MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
THE JUNIOR COLLEGE DISTRICT OF
ST. LOUIS - ST. LOUIS COUNTY, MISSOURI
MONDAY, AUGUST 24, 1964 - 8:00 P.M.

A regular meeting of the Board of Trustees of the Junior College District of
St. Louis - St. Louis County, Missouri, was held on Monday, August 24, 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, Mrs. Joseph C. Bastian, called the meeting to order at
8:00 p.m. The following members of the Board were present:

Mrs. Joseph C. Bastian
Messrs. Lester C. Geil
Morris Glaser
F. Wm. McCalpin
Gerald V. Williamson

Board Member Guy S. Ruffin was unable to be present at this meeting of the
Board of Trustees.

Also present were Dr. Joseph P. Cosand, President; Dr. John E. Tirrell, Vice
President; Mr. James W. Hobson, Vice President; Dr. Glynn E. Clark, Campus
Director; Dr. Douglas F. Libby, Jr., Campus Director; and Dr. R. William Graham,
Campus Director -- 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.

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1.3 Minutes

Board President Bastian called for a reading of the Minutes of the Regular Meeting of August 10, 1964. They were read and discussed.

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, the Minutes of the Regular Meeting of August 10, 1964, were approved as read.

1.4 Welcome to Guests

Board President Bastian introduced Mr. Peter Donhowe - a reporter from the St. Louis Post Dispatch; and Mr. George Monaghan - 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 which had been received from Mr. R. L. Harmon, General Manager of the McDonnell Automation Center. Mr. Harmon thanked the District for allowing McDonnell Automation Center to participate in the Airborne Tour of Community College Planning. He told the Board that they were pleased to be part of the affair, and they were appreciative of the fact that publicity included references to the Automation Center.

1.6.2 Mrs. Tygard also read a letter from Mr. John Forbes, Executive Director of the Higher Education Coordinating Council of Metropolitan St. Louis. He acknowledged receipt of the Junior College District's annual membership fee, and stated that the Council looked forward to continued good growth and progress, which would advance the cause of educational cooperation in the metropolitan St. Louis area.
1.6.3 The Secretary read a letter, too, from Dr. Ben Morton, Executive Director of the Missouri Commission on Higher Education, with regard to the forthcoming meeting in St. Louis. The Higher Education Coordinating Council and the Missouri Commission on Higher Education planned to meet in the St. Louis area on Monday, September 14. Dr. Morton asked the President of the Junior College District, Dr. Casand, to deliver a forty-five minute formal presentation at the joint meeting.

1.6.4 Dr. Cosand read a portion of a report, written by Dr. Bruce Carter, President of the Northeastern Oklahoma A & M College. Dr. Carter had been a member of the airborne college tour. He had written a comprehensive report, covering all stops on the tour. Of St. Louis - he mentioned particularly the simultaneous planning of three college campuses - the air of creativity which was strongly felt - and at one point he referred to the St. Louis and St. Louis County area as a "sleeping giant". He said it had (like many other urban areas in the United States) been slow to awaken to its needs in higher education. However - once awakened the "sleeping giant" had moved forward with rapid and progressive strides.

2. PERSONNEL

2.1 Certificated Personnel - Teaching Staff

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

Don Lowe - Asst. Prof. - English - 11-2 - Effective 8/24/64
New Contract;
Jack M. Tyler - Librarian - FVCC - 1-2 - Effective 8/24/64
From l-1 (2/24/64 agenda)

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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, with each of the above full-time certificated personnel, which said contract is to be filed with the records of the District.

2.2 Certificated Personnel - Resignations

The President of the College, Dr. Cosand, recommended the acceptance of the following resignations:

Walter M. May (on May 25 agenda)

Bernard Weiss - 3 hrs. @ $170/hr. (omitted from July 13 Minutes)

Betty Jo Spry - 4.5 hrs. @ $135/hr. (Asst. Libr.) (On May 25 agenda)

A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Glaser, and with the unanimous aye vote of all members of the Board who were present, the resignations of the above-mentioned personnel were accepted and their contracts ordered cancelled.

2.3 Classified Personnel

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

Claire Kearney - Resident Chaplron - Meramec Community College Campus
Range 7 Step A - Effective 8/25/64

8/24/64
Susie Thompson - Assistant Librarian - Forest Park Community College
Campus - Range 15 Step A - Effective 8/19/64

Julian J. Fairless - Craftsman - Florissant Valley Community College Campus
Range 13 Step A - Effective 9/1/64

Ruth Aubuchon - Matron - Florissant Valley Community College Campus
Range 1 Step A - Effective 9/1/64

Claude E. Dixon - Custodian - Florissant Valley Community College Campus -
change from Range 7 Step A (as listed on Agenda for August 10, 1964)
to Range 9 Step A - Effective 8/12/64

James H. Wiggins - Custodian - Florissant Valley Community College Campus -
change from Range 9 Step A (as listed on Agenda for August 10, 1964)
- to Range 7 Step A - Effective 8/11/64 (32 hours per week @ $1.74
per hr.)

