A regular meeting of the Board of Trustees of the Junior College District of St. Louis -
St. Louis County, Missouri, was held on Monday, December 28, 1964, at the Central
Office of the District, 7508 Forsyth 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. Morris Glaser

Guy S. Ruffin

Gerald V. Williamson

Mr. Lester C. Geil attended an informal meeting of the Board, but couldn't stay
because of a previous commitment. Mr. F. Wm. McCalpin had asked to be excused from the
meeting. The four members present constituted the quorum.

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;
and Mrs. Dolores Tygard, Community Relations - 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 23, 1964. They were read and discussed. Board member Williamson asked that the second paragraph be deleted. The secretary noted this change.

Whereupon, on motion by Mr. Glaser, 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 November 23, 1964, were approved as amended.

Board President Bastian then called for a reading of the Minutes of the Regular meeting of December 14, 1964. They were read and discussed. It was suggested that the resolution on page 9 be amended to show that the Junior College District of St. Louis - St. Louis County, Missouri acknowledge the gift of silver and stainless steel flatware which was given to the St. Louis Foundation of the Hotel, Motel, and Restaurant Operations program. The secretary also 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 who were present, the Minutes of the Regular meeting of December 14, 1964 were approved as amended.

1.4 Welcome to Guests

Board President Bastian welcomed Mr. Taylor Pensoneau - a reporter from the St. Louis Post-Dispatch; and Mr. Dick Goldkamp - a reporter from the St. Louis Globe Democrat.

1.6 Communications

1.6.1 The President of the College, Dr. Cosand, read a letter received from Dr. Ben Morton, Executive Secretary of the Missouri Commission on Higher Education.
Dr. Morton informed the Junior College District that the Commission has approved its application for a grant under the Higher Education Facilities Act of 1963 - subject to approval by the U.S. Office of Education - in the amount of $927,401.00.

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, it was

RESOLVED, That the Junior College District of St. Louis - St. Louis County, Missouri, accept the grant of $927,401.00, made possible under the Higher Education Facilities Act of 1963. This allocation is subject to the approval by the U.S. Office of Education.

2. PERSONNEL

2.1 Certificated Personnel - Division Chairmen

The President of the College, Dr. Cosand, recommended that the Board appoint Mr. Jules Biegelsen as Division Chairman of the Social Science Division at Meramec Community College, effective 8/2/64, in accordance with section 4.10 of the Policies and Procedures Manual. Dr. Cosand explained that this had been inadvertently omitted at the time the appointment was made.

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

RESOLVED, That Mr. Jules Biegelsen be appointed Division Chairman of the Social Science Division at Meramec Community College, effective 8/2/64, in accordance with section 4.10 of the Policies and Procedures Manual.

2.2 Certificated Personnel - Resignations

The President of the College recommended that the Board of Trustees accept the resignation of Dr. Warren Wagner as Division Chairmen of the Physical Sciences Division.
at Florissant Valley Community College. Dr. Cosand explained that Dr. Wagner had asked to be excused from this assignment - but wished to continue his regular teaching assignment.

A general discussion followed. 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 Junior College District accept, with regret, the resignation of Dr. Warren Wagner as Division Chairman of the Physical Sciences Division at Florissant Valley Community College.

FURTHER RESOLVED, That the Board of Trustees express their gratitude to Dr. Wagner for the extraordinary efforts he has made in establishing his Department.

2.3 Certified Personnel - Request for Leave of Absence

The President of the College, Dr. Cosand, called the Board's attention to a request for a Leave of Absence for 1965-66 for Mr. Sam Wayne, an Art Instructor at the Meramec Community College. Dr. Cosand pointed out that Mr. Wayne has been with the District only four months, and therefore he did not recommend that this Leave of Absence be granted.

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

RESOLVED, That the Board of Trustees accept the recommendation of the staff, and not grant Mr. Sam Wayne a Leave of Absence for the 1965-66 College Year, due to his short tenure with the District.

FURTHER RESOLVED, That the President of the College express to Mr. Wayne the Board's careful consideration of his request.

