A regular meeting of the Board of Trustees of the Junior College District of St. Louis – St. Louis County, Missouri, was held on Monday, June 22, 1964, at the Central Office of the District at 4386 Lindell Blvd., St. Louis, Missouri.

1. GENERAL FUNCTIONS

1.2 Roll Call

The Board President, Mrs. Joseph C. Bastian, called the meeting to order at 8:30 p.m.

The following members of the Board were present:

Mrs. Joseph C. Bastian

Messrs. Lester C. Geil

Guy S. Ruffin

F. William McCalpin

Gerald V. Williamson

Board Member Glaser was unable to attend this Board meeting.

Also present were Dr. Joseph P. Cosand, President; Dr. John E. Tirrell, Vice President; Dr. William Graham, Campus Director; and Mrs. Mary Jane Calais, Chief Accountant – All of the Junior College staff.

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

Board President called for a reading of the Minutes of the regular meeting of June 8, 1964. They were read and discussed.

Whereupon, on motion by Mr. Geil, 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 June 8, 1964 were approved as read.

1.5 Welcome to Guests

Board President Bastian introduced Mr. William Doerner – a reporter for the St. Louis Globe Democrat – to the Board Members.

1.6 Communications

1.6.1 The Board Secretary, Mrs. Dolores G. Tygard, read a letter from Mr. James D. McBride of Kansas City. Mr. McBride, writing to Dr. Tirrell, commented upon a visit he had made to the St. Louis Junior College District. He stated that he was impressed by the smoothness with which the operation seemed to be functioning, and during the next month or two, the Board of Trustees in Kansas City would be occupied in setting up the procedures to transfer the present Junior College from the Board of Education to the Board of Trustees. Mr. McBride added that there were numerous “house keeping” details that needed to be completed, as well as deciding major policies for the future. He added that as soon as these tasks were finished, he would enjoy meeting Dr. Tirrell and Dr. Cosand. He said that there were many areas where their Board could profit by the St. Louis Junior College District’s experience, and they appreciated the offer of assistance. He had sent the President of the Board, Mr. Selden Catlin, a copy of Dr. Tirrell’s letter, and he would consult with him as to the details involved in such a meeting in the future.
2. PERSONNEL

2.1 Certificated Personnel – Administrative Staff

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

Dr. Lawrence C. Davenport – Associate Dean – Technical Education –

Step 5 – Effective 7/6/64

A general discussion followed with respect to his academic background and general qualifications. Whereupon, on motion by Mr. Ruffin, seconded by Mr. Williamson, 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 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 full-time certificated personnel, which said contract is to be filed with the records of the District.

2.2 Certificated Personnel – Teaching Staff

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

Grace D. Tripp – Asst. Prof. – English – II-4 – Effective 8/24/64

Raymond L. Hauver – Counselor – City – II-2 – Effective 8/24/64

Hank Mellone – Instructor – Business Administration – I-4 – Effective 8/24/64

Martin P. Gallagher – Instructor – Psychology – I-4 – Effective 8/24/64

Mrs. Arlene Waterman – Asst. Prof. – Business Education – II-2 – Effective 8/24/64

6/22/64
Wallace R. Midgett – Asst. Prof – English – II-1 – Effective 8/24/64

Mary M. Wehling – Instructor – English – I-4 – Effective 8/24/64

Martin P. Wehling – Asst. Prof. – Business Administration – II-2 – Effective. 8/24/64

A general discussion followed with respect to their academic background and qualifications. Whereupon, on motion by Mr. Williamson, seconded by Mr. Geil, 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, which 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 – Released Time

The President of the College, Dr. Cosand, recommended that the following certificated personnel be granted released time for the Summer Session of 1964:

R. J. Gillespie – Biology – 6 hours @ $135/cr. hr. – Effective 6/29/64

A general discussion followed. Whereupon on motion by Mr. Williamson, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the foregoing certificated personnel of the Junior College District of St. Louis – St. Louis County, Missouri, be granted released time with pay for assignments in curriculum – course content – and teaching procedure development during the Summer Session of 1964.

FURTHER RESOLVED, That these credit hours be considered in addition to the credit hours assigned to the above-mentioned certificated personnel for the summer Session of 1964.

