MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
THE JUNIOR COLLEGE DISTRICT OF
ST. LOUIS - ST. LOUIS COUNTY, MISSOURI
MONDAY, MARCH 9, 1964 - 8:00 P.M.

A regular meeting of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri, was held on Monday, March 9, 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, President; Dr. John E. Tirrell, Vice President; Mr. James W. Hobson, Vice President; and Dr. Douglas F. Libby, Jr., Campus Director - all of the Junior College District.

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

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1.3 Minutes

Board President Williamson called for a reading of the Minutes of the regular meeting of February 24, 1964. They were read and discussed.

Board Member Ruffin called Mrs. Dolores Tygard's attention to page 22. He asked that Mr. P. C. Robinson be referred to as "Member of the National Realty Association".

Board Member Bastian called Mrs. Tygard's attention to page 7 - referring to the National Defense Education Act grant. Mrs. Bastian asked Mrs. Tygard to put a period after the words, "Jefferson City". She requested that the following language be substituted for that now appearing in the Minutes. "The request was for matching funds to be spent for science and language laboratory equipment. More than 95 percent of the total Junior College District request was approved. Dr. Tirrell stated that the total amount needed was estimated at $176,325.32. The total amount approved was $173,659.37. Half of this will be provided by N.D.E.A., with the Junior College District providing the balance from local funds."

Mr. McCalpin referred to page 4. He told Mrs. Tygard that it was his recollection that Dr. Tirrell was not to serve on the Physical Distribution Program Advisory Committee. On page 5 the wordage would be changed to conform with this deletion.

Mr. McCalpin also called Mrs. Tygard's attention to the resolution on page 9. He recommended that the following resolution be substituted for that now appearing in the Minutes.

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"RESOLVED, That the District enter into an amended agreement with Brinks, Inc., said agreement to be in the form and on the terms of the agreement attached hereto and incorporated herein.

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

Mr. McCalpin made some minor corrections on the suggested changes for the Policies and Procedures Manual. On page 12, line 4, he asked that the letter "s" be removed after the word "warrant". Under 6.16 - Investment Procedure, Mr. McCalpin stated that a line had been inadvertently omitted. The sentence should read as follows, "Before investing any 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 City and County of St. Louis, 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." On page 13, the word, "interests", should be substituted for the word, "interest".

Mr. Ruffin told the Board that he felt that all resolutions should be dictated by the Board Member presenting the resolution, during the actual Board meeting. Board President Williamson asked Mrs. Tygard to make the suggested changes.

Whereupon, on motion by Mrs. Bastian, seconded by Mr. McCalpin, and passed with the aye vote of all members of the Board, the Minutes of the meeting of February 24, 1964, were approved as amended.
1.4 Welcome to Guests

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

1.6 Communications

1.6.1 Declarations of Candidacy

Mr. Gerald V. Williamson, present President of the Junior College District Board of Trustees, and Mr. Daniel L. Chance, have filed for the office of Trustee for the Junior College District, to fill the vacancy created by the termination of Mr. Williamson's present two-year term.

Mr. Williamson informed the Board that two Declarations of Candidacy were filed with the County Election Commissioners on Tuesday, March 3, 1964. They were in the names of Mr. Gerald V. Williamson, 9908 Old Warson Road, St. Louis County; and Mr. Daniel L. Chance, 9428 Yorktown Drive, St. Louis County. Mr. Williamson, filing for re-election, is Vice President of Union Electric Company. Mr. Chance, filing for election, is a Vocational Rehabilitation Counselor with the Missouri State Department of Education.

The election will be held on April 7, 1964, and will be for a regular six-year term to end in 1970. This election is for one of the St. Louis County Board Members, as set forth in the Junior College District law. No St. Louis City representative is terminating his membership this year.

A general discussion followed.
Mr. Williamson also read a personal note from Mrs. Joseph P. Cosand, acknowledging the Board Members' recent expression of sympathy.

