

Minutes of the
Meeting of the State Board of Agriculture
July 6, 1939

Present: Mr. Halstead, Chairman; Messrs. Berkey, Brody, Downing, Jakway, Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah.

Absent: Dr. Elliott

The meeting was called to order at 10:30 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignations

1. Resignation of Miss Gladys Everson as Assistant in Research in Home Economics, effective September 1, 1939. Miss Everson is resigning to accept another position.
2. Resignation of Miss Dorothy Vasold as Home Demonstration Agent in the district of Muskegon, Newaygo, Oceana, and Mecosta Counties, effective September 1, 1939. Miss Vasold is resigning to be married.
3. Change of title of Miss Elida Yakeley from Registrar to that of Associate in Historical Research, as of December 31, 1938.
4. Resignation of Miss Margaret Partlow, Instructor in Textiles, Clothing and Related Arts and Assistant to the Dean of Home Economics, effective September 1, 1939. Miss Partlow is resigning to be married.
5. Resignation of James Gorsline as County Agricultural Agent in Arenac County, effective July 31, 1939.
6. Resignation of Russell Fauson, part-time stenographer in the Department of Speech and Dramatics, effective April 19, 1939, to accept another position.
7. Resignation of Evelyn M. Palmatier, Assistant Recorder in the Registrar's Office, effective June 30, 1939.

Reappointments

8. Reappointment of Mrs. Alice Culbert as hostess of Rochdale House at the same salary of \$30 a month plus maintenance from September 1, 1939 to June 30, 1940.
9. Reappointment of Mrs. Ruth P. Dunham as hostess of Benson House at the same salary of \$30 a month plus maintenance from September 1, 1939 to June 30, 1940.
10. Reappointment of Mrs. Mollie Cole as hostess of Concord House at the same salary of \$35 a month (\$20 from cooperative house fund, \$10 from chaperon fund, and \$5 from Dean of Women's budget) for the period from September 1, 1939 to June 30, 1940.
11. Reappointment of Mrs. Zanetta Hunter as hostess of Robinson House at the same salary of \$30 a month plus maintenance \$20 from house funds and \$10 from chaperon funds for the period from September 1, 1939 to December 31, 1939.
12. Reappointment of Mrs. Cora McCauley as night hostess at Mary Mayo Hall at the same salary of \$75 a month (\$750 a year) for the period from September 1, 1939 to June 30, 1940 (no maintenance).
13. Reappointment of Mrs. Eva Gulick as night hostess and supervisor in Williams Hall at a salary of \$850 plus maintenance for the period from September 1, 1939 to June 30, 1940.
14. Transfer of Miss Stella McDaniel from hostess at the Union Dormitory to Head Hostess in Campbell Hall at a salary of \$1200 per year plus maintenance for ten months' service (no increase), effective September 1, 1939.
15. Appointment of Mrs. Edna Van Dyke Muir as Assistant Hostess in Campbell Hall for 1939-40 at a salary of \$1000 per year plus maintenance for ten months' service, effective September 1, 1939.
16. Recommendation for the employment of Mrs. Mabel Coburn as hostess for the Summer School in West Mary Mayo at a salary of \$125 plus meals at the Union, effective for the 1939 Summer Session.
17. Reappointment of John C. Clark on a permanent basis as instructor in Physics with a salary increase as recommended (\$2100 to \$2300) effective July 1, 1939.
18. Recommendation that Justin Zinn be advanced in rank to Assistant Professor of Geology and Geography and his salary increased from \$1800 to \$2100 per year, effective July 1, 1939. Mr. Zinn will replace Duncan Stewart whose resignation has been accepted.
19. Reappointment on a permanent basis of Miss Nina Reilly as Instructor in Textiles, Clothing, and Related Arts with a salary increase as recommended (\$1800-\$1900), effective July 1, 1939.

Appointments

- Mrs. Margaret Hearn, Instructor in Textiles, Clothing, and Related Arts
Miss Barbara Hoffman, Instructor in Textiles, Clothing, and Related Arts
Miss Evelyn Mansfield, Instructor in Textiles, Clothing, and Related Arts
Miss Maxine McKinley, Assistant in Institution Administration and Resident
Dietitian in Mary Mayo Hall
Miss Ruth Wagner, Assistant in Home Management and Child Development
Miss Evelyn Zwemer, Instructor and Research Assistant in Home Management
and Child Development

- Daniel Sheehan, Instructor in English
G. B. VanSchaack, Instructor in Mathematics
Jacob Hieble, Instructor in Foreign Languages
Donald Buell, Instructor in Speech
Mrs. R. C. Bennett, part-time field supervisor in Sociology.

