


Locomotive
crane for
coal.

graduating them on April 1st, 1918, and to employ such extra assistance as may be necessary and approved by the President. He was further authorized to admit into such course, such other persons as may upon examination be found fitted to do the work, it not being the purpose however to grant degrees to the latter class.

On motion of Mr. Doherty, the Secretary was authorized to purchase a locomotive crane for unloading coal.

On motion adjourned.


Secretary

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MEETING OF THE STATE BOARD OF AGRICULTURE

President's Office

June 20th, 1917.

11 o'clock A. M.

Present, President Kedzie, Messrs. Graham, Wallace, Woodman and Doherty.

The minutes of the previous meeting having been in the hands of the members were approved without reading.

Miss Rans-
ford's sal-
ary in-
creased
\$100.00.

On motion of Mr. Graham, the salary of Miss Alison Ransford, Instruc-
tor in Cheese Making, was raised from \$800.00 to \$900.00 for the ensuing year.

In re. Exp.
Sta. project
to be
launched by
Dairy &
Econ. Depts.

On motion of Mr. Wallace, an experiment station project submitted by Prof. Anderson to be carried on by the Dairy Department in conjunction with the Department of Economics, relating to the study of the milk supply of a modern city, was approved; and in this connection authority was given to visit the City of Erie, Pennsylvania, to study the operation of the co-operative milk plant at that place.

In re. impr.
in Dairy Yds.
and Barns.

On motion of Mr. Wallace, the request of Prof. Anderson for certain changes and improvements in the yards and barns of the Dairy Department, was referred to the President with power to act.

On motion of Mr. Graham, the following resolution in reference to the employment of special county agents, was adopted:

Resolution
concerning
employment
of special
county agts.

Whereas on request of the Michigan War Preparedness Board, the State Board of Agriculture under date of April 17, adopted the following resolution on motion of Mr. Wallace:

"That Director Baldwin employ special county agents for counties not having them as shown on his list, at a salary of \$133.00 per month each, for a period not exceeding six months, together with expenses except office expenses,"

(said action being taken in Mr. Carton's office in the State Capitol Building.)
and,

Whereas, It was mutually agreed between the War Preparedness Board and the State Board of Agriculture that the former should pay the salaries and expenses of the county agents referred to in the above resolution, and

Whereas under date of Thursday, May 24, Auditor General Fuller informed Mr. Baldwin that the members of the War Preparedness Board were practically unanimous in saying that the salary agreed upon for said agents was at the rate of \$100.00 per month, and that the Board would allow the claims at that rate, and

Whereas the special county agents under the above decision of the Auditor General have been paid at that rate, notwithstanding that these men were employed by Mr. Baldwin under authority of this Board at the rate of \$133.00 per month, therefore

BE IT RESOLVED, That in order to keep faith with the men who have entered upon a very important work in war time, this Board recommends to the War Preparedness Board that the special county agents be paid at the rate of \$133.00 per month and expenses as detailed in the resolution adopted by the State Board of Agriculture under date of April 17.

On motion of Mr. Graham, a modification of the memorandum of agreement between the United States Department of Agriculture, Bureau of Plant Industry, and the College, was approved.

In re.
agreement
with U.S.
Dept. of Agr

The President presented communications from Dr. Bessey and Dean Shaw in reference to an increase in salary for Dr. Coons and a suggestion that a department of Plant Pathology be created at a future time.

In re. Dept.
of Plant
Pathology.

On motion of Mr. Woodman, this matter was referred to Dean Shaw and the President with power to act.

The President presented a communication from Mr. S. F. Edwards in reference to the question of the continued production of legume cultures by the College. On motion of Mr. Woodman, it was decided to be the policy of the College to continue the production of these cultures but to restrict the sale to this state.

Sale of
legume cul-
tures con-
fined to
Michigan.

The President presented a communication from Prof. French in reference to additional help for the supervision of home project work.

More help
for super-
vision of
home proj.
work re-
fused.

On motion of Mr. Woodman, in view of the financial situation of the College, it was decided that this matter should be continued under Mr. Grover without additional assistance.

Owing to certain delinquencies on the part of Dr. J. I. Handley as shown by a communication from Dr. Lyman and statement from the President, on motion of Mr. Wallace, the contract with Dr. Handley was regarded as terminated on May 31st.

Dr. J. I.
Handley
dismissed.

On motion of Mr. Graham, authority was given to the President and Dr. Lyman to employ a successor to Dr. Handley.

Authority
given to
employ suc-
cessor.

