

MINUTES OF THE MEETING
OF THE
FINANCE COMMITTEE
January 19, 1962

The Finance Committee convened at Kellogg Center at 7 o'clock for breakfast.

The following members were present: Messrs. Harlan, Huff, Merriman, Smith, Stevens, Vanderploeg; President Hannah, Treasurer May and Secretary Breslin

Absent: Dr. Bartlett

1. Scudder, Stevens & Clark and Mr. Earl Cress recommend the following investment items:

Pension and Retirement Fund

<u>Amount</u>	<u>Security</u>		<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>	<u>Yield</u>
Recommend selling:						
1500 shs.	Northern Natural Gas	\$1.50	\$ 41	\$61,500	\$2,250	3.7%
Recommend purchasing:						
1100 shs.	Texaco	\$1.60+	55	60,500	1,760+	2.9+%
With proceeds from redemption of (plus cash and less cost of \$50,000 Philco Corporation Convertible purchased in November):						
500 shs.	Commonwealth Edison 4.64% Preferred	\$ 4.64	106 $\frac{1}{2}$	53,250	2,320	4.4%
Recommend purchasing:						
600 shs.	Standard Oil of California \$3.30 Conv. Preferred	\$3.30	85	51,000	1,980	3.9%
600 shs.	Standard Brands, Pref.	\$3.50	76	45,600	2,100	4.6%
plus up to						
\$110,000	U. S. Treasury 3 3/4s, 8-15-64		101	111,100	4,125	3.7%

Albert H. and Sarah A. Case Fund

Recommend selling:						
420 shs.	Northern Natural Gas	\$1.50	41	17,220	630	3.7%
Recommend purchasing:						
200 shs.	Standard Oil, New Jersey	\$2.20+	50	10,000	440+	4.4+%
100 shs.	Bendix Corporation	\$2.50	65	6,500	240	3.7%
				<u>\$16,500</u>	<u>680+</u>	<u>4.1+%</u>

On motion by Mr. Huff, seconded by Dr. Smith, it was voted to approve Item 1.

2. Recommendation from Mr. May that the Board authorize the sale of the following stocks in order that funds may be used for the intended purposes:

<u>Stock</u>	<u>Donor</u>	<u>Shares</u>	<u>Price</u>	<u>Value</u>
IBM	C. C. Hurd	1	563	\$ 577.00
Whirlpool	P. Eduard Geldhof	32	31 7/8	996.00
Monsanto Chemical	Kenneth W. Thompson	1	49 1/8	53.75
Socony-Vacuum Oil	Mr. and Mrs. C. A. Harlan	237	51	12,087.00
General Motors	Mr. and Mrs. B. H. Anibal	1000	55	57,112.00
Dow Chemical	Guy H. and Carrie B. Cannon	39	71	2,769.00
Florida Power & Light	Mrs. Vivid Cobb	60	76 3/4	4,605.00
Macinar, Inc.	Robert D. Burhans	300	4	1,200.00

On motion by Mr. Vanderploeg, seconded by Mr. Merriman, it was voted to approve Item 2.

3. Recommendation from Mr. May that the Trustees approve the following resolution authorizing the corporate trustee to destroy redeemed bonds and coupons and to furnish his office with a properly certified cremation certificate for all bonds and coupons destroyed:

WHEREAS, the several Trust Agreements governing the issuance of bonds authorized by the Board of Trustees contain a Section which reads substantially as follows:

All bonds and interest coupons redeemed by the Trustee as herein provided shall be cancelled by the Trustees and delivered to the Board; and
WHEREAS, the eventual destruction of said redeemed bonds and coupons is a necessity; and

WHEREAS, it would be a burden for the office of Treasurer to undertake the examination and destruction of such bonds and coupons; and

WHEREAS, it is customary for corporate Trustees generally to destroy such cancelled bonds and coupons and to submit a certificate to the Board advising of such destruction;

Investment
recommenda-
tions

Approval of
sale of
stocks

Approval
resolution
authorizing
corporate
trustees to
destroy re-
deemed bonds

Finance Committ Meeting Minutes, continued:

3. Resolution re: destroying redeemed bonds and coupons, continued:

NOW, THEREFORE, BE IT RESOLVED that Ann Arbor Trust Company, the corporate Trustee named in the several Trust Agreements covering bond issues of the Board of Trustees of Michigan State University of Agriculture and Applied Science be instructed to prove, cancel, and destroy all paid and/or redeemed bonds and interest coupons by cremation of the same.

BE IT FURTHER RESOLVED THAT Ann Arbor Trust Company, the corporate Trustee named in the Trust Agreements be instructed to prepare and submit to the Chief Financial Officer of Michigan State University a properly Certified Cremation Certificate describing the bonds and interest coupons so destroyed; such Certificate to be detailed to the entire satisfaction of the Chief Financial Officer of the Board.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of a resolution, and the whole thereof, of the Board of Trustees of Michigan State University of Agriculture and Applied Science regularly presented and adopted at a meeting duly called and held at East Lansing, Michigan, on January 19, 1962, at which a quorum was present and voted, and that such resolution is duly recorded in the minute books of the Board of Trustees, and is still in force and effect.

Dated: _____

(SEAL)

Secretary

On motion by Mr. Stevens, seconded by Mr. Harlan, it was voted to approve the above recommendation.

4. Communication from Mr. May:

You will recall that over a month ago we agreed to take bids for the removal of two of the Mead buildings. Our first effort in obtaining bids was not very successful. In fact, only one bid was received, and it called for the University to pay \$3,839 for the removal of these two buildings.

On November 30 we again received bids, but this time our specifications requested the bidder to quote on removal of the buildings and, as a separate item, removal of the foundations. We made this change in specifications since it appeared that some contractors would be interested in removing the buildings if they did not have to hire heavy equipment to remove concrete foundations and floors.

On November 30 we received bids from three contractors. The Stewart Construction Company offered to pay the University \$820 for the buildings down to the foundations. The Barnes Construction Company wanted the University to pay it \$3,400 to take the buildings down to the foundation. The Capitol Lumber & Wrecking Company wanted the University to pay \$2,200.

I recommend Board approval of the award of a contract to the Stewart Construction Company of Laingsburg under which it will pay Michigan State \$820 and remove the buildings to the foundation.

Since the contractor will not be removing the foundations, it will be necessary to have our own Grounds Department handle this part of the work. Mr. Lautner has estimated it will cost \$2,000 to do this work. In addition to removing the foundations, Mr. Lautner had previously advised on November 14 that it would require approximately 588 cubic yards of fill dirt and that fine grading, seeding, clearing up the site, etc., would cost approximately \$750.

I would recommend that the Board approve a special appropriation for the Grounds Department of \$2,750 to cover the cost of removing foundations, filling in, cleaning up, grading and seeding the site.

