

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
April 19, 1945

Present: Mr. Berkey (Chairman); Messrs. Akers, Armstrong, McPherson; Miss Jones; Dr. Elliott; President Hannah; Treasurer Wilkins; Secretary McDonel.

Absent: Mr. Brody.

The Board meeting was called to order at 11:15 a.m.

The minutes of the last meeting were approved.

PRESIDENT'S REPORT

Resignation

1. Resignation of Mrs. Inez D. Page as stenographer in Soil Science, effective March 9, 1945, for health reasons.
2. Resignation of Rose Marie D'Aloisio as stenographer in Chemistry, effective March 15, 1945. Miss D'Aloisio accepted a position with the Auto Owners Insurance Company.
3. Resignation of Mrs. Sigrid Palm as Secretary to the Dean of Science and Arts, effective March 15, 1945. Mrs. Palm resigned to move to California.
4. Resignation of Mrs. Mabel Pierce as Instructor in Written and Spoken English effective March 31, 1945, for health reasons.

Appointments

5. Transfer of Oneta Abbott from her position in Home Economics Extension to the position of Secretary to the Dean of Science and Arts and a salary increase from \$1800 to \$2000 per year, effective March 20, 1945. Miss Abbott replaces Mrs. Palm.
6. Appointment of Mrs. Sophie Stoner as stenographer in Surgery and Medicine at a salary of \$1380 per year, effective March 15, 1945. Mrs. Stoner will replace Pauline Grate who has resigned.

Travel

7. Full expenses for I. F. Huddleson to confer with Dr. Alcorn of the Curtiss Candy Company at Wilmette, Illinois, on March 29 and 30. The Company is cooperating in the study of a skin test agent for the diagnosis of brucellosis in hogs.
8. Full expenses for Dean Emmons to go to the University of Illinois on April 5 and 6 to consult with people regarding Dr. Wynd.
9. Full expenses for Charles McCaffree to attend the Senior National A.A.U. Swimming Championships in New York City on April 6 and 7.

Clare Kaiser
suspended
one month.

10. Approval of the recommendation of Mr. Rogers, Chief of Police, suspending Clare Kaiser without pay for the month of March (March 1 to March 31, 1945) as the result of reckless driving which occurred in the City of Lansing. He is to be restored to the payroll as of April 1.

Temp. change
in status
Hester Clark -
Appt. Joseph-
ine Cook as
substitute
for Miss Clark.

11. The following actions were taken in connection with a decreased work load for Hester Clark, Supervising Teacher and Instructor in Education:
 - a. Temporary change in salary for Miss Clark from \$216.66 to \$116.66 per month, effective March 19, 1945.
 - b. Appointment of Mrs. Josephine Cook to substitute for Miss Clark at a salary of \$100 per month, effective March 19, 1945, for an indefinite period not to extend beyond July 1, 1945.

The salaries of Miss Clark and Mrs. Cook will be reimbursed by the State Board of Control for Vocational Education.

Inc. salary
Flora Easton

12. Increase in salary for Flora Easton, stenographer in the Central Office, from \$1680 to \$1800 per year, effective March 1, 1945.

RESIGNATIONS

Resignations

1. Resignation of Margaret Anderson as clerk in the office of the Director of Counseling, effective April 30, 1945.
2. Resignation of John Woodman as County Agricultural Agent in Van Buren County, effective March 31, 1945. Mr. Woodman has been on leave for more than a year because of illness in his family and finds it impossible to return to his former position.
3. Resignation of Keith C. Barrons as Professor and Research Professor of Horticulture, effective April 15, 1945. Mr. Barrons has accepted a position with the Dow Chemical Company of Midland.

RESIGNATIONS, continued

Resignations

4. Resignation of Melvin A. Leach as Instructor in Physics, effective April 30, 1945. Mr. Leach was a temporary employee.
5. Resignation of C. R. Watts, as Instructor in Sociology, effective April 30, 1945. Mr. Watts has accepted a position with the U. S. Conciliation Service.
6. Resignation of Mrs. Margaret C. DeVere as Instructor in Mathematics, effective March 31, 1945. Mrs. DeVere was appointed on a temporary basis.
7. Resignation of Mrs. Ethel Rathke as Instructor in Foreign Languages, effective March 31, 1945. Mrs. Rathke was appointed on a temporary basis.
8. Resignation of Walter J. McGraw as Instructor in Speech, effective April 30, 1945. Mr. McGraw has been on leave since February 1, 1944, to work with the National Broadcasting Company and had accepted a permanent position with them.

