A regular meeting of the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, was held on Monday, January 23, 1967, at the Central Office of the District, 7508 Forsyth Boulevard, 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 8:15 p.m. The following members were present:

Mrs. Joseph C. Bastian
Messrs. Lester C. Geil
       Guy S. Ruffin
       Joseph G. Stewart
       Gerald V. Williamson
       Donald M. Witte

Also present were Dr. Joseph P. Cosand, President of the District; Mr. John C. Robertson, Vice President for Business; Dr. Glynn E. Clark, Vice President-Campus Director; Dr. Douglas F. Libby, Jr., Vice President-Campus Director; Dr. R. William Graham, Vice President-Campus Director; Mrs. Mary Jane Calais, Associate Coordinator, Business-Treasurer; Mr. Paul H. Connole, Assistant to the President and Secretary of the Board of Trustees; Mr. Lawrence F. O'Neill, Coordinator of Physical Facilities; Mrs.
Dolores B. Tygard, Community Relations Assistant; Dr. Robert Jones, Coordinator of Instructional Resources — all of The Junior College District staff. Also present was Mr. Kenneth Teasdale of the firm of Armstrong, Teasdale, Kramer and Vaughan, counsel for the District.

1.3 Minutes

Board President Stewart asked for approval of the Minutes of the Regular Meeting of January 9, 1967. Whereupon, on motion by Mr. Williamson, seconded by Mr. Ruffin, and with the aye vote of all members of the Board present, the Minutes of the Regular Meeting of January 9, 1967 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. Cosand introduced Mr. George Rogland, Chairman of the District Faculty Salary Committee. Mr. Rogland in turn introduced the following members of the District Faculty Salary Committee:

- Mr. William Schallert - Florissant Valley Campus
- Mr. David Werner - Forest Park Campus
- Mr. Howard L. Simmons - Forest Park Campus
- Mrs. Maxine V. Mosley - Forest Park Campus
- Mr. Arnold Greer - Meramec Campus
- Mr. Bernard Schrautemeier - Meramec Campus
Dr. Cosand introduced Mr. and Mrs. Jon Gosser, visitors from the State of Kansas.

Dr. Clark, Vice President-Campus Director of the Meramec Campus, introduced Dr. Anna Marie Lottmann, foreign language instructor at that campus.

Dr. Libby, Vice President-Campus Director of the Florissant Valley Campus, introduced the following counselors from that campus: Miss Leonora West, and Mr. Frank Livingston.

Dr. R. William Graham, Vice President-Campus Director of the Forest Park Campus, introduced the following staff members from the Forest Park Campus: Mr. Robert Richey, Mr. Mike Delgado, Dr. Raymond Pietak, and Mr. David Tucker.

1.6 Communications

Mrs. Juanita Novak read the following correspondence:

1.6.1 Letter from Dr. Paul A. Ebeling, D. D. S. thanking the District for a dinner meeting which he attended as a member of the Hotel, Motel, Restaurant Advisory Committee, provided by the students of this Hotel, Motel, Restaurant Program.

1.6.2 News Release from the St. Louis Regional Industrial Development Corporation stressing the importance of attracting new industries to the St. Louis and St. Charles areas.

1.7 Treasurer's Report

The Board was requested to approve the Budget Expense and Budget Income Summary Reports for the month of December, 1966.

Upon motion by Mrs. Bastian, seconded by Mr. Witte, and approved by all members
of the Board, the Budget Expense and Budget Income Summary Reports for the month of December, 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. Williamson, seconded by Mr. Geil, and with the unanimous aye 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

$200,000 Certificates of Deposit, purchased January 19, 1967, from First National on a 5.25 basis, to mature February 28, 1967, for a total cost of $200,000.

Building Fund
$450,000 Certificates of Deposit, purchased January 19, 1967, from First National on a 5.25 basis, to mature March 2, 1967, for a total cost of $450,000.

Construction Fund

$300,000 U. S. Treasury Bills, purchased January 19, 1967, from Merrill Lynch on a 4.40 (+$3.00) basis, to mature January 26, 1967, for a total cost of $299,746.33.

$400,000 Certificates of Deposit, purchased January 19, 1967, from First National on a 5.25 basis, to mature February 23, 1967, for a total cost of $400,000.

Debt Service Fund

2. PERSONNEL

2.1 Basic Salary Schedule - Instructional Staff

Dr. Cosand reported that in order to establish and propose a salary schedule for the instructional staff for the 1967-68 school year that would be competitive with other colleges and universities in the United States, a District Faculty Salary Committee had been appointed to study and evaluate similar salaries throughout the nation and propose a competitive salary schedule for The Junior College District. Dr. Cosand introduced George Ragland, Chairman of the District Faculty Salary Committee, and asked Mr. Ragland to report to the Board relative to the Committee's findings.

Mr. Ragland stated the charge to this District Committee was to propose a schedule that would be competitive with that of other colleges and universities in the nation similar in nature, age, and location to The Junior College District. After extensive survey and evaluation, a salary proposal was submitted to Dr. Cosand which the Committee felt fulfilled its delegated charge.

As President of the District, Dr. Cosand reported to the Board that recommendation for adoption of a salary schedule for the instructional staff for the 1967-68 school year was based on his following statements:

Salaries within the profession of higher education have been increasing at a higher than average rate during the last several years. This increase has been due to two main factors: one, salaries were low in comparison to other professions and many skilled trades; and two, due to the rapid expansion of higher education throughout the United States, there has developed a serious shortage of qualified college teachers, librarians, counselors, and administrators. Aggravating the situation is the fact that there are fewer people eligible for such positions due to the lowered birth rates during the depression and war years (1930 - 1945). The age group 22 - 37 is relatively small, and these men and women are being recruited increasingly by business, industry, and the professions to fill existing and developing vacancies.
"Undoubtedly at least three forces will intensify staffing problems for the junior colleges in the next few years and appropriate measures will have to be taken if the colleges are not to be swamped by them. First, rapidly expanding enrollments will necessitate larger and larger teaching staffs. Second, since the explosion of knowledge is likely to continue—at least in the near future—higher and different levels of teacher training will be required to insure competent performance. Third, junior colleges will face increased competition from four- and five-year colleges because their improved salary structures will enhance the attractiveness of positions at these institutions. If junior colleges are not to be mere extensions of the high school, and if among other functions they are to prepare their students adequately for transfer to senior colleges and universities, several obvious courses of action will have to be given serious consideration by the junior colleges."

