A regular meeting of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri, was held on Monday, February 10, 1964, at the Central Office of the District at 4386 Lindell Blvd., St. Louis, Missouri.

I. 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
Messrs. Lester C. Geil
Morris Glaser
Guy S. Ruffin
F. William McCalpin
Gerald V. Williamson

Also present were Dr. Joseph P. Cosand, the President of the Junior College, and Dr. John E. Trenell and Mr. James W. Hobson, Vice Presidents of the College.

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

2/10/64
1.3 Minutes

Board President Williamson called for a reading of the Minutes of the regular meeting of January 27, 1964. They were read and discussed.

Board Member McCalpin asked the Board Secretary, Mrs. Dolores Tygard, to refer to the resolution on page 13, regarding the procedure to be followed for investments. The resolution should read as follows:

"RESOLVED, That the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri suspend 6.16 of the Policies and Procedures Manual for this meeting only."

Vice President Hobson referred to page 3 - the nursing students had donated $20.00 for an "item of equipment for the nursing office, or the library".

On page 14, there was a typographical error. The sentence should read, "and in no way changed the philosophy of the District".

In connection with this same resolution, Board Member Ruffin stated that during the meeting of January 27, a discussion had taken place with respect to 2.5.3 and 2.5.4 of the Policies and Procedures Manual. Mr. Ruffin recommended that the word "dropped" be used instead of the word "dismissal". No action was taken. However, it was recommended that this be brought up for discussion at the next meeting of the President's Council - and that it come before the Board at the next meeting.

Mr. Williamson asked Mrs. Tygard to make the suggested changes.

Whereupon, on motion by Mr. McCalpin, seconded by Mr. Glaser, and passed with the aye vote of all members of the Board, the Minutes of the meeting of January 27, 1964 were approved as amended.

2/10/64 - 2 -
1.4 Welcome to Guests

Board President Williamson introduced Mr. James Herron - a reporter for the St. Louis Globe-Democrat - to the Board Members.

1.6 Communications

Dr. Cosand told the Board that additional funds had been received from friends and relatives of Mr. Morris Glaser, in honor of Mr. Glaser's birthday. The donors had requested that these funds be used to purchase books on counseling and guidance, and be placed at the disposal of the faculty. It was agreed that the sum of money - $453.00 - would be utilized for the establishment of the Morris Glaser Collection - Counseling and Guidance Literature.

It was further agreed that Mr. Williamson would write to these friends and relatives of Mr. Glaser, and express the deep appreciation of the Board for their generosity to the College.

Dr. Cosand told the Board that arrangements were being made for the visit of the North Central Association of Colleges and Secondary Schools in April. The Association had informed the College that the diagnostic examination which would take place in the Spring would cost the District $1200.00.

Dr. Cosand also told the Board that Dr. Jack T. Johnson had not accepted the position of Campus Director, which was to become effective February 1, 1964. Dr. Johnson had written to Dr. Cosand stating that a recent physical examination disclosed the fact that his health would not permit the rigorous duties which would be required of him in the position of Campus Director. To date no replacement had been found.

2/10/64
2. **PERSONNEL**

2.1 **Classified Personnel**

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

- **Daisy Maritt** - Bookkeeping Machine Operator - Range 9, Step A - Effective 2/24/64
- **Carrie Baker** - Clerk Typist - Range 7, Step A - Effective 2/11/64

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

Whereupon, on motion by Mr. Geil, 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.

2.2. **Staff Recruitment Trips**

The President of the College, Dr. Cosand, told the Board that the administrators had, in recent weeks, made staff recruitment trips. He added that it had been the philosophy of the District to actively seek qualified teachers from throughout the United States - teachers who were dedicated to teaching in the Junior College. Therefore, the staff felt that these professional staff members must be able to (1) prepare students for transfer at the Junior level who can compete successfully with all Junior level (Upper Division) students regardless of where they received their lower division work; (2) prepare students in technical education programs for employment - where employers actively recruit the J.C.D. product; (3) assist students, who have scholastic or subject
deficiencies, to make up said deficiencies and to continue on in an academic or
technical program; and (4) to give every possible assistance in guidance and counseling
wherever needed.

Dr. Cosand further stated that the staff was well aware that the recruitment of
the type of faculty needed to do the job demanded in a community college was perhaps
the single most important task facing the District.

Dr. Cosand called upon Dr. Tirrell.

Dr. Tirrell reported that the administrators had been in various parts of the
country, during the past few months, seeking qualified teachers.

Dr. Libby had been on a trip East - Dr. Clark had returned recently from a
visit to five state universities - Dr. Cosand had just returned from the State of New
York, and the State of Pennsylvania, where he had visited major colleges and universi-
ties - Mr. Hobson planned to stop off at the University of Michigan and Ohio Stat
within the near future - and Dr. Tirrell had just returned from the West Coast, where
he had visited five universities and seven junior colleges, interviewing prospective
teachers.