LEAVES

Leaves

1. Leave of absence without pay for Mrs. Lois Knowlton, clerk in the Bulletin Room, effective April 15 to October 15, 1945. Mrs. Knowlton has requested a leave for health reasons.
2. Leave of absence without pay for one year for Miss Beatrice Boyle, Assistant State Club Leader, effective July 1st until April 1, 1946. Miss Boyle has requested a leave for health reasons.
3. Continuation of leave without pay for George Amundson from May 1 to May 31, 1945, to permit him to complete his work at the University of Wisconsin.
4. Leave of absence without pay for Alfred W. Jones, Assistant Professor of Mathematics, effective April 15, 1945 to June 30, 1945. Mr. Jones has accepted work with the Operations Analysis Division, Army Air Forces, in lieu of being drafted.

APPOINTMENTS

Appointments

1. Appointment of Geraldine Colvin as stenographer in Home Economics Extension at a salary of \$1800 per year, effective March 29, 1945. Miss Colvin replaces Oneta Abbott who has been transferred.
2. Appointment of Pauline M. Clune as stenographer in Physics and Astronomy at a salary of \$1320 per year, effective May 1, 1945. Miss Clune will replace Hazel King who has resigned.
3. Appointment of Robert William Stipek as half-time graduate assistant in Chemistry at a salary of \$70 per month for the months of April, May, and June 1945.
4. Appointment of Florence Rann as hostess in a cooperative house at a salary of \$400 plus maintenance for the period from September 1, 1945 to June 30, 1946. Miss Rann will enroll in the Graduate School.
5. Appointment of Mrs. Eileen A. deBeaubien as hostess in a dormitory at a salary of \$120 per month for 10 months beginning September 1, 1945. Mrs. deBeaubien will replace Mrs. Mabel Coburn who has been retired.
6. Appointment of Geroge Danciu as Manager of the Auditorium at a salary of \$2600 per year, effective April 10, 1945. Mr. Danciu has recently received a medical release from the Army. He will replace Gordon Reavely.
7. The following appointments are recommended for the summer session of 1945:
 - a. Miss Rose Dill as Instructor in Education at a salary of \$350
 - b. Miss Janet C. Rees as Instructor in Education at a salary of \$100
 - c. Miss Willie Savage as Instructor in Education at a salary of \$350
 - d. Mr. Dwight Rich as Professor of Education at a salary of \$250
 - e. Mr. Eldon Robbins as Professor of Education at a salary of \$250
 - f. Dr. Fred Dixon as Professor of Education at a salary of \$250
8. Appointment of Mrs. Mary Alice Burmester as Instructor in Biological Science in the Basic College at a salary of \$200 per month, effective from March 26 to June 14, 1945. This is a new position.
9. Appointment of Mrs. Ruth G. Engelmann as Instructor in Written and Spoken English in the Basic College at a salary of \$100 per month, effective from March 28, 1945, for as long as her services are necessary. Mrs. Engelmann will replace Mrs. Pierce who has resigned.
10. Temporary transfer of Ruth Peck from her position in Home Economics Extension to the Emergency Farm Labor program at a salary of \$3500 per year, effective from April 15 to October 31, 1945.
11. Appointment of Arnold O. Haugen as Farm Game Extension Assistant, effective May 1, 1945, with salary paid by the Department of Conservation and travel and office expenses by the College Extension funds. Dr. Haugen replaces R. G. Hill who has been transferred.

