A regular meeting of the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, was held on Monday, April 24, 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 8:03 p.m. The following members were present:

Mrs. Joseph C. Bastian

Messrs. Lester C. Geil

Guy S. Ruffin

Joseph G. Stewart

Donald M. Witte

The President of the Board noted that Mr. Gerald V. Williamson was unable to be present due to a previous business commitment.

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. Dolores Tygard, Community Relations Assistant; Mrs. Mary Jane Colan, Associate Coordinator, Business and Treasurer of the
Board of Trustees; Mr. Paul H. Conole, Assistant To The President and Secretary of the Board of Trustees. Also present was Mr. Bruce E. Woodruff of the firm of Armstrong, Teasdale, Kramer and Vaughan, counsel for the District.

1.4 Welcome to Guests

Mr. Stewart welcomed newspaper reporters, Mr. Frank Leeming, Jr. of the St. Louis-Post-Dispatch, and Mr. Bill Doehner of the St. Louis-Globe Democrat. He also welcomed Mr. Roland Larson, Procurement Assistant for the District, and the following other guests: Mr. Bob Berry, Berry Office Furniture; Mr. Gene Bond, Holscher-Wernig, Inc.; Mr. Bill Josephs, Remington Office Systems; Mr. Bill Rehr, Steelcase Office Furniture; Mr. Kenneth DuVall, DuVall Architects and a local taxpayer. Dr. Libby introduced Mr. James Hamm and Mr. Harley Behm, administrative interns with the District.

1.7 Treasurer's Report

The Board was requested to approve the Budget Expense and Budget Income Summary Reports for the month of March, 1967.

Upon motion by Mrs. Bastian, seconded by Mr. Ruffin, and with the unanimous approval of all members of the Board present, the Budget Expense and Budget Income Summary Reports for the month of March, 1967 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 Mrs. Bastian, and with the aye vote of all members of the Board present, 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:

Building Fund

$750,000 U. S. Treasury Bills, purchased April 5, 1967, from Merrill Lynch, on a 3.55 (+$3.00) basis, to mature April 13, 1967, for a total cost of $749,485.29.

$350,000 Certificates of Deposit, purchased April 12, 1967, from State Bank of Wellston, on a 5.01 basis, to mature June 8, 1967, for a total cost of $350,000.00.

$350,000 Certificates of Deposit, purchased April 12, 1967, from State Bank of Wellston, on a 5.05 basis, to mature July 20, 1967, for a total cost of $350,000.00.

Debt Service Fund

$25,000 Certificates of Deposit, purchased April 12, 1967, from Mound City, on a 5.00 basis, to mature January 30, 1968, for a total cost of $25,000.00.

2. PERSONNEL

2.1 The Board of Trustees acknowledged the presence of honored guests who had attained the rank of Professor within the District from 1965 to 1967. Mr. Stewart explained that recommendations for advancement in rank must be made by the Professional Standards Committee, composed of nine faculty members, six teaching faculty and three administrators, and such recommendations are based upon educational background and excellence in teaching. Mr. Stewart emphasized the distinction of this honor which had been conferred upon only nine members of The Junior College District faculty. He expressed the Board's pride in the attainments of these staff members and asked Dr. Cosand to introduce them. Dr. Cosand, in turn, requested the Campus Directors to introduce the Professors from their respective campuses.
Dr. Glynn Clark, Vice President-Campus Director of the Meramec Campus introduced Dr. Florence Brown, Professor of Sociology - 1966; and Dr. Rudolph Heider, Professor of Chemistry - 1967. Dr. Anna Marie Lottmann, Professor of Languages - 1965 could not be present at this meeting.

Dr. Douglas Libby, Vice President-Campus Director of the Florissant Valley Campus introduced Dr. Warren Wagner, Professor of Geology - 1965; Mr. Edward Menges, Professor of Art - 1967; and Mr. William Schallert, Professor of Engineering - 1967.

Dr. R. William Graham, Vice President-Campus Director of the Forest Park Campus introduced Mr. Victor Reef, Professor of Physical Science - 1966; and Dr. Anthony Lampe, Professor of Social Science - 1966. Dr. Oliver Duggins, Professor of Life Science - 1966, was previously present, but had to leave the meeting for another commitment.