2.4 Classified Personnel

The President of the College, Dr. Cosand, recommended that Mrs. Helen Morrin be employed on a part-time basis at the rate of $400.00 per month for such time as
may be needed. He explained that Mrs. Morrin would work with Mrs. Tygard in the area of Community Services, with employment to begin January 4, 1965.

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

RESOLVED, That Mrs. Helen Morrin be employed on a part-time basis at the rate of $400.00 per month for such time as may be needed. Employment is to be effective January 4, 1965.

3. CURRICULUM AND INSTRUCTION

3.1 Business Administration Advisory Committee

The President of the College, Dr. Cosand, asked that this item be deferred until a later date.

5. BUSINESS AND FINANCE

5.1 Mound City Trust Company of St. Louis to be used as depository for JCD funds

The President of the College recommended that a resolution be made designating the Mound City Trust Company as a depository for JCD funds.

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

RESOLVED, That the Mound City Trust Company of St. Louis, Missouri be, and hereby is, designated as a depository of funds for the Junior College District of St. Louis, St. Louis County, Missouri, subject to such terms, conditions, rules and regulations of said Bank from time to time in effect governing commercial savings accounts.

FURTHER RESOLVED, That funds in the account with said Bank be subject to withdrawal or debit from time to time upon checks, notes, drafts, bills of exchange, acceptances, or other instruments or orders for the payment of money when signed, drawn, made or accepted in behalf of the District by the following:

James W. Hobson, Treasurer

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FURTHER RESOLVED, That any officer or agent of the District be, and hereby is, authorized to deposit any of the funds of this District in said savings account, for deposit or collection, without endorsement or with endorsement (by stamp or otherwise), without designation of such officer or agent making the endorsement.

FURTHER RESOLVED, That said Bank is hereby authorized to pay any instrument referred to in the second paragraph and to charge same against said deposit account when executed as therein provided, without any duty of inquiry as to the circumstances of issue or disposition of the proceeds.

FURTHER RESOLVED, That the Secretary be, and hereby is, from time to time, authorized to certify to Bank the name or names of those authorized to withdraw, together with specimens of their signatures on a signature card provided by the bank; and in case of any change of any authorized signer, the fact of such change and the name of any new authorized signer together with a specimen of his signature; and the Bank is hereby authorized to honor any instrument signed by any new authorized signer in respect to whom it has received a signature card with a specimen of his signature certified to by the Secretary.

FURTHER RESOLVED, That until the Bank has actually received notice in writing from the Secretary of the District of any change in these resolutions, Bank is authorized to act in pursuance hereof and shall be indemnified and saved harmless by the District from any loss or liability incurred by it in acting pursuant to these resolutions.

5.2 First National Bank of Clayton to be used as a depositary for JCD funds

The President of the College recommended that a resolution be made designating the First National Bank of Clayton as a depositary for JCD funds.

A general discussion followed. 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 First National Bank of Clayton (hereinafter called Bank) be, and hereby is, designated as a depositary of funds for the Junior College District of St. Louis - St. Louis County, Missouri (hereinafter called "District"), subject to such terms, conditions, rules and regulations of said Bank from time to time in effect governing commercial (checking) accounts.

FURTHER RESOLVED, That funds in the account with said Bank be subject to withdrawal or debit from time to time upon checks, notes, drafts, bills of
exchange, acceptances, or other instruments or orders for the payment of money when signed, drawn, made or accepted in behalf of the District by the following:

James W. Hobson, Treasurer

FURTHER RESOLVED, That any officer or agent of the District be, and hereby is, authorized to deposit any of the funds of this District in said checking account, for deposit or collection, without endorsement or with endorsement (by stamp or otherwise), without designation of such officer or agent making the endorsement.

FURTHER RESOLVED, That said Bank is hereby authorized to pay any instrument referred to in the second paragraph and to charge same against said deposit account when executed as therein provided, without any duty of inquiry as to the circumstances of issue or disposition of the proceeds.

FURTHER RESOLVED, That the Secretary be, and hereby is, from time to time, authorized to certify to Bank the name or names of those authorized to withdraw, together with specimens of their signatures on a signature card provided by the bank; and in case of any change of any authorized signer, the fact of such change and the name of any new authorized signer together with a specimen of his signature; and the Bank is hereby authorized to honor any instrument signed by any new authorized signer in respect to whom it has received a signature card with a specimen of his signature certified to by the Secretary.