6/22/64
2.4 **Certificated Personnel – Summer Session 1964**

The President of the College, Dr. Cosand, recommended the employment of the following certificated personnel for the 1964 Summer Session:

Thomas R. Drury – Audio Visual – 8 hours - @$170/cr. hr. – Eff. 6/29/64

Remove:

Lillian Chaney – 3 hours @$170/cr. hr. – on May 25,

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

RESOLVED, That the certificated personnel recommended for employment for the 1964 Summer Session, 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, for the Summer Session of 1964, which said contract is to be filed with the records of the District.

2.5 **Classified Personnel**

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

George C. Cochran – Administrative Intern – Range 9 Step A - Effective 6/22/64

Norman P. McCracken – Admissions Assistant at the Florissant Valley Community College Campus – Range 14 Step A – Effective 6/29/64

Bobby Herane – Custodian at Meramec Campus – Range 9 Step A – Eff. 6/29/64

Whereupon on motion by Mr. Ruffin, seconded by Mr. Williamson, and upon 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.


The President of the College, Dr. Cosand, recommended that the Board of Trustees approve the recommended changes in the Policies and Procedures Manual as lodged at the May 11, 1964 Board meeting, and in accordance with Section 1.8 of the Policies and Procedures Manual.

A general discussion followed. Whereupon, on motion by Mr. McCalpin, seconded by Mr. Geil, and with the unanimous vote of all Board members who were present, the following resolutions were adopted, changing the Policies and Procedures Manual as noted herein, said changes having been previously lodged with the Board at its Regular meeting of May 11, 1964.

RESOLVED, That Section 1.3.4 of the Policies and Procedures Manual be and hereby is amended by deleting that sentence contained between lines 7 – 12, and substituting in lieu thereof the following sentence:

“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.”

FURTHER RESOLVED, Pursuant to the amendment lodged with the Board – Section 1.8.3 be deleted and that there shall be substituted in lieu thereof the following:

“Any policy or procedure not required by law, may be suspended by the unanimous vote of all members of the Board present, but such suspension shall only be in effect during the meeting at which such suspension was voted.”

2.7 Policies and Procedures Manual
It was also recommended by the President of the College, Dr. Cosand, that the Board approve the other Policy and Procedure changes submitted for approval on May 25, 1964, but not dealing with the Rules of the Government of the Board of Trustees of the Junior College District.

Whereupon, on motion by Mr. McCalpin, seconded by Mr. Williamson, and upon the aye vote of all members of the Board who were present, the changes in the Policies and Procedures Manual heretofore submitted to the Board on May 25, 1964, and not dealing with the Rules of the Government of the Board of Trustees, were approved in the form attached to these Minutes, and by reference incorporated herein.

3. CURRICULUM AND INSTRUCTION

3.1 Audio-Tutorial Teaching

The President of the College, Dr. Cosand, reported that three members of the Biology Faculty visited Purdue University during the previous month. Later Professor Samuel Postlethwait from Purdue visited with a number of our staff members here in St. Louis. Professor Postlethwait had developed an audio-tutorial system of teaching Botany. This has been most successful over the past three years, and Dr. Cosand stated that the administrators had decided to try it on a small basis at the Meramec Campus this Fall. Mr. Gillespie will be in charge of the program with Mr. Greer and Mr. Barnum working very closely in the development of materials.

3.2 Open Laboratories for Chemistry – Meramec Community College

The President of the College reported that Associate Dean of Instruction, Walter Hunter, had joined the Meramec Campus. Mr. Hunter had been associated with the Chemical Bond Approach group during the past four years. This group had
revolutionized the teaching of Chemistry. Dean Hunter has been working with Dr. Heider and Miss Kraemer in the development of “Open laboratories” for Chemistry at Meramec this Fall.

Dr. Cosand further reported that the laboratory sessions would be periods for problem solving and the students would have the opportunity to visit the laboratory as long as they meet any time during an eight-hour day, five-day week period. He added that this would make more efficient use of laboratory space, and more importantly, present a better educational program for the students.

3.3 **Dental Assistants Course**

Dr. Cosand reported that Miss Marion Algarda had joined the staff on June 15th, and was busy working with various members of the staff in (1) planning the physical facilities for the Dental Assistant program; (2) ordering equipment and supplies; (3) developing detailed course outlines; and (4) working on a brochure for public distribution. He added that it was planned that 15 to 20 students would enrolled in the first program in September 1964 at the Meramec campus.

3.4 **Retailing Program**

The President of the College, Dr. Cosand, reported that the Advisory Committee on the Retailing program had met during the previous week with Mrs. Josephone Anthoney. Final plans were being drawn to initiate the program in September. It was planned that 20 to 30 students would form the initial class, and during the two-year period have a planned series of educational experiences in various retail establishments in the St. Louis area.