2.2 Certificated Personnel - Full-Time Employment - Academic Year 1967-68

The Board was requested to approve employment of certificated full-time personnel for the academic year 1967-68. Whereupon, on motion by Mrs. Bastian, seconded by Mr. Gill, and with the aye vote of all members of the Board present, it was

RESOLVED, That the following certificated personnel be employed in the capacity and at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:

Mrs. Theresa M. Lewis - Instructor B - Mathematics - FPCC - IV-4 - Eff. 9/5/67
Miss Laura Rodriguez - Instructor B - Spanish - MCC - IV-3 - Eff. 9/5/67
Mr. James Scott - Instructor B - Library - MCC - IV-3 - Eff. 9/5/67
Mr. Robert B. Allbee - Instructor B - Counseling - MCC - IV-4 - Eff. 9/5/67
Mr. Michael M. Davies - Assistant Professor - Counseling - MCC - V-1 - Eff. 9/5/67

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

2.3 Certificated Personnel - Additional Compensation

The Board was requested to approve additional compensation for two credit hours for Mr. Jerome Cunningham. Whereupon, on motion by Mr. Witte, seconded by Mrs. Gastian, and with the aye vote of all members of the Board present, it was

RESOLVED, That the Board does hereby approve additional compensation for certificated personnel as follows:

Mr. Jerome Cunningham - Student Personnel Services - FPCC - 2 cr. hrs. $150/cr. hrs. Effective 4/25/67.

FURTHER RESOLVED, That said contract be made to the existing employment contract with the above certificated employee, which said contract is to be filed with the records of the District.
2.4 Certificated Personnel - Correction of Board Approval - Division Chairman

The Board was requested to approve correction in salary for Mr. Thomas Hilgeman from classification V-6, previously approved by the Board, to VI-4, effective 7/1/67.

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

RESOLVED, That the Board does hereby approve correction of the employment contract for the following certificated personnel:

Mr. Thomas Hilgeman - Assistant Professor - Business Administration - MCC
From: V-6 to VI-4, effective 7/1/67.

FURTHER RESOLVED, That said personnel shall receive an additional 8/36th of his basic salary for work under a twelve-month contract as a Division Chairman, said Division Chairman appointment having been previously approved by the Board.

2.5 Classified Personnel - Full-Time Employment

The Board was requested to approve employment of classified personnel. Whereupon, on motion by Mr. Witte, seconded by Mrs. Bastian, and with the aye vote of all members of the Board present, it was

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


2.6 Classified Personnel - Six-Month Increments

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. Witte, seconded by Mrs. Bastian, and with the aye vote of all members of the Board present, 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. Kenneth Donnelly - Bookstore Manager - MCC - From: 21A
To: 21B - Eff. 5/1/67

Mrs. Jenda J. Brown - Accounting Clerk - C. O. - From: 10B
To: 10C - Eff. 5/1/67

Mr. Raymond M. Wormek - Warehouse & Receiving Chief - FPCC - From: 14D
To: 14E
Eff. 5/1/67

Mrs. Phyllis Towns - Stenographer, Sr. - FVCC - From: 21A
To: 21B - Eff. 5/1/67

Mrs. Alice Cheng Loh - Engineering Architect - C. O. - From: 23A
To: 23B - Eff. 5/1/67

CURRICULUM AND INSTRUCTION

3.1 Approval Of Fire Protection Technology Associate Degree Curriculum

The Board was requested to approve the proposed Fire Protection Technology Associate Degree Curriculum. This two-year technical program currently has an enrollment of forty-three students.

Whereas, on motion by Mr. Geil, seconded by Mr. Ruffin and with the aye vote of all members of the Board present, the proposed Fire Protection Technology Associate Degree Curriculum was thereupon approved by the Board.

Dr. Gramen left the meeting at 9:20 p.m. due to illness.

PHYSICAL FACILITIES

Mr. Lawrence O'Neill, Coordinator of Physical Facilities, was making a presentation on the planning and construction of junior college facilities in Seattle, Washington and there was, therefore, no construction progress report at this meeting.

