

Minutes of the
Meeting of the State Board of Agriculture
July 20, 1933

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Present: Messrs. Brody, Chairman; Berkoy, Daane, McColl, McPherson, Mrs. Wilson; Dr. Henry representing the Superintendent of Public Instruction, President Shaw and Secretary Halladay.

Absent: No one.

The meeting was called to order at 2:15 P.M.

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

Resignations

RESIGNATIONS

1. Resignation of Mr. A.D. Freiberg, Instructor in the Department of Philosophy and Psychology, effective September 1, 1933.
2. Resignation of Ruth O'Dell from the Health Service effective June 30, 1933.
3. Resignation of Margaret Merrick from the Health Service effective June 30, 1933.
4. Discontinuance of three part time instructors in Mathematics - Margaret Walcott, Mr. D. F. Randolph and J. W. Zimmer.
5. Resignation of Miss Margaret Cawood, Research Assistant and Instructor in Sociology, effective September 1, 1933.
6. Resignation of Miss Verna Church, clerk in the Registrar's Office, effective June 30, 1933.
7. Resignation of Mrs. Edwards (Lucille Neibling) clerk in the Department of Bacteriology, effective August 31, 1933.
8. Discontinuance of the services of Mrs. LaDore Irland, who has been employed for the past two years as Instructor in the Department of History. Mrs. Irland has been employed each term on a temporary basis.
9. Discontinuance of the services of Mr. A.J.M. Smith, Instructor in English. Mr. Smith has been replacing Mr. R. N. McGee, who has been on leave of absence.
10. Resignation of C. W. Nelson, extension specialist in Dairy Husbandry, effective July 1, 1933.

On motion of Mr. McColl, it was voted to accept the above listed resignations.

Appointments

APPOINTMENTS

1. Appointment of Naomi Carrier as clerk in the Department of Bacteriology, September 1, 1933, replacing Mrs. Edwards at \$1180 a year.
2. Appointment of Miss Margaret Walcott as clerk in the Registrar's Office, replacing Miss Church at \$1300 per year, effective July 1st.
3. Appointment of Mr. Harry Kimber, for one year, as Assistant Professor in History and Political Science, succeeding Mrs. Mary Hendrick at a salary of \$2200.
4. Continuation of the appointment of E. M. Banzet for one year (full time) as Assistant Professor in the Department of Sociology at \$1960. During the past year Mr. Banzet has been employed on three-fourths time.
5. Continuation of the appointment of Dr. F. T. Mitchell, Associate Professor in the Department of Education, at \$3125, for the year 1933-34.
6. Continuation of the appointment of E. H. Ryder as Dean of Liberal Arts for another year.
7. Continuation of the appointment of Albert H. Nelson as Acting Head of the Department of Publications and Journalism.
8. Appointment of Ernest L. Anthony as Dean of Agriculture, effective July 1, 1933.

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

Leaves

LEAVE OF ABSENCE

Lightring

1. Leave of absence without^{pay} for Dr. Lydia Lightring, Head of the Department of Physical Education for Women, from September through December 1933.

Ulrey

2. Request for leave of absence, at half pay, by Professor Ulrey of the Department of Economics from September 1st, 1933 to March 1, 1934, in order that he might complete his work for his doctor's degree in Agricultural Economics at Cornell.

On motion of Mr. McColl, it was voted to approve the above requests for leaves of absences.

TRAVEL

Travel

1. Dr. H.F. Stafseth and Dr. Giltner to attend the annual meeting of the American Veterinary Medical Association, August 14-18, Chicago, Illinois, with auto mileage on one car allowed.
2. Recommendation from Athletic Council that Dr. Huston, Charles Bachman, Lyman Frimodig and Miles Casteel and Coach Young to attend the meeting of the American Football Coaches Association in Chicago, August 21, 22 and 23.

