

MINUTES OF THE MEETING
OF THE
STATE BOARD OF AGRICULTURE
January 21, 1943

Present: Mr. Berkey (Chairman); Messrs. Akers, Jakway, McPherson, Brody; President Hannah; Treasurer Wilkins; Secretary McDonel.

Absent: Mrs. Masselink; Dr. Elliott

The meeting was called to order at 11:15 A.M.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

1. Resignation of LaVerne Brownrigg as Laboratory Technician at the Health Service, effective December 23, 1942. Miss Brownrigg has enlisted in the WAACs.
2. Resignation of Carlotta H. Best as stenographer in Education, effective December 18, 1942. Mrs. Best has accepted a position with the Federal Soil Conservation Service.
3. Appointment of Mrs. Fred Taylor as stenographer in Education at a salary of \$1320.00 per year, effective December 28, 1942. Mrs. Taylor replaces Mrs. Best (salary \$1200).
4. Appointment of L. H. Geil as Head of the Department of Publications at a salary of \$4200.00 per year, effective January 1, 1943. This is in accordance with the action taken at the December meeting of the Board.
5. First-class railway fare only for Hazel Strahan to attend the annual meeting of the Personnel Group of the National Retail Dry Goods Association in New York City on January 11-15.
6. Salaries for nurses at the Health Service were increased by \$5.00 per month, effective January 1, 1943, as follows:

Miss Anona McMin	\$1200	Miss Carol Letzring	\$1200
Mrs. Ursula Combe Panula	1200	Mrs. Marguerite Neff	1200
Miss Edna Baur	1200	Mrs. Helen Farwell	1200
Miss Kathryn Keating	1200	Miss Jeanne Haynes	1200
Miss Elzada Winterle	1200	Miss Lucille Densmore	1200
Miss Mildred Hopping	1200	Miss Mary Jones	1320
Miss Dorothy Goul	1200	Mrs. Maude Zindel	1050

7. Approval of the recommendation of the Graduate Council for the granting of graduate credit for work in the Ford Hospital. Thirty credits of the graduate work is to be charged full fees with the remaining 15 credits to be allowed in absentia fees. The thesis is to be approved by the State Board of Health, the Graduate Council, and the Department of Bacteriology.
8. Approval of the employment of W. S. Hartnell at 40 cents per hour during the Christmas vacation period. Mr. Hartnell is a quarter-time assistant in Bacteriology.

On motion of Mr. McPherson, seconded by Mr. Akers, it was voted to approve the President's Report.

LEAVES

1. Leave of absence without pay from January 1 to August 31, 1943 for John C. Davis, Assistant Professor of Economics, so that he may accept a position as Senior Economist with the War Manpower Commission in Washington.
2. Leaves of absence for military service for the following employees are recommended to be effective through August 31, 1943:
 - a. G. C. Pierce, Building Supervisor at Mason-Abbot Hall, effective January 1, 1943. Mr. Pierce has been drafted.
 - b. Joseph Evans, Instructor in Music, effective January 1, 1943. Mr. Evans has been drafted.
 - c. T. C. Stebbins, Extension Assistant in Horticulture, effective January 1, 1943. Mr. Stebbins has been asked to assist with rubber development in Haiti for the duration of the war and has accepted this position in lieu of being drafted.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the Leaves.

