A regular meeting of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri, was held on Monday, May 11, 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. Morris Glaser

Guy S. Ruffin

Gerald V. Williamson

Board Members Lester C. Geil and F. William McCaugh were unable to be present at this meeting.

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 & Vaughan, Counsel for the District, was also present.
1.3 Minutes

Board President Williamson called for a reading of the Minutes of the regular meeting of April 27, 1964. They were read and discussed. Whereupon, on motion by Mr. Glaser, seconded by Mr. Ruffin, and with the unanimous aye vote of all members of the Board who were present, the Minutes of the Regular Meeting of April 27, 1964, were approved as read.

1.4 Welcome to Guests

Board President Williamson introduced Mr. Curt Stadfeld, a reporter for the St. Louis Post-Dispatch, and Mr. George Gravoley, a reporter for the St. Louis Globe-Democrat, to the Board Members.

1.6 Communications

1.6.1 The Board Secretary, Mrs. Dolores B. Tygard, read a letter of resignation from Mr. Barton Herrscher, Instructor in Physical Education at the Florissant Valley Community College campus. Mr. Herrscher had accepted an appointment in the Office of Cultural and Recreational Affairs at the University of California in Los Angeles. He stated that his year with the District had been a very enjoyable one.

1.6.2 There was also a letter from Mr. Billy A. Key, Assistant Dean of the City Campus who submitted his resignation effective June 1. Mr. Key has accepted a coaching position with the University of Missouri at Rolla. He said, "May I take this opportunity as a member of the faculty, as well as for those thousands of young people that will pass through the Junior College District doors in the future, to thank each one of you for your interest, ability, and dedication in making this College one of the best".

5/11/64
1.6.3 There was a communication from the Metropolitan St. Louis Sewer District relative to storm and sanitary sewer conditions at the Florissant Valley campus. Mr. E. R. Rauchel stated that there is no anticipated sanitary or storm water problem, and a building permit will be issued for the temporary construction.

1.6.4 There was a communication from Mr. Richard T. Dankworth, School Planning Laboratory, Stanford University, stating that the SPL was very impressed with the program which is being planned for the Air Borne Institute on July 9th.

2. PERSONNEL

2.1 Administrative Personnel

The President of the College, Dr. Cosand, recommended the employment of the following administrative personnel as noted below:

Jack E. Brookins - Director-Technical Education - Step 5 - Effective 7/1/64

Dr. R. William Graham - Campus Director - Step 3 - Effective 5/12/64

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 who were present, it was

RESOLVED, That the administrative 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 Instructor's 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.

5/11/64
2.2 **Certificated Personnel - Professional Staff**

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

- Bernard Schrautemeier - Asst. Prof. - Physics - 11-1 - Effective 8/24/64
- Simon P. Cassens - Instructor - Mathematics - 1-4 - Effective 8/24/64
- Virgil Ira Pinkstaff - Asst. Prof. - Economics - 11-4 - Effective 8/24/64
- Dortha Martin - Asst. Prof. - Business Education - 11-4 - Effective 8/24/64
- Ida Mae Root - Instructor - Mathematics - 1-2 - Effective 8/24/64
- Lee Davis Snider - Asst. Prof. - English - 11-1 - Effective 8/24/64
- Mary Esther Hopkins - Instructor - English - 1-1 - Effective 8/24/64

A general discussion followed with respect to their academic backgrounds and general qualifications. Whereupon on motion by Mr. Glaser, seconded by Mrs. Bastian, 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 Instructor's 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.

2.3 **Certificated Personnel - Resignations**

The President of the College, Dr. Cosand, recommended that the Board of Trustees accept the following resignations:

- Frederick L. Wellman - on April 13, 1964 agenda
- Thomas O. Brown - on March 23, 1964 agenda

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A general discussion followed involving all Board Members. Whereupon, on
motion by Mr. Ruffin, seconded by Mrs. Bastian, and upon the aye vote of all members
of the Board who were present, it was

RESOLVED, That the resignations of the foregoing certificated personnel
be accepted by the Board of Trustees, as recommended by the President of
the College.

2.4 Summer Session Appointments

The President of the College, Dr. Cosand, recommended that the following
Summer Session appointment be made:

Mary Jensen - Nursing - 2 credit hours @ $170/hr. - Effective 5/11/64
(in addition to the ten credit hours on 4/27/64 agenda)

A general discussion followed. Whereupon, on motion by Mrs. Bastian, 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 for a summer
appointment 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 Instructor's Contract, previously adopted
by the Board, with the above certificated personnel, which said contract
is to be filed with the records of the District.

5/11/64
2.5 **Administrative Personnel - Academic Rank**

The President of the College, Dr. Cosand, recommended that members of the Administrative Staff, excluding the Vice Presidents and the President, be given academic rank in accordance with their academic preparation and experience; said academic rank to be as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas F. Libby, Jr.</td>
<td>Associate Professor III-3</td>
</tr>
<tr>
<td>Cassidy L. Riggs</td>
<td>Associate Professor III-2</td>
</tr>
<tr>
<td>Vincent E. Freeman</td>
<td>Associate Professor III-2</td>
</tr>
<tr>
<td>Edward M. Ruddy</td>
<td>Associate Professor III-1</td>
</tr>
<tr>
<td>Charles B. Gilbert</td>
<td>Assistant Professor II-2</td>
</tr>
<tr>
<td>Glynn E. Clark</td>
<td>Associate Professor III-4</td>
</tr>
<tr>
<td>Richard C. Richardson</td>
<td>Assistant Professor II-4</td>
</tr>
<tr>
<td>Margaret Wuller</td>
<td>Assistant Professor II-2</td>
</tr>
<tr>
<td>Robert C. Jones</td>
<td>Associate Professor III-2</td>
</tr>
</tbody>
</table>

A general discussion followed involving all Board members.