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

MISCELLANEOUS

1. Recommendation that diplomas be granted to such candidates for graduation as shall have completed the requirements for graduation by July 28, according to the records of the Registrar.
2. Recommendation from the Administrative Group that the request from William Smith for exemption from paying out of state tuition fee be denied. This request was referred to the Advisory Committee at the last meeting of the Board.
3. Recommendation by the Administrative Group that a revised schedule of prices of rooms in Wells Hall be approved. The new schedule has a price range of \$12.00 to \$22.00 per term instead of \$12.00 to \$24.00 per term.
4. Recommendation from Director Baldwin that the leave of absence for R. G. Carr be extended to September 15th at a salary of \$54.00 a month.
5. Recommendation that the title of Dr. C.F. Clark be changed from Technician to Instructor in Animal Pathology and Research Assistant.
6. Proposal of W.K. Kellogg to reimburse Kellogg Farm employees for the cut given them, from his own personal funds. (Left to discretion of Mr. Kellogg).
7. The term of office for the faculty members of the Athletic Council expires July 1, 1933. It is recommended that Dean Ryder and Professor Clark be appointed for the year 1933-34, and Dean Huston and Prof. Field be appointed for the period 1933-35.
8. The Fremont Canning Company has offered to renew the Fellowship grant for the year 1933-34.

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

9. Summer School salaries.

On motion of Mr. McPherson, it was voted that Summer School remuneration be made on the same plan as heretofore, based on salaries paid during the last regular school year.

10. Adoption of 1933-34 budget.

On motion of Mr. Berkey, it was voted that the budget be adopted with the exception of the revision of the Music Budget, and with the understanding that the whole budget is subject to further study and change - this budget effective for the next six months, or until January 1, 1934.

11. On motion of Mr. Berkey, it was voted that the recommendation of Seidman & Seidman relative to readjustments relating to the duties of the Treasurer and Comptroller be referred to the President and the Advisory Committee with power to act.

REPORTS OF THE PRESIDENT

1. Acceptance of the fellowship offered by the Ice Cream Machinery Supplies Association, on the same basis as accepted before. This was referred to the Advisory Committee with power at the meeting of the Board in June.
2. Authorization for Mr. Kettunen, Mr. Baldwin and Mr. Thorpe to attend the 4-H conference at Pokagon, Indiana, July 20 to 23rd, expenses to be paid from Extension funds.
3. Authorization for mileage expenses on one car in order that Professor Musselman might attend the meeting of the American Society of Agricultural Engineering held at Purdue University June 21st to 24th.
4. One month's leave of absence was granted Zoe Wertman, dietitian at Mary Mayo Hall in order that she might complete her thesis for her Master of Science degree at the University of Chicago.
5. Request was received from Mr. C. W. Warburton of Washington that Mr. Baldwin and Mr. Ballard attend a meeting in connection with the administration of the New Farm Relief Act Columbus, Ohio, July 10th and 11th. Expenses were granted.
6. Authorization for a four weeks leave of absence was given to C. L. Nash of the Economics Department to aid Mr. J. P. Riordan, Farm Loan Commissioner's Agent of the Seventh Farm Loan District, in making arrangements for the refinancing of Farm mortgages in Michigan.
7. Authorization for expenses for Mr. C. R. Oviatt to attend a hearing in Washington relative to the sugar beet industry situation.

Degrees to be granted

Wm. Smith not to be exempt from paying tuition

Revised schedule of prices in W.H.

Carr's leave extended to Sept. 15

C.F. Clark's title to be Instructor
Proposal of Mr. Kellogg re: cut to Farm employees
Appointments to Athletic Council

Approval of Fremont Fellowship.

Summer School salaries

1933-34 budget adopted.

Recommendation re: duties of Treasurer & Comptroller referred to Pres. & Adv. C.

Acceptance of Fellowship by Ice Cream Supplies Assoc. Kettunen, Baldwin & Thorpe to Pokagon, Ind.

