

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE

1. Mr. McColl reported as follows on the contracts which were let for the six Farm Barns:

H.G. Christman Company, for construction.	\$71,026.00
(If a company bond is accepted a deduction of \$500 is to be made)6,383.45
Kain Brothers, for plumbing.	
Reed-Tyler, for electrical.	3,921.00
Service, grounds and equipment.	16,724.77
	<u>\$98,055.22</u>

Report on
contracts
for six
farm barns.

On motion of Mr. McColl, it was voted to place this report on file.

2. Letter from Dean Cox and Mr. Hudson regarding house for Farm Foreman.

On motion of Mr. Brody, it was voted to approve the contract with Mr. & Mrs. Hartig for a house on Harrison Avenue together with 18½ acres of land, - to be rented at a yearly rental of \$500.

Hartig house
on Harrison
leased for
farm foreman.

3. Razing old Farm House.

Old Farm
House to be
Razed.

On motion of Mr. Watkins, it was voted to instruct the Secretary to have the old Farm House razed.

4. Anatomy and Animal Disease Research Building to be built.

Building of
Anat. & An.
Dis. Res.
authorized.

On motion of Mr. McColl, it was voted to authorize the building of the Anatomy and Animal Disease Research building at a cost not to exceed \$100,000.00.

5. Dormitory. Copies of tentative agreement with the Trust Company to be made and sent to each member of the Board.

Tentative
greement re:
Dormitory.
sent to each
Board member.

On motion of Mr. McColl, it was voted that copies of the tentative agreement with the Trust Company be made and sent to each member of the Board.

6. A report was made by the Building and Grounds Committee on the progress made on the Dairy Experimental Feeding Barn. Drawings were presented and costs submitted on repairs to the Biebesheimer Farm barn and also a new unit to be placed East of the new bull barn. The cost in either case would amount to about \$9,000.

Report on
Dairy Experi-
mental Feed-
ing Barn.

7. A report was made by the Buildings and Grounds Committee on the Apiary Building relative to costs and locations.

Report on
Apiary Bldg.

8. The Secretary reported that the greenhouses which the Board contemplated building for Botany had been reviewed by Mr. Phillips and Dr. Bessey and tentative figures on the costs, etc. would be ready for consideration at an early date.

Report on
Greenhouses.

On motion of Mr. Brody, it was voted to leave the above items 6, 7, and 8 to the President, Mr. Brody and the Secretary with power.

The meeting adjourned at 12:15.

R. S. Shaw
President

H. S. Halladay
Secretary

MINUTES OF THE MEETING OF THE STATE BOARD OF AGRICULTURE July 14, 1930

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

Absent: Mrs. Stockman, Mr. Watkins.

The meeting was called to order at 10:15 A.M.

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

APPOINTMENTS

1. Report of the President and Mr. Samuel Dwight, Physics Department has been advanced from one-half time graduate assistant at \$800 to instructor at \$2000. This is with the understanding that the original assistantship at \$800 is not to be replaced this year.

