## Minutes of the Meeting of the State Board of Agriculture December 16, 1937

|              | Present: Messrs. Brody (Chairman), Berkey, Daane, Downing, Halstead, Mrs. Wilson; Dr. Elliott;<br>President Shaw, Comptroller Wilkins and Secretary Hannah.   |
|--------------|---|
|              | Absent: No one.   |
|              | The new members elect, Mrs. Lavina Masselink and Mr. J. J. Jakway, were invited to attend this meeting.   |
|              | The meeting was called to order at 10:10 A.M.   |
|              | The minutes of the previous meeting were approved.  |
| Resignations | RESIGNATIONS, APPOINTMENTS AND LEAVES   |
|              | 1. Resignation of Mrs. Mergaret Bohn Hess, as stenographer in the Department of Horticulture, effective March 1, 1938.  |
|              | 2. Resignation of Mrs. Merle M. Bray as Assistant in Nutrition Research, January 1, 1938.<br>Hort   |
|              | <ol> <li>Resignation of Dr. C. H. Mahoney as Extension Specialist and Research Associate, effective<br/>January 16, 1938.</li> </ol>  |
|              | 4. Resignation of Mr. Kenneth Ousterhout as County Agricultural Agent at Antrim County, effec-<br>tive December 31, 1937.   |
| Appointments | 5. Continuation during the winter term of Mr. Hans Lange in the Music Department on the same<br>terms that he had been employed for the fall term, that is:<br>For conducting the orchestra he is to be paid \$500 out of the Revolving Fund and for teaching<br>violin \$75.00 each week that he comes to the campus. This latter amount to come out of the<br>regular instructional funds.                                    |
|              | 6. Appointment of Miss Margaret Hotchin, as secretary to the Dean of Women, for the period<br>January 1, 1938 to June 30, 1938 at a salary of \$100.00 per month.   |
|              | 7. Appointment of Miss Beatrice Harris as secretary to the Comptroller to fill the position vacated by Miss Margaret Smith, at a salary of \$120.00 per month, effective January 1, 1938.   |
|              | 8. Appointment of Mr. H. W. Glassen as special Instructor in Business Law for the winter and spring terms at a salary of \$1000.00. (Mr. Glassen will handle the courses in Business Law as he has for the last two years that have usually been taught by Mr. Thrun).  |
|              | 9. Appointment of Dr. Charles P. Wells as instructor in Mathematics at a salary of \$2000.00 per year, effective January 1, 1938. (Because of large classes in mathematics at the beginning of the fall term, temporary arrangements were made by hiring three part-time instructors).  |
|              | <ol> <li>Reinstatement of Miss Helen Hartman, as Supervising Teacher of Home Economics, for the<br/>balance of this school year on the same basis under which she was hired, as effective<br/>September 1, 1937. (Miss Hartman'sresignation was accepted October 21, 1937 to be effec-<br/>tive January 1, 1938.</li> </ol>   |
|              | 11. Recommendation of Director Gardner for the temporary shift of Mr. H. L. Seeton from the position of Instructor and Research Assistant to that of Extension Specialist and Research Assistant in Horticulture, effective January 15 at the salary of \$3200.00 per year, payable \$1500.00 from Bankhead-Jones Research funds and \$1700.00 from Extension funds, to hendle the work left by the resignation of Dr. Mahoney. |

12. Recommendation of Dr. Lucien H. Greathouse as Research Associate in Agricultural Chemistry at a

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- salary of \$3250.00 per year, effective January 1, 1938, filling the vacancy left by the death of Dr. O. E. Winter.
- 13. Recommendation of Director Gardner that Dr. A. F. Yeager be appointed as Research Assistant and Assistant Professor in the Department of Horticulture, at a salary of \$3200.00 per year, effective January 1, 1938, to replace Mr. Seaton.
- 14. Appointment of Mr. Walter G. Kirkpatrick to succeed Mr. Ousterhout as County Agriculturel Agent at Antrim at a salary of \$2400.00 per year, effective January 1, 1938.
- 15. Appointment of Mr. Wendell L. Barnes as County Agricultural Agent for Kalkaska and Crawford Counties at a salary of \$2100.00 per year, effective January 1, 1938. (This position was provided for in the Extension budget of this year).
- 16. Continuation of the appointment of Mrs. Margaret Zimmer as Instructor in Mathematics for three months effective January 1st, at a salary of \$150.00 per month.

