A special meeting of the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri was held on Monday, December 2, 1963, at the Central Office of the District at 4386 Lindell Boulevard, St. Louis, Missouri. This meeting took the place of the meeting which had previously been scheduled for Monday, November 25th. That meeting had been cancelled because of the national day of mourning observed in memory of President Kennedy.

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:

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

Also present was Mr. James W. Hobson, Vice President of the Junior College administrative staff. Dr. Joseph P. Cosand, the President of the College, was attending a meeting in Washington, D. C. Dr. John E. Tirrell, Vice President, was ill and was unable to be present at this meeting of the Board.

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

12/2/63
1.3 Minutes

Board President Williamson called for a reading of the Minutes of the Regular Meeting of November 11, 1963. They were read and discussed. Board Member McCalpin asked the Board Secretary, Mrs. Dolores Tygard, to attach all reports and copies of contracts and other legal documents to the last page of the Minutes from now on. Mr. McCalpin felt it would be easier for the Board members to refer to the Minutes if all documents were attached as appendices.

Mr. McCalpin also mentioned Point 5.3 of the Minutes of November 11, wherein the Board had accepted the quotation from the Missouri Illinois Tractor and Equipment Company for a tractor. The Minutes did not specifically indicate that Mr. McCalpin had abstained from voting. He asked that Mrs. Tygard record the abstaining votes, in the future. Mr. Williamson directed that these suggested procedures be followed from now on.

Whereupon, it was moved by Mrs. Bastian, seconded by Mr. McCalpin, and passed with the unanimous aye vote of all members present, that the Minutes of the Regular Meeting of November 11, 1963, be approved.

1.4 Welcome to Guests

Board President Williamson introduced Mr. Bob Jackson - a reporter for the St. Louis Globe-Democrat; and Mr. Wallace Toy - a reporter for the South Campus newspaper, "SPECTRA" - to the Board Members.

1.6 Communications

There were no communications to be read to the Board.
2. PERSONNEL

2.1 Certificated Personnel - Professional Staff

The Vice President of the College, Mr. Hobson, recommended the employment of the following certificated personnel:

Margaret Wuller - Asst. Dean - Registrar - 11 - Effective 12/1/63

John Donnell - Asst. Professor - Economics - 11-4 - Effective 1/6 - 5/26/64

Donna Munger - Instructor - History - 1-4 - Effective 1/6 - 5/26/64

Jean Burrows - Instructor - English - 1-2 - Effective 8/26/64 - 5/22/65

Molly Ann Orr - Counselor - I -1 - Effective 12/27/63 - 5/26/64

Doris Jean Stolberg - Instructor - English - 1-2 - Effective 1/6/64 - 5/26/64

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

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

RESOLVED, That the personnel recommended for employment by Mr. Hobson, 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 Vice President of the College, Mr. Hobson, recommended the employment of the following classified personnel:

12/2/63
Robert C. Murray - North Campus Business Officer - $9,000/yr. Eff. 12/3/63
Carlos Silva - Supervisor Bookstore, South Campus - $7,800/yr. Eff. 12/15/63

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

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

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

2.3 Teacher Recruitment

The Vice President of the College, Mr. Hobson, reported on teacher recruitment. Members of the Administrative Staff were scheduled to go to various parts of the United States to attend meetings or keep speaking engagements and they were combining this activity with teacher recruitment. Dr. Cosand was in the East and was visiting universities in Pennsylvania. He would also be making another trip to the State of New York and would be interviewing teachers in that area. Dr. Clark was away at the moment and would be doing teacher recruitment during his trip. Mr. Hobson had just returned from Michigan where he had spent the Thanksgiving holidays, and he had visited universities in Michigan. Dr. Libby planned a trip to New Jersey - he would investigate that locality. Mr. Hobson told the Board that the staff felt this was a good way to cover a large geographical area, interviewing teachers, and at the same time keep expenses down for the District.
3. CURRICULUM AND INSTRUCTION