RESIGNATIONS

Resignations

1. Report that Alma Deane Fuller did not accept the position as 4-H Club Agent in Gogebic County. She has accepted a position at Kansas State College.
2. Resignation of John M. Converse as 4-H Club Agent for Eaton, Ionia, Ingham and Clinton Counties, effective February 28, 1943. Mr. Converse will return to the home farm because of the poor health of his father.
3. Resignations of J. F. Heyda and Gertrude E. VanAken as instructors in Mathematics, and of A. C. Moeller as Graduate Assistant in Mathematics, effective January 31, 1943. All of these people have accepted positions in the meteorology school at Denison University.
4. Resignation of Mrs. Phyllis D. Jepson who has been a teacher in clothing work in the Short Course, effective December 31, 1943.
5. Resignation of Mrs. Nell Bartlett as Housemother for the Farm House Fraternity, effective January 31, 1943. Mrs. Bartlett is leaving to visit her brother in the west.
6. Resignation of Mrs. Genevieve Blevins as stenographer in the English Department, effective January 31, 1943.
7. Resignation of Mary Agnes Shively as clerk in the Alumni and NYA Office, effective January 31, 1943. Miss Shively has accepted a position in Detroit.
8. Resignation of Mrs. Lois R. Lenton as half-time stenographer in Geology and Geography, effective December 31, 1942.
9. Resignation of the following graduate assistants and graduate fellows in the Chemistry Department:
 - a. Peter Pawlyk, effective December 31, 1942.
 - b. Robert B. Young, effective January 31, 1943.
 - c. Howard C. Malpass, effective December 31, 1942.
 - d. Harold J. Wiesner, effective December 31, 1942.

On motion of Mr. Akers, seconded by Mr. Brody, it was voted to approve the Resignations.

APPOINTMENTS

Appointments

1. Appointment of W. Dean Gordon as Club Agent in Wayne County at a salary of \$2400.00 per year on a temporary basis, effective January 2, 1943. Mr. Gordon will replace Kenneth Anderson who is on military leave.
2. Appointment of Maurel Richard as Assistant in Research in Agricultural Chemistry at a salary of \$1800.00 per year on a permanent 12-month basis, effective January 25, 1943. Mr. Richard replaces Martha Jayne (salary \$1800) who has resigned.
3. Appointment of Emma G. Holmes as Assistant in Research in Foods and Nutrition at a salary of \$150.00 per month for five months beginning February 1, 1943. This is a new position in connection with experiments with the rough fish research project.
4. Appointment of John F. Schlueter as part-time instructor in Physical Education for Men at a salary of \$75.00 per month for three months beginning January 1, 1943. Mr. Schlueter replaces Wyman Davis who has been called by the Navy.
5. Appointment of Mrs. Leona Tousignant Wood as instructor for the clothing work in the Short Course at a salary of \$250 for two months, effective January 1, 1943. Mrs. Wood replaces Mrs. Jepson who has resigned.
6. Report from Dean Dye that Mrs. Etheldreda Jones Radulescu is teaching half-time and should be paid \$300.00 for the winter term 1943.
7. Reappointment of Mrs. Melba J. Babington as Instructor in English at a salary of \$150 per month for part-time work for the three months beginning January 1, 1943.
8. Appointment of Kathryn Chaney Nye as Instructor in English at a salary of \$125 per month for part-time work for the three months beginning January 1, 1943. Mrs. Nye replaces R. P. Falk who is on military leave.
9. Reappointment of Mrs. Herbert Weisinger as Instructor in English at a salary of \$150 per month for the three months beginning January 1, 1943.
10. Reappointment of Mrs. Harry R. Hoppe as Instructor in English at a salary of \$125.00 per month for part-time work for the three months beginning January 1, 1943.
11. Appointment of Jean Triick as general duty nurse at the Health Service at a salary of \$1200 per year plus meals and uniforms laundered, on a permanent 12-month basis, effective January 18, 1943. Miss Triick replaces Betty Graham (salary \$1140) who has resigned.

