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 22, 1965 at the Central Office of the District, 7508 Forsyth Blvd., St. Louis, Missouri.

1. GENERAL FUNCTIONS

1.2 Roll Call

The Board President, Mrs. Joseph C. Bastian, called the meeting to order at 8:20 p.m. The following members were present:

Mrs. Joseph C. Bastian

Messrs. Morris Glaser

Lester C. Geil

Guy S. Ruffin

Joseph G. Stewart

Gerald V. Williamson

Also present were Dr. Joseph P. Cosand, President; Mr. John Robertson, Vice President; Dr. Glynn E. Clark, Campus Director; Dr. R. William Graham, Campus Director; Mr. Lawrence F. O'Neill, Coordinator of Physical Facilities; Mrs. Mary Jane Calais, Acting Treasurer; Mrs. Dolores B. Tygard, Community Relations; Mr. Tony Lipinski, Purchasing Agent — all of The Junior College District staff. Mr. Kenneth Teasdale and Mr. Bruce E. Woodruff, of the firm Armstrong, Teasdale, Roos, Kramer and Vaughan, Counsels for the District; Mr. Carl Trauernicht, Bond Counsel for the District were also present.
1.3 Minutes

On motion by Mr. Williamson, seconded by Mr. Goil, and with the eye vote of all Board Members, the Minutes of the Regular Meeting of November 8, 1965 were approved as submitted.

1.4 Welcome to Guests

Board President Bastian welcomed Mr. Frank Leoming, Jr., reporter from the St. Louis Post Dispatch; and Mr. King McElroy, reporter from the Globe-Democrat to the Board Meeting.

The President of the District, Dr. Cosand, introduced to the Board Messrs. Arnold Greer, Robert Gillespie, and David Campboll of the Meramec staff; Miss Louise Peardon and Marvin Barnum of the Florissant Valley staff — all authors of the audio-tutorial Biology laboratory manual. Board President Bastian welcomed these visitors.

1.6 Communications

Mrs. Juanita Novak read the following correspondence:

Telegram received from Kenneth Freeman, President, Metropolitan Junior College, addressed to President Joseph Cosand congratulating the District on its recent bond issue victory.

A letter received from Ron Dobies of the IBM Corporation to Mary Jane Calais, expressing his thanks for the recent data processing demonstration on the District's equipment.

A memorandum addressed to Dr. Joseph P. Cosand from Florence R. Brown, of the Meramec staff, expressing thanks for the leave of absence granted her by the Board of Trustees to attend the Council on World Tensions.

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Letters addressed to Mrs. Joseph C. Bastian from Warren E. Hearnes; and letter addressed to Joseph P. Cosand from Congresswoman, Leonor K. Sullivan acknowledging receipt of the resolution of the Board of Trustees relative to the location of the 200 Billion Electron Volt Accelerator at Weldon Springs, Missouri.

Letters addressed to Mrs. Joseph C. Bastian and Dr. Joseph P. Cosand respectively, from Milton W. Bierbaum, Superintendent of the School District of Maplewood-Richmond Heights; letter from Ethan A. H. Shepley, Jr. addressed to Mrs. Joseph C. Bastian; letter from Hubert Wheeler, Department of Education of the State of Missouri addressed to Dr. Joseph P. Cosand expressing their delight in The Junior College District's two-thirds majority bond issue victory and complimenting the District on the entire bond campaign.

1.7 Treasurer's Report

Acting Treasurer, Mrs. Mary Jane Calais had sent the Budget Expense and Budget Income Summary Reports for the month of October, 1965 to the Board members prior to the meeting.

A general discussion followed. Whereupon, on motion by Mr. Geil, and seconded by Mr. Glaser, and with the aye vote of all members of the Board, the Budget Expense and Budget Income Summary Reports were approved as submitted for the month of October, 1965.