"Junior college salaries will have to rise at least as rapidly as those in liberal arts colleges. In the course of this process it may be highly desirable to increase disproportionately the average salary offered to the teacher with a long period of service. This does not mean that such increases should be automatic; it may be much more desirable to base them on merit. If the quality of the faculty is to improve, differentials offered to individuals with higher levels of educational attainment may have to be increased substantially. And one should not forget the very low salaries offered in a number of junior colleges—the average salary levels of $9000 a year and less paid in the lower half of our junior colleges to teachers with the master's degree after twenty years of service."

"Probably there is no such thing as an ideal salary structure. But it seems clear enough that the present arrangement of junior college salaries offers room for improvement not only as a matter of justice to the faculty member but in terms of the effectiveness with which the junior colleges can play their increasingly important role."

The Junior College District of St. Louis - St. Louis County, Missouri was created in 1962 with the understanding by all concerned—citizens, board, and president—that it would at all times be a quality institution, and a leader in the field of higher education, especially in community college endeavors. There is no doubt locally or nationally about this commitment or achievement. The J.C.D. is a quality institution, and it is a leader in its area of responsibility.

From the beginning, the board and staff have been committed to, and have striven for, a quality program in its totality. This has required continuous planning for good balance throughout the educational program and continuous scrutiny so that no single important aspect of the educational program will regress or become deficient.

* Quotation from American Association of University Professors Bulletin
A quality program to meet the mandate of the citizens who voted for the J.C.D., who voted self-taxation for operating costs, and who approved the largest bond issue in the history of junior colleges—all in order to provide educational opportunities for the youth and adults of this area, must be achieved and continued.

The totality of this undertaking in order to achieve balance requires the following:

1. A broad, comprehensive, curricular and course offering which fulfills the accepted philosophy and objectives established by the State of Missouri and approved by the Board of Trustees of the J.C.D.

2. A high quality, dedicated faculty.

3. An administrative staff dedicated to educational leadership throughout the District as well as on each one of the three campuses.

4. Modern as well as sufficient supplies and equipment.

5. Construction of up-to-date and flexible classrooms, laboratories, and well-equipped service facilities.

6. Provision for faculty awareness of changes in subject matter and teaching methods—through research and attendance at local, regional, and where justifiable, national conferences.

7. Realistic teaching loads and student-teacher ratios.

8. Provision for those teaching and laboratory assistants, where needed, in order to free the faculty member to fulfill his major responsibilities.

9. Establishment of a program of "fringe benefits" sufficiently broad to protect the staff member with respect to insurance, health, and retirement.

10. Provision for continued learning through Sabbatical Leaves and support for summer educational programs.

11. A strong clerical and secretarial staff.

12. Good maintenance of equipment, buildings, and grounds.
There are other items which might be included, but the above 12 are major for any collegiate institution and must be viewed as a group—if the institution is to be considered worthy of accreditation. Each of these 12 items is scrutinized and weaknesses are noted and evaluated in the light of the total educational program. The three campuses of the J.C.D. will be visited for accreditation purposes, individually, in 1968-1969.

The board and staff must see to it that our District educational program is of high quality and is balanced in all of its aspects. This is an obligation to the citizens of St. Louis and St. Louis County, to the State of Missouri, and to the individual students—all of whom are paying for the costs of the J.C.D.—operationally and physically.

Naturally, each of the twelve items mentioned costs money, and it would be very easy to slight one in order to over-emphasize another. This is done in colleges all over the country as well as in businesses, industries, and in our own homes. However, such actions are not to be condoned for they will throw a program out of balance with the accompanying strains which always will damage the total body.

Pride in an institution is reflected in how that institution has accepted its total responsibility—the responsibility for quality in each of the 12 major items. Any other action will result in one or more weaknesses, each of which will result in defensiveness and apologetic attitudes.

The salary recommendations are, therefore, made with the understanding that they are (1) competitive with quality institutions of similar type as to age, size, and location throughout the United States, and (2) that the District can support these schedules without depriving any other segment of the educational program. The proposed schedules have balance both within and without the J.C.D. of St. Louis - St. Louis County, Missouri.

It is important to note that the schedules do not attempt to follow those atypical schedules at either end of the continuum. Atypical schedules at either extreme do not provide for a balanced educational program. Careful analyses of institutions with atypical salary schedules will indicate serious weaknesses in one or more of the items previously discussed.

Dr. Cosand therefore recommended adoption of the proposed salary schedule for the instructional staff.

Whereupon, Mrs. Bastion moved adoption of the following resolution:

RESOLVED, That the "Basic Salary Schedule - Instructional Staff - 1967-68" be and hereby is approved by the Board of Trustees in the form and in the amounts set forth in the salary schedule attached hereto as an addendum to these Minutes and by reference expressly incorporated herein.

FURTHER RESOLVED, That said salary schedule be incorporated into the existing Board Policies and Administrative Organization Manual and that said schedule be effective as of July 1, 1967.

The motion was seconded by Mr. Williamson. Upon the vote, the resolution carried, the vote being five affirmative to one negative (Mr. Joseph Stewart voting "NO"). The salary schedule was thereupon declared adopted.

1/25/67
Mr. Stewart expressed his regret in being unable to vote affirmatively. He stated his negative vote was in no way to be construed as disapproval of increased faculty salaries, but since he had not received his Board materials prior to the meeting, had not been privileged to give previous consideration to said salary recommendations.

The Board extended its appreciation to the Faculty Salary Committee for the tremendous amount of work done in preparing these salary surveys and proposed schedules.

2.2 Basic Salary Schedule - Administrative Staff

Since Mr. Stewart had not had previous time to study the proposed administrative salary schedule, this item was deferred until a subsequent meeting of the Board.

2.3 Division Chairmen

The recommended policy change in the existing policy governing Division Chairmen under Section 4.10 of the Board Policies and Administrative Organization Manual, was deferred until a subsequent meeting of the Board.

2.4 Certificated Personnel - Full-time Employment - Spring 1966-67

The Board was requested to approve employment of certificated personnel for the Spring Semester, 1966-67. Whereupon, on motion by Mr. Williamson, 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 in the capacity and at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:

Mr. Jerry W. Stapleton - Instructor A - Graphics - FVCC - III-6 - Eff. 2/1/67
Mr. Joseph A. Rezny - Assistant Professor - Business - FVCC - V-3 - Eff. 2/1/67
Mr. Keith D. Ruppert - Assistant Professor - Engineering - FVCC - V-4 - Eff. 2/1/67
Miss Janice Dubinsky - Instructor B - English - MCC - IV-1 - Eff. 2/1/67
FURTHER RESOLVED, That the President of the Board be and hereby is, authorized
to execute the appropriate contract, previously adopted by the Board, with the
above full-time certificated employees, which said contract is to be filed with the
records of the District.