Musselman to Purdue

Zoe Wertman lv. of absence for one month.

Baldwin & Ballard to attend meeting Columbus, Ohio

4 weeks lv. of abs. given Nash

Oviatt to attend hearing in Washington

King, Phys.
Ed. Dept. to
lve June 1st
for Louisville

Lv of absence
Hill July 25
to Sept. 22.

Report on re-
ply to Kellogg
re: Neilson
Report on
letter to Gov.
re: approp.

Expenses for
Wilkins and
Davenport to
Purdue.

Report on
Labor payroll
regulations.

Mileage for
car for Publi.
to Urbana, Ill.

DeHaan to be
ranked as
Assoc. Prof.
at \$3200.

Request from
Conservation
Dept. for
authority to
offer at public
auction Agr.
College land.

Report on
accident to
Louis Washburn.

Insurance on
college cars
to be given
responsible
firm with low-
est bid.

Whiting &
Stewart to be
remunerated
for extra
services.

Request of
Meyer for pur-
chase of car
denied.

Request for
appropriation
for discrep-
ancies in
Uniform acct.
etc.

Purchase of
Coal

8. Authorization for Mr. T. King, of the Physical Education Department, to leave June 1st in order to attend to some personal business affairs in Louisville. Mr. King agreed to return earlier in the fall if he was needed.
9. Leave of absence was granted Professor E. B. Hill from July 25th to September 22nd, with pay in order that he might attend the International Conference of Agricultural Economics held during the month of August at Bad Eilsen, Germany.
10. Report on reply to W.K. Kellogg who has requested that the College take over the financing of the work of J. A. Neilson.
11. Report on letter to Governor Comstock relative to Legislative appropriations for Michigan State College for the fiscal years 1933-34-35.
12. Authorization for expenses for Mr. Davenport and Mr. Wilkins while attending the meetings of the Association of University Business Officers at Purdue, May 25, 26, and 27th. Authorization for mileage expense was granted at the meeting on May 18, but a college car was used.
13. Report on labor payroll regulations, which were approved to go into effect July 1, 1933.
14. Authorization for mileage only for one car in order that two members of the Publications Department might attend the meetings of the American Association of Agricultural College Editors at Urbana, Illinois on July 25, 26 and 27.

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

CHANGE IN TITLE

1. Recommendation that Mr. J. M. DeHaan now ranked as Assistant Professor of Philosophy and Psychology, be advanced to the rank of Associate Professor with a salary of \$3200.

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

ITEMS FROM SECRETARY'S OFFICE

1. Request from the Department of Conservation that the State Board of Agriculture give them authority to examine, appraise and offer at public auction, the parcel of land in Manistee County described as NE $\frac{1}{4}$ of SE $\frac{1}{4}$ of Sec 27 T 24 N R 13 W, which was patented to the State by the Federal Government as Agricultural College land.

On motion of Mr. McPherson, it was voted to defer action on the above item until the October Board meeting.

2. Report on accident to Louis Washburn, Buildings and Grounds employee, who injured his hand while at work on May 26th. Total time lost 5 weeks at \$21.50 per week - \$108.

On motion of Mr. McColl, it was voted to approve the above report, the amount to be paid from the Contingent Fund.

3. Question of insurance on college cars, trucks, trailers and motorcycle for the year 1933-34.

On motion of Mr. Brody, it was voted to accept the lowest offer of insurance on college cars, trucks, trailers and motorcycle from the most responsible firm.

4. Request from Mr. Wilkins that the two boys in his office, Rodney Whiting and John Stewart, receive remuneration for the services rendered during the evenings of the special Senate investigation - 76 hours each at 40 cents per hour or a total of \$30.40 each.

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

5. Request from D. B. Meyer of the Bacteriology Department that he be permitted to purchase the College car No. 6 which he is now driving. Offer of \$185.00 has been made.

On motion of Mr. Berkey, it was voted that the above request be denied.