1.8 Ratification of Investments

Acting Treasurer, Mrs. Mary Jane Calais distributed an investment report of the investments made November 18, 1965. Mrs. Calais pointed out that in accordance with Board policy, requests for three bids had gone out prior to the investment. The following bids were received:

11/22/65
Amount | Date of Maturity | Rate | Bidder
--- | --- | --- | ---
$1,000,000 | January 27, 1966 | 4.03 | Merrill Lynch, Pierce, Fennor, Smith, Inc.
" | " | 4.02 | First National Bank
" | " | 4.03 | Unable to Bid Mercantile Trust Co.

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

RESOLVED, That the following investment made on behalf of The Junior College District by the Acting Treasurer thereof, be and hereby is, ratified, approved, and adopted by the Board of Trustees.

$1,000,000 U. S. Treasury Bills purchased November 18, 1965, due January 27, 1966, from Merrill, Lynch, Pierce, Fennor, Smith, Inc. on a 4.03 basis, for a total cost of $992,163.89.

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. Stewart, and with the aye vote of all members of the Board, 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 Jo Ann Hedin - Nurse - FPCC - 3 hours of released time for the Spring Session, 1966 @ $180.00.

Miss Jo Ann Hedin - Nurse - Assistant Professor - FPCC - V-3 Effective 9/12/66.

FURTHER RESOLVED, That the President of the Board be and hereby is, authorized to execute the appropriate Instructor's Contract, previously adopted by the Board. Said contract is to become effective September 12, 1966, and said contract is to be filed with the records of the District.
2.2 Certificated Personnel - Resignation

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

RESOLVED, That the following certificated personnel resignation be accepted by the Board of Trustees:

Mrs. Angela Ashton - Effective 1/21/66

2.3 Classified Personnel

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

RESOLVED, That the following classified personnel be employed by The Junior College District in the classification and at the salary indicated, said salary classification having been previously approved by the Board:

Mr. Francis A. Buehler - Payroll Clerk - Central Office - 10A - Eff. 11/23/65

Mr. Orville A. Volz - Custodian - FVCC - 9A - Effective 11/23/65

Miss Julie McClane - Stenographer - MCC - 10A - Effective 11/23/65

Mrs. Phyllis Towns - Clerk-Typist - FVCC - 7B - Effective 11/23/65

Mrs. Virginia Schroeder - Stenographer - FPCC - 10A - Effective 12/27/65

Mr. Henry H. Meyer - Custodian - FVCC - 9A - Effective 11/23/65

2.4 Classified Personnel - Reclassification

In accordance with Dr. Cosand's recommendation, after due discussion, and upon motion by Mr. Geil, seconded by Mr. Stewart, and with the aye vote of all members of the Board, it was

RESOLVED, That the following classified personnel be reclassified as follows:

Mrs. Kay Snyder - From Stenographer 10B - Central Office
   To Administrative Secretary 12A - Effective 11/15/65

11/22/65
3. CURRICULUM AND INSTRUCTION

3.1 Presentation of Biological Audio-Tutorial System Manual

As a result of the released time projects, an experimental Biology Manual has been written and illustrated by Messrs. Arnold Greer, Robert, Gillespie, David Campbell, and Miss Louise Peardon—all of The Junior College District staff. Mr. Garth Bell, also of the staff, was responsible for the art work and supervision of the layout. This Biological Audio-Tutorial System Manual is the first such student handbook ever to be written for Biology laboratory instruction. Mr. Greer presented and explained in detail the use of this manual and each of the instructors present commented on the student reaction to this experimental program.

A general discussion followed involving Board members and Mr. Greer.

Mrs. Bastian thanked this group for their very interesting report and commended them on this creative experimental teaching method.

5. BUSINESS AND FINANCE

5.1 Approval of Contracts between JCD and Ferguson-Florissant School District R-2

The President of the District recommended approval by the Board of Trustees of two contracts for the use of gymnasium facilities at McCluer High School, as provided by the Ferguson-Florissant School District R-2. These facilities would be used for basketball practice, home games, intramural basketball practice, and inter-collegiate games for the Florissant Valley Campus. Whereupon, after due discussion, on motion by Mr. Ruffin, seconded by Mr. Stewart, and with the aye vote of all members of the Board, it was

RESOLVED, That the Board of Trustees approve and does hereby approve and authorize the execution of two separate agreements with the Ferguson-Florissant School District R-2 for the use of McCluer High School gymnasium facilities at a cost and under the provisions of the contracts attached hereto, and by reference incorporated herein.