Dr. Tirrell stated that in every instance he had found enthusiasm for the
situation here in St. Louis at a high level. Educators were aware of the Junior College
District of St. Louis and St. Louis County - and he was impressed with the caliber of
people he had interviewed. The District would need, perhaps, sixty or seventy full-
time teachers by the Fall of 1964.
3. CURRICULUM AND INSTRUCTION

3.1 The College Calendar

The President of the College, Dr. Cosand, recommended that the following College Calendar for 1964-65 be adopted:

Fall Session - August 31, 1964 - December 18, 1964
Winter Session - January 4, 1965 - May 7, 1965
Spring-Summer Session - May 10, 1965 - August 20, 1965

Dr. Cosand added that this schedule was in accordance with the agreement that each session would provide a fifteen week instructional period, exclusive of registration and final examination periods.

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

RESOLVED, That the aforementioned College Calendar be adopted by the Junior College District of St. Louis - St. Louis County, Missouri, for 1964-1965; it being understood that this schedule was in accordance with the agreement previously reached by the Board of Trustees that each session would provide a fifteen week instructional period, exclusive of registration and final examination periods.

3.2 Report by Dr. Cosand concerning Technical Institute Instruction

The President of the College, Dr. Cosand, reported on a recent trip to five community junior colleges in New York State. These colleges were visited by President Cosand during the past month, where, on vacation time, he had served as a Consultant to the State Legislature of New York. Dr. Cosand told the Board of the advanced technical institute instruction which was being offered by these community junior colleges.
4. COLLEGE FACILITIES

4.1 Report on Construction at Meramec – Temporary Buildings at Florissant Valley Community College

The President of the College, Dr. Cosand, reported on the final phases of construction at Meramec Community College. Dr. Cosand called upon Vice President Hobson. He reported that Meramec Community College had been in operation for approximately a month. Everything was working smoothly, and the mechanical services were performing well. There was a problem of fenestration – some faculty members felt too much light was coming into the classroom. However, Mr. Hobson told the Board that this problem was under consideration at the present time.

The Board had discussed the proposed temporary buildings, to be constructed at Florissant Valley Community College in Ferguson, at an earlier meeting. At this meeting, it was agreed to discuss this at the next Board meeting.

5. BUSINESS AND FINANCE

5.1 Warrant-Check Register

The Treasurer of the College, Mr. Hobson, presented the Warrant-Check Register for the month of January. The expenditures for this period were listed in the Warrant-Check Register attached an an addendum to these Minutes.

A general discussion followed.

Whereupon, it was moved by Mrs. Bastian, seconded by Mr. Geil, and passed with the aye vote of all Board members, that the Board ratify and approve the payment of all expenditures made in accordance with the Warrant-Check Register, for the month of January, 1964.

2/10/64 - 7 -
5.2 National Defense Education Act, Title III

The President of the College, Dr. Cosand, requested the approval of the proposal for equipment and materials to the State Department of Education, under the provisions of the National Defense Education Act, Title III.

Dr. Cosand told the Board that this program was designed to assist in the purchase of laboratory equipment and instructional materials to improve the teaching of science, mathematics, and modern foreign languages.

The proposed recommendation would be for $33,617.09 for the South and Meramec Campuses, and $142,767.73 for Florissant Valley Community College.

A general discussion followed.

Whereupon, on motion by Mrs. Bastian, seconded by Mr. Glaser, and passed with the following votes of the members of the Board: Mr. Williamson (yes) Mr. Glaser (yes), Mrs. Bastian (yes) Mr. Geil (yes) Mr. Ruffin (yes), and Mr. McCalpin (no) it was RESOLVED, That the Junior College District apply for funds for equipment and materials, to the State Department of Education, under the provisions of the National Defense Education Act, Title III.

FURTHER RESOLVED, That this request be in the following amounts:

South Campus and Meramec Community College $33,617.09
Florissant Valley Community College $142,767.73

5.3 and 5.4 Revisions of the Policies and Procedures Manual

The President of the College, Dr. Cosand, requested the revision of the Policies and Procedures Manual, Section VII, Item 7.2, and Section VI, Item 6.16. A general discussion followed.

2/10/64
Whereupon, Board Member McCalpin lodged the following proposed changes in the Policies and Procedures Manual with the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri.

