

Minutes of the Special Meeting
of the
State Board of Agriculture
August 28, 1941

Present: Mr. Berkey, Chairman; Messrs. Akers, Brody, Jakway and McPherson; Mrs. Masselink; President Hannah; Treasurer Wilkins; Secretary McDonel.

Absent: Dr. Elliott

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

The minutes of the previous meeting were approved.

RESIGNATIONS AND APPOINTMENTS

Resignations

1. Resignation of Clayton D. McAuliff as half-time graduate assistant in Chemistry for 1941-42.
2. Resignation of Wayland F. Slayton as half-time graduate assistant in Zoology for 1941-42. Mr. Slayton has been called for military service.
3. Resignation of Ray L. Shirley as half-time graduate assistant in Chemistry for 1941-42. Mr. Shirley is to be appointed to a position with the Experiment Station of the College.
4. Resignation of Arthur A. Hauser as half-time graduate assistant in Mathematics for 1941-42.

Correction
status Mary
Lee Hurt

5. Correction in the status of Mary Lee Hurt, Assistant Professor of Vocational Education, whose resignation was accepted at the meeting of the Board on August 12. Miss Hurt did not resign but was transferred from Williamston to the outlying schools in the vicinity of Grand Rapids and retains the same title and salary.

Appointments

6. Appointment of Donnavieve R. Parkhouse as Stenographer in Agricultural Engineering Extension at a salary of \$1200 per year on a permanent basis, effective August 15, 1941. Miss Parkhouse is being transferred from Central Stenographic and will replace Arlene Bauerle (salary \$1080) who has resigned.
7. Appointment of Miss Miriam Genie Eads as Extension Specialist in Nutrition at a salary of \$2300 per year on a permanent 12-month basis, effective September 1, 1941. Miss Eads has been employed since September 1938 as Home Demonstration Agent in the Upper Peninsula and is receiving a salary of \$2100. This is a new position necessary because of the National Program on Nutrition, but is being substituted for a position of Extension Specialist in Child Care and Training from which Alice Hutchinson resigned.
8. Reappointment on a permanent basis of Mary Alfreda Hanson as part-time Housing Assistant in the Office of the Dean of Women at a salary of \$600 for ten months beginning September 1, 1941. This arrangement was provided for in the budget for 1941-42.
9. Reappointment on a permanent basis of Mrs. Milo Bunn as Hostess at North Hall at a salary of \$1000 plus maintenance for ten months beginning September 1, 1941. This arrangement was provided for in the budget for 1941-42.
10. Appointment of Bernard J. Gaffney as Instructor in Chemical Engineering at a salary of \$2000 per year for one year only beginning September 1, 1941. Mr. Gaffney will replace Eldon H. Shotwell (salary \$1800) who has been called for military service.
11. Appointment of Ruth Lucille Daum as Instructor in Foods and Nutrition at a salary of \$1800 per year for one year only beginning September 1, 1941. This is a new position authorized by the Board at its meeting on August 12.
12. Appointment of Emery Foster as Manager of the Union Building at a salary of \$3400 per year, effective September 1, 1941.
13. Appointment of David Worcester as Professor and Head of the Department of English at a salary of \$4600 per year on a permanent 12-month basis, effective December 1, 1941.
14. Appointment of Ruth E. Rathert as Assistant in Institution Administration at a salary of \$1400 per year plus meals, effective for one year only beginning September 1, 1941. Miss Rathert will replace Genevieve Greenaway (salary \$1600) who has resigned.
15. Appointment of Marguerite E. Lofink as Instructor in Education at a salary of \$2100 per year on a permanent 10 $\frac{1}{4}$ month basis, effective September 1, 1941. Miss Lofink will replace Ethel Lewis as Supervising Teacher in Home Economics at Okemos. The State Board of Control for Vocational Education will pay $\frac{3}{4}$ of her salary, and the College will reimburse Okemos for 50 per cent of the remaining $\frac{1}{4}$ at the end of the fiscal year.
16. Appointment of George Richard Culp as half-time graduate assistant in Botany for 1941-42. This is a new position included in the budget for 1941-42.
17. Graduate assistantship appointments for 1941-42 (no new positions):
 - Chemistry - Appointment of Jorge Awuapara as quarter-time graduate assistant to replace partially C. D. McAuliffe who was on a half-time basis.