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

**RESOLVED,** That the foregoing members of the administrative staff be given academic rank in accordance with their academic preparation and experience, as set out above, and as specified in the Board's Policies and Procedures Manual.
2.6 Division Chairmen

The President of the College, Dr. Cosand, recommended that the Board add to the Policies and Procedures Manual, a policy, 4.10, with respect to the appointment, remuneration and responsibility of Division Chairmen on each of the campuses of the Junior College District.

This proposal, which was lodged at the April 27th Board meeting in accordance with Board Policy, is as follows:
4.10 Division Chairmen

4.10.1 Provision for Division Chairmen will be established by the Board of Trustees; however, appointments to such Division Chairmanships do not have to be made unless it is to the best interests of the District.

4.10.2 Division Chairmen will be appointed for one year, subject to renewal and not to exceed a continuous appointment of more than five years. After an absence from the Division Chairmanship of two years, the person may be appointed again for another sequence.

4.10.3 Campus Directors are to recommend Division Chairmen to the President of the District for recommendation to the Board of Trustees.

4.10.4 Division Chairmen will be compensated in time and extra salary on the following schedule:

<table>
<thead>
<tr>
<th>Number of Faculty</th>
<th>Amount of Time</th>
<th>Additional salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 to 5.5 faculty members</td>
<td>No released time</td>
<td>1.04</td>
</tr>
<tr>
<td>6 to 11.5 faculty members</td>
<td>1/5 released time</td>
<td>1.06</td>
</tr>
<tr>
<td>12 to 20.5 faculty members</td>
<td>2/5 released time</td>
<td>1.08</td>
</tr>
<tr>
<td>21 and over faculty members</td>
<td>3/5 released time</td>
<td>1.10</td>
</tr>
</tbody>
</table>

4.10.5 Faculty members will be equated as follows in determining the size of the Division:

First-year faculty members in the District will be counted as 1.5 persons. Second and third year contract people will be counted as one person. Associate Professors and Professors with five-year contracts will be counted as .5 persons. Part-time faculty will be equated on a 15-hour basis and counted as 1.5.

4.10.6 The responsibilities of the Division Chairmen will be as follows:

a. Schedule regular meetings of the Division;

b. Initiate, review and recommend revision of the curriculum - this would include the development of course outlines, syllabi, and the selection of textbooks;

c. Participate in the selection, evaluation, and promotion of faculty members;

d. Suggest a class schedule and assignment of instructors;
e. Develop preliminary budget and be responsible for the Division operating with the approved budget;

f. Serve as a representative of the faculty of that Division on the Campus Director's Advisory Committee, and provide liaison for the faculty with the administration;

g. Give leadership in the planning and purchase of instructional materials and equipment necessary to facilitate instruction, such as library books, audio-visual aids and instructional aids.

h. Orientate new faculty and substitutes to the Division and provide such in-service training as now teachers and part-time teachers require;

i. Be responsible for the control and annual inventory of physical property in the Division.
A general discussion followed involving all Board members who were present.

Mr. Glaser informed the Board that the following amendments to the proposed Sections had been suggested by Board Member McCalpin. Further discussion followed.

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

RESOLVED, That the proposed Sections 4.10.1, 4.10.2 and 4.10.5 of the Policies and Procedures as lodged with the Board at the April 27th meeting be amended to read as follows:

4.10.1 Division Chairmen may be appointed as provided herein.

4.10.2 Division Chairmen will be appointed for one year. It will be the normal policy of the District not to renew such appointments for more than five consecutive years.

4.10.5 Faculty members will be equated as follows, in determining the size of the Division:

First year faculty members in the District will be counted as 1.5 persons.
Second and third-year contract people will be counted as one person.
All teachers with five-year contracts will be counted as 0.5 persons.
Part-time faculty will be equated on a fifteen-hour basis and counted as 1.5.

Board President Williamson called for a vote on Section 4.10 of the Policies and Procedures Manual. Whereupon, on motion by Mr. Glaser, seconded by Mr. Ruffin, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri add to the Policies and Procedures Manual a policy known as Section 4.10, said policy referring to the appointment, remuneration, and responsibility of Division Chairmen on each of the campuses of the Junior College District.

FURTHER RESOLVED, That said Section 4.10 shall contain the amendments referred to above, and that said Section 4.10, in its final form, be attached as an addendum to these Minutes, and by reference incorporated herein.

