

Mr. Bird presented the following resolution which was adopted:

Whereas Messrs. Pratt & Koeppe to whom has been awarded the first prize in the competition of architects to furnish plans for a women's building, have submitted an agreement in lieu of the bond requested by the Board, in the awarding of said first prize, and whereas the submitted agreement is considered adequate security by the Board;

Resolved, That Pratt & Koeppe be released from the fulfillment of the provision relating to said bond in the resolution of the Board awarding them the first prize, and that in lieu thereof, the Board accept the conditions of the agreement made this day by Pratt & Koeppe.

A recess was taken to 1:30 p.m.

1:30 p.m. Board met, same members present.

On motion, adjourned.

Board Meeting Jan'y 25-1899

Board met at the College Wednesday evening, January 25th, at 7:30 p.m.

Pres. Messrs. Monroe, Bird, Marston, Pres. Ingham, Governor Pingree and the Secretary.

Vice-president Monroe in the chair. Minutes of last meeting read and approved.

Mr. Monroe of the committee to examine Secretary's accounts reported that they had examined the books and accounts of the Secretary, with the State Accountant and were waiting for his report, and asked further time. Report accepted and time granted.

On motion, adjourned sine die.

New Board met.

Present Governor Pingree, Pres. Snyder, Messrs. Monroe Bird, Marston, March, Watkins and the Secretary.

On motion, Mr. Monroe was elected chairman.

On motion Thomas F. Marston was elected President of the Board for two years.

Election of
Pres. Marston

The following, offered by Mr. Marston, was adopted:

Election of
Secy. Bird.

Resolved, That A. C. Bird is hereby elected to the position of Secretary of the State Board of Agriculture Secretary of the Agricultural College and Secretary of the Experiment Station, for a period of two years, beginning the last Wednesday in February 1899 and ending the last Wednesday in February 1901, at a salary of eighteen hundred dollars (\$1800.) per year and house.

The following was adopted:

Election of
Treas. Davis

Resolved That B. F. Davis is hereby elected Treasurer of the State Board of Agriculture and of the Agricultural College for a period of two years, beginning the last Wednesday in February 1899 and ending the last Wednesday in February 1901, with the understanding that he is to allow the College $2\frac{1}{2}\%$ on daily balances until otherwise agreed upon.

Bonds of
Pres. & Secy.

The amount of bonds to be given by the Secretary and Treasurer was left with the President of the Board and the Finance Committee.

The Secretary reported that two copies of a bill for appropriations for the College, had been prepared.

The President elect took the chair.

Election of
C. P. Allen

On motion, C. P. Allen of Ypsilanti was elected a member of the Board to fill vacancy created by the election of A. C. Bird as Secretary.

Degree M.S.
conferred upon
J. W. Lounney

Pres. Snyder reported recommendation of the Faculty that the Degree of Master of Science be conferred upon J. W. Lounney of Arizona. Class of '89.

On motion of Mr. Monroe, the degree was granted.

Employment
of
C. J. Fort.

Pres. Snyder also reported that he had employed C. J. Fort as night watchman at the rate of thirty five dollars (\$35.) per month. Approved.

Employment
of woman
to assist the
Dean of W.D.

Pres. Snyder was authorized to employ a woman to assist the Dean of the Women's Department at Abbott Hall at eighteen dollars (\$18.) per month.

Office of Asst.
being abolished

On motion, the office of Assistant Secretary was abolished.

It was moved that Mr. Steele be invited to meet the Board Thursday morning.

Adjourned to Thursday morning at 8:00 o'clock.

Thursday, Jan'y. 26-1899
8:00 a.m.

Board met. Same members present except the Governor.

Pres. Marston outlined some matters for consideration with recommendations thereon.

Comm. on
Women's Dept.
appointed

It was Resolved That a committee be appointed on Women's Department. President appointed Messrs. Monroe and Allen.

Comm. on
acad. depts.
not now provided
for.

It was Resolved That a committee be appointed on Academic Departments not now provided for - including the Veterinary Dept. President appointed Messrs. Wells and March.

President appointed committees as follows:

Finance	Marsh. Monroe
Farm Management	Wells. Watkins
Botany and Hort.	Watkins. Monroe
Buildings & Property	Marsh. Wells
Employees	Allen. Marsh. President of College
Institute	Monroe. Wells
Mechanical	Marsh. Wells
Military & Athletics	Watkins. Allen
Land Grant	Wells. Monroe
Experiment Station	Watkins. Allen
Weather Service	Monroe. Watkins
Library	Allen. Marsh
Women's Dept.	Monroe. Allen
Academical depts.	
not otherwise provided for.	Wells. Marsh.

Standing
Committees

Mr. Monroe moved that One. Marston be requested to prepare copies of recommendations made for the use of members of the Board.

Mr. Watkins moved that a committee of two be appointed by the President to prepare a system of by-laws to govern transactions of the Board. President appointed Messrs. Marsh. Monroe and the Secretary.

New quarters
for Dept of
Institutes

It was Resolved, That the Superintendent of Institutes be assigned to new quarters for office use after February 20, 1899 the same to be determined by the President of the College.

F. E. Skels
temporarily
employed

It was Resolved, That F. E. Skels be temporarily employed as agent in charge of College Lands.

Skels
Investigation

It was moved that a special committee be appointed to investigate matters relating to Mr. Skels former position. Carried. President appointed Messrs. Monroe. Marsh and Watkins.

On motion adjourned.

Board Meeting Feb 21-22 - 1899

Board met at the College. February 21 at 7:30 p.m.

Present. Pres. Marston. Pres. Snyder. Messrs. Hells. Monro. Allen. Marsh and Matkine.

Minutes of last meeting read and approved.

Pres. Snyder presented matter of Inter-collegiate Oratorical Contest.

Change of
College terms

On motion of Mr. Hells the President and Faculty was authorized to change the College terms in their discretion

Request for
materials for
Math. Dept.

A request for materials for Mathematical Department was referred to Committee on Academical Department.

Request for
appin. to mount
goat skin

Request for appropriation to mount goat skin now on hand. referred to same Committee.

Request for
dining table. H.D.

Request for dining table for Women's Department referred to Committee on Women's Department.

Relative to
office quarters
So. Haven Sta.

Communication from Horticulturist of the Experiment Station relating to office quarters for Superintendent of South Haven Station was referred to Committee on Experiment Station.

Request for
team - Farm.

Request of Prof. Smith for purchase of team for the farm referred to Farm Committee.

Mr. Monro of the special committee to examine Secretary's accounts. reported as follows:

Students Deposits	\$1267.26
Key	194.00
Club	1433.99
Current Account	5396.44
Special Apprs.	2783.98
Experiment Station	1711.31
Uniform	755.34
Sundry	<u>78.55</u>
	13320.87

College Treasurer	\$9808.28
Park Bank. N.Y.	631.91
Board Members	118.28
Work Orders	1624.51
Cash	<u>1137.89</u>
	13320.87

The above examination is of December 24, 1898

C. J. Monros.
Chairman.

Report adopted and placed on file.

Invitation of Pres. Angell to hold Round-up at Ann Arbor
 Mr. Allen presented invitation from Pres. Angell and the Board of Regents of the University and the Farmers' Institute Society of Washtenaw County to hold the Round-up Institute for 1900 at Ann Arbor. Referred to the Committee on Institutes.

Recess taken to Wednesday - 8:00 a.m.

Session Wednesday
Feb. 22 - 8:00 a.m.

Same members present except Mr. Allen.

Academical Committee asked further time on matters referred to them.

Farm Committee asked to defer report until next meeting.

Purchase of
table for
Women's Dept

Committee on Women's Department reported favorably on purchase of dining table for that Department. On motion of Mr. Monroe, twenty-five dollars (\$25⁰⁰) was appropriated for that purpose.

Office quarters
Co. Haven Sta.

The matter of providing office quarters for Supt. of South Haven Station was left to Messrs. Watkins and Monroe with power to act.

On motion of Mr. Watkins the following resolution was adopted:

Bird Houses

Resolved. That the Board authorize the expenditure of a sum of money not to exceed fifty dollars (\$50⁰⁰) under the supervision and by the direction of the President of the College and the Professor of Zoölogy for the erection of a number of rustic bird houses about the farm and orchards and gardens for the encouragement and habitation of certain of our insectivorous birds and to serve as an object lesson to impress our students and visitors with the great economical importance of birds about the home and upon the farm and to emphasize the utility of protecting and encouraging them.

Also that the sum of ten dollars (\$10⁰⁰) or less be expended for the placing of appropriate notices forbidding all hunting and shooting upon the College premises except in the destruction of noxious species and in the securing of necessary specimens for the College Museum and never without the consent of the President of the College and under the supervision of the Professor of Zoölogy.

On motion of Mr. Monroe Mr. Watkins was placed on above Committee on supervision.

Reconsideration
of motion requiring
publication of
proceedings in "Record"

President Snyder moved to reconsider the motion requiring publication of all Board proceedings in M.A.C. Record - Carried.

Motion requiring publication tabled on reconsideration.

On motion of Mr. Watkins the following resolution was adopted.

Secy Bird's
office assistants

Resolved that Secretary Bird be authorized to make his own selection of office assistants provided the expense of same shall not be in excess of that already arranged by the Board, subject to the approval of the Board.

Four, five
year courses

On motion of Pres. Snyder the report from the Faculty recommending four and five year courses in the Mechanical Department was referred to the Mechanical Committee.

Mechanical Committee reported favorably on above report. On motion of Mr. Monroe the report was adopted.

Moving and
assigning of
rooms for
Postoffice

The moving and assigning of rooms for the postoffice was on motion of Mr. Monroe referred to the President of the College with power to act.

Pres. Marston appointed the Finance Committee to receive the Secretary's office from Secretary Butterfield and transfer same to Secretary Bird.

Committee on Skulls investigation asked further time. Approved

Adjourned.

A. C. Bird, Secy

Recommendations of
President Marston

Board Meeting Jan. 25-1899

I trust I shall not be thought presumptuous if I assume it my privilege to call your attention to some of the work still pending, and to make suggestions regarding work for which the fact has seemed to show the necessity. I shall also speak of a few things which I should have presented in the shape of resolutions as these plans matured. It is with no inclination or intention of criticising that in some ways I may seem to do so, but rather by specific example to show more clearly my meaning and to some slight extent justify the remarks. That these few suggestions are not worked to a definite conclusion you will readily see but that even from this crudeness some good will result is my wish.

I would suggest that a committee be appointed on By-laws of the Board. This committee should look over the rules and regulations as they have been laid down from time to time, regarding the Board, could take into account the unwritten code sanctioned by past and precedent and should take into consideration the requirements of the present and future. This would formulate methods of procedure for our guidance. In this line I might mention the question of advisable relation between the standing committees of the Board and their respective departments. We have the rule, and wisely too, that all reports and requests from the departments must come to the Board through the President of the College. yet on the other hand, there exists a deep necessity for personal conference and relation between the committees and the departments. This relation should be defined. Perhaps the work could be separated into executive and legislative. As an illustration, some time ago the Mechanical Committee asked this question: "How do our graduate students in the Mechanical Engineering Course rank with those of other colleges and the University?" and were answered, "They are on an equal footing."

From this point the committee knowing that we are supposed to take students from the eighth grade while the students from the University are from the twelfth grade or four years farther along, and that to make the two graduates equal we must do in four years what the high schools and the University together take eight years for. began a work of inquiry and found that changes were apparently necessary in the Mechanical Engineering Course. The matter was then brought to the Board and a special Committee appointed. Now why was this not really the Committee's work? Or should it have been allowed to wait until brought before the Board by the President. I may say for the new Committee that part of the work is finished and it would seem wise that they should solve the problem and bring the matter to a successful issue.

There is a second necessity for conference, by no means a small one. - that of visiting departments to show your interest in the department, you are supposed to represent before the Board. This is not only a benefit to the chief in charge, but also a distinct benefit to the committee, they bring their much better qualified to work understandingly on matters referred. When first members of this Board - the present Secretary and myself, in our youthful enthusiasm if you wish, attempted to visit departments with the above idea in view. You would hardly believe we were told by some that it was an innovation. We listened to some lectures which gave us information other than what the professor said by word of mouth.

We need concentration. Why not have each committee map out a certain line of work and then pursue that line and have some definite aim? What is the policy or plan of the Farm Committee in regard to the Farm? The Experiment Station Committee on the subject of Tuberculosis? Or what experiments shall they pursue? Are we drifting or are we working along definite lines? If along definite lines, is it to the best of our ability? I think Wisconsin can be sighted as working full force along certain definite lines.

Some changes in our standing Committee seem advisable. We need a Committee on the Women's Department. Then while we have a Committee on Veterinary and on Horticulture, yet we have none on the Chemical Department.

There is a need for promptness. When an emergency arises the President must have the power and authority to act at once. Some delays are unavoidable but in many cases foresight would fully prepare us for the emergency. Reports are not in on time. The inventories last year were not handed in until long past time. If we are to issue a calendar let it come out the first of January or before not the fifteenth. The Experiment Station bulletins are not issued according to the desires of the Board at least. Perhaps the printers are to blame, but is there no way to remedy this? Have the Secretary at each meeting to make a business report similar to the President's executive report many delays which should not occur and unfulfilled resolutions of the Board would be brought to our notice. Then let all resolutions be either fulfilled or rescinded.

Some plan is needed in regard to new work and extensive repairs which would do away with all misunderstandings and chance for error in after representations. We all requirements when needed, yes, even when the necessity was anticipated, sent to a head of department under whose work it might properly fall. For that department to formulate plans and specifications we should have the advantage over their expert knowledge. Let all requirements, plans, specifications and estimates be made on paper, these papers signed by each one who may have them in charge and when the work is finished let the result be compared with the papers, and errors charged or commendation credited to whomever they belong. With some such plans there could be no misunderstandings as there were on the farm barn, the steam pipe for the agricultural laboratory, the electric light and others. Even now we have gone to the Legislature and asked \$2500.00 for rehauling the heating plant of Williams and Wells Halls. Upon what have we based our estimate? It would not be a bad idea if all communications between departments

are from departments to the President should be in writing

There are three resolutions of the Board (perhaps one was more a concurrence of opinion) to which I should like to call attention: The first is the bulletin for school children, especially in the rural districts. This has not developed into much yet. Could not something valuable to the College be derived from such bulletins? Made up in attractive and proper shape, it does seem as though they could be made of much value. This might properly come under the College extension work. The second, a more free publication in the press of experiments, rather than saving all for the bulletins. One of our laws permits if not requires some such publication though more by the College than the Experiment Station.

The third, the giving of all employment possible to the students. I trust this may be more earnestly insisted upon. Of course it is more difficult for the one who is accountable for such work, but it is worth it and the Secretary has seemed to make it successful. Prof. Mumford also, at this time is having all the work done under him done by students, with the exception of the herdman. Surely if in his department it can be done, it is not impossible in others.

Both the Secretary and Prof. Mumford are deserving of commendation for the way in which they have tried to make this feature a success.

I should like to see a sharper distinction made between farm proper and the experiment station. This for one thing, would settle the matter of more published experiments outside of the bulletins as all experiments of the farm proper could be for such publication. If the farm were run from a practical point of view, all monies received by that department would be credited to that department, of course with the idea of its being used under the same restrictions as now.

I hope the policy of this Board will be to pay professors and instructors liberally, but to insist upon value received and not hesitate to better the College when possible, by making changes. To this end, if all instructors except heads of departments were engaged for a certain period of time, there would be less friction in making such changes.

Among a few of the things which may be looked into. I might suggest:

The more economical management of the boarding clubs.

Necessity for a good bath house.

Better gymnasium facilities

Water closets in all professors' houses.

Superintendent of Buildings and College property who would superintend all repair work and at other times might do some teaching.

Arrangements for rifle practice in connection with the Military Department.

Enlargement of the Boiler House, higher chimney, steam stokers etc. This plant is already up to its capacity and perhaps some improvements in changing would be more economical.

Lastly, and now that there is a change in the Secretaryship, it would be better if other quarters were found for the Superintendent of institutions.

Board Meeting. March 22. 1899.
7:30 o'clock

Present, President Marston. President Snyder.
Messrs. Wells. Monroe. Marsh and Watkins.

The request of Dr. Marshall for a vacation was referred to the Committee on Experiment Station

Request of Prof
Marshall for
vacation

Request for
addition to appoint.
Women's & Hort. Dept.

Request from Women's and Horticultural Departments for addition to regular apportionment. referred to the respective Committees for those departments.

Request for
additional appoint
Farm.

Request from Prof. Smith for addition to regular apportionment for Farm Department. referred to Committee on same.

Request for
Bath room
Farm House

Request for bath room at Farm House was referred to Committee on Buildings and College Property.

Request for
Equipment

Request for equipment for Bacteriological Laboratory

Asst. Secy. was referred to Academic Committee.

Asst. Secy. in Dept. of History Pres. Snyder was authorized to employ assistant help in the Department of History for the Spring Term, at an expense not to exceed one hundred twenty-five dollars (\$125.00).

Summer Teachers' Inst.

It was moved to authorize Pres. Snyder to arrange at his discretion for the holding of a Summer Teachers' Institute at the College and for accommodation for those attending.

Business report of Secy.

On motion, the Secretary was requested to make a business report at each meeting.

The Secretary presented the following report:

To the State Board of Agriculture,
Gentlemen:-

From the experience of one month in the office which I now hold, I have to report respectfully the following changes made in the methods employed:

First, On assuming the duties of the office, I found it to be the custom to carry in the cash drawer, cash slips to excessive amounts, reaching frequently three and four hundred dollars, and at times reaching as high as seven and eight hundred dollars. This arose from different sources Chief of which were:

First Unpaid coal bills from the professors and other employees of the College to whom coal had been furnished at cost by the College.

Second, Unpaid electric light bills for lighting furnished practically upon the same basis.

Third, Salary advanced before the end of the month to employees upon the regular payroll.

The first of these, that of unpaid coal bills, is especially aggravating. The bills for the winter's supply of coal remaining unpaid in some cases until the following August, September or even October. The delays in paying electric light bills were not so numerous, but yet were of common occurrence.

Secy's report

Cash slips in drawer

The advance of salary was sufficiently general to amount to from one hundred fifty to three hundred dollars per month.

In view of these facts and when considered in the light of the recommendations of the State Accountant Mr. Humphrey, I took the liberty immediately after succeeding to the office to establish of requiring all accounts against the employees to be settled on the last day of the month. At present the plan is working satisfactorily. I have also absolutely stopped advancing salary before the close of the month.

These three reforms have cleared the Cash drawer of cash slips and thus one objection of the State Accountant has been removed. Judging from the experience of a single month I am very certain that it will not be difficult to adhere to this plan in the future.

Overdrawn
Accts.

Another common occurrence in the practice of the office has been to allow the several departments to overdraw their accounts before the end of the six months periods, without authority from the Board. Until I am instructed to the contrary by the Board, I shall cease to pay vouchers for the several departments as soon as their respective appropriations have been exhausted, and in each case await increased appropriation by the Board to such departments before making further payments. These overdrafts have become excessively general. The following are some of the overdrafts at the end of the several periods in question, not going back beyond two years.

Farm Dept.	\$556.40	\$91.52	\$134.91
Hort. "	443.32	543.27	
Women's "	43.92	115.89	114.56
Payroll	1220.28	1986.49	928.12

It seems to me that the chief reasons for these overdrafts are two in number.

First under the present system, if any department has a balance left over from any six months period, that balance

is taken from them and turned into the current fund. On the other hand, if any department has an overdraft that overdraft is charged against the next period's apportionment.

Second. If any department through any kind of good work or good business management receives funds such department is not credited with any such receipts, everything being turned into the current fund. In other words, in the accounts kept with the departments, every expense is debited and nothing credited.