RESIGNATIONS AND APPOINTMENTS, continued

17. Graduate assistantship appointments for 1941-42 (no new positions):

Appointments

- Chemistry (continued): - Appointment of Charles George Humiston as half-time graduate assistant to replace Ray L. Shirley.
- Chemical Engineering - Reappointment of R. L. Overcash as half-time graduate assistant.
- Engineering Exp. Station- Reappointment of Ralph W. Rogers as half-time graduate assistant to work on coal analysis.
- Horticulture - Reappointment of Oliver M. Neal as half-time graduate assistant, payable from Rackham Research Foundation funds.
- Mathematics - Appointment of Isobel Blyth as half-time graduate assistant to replace A. A. Hauser.
- Physics - Appointment of William E. Corbridge as half-time graduate assistant to replace R. L. Rowe.
- Zoology - Appointment of George W. Parmelee as half-time graduate assistant to replace W. F. Slayton.

18. Resignation of Paul H. Settlage as Instructor in Psychology, effective August 31, 1941. Dr. settlage has accepted a position at Brooklyn College.

Resignations

19. Resignation of Mary Anne Collinge as Extension Worker in Music, effective August 31, 1941. Miss Collinge is resigning to be married.

20. Appointment of Mary Frances Bannan as Extension Specialist in Music at a salary of \$2700 per year on a permanent 11-month basis, effective September 1, 1941. Miss Bannan will replace Miss Collinge (salary \$2600) who was employed on a 10-month basis.

Appointment
Mary Frances
Bannan

21. Resignation of Margaret Eckhardt as County Club Agent in Wayne County, effective October 31, 1941. Miss Eckhardt is resigning to be married.

Resignation
M. Eckhardt

22. Appointment of Kenneth J. Anderson as County Club Agent in Wayne County at a salary of \$2400 per year on a permanent 12-month basis, effective November 1, 1941. Mr. Anderson will replace Miss Eckhardt whose salary was \$2700.00.

Appointment
K.H. Anderson

23. Appointment of Mabel R. Smith as Home Demonstration Agent in Oakland County at a salary of \$2200 per year on a permanent 12-month basis, effective September 22, 1941. Miss Smith will replace Lola T. Dudgeon (salary \$2100) who has resigned.

Mabel R. Smith

24. Appointment of Olga Ludwick as Home Demonstration Agent in the Upper Peninsula at a salary of \$1700 per year on a permanent 12-month basis, effective September 1, 1941. Miss Ludwick will replace Mariam Eads (salary \$2100) who has been transferred to the Lower Peninsula.

Olga Ludwick

25. Resignation of Robert C. Wilcox who was appointed graduate assistant in the Department of Speech at the May Board meeting. Mr. Wilcox has been called for military service.

Robert Wil-
cox

26. Resignation of Miss Kathryn Ellis, stenographer in the Department of Education, effective September 6, 1941.

Kathryn Ellis

27. Appointment of Ray S. Abel as half-time graduate assistant in Speech for 1941-42, replacing Robert C. Wilcox who cannot accept the appointment tendered him in May.

Appointments

28. Appointment of Arnold V. Bergeson as half-time graduate assistant in Speech for 1941-42, replacing William Shea.

29. Appointment of Miss Helen Clausen, stenographer in the Department of Education, effective September 1st at a salary of \$1200.00 per year, replacing Miss Kathryn Ellis, resigned.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the Resignations and Appointments.

TRAVEL

Travel

1. Full expenses for G. A. Brown, C. L. Cole, and E. L. Benton to attend the Ohio State Fair on August 25 and 26 to select herd sires for the College sheep flock.
2. Mileage on one car for E. L. Ballachey and S. H. Newman to attend the American Psychological Association meeting in Chicago on September 3-7.
3. First-class railway fare only for E. J. Miller to attend a meeting of the American Chemical Society at Atlantic City on September 8-11, with expenses paid from Rackham Foundation funds.
4. Full expenses for Dean R. C. Huston to attend the annual meeting of the American Chemical Society at Atlantic City on September 8-12.