Appointments

APPOINTMENTS, continued

12. Appointment of Ray E. Ely as Research Assistant in Dairy at a salary of \$3000.00 per year, effective June 10, 1945, and paid one-third from Experiment Station funds and two-thirds from funds of the American Dairy Association. This is a new position.
13. Appointment of Arthur W. Farrall as Professor and Head of the Department of Agricultural Engineering at a salary of \$6000.00 per year, effective May 15, 1945. Mr. Farrall will replace E. G. McKibben.
14. Appointment of Consuelo Rodriguez as Instructor in Foreign Languages for the spring term 1945 at a salary of \$200 for the term.
15. Appointment of W. Paul Fuller as Instructor in Mathematics at a salary of \$250 per month, effective May 1, 1945, for as long as his services are needed. Mr. Fuller will replace A. W. Jones who has requested leave of absence.
16. Appointment of Solon Kimball as Associate Professor and Research Associate of Sociology and Anthropology at a salary of \$4200 per year, effective September 15, 1945, and paid one-half from College and one-half from Experiment Station funds. This is a new position.
17. Appointment of Mrs. Nellie Holmes Loomis as Instructor in Sociology and Anthropology at a salary of \$200 per month, effective from April 9 to September 1, 1945. Mrs. Loomis will replace Clayton Watts who has resigned.
18. Appointment of Mathew Madnick as Research Assistant in Economics at a salary of \$250 per month, effective from May 1 to September 30, 1945, and paid from Experiment Station funds. This is a temporary replacement of H. E. Larzelere.
19. Appointment of Robert Gibby as Lecturer in Psychology at a salary of \$180 per month for three months beginning April 1, 1945.
20. Appointment of Claude Edward Thompson as Associate Professor of Philosophy and Psychology at a salary of \$4500 per year, effective September 1, 1945. This is a new position.

Travel

TRAVEL

1. Full expenses for W. L. Mallmann and D. E. Wiant to go to Chicago for consultation with several industrial directors of research and several refrigerating concerns relative to refrigeration research under way at the college, expenses to be paid from Special Refrigeration Fund, No. 446.
2. Full expenses for G. J. Bouyoucos to make a trip to Caldwell, Idaho, for the purpose of spending several days making tests in their dehydrating plant, expenses to be paid from the Special War-Time Project funds for the study of dehydration.
3. Full expenses for W. H. Sheldon to attend a regional conference on farm shops and their construction in Chicago on April 9-11, expenses to be paid from Experiment Station funds.
4. Full expenses for J. G. Wells to represent Michigan State College at a conservation meeting called for the lake shore states at Rhinelander, Wisconsin, on April 12.
5. Full expenses for M. D. Pirnie to go to Chicago and Barrington, Illinois, on April 13-17 to visit trailside museums, etc., in the Cook County Forest Preserve, to interview Mrs. Eustice concerning help offered the program at the Bird Sanctuary, and to give an illustrated lecture at the meeting of the William L. Lyon Bird Banders Council.
6. Full expenses for C. E. Erickson to attend the meeting of the Midwest University Representatives of Counselor Trainers in Chicago on April 16-21.
7. First-class railway fare and pullman for Hazel Strahan and Ruth Clayton to attend a working conference in the field of textiles and clothing in St. Louis on April 20-24.
8. Full expenses for C. W. Bachman to attend the annual meeting of the Chicago Alumni Club in Chicago on April 21.
9. Full expenses for E. B. Harper to attend a meeting of a Joint Committee of the American Association of Schools of Social Work and National Association of Schools of Social Administration in Chicago on April 28-29.
10. Full expenses for C. H. Jefferson to attend a meeting in Chicago on May 7-8 in connection with the North Central States Regional Research Project dealing with farm structures, expenses to be paid from Experiment Station funds.
11. Full expenses for V. R. Gardner to attend a regional meeting of Research Directors in Peoria, Illinois, on May 11 and 12, expenses to be paid from Experiment Station funds. Also authorization for E. J. Miller to attend the same meeting at no expense to the College.
12. Full expenses for R. H. Young to attend the annual I.C.A.A.A.A. meetings in New York City on May 17-19.
13. Full expenses for R. H. Young and C. W. Bachman to attend the Western Conference annual spring meetings in Chicago on May 24-26.

TRAVEL, continued

14. Full expenses for J. G. Duncan to attend a special workshop on Extension publications at Columbia University on May 21 to June 2, expenses to be paid from Extension funds. Expenses are to include the \$25 tuition fee.
15. Full expenses for Stanley Johnston to visit the California Experiment Station at Davis, California, to study their apricot breeding material and select material for introduction in Michigan. The trip will probably be made the latter part of May or the first of June, and expenses are to be paid from Experiment Station funds.
16. Full expenses for a representative of the Education Department to attend a Laboratory Workshop in Social Trends and Educational Plannings in Rural Communities at the University of Chicago sometime during the summer of 1945.