- a. Appointment of A. Ferner Sellers as half-time fellow in Bacteriology on a twelve months' basis at a salary of \$720 per year.
- b. Appointment of Charles L. San Clemente as a half-time fellow in Bacteriology on a twelve months' basis at a salary of \$800 per year.
- c. Authority to appoint a third fellow on the same basis as C. L. San Clemente.

- Advance in
rank & salary
for G.M.Pratt

Transfer Miss
Eicher to
Cent. office.

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

- Transfer R.B. Churchill
Chatham to College.
- Appointments
- Resignation Josephine Fennell
37. Transfer of B. R. Churchill, Research Assistant in Farm Crops stationed at Chatham, to duties at the College with a change in rank from Research Assistant to Assistant Professor and Research Assistant at a salary of \$3100 per year (2/5 College and 3/5 Experiment Station funds), effective September 1, 1939. Mr. Churchill has been receiving \$2900 per year plus house rental. He replaces J. R. Duncan, retired.
38. Appointment of Everett VanderMeulen as Assistant in Farm Crops at a salary of \$1800 per year plus house rental, effective September 1, 1939. Mr. VanderMeulen will replace Mr. Churchill at Chatham, and it is understood that he will be allowed the three months of the winter term for full-time graduate study at the College.
39. Appointment of Axel Andersen as assistant in research in Botany for the period July 1, 1939 to June 30, 1940 at a salary of \$113.33 per month for the months of July, August, and September, and at the rate of \$66.67 per month for the remainder of the year. This is a continuation of Mr. Andersen's appointment which he held last year. (Purnell funds.)
40. Appointment of Gerald Winter as stenographer for the Chemistry Experiment Station at a salary rate of \$1320 per year for a four to six months period beginning June 12, 1939. Mr. Winter will replace Mrs. Vera Blankenburg who is asking for leave without pay.
41. Appointment of Miss Marjorie Fulton as assistant in research in Bacteriology for one year only at a salary of \$1200 per year, effective August 1, 1939 and payable from Rackham Fund No. 6. (New position.)
42. Appointment of Miss Helen Jimerson as assistant in research in Home Economics at a salary of \$1600 per year, effective September 1, 1939. Miss Jimerson will replace Miss Gladys Everson resigned, whose salary was \$1700.
43. Continuation of the cooperative plan with the Bureau of Agricultural Economics, U. S. Department of Agriculture, concerning the payment of H. A. Berg's salary and the employment of the following assistant county agents until June 30, 1940, at the present rate of salary and travel (Mr. Berg's salary arrangement effective until December 31, 1939):

C. M. Meredith	Midland County
R. N. Johnson	Mason County
George D. Hurrell	Menominee County
W. S. Harrison	Otsego County
Elmer L. Dee	Cass County
44. Transfer of Miss Norma Streeter from her position as 4-H Club Agent in Gogebic County to the position of Home Demonstration Agent in Branch County at her present salary of \$1900 per year, effective September 1, 1939. Miss Streeter will replace Miss Nelson whose resignation has been accepted.
45. Appointment of Miss Edith Dorothy Johnson as 4-H Club Agent in Gogebic County at a salary of \$1800 per year, effective September 1, 1939. Miss Johnson will replace Miss Streeter who has been transferred.
46. Continuation of Miss Margaret Cole in her present position as Home Demonstration Agent in Wayne County until July 31, 1939, when she is to be transferred to a similar position in Menominee County at no change in salary. Miss Cole will replace Miss Marion Moore, transferred to Genesee County.
47. Appointment of C. H. Pesterfield for July and August 1939 for work in measurements, etc. in connection with the additional facilities being planned for the Power Plant at an additional salary of \$200 per month for this work. Mr. Pesterfield is an instructor in Mechanical Engineering at the College.
48. Appointment of Dr. C. F. Holland as Director of the Health Service with a salary increase as recommended (\$4500-\$5000), effective July 1, 1939.
49. Appointment of Miss Monica Everest as nurse for general duty at the hospital at a salary of \$1080 per year plus board and laundering of uniforms, effective September 1, 1939. Miss Everest has been employed on a 10-months' basis on the labor payroll for the last two years.
50. Recommendation that Kermit H. Smith be given the title of Assistant Registrar with a salary increase as recommended (\$1800-\$2000), effective July 1, 1939.
51. Appointment of Lyle Leisenring as Assistant Recorder in the Registrar's Office at a salary of \$1200 per year to replace Miss Evelyn Palmatier who has been receiving \$1500, effective July 1, 1939.
52. Appointment of Donald Blough as assistant in the Registrar's Office at a salary of \$1200 per year, effective July 1, 1939.
53. Appointment of Miss Virginia Niendorf as stenographer in the Summer School Office at a salary of \$1200 per year, effective July 1, 1939. This is an additional position.
54. Resignation of Josephine Garvin Fennell, Assistant Professor in Physical Education for Women, effective August 31, 1939.

