

\$2,200 to be transferred from Exp. Sta to Lake City Station.

2. Sum of \$2,200 to be transferred from the Experiment Station funds to the Lake City Station to reimburse them for experimental work carried on there during the season.

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

REPORT OF PRESIDENT

Secretary to confer with Mr. Kellogg's att. re: reforestation project.

1. Report of Committee on approval of Mr. Kellogg's plan to purchase a piece of land of approximately 220 acres for reforestation, presenting same to M.S.C. as part of the farm and sanctuary project, the College to plan the plantings.

Matter referred to the Secretary for conference with Mr. Kellogg's attorney.

DEFERRED MATTERS

Men's Commons
No action.

1. Men's Commons (Referred to Advisory Committee)

No action.

Student fees
No action

2. Letter from Miss Yakeley regarding student fees. (Pres. & Secretary)

No action.

Wolverine deficit - no action.

3. Wolverine deficit.

No action.

Salary of housing asst. ref. to Pres. with power.

4. Salary of full time housing assistant for Dean of Women, position authorized at January meeting of the Board.

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

Recommendations re: baseball stands.

5. Recommendations of Athletic Council relative to Baseball stands.
(That the State Board of Agriculture continue with its plans of proceeding with the first unit of the baseball stadium so that the same may be completed in time for the opening of the varsity baseball season this spring about April 15th.)

The following recommendation was adopted by the Board: After a careful consideration of the financial standing of the Athletic Association, the Committee does not feel that there are sufficient funds to warrant an expenditure on the proposed project and at the same time retain the proper margin for emergency.

No action on payment for teaching Extension course by Mrs. Roseboom and Mr. Fulkerson.

6. Payment of \$250.00 to Mrs. Roseboom for teaching extension course, \$75.00 to Mr. Fulkerson and \$75.00 to Miss Vaughan.

No action.

It was voted to hold the next meeting of the State Board of Agriculture on Friday, March 20, at 9 o'clock in the President's Office.

The meeting adjourned at 3:00.

R. S. Shaw

President

H. S. Halladay

Secretary

Minutes of the
Meeting of the State Board of Agriculture
March 20, 1931

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

Absent: Superintendent Pearce.

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

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

Appointments
Resignations
Leaves

APPOINTMENTS, RESIGNATIONS, LEAVES

1. Transfer of W. F. Russow, quarter time assistant in Farm Crops at \$400 per year to half time graduate assistant replacing Mr. C. R. Adair, resigned, at \$800 per year.
2. Transfer of Miss Bernice Howard, housing Assistant, Office of the Dean of Women from half-time work at \$700 to full time work at \$1400, effective March 15, 1931.

3. Appointment of Charles H. Mahoney, as Research Associate, Extension Specialist, and Assistant Professor in Horticulture at a salary of \$3600 per year, beginning June 15, 1931, replacing Mr. George Starr, resigned, - one-half of salary from Extension, one-third from Experiment Station, and one-sixth from the College.

Appt. of
Chas. Mahoney
ref. to Adv.
Com. with power

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

4. Appointment of Mr. P. A. Herbert as Professor of Forestry and Head of the Forestry Department beginning July 1, 1931, at a salary of \$5500 per year, filling the position left vacant by the death of Professor Chittenden November 1, 1930.
5. Employment of following members of staff of the Michigan State Institute in the Michigan State College Summer School for the coming summer:

Appt. of
P.A. Herbert
Head of For-
estry Dept.

Miss Frances Pearl	-	Instructor \$180.
Mr. Fred Killeen	-	Instructor \$180.
Mr. Glen McCracken	-	Instructor \$180.

Miss Pearl
Mr. McCracken
Mr. Killeen
to be employed
for Summer
School.

Also the employment of Mrs. Mack and Miss Kackley and Mr. Farwell, members of the Music Department to instruct in the summer school, Mrs. Mack at \$180.00 and Miss Kackley and Mr. Farwell on the basis of Professor and Associate Professor.

Also Mrs. Mack
Miss Kackley,
& Mr. Farwell

6. Appointment of following men for work in the Department of Education for the summer session of 1931. This is no expansion over last year:

John S. Page, Howell, Michigan	-	\$450.00
H. J. Ponitz, Royal Oak	-	400.00

Mr. Page &
Mr. Ponitz.
to be employed
in Educ. Dept.
for summer.

7. Appointment of Miss Nella Westrate as stenographer of the Soils Department at salary of \$1320. per year, beginning March 1, 1931, replacing Mrs. Olive O'Leary, resigned January 31, 1931.

