

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
April 21, 1944

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

Absent: Mr. Brody; Dr. Elliott

The meeting was called to order at 11:00 A.M.

The minutes of the last meeting were approved.

PRESIDENT'S REPORT

Travel

1. Full expenses for A. B. Love and H. P. Gaston to go to Chicago on March 28 and 29 to confer with officials at the Sixth Service Command regarding war prisoners and their use for farm labor during this summer; expenses to be paid from the Emergency Farm Labor funds.
2. Full expenses for J. M. Moore to attend a meeting in Chicago on March 30. This meeting was called by the War Food Administration and dealt particularly with the problems of the baby chick and hatchery situation. Expenses are to be paid from Extension funds.
3. Full expenses for Jeanette Lee to attend a meeting called by the American Home Economics Association in Chicago from March 30 to April 2.
4. First-class railway fare only for I. F. Huddleson to attend the meeting of the American Chemical Society in Cleveland on April 3-7.
5. Full expenses for G. A. Brown to attend a fee and livestock meeting called by the War Food Administration in Chicago on April 3 and 4; expenses to be paid from Extension funds.
6. Full expenses for N. L. Partridge to attend a meeting of representatives of the grape industry at Erie, Pennsylvania, on April 13; expenses to be paid from Experiment Station funds.
7. Full expenses for E. G. McKibben and C. H. Jefferson to attend a meeting on Farm Buildings in Chicago on April 13-15. Professor McKibben's expenses are to be paid from Experiment Station funds, and Professor Jefferson's from Agricultural Engineering funds.
8. Full expenses for W. W. Snyder to go to Syracuse and Ithaca, New York, on April 16-22, to familiarize himself with techniques, methods, and equipment now being used in the artificial breeding program; expenses to be paid from Extension funds.
9. First-class railway fare only for G. M. Trout to attend the annual meeting of the American Dry Milk Institute in Chicago on April 19 and 20.
10. Full expenses for C. O. May to attend a conference in Chicago on April 20-22, to be paid from Extension funds. This conference is being called by the Federal Extension Office for the purpose of developing procedures of extension work in farm planning.
11. Miss Jessie Clark was retired at the Board meeting on March 16, and the retirement date was made effective on July 1. Miss Clark should receive her salary for July and August since she will have completed the year's work, and her retirement pay will therefore not go into effect until September 1, 1944.

Miss Clark's
retirement
effective
Sept. 1 '44

RESIGNATIONS

Resignations

1. Resignation of Virginia Powelson as clerk in the Accounting Office, effective April 15, 1944.
2. Resignation of Bernadine Moore as clerk in the Accounting Office, effective March 31, 1944. Miss Moore was married recently.
3. Resignation of Roselyn Filer as clerk in Mimeograph, effective March 31, 1944.
4. Resignation of Mrs. Mildred Bergeson as stenographer for Women's Dormitories, effective March 31, 1944. Mrs. Bergeson resigned to join her husband who is in military service.
5. Resignation of Mrs. Barbara Humphreys as dictaphone operator in the Central Stenographic Office, effective March 31, 1944. Mrs. Humphreys is enrolled as a student.
6. Resignation of Mrs. Freda Nussbaum as stenographer in Home Economics, effective March 31, 1944.
7. Resignation of Dolores O'Brien as stenographer in Animal Husbandry, effective April 15, 1944. Miss O'Brien has accepted a position in Lansing.
8. Resignation of Mrs. Toshika Ouye as stenographer in Soils Extension, effective March 31, 1944. Mrs. Ouye is returning to Arkansas to live with her parents.

RESIGNATIONS, continued

Resignations

9. Resignation of Mrs. Maxine Turbin as stenographer in Buildings and Grounds, effective March 30, 1944. Mrs. Turbin has moved to Florida to be with her husband who is in the Navy.
10. Resignation of Mrs. Catherine Buell as Assistant Professor of Home Management and Child Development, effective August 31, 1944.
11. Resignation of Ruby L. Collins as General Assistant at the Library, effective April 30, 1944.
12. Resignation of Donald L. Bailey as quarter-time graduate assistant in Chemistry, effective March 31, 1944. He will devote all of his time to study.
13. Professor C. W. Chamberlain is a retired member of the staff of the Physics Department who was recalled and paid for half-time work in addition to his retirement pay. He is now to be restored to his retired status with his regular retirement allowance, effective April 1, 1944.
14. Termination of the employment of the following persons who were employed on a temporary basis to teach in the Army training program:

Virginia Goerner, effective March 31 (Chemistry)
 Herbert Kipke, effective April 19 (Physical Education for Men)
 Vester E. Mock, effective April 8 (Physics)
 Kenneth G. Brown, effective April 8 (Physics)
 C. J. Everett, effective April 22 (Physics)
 Mrs. Velora Alleman, effective April 22 (Physics)
 Mrs. Edward Litchfield, effective April 15 (History)