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

55. Leave of absence on half pay for S. H. Dwight, Assistant Professor of Physics, from September 1, 1939 to August 31, 1940. Mr. Dwight will continue his studies at the University of Chicago.
56. Leave of absence without pay for Miss Evelyn Zwemer for the months of July and August, 1939, so that she may attend to personal matters.
57. Leave of absence on full pay for six months for Dr. H. Wyngarden, Professor of Economics, to continue his studies in Geneva, Switzerland, effective January 1, 1940.
58. Leave of absence without pay for Mrs. Vera Blankenburg for four to six months because of illness, effective June 26, 1939.
59. Recommendation that the following graduate assistantship appointments be made for 1939-40 (no new positions):

Leaves of Absence.

Appointments
Grad. Assistantships.

- Chemistry
- Reappointment of H. J. Weisner as half-time graduate assistant.
 - Reappointment of F. S. Tomkins as half-time graduate assistant.
 - Reappointment of G. V. Kingsley as half-time graduate assistant.
 - Reappointment of S. S. Krentel as half-time graduate assistant.
 - Reappointment of L. C. King as half-time graduate assistant.
 - Reappointment of C. R. Hardt as half-time graduate assistant.
 - Reappointment of F. A. Hughes as half-time graduate assistant.
 - Appointment of Miss Lorraine Rauls as half-time graduate assistant to replace B. H. Pringle.
 - Appointment of Clark Griffin as half-time graduate assistant to replace J. L. Orbison.
 - Appointment of R. L. Shirley as half-time graduate assistant to replace C. L. SanClemente.
 - Appointment of W. R. Surine as half-time graduate assistant to replace Harold Fairbanks.
 - Reappointment of R. I. Jackson as quarter-time graduate assistant.
 - Reappointment of G. E. Wells as quarter-time graduate assistant.
 - Appointment of J. C. VanderWaele as quarter-time graduate assistant to replace Keith Langdon.
 - Appointment of Lewis Minor as quarter-time graduate assistant to replace J. D. Bartleson.
 - Appointment of G. J. Atchison as quarter-time graduate assistant to replace George Armstrong.
- Economics
- Reappointment of M. B. Dickerson as half-time graduate assistant.
 - Reappointment of Dana K. Law as half-time graduate assistant in Agricultural Economics (one-half salary from Purnell funds).
- Engineering Experiment Station
- Appointment of William A. Beck as half-time graduate assistant (coal analysis work) to replace D. E. Lake.
- Farm Crops
- Reappointment of W. N. Crawford to the Michigan Crop Improvement Association Fellowship.
 - Reappointment of S. R. Bird to the Farmers' and Manufacturers' Beet Sugar Association Fellowship.
 - Reappointment of Grant Nichol to the Farmers' and Manufacturers' Beet Sugar Fellowship.
 - Reappointment of H. G. Frakes as half-time graduate assistant.
 - Reappointment of T. H. Wilson as half-time graduate assistant.
 - Appointment of Grafton Henry as half-time graduate assistant to replace Richard Bell.
- Home Economics
- Appointment of Dorothy L. Hopson as half-time graduate assistant to replace Miss Louise Hawk (Home Management and Child Development).
- Library
- Reappointment of John A. Yunk as half-time graduate assistant.
- Mechanical Engr.
- Reappointment of Donald McSorley as half-time graduate assistant.
- Physics
- Reappointment of Albert Burris as half-time graduate assistant.
 - Reappointments of Robert L. Rowe as half-time graduate assistant.
 - Reappointment of Howard B. Kelly as half-time graduate assistant.
 - Appointment of Paul G. Jacobs as half-time graduate assistant to replace J. Guy Woodward.
 - Appointment of Grant Bennett as half-time graduate assistant to replace Eugene N. Pettitt.

