

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
December 19, 1946

2373

Present: Mr. Berkey (Chairman); Messrs. Akers, Armstrong, Brody, Mueller; Miss Jones, President Hannah; Assistant Comptroller Pierson; Secretary McDonel.

Absent: Dr. Elliott

The meeting was called to order at 10:20 a.m.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Resignations

Resignations

1. Resignation of Mrs. Helen Harger as Assistant Hostess at Mary Mayo Dormitory, effective November 15, 1946.

Appointments

Appointments

1. Appointment of Mrs. Esther H. Pryor as night hostess at Mary Mayo Dormitory at a salary of \$85.00 per month, effective from November 16, 1946 to June 30, 1947 to replace Mrs. Helen Harger.
2. Appointment of Charles Edward Morris as Instructor in Landscape Architecture at a salary rate of \$3000 per year, effective from December 1, 1946 to March 31, 1947. This is a new position.

Travel

Travel

1. Full expenses for W. E. Libby to go to Columbus, Ohio, on November 21 and 22 to attend a surplus property conference.
2. First-class railway fare for R. B. Bowersox to attend a meeting of the Council of the Argonne National Laboratory in Chicago on December 2.
3. First-class railway fare for L. L. Quill to attend a meeting of the Council of the Argonne National Laboratory in Chicago on December 2.
4. Full expenses for A. C. Baltzer and George Parsons to go to Tiffin, Ohio, on December 3 and 4, to confer with representatives from other states conducting artificial breeding programs; expenses to be paid from Extension funds.
5. Full expenses for J. W. Thayer to attend a meeting called by the American Seed Trade Association in Chicago on December 4 and 5; expenses to be paid from Experiment Station funds.
6. Full expenses for Stuart Hildebrand to attend a meeting called by the American Seed Trade Association in Chicago on December 4 and 5; expenses to be paid from Michigan Crop Association funds.
7. Full expenses for Bernard J. Knittel to accompany four students to the Intercollegiate Conference at the University of Iowa on December 4-8; expenses to be paid from Forensic funds.
8. Full expenses for G. F. Holland to take Dr. Atkinson to Florida on December 5 to 12 because of his health.
9. Full expenses for L. F. Zarza to attend the high school football banquet in East Chicago, Indiana, on December 7.
10. Full expenses for D. H. Stark to go to Columbus, Ohio, and vicinity on December 9-11 to observe the Ohio Producers' Association and a chain of their auction markets; expenses to be paid from Extension funds.
11. Full expenses for A. P. Kawal to visit schools in the vicinity of Chicago on December 11-13, and to attend the high school football banquet in Austin, Illinois, on December 14.
12. Full expenses for Tom King to attend a conference on employment of university graduates in business and industry at Northwestern University on December 12.
13. Full expenses for K. H. McCristal to attend the Western Conference meetings in Chicago on December 13 and 14.
14. Full expenses for C. M. Harrison to attend a meeting of the Plant Science Committee in Chicago on December 13-15; expenses to be paid from Experiment Station funds.
15. Full expenses for D. E. Wiant to attend the meeting of the American Society of Agricultural Engineering in Chicago on December 16 and 17.
16. First-class railway fare for George Amundson to attend the meeting of the American Society of Agricultural Engineering in Chicago on December 17 and 18; expenses to be paid from Extension funds.

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PRESIDENT'S REPORT, continuedTravel, continued

17. Full expenses for A. W. Farrall to attend the meeting of the American Society of Agricultural Engineers in Chicago on December 16-18; expenses to be paid from Swift and Company funds.
18. Full expenses for S. T. Dexter to attend the meeting of the American Society of Agricultural Engineers in Chicago on December 18-20; expenses to be paid from Experiment Station funds.
19. Full expenses for W. H. Sheldon to attend the National Hay Curing Conference in Chicago on December 19 and 20; expenses to be paid from Experiment Station funds.

Accept. \$200
from Rite-Miscellaneous

1. Acceptance of a check for \$200 from the Rite-Way Products Company of Chicago, Illinois, to be used to pay for two scholarships of \$100 each to two freshman students in the School of Agriculture.
2. Authorized a new Clerk-Typist position in the College Book Store.
3. Authorized the Christman Company to proceed with the grading, drainage, walks, drives, etc. for the Married Veterans' Housing Project at a total estimated cost of \$48,500 including a fixed fee of \$2,750.
4. Authorized Foster, Schermerhorn, Foster to make certain changes in the Quonset Cafeteria at a total estimated cost of \$600 with a fixed fee of \$50.

New Clerk-
Typist Book
Store
Christman-
drainage,
walks, etc.
Married Vets
HousingApproval cer-
tain changes
Quonset Cafe.