3.1 Law Enforcement Advisory Committee

The Vice President of the College, Mr. Hobson, reported that the Law Enforcement Advisory Committee had met with Mr. McKenna, Dr. Tirrell, and Dr. Cosand concerning the curriculum. Agreement had been reached with respect to the recommendations made by Mr. Gilliland and Mr. McKenna. Mr. Hobson told the Board that there are eight courses which a student may take. They are as follows:

First year - first semester

2.1 Introduction to Law Enforcement
2.2 Police Patrol and Services

First year - second semester

3. Criminal Law in the Administration of Justice
4. Criminal Evidence

Second year - first semester

5. Police Traffic Functions
6. Criminal Investigations

Second year - second semester

7. Organization of Law Enforcement
8. Juvenile Procedures

A general discussion followed.
3.2 Additions to Advisory Committees

The Vice President of the College, Mr. Hobson, recommended that the following people be appointed by the Board of Trustees as members of Advisory Committees to the District, in accordance with Section 2.17 of the Policies and Procedures Manual. These appointees will serve until August 28, 1964.
SUBCOMMITTEE MEMBERS - ENGINEERING TECHNOLOGY

CIVIL ENGINEERING TECHNOLOGY
Mr. Robert Joyce
Joyce Co., Surveyors & Engrs.
802 Chestnut Street
St. Louis, Missouri 63101

Mr. John J. Leslie
Highway Engineer
St. Louis County
Court House
Clayton, Missouri 63105

Mr. Charles Mansur
Frucos & Associates
1706 Olive Street
St. Louis, Missouri 63103

Mr. Herbert Poertner
Sverdrup & Parcel Inc.
915 Olive Street
St. Louis, Missouri 63101

Mr. R. E. Salveter
Woermann Construction Co.
7120 Manchester Avenue
St. Louis, Missouri 63117

ELECTRIC ENGINEERING TECHNOLOGY
Mr. Joseph A. Kelomen
Asst. Prof. of Elec. Engr.
Institute of Technology
Saint Louis University
3621 Olive Street
St. Louis, Missouri 63103

Mr. Louis S. Sachs
Sachs Contracting
5540 West Park Avenue
St. Louis, Missouri 63110

INDUSTRIAL ENGINEERING TECHNOLOGY
Mr. Harold H. Schreimann
General Manager
Sefton Fibre Division Can Div.
Container Corp. of America
3275 Big Bend Blvd.
St. Louis, Missouri 63143

MECHANICAL ENGINEERING TECHNOLOGY
Mr. John Miller
Nooter Corporation
1400 So. Third Street
St. Louis, Missouri 63104

Mr. Charles Weisenfels
Chief Engineer
Rexall Drug Company
800 N. Lindbergh
St. Louis, Missouri 63166

Mr. W. H. Thias
Director of Engineering
Emerson Electric Company
8100 W. Florissant
St. Louis, Missouri 63136

Mr. R. G. Schuler
Director of Engineering
National Rejectors, Inc.
5100 San Francisco Avenue
St. Louis, Missouri 63115
A general discussion followed.

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

RESOLVED, That the Sub-Committee members herein above recommended to serve on the Engineering Technology Advisory Committees be formally appointed by the Board of Trustees of The Junior College District.

FURTHER RESOLVED, That said members serve on these Advisory Committees from this time of appointment until August 28, 1964, in accordance with Section 2.17 of the Policies and Procedures Manual.

3.3 Computer Classroom

The Vice President of the College, Mr. Hobson, reported that Dr. Tirrell had attended a conference at Santa Monica, California, involving the newly developed "Computer Classrooms". Mr. Hobson said that Dr. Tirrell had gone to California at the request of the Rand Corporation. Dr. Robert Holz, of M.I.T., and representatives of the McDonnell Automation Center also attended this conference. Expenses of the trip were covered by the grant from the Educational Facilities Laboratory. Mr. Hobson also told the Board Members of national grants which were available for experimental centers. The Board would receive a complete report on this from Dr. Tirrell when he returned to the College.
4. COLLEGE FACILITIES

4.1 Name for the South County Campus

Board President Williamson discussed the names which had been presented to the Board for the Junior College District south county campus, in Kirkwood. He stated that the Missouri Historical Society had submitted a list of suggestions and the Board had previously examined these names in detail.

