

Minutes of the
Meeting of the State Board of Agriculture
March 15, 1934

Present: Messrs. Brody, Chairman; Berkey, Daane, Downing, Halstead; Mr. Elliott, representing the Superintendent of Public Instruction; President Shaw and Secretary Halladay.

Absent: Mrs. Wilson

The meeting was called to order at 1:30 P.M., the board members having convened for luncheon in the Womans Building at 12 o'clock.

The minutes of the February 15th meeting were approved with the following correction in item 7 under "Miscellaneous":

Correction to
February
minutes.

By action of the Board, the service charge (steam, water, and electricity) against the Wells Hall Boarding Club was set at \$50.00 per month during the present school year and \$150.00 was to be charged for each of the last two terms of 1932-1933. The recommendation of the committee was that \$50.00 per month be charged during the school year (as approved), but that the sum of \$150.00 for both of the terms in 1932-1933 (i.e., at the rate of \$75.00 per term) be set as payment.

On motion of Mr. Brody, seconded by Mr. Daane, it was voted to approve the above correction to the minutes of the February Board meeting.

Resignations

RESIGNATIONS

1. Resignation of Willard E. Mooar, graduate assistant in Botany, effective March 31, 1934.
2. Resignation of Miss Alice Rowley, stenographer in the Department of Landscape Architecture, effective March 10th.
3. Resignation of A. L. Grizzard, Research Assistant in Soils, effective March 8, 1934.
4. Resignation of Mrs. Corrine Ormiston White, County Club Agent of Chippewa County, effective March 31, 1934.
5. Resignation of James W. Scales, Part time assistant in Bacteriology, effective April 30, 1934.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to accept the above resignations.

Appointments

APPOINTMENTS

1. Appointment of Howard C. Abbott as graduate assistant in Botany, replacing Willard E. Mooar, resigned. Appointment is to become effective April 1st, and to continue for three months at the rate of \$60.00 per month.
2. Appointment of Mrs. E. E. Thompson as stenographer in the Department of Landscape Architecture replacing Miss Alice Rowley (resigned) at the same salary \$965.00 per year, effective March 10th.
3. Transfer of Miss Beatrice Boyle, County Club Agent of Gogebic County, to the same position in Chippewa County, replacing Mrs. Corrine White (resigned). Appointment is to become effective April 1, 1934 with no change in salary.
4. Appointment of Miss Mary Olive Richmond as County Club Agent of Gogebic County, replacing Miss Beatrice Boyle (transferred) at the salary of \$1200 per year from college funds and \$600 from U.S.D.A. funds. Appointment is to become effective April 1, 1934.
5. Appointment of Robert Habermann as part-time assistant in Bacteriology replacing James W. Scales, resigned. Appointment is to become effective May 1, 1934, to continue for the months of May and June, and salary is to be at the same rate (\$30.00 per month).
6. Appointment of Miss Sylvia Hartt as half-time assistant in Home Economics for the three months of spring term at a salary of \$85.00 per month. Miss Hartt is to carry the work of Miss Elizabeth Whittaker.
7. Appointment of T. A. Merrill as assistant superintendent at the South Haven Experiment Station for the duration of Stanley Johnston's leave of absence. Appointment is to become effective March 16, 1934, and to be at the rate of \$125.00 per month.
8. Temporary appointment of L. R. Farish as assistant in the Department of Horticulture for the seven months' period of W. C. Dutton's leave of absence. Appointment is to become effective April 1st and to be at the rate of \$125.00 per month.
9. Re-appointment of Herbert T. Walworth as full time assistant in the Department of Chemical Engineering for the spring term at \$120.00 per month. Mr. Walworth will continue carrying Professor Reed's work.
10. Request for an extension of the appointment of Miss Julia Pond, Home Economics Specialist, until June 30, 1934. Miss Pond was originally appointed for the months of January, February, and March at a salary of \$150.00 per month.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the above appointments.

APPOINTMENTS, cont.

11. Appointment of Albert H. Nelson, as Professor of Journalism and Head of the Department of Publications and Journalism effective immediately.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above appointment.

LEAVES

LEAVES

1. Request for indefinite leave without pay for Stanley Johnston, superintendent of the South Haven Experiment Station, effective February 20, 1934. The Farm Credit Administration has asked that Mr. Johnston aid in a program of crop production loans.
2. Request for seven months' leave of absence without pay for W. C. Dutton, Research Associate in Horticulture, effective April 1, 1934. Mr. Dutton has been asked to make special research studies for the Dow Chemical Company.
3. Recommendation that Miss Elizabeth Whittaker, associate professor of Home Economics, be given a leave of absence without salary for the period from April 1, 1934 to September 1, 1934.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the requests for leave of absence.

