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Request from Dean Cox that Car No. 58, Oldsmobile Sedan, assigned to the office of the Dean of Agriculture be turned back to our Central Garage on or before July 1st, for sale or to apply in transaction on other cars when needed. Returns from same to be credited to the inventory of the Office of Dean of Agriculture.

Request that Mil. Dept. be permitted to buy 5 sabers to be given to Honor Grad.

Approval of total cost of Mary Mayo Hall and total cost of furniture.

Report on settlement of purchase of tractor for U.P.

Advisory Com. meeting held June 1, 1932 approved.

Appointments

Miss Butler & Miss Clark to be placed on payroll.

Request that Banzet be re-instated after lv. of abs.

14. Request from Dean Cox that Car No. 58, Oldsmobile Sedan, assigned to the office of the Dean of Agriculture be turned back to our Central Garage on or before July 1st, for sale or to apply in transaction on other cars when needed. Returns from same to be credited to the inventory of the Office of Dean of Agriculture.

On motion of Mr. McColl, it was voted to refer the above request to the Finance Committee.

15. Request that the Military Department be permitted to use Departmental money in financing cost of 5 sabers (\$40.00) to be given to 5 Honor Graduates.

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

16. Request from Detroit Trust Company that State Board of Agriculture approve the total cost of the building and the total cost of equipment and furniture for the new womens dormitory (Mary Mayo Hall).

On motion of Mr. McColl, it was voted that the above request be complied with and that a copy be placed on file in the Secretary's Office.

REPORTS

1. Report of the President and Secretary on the settlement of the purchase of the tractor for the Upper Peninsula Experiment Station at Chatham - that it was purchased for an amount of \$500.00, plus \$124.56, which was spent on it during the past year for repairs.

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

2. Consideration, acceptance or amendment of the report of the Advisory Committee meeting held June 1, 1932.

On motion of Mr. Daane, it was voted to approve the minutes of the Advisory Committee meeting held June 1, 1932 with the amendment in item 3, regarding cuts in salaries and budgets. (Correction has been made).

The meeting adjourned at 5:15.

*R. S. Shaw*  
President  
*Hermon H. Halladay*  
Secretary

Minutes of the  
Meeting of the State Board of Agriculture  
June 24, 1932

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

Absent: Messrs. Daane, McPherson, Superintendent Pearce.

The meeting was called to order at 1:30 P.M.

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

APPOINTMENTS, RESIGNATIONS, LEAVES

1. Appointment of Mr. William Comstock to the W.K. Kellogg Bird Sanctuary Fellowship for the school year 1932-33, at a salary of \$600.00. This position was established by the State Board of Agriculture under date of January 21, 1932. The funds are to be taken from the income of the Sanctuary endowment.

2. Appointment of G. Verne Branch, '12 of Detroit, to succeed himself as a member of the Athletic Council, for a two-year term, beginning July 1, 1932. Appointment given by the executive committee of the alumni association on April 30th. The appointment of two new student members also: Rex Steele, and C. E. Fawcett, replacing Frank Conover and Jake Fase.

3. Replacement of name of Miss Edith Butler and Miss Jessie F. Clark on the payroll of the Art Department. Miss Butler has been on a year's leave of absence, without pay, and will return this fall. Miss Alma Schulmerick substituted for Miss Butler and is leaving. Her name should be taken off the payroll, August 31, 1932. Miss Jessie F. Clark was granted a leave of absence during this spring and summer terms to travel and study abroad. She will return this fall term.

4. Request for reinstatement of Mr. E.M. Banzet as Assistant Professor in Sociology. Mr. Banzet has been on leave of absence for the current year and Mr. Austin VanderSlice has been doing his work. Mr. VanderSlice was hired on a one year appointment at a salary of \$2100. Mr. Banzet was receiving \$2500 at the time he left on his leave of absence.

On motion of Mr. Berkey, it was voted to refer item #4 to the President with power to act.