Travel

MISCELLANEOUS

1. Report of the following deaths of former students in the war:

Joseph Louis Bale, III, Class of 1946, a Private First Class in the Infantry, was killed in action in France on January 30, 1945. He was enrolled in Physical Education fall and winter terms of 1942-43, having entered from Detroit.

Robert W. Branch, Class of 1945, a Private First Class in the Infantry, was killed in action in Belgium on January 2, 1945. He was enrolled in Engineering during 1942-43, having entered from West Branch.

William Seymore Burt, Class of 1944, a Captain in the Army Air Forces, was killed in a plane accident in England on September 16, 1944. He was enrolled in Applied Science during the spring and fall terms of 1941, having entered from Grand Rapids. He had been awarded the Air Medal.

Charles Llewellyn Ebers, Class of 1942, a Corporal in the Army Air Forces, was killed on a mission over New Guinea on July 9, 1944. He was enrolled in Agriculture during 1939-1941, having entered from Sparta, Michigan.

Howard Hammond Irish, Jr., Class of 1940, a First Lieutenant in the 91st Coast Artillery, was killed September 7, 1944, in the sinking of a Japanese prison ship in the Sulu Sea. He had been held captive by the Japanese since the fall of Corregidor in May 1942. He graduated from Liberal Arts on June 10, 1940, having entered from Coopersville.

Raymond Dwight Minogue, Class of 1939, a First Lieutenant in the Army was killed September 7, 1944, in the sinking of a Japanese prison ship in the Sulu Sea. He had been held prisoner by the Japanese since the fall of Corregidor. He graduated in Engineering on June 12, 1939, having entered from Newaygo.

George Clifford Moran, Jr., Class of 1936, a First Lieutenant in the Army Air Forces, was killed in action in Germany on November 27, 1944. He was enrolled in the General College during 1942-43, having entered from East Lansing. He had been awarded the Air Medal and three oak leaf clusters.

Frank Perrone, Class of 1943, a Staff Sergeant in the Army Air Forces, was killed in action in Germany on August 3, 1944. He was enrolled in Business Administration during 1939-40, having entered from Lansing. He had been awarded the Distinguished Flying Cross and the Air Medal.

Arthur Dale Reynolds, Class of 1944, a Sergeant in the Army Air Forces, was killed in action in Germany on December 9, 1944. He was enrolled in Liberal Arts during 1940-1943, having entered from Troy, Michigan.

Harold Erich Schultz, Class of 1944, Ensign in the Navy, was killed in a plane crash in San Francisco Bay on February 13, 1945. He graduated in Engineering on June 10, 1944, having entered from Dowagiac.

Glenn Howard Sheathelm, Class of 1941, a Captain in the Field Artillery, was killed in action in Germany on March 3, 1945. He was graduated from Police Administration on August 29, 1941, having entered from Lansing.

Harold Doyle Spring, Class of 1943, a First Lieutenant in the Field Artillery, was killed in action on Luzon on March 6, 1945. He graduated in Liberal Arts on March 15, 1943, having entered from Lansing.

Harvey Boyd Tull, Class of 1941, a Staff Sergeant in the Army, was killed in action in Germany on March 12, 1945. He was enrolled in Applied Science in 1937-38, having entered from East Lansing.

Neil Douglas Graham, Class of 1942, a Private in the Infantry, was killed in action in Germany on February 10, 1945. He was graduated in Liberal Arts on July 31, 1942, having entered from Concord, Michigan.

Jack Chester Grant, Class of 1945, a Second Lieutenant in the Army, was killed in action in Germany on March 16, 1945. He was enrolled in Business Administration during 1941-1943, having entered from Grand Rapids.

Report of
deaths of
former stu-
dents in the
war.

MISCELLANEOUS, continued

1. Deaths of former students in the war (continued):

Report of death of former students in war.

Melvin Henry Hansens, Class of 1946, a Private First Class in the Army, was killed in action in France on March 17, 1945. He was enrolled in the General College during 1942-43, having entered from East Lansing.

John Frederick Lake, Class of 1945, a Second Lieutenant in the Army Air Forces, was killed in action on Tinian Island on February 10, 1945. He was enrolled in Engineering during 1941-1943, having entered from Gaylord.