5/11/64
2.7 **Classified Personnel**

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

- **Charles Breckenridge Dale - Maintenance Man - Florissant Valley Campus - Range 16, Step A - Effective 5/15/64**
- **Malva Virginia Williams - Admissions Clerk - City Campus - Range 9, Step A - Effective 5/12/64**
- **Carol Ann Wayman - Stenographer - Clerk - City Campus - Range 7, Step A - Effective 5/12/64**

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

### 3. CURRICULUM AND INSTRUCTION

#### 3.1 Associate in Engineering Technology

The President of the College, Dr. Cosand, reported that as a result of discussions with Deans of Schools of Engineering, and with representatives from national engineering associations and engineering accrediting organizations, he recommended that the previously approved degree - Associate in Engineering - be changed to - Associate in Engineering Technology.

Dr. Cosand stated that this Degree applies specifically to those two-year programs in the various engineering technologies - chemical, civil, electrical, electronic, mechanical, architectural, and industrial, which are directed towards employment. He stated that these are not pre-engineering programs preparing students for transfer into Schools of Engineering at the junior year level of college.
Dr. Cosand called upon Campus Director Libby, who reported on this in greater detail.

A general discussion followed involving all Board members who were present.

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

RESOLVED, That the previously approved degree - Associate in Engineering - be changed to - Associate in Engineering Technology.

FURTHER RESOLVED, That this degree apply specifically to those two-year programs in the various engineering technologies - chemical, civil, electrical, electronic, mechanical, architectural, and industrial.

3.2 Proposed Programs in Dental Assisting and Retailing

The President of the College, Dr. Cosand, reported that the staff had continued to work closely with the District's Advisory Committees in Dental Assisting and in Retailing toward the initiation of programs in these two areas for the Fall session of 1964.

Vice President Tirrell reported on the present status of the proposed programs.

4. COLLEGE FACILITIES

4.1 Placement of Advertisements for Bids - Temporary Building - Meramec Community College

The President of the College, Dr. Cosand, recommended that the placement of advertisements in the newspapers on three successive weeks - specifically the dates May 7, 9, 12, 14, and 18; inviting public bid on the construction of the cafeteria building, garage, and patio for the Meramec Community College campus be ratified by the Board of Trustees.

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Dr. Cosand reported that the bid opening was scheduled for 10:00 a.m. on May 22nd. This will be presented to the Board for approval at the regular May 25th Board meeting.

A general discussion followed involving all Board members who were present.

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

RESOLVED, That the Board authorize, ratify, and approve the action of the President of the District in placing advertisements in the newspaper on three successive weeks - specifically the dates May 7, 9, 12, 14, and 18, inviting public bid on the construction of a temporary building at the Meramec Community College campus.

FURTHER RESOLVED, That the Board authorize and approve the time period of four days between the running of the last advertisement and the opening of the bids.

4.2 Bids - Temporary Buildings - Florissant Valley Community College campus

The President of the College, Dr. Cosand, reported that bids would be opened at 2:00 p.m. on May 19, 1964, concerning the construction of the temporary buildings proposed by the Florissant Valley Community College campus. Dr. Cosand stated that the bids would be presented to the Board for approval at the regular May 25th Board meeting; or perhaps, if deemed advisable by the Board, at a Special Board meeting immediately following the analysis of the bids.

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 April, 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 Mrs. Bastian, seconded by Mr. Glaser, and passed with the aye vote of all members of the Board who were present, the Board ratified and approved the payment of all expenditures made in accordance with the Warrant-Check Register, for the month of April, 1964.

5.2 Video Systems, Inc.

The President of the College, Dr. Cosand, requested approval of the lease between Video Systems, Inc. and the Junior College District of St. Louis - St. Louis County, Missouri, from May 15th through August 20th, 1964, for audio visual equipment for the Florissant Valley Campus. Dr. Cosand informed the Board that this would be used for teaching research in the field of programmed learning with television.

Dr. Cosand added that this project was an outgrowth of original discussions conducted by the Curriculum Study Committee. The project would be under the direction of Mr. Bill G. Aldridge, Assistant Professor in Physics. Dr. Cosand added, too, that the total cost of the project, including equipment, materials, and Mr. Aldridge's time, would approximate $2500. It was his further recommendation that the sum of $2500 be taken from the President's Growth Fund and allotted to the project.

A general discussion followed. Whereupon, on motion by Mrs. Bastian, seconded by Mr. Glaser, and with the following votes of the members of the Board who were present: Mr. Gerald V. Williamson (yes), Mr. Guy S. Ruffin (yes), Mr. Morris Glaser (yes), Mrs. Joseph C. Bastian (yes), it was

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, enter into a lease with the Video Systems, Inc. from May 15 through August 20, 1964, for audio visual equipment for the Florissant Valley Community College Campus; said equipment to be used
for teaching research in the field of programmed learning with television, at a total cost of approximately $2500.

FURTHER RESOLVED, That the President of the Board of Trustees is hereby authorized and directed to enter into said lease, on behalf of the District, for the audio visual equipment, on the terms and conditions of the lease which is attached to these Minutes, and by reference incorporated herein.

5.3 Tax Rate for 1964

The President of the College, Dr. Cosand, recommended that the following tax rate be established for the period 1964.