I have made the changes outlined above without waiting for consultation with the Board for the reason that immediate action seemed necessary.

There are several other matters which I wish now to bring before the Board for their consideration, all referring to business practices in my office in the future.

First, I will refer to the recommendations of Mr. Humphrey, the State Accountant. He asks five things:

First, "That all cash, checks and bank accounts which have no connection with the work of the College, shall be separated from those that do."

I find upon careful consideration that this suggestion can be followed without serious embarrassment or greatly increased work in the office.

Second, Mr. Humphrey suggests "Keep the Institutions accounts upon books which will correspond with the triplicates and vouchers filed with this department, using each as the unit of entry."

With the adoption of the first recommendation, the second will easily follow.

Third, Mr. Humphrey asks that "All cash and bank accounts be so kept that when the outstanding checks are considered the balance reported at the close of each month to this department will correspond with the actual cash on hand."

The wrong practice here hinted at has been corrected in a great measure by refusing to allow cash slips in the drawer and by the separation of College accounts from other accounts. These suggestions can be thoroughly carried out.

Recommendations
of
State Accountant

Fourth. The suggestion of Mrs. Humphrey is to "Keep the cash drawer and Bank accounts so that the examiners can take up the work and prove it at any day in the year, without the assistance of the memory of any officer or employee connected with the College." This suggestion we are following at present.

Nursery Receipts

I find that there are no accounts kept with the nursery receipts for license fees. This will be corrected at an early date. I also find that in the system of keeping accounts heretofore in vogue, where more than one building has been in process of erection at the same time, it is impossible to tell from the books what the cost of any one of the buildings has been. This I am certain, can be easily corrected and I shall make necessary changes in the system if allowed to by the Board.

Weighing of Soft Coal

I find that it is impossible to weigh the soft coal that we are using, amounting to three carloads a week. It seems to me that with the great amount of coal used here on the grounds we could well afford to put in scales at the Boiler House. The cost of drawing coal from the siding and from Trowbridge during the past year, has amounted to seven hundred ninety seven dollars and fifty cents (\$797.50). This leads me to believe that the question of securing an arrangement with the railroad company to put in a siding from Trowbridge to the Boiler House should receive careful attention.

Old Voucher System

I have left what I consider to be the most important suggestion until the last, and that has reference to the voucher system at present in vogue. Under the present system, the following is the practice: Each department orders independently upon requisition. The bills are generally sent to the Departments and vouchers are prepared by the departments in triplicate, certified to by heads of departments and two copies sent to the Secretary's office. Payment is made by this office upon these vouchers.

The trouble with the present system is this: We find at the end of the month that some of the merchants have ten, twenty and even thirty bills against the College.

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each of which is paid by an independent voucher. This multiplicity of vouchers multiplies work both in this office, in the office of the heads of departments and in the Auditor General's Office at Lansing. I would respectfully suggest the following system in place of the present one:

Proposed
Voucher System

First. That each department orders independently upon requisition as now. said requisition to contain list of supplies wanted, together with number of items, rate per item and amount. Requisition to be made out in duplicate and signed by the head of department, President of the College and the Secretary, possibly omitting the requirement of signature of the President and Secretary to all amounts of less than three dollars. The duplicate of this requisition to be filed in the Secretary's Office, original to be sent to firm furnishing supplies. All bills for supplies furnished to be sent to the Secretary's office for payment and there first be checked with requisition and then sent immediately to head of department ordering same and there checked as to receiving of said goods, rate per item and amount of said bill; the head of department to OK all bills found correct, and put classification to said bill, returning same to Secretary's office for payment.

At the end of the month, or possibly the first or second day of the succeeding month, the Secretary's office will have what will be known as "voucher day" when all bills rendered by any one firm, regardless of the department ordering goods, will be grouped into one general voucher and paid by one check. From this classification the vouchers will be made in the respective books of the office.

It will be readily seen that this will reduce the number of vouchers passing through the office and through the Auditor General's office at Lansing, very appreciably. In my opinion it will reduce the number at least seventy-five per cent and reduce the work of the Secretary's office accordingly.

I have talked this matter over with the President of the College and several heads of departments and find no serious objection raised. I have also talked it over with Mr. Tompkins of the Auditor General's office and find that it meets with his thorough approval.

The expense of instituting the new system will be very slight.

We should have to have in the office two new books termed voucher books. Their use, however, will cut down ^{very} largely the amount of space now used in the other books, and in the long run the expense for books of the proposed system will be even less in number than under the present system. On dividing of the accounts into College accounts proper and what might be termed accommodation accounts, it will also be necessary to provide a new cash book and ledger. Beyond these items, I think no other change in the books now on hand, will be necessary.

Supervision
of
Repairs.

So far as the supervision of repairs is concerned, my work has been far from satisfactory, and I am willing to admit that I have no satisfactory plan to offer. The best way of stating the case is to outline the condition of affairs as I found them. I found at work two painters, one employed regularly at a dollar and seventy-five cents (\$1.75) per day for steady work and the other at two dollars (\$2.00) whenever called upon. I soon discovered that there was an effort made on the part of these men to unduly prolong their jobs in order to furnish employment to themselves for longer periods. The painter in charge stated to me that it would be necessary to furnish the second painter work for the next five days and when asked by me why it was necessary, gave as his excuse that the fifth day it would be absolutely necessary to have him and that it was doubtful if he could be secured on that day unless furnished steady work during the intervening time. Upon close inspection of the work laid out I discovered that instead of there being five days' work for two men ahead, there were only two days' work for one man, and acting accordingly I made arrangements to dispense with the services of both men when not absolutely needed by the College.

In the plumbing work the same difficulty presented itself. I found that a certain regular workman had been employed for months since his days of fitness for the position had passed, at a salary of two dollars (\$2.00) per day, and that it was generally conceded that he was shirking his work and that he was dilatory to those over him, that he was treacherous in quality of work performed and that his influence generally was bad upon the

students working with him. This man I immediately dismissed and in my opinion the amount of work done by the department in which he worked has been increased rather than diminished by his absence.

I refer to these examples not because of their special importance but because they illustrate the entire lack of system upon the grounds in regard to such matters.

I have tried to correct in a measure these errors by arranging the work so that one man might be placed at the head of certain lines and be held responsible for all under him. However, I am free to confess that this question of repair and building supervision assumes such great proportions that it seems to me impossible to ever arrange a satisfactory business system whereby the work may be done to advantage through the Secretary's office.

I frankly believe that owing to the lack of system in the past along the line of making repairs, the College has lost and is losing hundreds, if not thousands of dollars annually.

I have also found it necessary to add considerably to office equipment in order that the work might be done expeditiously and according to business practices. The entire cost of these additional conveniences has, to date, not exceeded twenty-five dollars (\$25⁰⁰) and in nearly every case sufficient quantities have been purchased to last for two years.

In moving the postoffice from the Secretary's office it has become necessary to re-arrange the Secretary's office which will involve considerable expense. The desk, table and doors have never been repaired since the burglary of one and one-half years ago, and those repairs must now be made if the office is to be made at all convenient or secure for work. After these repairs are made and the office is once more placed in condition to make it practicable, then it is my plan to decisively stop the long prevailing practice of allowing others than the authorized clerks in the office free access to the vaults of the office. On the other hand, every convenience will be furnished every member of the Faculty or other authorized person to make necessary examinations of records, aside from the

Addition
of
Office
Equipment

one privilege of entering that part of the office partitioned off for the cashier.

I would report the following needs in office equipment:

First. A new typewriter

Second. A new copying press.

In regard to the former I feel that an explanation is needed. As I understand it, the machine which I found in the office was purchased at second hand less than two years ago. It has not done good work for more than six months and we find it impossible to make it do better. I have great faith in the virtue of a neat appearing letter, and at present with the appliances in my office, it is impossible to produce the same.

The net cost of a new machine will be forty-seven dollars (\$47.00) This is a first-class new Remington machine. This reduced figure is obtained as follows:

List price	\$100.00
Special discount	<u>12.25</u>
	\$87.75

Allowance for old machine	<u>40.00</u>
Net Cost to us	47.75

Taking into account that the present machine was bought at second hand for eighty-dollars (\$80.00), this will mean that were the new machine to be provided, it would have cost the office twenty-seven dollars and twenty-five cents (\$27.25) for the use of a machine during the past two years.

The copying press has not been in good working order for years, and while I think it might be used in some of the departments which have not much work for a machine to do, it ought no longer to do the work required to be done in this office. The cost of a new press I understand to be thirty dollars (\$30.00)

New linoleum is needed on the office floor, cost about thirty-five dollars (\$35.00)

Certain general repairs on office furniture.

All of which is respectfully submitted.

A. C. Bird

Secretary.

That portion of the Secretary's report relating to finances was referred to the Finance Committee, and that relating to buildings and supplies to the Committee on Buildings and College Property.

Typewriter
Copying press
etc.

On motion of Mr. Monroe, the matter of typewriter, copying press and other repairs and supplies definitely mentioned, was left with the President and Secretary with power to act.

Rental of
quarters for
Postoffice

Pres. Snyder reported moving of the postoffice to the Horticultural Laboratory and that he had rented the present quarters heated and lighted to the Postoffice Department for one year, from July 1st, 1899, for one hundred twenty-five dollars (\$125.⁰⁰) per year, and that Mr. Butterfield, as postmaster had agreed to pay twenty-five dollars (\$25.⁰⁰) rent up to July 1st. On motion, the action of Pres. Snyder was approved.

Bathroom
& fixtures in
Snyder's house

The matter of new bath room and fixtures in the Secretary's house was referred to the Committee on Buildings and College Property.

Re-organization
of Hort. Dept.

The matter of re-organization of the Horticultural Department was referred to the Committee on Botany and Horticulture and the President of the College.

Bond of
Vernon Bird

The Finance Committee reported that the bond of Secretary Bird had been duly received, approved by them and filed in the office of the Secretary of State, and asked further time to report on bond of Treasurer Davis.

Request of
Prof. Vesper to
purchase
apparatus
allowed.

Mr. Wells of the Academic Committee recommended that the request of Prof. Vesper to purchase apparatus be allowed. On motion the report was adopted.

Allowance for
mounting goat
skin.

The same Committee recommended that Prof. Barrows be allowed to expend fifty dollars (\$50.⁰⁰) for mounting goat skin. Report adopted.

Mr. Marsh presented the following communication:

To the State Board of Agriculture :

Gentlemen :

Communication
from
Mr. March

I wish to make the following report to the Board. After making examinations during the last two months of the vouchers that have come before me as chairman of the Finance Committee, I am convinced that the College is losing largely in the purchasing of all supplies that are used upon the grounds and buildings, and also in all material used in repairs. I think it would be advisable to have a purchasing agent, and for the heads of the several departments to make report to the President of the College. These reports can then be handed to the purchasing agent. I would also further suggest that the purchasing agent be the overseer of the grounds and buildings and of the repairs on such, and all water and heating apparatus as well as an architect for any new buildings. I would suggest that he be a competent man, a man capable of giving us plans and specifications of any buildings and also capable of going on, looking after and overseeing laying of pipes, putting in of water mains, heating of buildings, and of making every improvement and repair that would be necessary, upon the grounds and buildings.

I think that in this way we would get rid of a large amount of labor in the way of vouchers and it would be a saving to the College through the purchasing of supplies, of several thousand dollars each year. It would also save the cost of an architect on buildings which we are in hopes to erect upon the grounds.

Trusting that this report may meet with your approval

I am,

Yours etc.

H. F. March

Chairman, Finance Comm.

Mr. March moved that we employ a man who shall act as purchasing agent and Superintendent of repairs of buildings and construction of buildings. On motion, the matter was referred to the Committee on Employees and Buildings and College Property, and the Secretary.

Relative to
Dept. of
Repairs +
Purchasing
Agent.

Revision
of
Bulletin List

On motion, the Secretary was authorized to revise the bulletin list at his discretion.

Adjourned.

E. C. Briggs, Secy.

Thursday Morning, March 23

10:00 a.m.

Same members and Mr. Allen present.

Pres. Maxton reported the following order of business to be followed until the Committee on ordering By-laws makes its report:

Order of
Business.

Report of President of the College
Business Report of Secretary
Reports of Standing Committees
Reports of Special Committees
Reports of Employees and Officers
Communications
Motions and Resolutions
Unfinished Business

Report of
Insp. Line

The report of Inspector of Nurseries Line was read, accepted and ordered placed on file.

To the State Board of Agriculture.
Gentlemen:

The State Inspector of Orchards and Nurseries makes the following business statement of the work of the past year:

Nurseries inspected	135
Orchards " suspected of scale	105
Grounds of Dealers inspected	10
Places to be inspected	6
Fees received for inspection	\$239.
" turned in to State Treasurer	126.
Balance in my hands	\$103.

Reported cases of scale	22
Exterminated or supposed to be	18
Balance or remaining cases	4
Colonies of scale found during the year	2

The nurseries of the state are apparently free from San Jose scale.

Walley Aphis and Black Peach Aphis have been found in six nurseries.

Amount of stock infected with the above:

Peach. about 300000

Apple " 100000

The above stock has all been fumigated with Hydrocyanic gas. I superintended all the fumigation.

Shipments not bearing certificate of inspection reported by the railroad companies - 51.

Investigation of the above reports revealed only four cases from nurseries having no certificates.

I was called several times to decide on cases of Yellow where the owner and Commissioner were in dispute.

I have been instrumental in having appointed a number of Commissioners under Acts 2 and 109 Laws of 1897-1895.

I have a record of a number of orchards that last year were infected with Canker worm. These will be looked after at the proper time.

I have the list of sales of the Dayton Star Nursery Co. of Dayton O. for 1895-6-7. Some time during the above years they sent infected stock here. I have found but one case from them so far but have not examined all places. I have corresponded with some of the purchasers of the stock and am making preparations to make as thorough an examination as possible. However, a thorough search is impossible as a great deal of the stock was sold to dealers and they have no record of it.

The clerical work connected with the work has been hampered somewhat by lack of office facilities. I have sent out over 3400 letters, about 1000 Circular letters and over 2000 Copies of the law. The above work has taken all my time.

Respectfully submitted

D. W. Linn.

Inspector.

Doctors &
Hospital bill
of G. H. Bailey

On motion of Mr. Allen, the President was authorized to pay the doctors bill and hospital bill of G. H. Bailey to the amount of thirty dollars (\$30.00).

The following resolution was unanimously adopted:

Resolved - That in the future students be paid for labor other than that required by the course of study at the rate of ten cents per hour, except for labor requiring special ability or skill.

Rate of
pay for
Student labor

The following communication was received from Pres. J. H. Buttrifield of the State Agricultural Society, and laid on the table until the next meeting:

To the President and members of the State Board of Agriculture.

Communication
from
President of
State Ag.
Soc'y.

Gentlemen: I respectfully write and request that you direct that an exhibit be made by the College in as many departments as possible, particularly the Farm and Horticultural Departments, at the next State Fair to be held at Grand Rapids Sept. 25-29.

In commemoration of the 50th. annual fair, a special educational exhibit is contemplated. In view of the relations of the State Agricultural Society to the College at its beginning and all through its history, it is especially desirable that the latter make as extended an exhibit as possible.

Very respectfully

J. H. Buttrifield,

Mr. Monroe offered the following resolution which was adopted:

Whereas, There is a bill before the Legislature amending the Nursery Inspection law, by doing away with the furnishing of lists (on demand of the Inspector) of the names of persons, companies or dealers to whom nurseries have sold or delivered any tree or nursery stock, and

Bill amending
Nursery
inspection
law.

Whereas, It is the opinion of the Board that such change in the law would greatly weaken its efficiency, therefore

Resolved, That we protest against the passage of said amendment.

The Committee on Farm Management recommended that the Department be authorized to purchase a first-class pair of grade general purpose horses, at a cost not to exceed three hundred seventy-five dollars (\$375.00) same to be paid for from the general fund. Adopted.

Purchase
of team for
Farm.

The same Committee recommended that the Farm Department be credited with seven hundred forty-two dollars and ninety-five cents (\$742.95) the amount paid therein for milk for the Dairy Course. Adopted.

Farm Dept
Credited with
\$742.95

The Committee on Women's Department recommended further appropriation of one hundred fifty dollars (\$150.00) to the Department for the current six months. Adopted.

Additional
appropriation
Women's Dept.

The Finance Committee reported in favor of adopting the suggestions of the Secretary regarding plans for future work in the Secretary's office. Adopted.

Adoption of
Drain plans for
work in office

The Committee on Buildings and College Property authorized the construction of bath-room, furnishings and fixtures for the same in the Secretary's house.

Bath room
furnishings &
fixtures - Secy's
house.

Promotion of
H. P. Gladden

The Committee on Botany and Horticulture moved that Mr. Gladden be promoted to the position of Assistant Professor of Horticulture at a salary of one thousand dollars (\$1000.00) per annum.

On motion Prof. Weil was instructed to investigate

Prof. Mill to
report on cost
of hatch.

and report at next meeting. the cost of an additional
lath for his department.

The Committee on Sub. Station office presented the
following report which was adopted:

Labor etc. fitting up office and coal-room -
South Haven sub. station.

Labor. Carpenter \$16.50

Lumber 19.64

Hardware 2.72

Labor. mason 10.26

Brick, lime etc. 1.52

\$56.64

Furnishing office to date

Stove etc. 7.78

Table, chair etc. 8.30

16.08

\$72.72

A lamp and a few other small items are needed for
furnishing the office.

Mr. Wells moved that when we adjourn, it be to meet
at the Board room at one o'clock, April 26, Carried

Adjourned.

W. B. Bird, Secy.

Report of
Comm. on Sub-
Station

Board MeetingApril 26. 1899.

Present. President Marston. President Snyder. Messrs. Monroe Allen, Marsh and the Secretary.

Minutes of last meeting read and approved.

Request of
Dr. Bral.

Prc. Snyder presented request of Dr. Bral for certain repairs to residence. Referred to Committee on Buildings and College Property.

Request of
Prof. Smith.

Prc. Snyder presented request of Prof. Smith for bath-room in residence. Referred to same Committee.

Request of
Prof. Barrows

Prc. Snyder presented request of Prof. Barrows for certain repairs to residence. Referred to same Committee.

Attendance of
Prof. Taft.
A. N. A.

Prc. Snyder presented matter of attendance of Prof. Taft at the meeting of the American Nursing Association in Chicago. Referred to Committee on Botany and Horticulture.

Chem. Dept
apportionment

Prc. Snyder presented request of Chemical Department for increase in the regular six months apportionment. Referred to the Academic Committee.

Increase of
salary - Crosby

Prc. Snyder presented request of Dr. Edwards that Mr. Crosby give up his full time to his department and be granted an increase of salary and that he be relieved from work on the M. A. C. Record. Referred to Committee on employees and Academic Committee.

Salary of Miss Cook

Prc. Snyder presented request of Director Smith that the salary of Miss Cook be increased to forty dollars (\$40.00). Referred to Committee on Experiment Station.

Marshall - leave of
absence.

Also that Dr. Marshall be granted leave of absence for study abroad. Referred to Committee on Employees.

Attendance of Dir
Smith - San Francisco

Also that he (Director Smith) be sent as delegate to the meeting of Directors of Experiment Stations at San Francisco.

Referred to Committee on Experiment Station.

Analysis - food
preparations

Also regarding certain analyses of certain food preparation which was referred to the same Committee.

Apportionment
Advertising

Pres. Snyder presented a request for an increase of seven hundred sixteen dollars (\$716.⁰⁰) in the regular six months apportionment for advertising. Adopted.

Apportionment
Athletics

Pres. Snyder recommended that one hundred fifty dollars (\$150.⁰⁰) be apportioned for Athletics. Adopted.