60. Appointment of Lambertus Scholten as half-time graduate fellow under the W.K. Kellogg Chemistry No. 1 (Dog Rations) at a salary of \$50 per month, effective September 15, 1939. This fellowship is paid monthly during the whole year.

July 6, 1939

RESIGNATIONS, APPOINTMENTS AND LEAVES, continued

Appointments

61. Appointment of Fred E. Dickinson as half-time graduate assistant in Forestry to replace D. J. Morris, effective for the year 1939-40.
62. Appointment of V. H. Noll as Professor and Head of the Department of Education at a salary of \$4200 per year, effective July 1, 1939. Mr. Noll has been serving as acting head of the Department of Education at a salary of \$3600 per year since April 1, 1939.

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

TRAVEL

Travel

1. Maintenance expenses and one-third of the mileage on a car for Donald Cation to accompany one representative of the State Department of Agriculture and one member of the State Nurserymen's Association on an inspection trip concerning mosaic disease in peach tree stock in the states of New York, New England, Kentucky, and Tennessee sometime during the month of July.
2. Full expenses for Director Baldwin to attend a meeting called by Dr. Warburton at Washington, D. C., July 10, 11, and 12, in connection with the National AAA conference; expense payable from Extension funds.
3. First class railroad mileage for W. A. Davenport to attend a meeting of the Institute of Administrative Officers at the University of Chicago on July 12, 13, and 14.
4. First class railroad mileage and pullman for Dr. D. T. Ewing to attend the Sixth Spectroscopy Conference at the Massachusetts Institute of Technology in Boston from July 17-19; expenses to be paid from the Parke-Davis and Company Fellowship funds.
5. First class railroad mileage for Arthur Howland to attend the sectional marketing meetings to be held in connection with the World's Poultry Congress at Cleveland from August 1-5.
6. First class railroad mileage for Dr. H. J. Stafseth to attend the World's Poultry Congress at Cleveland from July 30 to August 4. Dr. Stafseth has been asked to participate in the program on poultry diseases.
7. Full expenses for one of the district club leaders to be in charge of the 4-H Club members attending the World's Poultry Congress at Cleveland, Ohio, from July 27 to August 3; expenses to be paid from Extension funds.
8. First class railroad mileage and pullman for Karl Dressel to attend the annual meeting of the National Shade Tree Conference in New York City from August 21-23; expenses payable from forestry current expense funds.
9. Full expenses for Dean F. T. Mitchell to attend a conference on Student Guidance and Counseling at Lake Geneva, Wisconsin, August 21-23.
10. Car Mileage only for Dean Giltner and Dr. Huddleson to attend the annual meeting of the American Veterinary Medical Association at Memphis, Tennessee, from August 28 to September 1; and the Third International Congress of Microbiology at New York City from September 2-9. Both men have reports and papers to read at the meetings.

On motion of Mrs. Masselink, seconded by Mr. Downing, it was voted to approve the above ten travel items.

11. Full expenses for Mr. Forrest A. Smith in order that he may attend a conference on teacher training in Vocational Agricultural Education, North Central Region, Minneapolis, Minnesota, August 7-11 inclusive (expenses to be paid from Vocational funds).
12. Full expenses for Mr. C. W. Bachman and Mr. Joseph Holsinger to travel to Chicago to interview prospective students. They plan to make the trip by automobile around July 10.

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

MISCELLANEOUS

Transfer of
some of
Kellogg gift
money to
bud. of Sanct
Accident to
Owen Smith

1. Recommendation from Dean Huston that the items of the W. K. Kellogg gift money set aside for dynamiting the channel and swale (\$50) and construction of new paths (\$200) be transferred to the Operating Budget of the Sanctuary.
2. Request from Owen Smith, Buildings and Grounds employee, for \$10.58 as compensation for time lost because of an injury which he received while working.
3. Report of Dean Emmons on the success of the practice teaching arrangements for 1938-39.

Consideration
proposals for
medical care
of faculty.

4. Consideration of the proposals for medical care of the faculty.
Action deferred indefinitely.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the Miscellaneous items, with the exception of item No. 4.