4. **COLLEGE FACILITIES**

6/22/64
4.1 **Construction at Florissant Valley Community College site**

The President of the College reported that construction at the Florissant Valley site was proceeding on schedule. The contractor had lost only one day of work because of weather. The first two buildings had been raised at the site, and at this time it was apparent that classes could be held in the new buildings starting August 31, 1964.

4.2 **New Buildings at Meramec Community College**

The President of the College reported that the two new buildings on the Meramec Community College site had been raised. Dr. Cosand added that weather should not interfere with the completion of these buildings by the early part of August.

4.3 **Remodeling of former Edmonds Restaurant**

The President of the College reported that work was almost complete at the former Edmonds Restaurant. The staff of the City Campus was planning an Open House for June 29th in order to show these facilities to various interested people in the community.

4.4 **Special Meeting for each of the three Architects**

The President of the College stated that the Board would be asked to establish a special meeting for each of the architects prior to the July 9th meeting when the proposed Master Plans would be made public. These should be scheduled during the first week in July, and it was planned that each architect would have a sufficient amount of time to discuss the philosophy and design of the Master Plan. It was mutually agreed that the meetings be held on June 29, July 1, and July 3 at 4:00 p.m.
5. BUSINESS AND FINANCE

5.1 Treasurer’s Report

The Board President, Mrs. Bastian, called upon Mrs. Mary Jane Calais, representing the Treasurer of the College, Mr. Hobson. Mrs. Calais presented the Treasurer’s Report for the period from May 1 to May 31, 1964.

A general discussion followed. Whereupon, it was moved by Mr. Ruffin, seconded by Mr. Williamson, that the Treasurer’s Report be approved as submitted and be attached as an addendum to these Minutes. Upon the aye vote of all members of the Board who were present, the motion was approved unanimously.

5.2 Approval of Budget Transfers

The President of the College requested the approval of the budget transfers as listed on the Requested Appropriation Budget Transfer 1963-64 attached as an addendum to these Minutes.

A general discussion followed. Whereupon, on motion by Mr. McCalpin, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the requested appropriation budget transfer for the period 1963-64, as listed herein above, be approved by the Board of Trustees of the Junior College District of St. Louis – St. Louis County, Missouri.

5.3 Ratification of lease between Gutman’s 7508 Forsyth Building Company and the Junior College District

The President of the College requested the ratification of the lease between Gutman’s 7508 Forsyth Building Company and the Junior College District for the rental of office space.
A general discussion followed concerning general terms and conditions of this lease.

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

RESOLVED, That a lease agreement by and between the Junior College district and Gutman’s 7508 Forsyth Building Company, for the lease of the premises at 7508 Forsyth, be and hereby is ratified and approved on the terms and conditions and for the rentals specified in the lease agreement attached to these Minutes, and by reference incorporated herein.

FURTHER RESOLVED, That the execution of said lease by the President of the Board of Trustees be and is hereby ratified and approved.

5.4 Agreement between the Arena Corporation and the Junior College District

The President of the College requested the approval of the agreement between the Arena Corporation and the Junior College District for the operation of the Forest Park Highlands Swimming Pool for the 1964 season.

President Cosand noted that there had been some modifications of the lease agreements entered into with the St. Louis Arena Corporation for the operation of the pool. These changes were presented to the Board and discussed by it.

Whereupon, on motion by Mr. Geil, seconded by Mr. McCalpin, it was

RESOLVED, That the lease agreement by and between the St. Louis Arena Corporation and the District for the operation of the Forest Park Highlands Swimming Pool be and hereby is amended in accordance with the lease agreement attached to these Minutes, and expressly made a part thereof.

Upon the vote, those members voting for the resolution were: Board Member Bastian, Board Member Glaser, Board Member Geil, and Board Member McCalpin. Board Member Ruffin abstained from voting.
5.5 Ratification of Investments

The President of the College requested ratification of the investments made by the Treasurer of the College between the period June 8 – June 22.

On June 11, $100,000 in U.S. Treasury Bills were purchased to mature on June 25, 1964 on a 3.00 basis for a total cost of $99,891.67. Purchase was made from the First National Bank of St. Louis.