December 16, 1937

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#### RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

- 17. Continuation of the appointment of Lyle Leisenring as part-time instructor in Mathematics for Appointments three months effective January 1st, at a salary of \$200.00 for the term payable in three installments, the first on January 31.
- 18. Recommendations as follows from Dean Dye relative to the handling of the food service in Williams Hall on account of Miss Clemens' continued illness:

That Miss Jones, now in charge of food at Mayo Hall, be appointed in charge of Mayo Hall and Williams Hall and that Miss Olive Henderson be appointed from January 1 to June 30 as resident dietitian at Williams Hall and assistant to Miss Jones to replace Mrs. Miller who was appointed for the fall term only. Salary of Miss Henderson to be \$125.00 per month and title, Instructor in Institution Administration.

19. Request of Mr. Gordon Johnsgard, Instructor in the Soils Department, for leave of absence on half pay for the three months of January, February and March, in order that he may carry an additional amount of graduate work to complete his Master's degree at the end of this year.

20. Request that Dr. E. L. Austin, head of the Department of Education be given a leave of absence on full pay for the major portion of the winter term for the purpose of research and study in the field of visual education. (Dr. Austin would remain here until after January 7 and would then return to the campus about once a month to keep in general touch with major administrative problems - teaching to be taken care of within the department).

- Request of Director Baldwin that Mr. Kenneth Anderson, District Club Agent, be allowed a leave 21. of absence with pay from December 1 to January 31 on account of illness.
- 22. Recommendation of Dean Emmons that Mr. Leonard Falcone, Director of the Band, be granted a six months' leave of absence on full pay, beginning January 1st and extending throughout July. (It is understood that Mr. Falcone will return to the campus for at least the month of May to train his Band for and conduct the spring concerts). During part of his leave Mr. Falcone plans to prepare programs and scores for symphony programs and during the remainder will go to Europe for study and travel and consultation with the leading Band masters of Europe.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted to approve the Resignations, Appointments and Leaves.

Resignation 23. Resignation of Dr. F. M. Thrun as Associate Professor and Research Associate in Economics Dr. Thrun effective January 1, 1938, at which time his present leave of absence terminates.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to accept the above resignation.

24. Appointment of Dr. E. J. Benne as Research Assistant in Soil Chemistry at a salary of \$2500 per year, effective February 1, 1938 payable from Bankhead-Jones Research funds. (This appointment is within the proposed staff additions allowed for this year).

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above appointment.

Lv. Miss 25. Continuation of the leave of absence granted Miss Louise Clemens for three months on full pay, Clemens from January 1, 1938 to March 31, 1938.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve the above item.

### TRAVEL

- 1. Request for first class railroad mileage for Dr. W. L. Mallmann so that he may attend the annual meeting of the Society of American Bacteriologists the week following Christmas, to be held in Washington, D.C.
- 2. Request for first class railroad mileage for one member of the Farm Management Department to attend the American Economics Association meeting to be held at Atlantic City on December 28, 29, and 30, - expenses to be paid from Farm Management departmental funds.

Travel

Appt. of

L. J. Benne

Leaves

- 3. Request for full expenses for Mr. J. M. Moore, Secretary of the Michigan Committee for the World's Poultry Congress, to attend a meeting of this committee to be held in Cleveland, Ohio, January 7 and 8.
- 4. Recommendation that Professor L. R. Schoenmann be granted the privilege of out-of-state authorization in order that he may attend a special meeting called by Harvard University in matters dealing with Land Use January 3 to 6, expenses to be paid by Harvard.
- 5. Request for mileage allowance on one car so that Professor H. H. Musselman and Mr. D. G. Ebinger may attend a special conference being called at Mansfield, Ohio, December 14 to 18 in connection with Rural Electrification.
- 6. Request from Mr. Glen Stewart that he be allowed full expenses, to be paid from the alumni budget, in order that he may attend the mid-winter meeting of alumni secretaries of eight states to be held in Chicago, January 14 and 15, 1938.

