

Minutes of the
Meeting of the State Board of Agriculture
June 22, 1931

947

Present: Messrs. Berkey, Brody, McColl, McPherson, Watkins, Mrs. Stockman, President Shaw and Secretary Halladay.

Absent: Superintendent Pearce

The meeting was called to order at 3:00 P.M.

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

APPOINTMENTS

Appointments

1. Dr. A. L. Carson, full time Instructor in Department of Education for the Summer Session of 1931 at a salary of four hundred dollars (\$400).
2. Promotion of Mr. K. T. Wright now Research Assistant in Farm Management receiving \$2600 per year, to the position formerly occupied by Mr. Riddell at a salary of \$2800, title to remain the same.
3. Mr. J. F. Witter, to succeed himself as half time assistant in the Department of Animal Pathology.
4. Mr. H. H. Morse as Graduate Assistant in Soils to succeed Mr. K. B. Sanders who resigns, effective June 30, 1931.
5. Mr. H. Franklin Idle half-time Graduate Assistant in Sociology to succeed himself.
6. Miss Genevieve Eakins as half time Graduate Assistant in Sociology to succeed herself.
7. Mr. Jesse Laurence Charlton to succeed Mr. Austin VanderSlice as Graduate Assistant in Sociology.
8. Mr. Reynolds Metz to the Don Burnham Fellowship in Life Planning provided there will be funds available for this Fellowship for the coming year.
9. Mr. John Downes as half time Graduate Assistant in the Department of Economics to succeed Mr. G. N. Motts.
10. Mr. C. W. Lauritzen, Soils Section for the period June 15th to September 15th at \$150.00 per month.
11. Mr. W. F. Russow, temporary assistant and Instructor in Farm Crops for the period July 1, 1931 to June 30, 1932, at a salary of \$1800 per year, carrying the work of Mr. Wheeler who is asking for leave.
12. Mr. Grover Brown, appointment to the National Milling Company Fellowship, beginning July 1, 1931 at \$90.00 per month for a twelve month period, replacing Mr. C. P. Wilsie, whose appointment should be terminated June 30, 1931.
13. Appointment of Miss Ruth Filter, stenographer in Farm Management Department, \$1200 per year, effective June 1, 1931.
14. Mr. George N. Motts, Research Assistant in Economics and Instructor replacing Dr. Scholl. Appointment to be effective August 1st, four-fifths of the salary payable from Purnell funds and one-fifth from departmental teaching fund, total salary to be \$2500 per year. Dr. Scholl's salary is \$3400.
15. Employment of Miss Caroline Cooley, stenographer, Department of Economics, on full time basis for the period July 1st, to September 30th, at a salary of \$100 per month, payable entirely from Station funds. Miss Cooley is regularly on half time.

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

RESIGNATIONS

Resignations

1. Resignation of Dr. C. S. Robinson as Experiment Station Chemist, effective September 1, 1931.
2. Dr. C. A. Scholl, Research Associate in Economics, effective September 1st.
3. Miss Alice Kelly, stenographer of the Farm Management Department, effective June 1, 1931.

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

LEAVES

Leave
Miss Love

1. Leave of absence for Miss Gladys Love, Department of Education for fall and winter terms (1931-32) without salary. Salary, beginning spring term, to be at the same rate as at present - \$2325.

Heretofore the local center has paid \$674.00 (per annum) of Miss Love's salary and the college has paid \$1650. It is recommended that with the beginning of the spring term (1932) that the college pay all of Miss Love's salary. Also that part of the balance of her present salary (being paid by college) \$681.25, be used as traveling expenses during the spring term as itinerant teacher trainer. This plan to be effective until September 1, 1932, when other plans shall become effective.

Lv. E.J. Wheeler

- On motion of Mr. Watkins, it was voted to approve item #1.
2. Mr. E. J. Wheeler, from July 1, 1931 to June 30, 1932 at quarter time pay in order to give him an opportunity to complete one year's residence required for the Ph.D. degree.
- On motion of Mrs. Stockman, it was voted to refer the above matter to the President with power to act.

Travel

TRAVEL REQUESTS

1. Automobile mileage, Chemical Engineering Department, in order that Professors Reed and Publow may attend the S. P. E. E. school for Chemical Engineering to be held at Ann Arbor and Pittsburgh in July.
- On motion of Mr. Berkey, it was voted to approve the above travel request.

MISCELLANEOUS

Coal contract for 5000 tons at 90 cents

1. Coal Contract. The Secretary recommends the purchase of 5,000 tons of "Littles Creek" coal from the West Virginia Coal and Coke Company at 90 cents per ton. Complete tests were made on about 18 different kinds of coal, report of which is on file in the Secretary's Office.