PRESIDENTS REPORTS

1. Appointment of Dr. Louise Schnute as assistant physician in the Health Service for one year only at a salary of \$3000 per year, effective September 1, 1939. This is an additional position.
2. Appointment of P. H. Settlidge as instructor in Psychology at a salary of \$2100 per year, effective September 1, 1939. This is an additional position.
3. Appointment of Dr. J. Murray Barbour at a salary of \$2500 per year, with the rank of assistant professor of Music, effective September 1, 1939. Dr. Barbour replaces Mr. Farwell, retired.
4. Appointment of Miss Bertha Stockard as instructor in Home Management and Child Development for one year only at a salary of \$2100 per year plus room, effective September 1, 1939. Miss Stockard will replace Evelyn Bergstrand who has been granted leave of absence for the year.
5. Appointment of Miss Elizabeth Walbert as instructor in Home Management and Child Development for one year only at a salary of \$1700 plus room, effective September 1, 1939. This is an additional position.
6. Leave of absence without pay from September 1, 1939 to August 31, 1940 for Miss Evelyn Bergstrand so that she may study for her Doctor's degree at the University of Minnesota.
7. Full expenses for R. V. Gunn to attend an emergency meeting being called in Chicago on June 19 to discuss the program and background on the proposed marketing agreements regulating the handling of milk in the Chicago area; expenses to be paid from Extension funds.
8. First class railway mileage for Dr. W.A. Kelly to present a paper before one of the groups of the American Association for the Advancement of Science which meets in Milwaukee from June 19-24; expenses to be paid from the budget of the Department of Geology and Geography.
9. Out-of-state travel authorization and expenses for W. J. Baker to make three field trips with students in the forestry summer camp at Menominee to Marinette, Wisconsin, to visit wood-using industries.
10. Report that because registrations were closed C. N. Rix did not attend the Summer Management Course at the University of Iowa from June 12-30. Request for tuition and fees and partial expenses were presented at the June 1 Board meeting and referred to the President with power.
11. The following travel items were submitted to the Board at its meeting on June 12 and referred to the President, Secretary, and the Dean of the Division concerned with power to act:
 - a. Two and one-half cents per mile on one car for a trip which four members of the Speech Department made to Minneapolis on April 14 and 15 to attend the Central States' Speech Association meeting. All were on the program during a session devoted to the discussion of the research project in operation on this campus. No action.
 - b. Appointment of a delegate to attend the biennial convention of the American Association of University Women in Denver, Colorado, June 19-23. Since Miss Dye was attending with expenses paid by the American Association of University Women, no action was taken.

The following items were approved:

- a. Full expenses for Dr. W. L. Mallman to attend the annual meeting of the American Water Works Association in Atlantic City from June 11-15. Besides this meeting he wishes to contract various people to assist him in continuing our studies on standard methods of water analysis.
- b. Mileage on one car for Dr. B. J. Killham and Dr. C. F. Clark to attend the veterinary conference to be held at Ohio State University from June 14-16.
- c. First class railway mileage and pullman for L. R. Schoenmann to attend meetings of the American Association for the Advancement of Science at Milwaukee, Wisconsin, June 19-24; expenses to be paid from Institute of Conservation funds.
- d. Full expenses for Miss Meta Vossbrink to attend the meeting of the American Home Economics Association in San Antonio, Texas, June 20-23. This has been approved for reimbursement from Vocational Teacher Training funds by Mr. Fern.
- e. First class railway mileage for Dr. J. F. Thaden to present a paper before the population section of the American Association for the Advancement of Science on June 22, in Milwaukee.
- f. First class railway mileage for Dr. Denzel Cline to present a paper at the National Conference of Social Work in Buffalo on June 24 and 25; expenses to be paid from Economics Department funds.
- g. Full expenses for Miss Ethel Lewis and Miss Mary Lee Hurt to attend a conference on Education at the University of Chicago on June 25-27. This has been approved for reimbursement from Vocational Teacher Training funds by Mr. Fern.

Appointments

Leave E.
Bergstrand

Travel

PRESIDENT'S REPORT, continued

11. (Continued)

Travel

- h. Mileage on one car for members of the Horticulture Department to attend a regional three day conference of Horticulturists at Wooster and Columbus, Ohio, June 26-28; expenses to be paid from the Experiment Station funds of the Horticulture Department.
- i. Full expenses for J. M. Moore and Ray Heydrick who will be in charge of the Michigan exhibit at the Poultry Congress at Cleveland, Ohio, July 25 to August 8; expenses to be paid from Extension funds of the Poultry Department.
- j. First class railway mileage for Otis E. Shear and Dr. E. S. Weisner to attend the World's Poultry Congress in Cleveland, Ohio, July 25 to August 8; expenses to be paid from Extension funds of the Poultry Department.
- k. Car mileage for A. J. Clark to make a trip to Chicago and Minneapolis to interview applicants for positions in the Department of Chemistry.