LEAVES

Leaves

1. Leave of absence with full pay for C. H. Spurway, Professor of Soils Science, for three months beginning June 15, 1944, for health reasons.
2. Leave of absence without pay for one year for William C. Hummel, Instructor in English, effective September 1, 1944. Mr. Hummel will study at the University of Pittsburgh.
3. Leave of absence without pay for three months for Ruth Griswold, Assistant Professor and Research Assistant in Home Economics, effective April 1, 1944. Miss Griswold will complete the requirements for the Ph.D. degree at the University of Chicago.
4. Leave of absence without pay through June 30, 1945, for Everett Welmars, Assistant Professor of Mathematics, effective June 1, 1944. Mr. Welmars has been offered a position as Mathematician in the Flight Research Division of the Bell Aircraft Corporation in Buffalo, New York.
5. Leave of absence without pay through June 30, 1945, for E. F. Eldridge, Research Associate in Engineering Experiment Station, effective May 1, 1944. Mr. Eldridge will accept a position with the Civil Sanitary Division of the Ninth Service Command at Salt Lake City.
6. The following military leaves are recommended to be effective through June 30, 1945:
 - a. George Miller, Instructor in Mechanical Engineering, effective May 1, 1944. Mr. Miller will enlist in the Naval Reserve.
 - b. Ira B. Baccus, Associate Professor of Electrical Engineering, effective May 1, 1944. Mr. Baccus has been commissioned in the Naval Reserve.
 - c. Albert P. Kawal, Associate Professor of Physical Education for Men and Assistant Coach, effective May 1, 1944. Mr. Kawal has been commissioned in the Naval Reserve.

APPOINTMENTS

Appointments

1. Appointment of Mrs. Helen Sites as stenographer in Horticulture Extension at a salary of \$1320 per year, effective April 1, 1944; paid one-half from Extension funds and one-half from funds of the Michigan State Horticultural Society. Mrs. Sites replaces Mrs. Pauline Smith who has resigned.
2. Transfer of Barbara Hanna from stenographer in Foreign Languages to Secretary to the Dean of the General College and a salary increase from \$1260 to \$1500 per year, effective April 1, 1944. Miss Hanna replaces Mrs. Collamore.
3. Appointment of Gloria Bishop as stenographer in Foreign Languages at a salary of \$1320 per year, effective April 1, 1944. Miss Bishop replaces Miss Hanna.
4. Appointment of Mrs. Eunice I. Sigars as stenographer in Buildings and Grounds at a salary of \$1320 per year, effective April 1, 1944. Mrs. Sigars replaces Mrs. Turbin who has resigned.
5. Appointment of Marjorie Christie as stenographer for Women's Dormitories at a salary of \$1500 per year, effective April 1, 1944. Miss Christie replaces Mrs. Bergeson (salary \$1500) who has resigned.

APPOINTMENTS, continued

Appointments

6. Appointment of Evelyn Nelson as Clerk in the Comptroller's Office at a salary of \$1320.00 per year, effective April 1, 1944. Mrs. Nelson replaces Bernadine Moore who has resigned.
7. Miss Doris Taylor was appointed general duty nurse at the Health Service on a temporary basis in November 1943. She is now to be placed on the permanent staff to replace Jeanette Wieber, effective April 1, 1944.
8. Appointment of Leona Krause as general duty nurse at the Health Service at a salary of \$1800 per year plus meals and uniforms laundered, effective April 10, 1944. Miss Krause replaces Mrs. Jane Reed who has resigned.
9. Appointment of Eloise Rae Bishop as Assistant in the Order Department of the Library at a salary of \$1800.00 per year, effective July 1, 1944. Miss Bishop will replace Ruby Collins (salary \$1800) who has resigned.
10. Transfer of Emily Parker from Home Demonstration Agent in Menominee County to Home Demonstration Agent at Large for the Upper Peninsula, and a salary increase from \$2100 to \$2400 per year, effective May 1, 1944.
11. Appointment of James M. Jackson as part-time teaching assistant in Electrical Engineering at a salary of \$70 per month, effective April 1, 1944. Mr. Jackson is a graduate student in Physics.
12. Appointment of C. E. Erickson as Professor of Education at a salary of \$5000 per year on a permanent 12-month basis, effective July 1, 1944. This is a new position for which the College will be reimbursed 50 per cent by the State Board of Control for Vocational Education.
13. Appointment of Robert Gibbey to teach a course in Psychology during the months of April, May, and June at a salary of \$80 per month. Mr. Gibbey is the Psychologist at the Boys Vocational School in Lansing.
14. Transfer of C. S. Bryan from Associate Professor and Research Associate in Bacteriology to Professor and Head of the Department of Surgery and Medicine, effective July 1, 1944. Dr. Bryan will replace J. P. Hutton. Dr. Bryan will continue his Experiment Station work in cooperation with the Department of Bacteriology and Public Health, and will remain as a member of the Experiment Station staff.
15. Transfer of Dr. J. P. Hutton from Professor and Head of the Department of Surgery and Medicine to Distinguished Professor of Surgery and Medicine, effective July 1, 1944.
16. Appointment of Alfred L. Bortree as Instructor and Assistant in Research in Bacteriology at a salary of \$2400 per year, effective September 1, 1944. Mr. Bortree is now a quarter-time assistant in Bacteriology.
17. Appointment of Rose Dill as Instructor in Education in the Summer School at a salary of \$300 for the period.
18. Appointment of Miss Willie Savage as Instructor in Education in the Summer School at a salary of \$300 for the period.
19. Appointment of Warren W. Brandt as half-time graduate assistant in Chemistry from April 1 to June 30, 1944.
20. The following half-time graduate assistants are recommended for the academic year 1944-45:

Physics	- Kathryn M. Doane to replace R. D. Spence
	- Henry Zatzkis
Speech and Dramatics	- Nancy Hoffman to replace Lenore Tallmadge
	- Lloyd Smith to replace Eleanor Chase (Instructor)

TRAVEL

Travel

1. Full expenses for R. C. Huston to go to the University of Illinois and to Northwestern University to interview prospects for the headship of the Chemistry Department.
2. Full expenses for R. W. Lewis to go to Chicago about the middle of April to visit the Research Laboratory of the Visking Corporation. The Corporation is making some special tubing to be used in connection with a research project. Expenses are to be paid from Purnell funds.
3. Expenses not to exceed \$50 for M. D. Pirnie to attend the meeting of the Wisconsin Society of Ornithology in Milwaukee on April 22-23, and the North American Wildlife Conference in Chicago on April 24-26.
4. First-class railway fare only for Burton T. Ostenson to attend the North American Wildlife Conference in Chicago on April 24-26.
5. First-class railway fare only for L. R. Schoenmann and R. G. Hill to attend the North American Wildlife Conference in Chicago on April 24-26.
6. First-class railway fare only for C. C. Sigerfoos to attend the annual meeting of the American Foundrymen's Association in Buffalo, New York, on April 25-28.