2.5 Certificated Personnel - Full-time Employment - Fall 1967-68

The Board was requested to approve employment of certificated personnel for the
Fall Semester, 1967-68. Whereupon, on motion by Mr. Williamson, 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 in the
capacity and at the salary classification hereinafter set out, said salary
classification having been previously approved by the Board:

Mr. Richard H. Baker - Instructor B - Government - MCC- IV-3 - Eff. 9/5/67

FURTHER RESOLVED, That the President of the Board be and hereby is, authorized
to execute the appropriate 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.

2.6 Certificated Personnel - Full-time Employment - Ford Internship Project -
Spring 1966-67

The Board was requested to approve employment of certain interns in accordance
with a Ford Foundation grant jointly administered by The Junior College District and
Southern Illinois University.

Whereupon, on motion by Mr. Williamson, 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 in the
capacity and at the salary classification hereinafter set out, for the Spring
semester, 1966-67, in accordance with the terms of the Ford Foundation grant.
Salary expenditures for these intern positions to be expended from the Ford
Foundation budget funded for this purpose.
Mr. Marshall Arky - Assistant Professor - Biology - FVCC - V-4 - Eff. 2/1/67

Mr. William G. Duke - Assistant Professor - Physics - MCC or FPCC - V-2 - Eff. 2/1/67

Mr. Maury C. Eggers - Instructor B - Physics - MCC or FPCC - IV-3 - Eff. 2/1/67

Mr. James V. Hennessy - Assistant Professor - Data Processing - MCC - V-5 - Eff. 2/1/67

Mr. Sterling Webb - Instructor A - English - FVCC - III-1 - Eff. 2/1/67

FURTHER RESOLVED, That the President of the Board be and hereby is, authorized to execute the appropriate contract, previously adopted by the Board, with the above participants in the internship program, which said contract is to be filed with the records of the District.

2.7 Certificated Personnel - Part-time Employment - Spring Semester, 1966-67

The Board was requested to approve employment of part-time certificated personnel for the Spring Semester, 1966-67. Whereupon, on motion by Mr. Williamson, seconded by Mrs. Bastian, and with the aye vote of all members of the Board, it was

RESOLVED, That the following certificated personnel be employed on a part-time basis in the capacity and at the salary classification hereinafter set out, for the Spring Semester, 1966-67.

Miss Phyllis L. McEnerney - Consultant - Allied Medical Development Project - FPCC - 3 cr. hrs. $215/cr. hr. - Eff. 2/1/67

Mr. Jerome J. Cunningham - Baseball Coach - Student Personnel Services - FPCC - 3 cr. hrs. $150/cr. hr. - Eff. 2/1/67

2.3 Certificated Personnel - Administration

Dr. Cosand recommended employment of Mr. Herbert Damron, Associate Coordinator, as replacement for Mr. Tony Lipinski, Purchasing Agent, who recently left the District.

Whereupon, on motion by Mr. Williamson, seconded by Mrs. Bastian, and with the aye vote of all members of the Board, it was

RESOLVED, That the following administrative personnel be employed in the capacity and at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:
FURTHER RESOLVED, That the President of the Board be and hereby is, authorized to execute the appropriate contract, previously adopted by the Board, with the above administrative personnel, which said contract is to be filed with the records of the District.

2.9 Certificated Personnel - Part-time Resignations

In accordance with President Cosand’s recommendation, upon motion by Mr. Williamson, seconded by Mrs. Bastian, and with the aye vote of all members of the Board, it was

RESOLVED, That the resignation of Mr. Napoleon Williams be and hereby is accepted as part-time Teaching Assistant at the Forest Park Campus, effective January 6, 1967.

2.10 Classified Personnel - Employment

The Board was requested to approve employment of classified personnel. Whereupon, on motion by Mr. Williamson, seconded by Mrs. Bastian, and with the unanimous approval 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:

Mrs. Louise C. Salahi - Clerk-Typist, Sr. - FVCC - 8A - Eff. 1/24/67
Miss Ann L. Hall - Clerk-Typist, Sr. - C. O. - 8A - Eff. 1/24/67
Miss Kathryn A. Grunz - Clerk-Typist, Sr. - C. O. - 8A - Eff. 1/24/67
Mr. William E. Reed - Bookstore Assistant - FPCC - 21B - Eff. 1/24/67
Mr. Rolland C. Larson - Procurement Assistant - C. O. - 27A - Eff. 1/30/67
2.11 **Classified Personnel - Six-Month Increment**

Dr. Cosand requested the Board to approve salary increases for classified personnel completing their six-month probationary period with the District.

Whereupon, on motion by Mr. Williamson, seconded by Mrs. Bastian, and with the aye vote 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 a salary increase as follows:

- **Mr. Donald J. Boehmer - Data Processing Lead Operator - C. O. - From: I8B**  
  Eff. 2/1/67  
  To: I8C

- **Mr. William L. Schrader, Jr. - Construction Inspector - C. O. - From: 22A**  
  Eff. 2/1/67  
  To: 22B

- **Mrs. Joanna M. Wisniewski - Stenographer - FVCC - From: 9A**  
  Eff. 2/1/67  
  To: 9B

- **Mrs. Minerva R. Mitchell - Library Assistant - MCC - From: 10A**  
  Eff. 2/1/67  
  To: 10B

2.12 **Administrative Personnel - Reclassification**

Upon acceptance of Dr. Richardson's resignation as Dean of Instruction at the Forest Park Campus by the Board of Trustees, this position was made available to other qualified administrators in the District. The Board was therefore requested to approve reclassification of Dr. Raymond Pietak in order that he might be appointed to this recently vacated position.

Whereupon, on motion by Mrs. Bastian, seconded by Mr. Witte, and with the aye vote of all members of the Board, it was

RESOLVED, That the classification of the following certificated personnel be changed as indicated, effective 2/1/67:

- **Dr. Raymond A. Pietak - FPCC - From: Associate Dean of Instruction - Step 3**  
  To: Dean of Instruction - Step 1
FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute the appropriate contract, previously adopted by the Board, with the above reclassification indicated, which said contract is to be filed with the records of the District, and substituted for the previous contract with Dr. Raymond A. Pietak.