A general discussion followed. Whereupon on motion by Mr. Glaser, seconded by Mrs. Bastian, and upon the aye vote of all members of the Board who were present, the following Resolution was adopted:

BE IT RESOLVED by The Junior College District of St. Louis - St. Louis County, Missouri:

1. That pursuant to the provisions of Article X, Section 11(a) of the Constitution of Missouri, and Sections 165.077, 165.083, 165.790, 165.823 and 165.827, Missouri Revised Statutes (1959), as amended, The Junior College District, The Junior College District of St. Louis - St. Louis County, Missouri, hereby finds and determines that a tax for the benefit of the said Junior College District for the tax year 1964, shall be levied and collected at the rate of ten one-hundredths of one per cent being Ten Cents on each One Hundred Dollars of:

(a) The assessed value of all real, personal and other property within the corporate limits of The Junior College District of St. Louis - St. Louis County, Missouri, made taxable by law for State purposes (including, but not by way of limitation, all real and tangible personal property owned by railroads, street railways, boats, vessels, bridge companies, telegraph companies, electric light and power companies, electric transmission line companies, pipe line companies, express companies, air line companies and other companies and public utilities whose property is assessed by the State Tax Commission); and
(b) The largest amount of all goods, wares and merchandise which each merchant may have had in his possession or in his control whether owned by such merchant or consigned to him for sale at any one time between the first Monday in January and the first Monday in April in the year 1964; and

(c) The greatest amount of raw material and finished products which each manufacturer may have had on hand at any one time between the first Monday in January and the first Monday in April in the year 1964 as well as all the tools, machinery and appliances used by each manufacturer as returned by merchants and manufacturers for taxes for the same year.

2. That the Assessor of the City of St. Louis, the Director of the Department of Revenue of the County of St. Louis and the Assessor of Jefferson County and all other officers in said City and Counties charged by law with the assessment of taxes be and they are hereby requested and directed to enter upon the assessment books of taxable property in said City and Counties, before delivering the same to the collector or other officials charged with the duty of collecting taxes, the tax levied and to be collected pursuant to Section 1 hereof.

3. That the Secretary and the Treasurer of this Board be and hereby are directed to furnish a copy of this resolution, duly certified according to law, to the Comptroller, the City Register, the Collector of Revenue, the Assessor and the License Collector of the City of St. Louis, the County Clerk, the Assessor, the Collector, the Director of the Department of Revenue of the County of St. Louis, the County Clerk, the Assessor, and Collector of Jefferson County, Missouri, and the Treasurer and Director of Revenue of the State of Missouri, on or before the 15th day of May, 1964.
6. STUDENT PERSONNEL SERVICES

6.1 High School Questionnaire

The President of the College, Dr. Cosand, reported that a questionnaire was distributed to all high schools in the Junior College District for the purpose of determining the interest of high school seniors in applying for admission to one of the campuses. The results of the survey are as indicated on the Addendum attached to these Minutes.

A general discussion followed involving all Board members who were present.

6.2 Letters to School Superintendents and High School Principals

The President of the College, Dr. Cosand, reported that letters were sent to all School Superintendents and High School Principals concerning the present status of enrollments at the three campuses for the Fall Session, 1964. A copy of this letter is attached as an Addendum to these Minutes.

Dr. Cosand stated that, specifically, the day program for full-time students at the Meramec Community College campus was closed to further applicants. A waiting list is being maintained. The evening programs at all three campuses, and the day program at Florissant Valley Community College, are open to additional applicants.

Dr. Cosand added that there was no concern at the City Campus due to the ready availability of classroom space.

6.3 Reports on Enrollment at the JCD Campuses for Fall and Winter Sessions

The President of the College, Dr. Cosand, reported on the enrollment at the JCD campuses for the Fall and Winter Sessions of the 1963-64 College Year. They are as listed on the Addendum attached to these Minutes.
7. COMMUNITY RELATIONS

7.1 Information Regarding Professional Staff under Contract for Fall 1964

The President of the College, Dr. Cosand, reported on the information, attached as an Addendum to these Minutes, which described the professional staff under contract for the Fall Session, 1964. This related to previous positions, highest educational degrees, and geographical locations. Dr. Cosand informed the Board that although a large percentage of the staff received their education from Missouri institutions of Higher Education, especially Washington and St. Louis Universities, it was interesting to note that more than twenty additional states were represented.

8. NEW BUSINESS

8.1 Election of Officers for the Board of Trustees of the Junior College District

The President of the Board, Mr. Gerald V. Williamson, informed the Board that the Chair would entertain a nomination for the office of Vice President of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri.

Board Member Glaser nominated Mr. F. Wm. McCalpin for the office of Vice President. There were no further nominations. Upon the aye vote of all members of the Board who were present, Mr. McCalpin was unanimously elected as Vice President of the Board of Trustees, to assume office immediately upon election, and to serve for a term of one year, or until his successor shall be elected and qualified.

Mr. Williamson then declared that nominations were in order for the office of President of the Board of Trustees for the Junior College District of St. Louis - St. Louis County, Missouri. Mr. Ruffin nominated Mrs. Joseph C. Bastian for the office of
President. There were no further nominations. Upon the aye vote of all members of the Board who were present, Mrs. Bastian was unanimously elected as President of the Board of Trustees, to assume office immediately upon election, and to hold office for a term of one year, or until her successor shall be elected and qualified.

Mrs. Bastian asked Mr. Williamson to continue to preside for the remainder of the meeting.

