

MINUTES OF THE
MEETING OF THE STATE BOARD OF AGRICULTURE
August 12, 1930

Present: Messrs. Brody, McPherson, McColl, Berkey, President Shaw and Secretary Halladay

Absent: Mrs. Stockman, Mr. Watkins, Mr. Pearce.

The meeting was called to order at 10:28 A.M.

The minutes of the previous meeting were approved, having been in the hands of the Board members.

Minutes of the meeting of June 7th were corrected by vote to read as follows under Item #7, Miscellaneous Matters:

"On motion of Mr. Berkey, it was voted that after September 1st, of this year, Deans, Directors and other officials receiving \$6000.00 per year or more will be considered by the Board as full time employees not entitled to additional remuneration for Summer School."

APPOINTMENTS AND RESIGNATIONS

Appointments
and
Resignations

1. Report of the approval of the appointment of Mr. Helmut C. Gutekunst and Mr. E. Cecil Tabor as instructors in Chemistry at salaries of \$1800.00 per year, beginning September 1, 1930.
2. Miss Ann L. Kuehl as instructor in dancing at a salary of \$2000.00, effective September 1st, replacing Miss Darland.
3. Mr. Rex Wilkes as instructor in Speech at a salary of \$2000.00, replacing Mr. H. W. Blake, effective September 1st.
4. Mrs. Grace S. White, chaperone of the Womens' Building at a salary of \$1300.00 for ten months, plus room and board, effective September 15, 1930. Mrs. White replaces Mrs. Brewer, resigned.
5. Mr. Thomas L. Canniff, instructor in Chemistry, salary \$1800.00, effective September 1st.
6. Miss Ethel Trump, instructor in Institution Management, Division of Home Economics, salary of \$2000.00, one-half to be paid from the Division of Home Economics and one-half from the Wells Hall profits, effective September 1st.
7. Mrs. Amy Levderoth Newberg as instructor in Nutrition in the Division of Home Economics, salary \$2400.00, for one year only.
8. Mr. L. V. Benjamin, County Club Agent for Otsego and Cheboygan counties, effective July 1, 1930, salary of \$2400.00 from Lever State funds.
9. Miss Oona Stautz, Home Management, Specialist, salary \$2400.00, replacing Miss Edna V. Smith, effective September 1st. Salary from Lever State funds.
10. Resignation of Mr. John Breyfogle as County Agricultural Agent, Kalkaska County, effective August 1st.
11. Mr. Bohn E. Musgrave as County Agricultural Agent to succeed Mr. Breyfogle in Kalkaska County, effective July 24th, salary \$2400.00 per year from Federal Capper Ketcham funds.
12. Mr. Ormond Drake, instructor in Speech, salary \$1800.00, effective September 1, 1930.
13. Mr. Orville L. Abbott, Instructor in German and Spanish, salary \$2100.00 per year, effective September 1st.
14. Mr. L. S. Carter, Graduate assistantship in Soils, replacing Mr. Clarence Dorman, the appointment to become effective September 1st, salary at \$800.00 per year.
15. Mr. Donald J. Weddell, graduate assistant in Forestry, filling the assistantship in Forestry established on a cooperative basis by W. K. Kellogg and the State Board at the last meeting. Mr. Weddell's name should be substituted for that of Clare W. Hendee who was listed for this assistantship at the last meeting through a misunderstanding.
16. Mr. C. W. Lauritzen, Research Fellowship in Soils, salary \$800.00, Purnell funds, beginning September 1st and continuing for the academic year, replacing Mr. C. A. Roszmann.
17. Resignation of Mrs. Alice Northcott as stenographer in Extension work, effective August 2nd.
18. Appointment of Miss Margarite Grabow, replacing Mrs. Northcott, salary \$1080.00 per year, effective August 16th, stenographer in Extension work in Farm Crops Department, salary from Lever State funds.
19. Miss Almeda Raymond, stenographer in Home Economics Extension office, salary \$900.00 per year, effective August 16th.
20. Payment of \$25.00 for Mr. G. E. Chadwick, 1323 Lemrock Court, Lansing, for supervising the student teaching of Mrs. John McKinley.
21. Mr. Willard E. Mooar, half-time graduate assistant in Botany in place of Miss Margaret V. Thompson who has resigned.