Recommendations re: college photographic service. Laycock's salary changed.

5. Recommendations from the Committee appointed to consider problems incident to the College photographic service and to make recommendations regarding this service. This report changes the salary of Mr. Laycock from \$3300 per year to \$2400 beginning September 1, and transfers his name from the rolls of the Physics Department to the Publications Department.

On motion of Mr. Berkey, it was voted to adopt the recommendations of the committee and the President relative to the above-mentioned report and to place same on file in the Secretary's Office.

Resignation of Mabel Rogers

6. Resignation of Miss Mabel C. Rogers as Assistant Professor of Home Economics Education with the College.

Action re: Mr. Stack's leave rescinded.

7. Rescinding of action of the State Board of Agriculture approving request for leave of absence for Professor Joseph Stack for the school year 1932-33. Mr. Stack is unable to take advantage of this opportunity for leave at the present time.

Miss Wertman to have 1 mo. lv. of absence

8. Permission for Miss Zoe Wertman, Director of Food Service at Mary Mayo Hall, to attend the University of Chicago during July and August to complete her work on her Master's thesis. She is entitled to one month's vacation and is willing to forfeit one month's salary for the extra month's vacation this summer.

On motion of Mr. Berkey, it was voted to approve items 1, 2, 3, 6, 7, and 8.

#### MISCELLANEOUS

Letter of thank from Student Council for action in lowering fees.

1. Letter of thanks from the Student Council for action of State Board of Agriculture in lowering the course fees at this College.

Letter placed on file.

Pres. Sec., Chair. of Bd. to confer with Union officials and St. Adm. Bd. re: Union Mem. Bldg.

2. Opinion of Board as to action advisable or necessary with regard to suggestions outlined in Mr. G.O. Stewart's letter of April 30, regarding the suggestions concerning the Union Memorial Building.

On motion of Mr. Berkey, it was voted that the President, Secretary and Chairman of the Board confer with the M.S.C. Union Officials and also with the State Administrative Board relative to the above matter concerning the Union Memorial Building.

House Mothers who receive but \$10.00 per mo. not to be cut.

3. Question of salary cut on salary of House Mothers in Sorority houses who receive but \$10.00 per month.

On motion of Mr. Berkey, it was voted that the above-mentioned \$10.00 a month salaries for House Mothers be exempt from the 7% cut, and that matters of minor adjustment of this same nature, be left with the President and Secretary with power.

Accept. of \$200 from Alumni Assoc. for loan fund.

4. Acceptance of \$200.00 from the alumni association for the student loan fund.

On motion of Mrs. Wilson, it was voted to accept the \$200. from the alumni for the student loan fund, and that the Secretary be instructed to send a letter of appreciation.

\$450. approp. by college to carry extra expenses of Anniv. edition of Record.

5. Appropriation of \$450.00 by College to carry extra expenses of special Anniversary edition of the M.S.C. Record.

On motion of Mr. Brody, it was voted to approve the appropriation of \$450.00 for the special anniversary edition of the M.S.C. Record, and that the Department of Publications cooperate with the Alumni Secretary in getting out this copy. Money to come from the Contingent Fund.

Approval of proposals submitted by Nelson re: rental of Kellogg Con. School.

6. Approval of proposals submitted by Professor Nelson, Director of the Summer School, with reference to the rental of the house at the W.K. Kellogg Consolidated School which was deeded back to the school board of that school.

On motion of Mr. Berkey, it was voted to approve the above-mentioned report and place it on file in the Secretary's Office.

Sugges. from Regis. concer. students who are in arrears financially.

7. Suggestions from Registrar concerning the records of students who are financially in arrears, either to the college or to student organizations.

On motion of Mr. McColl, it was voted to approve the suggestions from the Registrar. See Folder.

Communica. from Miss Clemens requesting reconsideration of her case.

8. Communication from Miss Louise Clemens requesting reconsideration and some form of reinstatement on the College Faculty.