Appointmets

- Status of Nelson 2. Report of the President on the status of Mr. Nelson of the Botany Department.
- Crist discontinued on Library payroll 3. The name of David Crist, Assistant Librarian is to be discontinued on the Library payroll after September 1. He has been receiving a salary of \$1440. \$550 of this sum should be credited to the maintenance account of the Library in order to remunerate such students as will be needed. The balance or difference between \$550 and \$1440 may revert to the general treasury.
- Advances in titles - immediate effect. 4. Approval of the policy that advances in title authorized at the meetings of the Board on April 4th, 1930 and June 21, 1930 shall, for purposes of summer school salary adjustment be considered as having gone into immediate effect.
- \$250. increase O.K.'d for Dr. Halladay 5. Report from the President that in view of the fact that Director Gardner and Dean Cox O.K.'d a \$250.00 increase for Dr. Nellie Halladay of the Home Economics Department, a request is made to the Board to approve that amount.
- \$100. increase for Miss Tear 6. Also request for approval of \$100 increase for Miss Tear which was evidently overlooked.
- Irma Gross replaced on payroll. 7. Replacement of Miss Irma Gross on the payroll of the Home Economics Department with title of Associate Professor (authorized at last Board meeting) and salary of \$3,000, effective September 1st. Miss Gross was on leave at one-half pay two years ago and on leave this last year without pay, by arrangement with the administrative office of the college.
- Appt. $\frac{1}{2}$ time nurse H.E. Dept. 8. Request for one-half time nurse, Department of Home Economics, probably costing \$900, maximum amount not to exceed \$1000.00 to teach the course in Home Nursing and to give the daily inspection to the children in the Nursery School for the school year.
- Appt. of inst. in Modern Lang. 9. Report of the President on the authorization for the selection and appointment of one new full time instructor for the Department of Modern Languages, salary not to exceed \$2000.00.
10. Authorization for the employment of one new instructor and two new half-time assistants in addition to the one which has already been authorized for the Department of Chemistry.
- Second assistantship to be re-established in E.E. Dept. 11. Two years ago the Electrical Engineering Department had two \$800 assistantships. At the beginning of the last year, E. E. Kinney was granted leave of absence for a year on one-half pay, W.H. Bliss, who had one of the \$800 assistantships was advanced to the full instructorship for the year at \$2000. The unused assistantship fund of \$800 was also applied toward Mr. Bliss' salary. Now Mr. Kinney is returning and will go on full pay and Mr. W.H. Bliss will return to his \$800 assistantship and the second assistantship of \$800 is to be re-established and a Mr. W.A. Hedrich recommended to the Board for the appointment to the same.
- Hedrich appted 12. Recommendation for the renewal of the Graduate Assistantship in Forestry carried by Mr. Kellogg for the past two years under the arrangement that Mr. Kellogg will renew the assistantship for one year providing the college will carry the man the second year. Two year assistantship at \$800. per year.
- Grad. Assist. in Forestry renewed. 13. In the event of the approval of item 12, Mr. Clare W. Hendee is recommended as half-time graduate assistant in Forestry, effective the beginning of the fall term.
- Hendee appted. 14. Recommendation for the payment of a retirement allowance of \$100 per month to Mrs. Louise Campbell, former State Leader of Home Economics Extension work, after August 1, to continue until her health has recovered to a point making it possible for her to assume her duties in connection with the Home Economics Extension work.
- \$100 per mo. to be paid Mrs. Campbell after Aug. 1. 15. Request from Dean Conrad for the appointment of Bernice Howard on half time work at \$700. for the year, effective August 1st, to make it possible for the Office of the Dean of Women to handle all housing including the placing of girls living in homes where they work for their room and board, work formerly taken care of by Miss Lovewell. It will be necessary not only to see the homes but supervise the girls placed, hence much more time will be required than has been required this year of the Housing Inspector.
- Appt. Bernice Howard. 16. Authorization for the granting of title of Assistant Professor to Mr. E.C. Prophet who was appointed to the newly created position in Geography at a salary of \$2500, effective September 1st, at the last meeting of the Board.
- Title of Asst. Prof. given Prophet. 17. Authorization for the employment of Miss Mary Weissinger, for part time for the sum of \$300 as public school music teacher in the East Lansing Schools, replacing Mr. Stephens. Miss Weissinger will receive \$1500 from the E.L. Schools, and \$300, to be paid from the music budget of the College, for critic work in practice teaching.
- Mary Weissinger employed part time Music Dept. 18. Recommendation for change in the appointment of Mr. G.N. Motts as Graduate Assistant in Economics, from half time basis to one quarter time basis at \$400.
- Motts to be $\frac{1}{4}$ time Asst. Instead of $\frac{1}{2}$ 19. Recommendation for the appointment of Miss Marcia Slipper to a $\frac{1}{4}$ time graduate assistantship in Institution Economics in the Home Economics Division at a salary of \$500 for the year 1930-31. The funds for the assistantship are to be paid by the Womans' Commons and the service will be rendered in that department.
- Appt. Marcia Slipper-H.E. 20. Recommendation for the transfer of Mr. Russell J. Davis from Assistant in Chemistry Experiment Station, to Instructor in Department of Chemistry at a salary of \$2000 for the coming year.
- R.J. Davis transferred. 21. Appointment of Miss Lillian Butler, as Assistant in Research in Chemistry at a salary of \$1800 per year, replacing Mr. Russell Davis.
- Appt. Lillian Butler Chemistry.