TRAVEL

TRAVEL

1. Dr. Ray Nelson, Research Associate in Plant Pathology, to California the latter part of March to investigate celery seed plots. Expenses of trip to be paid from the Celery Disease Fund.
2. Arthur Howland, Extension Specialist in Economics, to Washington with officers of the Great Lakes Fruit Industries, Inc., to appear before Farm Credit Administration officials. Expenses to be paid by the Great Lakes Fruit Industries, Inc.
3. Gifford Patch, Extension Specialist in Economics, to St. Paul with officers of the Farm Bureau Services, Inc. (with expenses paid by this organization) to appear before Federal Bank for Cooperative officials.
4. R. J. Kroodsmas, Extension Specialist in Forestry, to Milwaukee for a meeting of the Northern Hemlock and Hardwood Manufacturers Association February 27th. All expenses requested.
5. C. E. Wildon, Assistant Professor of Horticulture, to accompany Dr. C. H. Spurway to the meeting of the Society of American Florists in Rochester, N. Y., on April 14th to 16th. Mileage for one car is requested; transportation expense to this meeting was authorized for Dr. Spurway at the January 18, 1934 meeting of the Board.
6. H. A. Berg, Extension Specialist in Farm Management, to Chicago March 31st to speak on the Land Grant College radio program. All expenses requested.
7. Miss Elida Yakeley, Registrar, to the annual meeting of the American Association of Collegiate Registrars in Cincinnati April 17th to 19th.
8. B. F. VanAlstyne, Associate Professor of Physical Education, to the annual meeting of the College Basketball Coaches Association at Atlanta, March 29th to 31st. Transportation (\$70.00), Basketball Association fee (\$10.00), and lodging (\$7.50) requested.
9. Request for authorization of expenses \$18.95 of Stanley Johnston, superintendent of the South Haven Experiment Station, to Chicago February 9th to 11th for experiment work in the storage and handling of blueberries.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above travel requests.

MISCELLANEOUS

1. Recommendation of the Faculty to the State Board of Agriculture:

- (a) That the College discontinue paying student activity fees for students from the School for the Blind.

On motion of Mr. Berkey, seconded by Mr. Daane, it was voted to refer item (a) to a committee to secure more information and report back to the Board.

- (b) That the out-of-state tuition be reduced from \$15.00 to \$10.00 per term (\$30.00 per school year), effective September 1, 1934.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve item (b).

2. Recommendation of Director Gardner that the Bacteriology Department be authorized to manufacture and sell "Brucellin", with a revolving fund established from the proceeds of sale to employ labor and purchase materials for its manufacture.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted that the above recommendation of Director Gardner be complied with until such time as "Brucellin" is commercialized and made available to physicians.

Rec. that college discontinue to pay student activity fees for Blind students ref. to Committee.

Out of state tuition reduced to \$10. per term.

Bacty Dept. to manufacture and sell Brucellin.

MISCELLANEOUS, cont.

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Employment of Lansing lawyers on 3 different occasions to take classes of Dr. Thrun.

5. Employment of Lansing lawyers on three different occasions to meet the Business Law classes of Dr. F. M. Thrun in his absence on a Civil Works Project for the Federal Bureau of Agricultural Economics. Rate of payment is \$500 a class period and is to be charged to the Purnell Fund.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to approve the payment of \$15.00 as per the above request.

4. Request of Dean Dirks to hold the following short courses:

- (a) School for Sewage Works Operators, March 26th to 28th, and Conference of Michigan Sewage Works Operators Association, March 29th and 30th.
- (b) Forced Warm Air Short Course, March 26th to 28th (Registration fee of \$3.00).
- (c) Foundry Short Course, April 19th to 21st (Registration fee of \$3.00)
- (d) School of Instruction for Water Works Operators (date not set).

On motion of Mr. Halstead, seconded by Mr. Berkey, it was voted to authorize Dean Dirks to hold the above-named short courses.

Short courses requested by Dean Dirks approved.

Mrs. Lydia Lynde to co-operate with Dept. of Pub. Inst. Asst. to help with college work to be employed

5. Recommendation of Edna V. Smith, State Home Demonstration Leader, that Mrs. Lydia Lynde, Extension Specialist in Child Care, cooperate with the Department of Public Instruction by devoting part-time to the supervision of parent education projects in Michigan. An assistant to help Mrs. Lynde with her college work will be employed by the National Council on Parent Education, and no change of salary is involved.

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

Assignment by Huston & Lightbody to St. Bd. of Agr. of patent.