On motion by Mr. Harlan, seconded by Mr. Huff, it was voted to approve the above recommendation.

5. Communication from Mr. May:

As you know, we have received a claim in the amount of \$23,616 as our contribution for the operation of the Michigan Council of State College Presidents' program.

Since we only budgeted \$6,000 for this purpose and our contingency account is nearly exhausted, it is necessary that I recommend a supplemental appropriation for the Trustees' account in the amount of \$18,000.

On motion by Mr. Merriman, seconded by Mr. Huff, it was voted to approve the above recommendation. It was suggested to President Hannah that he indicate to the Council of State College Presidents, on an appropriate occasion, that the Trustees intend to review the work of the Council, its effectiveness and programs before they commit themselves to an assessment of this size in future years.

Appropriation \$2750 for Grounds Dept. to cover cost of removing foundations, filling in, cleaning up, grading and seeding site of removal of 2 Mead Buildings

Approval of payment of \$23,616 as contribution for operation Mich. Council State College Presidents

Finance Committee Meeting Minutes, continued:

Appropriation
\$10,000 for
study of
FINANCING OF
A UNIVERSITY
EDUCATION

6. Recommendation from Provost Miller for an appropriation of \$10,000 to authorize a study of THE FINANCING OF A UNIVERSITY EDUCATION. The study will run over several months and will have as its purpose research into the source of funds, the actual costs, and related information. The study is to be conducted by the Office of Institutional Research.

On motion by Mr. Huff, seconded by Mr. Vanderploeg, it was voted to approve the above item.

Up to total
of \$700,000
approved for
previously
authorized
scholarships

7. Vice President Sabine presented the needs for additional scholarship funds to be authorized for the next academic year. It was recommended that the Board authorize the financing of additional scholarships not to exceed the total number previously authorized by the Board of Trustees. Last year in the budget-balancing operation, sufficient dollars were not allocated to finance all of the scholarships previously authorized.

\$145,000 to
be available
for student
loans during
1962-63

On motion by Mr. Harlan, seconded by Mr. Merriman, it was voted to approve the financing of previously authorized scholarships for next year up to a total not to exceed \$700,000.00 of University funds for scholarships of all kinds. It is understood that no more of the additional funds (over those appropriated this year for scholarships) will be used than are necessary and that if there is a new Federal scholarship program financed by the Federal government this will be used to reduce as much as possible the requirement for additional University funds. Additional University investment funds will be made available for student loan purposes in the 1962-63 college year in an amount up to \$145,000.00.

Adjourned.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
January 19, 1962

Present: Dr. Smith, Chairman; Messrs. Harlan, Huff, Merriman, Stevens, Vanderploeg; President Hannah, Treasurer May and Secretary Breslin

Absent: Dr. Bartlett

The meeting was called to order at 11 a.m.

The Minutes of the December meeting were approved.

Approval
Finance
Committee
Items

SPECIAL MISCELLANEOUS

1. Approval of the Finance Committee Items on the preceding pages.

On motion by Mr. Merriman, seconded by Mr. Huff, it was voted to approve the Finance Committee Items.

2. Consideration of the recommendation from Provost Miller and Provost-designate Erickson proposing a reorganization of the programs in Science and Arts. (The proposal will appear in full on pages 4601 and 4602)

On motion by Mr. Merriman, seconded by Mr. Huff, it was voted to adopt the above-mentioned reorganization of the programs in Science and Arts as outlined, with the understanding that further studies may result in additional recommendations and refinements requiring approval of the Board.

PRESIDENT'S REPORT

Resignations

Resignations and Terminations

1. William F. Yeoman, Assistant Football Coach and Assistant Professor of Health, Physical Education and Recreation effective December 31, 1961 to accept a position as Head Football Coach at the University of Houston, Texas.

Appointments

Appointments

1. John E. McVay, Assistant Football Coach and Instructor in Intercollegiate Athletics at a salary of \$8500 per year effective January 1, 1962.

Transfers

Transfers

1. R. Winston Oberg, from Associate Professor of Personnel and Production Administration to Associate Professor of Personnel and Production Administration and Assistant Dean of Business and Public Service and Continuing Education at a salary of \$12,900 per year on a 12-month basis effective October 1, 1961.

Salary
changes

Salary Changes

1. Increase in salary for Daniel Boisture, Assistant Football Coach, to \$10,000 per year effective January 1, 1962.
2. Increase in salary for Henry Bullough, Assistant Football Coach to \$9000 per year effective January 1, 1962.

PRESIDENT'S REPORT, continuedSalary Changes, continued

3. Increase in salary for Vincent J. Carillot, Assistant Football Coach to \$9300 per year effective January 1, 1962.
4. Increase in salary for Gordon Serr, Assistant Football Coach to \$9800 per year effective January 1, 1962.
5. Increase in salary for Calvin Stoll, Assistant Football Coach to \$11,000 per year effective January 1, 1962.

Salary
changesNEW BUSINESSResignations and Terminations

Resignations

1. James M. Hutchinson, 4-H Agent, Monroe County, December 15, 1961 to accept employment with the American Dairy Association.
2. Ivan M. Lappin, 4-H Agent, Macomb County, December 31, 1961 to accept employment with the Iowa Extension Service as a district 4-H Club Agent.
3. Ellen R. Ross, 4-H Agent, Kent County, January 31, 1962. She is moving to California to join her husband.
4. Neil B. Webb, Assistant Professor (Ext.) of Food Science, February 15, 1962 to accept a position with the Ecker Packing Company at Defiance, Ohio.
5. Dean E. Bluman, Instructor in Mechanical Engineering, August 31, 1962. He failed to pass his doctoral comprehensive examination.
6. Wayland P. Smith, Associate Professor of Mechanical Engineering August 31, 1962 to accept a position at the University of Buffalo.
7. Paul A. Miller, Provost, January 31, 1962 to accept the presidency of the University of West Virginia.

