

Minutes of the
Meeting of the State Board of Agriculture
June 10, 1935

Present: Messrs. Brody (Chairman), Berkey, Daane, Downing, Halstead; Mrs. Wilson; President Shaw, and Secretary Hannah.

Absent: Superintendent Voelker

The meeting was called to order at 3:00 P.M., following a luncheon in the Womens' Building honoring the Commencement platform party. The Commencement exercises were held at 10:30 o'clock in the morning.

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

RESIGNATIONS, APPOINTMENTS AND LEAVES

RESIGNATIONS
APPOINTMENTS
LEAVES

1. Resignation of Miss Irene Taylor, Extension Specialist in Clothing, effective August 15, 1935.
2. Resignation of Miss Frieda Gilmore, Extension Specialist in Home Furnishing, effective August 1, 1935.
3. Resignation of Miss Katherine Page, stenographer in the Department of Entomology at \$1070.00 per year, effective June 15, 1935.
4. Resignation of Miss Ruby Hoy, stenographer in the Liberal Arts Division office, effective June 30, 1935.
5. Resignation of Mrs. Arthur Hage (Maxine Curtis), secretary to the Dean of Home Economics at a salary of \$1070.00 per year, effective June 1, 1935.
6. Resignation of Miss Ruth Jameyson, clerk in the Department of Economics, effective June 15, 1935.
7. Resignation of Mrs. Jacqueline Giersbrook, clerk in the Central Stenographic Office at a salary of \$1285.00 per year, effective May 31, 1935.
8. Appointment of Miss Pearl Masseu as stenographer in the Department of Entomology, replacing Miss Page (resigned) at a salary of \$1080 per year, effective June 15, 1935.
9. Appointment of Miss Jeannette Somers as secretary to the Dean of Home Economics, replacing Mrs. Hage (resigned) at a salary of \$1080.00 per year, effective June 1, 1935.
10. Appointment of Mrs. Hazel Brickley as clerk in the Central Stenographic Office, replacing Mrs. Giersbrook (resigned) at a salary of \$1200 per year, effective July 1, 1935.
11. Temporary appointment of Mr. Richard J. Foote as Assistant in Farm Management at a salary of \$25.00 per month (from Purnell funds), effective May 1, 1935. Mr. Foote will assist in the Department of Farm Management for the six-month period of Professor Hill's part-time appointment with the U. S. Department of Agricultural Economics, and is paid from the unused portion of Mr. Hill's salary.
12. Appointment of Miss Eleanor Cramer as Extension Specialist in Clothing at a salary of \$1800 per year, effective August 15, 1935. Miss Cramer replaces Miss Lois Holderbaum, whose one-year appointment at the same salary expires June 30, 1935.
13. Recommendation that Mr. H. H. Musselman, Professor of Agricultural Engineering, be granted leave with pay for the last two weeks in June so that he may visit federal agricultural engineering projects in progress in the southern states.
14. Recommendation that Miss Dorothy J. Parker, Instructor in Physical Education, be granted one year's leave of absence without pay, effective September 1, 1935. Miss Parker will take up graduate work at Columbia University.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above resignations, appointments and leaves as stated.

TRAVEL

Travel

1. Request for mileage expenses on three cars to Chicago, Illinois, and return so that members of the Home Economics teaching staff may attend the annual convention of the Home Economics Association, to be held June 24th to 27th.
2. Request for mileage expenses on one automobile to Chicago and Lake Forest, Illinois, so that members of the Home Economics Extension staff may attend the Home Economics Association conference and a pre-convention meeting June 21st to 27th.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to refer items 1 and 2, together with any other requests for travel to this conference which might be received, to the President with power to act.

June 10, 1935

TRAVEL (continued)