C. Baker's
Salary

Pres. Snyder presented request of Prof. Hail that Mr. Baker's salary be increased to fifty dollars (\$50.⁰⁰) per month. Referred to Committee on Employees.

Mr. Jenison
Lot on Delta

Pres. Snyder presented request of Mr. Jenison to purchase lot on the Delta. On motion of Mr. Allen the Secretary was instructed to correspond with other colleges for the purpose of determining their plans for retaining control of real estate transferred to employees.

Apportionment
Physical
Dept.

Pres. Snyder recommended that thirty-five dollars (\$35.⁰⁰) be added to the apportionment for the Physical Department. Adopted.

The Secretary presented the following report:

Secy's report

Agricultural College. Mich. April 26-99
To the State Board of Agriculture.

Gentlemen:-

I would respectfully submit the following business report from my office during the past month:

In accordance with the adoption by your Board of the new system of voucher records at the last meeting on April 1st. I sent to the head of each department the following communication:

Voucher system

You are respectfully informed that the State Board of Agriculture at its last meeting March 22-23, 1899 adopted the following voucher system for this institution:

Each department shall order independently upon requisition as now said requisition to contain list of goods wanted.

together with number of items, rate per item and amount as far as practicable, requisition to be made out in duplicate and signed by head of department and if for College expenditure and amounting to more than five dollars (\$5.00) requisition must be approved by the President of the College and signed by the Secretary: if for Experiment Station, the same practice will be observed except that the requisition must be approved by the Director of the Experiment Station instead of the President of the College in cases where the amount is more than five dollars (\$5.00). The duplicate of this requisition is to be filed in the Secretary's office, the original to be sent to the firm furnishing supplies: All bills for supplies furnished are to be sent to the Secretary's office for payment and there first checked with the requisition and then forwarded immediately to head of department ordering same. The head of department will check as to receiving said goods, rate per item and amount of said bill and O.K. all bills found correct, put classification to said bill and return same to Secretary's office for payment.

At the end of each month the Secretary's office will make vouchers which shall include all bills and the departments will be relieved in the future of drawing vouchers.

In adopting this method, several changes will be necessary.

First a new form of requisition blank which will be furnished to the several heads of departments on the morning of April 3rd.

Second. The departments should make it plain to all persons and firms furnishing supplies for the College, that they must return the requisition order for same together with bill for goods, to the Secretary's office.

Third. It will be necessary that the Secretary's office and heads of departments shall be prompt in checking and auditing bills.

Fourth. It will be necessary that before nine o'clock a.m. on the last day of each month, the head of each department shall deliver to the Secretary's office upon blanks which will be furnished from this office, the payroll of the department for the current month. In the event of the

payroll not being received before that time, no payments can be made upon same until the close of the following month.

Fifth, since the adoption of this plan involves several radical changes in the business management of the institution, it is to be hoped that the several heads of departments will co-operate with this office in explaining the requirements of the system to all having business dealings with the institution. It should be made plain to students especially at the time of employment, that payment for work will be made only at the end of the month or at the end of the term when the term closes in the middle of the month.

Very truly yours,

A.C. Bird
Secretary

I find that the departments are giving me cordial support in instituting the new system and I am able to report that since April 15th no vouchers have been made except in accordance therewith and that the new plan is working satisfactorily to all concerned. At the last Board meeting, reported a plan of keeping the books of the office in accordance with the suggestions and directions made by the State Accountant. Mr. Humphrey in his report of December 24th, 1898. After the adoption of the plan by your Board at the March meeting. I addressed a communication to the State Accountant asking for written authority to make the desired changes. Mr. Humphrey deemed it advisable to refer the matter to the Attorney General of the State and has kindly furnished me for use at this time. Copies of letters passing between himself and the Auditor General. The communication from Mr. Humphrey to Mr. Owen reads as follows:

Lansing, Mich. April 17, 1899

Hon. Horace M. Owen.

Atty General.

Lansing, Mich.

Dear Sir:-

In making the examination required by law of the accounts reported to this department, but also accounts with several boarding house clubs, accounts with the students of a banking

Communication
to
Atty Genl.

nature, and accounts with the purchase and sale of military uniforms to the students.

There is no question as to the impropriety of keeping all three accounts in the same set of books and reporting only a portion of them to this department. Secretary Bird contemplates the revision of the system and desires to put the new one in operation as soon as possible. He has consulted this department somewhat concerning the matter, and I am not entirely clear as to his right to exclude the boarding house, banking department and uniform accounts from his report to this department.

Upon this question I desire your opinion.

Mr. Bird informs me that the entries upon the College records show that the Board of Agriculture has three hundred dollars worth of stock in the boarding house club but that this stock was never paid for by vouchers nor in any way except by some accommodation or privilege.

With reference to the banking accommodation and the purchase of uniforms for students, it is purely a matter of accommodation, and I cannot see as the Board recognizes any liability in the matter.

Secretary Bird and this department are of the same opinion with regard to the advisability of separating the three classes of accounts herein mentioned, from those properly pertaining to the College, provided your construction will permit of such separation.

Very respectfully
Raccoon D. Dill
Auditor General

Dictated by
Henry Humphrey
General Accountant

" At the request of the Attorney General and Mr. Humphrey, I met with them at the Attorney General's Office at two different times and with them went over the entire matter. These conferences resulted in the following authority from the Attorney General, upon receipt of which I made definite arrangements for instituting the new system at the College in accordance with the resolution of your Board adopted at its last meeting: "

Lansing Mich April 19. 1899

Hon. Roscoe D. Dief.
Auditor General
Lansing Mich

Dear Sir:-

I am in receipt of your favor of the 17th inst. from the accounting department of your office, in which you state that you desire my opinion on the question of whether certain accounts that have been kept in the books of the secretary of the state board of agriculture are properly state accounts subject to the supervision of your department, and whether you should compel these accounts to be brought under the general system of accounting which obtains in your department. The accounts referred to are:

First. Those of the Club Boarding Association of the Agricultural College.

Second. The accounts of money deposited by students with the secretary of the college.

Third. Accounts for military uniforms supplied to students.

I have investigated this matter and find that the Club Boarding Association is an independent corporation, organized under the law of Michigan, and is absolutely controlled by the students of the Agricultural College who are members of the association. They elect their own officers, and the only connection that the Association has with the state board of agriculture is that the association has permission to use the dining rooms connected with the dormitories of the Agricultural College, and the secretary of the college is treasurer of the association.

Prior to 1882, the state board of agriculture, in managing the agricultural college, hired a steward and itself provided board for the students in the dormitories. This system was abandoned, and the Club Boarding Association was formed. It would be competent for the board of agriculture to do as they did prior to 1882, in which case all receipts and disbursements from such sources would be state funds, and the accounting for the same could come under the general system that

Reply from
Auditor Genl

that appertains to your office. But it is competent for the Board of Agriculture to discontinue this system and turn over the matter of running a boarding house to a private individual, or to an association, and absolve themselves from all control or responsibility. This, it seems to me, has been done, and for that reason I do not think that these boarding house or club association accounts come under the supervision of your department. The Secretary of the State Board of Agriculture, who is the treasurer of the Club Boarding Association is responsible solely to the Club Boarding Association for the funds that he receives, and he is not obliged to account for the same, to the State or to any other person or association than the Club.

In reference to the deposit of money by the students with the Secretary of the State Board of Agriculture, I find that the following system has grown up: Owing to the fact that the Agricultural College is situated at some distance from Lansing, it has been found a convenience by the students to deposit moneys belonging to themselves, with the Secretary of the College. He acts practically as a banker for their benefit: no fee is charged for this, and he is accountable solely to those who have made deposits with him. In case of a loss by the Secretary and the inability to pay the money that has thus been entrusted to him, the students who made the deposit would be the sufferers. I do not believe that any valid claim could be established against the State if such a loss occurred. For this reason I do not believe that such accounts properly come under the supervision of your department. In this connection, I would state that it seems to me that the Board of Agriculture is morally if not legally responsible for the safe care and accounting for moneys thus received and I think that inasmuch as this system is in vogue and is countenanced by the State Board of Agriculture, the Secretary should give a bond for the benefit of those who have placed money in his hands, running either to a trustee for the benefit of the depositors, or to the several depositors as their interests might appear.

In reference to the matter of uniforms I am informed that the State Board of Agriculture merely acts as an agent to supply uniforms to the students and that by the terms of the contract which it has made with the makers of these uniforms, no liability is incurred by the Board. For this reason I would think that these accounts would not properly come within the jurisdiction of your office.

I would state however, that it seems to me there is no question of the impropriety of keeping these various accounts in the same set of books in which the state accounts are kept. And the monies that appertain to these special matters of board deposits and uniforms, should be kept entirely separate from state funds.

Yours very respectfully
Horace M. Owen.

Attorney General.

New system
of
accounts

"I have to report in connection with the above matter that on May 1st we expect to be ready to open books under the new system. I may add in general that both Mr. Owen, the Attorney General and Mr. Humphrey, the State Accountant have expressed great satisfaction at the changes made.

New evidences of the necessity of a change along the lines mentioned have repeatedly occurred during the past month. Vouchers that have been once paid have been duplicated by heads of departments and sent out again for payment, second payments being checked only by the honesty of the people with whom we have dealt. It is to be hoped and I firmly believe that the new system will prevent the repetition of such occurrences.

Bulletin list In further accordance with a resolution of your Board to revise the bulletin list, I have attached to the last bulletin sent out the following notice:

To the recipient of this Bulletin:-

Dear Sir - Bulletins will be discontinued to your address from this date, unless you renew your order previous to April 15, 1899. Write your name and postoffice address plainly on a postal card and send same to, A. B. Bird, Secy. Agricultural College, P. O. Mich.

I have to report that at the present date the new list numbers over 16,000 names with a considerable number being added each day.

Relative to
Firemen.

On April 1st in accordance with the recommendation of President Snyder, I notified the firemen that hereafter they would not be allowed extra time for their regular day's work of twelve hours each. For some time it had been their practice to work for thirty-five dollars (\$35⁰⁰) per month, twelve hours each day Sunday included but to charge for extra time for one hour each day. I proposed to them that they work twelve hours the same as before, for which they would receive thirty-five dollars (\$35⁰⁰) per month during the six warm weather months and forty dollars (\$40⁰⁰) per month during the six cold weather months. My reason for doing this was the fact that in summer the work is very light while in winter it is correspondingly heavy. At the time I made this proposition a new fireman had just been taken on and it seemed to me there was grave danger that under existing conditions the firemen might stay with us during the summer months and leave us when the hard work began in winter.

As a result, the two employed served immediate notice that they would give up their jobs on April 3rd at noon. This plan they carried out and new firemen have been secured in their places in conformity with the offer which I made the old employees. In connection with this change, I have to submit to your Board the following communication which is self explanatory:

Lansing, Mich. April 22-99

A.C. Bird Esq.

Secretary, Agricultural College

Dear Sir:-

I herewith hand you a statement of the hours of extra labor performed by Mr. Frank Childs (on Sunday) and the amount which we claim for such extra service at twelve and one-half cents per hour. Will you bring this matter before the board at their meeting this week & oblige.

P.S. Will you please notify me of the action taken

Frank Childs
Claim.

by you, Board?

Most truly
F. J. Sindlinger.

The amount of Mr. Childs' claim is eighty-eight dollars (\$88.00).

I have questioned Prof. Weil who hired Mr. Childs, and learned from him that the bargain was made to include Sunday work at the stated price per month. It is also a matter of record that Mr. Childs has drawn his pay regularly each month accepting the settlement made upon the basis of Sunday work included, without protest. Also he has drawn pay for the extra hour of Sunday work the same as the extra work on other days. I also have on file in my office a receipt signed by Mr. Childs reading as follows.

Received of the Michigan Agricultural College per A. C. Bird Secretary, One and ⁹¹/₁₀₀ dollars, payment in full for eighteen hours work as fireman, according to the rate at which I have been employed during the past eighteen months. 18 hrs. time at \$35.00 per 30 days, 11 hrs. per day equals \$1. ⁹¹/₁₀₀.

Frank Childs

Dated April 22, 1899

I have written Mr. Sindlinger that I would present the claim of Mr. Childs to your Board for its consideration. Referred to Committee on Employees.

The question of additional water supply for the College is a pressing one. It will be remembered that the Board of last year gave authority to the President and the then Secretary to take up this matter, giving them power to act. Nothing definite has yet been done and the matter still remains open for Board action. I have taken the liberty of addressing the following communication to Prof. Weil regarding this matter:-

Additional
water supply

M.A.C. April 24-99

Prof. Weil:

Communication

to

Prof. Weil

Dear Sir. The question of additional water supply for the College demands early solution. Will you kindly prepare an opinion as to the most feasible method of providing same under existing conditions, and submit estimates as to cost, sending same to this office if possible previous to the next Board meeting which occurs April 26th at 7:00 p.m.

Very truly yours

A.C. Bird

Secretary.

His reply is as follows:

M.A.C. April 26-99.

Mr. A.C. Bird

Secretary, M.A.C.

Dear Sir:

As requested in your letter of April 24th, I have considered the question of additional water supply for the College, and in this connection I have been so fortunate as to secure the advice of several engineers who had much experience with water-works systems.

Whatever method is used in solving the question, the aim should be in the case under consideration, not only to secure an ample supply of water, but also to do away with the present method of mixing unfiltered river water and well water in the mains.

The desired result could be secured by installing an independent system of pipes in connection with the present well for supplying water for drinking and similar purposes, and using the present system to furnish water for sprinkling, closets etc. and in case of fire, or such results might be obtained by the use of several wells - say three or four - using water from wells only for all purposes as provided.

Investigation as to the certainty of results to be derived through additional wells, has not led to satisfactory conclusions. While the plan of using two systems is one that offers sure results, and hence the latter system obtains, in our case, considerable gains. On the other hand, the method of pumping

Reply from

Prof. Weil

Water Supply

from wells only, is one which if successfully carried out would undoubtedly furnish more satisfactory results in respect to operation and maintenance.

Upon considering the probable ultimate cost of both systems in this case, bearing in mind that the present mains (wood) have been in place from twelve to sixteen years and that the advantage in the event of laying a new system of mains using same for supplying water for all purposes provided for, I am led to the opinion that the College authorities could afford to proceed to bore another well in the vicinity of the present well for the purpose of testing the possibility of conveniently establishing a system of water works using water from wells only. Mr. Newell the College engineer concurs in the foregoing opinion.

If satisfactory results were secured in the case of an additional well, the question of an immediate supply would be settled.

I regret that the brief time extended for a consideration of this very important question, prevented making a more complete presentation of points involved, and also prevented the presentation of detailed estimates of costs.

Very truly yours
Chas. S. Neil

Referred to Pres. Snyder and the Secretary.

In conformity with the suggestion made in my last report regarding the weighing of coal at the Boiler House as a check upon the work of our firemen, I addressed to Prof. Neil the following communication:

M.A.C. April 15-99.

Prof Neil,

Dear Sir: Will you kindly have made for the use of the State Board of Agriculture plans for weighing the coal used by the firemen at the Boiler House each day and estimates as to the cost of arranging such a system. The thing we have in view is to arrange some check by which we may know whether or not our firemen are doing their work as they ought. The Board meets April 26th, and if possible I wish to have said plans in my hands before that time.

Weighing
Coal

Communication
to
Prof Neil.

Weighing Coal

Very truly yours
A.C. Bird
Secretary

His reply is as follows:

Mr. A.C. Bird
Secretary M.A.C.

Dear Sir:

In answer to your letter of April 15th., relating to plans for weighing coal and checking work of firemen, would say that I have not deemed it advisable to enter upon work of detailed plans in this case before calling attention to certain conditions which confront us.

The conditions I refer to are the existing need of a re-arranged or new steam plant, as a whole, and the dilapidated condition of the present coal shed. It would seem necessary to take up in the near future, the steam plant problem, and this would involve a consideration of methods of handling coal; the state of the present shed is such as to make one hesitate about installing much additional apparatus in connection with same.

I have gone over several schemes for arriving at the desired results, and the one most satisfactory to both Mr. Newell and myself under the present arrangement of Boiler House and sheds, provides for the use of an overhead trolley system and the conveyance of coal from shed to Boiler room floor in a travelling bucket, - also the use of a spring balance for weighing purposes.

Estimated cost of material and labor for system planned exclusive of services of engineers and cost of water meter and chronometers (\$75.00) necessary to scheme of checking work of firemen, is two hundred thirty-five dollars (\$235.00).

It is to be clearly understood that the foregoing estimate covers coal conveying installation only.

Before recommending any arrangement, however, I desire to ascertain if the College authorities contemplate making extensive changes in the existing steam plant, and if so within what period. An authorized opinion on the foregoing point would enable the writer to make a positive recommendation in the matter.

Reply from
Prof. Hul.
regarding
weighing
of
coal.

The accompanying cut will give a general idea of the proposed over-head system.

Very truly yours
Chas. L. Weil

Referred to Messrs. Marsh and Heller.

Use of
electricity
for
power.

The consideration of these two questions has raised another in my mind which I deem of practical importance, relating to the excessive expenditure for coal upon the College premises. The fact that we are probably soon to erect new buildings in which new power will be required for diverse purposes, suggests the possibility of amending our contract with Mr. Piatt in such manner as to use electricity for these purposes. If this were to be done, the idea naturally suggests itself - Why not also use the same power to operate our water pumps during the summer months when furnace fires are not needed for heating purposes - In accordance with this idea, I addressed to Prof. Weil the following communication:

N.A.C. April 24-99

Prof. Weil

Dear Sir:- Will you kindly prepare an answer to the following question, submitting same to this office previous to the next meeting of the Board: April 26th at 7:30 p.m. What would be the saving in cost for coal during that period of the year when fires are not needed for heating purposes, if the power for operating the pumps were provided from other sources, bearing in mind always the necessity of being ready for action in case of fire alarm.

Very truly yours

A. C. Bird
Secretary.

In reply to which I received the following:

Communication
to
Prof. Weil
Electricity
for
power.

N.A.C. April 26-99

Mr. A. C. Bird.

Secretary, N.A.C.

Dear Sir:

Reply from
Prof. Neil
Electricity
for
power.

Mr. Newell and the writer have estimated separately the saving in cost of fuel if, when steam heat is not wanted for heating purposes, steam be not furnished for power purposes, and we agree that said saving during said period, provided steam pressure be maintained as should be done for fire protection, would amount to, at present price of fuel, about two hundred fifty dollars (\$250⁰⁰).

Very truly yours.

Chas. D. Neil.

L. F. Newell.

Referred to Committee on Buildings and College Property.

Map of
Pipes

In making repairs of piping lines, it is a continual source of serious trouble and expensive expense to determine the location of the underground pipes. Many times during the past six weeks has it cost the College three and four dollars to uncover a pipe which might have been uncovered at one quarter to one third the cost, had the location of the pipe been known. This has led me to send the following communication to Prof. Vedder, which I herewith submit:

N.A.C. April 24-98

Prof. Vedder.

Communication
to
Prof. Vedder.

Dear Sir: Will you kindly prepare an answer to the following question and submit the same to this office previous to the next meeting of the Board which occurs April 26th at 7:30 p.m. - What would be the cost of preparing a suitable map showing the complete underground system of pipes for both heating and water supply?

Very truly yours

A. C. Bird

Secretary.

I have received the following reply thereto.

M.A.C. Apr. 25-99

Mr. A. C. Bird

Secretary

Dear Sir:-

I have not at hand the data upon which to base a perfectly satisfactory answer to your question "What would be the cost of preparing a suitable map showing complete underground system of pipes for both heating and water supply?"