TRAVEL, continued

Travel

7. Full expenses for A. J. Bell to attend a conference on farm vehicle transportation in Chicago on April 26 and 27. The meeting is being called by the Office of Defense Transportation and the War Food Administration, and expenses are to be paid from Extension funds.
8. Mileage on one car and maintenance expenses for R. E. Horwood and C. H. Jefferson to make a trip into northern Illinois, Wisconsin, and possibly into Iowa from April 27 to May 1. Mr. Horwood is looking for herd bulls and his expenses are to be paid from the Special Dairy Cattle fund; Mr. Jefferson will look over some barn developments and his expenses are to be paid from Agricultural Engineering funds.
9. Full expenses for Polly Moehlman, a student, and Mr. Gough to attend the regional oratorical contest at Northwestern University on April 27-28.
10. First-class railway fare only for the Department of Mathematics to be represented at the meetings of the Mathematical Society to be held in Chicago on April 28-29. Three or four members of the department will attend on this authorization.
11. Full expenses for Marie Dye to attend the meeting of the Committee on Postwar Planning for Agriculture of the Association of Land-Grant Colleges and Universities in Chicago the first week in May.
12. Full expenses for R.E. Decker to make the trip to Ames, Iowa, and Jefferson County, Iowa, to assist in making a study of the efficiency of administration in a number of Soil Conservation Districts. The trip will be made during the week of May 1 or May 8, and expenses are to be paid from Extension funds.
13. Full expenses for L. H. Geil to attend the convention of the American College Publicity Association in Chicago on May 3-6.
14. Full expenses for C. O. Wilkins and C. A. Rosenbrook to attend the meeting of the Educational Buyers' Association and the Southern Association of College and University Business Officers at Atlanta, Georgia, on May 3-6.
15. Full expenses for R. J. Coleman to attend the annual Institute for Radio in Education in Columbus, Ohio, on May 5-7; to be paid from Extension funds.
16. Full expenses for V. R. Gardner to attend a meeting of the Experiment Station Directors of the Northcentral States in Peoria, Illinois, on May 9 and 10; expenses to be paid from Experiment Station funds.
17. Full expenses for Glen Stewart to attend the national conference of the American Alumni Council in Chicago on May 10-13.
18. First-class railway fare only for M. G. Larian to attend the American Institute of Chemical Engineers in Cleveland, Ohio, on May 14-16.
19. An allowance of \$15 per person for five members of the staff of the Department of Textiles, Clothing and Related Arts to attend a meeting called by the U. S. Office of Education in Chicago on May 18-21.
20. First-class railway fare only for R. E. Marshall and W. F. Robertson to attend meetings of the Institute of Food Technology in Chicago on May 29-31; expenses to be paid from Horticulture Departmental funds.

MISCELLANEOUS

1. The following recommendations to the State Board come with the approval and recommendation of the Faculty and the Administrative Group:
 - I. Change the titles of the major divisions of Michigan State College from Divisions to Schools.
 - II. Establish a new division entitled School of Business and Public Service. Include in this School the following departments:

Social Service
Public Administration
Journalism
Hotel Administration
Business Administration
Physical Education, Health and Recreation
Police Administration

Set up an Advisory Committee to assist the head of each department, this Committee to be composed of representatives of the major divisions or departments providing subject matter courses to be included in the several curricula.

Approval of reorganization of College - Divisions to Schools - New School of Business and Public service.

MISCELLANEOUS

1. (Continued)

In addition to the seven departments listed above, a number of two-year terminal curricula would be administered by the School of Business and Public Service. These would include curricula in areas such as:

Secretarial and Clerical Service
Merchandizing
Salesmanship
Real Estate, etc.

School of
Science and
Arts approved

III. Bring together the remaining departments of the Liberal Arts and Applied Science divisions into a School of Science and Arts, to include the six divisions administered by six Directors. The divisions would be as follows:

1. Division of Language and Literature
To include English and Literature, Foreign Languages, and Speech
2. Division of Fine Arts
To include Music, Art, and Dramatics
3. Division of Social Sciences
To include Economics, History and Political Science, Philosophy and Psychology, and Sociology.
4. Division of Physical Sciences
To include Chemistry, Geology and Geography, Physics and Astronomy, and Mathematics.
5. Division of Biological Sciences
To include Botany, Entomology, Physiology, Zoology, and Bacteriology.

6. Division of Education.
This Division will differ from the other five subject matter divisions listed above in that the major part of the subject matter of students preparing for teaching lies in divisions outside the field of Education and in many instances outside of the subject matter fields proposed for the new School of Science and Arts. For example, subject matter for teachers of Trades and Industrial Education and Industrial Arts would belong in the School of Engineering; subject matter for teachers of Agriculture would belong in the School of Agriculture; subject matter for teachers of Home Economics would belong in the School of Home Economics, etc. That those members of the Division of Education who are concerned primarily with Agricultural Education be appointed members both of the Division of Education and the School of Agriculture. That those members of the Division of Education who are concerned primarily with Home Economics Education be appointed members both of the Division of Education and the School of Home Economics.