On motion of Mr. McPherson, it was voted that Miss Nella Westrate be employed as stenographer of the Soils Department at a salary of \$1200 per year, beginning March 1, 1931.

Appt. of
Nella Westrate
in Soils Dept.

8. Appointment of C. A. Woodard, one-half time graduate Assistant in Electrical Engineering effective September 1; succeeding Mr. Bliss who completes work at the coming commencement.

Appt. of
C.A. Woodard

9. Resignation of Mr. C. Roy Adair, half-time graduate assistant in Farm Crops, effective March 1, 1931.

Resig. of
Roy Adair

10. Leave of absence for Mr. O. I. Gregg, Department of Landscape Architecture during the summer of 1931 for the purpose of attending the summer school in Landscape Architecture at Harvard University, - Mr. Gregg will use one month of his vacation period for one month of leave. Recommendation that the full eight weeks of leave be granted with full salary paid.

Leave of Abs.
for Mr.
Gregg

On motion of Mr. Brody, it was voted to approve all of the above items with the exception of items #3, and #7, action on which is already indicated.

TRAVEL REQUESTS

Travel

1. Miss Yakeley, annual meeting of the National Association of Collegiate Registrars, Buffalo, New York, April 21 to 23, travelling expenses only.
2. Mr. Logsdon and Dr. Patton, Economics Department, annual conference on the teaching of the social sciences at Northwestern University during the spring recess April 3-4. Railway expenses only.
3. Dr. Huston, meeting of the American Chemical Society at Indianapolis, Indiana, April 1-3, with mileage expenses for one car.
4. Mileage expenses on another car from the Department of Chemistry in order that several members of the Department may attend the meeting of the American Chemical Society at Indianapolis, Indiana, April 1-3.
5. Dr. B. B. Roseboom, travel expenses to attend the sessions of the Federated Societies of Experimental Biology to be held at Montreal between April 8 and 12.
6. Dr. C. S. Robinson to attend a meeting of the American Society of Biological Chemists in Montreal, April 8 to 11, with equivalent of pullman fare and railroad fare paid from the regular experiment station allotment to the agricultural section, travelling expenses only.
7. G. W. Putnam, Tri-State Dairy Congress at Duluth, Minnesota, March 20, using Experiment Station automobile to take himself and others, if weather permits, or railroad fare and pullman expenses.
8. Miss Evelyn Turner, Chicago, March 24, railroad and pullman fare, extension funds, to take part in the National Home Service Council program.
9. J. T. Caswell and H. B. Fields, History Department, annual conference on the teaching of the social sciences at Northwestern University during spring recess, April 3-4. Railroad mileage for two allowed; or mileage expenses on one car allowed.
10. Dean Dye, to American Society of Biological Chemists, in Montreal, April 8-11, railroad fare and pullman.

11. Miss Hanning and Dr. Dye, to attend meeting of the American Chemical Society, Indianapolis, Indiana, March 30, to April 2, with mileage expenses for one car.
12. Mr. Glen O. Stewart, Alumni Secretary, to Atlanta, Georgia, April 15 to 18 to attend meeting of the American Alumni Council, with transportation expenses paid by the College.
13. B. F. VanAlstyne--Meeting of the National Association of Basketball Coaches; Hotel Astor, New York City, Friday and Saturday, March 27 and 28. Estimated expense \$100.00 chargeable to varsity basketball budget. Expenses of travel only allowed.
14. R. B. Daubert, Swimming Coach, National Collegiate Swimming Meet, Chicago, Friday and Saturday, March 27 and 28. Estimated expense \$35.00 chargeable to Varsity Swimming budget. Expenses of travel only allowed.
15. Professor Plant is requesting authorization for Dr. Kimball to attend the American Mathematical Society meeting at Chicago, on April 3 and 4. This involves an expenditure of thirty dollars (\$30.00) besides the expenses for two days lodging. No reimbursement is asked for the other members of the staff, who will attend this meeting with Dr. Kimball.

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

Payroll from
Athl. Dept.
approved.

MISCELLANEOUS

1. Approval of payroll from Athletic Department made out to A.J. Patch, G. E. Taylor, R. C. Cole and J. Tyson for work in connection with athletic events. These four people are already upon the payroll of the college.

Payment of \$240
to Zinovy Kogan for work
with orchestra

2. Payment of \$240.00 to Mr. Zinovy Kogan for direction work in connection with this orchestra during the illness of Mr. Michael Press during sixteen weeks. (Fall Term and January).