Mr. Williamson then declared that it was in order for nominations to be made for the office of Secretary of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri. Mrs. Bastian nominated the Executive Secretary to the Board, Mrs. Dolores B. Tygard, for the office of Secretary of the Board of Trustees. There were no further nominations. Upon the aye vote of all members of the Board who were present, Mrs. Tygard was unanimously elected as Secretary of the Board of Trustees for the ensuing year, to assume office immediately upon election, and to hold office until her successor shall be elected and qualified.

Mr. Williamson then declared that it was in order for nominations to be made for the office of Treasurer of the Board of Trustees of the Junior College District of St. Louis - St. Louis County, Missouri. Mr. Glaser nominated Mr. James W. Hobson for the office of Treasurer of the District. There were no further nominations. Upon the aye vote of all members of the Board who were present, Mr. Hobson was unanimously elected as Treasurer of the Board of Trustees for a term of one year, to assume office immediately upon election, and to hold office until his successor shall be elected and qualified.

8.2 Modifications of Policies and Procedures Manual

The President of the College, Dr. Cosand, recommended that certain modifications be made to the Policies and Procedures Manual for the Junior College District.
Dr. Cosand reported that the College was in the process of developing key publications, such as the personnel brochure for members of the classified staff - a college catalog for 1964-65, etc., which must be accurate as relating to District Policies and Procedures.

Dr. Cosand requested that these modifications to the Policies and Procedures Manual be lodged with the Board for action at the May 25th Board meeting, in accordance with rule 1.8 of the Policies and Procedures Manual. These modifications are attached as an Addendum to these Minutes.

9. ADJOURNMENT

Mr. Williamson asked if there were any further business to come before the Board. There was not, and Mr. Glaser made a motion that the meeting be adjourned.

Mr. Ruffin seconded the motion, and it was unanimously approved at 9:31 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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4.10 Division Chairmen

4.10.1 Division Chairmen may be appointed as provided herein.

4.10.2 Division Chairmen will be appointed for one year. It will be the normal policy of the District not to renew such appointments for more than five consecutive years.

4.10.3 Campus Directors are to recommend Division Chairmen to the President of the District for recommendation to the Board of Trustees.

4.10.4 Division Chairmen will be compensated in time and extra salary on the following schedules:

<table>
<thead>
<tr>
<th>Number of Faculty</th>
<th>Amount of Time</th>
<th>Addit'l salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 to 5.5 faculty members</td>
<td>No released time</td>
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<td>3/5 released time</td>
<td>1.10</td>
</tr>
</tbody>
</table>

4.10.5 Faculty members will be equated as follows in determining the size of the Division:

First-year faculty members in the District will be counted as 1.5 persons. Second and third-year contract people will be counted as one person. All teachers with five-year contracts will be counted as .5 persons. Part-time faculty will be equated on a 15-hour basis and counted as 1.5.

4.10.6 The responsibilities of the Division Chairmen will be as follows:

a. Schedule regular meetings of the Division;

b. Initiate, review and recommend revision of the curriculum - this would include the development of course outlines, syllabi, and the selection of textbooks;

c. Participate in the selection, evaluation, and promotion of faculty members;

d. Suggest a class schedule and assignment of instructors;

e. Develop preliminary budget and be responsible for the Division operating with the approved budget;
f. Serve as a representative of the faculty of that Division on the Campus Director's Advisory Committee, and provide liaison for the faculty with the administration;

g. Give leadership in the planning and purchase of instructional materials and equipment necessary to facilitate instruction, such as library books, audio-visual aids and instructional aids.

h. Orientate new faculty and substitutes to the Division and provide such in-service training as new teachers and part-time teachers require;

i. Be responsible for the control and annual inventory of physical property in the Division.
REPORT ON HIGH SCHOOL QUESTIONNAIRE STUDY

INTRODUCTION

For purposes of program planning and to determine needs for staff personnel, a questionnaire study was initiated in March, 1964. The form which was circulated to public and private high schools alike in both the city and county area requested information concerning the students' plans with respect to the following areas:

1. Did the student plan to enter a college full time in 1964?

2. Did the student plan to enter the Junior College District? If so,
   a. Which campus?
   b. Which session? Day or evening?
   c. Full time or part time?
   d. Which transfer curriculum?
   e. Which technical or terminal curriculum?

3. Did the student plan to use public or private transportation?

Questionnaires were returned by 31 high schools out of the 77 in the District area.

RESULTS

A total of 5014 students completed the forms. Of these, 61% or 3040 indicated that they planned to attend the Junior College District.

The vast majority of the students polled designated the Fall Session as the anticipated entrance date. For these students, the breakdown was as follows:

Meramec full time - 441, part time - 24;  
Florissant full time - 330, part time - 43;  
City Campus full time - 190, part time - 48.

The small numbers planning to enter the summer session probably reflects the fact that this trimester begins before these students are eligible to attend. Enclosure (1) is a general summary which includes figures for the summer session. Please note that only 1108 or 36% of the students who indicated they were coming to JCD completed this section of the form.

