

March 21, 1935

Minutes of the
Meeting of the State Board of Agriculture
March 21, 1935

Present: Messrs. Brody, Chairman, Berkey, Daane, Downing, Halstead, Mrs. Wilson,
President Shaw and Secretary Hannah.

Absent: Superintendent Voelker

The meeting was called to order at 10:30 A.M.

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

Appointments
Resignations
Leaves

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mrs. Hazelle Schell, clerk in the Liberal Arts Division office, effective March 23, 1935.
2. Recommendation for the transfer of Mrs. Sigrid Palm, clerk in the office of Institutional Administration at \$1075.00 per year, to the position of secretary to the Dean of Liberal Arts at a salary of \$1300 per year, effective April 1st.
3. Recommendation of Dean Anthony for the appointment of Mr. James Thar as County Agent of Oceana County, replacing Mr. Carl Hemstreet (transferred May 15, 1934). Appointment is to be effective March 15th at a salary of \$2190.00 per year (\$1800.00 from Agricultural Adjustment Administration and \$390.00 from State Offset funds).
4. Recommendation of Director Baldwin for the appointment of Mr. Howard D. Parish as District Club Agent in Bay, Tuscola, Huron and Sanilac Counties for a three-month period beginning April 1st. Salary is to be at the rate of \$150.00 per month and to be drawn from Extension funds.
5. Appointment of Mr. C. F. Hamilton, principal of the Bay City High School, as part-time instructor in the Department of Education for the 1935 summer session at a salary of \$250.00 for the period.
6. Appointment of Mr. Robert Terlaak as an assistant football coach for the spring practice period (April 1st to May 18th) at a salary of \$100.00 and for the fall practice period (September 10th to November 23rd) at the rate of \$150.00.
7. Recommendation that Mr. W. J. Muilenberg, Assistant Professor of English, be granted leave of absence from April 1st (at which time he will have completed three-fourths of the academic year's work) to August 31st, but that his salary be continued to the end of May as payment of three-fourths of the year's salary.
8. Recommendation of Director Baldwin that Miss Lola Belle Green, Assistant State Club Leader, be granted a two-week extension of her vacation with full pay, for the purpose of graduate study.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve the above appointments, resignations and leaves.

9. Recommendation that leave of absence without pay, effective March 1st, be granted Mrs. J. Giersbrook, stenographer in the central office, for a period of three months.

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

Travel

TRAVEL

1. Request of Mr. C. S. Dunford, Professor of Business Administration, for an allowance of railroad and pullman fare to Cleveland, Ohio, on March 27th. Mr. Dunford has been asked to present a report to the Great Lakes Regional Advisory Board.
2. Request of L. C. Emmons and B. R. Proulx for an allowance of expenses (estimated at \$20.00 for both) to Chicago and return, so that they may accompany Hotel Administration students on their annual trip March 22nd.
3. Recommendation of Director Gardner that railroad and pullman fare to New York City and return be allowed Dr. E. J. Miller, so that he may attend meetings of the American Chemical Society April 22nd to 26th.
4. Recommendation of the Athletic Council that Mr. B. F. VanAlstyne be sent to Chicago, with all expenses paid, for the meeting of the National Association of Basketball Coaches April 3rd to 6th in the interests of arranging schedules and officials.

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

MISCELLANEOUS

1. Recommendation of Dean Emmons that the Music Revolving Fund (abolished by Board Action February 21, 1935) be set up again on the former basis.
2. Request for payment of \$250.00 yearly rental fee for the 160-acre plot north of the Lake City Experimental Farm.
3. Request of Director Baldwin that the following amounts be transferred from Extension State Reserve to the indicated project funds:

Extension State, Administration	\$ 400.00
State Offset, Administration	500.00
Extension State, Dairy Husbandry	500.00
State Offset, Dairy Husbandry	300.00
Extension State, County Agricultural Agents	500.00
State Offset, Foods and Nutrition	600.00
State Offset, Home Management	200.00
State Offset, Farm Crops	500.00
State Offset, Farm Management	600.00
State Offset, Agricultural Economics	1000.00
State Offset, Animal Disease Control	200.00
State Offset, Clothing and Textiles	800.00
State Offset, Home Demonstration Agents	800.00
State Offset, Poultry	300.00
State Offset, Soils	500.00

4. Request of Professors Bessey and Hunt that the area of the Charles W. Garfield Botanical Garden, specified by Board action February 21st as that land lying between the gymnasium, the railroad bridge, the present Botanical Gardens, and the river, be changed to exclude a small plot at the east of this tract previously allotted to the Zoology Department, and that this plot and the area east of it to the railroad track be given to the Zoology Department for use as a bird sanctuary (according to map on file).

