MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES
THE JUNIOR COLLEGE DISTRICT OF
ST. LOUIS, ST. LOUIS COUNTY, MISSOURI
MONDAY, NOVEMBER 28, 1966 - 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 28, 1966 at 8:00 p.m. at the Central Office of the District, 7508 Forsyth Blvd., St. Louis, Missouri.

1. GENERAL FUNCTIONS:

1.2 Roll Call

The President of the Board, Mr. Joseph G. Stewart, called the meeting to order at 8:08 p.m., noting that the following members were present, constituting the whole Board:

Mrs. Joseph C. Bastian

Messrs. Lester C. Geil

Guy S. Ruffin

Joseph G. Stewart

Gerald V. Williamson

Donald M. Witte

Also present were Mr. John Robertson, Vice President for Business; Dr. Glynn E. Clark, Vice President-Campus Director; Dr. R. William Graham, Vice President-Campus Director; Dr. Douglas F. Libby, Jr., Vice President-Campus Director; Mr. Paul H. Connole, Assistant to the President and Secretary of the Board; Mrs. Mary Jane Calais, Associate Coordinator, Business-Treasurer; Mrs. Dolores B. Tygard, Community Relations Assistant -- all of The Junior College District staff. Also present was Mr. Bruce E. Woodruff of the firm of Armstrong, Treacle, Kramer and Vaughan, counsel for the District.
1.3 Minutes

Board President Stewart asked for approval of the Minutes of the Special Meeting of October 31, 1966. Whereupon, on motion by Mr. Williamson, seconded by Mrs. Bastian, and with the aye vote of all members of the Board, the Minutes of the Special Meeting of October 31, 1966 were approved as submitted.

The Board was then asked to approve the Minutes of the Special Meeting of November 4, 1966. Whereupon, on motion by Mr. Ruffin, seconded by Mrs. Bastian, and with the unanimous aye vote of all members of the Board, the Minutes of the Special Meeting of November 4, 1966 were approved as submitted.

Mr. Geil then moved that the Minutes of the Regular Meeting of November 14, 1966 be approved as submitted. The motion was seconded by Mr. Williamson, and with the unanimous aye vote of all members of the Board, the Minutes of the Regular Meeting of November 14, 1966 were approved as submitted.

1.4 Welcome to Guests

Mr. Stewart welcomed newspaper reporters - Mr. Frank Leeming, Jr., of the St. Louis Post-Dispatch and Mr. King McElroy of the St. Louis Globe-Democrat.

Dr. Libby introduced members of the Florissant Valley campus to the Board -- Mr. William Miller, Physical Education instructor and Chairman of the Florissant Valley Gymnasium Committee, and Mr. Harry Keough, Soccer Coach at Florissant Valley.

Mr. Keough presented for display, the National Junior College Athletic Association second place trophy won by the Florissant Valley soccer team. Mr. Keough further stated that the Florissant Valley team brought honor to St. Louis, to The Junior College District, and to the Florissant Valley Campus, and the District should be very proud of the team not only for
their excellent soccer ability, but for the spirit of sportsmanship expressed throughout the tournament.

Mr. Stewart expressed congratulations to the team for their award in the National Junior College Athletic Association soccer tournament, and expressed the pride of the Board of Trustees and entire District for the team's performance.

Mr. Moore and Mr. Keough were excused from the remainder of the meeting at 8:24 p.m.

1.5 Hearing of Citizens and Petitions

Board President Stewart acknowledged Mr. William S. Bahn, attorney, representing General Fireproofing Company.

Mr. Bahn called the Board's attention to Items 1 through 24 under Contract #66-74 for office furniture and requested the Board to reconsider its previous action concerning the awarding of contracts covering these items. Mr. Bahn gave a presentation stating the reasons for his client's request. Mr. Alders, a representative of General Fireproofing was also introduced to the Board and answered questions concerning the position of his company.

Upon completion of the presentation by the General Fireproofing Company, Mr. Geil moved that the Board not reconsider at this time its decision concerning the award of furniture contracts for Items 1 through 17 under Contract #66-74. The motion was seconded by Mrs. Bastian and passed with a five to one vote (Mr. Stewart voting "no").

