MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
THE JUNIOR COLLEGE DISTRICT OF
ST. LOUIS - ST. LOUIS COUNTY, MISSOURI
MONDAY, NOVEMBER 23, 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, November 23, 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 8:00 p.m. All members of the Board were present:

Mrs. Joseph C. Bastian
Messrs. Lester C. Geil
Morris Glaser
William McCalpin
Guy S. Ruffin
Gerald V. Williamson

Also present were Dr. Joseph P. Cosand, President; Mr. James W. Hobson, Vice President; Dr. Glynn E. Clark, Campus Director; 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.

1.3 Minutes

Board President Bastian called for a reading of the Minutes of the Regular Meeting of November 9, 1964. They were read and discussed. Board Member Mr. William McCalpin
called the secretary's attention to page 7, Resolution regarding bill from Arrow Construction Company (5.4). The verb "submit" should be amended to read "approve." The secretary noted this change.

Whereupon, on motion by Mr. Williamson, seconded by Mr. Glaser, and with the unanimous aye vote of all members of the Board, the Minutes of the Regular Meeting of November 9, 1964, were approved as amended.

1.4 Welcome to Guests

Board President Bastian welcomed the following members of the staff of the Junior College District: Dean Robert Johnson, Counselor Paul Gianini and Counselor Twyman Jones from the Meramec Campus; and Dean Lawrence Davenport from the Forest Park Campus.

1.6 Communications

1.6.1 The secretary read a letter addressed to President Cosand from Charles C. Rabe, President of the St. Louis College of Pharmacy, in which he stated his pleasure in the College's continued relationship with the District. The following is quoted from Mr. Rabe's letter dated November 16, 1964:

"We shall be most happy to have you use our facilities for teaching nursing students during the academic year 1965-66, and we would like to say that this relationship has been working out very nicely as the result of the fine cooperation of members of your staff with our Dr. Frank Mercer."

1.6.2 Dr. Graham extended an invitation to hold the next Board Meeting at the Forest Park Community College and to be guests of the Hotel, Motel and Restaurant Operations program staff on December 14, 1964. Adequate parking space will be available in the back of 3185 Gravois Avenue -- everyone will meet in Dr. Graham's office at 6:00 p.m.

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

RESOLVED, That the Junior College District Board Meeting on December 14 will be held at the Forest Park Campus Administrative Offices at 3185 Gravois; dinner will be held in a section of the Cafeteria of Roosevelt High School.

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2. PERSONNEL

2.1 Classified Personnel

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

Larry L. Claudin - Groundsman - Florissant Valley Campus - Range 9 Step A - Effective 11/24/64

Jesse W. Pierce - Bookstore Clerk - Forest Park Campus - Range 7 Step A - Effective 11/24/64

The President recommends the reclassification of the following classified personnel:

James Wiggins - Custodian - Florissant Valley Community College - from Range 7 Step A to Range 9 Step A - Effective 11/24/64

Whereupon, by motion of Mr. Williamson, seconded by Mr. Ruffin, and upon the aye vote of all members of the Board, it was

RESOLVED, That the classified personnel listed above be employed and reclassified by the District at the salary indicated.

2.2 Certificated Personnel - Resignations

The President of the College recommends the acceptance of the following resignation:

Mrs. Elba V. Remmling - Assistant Professor FVCC - effective 12/31/64

Whereupon, by motion of Mr. McCalpin, seconded by Mr. Williamson, and upon the aye vote of all members of the Board, it was

RESOLVED, That the above listed certificated staff member's resignation be accepted.

3. CURRICULUM AND INSTRUCTION

3.1 In accordance with the philosophy of the Junior College District, lay Advisory Committee members have been meeting with members of the Junior College District administration.

