

SECRETARY'S REPORTS

1. Report on the bill submitted by Jerome and Harris, auditors, for the 1934-35 audit of College finances (further inquiry authorized at the February 27th Board meeting).
Jerome and Harris accepted the \$1950 in settlement.
2. Report on opinion from the Attorney General's office as to the liability and authority of the State Board of Agriculture in the Schell request for damages. The Attorney General advised that there was no responsibility on the part of the College. (Opinion requested at February 27th Board meeting and on file in Secretary's Office).

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve items 1 and 2 of the Secretary's Reports.

3. Report on statement from Alexander, McCaslin and Cholette to the effect that the State Board of Agriculture suit against the Michigan Surety Company has been turned over to the Attorney General's Department. Further, presentation of statement for services rendered in the amount of \$396.45.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to approve the above report and approve the payment of the statement in the amount of \$396.45.

ADDITIONAL MISCELLANEOUS

1. Secretary instructed to send the proposed scope of audit to such reputable auditors as deemed advisable asking them to submit a flat bid on the audit as outlined for the current fiscal year.

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

The meeting adjourned at 2:30 P.M.

R. S. Shaw
President

John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
April 23, 1936

Present: Messrs. Brody (Chairman), Berkey, Daane, Halstead, President Shaw, Comptroller Wilkins, Secretary Hannah.

Absent: Mrs. Wilson, Mr. Downing, Dr. Elliott.

The meeting was called to order at 11 o'clock.

The minutes of the previous meeting were approved having been forwarded to the Board members.

RESIGNATIONS AND APPOINTMENTS

1. Resignation of Mr. Archie Leonard, Research Assistant in Farm Management, as of April 15, 1936.
2. Resignation of Dr. C. B. Line, part-time Assistant in the Department of Animal Pathology, effective May 1, 1936.
3. Transfer of Mr. C. P. Milham, County Agricultural Agent in Lenawee County, to the same position in Gratiot County, effective as of March 1st at no change in salary (\$3000 per year). Mr. Milham replaced Mr. James A. Porter (transferred); through oversight this was not presented to the Board at an earlier date.
4. Resignation of Mr. R. L. Springer, supervisor of the Central Stenographic Office, effective April 30, 1936.
5. Temporary appointment of Mr. Adelbert Odell in the Department of Farm Management, replacing Mr. Leonard (resigned above) for the month of April at a salary of \$100.00.
6. Appointment of Dr. W. T. S. Thorp, at present half-time graduate assistant in Animal Pathology, to succeed Dr. Line (resigned above) at a salary of \$2000.00 per year (\$1800 to be paid by the State Department of Agriculture, \$200.00 from the College abortion test fund). The appointment is to be effective May 1st.

Acceptance of
\$1950 in
settlement of
Jerome & Harris
bill.

Opinion from
attorney gen.
on Schell
case.

Alexander,
McCaslin &
Cholette re-
port that
suit turned
over to Attom-
ey General.

Secretary in-
structed to
send pro-
posed scope
of audit to
reputable
auditors.

Resignations
and
Appointments

RESIGNATIONS AND APPOINTMENTS (continued)