Leaves--Sabbatical

Leaves

1. Putnam W. Robbins, Associate Professor of Forestry with full pay from March 18, 1962 to June 17, 1962 for study and travel in the Northwest USA.
2. Henry D. Foth, Professor of Soil Science with full pay from March 16, 1962 to September 15, 1962 for study and writing a textbook.
3. Charles P. Larowe, Professor of Economics and Labor and Industrial Relations Center with half pay from September 1, 1962 to August 31, 1963 for study and research on the West Coast USA.
4. Victor E. Smith, Professor of Economics with full pay from April 1, 1962 to June 30, 1962 for study and travel in England, Germany and Scandinavia.
5. Louise Sause, Associate Professor of Education with full pay from April 1, 1962 to June 30, 1962 for study and travel in England and Europe.
6. Margaret C. Hearn, Associate Professor of Textiles, Clothing and Related Arts with full pay from April 1, 1962 to June 30, 1962 to write a textbook.
7. Paul V. Love, Professor of Art, with full pay from September 1, 1962 to December 31, 1962 to study in the field of modern architecture in the USA.
8. Louis B. Raynor, Associate Professor of Art, with full pay from September 1, 1962 to December 31, 1962 to study in the USA and Canada.
9. R. Keith Stein, Professor of Music with half pay from September 1, 1962 to August 31, 1963 for study and travel in Germany and Austria.
10. William W. Heist, Professor of English with full pay from April 1, 1962 to June 30, 1962 to complete a book.
11. C. David Mead, Professor and Head of English with full pay from April 1, 1962 to August 31, 1962 for study and travel in Europe and to complete a book.
12. Harold Hart, Professor of Chemistry with half pay from September 1, 1962 to August 31, 1963 to accept an NSF fellowship at Cambridge University.
13. Max T. Rogers, Professor of Chemistry with half pay from September 1, 1962 to August 31, 1963 to accept an NSF fellowship for study in London.
14. Walter E. Freeman, Associate Professor of Sociology and Anthropology with full pay from January 1, 1962 to June 30, 1962 to study in Jamaica.
15. Archibald O. Haller, Associate Professor of Sociology and Anthropology with half pay from March 23, 1962 to March 22, 1963 to accept a Fulbright grant for study in Brazil.

NEW BUSINESS, continued

Leaves

Leaves--Health

1. John H. Trimm, Instructor in the Office of the University Professor, Business and Public Service with full pay from October 20, 1961 to November 27, 1961.

Leaves--Other

1. Ellsworth A. Netherton, Agricultural Agent, St. Clair County, without pay from April 26, 1962 to June 9, 1962 to complete his M.S. degree at MSU.
2. Nelson D. Cushman, Agricultural Agent Schoolcraft County, with full pay from February 5, 1962 to February 23, 1962 to attend Extension School at the University of Arizona.
3. Charles A. Rogers, Associate Professor of Personnel and Production Administration and Labor and Industrial Relations Center without pay from January 1, 1962 to August 31, 1962.
4. Robert J. Heinsohn, Instructor in Mechanical Engineering without pay from September 1, 1962 to August 31, 1963 to accept an NSF fellowship for study at MSU.
5. William H. Loyd, Instructor in Mechanical Engineering without pay from September 1, 1962 to August 31, 1963 to accept an NSF fellowship for study at MSU.
6. Hinrich R. Martens, Instructor in Mechanical Engineering and Electrical Engineering without pay from January 1, 1962 to August 31, 1962 to accept an NSF fellowship for study at MSU.
7. Francis S. Tse, Associate Professor of Mechanical Engineering without pay from September 1, 1962 to August 31, 1963 to accept an NSF fellowship for study at Purdue University.

Appointments

Appointments

1. Norman Joe Brown, Extension Director Kalamazoo County at a salary of \$7100 per year on a 12-month basis effective February 1, 1962.
2. Anthony L. Rapes, Agricultural Agent Huron County, at a salary of \$7800 per year on a 12-month basis effective February 1, 1962.
3. Charles Taylor Woods, 4-H Agent, Kalamazoo County, at a salary of \$5400 per year on a 12-month basis effective January 8, 1962.
4. Kendall A. Adams, Instructor (Ext.) in Agricultural Economics at a salary of \$6600 per year on a 12-month basis effective February 1, 1962 to July 31, 1962.
5. James Eugene Wall, Sr. Assistant Professor of Agricultural Engineering at a salary of \$600 per month from January 1, 1962 to June 30, 1962.
6. Robert Merkel, Associate Professor of Animal Husbandry at a salary of \$12,500 per year on a 12-month basis effective February 1, 1962.
7. Donald John Bowersox, Assistant Professor of Marketing and Transportation at a salary of \$9000 per year on a 10-month basis effective March 1, 1962.
8. Alexander I. Popov, Professor and Chairman of the Department of Chemistry at a salary of \$20,000 per year on a 12-month basis effective July 1, 1962.
9. Elwin V. Svenson, Continuing Education Adviser, Nigeria Project, at a salary of \$16,200 per year on a 12-month basis effective December 26, 1961 to January 22, 1962.
10. Temporary appointment of Roy E. Jumper, Adviser Vietnam Project, at a salary of \$12,500 per year on a 12-month basis effective January 16, 1962.

Transfers

Transfers

1. Fred Jay Peabody from Extension Director Ionia County to Extension Director Northwest District at a salary of \$9700 per year on a 12-month basis effective February 1, 1962.
2. R. C. Lott from Program Consultant Huron County to Community Research Development Agent, Huron, Bay, St. Clair, Tuscola and Lapeer Counties at a salary of \$10,500 per year on a 12-month basis effective January 1, 1962.
3. William S. Pryor, Agricultural Agent Ionia County to Extension Director Ionia County at a salary of \$7200 per year on a 12-month basis effective February 1, 1962.
4. Russell F. McDonald from Marketing Agent, Lenawee and Hillsdale Counties to Marketing Agent Lenawee and Hillsdale Counties and Agricultural Economics at a salary of \$9200 per year on a 12-month basis effective January 1, 1962, to March 31, 1962.
5. Paul E. Smith, Professor of Marketing and Transportation and Assistant Dean of Business and Public Service and Continuing Education to Professor of Marketing and Transportation in the Graduate School of Business Administration at a salary of \$14,000 per year on a 12-month basis effective January 1, 1962.

NEW BUSINESS, continuedTransfers, continued

6. W. Lloyd Warner, from University Professor Personnel and Production Administration to University Professor Personnel and Production Administration and Sociology and Anthropology at a salary of \$22,000 per year effective January 1, 1962.
7. David G. Moore from Professor of Personnel and Production Administration to Professor of Personnel and Production Administration and Sociology and Anthropology at a salary of \$16,000 per year on a 10-month basis effective January 1, 1962.

Transfers

Salary Changes

1. Increase in salary for Delwyn A. Dyer, Instructor (Ext.) 4-H Clubs to \$8500 per year on a 12-month basis effective January 1, 1962.
2. Increase in salary for Irving J. Pflug, Professor (Res.) of Food Science to \$13,500 per year on a 12-month basis effective March 1, 1962.
3. Max T. Rogers, Professor of Chemistry to \$14,000 per year on a 10-month basis effective January 1, 1962.

Salary
Changes

On motion by Mr. Vanderploeg, seconded by Mr. Harlan, it was voted to approve the President's Report, Resignations and Terminations, Leaves, Appointments, Transfers and Salary Changes.