Parr Cline LaMonte, Class of 1935, a First Lieutenant in the Army, was killed in action in France on January 29, 1945. He graduated in Agriculture on June 10, 1935, having entered from Charlotte.

James Ross Patterson, Class of 1942, a Second Lieutenant in the Army, was killed in an accident at Sheppard Field, Texas, on March 7, 1945. He was enrolled in Forestry during 1938-39 and 1941-1943, having entered from Grosse Ile.

John H. Spalink, Jr., Class of 1944, a Staff Sergeant in the Infantry, was killed in action on Luzon Island on February 4, 1945. He was enrolled in Business Administration during 1940-1942, having entered from Grand Rapids.

George Catlin Thomas, Class of 1946, a Private in the Infantry, was killed in action on Leyte Island on February 8, 1945. He was enrolled in Engineering during the fall term of 1942, having entered from Detroit.

William Hugh Topham, Class of 1945, a Private First Class in the Marines, was killed in action on Iwo Jima on February 25, 1945. He was enrolled in Forestry during 1941-42, having entered from Saginaw.

Francis Francis Unland, Class of 1946, a Private in the Infantry, was killed in action in Germany on February 23, 1945. He was enrolled in Business Administration during 1942-43, having entered from Detroit.

Donald George Wilson, Class of 1945, a First Lieutenant in the Army Air Forces, was killed in action over Italy on March 16, 1945. He was enrolled in Engineering during 1941-43, having entered from Lansing.

Approval
Memo of Under-
Minneapolis-
Honeywell

2. Approval of a memorandum of understanding with the Minneapolis-Honeywell Regulator Company covering a grant of \$2500 to be used in a study of certain problems in connection with furnaces. The studies are to be conducted by members of the staff of the Department of Mechanical Engineering.

Also American
Cyanamid Co.

3. Approval of a memorandum of understanding with the American Cyanamid Company covering a grant of \$1000 per year for three years to be used in a study of a special use of finely powdered cyanamid in orchards, vineyards, and small fruit plantations for the suppression of soil cover vegetation. The work is to be done by the Department of Horticulture.

Honorary de-
grees to be
granted to
David Fair-
child and
Leon Cole, if
they can be
present.

4. Recommendation from the committee on honorary degrees that the honorary degree of Doctor of Science be conferred upon the following scholars:

- a. Dr. David Fairchild, who was born on this campus, has the Bachelor of Science and Master of Science Degrees from Kansas State College, and studied for several years in Europe. He was awarded the honorary degree of Doctor of Science at Oberlin College in 1915. He is a distinguished author and has contributed extensively to the scientific literature.
- b. Dr. Leon J. Cole, Head of the Department of Genetics at the University of Wisconsin, was a student at Michigan State College. He took his Bachelor's degree from the University of Michigan and his Ph.D. from Harvard University. He is an outstanding authority on animal breeding and is recognized as a great teacher.

On motion of Miss Jones, seconded by Mr. Berkey, it was voted to approve the granting of honorary degrees to Dr. Fairchild and Dr. Cole subject to their acceptance and willingness to be present in person to receive the degrees.

Change in
status Les-
lie Zillman

5. Change in status of Leslie A. Zillman from Assistant to the position of County Agricultural Agent in Berrien County and salary increase from \$2700 to \$3000 per year, effective May 1, 1945. Mr. Zillman will replace Harry Lurkins who will retire in September.

C. R. Hoffer
to be Acting
Head of De-
partment of
Soc. & Anth.
Mrs. Gonon to
be Counselor
for Women.

6. Recommendation that C. R. Hoffer be made Acting Head of the Department of Sociology and Anthropology during the period of Dr. Loomis' leave, from April 1 to August 31, with an additional remuneration of \$25 per month during this time.

Inc. in sal-
ary Leo
Klever.

7. Change in status of Mrs. Isabelle L. Gonon from Assistant Counselor for Women to Counselor for Women and a salary increase from \$4000 to \$5000 per year, effective May 1, 1945.

Mrs. Litch-
field part-
time inst. in
Hist. of Civ.

8. Increase in salary for Leo J. Klever, Rodent Colony Caretaker, from \$1800 to \$1980, effective as of March 1, 1945. Mr. Klever has been receiving this amount paid on the labor payroll.