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

Letter from
Div. of Rur. Ed.
re: est. of
health educ.,
supervision,
& Child welfare
program.

3. Letter from B. J. Ford of the Division of Rural Education, relative to establishment and maintenance of health supervision, health education and general child welfare program in East Lansing with the cooperation of the W.K. Kellogg Foundation.

On motion of Mr. McPherson, it was voted that Mr. Ford be asked to make a more detailed report on this matter to the Board.

Request for
\$800 for L.A.

4. Recommendation from Mr. Wilkins that the Budget of the Dean of Liberal Arts Office be granted \$800. to carry them the remainder of the fiscal year.

Budgets of Dean
of Women &
Publications &
Journ. low

5. Letter from Mr. Wilkins calling attention to the low budgets of the offices of the Dean of Women and Department of Publications and Journalism.

Request for
\$2500 for Sec.
Office.

6. Request from Mr. Wilkins for an appropriation of \$2500 to cover the over-run on the publication of the State Board report, three reports having been printed, bringing the volumes up to date.

Request for
\$200 for Grad.
School.

7. Request of the Graduate School for \$200.00 additional fund to care for supplies, stenographic work, etc. for remainder of the fiscal year.

On motion of Mr. Brody, it was voted to refer items 4, 5, 6, 7 to the Finance Committee with power.

Letter from
Colonel Rodney
re: student
injured in riding.

8. Letter from Colonel Rodney relative to case of student, Richard O. Burhans, injured in riding.

On motion of Mr. Brody, it was voted that the Secretary be authorized to secure an opinion from the Attorney General as to whether or not the College can be held liable in a case of this kind.

New Dormitory
to be named
Sylvan Lodge.

9. Acceptance of report of the Associated Women Students recommending the name of "Sylvan Lodge" for the new Dormitory for Women.

On motion of Mrs. Stockman, it was voted that the recommendation of the Associated Women Students regarding the name of "Sylvan Lodge" for the new Dormitory be approved.

Musical instruments
lost in
Band Room to
be replaced.

10. Loss of two musical instruments belonging to students which were left in the Band Room.

On motion of Mr. McColl, it was voted that the College, under the direction of Mr. Halladay and Mr. Falcone, replace these instruments.

No action on
request that
Wolverine be
placed on compulsory
basis.

11. Two members of the Student Council appeared before the Board to secure an opinion relative to placing subscriptions to the Wolverine on a compulsory basis for all students.

The Board discussed the matter but took no action.

7500 copies of
Alumni Directory
to be publish.

12. Report submitted concerning the publication of the Alumni Directory.

On motion of Mr. McColl, it was voted that 7500 copies of the Alumni Directory be published instead of the 3000 as voted by the board previously.

REPORTS

1. Report of the Meeting of the Advisory Committee of the State Board of Agriculture held February 23, 1931:

1. The payroll of monies due instructors of the Michigan State Institute of Music for instruction given students of the College Music Department, for the month of February was presented and approved for payment.
2. Appointment of Miss Caroline Rumpsa full time stenographer in the Publications Office at \$95.00 per month, replacing student labor which has cost approximately the same amount during the past year. Salary of Miss Rumpsa to be paid from Extension State Lever funds. Effective March 1st.

Payroll of monies due Music Dept. approved.
Appt. Miss Rumpsa sten. publications.

On motion of Mr. McPherson, supported by Mr. Brody, it was voted to transfer a sufficient amount from the maintenance fund of the Publications Department to the salary fund to take care of the salary of Miss Rumpsa for the remainder of the fiscal year, and that she be given a permanent appointment at the above mentioned salary.

3. Advancement of Mr. H. B. Dirks from Acting Dean of Engineering to Full Dean of that Division, effective at once.

H. B. Dirks advanced from Act. Dean to full Dean of Eng. Division

Upon motion of Mr. Brody, supported by Mr. McPherson, it was voted to approve the above item.

4. Request from the President that the Administrative Group be empowered to make certain advancements in titles in accordance with the recommendations of the President.

Advancements in titles approved.

Changes in title authorized at the meeting of the Administrative Group Feb. 24, 1931.

