A regular meeting of the Board of Trustees of The Junior College District of St. Louis, St. Louis County, Missouri, was held on Monday, August 28, 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 8:10 p.m. The following members were present:

Mrs. Joseph C. Bastian

Messrs. Lester C. Geil

Joseph G. Stewart

Donald M. Witte

Board Members Guy S. Ruffin and Gerald V. Williamson were on vacation, and absent from this meeting.

Also present were Dr. Joseph P. Cosand, President of the District; Mr. John C. Robertson, Vice President for Business; Dr. Glynn Clark, Vice President-Campus Director; Dr. R. William Graham, Vice President-Campus Director; Mr. Raymond Stith, Vice President-Campus Director; Mrs. Mary Jane Calais, Coordinator of Finance and Treasurer of the Board of Trustees; Mr. Paul H. Connole, Assistant To The President and Secretary of the Board of Trustees; Mr. Lawrence F. O'Neill, Coordinator of Physical
Facilities; Mr. Herbert Damron, Associate Coordinator of Purchasing; Mr. Rolland Larson, Assistant Coordinator of Equipment; Mr. William Miller, Associate Professor - Physical Education at the Florissant Valley Campus; Mr. Thomas McClintock, Coordinator of Data Processing; Mrs. Lucinda Schulz, Community Relations Assistant -- all of The Junior College District staff. Also present were Mr. Bruce Woodruff of the firm of Armstrong, Teasdale, Kramer and Vaughan, counsel for the District, Mr. Jack Hartray of the Harry Weese and Associates architectural firm, and Mr. Tom Tebbetts of the Kenneth Wischmeyer architectural firm.

1.3 Minutes

Board President Stewart asked for approval of the Minutes of the Regular Meeting of August 14, 1967. Whereupon, on motion by Mr. Geil, seconded by Mrs. Bastian and with the aye vote of all members of the Board present, the Minutes of the Regular Meeting of August 14, 1967 were approved as submitted.

1.4 Welcome to Guests

Mr. Stewart welcomed Mr. Jim Floyd, newspaper reporter from the St. Louis-Globe Democrat. Mr. Stewart then invited each of the District staff members to introduce their guests.

Mr. Robertson introduced Mr. Thomas McClintock, Coordinator of Data Processing for the District, and Mr. Eugene Sauer, representative of the Protection Mutual Insurance Company.

Mr. O'Neill introduced Mr. Jack Miller, JCD staff member and consultant for food service equipment for the District permanent buildings.
Dr. Graham introduced two staff members of the Forest Park Community College -- Mr. John Brookhart, Assistant Professor-Counseling, and Mr. Howard Simmons, Assistant Professor-Spanish and President of the Forest Park Campus Faculty Association.

1.7 Treasurer's Report

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

Upon motion by Mrs. Bastian, seconded by Mr. Witte, and with the unanimous approval of all members of the Board present, the Budget Expense and Budget Income Summary Reports for the month of July, 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 Mr. Witte, 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:

General Fund
$100,000 U. S. Treasury Bills, purchased August 14, 1967, from First National Bank on a 3.40 (+$3.00) basis, to mature August 24, 1967, for a total cost of $99,918.00.

$250,000 Certificates of Deposit, purchased August 15, 1967, from State Bank of Wellston on a 5.50 basis, to mature December 28, 1967, for a total cost of $250,000.00.
Building Fund
$1,000,000 U. S. Treasury Bills, purchased August 11, 1967, from
First National Bank on a 3.50 basis, to mature August 17, 1967, for
a total cost of $999,416.67.

$1,000,000 U. S. Treasury Bills, purchased August 17, 1967, from
First National Bank on a 3.50 (+$3.00) basis, to mature August 24, 1967,
for a total cost of $999,322.44.

Debt Service Fund
$30,000 U. S. Certificates of Deposit, purchased August 15, 1967, from
State Bank of Wellston on a 5.00 basis, to mature January 30, 1968, for
a total cost of $30,000.00.