Dr. Graham reported the fine participation of the members of the newly appointed Advisory Committees — Fire Protection Technology and Park and Recreation. With Dean

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Lawrence Davenport supervising, the Park and Recreation Advisory Committee met on November 10. Mr. Jim Heath, Commissioner of Recreation, City of St. Louis, was elected chairman of the committee. Mr. Lee Burton, President of the Missouri Park and Recreation Association, is chairman of the subcommittee for developing the curriculum of this Technical Education program. Mr. Jim Heath formed his committee to investigate community needs. His committee plans to meet on December 30, and a further report will be forthcoming.

Dean Davenport reported a meeting of the Fire Protection Technology Advisory Committee was held on November 9; Chief Harold Wertich was elected Chairman. A lengthy discussion followed. There are fifty-four enrollees in this course at the present time. Concerning committee membership, it was pointed out that Chief James E. Turner of the McDonnell Aircraft Corporation Fire Department is an active member of this committee. Mr. Williamson asked where the men received their actual fire fighting experience and training -- this training is received in the respective City and County Fire Departments; the Junior College District does not have the equipment to offer this type of training.

The Junior College District courses will stress the broadening of the enrollee's education, offering courses which will help the firemen in preparing written reports, etc.

Regarding the Hotel, Motel, and Restaurant Operations program, Mr. Glaser asked how often the students actually prepare meals. Twice a month. Dean Davenport stated that the course offerings included Elementary Food Preparation, Advanced Food Preparation, Purchasing, Refrigeration, Preparation, and Supervision and Serving of meals.
The Meramec Campus Technical Education programs were discussed. An expected enrollment of 40 is indicated for the Dental Assisting Program (a one-year program). Regarding the offering of a Dental Hygiene program in the future, Dr. Cosand mentioned the fact that a dental setup would be needed for each student; therefore, the program would be quite costly but the product highly employable.

Dr. Cosand also pointed out the high cost of all Technical Education programs. They are much more costly to offer than the traditional academic program.

Dean Johnson reported that the Retailing Advisory Committee has met. Indications are that there will be an enrollment of 30 to 40 students in September of '65. The advisory committee members have been quite helpful in giving the JCD staff the benefit of their experience. The students are rotated from store to store and department to department, thereby receiving broad training. The students are directly supervised by immediate employees in the various stores. Mr. Glaser questioned the committee's membership — is it too heavy with personnel people? Dean Johnson said the latest additions to the committee are the owner of the Ferguson Department store and a manager of a Woolworth's store in Kirkwood. Mr. Woodruff said a letter had been received from the Department of Labor, and distributed to the participating stores, wherein it was stated that "the training of students is all right but they neither work for nor receive compensation from the stores."

In Dr. Libby's absence, Dr. Cosand reported that each committee in Engineering Technology and other Technical Education programs at Florissant Valley will have met before the end of this session.

3.2 Mr. McCalpin pointed out an erroneous press release — Fred Diaz is not the Athletic Director for the District.

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4. PHYSICAL FACILITIES

4.1 Status of Physical Facilities

Vice President Hobson reported that there is no construction going on at the present time at Meramec; at Florissant Valley 25 items are still left on the punch list, and work is progressing on the working drawings for an addition to the Technical Building. Regarding the new Central Office location, partitions are going up, and it will be ready sometime between December 1 and December 15.

4.2 Dialog equipment

Dr. Cosand informed the Board that representatives from Chester Electronics had come to St. Louis and had visited both the Meramec and Florissant Valley campuses. They checked the Dialog equipment thoroughly, giving their recommendations for propose operation and maintenance. Dr. Clark suggested that it may be a good idea to have all of our contacts with Chester Electronics instead of with Watland.

5. BUSINESS AND FINANCE

5.1 Ratification of Investments

The President of the College requested ratification of the investments made by the Treasurer of the College for the period October 26, 1964 through November 23, 1964.

On October 28 we purchased $250,000 in U.S. Treasury Bills due November 12, 1964, from the First National Bank in St. Louis on a 3.38 basis for a total cost of $249,671.39.