2.13 Job Description - Procurement Assistant

Upon recommendation by Dr. Cosand, the Board was requested to approve replacement of the job description for "Manager of Food and Services" previously approved by the Board, and substituted with job description for "Procurement Assistant"; said job description to be included in the existing "Classified Salary Schedule and Positions Descriptions" Manual.

3. CURRICULUM AND INSTRUCTION

3.1 Appointment To Hotel, Motel and Restaurant Advisory Committee

Upon recommendation by the President of the District, the Board was requested to approve the appointment of additional lay citizens to the Hotel, Motel and Restaurant Advisory Committee.

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

RESOLVED, That the following lay citizens serve as additional members to the Hotel, Motel and Restaurant Advisory Committee from January 24, 1967 through June 30, 1968:

Mr. Michael Fandos, Secretary-Treasurer
Maryland Kitchens
205 North Ninth Street
St. Louis, Missouri 63101

Miss Cecilia Hederman
Chief Dietitian
City Hospital
1515 Lafayette
St. Louis, Missouri 63104

Mr. Frank T. Hilliker
Frank T. Hilliker and Associates
Food Service Consultants
210 Chemical Building
St. Louis, Missouri 63101

1/23/67
The Board expressed its appreciation to these lay citizens for the interest being shown in this Hotel, Motel, Restaurant Program.

3.2 Presentation On New Audio Visual Innovations At Forest Park Campus

Through the use of transparencies, Dr. Raymond Pietak, Dean of Instruction at the Forest Park Campus, explained new audio visual teaching methodologies to be utilized in the new Forest Park campus buildings and how student responder units would be used for teaching in the lecture halls. Many course disciplines such as typing, shorthand, art, art appreciation, foreign languages, and sciences, are adaptable to the new audio tutorial method, and the new Forest Park facilities will have three separate audio tutorial listening laboratories.

The Board thanked Dr. Pietak for his enlightening presentation.
Dr. Jones, Coordinator of Instructional Resources, commented on the audio visual and television equipment which has been ordered for each of the three campuses, and invited the Board members to the campuses to see this new equipment when it is installed.

4. PHYSICAL FACILITIES

4.1 Construction Progress Report

Mr. Larry O'Neill, Coordinator of Physical Facilities reported on anticipated occupancy schedules for the three campuses. With the exception of the third floor Library area and Wing Extension, the Forest Park Campus should be ready for occupancy by May 1, 1967. The third floor Library area should be completed by June, 1967, and it is anticipated the Wing Extension will be completed by August, 1967. Estimated completion of the Meramec and Florissant Valley Campuses has been set for Fall, 1967, and the Florissant Valley Gymnasium Building for January 31, 1968.

5. BUSINESS AND FINANCE

5.1 Acceptance Of Bid Of Murphy Company

In accordance with District policy, bids were opened on January 10, 1967 for certain mechanical improvements at the Ambassador Hotel for the District Hotel, Motel, Restaurant Program facilities.

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

RESOLVED, That the Board does hereby rescind its previous action for approval of mechanical improvements at the Ambassador Hotel in an amount not to exceed $10,000.00 and does hereby accept the bid of the Murphy Company for mechanical improvements at the Ambassador Hotel in the amount of $12,443.00

FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute a contract on behalf of the District with said Murphy Company, in the form to be approved by legal counsel.
5.2 Discussion Of Carpeting Bids

The Board was requested to accept the bid and award an order to Contractor's Furniture and Carpet Company of Chicago for carpeting at all three campuses.

Mr. Witte moved that the bid of Contractor's Furniture and Carpet Company be accepted and the carpeting contract awarded to this firm. The motion was seconded by Mrs. Bastian. Whereupon a discussion was held by all members of the Board concerning the bid of Contractor's Furniture and Carpet Company.

At this point in the meeting Mr. Feldman, a local taxpayer in the audience, requested permission to address the Board. In accordance with Board policy, the President of the Board polled the Board, and there being opposition on the part of the Board members to allowing citizens to speak at any other point in the meeting except that provided for on the agenda, Mr. Feldman's request to speak was denied.

Mr. Joseph, Business Agent of the Floor Layers Union, also requested permission to speak to the Board. In accordance with Board policy, Mr. Stewart, President of the Board again polled the Board, and in keeping with its previous decision, the Board also denied Mr. Joseph the opportunity of speaking at this point in the meeting.

Whereupon, Mr. Witte, with the approval of Mrs. Bastian, withdrew his previous motion and instead moved that any consideration of an award be tabled until a subsequent meeting of the Board. This motion was seconded by Mr. Ruffin and passed with a vote of five to one, Mr. Williamson voting "No." The President of the Board announced that the award of the carpeting contract would be considered at a subsequent meeting of the Board.
5.3 Report On Tartan Flooring

In order to evaluate the installation of "Tartan" flooring in the gymnasium at the Florissant Valley Campus, a committee of the Board, Mrs. Bastian, Mr. Geil, and Mr. Witte, visited two "Tartan" installations. Each of the committee members reported on their knowledge gained through viewing these two installations. One installation was 1/2" "Tartan" and the other was 3/8" "Tartan." The personnel who use these facilities at each location recommended "Tartan" very highly. This flooring was used as a multi-purpose floor in both instances for such sports as tennis, basketball, track, pole-vaulting, and gymnastics and the floor showed no signs of damage or scars. The flooring is easily maintained through the use of a scrubbing machine.

Before the Board definitely decided to install "Tartan" flooring in the Florissant Valley gymnasium, specific information was requested from the District administrative staff whether District needs would require this installation to be 1/2" or 3/8" "Tartan."

5.4 Approval Of Contract With Edison Brothers Company

The Board was requested to approve a contract with Edison Brothers Company for the rental of additional space to be used as office facilities for the central office.

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

RESOLVED, That the Board of Trustees does hereby authorize and approve the District to enter into a lease agreement with Edison Brothers Company for the rental of additional office facilities to be used by the central office of the District for a period of three years at an annual rental of $15,000.00 and on the further terms and conditions of the lease agreement attached as an addendum to these Minutes and by reference expressly incorporated herein.

FURTHER RESOLVED, That the President of the Board be and hereby is authorized and directed to execute said lease agreement for and on behalf of the District.
Resolution Authorizing The Sale Of Bonds March 1, 1967

The Board of Trustees then took up the matter of offering for sale Ten Million Dollars ($10,000,000) (of an authorized issue of $47,200,000) of bonds authorized at a special election held in The Junior College District of St. Louis, St. Louis County, Missouri, on the 16th day of November, 1965, and, after a discussion of the subject, Trustee Mrs. Bossion offered and moved the adoption of the following resolution:

RESOLUTION AUTHORIZING THE SALE OF BONDS

BE IT RESOLVED by the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, that Ten Million Dollars ($10,000,000) (of an authorized issue of $47,200,000) of bonds, authorized at a special election held therein on the 16th day of November, 1965, be offered for sale to the highest bidder therefor on Wednesday, the 1st day of March, 1967.