Travel

3. Request that Mr. G. W. Hobbs, Associate Professor of Mechanical Engineering, be allowed railroad and pullman expense to White Sulphur Springs and return, so that he may attend the annual meeting of the Society of Automotive Engineers June 16th to 21st.
4. Recommendation that mileage expenses on one automobile be granted to Ithaca, New York, and return so that members of the Electrical Engineering Department may attend the annual meeting of the American Institute of Electrical Engineers at Cornell University, June 24th to 28th. Expense is to be charged to Engineering Experiment Station funds.
5. Recommendation of Dean Dirks that expenses not to exceed \$50.00 be allowed Mr. Bert Sangster, Instructor in Mechanical Engineering, so that he may attend a conference of instructors of welding to be held in Cleveland June 17th to 21st.
6. Recommendation of Dean Dirks that expenses (travel, maintenance, and transportation of exhibit) be allowed Messrs. F. G. Sefing and C. W. Miller, so that they may supervise an exhibit of College testing machines to be shown at the meeting of the American Society of Testing Materials in Detroit, June 24th to 28th. Expenses are estimated at not more than \$100.00 and are to be charged to Engineering Experiment Station funds.
7. Request for mileage expenses on two cars to Culver, Indiana, and return, and for maintenance expenses of Mr. A. G. Kettunen and Miss Sylva Wixson, so that they and other members of the Extension Club Work staff may attend the Four States Conference of State Club Leaders, to be held June 26th to 29th. The other members of the group will attend at their own expense.
8. Request for mileage expenses on one automobile to St. Paul, Minnesota, and return so that members of the Dairy Department staff may attend meetings of the American Dairy Science Association June 24th to 28th.
9. Request for mileage expenses on one car to Zanesville, Ohio, and return and for maintenance expenses of four members of the Soils Department and Extension staffs, so that they may inspect federal soil erosion projects in progress. Expenses of the individuals will be charged to the respective departments, with automobile mileage charged to Soils Department funds. Two or more of such projects will be located in Michigan soon and will be under the partial direction of members of the College staff.

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

MISCELLANEOUS

Title of
Westveld to
be Assoc.
Prof. & Res.
Associate.

1. Recommendation of Dean Anthony that the title of R. H. Westveld, Assistant Professor and Research Assistant in Forestry, be changed to that of Associate Professor and Research Associate, effective as of June 1, 1935. Action on this increase in rank was deferred in July, 1934, until publication of Mr. Westveld's book, which is now ready. The change in rank will entail no increase in salary for the summer session.

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

Authorize
marker at
east campus
ent. in
honor of
Prof. Taft.

2. Recommendation of Dean Anthony and Director Gardner that the Board authorize the erection of a granite marker at the east campus entrance in honor of the work of Professor L. P. Taft, who developed and applied here the first chemical fruit tree fungicide (estimated cost of the marker \$100.00 - \$150.00).

On motion of Mr. Berkey, seconded by Mr. Daane, it was voted to approve the erection of the proposed marker at a cost not to exceed \$150.00, to be drawn from general funds.

Acceptance
of \$1000 from
LaVerne Noyes
estate.

3. A grant of \$1000.00 for the school year 1935-36 is presented for Board acceptance by the Estate of LaVerne Noyes, to be allotted in the form of tuition to needy students who fulfill the following conditions:
 1. Shall themselves have served in the army or navy of the United States during the World War, and have been honorably discharged, or
 2. Shall be descended by blood from some one who served in the army or navy of the United States in this war, who either is still in this service or whose service has been terminated by death or an honorable discharge.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted that the LaVerne Noyes Scholarship grant be accepted under the above conditions and that thanks be extended.

4. Presentation of bill by Ernst and Ernst, Accountants, itemized as follows:

Payment of
bill to
Ernst and
Ernst.

In connection with survey of accounting control and recommenda-	
tions with respect to organization	\$630.00
Cash expenses	46.08
	<u>\$676.08</u>

On motion of Mr. Daane, seconded by Mr. Brody, it was voted that the bill as rendered be paid.

MISCELLANEOUS (continued)

5. Request of Director Baldwin that \$8000.00 of the unexpended balance in this year's Extension budget be credited to the budget for the fiscal year beginning July 1st, to replace in part reduced state appropriations.

No action.

6. Presentation for Board approval of the annual guarantee to the federal government of \$173,249.09 from state funds, to offset federal Smith-Lever, Capper-Ketcham, and Farm Forestry funds for the year 1935-36.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to meet the specified federal funds completely with a state offset and to authorize the President to sign the necessary guarantee.

7. Recommendation of Dean Anthony that \$420.00 be transferred from Extension State - Farm Management funds to the State Offset - Farm Management budget.
8. Recommendation of Dean Anthony for the following transfers of Experiment Station funds (to take care of the publishing of the Quarterly Bulletin and other administrative expenses):

\$200 from Horticultural Section to Director's Office
 200 " Entomology Section " " "
 200 " Farm Crops Section " " "

9. Further recommendation of Dean Anthony for the transfer of Purnell funds amounting to \$257.00 from the Director's Office budget to the Horticultural Section - Experiment Station; and the transfer of \$257.00 of state-supplied funds from the Horticultural Section budget to the Director's Office. The exchange is made to permit the expenditure of Purnell funds on legitimate Purnell projects.

On motion of Mr. Halstead, seconded by Mrs. Wilson, it was voted to approve items 7, 8, and 9.

10. Recommendation of Dean Emmons that an additional allotment of \$200.00 be made to the budget of the English Department, to replace partially expenditures for help during Professor Johnston's illness.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to approve item 10.