### TRAVEL, continued

- 7. Request for first class railroad mileage for Dr. S. G. Bergquist in order that he may attend the annual meetings of the Geological Society of America at Washington, D.C. December 28 to 30.
- 8. In accordance with the recommendation of a committee, members of the following department are to be granted \$5.00 per person toward their expenses in attending the American Association for the Advancement of Science Meetings in Indianapolis during the week of December 27:

Farm Crops Department - 5 members (charged to Department) Horticulture Department - 9 members (charged to Horticulture Experiment Station) Botany Department - 5 members (charged to Botany Experiment Station) Mathematics - 2 members (charged to Department) Entomology - 5 members (3 charged to Station and 2 charged to Department) Botany Department - 5 members (charged to Department) Physics - 6 members (charged to Department) Zoology - 1 member (charged to Department)

- 9. Request for first class railroad fare for one member of the History Department to attend the American Historical Society meetings and the Political Science Association in Philadelphia on December 28 and 29.
- 10. Request for first class railroad fare for one member of the Modern Language Department to attend the meeting of the Modern Language Association in Evanston, Illinois on December 27 to 29.
- 11. Request for first class railroad fare for one member of the Economics Department to attend the American Economics Association meeting at Atlantic City on December 29 and 30.
- 12. Request for mileage on two cars so that members of the English Department may attend the meeting of the Modern Language Association to be held in Chicago December 28 to 30.
- 13. Request for railroad fare and pullman so that Dr. Hoffer may attend the meetings of the American Sociological Society to be held in Atlantic City on December 29 to 31 and then go on to Washington, D.C. to attend a meeting of Extension Rural Sociologists on January 1 and 2. The Director of Extension in Washington is anxious to have this college participate in the Extension meeting.
- 14. Request for full expenses for one member of the Music Department to represent Michigan State College at the annual meeting of the National Association of Schools of Music in Pittsburgh on December 27 and 23.
- 15. Request for first class reilroad fare for one member of the Department of Journalism and Publications to attend the annual meeting of the American Association of teachers of Journalism and Departments of Journalism in Columbus, Ohio, December 28, 29 and 30.
- 16. Upon recommendation of the Athletic Council and the Administrative Group, it is requested that full expenses be granted Ralph Huston, Ralph Young and John Kobs, to attend the annual meetings of the National Collegiate Athletic Association, American Football Goaches Association. It is recommended that Dean Huston's return be routed through Miami at an additional cost of about \$7.00 and that Mr. Kobs remain in New Orleans to scout Santa Clara in their January 1 game with Louisiana State. This travel to be charged to the Department of Physical Education.
- 17. In connection with the Orange Bowl football game at Miami on January 1, upon recommendation of the Athletic Council and the Administrative Group, it is recommended that first class reilroad and pullman fare be paid for Harry Wismer to participate in the broadcasting of the game over the Columbia chain.
- 18. It is recommended that either Professor Lawrence Field or DeGay Arnst be delegated to represent the Athletic Council at the Orange Bowl game, - the final selection to be arranged between the two men.

Travel

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13. A petition addressed to the President, signed by members of the football team, requesting that Mr. Hannah be authorized to make the trip to Miami with the team. This request was approved by the Athletic Council and the Administrative Group with full expenses allowed.

On motion of Mr. Brody, seconded by Mr. Daane, it was voted to approve the Travel requests.

- 20. Upon motion of Mr. Halstead, seconded by Mr. Berkey, it was voted that President R. S. Shaw be delegated to represent Michigan State College at the Orange Bowl game in Miami on New Year's Lay with full expenses.
- 21. Upon motion of Mr. Halstead, seconded by Mr. Berkey, <u>it was voted</u> to delegate Mr. Gilbert L. Daane to represent the State Board of Agriculture at the Orange Bowl game in Miami on New Year's Day with full expenses.