Mr. Hobson reported to the Board on a recent meeting at the Office of the County Board of Election Commissioners. This hearing was held by the Commissioners on a proposition that the county was making to apportion the indirect election expenses to the political subdivisions holding elections within the county. On behalf of the Board, Mr. Hobson lodged opposition to the proposal that these indirect election costs be borne by the political subdivisions of the county. This was the unanimous feeling of the representatives of said political subdivisions.

2. PERSONNEL

2.1 Certificated Personnel - Professional Staff

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

**Full-time:**

Susan Bobrow - Instructor - English - 1-1 - Effective 8/26/64
Betty Jo Spry - Asst. Librarian - 1-3 - Effective 8/26/64
   Plus summer session
Dorothy L. Moore - Asst. Professor - Language - 11-2 - Effective 8/26/64
Frank Canavit - Counselor - 1-3 - Effective 8/26/64
   Plus summer session
Peter M. Hirsch - Instructor - Sociology - 1-2 - Effective 8/26/64
James D. Pierce - Asst. Professor - Mathematics - 11-4 - Effective 8/26/64
Howard Simmons - Instructor - Spanish - 1-3 - Effective 8/26/64
Neal E. Hartman - Counselor - 1-3 - Effective 8/26/64
   Plus $675/month for the period April 1, 1964 thru August 25, 1964
Douglas W. Gatton - Instructor - History - 1-2 - Effective 8/26/64

A general discussion followed with respect to their academic backgrounds and general qualifications. Whereupon, on motion by Mr. Geil, 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 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 Certificated Personnel - Professional Staff - Part-Time

The President of the College, Dr. Cosand, recommended the employment of the following certificated personnel on a part-time basis for the present session, effective March 2, 1964:

Edwin Rolanc - English 6 cr. hr @ $170/cr. hr.  
Morton Offett - English 3 cr. hr @ $170/cr. hr.  
Alan Slay - English 3 cr. hr @ $135/cr. hr.  
Murray Smith - English 3 cr. hr @ $170/cr. hr. (in addition to the 3 hrs. shown on Agenda for 1/27/64)

A general discussion followed. Whereupon, by motion by Mr. McCalpin, seconded by Mrs. Bastian, and upon the aye vote of all members of the Board, it was RESOLVED, That the personnel recommended for part-time 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.

2.3 Estimated Faculty Needs

The President of the College, Dr. Cosand, called upon Vice President Tirrell. Dr. Tirrell told the Board that a recent study had been made of faculty needs for next year. The Campus Directors, with the assistance of certain key faculty members, had...
agreed that an additional 70 full-time faculty members would probably be needed for the next academic year. It is their estimate that 1750 students will be reporting to Meramec Community College - 1600 students will come to the City Campus - and 1500 students will probably be reporting to Florissant Valley Community College.

A general discussion followed involving all Board members.

2.4 Evaluation of Faculty Members

The President of the College, Dr. Cosand, called upon Vice President Tirrell.

Dr. Tirrell stated that the Campus Directors and other administrators were completing an evaluation of each faculty member. He added that these will be used in the recommendations presented in the executive session of the Board of Trustees on March 23, 1964.

Dr. Tirrell also reviewed the procedures from the Policies and Procedures Manual which were being followed.

2.5 Dr. Donald Bridgman

The President of the College, Dr. Cosand, told the Board that Dr. Donald Bridgman had accepted the contract offered by the Board and was now actively interviewing applicants in California, as well as visiting those colleges which have recently constructed outstanding educational facilities. Dr. Bridgman will report to St. Louis on Monday, March 30, 1964.

Dr. Cosand also stated that while in California Dr. Bridgman is planning to confer with a member of Dr. Graham Sullivan's staff at San Diego. He will delve into the Community Resources Program which is going on at San Diego. Dr. Cosand added that this is generally considered to be one of the finest programs in the country.
Dr. Cosand and Dr. Tirrell also reported to the Board on present plans for completing some of the administrative staffing needed at the three campuses for the coming Fall session.

A general discussion followed.