Appointments
and
Resignations

7. Appointment of Mr. R. F. Langham as half-time graduate assistant in Animal Pathology for the balance of the current year, effective May 1, 1936, Mr. Langham replaces Dr. Thorp (transferred above).
8. Appointment of Mr. Louis G. Hall as County Agricultural Agent in Lenawee County, replacing Mr. Milham (transferred above) at a salary of \$2500.00 per year (from Smith-Lever funds). The appointment is to be effective as of April 6, 1936.
9. Appointment of Mr. Ronald Heath, now on a labor payroll basis in the Accounting Office at \$1140 per year, as supervisor of the Central Stenographic Office at a salary of \$1340.00 per year. Appointment is to become effective May 1st.
10. Temporary appointment of Mr. C. H. Nickle, Assistant Professor of Speech, as Assistant State Club Leader for the period July 1st to September 12, 1936, at a salary of \$200.00 per month. Mr. Nickle will be in charge of recreational features of the 4-H Club summer program.
11. Appointment of Mr. R. H. McCarroll, of the research laboratories of the Ford Motor Company of Detroit, as collaborator in the Agricultural Chemistry Section, Experiment Station, at a salary of \$1.00 per year, effective May 1, 1936. The appointment is requested so that Mr. McCarroll may represent this station in directing the new federally-financed soybean research laboratory at Urbana, since no member of the present Station staff is as fully qualified.
12. Request of Dean Emmons that the appointment of Mr. B. A. Walpole, Associate Professor of Education, be terminated by Board action as of August 31, 1936. This understanding has been reached with Professor Walpole, with the further provision that his actual services shall not be required after June 30, 1936.
13. The Graduate Council recommends the following replacements in graduate assistantships for 1936-37 and asks action at this early date so that the nominees may be notified. Requests for additional graduate assistantships will be presented with those for added teaching help for next year.
 1. Animal Pathology - Continuation of Mr. R. F. Langham as half-time graduate assistant for 1936-37.
 2. Bacteriology - Change of the quarter-time graduate assistantship now held by Mr. L. P. Anderson to a part-time assistantship on quarter-time basis, on quarter-time basis, and appointment of Mr. Ralph C. Watson to the position for 1936-37.
 3. " - Continuation of Mr. W. V. Kennedy as quarter-time graduate assistant for 1936-37.
 4. " - Miss Virginia L. Ross as quarter-time graduate assistant for 1936-37, replacing Mr. W. B. Ardrey.
 5. " - Miss Constance E. Clack as quarter-time graduate assistant, replacing Mr. John Hammer.
 6. Home Economics - Miss Theodore Peck as quarter-time graduate assistant in Nutrition for 1936-37, replacing Miss Mary Goodman.
 7. Mathematics - Continuation of Mr. Samuel Stewart as half-time graduate assistant for 1936-37.
 8. Surgery and Medicine - Continuation of Mr. Hugh E. Wilson as half-time graduate assistant for 1936-37.

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

Travel

TRAVEL

1. Request of Director Gardner for full expenses to Chicago and return, so that he may attend a special meeting of the Committee on Experiment Station Organization and Policy of the Land-Grant College Association called for May 4th and 5th.
2. Request for delegation of representative to attend the twenty-fifth anniversary celebration of the presidency of Dr. Otho Winger of Manchester College (expense estimated at \$15.00).
3. Request for mileage on two automobiles and maintenance expenses for Mr. P. S. Lucas and Mr. Ira Gould of the Dairy Department, so that they may take Dairy seniors on an inspection trip to Chicago May 4th to 6th.
4. Delegation of Mr. Wilkins to attend with full expenses the annual meeting of the Association of University and College Business Officers, to be held May 7th and 8th in Fayetteville, Arkansas.
5. Request that Mr. Davenport be authorized to attend with all expenses paid the meeting of Superintendents of Buildings and Grounds to be held at Urbana, Illinois, the second week in May.
6. Recommendation that Dr. Ray Nelson be granted full expenses (from Plant Pathology Section, Experiment Station funds) to attend a meeting of the Georgia Certified Plant Growers Association to be held in Tifton, Georgia, May 10th and 11th.
7. Request of Professor Ryder for an allowance on his expenses in attending the meeting of the American Academy of Political and Social Sciences in Philadelphia April 24th and 25th.
8. Request for an allowance of railroad and pullman fare to Kansas City, Missouri, for Dr. E.J. Miller, who attended the American Chemical Society meeting April 13th to 17th. Expenses will be charged to Agricultural Chemistry, Experiment Station funds.

April 23, 1936

TRAVEL (continued)

Travel

9. Request for an allowance of railroad and pullman fare to St. Louis, Missouri, for Miss Josephine Garvin, who attended the American Physical Education Association convention April 15th to 18th.
10. Request of Dean Mitchell for the allowance of full expenses so that he may attend the meeting of the National Association of Deans of Men in Philadelphia, April 30th to May 2nd.
11. Request for an allowance of full expenses for Professor C. G. Card, so that he may attend the Indiana Poultry Association meeting at Mentone, April 29th and 30th.
12. Recommendation for an allowance of \$15.00 on the expenses of Professor W. E. Reuling, who accompanied a group of Mechanical Engineering students to Chicago to attend meetings of student representatives of the American Society of Mechanical Engineers April 20th and 21st.
13. Request of Mr. Towne for the allowance of railroad and pullman fare (estimated at \$53.50) so that he may attend the annual conference of the American Library Association in Richmond, the week of May 10th.
14. Recommendation for the allowance of full expenses to Columbus, Ohio, and return for Mr. R. J. Coleman, so that he may attend the annual Institute for Education by Radio May 4th to 6th. Expenses will be charged to Extension funds.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the travel requests except item 7.

PRESIDENT'S REPORTS

J.W. Steward
1/2 time only
Supv. of Att.