|             | December 16, 1937  | 1369  |
|-------------|--|---|
| MIS         | CELLANEOUS   | Press Assoc.  |
| 1.          | Recommendation that the usual invitation be extended to the Michigan Press Association to hold<br>its annual meeting on the campus January 27, 28 and 29 and to be honored at a banquet given by<br>the College on the evening of January 27.  | invited to<br>banquet                                   |
| 2.          | Acceptance of a gift of \$350.00 from the National Research Council for continuation of the in-<br>vestigation upon dental caries carried on by Professors Hunt and Hoppert.   | Gift of \$350<br>from Nat. Re-<br>search Coundl         |
| 3.          | Recommendation from Dean Ammons that the Speech Department budget be increased \$200.00. (Over-<br>draft was caused by having to have much mimeographing material prepared for new courses and<br>other general study of the curriculum).  | cpeech budget<br>increased<br>\$200.                    |
| 4.          | Presentation for Board approval of the 1938 football schedule.   | Approval of<br>1938 football                            |
| 5.          | Payment of \$10.00 to Elmer Wilcox, Accounting Department employee, for working overtime on student sale of football tickets.  | schedule.<br>Payment of<br>\$10. Elmer<br>Wilcox        |
| 6.          | Recommendation of Director Gardner that the budget of the Horticulture Department be increased<br>to the extent of \$750.00 to allow for the rental of storage space necessary for fruit storage.<br>This additional budget will be reimbursed by sales between now and July 1st from the benefits<br>of such storage.                         | Buget of Hort<br>increased<br>\$750                     |
| 7.          | Presentation for Board approval of a bill in the amount of \$700.80 from the University Hospital for services to Thomas Cox, freshmen student, who was injured in football this fell.  | Pill from Uni-<br>ver. Hosp.<br>for T. Cox              |
| з.          | Acceptance of check for \$250.00 from Calgon, Inc., which is fifty percent of the \$500.00 fund<br>which they are desirous of setting up for the purpose of conducting a bacteriological and<br>chemical study on metaphosphate products,- the work to be done under the supervision of Dr.<br>W.L. Mallmann.                                  | \$250.00<br>accepted<br>from Calgon                     |
| 9.          | Request from the Credit Union Association that Mr. Clive Rosenbrook, Cashier, be allowed to accept an appointment as Treasurer of this newly formed organization.  | Rosenbrook<br>to be Treasur<br>er ot Credit             |
| On          | motion of Mr. Halstead, seconded by Mr. Deane, it was voted to approve the above request.  | Union Assoc.  |
|             | Acceptance of check for \$3,000 from Mr. W. K. Kellogg in return for the tenant house and additional land at Gull Lake which the Board recently deeded to him.   | Check for<br>\$3000 to be<br>returned to<br>Mr. Kellogg |
| Mr.<br>prev | notion of Mr. Halstead, seconded by Mr. Berkey, <u>it was voted</u> to instruct the Secretary to advise<br>Kellogg that it was the expressed purpose and intention of this Board by action taken at a<br>vicus meeting to re-convey this parcel of property to him without any consideration and therefore,<br>check is being returned to him. |   |
|             | Recommendation of Mr. Wilkins that Miss Marion Melendy, Multilith Operator, be granted an in-<br>crease in salary of \$10.00 per month effective January 1.  | Increase for<br>Marion<br>Melendy                       |
| 12.         | The following recommendations from the Administrative Group and the Faculty are presented for Board approval:  | Name of Mod.<br>Lang. changed                           |
|             | a. That the name of the Department of Modern Language be changed to the Department of Foreign Language.  | Fee for pipe  |
|             | b. That the fee for lessons in Pipe Organ given by Mrs. Sholl be changed from 124.00 to \$30.00 per term.  | organ in-<br>creased.                                   |
|             | c. That fees for Graduate students be changed to read as follows:  | Change in   |
|             | In the regular sessions for those carrying 10 or more credits, the fees<br>shall be \$30.00 per term.<br>Those carrying 9 credits or less \$2.50 per credit hour.<br>For Graduate students registered for work in absentia a registration<br>fee only of \$5.00 per term.  | fees for<br>graduate<br>students.                       |

Graduate students holding appointments at the College for less than full time service to the College, shell be exempt from the foregoing fees, all changes to become effective with the summer session of 1938. In addition the regular out-of-state fees are to be collected for those who are not residents of the state and are not on the payroll of the College. Note- The present fees are \$10.00 per term irrespective of number of credits carried).

d. Revision of summer school fees as follows:

| Regular six weeks session                 | \$15.00 |
|---|---------|
| Three weeks session or less               | 7.50    |
| First year language, full year            | 25.00   |
| First year language, one term             | 10.00   |
| Second year language, full year           | 20.00   |
| Second year language, one term            | 7.50    |
| Forestry Camp, (10 weeks)                 | 25.00   |
| Entertainment fee (for students on campus |         |
| first six weeks or fraction thereof)      | 1.00    |
| Out-of-state fees for first six weeks or  |         |
| fraction thereof                          | 5.00    |
|   | 5.00    |

Revision of Summer School fees

# MISCELLANEOUS, continued

13. Recommendation from Professor S. E. Crowe, Director of the Summer Session that Summer School Change in selaries, beginning with the 1938 session, be paid on the following basis for a full teachschedule for summer school

|                     | New Schedule | <u>Old Schedule</u> |
|---------------------|--------------|---------------------|
| Professor           | ₩400.00      | \$400.00            |
| Associate Professor | 325.00       | 320.00              |
| Assistant Professor | 275.00       | 240.00              |
| Instructor          | 250.00       | 180.00              |

Maxwell Hammerl4. Report on accident to Mr. Maxwell Hammer, Buildings and Grounds employee, injured while at work and authorization for payment of hospital bill totalling \$14.50; also authorization for payment of wages during the time lost on account of this accident.