It is suggested that the education courses of a general nature, such as History of Education, Educational Psychology, Educational Measurements, etc., be administered by the Department of Education; that Methods courses be jointly administered by the Department of Education and the respective subject matter department (or at least be listed both as Education and as subject matter courses, i.e. Education 300 would be the same course as English 347, etc.)

It is suggested that the curricula for teacher education be under the general supervision of an Advisory Committee made up of representatives of the Schools concerned with teacher education, the Deans of Agriculture, Engineering, Home Economics, Science and Arts, and Business and Public Service, with the Dean of the School of Science and Arts serving as Chairman of this Committee, and the Director of the Division of Education serving as Executive Secretary.

Reorganization
student per-
sonnel ser-
vices.

- IV. It is recommended that there be a re-grouping and reorganization of student personnel services and other allied activities to be administered by a Dean of Students, to include functions now performed by the Dean of Men and the Dean of Women; the student counseling and guidance services; a central examination service; the office of the Registrar and such other responsibilities as may be assigned by the President.

On motion of Miss Jones, seconded by Mr. Berkey, it was voted to approve the reorganizations before-mentioned.

Beaumont
Library willed
to College.

2. Mrs. John W. Beaumont died December 31, 1943. In accordance with the terms of the will of the late John W. Beaumont, his library is to come to Michigan State College on the death of his wife. Arrangements have been completed for the transfer of the library from the home in Detroit to the College. (The Library consists of approximately 1700 volumes).

Check \$100
Detroit Gar-
den Club

3. Acceptance of a check from the Detroit Garden Club in the amount of \$100 to be credited to the Nettie Clark Caron Memorial Loan Fund.

\$25 offered
annually in
memory of Elva
Crawford Clark
by Chi Omega
Sorority for
scholarship.

4. The Lansing-East Lansing alumnae of Chi Omega sorority offers \$25 annually in memory of Elva Crawford Clark, charter member of the local chapter of Chi Omega national sorority. This award will be given each year to the most worthy senior girl majoring in chemistry or an allied science who has shown scholastic achievement. All senior women students in chemistry or an allied field will be considered, but preference will be given to members of Chi Omega. A committee composed of members of the alumnae group will consult with the head of the chemistry department to choose the winner of the award. The award is to be known as The Elva Crawford Clark Memorial Award.

MISCELLANEOUS, continued

5. A check in the amount of \$280 has been received to be applied to the LaVerne Noyes Scholarship account.
6. Report of the death of the following former students in the war:

Carl Kenneth Carpenter, a First Lieutenant in the Army, was killed in action in Italy on February 17, 1944. He graduated in Engineering on June 12, 1939, having entered from Jackson, Michigan.

Raymond Frederick Dakin, Class of 1939, a First Lieutenant in the Army, was killed when the bomber in which he was riding crashed on an isolated island off the coast of Australia on December 18, 1942. He graduated in Engineering on July 28, 1939, having entered from Detroit.

Daron Harden, Class of 1941, a First Lieutenant in the Army Air Forces, who has been missing in action in the African area since January 19, 1943, is considered by the War Department to be dead. He graduated in Business Administration on June 14, 1941, having entered from Highland Park, Michigan.

Ralph Burton Henning, Class of 1917, a Major of the 37th Coast Artillery Brigade, died in Long Beach, California, on March 6, 1944, of a heart attack. He graduated in Engineering in June 1917, having entered from Bay City, Michigan.

Rexford Willis Lippert, Class of 1942, a First Lieutenant in the Army Air Forces, who has been missing in action over Germany since February 26, 1943, has been declared dead by the War Department. He was enrolled as a junior in Business Administration during 1940-41, having entered from Grand Rapids.

Claris Ashley Randall, Class of 1941, a First Lieutenant in the Army Air Forces, was killed in action in the North African area on January 21, 1944. He was the pilot of a Marauder bomber and held the Air Medal and had been recommended for oak leaf clusters. He was enrolled in Agriculture during 1937-1941, having entered from Lansing.
7. Letter of appreciation from Miss Edna V. Smith, State Home Demonstration Leader, who will retire at the end of this fiscal year.
8. It is recommended that Professor Floyd W. Reeves of the University of Chicago be retained as a consultant in Education at an annual stipend of \$1500 per year. Professor Reeves will spend at least 20 days on the campus and will be available for such consultation service as is desired. He should be paid his necessary travel in addition to retainer.
9. Change in status of Mrs. Nellie Olin, Housing Assistant in the Dean of Women's Office, from half-time at \$950 per year to three-quarters time at \$1500 per year, effective April 4, 1944.
10. Change of the basis of remuneration of Lawrence C. Meyer, Instructor in Rural Electrification, from \$250 per month for 12 months to \$300 per month for ten months each year. He is to be given two months leave of absence without pay each year for study. This change is effective March 1, 1944.
11. Increase in salary from \$2000 to \$2200 per year for Howard Simcox, Patrolman, effective March 15, 1944.
12. William C. Hummel of the English Department was loaned to the Publications Department and his salary was increased from \$1900 to \$2500 per year, and he was later brought back to the English Department at his increased salary. It is now recommended that his salary be adjusted to \$2020 per year, effective May 1, 1944.
13. Increase in salary for Mrs. Stuart A. Gallacher, Instructor in Shorthand, from \$135 to \$175 per month, effective April 1, 1944. Mrs. Gallacher is teaching an additional four hours per week.
14. Transfer of Hazel Hatcher, Associate Professor of Education, from vocational education to general education during the spring term for three-quarters of her time. The State Board of Control for Vocational Education will reimburse the College for only one-fourth of Miss Hatcher's salary during the months of April, May and June.
15. Change in status of Mrs. Velda Samppala from full time to half time Instructor in Mathematics at a salary of \$100 per month, effective April 1, 1944. She is teaching in the Army program.
16. Report of the payment of the following amounts to staff members who worked at the Auditorium during the month of March:

Jean Black	\$ 5.00	Mildred Jeffers	\$16.00	Lawrence Searl	\$16.00
Warren Burt	19.00	Gerald Knapp	16.00	Vernon Severance	19.00
LeRoy Chapman	22.00	J. M. Kutt	19.00	Kermit Smith	10.00
L. Cudworth	17.00	Margaret McQueary	11.00	Eleanor Steve	5.00
Helen Evans	11.00	George Mitchner	13.00	Norma Taschner	10.00
L. Goodwin	8.00	Joan Rescorla	10.00	Robert Troxell	5.00
Mary Hileman	5.00	George Sawdy	5.00	Wayne Van Riper	10.00
Marjorie Hipley	11.00	Dorothy Scott	19.00	Ron Warren	16.00
Neal Whitehead	10.00			Rodney Whiting	22.00

\$200 applied
LaVerne Noyes
Scholarship

Report of
death of
several
former stu-
dents in war.

Letter appre-
ciation from
Edna Smith.

Appt. Prof.
F.W. Reeves
Consultant
Education

Mrs. Nellie
Olin appoint-
ed to 3/4
time.

Change in
basis remun-
eration L.C.
Meyer, Mar.
1, 1944.

Inc. salary
Howard Sim-
cox

Adjustment
salary Wm.C.
Hummel.

Inc. salary
Mrs. Stuart
Gallacher.

Transfer
Hazel Hatcher
from voc.Ed.
to gen.ed.
spring term
1944.

Change status
Velda Sampp-
ala.

Additional
pay approved
for staff
members who
worked audi-
torium Mar.

MISCELLANEOUS, continued

17. Report of the following amounts paid to salaried employees for additional service during the month of March:

Alfred Bortree	\$18.00	R. F. Herron	\$129.00	B.M. Robinson	\$ 55.00
Martha Fleischauer	4.65	Leo Klever	84.00	Vern Severance	3.00
Eleanor Gilmore	4.00	Gerald Knapp	3.00	J.A. Strelzoff (ESMWT)	135.00
Elizabeth Gruginskis	3.60	J. M. Kutt	3.00	Denzil Treber	2.70
Christina Gunn	24.50	C. A. Miller (ESMWT)	144.00	H.L. Womochel (ESMWT)	75.00
L. P. Hedeman	15.00	S. Radford (ESMWT)	162.00	L.G. Miller (ESMWT)	20.00
		Kenneth Richards	81.75		

18. It is recommended that the following schedule of salaries for clerks and stenographers be made effective as of July 1, 1944:

1. Stenographers and clerks to be appointed at the monthly rate of \$110 per month, to be increased \$5 per month at the end of each six months period of satisfactory service to a maximum monthly salary of \$125 per month.
2. Stenographers performing in the capacity of departmental secretaries may be further increased from time to time as circumstances and their efficiency merit to a maximum salary of \$150 per month.
3. These salary adjustments are to be made effective on July 1 and January 1 of each year.

19. Recommendation that the College make available a total of four maintenance scholarships for Chinese students in the fields of agriculture, veterinary medicine, and home economics. These scholarships will include the waiving of all tuition and fees, and sustenance including board and room during the time that they are enrolled as students here. It is understood that the Agricultural Association of China will take care of all travel and incidental expenses; and these persons should be provided with enough money from other sources to provide an allowance for clothing, entertainment, books and supplies, etc. These scholarships will extend through the full four quarters of the college year. The recipients are to be nominated by the Agricultural Association of China or a responsible agency designated by them, with the approval of the Chinese government. A statement on each nominee is to be presented to the dean of the division here in which the student is to be enrolled so that the appropriate dean may have an opportunity to pass upon the suitability of the candidate to proceed in his division, and the individual is not definitely awarded the scholarship until the dean has approved his application.

20. Recommendation that the President be empowered to authorize to foreign students 20 partial maintenance scholarships of \$300 in addition to waiver of fees; with the recommendation that these scholarships be available to students from any foreign country but that preference be extended to students from the Far East and from Latin-America.

21. Request for an appropriation of \$800 for the use of the Auditorium and Fairchild Theater during spring term for the following purposes:

World Adventure Series

Main Auditorium, April 1, 8, 15, 22 @ \$100.	\$400
Fairchild Theater; May 6, 20, 27 @ 50.	150

Women's Glee Club Concert

Fairchild Theater, May 5 @ 50.	50
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Michigan High School Vocal Festival

Main Auditorium, May 12 @ 100.	100
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Orchestra Concert

Main Auditorium, May 18 @ 100.	100
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22. Statement from Dr. J. O. Wetzel for \$91 for services rendered to Charles Hustler, employee in the Forestry Department, who lost the sight of his eye.
23. Statement from Shields, Ballard, Jennings and Taber for the months of January, February and March for \$284.05 for professional services rendered to the College.
24. Supplementary appropriation of \$1000 to be made to the budget of the Dunbar Experiment Station. The income from sale of timber for war purposes has been greater than anticipated when the budgets were set up, and this appropriation is to come from the additional income.
25. An explosion in the laboratory of the Chemical Engineering Department on April 7 caused considerable damage. It was necessary to institute repair at once, and arrangements were made with the Christman Company to make the repairs on the basis of cost of material and labor, plus 10 per cent.
26. Recommendation for an appropriation of \$5000 for the necessary repairs to North Hall so that the building will be ready for the occupancy of women students by September 1.