On motion of Mr. Woodman, a proposed experiment station project of soil investigation involving the expenditure of \$500.00, was approved.

Soil Inves-
tigation
project.

On motion of Mr. Graham, the recommendation of Prof. Pettit that in view of the passage of House Bill No. 96, File No. 176, increasing the special appropriation for bee inspection from \$1500.00 to \$3000.00, the salary of Mr. Kindig, Inspector of Apiaries, was increased \$200.00 making the total \$1600.00 per annum, \$1200.00 to be paid from the direct appropriation and \$400.00 from the College - increase to take effect July 1st.

\$200.00
added to
Mr. Kindig's
salary.

T.C.Dee
employed

On motion of Mr. Graham, Prof. Polson was authorized to employ Mr. T. C. Dee as Assistant during the summer to be paid from department funds.

Rearrange-
ment of
salaries as
reported by
Dean Shaw.

On motion of Mr. Wallace, the recommendation of Dean Shaw that the salary of Mr. C. G. Nobles be transferred from the current account to the experiment station; that the salary of Miss Harcourt be divided equally between experiment station and college; and that \$300.00 of Prof. Cox's salary be paid from experiment station, was approved.

E.O.Edson
employed

On motion of Mr. Woodman, Mr. ~~Emmet~~ O. Edson was employed as Instructor in Poultry Husbandry at a salary of \$1200.00 per year for the months of June, July and August, and at \$1000.00 from September 1st, 1917 to August 31st, 1918.

Farm House
& Dairy Hse
authorized
at Chatham.

On motion of Mr. Wallace, the erection of a farm house and a small dairy house at Chatham at an expense not exceeding \$2100.00, was authorized.

Dr.Coons to
attend Con-
ference.

On motion of Mr. Woodman, Dr. Coons was authorized to attend a Conference of Cereal Pathologists at Madison, Wisconsin, July 9th to 11th, with transportation expenses paid.

Hilton's let-
ter referred
to Dr.Beal.

On motion of Mr. Graham, a communication from Mr. Huber C. Hilton, Forest Supervisor, of East Tawas, Michigan, was referred to Dr. Beal as an authority upon grasses.

\$50 added
to salary of
Eugene Down

On motion of Mr. Wallace, the salary of Mr. Eugene Down who has been in charge of field experimental work, was increased \$50.00, making the total salary \$1100.00 for the ensuing year.

\$25,000 ap-
propriated
to Exp.Sta.
from cur.
funds.

On motion of Mr. Graham, the request of Dean Shaw for an appropriation from current funds for the experiment station of \$25,000.00 for the ensuing fiscal year, was approved.

M.B.Chapin
employed.

On motion of Mr. Wallace, Mr. M. B. Chapin was appointed Instructor in Drawing for the ensuing year at a salary of \$1100.00 per annum.

Concerning
Steno.for
Registrar;
also title
of Alum.Sec.

On motion of Mr. Woodman, the matter relating to a stenographer for the Registrar's office and the title of the Alumni Secretary, was referred to the President with power to act.

Report of
health con-
ditions fr.
Dr.Giltner.

The President presented a report from Dr. Giltner in regard to the hospitals and health conditions.

Question of
Hospt.fees
referred to
President.

On motion of Mr. Graham, the question of hospital expenses and fees to be paid by the students and others while at the hospitals, was referred to the President and Secretary for report at a future meeting.

\$50.00 add-
ed to sal.of
D.C.Carpent-
er; \$50.00
deducted fr.
E.L.Under-
wood's sal.

On motion of Mr. Graham, the salary of Mr. D. C. Carpenter was in-
of
creased \$50.00 over the former action of the Board, and that/Mr. E. L. Under-
wood was decreased \$50.00, making them \$1350.00 and \$1150.00 respectively.

J.Hannigan
employed.

On motion of Mr. Wallace, Mr. Joseph Hannigan was appointed Campus Guard under the provisions of Act No. 80 of the Public Acts of 1905.

K.A.Peters-
B.S.Degree

On motion of Mr. Woodman, the President was authorized to confer the Degree of Bachelor of Science upon Karl A. Peters.

On motion of Mr. Graham, the expense of entertaining the delegates of the Boys Y. M. C. A. Conference amounting to \$81.20, and of the teachers and pupils of the County Normal schools amounting to \$52.25, was authorized to be paid.

Expenses of Y.M.C.A. delegates & Co. Normal teachers, paid.

On motion of Mr. Wallace, the matter of preparing maps of the farm and campus, and the question of giving instruction in both wire and wireless telegraphy, was referred to the President with power to act.