Letter was read and placed on file. The former action of the Board in Miss Clemens' case will take effect September 1, 1932, with the 7% cut becoming effective for the two months, July and August.

Salary of Coach Young to be \$5250.

9. Salary of Coach Ralph Young.

The adjustment relative to Coach Ralph Young's salary, as reported by the Advisory Committee on July 1, 1932, was reconsidered and the salary set at \$5250. per year, effective September 1, 1932.

#### TRAVEL REQUESTS

1. Report on authorization of Mr. Ulrey's trip to University of Chicago, June 23-25 to attend the second Conference on Economics Policy for American Agriculture, travel expenses only.

2. Request that Mr. Logsdon, Economics Department be allowed to attend the Economic Section meetings

Travel

of the Summer School for Engineering Teachers to be held at Stevens Institute of Technology, Hoboken, New Jersey, July 5-21. Travel expenses to be paid only one way by the College.

3. Request from Director Young for permission to be absent from the College this summer from June 20 to August 20 in order that he may have an opportunity to see the Olympic games in California.

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

Report of the Building Committee, meeting of which was held in the morning of June 24, 1932.

1. Letter from Mr. Foster of the State Administrative Board regarding boiler insurance.

Report placed on file.

2. Report on proposed new well.

On motion of Mrs. Wilson, it was agreed to leave the above matter to Mr. McColl and Secretary Halladay to report back to the Board at the next meeting.

3. Request for taking down silo at Tommrell barn and erecting same at the Experimental barn. Est. \$225.

On motion of Mr. Brody, it was agreed to refer the above matter to the President and Secretary with power - money to come from the Contingent Fund.

4. Request that screens for the windows in the autopsy room of the Animal Pathology Building be provided. Estimate \$90.00.

On motion of Mr. Brody, it was agreed to leave the above matter to the President and Secretary with power to act - money to come from the Contingent Fund.

5. Request from Dr. Hunt for alterations on the 2nd floor of the Old Library Building. Est. \$200.

On motion of Mr. Brody, it was agreed that action on the above request should be deferred indefinitely, owing to contemplated changes in the future.

6. Request that 285 M.S.C. Steel folding chairs and 150 M.S.C. wooden folding chairs, which are used for general campus activities be repaired and refinished.

On motion of Mrs. Wilson, it was agreed to leave the above matter to Secretary Halladay with power to act, with the understanding that the money is to come from the Contingent Fund.

7. Estimate of cost - Remodelling the Dairy Building and the Creamery addition to the Dairy Building - \$42,956.00.

On motion of Mrs. Wilson, it was agreed to use an amount up to within \$15,000 of the Creamery money for remodelling and for the addition and equipment, and that the matter regarding procedure with plans and specifications be referred to the Secretary with power.

8. Estimate of cost of Stock Judging Pavilion - \$90,001.44.

The Building Committee viewed the plans but took no action.

9. Request from Dean Cox that a special drainage fund of \$2,000 be placed at the disposal of the Farm & Horse Department, to be used in the maintenance of the present drainage system and for minor additions.

On motion of Mr. Brody, it was voted to refer the above matter to the President and Secretary with power to act.

10. Request from Dean Cox that the work shop and machinery shed in connection with blacksmith shop be completed in accordance with the original plan when this is thought to be desirable. Facilities are hardly adequate at present for instructional purposes.

No action.

11. Suggestion from Dean Cox that in carrying out the building program and alterations for the Agricultural Division, the Judging Pavilion of the Agricultural Building be fitted up as an auditorium. Very little will be needed beyond a floor, platform and seats. Estimated cost \$5,000 to \$8,000. Also suggestion that a shop-type farm engineering laboratory be included in the program for the Department of Agricultural Engineering.

No action.

12. House on Faculty Row to be used for Sociology Department.

On motion of Mrs. Wilson, it was voted that the house on Faculty Row formerly occupied by President Shaw be used to house the Department of Sociology. No expenditure of money will be necessary.

