A meeting of the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri was held on Monday, August 26, 1963 at the Central Office of the District at 4386 Lindell Boulevard, St. Louis, Missouri.

1. **General Functions**

1.2 **Roll Call**

The Board President, Mr. Gerald V. Williamson, called the meeting to order at 8:00 p.m. The following members of the Board were present:

- Messrs. Lester C. Geil
- Morris Glaser
- Guy S. Ruffin
- Gerald V. Williamson

Mrs. Joseph C. Bastian was ill, and could not attend the meeting. Mr. F. Wm. McCalpin was still away from the city, on vacation.

Also present were Joseph P. Cosand, President, and John E. Tirrell and James W. Hobson, Vice Presidents — all of the Junior College staff.

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

8/26/63
1.3 Minutes

Board President Williamson called for a reading of the Minutes of the special meeting of August 19, 1963. They were read and discussed.

Mr. Woodruff, Counsel for the District, recommended two changes in the Minutes. Under 5.3 - Change in Board Resolution on NDEA Appropriation - he suggested that this phrase be added to the Resolution at the bottom of page 11: "and shall be appropriated upon the receipt of the Federal funds". Mr. Woodruff also added this clause: "said appropriation of the District, however, not in any event to exceed the sum of $2500.00."

Under 5.7 - Purchase of Automobiles - Mr. Woodruff added these clauses to the Resolution:

"RESOLVED FURTHER, That inasmuch as there is limited stock of the vehicles described above, the Vice President for Business may purchase said vehicles as closely as possible to the amounts indicated.

RESOLVED FURTHER, In no case, however, should the price of these vehicles exceed five percent of the value referred to hereinabove."

The Board Secretary, Mr. Dolores Tygard, noted these corrections.

Whereupon, it was moved by Mr. Geil, seconded by Mr. Glaser, and passed with the unanimous aye vote of all members present, that the Minutes of the special meeting of August 19, 1963 be approved.

1.4 Treasurer's Report

There was no Treasurer's Report for this special meeting.
1.5 Welcome to Guests

Board President Williamson introduced Mr. Bob Jackson - a reporter for the St. Louis Globe Democrat - and Mr. Curt Stadtfeld - a reporter for the St. Louis Post Dispatch - to the Board members.

2. PERSONNEL

2.1 Certificated Personnel - Professional Staff

The President of the College, Dr. Cosand, recommended the employment of the following certificated personnel:

Mr. Irvin Davis - Assistant Professor - Bus. Administration - 11-2 - Eff. 8/26/63
Miss Clara Blackard - Asst. Professor - French - 11-2 - Eff. 8/26/63

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

Whereupon, on motion by Mr. Ruffin, seconded by Mr. Glaser, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the personnel recommended for employment by Dr. Cosand, as set out in the foregoing list, be employed in the capacity and at the salary classification therein set out, said salary classification having been previously approved by the Board.

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 full-time certificated personnel, which said contract is to be filed with the records of the District.
2.2 Classified Personnel

The President of the College recommended the employment of the following classified personnel:

Mr. George Kramlich, Range 15, Step A - Maintenance - Effective 8/26/63
Mr. Harry Nelson, Range 6, Step A - Delivery Man - Effective 8/26/63

A general discussion followed, with respect to their qualifications, and proposed duties.

Whereupon, on motion by Mr. Glaser, seconded by Mr. Geil, and with the aye vote of all members who were present, it was

RESOLVED, That the classified personnel listed above be employed by the District in the classification and at the salary indicated.

2.3 Basic Salary Schedule

The President of the College recommended the adoption of a basic salary schedule for non-teaching personnel. He also recommended that it become an integral part of the Policies and Procedures Manual.

Dr. Cosand told the Board members that it was understood that the majority of the positions would not be filled in the immediate future. However, he felt that if the District moved toward its estimated 16,000 students by 1973, it would be pertinent to designate possible position needs, as well as appropriate salaries.

A general discussion followed, involving all Board members.

It was the general consensus of opinion to postpone this decision until a later date, when all Board members would be present to voice their opinions.
3. CURRICULUM AND INSTRUCTION

3.1 The President of the College recommended the approval of the Advisory Committees for an additional year. Dr. Cosand told the Board that these Advisory Committees, which had previously been approved through August 26, 1963, were a matter of record in the Board Minutes.

He recommended that the members of these committees be appointed to serve for an additional year, through August 24, 1964.

A general discussion followed.

Whereupon, on motion by Mr. Glaser, seconded by Mr. Geil, and with the aye vote of all members who were present, it was

RESOLVED, That the Advisory Committees previously appointed by the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri, who were appointed to serve in an advisory capacity with respect to technical education, be appointed to serve for an additional year, through August 24, 1964.

4. COLLEGE FACILITIES

4.1 Ground-Breaking Ceremony

The President of the College recommended that a ground-breaking ceremony be held on the South County campus. Dr. Cosand also recommended that certain civic and educational leaders in south St. Louis County be invited to attend, and to participate.