Prof. Vedder's
reply

I estimate that \$50⁰⁰ expended in the next two months would give us copies of existing maps with some additions from measurements, which would provide the engineer quite satisfactory records; sufficient for most practical purposes.

I assume that we can find students who will be glad to engage to do the work of tracing and blue-printing.

Very truly yours

H. K. Vedder

Referred to Pres. Snyder and the Secretary with power to act.

There being no record in my office showing the amount of available funds on hand in the State Treasury belonging to the College, and feeling that the Board would be glad to know whether or not we were living beyond our income, or within it, I addressed to the Auditor General's Office on the 15th inst. the following communication:

M.A.C. April 15-99.

Hon. Auditor General,

Lansing, Mich.

Dear Sir:

Will you kindly have mailed to this office at your convenience, a statement of the amount due the College from the Land Grant Interest Fund to this date. Will you also report balance due at the beginning of each quarter for the past ten years. I mean by this the amount due after the credit has been given at the beginning of each quarter.

I would not trouble you for this data were it not for the fact that no record has ever been kept in this office regarding this matter, and it is impossible for us to ascertain whether or not the College has been drawing

Amount of
available
funds.Communication
to
Aud. General

upon its income factor than it ought.
 Hoping for an early reply I remain.
 Very truly yours

A.C. Bird

Secretary

In answer thereto I have received the following statement:-

Lansing Mich April 20-99

Mr. A.C. Bird

Sec. Agricultural College
 Michigan.

Dear Sir:

As requested by yours of the 15th inst, I hand you herewith statement showing amount to the credit of the Agricultural College Interest fund at the close of business each calendar quarter for the past ten years.

Reply from
 Aud. Gen.
 =
 Funds
 in
 Treasury.

I also enclose statement of receipts and disbursements on account of San Jose Scale Inspection, as shown by our books. The receipts are all issued to J.H. Butts, field Secretary, by the Treasurer, and countersigned by the Auditor General.

I have just received the opinion of the Attorney General bearing upon the matters which we discussed with him, and am very much pleased with the conclusion he reaches. As requested by you verbally, I enclose a copy of that opinion.

Very respectfully

Dictated by
 Henry Humphrey
 Genl. Accountant.

Rocco D. Dix
 Auditor General

Balance in Agricultural College Interest Fund at close of business.

June 30 - 1889	\$10513.42
Sept " "	6925.30
Dec. 31 " "	1.00
Mich. " 1890	7383.97
June 30 " "	10645.27
Sept " "	7009.11
Dec. 31 " "	8493.60
Mich. " 1891	7715.31
June 30 " "	18878.89
Sept " "	26153.78
Dec 31 " "	7898.66
Mich " 1892	16080.35
June 30 " "	27673.23
Sept " "	7192.10
Dec 31 " "	15750.13
Mich " 1893	25228.27
June 30 " "	13999.93
Sept " "	9918.87
Dec. 31 " "	20448.86
Mich " 1894	31635.28
June 30 " "	24406.61
Sept " "	36333.18
Dec. 31 " "	36779.53
Mich " 1895	36745.00
June 30 " "	39708.46
Sept " "	40036.27
Dec 31 " "	50566.61
Mich. " 1896	41276.99
June 30 " "	33594.86
Sept " "	43351.02
Dec. 31 " "	44019.20
Mich. " 1897	44778.85
June 30 " "	37374.40
Sept " "	37745.19
Dec. 31 " "	49345.39
Mich " 1898	41743.73
June 30 " "	29882.68
Sept " "	41173.35
Dec 31 " "	43606.43
Mich. " 1899	37952.06

"It will be one of the new features of the new system of accounts which we shall start on Monday next, to show plainly at all times the condition of this account with the State Treasurer."

Coal Contract

"The contract for soft coal expires on May 1st. I have investigated this matter thoroughly and am convinced from what I can learn that it is advisable to make the contract at once for the ensuing year. I have submitted propositions to several coal dealers both within and without the state and present herewith the respective offers which have been made by them."

Turning in of
Receipts

"I would also call the attention of the Board to the method of turning in receipts to my office. It is the practice at the end of each month and sometimes two or three times a month for each department to turn in receipts in cash, classifying same according to their different classifications. The names of the parties to whom they sell goods do not appear. It seems to me that the records of the Secretary's office should show the source of all receipts and the names of all persons from whom these receipts come."

Referred to Finance Committee and the Secretary.

Salary of
Stenographers

Supt office

"I would also respectfully call the attention of the Board to the fact that there are three stenographers regularly employed upon the grounds, one in the Secretary's office one in the office of the Director of the Experiment Station and one in the office of the Superintendent of Farmers' Institutes and College Field Agents. The last two of these stenographers are paid a salary of thirty-five dollars (\$35.00) per month while the former receives but thirty dollars (\$30.00). I have looked into this matter carefully and am thoroughly convinced that the work of the stenographer in my office is equally if not more arduous and exacting both as to the nature of the work performed and the time required, with that of the other two. After two months experience in the office having observed carefully the work of the stenographers at present employed, I feel it my duty to recommend that her salary be increased to the rate received by others in

like employment.' Referred to Committee on Employees.

All of which is respectfully submitted

A. C. Bird

Secretary.

Adjourned to 8:30 a.m. Thursday.

Session 8:30 a.m.

April 27. 99

Same members present.

The Finance Committee reported that the bond of Treasurer Davis had been received, approved, and placed on file in the Office of the Secretary of State.

On recommendation of Pres. Snyder, Prof. Marshall was given leave of absence for the balance of the College year, for the purpose of going abroad at his own expense, to study in connection with his Experiment Station work, salary to be continued.

The matter of Prof. Taft's attendance at the meeting of the American Nursery Society was left with Pres. Snyder, with power to act.

On recommendation of the Finance Committee, the Chemical Department was granted an addition of two hundred dollars (\$200.00) to their apportionment, the same to be deducted from the regular apportionment for the next six months.

On motion, the subject of raising salaries was laid over until the next meeting, except that of the stenographer in the Secretary's office. The latter salary was raised uniformly with that of the other stenographers - to thirty-five dollars (\$35.00) per month, beginning May 1st. 1899.

On motion, the action of Pres. Snyder in arranging for special instruction in sugar beet chemistry and field work, and the temporary employment of Mr. Half

Prof. Marshall
Leave of
Absence

Prof. Taft's
attendance
A. N. S.

Chem. Dept.
Apportionment.

Raise of
Salaries

Special Short
Sugar Beet
Course

Chemist of the Michigan Sugar Company, in connection with said course was approved.

The matter of making contract for soft coal for the coming year was not taken up and the following bids were received:

Bids for Soft Coal	Standard Coal Co.	Saginaw Mich.	Steam Sp.	\$1.95 per T.
	Pocahontas	"	Chicago Ill.	" " 2.45 " "
	St. Charles	"	Saginaw Mich.	" " 2.10 " "
	Saginaw	"	"	" " 1.95 " "
	Hocking Valley Fuel Co.	Columbus O	"	" " 1.90 " "

The Hocking Valley Fuel Co. being the lowest bidder, the Secretary was instructed to enter into a contract with said company to furnish all soft coal needed by the College for the year beginning May 1st 1899 and ending May 1st 1900.

The claim of Frank Childs for extra pay for Sunday work was laid over until the next meeting, the Secretary being instructed to send full statement of the matter to Mr. Allen.

The matter of making exhibit at the State Fair was left with a special committee of two members to investigate and report. Pres. appointed as such committee Messrs. Monson & Allen.

The matter of arranging with Mr. Piatt for enlarging the scope of his contract with the College was referred to Mr. Allen and the Secretary.

The matter of map of pipes for record for sewers etc. was left with Pres. Snyder and the Secretary with power to act.

The matter of exhausted Institute funds was referred to the Institute Committee.

The report of State Inspector Linn was received and placed on file.

The request of Mr. Linn to attend a national meeting of

Request of Mr.
Trine to attend
meeting

Inspection of Nurseries was granted, providing Mr. Trine shall make proper arrangements with the State Board of Auditors as to allowance of his expense account in attending said meeting.

Expense acct.
of Mr. Skels

The Board authorized Pres. Marston to approve the expense account of Mr. Skels dated March 4-31 and April 1-22. 1899.

Check Report

Report of Mr. Skels received and placed on file.

Relative to
sales of
College
Property
and receipt
of funds.

The following resolution was unanimously adopted: Resolved, That on and after May 1 st. 1899. each department making sales of College property or receiving funds belonging to the College shall, between the hours of eight and nine o'clock each morning, file in the Secretary's office a complete written record of the previous day's transaction and turn in to the Secretary's office all cash received in connection with same.

Further. Resolved, That all accounts due the College hereafter be collected by the Secretary's office at the end of each month.

Further. Resolved, That in entering into credit transactions all departments are requested by the Board to exercise good business prudence.

Bulletin on
foods.

The action of the Station Council in authorizing the preparation of a bulletin upon certain so-called commercial foods, was approved by the Board, but instructed that the proof of same be submitted to Mr. Allen before publication.

Adjourned to meet at the call of the President of Board.
A. B. Smith, Secy.

Board Meeting

May 25. 1899.

Present. Pres. Marston, Pres. Snyder, Messrs. Wells, Monroe, Marsh, Watkins and the Secretary.

Minutes of last meeting read and approved.

Farm Appt. Pres. Snyder presented request of Prof. Smith for additional apportionment to the Farm Department. Referred to Farm Committee.

Cuban Students Pres. Snyder presented communication from the Secretary of the Cuban Educational Association, offering to send two Cuban students providing fees could be recruited. On motion of Mr. Wells, the President was directed to authorize the proper authorities to send on the two Cubans.

Dr. McGie - San Francisco Pres. Snyder presented communication from Dr. McGie regarding his attendance as a delegate at the meeting of the Official Agricultural Chemists of which he is president, at San Francisco. Referred to Committee on Experiment Station.

Salaries L. J. Munson Also the request of Mr. Munson to be retained for another year at a salary of \$600. Referred to Committee on Employees.

J. D. Scott Also that of J. D. Scott for increase of per diem from \$125 to \$150. Referred to Committee on Employees.

Expenditure for Bot. Lab. Pres. Snyder reported that he had authorized Prof. Marshall to expend about \$500. in the purchase of equipment for the Botanical Laboratory while in Europe. On motion of Mr. Monroe the action of the President was approved.

Salaries of Mr. Westcott Pres. Snyder presented request of Mr. Westcott for increase of salary. Referred to the Committee on Employees.

Miss Rushmore Also request of Miss Rushmore for increase of salary to \$600. for the next year. Referred to same Committee.

Miss Wells Also request of Miss Wells for increase of salary. Referred to same Committee.

Recy Report

The following business report was presented by the Secretary:
To the State Board of Agriculture.
Gentlemen:-

I have to report for the past month the following items of business pertaining to the duties of my office:

In reply to the communication from my office to Prof. Weil, presented at the last meeting of your Board. I have received this day from Prof. Weil the following:

M.A.C. May 25, 1899.

Mr. A.C. Bird

Recy. M.A.C.

Dear Sir:-

In answer to your inquiry concerning progress of work on plans for heating systems for Wells and Williams Halls I would say that I found it necessary to proceed to prepare new plans of said halls for this work. Both floor plans and calculations of exposed surfaces and contents for Williams are nearly completed and the necessary measurements have been made for the plan of Wells.

I have recently been engaged in making experiments to determine best arrangement of radiator connections for the work.

Expect to be able to report on general plans, and furnish list of radiators required, sometime next week.

Yours truly

Chas. L. Weil."

Map of Pipes

At the last meeting of your Board authority was given to have prepared for the use of the College, a complete record of all water pipes and sewers on the grounds. The same is now under preparation in charge of Prof. Under of the Mathematical Department and will be completed before the close of the term. All work upon same is being done by student labors.

Cash Transactions

In accordance with a resolution of your Board at its last meeting, all cash receipts for College property are now turned in to this office every morning and all credit transactions are recorded regularly every day in the books.

of this office. A complete record is there kept of all business transactions showing the name of the party or parties purchasing, the nature of the purchase and the price paid. In order to facilitate this work I took the liberty of issuing the following notice to several heads of departments on April 29th:

"N.A.C. May 5, 1899.

Dear Sir:

Until further instructions are received by the Board this office will place the following interpretation on the resolution of the Board, a copy of which we mailed you on April 29.

That all credit items to regular customers amounting to less than \$1.00 each day, be left out of the daily report and that the same be reported on each Monday morning for the previous week. In connection with this modification you will please bear in mind the necessity of our having the accounts complete on the morning of the first day of each month for the previous month. Also the exigencies arising at the close of each College term.

Very truly yours

A. C. Bird

Secretary

As far as my observation extends and so far as the work of my office is concerned, the plan is working satisfactorily to all concerned.

The several accommodation accounts which the work of the Secretary's office makes necessary, have been separated from the State accounts proper and the two sets of books are being kept separate and distinct from each other. This practice has prevailed since May 1st. Also the transactions of the office which had heretofore not been entered upon books and the receipts in connection with which had not passed through the cash drawer, are now all a part of the regular record and are treated the same as other accounts.

Accommodation
Accts.

The keeping of the student record, which is a record

Student
Record

of the class standings of the students throughout their entire course is a matter of considerable complication. At present it is only after the expenditure of a great amount of time by the heads of departments that the exact rank of any student not having full credits for his regular work can be determined. At the request of the President of the College and several heads of departments, I am attempting to provide a system by which this seemingly unnecessary complication may be avoided.

Handling
Dairy Products
Farm.

It has been the practice of the Farm Department in handling the dairy products to treat each transaction no matter how small, as the unit of entry in keeping all accounts. As soon as the record of these matters were transferred to my office, the idea at once suggested itself that unnecessary work was required by such practice. I accordingly addressed to Prof. Smith on May 20th, a communication suggesting that these products might be handled upon the ticket system as is the practice of nearly if not all practical dairymen. On May 22nd, I received from Prof. Smith a favorable reply and we hope by June 1st to have the new method in operation.

Bank
Exchange

Since the adoption by the eastern banks of arbitrary rules regarding the handling eastern exchange, it has been a matter of serious annoyance to us how we were to pay our bills by check, outside of Michigan. I accordingly suggested to the City National Bank of Lansing with which we keep our account, that an arrangement might be made whereby our checks drawn upon that bank could be paid at Chicago or New York banks with which their accounts were carried. Mr. Davis has very kindly made arrangements and hereafter our exchange drawn upon Lansing is at par anywhere in the country.

On May 17th the following account was presented to my office for payment:

April 15-1892.	To 1 Sand Screen	\$2.00
	• 1 Kalamazoo Bush	3.00
		<u>5.00</u>

Mr. Stringham's
Claim.

I hereby certify that these bills were furnished by me for College work done by myself; that they were worn out

probably about April 15, 1893 and that I have never received pay for same.

Gro. H. Stringham "

To this bill was appended the following comment from Mr. J. H. Butterfield:

"Mr. Bird:

Mr. Stringham spoke to me about a sand screen and kalsomining brush that he says he brought here when he first came. This was before I came and of course I know nothing about them personally. I have only to say that of late years the College has furnished such articles and tools to work with for that class of work.

Yours.

J. H. Butterfield."

I respectfully refused to draw vouchers in payment of said bill until the matter had been referred to your Board and accordingly submit same.

The changing of our system of books from single entry to double entry, the making of complete records in the place of incomplete ones and the transference of a portion of the record work of the several departments to the Secretary's office has made it necessary to add to the office force an additional employee. Until the matter shall have been passed upon by the Board, nothing but temporary arrangement has been or will be made. I had the opportunity of securing the services of Miss Clara Hirman a practical book-keeper with whom I was thoroughly acquainted and who I can recommend in every way, and I made an arrangement whereby she has been helping us in the office having been employed for one month only at the rate of \$500. per annum. I would respectfully ask the Board the privilege of permanently employing Miss Hirman at a salary of \$500 per year without room. This request comes within the financial bounds established by your Board on Nov. 21, 1899 which reads as follows:

Resolved, That Secretary Bird be authorized to make his own selection of office assistants provided the expense of that already arranged for by this Board, subject to the approval of Board"

Adopted.

Temporary
Employment
of
Book-keeper

All of which is respectfully submitted.

A. C. Bird

Secretary.

Coal Contract

The Coal Contract with the Hocking Valley Fuel Company was approved by the Board.

Mr. Stringham's bill

The bill of Mr. Stringham was upon motion, not allowed.

Upon motion the action of the Secretary in employing Miss Heiman as book-keeper in the Secretary's office for one month at a salary of \$500. per annum was approved by the Board.

Book-keeper.

On motion Miss Heiman was permanently employed as book-keeper at a salary of \$500. per annum without rooms.

Report of State Inspector Trine received and placed on file.

Mr. Watkins presented the following resolution:

Rolls
of
Employees

Resolved, That the Committee on Employees with the Secretary of the Board be requested to recommend at the next meeting of the Board a roster of all employees of the College except heads of departments, and the salaries to be paid same. That these recommendations be submitted to the Board at its next meeting and if adopted, that there be immediately presented to each of said employees a written contract in accordance with said report, for the year beginning July 1, 1899 and ending June 30, 1900. Adopted.

Mr. Watkins presented the following resolution:

Management

M.A.C. Records

Resolved, That the business management of the M.A.C. Record be conducted as are other departments of the College by the Secretary of the College and that all accounts and money relating thereto be kept in his office from this date.

Mr. Watkins presented the following resolution:

Resolved, That a committee representing the State Board, Committee on Horticulture, Farm, Experiment Station and the President of the College be appointed by the President to present and formulate a plan for the reorganization of the Experiment Station and in connection with it the involved Farm and Horticultural Departments, with a view to a more

Reorganization
of
Exp. Station

practical equalization of their work and economical distribution of employees.

On motion, the Board adjourned to 8:00 a.m. Friday May 27th.
E. C. Briggs, Secy

Friday Morning Session
8:05 o'clock

Same members present.

Recommendation regarding Mr. Crosby: Mr. Wells of the Academic Committee recommended that Mr. Crosby be relieved from work on the M.A.C. Record and that his full time be given to work in the English Department. On motion of Mr. Monroe the report was laid upon the table until the next meeting.

Repairs to Prof. Burrows' house: Mr. Marsh from the Committee on Buildings & College Property recommended that the floor be raised in Prof. Burrows' house but that the balance of the work be postponed for further consideration. Adopted.

All other requests for repairs were put over for one meeting.

Prof. Smith, San Francisco: Mr. Wells moved that the request of Prof. Smith to be sent as a delegate from the Experiment Station to the National Meeting of Directors of Experiment Stations at San Francisco be granted. Mr. Monroe moved an amendment - restricting the appropriation for Prof. Smith's expenses to \$30.00. Motion as amended carried.

Dr. Kedzie, San Francisco: Mr. Monroe moved that the request of Dr. Kedzie to be sent as a delegate to the meeting of Official Agricultural Chemists at San Francisco be granted. Limiting his expense account to \$100. Mr. Marsh moved as an amendment that the amount be restricted to \$75. Amendment carried. Motion carried.

The Skull investigation committee presented their report. On motion of Mr. Wells the report was accepted and adopted with an amendment striking out all reference names from the report.

Mr. March from the Special Committee appointed to consider the advisability of employing a Superintendent of Buildings reported as follows:

The the Committee appointed to investigate the feasibility of employing a general Superintendent of Buildings are prepared to make the following report:

After going over the matter and investigating the work of different institutions that have tried and are trying the plan we suggest, we would recommend that a suitable person be employed for one and one-half years upon a salary not to exceed \$1800. and travelling expenses when away upon business connected with the College, whose duty it shall be to take entire charge of the buildings looking after all repairs and building of new buildings, making of plans and estimates, seeing to all plumbing and lighting. All complaints or notices of any needed repairs or fixtures in any and all of the departments shall be made to him. He shall investigate at once and find probable cost and estimate and report to the President or Secretary if the Board is not in session, but when in session he shall report to the Board but at all times he shall be under the control of the President and Secretary of the College. It shall be his duty to see that the work is done and to secure all material at the best possible price, under the direction of the President and Secretary and to keep an accurate account of all cost and report same to the Secretary.