4/24/67
5. BUSINESS AND FINANCE

5.1 Acceptance Of Bids For Laboratory Equipment - Forest Park Campus

The Board was requested to accept the bid and award an order to Glen Alspaugh Company for laboratory equipment for the Forest Park Campus, in the amount of $56,710.00.

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

RESOLVED, That the Board of Trustees does hereby accept the bid and award an order to Glen Alspaugh Company for laboratory equipment for the Forest Park Campus, in the amount of $56,710.00.

FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute the appropriate contract for and on behalf of the District.

5.2 Acceptance Of Bids For Chandler Building Alterations

The Board was requested to accept the bid and award an order to Saber Construction Company for installation of partitions and other minor alterations to the Chandler Building, 10 South Hanley Road, which is the location of additional central office facilities of the District.

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

RESOLVED, That the Board of Trustees does hereby accept the bid and award an order to Saber Construction Company for alterations to the Chandler Building, 10 South Hanley Road, in accordance with District specifications under Contract #67-101.

FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute the appropriate contract for and on behalf of the District.

4/24/67
5.3 District Paper Requirements To Bermingham and Prosser

Some time ago bids were received for supplying the District paper requirements for a one-year period. The lowest bidder at that time was Bermingham and Prosser. At that time the District underestimated its paper requirements and it was, therefore, necessary for the District to increase its purchase order for said paper requirements. The Board was, therefore, requested to increase its authorization for a year's supply of paper for the District, previously approved by the Board, to Bermingham and Prosser, for an additional

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

RESOLVED, That the Board of Trustees does hereby authorize an increase in the previous purchase order for District paper requirements to Bermingham and Prosser for a total additional amount of $9,000.00.

FURTHER RESOLVED, That the District staff is hereby authorized to issue a purchase order to Bermingham Prosser in the amount of $9,000 to cover the increased paper requirements for the District.

5.4 Student Fees For 1967-68

Dr. Cosand reminded the Board that no increase in student fees has been made since the establishment of the District in 1962, however, due to inflationary costs and expansion of the District technical program offerings, it is necessary to provide additional funds to off-set the cost of these expanded programs.

Dr. Cosand requested approval of the increased student fee proposal as lodged with the Board at its last meeting.

Mr. Stewart asked each Campus Director how the student body and campus staffs viewed this increase in student fees. Each of the Campus Directors reported that the
campus student bodies had been polled concerning their feelings in this matter; and the
students and staffs overwhelmingly were in favor of increasing the student fees if additional
funds were needed to continue a high-quality educational program, and that the increase
be sufficiently large so that another increase would not be needed for 1968-69.

The Forest Park students felt that only an increase in fees should be charged the
part-time students, since most part-time students are employed and thus would be more
financially able to finance their education.

After further discussion, Mrs. Bastian moved acceptance of the proposed increase in
student fees as follows:

A. For resident living within the boundaries of The Junior College District:
   1. Maintenance Fee - $12/credit hour for the first 12 credit
      hours. No additional charge for credits taken beyond 12
      credit hours.
   2. Student Activity Fee - $1/credit hour for first 12 credit hours.

B. For resident living within Missouri, but not within the boundaries of
   The Junior College District:
   1. Tuition Fee - $25/credit hour for the first 12 credit hours.
   2. Student Activity Fee - $1/credit hour for the first 12 credit hours.

C. For non-resident of Missouri:
   1. Tuition Fee - $35/credit hour for the first 12 credit hours.
   2. Student Activity Fee - $1/credit hour for the first 12 credit hours.

The motion was seconded by Mr. Witte, and upon the vote the motion passed four to
one, Mr. Geil voting "No."