3. CURRICULUM AND INSTRUCTION

3.1 Recent meetings in Washington D. C. and Norman, Oklahoma

The President of the College, Dr. Cosand, reported on his meetings in Washington D. C. and Norman, Oklahoma. Dr. Cosand told the Board that the American Library Association and the American Association of Junior Colleges had met in Washington. About 25 people were present; four junior colleges were represented - the St. Louis District was one of the four. Dr. Robert C. Jones, Director of Instructional Resources, attended this conference with Dr. Cosand. Guidelines were established to set up junior college libraries and to discuss the latest methods of Instructional resources.

The conference in Norman, Oklahoma, involved seven midwestern states in a two-day conference. Senator Wayne Morse gave the key-note address on Saturday. The general theme was, "How Can Junior Colleges do a Better Job". Dr. Cosand addressed the conference and his topic related to the improvement of instruction within the junior college.

3.2 Dr. Tirrell’s recent trip - Two-year Technician Programs

The Vice President of the College, Dr. Tirrell, reported to the Board on his recent trip to Chicago, which concerned the need for two-year technician programs in
the Health Services areas. Dr. Tirrell told the Board that six junior colleges were represented - St. Louis was one of the six. Sixty-two national health services groups were present. Dr. Tirrell told the Board that his role was to answer questions about the junior colleges and to discuss the possibility of one- or two-year technician programs.

3.3 Engineering and Engineering Technology Committee

The President of the College, Dr. Cosand, reported that thirteen members of the professional staff (Messrs. Bill Aldridge, Leroy Bey, Berthoud Boulton, Joseph Coffey, Frank Livingston, Joseph McKenna, Robert Murray, Victor Reef, Robert Shepack, Jake Tillinger, Paul Wilson, Warren Wagner, and Larry Wolff) were working with Dr. Douglas F. Libby, Jr., Campus Director of Florissant Valley Community College. This committee had been meeting for the past five Saturdays discussing engineering and engineering technology.

Dr. Cosand called upon Dr. Libby. Dr. Libby told the Board that this committee had been making some very real progress. They had discussed such things as the types of education needed in the St. Louis area - the procurement of facilities - and they had gone down into the various disciplines.

He added that it was their aim to define what was needed in engineering programs, and to recognize what the Junior College District should offer to meet the requirements of industry. The committee was taking into consideration engineering programs which were currently being offered at universities and colleges in the surrounding area.

They had specifically discussed such things as admission requirements and
the programs for students attending at the engineering level and those students who might preferably go into the engineering technology level.

A general discussion followed. Mr. Williamson asked Dr. Libby to pass onto this committee the deep appreciation of the Board for their dedicated efforts.

3.4 Curriculum Study Committee

The President of the College, Dr. Cosand, informed the Board that fourteen members of the Junior College District teaching staff, who had been provided released time by the Board of Trustees some weeks ago, were working as a Curriculum Study Committee. This committee was meeting with Dr. John E. Tirrell, and Dr. Robert C. Jones. To date they have stated that their sessions have been most stimulating and have been aimed primarily at the improvement of instruction within the Junior College District so far as course content and teaching methods are concerned.

Dr. Cosand added that in discussing this committee with authorities in other parts of the United States, the Board of Trustees had been highly complimented for taking this action at such an early date in the development of the Junior College District educational program. Representatives from other institutions, especially those in the formative stages, had indicated that they planned to emulate the action taken by the Board of Trustees.

Dr. Cosand called upon Dr. John E. Tirrell, who brought the members of the Board up to date on the present status of the activities of this Curriculum Study Committee.
4. **COLLEGE FACILITIES**

4.1 **Dr. Tirrell's Trip - I.B.M. Research Laboratory**

The President of the College, Dr. Cosand, called upon Dr. Tirrell, and asked him to report upon his recent trip to New York. Dr. Tirrell told the Board that he had visited the I.B.M. Research Laboratory last week, at no expense to the District. He reported on the progress which has been made in the field of instruction via the computer, and he related some of the far-reaching, advanced things which are being done at the I.B.M. Research Laboratory. Dr. Tirrell stated that it was his personal feeling that these modern methods would eventually be directed toward education, and at such time it would be imperative that educators be ready to receive such knowledge.