It shall also be his duty to keep posted upon the prices upon everything in and around the College as far as possible. He shall be held responsible to the President and Secretary for all buildings.

All repairs pertaining to the buildings, water, heating, lighting and other work which may be placed under his supervision, it shall be his duty to look after.

At every Board meeting he shall make a written report of the buildings, condition of same and all work under his supervision with suggestions as to wants of same.

On motion of Mrs. Snyder the report was accepted and placed on file.

Mr. Webb moved the adoption of the following resolution:

Report of
Special Comm.
regarding
Dept. of
Buildings.

Employment
of
Mr. Lohman

Resolved, That Mr. Lohman is hereby employed for a term of eighteen months at a salary of \$150. per month, as Superintendent of the Construction and Repair of College Buildings. He shall be under the general direction of the President of the College but his duties shall be performed under the immediate direction of the Secretary to whom he shall report daily. His salary shall begin when he commences work, the date to be agreed upon by Mr. Lohman and the Committee on Buildings and College Property. Carried.

Mr. Monroe moved the addition of \$100. to the Women's Department apportionment for the current six months in accordance with the following communication from the head of that Department.

N.A.C. May 25, 1899.

Mr. J. L. Snyder,
College.

I am again obliged to ask the State Board of Agriculture for money for my department.

At present our liabilities spread our resources perhaps to the amount of five dollars (\$5.00). There are several reasons for this. One - a bill that should have been rendered in December and has just been presented.

Another reason is that rents have been and must be paid upon some pianos used by women students.

I have never seen any bill for such rents and accordingly supposed that we owned all pianos now in our department, and have not allowed for such bills. A third reason for asking for further appropriation is the necessity for a book case in Abbott Hall. Dr. Kedge has generously started the library by a gift of about twenty books. The girls themselves are subscribing for a magazine.

The amounts I did not expect and the amount probably necessary for my department up to July 1st. are as follows:

Added
Apptmt
to
Women's
Dept.

Simons bill	\$20.00
Piano rent of which \$30. are paid	54.00
Gasoline	9.36
Probable expenses in Cooking School.	5.00
Labor	5.00
Book Case	5.00
Bills (small bills unpaid)	<u>5.00 (?)</u>

103.36

Paid

30.00

\$73.36

The amount probably necessary for Women's Department to June 30th, - \$100.00

M. R. Keller

Dean.

Adopted.

Added
apptmt
to
Hort. Dept.

Mr. Watkins from the Committee on Botany and Horticulture recommended the addition of \$6.00 to the regular six months apportionment to the Horticultural Department, in consideration of outside work done by that department, in accordance with the following communication from the head of that department:

M. A. C. Mar. 22. 1899.

Pres. J. D. Snyder.
Dear Sir:-

At the opening of the year I was informed that my apportionment for the present six months to cover the current expenses of this department was \$1800., but I soon learned from Mr. Bird that there is a balance charged against it of about \$500. which reduces to this extent the available apportionment. Although I was aware that for the past two years there has been a slight deficit in the funds apportioned to this department, I did not expect to be held strictly accountable for it as it has been incurred for work done at the request of yourself and Secretary Fittsfield along lines for which this department should not be held accountable as it was for purposes that had not been considered when the apportionment was made. In nearly every case it was for work authorized by the Board of Agriculture and placed in the hands

of the Secretary and yourself. This work made it necessary to increase the number of men employed and as it seems to me credit should be very properly given for the wages paid the men and for the keeping of the teams used. Other men who were hired by the day for this work received \$1.50 and as the expense incurred for the work done by the department was at the rate of not over \$1.25 a day for each man and \$2.00 for a man and team, it was economy to have the work done in this way. Although other minor jobs were attended to the following are the more important ones:

Grading and ballasting for street railway, opening, grading and graveling the new drive and grading between them in November and December 1897:

25 days of work of teams at \$2.00	\$50.00
20 " " " " Man " 1.25	<u>25.00</u>

75.00

October 1897 and April 1898

Removing sod and grading for walk from College Hall to street car station:

4 days work of team at \$2.00	8.00
4 " " " " man " 1.25	5.00
Hauling 60 loads of gravel 3 miles at \$0.60	<u>36.00</u>

49.00

April 1, 1898. Grading about Harrison House

10 days labor of team at \$2.00	20.00
10 " " " " man " 1.25	12.50

Loading, seeding, rolling, laying out and graveling drive and walks, digging and planting trees & shrubs

16 days at \$1.25

20.00

Hauling trees & shrubs and soil

3.00

Watering trees and caring for grounds during summer

15.00

70.50

October 1897. Labor filling and sodding over the sewer from the greenhouse and the stream line to Agricultural laboratory

10 days at \$1.25

12.50

Team hauling away surplus earth.

4 days at \$2.00

8.00

20.50

215.00

July, Aug. & Sept. 1898. Aunt brot. food
 Labor grading and hauling away earth from
 stone line to Chemical and Botanical
 Labs. and College Hall. 5 days at \$2.00 10.00
 Hauling 60 loads of gravel at \$0.50 30.00

September 1898. 40.00
 Grading for walk to Delta.
 12 days one man \$1.25 15.00
 4 " team 2.00 8.00
 Hauling 40 loads of gravel \$0.50 20.00
 " 3 " " Cement 1.00 3.00

October, 1898. 46.00
 Grading, rolling and graveling
 drive on Delta. 26 days at \$2.00 52.00

November 1898
 Grading and building fence for
 deer park - 8 days team \$2.00 16.00
 18 days 2 men = 36 days 1.25 45.00
 1 Team for work. 200.00

261.00
 \$614.00

Last Spring when I asked for money for a new team I supposed it would be given in addition to the appropriation, but later on found that it had been charged against it. This amount together with the items enumerated above will amount to considerably more than the sum of the deficits for the past two years. Will you kindly bring this to the attention of the Board of Agriculture and ask that in consideration of the above facts, the full amount of the appropriation be allowed for the present six months.

Very truly yours
 L. R. Tipt.

Work at
 Armony

Mr. Watkins from the same committee recommended the construction of a stone walk on the south side of the Armony. Adapted.

An motion of Mr. Wells; Prof. Mumford was authorized

to purchase a Jersey bull without restrictions. The Farm appropriation to be increased to the amount of the purchase at the time the bill is rendered.

Funds-
Accommodation
Accts.

On motion, the Secretary was instructed to act as Custodian for all funds received in connection with accommodation accounts of the College and to give surety bond for \$2500 to J. L. Snyder in trust for sundry deposits the expense of said bond to be paid by the College. Pres. Marston appointed Messrs Watkins, Will. Allen and Pres. Snyder as special Committee upon reorganization of the Experiment Station, Farm & Horticultural departments.

Adjourned to 1:30 p.m.

C. C. Briggs, Secy.

Session 1:30 p.m.

May 27 1899.

Same members present.

Inventories

On motion of Mr. Monroe, the Secretary was instructed to notify the several heads of departments to file department inventories in the Secretary's Office previous to June 25, 1899.

Bids
New buildings

On motion of Mr. Monroe the President and Secretary of the College were appointed as committee with power to advertise for bids for the construction of new buildings.

Adjourned subject to the call of the President.

C. C. Briggs, Pres.

Board Meeting.

June 14, 1899 - 1:00 p.m.

All members present except the Governor.

U.O. Trip
 Moved by Capt. Allen that the Board meet in Detroit July 26th ^{at 9:30 p.m.} and take the boat from that point to the Upper Peninsula for the purpose of locating the State Experiment Station, the establishment of which has been provided for at this session of the Legislature. Carried.

On motion the Secretary was instructed to notify the newspapers of the Upper Peninsula and such persons as would likely be most interested in the location of the new Experiment Station.

By vote of the Board a resolution of thanks was granted Dr. William Fells of Grand Rapids for his donation of physiological apparatus to the College.

Club C. Affairs
 On motion a committee of two were appointed to adjust affairs between Club C and the Club Boarding Association. The President appointed as such Committee Messrs. Monroe & Watkins.

On motion recess was taken to 4:30 p.m.

W. B. Smith, Secy

Session 4:30 p.m.

Same members present.

The Secretary presented the following report:

M.A.C. June 14, 1899.

To the State Board of Agriculture:

Gentlemen:

I would respectfully call your attention to the following items of business in connection with the Secretary's office which seem to need immediate

consideration:

- First. The heating system for Mills and Williams Halls. Shall we do the work under the supervision of our regular College employees? Will students be employed upon said job? Ought not the contract for material to be placed at once? Shall we proceed to take out the old system as soon as the College closes for the summer vacation?
- Second. Which of the buildings, the plans for which have not already been provided, shall Mr. Lohman begin upon first?
- Third. The painting of the College greenhouses has been asked for both outside and inside. Shall it be done during the summer vacation?
- Fourth. Which buildings upon the grounds will be painted during the coming summer?
- Fifth. If the barn or dairy building is to be constructed, will our own workmen be employed upon same?
- Sixth. If any excavations are to be made upon the College campus, it would seem wise to begin work as soon as possible in order that it may all be out of the way before College opens in the fall.

All of which is respectfully submitted.

A.C. Bird

Secretary.

On motion it was decided to do all the work possible on the new heating system under charge of the regular employees of the College.

On motion of Mr. Mowbray the repair work on the heating system was decided to be done as far as practicable by student labor.

On motion, the letting of contracts for the apparatus for the new heating system was placed in the hands of

Secretary's

Report.

Heating
System

Deft. Lohman and Prof. Weil with the understanding that said contracts be let at once.

Moved that the old system be removed from Wells and Williams Halls at once under the direction of the Secretary of the College.

Painting
etc.

The painting of the College greenhouses, the painting of other buildings and the matter of repairs upon buildings and excavations upon the College campus were all left to the Committee upon Buildings and College Property, with power to act.

The Committee on Employees presented the following report:

Resolved. That the following roster of employees be adopted for the year beginning July 1, 1899 and ending June 30, 1900 with the salaries as annexed, the same to be in force only for the one year, except in cases of heads of departments:

Roster of Employees	✓	Prof. Smith	\$2300 with house
	✓	" Mumford	1800
	✓	J. D. Towar	1500.
	✓	G. H. Lue	850.
	✓	C. H. Alvord	600 with house
	✓	R. Harrison	420 room & board
	✓	W. J. Foster	18 per mo. 12 mos. room & board
	✓	Martin Redman	18 " " " " "
	✓	F. P. Montague	18 " " " " "
	✓	John Smith	18 " " " " "
	✓	Prof. Taft	1800 with house
	✓	Asst. Prof. Hort.	1200
	✓	M. L. Dean	700
	✓	C. A. Hood	500 with house
	✓	J. Costigan	30 per mo
	✓	O. Belknap	18 " " & board
	✓	J. Annis	30 " " 7 mos. in year
	✓	E. Douglas	same as above
	✓	August Messerschmidt	" " "
	✓	C. Turner	" " "

Mechanical Dept.

Prof. Hill	1800. with house
H. V. Leonard	850.
A. L. Westcott	800. with rooms
H. E. Smith	700.
H. R. Bradford	600.
Chas Newman	550.
E. C. Baker	600
L. F. Jenison	420
Paul Theodore	

2 for each 1/2 day's teaching and
25¢ per hour for other work.

Chemical Dept.

Dr. Kozie	2000 with house
Prof. Kozie	1800
L. G. Munson	550

Botanical Dept.

Dr. Beal	1800. with house
C. F. Wheeler	1000. .. rooms
B. O. Longyear	550
H. E. Uehls	35 per mo 7 mo. in year.

Physical Dept.

Prof. Woodward	1250 with rooms.
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Veterinary Dept.

Dr. Waterman	1600
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Bacteriological Dept.

Prof. Marshall	1200
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Zoological Dept.

Prof. Barrows	1800. with house
R. H. Pettit	1000. ..

Women's Dept.

✓ Miss Kille	1100.	with room
✓ " Ruckmore	700	" "
✓ Mrs. Hawes	600	" "
Mrs. Marshall	500	" "

Mathematical Dept.

✓ Prof. Vadder	1800	with house
✓ " Babcock	1000	" rooms
✓ H. O. Beal	600	

English Dept.

✓ Dr. Edwards	1800	with house
✓ Miss Blunt	900	" room
✓ D. J. Crosby	550	
" " M. A. C. Peers	200	

History Dept.

✓ Prof. Hedrick	1000	with rooms
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Drawing Dept.

✓ Prof. Halseworth	1250	with rooms
✓ Miss Holt	400	

Steam Water Dept.

✓ L. F. Newell	600	with rooms
A. J. Strayer	1.75	per da
Chas. Strayer	1.50	" "
Wilbur Beach	40.	per mo 6 mos.
	45.	" " 6 "
F. C. Dierfeldt	40	" " 6 "
	45	" " 6 "

Library.

✓ Mrs. Landon	725	with room
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President's Office.

Pres. Snyder	3200	with house.
E. D. Good	500	

Secretary's Office

Secretary Bird	800.	with house
F. C. Munn	1000.	
Miss Heiman	500	
Baldwin	420.	

Green House

Thos. Gurnson	800	with rooms
G. L. Perry	420	

Geo. Krentel	Carpenter	2.50	per day
D. B. Huff	"	2.00	" "
J. Baker	Painter	2.00	" "
C. J. Fox	Watchman	420.	" yr.

Janitors

John Scott	32.50	mo
J. D. Scott	"	"
H. P. Elderskin	"	"
L. Pierce	"	"

Above report adapted by vote of board.

Mr. Watkins presented the following report for the special committee appointed to reorganize the Experiment Station. Farm and Horticultural departments:

Resolved. That the Agricultural Dept. the Experiment Station and the Horticultural Dept. be reorganized upon the following basis:

Horticultural Dept.

The employees of this department shall consist of a Professor of Horticulture at \$400 per annum with house; an Assistant Professor of Horticulture at \$1200 per annum; a Foreman of the Gardens at \$500 per annum with house; a Gardener at \$100 per annum; a Florist at \$800 per annum with rooms and an Assistant in Greenhouse at \$420 per annum.

The Prof. of Horticulture shall be at the head of the department and shall have general supervision and be responsible for the work of the department. The Assistant Prof. of Horticulture shall have charge of the class instruction and assist in the general work of the department. The Florist, Assistant in Greenhouse and Foreman of Grounds shall perform such duties as shall be assigned them by the head of the department.

Reorganization

Farm Department

This department shall consist of a Professor of Agriculture who shall be Superintendent of the Farm at \$1600 per year; an Asst. Prof. of Agriculture who shall be Asst. Supt. of the farm and who shall do the work prescribed by the head of department. His salary shall be \$1200 per annum; an Instructor in Dairying at \$450 a Foreman of the farm at \$600 per annum and house and a Horseman at \$420 board room - per annum. We will allow \$210 for the services of a stenographer. All to be under the supervision of the Prof. of Agriculture. The Prof. of Agriculture shall have immediate supervision of the class instruction and farm management and of all the work of those employed in his department. The Asst. Prof. of Agriculture shall have charge of the Farm House Reading Circle.

Experiment Station

The Experiment Station shall consist of a Director who shall have general charge and supervision over all departments of the Agricultural Experiment Station at a salary

of \$1300. and of an Agriculturist who shall have charge of the agricultural experiments at a salary of \$1500.

Horticulturist	1400
Chemist	300
Secretary	500
Consulting Veterin.	300
" Entom.	
" Botanist	500
Exp. in Live Stock	200
Asst. Horticulturist	600
" in Chemistry	550
Bacteriologist	1000
Dairymen	500
In Charge of	
Is. Haven Sta.	500
Librarian	120
Steno. for Director	210
Cash. Dep't Office	200
Book K. " "	100
Steno. " "	100

General.

Dean of Short Courses and College Extension Lecturer	400 with home
Superintendent of Farmers' Institutes	600.
Steno. " "	210.

Adapted by the following vote:
 Apr. Messrs. Allen, March, Watkins, Pres. Snyder, Pres. Newton.
 May " Mills & Monroe.

On motion, the report of the Committee on Employees was amended to conform with the adaptation of the report on reorganization.

On motion a recess was taken to 7:30 p.m.

E. J. Briggs, Secy

Evening Session.
7:30

Same members present.

Petition from H. L. Mills and 150 others for certain improvements in bathing accommodations was received and referred to the Committee on Buildings and College Property.

Mills
Property.

An action of Capt. Allen the matter of leasing sewer connections, water privileges and electric light accommodations for owners of the Mills property was referred to the Committee on Buildings and College Property.

The following persons were recommended by the Committee on Reorganization to fill positions created by this report.

Horticultural Dept.

Professor of Horticulture	L. R. Taft	Florist	Thos. Lumsden
Asst. " "	U. P. Hedrick	Gardener	M. L. Dean
" in Greenhouse	Geo. A. Perry	Forist	Lord. C. A. Wood.

Farm Dept.

Prof. of Agriculture and Insp. of Farm H. W. Mumford:

Reorganization

Asst. " "	"	
Instructor in Dairying	G. H. Lue	Foreman of Farm
Horseman	R. Harrison	Stenographer

Experiment Station

Director, C. D. Smith; Horticulturist L. R. Taft;
Agriculturist J. D. Lowan; Chemist R. C. Kespie; Secretary
A. C. Bird; Consulting Veterinarian; G. A. Waterman
Consulting Entomologist H. B. Barrows; Consulting
Balancer C. F. Wheeler; Experiments in Live Stock
H. W. Mumford; Asst. Horticulturist M. L. Dean; Asst. in
Chemistry L. I. Munson; Bacteriologist C. E. Marshall;
Asst. Entomologist R. H. Pettit; Librarian Mrs. Landon
Stenographer for Director - - - - -
Cashier Secretary's Office F. C. Kenney; Book-keeper Miss
Hirman; Stenographer Secretary's Office Miss Baldwin.

Dean of Short Courses, College Extension Lecturer and
 Superintendent of Farmers' Institutes. C. D. Smith.
 Lithograph. Farmers' Institutes - - - - -

Adjourned to Thursday morning 8:00

Thursday Morning

8:00 o'clock

Same members present except Mr. Walker.

Prof. Smith.
 Dean of Short Courses

On motion of Capt. Allen. Prof. Smith was elected
 Dean of the Short Courses.

On motion, the reorganization adopted at the
 previous session was made to take effect July 1, 1899.

Back Institute
 Bills

On motion the Secretary was authorized to pay \$200.
 Back Institute bills, provided the Institute bill
 passed by this session of the legislature authorizes
 same.

Inst.
 Reports.

On motion the Board authorized the printing of
 the Farmers' Institute reports.

The Committee on Apportionment presented the following
 report:

Apportionment

	Salaries	23400
	Farm	1000
	Hort.	1200
	Mechanical	1400
	Heating	5400
Acad.	English	25
"	History	25
"	Chemistry	200
"	Botany	350
"	Mathematics	75
"	Physics	150
"	Veterinary	50
"	Military	150
"	Athletics	100

Ans. for 33525

	Brot fund	33525-
Acad. Rooms	450	
" Drawing	100	
" Zoological	200	
" Library	400	
Office	700	
Advertising	800	
M.A.C. News	300	
Miscellaneous	1844	
	4794	4794
Total.		\$38319

On motion it was decided that hereafter all receipt and fees received by any department be credited respectively to such department.

On motion the above apportionment was adopted.