Resignations

RESIGNATIONS

1. Cancellation of the appointment of Mrs. Harriett K. Beck as Counselor which was to have been effective January 1, 1947.
2. Resignation of Thomas V. Waber as Operator at Radio Station WKAR, effective November 30, 1946, to accept a position at the University of Illinois.
3. Resignation of Arthur L. Neal as Associate Professor (Research) of Agricultural Chemistry, effective January 15, 1947, to accept a position at Cornell University.
4. Resignation of George S. McIntyre as Assistant Professor (Extension) of Dairy, effective December 31, 1946, to accept a position as Deputy Director of the State Department of Agriculture.
5. Resignation of Richard C. Johnson as Assistant Professor of Forestry, effective December 31, 1946. Mr. Johnson has constructed a sawmill which he intends to operate.
6. Resignation of Edwin J. Rasmussen as Associate Professor of Horticulture, effective January 31, 1947. Mr. Rasmussen is resigning because of poor health.
7. Resignation of Lucien P. Fay as 4-H Club Agent in Shiawassee County, effective December 31, 1946. Mr. Fay will help operate his father's farm.
8. Resignation of George H. Wellington as Assistant County Agricultural Agent in Eaton County, effective December 15, 1946, to accept a position at the New York State College of Agriculture.
9. Cancellation of the appointment of Elaine Hudson as Home Demonstration Agent at Large which was to have been effective on December 1, 1946.
10. Cancellation of the appointment of Ralph C. Hutchinson as Instructor in Mechanical Engineering which was to have been effective December 1, 1946.
11. Resignation of Lucy R. McAlpin as Instructor in English, effective December 31, 1946.
12. Resignation of Mrs. Adalyn Luthin as Instructor in English, effective December 31, 1946.
13. Resignation of Jacquelyn Sears as Assistant in Chemistry, effective December 31, 1946.
14. Resignation of Esther Brandt as Assistant in Chemistry, effective December 31, 1946.
15. Resignation of Alfred W. Jones as Assistant Professor of Mathematics, effective January 31, 1947, to accept a position at Rensselaer Polytechnic Institute.
16. Resignation of the following graduate assistants, effective December 31, 1946:
 Fred E. Satchell, Agricultural Engineering
 Herbert E. Hentschel, Agricultural Engineering
 Gladys Garner, Zoology
 Oliver G. Lien, Chemistry

LEAVES

Leaves

1. Leave of absence without pay for Kenneth M. Dunn, Instructor (Research) in Dairy, effective from January 6 to March 21, 1947, to complete his work toward a Master's degree.
2. Leave of absence without pay for Ruth H. Collar, Home Demonstration Agent in Lapeer County, for the month of December 1946. Miss Collar has recently been ill.

LEAVES, continued

3. Leave of absence without pay for Mrs. Mildred Weisinger, Instructor in English, from January 1 to March 31, 1947.

APPOINTMENTS

Appointments

1. Appointment of Robert D. Angell as Assistant to the Purchasing Agent at a salary of \$3600 per year, effective December 16, 1946. This is a new position. Mr. Angell was employed by the College from 1935 until October 1940 when he was granted military leave.
2. Appointment of Lewis B. Mayhew as Instructor on the Board of Examiners at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
3. Appointment of J. Manning Nelson as Counselor with the rank of Instructor at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
4. Reappointment of Marcus Arthur Maxon as Instructor in Short Courses and in Horticulture at a salary rate of \$3000 per year, effective from January 1, 1947, to March 31, 1947. This position is financed by the State Board of Control for Vocational Education.
5. Appointment of Francis J. Hassler as Instructor (Research) in Agricultural Engineering at a salary of \$235 per month, effective January 1, 1947, for as long as necessary. This is a new position. His salary is to be paid from Experiment Station funds.
6. Appointment of J. Martin Frissel as Instructor in Landscape Architecture at a salary of \$150 per month on a half-time basis, effective from December 15, 1946, to March 31, 1947. This is a new position.
7. Transfer of Orville F. Walker from Assistant State Club Leader for the Upper Peninsula to District 4-H Club Agent in Antrim, Kalkaska, and Crawford Counties and a reduction in salary from \$3700 to \$3600 per year, effective December 15, 1946.
8. Appointment of Anne R. Matchefs as Home Demonstration Agent at Large at a salary of \$2800 per year, effective January 1, 1947, and paid from Bankhead-Flanagan funds. This is a new position.
9. Appointment of Sylvia Germanprez as Home Demonstration Agent at Large at a salary of \$2400 per year, effective January 1, 1947 for one year only. This is a new position.
10. Appointment of Marie Bezold as Instructor in History of Civilization at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
11. Appointment of E. Alwin Parker as Instructor in Physical Science at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
12. Appointment of Joseph C. Evans as Instructor in Physical Science at a salary of \$3300 per year, effective January 1, 1947. This is a new position.
13. Appointment of Lenore Tallmadge Jodry as Instructor in Written and Spoken English at a salary of \$225 per month on a part-time basis, effective January 1, 1947, for as long as necessary. This is a new position.
14. Appointment of Edwin F. Steffen as Lecturer in Business Administration at a salary of \$200 for the first half of winter term 1947. Mr. Steffen will teach in the training course in Elevator and Farm Supply Business Operation and Management.
15. Appointment of Lee A. Trumble as Lecturer in Business Administration at a salary of \$200 for the last half of winter term 1947. Mr. Trumble will teach in the training course in Elevator and Farm Supply Business Operation and Management.
16. Appointment of Robert F. Morley as Instructor in Mechanical Engineering at a salary of \$3000 per year, effective January 1, 1947. This is a new position.
17. Appointment of George P. Steinbauer as Associate Professor of Botany and Plant Pathology at a salary of \$4500 per year, effective February 15, 1947. Dr. Steinbauer will replace Hugh Gauch who has resigned.
18. Appointment of Parley W. Dennis as Assistant Professor of Botany and Plant Pathology at a salary of \$3600 per year, effective January 1, 1947. This is a new position.
19. Reappointment of Ralph Van Hoesen as Assistant Professor of Education at the same salary of \$350 per month, effective January 1, 1947, for as long as necessary.
20. Appointment of Clyde E. Henson as Instructor in English in the School of Science and Arts and in Literature and Fine Arts in the Basic College at a salary of \$250 per month, effective January 1, 1947 for as long as necessary.
21. Appointment of Robert L. Cunningham as Assistant Professor of Speech, Dramatics, and Radio Education in the School of Science and Arts and of Written and Spoken English in the Basic College at a salary of \$3300 per year, effective January 15, 1947. This is a new position.