1.7 Treasurer's Report

The Board was requested to approve the Budget Expense and Budget Income Summary Reports for the month of October, 1966.
Upon motion by Mr. Williamson, seconded by Mrs. Bastian, and approved by all members of the Board, the Budget Expense and Budget Income Summary Reports for the month of October, 1966 were approved as submitted.

1.8 Ratification of Investments

The Board was requested to ratify investments made by the Treasurer of the District, for which bids had been received in accordance with Board policy.

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

RESOLVED, That the following investments made on behalf of The Junior College District by the Treasurer thereof, be and hereby are, ratified, approved, and adopted by the Board of Trustees:

General Fund
$100,000 U. S. Treasury Bills, purchased November 16, 1966, from Merrill Lynch, to mature April 27, 1967, on a 5.58 basis (+$3.00) for a total cost of $97,507.50.

Building Fund
$350,000 U. S. Treasury Bills, purchased November 14, 1966, from First National Bank, to mature November 25, 1966, on a 4.50 basis, for a total cost of $349,513.75.

$100,000 Certificate of Deposit, purchased November 17, 1966, from Mercantile Trust, to mature December 19, 1966, on a 5.50 basis, for a total cost of $100,000.00.

Construction Fund
$350,000 Certificate of Deposit, purchased November 17, 1966, from Mercantile Trust, to mature December 19, 1966, on a 5.50 basis, for a total cost of $350,000.00.

$250,000 Certificate of Deposit, purchased November 14, 1966, from Mercantile Trust, to mature December 15, 1966, on a 5.50 basis, for a total cost of $250,000.00.
2. PERSONNEL

2.1 Certificated Personnel - Part-time Employment, Fall 1966

The Board was requested to approve the employment of part-time certificated personnel for the Fall semester, 1966. Upon motion by Mr. Witte, seconded by Mrs. Bastian, and with the unanimous approval of all members of the Board, it was

RESOLVED, That the following certificated personnel be employed on a part-time basis for the Fall semester, 1966 in the capacity and at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:

Mr. Frederick H. Mayer - FPCC - Law Enforcement - 6 cr. hrs. - $180 x 1/2
Effective 11/14/66.

Miss Janice Dijkstra - FVCC - English - 6 cr. hrs. - 1/2 x $150 - Eff. 11/14/66.

2.2 Certificated Personnel - Change From Part-Time to Full-Time Status

The Board of Trustees was requested to approve the change in classification of

Mrs. Marion McClintock from part-time to full-time status with the District.

Upon motion by Mr. Witte, seconded by Mrs. Bastian, and with the unanimous approval of all members of the Board, it was

RESOLVED, That Mrs. Marion McClintock's employment status with the District be changed from a part-time to full-time basis in the capacity and at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:

Mrs. Marion McClintock - FVCC - English
From: 6 cr. hrs. - $150
To: Full-time Instructor B - 1/2 of Range 4 Step 4 - Eff. 1/30/67

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, with the above full-time certificated employee, which said contract is to be filed with the records of the District.
Upon District staff recommendation, and upon motion by Mr. Witte, seconded by Mrs. Bastian, and with the unanimous approval of all members of the Board, it was RESOLVED, That modification be and hereby is authorized for the part-time employment of the following certificated personnel:

Mr. Karl Seuss - MCC - English
From: 3 cr. hrs. $150/hr.
To: 3 cr. hrs. $180/hr.
Effective: 9/10/66

2.4 Classified Personnel - Six-Month Increment

Board approval was requested for salary increases for classified personnel completing their six-month probationary period with the District.

Whereupon, on motion by Mr. Geil, seconded by Mr. Witte, and with the unanimous approval of all members of the Board, it was RESOLVED, That the following classified personnel, having completed their first six-month probationary employment period with the District, be granted salary increases as follows:

Miss Lynda L. Crafton - Clerk Typist, Sr. - FPCC - From: 8A
To: 8B - Eff. 12/1/66
3. CURRICULUM AND INSTRUCTION

3.1 Advisory Committees

The Board was requested to approve the appointment of lay citizens to serve as members of District advisory committees for the academic year 1966-67.

Whereupon, an motion by Mr. Geil, seconded by Mrs. Bostian, and with the unanimous approval of all members of the Board, it was

RESOLVED, That the Board of Trustees does hereby appoint the following citizens to serve as members of The Junior College District advisory committees for the academic year 1966-67.