Moved that the Secretary be instructed to notify the heads of departments that the work of each department must be arranged so as to keep expenses within the apportionment granted, and that if any balance remains at the close of any six months period the department having such balance shall be credited for same in addition to succeeding apportionment, same to take effect July 1, 1899.

On motion the following persons were granted the Degree of Bachelor of Science upon recommendation of the faculty.

R. Manning Agnew

Cliff F. Anselm

Marie Bellie

Thomas A. Bristol

Joseph A. Bulkeley

Charles E. Calkins

Fred R. Crane

S. Fred Edwards

Walter H. Flynn

Edward D. Gagnier

George N. Gould

William D. Hurd

Superior Ingerson

Charles Johnson

H. Roscoe Kozie

Adolf B. Krentel

Christian M. Krentel

Mary H. Lapham

Fred N. Lowry

Philip S. Rose

John Swanson

Allan H. Stone

A. Thorne Swift

Francis E. West

Fay Whelan

J. L. Mc Dermott.

Fees Credited

Keeping expenses within apportionment

B.S. Degree

Mr. Shuck's
Report

Mr. Shuck presented his report as Insurance Agent which was upon motion accepted and placed on file.

Credits from
L. G. I. Fund

On motion the President and Secretary of the College were appointed a committee to investigate as to whether or not the College had received full credits from the Land Grant Interest Fund.

On motion a recess was taken to 11:30 a.m.

A. D. B. King

Session 11:30 a.m.

Same members present.

Site
Women's Building

It was moved by Capt. Allen that what is known as the Central Site for the Women's Building, now occupied by the houses of Profs. Hunt and Taft and Secretary Bird, be selected for the new Women's Building. Lost by aye and near vote as follows: Aye. Messrs Allen and Marsh. Nay. President Snyder, Messrs Monroe & Heller.

On motion the location of the Women's Building was postponed until July 26, 1899.

Recess taken to 1:30 p.m.

Session 1:30 p.m.

Same members present

Changes in
Zool. Dept. work

Communication from Prof. Barrows regarding changes in department work was referred to the Academic Committee.

Prof. Pettit's
house.

Communication from Mr. Pettit relating to certain repairs to his house was referred to the Committee on Buildings and College Property.

Resignation
F. U. Warren

The resignation of Frank V. Warren on account of his having secured a better position as Assistant Professor of Mathematics in the North Dakota Agricultural College.

was received and upon motion accepted.

Resignation of
H. P. Gladden

The resignation of H. P. Gladden as Assistant Professor of Horticulture was accepted to take effect July 1, 1899.

Mech. Course

Upon motion of Mr. Monroe, the President of the College and Prof. Hill were appointed a committee to recommend fee for students in the Mechanical Course.

Adjourned to July 26 . 9:30 a.m. at Detroit. Chairman
City of Mackinaw

W. C. Zins, Secy.

Board Meeting July 26, 1899.

Steamer City of Mackinac 11:30 a.m.

All members present except the Governor

Pres. Snyder presented report of Architect Lohman on the proposed site for the new Women's Building.

Moved by Mr. Wells that site No. 1 - that north of the Library Building - be adopted.

Amendment offered by Mr. Allen that site No. 2 - that on the grounds now occupied by the residence of the Professor of Agriculture and Horticulture and the Secretary, be adopted.

Amendment lost by the following vote:

Aye - Messrs. Allen, March and Watkins. Nay - Messrs. Wells, Monroe, Pres. Manton and Pres. Snyder.

Original motion carried by the following vote:
Aye - Messrs. Wells, Monroe, Watkins and Pres. Snyder.
Nay - Messrs. Allen and March.

Recess taken until 3:00 p.m.

A. C. Bird, Secy.

Session 3:20 p.m.

Same members present.

Minutes of meeting of June 14-16 read and approved, after the following correction: The insertion of the following resolution:

Resolved, That hereafter Club C. be managed independently of the Club Boarding Association and that Messrs. Monroe and Watkins be appointed a committee to adjust affairs between said Club and Club Boarding Association. Carried.

On motion the night watchman was allowed a vacation of two weeks, without pay, at the discretion of Pres. Snyder.

Site for
new
Women's Bldg.

Management
of Club "C."

On motion the tri-ennial catalog was authorized.

Detail of
Command

Pres. Snyder presented a communication from the War Department to the effect that it would be impossible to detail a commandant for the College until the war in the Philippines shall cease.

On motion Dr. Waterman was placed in command of the Military Department until other arrangements shall be made by the Board.

Instr. Funds.

On motion the Secretary was instructed to refer the matter of the expenditure of Institute funds for expenses incurred previous to July 1, 1899 to the Attorney General.

Bot. Dept.

Communication from Dr. Beal regarding finances of his department was referred to the Committee on Botany and Horticulture with power to act.

Communication on Academic departments reported adversely on the request of Prof. Barrows for additional help in his department.
Report adopted.

Mechl.
Fees

Pres. Snyder, for himself and Prof. Weil, committee appointed to recommend fees for mechanical work reported as follows: For mechanical students a fee of \$1⁰⁰ per term for shop work and \$2⁰⁰ per term for laboratory work. For agricultural students in blacksmith and shop work, a fee of \$1⁰⁰ for full term.

Report of
Mr. Skule

Report of Mr. Skule, College trespass agent, was read, accepted and placed on file. The financial report of Mr. Skule was read and Pres. Marston was authorized to approve same.

Recess taken subject to the call of Pres. Marston.

A. B. Bird, Secy.

Session Aug. 3.

Escanaba 9:00 p.m.

College
Dept.
in
"Michigan
Farmer"

The following report of the Committee appointed to arrange for Agricultural Department in the "Michigan Farmer" received and approved. The report reads as follows: The President and Secretary of the College met by appointment Mr. Mr. J. Lawrence, the proprietor of the "Michigan Farmer" on June 25, in Detroit. After a full discussion of the whole matter Mr. Lawrence offered the College space free of charge for a department in the "Farmer" to be known as the Agricultural College Department. The space allotted to this department to be from one to three columns or more if good reading matter can be furnished by the College. This offer was accepted by the officers of the College. It was mutually understood that the material to be furnished would be a record of such College work and College news as would be of interest to the farmers of the state. Together with answers to important questions submitted to the different departments of the College.

Exhibit at
Fairs

Request of Hon. Geo. B. Horton that the College send an exhibit to the Lenawee County Fair, was upon motion referred to Pres. Snyder with instructions to write Mr. Horton and all other applicants of a similar nature that the College would be unable to make exhibits at any except the State Fair this fall, owing to the condition of the College finances.

Pres. Office
Furniture

Pres. Snyder requested certain office furniture for the President's office. Upon motion \$100.00 was voted for same to be expended by the President at his discretion.

Repairs to
Bath-room
Pres. House

Request of Pres. Snyder for new bath tub and certain repairs to bath room in his residence, was referred to the Committee on Buildings and College Property.

Requests of
residents on
Delta etc.

Request of C. S. Brooks, H. K. Ueader and E. J. Pegg that they be given the privilege of making connection with the Delta sewer. The College water supply and the College lighting system was laid upon the table until the Committee reported upon a similar request before referred to it.

Pres. Snyder presented report from Prof. Mumford making certain requests which were referred to the Farm Committee.

The question of allowing employees of the College to do work outside of the regular department work was referred to a special Committee consisting of Messrs. Marsh and Monroe.

Committee on Employees reported as follows:

1st. That Joseph E. Jeffery of Madison, Wisconsin, be appointed Assistant Professor of Agriculture at a salary of \$1200⁰⁰ per annum, without house.

Election of
Messrs. Jeffery
and others

2nd. That Miss Walt be given leave of absence for one year without pay and that her place for the time be supplied by Miss Sprague.

3rd. That the selection of an Assistant Professor of Physics be further considered by the Committee and the Committee be given power to act.

Report adopted.

The Secretary presented the following report to the State Board of Agriculture:
Gentlemen:-

I would respectfully submit the following business report pertaining to the duties of my office since the last meeting of the Board:

Secy's Rept. Pursuant to the resolution of the Board, written contracts for the year beginning July 1, 1899 were submitted to all instructors except heads of departments and to all other employees of the College whose names are upon the regular payroll. All of these contracts have been signed and are on file in my office.

Prof. U. O. Hedrick was notified of his election as

Sup. Report.

Assistant Professor of Horticulture at a salary of \$1200⁰⁰ per year without house. His acceptance has been received and is on file.

Prof. Mumford has also deposited his acceptance of the position of Professor of Agriculture and Superintendent of Farm at a salary of \$1800⁰⁰ per year without house.

It has been the custom for many years, so far as I can determine from the records, to charge the expenses of the Secretary of the Board at all times when upon Board business to the College account. It occurred to me that when the Secretary of the Board is away from College on business connected with the Board but not pertaining to College work his expenses should be paid from the general fund in the same manner as the expenses of the Board members are paid. In conformity with this idea, I addressed a communication to the Attorney General stating my contentions in the matter. I have received from him in reply, the following communication:

" Lansing, July 11, 1899.

A. C. Bird, Secretary.
Lansing, Mich.

My Dear Sir:- Your letter of June 30th. received, relative to the payment of your expenses as Secretary of the State Board of Agriculture while in the discharge of your duties under the law. The question you submit for my consideration is as follows: "If the regular meeting of the Board is called away from College, said Board meeting necessitating my presence, can my expenses as Secretary be charged in the same manner as those of the Board members?"

Section 1836 Compiled laws of 1897 provides that members of the Board shall receive no per diem compensation for their services but shall be paid their traveling and other expenses while employed in the business of the Board.

Section 1843 provides for the payment of a salary of \$1000⁰⁰ to the Secretary of the Board to be paid quarterly from the state treasury in the same manner as is provided by law for the payment of the salaries

Sup. Pgt.

of state officers.

Section 1841 defines the numerous duties of the secretary of the board. There is no provision in the law relative to the payment of expenses incurred by the secretary other than the legitimate expenses of the Board.

I am informed that the expenses referred to by you in former years have been paid out of the College fund but I am unable to find any warrant of law for payment in this manner. It is a general rule of law that public officers acting pursuant to authority are entitled to be reimbursed for anything reasonably and necessarily disbursed by them in executing the duties of their office notwithstanding the fact that there is no statutory provision regulating the matter of disbursements. When by law a public officer is required to do certain acts by direct implication, means are afforded by which those duties may be performed. Under the Constitution of this state it is the duty of the board of state auditors to examine and audit all claims against the state of Michigan in the absence of any express provision of law pertaining thereto. The compensation mentioned in section 1843 of the compiled laws of 1897 is not one intended to cover expenses of this character. The same is compensation for service only. Under circumstances as stated by you I am of the opinion that expenses incurred in the discharge of your duties would be a claim against the state, there being no other provision for the payment of such expenses and the same in my judgement is a proper matter for the board of state auditors to pass upon. If the same is found to be reasonable and just the account should be audited by the board of state auditors and paid out of the general fund of the state.

Yours respectfully,
 Horace M. Owen
 Attorney General.

Supt. Rpt.

No action has as yet been taken by the Board as to the purchase of fire escapes for Mills and Williams Halls as provided for by the recent legislature, appropriating \$500.00.

No action has ever been taken by the Board regarding the location of the Dairy Building, the location of the new barn nor the talked of removal of the present cattle barn and horse barn.

Mr. Lohman and Prof. Mumford are at work upon plans for the new barn and hoped to have the same ready to submit at this meeting but after completing plans Mr. Lohman found from careful estimate that the construction could not be kept within the appropriation of \$4000.00. He is at present engaged in revising said plans. Since if the barn is to be built this Fall work should be begun as soon as possible. I would suggest that the matter of accepting said plans might be left to a committee.

The Auditor General in a communication, a copy of which has been sent each member of the Board states that there probably will be no funds available for new buildings until next March. I have had several talks with him upon the subject and he informs me that it is barely possible that a small portion of the funds might be furnished by the state this season. In case the state finds itself unable to furnish said funds authority will be granted the Board to borrow money at their discretion for the purposes named.

In conformity with the resolution of the Board, Supt. Lohman and Prof. Neil let the contract for furnishing supplies for the new heating system in Mills and Williams Halls to the Michigan Supply Company of Lansing, Michigan. The renewing of the heating system in the two halls named promises to cost \$3600. The legislative appropriation for same is but \$2500. Under a strict interpretation of the law, the Auditor General refused to allow the current fund to be drawn upon to pay for the deficit. After considerable argument, however, he has agreed to audit vouchers against the special appropriation fund for repairs to buildings to the amount necessary to complete the work.

sup. Rpt.

Owing to an act of the legislature, session of 1897, it will be necessary to submit perfect working plans of all new buildings to be erected, to the State Board of Correction and Charities before the Auditor General can audit payment of vouchers for same. This will apply to the new barn and also to the new women's dormitory. It will also be necessary to submit the dormitory plans to the State Board of Health.

Several dealers inform me that the price of hard coal fixed by the combine will advance twenty-five cents per ton on August 1st. The amount used by the College each year is 600 tons.

Messrs. Otto & Keappe inform me that owing to the advance in price of material there must be some changes made in plans for Women's Building. If the outside walls be built of stone only to top of basement \$8000 will be saved. \$3000 can be saved by not placing stationary wash bowls in rooms.

\$3000. can be saved by leaving gymnasium uncompleted except by hardwood floor. The architects think that with these changes the building can be completed within the appropriation. They also report that complete working plans will be ready not later than Aug. 15. I would suggest action by the Board with reference to the question as to whether the contract should be let complete to one party or not. Also that the Board take some action towards determining the quality and kind of material to be used in the outside walls.

As treasurer of the Club Boarding Association, it becomes my duty to inform you that Club "D" of the association through the poor business management of the steward and board of auditors has outstanding orders against the treasury amounting to \$165, with no funds with which to pay said claims. Board was audited in this club at \$1.80 per week. It should have been audited at \$2.15 per week.

I would respectfully ask formal action of the Board upon the propriety of continuing the practice of inventing the buildings on the campus at their cost price. As examples I would cite for the present cattle barn at \$3500 and the horse barn at \$2500, also the Montague house at \$4000.

Sup. Rept.

Bids for furnishing military uniforms for next year were solicited from the Henderson Ames Company of Kalamazoo, Morgan, Puhl and Morris of Detroit and the Housman and Jones Company of Grand Rapids. The last named firm has failed to respond although the time limit expired July 26th. The bids received were as follows:

Henderson Ames Company	\$ 14.50
Morgan, Puhl & Morris	14.75
Same quality as last year. Last year's price was \$15.75.	

All of which is respectfully submitted.

A. B. Bird, Secretary.

Fire Escapes.

On motion the Chairman of the Buildings Committee, the Secretary and Architect Lohman were appointed a committee with power to act in connection with the purchase of fire escapes for Wells and Williams Halls.

Heating System.

On motion the Secretary was instructed to pay all bills for renewing heating systems in Wells and Williams Halls in the species of the appropriation of \$2500. from the appropriation for repairs to buildings.

Hard Coal Contract.

On motion the Secretary was instructed to close the contract immediately for the supply of hard coal for the College for the year beginning August 1, 1899.

Uniform Cont.

On motion, the Henderson Ames Company being the lowest bidder was given the contract for military uniforms.

The following resolution was adopted by the Board:
 "Resolved, That all students purchasing new uniforms shall be required to procure same in accordance with the contract entered into with the Henderson Ames Company and that no uniforms will be accepted by the Commandant in charge if procured from any other source or in any other manner."

On motion, the Committee on Buildings and College Property, the Secretary and Architect Lohman were appointed a committee to investigate the kind of material to be used in the new Women's Building.

Material
H. B.

L. S. Munson

Pres. Snyder presented the resignation of L. S. Munson to take effect Sept 1, 1899. Resignation accepted by the Board as per request.

Chairman Marsh of the Committee on Buildings and College Property presented the following report:

The following is the condition of the repair and construction work at the College at the present time:

"The Boiler House has been re-shingled.

The new return pipe from the Mechanical Building to the Boiler House has been laid and excavation re-filled.

Hardwood floors have been laid in the entire second and third floors of College Hall except one office room, and including all hallways.

Trusses have been placed in the attic of College Hall to prevent further spreading of the walls.

The painting of the greenhouse both outside and inside is completed.

The old heating system has been removed from Mills and Williams Halls and the new system will be installed with the exception of attaching the radiators by August 10. The work has all been done by the regular College employees with the exception of one expert steam-fitter for about one-half the time.

The closet for board rooms has been removed to the adjoining room on the east and door cut through to same.

Ground has been broken for new coal shed to hold 500 tons and to be located adjoining the engine room on the east. Construction of same to be so that coal cars will run on level with top of coal shed and immediately adjoining.

The coping on Chemical Laboratory has been removed and the new work on same has been completed on the central portion of the building. The balance will be completed by August 7.

It has been found necessary to replace the entire roof on the south and middle portions of the Chemical Laboratory. Architect Lakman finds the pitch of the roof to be too steep for gravel and has recommended a tin roof. The cost will be about \$350.

Report approved.

Chairman
Marsh's
Report.

Special Committee appointed to consider the matter of making a College exhibit at State Fair presented the following report:

"The undersigned to whom was referred the matter of an exhibit at the State Fair. September 25-29. Respectfully report in favor of making an exhibit from the Mechanical, Horticultural and Domestic Science Departments and of grains from the Farm Department. Said exhibits to be under the direction of the President of the College.

C. J. Monroe
C. O. Allen "

Report accepted and adopted.

On motion the matter of retaining rooms in Howard Terrace for young women students was left with the President of the College. with power.

On motion the matter of purchasing furniture for said rooms was left with the Secretary and President with power.

Pro. Snyder was instructed to answer communication from Hon. George B. Horton regarding making an exhibit at the Senawee County Fair.

Peace taken to meet at the call of Pro. Thornton.

W. B. J. J. J.
Session Aug. 5. Stephenson.

Upon motion the architects for the new Norman's Building were instructed to include in specifications for material for said building the following three kinds of stone: Portage Quarry, Marquette and Ohio Buff, and to prepare plans so that specifications can be bid upon in whole or in part.

Upon motion the Committee previously appointed to consider this question was discharged by vote of the Board.

The Committee on Athletics recommended the creation of the position of Director of Physical Culture. Upon motion of Mr. Wells the above office was created.

On motion Mr. Charles O. Bernier was tendered the position of Director of Physical Culture at a salary of \$1000. per annum and house or in the event of house

Exhibit
at
State Fair

Stone

Dir. of
Phys. Culture

not being furnished, an equivalent to the amount of \$150.

Niles
Property

Mr. Marsh from the Committee on Buildings and College Property reported that the Committee had not agreed upon a report regarding the application of the owners of the "Niles" property for sewer connections and water supply to be furnished by the College.

On motion of Mr. Watkins, the Committee on Buildings and College Property was excused from its further consideration of the above matter.

Mr. Marsh moved that the matter be referred to a special committee with power to act.

Mr. Nowell moved as an amendment that the Committee report to the Board for consideration.

Amendment carried. Motion carried.

D. G. R. H.

The President and Secretary of the College were authorized to reduce to writing the privilege granted the Detroit, Grand Rapids and Western Railroad Company in crossing the College farm to Boileau House.

The President appointed as such committee Messrs. Allen and Marsh.

H. B.

On motion it was decided not to place stationary wash stands in each room of the new Women's Building.

The Secretary was instructed to bid for the completion of the entire building under one contract.

Adjourned subject to the call of the President of the Board.

C. A. B. Smith, Secy.

Board Meeting Aug 29. 1899.

Burdick House

8:00 p. m.

All members present except Mr. Watkins and the Governor.

Minutes of previous meeting read and approved.

Resignation of G. H. True
 Mr. Snyder presented resignation of Mr. G. H. True Instructor of Dairying and Dairymen to take effect Sept. 1, 1899.