On November 12 we purchased $200,000 in U.S. Treasury Bills due November 27, 1964, from Merrill, Lynch, Pierce, Fenner, Smith, Inc., on a 3.22 basis for a total cost of $199,749.56.
A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. McCalpin, and upon the aye vote of all members of the Board, 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.

5.2 Acceptance of Bid and Approval of purchase for planting of trees and evergreens

The President of the College requested acceptance of bids and approval of the purchase for planting of trees and evergreens on a portion of the grounds of the Florissant Valley Campus. It was pointed out that according to District policy, requests for bids were sent out.

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, it was

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, award a contract to the Frisella Nursery, in the amount of $4,547.40, for planting trees and evergreens on a portion of the grounds at the Florissant Valley Community College temporary campus.

5.2.1 Letter of Appreciation to the City of Ferguson

Board President Bastian expressed the deep appreciation of the District to the City of Ferguson for their gift of 136 Scotch Pine Trees and 54 White Pine Trees, which will be replanted at the Florissant Valley Campus site.

Whereupon, on motion by Mr. McCalpin, seconded by Mr. Glaser, and upon the aye vote of all members of the Board, it was

RESOLVED, That a letter of appreciation be written to Mayor John Brawley of the City of Ferguson for this handsome gift.
5.3 Contract between the JCD and Union Electric Company

The President of the College recommended the approval of a contract between the JCD and Union Electric Company for parking lot lights on an additional parking lot at the Florissant Valley Campus.

A general discussion followed. Whereupon, on motion by Mr. Geil, seconded by Mr. Ruffin, and with the aye vote of the following members of the Board: Mr. Geil (yes), Mr. Glaser (yes), Mr. McCalpin (yes), Mr. Ruffin (yes), Mrs. Bastian (yes), Mr. Williamson (abstained), it was

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, enter into an additional contract with Union Electric Company for parking lot lights on an additional parking lot at the Florissant Valley Campus, with a monthly charge of $64.40.

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

6. STUDENT PERSONNEL SERVICES

6.1 Presentation by Meramec Community College Staff

The President of the College, Dr. Cosand, referred the Board members to the representatives of the Meramec Campus for their presentation on the Study Habits Clinic held at the Meramec Community College this fall. Counselors Twyman Jones and Paul Gianini were introduced to the Board, and presented this approach to counseling to the Board.

Counselor Twyman Jones gave a comprehensive report, pointing out that the staff at Meramec is doing everything possible to help select students to fit the programs; reading

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tests are being given; they are studying the Developmental English course which they are offering; the counselors are interviewing all students in Developmental English courses - according to course load, what kind of problems they have had before in general and in particular; studies are being made on the SCAT scores, the students initial loads, how many courses they drop, reason, hours completed with a "C" grade, etc. They are also re-evaluating the pre-registration procedures in the counseling of students; and setting up study habit clinics.

Counselor Paul Gianini reported on the Study Habit Clinics which were formed during the pre-registration and orientation session to which all students had been invited. He mentioned the objectives of the clinic, number of students attending the sessions, results of the clinic - pointing out the differences between the sexes in the results.

Mr. Gianini concluded that the data were not subjected to any refined statistical analysis, and it was noted that several factors seem to appear often enough to be mentioned as being somewhat relevant to the study habits of our students. He pointed out the characteristics of the various levels of student ability.

Considerable discussion ensued between the Board members and representatives of the Meramec Campus regarding "What is good counseling? Since the Junior College District has a heterogeneous student body, it is - of course - more difficult to see counseling results. However, it was felt that if only one student is helped by our counseling program, it is well worthwhile.

Mrs. Bastian thanked the representatives from the Meramec Campus for coming and giving their presentation to the members of the Board.
7. COMMUNITY RELATIONS

Mrs. Dolores Tygard presented a brief, but comprehensive, report on current community relations projects.

9. ADJOURNMENT

Board President Bastian asked if there were any further business to come before the Board. There was not, and Mr. Williamson moved that the meeting be adjourned. Mr. Gil 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

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