Mr. Geil explained his objection was not to the increase in fees, but he favored
increasing the fees up to a maximum of fifteen credit hours at $10 per credit hour instead
of a maximum of $12 per credit hour for twelve credit hours.
5.5 Approval Of 1967-68 Budget

Dr. Cosand requested Board approval of the budget for the 1967-68 fiscal year, as lodged with the Board at its last meeting. The budget was based upon a projected increase in student fees in approximately the amount anticipated to be received from the increased fees just approved by the Board. A summary of the 1967-68 proposed budget is as follows:

A. Current Funds
   1. Current Operations $8,630,000
   2. Restricted Funds 506,214
   3. Auxiliary Services (Bookstores) 637,005
      Total Current Funds $9,773,219

B. Student Loan Funds
   68,762

C. Plant Funds
   1. Construction (1965-70) 51,973,000
   2. Retirement of indebtedness 2,870,000
   3. Student Union Construction (1967-69) 5,120,000
      Total Plant Funds 59,963,000

D. Student Activity Funds
   82,766

$69,887,747

Whereupon, after further discussion Mr. Cril moved acceptance of the proposed budget for the fiscal year 1967-68 as presented by Dr. Cosand. The motion being seconded by Mr. Witte, and with the aye vote of all members of the Board present, it was

RESOLVED, That the budget of The Junior College District of St. Louis, St. Louis County, Missouri, for the fiscal year commencing July 1, 1967, be and hereby is, approved in the form submitted to the Board for the uses and purposes set out in the foregoing budget summary, and as more fully set out in the detailed budget on file in the central office of the District.

FURTHER RESOLVED, That all sums set forth in said budget are hereby deemed appropriate for the uses and purposes therein set out, in accordance with the policies and procedures of the Board.

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5.6 Tax Rate For 1967

The President of the District requested that the Board of Trustees set the tax rate for the District for the tax year 1967 at ten cents per one hundred dollars assessed valuation for the General Fund of the District and at seven cents per one hundred dollars assessed valuation for the Debt Service Fund to meet principal and interest payments on the bonded debt of the District, or a total tax rate of seventeen cents per one hundred dollars valuation of all assessed property subject to taxation within the District.

Whereupon, Mr. Ruffin offered and moved the adoption of the following resolution:

WHEREAS, The Junior College District did, at a Regular Meeting of the Board of Trustees, duly called and held on April 24, 1967, adopt a budget for the year 1967-68, calling for an estimated expenditure for current operations of $8,630,000; and

WHEREAS, it is necessary to partially fund said budget through General Fund tax revenues to be collected throughout the District; and,

WHEREAS, The District has authorized the issuance of $30,000,000 (out of $47,200,000 authorized) of its bonds and it is now necessary to provide funds to meet the principal and interest payments on said bonded indebtedness.

NOW THEREFORE, be it resolved by the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, as follows:

Section 1. That pursuant to the provisions of Article X, Section 11 (a) and Article VI, Section 26 (f) of the Constitution of Missouri, and Sections 164.011, 164.041, 164.161, 164.291, 178.770, 178.870, and 178.880, Missouri Revised Statutes, 1959, as amended effective July 1, 1965, The Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, for an on behalf of said District hereby finds and determines and hereby orders that a tax for the benefit of said Junior College District for the tax year 1967, shall be levied and collected as follows:
(a) For the General Fund of the said Junior College District at the rate of ten one-hundredths of one percent being ten cents on each one hundred dollars of the properties, hereinafter described in Section 2; and

(b) For the Debt Service Fund, to meet principal and interest payments on the bonded debt of the said Junior College District at the rate of seven one-hundredths of one percent being seven cents on each one hundred dollars of the properties hereinafter described in Section 2;

said rate of tax aggregating seventeen hundredths of one percent of the property hereinafter described in Section 2.

Section 2. The tax hereinabove authorized to be levied and collected shall be levied and collected at the rates hereinabove specified in Section 1, on each one hundred dollars of:

(a) The assessed value of all real, personal and other property within the corporate limits of The Junior College District of St. Louis, St. Louis County, Missouri, made taxable by law for State purposes (including, but not by way of limitation, all real and tangible personal property owned by railroads, street railways, boats, vessels, bridge companies, telegraph companies, electric light and power companies, electric transmission line companies, pipe line companies, express companies, air line companies, and other companies and public utilities whose property is assessed by the State Tax Commission); and