APPOINTMENTS, continued

Appointments

22. Appointment of Richard Byerrum as Instructor in Chemistry at a salary of \$3500 per year, effective January 1, 1947, to replace E. C. Tabor who has resigned.
23. Appointment of Mrs. Jennie P. Katz as Instructor in Mathematics at a salary of \$90 per month on a part-time basis, effective January 1, 1947, for as long as necessary. This is a new position.
24. Reappointment of Maurice H. Pancost as part-time instructor in Mathematics at the same salary of \$45 per month, effective January 1, 1947, for as long as necessary.
25. Reappointment of Mrs. Julia King Taylor as part-time Instructor in Mathematics at a salary of \$140 per month, effective January 1, 1947, for as long as necessary.
26. Appointment of E. L. V. Shelley as Instructor in Psychology at a salary of \$125 per month on a part-time basis, effective January 1, 1947, for as long as necessary. This is a new position.
27. Appointment of Walter M. Carleton as graduate fellow in Agricultural Engineering at a salary of \$100 per month, effective for one year beginning January 1, 1947, and paid from Farmers and Manufacturers Sugar Beet Association funds. Mr. Carleton will replace Herbert E. Hentschel.
28. Appointment of Louis W. Faville as graduate fellow in Bacteriology at a salary of \$110 per month, effective for one year beginning January 1, 1947, and paid from Fritzsche Brothers funds. This is a new position.
29. Appointment of Edward F. Vidro Jr. as half-time graduate assistant in Electrical Engineering at a salary of \$88.88 per month, effective from January 1 to June 15, 1947. This is a temporary transfer of the assistantship assigned to the Department of Civil Engineering.
30. Appointment of John P. W. Gilman as half-time graduate assistant in Zoology at a salary of \$88.88 per month, effective from January 1 to June 15, 1947, to replace Gladys Garner.

TRAVEL

Travel

1. Full expenses for H. B. Tukey to attend a meeting of the Plant Science Technical Committee in Chicago on December 14 and 15; expenses to be paid from Experiment Station funds.
2. Full expenses for J. H. Muncie to attend a meeting of the Committee on Technical Farm and Horticultural Crops in Chicago on December 14 and 15; expenses to be paid from Experiment Station funds.
3. Full expenses for F. W. Peikert to attend a meeting to discuss student branch organizations for the American Society of Agricultural Engineers, and to attend a meeting of the Council of the Michigan area ASAE Council in Chicago on December 16-18.
4. Full expenses for C. E. Millar to meet with Midwest Agronomists and to attend a joint meeting of fertilizer manufacturers and agronomists in Chicago on December 19 and 20; expenses to be paid from Experiment Station funds.
5. Full expenses for V. R. Gardner to confer with workers at the Eastern Regional Laboratory in Philadelphia, Pennsylvania, on December 20, 1946; expenses to be paid from Experiment Station funds.
6. The following travel allowances are requested from staff members to attend the meetings of the American Association for the Advancement of Science in Boston, Massachusetts, on December 28-30:
 - a. Full expenses for C. A. Lawson to interview prospective staff members.
 - b. First-class railway fare for C. L. Schloemer.
 - c. First-class railwayfare for Peter I. Tack; paid from Experiment Station funds.
 - d. The following requests from the Department of Horticulture:
 - (1) First-class railway fare for Irma Felber; paid from Experiment Station funds.
 - (2) First-class railway fare for H. A. Cardinell; paid from Experiment Station funds.
 - (3) First-class railway fare for C. H. Hamner; paid from Dow Chemical Company Grant 255-2R
 - (4) First-class railway fare for R. L. Carolus; paid from Experiment Station funds.
 - (5) First-class railway fare for S. H. Wittwer; paid from Experiment Station funds.
 - (6) First-class railway fare for Stanley Johnston; paid from Experiment Station funds.
 - (7) First-class railway fare for C. E. Sherwood.

The President recommends that four people from the Department of Horticulture be authorized with first-class railway fare to be determined by Professor Tukey and Dean Anthony.
7. First-class railway fare for J. E. Towne to attend the meetings of the Association of College and Reference Libraries, the Conference of Librarians of Midwest Research Libraries, and the American Library Association in Chicago on December 27-30.
8. The following travel allowances are requested by staff members to attend the meetings of the American Sociological Society in Chicago on December 28-30:
 - a. Mileage on one car for C. R. Hoffer and four members of the Department of Sociology and Anth.
 - b. Mileage on one car for D. L. Gibson and four other members of the Department of Sociology and Anthropology.