Extension of
Mr. Huffman's
Lv. of Abse.

22. *Extension of Mr. Huffman's (Dairy Department) leave of absence from July 1st to September 1st, with the continuance of Mr. L. A. Moore for these two months as a substitute for Mr. Huffman, at the same arrangements previously made, Mr. Huffman at half pay and Mr. Moore receiving \$1600.00 (one-half of Mr. Huffman's salary) and \$800.00 from Experiment Station funds.
23. Resignation of Dr. W. M. Emmel as Research Assistant in Bacteriology, effective September 1, 1930.
24. Appointment of Dr. W. W. Thompson to replace Mr. Emmel, as Research Assistant in Bacteriology, effective September 1st, salary \$2400.00 per year.
25. Resignation of Mr. G. W. Bissell, as Dean of Engineering, effective June 23, 1930.
26. Increase of Prof. Waldo's salary from \$2980.00 to \$3000.00, as was the understanding at the time of his leave in 1929.
27. *Increase of salary of Miss Nina May, clerk, Botanical Department from \$1200.00 to \$1440.00.
28. Payment of the half-time graduate assistantship in Chemistry formerly occupied by Miss Helen Ferguson from College funds hereafter instead of from Agricultural Experiment Station funds.

On motion of Mr. Brody, it was voted to approve the above appointments and resignations with the exception of items numbered 22 and 27, action on which appears below.

*22. Upon motion of Mr. McPherson, it was voted that Mr. Huffman receive no pay check for the month of August, he having received full pay for July, and that his leave of absence be extended from July 1st to September 1st at one-half pay.
Upon motion of Mr. McColl, it was voted that Mr. Moore's position and salary be left to the President with power.

*27. Action deferred.

Travel

TRAVEL REQUESTS

1. Mr. B. R. Proulx, to Cornell University, Ithaca, New York, for the purpose of consulting Professor H. B. Meeks concerning their course in Hotel Training, and special courses which are now in session. Mr. H. William Klare is requesting Mr. Proulx to accompany him on this trip. Mr. Proulx is requesting expenses paid.
2. Mr. E. B. Hill, Cornell University, Ithaca, New York, International Conference of Agricultural Economics, August 18 and 29. Railroad transportation or its equivalent.
3. John Carter, John MacAllan, Andrew Quirrie, Wilton Finley, R. S. Hudson and John P. Hutton, expenses in accompanying the College Horse exhibit to the Ohio State Fair, all expenses paid from departmental funds, last week in August.
4. Prof. Clark, Dr. Hoppert, and Dr. Ewing to attend meeting of the American Chemical Society in Cincinnati, Ohio, September 8th and 12th. Car mileage for one man and maintenance for three.
5. Mr. V. A. Freeman and Mr. G. A. Branaman, to Chicago August 11th to 14th with all expenses paid from the Experiment Station to attend conference of investigators engaged in cooperative meat investigations.
6. H. C. Moore from Presque Isle, Maine, where he is at present, to Prince Edward Island and return with railroad fare paid from travel account of Farm Crops Department. Potato breeding conference will be attended at the expense of the United States Department of Agriculture. He would also like to look over potato experimental work on Prince Edward Island. Expenses limited to \$65.00 or \$70.00.
7. R. V. Gunn and H. A. Berg, to attend the Central States Outlook Conference at Ames, Iowa, September 25th to 27th, with all expenses from Extension travel account.
8. Mr. Gallagher to Chicago, July 23rd to meet with the National Committee on the Relation of electricity to agriculture. All expenses.
9. J. B. Hasselman to Washington, D. C., to attend meeting of the Association of Agricultural College Editors during the last week in August with all expenses paid from Extension funds.

On motion of Mr. McColl, it was voted to approve the above travel requests.

MISCELLANEOUS ITEMS

Mr. Wilkins to
keep accounts
for food ser-
vices for
Wells Hall.

1. Request that the Division of Home Economics be allowed to have Mr. Wilkins keep the accounts the same as he is now doing for the Women's Commons, in connection with the Food services of Wells Hall, the Men's Commons.

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

Approval Sec.
Summer Session

2. Approval of payroll for second summer session.

On motion of Mr. McPherson, it was voted to transfer \$1783.00 which is needed for the summer school payroll over and above the amount appropriated, from the reserve fund to the fund for the summer session.