On motion of Mr. Wells the resignation was accepted.

F. H. R. C.
 Mr. Snyder recommended that the Farm Home Reading Circle be transferred from the Agricultural Department to the Department of Farmers Institute.
 On motion of Mr. Wells resolution was adopted.

Mech. Dept.
 Money to Exh. Unit
 Mr. Snyder presented request of Prof. Hill that the money saved by the absence of M. E. Smith from the Mechanical Department be transferred to the credit of that department.

Referred to Mechanical Committee.

Entomologist
 Exp. Sta.
 Mr. Snyder presented request of Prof. Barrows and Director Smith that the position of Entomologist of the Experiment be transferred from Prof. Barrows to Prof. Pettit and recommended its adoption.
 On motion of Mr. Mumford recommendation was adopted.

Time of Instructor in Dairying.
 Mr. Snyder presented request and recommended its adoption of Director Smith and Prof. Mumford that an arrangement whereby one-half the time of the instructor in dairying be given to the Agricultural Department and one-half to the Experiment Station be changed so that three-fourths of the time hereafter be given the Agricultural Department and one-fourth to the Experiment Station and that the salary be apportioned in accordance with the division of time.

On motion of Mr. Allen, the recommendation was adopted.

employment
of
tutors.

On motion, Pres. Snyder was given power to employ such tutors as in his opinion shall be found to be necessary by the increased attendance at the College the coming term. The same to hold until the first meeting of the Board thereafter.

Rent of
Vincennes.

Pres. Snyder informed the Board that he had rented a certain newly constructed residence just off the College grounds and that he was ready to turn same over to the College at the price agreed upon if the Board so decided. No action was taken by the Board.

The secretary presented the following business report:

Supp.

"To the State Board of Agriculture.

Report

Gentlemen: I would respectfully present the following business report from my office, covering the period since the date of the last meeting of your Board:

The fire protection for College property is in exceedingly poor condition. I would like authority to purchase new fire hose, also authority to construct some place for drying same after use.

At present there is no hose safe for use on the entire premises. I would suggest that 300 feet be purchased immediately. The estimated cost of same is \$150.

The test authority on the College grounds informs me that the condition of the wood water pipes is very uncertain and that in their opinion fire pressure would burst these pipes in many places. I would suggest that the Board issue instructions to test these pipes to the amount of fire pressure at once.

At the beginning of the term there will be available \$2500 of the student labor fund; heretofore there has been no division of this fund among the departments.

Sup. Rpt.

The distribution has been entirely without method, each department struggling to get all that it could and some of the departments getting nothing. I would suggest that the Board apportion this fund among the several departments.

Contract for equipping Hill and Williams Halls for fire escapes has been given to the J. T. Whitehead Company of Detroit at \$500 as per legislative appropriation. Plans for same were approved by the Committee to whom the matter was referred by Pres. Snyder.

The Hard Coal Contract has been awarded to A. B. Knudson Company of Grand Rapids at \$5.49 per ton, for the year beginning August 1, 1899 and ending August 1, 1900.

Prof. Woodworth removed from the College Aug. 5th. Shall he be paid his August salary?

The Board has authorized the leasing of the present room occupied by the post-office to the government for the period beginning July 1, 1899, room to be heated and lighted for \$125. The postmaster informs me that the government will not make the lease but that they have instructed him to personally lease the building for the same period at the same price. Shall this lease be entered into in accordance with these terms?

The so-called Harrison House has been leased for one year beginning with Sept. 11, 1899 for \$350. This is a saving of \$25 over that paid for last year's lease. The written lease entered into for next year also contains the following clause which in my opinion will release the College from the vexed question of responsibility for the harsh usage of the dormitory by the students:

"Said party of the second party further covenants and agrees that it shall be responsible for any extraordinary damage to said premises except that caused by fire, lightning or the elements, provided such damage be in

copy Rept.

expense of reasonable use and wear being mutually considered by both first and second parties as that which said property has received during the time covered by the lease of previous year."

By a former resolution of the Board passed two years ago, advertisements in the M.A.C. Record were limited to residents of Lansing and the amount of advertising to four columns. The practice during the past year has been in conformity with that resolution except as to amount, that reaching four and one-half columns generally. Shall the same regulation be observed during the coming year?

Mrs. Olive Backus who owns the corner lot on the Delta has informed me that she intends to erect a building on the "point" of the Delta for the purpose of erecting a store on same. I have examined the record fully and although it is evident that the intent of the Board was that nothing of this kind should ever be done, yet Mrs. Backus' deed from the Board does not mention the fact and her legal right to use this property as she sees fit seems to be unquestionable; on the other hand Mrs. Backus is receiving from the College certain accommodations in the nature of water supply and sewerage for which there has been no written agreement entered into. I would suggest that if the Board so wills, it might be possible to prevent the erection of this building by suggesting to Mrs. Backus that in the event of her persisting in her present intention, water supply at least would be cut off from her premises.

The Allen Nursery Company of Rochester, New York threaten to bring suit against the Board unless their bond guaranteeing compliance with the provision of Act 137, Laws of 1897, be returned to them at once. I am informed by the State Inspector of Nurseries that they have not complied with the requirements of said act and I have also a written admission from the Nursery Company acknowledging their failure to comply with said conditions. The position I have taken in the matter in my

Supt. Rpt. Communications with them is that until the requirements of said act be performed on their part. The band will not be surrendered. I report the matter to the Board in order that you may understand the exact condition of affairs.

In accordance with the action of the Board I have entered into a contract with the Henderson-Ames Company of Alamogordo to furnish military uniforms for the ensuing year at \$14.50.

The new well authorized by the Board is now complete and is a success in every way. The depth of same is 325 feet. Cost of same is as follows:

325 ft.	\$400.
Connection with B.H.	200.
	\$600.

All of which is respectfully submitted.

A. C. Bird
Secretary."

Fire Loss. On motion the Board authorized the purchase of 300 feet of fire hose and the construction of a place for drying same.

O. O. On motion the Board authorized the leasing of the present room occupied by the Post office to J. W. Butlerfield for the period of one year, beginning July 1, 1899 for \$125.⁰⁰ including heating and lighting.

Records' ad. On motion advertisements in the M. A. C. Record were limited to residents of Lansing and the College and the amount of advertising to five columns.

Mrs. Packus. On motion the President and Secretary were given power to act regarding the expressed intention of Mrs. Packus to erect upon her Delta lot a building to be used for store purposes.

On motion of Mr. Monroe the Secretary was authorized to pay Prof. Woodward his full August

Prof. Woodward's
salary.

salary providing that upon investigation he shall find that Prof. Woodward received no pay for the same period elsewhere.

Business taken subject to the call of the President of the Board.
C. C. B. Smith, Secy.

Session August 30, 1899.
South Haven Sub-Station

Name members present including Mr. Watkins.

Election of
Prof. Atkins

On motion Martin B. Atkins was elected Assistant Professor of Physics and Electrical Engineering at a salary of \$1256. per year to be paid monthly and in case rooms could not be furnished him an addition of \$150 per year.

J. J. Ferguson

On motion J. J. Ferguson was elected Instructor in Dairying to June 30, 1899 at the rate of \$150 per year.

Grayling Sta.

On motion the Experiment Station Committee with the President of the Board were instructed to visit and report regarding the Experiment Station at Grayling.

Secy. Mr. Allen
Oakwood

Mr. Allen from the special committee appointed to investigate the feasibility of leasing certain sewer and water supply privileges to the owners of "Oakwood" reported that they had received the following communications from heads of departments at the College:

"Agricultural College Mich. 8/24/99
To the State Board of Agriculture,
Gentlemen:

In reply to your request for a statement concerning the capacity of the College sewer I can say that the existing sewer from the outlet at the river to manhole "C" near Station Terrace is of ample size to carry the household wastes of twenty families in addition to such wastes as are already connected with and discharged into the sewer.

Secy.
Vedder.

Respectfully,

H. K. Vedder - Prof. Math. & Civ. Eng."

To Hon. C. O. Allen & H. F. Marsh.
Comm. from State Board of Ag.

Gentlemen:

In reply to your question as to whether the present water supply and pumping facilities of the College are ample for all College requirements and in addition for the attachment to the water system of forty residences on the so-called "Oakwood" plat, said residences to be furnished water for all ordinary purposes including ordinary fire protection, I would say that the answer to this question would be "Yes" provided the use of water at said residences be restricted in accordance with the ordinary city restriction.

R. F. Newell.

Agricultural College. Mich
Aug. 24. 1899 "

Also that in accordance therewith they have drawn up a blank form of Contract with private individuals or outside parties for furnishing sewerage and water privileges and asked that the same be taken in voting. Lost by the following vote: Ays. Messrs. Wells and Monroe - Nay. Messrs. Allen, Marsh, Watkins & Pres. Snyder.

Mr. Watkins moved that the report of the Committee be adopted and the Committee be directed to draw up a contract with the owners of "Oakwood" in accordance with the provisions of said report with such amendments as will more fully protect the College, as in their discretion they shall deem advisable. Carried by the following vote: Ays. Messrs. Allen, Marsh, Watkins and Pres. Snyder - Nays. Messrs. Wells & Monroe.

On motion Mr. S. H. Van Hornes was elected Assistant Chemist to the Experiment Station for the remainder of the fiscal year to June 30th. 1900 at the rate of \$450 per annum.

via Handstone

On motion the architects of the new women's building were instructed to include Lonia sandstone in the specifications.

Brist

On motion Cleveland No. 8 Hydraulic Press Brick were adopted for the veneering of the new women's building.

Electric Light &
Water -
Delta

On motion of Mr. Monroe, the application of Messrs. Brooke, Rugg and Vedder to be furnished with certain sewer, electric light and water privileges, was taken from the table and referred to the Special Committee consisting of Messrs. Allen & March.

Pres. Snyder

Mr. March of the Committee on Buildings and College Property reported in favor of the application of Pres. Snyder for new bath fixtures in the president's residence - Adopted.

Adjourned subject to call of Pres. Marston.

W. B. B. B. B. B.

Board Meeting Sept. 26, 1899.

Morton House. Grand Rapids.

7:30 P.M.

All members present except the Goosmos and Mr. Watkins.

Minutes of previous meeting read and approved.

On motion of Mr. Monroe the regular order of business was suspended and the bids for the women's building were opened.

The following is a tabulated list of the bids received:

	Portage	Marquette	Sonia	Amherst Buff.
Chittenden & Maines Lansing	\$117936.76	\$117936.76	\$113640.25	\$116720.08
Schmidt-Jacobson	109432.00	116861.00	109432.00	115444.00
Blag. Co. Detroit				
Campbell McNaab Grand Rapids	103542.00	103542.00	98741.00	102783.00
W. Gorgeson. Detroit	126744.00	126744.00	123744.00	126344.00
John Finn. Detroit	107800.00	118000.00	115300.00	117300.00
G. Pickman & Sons Kalamazoo	104775.00	104776.00	98446.00	103358.00
H. J. Spear Toledo	96250.00	97150.00	96000.00	95150.00
A. H. Mahntke Grand Rapids	98286.00	— — —	— — —	— — —
E. J. Gorman Port Huron	106296.00	— — —	104763.00	105600.00

The above bids were for the building complete except plumbing, heating, electric wiring and elevators. The amount appropriated for the building exclusive of heating was \$83000.

None of the above bids being within the appropriation on motion of Mr. March it was resolved to submit amended plans to the two lowest bidders, Messrs. H. J. Spear and A. H. Mahntke and that they be given until 7:30 o'clock P.M. on the same day in which to submit revised bids.

Pres. Snyder reported the employment of Mrs. Landon at the same rate as last year and of Mr. Kuechtel at the rate of \$80 for two classes, as special instructors. On motion the action of Pres. Snyder was approved and he was authorized to employ such other help for instruction this term as he shall need.

Resignation
of
Mr. Westcott

Pres. Snyder presented resignation of Prof. Westcott to take effect September 7, 1899. On motion the resignation was accepted.

West. Prof.
Kuecht. Eng.

On motion of Mr. March the Board authorized the appointment of an Assistant Professor of Mechanical Engineering at a salary of \$1000 per year and a suite of rooms or in lieu of rooms \$150 per year additional allowance.

Employees
Mech. Dept.

On motion of Pres. Snyder the two temporary employees of the Mechanical department were ordered to be paid from the salaries account to a limit of \$40. per month.

Resignation
of Mr. Alvord

Pres. Snyder presented the resignation of C. H. Alvord as Farm Foreman to take effect Sept. 15, 1899. On motion of Mr. March the resignation was laid on the table and it was ordered that he receive no pay for his work in September.

Election
of Mr. Blair

Pres. Snyder recommended the election of Mr. Blair as Farm Foreman until April 1, 1900 under the same arrangements as to boarding of farm help as were accorded Mr. Alvord.

Farm House
Furnishings

On motion of Mr. Marston the College will no longer provide furniture or other furnishings for the Farm House.

Dead trees

On motion of Mr. Allen the Farm department was authorized to remove the dead trees in No. 19.

Closest
Barns

On motion the request for water closet at barns was laid over until a meeting at the College.

and in the meantime referred to the Farm Committee.

Worse Farm The matter of keeping a horse for the use of the officials of the Farm Department was referred to the Farm Committee to report at next meeting.

Chase course On motion of Mr. Allen the time for Chase Course was referred to Pres. Snyder and Prof. Smith with power.

Miss Kellum On motion Miss Kellum was elected to the position of stenographer to the ^{Director of} Experiment Station and the Superintendent of Institute.

Mrs. Wright Pres. Snyder presented request of Mrs. Martha A. Wright for water connections and electric light privileges. Referred to special Committee on same.

Telephones Matter of rental of telephones was laid on the table for our meeting.

Election of Mrs. Faunce Pres. Snyder recommended the election of B. A. Faunce to the position of Clerk to President at \$500 per year with room or \$550. without room.

Bakery etc. The question of recommending to the Club Boarding Association the installment of a bakery etc. was on question referred to the Committee on Buildings and College Property.

The report of State Inspector of Nurseries, June, was received and ordered placed on file.

Prof. Vedder. Residence On motion of Pres. Snyder presented request of Prof. Vedder for certain repairs to residence. On motion of Mrs. Thomas Prof. Vedder was allowed to provide his own quarters and in the event of so doing he was allowed an additional \$150 per year.

Records taken to 9:00 A.M. Sept. 27.

A. B. Smith, Secy.

Session Wednesday, Sept. 27.
9:00 A.M.

Same members present.

The Secretary presented the following report:

"To the Honorable State Board of Agriculture.

Gentlemen: I would respectfully submit the following business report from my office since the last meeting of the Board:-

Prof. Woodworth's
salary.

In accordance with the action of the Board, I have paid Prof. Woodworth August salary after receiving from him the following communication:- This is to certify that I have received no pay for the month of August 1899 for services rendered elsewhere than at the Michigan Agricultural College.

O.D. Woodworth."

Acceptance -
Bemis
Jeffrey
Van Hornes

The acceptance of Messrs Bemis, Jeffrey and Van Hornes of the positions respectively of Director of Physical Culture, Assistant Professor of Agriculture and Assistant Chemist to the Experiment Station, have been received and are on file in my office in accordance with the terms authorized by the Board.

Cuban students

By action of the Board the office was authorized to remit fee for two Cuban students. I have interpreted that to mean matriculation fee and tuition. Does the Board intend a broader application covering incidental fee or room rent?

Coal
to
Employees

It has been the practice of the College for many years to furnish coal from the College contract to College Employees at cost. Shall this be continued? If so I would suggest that it be applied only to those employees residing on the College premises or in the immediate vicinity of same. Since certain employees living in the city of Lansing have asked that this privilege be granted them, I would respectfully ask definite Board action regarding same.

Aug. Rept.

One par ago the Union Literary Society was furnished three tons of coal free of charge for heating their society building. This I assume was because of the fact that the rooms of the other societies are in the College buildings and are heated free by the College. Representatives from that society inform me that it takes five tons of coal to keep their furnace running through the winter and asked that their allowance be increased from three tons to five tons.

In removing the steam radiation from the society rooms and placing the new in same, the walls have been somewhat damaged. The societies have requested ^{that} the Board repair said rooms and repaint woodwork for them free of charge, or that the Board furnish the materials and they will apply same or that they furnish materials and the Board apply same. Assuming that the Board has already been to considerable expense in placing the new radiation in said rooms, I have refused to comply with these requests until the Board shall take action upon same.

By action of the Board, certain departments of the College are making exhibits at the State Fair this week. I would respectfully ask from what funds - Experiment Station or College - are the expenses to be paid.

It has been the practice since instituting the short courses to charge no matriculation for those taking same. Shall this practice be continued?

I would further respectfully report that the records of my office at the close of business September 25, show 262 matriculations since the opening of the college year and a total enrollment of 528. The records of the same date, 1898 showed 418 and of 1897, 343.

All of which is respectfully submitted.

A.C. Bird.
Secretary.

Short Course
Fee

On motion the matriculation fee for the short course students was fixed at \$2.50 and the incidental fee at \$2.50 with the provision that in the event of duly matriculated short course students taking any regular college work, only \$2.50 additional matriculation fee shall be charged.

Location
of
U. P. Station

On motion of Mr. Wells an informal ballot was taken on the location of the Upper Peninsula Experiment Station. Result - whole number of votes, six - all of which were for the Chatham site.

On motion the informal ballot was made formal with the provisions that certain conditions required by the Board from the Chatham representatives be entered into, same to be left to Committee hereafter to be appointed, with power to act. The President appointed as such Committee, Pres. Snyder and the Secretary.

Drill -

On motion all students were required to wear full uniform at drill.

The account of F. E. Skels from August 21 to September 20 was authorized to be added.

On motion of Mr. Monroe, when the Board adjourns it be until 10:30 a.m. the following morning.

On motion of Mr. Marsh a recess was taken until 10:30 a.m. Wednesday morning, as per previous motion.

Session 10:30 A.M. Sept. 28

Same members present.

The two revised bids from H. J. Spear and A. W. Mahuke respectively were opened and both bring in ideas of the appropriation, viz: A. W. Mahuke \$78,198.00 and H. J. Spear \$79,100.00. Upon motion of Capt. Allen the Board instructed the Secretary to notify these two bidders and the other seven original bidders to revise their previous bids according to amended plans and present same to the Board at 7:30 P.M. October 3rd. at Agricultural College.

Recess taken to 7:30 P.M. October 3, 1899

[Signature]

Session Oct. 3, 1899.

Hotel Downey, Lansing.
7:30 p.m.

All members present except the Governor.

On motion of Mr. Wells the following resolution was adopted:

Contract

Resolved. That the first business to be considered at this meeting shall be the closing up of the contract or contracts for the women's building, that it shall be made a special order and that no motion or other business shall be considered until that is finally disposed of.

The following bids were then opened.

A. W. Mahuke	\$ 75 849.
Wm. J. Spear	78 600.
G. H. Grinnin	84 600
Campbell & McHabb.	87 813
G. Pickman Sons	82 975

On motion of Pres. Snyder Mr. Spear was called before the Board for consultation regarding further amendments in the plans of the proposed women's building.

Mr. Spear

After full consultation with Mr. Spear and being unable to make reductions that would bring the cost within the appropriation, on motion of Mr. Mourse. Mr. Mahuke was called in for consultation.

On recommendation of Messrs. Mahuke and Lahman, the following alterations were made in the plans:

Reelock for pine in joist, framing, shudding, roof & sub. floor	600.
Fencing for tile outside wall of basement	400
Cornices, heads reduced to six feet	150.

Change in
plans.