Miscellaneous

1. Communication from Provost Miller:

Communication
Paul Miller
re: his
resignation

It is with a feeling somewhat beyond dismay that I submit my resignation from Michigan State University, effective January 31, 1962, in order to assume the presidency of West Virginia University the day next.

For sixteen years, from graduate student to Provost, the people of Michigan State University have nurtured the personal and professional happiness of the Millers. I doubt that a day ever passed that we, in some small way at least, failed to remind ourselves of the miraculous good fortune which had come our way because we wandered into East Lansing in January, 1946. Until the past fall, which was the first and only time that I had been off the campus with reference to an employment alternative, there was no other expectation than that we were willing--and in grateful fashion--to spend the remainder of our lives in serving the ends of Michigan State University.

But the contemporary issues of my native state, and the potential of its only state university to more strongly serve, were more than I could deny. The extent to which we may succeed in the assignment will be due to the learning and inspiration which I have gained from the privilege of following, observing and working with you, and from the open guidance and support of many others at Michigan State University. The extent to which we may fail will be due to my failures to take as full advantage as might have been possible of the wonderfully dynamic center for leadership which is Michigan State University.

2. Recommendation from Dean Erickson that Professor William Hawley be appointed Acting Dean of the College of Education, effective February 1, 1962, with an increase in compensation of \$100 per month for the period that he holds this assignment.
3. Appointment of H. John Carew as Professor and Chairman of Horticulture at a salary of \$15,400 per year on a 12-month basis, effective July 1, 1962.
4. Change in status of Darab B. Unwalla, Assistant Professor, from the Office of the Dean of Business and Public Service at a salary of \$6900 per year on a temporary basis to Assistant Professor of Personnel and Production Administration at a salary of \$7400 per year on a 10-month basis, effective January 1, 1962, and subject to tenure rules.
5. Change in status of Ira B. Baccus, Professor of Electrical Engineering, from a 12-month to a 10-month basis at the same salary of \$13,800 per year, effective July 1, 1962.
6. Change in dates of sabbatical leave for Myril B. Reed, Professor of Electrical Engineering, from April 1 to June 30, 1962, to leave with pay from September 1 to December 31, 1962.
7. Change in the effective dates of appointment of Etelka Vajda as Librarian in the Library from January 1, 1962, to February 1, 1962.
8. Transfer William L. Finni from the classified list to Acting Director of Admissions and Scholarships and Associate Professor with a salary increase from \$11,000 to \$12,000 per year on a 12-month basis, effective February 1, 1962.
9. Assignment of Hugh E. Henderson, Associate Professor of Animal Husbandry, as Adviser in Animal Sciences at the University of Nigeria at a salary of \$13,000 per year on a 12-month basis, effective from January 8, 1962, to January 7, 1964, and paid from account 71-2024.

Wm. Hawley
to be Acting
Dean EducationJohn Carew
named Prof. &
Chrm Hort.
July 1'62Ch. status
D.B. Unwalla
subject to
tenure rulesCh. in status
Ira B. BaccusCh. dates of
sabbatical lve
Myril B. ReedCh. date of
appt. Etelka
Vajda as Lib.Transfer Wm.
Finni from
Class. List
to Assoc.Prof.Assign. Hugh
Henderson
Univ Nigeria

NEW BUSINESS, continuedMiscellaneous, continued

Assignment
Joseph L. Druse
to Univ. Niger
ia

10. Assignment of Joseph L. Druse, Associate Professor of Humanities, to the University of Nigeria at a salary of \$10,500 per year on a 12-month basis, effective from January 1, 1962, to December 31, 1963 and paid from account 71-2024.

It is also recommended that the leave of absence with half pay from January 1 to June 30, 1962, for Dr. Druse be cancelled.

Assignment
Chester A.
Lawson Univ.
Nigeria

11. Assignment of Chester A. Lawson, Professor and Head of Natural Science, to the University of Nigeria Program at the same salary of \$16,650 per year, effective from January 20 to February 19, 1962, paid from account 71-2024.

Assignment
Wells E.
Williams Univ.
of Nigeria.

12. Assignment of Wells E. Williams, Assistant Professor of Natural Science, to the University of Nigeria at a salary of \$9,000 per year on a 12-month basis, effective from January 15, 1962 to January 14, 1964 and paid from account 71-2024. Dr. Williams will serve as an adviser in natural sciences.

Approval
several
retirements

13. Recommendations from the Retirement Committee as follows:

- a. Retirement of the following classified employees who are 65 years of age or older, effective July 1, 1962:

- 1) Ralph Gardner, employee in Buildings and Utilities, at a retirement salary of \$2,052 per year. Mr. Gardner was born on November 8, 1896, and employed by the University on September 25, 1940.
- 2) Earle Harrison, employee in Zoology, at a retirement salary of \$2,066 per year. Mr. Harrison was born on September 5, 1895, and employed by the University on January 24, 1934.
- 3) John Hekhuis, employee in Buildings and Utilities, at a retirement salary of \$2,108 per year. Mr. Hekhuis was born on July 9, 1896, and employed by the University on July 5, 1939.
- 4) Edith Moore, employee in the Laundry, at a retirement salary of \$990 per year. She was born on November 9, 1896, and employed by the University on January 12, 1942.
- 5) Hazel Nelson, employee in Dormitories and Food Services, at a retirement salary of \$712 per year. She was born on October 7, 1896, and employed by the University on September 24, 1945.
- 6) Walter Toenjes, Superintendent of the Graham Experiment Station, at a retirement salary of \$3,000 per year. He was born on April 1, 1895, and employed by the University on December 1, 1928.
- 7) Esther Van Meter, Departmental Secretary in International Programs, at a retirement salary of \$978 per year. She was born on July 14, 1895, and employed by the University on August 24, 1945.

- b. Retirement furlough with full pay for Agnes McCann, Assistant to the Dean of Engineering, from July 1, 1962, to June 30, 1963, and retirement at a retirement salary of \$3,000 per year, effective July 1, 1963. She was born on November 1, 1896, and employed by the University on September 1, 1917.

- c. Retirement of Berenice Doren, Food Service Helper III in Snyder-Phillips Hall, at a retirement salary of \$690 per year, effective July 1, 1962. Mrs. Doren was born on December 13, 1898, and was employed by the University on April 21, 1947.

- d. Retirement of Alice Koski, Housekeeper II in Williams Hall at a retirement salary of \$232 per year, effective January 1, 1962. Mrs. Koski was born on December 14, 1899, and employed by the University on September 16, 1949.

- e. Retirement of Claude Price, Foreman in Soil Science, at a retirement salary of \$2,187 per year, effective February 1, 1962. Mr. Price was born on December 6, 1897, and employed by the University on March 23, 1935.