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

Approval of advances in salaries and changes in titles.

ADDITIONAL MISCELLANEOUS

1. Approval of advances in salaries and changes in title effective July 1, 1939 (as per list on file in the Secretary's Office).

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

Approval of 1939-40 budget.

2. Approval of the 1939-40 budget as presented with the exception of the provision for the repayment of one-half the cost of the Livestock Judging Pavilion as removed from the budget in line with the action taken in the following motion:

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the 1939-40 budget.

Board to borrow \$97,000 from revolving funds- Judg. Pav.

3. Board authorized to borrow from Revolving Funds the sum of \$97,000, plus interest, to be used in discharging the bank obligation incurred in the erection of the Livestock Judging Pavilion.

On motion of Mr. Brody seconded by Mr. Jakway, it was voted to authorize the Board to borrow from the Revolving Funds the sum of \$97,000, plus accrued interest, to be used in paying the bank obligation incurred in the erection of the Livestock Judging Pavilion.

Medical Biology students comp. 4th yr. not to be charged s.s. fees, etc.

4. The Administrative Group recommended to the Board that Medical Biology students completing their fourth year of work on the campus for which they receive 50 credits and are required to spend one full year in hospital residence be charged their tuition fees for three regular terms only and be exempt from payment of summer school fees,- this action to apply to the present summer session only pending the report of the committee studying this and other matters relating to fees.

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

Fees for s.s. visitors limited to \$15.00.

5. Recommendation that fees for visitors to the Summer Session be limited to a maximum of \$15.00.

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

No action on request of M.J. Spalding for assistance re: son's injury.

6. Mrs. M. J. Spalding appeared before the Board asking assistance in the payment of hospital, doctor bills, etc. due to an injury suffered by her son, John, in Demonstration Hall during spring vacation.

On motion of Mr. Berkey, seconded by Mr. Jakway, it was voted not to grant the request made by Mrs. Spalding.

Obligation of \$300 held against Del Vandervoort cancelled.

7. In appreciation of the services Mr. Del Vandervoort rendered to the College over a long period of years, the obligation of \$300 held against him is hereby cancelled.

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

SECRETARY'S ITEMS

1. Mr. Munson, Dean Dirks, Mr. Erickson and Mr. Davenport submitted a report showing the cost of the proposed power plant changes and additions as follows:

"This project is divided in two portions, the first portion to contain the construction of new quarters for Buildings and Grounds and New Telephone Switch Board, also to include a new Power Switch Board and rearrangement of the front portion of present building to receive same.

The estimated cost of this first portion is as follows:

Construction work	\$45,000.00
Power Switch Board	90,000.00
	<u>\$135,000.00</u>
Architects and Engineers fees	6,000.00
	<u>\$141,000.00</u>

Report re: Power Plant changes.

SECRETARY'S ITEMS, continued

1. (Continued)

The second portion of the project to include the list of equipment and construction work, the cost of which is estimated as follows:

New Electric Generator	\$110,000.00
Super-heaters for present boilers	13,000.00
Change present 2400V distribution system to 4160V	10,000.00
Piping and Auxiliaries	30,000.00
Feed water conditioning system	10,000.00
Circulating water supply	12,000.00
Ash handling equipment	15,000.00
Water supply	10,000.00
Water softener	10,000.00
New boiler	95,000.00
Coal handling equipment	20,000.00
New chimney	10,000.00
Foundations for generator and changes in generator room floor framing	10,000.00
	360,000.00
Architects and Engineers fees	16,200.00
	\$376,200.00

Power plant to be constructed. Application for assistance to be made to PWA.

The total cost of both portions of this project would, therefore be \$517,200.00"

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to authorize the President, Secretary and Chairman of the Board to proceed to construct the Power Plant as outlined and that the necessary application be made for Government assistance through PWA or other governmental agencies and to make arrangements for the proper financing of the project at an amount not to exceed \$400,000 without government aid; otherwise an amount of \$525,000.