A general discussion followed, involving all Board members.

It was the consensus of opinion to discuss this matter again at a future Board meeting. It was the feeling of the Board members present that this should take the form of a dedication ceremony, with the details to be worked out as construction progressed on the temporary buildings.

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5. BUSINESS AND FINANCE

The President of the College requested approval of the contract between the Junior College District of St. Louis - St. Louis County, Missouri and the Y.M.C.A.

A general discussion followed.

Whereupon, on motion by Mr. Geil, seconded by Mr. Ruffin, and with the aye vote of the following members: Mr. G. V. Williamson, Mr. Guy S. Ruffin, Mr. Lester C. Geil, and Mr. Morris Glaser, it was

RESOLVED, That the Junior College District enter into an agreement with the Young Men's Christian Association for the purpose of conducting classes in the downtown branch of the Y.M.C.A. for a period of one year, effective for the session commencing August 28, 1963, said agreement to be in the form and on the conditions of the agreement attached hereto and incorporated herein.

FURTHER RESOLVED, That the President of the Board of Trustees be authorized and directed to execute said agreement on behalf of the District.

6. STUDENT PERSONNEL SERVICES

6.1 The President of the College reported that some 2,000 students were expected to register for the Fall Session. Dr. Cosand told the Board members that registration would occur at the north and south county sites on August 28 - 30 from 4:30 p.m. to 9:00 p.m. Registration would occur at the Y.M.C.A. on August 28th from 11:00 a.m. to 8:00 p.m.
7. COMMUNITY RELATIONS

7.1 Dr. Cosand told the Board members that the August Newsletter was being printed and would be distributed to some 1200 citizens in metropolitan St. Louis.

7.2 Dr. Cosand also told the Board members that nine additional technical and academic brochures were being printed for distribution throughout the St. Louis and St. Louis County area. They would be displayed in J.C.D. racks, and separately.

9. ADJOURNMENT

Board President Williamson asked if there were any further business to come before the Board. There was not, and Mr. Glaser moved for adjournment. Mr. Geil seconded the motion, and it was unanimously approved at 9:35 p.m.

Respectfully submitted

Dolores B. Tygard, Secretary
Board of Trustees
The Junior College District of St. Louis - St. Louis County, Missouri

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AGREEMENT

THIS AGREEMENT, made and entered into as of the 9th day of August, 1963, by and between THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF ST. LOUIS AND ST. LOUIS COUNTY, DOWNTOWN BRANCH (hereinafter called the "YMCA") and THE JUNIOR COLLEGE DISTRICT OF ST. LOUIS, ST. LOUIS COUNTY, MISSOURI (hereinafter called the "Junior College"): 

WITNESSETH:

WHEREAS, the Junior College is desirous of using and sharing certain classrooms and office space in the Downtown Branch YMCA, as hereinafter designated, for the purpose of providing a program of educational courses as part of its curriculum, and

WHEREAS, the YMCA has provided and continues to provide a program of informal educational courses and is desirous of enhancing and expanding the educational resources and opportunities for its members and the general public by making available such classrooms and office space to the Junior College on the terms and conditions herein contained, and

WHEREAS, the YMCA has extended an invitation to the Junior College to share the use of such facilities at the Downtown Branch YMCA and to work with the YMCA in meeting a segment of the educational needs in St. Louis and St. Louis County at the earliest practicable time, and

WHEREAS, both the Junior College program and the YMCA program can cooperatively share the use of such facilities at the
YMCA, and the parties desire to embody their understandings concerning such joint use herein;

NOW, THEREFORE, in consideration of the premises and of the mutual premises herein contained, and for further good and valuable considerations, the parties hereto agree as follows:

1. The YMCA hereby agrees to permit the Junior College, for the sole purpose of providing an educational program, to use certain portions of the Downtown Branch YMCA building, 1328 Locust Street, St. Louis, Missouri, together with the fixtures, furniture and equipment located therein, the specific rooms and portions of said Downtown Branch YMCA building being more specifically described in the schedule hereto attached marked Exhibit A, and by this reference made a part hereof.

2. The Junior College agrees to conduct classes therein and operate an educational institution on a cooperative basis with the YMCA in accordance with the general program heretofore agreed upon, said educational program of the Junior College to be maintained on a tri-semester basis from August through December, from January through May, and from May through August, of each calendar year, classes to be conducted on Mondays through Fridays of each week.

3. The Junior College agrees that as consideration for said permission to use the aforesaid educational facilities of the YMCA, it will reimburse the YMCA for any and all expenses incurred or sustained by the YMCA and for the reasonable cost of wear and tear and depreciation to the building and equipment resulting from the use thereof in the conduct of the Junior College,
and the said reimbursement shall be computed upon the basis of
the schedule for each room per time unit as set out in said
Exhibit A hereto attached. It is understood between the parties
hereto that the said service fee schedule has been computed and
is agreed to represent the actual cost and expense which the
YMCA will incur as a result of the use of said facilities by the
Junior College, said fees to be charged on the basis of actual
use, and include all utilities, custodial services and ordinary
wear and tear.