TRAVEL, continued

Travel

9. The following travel allowances are requested by staff members to attend the annual meeting of the American Musicological Society in Princeton, New Jersey, on December 28 and 29:
 - a. First-class railway fare for J. Murray Barbour. This involves a round trip from Chambersburg, Pennsylvania, where Mr. Barbour will be during the holidays.
 - b. First-class railway fare for Hans Nathan.
10. First-class railway fare for C. M. Hardin, H. E. Larzelere, and H. J. Wyngarden to attend the annual meeting of the American Farm Economic Association in Philadelphia on December 27 and 28.
11. The following travel allowances are requested by staff members to attend the meetings of the Modern Language Association in Washington, D. C., on December 27 to 30:
 - a. First-class railway fare for Jacob Hieble and L. C. Stevens.
 - b. Mileage on two cars for members of the English Department.
12. The following travel allowances are requested by staff members to attend the annual meetings of the American Phytopathological Society in Cincinnati, Ohio, on December 27-29:
 - a. First-class railway fare for L. C. Knorr; paid from Extension funds.
 - b. Full expenses for J. H. Muncie; paid from Chemical Fund No. 514-R.
 - c. Full expenses for Ray Nelson; paid from Todd 484-R fund
13. Full expenses for W. H. Combs to attend the annual meeting of the American Political Science Association in Cleveland, Ohio, on December 27-29.
14. First-class railway fare for D. T. Ewing to attend a symposium of the Division of Physical and Inorganic Chemistry of the American Chemical Society at Northwestern University on December 30 and 31.
15. Full expenses for C. E. Millar to meet with a committee of Agronomists, State Chemists, and Assistant Secretary of Agriculture, in Washington, D. C., on January 7-9; expenses paid from Extension funds.
16. Full expenses for Glen Stewart and H. C. Rather to attend a meeting of alumni at South Bend, Indiana, on January 9, 1947.
17. Full expenses for A. A. Applegate to attend the national convention of American Association of Teachers of Journalism in Lexington, Kentucky, on January 9-11.
18. Full expenses for Dean Anthony to take part in a conference being called in connection with vocational advice necessary for high school students and particularly in the fields of agriculture and forestry in Cleveland, Ohio, on January 15.
19. Full expenses for O. E. Shear to assist the Poultry Department at Purdue University in a two-day turkey school at Turkey Run Inn, Indiana, on January 16 and 17; expenses to be paid from Extension funds.
20. Full expenses for Glen Stewart to meet with alumni in Minneapolis and St. Paul, Minnesota, on January 18.
21. Full expenses for R. E. Marshall to attend a meeting of the National Cannery Association in Atlantic City, New Jersey, on January 19-21; and to attend a meeting of collaborators of Regional Research Laboratories in Philadelphia on January 22 and 23; expenses to be paid from Experiment Station funds.
22. One round-trip railway coach fare for M. J. Segal and J. P. Henderson to attend the meeting of the American Economic Association in Atlantic City, New Jersey, on January 23-26.
23. First-class railway fare for C. H. Pesterfield to attend the annual meeting of the American Society of Heating and Ventilating Engineers and the Heating and Air Conditioning Exposition in Cleveland, Ohio, on January 27-30.
24. First-class railway fare for L. G. Miller to attend the annual meeting of the American Society of Heating and Ventilating Engineers and the Heating and Air Conditioning Exposition in Cleveland, Ohio, on January 27-30.
25. First-class railway fare for T. H. Osgood and another member of the Department of Physics and Astronomy to attend the meetings of the American Physical Society and the American Association of Physics Teachers in New York City on January 30 and 31, and February 1.

MISCELLANEOUSDegrees
granted.Deaths of
students in
War

1. Approval of granting the appropriate degrees to those students who according to the records of the Registrar have completed the requirements for graduation at the end of the fall term 1946. (Complete list on file in Registrar's Office and in Secretary's Office).
2. Report of the deaths of the following former students in World War II:

Philip Louis Bek, Class of 1942, a First Lieutenant in the Army Air Forces, was reported missing in action in the Pacific area on June 13, 1943. He was later reported a prisoner of the Japanese, but no further information became available and he was presumed dead on December 17, 1945. He held the Silver Star, the Distinguished Flying Cross, and the Air Medal with cluster. He was enrolled in Engineering during 1938-1940, having entered from Lansing.

MISCELLANEOUS

Deaths of
students in
war

2. Report of deaths of former students in World War II:

Robert Henry Bower, Class of 1942, Lieutenant (jg) in the Navy, is believed to have been killed on July 18, 1945, when his training plane failed to return from a flight over the Bahamas. He graduated in Agriculture on June 13, 1942, having entered from Adrian, Michigan.

Arthur Melvin Jones, Class of 1943, a Second Lieutenant in the Army Air Forces, was shot down over Germany on January 11, 1944, and was presumed dead on September 17, 1945. He was enrolled in Forestry during 1939-40, having entered from Buffalo, New York.

Gale Leland Loomis, Class of 1945, a Captain in the Army Air Forces, was killed in action in the Pacific area on June 1, 1945. He was enrolled in Liberal Arts during the fall term of 1941, having entered from Weidman, Michigan.

Robert D. Mackey, Class of 1943, a First Lieutenant in the Army Air Forces, was reported missing on December 22, 1944, in a plane accident while en route home after two years of service in the South Pacific and has been declared dead as of that date. He was enrolled in Hotel Administration during 1939-1941, having entered from Milwaukee, Wisconsin.

Donald DeLano Payne, Class of 1931, a Private First Class in the Army, was killed in the Philippine Islands on January 14, 1945. He had been awarded the Silver Star and Purple Heart medals. He was enrolled in Applied Science during 1927-28 and 1929-30, having entered from Plainwell, Michigan.

George Hyman Shube, Class of 1941, a Captain in the Army Air Forces, was killed in action in Italy on November 28, 1943. He was enrolled in Physical Education during 1937-1940, having entered from Marblehead, Massachusetts.

Robert Elmer Sterling, Class of 1939, a lieutenant (jg) in the Naval Air Corps, was reported missing in action in the Pacific area on June 20, 1944, and has been declared dead as of that date. He had been awarded the Distinguished Flying Cross and Purple Heart with cluster. He graduated in Engineering on June 12, 1939, having entered from Pontiac, Michigan.

Albert DeForrest Wickett, Class of 1941, a Captain in the Army Air Forces and pilot of a plane which failed to return from a combat mission over China on March 11, 1945, was presumed dead on March 12, 1946. He was enrolled in Applied Science during 1937-1940, having entered from Ann Arbor, Michigan.

Check \$2000
C.R. Erickson

3. Acceptance of a check for \$2000 from C. R. Erickson with the understanding that the Board may use the money on any project which it desires. Mr. Erickson requests that no publicity be given to this gift.

Jacob Baker
Memorial
Scholarship
set up.

4. Acceptance of a check for \$100 from Mrs. Jacob Baker of Lansing as the first payment of an annual \$100 scholarship to be known as the Jacob Baker Memorial Scholarship. This scholarship is to be awarded to a junior or senior Jewish male student to be selected by the Faculty Committee on Scholarships after consultation with Rabbi in charge of Hillel. The award is to be made to a different student each year, one-third of the award to be paid at the beginning of each quarter. Should the holder leave college during the year, any remaining portion should be awarded to another student. A check for \$100 is to be presented each July 1 to the College Treasurer to be credited to the Jacob Baker Memorial Scholarship Fund.

Memo of under-
standing with
Beechnut
Packing Co.