Additional 15. Communication from Mr. Wilkins requesting Board appropriation of \$800.18 to cover the cost Board approof transportation of the Band to Ann Arbor and Philadelphia. (This amount is in excess of priation for the \$3500 set up in the budget). Band trips.

16. Statement from Bowd & Munson for their services as college architects, July 1, to January Payment of 1, 1938 - \$4994.50. statement

from Board & On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the Miscellaneous items 1 through 16, except items 9 and 10 on which action is indicated.

17. Recommendations from the Retirement Committee that the following provisions be incorporated Provisions in the Retirement Program: to be incor-

> a. Imployees placed on the salary payroll by Board appointment shall come within the provisions of the Flan at the effective date of the appointment.

b. Employees on the Labor Payroll not receiving Board appointments shall not participate in the Retirement Program until they have served the institution for six continuous months. Upon the completion of six months service, such employees are sutematically under the Plan and insurance deductions will be made from their remuneration from that date. For the purpose of computing the Retirement pension, such employees shall be given credit for the preliminary six months service.

c. The Committee is not given power to determine Ratirement of the members of the Retirement Committee. The State Board of Agriculture alone shall determine all matters pertaining to the Retirement of the members of the Committee.

Retirement of 18. The Retirement Committee reports to the Board for Board approval Retirements as follows: S. King S. Cobb F. Sylvester King at an annual pension of \$1258.00, effective July 1, 1937. F. Lutz Stephen Louis Cobb at a retirement salary of \$480.00, effective as of December 1, 1937. Almond Reynolds, at a salary of \$480.00, effective as of December 1, 1937. A. Reynolds Fred Lutz, at a salary of \$480.00, effective as of December 1, 1937. 19. The Retirement Committee recommends that as a matter of policy, in the future, no labor Retirement policies. employees more than 50 years of age be placed permanently on the payroll without the knowledge and approval of the Betirement Committee.

20. The Retirement Committee recommends that all new employees shall be required to submit to a physical examination by the College Health Service before being placed under the provisions of the Retirement Program.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve items 17, 18, 19 and 20.

21. The Retirement Committee asks the State Board of Agriculture for a ruling on the deduction of the insurance premium from the pay of retired persons.

### December 16, 1937

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salaries.

Accident to

Munson.

porated in

retirement

program.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that the College pay the insurance premiums on employees whose retirement is less than \$600.00 per year.

22. Resolution authorizing the Ann Arbor Trust Company to use any part of the fund of \$600,000 not required for the construction, landscaping and furnishing of Men's Dormitory to retire bonds, etc.

WHIRLAS on December 9, 1937 this Ecerd authorized the issuance of \$500,000.00 par value "Michigan State College of Agriculture and Applied Science Men's Dormitory Revenue Bonds", to be used for the erection of a Men's Dormitory on the campus of said College at East Lansing, Michigan, and it is desired to use all of said funds, together with \$100,000.00 from other funds of the State Board of Agriculture, in constructing and furnishing said Men's Dormitory:

NOW, THEREFORE, BE IT RESOLVED by the State Board of Agriculture that the Ann Arbor Trust Company, Trustee, be and hereby is authorized and directed to use any part of said fund of \$600,000.00 not required for the construction, landsceping and furnishing of said Men's dormitory to retire said bonds, as provided for in the Trust Indenture authorizing said Lormitory Revenue Bonds.

On motion of Mr. Dzane, seconded by Mrs. Wilson, it was voted to approve the above resolution.