APPOINTMENTS, continued

Appointments

12. Appointment of Phyllis J. Laubscher as Laboratory Technician at the Health Service at a salary of \$1440.00 per year on a permanent 12-month basis, effective January 16, 1943. Miss Laubscher replaces LaVerne Brownrigg (salary \$1260) who has resigned.
13. Appointment of Mrs. Elizabeth White Crow as stenographer in English at a salary of \$1320.00 per year, effective January 25, 1943. Mrs. Crow replaces Genevieve Blevins (salary \$1320) who has resigned.
14. Appointment of Jeanette Morningstar as clerk in the Alumni and NYA Office at a salary of \$1200 per year, effective February 9, 1943. Miss Morningstar replaces Mary Shively (salary \$1200) who has resigned.
15. Transfer of Leona Pierce from her position as stenographer in the Conservation Institute, paid from Extension funds, to the Central Stenographic Office, and from labor payroll, effective January 18, 1943.
16. Appointment of Joan Werner as stenographer in the Conservation Institute at a salary of \$1200 per year, paid from Extension funds, effective January 18, 1943. Miss Werner replaces Leona Pierce (salary \$1200).
17. The following adjustments are recommended for the speech Department:
 - a. That J. K. Richards, half-time graduate assistant, be paid \$120 per month for the three months beginning January 1, 1943.
 - b. That Mary Martin, half-time graduate assistant, be paid \$100 per month for the three months beginning January 1, 1943.
 - c. Appointment of Mrs. W. B. Whitaker as Instructor in Speech at a salary of \$150.00 per month for the three months beginning January 1, 1943.
18. Appointment of Carl Hulen as half-time assistant in Animal Pathology at a salary rate of \$600.00 for the academic year, effective January 1, 1943, paid from the Abortion Test Fund. Mr. Hulen replaces E. E. Kline who has been transferred to the Bacteriology Department.
19. Transfer of Jacob M. Hage from half-time graduate assistant in Chemistry to graduate fellow under the Parke-Davis and Company fellowship, at a salary of \$50.00 per month, effective February 1, 1943. Mr. Hage replaces Robert B. Young who has resigned.
20. Transfer of Marjorie Leshner from half-time graduate assistant in Chemistry to graduate fellow under the Children's Fund of Michigan fellowship at a salary of \$50 per month, effective January 1, 1943. This is a new fund which is being presented to the Board for acceptance at this meeting.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the Appointments.

TRAVEL

Travel

1. Full expenses (\$39.99) for R. W. Tenny to attend Farmers' Week at Purdue University on January 11-13.
2. Mileage on one car for C. H. Pesterfield and L. G. Miller to attend the National Meeting of the American Society Heating and Ventilating Association in Cincinnati on January 23-26; or first-class railway fare only for one representative to attend this meeting.
3. Full expenses for S. B. Apple to attend a meeting of the North Central Vegetable and Potato Council in Chicago on January 23.
4. Full expenses for Dean E. L. Anthony to attend a meeting called by the Executive Committee of the Land-Grant College Association in Chicago on January 23.
5. Full expenses for Dean Marie Dye to attend a meeting called by the Executive Committee of the Land-Grant College Association in Chicago on January 23.
6. Full expenses for H. C. Moore to go to Fort Myers, Florida, the first part of February to make disease readings of certified seed potatoes in connection with seed potato trials for the Michigan Crop Improvement Association. Expenses are to be paid from funds of the Michigan Crop Improvement Association.
7. Full expenses for Meta Vossbrink to attend a Regional Conference in Vocational Education in Chicago, on February 4-6. Marguerite Lofink and Catherine Campbell also will attend this meeting and will share this authorization. Expenses will be paid by the Vocational Board.
8. Full expenses for one person to attend an inter-college committee meeting in social science under the auspices of the Cooperative Study in General Education in Chicago on February 5-9. Two persons may share this allowance.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the travel items.

MISCELLANEOUS

1. Invitation to the Michigan Press Association to be guests of the State Board of Agriculture at the Annual Dinner at the Union Building on January 22, 1943.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to accept the above invitation.