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

Recommend. re: Womans Commons & Wells Hall ref. Bldg.Com.

2. Recommendations from Dean Dye relative to Womans Commons and Wells Hall.

Referred to the Building and Grounds Committee of the Board.

3. Recommendations from Mr. Emmons relative to Wells Hall.

Referred to the Buildings and Grounds Committee of the Board.

\$14.51 from budget of Mus. Dept. to help defray expense of H.S. Music Contests.

4. Total expense of the State High School Music Contests, exceeded by \$14.51 the appropriation of \$1000 authorized by the Board for financing of same. Request of Professor Richards for permission to take care of this \$14.51, from the budget of the Music Department.

On motion of Mr. McPherson, it was voted to approve the request of Professor Richards.

\$176. trans. from Cont.fund to Dept. of Physio. & Phar.

5. Transfer of \$176.00 for budget of Department of Physiology and Pharmacology. This amount was collected by the State College Book Store on mimeograph work furnished by the Department, and the amount is requested as an addition to the budget of the department in order to care for student labor payrolls.

On motion of Mr. McPherson, it was voted to appropriate an amount of \$176.00 from the contingent fund.

Remuneration of \$95. for Mr. Falcone for extra teaching.

6. Remuneration for Mr. Falcone (\$95.00) for teaching nineteen hours during the winter term.

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

Approval of payroll presented by Dept. Phys. Ed.

7. Approval of payroll presented by the Department of Physical Education which contains names of several staff members who are already on the college payroll, as follows:

A.J. Patch	\$22.00	
P.H. DeVries	4.00	
G.E. Taylor	26.00	
R.C. Cole	8.00	
J. Tyson	10.00	
P.F. Neumann	11.00	
R.J. Davis	8.00	
K. Himebaugh	10.00	
		These persons either took tickets or sold tickets at track meets and baseball games. Itemized payroll in Comptroller's Office.

Secretary to draft resolutions to send to Mr. Scheper who is ill in the hospital

On motion of Mr. Berkey, it was voted to approve the above-mentioned payroll.

8. Secretary to draft resolutions, expressing the sympathy of the Board, to be sent to Mr. Schepers, who is ill in the hospital.

On motion of Mr. Brody, it was voted that the Secretary prepare resolutions to be sent Mr. Schepers.

ITEMS FROM SECRETARY'S OFFICE

Report on bids received on tunnel work for Dorm.

Reniger Gibbons

1. Report of the Building Committee on the bids which were received on the tunnel work to the Womens Dormitory. Also report on low bidders as follows:

General - Reniger Construction Company, Lansing, Michigan	\$13,948.00
Steam Fitting, Plumbing & Electric Wiring - Edward Gibbons, East Lansing, Michigan	9,411.58

Proper bond has been filed in each case.

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

2. Request from the Buildings and Grounds Department that an amount of \$2,000 be transferred from the account of M & R to the Heating Account, and \$2,000 from the account of M & R to the plumbing account, leaving a total amount of \$27,000 in the account of M & R.

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

3. Request for the appointment of a power Plant Engineer.

On motion of Mr. Berkey, it was voted to refer the matter regarding the appointment of a Power Plant Engineer to the President and Secretary with power.

4. The Secretary reported that the contracts for the Soils House had been signed by the Building Committee. At the last meeting it was voted to let the contract to the Reniger Construction Company for \$422.00.

On motion of Mr. McPherson, it was voted to approve the contracts as presented.

5. Request that Mr. C. O. Wilkins be made Assistant Treasurer during Mr. Schepers' absence and that proper bond be provided.

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

6. Report on Special Two Year Building Appropriation 1929-31, as follows:

Special Two Year Building Appropriation 1939-31	550,000.00
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Encumbrances to June 15, 1931

New Dormitory	8,942.36	
New Barns	100,094.48	
Research Laboratory	100,073.65	
Hog Cots Job 606	400.00	
Union Sewer	357.20	
Campus Service	17,808.97	
Greenhouse	21,227.45	
New Farms	6,502.07	
Water Main	4,306.35	
Soil House	809.50	
Insectary	471.02	
Power Line	25,594.06	
Tunnel	23,643.58	310,220.69

Balance June 15, 1931	239,779.31
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RECOMMENDATIONS FROM THE PRESIDENT TO THE BOARD