3. Transfer of \$73.00 balance in Forestry Fellowship to student loan fund. Mr. Kellogg states that he will be glad to have these funds transferred.

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

4. Approval of Mr. Kellogg's plan to purchase a piece of land of approximately 220 acres for reforestation, presenting same to Michigan State College as part of the Farm and Sanctuary program, the College to plan the plantings.

On motion of Mr. Brody, it was voted that the matter be left to the committee consisting of Mrs. Stockman, Mr. Brody, Mr. Berkey and Mr. McPherson for report at the next Board meeting.

5. Approval of budget for the Department of Vocational Education.

On motion of Mr. Brody, it was voted to approve the above budget as presented.

6. Acceptance of gift from Mr. Kellogg of four books known as the Wm. Beebe collection on pheasants and other upland birds, for the Michigan State College library.

On motion of Mr. McColl, it was voted that the books be accepted and that a letter of thanks be sent by Secretary Halladay.

7. Authorization for the granting of the appropriate degrees for the students who are completing their work this summer.

On motion of Mr. Brody, it was voted to authorize the above.

8. Acceptance of check for One Thousand (\$1000.00) Dollars from Mr. W. K. Kellogg to supplement the \$1000.00 authorized by the State Board of Agriculture at their last meeting, to continue the Kellogg graduate assistantship.

On motion of Mr. Berkey, it was voted to approve the above.

9. Request for authorization of transfer as a loan of \$1000.00 from Women's Commons funds to set up a fund for the Men's Commons at Wells Hall. This money is to be used for the purchase of necessary equipment and supplies. It is to be refunded to the Women's Commons later.

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

10. Transfer of \$74.68 left over from the graduate assistantship in Forestry, to the student loan fund. Mr. Kellogg agrees to this transfer.

On motion of Mr. Brody, it was voted to approve the above transfer of funds.

11. Adoption of budget for the Potato Experiment Station at Lake City.

On motion of Mr. McPherson, it was voted that the general maintenance schedule consisting of \$3150.00 be approved, the balance of the budget items to be left to a committee consisting of Mr. Brody, Mr. Berkey, and Mr. McPherson, which was appointed by the President. Report on this matter is to be given at the next meeting of the Board.

12. Recommendation from Dr. Patton and Director Baldwin, submitted by Dean Cox outlining plan of expenditure of the \$22,000.00 Federal appropriation for the further development of cooperative extension work in Marketing and Farm Management.

On motion of Mr. Brody, it was voted to approve the selection and appointment of three men on a temporary basis for one year only to fill two positions as Extension Specialists in Marketing and one in Farm Management. The selection of these men to be left to the President with power.

13. Recommendation from Director Gardner that the four people employed in the Bacteriology Section of the Experiment Station as assistants in research work under funds provided by the National research Council be given the following titles:

Mr. Howard W. Johnson	Research Fellow	Salary	\$2000.00 per year
Mr. Charles Tuttle	Graduate Fellow	Salary	1000.00 per year
A. D. Hershey	Graduate Fellow	Salary	1000.00 per year
Naomi Carrier	Clerk	Salary	1200.00 per year

On motion of Mr. McColl, it was voted that the above workers be given titles as designated.

REPORTS

1. Secretary Halladay requested that he be permitted to advertise for bids for the sale of the following buildings as soon as practicable:

Old Dairy Barn, Feed Barn, Sheep Barn, and all smaller buildings adjacent thereto which are no longer used, also the barns on Harrison Road now used by the Department of Farm and Horse, and also three silos.

On motion of Mr. Brody, it was voted to approve the above.

Transfer of \$73. of For. Fellowship to loan fund.

Mr. Kellogg's plan of pur. land for re-forestation referred to Committee.

Vocational Education budget approved.

Acceptance of books from Mr. Kellogg

Appropriate degrees to be granted students finishing at S. S.

\$1000 added by Mr. Kellogg to continue Kellogg assistantship.

\$1000 to be loaned Wells Hall from Women's Commons.

\$74.68 to be trans. from For. Assis. to loan fund.

Report on budget for Potato Exp. Sta. to be made at next meeting.

Plan of expenditure of \$22,000. Federal appropriation, etc. referred to President

Titles of people employed in Bacty section or Exp. Sta. approved.