Construction Fund
$450,000 Repurchase Agreement, purchased August 21, 1967, from
Mercantile Trust, on a 3.70 basis, to mature August 24, 1967, for a
total cost of $450,000.00.

2. PERSONNEL

2.1 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 Mr. Geil, seconded by
Mr. Witte, 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:

Barbara Nauer Folk - Assistant Professor - English - FPCC - V-4 - 9/5/67

Paula Reeder - Instructor A - Dental Department - FPCC - III-1 - 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 employees, which said contract is to be filed
with the records of the District.
2.2 Certificated Personnel - Consultant and Extended Time Projects

The Board was requested to approve the employment of staff members for extended time projects and consulting services for the academic year 1967-68.

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 approve employment of the following District staff members for extended time projects and consulting services to the District, at the salary classification and number of credit hours hereinafter set forth:

Frederic Custer - Assistant Professor - Life Sciences - FPCC - $750.00 - 8/29/67

Alan Kraus - Assistant Professor - Humanities Division - FPCC - V-1 - 6 cr. hrs. @ $250/cr.hr. - 8/29/67

Sandra Cleghorn - Teaching Assistant - General Curriculum - FPCC - 1-2 - 1 cr. hr. @ $133/cr. hr. - 8/29/67

2.3 Certificated Personnel - Resignations

The Board was requested to accept the resignation of Mr. James E. Belton, English instructor at the Forest Park Community College. Whereupon, upon assurance that a suitable replacement for Mr. Belton had been found, and 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 resignation of Mr. James E. Belton, English instructor at the Forest Park Community College, and releases him from his contract with the District, effective immediately.

2.4 Certificated Personnel - Ford Internship Project - Fall Semester 1967-68

The Board was requested to approve the employment of teaching interns, in accordance with a Ford Foundation grant jointly administered by The Junior College District and Southern Illinois University.
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 following certificated personnel be appointed as Teaching Interns for the Fall Semester, 1967, in accordance with the terms of the Ford Foundation budget funded for this purpose, and to receive a grant at the salary classification hereinafter set forth:

Mr. Haider Nawab - Teaching Intern - MCC - $2,000 - 9/5/67
Mary L. Anthony - Teaching Intern - MCC - 1/2 - IV-4 - 9/5/67

2.5 Classified Personnel - Full-Time Employment

Employment of classified personnel was then presented to the Board for approval. 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 following classified personnel be employed by The Junior College District in the position and at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:

Charlotte Auberry - Key Punch Operator - C. O. - 3A - 8/29/67
Frank Bockenholt - Stationary Engineer - MCC - 11B - 9/1/67
Crystal Heifner - Secretary I - C. O. - 6A - 8/29/67
Carol A. Hoerr - Clerk-Typist I - FPCC - 2A - 8/29/67
Kathy Humpert - Stenographer I - C. O. - 4A - 9/1/67
Billie Laxley - Secretary I - FPCC - 6A - 9/5/67
William McCrary - Security Officer - MCC - 3A - 9/1/67
Shirlene Niblett - Clerk-Typist II - FPCC - 3B - 9/5/67
Geraldine E. Nix - Stenographer I - FPCC - 4A - 8/29/67
2.6 **Classified Personnel - Reclassification**

The Board was requested to approve reclassification of Theresa Hartwig, of the Forest Park Community College staff, from PBX Operator II to Stenographer I.

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 approve the reclassification of the following classified employee at the salary classification hereinafter set out, said salary classification having been previously approved by the Board:

Theresa Hartwig - FPCC - From: PBX II - 3C
To: Stenographer I - 4B - 9/1/67
2.7 Classified Personnel - Six-Month Increments

The Board was requested to approve salary increases for classified personnel having completed their first six-month probationary period with the District.