"PROPOSED CHANGES IN POLICIES AND PROCEDURES"

I. Repeal Section 6.1 in its entirety and substitute in lieu thereof the following:

6.1 Purchases in Excess of $10,000.00

When any purchase to be made by the District shall exceed the sum of $10,000.00, the Secretary shall cause to be inserted in a newspaper or newspapers of general circulation in the City and County of St. Louis, advertisement for bids for the sale and/or furnishing to the District of all supplies, equipment, furniture, and sundry items available from more than one source. Advertisements shall be run at least (once) five times in at least three different weeks, with at least five days between the publication of the final advertisement and the opening of bids. In addition to such public advertisements, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items required. All bids shall be opened in the presence of two members of the Board or one member of the Board and counsel. That bid which the Board in the exercise of its discretion considers best in the circumstances may be accepted provided, however, that the Board shall always reserve the right to reject any and all bids.

II. Repeal Section 6.6 in its entirety and substitute in lieu thereof the following:

6.6 Emergency Advertisements

Notwithstanding the other provisions of this Division, the Board of Trustees may, upon a two-thirds vote of the members of the Board, allow advertisements for bids to be made on an emergency basis as follows: If the Board shall determine that the best interests of the District warrant (s) the shortening of time for advertisement (of) for bids provided under Rule 6.1., it may allow bids to be solicited by advertisements published at least three times with (In at least five days) such period of time as the Board may specify between the publication of the last advertisement and the opening of bids.

2/10/64 - 9 -
III. Repeal Section 6.16 in its entirety and substitute in lieu thereof the following:

6.16 Investment Procedure

Before investing any (such) surplus funds are invested in bonds, notes, bills or other actively traded obligations of the United States, the State of Missouri or of any corporation wholly owned (of) by the United States (there) competitive bids shall be obtained from at least three dealers in such securities. Before investing any (such) surplus funds in open time deposits for ninety (90) days or in certificates of deposit, the Treasurer unless otherwise directed by the Board shall cause advertisements for bids to be published in a newspaper or newspapers of general circulation in the District at least five (5) times in at least three different weeks with at least five (5) days between the last such publication and the opening of bids. The Board shall have the right to accept or reject any or all bids for investments. If (awards are made on such) bids for open time deposits or certificates of deposit are accepted on behalf of the District, the deposits shall be secured as provided by law.

IV. Amend Section 7.2 by deleting in the second sentence thereof the entire clause commencing with the word "with" and ending with the word "bids" and substituting in lieu thereof "with such periods of time between the final advertisement and the opening of bids as the Board may specify for such contract"; so that as so amended the second sentence of Section 7.2 shall read:

Advertisements shall be run at least five times in at least three different weeks (with at least 30 days between the final advertisement and the opening of bids) with such period of time between the final advertisement and the opening of bids as the Board may specify for such contract.

V. Amend Section 7.9 by changing "Rule 6.5" as it appears therein to "Rule 6.6".

*Note: In the foregoing proposed amendments new material is underlined and material to be deleted from the present rule is encased in brackets ( ).
5.5 Investments

The Treasurer of the college, Mr. Hobson, reported that he had taken action for the investment of $140,000, which was previously invested, and was to mature on February 6th.

Mr. Hobson stated that he had requested bids on Certificates of Deposit for the $140,000 of District funds for the period from February 6, 1964 to May 21, 1964. The following bids were received:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Interest Rate</th>
</tr>
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<tbody>
<tr>
<td>Security Mutual Bank and Trust</td>
<td>3.90%</td>
</tr>
<tr>
<td>Southwest Bank</td>
<td>3.875%</td>
</tr>
<tr>
<td>Mercantile Trust Company</td>
<td>3.78%</td>
</tr>
<tr>
<td>Boatmen's National Bank</td>
<td>3.75%</td>
</tr>
<tr>
<td>Lindell Trust Company</td>
<td>3.50%</td>
</tr>
<tr>
<td>Mound City Trust Company</td>
<td>3.50%</td>
</tr>
<tr>
<td>Tower Grove Bank and Trust</td>
<td>3.0%</td>
</tr>
<tr>
<td>First National Bank of Clayton</td>
<td>2.50%</td>
</tr>
<tr>
<td>Manchester Bank</td>
<td>unable to bid</td>
</tr>
<tr>
<td>First National Bank of St. Louis</td>
<td>unable to bid</td>
</tr>
</tbody>
</table>

Mr. Hobson further reported that, upon the approval of the Board and the Investment Committee, he had purchased the Certificate of Deposit for the above period from the Security Bank and Trust Company at 3.90 percent.
5.6 Kirkwood Opti-Mrs. Club

The President of the College, Dr. Cosand, recommended that the Junior College District accept the annual scholarship, in the amount of $250.00, which was being presented by the Kirkwood Opti-Mrs. Club of Kirkwood, Missouri.

Dr. Cosand told the Board Members that this would be restricted to unmarried women, attending Meramec Community College, and would be renewed annually. The Opti-Mrs. Club preferred that it go to residents of Kirkwood, Webster Groves, Glendale, and Des Peres; however, if no resident of this area applied, there would be no ironclad restriction. A general discussion followed.