On motion of Mr. Akers, seconded by Mr. McPherson, it was voted to approve all the foregoing items except item 1 under Miscellaneous, on which separate action appears.

Additional
pay for
salaried em-
ployees to
additional
service.

Schedule of
salaries for
clerks and
stenographers
approved.

Approval of
four mainten-
ance scholar-
ships for
Chinese stu-
dents approved

20 partial
maintenance
scholarships
to foreign
students
approved.

Appropriation
of \$800
approved for
use of Audi-
torium.

Chas. Hustler
injured.

Approval
statement
Sh. Ball. Jen.
Tabler.

Approp. \$1000
to budget of
Dunbar Sta.

Repairs to
Chem. Engr.
Lab. approved

\$5000 for
repairs for
North Hall
approved.

ADDITIONAL ITEMSResignations, Leaves, and Appointments

1. Resignation of Mrs. Anna Mae Littrell as clerk at the Health Service, effective April 15, 1944.
2. Resignation of Mrs. Carol Jennings as general duty nurse at the Health Service, effective May 31, 1944.
3. Leave of absence without pay for Mrs. Leone Warren, Hostess in the Union Building, effective May 15, 1944, for health reasons.
4. Reinstatement of B. H. Grigsby as Assistant Professor of Botany at a salary of \$3000 per year, effective May 1, 1944, and paid from Experiment Station Funds. Mr. Grigsby has been on leave since September 1, 1943, to work with the Bureau of Plant Industry.
5. Reappointment of the following members of the staff of the Home Economics Division for the length of time indicated, effective July 1, 1944:

Foods and Nutrition

Margaret Phillips, Assistant Professor, 1 year
 Ruth Daum, Instructor, 2 years
 Alice Towson, Instructor, 2 years
 Faye Kinder, Instructor, 2 years
 Wilma Brewer, Assistant in Research, 2 years
 Jessie Finley, Assistant in Research, 1 year
 Barbara Newcome, Assistant in Research, 1 year
 Anna Louise Kelley, Assistant in Research, 1 year
 Marion Wharton, Assistant in Research, 2 years

Institutional Administration

Pearl Jackson, Instructor, 1 year
 Helen Widick, Instructor, 1 year
 Kathryn Heiserman, Instructor, 1 year
 Gertrude Mueller, Instructor, 2 years
 Ruth McNeal, Assistant, 1 year

Home Management and Child Development

Elsie Gabel, Instructor, 2 years
 Dorothy Greey, Instructor, 1 year

6. Transfer of Floyd W. Young from Associate Professor of Anatomy to Associate Professor of Surgery and Medicine, effective July 1, 1944.
7. Appointment of Frederick W. Kuether as graduate assistant in Physics for the year 1944-45, effective September 1, 1944.
8. Appointment of Anton Napoli as Assistant Professor of Foreign Languages, effective September 1, 1944, at a salary of \$3900 per year.

Travel

1. Expenses not to exceed \$40 for B. R. Proulx to attend the annual meeting of the Arizona State Hotel Association at Phoenix on April 26-27.
2. Full expenses for I. F. Huddleson to attend the annual meeting of the American Society of Bacteriologists in New York City on May 3-5, to be paid from Central Brucella funds.
3. First-class railway fare only for S. D. Gralak to attend the annual meeting of the Society for Experimental Stress Analysis in Boston, Massachusetts, on May 18-20.

Miscellaneous

1. Report on the Spartan Magazine.
2. Report on the resolution from the Lansing CIO Council relative to the discharge of staff members.
3. Report on the petitions being forwarded to the Governor relative to the elimination of racial quotas, et cetera.
4. Recommendation from Mr. Cress to sell a Bankers Trust Company bond at 65 percent of par.

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

5. Recommendation of a special committee that the State News be permitted to operate on its present basis for the next fiscal year with the understanding that the College will advance the funds to pay for the AP leased wire and the salaries of student employees of the staff not to exceed \$1375. The deficit at the end of the current year is also to be carried by the College. The College will make these charges against future operation of the paper and is to be eventually reimbursed out of operating revenues after the war. It is further recommended that the subscription rate to students be increased from 50 cents to 75 cents per term, effective the fall term of 1944.

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

Resignations

Leave of
absence
Mrs. Warren
Reinstatement
B.H. Grigsby

Reappointment
staff members
Home Ec. Div.

Transfer
Floyd W. Young
from Anatomy
to Surg. & Cl.
Appt. F. W.
Kuether

Anton Napoli
Asst. Prof.
For. Lang.

Travel

Report on
Spartan Maga-
zine.

Res. Lansing
CIO re: dis-
charge of
staffmembers

Approval of
sale of bond
at 65% of par

Report of
special com.
re: State
News.

ADDITIONAL ITEMS, continued

Miscellaneous, continued

Report from
Dean Dirks
re: Chem. Eng
Explosion

Wallace and
Tiernan Co.
funds to be
released so
project can
be started.

Institution
of teacher tr.
in field of
industrial
arts approved

Pres. of Ferris
Inst. inquires
if college
interested in
assuming res-
ponsibility
for future
operation of
Ferris Inst.