A. Drafting and Design Technology Advisory Committee

Mr. C. R. Miles, Jr.
U. S. Army Engineer District
Assistant Chief-Design Branch
906 Olive
St. Louis, Missouri

Mr. James Roberts
District Operations Engineer
Missouri State Highway Department
329 South Kirkwood Road
Kirkwood, Missouri 63122

B. Technical Illustration Advisory Committee

Mr. Paul Gardiner, Chief Technical Presentations
McDonnell Aircraft Corporation
Lambert Field, St. Louis 63166

Mr. W. F. Funderburk, Publications Manager
Emerson Electric Company
8100 West Florissant
St. Louis, Missouri 63136

Mrs. Rena Karlinzki, Residential Illustration
Armament! Chart and Information Center
2nd and Arsenal
St. Louis, Missouri
Malkom Jackoway, English instructor at the Forest Park Campus outlined and explained a developmental English composition course he had designed and implemented at the Forest Park Campus. The first step in initiating this developmental composition course was to analyze the group student characteristics. This study revealed four distinct student groups:

1. Students with an understanding of basic concepts of composition - (interested in academic writing).
2. Students with an understanding of basic concepts of composition - (interested in practicality).
3. Students with some knowledge of concepts of composition - (limited ability in academic writing).
4. Students with no understanding of basic concepts of composition - (little ability in mechanics and no experience in academic writing).
The students in these developmental composition classes include transfer students, technical students, and adults interested in improving their writing ability. Mr. Jackoway pointed out that these students represent a vast age range from the recent high school graduate to one student in his class sixty-five years old. The result of the study of the characteristics, needs, and methods of teaching these four student groups, was a new innovative teaching method in composition instruction. Through utilization of audio visual transparencies, overhead projections, writing laboratories where students may proceed at their individual pace, open class discussions, and open class evaluation and correction of themes, students are stimulated to learn how to write.

The students themselves have proven the success of this teaching methodology, by their interest to learn and their writing proficiency at the end of the course.

Mr. Stewart thanked Mr. Jackoway for his enthusiastic presentation and expressed the Board’s pride in the vitality and creativity of The Junior College District faculty.

5. BUSINESS AND FINANCE

5.1 Contract Revision - Harry Weese & Associates

Mr. Robertson, Vice President for Business, presented a letter from Harry Weese and Associates and asked that the Board give consideration to this letter as an amendment to the existing agreement with this firm reflecting a flat fee of 5-1/2% on the estimated cost of future construction at the Forest Park Community College.

The Board discussed how this contract amendment might affect future construction costs and the President of the Board instructed Mr. Robertson and legal counsel to submit clarification of Weese’s letter to the Board at a subsequent Board Meeting.
5.2 Award Of Office Furniture Contract To Cole Furniture Company

Mr. Robertson then announced to the Board that an error had been made in the tabulation of bids for items #49 through #55 under Contract #66-74. This resulted in the staff recommending that the above-mentioned items be purchased from Berry Office Supply when in fact the Cole Furniture Company bid was $380.20 less on the identical items. Therefore, Mr. Robertson asked that the Board rectify this clerical error by rescinding its action which authorized the purchase of these items from Berry Office Equipment and instead award the order for these items to Cole Furniture Company.

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

RESOLVED, That award of items #49 through #55 under Contract #66-74 on office furniture previously awarded to Berry Office Equipment be and hereby is rescinded for the reason that said bid was not the low bid.

FURTHER RESOLVED, That an award of items #49 through #55 under Contract #66-74 on office furniture be given to Cole Furniture Company in the amount of $7,775.40, said amount being the low bid for the items specified, which said items being identical to those bid by Berry Office Equipment.

FURTHER RESOLVED, That the President of the Board be and hereby is authorized and directed to execute a contract for the purchase of said office furniture in the form contained in the specifications for Contract #66-74, upon approval of completed form by counsel for the District.

Mr. Witte suggested Berry Office Equipment be written a letter of apology for this clerical error of the District.
9. ADJOURNMENT

Board President Stewart asked if there were any further business to come before
the Board. There was not, and upon motion by Mrs. Bastian, seconded by Mr. Williamson,
and with the unanimous vote of all members of the Board, the meeting was adjourned at
9:54 p.m.

Respectfully submitted,

Paul H. Conole
Secretary, Board of Trustees
The Junior College District of
St. Louis, St. Louis County, Missouri