TRAVEL, continued

Travel

5. Full expenses for Edna V. Smith to attend the Massachusetts Women's Civilian Defense School in Boston. The School opens on September 8.
6. Allowance of \$8.00 toward expenses for R. A. Fennell to attend the meeting of the American Association for the Advancement of Science to be held in Chicago on September 18-20.
7. Half expenses for R. W. Rogers to attend the Federal Bureau of Investigation retraining school to be held in Washington, D. C., on October 6-11. The City of East Lansing will pay half of Chief Rogers' expenses.
8. Travel authorization without expense for Mr. E. W. Bell, Assistant in Research in Farm Crops, to Northwestern Ohio with a Michigan tour into the sugar beet territory on August 27-29. Subsistence expenses to be charged to Extension funds.

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

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve the Travel Requests.

MISCELLANEOUS

Acceptance of books for Forestry Lib. from Mrs. Sanford.

1. Acceptance of 28 books and several publications donated to the Forestry Department by Mrs. F. H. Sanford. Some of the Books and publications are being kept in the College Library, and the remainder will be sent to the Dunbar Forest Experiment Station to form a nucleus for a small library there.

\$300 from Mrs. Chittenden.

2. Acceptance of a gift of \$300 from Mrs. A.K. Chittenden as an additional contribution toward the Chittenden Student Loan Fund.

Communication re: Grant Store Lansing.

3. Report on communications from the W. T. Grant Company relative to the store in Lansing.

Retirement of Mrs. Roseboom.

4. Recommendation from the Retirement Committee that Mrs. Norma Roseboom, Associate Professor of English, be retired at a salary of \$1008 per year, effective September 1, 1941. Mrs. Roseboom has been employed by the College since September 1, 1905.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve Miscellaneous Items No. 1, 2, 3 and 4.

Professor Rather appointed to retirement com.

5. The President recommended that Professor Howard Rather, Head of the Farm Crops Department, be appointed to the Retirement Committee, as a Faculty representative, replacing Mr. McDonel (who remains on the Committee as an officer of the Board).

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

Union placed in All College Division.

6. Recommendation that the operation of the College Union be placed in the All-College Division responsible to the President effective immediately.

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

Overdraft on WPA Job No. 1795 approved

7. Recommendation from Treasurer Wilkins that the overdraft on WPA Job Number 1-795 in the amount of \$12,902.34, be closed as of June 30, 1941.

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

Executor Jenison Est. to purchase A.T. & T. bonds

8. Recommendation from President Hannah that he, as executor of the Estate of Fred Jenison, be authorized to purchase \$1200 worth of American Telephone and Telegraph Bonds, the quantity that the Jenison Estate is entitled to buy as the owner of 100 shares of stock.

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

House formerly occupied by Mr. Halladay to be put in condition as Pres. House.

9. Recommendation that the house formerly occupied by Mr. Halladay be modernized, redecorated and immediately put in condition for occupancy as a president's residence.

On motion of Mr. Berkey, seconded by Mr. Akers, it was voted to approve the above recommendation authorizing the President, Secretary and Comptroller to take such steps as are necessary to complete this renovation including the construction of a garage if that is necessary.

Comptroller to set aside \$25,000 for construction Pres. Home.

On motion of Mr. Akers, seconded by Mr. Berkey, it was voted to instruct the Comptroller to set aside \$25,000 of the funds of the Jenison Estate to be used for the construction of a suitable president's residence or suitable additions to the present residence when conditions in the building industry are more favorable.

10. The President made reference to the Board action of July 5, 1940, as follows:

"On motion of Mr. McPherson, seconded by Mr. Jakway, it was voted to recommend that Mr. Hannah be allowed the customary legal fee for handling the executorship of this Estate, which is understood to be two per cent.

"On motion of Mr. McPherson, seconded by Mr. Jakway, it was voted to approve the sale of the

MISCELLANEOUS, continued

10. (Continued)

Good Hart property to Mr. Hannah at the appraised value of \$5,000 with the understanding that such legal steps as are necessary be taken to permit the completion of this transaction."

Copies of the final accounting as prepared by Mr. Roost, auditor, were distributed to the Board members. This report shows the value of the Estate to the College as \$625,552.61. Mr. Roost calculated the executor's fee on the basis of the current value of the assets at \$6330.

The executor indicated his unwillingness to accept any payment in cash beyond the Good Hart property plus Mr. Jenison's watch and ring (which have been appraised at \$25.00 and \$225.00 respectively).