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

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, accept the annual scholarship, in the amount of $250.00, which was being offered to Meramec Community College.

FURTHER RESOLVED, That the Kirkwood Opti-Mrs. Club be notified of the deep appreciation of the District.

5.7 IBM Selectric Typewriters

The President of the College recommended the acceptance of the bid, and the awarding of an order, to the IBM Company for the purchase of IBM Selectric typewriters. A general discussion followed.

Whereupon, on motion by Mr. McCalpin, seconded by Mrs. Bastian, and passed 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, purchase twenty IBM Selectric typewriters, on the twenty-five month plan, as outlined in the letter of September 4, 1963, addressed to Mr. James W. Hobson, and signed by Mr. T. H. Boudinet of the IBM Company.

2/10/64
FURTHER RESOLVED, That the Treasurer be authorized to make the payments authorized in said proposal.

6. **STUDENT PERSONNEL SERVICES**
   No Report

7. **COMMUNITY RELATIONS**
   No Report

8. **NEW BUSINESS**
   The President of the College, Dr. Cosand, reported that Mr. G. V. Williamson's term expires this year. He told the Board that members of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri, are elected in accordance with the following policies as set forth by law, and in accordance with the Policies and Procedures Manual - section 1.1.1 - 1.1.6. The sections are as follows:

   1.1.1 **Election To Be Held, When**
   All elections for Trustees of the Junior College District shall be held on the first Tuesday after the first Monday in April in the year in which Trustees are to be elected. Elections on all other propositions affecting the Junior College District shall be held on such dates as may be determined by resolution of the Board of Trustees.

   1.1.2 **Filing for Election**
   All candidates for the office of Trustee shall file their declarations of candidacy with the Secretary of the Board of Trustees on forms to be provided by the Junior College District at least thirty (30) days prior to the date on which the election of said Trustee will be held. The Declaration of Candidacy forms shall include the following information:

   1. The full name, address and age of the candidate.
   2. The length of time said candidate has resided in the District.
   3. A statement that the candidate has been a resident taxpayer of his election district for at least one whole year next preceding the election for which the candidate is filing.

2/10/64
4. A statement that the applicant is a citizen of the United States, together with a designation of the birthplace of the candidate if born in the United States, or the date on which and the place at which the candidate became a naturalized citizen, whichever is applicable.

5. Such other and further information as may be required by law or by resolution of the Board of Trustees.

Each Declaration of Candidacy shall be signed by the candidate before a Notary Public or other person authorized to take statements under oath.

1.1.3 Preparation of Ballots

The Secretary shall certify to the Board the names of all candidates who have filed a timely Declaration of Candidacy and shall cause to be printed or prepared ballots or voting machines, as the Board may direct, containing the names of said candidates and any proposition to be voted upon at said election.

1.1.4 Publication of Notice

The Secretary shall cause notice of any election together with a list of polling places to be published in a newspaper or newspapers of general circulation in the District at least once each week for three consecutive weeks, the last such publication to be no longer than one week prior to the date of election.

1.1.5 Elections, How Conducted

All elections shall be conducted, where possible, in the same manner and with other school elections within the District, but in the event that no other school election is being held, or at any time that it may decide to do so, the Board may by appropriate resolution enter into an agreement concerning the use of equipment or the conduct of the election with the Board of Election Commissioners of any city or county within the District in order to facilitate election procedures and to minimize expense.

1.1.6 Certification of Results

Upon receipt of the official election results from the Secretary or Clerk of the Board of Education in each component school district or Board of Election Commissioners, as the case may be, the then qualified members of the Board of Trustees shall within forty-eight (48) hours tabulate the results so received and declare and certify the candidate or candidates receiving the greatest number of votes and the result of balloting upon
any proposition. Said certification shall be authorized by the Board, signed by the Secretary, affixed with the official seal, lodged in the official records of the District and filed with the Clerks of the Circuit Courts of the City and County of St. Louis. The Secretary shall, upon such certification, issue certificates of election on forms to be approved by the Board of Trustees whose election has been certified.

A general discussion followed. Whereupon, on motion by Mr. McCalpin, seconded by Mrs. Barton, and passed with the aye vote of all members of the Board, it was

RESOLVED, That an amendment to the Policies and Procedures Manual 1.1.2 - Filing for Election, shall be lodged with the Board of Trustees at this regular meeting. The amendment would apply to the number of days necessary for filing of a Declaration of Candidacy. The amendment would change the number of days from thirty (30) to thirty-six (36).

9. ADJOURNMENT

Board President Williamson asked if there were any further business to come before the Board. There was none and Mr. McCalpin made a motion that the meeting be adjourned. Mr. Ruffin seconded the motion, and it was unanimously approved at 9:15 p.m.

Respectfully submitted,

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

2/10/64 - 15 -