5. Approval of a memorandum of understanding and acceptance of a grant of \$3000 from the Beechnut Packing Company of Canajoharie, New York, to be used in a study of the requirements of peppermint and spearmint. The work is to be conducted under the direction of Dr. Harmer of the Soil Science Department.

Memo of under-
standing Far-
mers and
Manufacturers
Beet Sugar

6. Approval of a memorandum of understanding with the Farmers and Manufacturers Beet Sugar Association of Saginaw covering a grant of \$2400 to be used for the continuation of a project to study the mechanization of sugar beet production and harvesting. The work is to be conducted by the Department of Agricultural Engineering.

Memo under-
standing
Ex-Cell-O
Corp.

7. Approval of a memorandum of understanding with the Ex-Cell-O Corporation of Detroit covering a grant of \$3000 to be used in a study of adaptability and efficiency of high-temperature short-time pasteurization to small quantities of milk. The work is to be conducted under the direction of G. M. Trout in the Dairy Department.

Memo under-
standing Soc.
Am. Florists

8. Approval of a memorandum of understanding with the Society of American Florists and Ornamental Horticulturists of Chicago covering a grant of \$1000 to be used for a research project on the vacuum treatment and packaging of flowers. The work is to be conducted by the Horticulture Department.

Inc. salary
Harding Ferris

9. Increase in salary for Harding Ferris, Patrolman on the Campus Police Force, from \$2400 to \$2500 per year, effective January 1, 1947.

Title Rolla
Noonan to be
Electrical
Engr. B. & U

10. Change in title of Rolla F. Noonan from Foreman of the Electrical Division to Electrical Engineer Buildings and Utilities, effective December 1, 1946.

Inc. salary
L.A. Wolfanger

11. Increase in salary for L. A. Wolfanger, Professor in the Conservation Institute, from \$5000 to \$5600 per year, effective December 1, 1946.

Change in
title Ann
Moore.

12. Change in title of Ann J. Moore from Clerk II to Administrative Survey Technician I, and a salary increase from \$2040 to \$2100 per year, effective January 1, 1947. The salary range for this classification is from \$2100-\$2400.

MISCELLANEOUS, continued

13. Change in title of Paul G. Gray from Instructor to Assistant Professor of Electrical Engineering effective December 1, 1946.
14. Change in title of Esther Everett from Instructor to Assistant Professor, effective January 1, 1947. Miss Everett is assigned half-time to the Department of Effective Living in the Basic College and half-time to the Department of Home Management and Child Development in the School of Home Economics.
15. Amy Jean Holmblade was appointed in August as an Instructor in Education at a salary of \$2800 per year, effective September 1, 1946. Miss Holmblade's salary is paid entirely by the Lansing Board of Education, and through a contract with them the College pays them at the end of the year one-half of her salary which is reimbursed in its entirety by the State Board of Control for Vocational Education.
16. Change in the effective date of the appointment of Cornelius Groenwoud as Instructor in Mathematics from January 1 to December 1, 1946.
17. Increase in salary for Reger Saur, quarter-time graduate assistant in Chemistry from \$44.44 to \$55.55 per month, effective November 1, 1946. Mr. Saur is working toward the degree of Doctor of Philosophy.
18. Change in status of Henry R. Courtney from half-time to quarter-time graduate assistant in Chemistry at a salary of \$44.44 per month, effective from January 1 to June 15, 1947.
19. The following recommendations are made by Dean Emmons and the Committee on the Institute of Foreign Studies:
- That the "Institute of Foreign Studies" be changed to "The International Institute".
 - That there be created a Department of Foreign Studies in the Division of Social Science in the School of Science and Arts.

S. C. Lee will be Director of the International Institute and Professor and Head of the Department of Foreign Studies. Carlos Teran's title is to be Associate Professor of Foreign Studies.

20. Payment of the following amounts to salaried employees during the month of November:

<u>Auditorium</u>		<u>Miscellaneous</u>		<u>Miscellaneous</u>	
Eugene Barnes	\$10	Barbara Pugsley	\$ 5	Paul Rumpsa	\$27
Charles Branz	47	E. C. Wintermute	40	George Sawdy	17
Warren Burt	53	Eugene Barnes	8	Lawrence Searl	50
Leon Buysse	44	Louise Fountain	9	Norma Taschner	10
L. E. Chapman	41	Helen Greene	34	Robert Troxell	47
John Emery	44	Betty Hendricks	3	Wayne VanRiper	47
Helen Evans	47	Mildred Jeffers	39	Clella Weissinger	24
Orville Everett	28	Nancy Karpinski	5	Neal Whitehead	47
		Gerald Knapp	14	Ray Yerkie	21
		Morris McElmurray	35	Charles Branz	18
		Floyd Macklem	41	Morris McElmurry	12
		Noel Miller	20	Elmer Peterson	12
		Norma Olson	5	Neal Whitehead	12
		Elmer Peterson	15		
<u>Miscellaneous</u>					
Betty Hendricks	5				
Nancy Karpinsky	5				
Catherine King	5				
Josephine Lucian	5				
Margaret Luker	105				