(b) The largest amount of all goods, wares and merchandise which each merchant may have had in his possession or in his control whether owned by such merchant or consigned to him for sale at any one time between the first Monday in January and the first Monday in April in the year 1967; and

(c) The greatest amount of raw material and finished products which each manufacturer may have had on hand at any one time between the first Monday in January and the first Monday in April in the year 1967 as well as all the tools, machinery and appliances used by each manufacturer as returned by merchants and manufacturers for taxes for the same year.
Section 3. That the Assessor of the City of St. Louis, the Director of the Department of Revenue of the County of St. Louis and the Assessor of Jefferson County and all other officers in said City and Counties charged by law with the assessment of taxes be and they are hereby requested and directed to enter upon the assessment books of taxable property in said City and Counties, before delivering the same to the collector or other officials charged with the duty of collecting taxes, the tax levied and to be collected pursuant to Sections 1 and 2 hereof.

Section 4. That the Secretary and the Treasurer of this Board be and hereby are directed to furnish a copy of this resolution, duly certified according to law, to the Comptroller, the City Register, the Collector of Revenue, the Assessor and the License Collector of the City of St. Louis, the County Clerk, the Assessor, the Collector, the Director of the Department of Revenue of the County of St. Louis, the County Clerk, the Assessor, and Collector of Jefferson County, Missouri, and the Treasurer and Director of Revenue of the State of Missouri, on or before the 15th day of May, 1967.

Mr. Geil, having seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Those voting YES: Mildred E. Bastian
Lester C. Geil
Guy S. Ruffin
Joseph G. Stewart
Donald M. Witte

Those voting NO: None

The motion having received the affirmative vote of all members of the Board present, the President of the Board declared the motion carried and the resolution duly adopted this 24th day of April, 1967.

5.7 Acceptance Of Grants From U. S. Office Of Education

The Board was requested to accept two grants from the U. S. Office of Education for the Forest Park Campus. One grant in the amount of $8,944.00 is to be used for instructional equipment, and the other grant totaling $7,207.00 is to be used for closed circuit television.
Whereupon, on motion by Mrs. Bastian, seconded by Mr. Geil, and with the aye vote of all members of the Board present, it was

RESOLVED, That the Board of Trustees does hereby accept a grant in the amount of $8,944.00 for instructional equipment, and a grant in the amount of $7,207.00 for closed circuit television for the Forest Park Campus.

5.8 Bids For Portable Videotape System - FVCC and MCC

The Board was requested to accept the bid of Alvin M. Goldstein and Associates for Portable Videotape Systems for the Florissant Valley and Meramec Campuses, totaling $12,782.60.

After discussion, the Board requested the District staff to obtain additional information concerning the compatibility of this videotape equipment with existing District equipment and the maintenance requirements of said equipment. This item will be submitted for Board approval at the next Board meeting pending the requested information to the Board.

5.9 Easement With Laclede Gas Company - FVCC

The Board was requested to approve an easement with Laclede Gas Company and authorization to contribute an additional sum of $2,703.00 for the construction of a gas main to the power plant at the Florissant Valley Campus. This item was tabled without action, until a subsequent meeting of the Board.

5.10 Approval Of Contract For General Education Development Testing Center

The Board was requested to approve a renewal contract providing facilities at the Meramec Campus for administration of the State General Education Development high school equivalency tests as a community service, at no cost to the District.

Whereupon, on motion by Mr. Witte, seconded by Mrs. Bastian, and with the aye vote of all members of the Board present, it was
RESOLVED, That the Board of Trustees does hereby authorize the District staff to enter into a contract with The General Educational Development Testing Service of the American Council on Education providing facilities at the Meramec Community College of the District for the administration of the State General Education Development Tests for the period May 1, 1967 through April 30, 1968, at no cost to the District.

FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute said agreement on behalf of the District in the form attached as an addendum to these Minutes.

5.11 Acceptance Of Bids For Instructional Tables - FPCC and FVCC

The Board was requested to accept the bid and award an order to Educational and Institutional Cooperative Service, Inc., for seventy-seven instructional tables at a cost of $9,651.95, for the Forest Park and Florissant Valley Campuses.