9. Recommendation that Mrs. Edward Litchfield be employed as a part-time instructor in History of Civilization in addition to her present assignment in History and Political Science, and that her salary be increased from \$75 per month to \$150 per month, effective April 1, 1945.

MISCELLANEOUS, continued

10. Recommendation that Mrs. Stuart Gallacher be employed on a full-time basis at a salary of \$200 per month, effective April 1, 1945. Mrs. Gallacher is an Instructor in Business Administration (Shorthand) and has been paid \$175 per month for part-time work.
11. Increase in salary for J. F. Sykes, Associate Professor and Research Associate in Physiology from \$3500 to \$4200 per year, effective July 1, 1945.
12. Increase in salary for Bert E. O'Beirne, Instructor in Economics and in Social Science from \$2700 to \$3000 per year, effective May 1, 1945.
13. Change in title of D. E. Wiant from Associate Professor and Research Associate to Professor and Research Professor of Agricultural Engineering and a salary increase from \$3800 to \$4200 per year, effective April 1, 1945.
14. The following amounts were paid salaried employeeed during the month of March:

Auditorium		Athletics*		ESMWT	
Warren Burt	\$20	Ray L. Cook	\$21	W. A. Hedrich	\$115
L. E. Chapman	23	R. J. Davis	32	B. K. Osborn	115
Helen Evans	8	J. M. Kutt	24	C. H. Pesterfield	260
Mabel Flanders	5	C. N. McCarty	27	C. C. Sigerfoos	42
Helen Greene	15	G. E. Mitchener	3	J. A. Strelzoff	237
Mildred Jeffers	14	K. C. Randall	24	Howard Womochel	37.50
Gerald Knapp	14	Lawrence Searl	24		
J. M. Kutt	26	E. C. Tabor	21		
Margaret Parmalee	5	R. E. Troxell	24		
Bruce Pettit	14	James Tyson	8		
Marjorie Robinson	5				
Lawrence Searl	23				
Vernon Severance	26				
Kermit Smith	11				
Robert Troxell	26				
Wayne VanRiper	23				
Neal Whitehead	14				
Rodney Whiting	26				

15. Request for an appropriation of \$300 to be used for buying materials and office supplies for the Adult Education Program.
16. Request for an additional \$300 for the budget of the Department of Sociology and Anthropology.
17. Statement from Shields, Ballard, Jennings and Taber in the amount of \$603.90 for services rendered from January 8 to February 6, 1945.
18. Recommendation that the Central Trust Company be authorized to keep the records on collection of rents and expenditure of funds in connection with certain real estate matters.
19. Presentation of description of the right-of-way for Kalamazoo Street across Michigan State College property as follows:

A strip of land 99.0 ft. in width on the SE $\frac{1}{4}$ of Sec. 14 and SW $\frac{1}{4}$ of Sec. 13. The center-line thereof being described as follows:

Commencing in the center of Harrison Road at a point 1045.5 ft. North of the South line of Section 13, Town 4 North, Range 2 West, Lansing Township, Ingham County, Michigan, thence from a tangent that bears S 82° - 16' W along a curve to the right with a radius of 881.95 ft. a distance of 119.6 ft., thence N 89° - 53' W 129.9 ft., thence along a curve to the left with a radius of 1210.82 ft. a distance of 668.1 ft., thence along a curve to the right from a tangent that bears S 58° 26' W with a radius of 1432.69 ft. a distance of 666.7 ft. thence S 85° - 06' W 406.5 ft., thence along a curve to the right with a radius of 1146.0 ft. a distance of 694.7 ft., thence N 60° 10' W 794.0 ft. to the center of the Red Cedar River the point of ending.

20. Report of the receipt from the Board of Super visors in Baraga County of a resolution recommending that the legislature provide funds for the purpose of carrying out research work on the control of ring rot disease in potatoes; the research work to be done by Michigan State College.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the President's Report, Resignations, Leaves, Appointments, Travel and Miscellaneous.

ADDITIONAL ITEMS

Resignations

1. Resignation of Albert Christ-Janer as Professor and Head of the Art Department, effective June 30, 1945. Mr. Christ-Janer has accepted a position at Cranbrook.
2. Resignation of Marian Jane Miller as Assistant in Research in Agricultural Chemistry, effective April 30, 1945. Miss Miller has accepted a position with the National Institute of Health in Bethesda, Maryland.