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 following classified personnel, having completed their first six-month probationary employment period with the District, be granted a salary increase at the classification hereinafter set forth:

Samuel Faith - FVCC - From: Lab Technician - 9A
To: Lab Technician - 9B - 9/1/67

Karen Hoodley - C.O. - From: Draftsman - 7B
To: Draftsman - 7C - 9/1/67

Anita Passer - C.O. - From: Stenographer I - 4A
To: Stenographer I - 4B - 9/1/67

2.8 New Classified Job Description And Salary Classification

The Board was requested to approve a new job description and salary classification for "Nurse," previously lodged with the Board, said job description to be included in the existing "Classified Salary Schedule and Positions Descriptions" Manual.

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 approve the job description and salary classification so designated in said job description, for "Nurse," attached as an addendum to these Minutes; said job description to be included in Section IV of the "Classified Salary Schedule and Positions Descriptions" Manual, previously approved by the Board.
3. **CURRICULUM AND INSTRUCTION**

Dr. Cosand informed the Board that in keeping with Board philosophy of emphasizing the instructional and student personnel programs at the regular meetings of the Board, presentations would be made by representatives from the three campuses with respect to the educational programs of the District on the following dates:

- September 25, 1967 - FVCC
- October 23, 1967 - MCC
- November 27, 1967 - FPCC
- December 11, 1967 - FVCC
- January 22, 1968 - MCC
- February 26, 1968 - FPCC
- March 25, 1968 - FVCC
- April 22, 1968 - MCC
- May 27, 1968 - FPCC

4. **PHYSICAL FACILITIES**

4.1 **Working Drawings For Student Center - Forest Park Community College**

Mr. Jack Hartray, representative of the Harry Weese and Associates architectural firm, discussed the proposed plans for the Student Center at the Forest Park Community College, and requested approval of the working drawings so the District staff could proceed with advertisements for bids for the construction of this building. The estimated cost of this building is approximately $30.00 per square foot, or a total estimated cost of $3,521,270.00.
Since neither the Board nor the staff had previously had an opportunity to study these proposed plans, action on this matter was deferred pending careful review of the proposed Student Center plans by the Board and District staff.

4.2 Authorization For Letters Of Appreciation

Dr. Cosand reported that the week of August 21, 1967 the Forest Park Community College moved from its temporary facilities, which had been in use since 1963, into the new facilities at 5600 Oakland Avenue. Dr. Cosand added that The Junior College District owes much appreciation to the various institutions which have made temporary classroom and laboratory space available during this time of limited District facilities, for without the cooperation of these institutions, it would have been necessary for the District to have curtailed some of its educational offerings to the community.

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

RESOLVED, That the Board of Trustees express its sincere appreciation and gratitude for the cooperation of the St. Louis Public Schools for the use of Roosevelt High School, St. Louis College of Pharmacy, Barnes Hospital, Jewish Hospital, and the St. Louis Police Academy for the use of the facilities of these various institutions during the initial growth stages of The Junior College District and while it was unable to serve the community in its own facilities; the Board realizing that without this cooperation, many students would have not been able to have had the educational opportunity which this example of community cooperation and good will provided.

FURTHER RESOLVED, That the President of the District be and hereby is authorized and directed to express to these institutions by letter, the sincere appreciation of the Board.
4.3 Construction Status For Fall Semester, 1967

Dr. Cosand reported the following construction status at each of the three campuses for the Fall Semester, 1967:

a. It is hoped that the first three floors of the Forest Park Community College wing extension will be useable by September 18th, for the opening of classes. The classrooms and offices on the third floor are particularly needed.

b. The two Communications Buildings at the Meramec Community College will be useable by September 18th.

c. The Communications and Social Science Buildings at the Florissant Valley Community College are expected to be in use for the opening of classes for the Fall Semester, 1967.

d. Grading will be completed around the useable buildings at each of the three campuses by September 18th, and sodding and seeding will be completed in these graded areas by October 1, 1967.

e. All needed parking lots and roadways will be ready for use at each of the three campuses by September 18th.