- f. In December 1958, the Board approved the retirement of Jackson Towne, Librarian, effective July 1, 1962. It is recommended that Mr. Towne's retirement be deferred until July 1, 1963.

Approval
recommenda-
tions from
Dir. Personnel

14. Recommendations from the Director of Personnel, as follows:

- a. Establish a Senior Clerk IV position in General Communication Arts, paid from account 71-2041
- b. Establish a Cyclotron Technician VIII position in Physics and Astronomy, paid from account 71-1672.
- c. Establish a Senior Clerk-Stenographer V position in the University Business Office.
- d. Establish a Principal Clerk VI position in the University Business Office.
- e. Establish an Accounting Clerk III position in the University Business Office.
- f. Establish a Clerk-Typist II position in the University Business Office.
- g. Establish a Manager AP-V position in Dormitories and Food Services for Wilson Hall, paid from account 21-2850.
- h. Establish an Office Manager AP-V position in Admissions and Scholarships.

Approval
awarding con-
tract to low
bidder for
installation
new roof on
Kiva Educ.
Bldg.

15. The following bids were received for the installation of a new roof on the Kiva of the Education Building:

J. Fred Steyer Company	\$15,300
Dard, Inc.	17,419
J. D. Candler Roofing Company	19,132
McConnell Sheet Metal	19,800
Dave Pomaville & Sons	24,400

It is recommended that the low bid of the J. Fred Steyer Company be accepted.

NEW BUSINESS, continuedMiscellaneous, continued

16. Communication from Governor Swainson:

Thank you for transmitting the special request material regarding reinstatement of the Highway Traffic Safety Center program. Your request for a line item appropriation of \$329,000 for this program will be carefully reviewed and considered in the formulation of my 1962-63 budget recommendations to the Legislature.

The interest and concern of the Board of Trustees regarding the problem of highway safety are, I am sure, well founded.

Communication
from Governor
re: HTSC

17. Communication from the Michigan Association of Chiefs of Police:

The enclosed resolution of the Michigan Association of Chiefs of Police adopted in convention on June 28, 1961, is forwarded to you for your information. (Date-Jan. 9, 1962)

Communication
from Mich.
Assoc. Chiefs
of Police
re: HTSC

RESOLUTION

WHEREAS, the Highway Traffic Safety Center of Michigan State University has provided invaluable and irreplaceable service to the Michigan Association of Chiefs of Police; and,

WHEREAS, the increase in the size and severity of the traffic accident experience in the State of Michigan continues to outstrip the capability of all agencies having responsibility in this field; and,

WHEREAS, the work of the Traffic Committee of the Michigan Association of Chiefs of Police has been seriously handicapped by the loss of service previously available from the Highway Traffic Safety Center,

NOW, THEREFORE BE IT RESOLVED, that the Michigan Association of Chiefs of Police in convention assembled this 28th day of June, 1961, at the City of Charlevoix, Michigan, notes with extreme regret the dissolution of the Highway Traffic Safety Center; and,

BE IT FURTHER RESOLVED, that our Association requests of Michigan State University and both Houses of the State Legislature that every effort be made to reinstitute the Highway Traffic Safety Center at Michigan State University; and,

BE IT FURTHER RESOLVED, that copies of this resolution be sent forthwith to the President of Michigan State University, the Board of Trustees of Michigan State University and the Presiding Officer of the House and Senate.

18. Communication from Dr. Robert N. Monfort:

I hope you will excuse me for not writing to you sooner regarding the retirement benefits accorded me recently. I have been ill so much of the time, it makes me forgetful.

Letter of
thanks from
Dr. Monfort

Please convey to the Board my sincere thanks for their generosity. At the same time I want to thank you for your most gracious letter in this regard. I shall treasure this letter as I would a medal. Thru the years I have always tried to put in a little extra effort but I thought it would all be overlooked. Although I graduated from the University of Michigan, I cannot help but feel from now on that Michigan State is my real alma mater.

Needless to say, my wife and I were completely overwhelmed.

All best wishes for the coming year to you all.

Report of
Dean Armis-
tead

19. Dean Armistead of the College of Veterinary Medicine appeared before the Board of Trustees and discussed the problems and aspirations of the College of Veterinary Medicine.

20. Consideration of the following recommendation from Provost Miller and Provost-designate Erickson proposing a reorganization of the programs in Science and Arts:

A RECOMMENDATION FOR STRENGTHENING THE
FUNDAMENTAL DISCIPLINES AT MICHIGAN STATE UNIVERSITY

Approval
reorganiza-
tion pro-
grams in
Science &
Arts

It is recommended that:

1. The College of Science and Arts be reformed effective July 1, 1962, subject to changes suggested by the results of Proposal 2, as:

The College of Natural Science: the departments of Botany and Plant Pathology; Entomology, Microbiology and Public Health (joint with Veterinary Medicine); Physiology and Pharmacology (joint with Veterinary Medicine); Zoology; Chemistry; Geology; Mathematics; Physics and Astronomy; Statistics; Biochemistry (joint with Agriculture); Biophysics Program; School of Nursing; the Kellogg Gull Lake Biological Station; the Science and Mathematics Teaching Center (joint with Education).

The College of Social Science: the departments of Geography; Psychology (joint appointments where desirable with the College of Natural Science); Sociology and Anthropology; Economics (joint with Business and Public Service)*; Political Science*; African Language and Area Center (with joint appointments where desirable with the College of Arts and Letters).

* It is recognized that certain departments and areas have attributes which make them capable of alternative assignments. Such areas will receive more study and consultation.

NEW BUSINESS, continuedMiscellaneous, continued

Approval
reorganiza-
tion programs
in Science
and Arts

20. Reorganization of the Program in Science and Arts, continued:

1. (Continued):

The College of Arts and Letters: the departments of Art; Music; English; Foreign Language; History*; Philosophy*; Religion, Liberal Arts Program for Adults*; Centennial Review; Humanities Research Center (to be established with initial University subsidy, effective July 1, 1962).