6. Assignment by Ralph C. Huston and Howard D. Lightbody to the State Board of Agriculture of a patent for certain improvements in stable vitamin preparations.

On motion of Mr. Downing, seconded by Mr. Brody, it was voted to accept the assignment by Messrs. Huston and Lightbody.

\$675 to be made available for Horse Show.

7. Recommendation of Lt. Col. D. R. Rodney that \$675 be made available by the College to finance the Annual R. O. T. C. Horse Show June 1 and 2, and that this sum be repaid from profits of the show to the extent possible and any balance remaining due be paid from the \$1500 balance in the Horse Show Fund in the East Lansing State Bank, if and when this money is released.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted to approve the above recommendation as per letter of February 28th on file from Col. Rodney.

Staff members to be paid for extra services re: games

8. Request that payment be made to staff members for selling and taking tickets during the basketball season.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve payment to staff members who sold and took tickets during basketball season.

Corn-Hog Reduction contract for the Kellogg Farm to be signed.

9. Request by Dean Anthony for authorization to sign Corn-Hog Reduction contract for the Kellogg Demonstration Farm.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the request of Dean Anthony.

Request for refund of out of state tuition for Baumgartner denied.

10. Request of Milford Baumgartner for refund of out of state tuition. Petition was presented to the Committee on Refunds during the Fall Term of 1933 and was denied by them. The case was then investigated by Professor Emmons who recommended that the petition be not granted.

On motion of Mr. Berkey, seconded by Mr. Daane, it was voted to approve the recommendation of Professor Emmons in the case of Milford Baumgartner.

Lansing Nat. Bank to be made depository for college money; also E. L. St. Bank, trust fund basis. Action def. on indebtedness of Kellogg Farm, etc.

11. Question of depositing funds without securities in the Lansing National Bank (reorganized Capital National Bank).

On motion of Mr. Daane, seconded by Mr. Downing, it was voted that the Lansing National Bank be made a depository for college monies; also the East Lansing State Bank on trust fund basis only until organized; also any other bank which might be willing to give security for college monies.

12. Indebtedness of the Kellogg Farm and the Kellogg Bird Sanctuary to the College of approximately \$3,000.00 and \$800.00 respectively, and question of permitting expenditures when funds are not available.

Action deferred.

Secretary's bond to be cancelled and new bond for \$10,000 to be written as Mil. Prop. Custodian

13. Request from H. G. Cooper that the Secretary's bond be cancelled as to any future liability effective the date on which his duties were changed.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the cancellation of the Secretary's bond.

It was also voted that a new bond for \$10,000 be written on Mr. Halladay as Military Property Custodian.

MISCELLANEOUS, cont.

14. Bond for Assistant Military Property Custodian, H. B. Battenberg.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted that the Assistant Military Property Custodian, H. B. Battenberg, be placed under a bond of \$10,000.

15. Request of the Athletic Council that the Michigan State College football team be permitted to play Texas A. & M. College at San Antonio, Texas on December 8, 1934.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the request of the Athletic Council that the football team be permitted to play an extra game on December 8, 1934 at Texas A. & M. College at San Antonio, Texas.

16. Report of Mr. Wilkins on amount of insurance placed on Kellogg Farm - \$61,000 for fire and tornado.

Report accepted.

17. Mr. Wilkins presented the matter relative to the method of making up the Financial Reports. He stated that a standard form for all colleges had been accepted by the Association of Business Officers of Universities and Colleges, and asked whether or not it was the desire of the Board that our set-up be changed to conform to this new method.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted that the financial reports of Michigan State College be made up in the usual form rather than changing to a new form.

18. The Secretary called attention to the fact that it will be necessary to purchase our next year's supply of coal at a very early date and presented a request that the matter be turned over to the Purchasing Department with power to make such purchases as seemed advisable.

On motion of Mr. Daane, seconded by Mr. Halstead, it was voted that the matter of purchase of coal be referred to the Purchasing Department with power to act.

19. Secretary authorized to make a complete survey of Michigan State College Property.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to authorize the Secretary to make a survey of Michigan State College Property.

20. Appointment of Committees of Board by the Chairman of the Board, Mr. Brody, as follows:

<u>ADVISORY COMMITTEE</u>	<u>BLDGS. & GDS.</u>	<u>FINANCE</u>	<u>LEGISLATIVE</u>
Mr. Brody, Chairman	Mrs. Wilson, Chr.	Mr. Berkey, Chr.	Mr. Brody, Chr.
Mr. Downing	Mr. Halstead	Mr. Halstead	Mr. Downing
Mr. Daane	Mr. Brody	Mrs. Wilson	Mr. Berkey
			Mr. Daane
			Mr. Halladay

21. The Faculty Committee on Federal Emergency Relief for Needy Students presented a complete report to the Board. The report shows the number of students placed on jobs during February and the number working during March under the F E R A project.