22. Appointment of Mr. Wylie Bowmaster to the half time graduate assistantship in the department of Civil Engineering, replacing Mr. M.C. Peterson whose contract expires. Bowmaster
23. Appointment of Mr. Paul Krone as Extension Specialist in Floriculture at a salary of \$2,250 effective August 15th, replacing Mr. Kenneth Post, whose resignation has been accepted, effective September 1st. Krone
24. Appointment of Mr. R.H. Austin and P.S. Chen to be employed by the Soils Section of the Experiment Station for a limited period beginning July 1st. Mr. R.H. Austin at the rate of \$220. per month during the months of July and August and Mr. P.S. Chen at the rate of \$140 per month for the period of July 1st to September 15th. R.H. Austin
P.S. Chen
25. Appointment of Mr. D. L. Clanahan as Extension Specialist in Farm Crops for the Upper Peninsula, replacing Mr. Bernard Kuhn, effective July 15th, at a salary of \$2200 per year, from Lever state funds. D.L. Clanahan
26. Appointment of Mr. L. L. Drake as county agent in Otsego County, effective July 16th, salary \$2400 from Federal Lever funds. Mr. Drake is replacing Mr. A.C. Lytle whose resignation it is recommended be accepted July 16th, 1930. It is further recommended that the position now filled by Mr. Drake (District Agent in Northeastern Michigan) be eliminated from the budget under date of July 16th. L.L. Drake
27. Appointment of Mr. B.D. Kuhn as County Agricultural Agent of Menominee County, effective July 1st, salary of \$2750, \$1800 of which is to be paid from Federal Smith Lever funds, replacing Mr. Skiver whose resignation was recently accepted by the Board. B.D. Kuhn
28. Termination of Services of Miss Ruth Stover, Night Nurse, Health Service, and appointment of Mrs. Ruth O'Dell, services to commence September 15, 1930, at the rate of \$111.00 per month. Resig. - Ruth Stover
Appt. - Mrs. Ruth O'Dell
29. Adjustment of salary of Mr. R.H. Daubert, Swimming Coach. Through misunderstanding the salary of Mr. Daubert was believed to be \$2700 and a raise of \$100 for the coming year was authorized. In view of the fact that his salary for the past year has been in reality only \$2400, an increase of \$200 is recommended. Adjustment of Daubert's salary.
30. Transfer of Miss Crystal Colvin from half time to full time clerk in the Department of Physics at \$1500, effective August 1st, 1930. Transfer of Crystal Colvin
31. Appointment of Mrs. Martha Nichols, to the position of Clerk, Office of Dean of Applied Science, salary \$1500, effective August 1st, 1930. Appt. Mrs. Martha Nichols.
- On motion of Mr. McPherson, it was voted to approve the above appointments.
32. Appointment of Dr. C.E. Millar, as Head of the Soils Department, at a salary of \$4500 per year, effective July 14th. Appt. Dr. Millar, Soils Dept.
- On motion of Mr. Brody, it was voted to approve the appointment of Dr. Millar as Head of the Soils Department.
33. Appointment of Mr. Lorenz S. Baur as half-time graduate assistant in Organic Chemistry to fill the position authorized by the State Board of Agriculture at its meeting on May 29. Appt. Baur
34. Appointment of Mr. W.E. Histed as half-time graduate assistant in Analytical Chemistry to fill the position vacated by Mr. L.E. Mecay. Appt. Histed
35. Appointment of Mr. Willard J. Duddles and Mr. W.F. Allen as half-time graduate assistants in Biological Chemistry. Appt. Duddles Allen
- At the meeting of the Graduate Council held June 19, 1930, the following recommendations of Professor A.J. Clark, approved by Dean Huston, were recommended to the State Board:
36. That in place of a full-time instructor previously recommended by Professor Clark to assist Dr. Hoppert and Professor Ball, two half time graduate assistantships be authorized. Recommended changes in Chem. Dept. approved.
37. That Mr. C.D. Tuttle be appointed as a graduate fellow on the Brucella project.
38. That Mr. C.M. Heath, recently appointed half-time graduate assistant in Chemistry, be transferred to the Engineering Experiment Station to replace Mr. S.E. Sinclair.
39. That W.P. FitzRandolph be appointed half-time graduate assistant in place of C.M. Heath.
40. That Mr. Adam F. Schuch be appointed a quarter-time assistant.
41. That W.D. Larson, recently appointed to an assistantship in the Engineering Experiment Station be transferred to a half-time graduate assistantship in the Department of Chemistry.
42. That Mr. Alfred Clark be appointed half-time assistant in the Engineering Experiment Station instead of W.D. Larson.