FURTHER RESOLVED, That until the Bank has actually received notice in writing from the Secretary of the District of any change in these resolutions, Bank is authorized to act in pursuance hereof and shall be indemnified and saved harmless by the District from any loss or liability incurred by it in acting pursuant to these resolutions.

5.3 Ratification of Investments

The President of the College requested ratification of the investments made by the Treasurer of the College for the period December 14, 1964 through December 28, 1964.

On December 15 we invested $500,000.00 at 4-1/2% for 360 Days with Mound City Trust Company; and $950,000.00 at 4-1/4% for 360 Days with Security Trust Company.

On December 17 we purchased from Merrill, Lynch, Pierce, Fenner, Smith, Inc. $500,000.00 in Treasury Bills due December 24, 1964 on a 3.40 basis for a total cost of $499,716.67.

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A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Glaser, and with 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.

5.4 Acceptance of bid and awarding of an order for industrial equipment - FVCC

The President of the College requested the acceptance of bids and awarding of orders on industrial equipment for the instructional programs at the Florissant Valley Community College campus from various suppliers in the total amount of $11,205.20. Due to the wide range of equipment, it was recommended that the JCD split the bid as follows:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brodhead - Garrett Company</td>
<td>$2,322.54</td>
</tr>
<tr>
<td>Mill Supply &amp; Machinery Company</td>
<td>108.35</td>
</tr>
<tr>
<td>The Lincoln Electric Company</td>
<td>302.25</td>
</tr>
<tr>
<td>The Heath Company</td>
<td>368.00</td>
</tr>
<tr>
<td>Central Scientific Company</td>
<td>1,033.50</td>
</tr>
<tr>
<td>Stanley Industrial Tool Company</td>
<td>1,238.00</td>
</tr>
<tr>
<td>Mill Supply &amp; Machinery Company</td>
<td>1,771.19</td>
</tr>
<tr>
<td>McDonald Machinery Company</td>
<td>1,131.00</td>
</tr>
<tr>
<td>Stanley Industrial Tool Company</td>
<td>1,339.00</td>
</tr>
<tr>
<td>McDonald Machinery Company</td>
<td>197.60</td>
</tr>
<tr>
<td>Sears, Roebuck &amp; Company</td>
<td>690.17</td>
</tr>
<tr>
<td>Handlan, Inc.</td>
<td>703.60</td>
</tr>
</tbody>
</table>

A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Ruffin, and with the unanimous 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, award orders to the suppliers listed above for industrial equipment for the instructional programs at the Florissant Valley Community College, for a total amount of $11,205.20.
5.5 Approval of Contract between Leo J. Wieck and Company and the JCD

The President of the College recommended approval of the contract between Leo J. Wieck and Company and the JCD for furnishing investment advice, as outlined in the letter attached to these Minutes.

A general discussion followed. 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 Junior College District of St. Louis - St. Louis County, Missouri, enter into a contract with Leo J. Wieck and Company for furnishing investment advice.

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.

5.6 Approval of request under the National Defense Education Act

The President of the College requested approval of a request under the National Defense Education Act for equipment necessary in strengthening the programs in Science, Mathematics, and Modern Foreign Languages; and also that the Board allocate the necessary funds of $87,514.98 from account #11-930-809.

Vice President Hobson pointed out that fifty percent of this amount ($87,514.98) will be refunded to the JCD through the State Department of Education after June 30, 1965.

A general discussion followed. Whereupon, on motion by Mr. Ruffin, seconded by Mr. Glaser, and with 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, approve the request for equipment necessary in strengthening the programs in Science, Mathematics, and Modern Foreign Languages through Title III of the National Defense Education Act.

12/28/64
FURTHER RESOLVED, That the Board of Trustees allocate the necessary funds of $87,514.98 from account #11-930-809.

5.7 Additional payment to Gampco, Inc. for extras over and above the contract

The President of the College recommended authorization of payment of $933.00 to Gampco, Inc. for extras encountered in performance of its contract for installation of sanitary and storm sewers for the Florissant Valley Community College.

