A regular meeting of the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, was held on Monday, October 25, 1965 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 were present:

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

Mr. Joseph G. Stewart had asked to be excused since he had scheduled several speaking engagements, to promote the Junior College District Bond Issue election.

Also present were Dr. Joseph P. Casand, President; Mr. John Robertson, Vice President; Dr. Glynn E. Clark, Campus Director; Dr. Douglas F. Libby, Jr., Campus Director; Dr. R. William Graham, Campus Director; Mr. Lawrence F. O'Neill, Coordinator of Physical Facilities; and Mrs. Mary Jane Calais, Acting Treasurer - all of The Junior College District staff. Mr. Duane Anderson, Administrative Intern was also present. Also present was Mr. Bruce E. Woodruff of the firm of Armstrong, Teasdalo, Roos, Kramer and Vaughan, Counsel for the District.
1.3 Minutes

On motion by Mr. Geil, seconded by Mr. Williamson, and with the aye vote of all members of the Board, the Minutes of the Regular meeting of October 11, 1965 were approved as submitted.

1.4 Welcome to Guests

Board President Bastian welcomed Mr. King McElroy—a reporter from the St. Louis Globe Democrat; Mr. Tanner from H.A. Dailey, Inc.; and Mr. Kloster of Kloster Company to the Board meeting.

1.7 Treasurer's Report

Acting Treasurer Mrs. Mary Jane Calais had sent the Budget Summary reports for the month of September to the Board members prior to the meeting.

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, the Budget Summary Reports were approved as submitted for the month of September, 1965.

1.8 Ratification of Investments

The President of the District requested ratification of the investments made by the Acting Treasurer of the District.

A general discussion followed. Whereupon, on motion by Mr. Williamson, seconded by Mr. Geil, and with the aye vote of all members of the Board, it was RESOLVED, That the following investments by the Acting Treasurer of The Junior College District of St. Louis, St. Louis County, Missouri, be ratified, approved, and adopted by the Board of Trustees:

10/25/65
$100,000 U. S. Treasury Bills, purchased October 13, 1965, due
October 28, 1965, from Mercantile Trust Company on a 3.70 basis,
for a total cost of $99,897.22.

Acting Treasurer Calais pointed out that in accordance with Board policy,
requests for three bids had gone out prior to the investments.

2. **PERSONNEL**

2.1 **Certificated Personnel**

In accordance with President Cosand’s recommendation, after due discussion, and
upon 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 following certificated personnel be employed in the
capacity and at the salary classification hereinafter set out, said salary
classification having been previously approved by the Board:

Miss Karen Kohout - Instructor A - FPCC - Allied Medical Project - III - 2,
Effective 11/8/65

Mr. Richard J. Broaders - Counselor - FVCC - V-4 - Effective 10/26/63

FURTHER RESOLVED, That the President of the Board be and is hereby
authorized to execute the form Instructor’s Contract, previously adopted
by the Board, with the above certificated employees, which said contract
is to be filed with the records of the District.

2.2 **Certificated Personnel - Modified Contracts**

In accordance with President Cosand’s recommendation, after due discussion,
and upon 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 approve the reclassification of the
following certificated personnel in accordance with the JCD policy con-
cerning completion of Master’s Degrees:

10/25/65 - 3 -
Mr. David Tucker - History - FPCC - From Instructor B - IV-1 to
Instructor A - III-2 - Effective 9/13/65

Miss Suzanne Sipherd - Biology - FPCC - From Instructor A - III-2 to
Instructor B - IV-2 - Eff. 11/1/65

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 reclassification indicated, which said
contract is to be filed with the records of the District.