BE IT FURTHER RESOLVED that said bonds be sold on sealed bids to be filed with the Secretary of the Board of Trustees at the District Office, 7500 Forsyth Boulevard, in said District, at or before the hour of 11:00 o'clock A.M., Central Standard Time, on the aforesaid date; each bid to be accompanied by a certified or cashier’s check on some solvent bank or trust company, payable to The Junior College District of St. Louis, St. Louis County, Missouri, in the amount of Two Hundred Thousand Dollars ($200,000), to evidence the good faith of the bidder, the Board of Trustees reserving the right to reject any or all bids submitted.
BE IT FURTHER RESOLVED that bidders for said bonds be requested to designate in their bids the price they will pay for bonds bearing interest at a rate or rates; but not more than five (5) different rates, likewise to be designated in their bids; provided, however, that each interest rate so designated shall be a whole multiple of either one-eighth of one per centum (1/8 of 1%) or one-tenth of one per centum (1/10 of 1%) and that all bonds of the same maturity shall bear interest at the same rate. No bond shall bear interest at more than one (1) rate, and any bid will be rejected which specifies supplemental, detachable interest coupons to be attached to said bonds or specifies interest rates the highest of which exceeds the lowest by more than two per centum (2%) per annum.

BE IT FURTHER RESOLVED that, in determining the best bid submitted, the Board will take into consideration the lowest net interest cost to the District, in dollars.

BE IT FURTHER RESOLVED that the Secretary be and is hereby authorized and directed to give notice of the sale of said bonds by mailing to all interested banks, bond houses, and investment bankers in the State of Missouri or elsewhere a notice in substantially the following form:

NOTICE OF BOND SALE

$10,000,000
(of an authorized issue of $7,200,000)
JUNIOR COLLEGE BONDS
OF
THE JUNIOR COLLEGE DISTRICT OF
ST. LOUIS, ST. LOUIS COUNTY, MISSOURI

Sealed proposals will be received by the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, at the District Office, 7508 Forsyth Boulevard, Clayton, Missouri, in said District, until the hour of 11:00 o'clock A.M., Central Standard Time, on Wednesday, the 1st day of March, 1967, at which time said bids will be publicly opened for the purchase, at not less than par and accrued interest, of the above bonds of said District.
Said bonds are to bear date of February 1, 1967, are to be of the denomination of One Thousand Dollars ($1,000) or of the denomination of Five Thousand Dollars ($5,000), to be designated by the purchaser thereof, and shall bear interest at a rate or rates, not exceeding six per centum (6%) per annum, to be determined pursuant to sale of said bonds, payable August 1, 1967, and semi-annually thereafter on February 1 and August 1 in each year. Both principal of and interest on said bonds will be payable at a bank or trust company in the City of St. Louis, Missouri, to be designated by the purchaser, subject to approval by the Board of Trustees, and said bonds shall mature serially on February 1 in each of the years as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Year</th>
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<tbody>
<tr>
<td>$775,000</td>
<td>1968</td>
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<tr>
<td>$250,000</td>
<td>1969</td>
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<td>1985</td>
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<td>$585,000</td>
<td>1986</td>
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<tr>
<td>$1,380,000</td>
<td>1987</td>
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</tbody>
</table>

Bonds maturing in the years 1963 to 1967, inclusive, at the option of the District, may be called in, paid, and redeemed, in inverse numerical order, at par and accrued interest, on February 1, 1982, or on any interest payment date thereafter prior to maturity.

In the opinion of Counsel, these bonds will be payable, both as to principal and interest, from ad valorem taxes which may be levied, without limit as to rate or amount, upon all taxable, tangible property within the territorial limits of the said District.

Bidders are requested to designate in their bids the price they will pay for bonds bearing interest at a rate or rates, but not more than five (5) different rates, likewise to be designated in their bids; provided, however, that all bonds of the same maturity shall bear interest at the same rate, which shall be a whole multiple of either one-eighth of one per centum (1/8 of 1%) or one-tenth of one per centum (1/10 of 1%). No bond shall bear interest at more than one (1) rate, and any bid will be rejected which specifies supplemental, detachable interest coupons to be attached to said bonds or specifies interest rates the highest of which exceeds the lowest by more than two per centum (2%) per annum.

Proposals should be addressed to the Board of Trustees and should be filed with the Secretary of the Board on or prior to the date and hour hereinabove named. Each bid must be accompanied by a certified
or cashier's check, payable to the District, in the amount of Two Hundred Thousand Dollars ($200,000), to evidence the good faith of the bidder.

Proposals tendered by mail should be addressed to the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, 7508 Forsyth Boulevard, Clayton, Missouri, 63105, and should be plainly marked "PROPOSAL FOR BONDS."

The Board of Trustees reserves the right to reject any or all bids, and all bids must be made on the form supplied by the undersigned.

These bonds are offered subject to the unqualified approval of the legality thereof by the law firm of Charles and Trauernicht of St. Louis, Missouri. The District will pay the legal fees and will pay for the printing of the bonds, including the printing thereon of the legal opinion, if desired by the purchaser. Delivery of the bonds will be made to the purchaser on or before April 14, 1967, in the City of St. Louis, Missouri, in the City of Chicago, Illinois, or in the City of New York, New York, without cost to the purchaser. Delivery elsewhere will be made at the expense of the purchaser. At the time of delivery, the purchaser of these bonds shall make payment for these bonds and the interest accrued thereon in Federal Reserve funds available on the date of such delivery.

Copies of the official Notice of Sale, Bid Form, and Official Statement may be obtained from the Secretary of the Board of Trustees.

By order of the Board of Trustees, this 23rd day of January, 1967.

Secretary, Board of Trustees

BE IT FURTHER RESOLVED that the Secretary shall attach to each copy of the aforesaid notice a financial statement showing the assessed valuation of taxable property within the District, the population of the District, a comparative statement of tax collections during the past three years, and such other information as prospective bidders may desire.
BE IT FURTHER RESOLVED that the bidding form to be used in bidding for the aforesaid bonds shall be substantially as follows:

PROPOSAL FOR THE PURCHASE OF $10,000,000 (of an authorized issue of $17,200,000) JUNIOR COLLEGE BONDS OF THE JUNIOR COLLEGE DISTRICT OF ST. LOUIS, ST. LOUIS COUNTY, MISSOURI

To the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri.