For college transfer curricula, business administration was chosen by the most students, 333. Liberal arts ran a close second with 232 reporting interest in this area. In order of choice, the remaining transfer curricula with the number of students were: Engineering and teaching with 120 each, medicine - 29, science - 28, law - 19, pharmacy - 9, and journalism - 6.
Of the 1245 students who completed the section on choice of curriculum (41% of those who indicated an intention of attending the JCD) 317 or 25% stated that they planned to enter a technical curriculum. The curriculum chosen and the number selecting each were: Art - 50, business - 46, executive secretarial - 44, general - 36, nursing - 32, architectural technology - 18, hotel, motel, and restaurant management - 12, electrical technology - 12, all others - 67.

The question on type of transportation was answered by 1023 or 34% of those who said they planned to attend the Junior College District. Of this group, 238 or 23% intended to use public transportation. The remaining 785 or 77% planned to use private transportation.

CONCLUSIONS

An examination of the returns reveals that high schools responding were probably representative of the schools served by JCD. The only handicap that prevents generalization to the population as a whole is the fact that only 30 to 40% of those who indicated that they planned to attend JCD actually completed the remainder of the questionnaire. This is probably a reflection of the degree of conscientious effort applied in administering the forms, and makes generalization hazardous.

The most significant figure is without a doubt, the number who plan to attend JCD. Since all who responded completed this question, an accurate estimate of the JCD's drawing power in the St. Louis area would be somewhere in the vicinity of 60% of graduating seniors.

Finally, the breakdowns by campus, curricula and type of transportation, while not entirely reliable for the reasons mentioned above, are still the most comprehensive figures available to the District at this time. As such, they should be extremely useful in planning the development of curricula and in enrollment predictions provided that they are interpreted within the context of our experience during the past four sessions.
HIGH SCHOOL QUESTIONNAIRE

SUMMARY

May 4, 1964

(Returns from 31 out of 77 High Schools)

(1) 5,014 high school seniors completed the form.
3,040 (61%) indicated plans to attend JCD.

(2)

<table>
<thead>
<tr>
<th>Summer Full-Time</th>
<th>Summer Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meramec</td>
<td>8</td>
</tr>
<tr>
<td>Florissant</td>
<td>2</td>
</tr>
<tr>
<td>City</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Meramec</td>
<td>441</td>
</tr>
<tr>
<td>Florissant</td>
<td>330</td>
</tr>
<tr>
<td>City</td>
<td>190</td>
</tr>
<tr>
<td></td>
<td>961</td>
</tr>
</tbody>
</table>

Note: Only 1108 (36%) of the students who indicated they were coming to JCD completed this section of the form.

(3) College-Transfer Majors

<table>
<thead>
<tr>
<th>(Indicated interest of students planning to attend JCD.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
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<tr>
<td>Business</td>
</tr>
<tr>
<td>Teaching</td>
</tr>
<tr>
<td>Liberal Arts</td>
</tr>
<tr>
<td>Medicine</td>
</tr>
<tr>
<td>Pharmacy</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Law</td>
</tr>
<tr>
<td>Journalism</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
(4) Technical Majors:

<table>
<thead>
<tr>
<th>Major</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>50</td>
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<tr>
<td>Business</td>
<td>46</td>
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<tr>
<td>Exec. Secry.</td>
<td>44</td>
</tr>
<tr>
<td>Hotel</td>
<td>12</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>8</td>
</tr>
<tr>
<td>Nursing</td>
<td>32</td>
</tr>
<tr>
<td>Air Stewardess</td>
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</tr>
<tr>
<td>Med. Rec. Libr.</td>
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<tr>
<td>Phys. Dist.</td>
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<tr>
<td>Med. T.</td>
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<td>Arch. T.</td>
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<td>Civ. T.</td>
<td>2</td>
</tr>
<tr>
<td>Elec. T.</td>
<td>12</td>
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<tr>
<td>Ind. T.</td>
<td>7</td>
</tr>
<tr>
<td>Mech. T.</td>
<td>9</td>
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<tr>
<td>General</td>
<td>36</td>
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<tr>
<td>Other</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>317</td>
</tr>
</tbody>
</table>

(5) Type of transportation to be used by 1023 (34%) of students planning to attend JCD:

- 238 (23%) plan to use public transportation
- 785 (77%) plan to use private transportation
May 1, 1964

Superintendents of the District and Principals of the High Schools
St. Louis City and St. Louis County

Dear Friends:

On March 24th I wrote you a letter concerning the development of enrollments at our various Junior College campuses, and mentioned that I would write to you later as more definite information became available. May I therefore point out the following specifics:

1. It would appear as though the Meramec campus in Kirkwood is now filled to capacity for the Fall of 1964 during the regular day program, scheduled from 8:00 a.m. to 5:00 p.m.

2. Undoubtedly there will be openings in the day program at Meramec for certain specific classes. If there are students who are interested in taking only one or two such day-time classes, he or she may be able to find what is wanted.

3. There are still openings in the evening program at Meramec, and all of these classes will be covered by regular contract teachers, the same as is the case in the day program. Therefore, there should be no question about the caliber of this instruction.

4. The classes scheduled for Florissant Valley during the day-time hours from 8:00 a.m. to 5:00 p.m. are beginning to fill rapidly, and it may be that these classes will be closed out by the opening of the Fall session in September 1964.