2. Report of the death of Major Carl F. Siglin who was killed in a tank engagement in Africa. Major Siglin majored in Landscape Architecture, and since his graduation in 1938 had been employed by the Detroit Park Commission.
3. Acceptance of a check for \$100 from Paul T. Kilborn to be added to the Hotel Administration Scholarship fund.
4. Renewal for one year from January 1, 1943, of the agreement with the Kellogg Company covering investigations on dog rations.
5. Acceptance of a grant of \$450 and approval of an agreement with the Research Laboratory of the Children's Fund of Michigan covering research work on the development of physical chemical methods on biological materials pertinent to the research problems being conducted in the Research Laboratory.
6. Acceptance of a grant of \$600 and approval of a memorandum of understanding with the Dow Chemical Company for the establishment of a research fellowship in bacteriology for the study of germicidal and fungicidal properties of certain chemical agents being developed by the Dow Chemical Company.
7. Acceptance of a grant of \$1000 and approval of a memorandum of understanding with the Evaporated Milk Association for the establishment of a project in connection with research in evaporated milk.

On motion of Mr. Brody, seconded by Mr. Jakway, it was voted to approve Miscellaneous items 3 to 7.

8. Recommendation from the Retirement Committee that C. M. Cade, Professor of Civil Engineering, be given disability retirement income of \$1080.00 per year, effective as of January 1, 1943. Professor Cade has been employed by the College for 30 years. Since February 1, 1941, he has been on military leave. If his health should improve, it is understood that he may be given full time regular employment.

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

9. The Retirement Committee recommends that members of the staff attaining the age of 65 this year be encouraged to continue in their present work for another year. The Secretary was instructed to advise with the Dean concerned in each case, and then if agreeable write a letter to each individual stating the policy of the Retirement Committee.

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

10. Change in title for G. R. Heath to Assistant to the Dean of Men and Assistant Professor of Physics, effective immediately.
11. Change in title for Dean W. Kuykendall from Instructor to Assistant Professor of Journalism, effective immediately.
12. Increase in salary for Thomas Devlin, clerk in Farm Management, from \$1700.00 to \$1800.00 per year, effective January 1, 1943.
13. Increase in salary for Frank Thorp, Research Associate in Animal Pathology, from \$1900.00 to \$2100.00 per year, effective January 1, 1943, and paid from Bankhead-Jones funds. Mr. Thorp is employed half-time by the Regional Poultry Research Laboratory that will make a similar adjustment on July 1, making his total salary \$4200.00.
14. Report that the following staff members are assisting in the teaching of classes in the Departments of Zoology, Chemistry, and Mathematics:

	<u>Employed in</u>	<u>Assisting in</u>
W. F. Morofsky	Entomology	Zoology
C. W. Sabrosky	Entomology	Zoology
Carl Swanson	Botany	Zoology
Ira Gould	Dairy Husbandry	Chemistry
H. R. Hunt	Zoology	Mathematics
R. W. Lewis	Botany	Mathematics
H. M. Brown	Farm Crops	Mathematics
H. T. Darlington	Botany	Mathematics
S. T. Dexter	Farm Crops	Mathematics
Margaret Anderson	Orientation	Mathematics
J. M. Barbour	Music	Mathematics
E. P. Lawrence	English	Mathematics

Press Assoc.
guests of
Bd. at banquet

Report death
of Carl Sig-
lin killed in
action.

Acceptance
check \$100
Paul Kilborn

Renewal Kel-
log Co. Agree-
ment.

Accept. grant
of \$450 from
Res. Lab. of
Child. Fund.

\$600 from
Dow Chemical

\$1000 from
Evaporated
Milk Assoc.

Prof. Cade
given disa-
bility retire-
ment.

Staff members
eligible for
retirement
this yr. en-
couraged to
remain.

Title G.R.
Heath to be
Asst. Prof.
Physics and
Asst. to Dean
of men.

D.W. Kuyken-
dall to Asst.
Prof.

Inc. in sal.
Thomas Devlin
Also Frank
Thorp.

Report of
staff members
assisting in
other depart-
ments.

MISCELLANEOUS, continued

C.E. Russell
trans. to 3/4
Ext. & 1/4 Exp.
Sta.

15. Transfer of C. E. Russell, Associate Professor and Research Associate in Horticulture, to three-fourths time Extension and one-fourth time Experiment Station at the same salary of \$3600.00 per year, effective January 1, 1943. Mr. Russell replaces T. C. Stebbins during his leave.