1. Report on understanding with Professor Steward that the latter, because of health reasons, will continue on a half-time basis as Supervisor of Attendance, effective May 1st, giving up his work in the Department of Drawing and Design.
2. Acceptance of the resignation of Mr. Woodrow A. Deppa, half-time graduate assistant in Surgery and Medicine, effective March 31, 1936.
3. Approval of the appointment of Mr. Hugh F. Wilson as part-time student assistant in Surgery and Medicine for the period April 1st to June 30th, replacing Mr. Deppa at the same salary rate, \$60.00 per month.
4. Approval of the appointment of Mr. Burton T. Ostenson as Instructor in Zoology, replacing Mr. G. W. Bradt (resigned) at a salary of \$1800.00 per year, effective April 1, 1936.
5. Authorization of the continuance of Mr. Herbert Ohmen as half-time assistant in Chemistry for the spring term, at a salary of \$60.00 per month.
6. Approval of the continuance of Mr. Keith D. Crane as quarter-time assistant in Chemistry during the spring term, at a salary of \$30.00 per month.
7. Approval of a change in Mr. Clark Dawes' status from that of quarter-time to half-time graduate assistant in Chemistry for the three months of the spring term, with an increase in salary from \$30.00 to \$60.00 per month for the period.
8. Approval of the appointment of Dr. Elmer Breining as quarter-time graduate assistant in Chemistry for the spring term, at a salary of \$30.00 per month.
9. Approval of the appointment of Mr. Forest C. Randall as student assistant in the Drawing and Design Department for the spring term, at a salary of \$60.00 per month. This appointment was authorized at the Board meeting of March 19th to take care of Professor Steward's work.
10. Approval of the transfer of an additional \$50.00 to the budget of the Department of Psychology and Philosophy to cover expenditures for the balance of the current year.
11. Approval of travel to Milwaukee and return with full expenses for Professor P. A. Herbert, so that he might attend a Forest Service conference for extension foresters on April 16th. Expenses are charged to Extension funds.
12. Approval of full expenses to Toledo and return (\$28.16) for Mr. Ray Heydrick, who attended a DeVilbiss spraying school held during the week of April 6th.
13. Approval of the crediting of \$300.00 to the budget of the Farm Crops Section, Experiment Station, which amount was received from the sale of an old tractor owned by the Section. The sum is to be applied on the purchase of a new one.

Resig. of
Woodrow A.
Deppa

Appt. of
Hugh Wilson
part-time
Surg & Med.

B.T. Ostenson
Inst. Zoology

Herbert
Ohmen cont.
Chemistry
Keith Crane
continued.

Change in
Clark Dawes'
status from
1/4 to 1/2 time
Grad. Asst.

Appt. Dr. El-
mer Breining
Asst. Chem.
Appt. Forest
C. Randell

Additional
\$50.00 to
Psychol. &
Philos.

Approval of
Herbert's
travel to
Milwaukee.
Heydrick to
Toledo.

\$300 to be
applied on
budget of
Farm Crops.

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

MISCELLANEOUS

Dr. Mumford
to be relieved
of Admin.
duties Sept.
1.

1. Request of Professor E. B. Mumford that he be relieved of his administrative duties, with a change in title from that of Professor and Head of the Sociology Department to that of Professor of Sociology, effective September 1, 1936 at a salary of \$3200 per year.

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

MISCELLANEOUS (continued)

H.M. Glassen to be paid \$150 a mo. April 1 to June 30.

2. Recommendation that Mr. H. M. Glassen, who is handling Dr. Thrun's classes in Business Law during the latter's leave, be paid \$150.00 per month for the period April 1st to June 30th. Mr. Glassen was appointed for the winter and spring terms at the rate of \$350.00 per term, but feels that this is not sufficient payment for the time involved. The additional salary will total \$100.00.

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

College to act as host at Patriarchs' dinner.

3. Request that the College act again as host at the annual Patriarchs' dinner, to be held on Alumni Day, Saturday, June 13th.

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

\$125 to be trans. from gen. fund to Economics.

4. Request that \$125.00 be transferred from general funds to the budget of the Department of Economics, in payment of the same amount collected from students by the Department for class material and turned into general funds.

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

Theo. Roethke notified that 1-yr. leave ended.

5. Report from Dean Emmons for Board record of his notification of Mr. Theodore Roethke, Instructor in English, that the latter's one-year appointment would not be renewed for 1936-37. Mr. Roethke was granted leave of absence without pay because of illness for the period December 1, 1935 to September 1, 1936.

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

\$1500 to be paid City of E.L. for College part in costs of sewage disposal plant.

6. Request of the Comptroller for authorization to pay the \$1500.00 bill submitted by the City of East Lansing as the College's part of the operating costs of the sewage disposal plant during 1935.