11/22/65
FURTHER RESOLVED, That the President of the Board of Trustees be and hereby is authorized to execute said contracts on behalf of the District.

5.2 Ratification of An Order To McMullen Printing Company

The President of the District recommended ratification of the awarding of an order for printing 10,000 brochures to McMullen Printing Company. Dr. Cosand explained the reason the order had previously been awarded was to insure the printing of the brochures prior to the bond campaign for distribution during the campaign.

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, it was

RESOLVED, That the Board of Trustees ratify and approve the awarding of an order to McMullen Printing Company for the printing of 10,000 Junior College District brochures at a total expenditure of $4,750.00.

5.3 Awarding of Contract For Finish Hardware For Forest Park Campus

Dr. Cosand reported to the Board that the District had readvertised for bids for finish hardware for the first core of buildings at the Forest Park Community College. The previous bids had been rejected because of the small number of acceptable bids.

Dr. Cosand reported that the low bidder for the finish hardware at the bid opening of November 16, 1965 was Golterman & Sabo, Inc. at a bid of $24,672.00. Whereupon, after due discussion, 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 Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri hereby approves and accepts the bid of Golterman & Sabo, Inc., and directs C. Rallo Contracting Company, Inc., its general contractor for the Forest Park Campus, Contract #65-2, to enter into a subcontract with Golterman & Sabo, Inc. for the furnishing of finish hardware in accordance with the plans and specifications prepared on behalf of the District and in accordance with the District's prior agreement with said contractor; the total subcontract price to be $24,672.00, and a copy of said subcontract to be furnished the District forthwith.

11/22/65
FURTHER RESOLVED, That the contract price with the general contractor is hereby authorized to be increased in the amount of the finish hardware subcontract upon the furnishing by C. Rallo Contracting Company, Inc. of the appropriate increase in its performance bond.

FURTHER RESOLVED, That the staff of the District is hereby authorized and directed to take the actions necessary to effectuate the inclusion of the finish hardware bid into the general contract.

5.4 Acceptance of Bid and Awarding of Order to Ace Maintenance & Supply Co.

The President of the District recommended the acceptance of a bid and awarding of an order to Ace Maintenance & Supply Company for full-time custodial services for the Forest Park Administration Building at 3185 Gravois from 6:00 a.m. until 2:30 a.m. with a half hour for lunch, on a five day a week basis.

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, 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 Ace Maintenance & Supply Company to provide the custodial services at the Forest Park Administration Building on a five day a week basis from 6:00 a.m. until 2:30 a.m. for a cost of $318.00, not to include supplies.

FURTHER RESOLVED, That the Board of Trustees hereby authorizes the President of the Board on behalf of the District, to enter into an agreement with the Ace Maintenance & Supply Company on the terms and conditions of its bid provided, however, that said agreement shall be on a month-to-month basis, shall be terminable by the District with forty-eight hours written notice, and all services provided by Ace Maintenance & Supply Company shall at all times meet all reasonable requirements set forth by the Campus Director of the Forest Park Community College.

7. COMMUNITY RELATIONS

7.1 Bond Issue Campaign Report

Mrs. Dolores Tygard gave an overall review of the bond issue campaign.

The strong support and cooperation the District received from all communication media is something that has never happened in the history of St. Louis, and the District

11/22/65
is deeply appreciative.

A financial report of the expenditures made during the campaign will be made in accordance with State laws, thirty days after the election, on the proper forms.

8. NEW BUSINESS

A general discussion ensued among all Board members regarding a suitable momento for Dr. Charles Thomas and Mr. Harry Harrington. Whereupon, on motion by Mr. Geil, seconded by Mr. Williamson, the Board unanimously authorized the Board President, Mrs. Joseph C. Bastian, to select a suitable momento expressing the appreciation of The Junior College District and the Board of Trustees for the unsacrificing and dedicated leadership given to the District by Dr. Charles Thomas, as Chairman and Mr. Harry Harrington, as Treasurer of the Bond Issue Campaign.