Change upper story from 16" to 12" wall	\$600.
Select white maple flooring to No 1.	300.
Gate hardware to Corbin	260.
Pick finish in basement and pine on fourth floor in place of oak in both	729.
Paneling to Kene cement	300.
Finlay brick in place of Cleveland No. 8.	1320.
Band mould off bedrooms	200.
Three coats of varnish to two	300.
Leaving off cornice	300.
Iron to wood trees in dining-room	200.

Adding one foot in width to footing on fourth story part - increase \$120.

With these plans as thus amended Mr. Mahoke submitted a bid upon same for \$73000.

Contract
awarded

On motion of Mr. Allen the general contract for the new workmen's building was awarded to A. H. Mahoke according to the above terms with the changes made by the Board at this meeting and accepted by himself.

Bond -
A. H. Mahoke

On motion the amount of bonds required from Mr. Mahoke in connection with this contract was fixed at \$20,000.

On motion the President and Secretary of the Board were authorized to enter into aforesaid contract in behalf of the Board.

Office
Repn. Wot.

Pres. Snyder presented request of Prof. Taft for certain changes in office room of Prof. W. O. Hedrick. Referred to Committee on Buildings and College Property.

Resignation of
Miss Rushmore

Pres. Snyder presented resignation of Ellen A. Rushmore as Instructor of Domestic Science.

On motion Pres. Snyder was authorized to accept said resignation at such time as he shall have arranged for a suitable successor.

The Committee of Finance reported the following apportionment of student labor fund, which upon motion was approved.

Apportionment	Farm	700.	Bell Ringing	13.
	Wort.	275.	Contg. B	60.
	Janitor	225.	Botanical	12.
	Dir. Office	50.	Military	10.
	Sup. "	50.	Beating	25.
	Chm.	15.	Physical	15.
	Mechanical	25.	Women's	25.

On motion of Mr. Marsh the Board rejected all plumbing bids and the Secretary was authorized to return certified checks to the respective bidders.

The Secretary presented the following communication:

"Lawson. Sept. 26, 1899.

Hon. A. C. Bird,

Secretary, State Board of Ag.

Agricultural College, Mich.

Dear Sir:-

Commissioner French endeavored to reach you by telephone at your office Tuesday but you were absent attending the State Fair. We desired to call your attention to the fact that it has been reported to this office that College lands in Alcona and Iosco Counties are being trespassed upon and the timber cut under an agreement to settle with the state at a certain stated price for stumpage. No one employed by this office is authorized to make any such arrangement. It was deemed best to refer the matter to you for such action as the Board think advisable.

Yours truly,

Arthur O. Lawson.

Deputy Commissioner."

On motion the Secretary was instructed to confer with Mr. Skub regarding this communication.

On motion the Secretary was instructed to investigate the rumors regarding the above mentioned transactions.

Purchase of
Pallid Angus
Steers

Pres. Snyder presented request of Prof. Mumford to purchase five Pallid Angus steers for stock judging purposes. Same to be fed and placed upon the market when in proper condition.

The Farm Committee reported favorably upon said request and upon motion the recommendation was adopted by the Board.

Adjourned.

A. C. Brink, Secy.

Board Meeting

Nobil Downey. Lansing.

Nov. 23, 1899.

Present. Vice President Thomas. Messrs. Wells. Allen. March. President Snyder and the Secretary.

Minutes of previous meeting read and approved.

Purchase of
Pellid Angus.

Pres. Snyder presented a communication from Prof. Mumford regarding the purchase of five Pellid Angus steers and one Pellid Angus heifer. On motion the action of Prof. Mumford was approved.

Prof. Hall:
Convention
New York.

On motion of Mr. Wells. Prof. Hall was authorized to attend the convention of mechanical engineers at New York City in December. His expenses to be paid by the College to the limit of \$30⁰⁰.

Zoo Dept.
Models & maps.

On motion Prof. Barrows was allowed certain geological models and relief maps. Cost not exceed \$100⁰⁰. Same to be charged to the appropriation for the Zoological Dept.

Degree of
L. L. D.
to Maj. Walton

The request of Congressman Cawump that Maj. Walton be granted the degree of L. L. D. was referred to the Faculty to report at next meeting.

Resignation

On motion of Mr. Allen the resignation of Mr. Chas. H. Alford was taken from the table.

Chas. H. Alford

On motion of Mr. Allen the resignation was accepted and the salary due Mr. Alford at the date of resignation was ordered to be paid.

Mr. Crosby
relieved.

On motion of Mr. Wells. Mr. Crosby was relieved from all work in the English Department after Jan. 1, 1900 and retained for work on the N. H. C. Record for the balance of the College year at the rate of \$200⁰⁰ per year.

Instr. in
Eng. Dept.

On motion of Mr. Wells the English Department was allowed an instructor at the rate of \$700⁰⁰ per year on the condition that the full work of the department be done by the then three regular employees, viz: Dr. Edwards, Miss Elunt and said assistant, same to take effect Jan. 1. 1900.

On motion the selection of the above mentioned instructor was left to the Committee on employees with power.

Employment of
Miss Crowe

Pres. Snyder recommended the appointment of Miss Crowe for eight and one-half months beginning Oct. 15, 1899 at the rate of \$72⁰⁰ per month.

Bacteriology
union elect.

Pres. Snyder presented the recommendation of the Faculty that senior Bacteriology be added to the list of senior electives. On motion of Mr. Allen the recommendation was adopted.

Dr. Kost
Collection.

Pres. Snyder presented offer of Dr. Kost of Adrian of certain zoological collections for the College museum. On motion of Mr. March the proposition was not accepted and Pres. Snyder was instructed to notify Dr. Kost to that effect.

Student labor
funds for
Exp. Station.

The matter of apportioning student labor funds for the use of the Experiment Station in the future was referred to Pres. Snyder and the Secretary to investigate and report at next meeting.

College forests

The matter of control of College forests was referred to Pres. Snyder and the Farm Committee.

Opt. Course
teachers.

On motion of Mr. Wells Pres. Snyder was authorized to employ teachers for the special short courses.

Apportionment

The apportionment for the six months beginning Jan. 1. 1900 was referred to the Finance Committee and Pres. Snyder to report at the next session.

Recess taken till eight o'clock P.M. Nov. 24, same place.

Session 8: A. M. Nov. 24. ¹⁸⁹⁹~~1900~~.

Same members present.

Dairy building plans. On motion of Mr. Allen. action regarding plans for the new dairy building was postponed until the next meeting.

location of D.B. On motion of Mr. Wells the new dairy building was located on the present site of the cattle and horse barns.

Dairy report. The Secretary presented the following business report:

Agricultural College Mich. "12/3/99.
To the State Board of Agriculture.
Gentlemen:

I would respectfully report the following items of business relating to the duties of my office since the last meeting of the Board:

In accordance with instructions from the Board. a contract has been entered into with A. H. Mahoke contractor for the new women's building. Said contract had the approval of Pres. Snyder. Architect Lohman and myself previous to signing same. The bonds accompanying said contract for the amount established by the Board action have been duly filed in the office of the Secretary.

I submit herewith a blank form of lease for the consideration of the Board regarding the right of way across the College farm to the D. G. R. & N. Railroad Co. for the new College side track. and respectfully ask authority from the Board to sign said lease on the part of the State Board of Agriculture.

In accordance with the Board the matter of securing deed to lands for the new Experiment Station and for concluding arrangements with the Farming Railway people regarding location of said Experiment Station is herewith respectfully reported. The deed with the accompanying abstract

of title has been duly acknowledged, recorded and delivered to the Secretary's office. The following contract approved by Pres. Snyder and myself as committee appointed by the Board has been entered into:

Memorandum of Agreement.

between

Michigan State Board of Agriculture and Munising Railway Co.

It is hereby agreed by and between the Michigan State Board of Agriculture of the first part and Munising Railway Company of the second part as follows, to wit:

Whereas, said State Board of Agriculture, first party, has been authorized and empowered by statute of the State of Michigan on that behalf provided, to establish an agricultural and horticultural experiment station at some point in the Upper Peninsula of Michigan, now therefore, said first party in consideration of the promises and agreements of said second hereinafter set forth, hereby agree to locate and maintain said experiment station on the line of said railway, that is to say on the south-east quarter of Section twenty-eight (28) of Township forty-six (46) north of Range Twenty-one (21) west, in Rock River Township, County of Alger.

In consideration of the foregoing agreement by said first party, said Munising Railway Company said second party, promise and agree as follows, to wit:

First. To clear, stump and grub, without expense to said first party, twenty (20) acres of said tract at such a portion of the same as may be selected by said first party said work to be completed by said second party as soon as may be reasonably practicable after the signing thereof and in any case by May 1, 1900 provided however that the space so to be cleared, stumped and grubbed shall be selected by said first party not later than Dec. 1st. 1899.

Second. To clear, stump and grub an additional twenty acres of said tract adjoining the twenty acres above described, said work to be completed on or before Aug. 1st. 1900.

Third. To clear, that is to say to cut down and remove all trees and underbrush but not to stump and grub, an

Forty acres of said tract adjoining the forty acres above described, said work to be done only upon written request by first party, but in no case shall said second party be required to do said work or to complete same before May 1, 1901 and a reasonable time to be given said second party after receipt of request from said first party in which to complete such portion of said work as said first party shall request to be completed.

In witness whereof, said Michigan State Board of Agriculture by A.C. Bird its Secretary and said Marquette Railway Company by Robert E. Morrison its President have hereunto and to a duplicate hereof set their hands this Twelfth day of November, 1899.

Michigan State Board of Agriculture
by A.C. Bird. Secy.

Marquette Railway Company
by Robt. E. Morrison. President.

Claude U. Close }
Henry N. Morrison. } Witnesses.

Corner Stone
H.B.

The contractor for the new women's building requests me to call the attention of the Board to the fact that it is absolutely necessary to decide at once about the nature of the corner stone for said building.

Plumbing
H.B.

Several communications upon the subject have me to call your attention to the fact that nothing has yet been decided regarding the plumbing, heating or electric wiring for the new women's building.

Funds

I would respectfully report that I have received assurance from the office of the Auditor General that sufficient funds will be available without interest charges for the continuance of the work upon the new women's building to Jan. 15, 1900. the date upon which the tax levy for the present year will be available. In accordance with this authority the

following payments have been made upon duly authorized vouchers with architect's certificate attached:

Pratt & Koeppe, Architects. \$2000.00
 H. W. Mahute, Contractor 1987.38

I would suggest that the time has arrived for making the apportionment for the six months beginning Jan. 1, 1900. Before making such apportionment I would respectfully report to the Board that the income from the Land Grant interest fund, the life insurance fund and one-half the Morrill fund for the present six months has been \$39,154.32.

Apportionment

The amount apportioned by the Board for the current six months was \$38,819.00, leaving a balance of \$335.32. It is however practically certain that of the apportionment made by the Board for the current six months \$5,000.00 will remain unexpended and to the credit of the several departments on Jan. 1, 1900.

The estimated income for the College for the six months beginning Jan. 1, 1900, based upon careful consideration of prospective conditions as I am able to make is \$444,000.00. I think the Board would be perfectly safe in apportioning that amount for the period in question.

Gas.

The present means of supplying gas to the College Laboratories is by our own manufacture through carbureters. The expense of same is necessarily expensive and the result far from satisfactory. The further equipment of the laboratories made necessary by the development of the bacteriological Department, the increased demands upon the chemical and cooking departments and the equipment of the new women's building will make this a matter of great financial importance in the near future. I would respectfully suggest to the Board the propriety of negotiating with the proper authorities regarding the furnishing of natural gas to the College by private contract or otherwise. It seems to me that if the consumption of gas at the College was sufficient to pay reasonable dividends upon the necessary investment that the Lansing Gas Company would be glad to make, that some arrangement might be profitably entered into. The fact that many of the residents upon the campus and in the immediate neighborhood would doubtless

use gas for cooking purposes would doubtless prove an important consideration with the gas company when the matter is under advisement.

At the suggestion of the Board I have investigated somewhat as to the causes of deficiencies in the several boarding clubs. I believe that they are caused almost wholly from three sources =

First. Lack of system in keeping accounts. There being no intimate relation between the book-keeper and the stewards.

Second. Lack of attention on the part of the stewards. They giving over to the cooks powers and authorities which they should retain in their own hands.

Third. Lack of harmony between the different stewards in the matter of purchasing. I believe if some system similar to that used in College purchases - requiring every business transaction to be accompanied with a requisition. Many of the present difficulties would be overcome. If this could be combined under the management of one person. I do not see how it would be possible for the excessive deficiencies of the past to occur.

Boarding
Clubs

At the request of the Board I have investigated to the best of my ability the charges brought against College Surplus Agent F. E. Skulls and I wish to say emphatically that in my opinion the charges are absolutely without foundation. After visiting the scene of operations in question two different times and investigating the matter in connection with the Deputy Attorney General and the Deputy Commissioner of the State Land Office I have been unable to find anything in the action of Mr. Skulls that was not warranted by general policy of the State Land Department. All of which is respectfully submitted.

A. C. Bird.

Secretary.

F. E. Skulls.

Right of
Way-

D.R. & N.R.R.

The matter of leasing right of way to the D.R. & N.R. Railroad Company was referred to the President and Secretary with the request that they consult the Attorney General regarding the best methods of protecting the rights of the College in connection therewith and the power to enter into said lease in behalf of the Board after said consultation, was conferred upon the President and Secretary of the Board.

Contract -
Hunting Ry.

The contract with the Hunting Railway Company was approved on motion of Mr. Allen.

U.P. Exp. Sta.

On motion, the Upper Peninsula Experiment Station was placed in charge of the Director of U.S. Exp. Stations and the Station Council.

Corner Stone
H.B.

The question of corner stone for the new women's building was referred to the President, Secretary and Superintendent Lohman.

Gas-

The question of gas supply for the College was referred to Pres. Snyder and the Secretary to report at next meeting.

Appm'ts.

The Committee on Finance reported the following department apportionment for the six months beginning Jan. 1, 1900:

Adv. \$ 1200.

Art. 400.

Bot. 800.

Chem. 400.

Bot. 500.

Chau. 700.

Draw. 150.

Elec. St. 600.

English 25.

Hist. 1500.

Farm 2000.

Heat. 5000.

Hist. 25.

Library 500.

Math. 150.

Mech. 3000.

Military 150.

Pres. Off. 350.

Secy. " 350.

Phys. 250.

Salaries 23000.

Vit. 50.

Women 200.

Zoo. 200.

Misc. 2080.

Spec. C. 920.

Total - \$44500.

Amendment-

Mr. Wells moved an amendment to the report fixing the amounts for the Farm and Mechanical departments at \$1200 and \$2800 respectively - Motion lost. On motion the appointment was adopted.

On motion of Mr. Wells the following resolution was adopted:-

Thanks to

H.H. Hamerwell

Resolved, That the thanks of the Board be tendered Mr. H. H. Hamerwell of Hilleday, Mass. for a valuable collection of photographs, showing views on his grounds, donated to the Horticultural department of the Agricultural College.

Repairs
Prof. U. P. Hedrick's
Office

The Committee on buildings and College Property recommended the kalsomining of the walls of Prof. Hedrick's office and the building of a book case in said office. On motion the recommendation was adopted.

Besperian Socy.
Damage-

Same committee recommended the payment to the Besperian Society of eight dollars (\$8.00) for damage to walls caused by the installation of the new heating system.

Water closet
barns-

Also the construction of an outside water closet for the same at a cost not to exceed twenty-five dollars (\$25.00).

On motion these recommendations were adopted.

Prof. Mumford's
horse

The same committee reported in favor of keeping Prof. Mumford's horse at the expense of the department for the use of the department. Adopted.

C. B. Aisin.

On motion of Mr. March the President and Secretary were authorized to investigate business methods of the Club Boarding Association, and report at next meeting.

The following report of the State Board of Corrections and Charities was accepted and placed on file:

Lansing Nov. 23. 1899.

Mr. A. C. Bird.

Sup. State Board of Agriculture.

Agricultural College. Mich.

Dear Sir:

The State Board of Corrections and Charities at a meeting held the 21st. inst., examined the plans, specifications of and contracts for erecting the women's building provided for by Act 108, Public Acts of 1899, and the following recommendations regarding the plans are made: That notwithstanding the number of stairways provided which might be used as a means of exit, there were portions of the building so situated that occupants of such parts might in case a fire should occur, under possible contingencies be cut off from such exit.

The State Board would therefore, urgently recommend that outside fire escapes be provided at each end of the building and at the rear of the building, this last to be so placed as to be reached through the closets, and that all fire escapes be reached through the roof.

That it is the opinion of the State Board that the scheme for introducing fresh air for ventilation of students' rooms by bringing the air from indirects into the hall and allowing it to pass through the doors or transoms into the rooms, not so well calculated for the desired ventilation, as to introduce air for said rooms through indirects, or direct-indirects, separately for each room, for the reason that with the closing of doors or windows, ventilation ceases; and further that the introduction of air into the halls for the contemplated ventilation, even if on different floors, would give the strongest ventilation for the upper floors and poorer ventilation for the lower rooms. Also the proposed supply of indirect radiation for the toilet rooms in connection with the fresh air supply from the halls, would be objectionable for the reason that the introduction of fresh air into the closets through radiators, would have a tendency to give a pressure of air in the toilet rooms which can escape either through the ventilating flues or find exit through the doors or

Report
State Board
Corrections
&
Charities.

transoms into the halls and from the halls into the students' rooms. The Board would recommend a strong air exhaust from the toilet rooms without the fresh air supply within the rooms - and the warming of the closets by direct radiation rather than indirect. This would make the pressure or flow of air when any door or transom of the closet was open into the room, rather than a possible reverse action. The following action therefore was taken:

"Resolved, That the amended plans of the women's building provided for at the N.A.C. (which omits the north wing) are provided with the above exceptions, and with the understanding that fire escapes will be provided as suggested by this Board and agreed to by the architect Mr. Koppé."

"Resolved, That in accordance with the Contract, bonds and sureties, and amended plans of the women's building at N.A.C. which we have before us, such building can in our opinion be built within the amount of the appropriation (\$83,000.00) and the Secretary is instructed to file the required Certificate with the Auditor General. Such Certificate will be filed to-day."

By order of the Board -

I am,

Yours very truly,

L. C. Storm.

Secretary."

Change in
plans. H. B.

On motion the question of changes in plans for the construction of the new women's building was referred to the Committee on Building and College Property with power.

Round up at
Ann Arbor.

On motion of Mr. Allen, Ann Arbor was chosen as the place of meeting for the next round-up institute.

On motion of Mr. Allen the following resolution was adopted:

Whereas, the number of students in this institution has almost tripled during the last four years, and whereas, the room available for society purposes has been reduced during that time and if existing conditions continue may be reduced still further in the future. It is Resolved, That each society ^{be earnestly} is requested to so increase its membership that the minimum for each term may not be less than fifty bona-fide students.

Adjourned subject to the call of the president of the Board.

W. B. B. B. B.

Board Meeting - Jan 10, 1900.

Hotel Downey, Lansing.
8:00 P. M.

Present: Pres. Marston, Messrs. Thomas, Allen, Watkins, Pres. Snyder and the Secretary.

Minutes of previous meeting read and approved.

Pres. Snyder presented request of Prof. Vedder to be allowed to spend the next summer vacation in Europe. On motion of Mr. Allen request was granted.

Pres. Snyder presented request of certain students to establish a new college paper or to be given control of the N. H. C. Record. Referred to President and Secretary to report at next meeting.

On motion Pres. Marston was authorized to invite the State Dairyman's Association to hold their annual meeting at the College in February 1901 and to assist at that time in the dedication of the new dairy building.

Increase of
membership
societies

Prof. Vedder-
Europe.

College Paper

Dairyman's Assoc.