21. The following amounts were paid salaried employees for services during the football season:

R. P. Adams	\$24	C. S. Gerlach	\$24	Paul Rumpsa	\$51
Eugene Barnes	4	C. C. Hamilton	28	Lawrence Searl	40
L.G. Blakeslee	24	C.D. Hause	28	Vern Severance	35
Alfred Bortree	24	R. C. Heydrick	24	D.F. Sheehan	28
Charles Branz	9	J. M. Jensen	28	Joseph Slater	21
John Brotzman	33	G. F. Knapp	40	Woodrow Snyder	24
G. J. Bush	9	E. P. Lawrence	28	R. W. Starring	28
L. E. Chapman	29	Kirk Lawton	8	Max Strother	35
J. A. Clark	28	V. E. Leichty	28	E. C. Taber	4
R. L. Cook	34	C. M. McCarty	33	James Tyson	30
L. A. Cudworth	25	B. F. Miller	4	Wayne VanRiper	28
J. F. Davis	20	Earl Patterson	21	Herbert Weissinger	24
R. J. Davis	89	B. D. Pettit	35	J. A. Yunk	8
Ray Ely	28	E. C. Prophet	24	Middleton Lyons	18
John Emery	28	J. A. Ramsey	31	Raymond Yerkie	50
Orville Everett	30	K. C. Randall	24	Gerard Bush	20
W.L. Fleischauer	16	L. S. Robertson	20	Clella Weissinger	5
C.G. Fulkerson	28	C. A. Rosenbrook	30	L.C. Stephens	16
S.A. Gallacher	28				

22. Recommendation from Dean Emmons for an additional appropriation of \$20,000 for the budget of the Chemistry Department.
23. Recommendation from Dean Crowe for an additional appropriation of \$15,000 for the budget of the Department of Counseling and Board of Examiners.

Change in title Paul Gray.

Change in title Esther Everett

Amy Holmblade salary reimbursed by State Bd. Voc. Edu.

Eff. date appt. Cornelius Groenwoud Dec. 1, 1946

Inc. Roger Saur - Grad. Asst. Chem.

Henry R. Courtney to be 1/2 time

Institute of Foreign Studies changed to International Institute.

Additional amounts paid salaried people.

Add. \$20,000 approved for Chemistry Dept.

Add. \$15,000 Dept. Couns. & Bd. Exam.

2380

MISCELLANEOUS, continued

Clerk I position approved Stores Dept.

24. Request for an additional Clerk I position in the Stores Department.

Approval of changes in Music fees.

25. The Administrative Group recommends the following changes in music fees:

- a. That special fees for applied music and public school music be discontinued and that there be one fixed fee for all such students of \$50 per quarter for piano rental, practice room, and private lessons.
- b. That students in the music curricula be charged \$35 per quarter for private lessons which will include practice room and piano rental..
- c. The music scholarships will be \$50 per quarter- \$25 for six weeks.

Statement from C. R. Erickson approved. Statement Ralph Calder.

26. Statement from Claud R. Erickson in the amount of \$17,373 for services rendered during the present year. Mr. Erickson does not wish to have this fee paid until after January 1, 1947.

27. Statement from Ralph R. Calder in the amount of \$30,000 for services rendered on the Physics Building.

Investment Harriet Kimball Fee assets.

28. Communication from V. C. Fratcher of the Detroit Trust Company relative to Investment of assets in the Harriet Kimball Fee trusteeship.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the President's Report, Resignations, Appointments, Leaves, Travel and Miscellaneous Items on which action does not already appear.

ADDITIONAL ITEMSResignations

Resignations

1. Resignation of Margaret Parmelee as Manager of North Hall, effective December 31, 1946.
2. Resignation of Mrs. Hilda Petersen as Instructor in Written and Spoken English, effective December 31, 1946.
3. Resignation of William D. Baten as Professor of Mathematics, effective December 31, 1946, to accept an appointment with the War Department. It is recommended previous actions of the Board increasing his salary to \$5000 per year and granting travel expenses to Boston on December 27-29 be rescinded.
4. Resignation of Charles W. Bachman as Football Coach and Professor of Physical Education, Health and Recreation for Men, effective June 30, 1947.

On motion of Mr. Mueller, seconded by Mr. Berkey, it was voted to accept the resignation of Mr. Bachman.

Leaves

Leaves

1. Continuation of leave with half pay for J. M. DeHaan, Professor and Head of the Department of Philosophy, for one month, through December 31, 1946.

Appointments

Appointments

1. Appointment of James Gardner as Manager of Red Cedar Village (temporary housing) at a salary of \$2400 per year, effective December 1, 1946. This is a new position.
2. Appointment of Mrs. Gertrude Jackson Bland as Dietitian and Manager of North Hall at a salary of \$150 per month, effective January 1, 1947, to replace Mrs. Margaret Parmelee.
3. Appointment of James H. Denison as Administrative Assistant in Public Relations at a salary of \$6000 per year, effective January 1, 1947.

On motion of Mr. Berkey, seconded by Mr. Mueller, it was voted to approve appointment of Mr. Denison.

4. Appointment of Clarence Munn as Head Football Coach and Professor of Physical Education, Health and Recreation for Men at a salary of \$11,000 per year plus moving expenses, effective January 1, 1947.
5. Appointment of Forest Evashevski as Assistant Coach and Associate Professor of Physical Education, Health and Recreation for Men at a salary of \$6000 per year plus moving expenses, effective January 1, 1947.
6. Appointment of Hugh Daugherty as Assistant Coach and Assistant Professor of Physical Education, Health and Recreation for Men at a salary of \$3500 per year plus moving expenses, effective January 1, 1947.
7. Appointment of LaVerne Taylor as Assistant Coach and Associate Professor of Physical Education, Health and Recreation for Men at a salary of \$6,000 per year, plus moving expenses, effective January 1, 1947.

On motion of Mr. Mueller, seconded by Mr. Berkey, it was voted to approve the appointments in items 4, 5, 6 and 7. In all cases the moving expenses are to cover actual cost of packing and transporting of furniture.

8. Appointment of Elizabeth Reniger as Assistant Professor (Extension) in Home Economics Extension (Assistant State Leader) at a salary of \$3600 per year, effective February 1, 1947. This is a new position, provided for in the budget.
9. Appointment of Randall C. Ruechelle as Instructor in Written and Spoken English at a salary of \$2800 per year, effective January 1, 1947.