2. There be initiated immediately and continuing until the beginning of Fall Term, 1962, a process of department by department review in order to determine the present position of the fundamental disciplines at Michigan State University, longer-run goals and programs, relationships with the professional schools and colleges, ways and means to insure communication among the disciplines, and such procedural matters as joint appointments, cooperative programs, and functional activities which cut across the three colleges, i.e., continuing education, international affairs. It is recommended that the use of expert consultants be encouraged and that support for this be provided by the University. It is also suggested that:
 - a. An orderly process be established to provide faculty consultation in the selection of administrative personnel.
 - b. Each of the new colleges will have a planning body to give consideration to matters relating to structure, budget, personnel, facilities and curricula.
 - c. A University-wide group composed of representatives of the three new colleges, The University College, the professional and applied colleges, and the institutes and centers will be concerned with plans and problems which cut across college lines.
3. The University College be continued as an administrative unit, continuing its contribution of a University-wide core of courses, but withheld from the responsibility of granting a degree. It is further recommended that immediate arrangements be made to foster a growing number of faculty members with joint appointments between the University College and the various departments of the Colleges of Natural Science, Social Science, and Arts and Letters.
4. The Deans and the Faculties of the Colleges of Natural Science, Social Science, Arts and Letters, and the University College, should be asked to develop a liberal core of studies at the lower class level. It is further recommended that this core of courses be responsive to a unity of curricular objectives within and between these colleges, and to the seven proposals made by President Hannah before the Academic Assembly in March, 1961. It is suggested that this core be introduced into the University curriculum as soon as possible.
5. The Deans and the Faculties of the Colleges of Natural Science, Social Science, and Arts and Letters be asked to arrange and sponsor a liberal option of studies at the upper class level, incorporating college-wide orientations to natural science, social science, and the humanities, respectively, as well as flexible arrangements for specialization.
6. The Deans and the Faculties of the Colleges of Natural Science, Social Science, Arts and Letters take the leadership with the University College on the one hand, and with the other schools and colleges on the other, in relating the fundamental disciplines to the applied and professional areas.

*It is recognized that certain departments and areas have attributes which make them capable of alternative assignments. Such areas will receive more study and consultation.

Gifts and Grants

1. Gift of 124 prints valued at \$620 from Donald P. White of Holt to be used for instruction and display by the Art Department and the Library.
2. Gift of 105 hybrid and rare lilac specimens representing 85 varieties and 13 species of carefully documented lineage, valued at \$1,000 from Miss Maud Upton of Highland Park, to be used in the Division for Physical Plant Planning and Development for campus landscape plantings.
3. Gifts with a total value of \$7,533 for the University Museum from various donors (the detailed list is on file in the Inventory Office).
4. Gifts of the following oil paintings from Mrs. Laverne J. Johnson of Daytona Beach, Florida, to the MSU Development Fund to be used by the Art Department:
 - a. "Seascape" by Peter Paul Schiedges, valued at \$200
 - b. "Landscape with Figures" by Henri Charles Trouville, valued at \$150
5. Gift of an oil painting entitled "Sphinx Embedded in the Sand", signed "Olive-Salvador Dali, 1931", valued at \$8,000 from Mr. and Mrs. Jack Wolfram of Lansing to the MSU Development Fund to be used by the Art Department.
6. Grants to be used as student loan funds, as follows:
 - a. \$100 from Joseph D. Allen of Lacon, Illinois, to be added to the loan fund of Sigma Lambda Chi to assist needy students in the Lumber Merchandising and Residential Building majors.

Gifts and
Grants

NEW BUSINESS, continuedGifts and Grants, continuedGifts and
Grants

6. Grants for student loan funds, continued:
 - b. \$500 from Elizabeth F. Upton to be loaned to a specified student and to be repaid over a period of 18 months. When it is repaid, it is to be added to the Student Emergency Fund under the direction of Dean Fuzak.
7. Grants for scholarship purposes, as follows:
 - a. \$7,500 from Ralph R. Calder of Detroit to establish the Helen Calder Nursing Scholarship Fund in memory of his wife. The recipient of the annual \$300 award will be selected by the Director of the School of Nursing and the Associate Director of Scholarships. The money is currently being held by the MSU Development Fund in account 31-1190.
 - b. To be added to previously established scholarships:
 - 1) 60 shares of Florida Power & Light Stock valued at \$4,605 for the Bainbridge-Cobb Scholarship Fund established in 1947.
 - 2) \$65 from the Lake Odessa Canning Company of Lake Odessa for the Food Science Undergraduate Scholarship Account.
 - 3) \$2 from L. S. Monroe of Lansing for the Margaret and Clark L. Brody Scholarship Fund.
 - 4) \$100 from B. R. Proulx of the School of Hotel, Restaurant, and Institutional Management, for the B. R. Proulx-Willy Reading Room account 31-1119.
 - 5) \$12.10 from R. B. Nye of the English Department to be deposited to the Russel B. Nye Scholarship account 31-3348.
 - 6) For the Michigan Farm Equipment Scholarship Fund, account 31-3336:
 - \$400 from Bud Haddix of Monroe
 - \$85 from Modern Tractor Service of Burr Oak.
 - 7) for the MSU Faculty Scholarship account 31-3223:
 - \$10 from Mr. and Mrs. Milton Bier of Jamaica Estates, New York
 - \$8.65 from Ronald J. Jursa of Michigan State University
 - c. To aid specified students:
 - 1) \$300 from the Werner Endowment Fund of Marquette
 - 2) \$1,500 from the Miss America Pageant of Atlantic City
 - 3) \$200 from The National Scholarship Fund for Negro Students of New York City
 - 4) \$50 from the Board of Christian Education of Detroit
 - 5) \$700 from The Cook Foundation of Hamden, Connecticut
 - 6) \$500 from the Florist Telegraph and Delivery Association of Detroit
 - 7) \$800 from Jens Touborg of Tecumseh
 - 8) \$300 from the Foundry Educational Foundation of Cleveland, Ohio
 - 9) \$500 from the New York Club of the National Association of Negro Professional Women's Clubs of New York City
 - 10) \$700 from the American Legion Department of Michigan of Detroit
 - 11) \$300 from the George M. Pullman Educational Foundation of Chicago
 - 12) \$100 from the American Baptist Student Aid of New York City
8. Renewal of a memorandum of agreement with the Midland County Board of Supervisors covering a grant of \$2,000 to be used under the direction of N. P. Ralston in the Cooperative Extension Service to cover part of the salary of a fourth Extension agent from January 1 to June 30, 1962.
9. Grant of \$2,500 from the Cheboygan County Board of Supervisors to be used under the direction of Director Ralston to cover part of the salary of a second Extension agent in Cheboygan County from January 1 to December 31, 1962.
10. Grant of \$1,000 from the Shiawassee County Board of Supervisors to be used under the direction of Director Ralston to cover part of the salary of an Agricultural Agent in Shiawassee County from September 1 to December 31, 1961.
11. Renewal of a memorandum of agreement with the Michigan Agricultural Ammonia Association of Three Rivers covering a grant of \$500 to be used under the direction of C. M. Hansen in Agricultural Engineering to continue basic research in the use of agricultural ammonia for fertilizing various crops by various methods of application.
12. Grant of \$12,189.32 from the Michigan Committee on Rural Electrification to be used under the direction of D. E. Wiant in Agricultural Engineering to support the cooperative television project.
13. Grant of \$2,186.25 from the Michigan Committee on Rural Electrification to be used under the direction of D. E. Wiant in Agricultural Engineering to support the cooperative radio program "Electricity at Work for You".
14. Approval of a memorandum of agreement with the Squibb Institute for Medical Research of New Brunswick, New Jersey, covering a grant of \$500 to be used under the direction of D. E. Ullrey in Animal Husbandry to study iron requirements of baby pigs.
15. Grants as follows from the National Institutes of Health of Bethesda, Maryland, to be used in Biochemistry:
 - a. \$39,951 under the direction of W. A. Wood to study the mechanism of action of enzymes from bacteria.
 - b. \$24,161 under R. G. Hansen to isolate and characterize by chemical and enzymic means new nucleotide components of such metabolically active tissues as liver and mammary gland and to consider the biogenesis and function of these nucleotides.