2.3 Certificated Personnel - Part-Time

In accordance with President Cosand's recommendation, after due discussion, and
on motion by Mr. Williamson, seconded by Mr. Geil, and with the aye vote of all
members of the Board who were present, it was

RESOLVED, That the Board of Trustees approve the following modification
for part-time certificated personnel:

Mr. Richard Gish - FVCC - Physics - From 4 hours @ $180.00 to
3 hours @ $180.00 - Effective 9/20/65

2.4 Certificated Personnel - Technical Education Center

In accordance with Dr. Cosand's recommendation, after due discussion, and
upon motion by Mr. Glaser, seconded by Mr. Geil, 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
substitute the following resolution for a similar resolution made on Septem-
ber 27, 1965 at 2.6 in the agenda, as follows:

RESOLVED, That the Board of Trustees of The Junior College District approve
the modification of the present contract of Mr. Lawrence J. Wolf to one-
half time in order that he may assume the responsibility of Administrative
Assistant to the Director of the Technical Education Center from September 1,
1965 through June 30, 1966, with salary reduced accordingly.
FURTHER RESOLVED, That Mr. Wolf's loss in salary be compensated for through funds from the Carnegie Foundation Grant on the same rate as was formerly paid for his teaching assignment, plus an additional $200.00 for the period of September 13, 1965 through June 17, 1966, from the Carnegie Grant.

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 reclassification indicated, which said contract is to be filed with the records of the District.

2.5 Classified Personnel

In accordance with President Cosand's recommendation, after due discussion, and 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 following classified personnel be employed by The Junior College District in the classification and at the salary indicated:

Mr. Robert E. Fremont - Bookstore Assistant & Receiving Clerk - FVCC - 13 - A - Effective 10/26/65

Mr. Maxie Mills - Custodian - MCC - 9-A - Effective 10/26/65

Mrs. Kathryn Mc Gibbons - Typist-Transcriber - FVCC - 8-A - Effective 10/26/65

5. BUSINESS AND FINANCE

5.1 Acceptance of Bid and Awarding of Order to National Publication Co.

The President of the College recommended the acceptance of a bid from National Publication Company and awarding of an order to provide periodicals for use in the Junior College District Instructional Resources Department. Vice President Robertson pointed out that requests for bids had been sent to four suppliers to furnish lists of needed periodicals.
A general discussion followed. Whereupon, on motion by Mr. Geil, 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, accept the bid of National Publication Company, and award an order for periodicals for use in the Instructional Resources Department, for a total expenditure of $4,317.98.

5.2 Acceptance of Bid and Awarding of Order to Wabash Drilling Company

The President of the College recommended the acceptance of a bid from Wabash Drilling Company, and awarding of an order to provide test borings at the Florissant Valley Campus. Vice President Robertson pointed out that requests for bids had been sent to four companies for these test borings.

A general discussion followed. Whereupon, on motion by Mr. Geil, seconded by Mr. Williamson, 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, accept the bid of Wabash Drilling Company, and award an order to provide test borings at the Florissant Valley Campus for a total expenditure of $2,480.10, with the understanding that the grid will be adjusted if and when it is to the advantage of The Junior College District to take advantage of the location of the buildings.

FURTHER RESOLVED, That the Wabash Drilling Company submit a report of the tests to the Board of Trustees.

5.3 Approval of Contract between JCD and Pitney-Bowes, Inc.

The President of the District recommended the approval of a contract between The Junior College District and Pitney-Bowes, Inc. for quarterly inspection and maintenance agreement for the postage meter at the Meramec campus. Vice President

10/25/65
Robertson pointed out that it is now necessary to renew the agreement which was
previously carried free of charge under a one-year maintenance agreement.

A general discussion followed. Whereupon, on motion by Mr. Glasor, seconded
by Mr. Williamson, 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, enter into a contract with
Pitney-Bowes, Inc., for quarterly inspection and maintenance agreement
for the postage meter at the Meramec campus, for a total expenditure of
$30.00, in the form of the contract attached to these Minutes, 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 contract on behalf of the
District.

5.4 Ratification of Order for "Progress Report" to Bardgett Printing Company

The President of the District recommended ratification of the awarding of an
order for printing the District "Progress Report" to Bardgett Printing Company. Dr.
Cosand explained that this Report covered the years since the inception of The Junior
College District. Due to the short time to prepare specifications and get bids in order
that it could be published prior to November 1, 1965, it was necessary to award the
order prior to October 25, 1965.