5. It is not believed now that we will have any difficulty with respect to space as far as the evening programs are concerned at Florissant Valley and Roosevelt. The Roosevelt campus is very large, and space needs are not a problem. We are staffing for an estimated enrollment of 1600 students at Roosevelt, and if this number is exceeded, we will continue to schedule classes insofar as we are able to obtain qualified teachers. We will close enrollments if we are not able to find the type of professional staff members we wish.

6. Summer courses will be available at both Roosevelt and Florissant Valley commencing on May 11th, and in accordance with the late afternoon and evening schedule, which is now in existence. This is the third session of our tri-mester program, and will be equivalent to a regular semester as scheduled in most of the colleges and universities. The summer session at Meramec will be eight weeks in length, and will commence on June 30th. This will enable high school graduates to complete eight units of college work during the summer of 1964.
7. The following information was distributed by the Registrar at the Meramec Community College and is pertinent to the above information:

"A number of applicants have raised the question as to whether they may reserve a space at one of the other campuses in the District while at the same time remain on our stand-by list for Fall day classes. The answer to this question is that they must make a choice. The District will not be able to administratively process dual applications.

Any applicants who are on the stand-by list should be encouraged to transfer their folders to the Florissant Valley Campus so that they may be assured a day program for Fall, 1964. Students desiring an evening program may, of course, still obtain this at Meramec."

I hope that you will transmit this information to the members of your administrative and counseling staffs. If there are questions which you have, we would be most happy to attempt to answer them.

Regards,

Joseph P. Cosand, President
The Junior College District
THE JUNIOR COLLEGE DISTRICT  
ST. LOUIS - ST. LOUIS COUNTY MISSOURI  

Central Records Service  

STUDENT ENROLLMENT  

I. FALL SESSION, 1963  

<table>
<thead>
<tr>
<th>Campus</th>
<th>Registered</th>
<th>Withdrawn</th>
<th>To Return</th>
<th>Ineligible</th>
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<tbody>
<tr>
<td>City Campus</td>
<td>1,636*</td>
<td>125</td>
<td>177</td>
<td></td>
</tr>
<tr>
<td>Florissant Valley</td>
<td>750**</td>
<td>47</td>
<td>106</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,386</td>
<td>172</td>
<td>283</td>
<td></td>
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</table>

(Contributing high school list attached)  

* Includes 179 students at Barnes and Jewish Schools of Nursing  

** Includes 83 students at the Downtown Y.M.C.A.  

II. WINTER SESSION, 1964  

<table>
<thead>
<tr>
<th>Campus</th>
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<td>52</td>
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<td>Meramec</td>
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<td>TOTAL</td>
<td>2,244</td>
<td>120</td>
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</table>

* Includes 172 students at Barnes and Jewish Schools of Nursing  

Vincent E. Freeman  
Central Records Service  

jb
THE JUNIOR COLLEGE DISTRICT  
ST. LOUIS - ST. LOUIS COUNTY, MISSOURI  

ADMINISTRATORS, FULL-TIME FACULTY 1963-64, APPOINTEES 1964-65  
(May 12, 1964)  

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<th>Last Position</th>
<th>Adm. '63-64</th>
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<th>Total</th>
<th>State</th>
<th>Adm. '63-64</th>
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<th>Highest Degree</th>
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<td>24</td>
<td>9 41</td>
<td>Missouri</td>
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<td>49</td>
<td>26 79</td>
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<td>Junior College</td>
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<td>High School</td>
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<td>Calif.</td>
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<td>22 36</td>
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<td>5</td>
<td>6 13</td>
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<td>R. Island</td>
<td>__</td>
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<td>__</td>
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<tr>
<td></td>
<td>14</td>
<td>77</td>
<td>65 156</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
The Policies and Procedures Manual for the Junior College District is over one year old, and suggestions have been made concerning certain modifications.

Suggested changes are:

1.3.4 Treasurer (Lines 7 - 12) Change to:

The Treasurer shall present the Warrant-Check Register for Board approval at the first regular Board meeting each month, and shall present the Treasurer's Report, concerning all income, investments and expenditures for the previous month, at the second regular Board meeting each month.

1.8 Amendment of the Rules Change to:

Amendment of the Board Policies and Procedures

1.8.3 Change lines 1 and 2 of Section to read:

Any policy, not required by law, may be suspended for a specified time and for a specified purpose by a unanimous vote of all members of the Board present.

2.3.1 Change in lines 1 and 11: The Board of Trustees to the Junior College District

2.3.1 - 2 Add following clause: --, but will not support the teaching and presentation of a particular bias.

2.7.4 Change twelve to ten (In accordance with $100.00 fee for full-time student taking ten or more hours of credit.)

2.14 Delete second paragraph. Replace with: Non-resident students will be charged tuition to the extent that there will be no subsidization by the taxpayers of the Junior College District.

2.15 Change -- In the event of serious to "In the event of withdrawal occasioned by serious "

2.16 The asterisk in 2.16.1 - 1 refers to maintenance fee which is now explained under 2.16.4. This should be brought to the bottom of the page where 2.16.1 - 1 is located. No change - just an error.
2.16.1 - 3 Error. Correct the spelling of scholarship in the first line.