Report placed on file.

PRESIDENT'S REPORTS

1. Report on the request of Richard C. Pendell, student who was injured playing football in the fall of 1932, that the College pay \$37.50 for medical attention he received in Saginaw.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to refer the above matter to the President with power to act.

2. Approval of the delegation of J. M. Moore, Research Assistant in Poultry Husbandry, and P. J. Shaible, Research Assistant in Chemistry, to attend the American Poultry Industry Institute in Chicago February 26th and 27th, with car mileage and maintenance expenses.

3. Authorization of travel and expenses for F. R. Theroux, Assistant Professor of Civil Engineering, to accompany the Senior Civil Engineers on their Spring Term inspection trip to Chicago.

4. Authorization of expenses of J. O. Veatch, Associate Professor in Soils, to attend Land Planning Conferences in Washington February 20th to 24th.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the President's Reports.

SECRETARY'S REPORTS

1. Accident report on Emal LaDuke, Buildings and Grounds employee, who was injured while loading one of the trucks. Time lost - 82 hours at 35¢ - \$28.70.

2. Further report on accident to Chester Noble, employee of the Buildings and Grounds Department, who was sent to the College Hospital on January 29th with an infected hand. At the February meeting of the Board payment in the amount of \$53.90 for time lost was approved. The balance of time lost amounts to -

Bond to be written on H.B. Battenberg as Asst. Mil. Prop. Cus.

M.S.C. football team permitted to play extra game next fall with Texas A. & M.

Report of Mr. Wilkins on amount of insurance placed on Kellogg

Financial reports to follow usual form.

Purchasing department authorized to purchase coal.

Secretary authorized to make survey of Michigan State College Property.

Appointment of Committees of Board.

Report on Federal Emergency Relief for Needy Students.

Case of Richard Pendell referred to Pres.

J.M. Moore & Shaible to travel to Chicago.

Theroux to travel to Chicago.

Veatch to Washington

Accident report on Emal LaDuke

Further report on accident to Chester Noble.

SECRETARY'S REPORTS
Item 2, cont.

103 hours at 35¢ \$36.05
Statement from Dr. Randall. 10.00
Statement from Health Service for February. . 26.00
\$72.05

The only other item which may appear for-payment in this case is a statement from the Health Service for medical attention during March. It is necessary for Mr. Noble to report at the Health Service occasionally.

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve items 1 and 2.

3. Purchase of Reo truck for use in Stores Department.

On motion of Mr. Brody, seconded by Mr. Daane, it was voted that authority to purchase a Reo truck to be used in the Stores Department, be granted the Purchasing Department.

It was also voted that any old cars or trucks not in condition for use be salvaged immediately.

4. Report on C. W. A. projects.

Report placed on file.

MISCELLANEOUS REPORTS

1. Report from Mr. Daane relative to College securities in the East Lansing State Bank.

No action.

2. Report by the President and Secretary regarding the bonds of Mr. Wilkins and Mr. Schepers. Bond for \$50,000 was secured for Mr. Wilkins, Treasurer, from the Michigan Surety Company of Lansing; and a bond for \$25,000 was secured for Mr. Schepers, Cashier, from the Michigan Surety Company of Lansing.

Report accepted.

The meeting adjourned at 4:00 o'clock.

R. S. Shaw
President

Herman A. Halladay
Secretary

Minutes of the
Meeting of the State Board of Agriculture
April 19, 1934

Present: Messrs. Brody, Chairman; Berkey, Downing, Dr. Eugene Elliott, representing the Superintendent of Public Instruction, President Shaw and Secretary Halladay.

Absent: Mrs. Wilson, Messrs. Daane, Halstead. (Mr. Halstead voted by proxy).

The meeting was called to order at 1:45.

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

Resignations RESIGNATIONS

1. Resignation of Mr. Harold Stinson, County Agricultural Agent of Gratiot County, effective April 21, 1934.
2. Resignation of Thomas S. Higgins, police officer, effective May 1, 1934. No replacement has been requested as yet.
3. Resignation of Miss Ruth Jameyson, half-time research clerk in the Department of Economics, effective April 7, 1934. No successor has been recommended.
4. Resignation of Mr. E. S. Weisner, Poultry Extension Specialist, effective March 31, 1934.
5. Resignation of Dr. Clarence Dorman, Instructor and Asst. in Soils, effective April 18, 1934.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to accept the above resignations.