On motion of Mr. Brody, it was voted to approve items 33 to 42.

RESIGNATION

Resignation
Dr. McCool

1. Resignation of Dr. M.M. McCool, as Head of the Soils Department and Professor of Soils, effective July 14.

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

TRAVEL REQUESTS

Travel

1. Request of Dr. Hallman that he be allowed railroad fare and pullman expenses while attending the meeting of the American Veterinary Medical Association to be held in Los Angeles, August 26 to 29. The amount requested will not exceed one hundred and fifty dollars.
2. Authorization for the payment of expense account incurred by R.E. Horwood, Extension Specialist in Dairying, during trip to Wisconsin counties, June 18th to 22nd.
3. Authorization for Mr. A.G. Kettunen and Mr. P.G. Lundin to attend the tri-state meeting at Pokagon, Indiana, July 17th, 18th and 19th, with mileage and hotel expenses paid from Extension travel account.
4. Recommendation that Miss Wixson and Miss Green also be authorized to attend this meeting with hotel expenses only.
5. Request of Mr. Patton, Economics Department, for permission to attend the summer session of the American Institute of Cooperation at Columbus, Ohio, July 7-12, with travelling expenses paid, July 7-10 inclusive.
6. C.G. Card, Poultry Science meeting, MacDonald College, Quebec, July 9th to 11th, travel expenses only, from Poultry Department funds.
7. Mr. G. Patch, V.R. Gunn, R.G. Carr, and C.V. Ballard, to attend American Institute of Cooperation, Columbus, Ohio, July 7th to 12th, with travelling expenses only from Extension travel account.
8. Dr. R.C. Huston, Fall meeting of the American Chemical Society at Cincinnati, September 8-12, in order to present a paper. Travelling expenses only allowed.
9. C.R. Oviatt, to attend a meeting during July at Greeley, Colorado, representing the sugar beet growers and Farm Bureau of Michigan. Trip to be without expenses to the College.
10. Authorization for the payment of expense account of Mr. J.G. Wells, Jr., incurred in the State of Wisconsin, while accompanying the Dairy Farmers Tour.

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

MISCELLANEOUS

Letter from
Riggs

1. Letter from Mr. Riggs regarding Union's indebtedness to College.

No action.

Approval of
S.S. payroll
left with Pres.

2. Authorization for approval of the summer school payroll by the President.

On motion of Mr. McPherson, it was voted to leave the above item to the President with power.

Clemens -
adjustment

3. Continuation of Miss Clemens as Associate Professor in Institution Management at a salary of \$1000 from Home Economics funds, the remaining portion of her salary, \$2000, to be paid by the Union dining room fund, in the event the Home Economics Division is authorized to manage the food service of the Union.

part-time
Inst. in
Institu. Mgt.
authorized.

4. This arrangement will necessitate the employment of a part time teacher in Institution Management at a salary of about \$1000.00.

H.E. Dept. to
be responsible
for food service
at Union.

5. Authorization for the H.E. Division to be responsible for the food service in the mens dormitory, Wells Hall. This will require the service of a half time instructor at the cost of about \$1000, to be paid by Club A funds.