Approval memo
of agreement
Mich. Art.
Breeders Co-
operative

W.W. Snyder
trans. ½ time
exp. sta. &
½ time Ext.
Alt. Goritz
barn \$800.

Report re:
estab. certain
courses Ad.
Education
for CIO

Progress re-
port Rather
re: curricula
basic college

Extension of
military
leaves thru
June 30 '45

Approval of
salary sched-
ule for year
1944-45.

Report conf.
Wm. Klare

Discussion
Kellogg Inst.
Rural Life.

Report of
death of Mrs.
Marg. Houghton

Dr. W.H. Combs
loaned ½ time
State Treas.

6. Report from Dean Dirks on the explosion in the Chemical Engineering laboratories.

7. At the January meeting of the Board an amount of \$4000 was accepted from the Wallace and Tiernan Company for certain research work in Bacteriology, the work to be delayed until the staff was available to undertake it. These funds were subsequently invested in federal bonds. The Bacteriology Department is now ready to undertake this work at a much earlier date than was anticipated and the donors are anxious to have it instituted. It is therefore recommended that Mr. Wilkins be authorized to make available the \$4000 for the institution of this project, transferring the bonds to some other college account where funds are available.

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

8. Recommendation from a committee of the faculty that there be authorized the institution of courses in teacher training in the field of industrial arts, the exact content of the courses to be worked out by a committee including the interested departments of Education, Engineering, and Agriculture.

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

9. Communication from Murray D. Van Wagoner requesting that his firm of engineers be given consideration at such time as the College makes plans for an expansion of the power plant.

10. The President reported that the President of Ferris Institute inquires as to the possibility of Michigan State College being interested in assuming the responsibility for the future operation of Ferris Institute.

After some discussion, the President was authorized to inform President Ward that under existing circumstances, the College is unable to avail itself of this opportunity.

11. a. Memorandum of agreement between Michigan State College and the Michigan Artificial Breeders cooperative having to do with the housing in a college barn of dairy bulls to be owned by the organization, and other details.

b. It is recommended that W. W. Snyder, Instructor in Dairy Husbandry, be transferred to half-time Experiment Station (Bankhead-Jones) and half-time Extension to work on this new project of artificial insemination at an annual salary of \$3000, effective May 1, 1944.

On motion of Mr. Akers, seconded by Mr. Berkey, it was voted to approve item 11, (a and b), with the understanding that a nominal charge of \$1.00 a year be made for the use of the Goritz barn by the Association, and alterations to the Goritz barn to the extent of \$800.00 are authorized to be paid for from the Special Dairy Cattle Revolving Fund.

12. The President reported on various conferences between college representatives and the Michigan Council of CIO having to do with the possible establishment of certain courses in Adult Education and workers' education.

After considerable discussion, it was understood that before any definite commitments were made, the program would be cleared through the Governor's Committee on Adult Education.

13. Progress report from Professor Rather, Chairman of the Faculty Committee working on the organization and curricula for the basic college. Professor Rather will meet with the Board at luncheon.

14. Extension through June 30, 1945 of all military leaves as per the list on file in the Secretary's Office.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve item 14.

15. Approval of the adjusted salary schedule as presented for the year July 1, 1944, to June 30, 1945.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the salary schedule and to authorize the President to make any further adjustments necessary subject to the approval of the Board.

16. Report of the recent conference with Mr. William Klare relative to the activities of the Michigan hotel men in raising funds to be used in the furnishing of a proposed new building on the campus to provide educational facilities for training in the field of hotel administration.

17. Presentation and discussion of the proposed Kellogg Institute of Rural Life.

After considerable discussion, on motion of Miss Jones, seconded by Mr. McPherson, it was voted to approve in principle the proposed Institute of Rural Life and to authorize the President and representatives of the College to proceed in cooperation with the Superintendent of Public Instruction and the Presidents of the State Teachers Colleges and consulting such other educational agencies as may be able to contribute to the development of the program. The President is authorized to present such a program to the Kellogg Foundation for their approval.

18. Report of the death of Mrs. Margaret Houghton, sales clerk in the Creamery on April 13, 1944.

19. Recommendation that William H. Combs, Associate Professor of History and Political Science, be loaned half-time to the State Treasurer. He will receive half of his pay, or one-half of \$350.00 per month, from the State Treasurer, effective May 1, 1944.

ADDITIONAL ITEMS, continued

Miscellaneous, continued

20. Grant of \$500 from the American College of Dentists to be used for the continuation of the studies on the inheritance factor in rat caries conducted by Dr. Hunt and Dr. Hoppert.

On motion of Mr. Akers, seconded by Mr. Armstrong, it was voted to approve those Additional Items on which action does not already appear.

21. The President reported on the status of the army training programs and indicated that notification had been received that the Army Air Force Program would be terminated on June 30, 1944.
22. The President presented a recommendation from Dean Anthony and Director Gardner that Mr. William A. Burnett of Hartford be reimbursed \$500.00 for necessary expenses in cooperating with the Department of Horticulture in conducting certain experiments having to do with using airplanes in dusting orchards.

After some discussion, the Board expressed some question as to the policy involved and left the matter with the President with power to act.

23. The President indicated the probability that the College would be requested to cooperate with the State Board of Vocational Education in furnishing instruction to local agencies about the State empowered to offer counseling and guidance service to returned veterans in cooperation with the State Office of Veterans Aid.

On motion of Mr. Berkey, seconded by Mr. Armstrong, it was voted to authorize the President to undertake such cooperative arrangements with the understanding that three-quarters of the salary of any necessary employees are to be reimbursed by the State. This arrangement is approved on a temporary basis for three or four months.