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

Compt. authorized to sign release for \$27,923.46 impounded in Cap. Nat.Bk.

7. Request of the Comptroller for authorization to sign the release for \$27,923.46 impounded funds in the Capital National Bank.

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

8. The following bids for audit of the college finances for the present fiscal year are submitted for consideration:

Bids for audit submitted. Jerome & Harris granted contract for present fiscal year.

Ernst and Ernst	No bid
Jerome and Harris	\$1750.00
McMorris and Company	1400.00
William G. Roost	1750.00
Lawrence Scudder and Co.	6000.00
Seidman and Seidman	2250.00 for one year, or 2100.00 for each of two years

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to award the bid for the auditing of college finances for the present fiscal year to Jerome and Harris at \$1750.00.

Presentation of 4 \$100 checks for Hotel Administration scholarships.

9. Presentation of the following checks for Hotel Administration scholarships:

1. Horwath and Horwath, Accountants	\$100.00
2. Mr. F. Harold VanOrman (President of VanOrman Hotels, Evansville)	100.00
3. Mr. Daniel Goldberg (President of Progressive Hotels, Inc.)	100.00
4. Mr. H. William Klare, (Vice-President, Hotels Statler, Inc.)	100.00

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to accept the above-mentioned checks for Hotel Administration scholarships.

Comptroller and other employees to be bonded.

10. Statement from the Michigan Surety Company on the bonding of the Comptroller and other employees. It was recommended that the bond of the Comptroller be increased to \$250,000 and bonds totalling \$72,000 be placed on other employees at an annual premium of \$1288.00.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the recommendation for bonding the Comptroller and other employees.

Trans. of \$600 from Ath. Assoc. Res. to Varsity Basketball, etc.

11. Request for the transfer of \$600.00 from the Athletic Association reserve to the Varsity basketball budget, \$300.00 to the Varsity wrestling budget, and \$200.00 to the Varsity cross-country budget to cover expenditures for the balance of the present year.

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

Trans. of \$150 from Ath. Assoc. to Varsity Track.

12. Request for the transfer of \$150.00 from the Athletic Association reserve to the Varsity track budget to take care of the expenses of the State Intercollegiate Track Meet, which has been transferred to Ann Arbor (track here not ready).

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

MISCELLANEOUS, (continued)

13. Request for the transfer of \$450.00 from the Athletic Association reserve to the Varsity track budget and of \$100.00 to the Freshman track budget because of necessary transfers of home track meets to other fields this spring. Dean Huston recommends that action on this request be deferred pending more complete investigation.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to defer action on the above request.

14. Request for an addition of \$130.00 to the budget of the Beal Botanical Garden, to cover expenditures for the balance of the present year.
15. Request for an addition of \$415.00 to the Department of Zoology budget to cover maintenance expenses for the balance of the year and the transportation costs of field trips for a new course, Zoology 307.
16. Request for an addition of \$500.00 to the budget of the Mechanical Engineering Department to cover expenses for the balance of the present year.
17. Request for an addition of \$200.00 to the Drawing and Design Department budget for the rest of the current year.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve items 14, 15, 16 and 17.

18. The Maintenance of Grounds budget is depleted and it will take approximately \$2500 to operate this department for the balance of the present fiscal year. Mr. Davenport believes that the Buildings and Grounds department as a whole will operate within its gross budget. The Fire Protection budget is depleted also.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve a transfer of funds from the Heating budget to the Maintenance of Grounds budget and to the Fire Protection budget to take care of the above item. (\$2500- Maintenance of Ground. \$100- Fire Protection budget).

19. Mr. Wilkins instructed to get from the Attorney General's office the certificates of deposits for the impounded accounts in the East Lansing State Bank and present them to the East Lansing Bank for payment of the amounts now available, the certificates to be returned to the Attorney General's Office if they so desire them.

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

20. Approval of tentative budget for year 1936-37.

On motion of Mr. Brody, seconded by Mr. Daane, it was voted to approve the tentative budget as presented with the exception of the band uniforms and the Kedzie Chemical Library. These items are to be given further consideration.

21. Approval of salary readjustments.

On motion of Mr. Brody, seconded by Mr. Daane, it was voted to approve the salary readjustments as presented, effective July 1, 1936.

22. The request from Mr. George Schell that the College pay hospital and doctor bills amounting to \$1104 due to a fall experienced by Mrs. Schell while acting as clerk during the pre-registration period for the fall term was again presented to the Board.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to allow the above-mentioned claim and to instruct the Secretary to secure a proper waiver of any further claim against the college arising from this accident.