On motion of Mr. McPherson, it was voted to approve items 3, 4, 5.

Repairs to
Little Theater
ref. to Bldg.
& Gd. Com.

6. Authorization for repairs for the Little Theater amounting to \$700.00 to include new stage curtain and window curtains.

On motion of Mr. Berkey, it was voted to refer the above item to the Buildings and Grounds Committee.

Moving of
Carter house
ref. to Bldg.
Com.

7. Recommendation for the moving of the Carter house, as soon as possible, or if this house is to be devoted to other purposes a new house be built in a location adjacent to the new Horse Barn to provide for Mr. Carter.

On motion of Mr. Berkey, it was voted to refer the above item to the Buildings and Grounds Committee.

Request for
approp. for
educational
bldgs. at
Chatham ref.
to Mr. Brody
& Mr. Berkey

8. Request that the Legislature be requested to appropriate one-third of the cost of educational buildings at Chatham, Rosebush, and a third site to be selected on the assumption that Mr. W.K. Kellogg will provide another one-third of the cost, - the plans to be made by the School district in which the buildings are located. It is the intention that these will be used for school purposes, for boys and girls club uses and for various other agricultural and community enterprises.

On motion of Mr. McPherson, it was voted to authorize Mr. Berkey and Mr. Brody to go up to Chatham and look the situation over and to leave the matter for their approval.

9. Letter from Dean Cox relative to the poor housing facilities of the employees of the college working on the farm.

Letter from Cox re: poor housing facilities for employees.

On motion of Mr. Berkey, it was voted to refer the above item to the Buildings and Grounds Committee.

10. Letter from Dean Cox relative to fencing and tile drainage matters. \$5000 for drainage needs, and \$2,350 for fencing materials and repairs. No budgets for these have been set up.

Letter from Cox re: fencing & tile drainage matters.

On motion of Mr. Berkey, it was voted to refer the above item to the Buildings and Grounds Committee.

11. Payment of the following amounts to the following persons for work in supervising teaching for the Spring Term:

Supervising critic teachers paid for spring term.

H. L. Smith, 7 students at \$25.00.	\$175.00
Margie Feeney, 2 students at \$25.00.	50.00
Minetta Nicolai, 3 students at \$25.00.	75.00
Helen Meier, 3 students at \$25.00.75.00
Marian Sachs, 1 student at \$25.00.25.00

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

12. Request for an amount of not to exceed \$2,000 from excess receipts of the U.P. Station be made available to meet current expenses for the remainder of this fiscal year.

Request for receipts of U.P. Station no action.

No action.

13. Request from the Division of Rehabilitation, Department of Public Instruction, that free tuition be allowed by the Michigan State College for the students whom the division of Rehabilitation place in training during this next year.

Free tuition to be allowed students sent here by Div. of Rehab.

On motion of Mr. McPherson, it was voted to approve the above request which has the approval of Mr. Pearce, Superintendent of Public Instruction.

14. Approval of budget for teacher training in Vocational Home Economics work at Michigan State College, and approval of transfer involved in applying \$600 of Miss Freegard's salary to the regular fund. This portion of her salary may be taken from the George-Reed funds and makes it possible to increase the teacher training funds for the College.

H.E. Vocational budget approved.

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

15. Request that the Dairy Department be given the privilege of using as much of their excess receipts as is necessary to clear up the obligations of the present fiscal year.

Request from Dairy Dept. for use of excess receipts.

No action.

16. Letter from Mr. George F. Getz inviting the members of the Board to visit his farm near Holland, Michigan.

Letter from Mr. Getz.. inviting members of Bd. to visit farm.

On motion of Mr. McColl, it was voted that the President and Secretary be authorized to arrange a convenient time for the members of the Board to make the trip to Holland.

17. Girls Dormitory. Mr. Trout, the Architect, appeared before the Board with final plans of the dormitory.

Final plans of Dormitory approved.

On motion of Mr. Brody, it was voted to approve the plans for the girls dormitory and to authorize the Secretary to advertise for bids.