NEW BUSINESS, continuedGifts and Grants, continuedGifts and
Grants

16. Grant of \$25,000 from the National Science Foundation of Washington, D.C., to be used under the direction of W. A. Wood in Biochemistry for a study of the synthesis of enzyme families.
17. Grant of \$20,800 from the Atomic Energy Commission of Washington, D.C., to be used under the direction of W. A. Wood in Biochemistry for the use of isotopes in studying biochemical reactions catalyzed by bacterial enzymes.
18. Renewal of a memorandum of agreement with the Michigan Foundation Seed Association of East Lansing covering a grant of \$5,000 to be used under the direction of K. T. Payne in Farm Crops for research in field crops.
19. Approval of a memorandum of agreement with Whirlpool Corporation of St. Joseph covering a grant of \$3,000 to be used under the direction of I. J. Pflug in Food Science to investigate the effect on environmental conditions of storage on the quality of fruits and vegetables.
20. Renewal of a memorandum of agreement with the Continental Can Company, Inc., of New York City covering a grant of \$500 to be used under the direction of J. W. Goff in Forest Products for supplies, equipment, etc., for the School of Packaging.
21. Renewal of a memorandum of agreement with the Michigan State Florists Association of Lansing covering a grant of \$1,200 to be used under the direction of P. R. Krone in Horticulture for the salary of a part-time stenographer.
22. Renewal of a memorandum of agreement with the Michigan Blueberry Growers' Association of Grand Junction covering a grant of \$1,500 to be used under the direction of H. K. Bell in Horticulture for research on market quality, plant nutrition, and weed control.
23. Renewal of a memorandum of agreement with the Michigan Association of Pomesters of Hart covering a grant of \$500 to be used under the direction of D. H. Dewey and D. R. Dilley in Horticulture to investigate the mechanism of respiration of apple fruits during development, maturation, and senescence to better interpret the influence of environmental and cultural factors on fruit quality and composition.
24. Approval of memoranda of agreement with the National Turkey Federation of Mount Morris, Illinois, covering the following grants for work in Poultry Science:
 - a. \$500 to be used under the direction of J. A. Davidson to develop and evaluate turkey meat parts and products and consumer reaction and acceptance of them.
 - b. \$1,000 to be used under the direction of J. A. Davidson to determine the influence which grade labels, both name and letter grade labels, have on consumer behavior; and to determine consumer preference for frozen versus fresh turkeys, and the influence of name and letter grade labels on these preferences.
 - c. \$500 to be used under the direction of R. K. Ringer to determine the possible causes of aortic rupture in growing turkeys.
25. Grant of \$74 from various donors to be used under the direction of Leslie M. Reid in Resource Development to provide an award each year to the outstanding undergraduate in park management in honor of Karl Dressel.
26. Grant of \$150 from Mark Littler of Detroit to be used under the direction of J. D. Edwards in Accounting and Financial Administration to assist graduate students in that department.
27. Grant of \$150 from Arthur Andersen & Co., of Chicago to be used under the direction of J. D. Edwards to assist graduate students in the Department of Accounting and Financial Administration.
28. Grant of \$33,364 from the National Institute of Mental Health of Washington, D.C., to be used under the direction of J. J. Brennan in Police Administration and Public Safety to conduct an intensive short course training program for police officers engaged in delinquency prevention and control, and to evaluate the effectiveness of the training program.
29. Renewal of a memorandum of agreement with the Department of Health, Education, and Welfare of Washington, D.C., covering a grant of \$25,545 to be used under the direction of Elizabeth Drews in Education to study the effectiveness of special training with audio-visuals in changing aspirations of intellectually superior students.
30. Grant of \$500 from the Dow Corning Corporation of Midland to be used under the direction of A. J. Smith in Chemical Engineering as an unrestricted grant-in-aid for that department.
31. Grant of \$5,055 from the Division of Chronic Diseases of the Public Health of the Department of Health, Education, and Welfare of Washington, D.C., to be used under the direction of Myrtle Van Horne in Foods and Nutrition for a 2-week conference of nutritionists and dietary consultants in May 1962.
32. Renewal of a memorandum of agreement with The Chemstrand Research Center, Inc., of Durham, North Carolina, covering a grant of \$2,000 to be used under the direction of D. J. Montgomery in Physics and Astronomy to conduct fundamental studies in static electrification of fibers. The agreement provides for a special graduate research assistant.