BUILDING COMMITTEE ITEMS

1. H. K. Smith must sell $4\frac{1}{2}$ acres across the river east of Harrison Road adjacent to the campus and is offering this area at \$4500. He must have \$2300 in cash to save his home in Stockbridge and will accept any reasonable terms on the balance.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to offer Mr. Smith \$4000 for the $4\frac{1}{2}$ acres, - if this is not satisfactory the Secretary is empowered to offer \$4500 - funds to be drawn from the reserve fund.

2. Statement received from Sutherland and Broome for engineering work in preparing plans and specifications for service lines to the proposed dormitory no. 2 - statement for \$675.51. Recommend a payment of \$450.34 - 2% of the bids on these service connections.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the payment of \$450.34 to Sutherland and Broome, funds to be drawn from the reserve fund.

3. Report of the committee consisting of the Chairman of the Finance Committee, Chairman of the Board, President, Secretary and Comptroller authorized at the last meeting to consider bids and let contracts for the addition to the Union Building. Contracts were authorized to be let as follows:

Trans. of
\$450 from
Ath. Assoc.
to Var. Track

Approval of
\$130 to bud-
get of Beal
Bot. Garden.
\$415 to
Dept. of
Zoology.

Approval of
\$500 to bud-
get of Mech.
Engineering.
\$200 to
Drawing &
Design.

Approval of
transfer of
\$2500 from
Htg. budget
to Maint. of
Grounds and
\$100 to
Fire Protec.
Compt. to
get cert. of
deposit from
Att. Gen.

Approval of
1936-37
budget.

Approval of
salary re-
adjustments.

Claim of Mr.
Geo. Schell
for \$1104
allowed.

Sec. author.
to purchase
 $4\frac{1}{2}$ acres
east of Harri-
son Road

Payment of
\$450.34 to
Sutherland
& Broome
approved.

BUILDING COMMITTEE ITEMS (continued)

3. (Continued)

Contracts
for addition
to Union
let.

- | | |
|--------------------------------------------------------|----------|
| 1. Christman Company, General | \$63,775 |
| 2. Freyn Company, Plumbing, heating | 10,795 |
| 3. East Lansing Electric, Electric | 4,950 |
| 4. Architect's Fees | 4,000 |
| 5. Buildings and Grounds for contingencies as follows: | |
| Heating and Ventilating | 200 |
| Plumbing, including water main | 100 |
| Electrical | 200 |
| Structural | 300 |
| Sidewalks, 300 lineal feet | 300 |
| Curbing for 300 ft. of drive, including gravel | 300 |
| Landscaping | 100 |
| Miscellaneous | 100 |

\$85,120

President &
Secretary
authorized to
sign con-
tracts.

Contracts with Christman, Freyn, and East Lansing Electric are presented for the approval of the Board.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to authorize the President and Secretary to sign the contracts with Christman, Freyn and East Lansing Electric.

Approval of
cooperative
house for
girls next
fall.

4. Recommendation of the Dormitory Committee for the opening of a cooperative house for girls next fall term.

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

Mr. Riggs'
services to
be discon-
tinued, eff-
ective May 1.

5. Recommendation from the Dormitory Committee that Mr. R. H. Riggs' services be discontinued, he to be given three months leave with pay, effective May 1.

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

Approval of
purchase of
material to
be used WPA
for new
track, etc.

6. Director Young requests the approval of the purchase of material to be used by the WPA in the construction of a new track and installation of water mains, etc. not included in the WPA project. This material is estimated by Mr. Rutley to cost \$1689.50. This money should be taken from the Athletic Association Reserve.

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

South end of
stadium to
be completed.

7. The stadium project calls for the construction of the two sides and north end. It does not include the completion of the south end. To complete the south end and provide for the installation of twelve rows of seats will require material that will cost approximately \$2500. The WPA will furnish the labor. The WPA will also paint all of the seats in the old stands. Our total contribution on the stadium WPA project is \$1500. An additional allotment of \$2500 will provide for this completion. This money should be taken from the Athletic Association Reserve.

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

Approval of
wage relief
project pro-
viding for 75
man months,
etc.

8. Approval of wage relief project providing for 75 man months effective May 1, to be used for general campus projects with the exception that we do not accept item 4 in the usual agreement but that we alter this to read:

"Accept sole responsibility for safety inspection, devices and education on wage relief projects and for the same responsibility for accidents involving wage relief clients working on our projects that we assume with our regular employees".

No financial contribution on our part is required.

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

The meeting adjourned at 3:30 P.M.

R. S. Shaw

President

John A. Hannah

Secretary