9. ADJOURNMENT

Board President Bastian asked if there were further business to come before the Board. Since there was not, upon motion by Mr. Williamson, seconded by Mr. Stewart, and with the unanimous vote of the Board, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

[Signature]

Dolores B. Tygard
Secretary, Board of Trustees
The Junior College District of
St. Louis, St. Louis County, Missouri
FERGUSON-FLORISSANT SCHOOL DISTRICT R-2
655 January Avenue
Ferguson 35, Missouri

Application for Use of School Premises
(Complete in quadruplicate and file with Superintendent of Schools)
(Use pencil, ball point, or typewriter, no carbon paper needed)

Name of school to be used McCleer
Space desired M-4 Gym

Date's desired, including rehearsals and performances: Friday evenings with exception of following dates:
Dec. 3, Dec. 17, Jan. 7, Jan. 21, and Feb. 25
Date preferred Nov. 5, 12, 19, Dec. 10, Jan. 14,
28, Feb. 4, 11, 18

Day(s) of week Friday
Hours of day 7:00 a.m. to 10:00 p.m.
(From first arrival until last person leaves)

Name of organization applying Florissant Valley Community College

Person in charge Frank Canovit
(Name) 5400 Pershall Road
(Addres) JA. 4-2020
(Telephone)

Nature and purpose of meeting Basketball practice and home games

Will admission be charged? No
If so, how will proceeds be used?

Do you plan to serve refreshments? No.
If so, please call JA 1-2000, Station one week in advance of each meeting to make arrangements.

Additional requests: Use of locker and shower facilities

The undersigned agrees to be responsible for supervision of the meeting for the conduct of all persons present, for any damage which may result to school property, and for the observance of all regulations governing the use of school property.

Signature of applicant
Date

Address 7508 Forsyth Blvd., Clayton, Mo. (Central Office) 3400 Pershall Road, Ferguson (Campus)
C.C. Campus
Business Telephone Number P.A. 6-4586
P.S. Telephone Number JA. 4-2020

Basic fee 15.00*
Make check payable to the Ferguson-Florissant School District R-2. Organization will be billed for additional charges, if any.

The right to cancel permits is reserved.

* Additional charges will be billed for custodial services as needed. @ $2.50 per hour for overtime and $2.00 per hour during regular custodial working hours.

Approved
Superintendent of Schools
FERGUSON-FLORENSANT SCHOOL DISTRICT R-2
655 January Avenue
Ferguson 35, Missouri
Application For Use of School Premises
(Complete in quadruplicate and file with Superintendent of Schools)
(Use pen, ball point, or typewriter, no carbon paper needed)

Name of school to be used: McCluer High School
Space desired: Gym

Date(s) desired, including rehearsals and performances: November 1, 1965 through March 31, 1966

Day(s) of week: Thursday
Hours of day: 7:00 p.m. to 10:00 p.m.
(From first arrival until last person leaves)

Name of organization applying: The Junior College District - Florissant Valley Community College

Person in charge: Frank Canavit & Dr. C. L. Riggs
Phone: 3400 Pershall Road, JA 4-2020

Nature and purpose of meeting: Intramural basketball practice and intercollegiate games

Will admission be charged? No
If so, how will proceeds be used?

Do you plan to serve refreshments? No
If so, please call JA 1-2000, Station one week in advance of each meeting to make arrangements.

Additional requests:

The undersigned agrees to be responsible for supervision of the meeting, for the conduct of all persons present, for any damage which may result to school property, and for the observance of all regulations governing the use of school property.

Signature of applicant: Date:
Central Office: Campus:
Address: 7508 Foshty, Clayton 3400 Pershall Road, Ferguson
C, C. Business Telephone Number: PA. 6-4686
Campus: Campus: Telephone Number: JA 4-2020

Basic fee $5.00* Make check payable to the Ferguson-Floresant School District R 2. Organization will be billed for additional charges, if any.

The right to cancel permits is reserved.

*additional charges will be billed for custodial services as needed: $2.50 per hour for overtime and $2.00 per hour during regular custodial working hours.

Approved: Date: Superintendent of Schools