4. In addition to the reimbursement costs agreed to be
paid in paragraph 3 hereof, the Junior College agrees to reim­
burse the YMCA for any loss occasioned by breakage or damage to
equipment or facilities of the YMCA caused by the use of said
equipment or facilities by the Junior College, its agents, em­
ployees or students.

5. In order to prevent the disruption of the planned
budgetary program of the YMCA and to make sufficient funds avail­
able at all times to the YMCA for the payment of all costs agreed
to be paid under this Agreement, and to make funds readily avail­
able to pay to the YMCA the service fees due to it and any other
costs or expenses of the YMCA herein referred to, the Junior
College agrees to deposit and maintain with the YMCA a fund in
the sum of not less than One Thousand Dollars ($1,000.00). Any
balance in said fund on termination of this Agreement shall be
returned to the Junior College.

6. The YMCA agrees to pay from said fund all said ex­
penses as incurred and all service fees due to the YMCA and,
insofar as is reasonably possible, to render to the Junior College on or before the 10th day of each calendar month an itemized statement reflecting the charges, expenses and service fees attributable to the use of the YMCA facilities which have been paid and expended from said fund for the prior month. The Junior College shall thereupon pay to the YMCA the amount due according to said statement to be credited to and in order to restore said fund to its agreed amount.

7. The Junior College agrees that it will save, indemnify, defend and hold harmless the YMCA against the claims and demands of every kind and character whatsoever made or arising out of the operation of its said educational program in the Downtown Branch YMCA building or in connection therewith; provided, however, that the YMCA agrees that the Junior College shall not be liable for any loss to the extent the same is covered by fire and extended coverage insurance in which the YMCA is the named insured.

8. The Junior College further agrees that its use of the premises and facilities of the Downtown Branch YMCA building and premises will not interfere in any way with the use thereof by the YMCA in the manner in which they have been heretofore customarily used by the YMCA in the operation of the regular YMCA program.

9. The Junior College hereby further agrees that it will not make nor cause to be made any alterations or repairs to the building, premises, fixtures, furniture or equipment to be used by it in connection with its educational operation without the
express written permission of the Executive Secretary of the Downtown Branch YMCA or someone duly authorized by him, and any alterations or repairs so agreed upon shall be made at the cost of the Junior College, and the Junior College agrees to place on deposit with the Controller of the YMCA, in advance, a sum sufficient to pay the cost of any such alterations or repairs.

10. The Junior College agrees to be responsible for the supervision of its students, faculty, employees, representatives and agents who may enter into or use the Downtown Branch YMCA, and to be responsible for any other persons related to the Junior College program during the term and operation of this Agreement, and to take whatever reasonable means are necessary to prevent injury and damage to persons or to the premises and facilities during the conduct of classes.

11. The parties hereto further mutually agree that this Agreement may be supplemented by rules and regulations pertaining to the operation of the building and premises involved, and that the rules and regulations may be prepared by a committee of representatives of the YMCA and the Junior College.

12. The YMCA hereby agrees that the food services of the Downtown Branch YMCA will be available to the students and faculty of the Junior College, including the coffee shop and cafeteria, in the same manner as said facilities are available to other persons.

13. The YMCA further agrees that residence rooms will be available at the student rate and in the regular manner to full-time enrollees of the Junior College who may be members of the
YMCA or who, if qualified for YMCA membership, shall make application for membership.

14. The Junior College hereby agrees that the officials of the Downtown Branch YMCA shall serve as the representatives of all branches of the YMCA considering any or all agreements for educational programs offered in cooperation with the YMCA.

15. The parties hereto mutually agree that all of the provisions of this Agreement shall be reviewed prior to the end of each semester.

16. This Agreement shall be effective beginning August 30th, 1963, and shall continue in force thereafter until terminated by the giving of written notice of termination delivered to the other party to this Agreement at least thirty (30) days prior to the end of any semester as hereinabove designated.

Signed this 30th day of August, 1963.

THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF ST. LOUIS AND ST. LOUIS COUNTY
DOWNTOWN BRANCH

By

Edgar A. Berry, Controller

THE JUNIOR COLLEGE DISTRICT OF ST.
LOUIS, ST. LOUIS COUNTY, MISSOURI

By C.V. Williamson
Service fee for rooms will be on the basis of morning, afternoon and evening units for a total of three units. The time of each unit is as follows:

- 6:00 a.m. to 12:00 noon
- 12:00 noon to 5:00 p.m.
- 6:00 p.m. to 10:00 p.m.

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Office on second floor: $20.00 per month
Pool: $12.50 per hour
Gymnasium: $10.00 per hour
Brown Hall: $20.00 per hour

* The DMA would provide for the use of Brown Hall at no service fee for two day time and two night time sessions per term.

Food Service would be available for Junior College students and personnel.

Student memberships would be available for eligible Junior College students.

Junior College staff personnel would receive member privileges equal to DMA staff.