On June 18th $450,000 of the $500,000 that matured on that date was reinvested. $50,000 was retained for operating funds. U.S. Treasury Bills were purchased from the Mercantile Trust Company as follows:

- $50,000 to mature July 16th at 3.44, costing $49,866.22
- $400,000 to mature July 30th, at 3.43, costing $398,399.33

A general discussion followed. Whereupon, on motion by Mr. McCalpin, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the foregoing investments by the Treasurer of the Junior College District of St. Louis – St. Louis County, Missouri – be ratified, approved, and adopted by the Board of Trustees.

5.6 Warrant – Check Register

Mrs. Mary Jane Calais, Chief Accountant of the Junior College District, presented the Warrant – Check Register for the month of May, 1964. The expenditures for this period were listed in the Warrant – Check Register, listed as an addendum to these Minutes. A general discussion followed.
Whereupon, on motion by Mr. McCalpin, seconded by Mr. Williamson, and passed with the aye vote of all Board members 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 May, 1964.

5.7 Acceptance of Bid and Approval of Purchase of Library Furniture

The President requested the acceptance of the bid and approval of purchase of library furniture from the Remington Rand Division for $10,240.94. Dr. Cosand added that this additional furniture and shelving was to equip the library in the new temporary building at Florissant Valley Community College, and to be used as additions to the Meramec Community College Campus. The requirements would be as follows:

**Florissant Valley Community College**

- 9 – Library Reading Tables
- 1 – Reference Table
- 48 – Chairs
- 1 – Charging Desk
- 1 – Planter Divider
- 147 – Lineal Feet – Bookstack Shelving

**Meramec Community College**

- 84 – Lineal Feet – Bookstack Shelving

It was further determined that it would be necessary to use similar type shelving units in order to entermember with shelving units presently in use. It was also determined that the present type furniture in use on the campus had proved to be durable, serviceable, and practical. For the above reasons, it was recommended that new equipment be purchased from Remington Rand Division to match the present furniture and shelving. Cost of the equipment would be $3,596.74 for furniture and $6,644.20 ($2, 188.20 for Meramec Campus) for shelving. Total expenditure to be $10,240.94.
A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the Junior College District of St. Louis – St. Louis County, Missouri, accept the bid and approve the purchase of library furniture from the Remington Rand Division for $10,240.94.

FURTHER RESOLVED, That this library furniture be used in the new temporary building at the Florissant Valley Community College and as an addition to the Meramec Community College Campus.

5.8 Acceptance of Bid for Purchase of Eight Selectric Typewriters from IBM Company

The President of the College recommended the purchase of eight Selectric typewriters from the International Business Machines Corporation for a cost of $2,520.00. Dr. Cosand stated that an analysis of typewriter requirements for instructional usage at the Florissant Valley Community College Campus had revealed that 13 Electric and 13 Manual typewriters would be required. The department of Instruction had maintained a policy of using “element” typewriters for electric typewriter instruction. IBM’s Selectric Typewriter is the only type available.

Eight Selectric typewriters would have to be purchased. It was therefore recommended that these typewriters be purchased from the IBM Company at a total cost of $2,520.00.

A general discussion followed. Whereupon on motion by Mr. Geil, seconded by Mr. Ruffin, and upon the aye vote of all members of the Board who were present, it was
RESOLVED, That the Junior College District of St. Louis – St. Louis County, Missouri – accept the bid and approve the purchase of eight Selectric Typewriters from the International Business Machines Corporation for the cost of $2,520.00.

5.9 Approval of lease Agreement between Grand Park Appliance Company and the Junior College District.

The President of the College recommended the approval of the lease agreement between the Grand Park Appliance Company and the Junior College District for the rental of one air conditioning unit for the City Campus.

A general discussion followed involving all Board members regarding the approval of a leasing agreement. A question was raised concerning the discrepancy in price between this proposal and the one with A & B Radio & Television Company. Whereupon, on motion by Mr. Williamson, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present – subject to investigation – it was

RESOLVED, That the Board of Trustees of the Junior College District of St. Louis – St. Louis County, Missouri, approve the lease agreement between the Grand Park Appliance Company and the Junior College District for the rental of one air conditioning unit for the City Campus.

FURTHER RESOLVED, That this leasing agreement be approved with the provision that the Vice President of the College, Mr. Hobson, check into the advisability of purchasing an air conditioning unit rather than leasing said unit.

5.10 Lease Agreement between A & B Radio & Television Company

The President of the College recommended the approval of a lease agreement between the A & B Radio & Television Company and the Junior College District for the rental of four air conditioning units for the Florissant Valley temporary offices at McCluer High School.