4.4 Authorization To Advertise For Bids - All-Weather Running Track - FVCC

Mr. Tom Tebbetts, representative of the Kenneth Wischmeyer architectural firm, and Mr. William Miller, Associate Professor of Physical Education at the Florissant Valley Campus, discussed the need for an all-weather running track at the Florissant Valley Community College.
After discussion, the Board authorized the District staff to proceed with the advertisement of bids for an all-weather running track at the Florissant Valley Community College.

5. BUSINESS AND FINANCE

5.1 Approval Of Board Policy Revisions - "Business Operations" and "Buildings and Grounds Maintenance and Operations"

The Board was requested to approve revisions to the existing Board Policies and Administrative Organization Manual which had been previously lodged with the Board, and to be included in Sections VI and VII "Business Operations" and "Buildings and Grounds Maintenance and Operations."

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 approve the revisions to the Board Policies and Administrative Organization Manual under Sections VI and VII "Business Operations" and Buildings and Grounds Maintenance and Operations," attached as an addendum to these Minutes.

5.2 Acceptance Of Bids For Fire And Extended Coverage Insurance

Bids were received for fire and extended coverage insurance for the temporary buildings at the Meramec and Florissant Valley Community Colleges, and other District leased buildings. The staff recommended Board acceptance of the low bid from Protection Mutual Insurance Company.

Mr. Eugene Sauer, representative of the Protection Mutual Insurance Company, explained that his firm has insured many other educational institutions in the metropolitan St. Louis area and in the State of Missouri, and that his firm's insurance rates are set by the experience of the insurance company. He also explained the advance deposit feature which was unique to his firm.

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After discussion and upon 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 Protection Mutual Insurance Company for fire and extended coverage insurance for temporary buildings at the Meramec and Florissant Valley Community Colleges and other District leased buildings, in accordance with District specifications, in the amount of $10,305.00 for a three year period, and authorizes the appropriate officials of the District to make the advance deposit in the amount of $21,860.00, as required by the insurance contract.

FURTHER RESOLVED, That the cost of said insurance be periodically reviewed by the staff and reported to the Board.

5.3 Rejection Of Bids For Forestage Lift - FVCC

Bids were received for a forestage lift for the Florissant Valley Community College Little Theatre, and due to the concentrated specifications, only one bid was received.

Following discussions between the campus staff, architect, and consultants, it was recommended the Board reject the one bid received and authorize the staff to revise the specifications to include mechanical, hydraulic, and screw-type mechanisms, and readvertise this forestage lift for bids.

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 reject the bid received under Contract No. 67-67 for a forestage lift for the Florissant Valley Community College Little Theatre, and authorizes the District staff to revise specifications for this forestage lift to include mechanical, hydraulic, and screw-type mechanisms, and readvertise for bids.
5.4 Acceptance Of Bids For Office Chairs – MCC

Bids were received for office chairs for the Meramec Community College. The Board was requested to accept the low bid of S. G. Adams Company in the amount of $9,752.62.

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 S. G. Adams Company for office chairs, in accordance with District specifications under Contract No. 67-90, in the amount of $9,752.62, and authorizes the purchase thereof.

5.5 Acceptance Of Bids For Printing Student Newspapers – Three Campuses

Bids were received for printing student newspapers at each of the three campuses of the District. The Board was requested to accept the low bid of Midtown Printing Company in the amount of $10,025.30.

Whereupon, on motion by Mr. Witte, 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 Midtown Printing Company in the amount of $10,025.30, for printing student newspapers at each of the three campuses of the District.

FURTHER RESOLVED, That the Board does hereby waive the requirements contained in its Board Policies and Administrative Organization Manual requiring public bidding for any items to be purchased in excess of $10,000 because of the time factor involved in awarding this order and because it was not anticipated at the time of solicitation of informal bids that the award would be in excess of $10,000.

5.6 Acceptance Of Scholarship Donation From Executives' Secretaries, Inc.

The Board was requested to accept a scholarship donation in the amount of $212.00 from the Executives' Secretaries, Inc. 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 of The Junior College District does hereby accept the donation of $212.00 for a scholarship, in accordance with the stipulations of this scholarship.