A general discussion followed. Whereupon, on motion by Mr. Williamson,
seconded by Mr. Glasor, 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
ratify the awarding of an order for printing the District "Progress Report"
to Bardgett Printing Company, for a total expenditure of $3,453.10,
which would cover the cost of 25,000 copies.

10/25/65
5.5 Awarding of Contracts for construction of Forest Park Campus

Dr. Cosand reported to the Board that bids for completing the construction of the first phase of permanent buildings on the Forest Park campus had been opened on October 14, 1965. He reminded the Board that the bid specifications had been written to provide for ten deductive items. The purpose of these deductive items was to allow the Board to reduce the contract awarded to fit within its budget, if the total bid exceeded cash projections through June 1967.

The President of the District further stated that after extensive examination of the cash flow of the District over the next twenty months, and after taking into consideration architect's fees, cost of furnishings, further land acquisition by the District, contingency funds, and other cost items, it was regretfully the recommendation of the staff that the contract for this phase of construction be awarded, after deducting alternate #1, to the lowest bidder after said alternate #1 is deducted which would be C. Rallo Contracting Company, Inc.

Dr. Cosand further recommended that C. Rallo Contracting Company, Inc. employ the following subcontractors who were low bidders under the specifications:

- Gamp Electric Company - the Electrical Subcontractor
- Phil L. Miller Heating Company - the low bidder for both the Plumbing, Heating, Air Conditioning, and Ventilating subcontracts.

The President further recommended that all bids for Finish Hardware be rejected due to the fact that only two acceptable bids had been received, and that new bids for the Finish Hardware be taken after appropriate advertisement to all bidders.
A general discussion followed. Whereupon, on motion by Mr. Geil, seconded by Mr. Ruffin, and with the unanimous vote of all members of the Board who were present, said vote being a majority of the whole Board, the following resolution was adopted:

WHEREAS, The Junior College District has advertised for bids for completion of construction of the first phase of permanent buildings for its Forest Park Community College campus; and

WHEREAS, The funds available to the District do not permit it to accept the bid without deducting the expense and cost of alternate 1; and

WHEREAS, C. Rallo Contracting Company, Inc. is the low bidder for the General Contract when alternate 1 is deducted; and

WHEREAS, C. Rallo Contracting Company, Inc. has agreed to accept as subcontractors certain low bidders for said subcontractors for a supervision cost of 2 percent of said subcontracts; now therefore

BE IT RESOLVED, That the Board of Trustees of The Junior College District, contingent upon approval from HHFA, accept the bid of C. Rallo Contracting Company, Inc. as the General Contractor to complete construction of the first phase of the Forest Park Community College campus permanent buildings in accordance with the plans and specifications furnished it by the Board of Trustees, which said plans and specifications are on file with the District, for a total project cost of $5,213,134.00;

FURTHER RESOLVED, That the President of the Board of Trustees is hereby authorized and directed to enter into a contract with C. Rallo Contracting Company, Inc. for the completion of construction of the first phase of buildings for the Forest Park Community College campus in the form of the form contract attached to these Minutes, said contract to be entered into upon the condition that the General Contractor enter into contracts with the following subcontractors for the amount indicated for the Electrical, Plumbing, Heating, Air Conditioning, and Ventilating work to be done on the project, all in accordance with plans and specifications previously submitted to said subcontractors and on file with the District:

a. Gamp Electric Company - Electrical Subcontractor - in the total amount of $656,580.00

b. Phil L. Miller Heating Company - Plumbing Subcontractor - in the total amount of $474,360.00

10/25/65 - 9 -
c. Phil L. Miller Heating Company - Heating, Air Conditioning and Ventilating Subcontractor - in the total amount of $1,133,270.00

FURTHER RESOLVED, That the Board of Trustees reject, and does hereby reject, all bids for Finish Hardware and authorize the President of the District to cause readvertisement for said Finish Hardware to be commenced as soon as possible, it being understood that the General Contractor will accept the Finish Hardware subcontractor when said contractor has been selected by the District, and that all sums under said contract will be added to the total contract price.