ADDITIONAL ITEMS, continuedAppointments, continued

10. Appointment of Herman Struck as full-time Instructor in English at a salary of \$225 per month, effective January 1, 1947, for as long as necessary. Mr. Struck was employed during the fall term on a part-time basis at a salary of \$40 per month.
11. Appointment of Theresa Jean Rollins as Assistant in Chemistry at a salary of \$175 per month, effective January 1, 1947. This is a new position.
12. Appointment of Gloria Jane Miller as Assistant in Chemistry at a salary of \$175 per month, effective January 1, 1947. This is a new position.
13. Appointment of Mary Ann Paton as Instructor in Physics and Astronomy at a salary of \$2600 per year, effective February 1, 1947. This is a new position.
14. Appointment of the following graduate assistants, effective from January 1 to June 15, 1947:
- Chemistry - Harold Dubois Cook, quarter-time at \$44.44 per month
 - *Robert Joseph Hathaway, quarter-time at \$44.44 per month
 - Edward R. Garrett, quarter-time at \$44.44 per month
 - William S. Thurber, quarter-time at \$44.44 per month
 - Physiology - Cesar Martinez-Campos, half-time at \$88.88 per month
- *Temporary transfer from the assistantships assigned to the Dean of the School of Graduate Studies.
15. Appointment of Mrs. Irene Harris as Instructor in Foods and Nutrition from January 1, 1947 to March 20, 1947 at a salary of \$500 for the period.
16. Appointment of David M. Poxon as Instructor in English in the School of Science and Arts and in Literature and Fine Arts in the Basic College at a salary of \$200.00 per month, effective January 1, 1947 for as long as necessary.
17. Appointment of Dr. Carl Morrison as Lecturer in the Department of Social Service at a salary of \$250.00 per term for part-time work during the winter term, January 2, 1947 to March 20, 1947.
18. Appointment of Mr. Barrett Lyons as Lecturer in the Department of Social Service at a salary of \$250.00 per term for part-time work during the spring term, from March 27 to June 12, 1947.
19. Appointment of Agnes Dyer as Parke-Davis and Company Graduate Fellow in Chemistry at a salary of \$90.00 per month for the period from January 1, 1947 to August 31, 1947.

Travel

1. Full expenses for W. L. Treaster to attend the Land-Grant College meeting in Chicago on December 16-18.
2. Full expenses for S. G. Bergquist to attend the meetings of the Association of American Geographers and to interview prospective candidates for positions in Columbus, Ohio, on December 29.
3. Full expenses for Paul Dressel and another member of the Board of Examiners to go to the University of Chicago for two days in January to activate cooperation between the Boards of Examiners of Michigan State College and of the University of Chicago.
4. First-class railway fare for J. T. Landis to attend the meeting of the National Conference on Family Relations in Chicago on December 28-30.
5. Mileage on one car for L. A. Haak and members of the Department of Effective Living to attend the meetings of the American Sociological Society in Chicago on December 27-30.
6. Full expenses for R. H. Young, Clarence Munn, and J. H. Kobs to attend the annual meeting of the National Collegiate Athletic Association in New York City on January 6-8.
7. First-class railway fare for A. P. Kawal, Louis Zarza, and L. L. Frimodig to attend the annual meeting of the National Collegiate Athletic Association in New York City on January 6-8.
8. Full expenses for H. W. Lautner to go to Illiopolis, Illinois, on December 5-7 to inspect buildings at the Ordinance Plant to be used on the campus as classroom buildings.

Miscellaneous

1. Memorandum of Agreement with the American Electroplaters' Society of Detroit covering a grant of \$1600 to be used for research on the effect of impurities in electrolytic baths on the nature of electro-deposited metals and to methods for the purification of electroplating solutions. The work is to be done in the Chemistry Department under the direction of D. T. Ewing.

Appointments

Travel

Memo of
agreement
Am. Electro-
platers Soc.

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ADDITIONAL ITEMS, continued

Miscellaneous, continued

Check from
Duncan Hines
Foundation
accepted
Inc. salary
Wenonah Mc-
ghee

2. Acceptance of a check for \$1250 from the Duncan Hines Foundation of Chicago to be used by the Department of Hotel Administration in connection with training or research relating to foods, food values, dietetics, culinary arts, and similar subjects.
3. Increase in salary for Mrs. Wenonah B. McGhee, Head Dietitian and Cafeteria Supervisor at the Quonset Village, from \$2800 to \$3000 per year, effective January 1, 1947.

Phyllis L.
Spring

4. Increase in salary for Phyllis L. Spring, Assistant Dietitian at the Quonset Cafeteria, from \$1980 to \$2100 per year, effective January 1, 1947.

W. L. Treaster

5. Increase in salary for W. L. Treaster, Director of Public Relations, from \$5600 to \$6100 per year, effective January 1, 1947.

E. Niemala
Ed Smiley
J.B. Cawood
transferred
to salary
payroll.

6. Transfer from the labor payroll to the salary payroll of the following employees in the School of Agriculture, and salaries increased as indicated, effective December 1, 1946:
 - a. Eino Niemala, Superintendent of the Poultry Plant, from \$2760 to \$3000 per year.
 - b. Ed Smiley, Superintendent of the Dairy Herd, from \$2760 to \$3000 per year.
 - c. J. B. Cawood, Draftsman in Agricultural Engineering, from \$2500 to \$2750 per year.

Appointment
Alexopoulos
to be Mar.
1, 1947.

7. Change in the effective date of the appointment of C. J. Alexopoulos as Professor of Botany and Plant Pathology from January 1 to March 1, 1947.

Salary adjust-
ments for
Extension
workers app.

8. Recommendations from Dean Anthony for salary adjustments to be effective January 1 for the field workers in the Extension Service.