Mr. Williamson added that one of the names had real meaning to the people in the St. Louis area, and should be readily identifiable to the students, to the residents of metropolitan St. Louis, and to the residents of the State of Missouri. This name was the "Meramec Community College of The Junior College District of St. Louis - St. Louis County, Missouri."

A general discussion followed.

Mr. Williamson added a comment to the effect that the word "Community" encompassed the aims of the District. In addition to the regular College curricula and the technical programs which would be offered, the Board hoped that the Junior College would serve the surrounding community and offer continuing education to interested residents.

Mr. McCalpin said he would like to point out the fact that not only was the name, "Meramec" significant to the county area, but it was meaningful to the city as well. Meramec Street was adjacent to one of the large public high schools in the city, and he felt that the name would be very acceptable to the many students who would be drawn from this part of the city.

Mrs. Bastian added a comment to the effect that the entire name, "Meramec
Community College of the Junior College District of St. Louis - St. Louis County, Missouri" would be awkward and is not needed legally. She added that on school signs, stationery, etc. it should be permissible to use the corporate name of the District as the heading, and underneath it use, "Meramec Community College", the campus name.

The other Board Members agreed with this.

Mr. Williamson called for a vote on the name of the South County site.

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

RESOLVED, That the South County Campus located in Kirkwood, Missouri, be named "Meramec Community College of the Junior College District of St. Louis - St. Louis County, Missouri".

4.2 Status of Meramec Community College

The Vice President of the College, Mr. Hobson, reported on the status of the South County Campus as related to furnishings, landscaping, etc. Mr. Hobson stated that the work was progressing right on schedule. The temporary buildings and the surrounding area would be ready for Open House, which the Board of Trustees was holding on December 15. Minor details were being completed at the present time. All landscaping was completed with the exception of a few small trees. The Board discussed the food service which would be provided for the students of Meramec Community College. Mr. Hobson told the Board that a vending service would be utilized because of space limitations. A general discussion followed among the Board members regarding the temporary buildings and their furnishings.
4.3 Space Utilization Study

The Vice President of the College, Mr. Hobson, reported on the space utilization study of the Junior College District which was being run by the McDonnell Automation Center. Mr. Hobson told the Board the study was nearing completion and it was confirming the recommendations made by the Administrative Staff on classroom needs. The rough estimate at this moment was that utilization would be 82 per cent which was even higher than the original prognosis.

5. BUSINESS AND FINANCE

5.1 Consultants and Engineers to be retained by North Campus Architect

The Vice President of the College, Mr. Hobson, recommended that the Board of Trustees approve the recommendation of the North Campus Architect, Mr. Kenneth Wischmeyer, that the following engineers and consultants be retained.

- Bergmeier & Slebold, Structural Engineers
- Belt & Given, Consulting Engineers
- Horner & Shifrin, Civil Engineers
- Stuart M. Mertz & Associates, Landscape Architects
- Frank T. Hilleker & Associates, Kitchen Consultants

A general discussion followed.

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

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, approve the recommendation of Mr. Kenneth Wischmeyer with respect to the aforementioned engineers and consultants.

FURTHER RESOLVED, That the foregoing firms be retained by Mr. Kenneth Wischmeyer as engineers and consultants to work with his architectural firm in the development of the North County Campus of the Junior College District of St. Louis - St. Louis County, Missouri.

12/2/63
5.2 Test Drilling - North Campus site

The Vice President of the College, Mr. Hobson, requested that the Board of Trustees approve the recommendation of Mr. Kenneth Wischmeyer that the Wabash Drilling Company be retained for test drilling on the North Campus site. A general discussion followed.

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

RESOLVED, That the Wabash Drilling Company be appointed to perform a test drilling on the North Campus site of the Junior College District of St. Louis - St. Louis County, Missouri, and to analyze the soil content from the drillings.