11. Request of Professor Nelson, Director of Summer Session, for an additional allotment of \$200.00 to the Summer Session maintenance budget, to cover necessary expenses to June 30th.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve item 11.

12. The Chairman of the Board read communications from the Lansing Branch of the National Association for the Advancement of Colored People, from Oscar W. Baker of Bay City, and from the State Attorney General addressed to the N. A. A. C. P.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted that the following statement be included in the minutes of the Board and be made public:

"The communications of June 1, 1935, from the National Association for the Advancement of Colored People, and of May 31, 1935, from Oscar W. Baker of Bay City relative to alleged discriminations by the College against colored students were received and placed before the Board, and after due consideration the Board is of the opinion that there is no agreement on the part of the College to withhold or deprive any colored student of any privilege given white students.

"The Board wishes hereby to make it clear that it has at no time sanctioned or advocated that there should be any discrimination in any department of the College, and declares its policy, both past and present, to be such as to provide equal opportunity to all students, regardless of race or color."

PRESIDENT'S REPORTS

1. Report on the information of Mr. M. R. Kaplan, of Lansing, that it would be impossible for the College to pay the hospital and doctor bills of Milton Kaplan (freshman student who died May 14th) as requested. This matter was referred to the President with power at the May 16th Board meeting.
2. Authorization of the payment of the Lawson Prize (annual \$25.00 essay prize) from College funds, since investment of the principal has not yet been made.
3. Acceptance of the resignation of Mr. R. L. Donahue, Instructor and Assistant in Soils at \$1800.00 per year, effective as of June 13th.
4. Approval of the appointment of Mr. Gordon Johnsgard as Instructor and Assistant in Soils at \$1800.00 per year (replacing Mr. Donahue), effective June 15th.
5. Approval of travel and maintenance expenses for Mr. C. F. Barr and maintenance expenses only for Mr. O. I. Gregg to Cleveland, Ohio, and return, so that they might accompany the senior Landscape Architecture class on an inspection trip May 29th to June 1st.

No action on request of Dir. Baldwin unexp. bal. be credited to this year's budget.

College to meet specified fed. funds with state offset.

Trans. of Ext. funds approved.

Trans. of Exp. Sta. funds app.

Trans. of Purnell funds approved.

Additional \$200 approved for budget of English Dept.

\$200 added to Summer School budget

Communications from Lansing branch of the Nat. Assoc. for Adv. of Colored people

Report that impossible for college to pay hospital and doctor bills for Milton Kaplan, Payment of Lawson prize from college funds. Resig. R. L. Donahue.

Appt. Gordon Johnsgard Inst. Soils.

Travel of Mr. Barr and Mr. Gregg to Cleveland approved.

PRESIDENT'S REPORTS (continued)

Travel of
H.J. Galla-
gher to Wash.

6. Approval of travel and maintenance expenses for Mr. H. J. Gallagher to Washington, D. C., and return, to represent the College at a federal Rural Electrification Conference on June 6th. Expenses will be charged to Extension funds.

Travel of
Veatch to
Chicago.

7. Approval of travel and maintenance expenses for Mr. J. O. Veatch to Chicago and return, so that he might attend a regional land planning conference called by federal authorities for June 6th to 8th. Expenses will be charged to the budget of the Dean of Agriculture's office.

Lois Corbett
and A.G.
Kettunen -
travel to
Washington.

8. Authorization of full expenses to Washington, D. C., and return for Miss Lois Corbett and Mr. A. G. Kettunen, who will be in charge of the Michigan delegates to the National 4-H Club Encampment June 10th to 21st. Transportation expenses are to be charged to 4-H Club Fair funds; maintenance expenses to Extension funds.

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

SECRETARY'S ITEMS

Acceptance
of \$12.50
for use in
repairing
1900 class
memorial.

1. Report on the acceptance of \$12.50 from the Class of 1900, for use in repairing the class memorial.

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted that the report be approved and the receipt of the sum acknowledged.

Injury to
Milton Caine

2. Request for payment of \$21.20 to Milton Caine, Buildings and Grounds employee, for time lost (53 hours @ 40¢) following injury at work.

On motion of Mr. Downing, seconded by Mrs. Wilson, it was voted that the above claim be allowed.

Transfers of
funds
approved.