Mrs. Stuart Gallacher to be employed on full-time basis.
Inc. salary J.F. Sykes
Inc. salary Bert O'Beirne
Change in title D.E. Wiant to Prof & Res. Prof.

Additional amounts paid to salaried employees during month of March.

\$300 approp. for Adult Educ. pro.
\$300 added to Soc. budget.
App. statement Sh.Ball.Jenn & Taber Central Trust to keep records, etc.
Description or right-of way for Kalamazoo Street across M.S.C. pro- perty recorded.

Resolution Board of Supervisors Barraga Co. re: research ring rot.

Resignations

ADDITIONAL ITEMS, continued

Resignations, continued

- 3. Resignation of Cyril J. Hemmer as District 4-H Club Agent for Mason, Lake, Wexford and Manistee Counties, effective May 15, 1945.

Leaves

- 1. Leave of absence without pay for one month for Lois Watkins, stenographer in the Library, effective June 15, 1945. Miss Watkins is planning to be married and requests this leave as an extension to her vacation.
- 2. Leave of absence without pay for the spring quarter 1945 for Mrs. Wanda Wesslund, Instructor in Physical Education for Women.

Appointments

- 1. Appointment of Ray A. McGlaughlin to take charge of concessions to be paid at the rate of \$300 per month, effective April 1, 1945, and to be charged to the concessions account.
- 2. Appointment of Agnes Dyer as half-time graduate assistant in Chemistry for the academic year of 1945-46.
- 3. Appointment of Mrs. Mary Ellen Bissland as Instructor in Physical Education for Women at a salary of \$200 per month for three months, effective April 1, 1945. Mrs. Bissland will replace Mrs. Wesslund while she is on leave.
- 4. Effective May 1, 1944, William H. Combs was loaned half-time to the State Treasurer, receiving half his pay from the State Treasurer. It is recommended that this arrangement be terminated and that Professor Combs return to the full-time employ of the College, effective May 1, 1945.
- 5. Appointment of C. Howard Church as Professor and Head of the Art Department at a salary of \$5200 per year, effective September 1, 1945. Mr. Church will replace Albert Christ-Janer.
- 6. Appointment of F. Lyle Wynd as Professor and Chairman of the Botany Department at a salary of \$5000 per year, effective September 1, 1945, and paid one-half from College and one-half from Experiment Station funds. Dr. Wynd will replace E. A. Bessey.

Travel

- 1. Full expenses for K. T. Wright to attend a meeting of representatives of the dairy and farm management departments of the leading dairy states of the northcentral region and the northwestern region in Chicago on May 8 and 9.

On motion of Mr. Akers, seconded by Mr. Armstrong, it was voted to approve the Resignations, Leaves, Appointments and Travel.

Miscellaneous

- 1. Report of the status of various matters in the legislature that are of interest to Michigan State College.
- 2. Some months ago a committee to consider the matter of student fees was appointed consisting of R. S. Linton, Registrar, as chairman; Deans Crowe, Giltner and Huston; Secretary McDonel; and Comptroller Wilkins. The committee report has been approved by all of the deans and the Administrative Group, and is presented to the Board for consideration. It is recommended that the following proposed schedule be made effective at the opening of the fall quarter 1945:

Credits	Course	Out-of-State
0 to 5, inc.	\$12	\$10
5½ to 10, inc.	23	15
Over 10	45	30

The proposed plan is for all fees--examinations for advanced credit when the student is not regularly enrolled, extension, Saturday classes, etc.--except senior students in medical technology, police administration, musical therapy, and similar courses where the student is absent from the campus doing work on an interne basis when the present fee of \$5 per quarter should be increased to \$10 per quarter.

- 3. It is recommended that the increase in student fees amounting to \$5 per quarter plus \$10 per quarter for out-of-state fees be segregated into a separate account to be used for purposes to be designated by the Board. The first item to be the additional facilities proposed for the Union Building.
- 4. Report that a contract has been signed with the Veterans Administration covering certain services to be performed by the College for the Veterans Administration in the processing of discharged veterans.
- 5. Report on the proposed program to train a group of Chinese technicians in Veterinary Science.

At

Leaves

Appointments

Travel

New schedule of fees approved.