Whereupon, Mrs. Bastian moved acceptance of the following resolution:

RESOLVED, That the Board of Trustees does hereby accept the bid of Educational and Institutional Cooperative Service, Inc. for seventy-seven instructional tables for the Forest Park and Florissant Valley Campus, totaling $9,651.95.

FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute the appropriate contract for and on behalf of the District.

Mr. Geil seconded the motion and upon the vote, the motion passed four to one, Mr. Witte voting "No."

5.12 Adoption Of Policy For Insurance Benefits During Leave Of Absence

The Board was requested to approve amendment to the existing Board Policies and Administration Organization Manual under Section 4.22.4 covering the extension of insurance benefits during a leave of absence. This policy change was lodged with the Board at its last meeting.
Whereupon, on motion by Mr. Geil, seconded by Mr. Witte, and with the aye vote of all members of the Board present, it was

RESOLVED, That amendment be made to the existing Board Policies and Administration Organization Manual under Section 4.22.4, in the form attached as an addendum to these Minutes.

5.13 Acceptance Of Bids For Laboratory Refrigerators - MCC and FPCC

The Board was requested to accept the bid and award an order to Scientific Products Company for laboratory refrigerators for the Meramec and Forest Park Campuses, totaling $8,003.00.

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

RESOLVED, That the Board of Trustees does hereby accept the bid of Scientific Products Company for laboratory refrigerators for the Meramec and Forest Park Campuses, in the amount of $8,003.00.

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

5.14 Acceptance Of Bids For Typing And Business Machine Desks - FPCC

The Board was requested to accept the bid and award an order to Cole Furniture and Equipment Company for typing and business machine desks for the Forest Park Campus, at a cost of $4,432.80.

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

RESOLVED, That the Board of Trustees does hereby accept the bid of Cole Furniture and Equipment Company for typing and business machine desks for Forest Park Campus, in the amount of $4,432.80.
FURTHER RESOLVED, That the President of the Board be and hereby is authorized to execute the appropriate contract for and on behalf of the District.

5.15 Acceptance Of Bids For Office Chairs - FPCC

The Chairman asked the Board members if they would like to view the furniture. The Board indicated that it would like to view the furniture, whereupon the Chairman declared a temporary recess in order that the Board members might adjourn to another room where the furniture was displayed by Mr. Roland Larson, Procurement Assistant for the District.

Upon reassembling and in accordance with the staff recommendations, Mr. Geil moved acceptance of the following resolution:

RESOLVED, That the Board of Trustees does hereby accept the bid of Holscher-Wernig utilizing Steelcase chairs for items OC-1 through OC-4 under Contract #67-79, in the amount of $31,866.51 and authorizes the President of the board to execute the appropriate contract for the purchase of said chairs.

The motion was seconded by Mr. Witte, and unanimously accepted by all members of the Board present.

5.16 Acceptance Of Bids For Posture Chairs - FPCC

In accordance with District staff recommendations, the Board was requested to accept the bid of Berry Office Supply for classroom posture chairs for the Forest Park Campus, totaling $4,179.65.

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

RESOLVED, That the Board of Trustees does hereby accept the bid of Berry Office Supply for classroom posture chairs, specified as item OC-5 under Contract #67-79 in the amount of $4,179.65, and authorizes the President of the Board to execute the appropriate contract for the purchase of said chairs.

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5.17 Acceptance Of Bid For Accounting Machine - FPCC

Bids had been requested for an accounting machine for the Forest Park business laboratory but only one bid was received. The Board requested that award of this item be tabled pending additional information from the District staff as to why only one bid was received for this accounting machine.

5.18 Acceptance Of Bid For Calculators - FPCC

The Board was requested to accept the bid and award an order to Monroe International Company for three calculators for the Forest Park Campus, in the amount of $2,940.00.

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

RESOLVED, That the Board of Trustees does hereby accept the bid of Monroe International Company for three calculators for the Forest Park Campus, totaling $2,940.00, and authorizes the issuance of the appropriate purchase order or contract for said equipment.