NEW BUSINESS, continuedGifts and Grants, continuedGifts and
Grants

33. Renewal of a memorandum of agreement with the United States Army Research Office of Durham, North Carolina, covering a grant of \$13,550 to be used under the direction of E. A. Hiedemann in Physics and Astronomy for research on the propagation of ultrasonic waves in liquids. The agreement provides for special graduate research assistants.
34. The following grants from the National Science Foundation of Washington, D.C., to be used in the Science and Mathematics Teaching Center:
 - a. \$65,200 to be used under the direction of T. Wayne Porter to provide additional subject matter training for secondary teachers of Biology. Provision is made for special graduate research assistants.
 - b. \$83,000 to be used under the direction of John Wagner to provide additional subject matter training for secondary teachers of Mathematics.. Provision is made for special graduate research assistants.
 - c. \$46,300 to be used under the direction of Jack B. Kinsinger to provide additional subject matter training for secondary teachers of Chemistry. Provision is made for special graduate research assistants.
 - d. \$59,700 to be used under the direction of S. K. Haynes to provide additional subject matter training for secondary teachers of Physics. Provision is made for special graduate research assistants.
35. The following grants from the National Institutes of Health of Bethesda, Maryland, to be used in the Psychology Department (provision is made for special graduate research assistants under both grants):
 - a. \$11,750 to be used under the direction of Abram M. Barch to study the decremental effects on driver behavior of prolonged driving on high-speed highways.
 - b. \$21,937 to be used under the direction of T. M. Allen for multivariate analysis of traffic accident records.
36. Grant of \$6,095 from the National Institutes of Health of Bethesda, Maryland, to be used under the direction of O. W. Kaufmann in Microbiology and Public Health to study the associative growth of anaerobic spores in milk.
37. Renewal of a memorandum of agreement with the National Institutes of Health of Bethesda, Maryland, covering a grant of \$5,750 to be used under the direction of P. O. Fromm in Physiology and Pharmacology for an investigation of the toxic action of hexavalent chromium on fresh water fish. The agreement provides for a special graduate research assistant.
38. Grant of \$5,000 from The Upjohn Company of Kalamazoo to be used under the direction of R. F. Langham in Veterinary Pathology to make a clinicopathological study of canine dermatoses. Provision is made for a special graduate research assistant.
39. Grant of \$2,000 from the Woodrow Wilson National Fellowship Foundation of Princeton, New Jersey, representing their subvention to the Graduate School for a Woodrow Wilson Fellow registered at Michigan State University this year.
40. Approval of a memorandum of agreement with the Production Credit Associations of Michigan of Lansing covering a grant of \$200 to be used under the direction of L. T. Frymire in Radio Broadcasting to support the production and distribution of the "Farm Pulse" radio series and other agricultural broadcast activities.
41. Grant of \$8,400 from the National Science Foundation of Washington, D.C., to be used under the direction of W. A. Faunce in the Labor and Industrial Relations Center for an analysis of the effects of technological change upon the composition of a community labor force and of concomitant effects upon various community institutions. Provision is made for a special graduate research assistant.
42. Grants as follows to be used under the direction of H. R. Neville in Continuing Education to support the Christmas Adventure in World Understanding Program:
 - \$75 from the Plymouth Congregational Church of Lansing
 - \$300 from the Ford Motor Company Fund of Dearborn
 - \$75 from Hanel-Vance Construction Company of East Lansing
 - \$30 from the Haslett-Okemos Rotary Club of Okemos
 - \$225 from Talbert and Leota Abrams Foundation of Lansing
 - \$140 from the Haussman Construction Company of Lansing
 - \$140 from Nordstrom-Myers, Inc., of Lansing
 - \$75 from Boichot Concrete Products Corporation of Lansing
 - \$140 from Sears, Roebuck and Company of Lansing
 - \$40 from Standard Block & Supply Company of Lansing
 - \$30 from Standard Block Ready Mix, Inc.
 - \$30 from Glazed Products, Inc., of Lansing
 - \$50 from Frank Kropschot of Lansing
43. Grant of \$6.20 from Professor Walter Adams of the Economics Department, to be credited to the Discretionary Gift Fund. This represents additional royalties he has received from 2 books.
44. Gift of 300 shares of Macinar, Incorporated common stock from Robert D. Burhans, class of 1938, of Amburg, Virginia. This stock has a value of approximately \$1,500 and the gift is earmarked for the Planetarium Project.

4606

NEW BUSINESS, continued

On motion by Mr. Stevens, seconded by Mr. Huff, it was voted to approve the Miscellaneous Items and to accept the Gifts and Grants.

Reports for Board Members

Approval of
Alteration &
Improvement
Items

1. The following Alteration and Improvement items have been approved since the December meeting of the Board of Trustees:

- | | |
|---|-----------------|
| a. Installation of conduits into Kellogg Center for Continuing Education in order to use closed circuit television installation for conferences | \$ 500 |
| b. Alterations to Rooms 120 and 121 Agriculture Hall to make 4 offices more useful | 520 |
| c. Make 8-foot opening for Crawford overhead door to be installed at Farm Crops Laboratory | 425 |
| d. Installation of partition in testing room to provide additional office for interviewing staff at Personnel Office | 300 |
| e. Installation of permanent fin-tube steam registers in 2 rooms designated and functioning as announce booths for WMSB-TV | 365 |
| f. Alterations to Farm Crops Plant Breeding Laboratory to make more efficient working conditions | 2,210 |
| g. Make directional signs for interior of Student Services Building as requested by Starr Keesler | 70 |
| h. Replace 25 Kemstone sinks with 1-piece sinks in Giltner Hall | 2,450 |
| i. Redecorate and make minor repairs to offices in Giltner Hall vacated by School of Nursing for College of Veterinary Medicine | 1,500 |
| j. Improve lighting in Rooms 214, 220, 222, 224, 226 and 228, Jenison Gym | 1,680 |
| | <u>\$10,020</u> |

2. Additional payments to salaried employees since the December Board meeting, as per list on file.

Approval rec.
Dir. Personnel
for MSU-O

Michigan State University-Oakland

1. Recommendations from the Director of Personnel:

- a. Establish a Typist-Dictaphone Operator III position in the Division of Physical Sciences.
- b. For the Office of Continuing Education:
 - 1) Establish an Institute Coordinator, AP-I, with a salary range of \$5,820 to \$7,200.
 - 2) Establish an Assistant Director, Business Education, AP-VIII, position with a salary range of \$9,600 to \$12,120
 - 3) Establish a Clerk-Stenographer III position.

Harvey Beach
to exchange
trees for
buildings at
MSU-O

2. Mr. Harvey Beach of Lake Orion has offered to exchange evergreen trees for four of the barns on the estate. The trees are northern, nursery-grown Scotch pine, five feet and over, balled and burlapped, and have a commercial value of approximately \$10 each. Mr. Beach proposes the following exchange:

For the scale house	100 trees	For the corn crib	50 trees
For the beef cattle barn	200 trees	For the trailer barn	100 trees

It is recommended that this proposal be approved.

Acceptance of
gifts for
MSU-O

3. Gifts and Grants:

- a. Grants for scholarship purposes:
 - 1) For MSU-O Awards, account 91-3359
 - a) \$140 from Waterford Clarkston Business & Prof. Women's Club of Clarkston
 - b) \$140 from the SOS Club of Michigan State University-Oakland
 - 2) For MSU-O Scholarships, account 91-3225:
 - a) \$560 from the National Foundation of Rochester
 - b) \$280 from Putnam Tool Company of Detroit
 - c) \$25 from Center Line Education Association of Center Line
 - d) \$55 from the Rochester Ministerial Association
 - e) \$280 from John W. and Madeline S. Shenefield of Bloomfield Hills
 - f) \$150 from the Women's National Farm & Garden Association of Birmingham
- b. Grant of \$10,000 from Mr. and Mrs. Roger M. Kyes of Bloomfield Hills to be used under the direction of W. S. Collins in Music to acquire music equipment.

On motion by Mr. Vanderploeg, seconded by Mr. Stevens, it was voted to approve the above recommendations relative to Michigan State University-Oakland.

The meeting adjourned at 12:35 p.m.

The next meeting will be held Friday, February 16, 1962.

John A. Huff
President

Jack Burton
Secretary