Concerning farm & campus maps - also instruction in telegraphy.

On motion of Mr. Wallace, Mr. Graham was authorized to employ a competent inspector from out of town to thoroughly examine College Hall and report on its condition and the feasibility of restoring it.

To employ inspector for Col. Hall

On motion of Mr. Wallace, the request of Miss White that there be formed within the Division of Home Economics a department of Domestic Science, a department of Domestic Art and a third department to be designated as Dean of the Home Economics Division and Dormitories, was approved.

Three new depts in Home Econ. Division.

The Secretary presented the following letter from Mr. Fred C. Trier which had been transmitted to him by Mr. Bowd, College Architect.

June 6th, 1917.

Mr. E. A. Bowd,
Lansing, Mich.

Dear Sir.

In estimating the Blackboards for Engineering Building M.A.C. when figuring on the contract, I made an error in taking off the quantities and wish to explain to you how I did it.

You will note the specifications call for blackboards in all rooms marked B. This I overlooked in the specifications and went by attic floor plan which you will notice has blackboards indicated by arrows and the word blackboard written in, and all other floors were not marked in this way and I overlooked the important part in the specifications, but this is not a fault of the Architect, simply my own mistake.

Mr. Trier presents error in estimate of Blackboards for Engineering Bldg. causing him serious loss.

But my margin on this contract being very small I thought possibly you and the State Board of Agriculture would possibly allow me the difference of what I paid for the Boards and what I had estimated them. I am willing to do the work for nothing. Enclosed you will find invoice of blackboards which is \$991.69 and my estimate shows \$199.76 making a difference of \$791.93 which I am to the bad.

Hoping you will be able to give this your kind consideration,

I remain yours respectfully,

(Signed) Fred C. Trier.

On motion of Mr. Doherty, the Secretary was authorized to pay to Mr. Trier the amount of \$791.93.

Sec'y. Authorized to pay difference.

On motion of Mr. Doherty, the following resolution was adopted:

RESOLVED, That there is hereby appropriated under the provisions of Sections 1 and 2 of Act No. 232, P. A. 1901 as amended, the sum of \$70,000.00 from the fifth-mill appropriation for the fiscal year ending June 30th, 1918, for the completion of the gymnasium.

\$70,000 appropriated for completion of Gym.

On motion of Mr. Wallace, the following resolution was adopted:

RESOLVED, That any balance remaining in the appropriation for the Hall of Engineering, after the completion of the building, shall be transferred to the current account of the institution.

Engr. Hall Balance to go to current acct.

The Secretary presented the following statement in reference to the finances of the College.

June 18, 1917.

To the State Board of Agriculture,
Gentlemen:-

It seems fitting at the close of the present fiscal year, to review the financial situation of the College with reference to the coming year.

By restoring the \$70,000.00 additional appropriation for the gymnasium to the current funds, we shall, I think, be able to close the present fiscal year with a small credit balance. Our income for the next year is made up as follows:

Secretary's
Review of
Financial
Situation.

One-fifth Mill Tax.....	\$560,000.00
Morrill Act of 1890.....	50,000.00
Land Grant Act, about.....	70,000.00
All other sources within the institution.....	<u>175,000.00</u>

Making the total amount available for current acct. 855,000.00

It will be necessary out of this sum to restore the appropriation to the gymnasium amounting to \$70,000.00; to supplement the Government appropriation for Experiment Station by an amount estimated at \$25,000.00; and to provide the funds for College Extension estimated at \$50,000.00 - or a total of \$145,000.00. This will leave \$710,000.00 available for the net current account of the institution.

There are certain expenditures that are fairly definitely fixed which must be provided for out of this fund before appropriations can be made to the several departments of the institution. These amount to \$513,540.00 and may be listed as follows:

Freight and Cartage.....	\$ 3,000.00
Printing Bulletins.....	7,000.00
Cleaning.....	4,500.00
Contingent Building.....	60,000.00
Electric Lighting.....	8,000.00
Heating.....	90,000.00
Miscellaneous.....	10,000.00
Telephones.....	2,000.00
Salaries.....	<u>329,040.00</u>
	\$513,540.00

When these are deducted from \$710,000.00, the amount available for current expenses, there will be a balance of \$196,460.00. The budgets asked for by the several departments of the institution amount to \$253,838.77 and must obviously be reduced considerably to bring them within the sum available.

From this review of the financial affairs of the institution, you will see that there is nothing whatever available for building or other extraordinary purposes. Even the purchase of the proposed locomotive crane at an estimated cost of some \$16,000.00 will be difficult to bring within the possibilities of our finances.