Certain amt. of additional fees to be segregated to additional facilities for Union.

Agreement Vet Adm. re: services to be performed by College app.

Program to train Chinese tech. app.

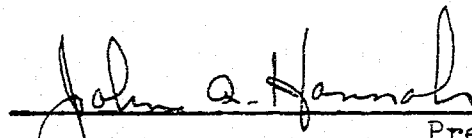
ADDITIONAL ITEMS, continued

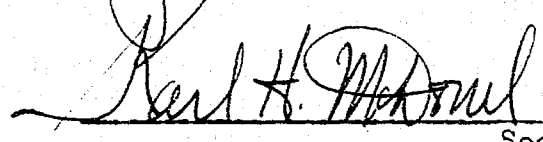
Miscellaneous, continued

6. Communication from a committee of staff members calling attention to the serious shortage of adequate housing in East Lansing for staff members.
7. Discussion of the application for an NROTC unit and a communication from General Marshall having to do with Army ROTC.
8. Discussion of the proposed housing unit for married students with preference for veterans. A report from Engineer Claud Erickson was referred to with reference to the proximity of the Sewage Disposal Plant.
9. Discussion of the engagement of auditors to audit the college books for the year 1944-45.
10. Report on the use by the newspapers of the material furnished by the Publications Department.
11. Check for \$275.88 from Mr. and Mrs. James G. Hays to be credited to the James G. Hays III Memorial Fund.
12. The President discussed various matters pertaining to the development of the budget for the next year and suggested that the budget be prepared on the basis of the following policies:
 - a. Communication from Mr. Wilkins on the distribution of charged to research and extension for their proportionate share of the over-all cost of administration. Mr. Wilkins recommends that the Experiment Station and the Extension Service be charged a percentage of the overhead administration cost equal to the percentage that the respective budgets of those services is of the total budget for the institution.
 - b. Provision for assimilation of a part of the salaries of all persons now on military leave. It is suggested that an item be included in the budget equal to one-half of the salaries of the persons on military leave.
 - c. Maintenance budgets to be held insofar as possible at present level.
 - d. Policy to be followed in connection with staff additions and salary adjustments. It is suggested that the staff additions be kept to a minimum so that a maximum amount may be available for salary adjustments to be made insofar as possible to the most deserving members of the staff with particular attention to those that should be retained with an eye toward future additional responsibilities.
 - e. Request from the Christian Student Foundation for additional funds for religious work among students. It was the feeling of the Board that this item should be left at about the present figure.
13. The tentative budget for the Lecture-Concert Series for 1945-46 season was presented for the information of the Board.
14. The President distributed copies of the "Report of the Committee on College Extension Organization and Policy". This committee was appointed in January, has spent months in the preparation of the report and formal action on the report is contemplated for the next meeting of the Board.
15. A statement was received from the Ann Arbor Trust Company indicating final closing of the accounts covering the bond issues on the Auditorium and the Fieldhouse that have been now refinanced with the final settlement indicating a total due the Trust Company of \$135.00.
16. The President reported that the Baccalaureate services will be held Sunday afternoon, June 3rd with the Rt. Rev. Fr. Hugh O'Donnell, President of Notre Dame as the speaker; and the Commencement will be held Saturday afternoon, June 9th, with President Franklin B. Snyder of Northwestern University, Evanston, Illinois, delivering the address.
17. Approval of a memorandum of understanding between the State Board of Agriculture and the National Sanitation Foundation covering a grant of \$8500.00 for work on restaurant sanitation with special reference to dish-washing techniques.

On motion of Mr. Akers, seconded by Miss Jones, it was voted to approve the Additional Items under Miscellaneous.

The meeting adjourned at 3:00 p.m.


President


Secretary

Communication
re: housing
shortage in
E. Lansing

Letter Gen.
Marshall re:
ROTC

Letter Claude
Erickson re:
Vet's housing

Discussion
engagement
auditors

Check from
J.G. Hays
for Hays III
Fund.

Policies
adopted in
connection
with build-
ing the
1945-46
budget.

Tentative
budget
Lecture-Con-
cert Series
approved.

Formal action
contemplated
May meeting
Board.

A.A. Trust Co.
to be paid
\$135 in final
closing ac-
counts Aud.
& F. House

Approval
memor of
understand-
ing with
National San.
Foundation.