C.B. Dibble
trans. to new
duties as Ex-
tension Asst.

16. Transfer of C. B. Dibble from Extension Assistant in Entomology to new duties as an Extension Assistant to work with the State Youth Farm Labor Committee for the balance of the fiscal year. No change in salary is involved.

App. cooperat
tive arrange.
State Cons.
Dept. & U.S.
For. Service

17. Approval of a cooperative arrangement with the State Conservation Department and the U. S. Forest Service for the employment of Louis Miller as Farm Forester to do special work during the war in the marketing of farm woodlot timber. The U. S. Forest Service will pay the salary of Mr. Miller and the College is requested to furnish \$600 to be used for travel expenses. This is to be paid from Extension funds.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve Miscellaneous Items 10, 11, 12, 13, 15, 16 and 17.

Approval con-
tract St. Bd.
Voc. Educ.
re: special
work to be
done by B.R.
Proulx.

18. Approval of a contract with the State Board of Control for Vocational Education covering special work to be done by B. R. Proulx, Associate Professor of Hotel Administration. It is recommended that Mr. Proulx' salary be increased from \$3600.00 to \$4000.00 per year for the period of this agreement. The Vocational Board will reimburse the College in the amount of \$507.65 toward the salary of Mr. Proulx and 75 percent of his traveling expenses. This contract is to be effective for three months beginning January 1, 1943.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 18.

Statement Mich
Butter & Egg
for cold stor-
age rental.

19. Statement from the Michigan Butter and Egg Company of Lansing in the amount of \$1132.20 for cold storage rental for apples. This will be returned when the apples are sold.

\$1400 approp.
purchase re-
frigerating
equipment.

20. Request for an appropriation of \$1400 for the Bacteriology Section to purchase refrigerating equipment previously loaned by the Liquid Carbonic Company in connection with a cooperative research project.

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

Half-timesten.
appr. Journal-
ism.

21. Request for the services of a half-time stenographer in the Department of Journalism.

\$500 approp.
for Journalism

22. Request for an appropriation of \$500 for the Department of Journalism for the remainder of the fiscal year.

Sophia Hoerth
pd. \$100 for
lectures.

23. Recommendation that Miss Sophia Hoerth of the Olds Hotel be paid \$100 for her lectures in Hotel Administration during the winter term.

\$750 for op-
eration on
Peter Bayer.

24. Peter Bayer, a student, was injured in spring football practice, and an operation requiring the services of orthopedic and neurologic surgeons is necessary. The operation and care of the patient will require an expenditure of approximately \$750.00.

\$50 pd. to
Dr. Randall.

25. Statement from Dr. O. M. Randall in the amount of \$50.00 for services rendered Sam DeStefano.

Statement
Ballard app.

26. Statement from Byron Ballard in the amount of \$237.89 for legal service to the College. Of this amount \$26.24 was for services in connection with the Jenison Estate.

On motion of Mr. Akers, seconded by Mr. Brody, it was voted to approve Miscellaneous Items 21, 22, 23, 24, 25 and 26.

St. Board to
request Int.
CommerceComm.
to defer ac-
tion, etc.

27. Recommendation that the State Board of Agriculture request the Interstate Commerce Commission to defer action for the duration of the war on the request of the Pennsylvania Railroad to abandon the branch from Cadillac to Lake City.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the above recommenda-
tion and to authorize the sending of a copy of this resolution to Representative Albert J. Engel.

Dr. Chamber-
lain to go to
N.Y. City in
place of Dr.
Osgood.

28. Dr. H. O. Osgood, Head of the Physics Department was delegated with first-class railway mileage to attend the meetings of the American Association for the Advancement of Science and affiliated societies in New York City during the last week of December 1942. These meetings were postponed to the 22nd of January and since Dr. Osgood finds it impossible to attend he is asking that Dr. C. W. Chamberlain be permitted to go in his place.