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to accept the final accounting of the Jenison Estate as presented by Mr. Roost. Mr. Wilkins and Mr. McDonel were instructed to take such legal steps as are necessary to transfer title to the Good Hart property to Mr. Hannah and give him deed to same. The Board expressed its appreciation for the manner in which the Estate has been handled.

11. Approval of granting degrees to those students who, according to the Registrar's records, will have completed the requirements for graduation at the close of the Post Session, August 29, 1941.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the following list of students for graduation at the close of the Post Session:

DIVISION OF AGRICULTURE

Degree

Bachelor of Science
in
Agriculture

Margaret Harriett Barrett

Degree

Bachelor of Science
in
Forestry

George Washington Williams

DIVISION OF HOME ECONOMICS

Degree

Bachelor of Science
in
Home Economics

Frances Yvonne Bow
Marjorie Elizabeth Quick

Annette Miriam Bachman
Martha Halina Zukowski

DIVISION OF APPLIED SCIENCE

Bachelor of Science
in
Applied Science

Edgar Welton Kivela

William Edward Perkins

Degree
Bachelor of Science
in
Police Administration

Charles Henry Albertson, Jr.
Frederick H. Backstrom
William D. Berg
Kenneth Fenwick Crawford, Jr.
Albert Lee Daniels
*Kenneth Byron Hale
George Preston Hammond
William Jefferson Hammond
**John Pelton Howard
Bernard Edward Kovaleski Kaywell
Eugene Philip Keyes

Michael Peter Armenis
John James Kiljan
*George Cecil Labre
*James Henry Liefers
James Frederick McGowan
William Lavern Mallory
**Maurice George Martineau
*Nando Louis Necci
Simon Walter Pilzner
Glen Howard Sheathelm
Wales Vaughan

Executor of
Jenison Est.
does not wish
to accept
customary
legal fee -
but will
accept Good
Hart property
and Mr. Jeni-
son's ring
and watch.

Degrees
granted at
close of
post session.

11. Degrees granted, continued:DIVISION OF LIBERAL ARTS

Degree

Bachelor of Arts
in
Liberal Arts

Alton Donald Hoover
Angus O. Kilborn

Miriam Hall Nickle
John Clifford Rischman
Raymond Michael Roland, Jr.

Degree:

Bachelor of Music
in
Public School Music

Ruth Adelaide Ford

Bachelor of Arts
in
Liberal Arts
as of September 12, 1941

Lambert Gerhardt McClintic

MASTER OF ARTS

Browne, Philip Lincoln
Major - Mathematics
Minor - Mathematics (Applied)

Marcus, J.D.
Major - Education
Minor - Economics

MASTER OF SCIENCE

Bortree, Alfred Lee
Major - Dairy Husbandry
Minor - Chemistry

Knight, Allen Thomas
Major - Horticulture
Minor - Soils

Johnson, C. A. Richard
Major - Zoology
Minor - Botany

Meuleman, William Louis
Major - Physiology
Minor - Anatomy and
Animal Pathology

Whiteman, Eldon Eugene
Major - Zoology
Minor - Bacteriology and Botany

Doctor of Philosophy

Stuewer, Frederick William
Major - Zoology

Certificate in Social Work

Fox, Vernon Brittain

PRESIDENT'S REPORT

Resignation
D. H. Byers

1. Resignation of D. H. Byers as Instructor in Chemistry, effective August 31, 1941. Mr. Byers has accepted a position in the Army Ordinance.

Appointments

2. Appointment of Reinhold J. Krantz as Instructor in Chemistry at a salary of \$1800 per year on a permanent 9-month basis, effective September 1, 1941. Mr. Krantz will replace D. H. Byers (salary \$1900).
3. Appointment of Miss Zoa Grace as Field Work Supervisor in Sociology at a salary of \$2200 per year, effective for one year only beginning September 1, 1941. Miss Grace will replace Mrs. Leota Abrams who was employed on a part-time basis during 1940-41 at \$900.

Travel

4. Full expenses for G. P. Deyoe to attend a meeting of the National Commission on Teacher Education in Chicago on August 25-29. Expenses are to be paid from funds set up in the budget for College participation in this research work.

Salaries
Reavis and
SanClemente
paid from Sp.
Central Bruc.
Lab. fund.