Resolution authorizing Ann Arbor Trust Company to use any part of fund of \$600,000 not required for construction, landscaping & furnishing Wen's Dorm, etc.

|      | December 16, 1937   |  |
|------|---|--|
|      | December 10, 1907   | 4.07   |
| MIS  | CELLANFOUS, continued   | 1371   |
| 23.  | Recommendation that diplomas be granted to those candidates for graduation and advanced degrees who shall have completed the requirements at the end of the fall term 1937, according to the Registrar's records.   | Diplomas<br>granted end<br>of fall term            |
| 0n : | motion of Mrs. Wilson, seconded by Mr. Downing, it was voted to approve the above item.   |  |
| PRE  | SIDENT'S REPORTS  |  |
| 1.   | Report on the appointment of Mr. Harold J. Olver as draftsman in the Department of Agricultural<br>Engineering at a salary of \$1800.00 per year, effective December 1, 1937.   | Appt. Clver  |
| 2.   | Full expenses for Director V. R. Gardner to attend a meeting of the Directors of Experiment Sta-<br>tions at Cleveland, Chio, on Saturday, December 11, payable from the Director's funds of the<br>Experiment Station.   | Travel Gardne:<br>to Cleveland                     |
|      | a de la companya de<br>La companya de la comp   | Caro and   |
| 3.   | Full expenses for Professor C. G. Card and Professor H. J. Stafseth to attend a government call meeting of poultry specialists at Cleveland, Ohio, on December 10 payable from the Director's fund of the Experiment Station.   | Stafseth<br>to Cleveland                           |
| 4.   | Full expenses for Dr. L. A. Wolfanger of the Soils Department so that he may represent the College at a Regional Zoning Meeting to be held in Chicago, December 13 and 14.  | Wolfanger<br>Chicago.                              |
| 5.   | Delegation of Professor B.R. Froulx to attend the meeting of the Ohio Hotel Association in Cleve-<br>land, December 10 and 11, with all expenses paid by the College.   | B. R. Proulx<br>Cleveland                          |
| 6.   | Delegation of Professor Halligan to attend a meeting of Landscape architects at Amherst, Massa-<br>chusetts on December 10th, with first class railroad mileage.  | Prof. Halli-<br>gan to Am-<br>herst, Mass.         |
| 7.   | Authorization of the following recommendations passed by the Athletic Council at its meeting on November 12th:  | Athletic<br>Council                                |
|      | e. Delegation of Charles W. Bachman, Miles W. Casteel, Thomas H. King, L. L. Frimodig,<br>Dean R. C. Huston and Director R. H. Young to stop over in Chicago following the<br>San Francisco trip to attend the Officials and Western Conference Meeting at the<br>Sherman Hotel, December 2, 3 and 4 with all expenses. | recommenda-<br>tions passed.                       |
|      | b. Delegation of B. F. VanAlstyne, John Kobs and R. B. Daubert to attend the above meeting in Chicago with all expenses.  |  |
|      | c. Authorization for Athletic Association to bear the expenses of the Central Inter-<br>collegiate cross-country coaches' dinner held at Hotel Olds, Sunday, November 21.   |  |
| 8.   | Mileage on one car to Chicago and return for Mr. Baltzer, Mr. Jensen and Mr. Gould, with Professor Weaver returning, to attend the annual meeting of the American Butter Institute, the National Dairy Council, the National Dairy Union and the American Association of Animal Pro-<br>duction.                        | Baltzer, Jen-<br>sen and Gould<br>to Chicago       |
| 9.   | Full expenses for Coach Ralph Young to attend the Eastern Intercollegiate Cross Country Run in New York on Monday, November 15.   | Coach Young<br>New York                            |
| 10.  | First class railroad fare for Dr. George K. Davis to attend the meetings of the American Society for Animal Productions in Chicago, November 27 to December 4.  | Geo. Davis<br>Chicago                              |
| 11.  | the Commission for Relief in Belgium held in New York on December 7, 1937.  | Prof. Lewis<br><sup>m</sup> ichards to<br>New York |
| 12.  | Mileage on one car for Professor A. J.Clark so that members of the Chemistry Department could attend the Michigan-Ohio Chemical Society conference in Columbus, Ohio, November 19 and 20.   | Mileage 1 car<br>Chem. Dept.                       |
| 13.  | Delegation of Mr. Glen O. Stewart as Alumni Secretary to attend the alumni gathering held in<br>San Francisco on the evening of November 26th, payable from the funds of the institution under  | Columbus, O.<br>Glen Stewart<br>SanFrancisco       |

travel account.