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

Chem. library
moved from
main lib.to
Chem. Bldg.

29. Recommendation that the chemistry library be removed from the main library and established in the Chemistry Building.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above recommendation and to authorize an appropriation of \$900.00 for the balance of this fiscal year for the necessary supervision of the library.

This authorization also includes the establishment of the Music Library under the supervision of Mr. Towne, librarian.

MISCELLANEOUS

30. Request from the Michigan State Defense Council that the College loan to them the services of Mr. P. R. Krone, Extension Assistant Professor in Floriculture, to take the responsibility of operating Victory Gardens in Michigan in cooperation with other agencies, - the Defense Council to take care of the necessary traveling expenses, etc., and the College to continue to pay his salary as at present.

P. R. Krone
loaned to
Defense
Council.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the above request from the Defense Council.

31. Mr. Earl Cress of the Ann Arbor Trust Company appeared before the Board to discuss the matter of college funds not now invested.

Approval of
investment
of certain
college funds
in Government
G bonds.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the investment of the following available funds (totaling \$223,800) in Government G. bonds at $2\frac{1}{2}\%$, 12 year:

Rackham Fund	-	\$100,000
Pension Fund	-	100,000
Jenison Fund	-	20,000
Wm. Riker Johnson	-	2,100
Sanford Fund	-	1,700

Approval
agreement with
Farm Security
for training
young persons
for farm work.

32. Approval of memorandum of understanding between Michigan State College and the Farm Security Administration covering the training of young persons for farm work, the training to be done at the College and the Government to pay all costs, including board and room, books and hospitalization.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the memorandum of understanding with the Farm Security Administration, and the Board authorized Secretary McDonel and Comptroller Wilkins to estimate the amount of money required for the training of forty to fifty persons, to be included in the terms of the agreement.

Approval of
lease to Wm.
Colvin, Jr.
covering oil
and lease
rights on 2
pieces of
college prop-
erty.

33. Senator George B. McCallum and Mr. T. M. Pettigrew, representing William H. Colvin, Jr., and Professor S. G. Bergquist, Head of the Department of Geology and Geography, appeared before the Board relative to negotiating a lease covering oil and gas rights on two pieces of college property in Bath Township and college property in Meridian Township, Section 27, on the basis of a minimum royalty of $12\frac{1}{2}\%$ increasing with the rate of production on the following schedule,- these being the terms required by the Michigan State Department of Conservation:

When the average production per well does not exceed 100 barrels
per day for the calendar month - - - - - $12\frac{1}{2}\%$

When the average production per well is more than 100 barrels
and not more than 200 barrels per day for the calendar month- - $16-2/3\%$

When the average production per well is more than 200 barrels
and not more than 300 barrels per day for the calendar month- - 20%

When the average production per well is more than 300 barrels
per day for the calendar month - - - - - 25%

On motion of Mr. McPherson, seconded by Mr. Akers, it was voted to authorize the President, Secretary and Comptroller, together with the college attorneys to negotiate the above lease.

Cannery equip-
ment being
moved to
College.

34. The President reported that the equipment for the Cannery which was a gift to the College by Mr. Henry Ford was being moved to the campus. He reported that Mr. Wilkins had estimated that 500 gross of #10 cans will be required and that it is possible to obtain them.

Report on
death of Lynn
Blackmon.

35. President Hannah reported on the death of Lynn Blackmon, an Applied Science freshman, (infection set in as a result of a broken leg acquired in a physical fitness class).

U. of M. re-
quests use of
WKAR

36. Mr. R. J. Coleman, head of the radio broadcasting department, appeared before the Board with a request from the University of Michigan for the use of facilities of the radio broadcasting station.

37. President Hannah reported to the Board the negotiations that were being considered with the various armed forces in regard to the use of the college facilities for the training of both army and navy men.

The meeting adjourned at 4:15 P.M. and it was agreed to hold the next meeting on February 18.

John A. Hannah
President
Karl H. McDonel
Secretary