REPORT OF THE RETIREMENT COMMITTEE

1. The Retirement Committee has not changed its recommendations on the retirement of Mr. J. R. Duncan, Farm Crops Department. This was recommended to the Board on April 20,- retirement to be effective September 1, 1939 at a rate of \$568.00. (Dean Anthony requested that the amount be increased and it was referred to the President who re-referred it to the Retirement Committee.) The Retirement Committee recommends to the Board that Mr. Duncan be retired September 1, 1939.
2. The Retirement Committee recommends to the Board the continuation of the leave of absence on half pay for Professor W. W. Johnston with full retirement effective September 1, 1940 at the retirement pension to which he should be entitled as of that date - \$1400 per year. (Employed Sept. 1, 1912, retired September 1, 1940 - 28 years of service - five years average highest salary \$5000 - retirement rate \$1400 per year).

Approval of retirement of J.R. Duncan Sept. 1, 1939

Continuation of leave of W.W. Johnston & retirement Sept. 1, 1940

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to approve the above recommendations of the Retirement Committee.

3. Report on the death of Professor E. H. Ryder on June 21st. Professor Ryder's retirement was effective September 1, 1938.

Report on death of Dean Ryder June 21.

PWA ITEMS

1. Bids were opened on June 23 for Special Lighting Fixtures in the Girls' Dormitory, Mich. Project, 1581-F as follows:

Barker-Fowler	\$2,797.00
Detroit Mantel & Tile Company	2,860.00
American Lighting and Tile Company	3,000.00

Bids Lighting Fixtures - Girls' Dorm.

Barker-Fowler low bidder.

Contracts were approved by the President and Secretary to the low bidder.

Vet Clinic change order

2. Certain changes in specifications in the Veterinary Clinic have been necessary and desirable, changing the contract price by reducing the amount \$115.89.
3. Certain changes in specifications for the livestock judging pavilion have become necessary and desirable, increasing the contract price by a total of \$1924. There are sufficient funds in the Construction Account to cover this added cost.
4. Certain changes in the specifications for the under-water lights in the swimming pool in the Field House have become necessary and desirable resulting in a change in the contract price, reducing the amount by \$200.
5. The contract for the auditorium with the Reniger Construction Company included the piling under the small auditorium and was based on a unit price with a certain allowance for an over-run. The work has been completed and the amount of piling required exceeded the estimate by 968 feet. This additional piling increases the amount of the contract by \$2032.80. All of the money in the Construction Account has been obligated and this requires an additional appropriation of this amount with an authorization for the Treasurer to deposit it in the Construction Account covering this project.

Livestock pavilion change order.

Change swimming pool lights

Treasurer to deposit additional amt. in construction account Auditorium.

PWA ITEMS, continued

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve items 1, 2, 3, 4 and 5.

6. The following PWA dockets are completed or nearing completion and should be accepted prior to the next Board meeting:

Soils Research Barn, Mich. PWA Docket 1814-F
Vet. Clinic Addition, Mich. PWA Docket 1612-F
Hospital Mich. PWA Docket 1202-F
Abbot Hall, Mich. PWA Docket 1003-F

There should be an appropriate resolution authorizing a Committee to act for the Board in the interim prior to the next meeting empowering the Committee to accept these buildings and authorize final settlement for them; the Committee also to be empowered to approve all necessary change orders and other matters that may arise pertaining to all of the PWA dockets.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve the resolution as prepared by Mr. Ballard.

7. It is expected that the Jerome A. Utley Company, general contractor's on the hospital and health center will ask for an extension of time on the completion of the building from July 15 to September 1, 1939 and a waiver of the liquidated damage provision of \$50.00 per day for this period. A resolution should be approved for this extension.

On motion of Mr. Downing seconded by Mr. Jakway, it was voted to approve a resolution consenting to the extension of time on the hospital and health center from July 15 to September 15, 1939.

8. Resolution of the State Board of Agriculture authorizing certain changes in specifications for the Men's Dormitory, Mich. 1003-F, at an addition to the contract price of \$577.35.

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

9. Resolution of the State Board of Agriculture authorizing certain changes in the specifications for the auditorium at no change in the contract price.

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

10. Resolution of the State Board of Agriculture authorizing final payment to the Jerome A. Utley Company for the excavations and foundations for the Men's Gymnasium and Field House (Approval of change order for \$4636.05, the amount in excess of the original estimate).

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

The meeting adjourned at 2:30 P.M.

Robert S. Shaw
President
John A. Houch
Secretary

There was no meeting of the State Board
of Agriculture during the month of
August 1939