Secretary to advertise for bids for Dairy Barn, Feed Barn, Sheep Barn, etc.

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\$6000 to be set up for survey of service lines.

2. Request from Secretary Halladay that Mr. Wilkins be allowed to set up an amount of \$6000.00 to cover the preliminary survey for the service lines to be laid out in connection with the new buildings. This amount to be supplied from the State Building Appropriation.

On motion of Mr. McPherson, it was voted to approve the above request.

Faculty Folk Club requests State Board to take over furniture belonging to them.

3. Mr. Halladay presented request from the Faculty Folk Club that the State Board take over the furniture belonging to them which is housed in the club rooms in the basement of the Womans Building. An amount of \$102.00 is invested by the Club in this furniture.

On motion of Mr. McColl, it was voted that the above matter be left to the President and Secretary with power, with the understanding that any college money used for the purchase of this furniture be taken from the Dormitory fund.

Secretary reported fire which burned wooden structure of Root Cellar.

4. Secretary Halladay reported a fire which burned the wooden structure on the College Root Cellar and requested permission to pay the East Lansing Fire Department an amount of \$100.00 to be taken from the College Fire Protection fund.

On motion of Mr. Brody, it was voted to allow the above payment.

Bids for old Farm House & Vet. Bldg. accepted.

5. Secretary Halladay reported the acceptance of a bid of \$250.00 for the old Farm House, also a bid for the old Veterinary Building of \$225.00. Both bids were accepted.

Usual fee to be paid Bowd & Munson for work with barns and res. lab.

6. Secretary Halladay reported that Mr. Bowd and Mr. Munson have not received any fees in connection with the plans for the new barns and the research laboratory.

On motion of Mr. McColl, it was voted that the Secretary be allowed to pay the usual fee of five per cent to Mr. Bowd and Mr. Munson from the State building appropriation.

Bid for razing Water Tower accepted.

7. Mr. Halladay reported the acceptance of a bid for the tearing down of the old water tower at \$600.00, the College to have the material.

Sec. to get prices on lightning rods for AgHall and barns.

8. On motion of Mr. Berkey, it was voted to instruct the Secretary to obtain prices on lightning rods for barns and for Agricultural Hall.

9. Mr. Brody reported on the Chatham Housing Situation.

Mr. Putnam authorized to proceed in building 2 houses at Cha.

On motion of Mr. Brody, it was voted that Mr. Putnam be authorized to proceed in building the two farm cottages on the Experiment Station farm at Chatham in accordance with the plans outlined in his letter of August 9th at a cost not to exceed \$9000.00, to be built from the State Building Appropriation.

10. Plans for Women's Dormitory.

Contracts let for new Women's Dorm.

On motion of Mr. McColl, it was voted to approve the plans and specifications for general contracts for heating, ventilating, plumbing and electrical work as prepared by the firm of Malcomson, Higginbotham and Trout and the E. R. LITTLE Company for the New Women's Dormitory, and that the firms have our acquiescence in the letting of the general contract to Reniger Construction Company for \$226,878.80; the Heating and Ventilating contract to Freyn Brothers of Detroit, for \$52,019; and the Electrical contract to Barker Fowler of Lansing for \$16,152.

Bldg. Com. to confer with contracting companies re: any necessary adjustments.

On motion of Mr. McPherson, it was voted to authorize the Building Committee to confer with the contracting companies in connection with any necessary adjustments in the contracts for the construction of the Women's Dormitory.

Bldg. Com. & Sec. to fix chg. for util.

On motion of Mr. Berkey, it was voted that the Building Committee and the Secretary be authorized to determine the fixed charges which shall be made for utilities in the New Women's Dormitory.

Custody of fund to remain with Trustee.

A clause in the original agreement for the construction of the Women's Dormitory provides that a fund for repairs and replacements be set aside on the following basis: 8% of the fixtures and equipment and $\frac{1}{2}$ of 1% of the building.

On motion of Mr. McColl, it was voted that the custody of this fund remain, by mutual agreement, with the Trustee, and that this change be made in the original agreement.

11. The matters of Night Football, Tennis Courts, and Baseball Bleachers were discussed but no action taken.

The meeting adjourned at 3:10 P.M.

P. S. Shaw
President

H. H. Halladay
Secretary