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

RESOLVED, That the Board of Trustees authorize the payment of the sum of Nine Hundred Thirty-three Dollars to Gampco, Inc. in full and complete settlement of the claim of Gampco, Inc. for extras encountered in performance of its contract for installation of sanitary and storm sewers for the Florissant Valley Community College.

FURTHER RESOLVED, That payment of said funds be conditioned upon receiving from Gampco, Inc. its full and complete release from any and all claims against the District arising out of or by reason of its construction of sanitary and storm sewers at said Florissant Valley campus site.

7. COMMUNITY SERVICES

7.1 Representation of JCD at the Midwest Community College Conference

The President of the College, Dr. Cosand, recommended that Board member Williamson and President Cosand be authorized to represent the JCD at the Midwest Community College Conference to be held in French Lick, Indiana; and further that they present the JCD story on the afternoon session of February 4, 1965, as requested by the Coordinator of the Conference, Dr. George Hall, of the University of Michigan.

A general discussion followed. Whereupon, on motion by Mr. Ruffin, seconded by Mr. Glaser, 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 authorize Mr. Gerald V. Williamson and Dr. Joseph P. Cosand to represent the Junior College District at the Midwest Community College Conference for Board members and College Presidents.

FURTHER RESOLVED, That these gentlemen present the JCD story on the afternoon of February 4, 1965, as requested by Dr. George Hall, Coordinator of the Conference.

9. ADJOURNMENT

Board President Bastian asked if there were any further business to come before the Board. There was not, and Mr. Ruffin moved that we adjourn. Mr. Williamson seconded the motion, and it was unanimously adjourned at 9:10 p.m.

Respectfully submitted,

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

12/28/64
December 21, 1964.

Leo J. Wieck & Company
611 Olive Street
St. Louis 1, Missouri

Gentlemen:

During the last two years you have been furnishing investment advice to The Junior College District in accordance with a letter agreement entered into between Leo J. Wieck & Company and The Junior College District on December 3, 1962 and as amended on June 4, 1964.

The purpose of this letter is to rescind the prior agreement between you and the District and to make a new agreement upon the following terms and conditions:

1. Cancellation of prior agreement. The agreement made by and between Leo J. Wieck & Company and The Junior College District of St. Louis, St. Louis County, Missouri on December 3, 1962, and as amended June 4, 1964, is hereby rescinded and cancelled, and both parties agree that any notice requirement for such rescission and cancellation is hereby waived. This rescission and cancellation is to be effective as of November 1, 1964.

2. Term & Services. From and after November 1, 1964, through and including June 30, 1965 you will provide the District with investment consulting services, assist the District in placing orders for Treasury bills and certificates of deposit and do such other work in connection with the investing or financing of treasury bills and certificates of deposit as the District may from time to time require.

3. Compensation. For your services during the term of this agreement you shall receive the sum of $1,600.00 payable in June of 1965. If this agreement is renewed for additional one year periods as provided in Paragraph 4, then your compensation for each of said one year periods shall be $2,400.00 payable annually in the final month of said term.

4. Renewal. This agreement may be renewed by the District for one year periods from and after June 30, 1965 upon 10 days notice in writing to you.
5. Cancellation. The agreement is subject to cancellation by either party at any time upon 30 days written notice; provided, however, you shall receive a fee computed at the rate of $200.00 a month for the number of months to the date of effective cancellation that have been completed in the then current term and such fee shall be in lieu of any retainer which would have been payable upon completion of the then current term.

6. Miscellaneous. This agreement shall in no way apply with respect to any services which you may render in connection with any bond issue by the voters of the District following approval of any such bond issue by the voters of the District and the compensation for any such services so rendered shall be in such amounts and upon such terms and conditions as shall be agreed upon at the time of any bond issue by you and the District.

If the foregoing represents your understanding of the agreement between us, would you please so indicate by signing in the space provided below and returning the original signed copy of this agreement to the undersigned.

Yours very truly,

THE JUNIOR COLLEGE DISTRICT OF
ST. LOUIS, ST. LOUIS COUNTY MISSOURI

By

Accepted:
Leo J. Wieck & Company

By

Dated this _______day of _______________, 19