Gentlemen:

For Ten Million Dollars ($10,000,000), par value, Junior College Bonds of The Junior College District of St. Louis, St. Louis County, Missouri, bearing interest at the rate or rates specified below, we will pay you ___________________________ (§_______) and accrued interest to the date of delivery of said bonds to us.

The said bonds shall bear interest as follows:

<table>
<thead>
<tr>
<th>Maturities</th>
<th>Interest Rates</th>
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</table>

It is hereby represented that the gross interest cost, computed upon the above-specified rate or rates of interest, will be §________, that the net interest cost (deducting premium, if any) will be §________, and that the average interest rate will be _______ %.

It is understood and agreed by the undersigned that if there be any discrepancy as between the actual interest cost or average interest rate computed upon the rate or rates of interest above specified and the interest cost or average interest rate figures hereinabove set...
forte, the interest rate or rates above specified and the actual interest cost or average interest rate computed upon said rate or rates shall prevail.

Subject to your approval, the said bonds shall be payable as to principal and interest at a place to be designated by the undersigned within forty-eight (48) hours after the acceptance of this bid. Likewise, within forty-eight (48) hours after the acceptance of this bid, the undersigned shall designate which of said bonds, if any, shall be of the denomination of $1,000 and which of said bonds, if any, shall be of the denomination of $5,000. All of the designations made pursuant to this paragraph shall be in writing addressed to the Secretary of the Board of Trustees.

This proposal is subject to all of the terms and conditions of the notice of sale, a copy of which is hereto annexed and made a part hereof.

A certified or cashier’s check in the amount of Two Hundred Thousand Dollars ($200,000) payable to The Junior College District of St. Louis, St. Louis County, Missouri, accompanies this proposal as evidence of good faith, and said check shall be returned to the undersigned if this bid be not accepted or if the District should fail to deliver the said bonds to the undersigned in accordance with the terms of this bid; otherwise, said check shall be held by the District and shall be applied as and when the bonds are delivered and paid for under the terms of this bid, as part payment therefor, or be applied as and for liquidated damages in the event that the undersigned fails to take up and pay for said bonds.

This bid is for immediate acceptance.

(Note: No addition to or alteration in this proposal is to be made, and any erasure may cause a rejection of the bid. Bids must be filed with the Secretary of the Board of Trustees, sealed, at or prior to 11:00 o’clock A.M., Central Standard Time, on Wednesday, the 1st day of March, 1967.)
ACCEPTANCE

The above proposal accepted by resolution of the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, and receipt of the within-mentioned check hereby acknowledged this ___ day of _____________, 1967.

________________________
President, Board of Trustees

 attest:

________________________
Secretary, Board of Trustees
(SEAL)

BE IT FURTHER RESOLVED that notice in substantially the foregoing form shall be published in The Bond Buyer, a financial journal published in the City of New York, New York, one (1) time not less than fifteen (15) days prior to March 1, 1967, the date set for the receipt of bids for said bonds.

BE IT FURTHER RESOLVED that the Secretary shall attach a copy of the aforesaid notice to each copy of the aforesaid bidding form, to the end that each bid filed may be accompanied by the form of the notice of sale wherein the details of the issue are set forth.

Trustee ___Guy S. Ruffin___ seconded the motion to adopt the foregoing resolution, and, the question being put to a roll call vote, the result was as follows:

Trustees voting YES:
Mrs. Mildred Bastian, Mr. Lester C. Geil, Mr. Guy S. Ruffin, Mr. Joseph G. Stewart, Mr. Gerald V. Williamson, and Mr. Donald M. Witte

Trustees voting NO: None

The motion having received the affirmative vote of a majority of the whole Board, the President declared the motion carried and the resolution adopted, this 23rd day of January, 1967.

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5.6 Approval Of Contract For Establishment Of General Education Development Testing

The Board was requested to approve a contract which would provide facilities at the Meramec Campus for a South County location for the administration of the State General Education Development high school equivalency tests as a community service. This testing center would require only physical facilities at which to administer the GED tests and would require no expenditure of District funds or employment of personnel, and would in no way interfere with the regular classes at the Meramec Campus.

Mrs. Bastian moved the approval of a contract for the establishment of this General Education Development Testing Center at the Meramec Campus in the form approved by legal counsel. The motion was seconded by Mr. Williamson, and passed with a vote of five to one, with Mr. Witte voting "No."

5.7 Amended Fringe Benefit Schedule

The present District employee benefit program has been re-evaluated and Mr. John Robertson, Vice President for Business, recommended the present fringe benefit schedule be improved providing increased hospital provisions and a change in the vacation and sick leave schedule from ten to twelve days per year. This proposed amended schedule would result in an approximate expenditure increase of District funds of $20,000 per year.

Mrs. Bastian moved acceptance of the proposed amended fringe benefit schedule.

Mr. Williamson seconded the motion, and the vote was as follows:

Those voting FOR: Mrs. Mildred Bastian
Mr. Gerald Williamson

Those voting AGAINST: Mr. Lester C. Geil
Mr. Joseph G. Stewart
Mr. Donald M. Witte

Mr. Guy S. Ruffin did not vote
The Board deferred any further action on this item pending more specific information from the District administrative staff with respect to the coverages in question and the cost of these additional benefits.

5.8 Acceptance Of Donation From Dr. Frederick Custer

The Board was requested to accept a donation in the amount of $101.00 from Dr. Frederick Custer for the purchase of audio visual aids for the Dental Assisting Program of the District.

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

RESOLVED, That the Board of Trustees accept the donation in the amount of $101.00 from Dr. Frederick Custer, in accordance with said restrictions of this donation.

FURTHER RESOLVED, That the Secretary of the Board be and hereby is requested to write a letter of appreciation to Dr. Custer on behalf of the Board of Trustees of The Junior College 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. Ruffin, and with the unanimous aye vote of all members of the Board, the meeting was adjourned at 10:52 p.m.

Respectfully submitted,

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

1/23/67
St. Charles County, like the entire St. Louis region, cannot afford to relax and let broad economic trends work for it, D. Reid Ross, executive vice president of the St. Louis Regional Industrial Development Corporation, told the St. Charles Chamber of Commerce Thursday night at its annual meeting.