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

5. Request that item 6 of the Report of the Finance Committee of the February 21, 1935 Board meeting be changed to read: "That we borrow the money from the regular college funds to pay salaries ordinarily paid through Federal funds until such time as Federal funds are received" instead of "that the salaries ordinarily paid from Federal funds be paid from regular college funds".

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve item 5.

6. Request from Dr. Olin that operations be financed by the Athletic Department budget for the following students who were injured in athletics at the College:

- a. Michael Polimac - injury to knee incurred through football. Operation to be performed at Ann Arbor.
- b. Richard Arnold - injury to knee incurred through football and also through basketball. Operation to be performed at Ann Arbor.
- c. Arthur Brandstatter - injury to nose incurred through football. Operation to be performed in Lansing at approximate cost of \$100.

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

7. Request from the Alumni Council that our football stadium be named "Macklin Field" in honor of John Ferrell Macklin, who served as Director of Athletics and Coach of all sports at this College from the fall of 1911 to the spring of 1916.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to approve the naming of the football stadium "Macklin Field".

8. Fund of \$250 to be set aside as "Secretary's Orders".

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted that a fund of \$250 be set up as "Secretary's Orders".

9. Amount of \$500 appropriated for Alumni Association Office.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted that in order to keep the Alumni Association office functioning for a month, a sum of \$500 be appropriated and that the President appoint a committee to thoroughly investigate and report back to the Board at the next meeting as to the policy to be pursued in the future.

The President appointed the following committee: Messrs. Brody, Daane, Hannah.

10. Request from the Alumni Office that the College approve mileage on one car to Washington, D. C. so that Mr. Stewart, Mr. Culp and Miss Franks may attend the meeting of the American Alumni Council and the Washington Alumni Club meeting, April 3 to 6.

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

Music Re-
volving fund
set up again.
Rental fee of
\$250 for 160
acre no. of
Lake City

Transfer of
certain
funds with-
in Extension

Area for
Chas. W. Gar-
field Bot.
Garden to ex-
clude a small
plot east of
tract, etc.

Change in
item 6 Fin.
Com. of Feb.

Operations to
be financed
from Ath. Dept.
for:
Polimac
Arnold
Brandstatter

Football
stadium to be
named "Macklin
Field"

Fund of \$250
set up as
Sec. Orders

\$500 approp.
for Alumni
Office.

Request from
Alumni office
for mileage
on car to
Washington.

MISCELLANEOUS, continued

Report of
Ernst & Ernst
accepted -
Rec. re.
writing check
approved.

11. Submission of Report of Survey on the office of the Treasurer and Comptroller by Ernst and Ernst, auditors appointed at the February Board meeting to make such a survey.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted to receive the report of the survey of Ernst and Ernst, and that the recommendation relative to writing of checks as presented on page 9 be followed, and that the auditors be asked to prepare the form of financial statement to be presented to the Board each month.

Compt. to
trans. accts.
rec. from
memo form to
gen. ledger.

- On motion of Mr. Brody, seconded by Mr. Downing, it was voted that as soon as possible our comptroller transfer the accounts receivable from memo form as now carried, into the general ledger, and also that as soon as possible the funds now carried in the collection account for Mary Mayo Hall be transferred to the general ledger account.

12. Financial Report to be printed.

Financial
report to be
printed.

- On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted that the comptroller's report be used as the annual financial report this year as it has in previous years and that it be printed.

PRESIDENT'S REPORTS

Langham cont.
as inst. in
Chemistry.

1. Continuation of the appointment of Mr. Cecil C. Langham as instructor in Chemistry for the spring term only, at a salary of \$125.00 per month.

Noble cont.
inst. Chem.

2. Continuation of the appointment of Mr. Charles Noble as full-time assistant in the Department of Chemistry for April, May, and June at \$120.00 a month (replacing Mr. Noble's fall term appointment as half-time graduate assistant).

Miss Crowshaw
inst. P. E.
summer sess.

3. Appointment of Miss Bonita Crowshaw as full-time instructor in Physical Education for the six weeks of the summer session, at the rate of \$180.00 for the period.

Travel to
Chicago for
Morrish
also
Kroodsma

4. Approval of travel for H. R. Morrish to Chicago, with all expenses from Extension funds, for a meeting called by officials of the Sugar Section of the Agricultural Adjustment Administration on March 2nd.
5. Approval of travel for R. F. Kroodsma to Chicago, with expenses from Extension funds, for meetings called by the Lumber Code Administration and the Federal Office of Extension Work in Forestry, March 4th to 9th.

Travel Van-
Alstyne to
Indianapolis

6. Delegation of B. F. VanAlstyne to attend the Indiana High School Basketball Tournament in Indianapolis March 15th and 16th, with all expenses, in the interests of arranging for schedules and officials.