2.16.2 Second sentence in first paragraph is ambiguous. Change to: Students requesting this aid may receive loans for part or all of the maintenance fees, and when deemed justifiable, for a portion of other college and personal expenses. The additional loan shall not exceed the maintenance fee.

2.16.2 - 1 Add to Maintenance Fees - Loan Basis - Private Loan Funds.

2.16.2 - 2 Ambiguous - Change to: To the extent that loan funds are available, all students in need of financial aid will be advanced loans as defined in 2.16.2 - 1 above, except for students on probation who will be eligible for loans only in extenuating circumstances.

2.16.2 - 3 Add this section. N.D.E.A. Loan Fund. The Junior College District participates in the Government supported National Defense Education Act Loan Fund. Loans granted will be in accordance with policies established for granting and administering said loans.

2.17.1 Change will to may

2.17.2 Change will to may

2.18.2 Change curriculums to curricula (second and thirteenth lines)

2.18.4 Another listing to include additional degrees must be added. Associate in Engineering Technology and Associate in Technology

3.3 - C Delete to at beginning of sentence.

4.20.1 Add to section - beginning with line 6 of Section C of Division III, IV, V - for terms of one year during each of the , in line continue on through paragraph C as stated.

4.20.10 Change in second line - teaching staff to professional staff. Delete the entire second sentence.

4.21 - 2 Last paragraph ambiguous and redundant - Delete.
4.23 Vacation time cannot be accumulated and must be taken within the calendar year, except in extenuating circumstances when accumulation may be approved by the College President.

In case of severance, accrued vacation pay will be included in the last check, and will be limited to not more than one year's accrual.

4.42 New Section. Add: Maintenance Fee Waiver
Contract members of the professional staff may attend courses at the Junior College which are offered at hours outside of their assigned responsibilities without the payment of said fees, since in-service training and growth is of benefit to the Junior College District.

4.43 New section. Add:
Holidays
The Junior College District allows ten (10) holidays a year. The offices will be closed and employees will be off (with exception of certain maintenance personnel) on January 1st, February 22nd, Good Friday, May 30th, July 4th, Labor Day, Thanksgiving, and Christmas.

Employees may also have two of the three following days as holidays by arrangement with their supervisors in such manner as to allow one-third of the work force to be available to staff the offices, which will remain open for business. These holidays would be: The Friday following Thanksgiving, December 24th, and December 31st.

Whenever any of these holidays fall on a Sunday and State authorities transfer its observance to the following Monday, then Monday will be considered a day off. Whenever a holiday falls on a Saturday, no additional day will be given.

5.1.1 Delete second paragraph

5.1.5 Delete second paragraph

5.3.4 Change Paragraphs two and three to the following:

All new employees will be hired at the first level of the appropriate salary range and based on the position classification.

All employees become eligible for one increment increase after six months of service. Other increment increases may be given upon favorable review (See 5.1.8) after a minimum of one year of additional service in each lower level. Such increases will become effective with the beginning of the fiscal year.

Under special conditions, the Vice President for Business may recommend appointment at above the minimum range or increase of salary more than one increment.
5.3.6 Change present sentence to following paragraph:

Overtime Compensation

Only in the case of authorized overtime will compensatory time be allowed. This means that the employee’s supervisor must explicitly request overtime, and this will be recorded appropriately on the time record. Overtime will be compensated by equal time off. Arrangement for compensatory time off will be made by the supervisor at the convenience of both the employee and supervisor.

5.4.3. Add: Except in extenuating circumstances, the dinner allowance will be limited to $2.00.

5.5.1 Change to:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 6 months</td>
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<tr>
<td>6 months - 1 year</td>
<td>5</td>
</tr>
<tr>
<td>1 year - 10 years</td>
<td>10</td>
</tr>
<tr>
<td>10 years - 25 years</td>
<td>15</td>
</tr>
<tr>
<td>over 25 years</td>
<td>1 month</td>
</tr>
</tbody>
</table>

Add to next to last paragraph... and will be limited to not more than one year’s accrual.

5.5.2 Change to the following:

Holidays

The Junior College District allows ten (10) holidays a year. The offices will be closed and employees will be off (with exception of certain maintenance personnel) on January 1st, February 22nd, Good Friday, May 30th, July 4th, Labor Day, Thanksgiving, and Christmas.

Employees may also have two of the three following days as holidays by arrangement with their supervisors in such manner as to allow one-third of the work force to be available to staff the offices, which will remain open for business. These holidays would be: The Friday following Thanksgiving, December 24th, and December 31st.

Whenever any of these holidays fall on a Sunday and State authorities transfer its observance to the following Monday, then Monday will be considered a day off. Whenever a holiday falls on a Saturday, no additional day will be given.
5.5.7 Change to:
Maternity Leave of Absence shall be for a period of not more than 12 months nor
less than six months.

5.5.12 Absence for July Duty. Mr. McCalpin will write suggested procedure

5.5.13 - Delete

5.6.1 Add in first line after will.....normally.

5.6.2 Change to:
Acceptance of Gifts

No member of the J. C. D. Staff shall accept a gift of substantial value ($5.00
or more) from a student or students enrolled in the College. No member of
the J. C. D. staff shall accept a gift of substantial value ($5.00 or more) from
any person having business relations with the College.