L. B. Buffkins - Custodian - Meramec Community College Campus
Range 9 Step A - Effective 8/25/64

Mabel Wenneker - Bookstore Clerk - Meramec Community College Campus
Range 6 Step A - Effective 8/25/64

A general discussion followed involving all Board members who were present.
Whereupon, on motion by Mr. Glaser, seconded by Mr. Williamson, 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 Transfer of Dr. Richard C. Richardson, Jr.

The President of the College, Dr. Cosand, recommended that Dr. Richard C.
Richardson, Jr., who had been serving as Dean of Student Personnel Services on the
Meramec Community College Campus, be transferred to the Forest Park Community College
Campus to serve as Dean of Instruction. Dr. Cosand told the Board that Dr. Richardson had helped to establish a solid Student Personnel program at the Meramec Campus, and Dr. Clark felt the current staff could maintain and expand this excellent program.

He added that Dr. Richardson has been interested in working in the Instructional area, and after a careful review of all candidates, the staff concluded that Dr. Richardson could make the greatest contribution to the District in the position of Dean of Instruction on the Forest Park Campus.

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

Mr. Williamson commented upon the fact that the situation showed a fine sense of rapport between the two schools.

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 Dr. Richard C. Richardson, Jr., who had been serving as Dean of Student Personnel Services at Meramec Community College, be transferred to the Forest Park Community College campus, to serve as Dean of Instruction, effective immediately.

3.2 Enrollments

The President of the College stated that unless enrollments vary from the current estimates of the administrative staff it was his feeling that the names appearing on the Board agenda for this meeting would be the last full-time people recommended for the coming academic year. He added that there would undoubtedly be some part-time people recommended as a result of last-minute registrations.
4. COLLEGE FACILITIES

4.1 Report on Construction

The Vice President of the College, Mr. Hobson, reported on the status of construction of temporary buildings. Mr. Hobson stated that the two new buildings at the Meramec Campus were almost complete, and the students were already enjoying the use of the patio adjacent to the new cafeteria. He added that classes would be on schedule at the Florissant Valley Campus, starting August 31, 1964. The faculty had been moved out of McCluer High School on August 15th, and they were actually working in the new buildings.

Mr. Hobson stated that within the next day or two installation of the Dialog Learning Laboratory would begin in the Instructional Resources Building - the library was now being moved — and that the Florissant Valley Community College at the present time was a beehive of activity.

Mr. Hobson added that he felt all buildings would be completed for the opening of classes, except for the Student Center. He added that the sodding would be done during the month of September — and he again complimented the Tarlton Construction Company for their tremendous cooperation.

Dr. R. William Graham, Campus Director of the Forest Park Community College reported to the Board on the remodeling which had been done at Edmonds Restaurant. The new sign was in place on Gravois identifying the administrative offices of the College.

Dr. Glynn E. Clark reported to the Board on the situation at Meramec Community College. He stated that they have no problems. The faculty is happy and they are very pleased with the air conditioning which was installed.

8/24/64
5. BUSINESS AND FINANCE

5.1 Agreement Between Union Electric Company and the Junior College District

The President of the College requested the approval of an Agreement between the Union Electric Company and the Junior College District for parking lot lights at the Florissant Valley Community College campus. Mr. Hobson added that this Dusk to Dawn lighting contract would be for sixteen light fixtures on eleven poles, at a monthly charge of $132.60. The Agreement would be in effect for a period of one year. $132.60 includes the installation of the equipment, the maintenance, including the replacement of lamps and the cost of electricity.

A general discussion followed involving all members of the Board who were present. Whereupon, on motion by Mr. Geil, seconded by Mr. Glaser, and upon the aye vote of the following members of the Board: Mrs. Joseph C. Bastian, Mr. Morris Glaser, Mr. F. Wm. McCalpin, and Mr. Lester C. Geil (Mr. Gerald V. Williamson abstained from voting), it was

RESOLVED, That the Junior College District enter into an Agreement with the Union Electric Company of St. Louis, Missouri, for the purpose of providing parking lot lights at the Florissant Valley Community College campus; said Agreement to be in the form attached hereto, and by reference incorporated herein.

FURTHER RESOLVED, That the President of the Board of Trustees be and is hereby authorized and directed to execute said Agreement in the form attached to these Minutes to be attested to by the Secretary and affixed with the official seal of the District.