24. The Secretary raised the question as to the policy to be followed in answering requests of employees who wish plots of college-owned land for growing victory gardens.

On motion of Miss Jones, seconded by Mr. Akers, the Secretary was instructed to notify employees and all others that the College regrets that it does not have available lands to be loaned for this purpose and requests that he notify all departments in the Agricultural Division that their employees are not to be provided garden plots with the exception of those farm employees who may be living in college-owned farm houses. Garden plots for such employees adjacent to their homes are permissible.

25. Bids for automatic sprinkler and fire hose system, recommended for certain buildings on the campus by the State Fire Marshal, were opened on April 6 as follows:

Detroit Ind, Sprink. Co.	\$71,557	Glanz & Kilian Co.	\$74,945
Detroit, Mich.		Detroit, Michigan	
Globe Automatic Sprink.Co.	73,685	Grinnell Company	75,775
Detroit, Mich.		Detroit, Michigan	
Phoenix Sprink. Co.	73,870	Rockwood Sprink. Co.	76,550
Grand Rapids, Michigan		Grand Rapids, Mich.	
Automatic Sprinkler Corp. of America		\$76,884	
Detroit, Michigan			

Itemized bids for the installation in the various buildings may be obtained from the permanent records.

On motion of Mr. Berkey, seconded by Mr. Armstrong, it was voted to approve the installation of the sprinkler system in Morrill Hall, Wood Shop, Stores, Administration Building, Olds Hall and Home Economics, at a total cost of \$59,041 and awarding the contract to the low bidder, Detroit Ind. Sprinkler Company.

26. Bids for a de-aeriator room in the Power House were opened on April 20th as follows:

Reniger Construction Co.	\$2,565.00	Granger Bros. Const. Co.	\$2,980.00
Christman Company	2,664.00	F. J. Corr & Son	3,200.00

On motion of Mr. Akers, seconded by Miss Jones, it was voted to approve awarding the contract to the low bidder, Reniger Construction Company.

27. Bids for the construction of a farm service building were opened April 20th as follows:

Christman Company	\$19,900.00	F. J. Corr & Son	\$21,500.00
Granger Bros. Const. Co.	21,480.00	Reniger Const. Co.	25,000.00

On motion of Mr. Akers, seconded by Mr. McPherson, it was voted to file these bids, taking no action. The Secretary was instructed to return the checks and bonds to the companies bidding.

Grant \$500
Am. College
Dentists

Report on
status of
army train.
program.

Rec. Dean Anth.
re: paying
Wm. Burnett
\$500 for ex-
penses re:
dusting or-
chards with
airplanes.
coop- arrange-
ment with
St. Bd. Voc. Ed.
re: counsel-
ing service
to returned
veterans.

Policy re:
college land
for victory
gardens.

Bids on
automatic
sprinkler &
fire hose
system -

Bids let to
low bidder
Detroit Inde-
pendent
Sprinkler Co.

Bids on
de-aeriator
room opened.

Bids on con-
struction of
farm service
bldg. opened
and filed.

ADDITIONAL ITEMS, continuedMiscellaneous, continued

28. Presentation of the suggested personnel changes in connection with the reorganization to be effective July 1, 1944, as follows:

Dean of Graduate School - Dean Ralph C. Huston

Dean of Science and Arts - Dean Lloyd C. Emmons

Acting Director of Language and Literature - Professor Ben Euwema

Director of Fine Arts - Professor Roy Underwood

Director of Social Science - Professor M. M. Knappen

Acting Director of Social Science - Professor H. H. Kimber

Acting Director of Physical Science - Dean R. C. Huston

Director of Biological Science - Dean Ward Giltner

Director of Education - Professor C. V. Millard

Dean of Business and Public Service -

Acting Dean - Colonel D. R. Rodney

Dean of Basic College - Professor Howard C. Rather

Dean of Students - Dean S. E. Crowe

Department Heads in School of Business and Public Service

Social Service - Professor E. B. Harper

Public Administration - Professor W. H. Combs

Journalism - Professor A. A. Applegate

Hotel Administration - Professor B. R. Proulx

Police Administration - Professor Tom King

Physical Education, Health and Recreation -

Professor Ralph H. Young

Professor Lydia L. Lightring

Business Administration - Professor E. A. Gee

Approval of the proposed changes requires the following salary and title changes from those included in the proposed salary budget:

E. A. Gee

E. A. Gee, from Leave (Associate Professor of Economics) to Professor and Head of the Department of Business Administration at a salary of \$4800.00 per year.

W. R. Fee

W. R. Fee, from Associate Professor of History at \$4500.00 to Professor and Acting Head of the Department of History and Political Science at \$4800.00.

H. H. Kimber

H. H. Kimber, from Associate Professor of History and Political Science and Acting Head of the Department at \$4800.00 to Acting Director of Social Science and Professor of History and Political Science at \$5000.00.

D. R. Rodney

D. R. Rodney, from Coordinator of Military Affairs, at \$3000.00 to Acting Dean of the School of Business and Public Service at \$5000.00.

H. C. Rather

H. C. Rather, from Professor of Farm Crops and Head of the Department at \$6000.00 to Dean of the Basic College at \$7200.00.

C. V. Millard

C. V. Millard, from Professor of Education and Acting Head of the Department to Director of the Division of Education and Professor.

W. H. Combs

W. H. Combs, from Associate Professor of History and Political Science to Professor and Head of the Department of Public Administration.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve the personnel changes in connection with the reorganization, effective July 1, 1944.

The meeting adjourned at 4:40 P.M.

John A. Hannah
President

Karl H. McPherson
Secretary