5.19 Acceptance Of Bid For Calculators - FPCC

Bids were requested for ten calculators for the Forest Park Campus, and the Board was requested to accept the bid and award an order to Victor Comptometer Corporation for these calculators, in the amount of $4,640.00.

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

RESOLVED, That the Board of Trustees does hereby accept the bid of Victor Comptometer Corporation for ten calculators for the Forest Park Campus, totaling $4,640.00, and authorizes the issuance of the appropriate purchase order or contract for this equipment.
6. **STUDENT PERSONNEL SERVICES**

6.1 **Amendment To Admission Requirements And Retention Standards Policy**

The Board was requested to approve amendment to the existing Board Policies and Administration Organization Manual under Sections 2.5.3, 2.5.4, and 2.5.5. This policy was lodged with the Board at its last meeting.

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

RESOLVED, That amendment be made to the existing Board Policies and Administration Organization Manual under Sections 2.5.3, 2.5.4, and 2.5.5, in the form attached as an addendum to these Minutes.

7. **COMMUNITY RELATIONS**

Dr. Cosand mentioned that the art faculty of the Meramec Campus was having an art exhibit in the Crestwood area from April 24th - 29th. Several of the Meramec staff members will be displaying their art work and Dr. Cosand invited any Board member interested to visit the exhibit.

8. **ADJOURNMENT**

Mr. Stewart requested a motion that the next Board meeting be held at the Meramec Campus of the District. On motion by Mr. Geil, seconded by Mr. Witte, and upon the unanimous consent of the Board members, it was determined the next Board meeting would be at the Student Union building of the Meramec Campus. Whereupon, there being no further business, and on motion duly made and seconded, the meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Paul H. Conno's
Secretary, Board of Trustees
The Junior College District
St. Louis, St. Louis County, Missouri
ANNUAL CONTRACT

between

The General Educational Development Testing Service of the American Council on Education

and

MERAMEC COMMUNITY COLLEGE

for the operation of an Official GED Center for a period of one year. (The beginning date of contract for a new Center shall be the first day of the month after shipment of test materials. Thereafter the dates will be the same for each subsequent contract held by the Center.

WHEREAS MERAMEC COMMUNITY COLLEGE, KIRKWOOD, MISSOURI

has been authorized by the MISSOURI STATE DEPARTMENT OF EDUCATION
to administer civilian restricted forms of the high school level Tests of General Educational Development under the policy direction and supervision of the above department of education,

I hereby affirm that the Official GED Center will be located at MERAMEC COMMUNITY COLLEGE,

959 SOUTH GEYER ROAD, KIRKWOOD, MISSOURI 63121

where the restricted tests will be stocked and administered, and

I hereby appoint ROBERT J. DONNELLY Chief Examiner, who will administer and safeguard the restricted test materials under the following conditions:

1. That the Chief Examiner and any appointed proctors shall be the only persons to inspect and/or to administer the tests;
2. That if the Chief Examiner is replaced, the GED Testing Service shall be promptly notified of the name of the new Chief Examiner and the restricted test materials shall be charged to the new Examiner;
3. That restricted test materials shall not be removed from the premises of the Center except for return to the GED Testing Service, or when special authorization has been granted by the Commission on Accreditation of Service Experiences;
4. That the restricted test materials shall be stored under lock (except for administration); and that the materials shall be inventoried before and after each test administration;
5. That a periodic inventory of restricted test materials shall be made and any materials missing from stock shall be reported immediately to the GED Testing Service and to the State Administrator of the GED Testing Program and an investigation conducted (the GED Testing Service and the State Administrator shall receive a report of the investigation);
6. That an inventory of restricted test materials shall be provided to the GED Testing Service as requested in January of each year or at any other time;
7. That a report of examinations administered and data on examinees shall be maintained and made available to the GED Testing Service as requested in January of each year;
8. That none of the restricted test materials shall be destroyed;
9. That all restricted test materials shall be promptly returned when requested by the GED Testing Service at the end of the contract year or at any other time;
10. That official reports of test results shall be made by the Center (except when the State Department of Education assumes this responsibility) to the examinee, and to accrediting agencies as requested by the examinee or accrediting authority, and
11. That records of examinees' test results shall be permanently maintained by the Center or State Department of Education.

