern corner of property described in deed to American Pulverizer Company, recorded in Book 8226 Page 579, City of St. Louis Recorder's Office; thence northwardly along the western line of said last mentioned American Pulverizer Company property and its prolongation northwardly 171.85 feet to the center line of an existing railroad spur track; thence westwardly 20.84 feet along the center line of said railroad spur track; thence northwardly 355.99 feet to a point in the southern line of Wise Avenue, 60 feet wide, distant 549.81 feet East of the eastern line of Sublette Avenue; thence westwardly 549.81 feet along the southern line of Wise Avenue to the eastern line of Sublette Avenue and the point of beginning, according to survey made by Pitzman's Company of Surveyors and Engineers on January 31, 1962, being 206,109.00 square feet more or less, the exact area to be determined by survey to be made by Pitzman's Company of Surveyors at the cost and expense of the Purchaser.

and

WHEREAS, The above description encompassing the same area was subsequently amended by the parties and the following description was substituted in lieu thereof:

- 10 -
A tract of land in Block 5504 of the City of St. Louis, Missouri, more particularly described as follows:

Beginning at the point of intersection of the southern line of Wise Avenue, 60 feet wide, with the eastern line of Sublette Avenue, 50 feet wide; thence southwardly 153.00 feet along the eastern line of Sublette Avenue to the most northern corner of property described in deed to Missouri-Pacific Railroad Company, recorded as Daily No. 59, on January 17, 1962, City of St. Louis Recorder's Office; thence southeastwardly 357.08 feet along the northeastern line of said Missouri-Pacific Railroad Company property to the northeastern line of the Missouri-Pacific Railroad Right-of-Way, 50 feet wide; thence southeastwardly 96.23 feet along said northeastern Right-of-Way line to a point of curve; thence continuing southeastwardly 231.36 feet along the northeastern line of said Right-of-Way, along a curve to the left having a radius of 691.34 feet to the southwestern corner of property described in deed to American Pulverizer Company, recorded in Book 8226, page 579, City of St. Louis Recorder's Office; thence northwardly along the western line of said last mentioned American Pulverizer Company property and its prolongation northwardly 171.85 feet to the center line of an existing railroad spur track; thence westwardly 20.84 feet along the center line of said railroad spur track; thence northwardly 355.99 feet to a point in the southern line of Wise Avenue, distant 652.79 feet west of its intersection with the western line of Macklind Avenue, 100 feet wide; thence westwardly 549.81 feet along the southern line of Wise Avenue to the eastern line of Sublette Avenue and the point of beginning and containing 206,109 square feet.

and,

WHEREAS, Said Option Agreement expires at 12:00 Noon on February 28, 1963,

NOW, THEREFORE, BE IT RESOLVED, That The Junior College District of St. Louis, St. Louis County, Missouri exercise its option to purchase the property herein above described on the terms and conditions of the Option Contract heretofore entered into by and between Joy Manufacturing Company as Seller and The Junior College District of St. Louis, St. Louis County, Missouri.
as Purchaser, at a price of $.85 per square foot for a total area as determined by
survey by Pitzman's Company of Surveyors at the cost and expense of the District.

FURTHER RESOLVED, That the Secretary of The Junior College District
of St. Louis, St. Louis County, Missouri, is hereby authorized and directed
to notify Joy Manufacturing Company in writing of the exercise of said option,
said notice to be in the hands of the Seller not later than 12:00 noon on February

5. Business and Finance

5.1 Contracts

College President Cosand submitted, for approval, the contract for architectur­
al services between Smith and Entzeroth, Inc., Architects, and The Junior
College District of St. Louis - St. Louis County, Missouri.

Discussion followed, led by Mr. Gell.

Several changes were recommended, and it was agreed, by mutual consent,
to postpone the signing of this contract until the next regular meeting of thd Board
on March 11th.

5.2 Payment of Claims - Consultant (Special Fund)

The College President submitted the following claim for payment:

5.21 Norman C. Harris - Consultant $180.30

Whereupon, it was moved by Mr. McCalpin, seconded by Mrs. Bastian,
and with the aye vote of all the members,

RESOLVED, That the following claim be paid.

Consultant (Special Fund)
Norman C. Harris Consultant $180.30
5.3 Payment of Claims - Personal

The College President submitted the following claims for approval:

5.31 John E. Tirrell Expenses thru 2/20 31.85
5.32 James W. Hobson Expenses thru 2/18 220.04
5.33 Henry J. Free Expenses thru 2/19 40.80

$292.69

Whereupon, on motion by Mr. Glaser, seconded by Mr. McCalpin, and with the aye vote of all the members, it was

RESOLVED, That the following claims be paid, as itemized below:

5.31 John E. Tirrell Expenses thru 2/20 31.85
5.32 James W. Hobson Expenses thru 2/18 220.04
5.33 Henry J. Free Expenses thru 2/19 40.80

$292.69

5.4 Payment of Claims - Salaries

The College President recommended that the following claims be paid, as itemized below:

5.41 Part-time Faculty 5,153.00
5.42 Full-time Faculty 7,470.00
5.43 Administrative Personnel 7,753.76
5.44 Classified Personnel 2,212.16
5.45 Part-time Classified Personnel 882.75

$23,471.67

Whereupon, on motion by Mr. McCalpin, seconded by Mrs. Bastian, and with the aye vote of all the members, it was

RESOLVED, That the following claims be paid, as itemized below:

5.41 Part-time Faculty 5,153.00
5.42 Full-time Faculty 7,470.00
5.43 Administrative Personnel 7,753.76
5.44 Classified Personnel 2,212.16
5.45 Part-time Classified Personnel 882.75

$23,471.67
5.5 **Payment of Claims - Accounts Payable**

The College President recommended that the following claims be paid, as itemized below:

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$2,553.91

Whereupon, on motion by Mr. McCalpin, seconded by Mr. Geil, and with the aye vote of all the members, it was

RESOLVED, That the following claims be paid, as itemized below:

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$2,553.91

*Check has been received

7. **Community Relations**

Dr. Glynn E. Clark, Campus Director, reported on the outstanding cooperation which he, and other members of the Junior College staff, had received from the staffs of McCluer and Roosevelt High Schools. Dr. Clark reported that Dr. Mack, Dr. Ludwig, and Mr. Schneider had been more than helpful, and their staffs were cooperating with the Junior College in every way possible.

8. **New Business**

Vice President Ruffin stated that he would like to comment on the article which appeared in the St. Louis Post Dispatch on Sunday, February 24, 1963, entitled, "A College From Thin Air". Dr. Cosand had been interviewed by Dickson Terry of the Post-Dispatch staff, and Mr. Ruffin felt it did a very creditable job of telling the story of the start of the College. On behalf of the Board of Trustees, Mr. Ruffin commended Dr. Cosand.
Vice President Tirrell reported on the progress made by the Technical Education Advisory Committee. He told the Board that the final meeting of the over-all committee is scheduled for Wednesday, February 27th.

9. Adjournment

Vice President Ruffin asked the Board if there were any further business to be brought before the Board. There was not, and Mr. McCalpin made a motion that the meeting be adjourned. Mr. Glaser seconded the motion, and it was unanimously approved at 12:00 a.m.

Respectfully submitted,

Mrs. Joseph C. Bastian, Secretary
Board of Trustees
The Junior College District of St. Louis - St. Louis County, Missouri