"We must make the most of our region's strong points," Ross said, "and create a climate in which out-of-town industries are willing to locate and in which St. Louis-based companies are willing to expand, not just to relocate within the area."

He pointed out that St. Charles County has grown more in population percentage-wise than any other county in the region, and has also had enviable growth in industry. But the resulting tax revenue is not yet sufficient to justify the added costs of police and fire protection, road and sewer construction, and the burden of educating thousands of additional school children. What's more, most of the added population is dependent upon jobs in other parts of the region, rather than in St. Charles itself, as is evidenced by the 10,000 commuters.

The solution is additional new industry, Ross asserted, on a scale that will broaden the tax base, relieve the local business and residential
taxpayer, and contribute to a stable, growing economy. But St. Charles cannot accomplish this alone. The problem is regional in scope. The entire St. Louis area is lagging far behind the national average of 15-20% industrial growth from the development of new industry. It is a matter of daily pocketbook concern for every businessman from St. Charles to Jefferson County to Madison and Monroe Counties across the river.

RIDC was formed to spearhead just such a drive for industry, Ross emphasized. It is non-profit, and harnesses the leadership resources of 162 government, business, labor, and educational agencies throughout the eight-county St. Louis region. It supplies a unified, coordinated approach to the highly competitive business of attracting new industry and capital investment.

Ross cited RIDC's recent major effort in the automotive parts industries. As an example of the "ripple" effect of a new plant, he said that the projected 2,000 workers at the new Chrysler truck plant would generate at least 3,000 other jobs—a total of 5,000 jobs with a $25 million annual payroll to be spent locally.

RIDC's effort, according to Ross, has barely begun. To meet competition for new industry, St. Louis must have a "plus" factor. One key plus could be RIDC's proposed regional "Economic Data Bank." This is a central repository of data critical to industry—organized so that it is easily and inexpensively available to a wide variety of users. Many municipalities lack realistic economic data on which to base their proposals to new industry. The Data Bank will give RIDC a source of this critical data with which to sell new prospects. It will help bring St. Louis to the fore in approaching industrial development with the newest information techniques.
January 13, 1967

Mrs. Joseph Bastian
411 North Elizabeth
St. Louis, Missouri 63135

Dear Mrs. Bastian:

On Thursday evening January 12, 1967 I had the pleasure of participating at a dinner meeting of the various advisory committees of our Junior College. This dinner and meeting was held at the Ambassador Hotel and the meal was prepared by students of Hotel and Management division of the school. May I congratulate all of you who are responsible for this course.

Among the committees present was the Advisory Committee to the Dental Hygiene and Assistance program. I am very sorry to hear that Dean Richardson is leaving our Junior College to become President of a Junior College in Pennsylvania, we will miss him. The curriculum of the proposed Dental Hygiene program was completed with the advice of the Committee. If this course of subjects is taught in this sequence, I am positive the graduates of this department will merit you and yours congratulations also. Our telephone conversation of several months ago concerning the abilities of Dr. Fritag to be the dentist in charge of the proposed Hygiene program can only be enhanced. It is my belief and firm conviction that he deserves and will take the position, perhaps with just a little coaxing on your and Dr. Cosand’s part.

I am well aware of his age, therefore, if the Board of Trustees could secure his consent to head this program for at least two years, I believe the program would be second to none at the Junior College level. This, likewise, is the opinion of the Committee. Dr. Fritag deserves this as he has established a program for Dental Assistants that has warranted Certification by the American Dental Association. It is my humble opinion no stone should be left unturned until you secure him as the head of the program.

Your friend,

Paul A. Ebeling, D.D.S.

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<tr>
<th>CLASSIFICATION</th>
<th>STEP</th>
<th>SALARY</th>
<th>QUALIFICATIONS</th>
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<tbody>
<tr>
<td>I. Teaching Assistant *</td>
<td>1</td>
<td>4,500</td>
<td>Competency in subject field.</td>
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<td></td>
<td>2</td>
<td>4,800</td>
<td>Bachelor's Degree preferred.</td>
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<td>3</td>
<td>5,100</td>
<td>* Time schedule same as teaching staff.</td>
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<td>4</td>
<td>5,400</td>
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<td>5</td>
<td>5,700</td>
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<td>II. Laboratory Assistant **</td>
<td>1</td>
<td>5,500</td>
<td>Competency in subject field laboratory work. B. S. preferred.</td>
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<td></td>
<td>2</td>
<td>5,900</td>
<td>** 12 months position - vacation allowance same as classified personnel.</td>
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<td>6,300</td>
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<td></td>
<td>5</td>
<td>7,100</td>
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<tr>
<td>III. Instructor A</td>
<td>1</td>
<td>6,400</td>
<td>A. Bachelor's Degree, or</td>
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<td></td>
<td>2</td>
<td>6,800</td>
<td>B. Competency and experience in technical subject field.</td>
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<td>3</td>
<td>7,200</td>
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<td>QUALIFICATIONS</td>
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<tr>
<td>IV. Instructor B</td>
<td>1</td>
<td>7,400</td>
<td>A. Master's Degree in subject field, or</td>
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<td></td>
<td>2</td>
<td>7,800</td>
<td>B. Bachelor's Degree plus 2 years experience in technical field, or</td>
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<td>3</td>
<td>8,200</td>
<td>C. Vocational Class A Credential</td>
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<td>4</td>
<td>8,600</td>
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<td>6</td>
<td>9,400</td>
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<tr>
<td>V. Assistant Professor</td>
<td>1</td>
<td>9,000</td>
<td>A. Master's Degree in subject field, plus 4 years teaching experience, or</td>
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<td></td>
<td>2</td>
<td>9,400</td>
<td>B. Bachelor's Degree plus 2 years experience in technical field, plus 4 years teaching experience, or</td>
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<td>3</td>
<td>9,800</td>
<td>C. Bachelor's Degree plus 10 years experience in technical field, or</td>
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<td>4</td>
<td>10,200</td>
<td>D. Vocational Class A Credential plus 4 years teaching experience.</td>
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<td>5</td>
<td>10,600</td>
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<td></td>
<td>6</td>
<td>11,000</td>
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<td>VI. Associate Professor</td>
<td>1</td>
<td>10,600</td>
<td>A. Master's Degree in subject field, plus 8 years teaching experience, or</td>
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<td>2</td>
<td>11,000</td>
<td>B. Bachelor's Degree plus 2 years experience in technical field plus 8 years teaching experience, or</td>
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<td>3</td>
<td>11,500</td>
<td>C. Bachelor's Degree plus 10 years experience in technical field, plus 4 years teaching experience, or</td>
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<td>4</td>
<td>12,000</td>
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<td>OPEN</td>
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<tr>
<td>VII. Professor</td>
<td>1</td>
<td>12,500</td>
<td>A. 90 units approved graduate work beyond Baccalaureate Degree to include a Master's Degree in subject field, plus 12 years teaching experience, or</td>
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<tr>
<td></td>
<td>2</td>
<td>13,000</td>
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<td></td>
<td>3</td>
<td>13,500</td>
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<tr>
<th>CLASSIFICATION</th>
<th>STEP</th>
<th>SALARY</th>
<th>QUALIFICATIONS</th>
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<tr>
<td>VII. Professor (cont'd)</td>
<td>4</td>
<td>14,000</td>
<td>B. Master's Degree plus 2 years experience in technical field, plus 30 units approved graduate work plus 12 years teaching experience, or</td>
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<td></td>
<td>5</td>
<td>14,500</td>
<td>C. Master's Degree plus 10 years experience in technical field, plus 30 units approved graduate work, plus 8 years teaching experience, or</td>
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<td></td>
<td>6</td>
<td>15,000</td>
<td>D. Master's Degree plus Vocational Class A Credential plus 30 units approved graduate work, plus 12 years teaching experience, or</td>
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<td>OPEN</td>
<td>E. Doctoral Degree plus 12 years teaching experience.</td>
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PLACEMENT ON SCHEDULE - CONDITIONS