3. Recommendation of the following transfers of funds:

1. \$400.00 from the Botany Department budget to the Alterations and Improvements account (Buildings and Grounds), to pay for alterations and repairs desired by the Department.
2. \$125.00 from the Engineering Experiment Station budget to the Alterations and Improvements account (Buildings and Grounds), to be used for repair of the Engineering Foundry office.
3. \$700.00 from Buildings and Grounds - Administration to Buildings and Grounds - Service Radio.
4. \$3000.00 from Buildings and Grounds - Power Plant, to be distributed as follows:

1. Cleaning budget	\$2000.00
2. Grounds "	500.00
3. Structural "	500.00

On motion of Mr. Brody, seconded by Mrs. Wilson, it was voted to approve the several transfers under item 3.

Approval of
expenditure
of \$225 from
Poultry Dept.
budget for
linoleum.

4. Request for authorization of the expenditure of \$225.00 from the Poultry Department budget for the purchase of linoleum floor covering for the Poultry office.

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the above expenditure.

Fund of \$300
set up to pay
for estimates
required by
PWA.

5. Request that a fund of \$300.00 be set up and made available to pay for estimates and preliminary surveys required by the PWA in connection with our requests for buildings. This fund is to be administered under Buildings and Grounds.

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

Purchase of
500 tons of
coal.

6. Request for approval of the immediate purchase of 500 tons of coal.

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

Authorization
for Sec. to
file PWA
projects.

7. Request for Board action on the following resolution, which covers PWA projects which have been approved by the Board:

"A resolution authorizing the Secretary of the State Board of Agriculture to file an application to the United States of America through the Federal Emergency Administration of Public Works for a loan and grant to aid in financing the construction of (1) dormitory for men students; (2) dormitory for women students, remodelling of the present dormitory, and an addition to the power plant; (3) College health service; (4) livestock judging pavilion; (5) auditorium; (6) short course dormitory; (7) Chemical Engineering building; and designating the Secretary to furnish such information as the Government may request."

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

SECRETARY'S ITEMS (continued)

8. Report on estimates submitted by Gillett and Johnston, of Croydon, England, for increasing the present Beaumont Tower chime to form a carillon of bells.

On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted to approve the first estimate submitted by Gillett and Johnston, calling for the furnishing of ten small bells with fittings, nine manual and eleven pedal keys for the clavier with necessary adjustments, plans for the extension of the frame work of the clavier, and the services of the company's foreman in installation. The cost, including freight to Lansing and excluding import duty, was approved at \$2640.00.

9. Request of the Athletic Council for the provision of a sign at the stadium, designating it as Macklin Field.

Referred to the Buildings and Grounds Committee of the Board.

10. Request for approval of payment of \$1500.00 to the City of East Lansing, covering the College's share of costs of operation of the disposal plant for 1934-35.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted to approve the payment of this obligation.

MISCELLANEOUS REPORTS

1. Report of the committee (President Shaw, Secretary Hannah, Mr. Berkey, and Mr. Halstead) appointed at the May 16th Board meeting to consider and engage an auditing firm for the College for the audit of the fiscal year 1934-35.

No report.

The meeting adjourned at 6:00 o'clock.

T. D. Shaw
President
John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
July 12, 1935

Present: Messrs. Brody (Chairman), Berkey, Daane, Downing, Halstead, Mrs. Wilson; Superintendent Voelker; President Shaw and Secretary Hannah.

Absent: No one.

The meeting was called to order at 9:40 A.M.

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

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Miss Evelyn Turner, Extension Specialist in Home Management, effective June 30, 1935. Miss Turner was granted leave of absence without pay for the period September 1, 1934 to August 31, 1935.
2. Resignation of Miss Geraldine Cooke, Instructor in the Department of Textiles, Clothing and Related Arts, effective September 1, 1935.
3. Resignation of Mr. J. A. Eicher, Instructor of Mechanical Engineering, effective September 1, 1935.
4. Resignation of Mrs. Frederick Dittman (Elsie Marquardt), stenographer in the Department of Music, effective September 1, 1935.
5. Resignation of Miss Dorothy Wickstrom, secretary to the Dean of Women, effective August 15, 1935.
6. Appointment of Miss Julia Pond as Extension Specialist in Home Management, replacing Miss Evelyn Turner (resigned) at a salary of \$1960.00 per year, effective July 1, 1935. Miss Pond has been replacing Miss Turner during her leave of absence on a temporary basis.
7. Appointment of Miss Helen F. Simmonds as Instructor in the Department of Textiles, Clothing and Related Arts, replacing Miss Cooke (resigned) at a salary of \$1750 per year, effective September 1, 1935.

Approval of estimate submitted by Gillett & Johnston for completion of carillon.

Request of Ath. Council for sign at stadium designating it as Macklin Field.
Payment of \$1500 to City of E. L. re: disposal plant.

No report of committee re: auditing firm for audit of fiscal yr. 1934-35.

Resignations
Appointments
Leaves