Mr. Harry S. Reed, from
Associate Professor of Chemistry to Prof. of Chem. Engineering
Mr. E. B. Lyon, from
Assistant Professor of History to Assoc. Prof. of History
Mr. C. F. Huffman, from Research Associate in Dairying
to Res. Assoc. and Asst. Prof. in Dairying
Mr. G. M. Grantham, from Research Associate in Soils
to Res. Associate and Associate Professor in Soils
Mr. J. O. Veatch, from
Research Associate in Soils to Res. Assoc. and Assoc. Prof. in Soils
Mr. Clarence Dorman, from
Assistant in Soils to Instr. and Assistant in Soils
Mr. R. L. Cook, from
Assistant in Soils to Instr. and Assistant in Soils
Mr. H. C. Moore, from Research Associate in Farm Crops
to Asst. Prof. and Res. Associate
Miss L. Lightring, from Associate Professor of Phys. Ed.
to Prof. of Phys. Ed. for Women
Miss E. Conrad, from Dean of Women
to Dean of Women and Professor of French
Miss J. Kackley, from Director of Public School Music
to Prof. of Public School Music
Mrs. Hendricks, from Assoc. Prof. of History
and Political Science to Prof. of History and Political Science

On motion of Mrs. Stockman, seconded by Mr. Brody, it was voted to grant the above request.

5. Recommendation from Administrative Group that students carrying 8 credits or less be exempted from the Student Activity fee.

Students carrying 5 credits or less to be exempted from student activity fee.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted that students carrying 5 credits or less may be exempted from the Student Activity fee, and further that students carrying more than five but less than nine may appeal for exemption from the fee.

6. Travel requests as follows were presented and allowed.

1. E. L. Anthony, National Dairy Outlook Conference, St. Louis, March 11 and 12 with travel and subsistence expenses from Extension funds.
2. E. L. Anthony, Tri-State Dairy Congress at Duluth, Minnesota, March 20 with railroad fare, pullman, meals and lodging paid from Extension travel account, takes part in program.
3. J. G. Wells, Jr., and R. E. Horwood, Tri-State Dairy Congress at Duluth, Minnesota, March 20 with expenses for travel and subsistence paid from Extension account.

Travel

2. CHANGES IN COLLEGE ADMINISTRATIVE ORGANIZATION (Authorized by Mrs. Stockman, and Messrs. Brody, McColl, and Berkey, of the State Board of Agriculture, by phone, during the last week of February 1931, to become effective September 1, 1931.)

Changes in College Administrative Organization approved.

1. Separation of the work in General Art from the Department of Drawing and Design as now located in the Engineering Division - and establishment of the Department of Art - locating it in the Division of Liberal Arts with Professor A. G. Scheele as head of the Department. Professor Scheele already carries the title of Professor of Art. The work in general art as offered by Michigan State College has expanded to such an extent that the above change in its administration seems warranted, and the department logically falls in the classification of departments located in the Division of Liberal arts.

Art Dept. moved to Liberal Arts

Chemical Engineering to Division of Engineering

Creation of Dept. of Phys for Women

2. Separation of the work in Chemical Engineering from the Department of Chemistry, and Creation of the Department of Chemical Engineering - locating it in the Division of Engineering, with Professor Harry S. Reed as head of the Department. Administration of the new department will be handled jointly by the engineering and applied science divisions in order to retain the necessary contact with the Chemistry Department.
3. Creation of the Department of Physical Education for Women, with Professor Lydia L. Lightring as head of the Department. The work in Women's Physical Education has been carried independently of the Department of Physical Education since last April 4th, being administered by the Division of Applied Science in which division it will now be located as an individual department.

On motion of Mr. McPherson, it was voted to approve the entire report of the Advisory Committee and the report on the changes in College Administrative Organization.

Matter re: Men's Commons ref. to Finance Com. Bills to be paid.

3. Report on Men's Commons.

On motion of Mr. McColl, it was voted that the matter in regard to the Men's Commons be referred to the Finance Committee and the Secretary with power and that Mr. Wilkins be authorized to pay the bills and that an amount of \$500. be transferred from the Contingent Fund for this purpose.

No report re: fencing

4. Report of Kellogg Farm Committee and Finance Committee on fencing at the Kellogg Farm.

No report ready.

Report of Mr. Shaw that Wolverines left from last yr. were purchased by College. No report Railroad Spur.

5. Wolverine deficit.

President Shaw made a report to the Board that the Wolverines left from last year purchased by the College and distributed to the High Schools throughout the State for advertising purposes.

6. Railroad Spur.

No report.

Opinion from Attorney Gen. re: interfraternity council petition.

7. Interfraternity Council Petition.

The Secretary read an opinion from the Attorney General to the effect that the College has no authority to act as a collection agency for fraternity dues or other debts and make the condition of the same a condition precedent to the granting of credits.