On motion of Mr. McPherson, it was voted that the trust agreement, the ground lease, the dormitory lease, and the draft of the dormitory trust certificate between the State Board of Agriculture, party of the first part, and the Detroit Security and Trust Company of Detroit, Michigan, party of the Second part, be approved and that the President and the Secretary of the State Board of Agriculture be authorized to execute the same in behalf of the State Board of Agriculture.

Trust Agree-Ground lease, etc. to be approved.

18. Razing Old Water Tower.

Question of Razing Water Tower ref. to Bldg. Com.

On motion of Mr. Brody, it was voted to refer the question of razing the old Water Tower to the Buildings and Grounds Committee,- the Committee to report back to the Board.

REPORTS

1. Report of the Committee on Buildings and Grounds, held July 1, 1930 in the Secretary's Office.

Present: Messrs. Brody, McColl, McPherson; President Shaw, Mr. E.A. Bowd, Secretary Halladay.

1. Plans of the Anatomy and Animal Disease Research Laboratory were checked. The total amount of all bids after deductions had been made was \$99,977, making the total of the bid for the general contract \$70,643.50. The general contract was signed and let to the Reniger Construction Company.

Contract for Anat. & An. Dis. Res. Lab. signed.

Plumbing,
Heating, &
Elec. con-
tracts to be
let.

On motion of Mr. McColl, it was voted that the plumbing and heating contract for \$18,611, and the electrical contract for \$4,911.09, as presented by the architects, Bowd & Munson, be approved,- the heating and plumbing contract to be let to Mr. Gibbons and the electrical contract to F.D. Hayes Electric Company of Lansing.

2. The matter of the Dairy Experimental Feeding Barn was discussed and plans and specifications were to be made and submitted to the Board at its meeting.

Dairy Experi-
mental Feeding
Barn ref. to
Bldg. Com.

On motion of Mr. Brody, it was voted to refer the above item back to the Buildings and Grounds Committee with power, with the understanding that the amount of money to be used not exceed \$9,000 complete with silos, feed house and all equipment, not including outside service, and that the money be taken from the Creamery fund.

3. Bee Houses and Greenhouses.

On motion of Mr. McColl, it was voted that the old Soils House be fitted up for a bee house, and cost not to exceed \$800,- and that a portion of the basement of the Old Library Building be fitted up for the Soils Department at a cost not to exceed \$200, same to come from the special building fund. It was also voted that the Buildings and Grounds Department be authorized to proceed at once with repairs.

Bee Houses
and
Greenhouses

4. Wells Hall, Abbott Hall and the Womans Building were visited and it is recommended that they be repaired and redecorated to make them livable.

Wells, Abbott
and Womans
Bldg. to be
repaired.

On motion of Mr. Brody, it was voted to approve the report of the Buildings and Grounds Committee, all motions listed in the report having been made at this meeting.

Maint. Budget. 2. Maintenance Budget.
No report.

No report

Baseball
stands.
\$10,000 paid
on stadium
debt.

3. Report of Buildings and Grounds Committee on Request of Athletic Council to build first unit of baseball stands - cost \$10,000 to \$13,000 and the payment of \$10,000 on Stadium debt.

The Secretary reported that \$10,000 had been paid on the Stadium debt on June 16.

4. Report of Secretary to Finance Committee on various funds for improvements to grounds.

No report.

Kell. School
Club house
lease.

5. Report of Secretary Halladay on Kellogg School Club House lease.

No report.

Fire Protec-
tion. no rep.

6. Report of Special Committee on Fire Protection.

No report.

Giltner's re-
quest for
\$1200 - no rep

7. Request of Dr. Giltner that \$1200 which was set up for revising class rooms be used for other purposes.

No report.

No report on
tennis courts

8. Estimate on tennis courts.

No report.

Night Foot-
ball deferred
for this yr.

9. Night Football.

On motion of Mr. Brody, it was voted to defer action on Night Football for this year.

The meeting adjourned at 3:30 P.M.

It was voted to hold the next meeting of the State Board of Agriculture Monday morning, August 11, at 10 o'clock in the President's Office.

R. S. Shaw
President

H. H. Halladay
Secretary