It is possible that the estimate for heating may be somewhat high, but conditions are so uncertain that it would be unsafe, it seems to me, to appropriate a less amount for that purpose.

With this survey of the situation in mind, I am sure you will be better able to judge of the matters which may come before you involving financial outlay.

Yours truly,

(Signed) A. M. Brown, Sec'y.

On motion of Mr. Wallace, the budget for the ensuing fiscal year, as presented by the Secretary, was approved.

Dept. Appor-
tionments.

Agricultural Education.....	\$ 1305.00
Anatomy.....	1517.40
Animal Husbandry.....	12528.00
Athletics.....	5256.00
Bacteriology.....	9801.00
Botany.....	3613.50
Chemistry.....	10233.00
Civil Engineering.....	3960.00
Dairy Husbandry.....	55890.00
Domestic Art.....	1035.00
Domestic Science.....	3006.00
Drawing.....	758.70
Economics.....	126.00
Electrical Engineering.....	2786.40
English.....	733.50
Entomology.....	1516.50

Farm Crops.....	\$ 1070.00
Farm and Horses.....	15292.80
Farm Mechanics.....	1305.00
Forestry.....	3402.00
History.....	22.50
Dean of Home Economics and Dormitories.....	4374.00
Horticulture	8275.50
Library.....	2749.50
Mathematics.....	540.00
Mechanical Engineering.....	9643.50
Meteorology.....	45.00
Military Science.....	1629.00
Pathology.....	1366.20
Physics.....	4316.40
Poultry.....	3663.00
Soils.....	2542.50
Special Courses.....	3259.60
Veterinary Science.....	2422.13
Zoology	720.00
Advertising.....	720.00
Bulletins.....	7000.00
Cleaning.....	4500.00
Contingent Building.....	60000.00
Dean of Agriculture.....	2164.50
Dean of Summer School.....	432.00
Electric Lighting.....	8000.00
Freight and Cartage.....	3000.00
Heating.....	90000.00
Hospitals.....	1800.00
Miscellaneous.....	10000.00
Office, President's.....	1350.00
Office, Secretary's.....	4500.00
Registrar	2173.50
Salaries.....	329040.00
Telephones.....	2000.00
South Haven Exp.Station.....	2353.50
Upper Peninsula Exp.Station..	9462.60

The Secretary presented a letter from Mr. Wm. M. Smith of St. Johns in reference to the loan of arms, following which on motion of Mr. Wallace, it was decided that all requests for the loan of arms should be refused on the ground that the Board has no authority to make such loan.

Concerning
the loan of
military
arms.

The Secretary presented the following letter from the Auditor General and General Accountant in reference to the accounts of the College.

June 19, 1917.

Mr. A. M. Brown, Secretary,
Michigan Agricultural College
East Lansing, Michigan.

Dear Sir:-

Letter frm.
Auditing
Dept.con-
cerning
College
Accounts.

Enclosed find statement covering the examination of the accounts of Mr. B. F. Davis, as Treasurer of the Michigan Agricultural College. Kindly lay this statement before your Board at their next meeting.

This examination takes up the accounts as they appeared at the close of business April 30, 1917, up to, and including, June 14, 1917.

You will notice by a glance at page one that the demand of institution accounts and the cash on hand and on deposit in the City National Bank exactly agree.

Very respectfully,
Oramel B. Fuller,
Auditor General.

By
(Signed) Fred Z. Hamilton
General Accountant.

On motion of Mr. Graham, the recommendations of Director Baldwin in regard to projects and appropriations for the same for the ensuing year, were adopted subject to the approval of the President and Secretary, and as so approved are shown below.

Baldwin's
recommenda-
tions con-
cerning
Extension
Projects &
Appropriations
for
the year.

June 20, 1917.

President F. S. Kedzie,
East Lansing, Michigan.

Dear Pres. Kedzie:

I am sending herewith a budget statement showing proposed apportionment of funds from all sources to Extension Projects for the fiscal year ending June 30, 1918.

The various Bureaus of the United States Department of Agriculture which cooperate with us have been interviewed personally and have apportioned the amounts indicated for County Agents, Club Work, Live Stock, Farm Management, Demonstrations and Marketing, amounting to a total of \$28,701.

The following items included in the Smith Lever projects are submitted for the approval of the State Board of Agriculture.

The following adjustments of salaries should take effect July 1. During the present fiscal year no College funds have been used in these counties.