On motion of Mr. Brody, it was voted that the Secretary be instructed to advise the president of the Interfraternity Council of the opinion of the Attorney General.

No report on lease on Rural Agricultural School.

8. Lease on Rural Agricultural School.

No report.

No report on Mr. Kellogg's reforestation project.

9. Report of Secretary on acceptance of 220 acres purchased by Mr. Kellogg for reforestation, with the object of presentation to M.S.C. as part of the farm and sanctuary project, the college to plan the plantings.

No action.

Building Committee Report

No action on recommendation re: changes in office space at Botany Bldg

1. Recommendation from Dr. Bessey suggesting some changes in office and classroom space in the Botany Building.

No action.

15 hog cots to be built at a cost of \$25.00 each.

2. Report on cost of hog cots. Estimate: \$45.00 each or \$675 for the 15 hog cots which were requested.

On motion of Mr. McPherson, it was voted to allow the request for 15 hog cots but at a cost of \$25.00 each instead of \$45.00, - money to come from special building appropriation.

No report re: hallways of new Anatomy Bldg.

3. Report from Mr. Davenport regarding hallways of new Anatomy Building.

No action.

4. Report from Director Gardner listing the additional needs for the new Botany Greenhouse.

Additional needs for new Botany Greenhouse.

On motion of Mr. Brody, it was voted to approve the following items for the new Botany Greenhouse; together with pipe coverings for basement and shut-off: Amount to be taken from special building appropriation.

Concrete platform for temperature tanks
Electrical connection to take care of heating units for temperature tanks
Water supply pipe to go to temperature tanks
Eight convenient outlets in one house (not in each house) with 1000 watt capacity each
Spring locks on all inter-range doors with Master key.

5. The following items in connection with the Botany Greenhouse were left to the Building Committee:

Asbestos covering for steam pipe in basement
 Hose bib in basement
 Installation of 14" x 16" window in culture room
 Four electrical outlets in basement
 Ceiling in head house
 Toilet and partition in basement

6. Report from Professor Anthony submitting estimates regarding work yet to be done in connection with experimental dairy barn.

Estimates of work to be done on Exp. Dairy Barn.

On motion of Mr. McPherson, it was voted to transfer from the Special Dairy Creamery Fund an amount of \$175.00 for the installation of a manure track.

7. Sketches from Bowd & Munson showing proposed change in front Entrance of Veterinary Building.

Changes in front entrance of Vet. Bldg.

On motion of Mr. McPherson, it was voted that an amount of \$267. be transferred from the special building appropriation to take care of the above change.

8. Report from Dean Cox and Mr. Hudson regarding drainage program involving certain areas of the College farm which are greatly in need of drainage.

Drainage program - no report.

No action.

9. Drainage proposal for Field 18A and Farm 2B, Michigan State College Farm prepared by Mr. O.E. Robey.

No report on drainage proposal for Field 18A & Farm 2B

No action.

10. Report from Mr. W. A. Davenport regarding incinerator condition in old Veterinary Building, and proposal for one at new Anatomy Building.

No report on Incinerator condition in Anat. Bldg.

No action.

11. Report on mechanical conditions in Wells Hall.

No action on Mechanical conditions in Wells Hall.

No action.

12. Report from Mr. Davenport regarding Womans Dormitory Master Clock System.

No report regarding Master Clock System.

No report.

13. Request from Department of Surgery and Clinic to have the windows lowered in the East wing of the Clinic Building.

Windows on East wing of clinic bldg. to be lowered.

On motion of Mr. Brody, it was voted to approve the above request, the amount to be transferred from the Special Building Appropriation.

14. Report from Secretary that he had been offered \$35.00 for the old house on Harrison Road and \$25.00 for the old greenhouse at the end of the Old Hort. Building. This would, of course, include a complete clean-up of the walls and foundations.

Report from Sec. re: sale of old house on Harrison; also old greenhouse.

On motion of Mr. McPherson, it was voted to authorize the Secretary to make the two sales mentioned above.

15. Fire Protection.

Opinion from Attorney Gen. re: fire protection for College from city of E.L.

The Secretary read an opinion from the Attorney General to the effect that it is the duty of the City of East Lansing to furnish fire protection for college property and that they may not require this College to contribute toward the maintenance of a fire department.

The meeting adjourned at 12 o'clock.

The next meeting of the State Board of Agriculture will be held Friday, April 17, 1931, at 9 o'clock in the President's Office.

R. S. Shaw
 President
H. S. Lacey
 Secretary