5.3 Scholarship Donation

The Vice President of the College, Mr. Hobson, recommended that the Board of Trustees accept the scholarship donation of one hundred dollars ($100) from the Golden Fried Chicken Loaf Company which would be offered to a student of the District who was attending the Hotel, Motel, and Restaurant Operations program.

A general discussion followed.

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

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, accept the scholarship donation which was being offered by the Golden Fried Chicken Loaf Company to a student engaged in the Hotel, Motel, and Restaurant Operations program.

FURTHER RESOLVED, That the Secretary of the Board express the sincere appreciation of the Board of Trustees.
5.4 Surveying of North Campus Site

The Vice President of the College, Mr. Hobson, recommended that the Board of Trustees approve the recommendation of Mr. Kenneth Wischmeyer to retain the firm of Pitzman's Company of Surveyors and Engineers for the surveying of the North Campus site.

A general discussion followed.

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

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, approve the recommendation of Mr. Kenneth Wischmeyer, architect for the North County site, to retain the Pitzman's Company of Surveyors and Engineers for the surveying of the North Campus site.

FURTHER RESOLVED, That these land surveyors are to be engaged and paid for directly by the Junior College District for the necessary surveying of the North County Campus site, and that the cost of this surveying work is not to exceed $8,000.00.
5.5 Bid for Engineering Graphics Classroom Furniture

The Vice President of the College recommended the acceptance of the quotation from Buxton-Skinner Company for engineering graphics classroom furniture, and the awarding of an order to that company.

The following companies had submitted bids on the following Garrett Tubular drawing furniture.

<table>
<thead>
<tr>
<th>Buxton-Skinner</th>
<th>Cole Furn. &amp; Equipment</th>
<th>Garrett Tubular Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-AC-462-30 Dual Drawing Tables</td>
<td>$1,925.00</td>
<td>$1,960.00</td>
</tr>
<tr>
<td>1-AC-460-30 Single Drawing Table</td>
<td>97.50</td>
<td>106.50</td>
</tr>
<tr>
<td>29 S-152 Stools</td>
<td>338.72</td>
<td>334.25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,361.57</strong></td>
<td><strong>$2,450.75</strong></td>
</tr>
</tbody>
</table>

A general discussion followed.

Whereupon, on motion by Mr. McCalpin, seconded by Mrs. Bastian, and with the aye votes of the following members of the Board: Mrs. Bastian, Mr. Williamson, Mr. McCalpin, Mr. Geil, Mr. Glaser and Mr. Ruffin, it was

RESOLVED, That the Board of Trustees of The Junior College District of St. Louis - St. Louis County, Missouri accept the offer of Buxton-Skinner Company to sell the District Engineering Graphics Classroom Furniture at a price of $2,361.57, and that the President be authorized to purchase said equipment.

6. STUDENT PERSONNEL SERVICES

There was no report.

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7. COMMUNITY RELATIONS

7.1 Open House at Meramec Community College

In the absence of the President of the College, Mrs. Tygard reported on the final plans for Open House, to be held on Sunday afternoon, December 15th, from 1:00 p.m. to 4:00 p.m.

Mrs. Tygard reported that arrangements had been made for radio and television spot announcements, newscasts, interviews, and news stories in both the local and daily papers.

Invitations were being included with all copies of the President's Newsletter for November, and all students who had expressed an interest in Meramec Community College were being invited to the Open House.

A map of the entire area - including a detailed drawing of the temporary structures and the parking area - was included with each invitation.

The staff of the college - representatives from the faculty - and the student body would all be on hand to assist the Board in welcoming visitors to this first Open House.

A general discussion followed.

ADJOURNMENT

Board President Williamson asked if there were any further business to come before the Board. There was not, and Mr. McColpin made a motion that the meeting be adjourned. Mr. Ruffin seconded the motion, and it was unanimously approved at 11:15 p.m.

Respectfully submitted

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

12/2/63