Travel of
Anthony,
Gardner &
Baldwin to
Ames, Iowa
Hill to Ames,
Iowa.

7. Authorization of expenses for Dean E. L. Anthony and Directors R. J. Baldwin and V. R. Gardner to Ames, Iowa, and return, to attend a special regional conference called by the Secretary of Agriculture on March 4th and 5th.
8. Delegation of Professor E. B. Hill, with expenses paid, to attend a meeting of midwestern land-grant institutions called at Ames, Iowa, March 22nd and 23rd to formulate the 1936 crop adjustment programs.

R.R. fare &
pullman to
Chi. & re-
turn for 2
H.E. people.

9. Approval of Dean Dye's request for railroad and pullman fare to Chicago and return, to be divided between two staff members attending the Western Apts Association meeting April 3rd to 6th.

Terminations
of Mr. Neilson
salary-2/28
App. filed by
Giltner re:
Brucellin &
Brucine.
Emmons - Ath.
Council.

10. Report on the termination of the salary of Mr. J. A. Neilson, who died on February 11th, as of February 28th.
11. Report on the application filed by Dean Giltner with the National Institute of Health for permission to manufacture and distribute "Brucellin" and "Brucine" (Biological products for the diagnosis and treatment of undulant fever), as authorized by the Board March 15, 1934).
12. Report on the appointment of L. C. Emmons as a faculty member of the Athletic Council, replacing E. H. Ryder for the remainder of the term until July 1, 1936.

App. Kellogg
Farm Requi.
\$532.88
Report of
purchase of
3 M.S.C.
Dorm. bonds.
Report of
accident to
Luther Marin

13. Report on the approval of necessary Kellogg Farm requisitions totalling \$532.88.
14. Report on behalf of the Comptroller of the purchase of three M. S. C. Dormitory bonds from funds available for investment (replacing, on approval of the Finance Committee, Board action on December 15th).
15. Report on approval of an accident and first-aid report on Luther Marine, Building and Grounds employe who was injured while repairing the power mower, - payment for 30 hours lost at 40¢ - total of \$12.00 - was authorized.

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

REPORT OF THE BUILDING COMMITTEE

1. Request from Dean Huston for authority to purchase from Mr. Barber a small parcel of land between the W. K. Kellogg Bird Sanctuary and the new county road. The money for this purchase (Not to exceed \$15.00) is to be taken from the income of the Sanctuary Trust Fund.

Recommended by the Building Committee.

2. At the Athletic Council meeting of Tuesday, March 12th, the following items were recommended for the consideration of the Building Committee of the Board:
- a. The construction of about 1200 feet of eight foot cyclone fence along the south side of the varsity baseball field, at a cost estimated at approximately \$2,000. Fence to be constructed before the start of the spring baseball season, since it is almost impossible to sell tickets to all of the patrons at baseball games due to lack of an enclosed field.

Building Committee recommends action deferred.

- b. The construction of a new baseball backstop, using steel posts, at a cost estimated at \$300.00. (The present backstop needs to be replaced before the opening of the season as a safety measure).

Recommended by the Building Committee.

3. Request from Coach Young that the word "Gymnasium" be painted on the transom over the main entrance of the gymnasium. Estimated cost \$12.00.

Recommended by Building Committee.

On motion of Mr. Halstead, seconded by Mr. Brody, it was voted to approve the report of the Building Committee with the recommendations of the Committee as indicated.

REPORT OF THE FINANCE COMMITTEE

1. Communication from the Detroit Trust Company stating that on March 15, 1935 the semi-annual lease payment falls due in the amount of \$20,000. This is in connection with the Trust Indenture and lease covering the Mary Mayo Hall, the bond issue being described as "Michigan State College of Agriculture and Applied Science Dormitory Trust Certificates, Series 1, dated October 1, 1930".

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve the lease payment to the Detroit Trust Company.

2. Request from Dean Anthony that additional appropriations totalling \$9,000 be made to several departments in the Agricultural Division as follows, in order to finish the fiscal year. This is due to increased costs of such items as feed, seeds, fertilizers, chemicals and labor.

Department	Experiment Station	College
Agr'l Engineering	\$ 300.00	\$ 500.00
Animal Husbandry	--	1200.00
Bacteriology	500.00	--
Botany	300.00	--
Dairy Husbandry	300.90	1200.00
Farm Crops	--	500.00
Farm and Horse	--	1000.00
Farm Management	200.00	200.00
Forestry	200.00	--
Horticulture	--	500.00
Poultry	--	1000.00
Soils	--	600.00
Agr'l Chemistry	500.00	--
Totals	\$2300.00	\$6700.00
Combined Totals	\$9000.00	

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve Dean Anthony's request.