SIGNED ___________________ President ___________________ Date _____________
Chief Administrative Officer of College, School System, or State Department of Education

ADDRESS ___________________ Jane Isaacson ___________________ DATE: April 10, 1967
Administrative, GED Testing Service, 1805 Massachusetts Avenue, N.W., Washington, D.C. 20036

CENTER CONTRACT DATES: May 1, 1967 thru April 30, 1968

THIS COPY TO BE RETAINED BY CHIEF ADMINISTRATIVE OFFICER SIGNING CONTRACT
4.22.4 Insurance Benefits During Leave Of Absence

A full-time faculty member on an approved leave of absence may continue with his District group life, major medical and accidental death insurance for a period of one year during this leave of absence. The faculty member will pay the full premium cost of those portions of the group insurance plan which are desired to be continued during a leave of absence. Continuation of the long-term disability plan is not possible during a leave of absence.
selected rebuttal speakers or for free debate, or it may take the form of distributing written statements of alternative views. The objective in all such cases would be that of supporting the function of the college to develop in students an understanding of conflicting points of view, but not to indoctrinate.

2.4 Curriculum Development

The total educational program will be evaluated continuously with respect to its value to the students enrolled. The needs of the community will be considered at all times, and advice will be solicited from citizens advisory committees, especially with respect to the technical programs. The faculty will be encouraged to participate in the planning of new course offerings, in the evaluation and updating of presently offered courses, and in the development of new teaching techniques.

2.5 Admission Requirements and Retention Standards

2.5.1 Graduates of approved high schools are eligible for admission.

2.5.2 Non-graduates of high schools or graduates of high schools not approved may apply, and if test scores and other evidence justifies, to the satisfaction of the college authorities, that the student is able to do the caliber of work required by the college, the student may be admitted.

2.5.3 An entering student enrolling in post high school education for the first time who ranks in the lower half of his high school graduating class and who in addition scores in the lowest third of the entrance (placement) tests used by the college may be limited in his academic load.

2.5.4 A student whose cumulative grade average is below C (2.0) at the end of the college session shall be placed on probation for the following college session. A student who is on probation when he reaches the semester hour levels indicated below and who fails to meet the grade standards indicated below will be subject to dismissal.

<table>
<thead>
<tr>
<th>No. of hrs. attempted (including transfer hrs.)</th>
<th>JCD Minimum Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>1.5</td>
</tr>
<tr>
<td>32</td>
<td>1.75</td>
</tr>
<tr>
<td>48 or more</td>
<td>1.9</td>
</tr>
</tbody>
</table>

2.5.5 A transfer student from other collegiate institutions shall be admitted in good standing provided his grade average is C (2.0) or better during the preceding college session. A transfer student achieving below a C (2.0) grade average during the preceding college session shall be admitted only after a careful examination of the college transcript and will then be subject to the probation regulations as noted in Section 2.5.4 of this manual.
Approval will be granted by the Dean of Student Personnel Services only after careful study and approval by both the Counselor and teacher involved.

2.13 Field Trips

All field trips must have the written approval of the Campus Director or his delegated representative. Teachers scheduling such field trips must include them in the Course Outline, not as to date, but as to number and time involved. Students enrolled are to be made aware of the field trip requirements during the first week of the course.

2.14 Maintenance Fees and Tuition

A. For resident living within the boundaries of The Junior College District:

1. Maintenance Fee - $12/credit hour for the first 12 credit hours. No additional charge for credits taken beyond 12 credit hours.

2. Student Activity Fee - $1/credit hour for first 12 credit hours.

B. For resident living within Missouri, but not within the boundaries of The Junior College District:

1. Tuition Fee - $25/credit hour for the first 12 credit hours.

2. Student Activity Fee - $1/credit hour for the first 12 credit hours.

C. For non-resident of Missouri:

1. Tuition Fee - $35/credit hour for the first 12 credit hours.

2. Student Activity Fee - $1/credit hour for the first 12 credit hours.