5. Authorization that the salaries of Miss Louise Reavis and Mr. Charles San Clemente be paid from the Special Central Brucella Laboratory fund of \$1800 for the period from July 1 to August 10, 1941. The cooperative agreement with the Bureau of Animal Industry was made effective as of August 11 rather than July 1 and necessitated this adjustment.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve the President's Report.

SECRETARY'S ITEMS

1. The lease on the house at 321 M.A.C. Avenue known as the Benson House owned by Mr. and Mrs. M. G. Farleman, that has been used as a cooperative house for girls, will expire September 1, 1941. It is recommended that it be renewed for an additional three-year period at the same rental, \$1000.00 per year.
2. It is proposed to convert the residence occupied by the Gunsons into a Home Management Practice House. The necessary alterations, desired by Dean Dye, are estimated by the Buildings and Grounds Department at \$850. A special appropriation will be necessary.
3. The Secretary recommends that a boulevard light be installed near the Gunson house, at an estimated cost of \$375.00.
4. Recommendation for the installation of boulevard lights east of Fairchild Theater at an estimated cost of \$2,100.00 itemized as follows:

4 Lantern posts, each \$140.00	- - - - -	\$ 560.00
1800 Ft. underground cable	- - - - -	865.00
Miscellaneous materials	- - - - -	75.00
Skilled Labor	- - - - -	100.00
Trenching and backfilling	- - - - -	500.00
		<u>\$2100.00</u>

It is possible that the WPA may do the trenching and backfilling at a saving of \$500.00 which would reduce the total cost, in that event, to \$1600.00.

5. Recommendation from Dean Anthony and Professor Lucas that the present water main serving the Creamery, which is too small, be increased from 2 inches to 4 inches. Materials for this alteration are estimated at \$90.00 and labor at \$110.00, to be paid from Creamery Revolving funds.

It is also recommended that the Board approve an expenditure of \$100 to extend a 4-inch soil pipe which now acts as a vent to the sewer from the areaway to a point above the roof line of the Creamery building, to be charged to Creamery Revolving funds.

6. Bids were opened August 12th for the installation of roofing on four buildings at Gaylord Club Camp as follows:

	<u>Built Up</u>	<u>3 in 1 asphalt</u>	<u>Asbestos</u>
Grant McCready & Sons Gaylord, Michigan	\$2,622.00	\$4,805.00	\$6,454.00
John E. Harrington Gaylord, Michigan		5,674.70	
John Marcenkowski Gaylord, Michigan		5,975.00	

It is recommended that the contract be awarded to Grant McCready & Sons for the built-up roofing at \$2,622.00.

7. Bids were opened on August 22nd on alterations to and new stairs in Morrill Hall as follows:

H. G. Christman Company	\$10,600
Granger Brothers	10,900
Francis J. Corr & Son	11,200
J. Geo. Hagameir & Son	12,500
Reniger Construction Company.	12,900

It is recommended that the contract be awarded to H. G. Christman Company, the low bidders, at \$10,600. There is an amount of \$10,000 approved in the budget for this item and an additional \$600 should be appropriated by the Board.

8. Bids on museum cases were opened as follows on August 22nd.

The Michaels Art Bronze Co. Covington, Kentucky	Remington Rand, Inc. Lansing, Michigan
10 Center Display cases (each) \$1012.50	10 Center Display cases (each) \$1312.66
2 Tables (each). 205.25	2 Tables (each). 351.33

It is recommended that the contract be awarded to the Michaels Art Bronze Company and since an item in the budget allows \$15,000 for museum cases, it is recommended that 12 instead of 10 display cases be ordered and 2 tables making the total amount of the contract \$12,702.00

On motion of Mr. McPherson, seconded by Mr. Jakway, it was voted to approve the Secretary's Items.

The meeting adjourned at 2:15 P.M.

John A. Hannah
President

Karl H. McDowell
Secretary

Lease on
Benson
House re-
newed.

Gunson House
converted in-
to Home Mgt.
Practice Hse.

Blvd Light to
be installed
near Gunson
House.

Also lights
to be in-
stalled east
of Fairchild
Theater.

Water main
to Creamery
increased
to 4 inches.

Also soil
pipe extended.

Grant McCready
awarded bid
for roofing
at 4-H Club
Camp.

Christman
awarded bid
for stairs
in Morrill
Hall.

Michael
Art Bronze
Co. awarded
bid for
Museum cases.