H. L. Barnum, Missaukee Co.	\$500.	M.A.C.	\$900.	U.S.	\$300.
C. M. Kidman, Presque Isle Co.	600.	M.A.C.	\$900.	U.S.	\$300.
B. P. Pattison, Delta Co.	\$800.	M.A.C.	\$900.	U.S.	\$300.
O. I. Gregg, Wayne Co.	\$800.	M.A.C.	\$900.	U.S.	\$300.
E. L. Kunze, Chippewa Co.	\$400.	M.A.C.	\$900.	U.S.	\$300.

The work now being carried on by Mr. E. R. Trangmar can be made in part a Smith-Lever extension project by assigning to him the supervision of extension publication. I would suggest his appointment as Supervisor of Publications at a salary of \$1500, two-thirds to be paid from Smith-Lever funds and one-third from College.

I wish to retain Mr. Karl H. McDonel after July 1st to assist in my office. His work will be largely in supervising extension schools and arranging for miscellaneous farmer's meetings, but he will also be used in general office work. His appointment could be made as "Supervisor of Extension Schools" with salary at the rate of \$1200 charged to that project. Mr. McDonel has been a member of the extension staff for the past year wholly from Federal funds.

The Division of Animal Industry wish to cooperate with us in carrying on a sheep project, a copy of which is enclosed, as drawn up by Professor Brown and Mr. Raven. The Division has approved the project and offer to pay \$1200 toward the salary with the understanding that all other expenses will be defrayed by the College. I would like to be authorized to cooperate with the Division of Animal Industry on this basis.

We wish to employ Miss Elizabeth L. Parker as "Extension Specialist in Health Demonstration." The work in extension schools requires this kind of instructor in the winter season and the emergency season at present is bringing in many such calls for Red Cross and all women's organizations. Her services can be obtained for \$1200 per year.

The Dairy Division of the Bureau of Animal Industry desire to assist further in cow testing work. This will be done by paying \$1200 of Mr. Waldron's salary instead of \$240 as was done this year, provided we will cooperate in the employment of Mr. Clarence B. Cook who has been in charge of the Berrien County Guernsey Testing Association. Mr. Cook would be given charge of the twelve old associations leaving Mr. Waldron free to start new organizations.

Mr. Cook's salary would be \$900; \$300 of which would be paid by the Dairy Division and \$600 from Smith-Lever funds.

In considering salaries for the next year the name of J. W. Weston was overlooked because he was listed with the County Agents. Will you kindly consider granting an increase from \$1600 to \$1800.

The matter of granting an increase in salary to J. H. Carmody was deferred for further consideration. Since this matter has been given consideration, I wish to recommend again that an increase of \$200 be granted.

Very truly yours,
(Signed) R. J. Baldwin,
Extension Director.

BUDGET STATEMENT SHOWING PROPOSED APPORTIONMENT OF FUNDS
FROM ALL SOURCES TO PROJECTS, STATE OF MICHIGAN; FISCAL YEAR
ENDING JUNE 30, 1918.

Project Number and Title	SMITH-LEVER		a:b		b	
	Federal	State	U.S.D.A.	College	County	Total
1. Administration	2600	3650		550		6800
Publications		3100				3100
2. County Agent Work	25136.33	14936.33	18601	150	41663.67	100487.33
3. Home Economics	5800	5500		100		11400
4. Extension Schools	1200	2000				3200
5. Boys & Girls Club Work	3850	4400	4600	200		13050
6. Farm Crops	2700	1900		100		4700
7. Live Stock	3700	3300	2700	150		9850
8. Horticulture	3200	1600		50		4850
9. Potatoes & Vegetables	3800	2200		50		6050
10. Control of Muck Crops						
Diseases	700	400		50		1150
11. Farm Management Demon.	500	1300	1800	50		3650
12. Control of Insect Pests	700	500		50		1250
13. Household Engineering	1400	800		50		2250
14. Forestry	1400	800		50		2250
15. Institutes						
16. & 16A Marketing	16A	16A	16			
	800	1400	1000	3250		6450
17. Poultry	600	300	50			950
Totals	58086.33	48086.33	28701	4900	41663.67	181437.33

- a. To include all sums devoted to extension work in agriculture and home economics by authority of the College.
- b. Should not include funds used to offset Federal Smith-Lever funds.
- c. To include all sums specifically appropriated to extension work in agriculture and home economics by the State Legislature or other State authority.
- d. To include sums from local authorities, individuals, etc.

On motion of Mr. Woodman, the expense accounts of the Board Members were approved.

On motion adjourned.

Ad. Brown
Secretary.