1. The Board of Trustees reserves the right, upon recommendation of the President of the District, to place incoming faculty members on the salary schedule in accordance with the best judgment of the professional staff. Once employed under contract, faculty members may advance within the salary schedule according to the conditions stated and as described in Section 4.20 of the Board Policies and Administrative Organization Manual.

2. Teachers, counselors, and librarians will be recommended for placement on the salary schedule according to the following guidelines, or according to placement on the previous schedule, whichever is greater - except that new employees will not normally be recommended for placement beyond Step 9, and in no case beyond Step 12.
   a. One step for: three years teaching experience in elementary schools, grades one through eight (not to exceed one step).
   b. One step for: two years teaching experience in junior and senior high schools, grades 7 - 12.
   c. One step for: one year teaching experience in college.
   d. One step may be granted for: one to two years experience in business, industry, or military service which is directly related to the teaching field being considered.

3. Salaries quoted are for services rendered during a regular college year of two full semesters as determined by the Board of Trustees when establishing the calendar for the college year.

ADVANCEMENT ON SCHEDULE - CONDITIONS

1. Advancement on the salary schedule is independent of promotion in rank. Faculty members may advance on the salary schedule during the first three (3) years of service, but promotions in academic rank will not be made during this period. All promotions in academic rank and all advancement on the salary schedule will be subject to the criteria outlined elsewhere in this Manual (4.20). Charter faculty members were credited with a full year's service for the Spring Session, 1963.

2. Approved graduate work, beyond the Bachelor's Degree, will be credited on the salary schedule according to the following guidelines:
   a. One step for: 60 credit hours. Master's Degree required except in special areas such as technical education.
   b. Two steps for: 90 credit hours or earned Doctorate. Master's Degree required except in special areas such as technical education.

1/23/67
c. Such advancement will become effective at the next contract year.

3. Faculty members completing Master's programs during the first contract year may be changed in classification from Instructor A, to Instructor B, effective the first of the month following proof of the advanced degree.

4. Faculty members showing outstanding professional growth and contributing beyond expectations in his professional responsibilities to The Junior College District may advance more than one step on the salary schedule during any one year, but in no instance more than two steps.

PART-TIME INSTRUCTIONAL STAFF - CONDITIONS

Part-time teaching applies also to counseling and librarian responsibilities, and is defined differently as it may relate to summer assignment or assignment during the regular contract year. The following interpretations will apply with respect to recommendation by the President to the Board of Trustees.

1. Placement on the Basic Salary Schedule is first determined in accordance with the stated conditions.

2. Summer Session assignments for regular JCD contract personnel will be remunerated on the basis of 1/36 of the annual salary for each credit hour of teaching load or 1/54 of the annual salary for each contact hour, whichever is the greater. Librarians and counselors will be remunerated on the basis of 1/36 of the annual salary for each week of full-time service, or prorated fraction thereof.

3. Part-time assignments during the regular two-semester contract year and for non-contract personnel with summer teaching assignments will be remunerated on the basis of 2/3 x 1/30 of the annual salary for each credit hour of teaching load or 2/3 x 1/45 of the annual salary for each contact hour, whichever is the greater. Librarians and counselors will be remunerated on the basis of 2/3 x 1/30 of the annual salary for each week of full-time work or prorated fraction thereof.

ACADEMIC RANK - PROMOTION IN RANK

Faculty members will be appointed to an appropriate academic rank upon joining the faculty of the District.

Faculty members will not be appointed to full professorship until they have satisfied all criteria, as noted in the policies manual, plus a minimum of three (3) years as an Associate Professor.
THE JUNIOR COLLEGE DISTRICT  
ST. LOUIS - ST. LOUIS COUNTY, MISSOURI

JOB DESCRIPTION

POSITION TITLE: Procurement Assistant

STARTING SALARY: RANGE: 27  STEP: A

SUPERVISORY RESPONSIBILITIES: YES  NO

DATE ISSUED: 1/13/67  REVISED JOB DESCRIPTION DATED:

NATURE OF WORK:
This is responsible administrative work in assisting the Coordinator of Physical Facilities in the procurement of equipment, furniture and related items for permanent facilities. Work is subject to general supervision only.

DUTIES BY EXAMPLE:
Supervises procurement of equipment, furniture and related items for permanent facilities of the Junior College District.

Establishes general specifications and requirements, analyzes technical data, and writes specifications.

Participates in conferences between Junior College District personnel and vendors to facilitate standardization and economical procurement of equipment.

Meets with faculty and administrative staff to determine equipment needs.

Interviews vendors to obtain information relative to production, price, ability of vendor to produce product, service and delivery date.

Reviews requisitions submitted by campus personnel.

Performs related duties as judgment indicates or as assigned.

REQUIREMENTS:

Education: College Graduate with minimum of five years experience in responsible purchasing work; preferably supplemented by supervisory experience.

Knowledge: Knowledge of commodity sources and the various techniques involved in procurement of equipment and furniture.

Ability: Ability to write specifications and insure that material purchases meet these specifications.