A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present, it was

6/22/64
RESOLVED, That the Board of Trustees of the Junior College District of St. Louis – St. Louis County, Missouri, approve the lease agreement between the A & B Radio & Television Company and the Junior College District for the rental of four air conditioning units, in the form attached to these Minutes.

FURTHER RESOLVED, That the air conditioning units be used for the Florissant Valley Community College temporary offices at McCluer High School, and that a check be made to see whether or not the same kind of agreement can be worked out for such air conditioning units as is contemplated for the City Campus.

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

5.11 Purchase of 681 Tablet Arm Chairs

The President of the College recommended the acceptance of the quotation and the placing of an order for the purchase of 681 tablet arm chairs for the Florissant Valley Community College campus.

A general discussion followed.

Dr. Cosand reported that it was necessary to place an order for the tablet arm chairs needed to outfit the temporary buildings at Florissant. The estimated placed the amount of the order under the $10,000 limit for public bid, so quotations and samples were received from seven companies on ten chair models. After careful analysis by the Purchasing Department and staff from the Florissant Campus, the recommendation of the staff was that the selection be narrowed down to two – Brunswick and Heywood-Wakefield. The President stated that the District had previously purchased Heywood-Wakefield chairs for the Meramec Campus.

The unit cost of the Heywood-Wakefield chair was $14.75 and for the Brunswick it was $13.95. The total delivered price for the 681 chairs is Heywood-Wakefield - $10,044.75; and Brunswick - $9,499.95.
A general discussion followed. Whereupon, on motion by Mr. Geil, seconded by Mr. McCalpin, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the Junior College District of St. Louis – St. Louis County, Missouri, accept the bid and place an order with the Brunswick Company, and that the President of the Board be authorized to award this order in accordance with the bid specifications.

5.12 Agreement Between C. W. Spann Company and the JCD

The President of the College recommended the approval of an agreement between C. W. Spann Company and the Junior College District for contractual custodial services at the City Campus temporary office space.

Dr. Cosand added that this would be bidding on general cleaning and house-keeping services at the temporary office building. The results of the bid were as follows:

<table>
<thead>
<tr>
<th>Service Organization</th>
<th>Monthly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. W. Spann</td>
<td>$ 235.00</td>
</tr>
<tr>
<td>Complete Cleaning Co.</td>
<td>281.67</td>
</tr>
<tr>
<td>Floor Maintenance Co.</td>
<td>323.50</td>
</tr>
<tr>
<td>Hudson Chemical Co.</td>
<td>307.40</td>
</tr>
</tbody>
</table>

A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Geil, and upon the aye vote of all members of the Board who were present, it was

RESOLVED, That the Junior College District of St. Louis – St. Louis County, Missouri, accept the bid and award the order for contractual custodial services at the City Campus temporary office space to C. W. Spann Company at a monthly rate of $235.00 in the contractual form attached to these Minutes.

FURTHER RESOLVED, That the President of the Board of Trustees be and hereby is authorized and directed to execute said contract on behalf of the District.
5.13 **Air condition the Library and Administrative offices at Meramec Community College**

The President of the College reported that requests for quotation had been sent to five suppliers requesting bids on four air conditioning units and related accessories, required for air conditioning the library and administrative offices at the Meramec Community College. Bids were requested based upon specifications as engineered by William Tao and Associates.

The results of the bids were as follows:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>MODEL</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lennox Industries, Inc.</td>
<td>Lennox</td>
<td>$ 4,080.00</td>
</tr>
<tr>
<td>Marco Sales, Inc.</td>
<td>Carrier</td>
<td>4,090.00</td>
</tr>
<tr>
<td>Climate Engineering Co.</td>
<td>Carrier</td>
<td>4,192.00</td>
</tr>
<tr>
<td>Aire-Pack Company</td>
<td>Carrier</td>
<td>4,225.00</td>
</tr>
<tr>
<td>Aire-Pack Company</td>
<td>Lennox</td>
<td>4,562.00</td>
</tr>
<tr>
<td>Wheelox Engineering Co.</td>
<td>Lennox</td>
<td>4,588.00</td>
</tr>
</tbody>
</table>

It was recommended that the Junior College District purchase Lennox Air Conditioning Units from Lennox Industries, Inc. for a total expenditure of $4,080.00. Units to be installed at the Meramec Community College.