6. Request from Mr. Wilkins, Comptroller, that the Board appropriate funds in the amount of \$330.54 to take care of discrepancies in the following accounts:

Uniform Deposit	-	\$139.00
Emergency notes to students	-	<u>191.54</u>
		\$330.54

On motion of Mr. Berkey, it was voted to refer the above matter to the Finance Committee for investigation and report back to the Board.

7. Purchase of Coal. Tests of several different kinds of coal were made and the following recommendations for purchase were made:

Purchase of 3000 tons of 2" nut and slack from the Sunnybrook Coal Company at 70 cents per ton, starting a weekly shipment of 10 cars each.

Purchase of 3000 tons of 2" nut and slack from the Capitol Fuel Company or the Cleveland Cliff Iron Co. at 75 cents per ton.

Purchase of 3000 tons of 95 cent nut coal from the Amherst Fuel Company as per specified shipment.

On motion of Mrs. Wilson, it was voted to approve the purchase of 9000 tons of coal as specified above.

8. Report of a meeting of the Committee of the Board held June 30, 1933 is hereby made part of the records:

Present: Messrs. Brody, Berkey, McColl, Mrs. Wilson; President Shaw and Secretary Halladay.

Absent: Messrs. Daane, McPherson.

On motion of Mr. McColl, seconded by Mr. Berkey, it was voted to authorize Mrs. Wilson to consult the Detroit Trust Company relative to Mary Mayo bonds and other matters relative to the general agreement, etc. regarding it.

Matters pertaining to budgets relative to 1933-34 were left in the hands of the President and Committees.

The meeting adjourned at 5:00 o'clock.

R. S. Shaw
President

H. S. Halladay
Secretary

Mrs. Wilson authorized to consult Detroit Trust Company re: Mary Mayo bonds and other matters relative to general agreement, etc.

Minutes of the
Special Meeting of the State Board of Agriculture
August 2, 1933

Present: Messrs. Brody, Chairman; Berkey, Daane, McColl, McPherson, Mrs. Wilson; Dr. Henry, representing the Superintendent of Public Instruction, President Shaw.

Absent: Secretary Halladay

The meeting was called to order at 3:30.

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

TRAVEL

1. Mr. Sheets, U.S. Department of Agriculture, Animal Husbandry Division, has asked that we send a representative to the National Conference on Cooperative Meat Investigations at Chicago, August 14th and 15th, with expenses.

Repre. of An. Husb. to to Chicago at request of Mr. Sheets.

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

PRESIDENT'S REPORTS

1. Authorization was given to Prof. L. C. Emmons to attend the meeting of the Institute for Administrative Officers of Higher Institutions of Learning in Chicago, July 12th to 24th - expenses totalled \$18.21.
2. Authorization was given Dean Anthony to rent the O. C. Hartig Farm for a period of two years eight months, beginning July 1933, at a rate of \$350 per annum.

Travel of Mr. Emmons to Chicago.

Dean Anthony to rent O.C. Hartig Farm for 2 yrs. 8 mos.

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

BUDGET ITEMS

1. It is recommended that Mr. J. G. Hays of the Extension Service, now employed on half time basis at \$1785, be employed for 1933-34 on three fourths time basis at \$2250. (This is figured on the basis of \$3000 for full time work). The adjustment is needed inasmuch as Mr. Nelson, whose resignation was accepted at the last Board meeting, is not being replaced.
2. Last year E. E. Down of the Farm Crops Department received \$3180 from the College and \$300 from the Federal Government, or a total salary of \$3480. The Federal Government has discontinued the \$300 contribution to his salary. The Farm Crops Department recommends that Mr. Down's salary for next year be figured on the basis of \$3480 (less the cut) rather than \$3180 (less the cut).

J.G. Hayes to be employed 3/4 time for 1933-34.

Mr. Down's salary to be \$3480 less cut rather than \$3180 for 1933-34.

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