7. COMMUNITY SERVICES

7.1 Membership in Missouri School Boards Association

The President of the District recommended that The Junior College District accept the invitation to membership in the Missouri School Boards Association, for the purpose of providing leadership at the junior college level. The institutional membership is $200.00.

A general discussion followed. Whereupon, Mr. Williamson moved that the Board of Trustees accept the invitation to membership in the Missouri School Boards Association at an annual cost of $200.00, with the understanding that membership in this organization be reviewed after a three-year trial period to see whether it is worthwhile. Mr. Glaser seconded the motion, and with the aye vote of all members of the Board who were present, it was passed unanimously.

9. ADJOURNMENT

Board President Bastian asked if there were any further business to come before the Board. There was not, and upon motion by Mr. Williamson, seconded by Mr. Ruffin and with the unanimous vote of the Board members present, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

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

10/25/65
QUARTERLY MACHINE INSPECTION AGREEMENT

Pitney-Bowes, Inc. agrees to render quarterly inspection service at the address specified below on the machines listed and at the annual intervals specified, and to provide without further charge up to a maximum of eight internal calls per machine limited to normal business hours, under the following terms and conditions:

To examine, oil, adjust and test each machine once each calendar quarter, furnishing all necessary lubricants.
To install during scheduled inspections, or on interim calls, any required parts or assemblies at established list prices, but without extra charge for service time.
Service required, authorized and rendered on additional equipment not under agreement will be charged for at established rates for service time and parts.
Additional specific service work, beyond the maximum internal calls provided in the agreements, will be charged for at established rates for service time and parts.
When the equipment involved is located more than 40 miles from a Pitney Bowes Service Office or established point of service, an additional charge for travel time and expenses is included in the total annual rate.
This agreement is subject to acceptance by the Company at its Home Office and will remain in effect until canceled in writing by either party. If cancelled, the unearned portion of any advance payment will be retained.

[Space for service charges]

TOTAL ANNUAL CHARGE

For service as specified above on the machines listed, the undersigned agrees to pay Pitney-Bowes, Inc. $ . . . annually in advance. Please do not make remittance until service is rendered.

Any taxes, now or hereafter imposed upon the furnishing of the service and/or material herein described or upon the agreement therefore or the receipt therefrom shall be paid by the owner or user of the equipment.

ACCEPTED BY THE USER

[Signature]

ACCEPTED FOR Pitney-Bowes, INC., STAMFORD, CONN.

[Signature]

PLEASE DO NOT WRITE IN THIS SPACE
CONTRACT

THIS AGREEMENT, made this the _______ day of ________ , 196___, by and between (1) ____________________________, acting herein through its (2) ____________________________, hereinafter called "Owner" and (3) ____________________________, an individual doing business as ____________________________, a partnership, a corporation of the City of ____________________________, County of ____________________________, and State of ____________________________, hereinafter called "Contractor"

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

hereinafter called the project, for the sum of ____________________________ Dollars ($_____________) and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, the General Conditions, Supplemental General Conditions and Special Conditions of the Contract, the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents therefor as prepared by ____________________________, herein entitled the Architect/Engineer, and as enumerated in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project within _______ consecutive calendar days thereafter. The Contractor further agrees to pay, as liquidated damages, the sum of $__________ for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the Contract, and to make payments on account thereof as provided in Paragraph 25, "Payments to Contractor", of the General Conditions.
IN WITNESS WHEREOF, the parties to these presents have executed this contract in six (6) counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

(Seal)
ATTEST:

________________________________________
(Secretary)

________________________________________
(Witness)

________________________________________
(Secretary)

________________________________________
(Witness)

________________________________________
(Owner)

By ____________________________________

________________________________________
(Secretary)

By ____________________________________

________________________________________
(Witness)

By ____________________________________

________________________________________
(Address)

(1) Corporate name of Owner.

(2) Title of authorized official.

(3) Strike out inapplicable terms. Secretary of the Owner should attest. If Contractor is corporation, Secretary should attest. Give proper title of each person executing contract.