A general discussion followed. Whereupon, on motion by Mr. McCalpin, seconded by Mr. Williamson, and upon the aye vote of all member 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 accept the bid and award an order to Lennox Industries, Inc. for air conditioning the library and administrative offices at Meramec Community College, for a total cost of $4,080.00, and that the President of the Board be authorized to award the order in accordance with the bid specifications.
6. **STUDENT PERSONNEL SERVICES**

6.1 The President of the College reported that the Central Records Office was sending to each high school in the City and County the grades of former students attending the Junior College District. In addition a breakdown of grades by course was being sent. Dr. Cosand added that while the numbers at this time were small from each high school, some trends should be observed.

6.2 The President of the College reported that each campus of the District was counseling from 30 – 50 students a day on their academic program for the fall session. It was planned that each student who had completed his application would have such a personal interview before actual registration.

6.3 The President of the College reported that the Missouri Restaurant Association was having a picnic on this evening and the proceeds would go into Hotel, Motel, and Restaurant Operations Foundation which was being inaugurated for the Junior College District program.

9. **ADJOURNMENT**

Board President Bastian 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. Mr. Geil seconded the motion, and it was unanimously approved at 10:25 p.m.

Respectfully submitted,

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

6/22/64
Changes in the Policies and Procedures, in accordance with 2.7 of the Minutes

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

2.3.1 – 2 Add to the statement – objectively.

2.7.4 Change twelve to ten

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.

2.16.2 – Change to the following:

Financial Aid – Loan Basis

It is emphasized that this is normally the plan to which the College District will give its chief interest and promotion, and which it encourages prospective donors to consider. Students requesting this aid may receive loans for part or all of the maintenance fee or tuition and when deemed justifiable for additional sums to cover a portion of other college and personal expenses. The additional loan shall not exceed student’s maintenance fee or tuition.

Such students will be in two classes:

1. Maintenance Fees – Loan Basis – Private Loan Funds

Such funds as are available will be assigned first to cover maintenance fees or tuition for those students of scholarship potential and achievement according to standards set by a Faculty Board Committee of the College District. Such loans will be unsecured, but are to be repaid to the Loan Fund during the student’s attendance at the College, and prior to his receipt of any diploma, degree, or certificate. Any student receiving a loan will be required to sign a note acknowledging his responsibility for repayment of the loan in accordance with District policy. Donors who so desire may limit their contributions to this particular class of loans.

6/22/64
2. **Personal Expenses – Loan Basis**

To the extent that loan funds are available in addition to those required under 2.16.2-1 loans may be made to deserving students to cover a portion of other college expenses, e.g., books and personal expenses of attending college. Acknowledgment and repayment of the loan will be as provided in 2.16.2-1.

2.16.2 cont.

3. **N.D.E.A. Loan Fund**

The Junior College District participates in the Government supported National Defense Education Act Loan Fund. Loans will be granted in accordance with policies established for granting and administering sold loans.

2.17.1 Change will to **may**

2.17.2 Change will to **may**

2.18.4 Additional degrees to be granted will include the Associate in Engineering Technology and the Associate in Technology. Specific hours required will be developed.

4.4 Change **“Be responsible to the Campus Director”** to **“Be Responsible to the Dean of Student Personnel Services”**.

4.20.1 Change to the following:

Members of the teaching staff are recommended by the President and appointed by the Board of Trustees. Unless otherwise provided by specific action of the Board, members of the teaching staff shall be appointed for terms of one year during each of the first three years of employment. Commencing with the fourth year of employment, contracts shall be for five year periods subject to renewal at the end of five years. After teachers have reached the age of 65, contracts shall again be for one year periods. All contracts shall be effective as defined in the contract.

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 Following is to be added:

6/22/64
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 Add as new section:

**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 Add as new section:

**Holidays**

The Junior College District allows eight (8) 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.

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.

6/22/64
5.3.5  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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>0 – 6 months</td>
<td>0 days</td>
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<tr>
<td>6 months – 1 year</td>
<td>5 days</td>
</tr>
<tr>
<td>1 year – 10 years</td>
<td>10 days</td>
</tr>
<tr>
<td>10 years – 25 years</td>
<td>15 days</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.

5.5.5  Delete “an opportunity of a superior nature” and replace with …… such other justifiable reason as may be approved by the President.
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.

5.5.13 - Delete

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

5.6.2 Change to: Acceptance of Gifts

No members 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.