5.2 Acceptance of Bids and Approval of Purchase

5.2 - a Purchase and Installation of 684 parking lot bumper curbs

The President of the College, Dr. Cosand, recommended the purchase and
Installation of 684 parking lot bumper curbs for the Florissant Valley Community College campus. The specifications were that the parking lot bumpers would be 9" at the base, 6" high, 7' long precast concrete. They would have a minimum of two 1/2" reinforcement bars, each to include two 1/2" x 12" steel pegs for anchoring. The top corners were to be beveled.

Bids had been supplied from the following firms:

- Bennett Supply Company $3,668.80
- Gateway Concrete, Inc.; 4,001.40
- Concrete Products Manufacturing Company 4,069.80
- Lemay Concrete Block Company No Bid

It was recommended that the order be awarded to the Bennett Supply Company at a total expenditure of $3,668.80.

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

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 684 parking lot bumper curbs for the Florissant Valley Community College campus from the Bennett Supply Company for a total expenditure of $3,668.80.

5.2. - b Chemistry Supply Items - Meramec Community College

The President of the College, Dr. Cosand, recommended the purchase of 73 Chemistry Supply items, for instructional purposes, at the Meramec Community College campus. Requests for quotations had been sent to five suppliers for these 73 Chemistry supply items. The results of the bids were as follows:

- Matheson Scientific Company $1,720.75
- Fisher Scientific Company 1,778.00
- Central Scientific Company 2,364.00
- A.S. Aloe's Company 1,969.21
- C.W. Alban Company No Bid
It was recommended that the Junior College District award an order for these Chemistry supplies to the Matheson Scientific Company for a total expenditure of $1,720.75.

A general discussion followed involving all Board Members who were present. Whereupon, on motion by Mr. Geil, seconded by Mr. Williamson, 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 Chemistry supply items, for instructional purposes at the Meramec Community College, to the Matheson Scientific Company for a total expenditure of $1,720.75.

6. STUDENT PERSONNEL SERVICES

6.1 Testing Session

The President of the College reported that at the last testing session on August 12 the following number of students appeared at each of the three campuses:

- Florissant Valley Community College: 184
- Forest Park Community College: 300
- Meramec Community College: 90

6.2 Enrollment

The President of the College reported that from the number of students enrolled as of this date, and those still being processed, it would appear that the total enrollment would be between 4500 - 5100 students. Specifically, the ranges by campuses were as follows:

- Florissant Valley Community College: 1600 - 1800
- Forest Park Community College: 1400 - 1600
- Meramec Community College: 1500 - 1700

Range: 4500 - 5100
A general discussion followed among the members of the Board of Trustees and all three of the Campus Directors.

6.3 N.D.E.A. Loans

The President of the College recommended that the following sentence be added at the end of administrative procedures point 2.16.2 of the Policies and Procedures Manual:

"in extenuating circumstances, N.D.E.A. loans may be extended to the maximum provided under the Federal provisions, but in all cases, these would be approved by the President's Council."

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

RESOLVED, That the amendment to Section 2.16.2 of the Policies and Procedures Manual be approved as submitted.

FURTHER RESOLVED, That the President's Council make a report to the Board of Trustees of the District after a period of one year in order that the Board might thoroughly review the situation.

6.4 Counselors

The President of the College reported that the Counselors at all three campuses had done an excellent job during the past summer. He stated that this group of
professionally trained people deserved credit and acknowledgment for their efforts to date. He included them in the Board Agenda to recognize their services and to indicate to others the people who could be contacted for information and assistance in student problems.

**Florissant Valley Community College**

Frank H. Canavit
Ernest B. Gourdie
Neal E. Hartman
Frank Livingston
Leonora E. West

**Forest Park Community College**

Leonard R. Davis
Raymond L. Hauver
Louis Marion
Molly A. Orr

**Meramec Community College**

Betty E. Bates
Marie T. Bergman
Paul C. Gianini
Twymon Jones
Frank B. McMahon, Jr.
Carol Sue Multiis

**7. COMMUNITY SERVICES**

The President of the College reported on three faculty orientation sessions which had been held on this day. At 10:00 a.m. the President and the Vice President for Instruction and the Vice President for Business had appeared at Meramec Community College. At noon they had spoken to the faculty at Florissant Valley Community College. At 2:30 p.m. they had spoken to the new faculty at Forest Park Community College.
Dr. Cosand had prepared an informative fact sheet, and every member of the staff had received one. He had asked every member of the staff to read this so that he or she would be informed and would be able to discuss the Junior College District with people in the community.

8. NEW BUSINESS

No report

9. ADJOURNMENT

Board President Bastian asked if there were any further business to come before the Board. There was not, and Mr. Williamson made a motion that the meeting be adjourned at 9:45 p.m. Mr. Glaser seconded the motion, and it was unanimously approved.

Respectfully submitted,

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

8/24/64