After considerable discussion, on motion of Mr. Akers, seconded by Mr. Berkey, it was voted to approve in principle the salary schedule listed as Schedule D in the recommendations but with the understanding that the salary adjustments granted at this time to be effective January 1, 1947 are not to exceed the formula for salary adjustments granted to resident employees at the December meeting of the Board. It is understood that the salary adjustments granted by this action are to be reviewed by the President who is authorized to make variations from this formula and schedule where deemed necessary with the understanding that such variations are to be reported to the Board at its next meeting.

George M.
Brown to be
paid salary
for September

9. George M. Brown, who was then a teacher of mathematics at Harrow, England, was appointed at the Board meeting of May 17 as Assistant Professor of Mathematics at a salary of \$3600 per year, effective September 1, 1946. He made all of his plans to come but was unable to get passage for his family and arrived October 1. He was not paid his September salary. His travel costs, rent, etc. are higher here than he anticipated, and since his failure to arrive was due to no fault of his own and since his teaching load was carried by his colleagues, it is recommended that he be paid his September salary.

Retirement of
Carrie Thurs-
ton approved.

10. The Retirement Committee recommends the retirement of Mrs. Carrie Thurston, employee in the dormitories, at an annual retirement salary of \$480.00, effective December 31, 1946.

\$39,000 added
to budget of
Regis. Off.

11. Request from the Registrar for an increase in the budget of the Registrar's Office in the amount of \$39,000 for this fiscal year.

\$5000 set up
for Dept. of
Psychology.

12. When the Department of Psychology was separated from Philosophy, there was no budget provided for the Department of Psychology. Dean Emmons recommends that the budget for this department be set up at \$5000 for this fiscal year.

\$3000 to re-
vamp equip-
ment 2 Civil
Engr. rooms

13. Request from Dean Dirks for an additional \$3000 to revamp the equipment in two of the Civil Engineering rooms.

\$20,000 added
to budget of
Library.

14. Request from the Library for an additional budget allowance of \$20,000 for books and periodicals made necessary because of the increased enrollment in accordance with an itemized statement submitted by the Librarian.

Key punch op.
Tab. Dept.

15. Request for an additional Key Punch Operator position in the Tabulating Department. This position will be in the Clerk I classification.

Action def.
on add. and
equip. Hort.
Dept.

16. Request from Dean Anthony and Professor Tukey for changes and additions to the equipments of the Horticulture Department.

The Board appreciates the desirability of these changes for the Department of Horticulture, but in view of the present financial situation defers action.

Statement E.R.

Erickson app.

17. Statement from C.R. Erickson in the amount of \$22,100 for engineering services during this year. Mr. Erickson requests that the bill be not paid until after January 1, 1947.

5-day week
approved for
clerical
employees.

18. Recommendation that effective January 1 all clerical employees be put on a 5-day work week with the understanding that a skeleton force will be maintained to function Saturday morning, and those persons who work on Saturday morning will have Monday morning off and insofar as possible will be rotated so that all employees receive similar treatment. This recommendation will not apply to the Deans' secretaries and other employees who are not included in the clerical group under the supervision of the Personnel Office.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve item 18.

ADDITIONAL ITEMS, continuedMiscellaneous, continued

19. Report from the Ann Arbor Trust Company covering construction costs and funds for Dormitories, Union Addition and Food Storage Building.

Report from
A.A. Trust
re: const.
costs

On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to approve the Additional Items except those on which action appears.

20. Secretary McDonel reports that the horse barn that was moved to make way for Agricultural Engineering has cost more than was anticipated due to the fact that it was necessary to extend heat lines, water lines, and sewer lines to the new location and a complete classroom has been fitted up in the building. The entire building has been equipped in a manner that will make it permanently useful for many purposes not originally contemplated. The total estimated additional costs are \$23,585.

Overdraft
in moving of
horse barn
to be taken
from certain
revolving
funds.

On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to approve the item with the understanding that one-half of the amount be taken from revolving funds in Agriculture, either the Horse Fund or any funds or budgets to be determined by the Dean of Agriculture and the Comptroller.

Veterans
Adm. to be
billed on
basis of
old agreement
rather than
new direc-
tive.

21. The President discussed with the Board the recent directive of the Veterans Administration canceling their previous contracts with state-supported educational institutions in which they agreed to pay for all veterans under Act 346 at the regular out-of-state rate.

After considerable discussion, on the motion of Mr. Mueller, seconded by Mr. Armstrong, it was voted to instruct the financial officers to continue to bill the Veterans Administration in accordance with the regulations approved by the Board previously and at the out-of-state rate for all veteran students. The Board further expressed its displeasure at the apparent lack of understanding of the Veterans Administration of the problems faced by Michigan State College and all other publicly financed educational institutions and authorized the President and other officers of the institution to act in cooperation with other educational institutions in obtaining the rescinding of Order 268.

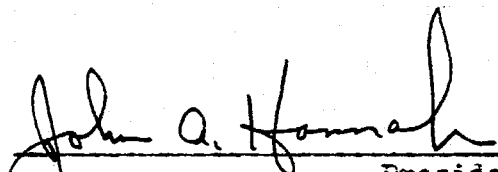
Final year
of active
service of
deans, depart-
ment heads,
etc. to be
on leave with
pay.

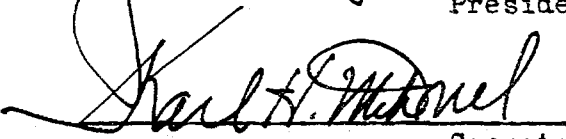
2. The President discussed with the Board some of the problems that arise in connection with the retirement of Deans and Departments Heads and other administrative officials and suggested to the Board that they consider the advisability of granting such administrative employees the final year of active service as a leave with pay to perform such service as may be called for by the Institution.

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

Mr. Brody moved that, this being the last meeting of the calendar year, the Board expresses its pleasure and appreciation to the President, Secretary, Comptroller and all other officers for their effective work during the last year. Seconded by Mr. Akers. Voted unanimously.

The meeting adjourned at 2:45 p.m.


President


Secretary