- 14. Report on accident to Frank Wilcox, crane operator, who was injured while at work on October 4 and payment of \$65.60 for loss of time from October 5 to October 26.
- 15. Approval of the recommendation of the Athletic Council that a portion of the receipts from the December 8th basketball game be turned over to the Lansing Red Stocking Fund.
- 16. Approval of readjustments of funds in the Experiment Station as follows:

(All to be credited to the Experiment Station State Division)

| Director's Office | 1250.00 |
|-------------------|---------|
| Farm Management   | 1500.00 |
| Graham Station    | 2000.00 |
| Horticulture      | 5000.00 |
| Soils             | 750.00  |
|                   |         |

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the President's Reports.

Accident Frank Wilcox

Portion of basketball game turned over Red Stock

Readjustment of funds in Exp. Station

|   |   | December 16, 1937  |
|---|---|--|
| • |   | BUILDING COMMETTEE ITEMS   |
|   | 1372<br>No action on<br>Redman farm   | 1. Presentation of lease and purchase option covering Frank Redman farm. Dean Anthony recommends that this matter not be considered at this time.  |
| • |   | On motion of Mr. Berkey, seconded by Mr. Helstead, <u>it was voted</u> to concur in Dean Anthony's recommendation.   |
|   | <pre>\$14,364.61 sppropristed from Rehab. to complete payments on Williems Hall</pre> | completed cost is \$486,557.61. Alterations in the original plans and specifications were<br>discussed with the Board. It is now recommended that \$14,364.61 be charged against Re-<br>habilitation to complete the various payments for Williams Hall.   |
|   |   | On motion of Mr. Leane, seconded by Mr. Fowning, it was voted to approve the above recommen-<br>dation.  |
|   | balcony at<br>Old Armory  | <ol> <li>Recommendation from the Athletic Department for the construction of a new floor in the<br/>balcony of the Old Armory to make space now unusable available for two correctional rooms -<br/>estimated cost 3500 to be drawn from Athletic funds.</li> </ol>  |
| F | 8625 approp.<br>in order to<br>use HRA help   | 4. Recommendation from Mr. Devenport for an appropriation of #625.00 to make possible the use<br>of 50 to 70 ERA men in repairing the drains and installation of tile on the farm. The<br>Poerd recommends an approval of #300 from the Farm and Horse funds for the purchase of tile,<br>(instead of #625.).  |
|   |   | On motion of Mr. Lasne, seconded by Mr. Downing, it was voted to approve item 3 and to approve item 4 with the recommendation above noted.   |
|   |   | 5. In carrying out the various remodelling projects on the campus, it has been necessary to over-run the original estimate in several cases as follows:  |
|   | 225,445 from<br>reserve for<br>projects<br>over-run.                                  | Morrill Hall Classroom furniture (* 110.05<br>Morrill Hall General contract (9,205.50)<br>Other Buildings North Hall (145.36)<br>Other Buildings Home Economics Dept. (3,636.55)<br>Other Buildings English Easement (2,584.28)<br>Other Buildings Eacteriology (452.59)<br>Other Buildings Administration (6,344.21)<br>Completion of work in Houses 7 and 3 to<br>make available for girls' dormitory and<br>Governor's residence (Christman Company) (608.57) |
|   |   | It is recommended that \$27,448 be charged against the Reserve to pay off these various items.   |
|   | Changes in  | On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve the above recommendation.<br>6. The Union Committee recommends the following to be paid for out of Union funds:  |
|   | Union<br>approved.  | a. Changes in the organization rooms including new flooring. new sliding doors, painting<br>and varnishing, etc., to be done in accordance with the bid by the Christman Company,<br>\$741.00. Electrical Fixtures in the same room not to exceed \$145.00; moving radiators<br>not to exceed \$10.00.   |
|   |   | b. New rheostat and dimming devices for Union Ballroom and stage not to exceed 525.00.   |
|   |   | c. New furnishings for organization rooms not to exceed \$750.00.  |
|   |   | On motion of Mrs. Wilson, seconded by Mr. Deene, it was voted to approve the above recommendation.   |
|   |   | <ol> <li>Mr. Devenport has in the M &amp; H budget money for certain alterations in the Secretary's<br/>Office. If approved, no appropriation is required.</li> </ol>  |
|   | Report of   | SECRETARY'S REPORT   |

Att. General 1. Report of the opinion from the Attorney General ruling that Michigan State College employees on Civil Ser- do not come within the provisions of the Civil Service. vice.

The meeting adjourned at 12:30 P.M.

Robert S. Shaw Q. Secretary

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