FURTHER RESOLVED, That the Secretary of the Board be and hereby is requested to express the Board's appreciation for this scholarship.

5.7 Purchase Of 360-40 IBM Computer

Mr. Thomas McClintock, Coordinator of Data Processing, discussed with the Board the need at this time for an IBM 360-40 computer because the cost of continuing computer rental can no longer be economically justified.

Discussion ensued, and the Board requested a full report on the District data processing needs at the next meeting of the Board. The purchase of a computer was, therefore, deferred and will be discussed at a subsequent meeting of the Board.

5.8 Acceptance Of Bids For Wrestling Mats - FVCC

As requested by the Board at its last meeting, bids were requested from other possible suppliers, in addition to the one bid received from Resilite Sports for two colored wrestling mats to be used at the Florissant Valley Community College.

Thorough investigation revealed that other possible suppliers contacted, either did not manufacture an equivalent product or could not meet the required delivery schedule. The Board was, therefore, requested to accept the bid received from Resilite Sports for said wrestling mats, in the amount of $5,156.00.

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 Resilite Sports in the amount of $5,156.00, for two colored wrestling mats in accordance with District specifications, and authorizes the purchase thereof.
Acceptance Of Donation Of American Flag - FPCC

The Board was requested to accept the donation of a 5' x 9-1/2' American flag from the American Legion Rollo-Calcaterra Post No. 15 of St. Louis, Missouri, estimated at a value of approximately $30.00.

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 donation of a 5' x 9-1/2' American flag from the American Legion Rollo-Calcaterra Post No. 15 of St. Louis, Missouri, to the Forest Park Community College.

FURTHER RESOLVED, That the Secretary of the Board be and hereby is requested to express the Board's appreciation for this donation.

Acceptance Of Bids For Trash Disposal Service - FPCC

Bids were received for trash disposal service at the permanent facilities at the Forest Park Community College. The Board was requested to accept the low bid of Hueffmeier Brothers in the amount of $2,350.00 per year.

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 Hueffmeier Brothers for trash disposal service at the permanent buildings of the Forest Park Community College, in accordance with District specifications under Contract No. M-3, in the amount of $2,350.00 per year, contingent upon confirmation from this firm that it has union employees.

FURTHER RESOLVED, That if Hueffmeier Brothers does not use union employees, the Board does hereby authorize rejection of all bids and the readvertisement of bids for said trash disposal service.
5.11 Acceptance Of Bids For Electrical Modifications - FVCC Temporary Buildings

Bids were received for electrical modifications in the temporary buildings at the Florissant Valley Community College, which will permit the existing temporary buildings to be used for Engineering Technologies instruction and provide necessary additional laboratory facilities. The Board was requested to accept the low bid of Beach Electric Company for electrical modifications, in accordance with District specifications, for a total cost of $3,199.00.

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 does hereby accept the bid of Beach Electric Company, for electrical modifications in the temporary buildings at the Florissant Valley Community College, in accordance with District specifications under Contract No. 67-107, in the amount of $3,199.00.

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.

7. COMMUNITY RELATIONS

7.1 Distribution Of Post-Dispatch Rotogravure Section On JCD

Dr. Cosand reported that copies of the August 20th Post-Dispatch rotogravure section on The Junior College District have been sent throughout the District, the State, and the United States. Each student registering at one of the District campuses this Fall will also be given a copy. Some 500 public junior colleges will receive a copy, as will all State legislators, Missouri Senators, and St. Louis City-County Congressmen. Sizeable quantities have been sent to Mayor Cervantes, Supervisor Roos, the Chamber of Commerce,

9. **ADJOURNMENT**

Mr. Stewart requested a motion for adjournment. Whereupon, on motion by Mr. Geil, seconded by Mr. Witte, and with the aye vote of all members of the Board present, the meeting was adjourned at 10:05 p.m.

Respectfully submitted,

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

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