Letter from State Adm. Bd. re: boiler insurance.

Report on Well.

Request for taking down silo at Tommrell barn and erecting at Exp. barn.

Req. for screens for autopsy room of An. Path. Bldg.

Req. from Dr. Hunt for alterations on 2nd floor of Old Library.

Req. for re-finishing & repairing chairs.

\$15,000 of Cr. money to be used for add. to Dairy and equipment.

No action on Stock Judging Pavilion.

Request for spec. drainage fund of \$2000.

Req. that work shop and mach. shed in connec. with blacksmith shop be comple.

Req. that Judging Pav. be fitted up as auditorium.

House on Faculty Row to be used as Sociology House.

Dean Dirks presented plans for add. to Indus. Chem.

13. Dean Dirks appeared before the Board with plans for an addition to the Industrial Chemistry.

On motion of Mrs. Wilson, it was voted that the Architects be instructed to finish the plans and specifications for the above-mentioned addition, provided they would do this under the retainer fee.

Secretary authorized to purchase coal.

14. The Secretary presented coal bids from 12 different coal companies which were considered by the Board.

On motion of Mr. McColl, it was voted to authorize the Secretary to purchase 3,000 tons of coal, if, in his judgment, any of the prices quoted are satisfactory.

On motion of Mr. Brody, it was voted to approve the report of the Building Committee.

#### Finance Committee Items

The following Finance Committee items were acted upon by the entire board, their action being noted in each case.

\$1500 trans. from Res. Fund to For. Dept. budget.

1. Transfer of \$1500 to the Forestry Department budget from the Reserve Fund.

On motion of Mr. Brody, it was voted to appropriate an amount of \$1500 from the reserve fund to the Forestry Department budget, to cover the overdraft.

Action def. on request that power line from Meats Lab. etc.

2. Request from Mr. Davenport that the Power Line from the Meats Laboratory to the Experimental Barn be considered as new work and not be chargeable to Electrical M. & R. account. Est. \$230.

On motion of Mr. Brody, it was voted to defer action on the above item.

3. Mary Mayo Bonds.

Mary Mayo bonds.

On motion of Mr. McColl, it was voted to refer the above matter to the President and Secretary with power to act. (See note in Board correspondence in Secretary's Office)

Amt. equal to unexpended bal. remain. in Extension fund June 30 to be taken from reserve & set up in Ext.

4. Request from Director Baldwin that the balance in Extension funds of \$16,000 be apportioned to the Extension State Fund for the fiscal year beginning July 1, 1932.

On motion of Mr. Brody, it was voted that an amount equal to the unexpended balance remaining in the Extension fund June 30, 1932, be taken from the reserve fund and set up in the Extension budget for the year beginning July 1, 1932.

5. Kellogg Farm Budget. Request that an amount of \$1600 be appropriated to cover the present year's overdraft.

Action def. on Kellogg Farm overdraft.

Action deferred.

6. Transfer of \$1200 from operating budget of the Registrar's Office to the salary payroll to cover the salary of Miss Cora VanKuiken for the coming year at such yearly rate as the reduction warrants.

\$1200 trans. from opera. budget of Regis. to sal. payroll.

On motion of Mr. Berkey, it was voted to approve the above transfer.

\$10,000 trans. from reserve to Cont. Fund.

7. Approval of transfer of \$10,000 from the Reserve fund to the Contingent Fund.

On motion of Mr. Berkey, it was voted to approve the above transfer.

Request for pur. of 1½ ton Truck for Farm Crops.

8. Request for purchase of 1½ ton Ford Truck for Farm Crops Department. Cost \$522.55 and old truck.

On motion of Mr. McColl, it was voted to refer the above item to the President and Secretary with power.

The meeting adjourned at 5:45.

The next meeting of the State Board of Agriculture will be held Thursday, July 21, at 10 o'clock in the President's Office.

R. B. Shaw  
President  
H. S. Macleod  
Secretary