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 February, 1964.

The expenditures for this period, as listed in the above-mentioned Warrant-Check Register, are as listed in the addendum attached to these Minutes.

A general discussion followed.

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

RESOLVED, That the Warrant-Check Register of the Junior College District of St. Louis - St. Louis County, Missouri, which is included as an addendum to these Minutes, be approved for the period from February 1 to February 29, 1964.

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5.2 Fringe Benefits Program

The President of the College, Dr. Cosand, recommended the acceptance of bids on the employee Fringe Benefits program as follows:

5.2.1 Long-term disability and accidental death - Continental Casualty Company

5.2.2 Life and Medical Insurance - Prudential Life Insurance Company.

A general discussion followed. It was agreed to defer action on this recommendation and continue the discussion at a special meeting of the Board of Trustees on Friday, March 13, 1964 at 12:00 p.m., noon.

6. STUDENT PERSONNEL SERVICES

6.1 Information Bulletin

The President of the College, Dr. Cosand, reported that the new Information Bulletin had been prepared and was available to interested students, parents, and citizens. Dr. Cosand added that this booklet concisely stated the requirements for admission, academic standards, and various programs available at the three Junior College campuses. The President's Newsletter for February had noted its availability.

6.2 Junior College Night - Hazelwood, Riverview Gardens, Jennings

The President of the College, Dr. Cosand, reported that three high schools in North County, namely, Hazelwood, Riverview Gardens, and Jennings, planned to hold a Junior College Night on April 7. They had asked President Cosand to give the opening remarks. It was expected that approximately 600 people would attend. After the general session they were expected to divide up into small session with people from our staff representing the nursing program, hotel and restaurant management,
engineering, and the like. Dr. Libby, Campus Director of Florissant Valley Community College, was coordinating the event. Dr. Cosand called upon Dr. Libby, and he reported upon this proposed program in greater detail.

7. COMMUNITY RELATIONS

7.1 The American Professional Pharmacist

The President of the College, Dr. Cosand, reported that the American Professional Pharmacist carried an article in its February issue on the Junior College District. It was concerned with the story of the teaching of nursing students of Barnes Hospital and Jewish Hospital, by instructors of the Junior College District - using the physical facilities of the St. Louis College of Pharmacy.

7.2 Recent News Developments

A record crowd of prospective students had appeared at Florissant Valley Community College, and Meramec Community College, on the preceding Saturday, March 7, to take Counseling and Placement Tests. KMOX - TV, Channel 4, had covered both campuses and then presented the film on Saturday and Sunday afternoons.

8. NEW BUSINESS

Board Member McCalpin asked permission to present a resolution authorizing the Counsel of the District to intervene as a party defendant in the suit now pending in the Circuit Court of the County of St. Louis, relating to the defense of the annexation by the City of Ferguson of an area which includes the site designated as Florissant Valley Community College.

A general discussion followed.

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

RESOLVED, That Kenneth Teasdale and the firm of Armstrong, Teasdale, Roos, Kramer and Vaughan, be and hereby are authorized to file, on behalf of the Junior College District of St. Louis - St. Louis County, Missouri, and as its counsel, a Motion to Intervene as a party defendant in a suit now pending in the Circuit Court of the County of St. Louis, being styled Hudson Community Association, et al v. City of Ferguson and being Cause No. 246592.

FURTHER RESOLVED, That Kenneth Teasdale and the firm of Armstrong, Teasdale, Roos, Kramer and Vaughan, be and hereby are authorized to enter into and participate fully in the name of and on behalf of said District in the defense of the annexation by the City of Ferguson of an area which includes the site owned by the District and designated as the Florissant Valley Community College.

9. **ADJOURNMENT**

Board President Williamson asked if there were any further business to come before the Board. There was not, and Mr. McCalpin made a motion that the meeting be adjourned. Mrs. Bastian seconded the motion, and it was unanimously approved at 10:10 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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