3. Letter from Mr. Wilkins regarding the Cooper-Carlton Hotel Company bonds which have become defaulted. Bonds in the amount of \$2500 were forwarded to them and a certificate of deposit was secured for same. Now they are asking that we surrender our certificate of deposit in exchange for new bonds under the terms of the plan for reorganization.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that our certificate of deposit be surrendered in exchange for new bonds under the terms of the plan for reorganization.

4. Mr. Wilkins authorized and empowered, at the request of Mason, Alexander, McCaslin and Cholette to endorse in behalf of the State Board of Agriculture the certificates of indebtedness of East Lansing Depositors Corporation so that they may be presented to the Michigan Surety Company for the purpose of collection.

On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted that C. O. Wilkins may be and is hereby authorized and empowered to endorse in behalf of the Michigan State Board of Agriculture, and the payees named in the certificates of indebtedness from the East Lansing Depositors Corporation, numbered 952, 954 and 958, payable to M.A.C. Building Fund, J. Schepers, Treasurer and M.S.C. Creamery, respectively, said endorsement being authorized for the purpose of surrendering and collecting the said certificates of indebtedness.

5. Request from Superintendent of Buildings and Grounds that his budget be reimbursed in the amount of \$2,743 for remodelling work which was charged against various Buildings and

Request of Dean Huston for authority to purchase land near Bird Sanctuary

Action def. on request of Ath. Council for cyclone fence.

Back stop to be const.

"Gymnasium" to be painted on transom over entrance to Gym.

Lease payment of \$20,000 to Det. Trust Co. approved.

Additional appropriations totalling \$9,000 appr. for Ag. Division.

\$2500 Cooper Carlton bonds forwarded to Cooper Carlton company and cert. of deposit secured.

Mr. Wilkins empowered to endorse in behalf of St. Board cert. of indebtedness of E. Lansing State Bank

Request from B. & G. that budget be reimbursed

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REPORT OF THE FINANCE COMMITTEE, continued

5. (continued)
Grounds budget accounts.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted that action on this request be deferred until later in the year, when it will be possible to see whether those funds will need this reimbursement to finish the year.

The meeting adjourned at 4 o'clock.

R. S. Shaw
President
John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
April 18, 1935

Present: Messrs. Brody, Chairman, Berkey, Downing, Halstead, Dr. Voelker, President Shaw and Secretary Hannah.

Absent: Mr. Daane, Mrs. Wilson.

The meeting was called to order at 10:20.

Request of Secretary for correction in phrasing of a motion in March 21st minutes.

Page four, second motion under item 11 should be phrased as follows:

On motion of Mr. Brody, seconded by Mr. Downing, it was voted that as soon as possible our comptroller transfer the accounts receivable from memo form as now carried into the general ledger, and as soon as possible general ledger accounts be opened which shall include charges for light, heat, water and power made to Mary Mayo Hall by the College.

On motion of Mr. Brody, seconded by Mr. Downing, it was voted that the above correction be made.

Resignations
Appointments

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mr. Clarence Bolander, Agricultural Agent for Lapeer County, effective April 15, 1935.
2. Appointment of Mr. Roland H. Kaven as County Club Agent of Iron County, effective April 22, 1935. Mr. Kaven replaces Mr. E. A. Wenner (transferred February 1, 1935) at the same salary, \$1800 per year (\$600.00 from Federal Smith Lever and \$1200.00 from Additional Cooperative funds).
3. Temporary appointment of Mr. Kauno J. Moilanen as Club Agent for Houghton and Keweenaw Counties for the period April 22nd to June 30th, at the rate of \$100.00 per month. This additional appointment has been made necessary by serious relief conditions in these counties.
4. Recommendation for the continuance for the spring term of the appointment of Mr. H. E. Rice as half-time graduate assistant in the Department of Economics.
5. Report of the termination on April 1, 1935 of the leave without pay granted to Miss Helen Morony, stenographer in the Department of Economics, from September 1, 1934 to June 30, 1935.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the resignations, appointments and leaves.

Travel

TRAVEL

1. Request for automobile mileage on one car and all expenses for R. J. Coleman and A. H. Nelson, so that they may attend a Radio Institute at Columbus, Ohio, May 6th to 8th. Recommendation of all expenses for one person has been made.
2. Request for an allowance on travel expenses of three members of the Department of Physical Education for Women, who plan to attend the Physical Education convention to be held in Pittsburgh April 24th to 27th. Mileage allowance on one car has been recommended.
3. Request of C. O. Wilkins for delegation to the annual meeting of the Association of University and College Business Officers, to be held in Evanston May 16th to 18th, all expenses.