1. As a general policy it is inadvisable for administrative members of the college staff to hold official positions in the organizations of financial institutions with which the College does business either directly or indirectly,- exceptions to this policy may be considered and approved by the Board as per opinion on file from the Attorney General dated June 8, 1931.
2. As a general policy the college should not enter into financial transactions with individuals or groups of individuals of the college staff involving their private off-campus business enterprises. Exceptions to this policy may, however, be granted by the Board.
3. Staff members must not participate either directly or indirectly in political campaigns.
4. Matters of official business and policy must not be taken up directly by staff members of the college with individuals, committee, or the Board, itself, without the knowledge and consent of the President. This does not preclude the right of approach on the part of members of the Board.
5. Matters of organization, finance, or policy, may not be taken up directly by officers of affiliated organizations with the State Board of Agriculture without first having been submitted to the President of the College.
6. That the college make available to affiliated institutions, if so desired, the services of the controller's offices in an advisory or supervisory capacity insofar as methods of business procedure and accounting are concerned. This would seem especially desirable wherever college funds are involved.
7. Recommend that immediate suspension of paragraphs 3 and 4 on page 3 under the college budget rules for purposes of study and revision and their temporary replacement by the following procedure, viz, (a) Board to announce general budget policy (b) Deans to determine needs of departments within their divisions, (c) Deans to confer with committee comprising the President Secretary and Business Manager and Controller to further determine accurately needs of divisions (d) results of (b) to be submitted to finance committee of board for approval or suggested revision before being sent to the Board as a whole for final action.

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

Transfer of funds within Dept. of Bldgs & Gds

Power Plant Eng. to be appointed by Pres. & Sed.

Contract for Soils House let to Reniger for \$422.

Mr. Wilkins to be made Asst. Treas. during absence of Mr. Schepers

Report on Two Year Bldg. Appropriation.

Recommendations from Pres. to Board approved.

Pres. to have
gen. supervis.
of affairs of
College.

Report of
study of organ
of Music Dept.
ref. to Com.
of Board.

8. On motion of Mr. Berkey, it was voted that as a general policy, the President of the Michigan State College shall have the direction and the supervision of the affairs of the Institution subject to the general supervision of this Board.
9. On motion of Mr. Brody, it was voted that the report of the study of the organization of the Music Department be referred to a Committee of the Board to be taken up jointly with a committee of the Board of Directors of the Michigan State Institute of Music and Allied Arts.

The meeting adjourned at 6 P.M.

R. S. Shaw
President
A. S. Halladay
Secretary

Minutes of the
Meeting of the State Board of Agriculture
July 17, 1931

Present: Messrs. Berkey, Brody, McColl, Mrs. Stockman, Superintendent Pearce, President Shaw and Secretary Halladay.

Absent: Messrs. McPherson, Watkins

The meeting was called to order at 9:15 A.M.

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

Resignations

RESIGNATIONS AND LEAVES

1. Mr. Wilbur Jett, Instructor in Economics, effective August 31, 1931.
2. Mr. G. A. Bowling, Extension Dairyman, effective June 30, 1931.
3. Mr. R. C. Cole, Research Assistant in Soils, effective August 1, 1931.
4. Mr. J. J. Hendryx, Foreman, Forest Nursery, effective June 24, 1931.
5. Dr. C. S. Robinson, Experiment Station Chemist, effective September 1, 1931.
6. Miss Hazel E. Jones, Instructor, Phys. Ed. for Women, effective September 1, 1931.
7. Mr. Morton F. Mason, Research Assistant in Chemistry and Instr. in Phys. Education, effective September 15, in the Chem. Station and September 15, in Physical Education.
8. Mr. F. H. Clark, Res. Asst. and Instructor in Farm Crops, effective October 1, 1931.
9. Leave of absence for E. J. Wheeler, Assistant in Farm Crops, from July 1, 1931 to June 30, 1932 at quarter time pay.

Leaves

On motion of Mr. McColl, it was voted to approve the resignations and the one leave.

APPOINTMENTS

Appointments

1. Woman to manage dining room in new dormitory at the salary of \$1600 plus room and board, salary to be paid from the funds of the new dormitory.
2. Woman to handle relief work in new dormitory, mens commons, laundry work, and upkeep of dormitories, at a salary of \$1600, to be divided as follows:

New dormitory, relief one day a week.	\$300.
Mens Commons, relief one day a week and dinners.	\$500.
Laundry.	\$300.
Upkeep of dormitories -	
New dormitory.	\$250.
Womans Building.	\$250.

\$1600.

The only increase from college funds would be \$250. for the Womans Building.

On motion of Mr. Brody, it was voted to approve items #1 and #2.

3. Miss Edna Blemaster, graduate assistant in Home Management, replacement, for 1931-32, salary \$500.
4. Continuation of Miss Flora Hanning as full time research worker on staff of Home Economics Division, salary of \$2000 paid by appropriation from Gerber Products Division.
5. Mr. H. S. Newins, Associate Professor of Forestry, beginning September 1st, salary \$3600 per year.

Continuation of
Miss Hanning