

Minutes of the
Meeting of the State Board of Agriculture
January 18, 1940

Present: Messrs. Akers, Berkey, Brody, Jakway, McPherson; Mrs. Masselink; President Shaw; Treasurer Wilkins; Secretary Hannah

Absent: Dr. Elliott

Two new members took their places on the Board at this meeting. Mr. Forest H. Akers of Detroit and Mr. Melville B. McPherson of Lowell, replacing Mr. Charles E. Downing and Mr. B. H. Halstead.

President Shaw announced that it was customary for the Board to resolve itself into executive session for the purpose of electing a Chairman. All but the six Board members left the room.

MINUTES OF THE EXECUTIVE SESSION

Mr. William Berkey was chosen temporary Chairman.

Moved by Mr. Akers, supported by Mr. Jakway, that the temporary Chairman, Mr. William Berkey, be declared elected as permanent Chairman of the Board. Carried unanimously.

Moved by Mr. McPherson, supported by Mrs. Masselink, that the Chairman of the Board be asked to prepare his recommendations for membership of the various committees of the Board to be submitted at the next meeting.

Adjourned

Mr. Berkey
elected
Chairman

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

The minutes of the previous meeting were approved.

RESIGNATIONS, LEAVES AND APPOINTMENTS

Resignations

1. Resignation of Miss Frances Miller as stenographer in the Department of Bacteriology, effective December 31, 1939. Miss Miller is to be married.
2. Resignation of Miss Vera Reynolds as stenographer in the Department of Landscape Architecture, effective December 31, 1939. Miss Reynolds is to be married.

Leaves

3. Extension in leave without pay for Miss Alice Bates until June 30, 1940. Miss Bates was granted leave because of ill health from October 1 to December 31, 1939, at the October Board meeting.
4. Leave of absence with full pay for P. W. Robbins, Assistant Professor of Silviculture, from January 1 to February 29, 1940, because of ill health.
5. Leave of absence for one year on half-pay for Elmer Leininger, Associate Professor of Chemistry, effective September 1, 1940. Mr. Leininger will complete the work for his doctorate at the University of Michigan. He has been on the staff since 1924.
6. Leave of absence with full pay for A. W. Otterbein, County Agricultural Agent in Iron County, from January 15 to April 15, 1940, because of ill health. Mr. Otterbein was appointed in 1927.

Appointments

7. Appointment of Miss Mildred Nelson as stenographer in the Department of Landscape Architecture at a salary of \$1080 per year (one-half College and one-half Extension funds) for full time work on a 12-months basis, effective January 1, 1940. Miss Nelson has been employed in the Central Stenographic Office at the same salary and replaces Miss Reynolds whose resignation has been presented (salary \$1080.00).
8. Appointment of Barbara Ann Tranter as secretary in the office of the Director of the Experiment Station at a salary of \$1200 per year for full time work on a 12-months basis, effective March 1, 1940, payable from Experiment Station funds. Miss Tranter has been employed in the Central Stenographic Office at a salary of \$1080 per year, and will replace Georgia Robb whose resignation has been accepted (salary \$1320).
9. Appointment of Miss Marguerite Phillips as clerk in the Office of the Dean of Home Economics at a salary of \$1080.00 per year for full time work on a 12-months basis, effective January 15, 1940. This is a new position payable from college funds.
10. Appointment of Miss Betty Bergin as stenographer in the Department of Bacteriology at a salary of \$600 per year for half-time work on a 12-months basis, effective January 1, 1940. Miss

RESIGNATIONS, APPOINTMENTS, AND LEAVES, continued

10. (Continued)

Bergin has been employed in the Central Stenographic Office at a salary of \$1080.00 per year, and replaces Miss Frances Miller whose resignation has been presented (salary \$600.00).

Appointments

11. Change in status of R. V. Holland from half-time graduate assistant to instructor in Speech at a salary of \$130.00 per month for full time work from January 1 to March 31, 1940. This is an additional half-time position.
12. Change in status of Wilbur Luick from half-time graduate assistant to instructor in Speech at a salary of \$130 per month for full time work from January 1 to March 31, 1940. This is an additional half-time position.
13. Appointment of Dr. and Mrs. Ernest R. Mowrer as visiting instructors in Sociology at a salary of \$600 for the six-week summer session from June 17 to July 26, 1940. Dr. Mowrer and Mrs. Mowrer will work together for a joint salary of \$600.
14. Appointment of J. W. Barger, Head of the Department of Agricultural Economics at Texas A. & M. as visiting instructor in Economics at a salary of \$450 for the six-week summer session from June 17 to July 26, 1940. Professor Barger is making an exchange during this period with Professor Logsdon.
15. Appointment of L. G. Koch as graduate fellow in Bacteriology at a salary of \$50.00 per month for the winter term only, payable from the Chlorine Research Fund. Mr. Koch has been receiving his pay from the General Electric Company Meat Research fund.
16. Appointment of Douglas D. Cardwall as graduate fellow in Bacteriology on a quarter-time basis at a salary of \$30.00 per month for the winter term only, payable from Baer Paint Company funds.
17. Appointment of Howard N. Miller and Joseph Rupert as half-time graduate assistants in Plant Pathology at the regular rate of \$600 per year (one-third Bankhead-Jones funds and two-thirds from Experiment Station funds), effective January 1, 1940. These two men will replace Glen KenKnight whose resignation has been accepted.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve the Resignations, Appointments and Leaves.

18. Appointment of Edmund H. Thorne as an Assistant Professor in the Department of Education to handle teacher placement on a ten-months basis at a salary of \$3300.00, effective February 1, 1940.

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

TRAVEL

Travel

1. Full expenses for Mrs. Louis Barrack to appear on the National Farm and Home Hour in Chicago on January 23-25. This has been requested by the Federal Extension Office and is payable from Extension funds.
2. Full expenses for Dean Elisabeth Conrad and Miss Mabel Petersen to attend the meeting of the National Association of Deans of Women at St. Louis, Missouri, on February 20-24.

Referred to President with power to act.

3. Allowance of \$50 for Karl Dressel to attend the National Shade Tree Conference being called at Gainesville, Florida, on February 22-24. Professor Dressel is President of the National Shade Tree Conference.
4. Full expenses for F. T. Mitchell to attend the meetings of the American College Personnel Association at St. Louis, Missouri, on February 22-24.
5. Three first-class railway fares for V. H. Noll, G. H. Hill, C. V. Millard, and L. J. Luker to attend the meeting of the School Administrators' section of the National Educational Association in St. Louis, Missouri, on February 22-28.

The Board recommends that first-class railway fare for two only be allowed.

6. Full expenses for Ray Hutson to appear before the Federal Quarantine Hearing at Washington, D. C., on February 27, payable from Experiment Station funds of the Department of Entomology.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve travel requests with the recommendations noted after items 2 and 5

PRESIDENT'S REPORTResignations and Appointments

- Resignations
1. Resignation of Stanley Krentel as half-time graduate assistant in Chemistry, effective December 31, 1939.
 2. Reappointment of Verdun E. Leichty as instructor in English at a salary of \$500 for full time work for the period from January 1 to March 31, 1940.
- Appointments
3. Temporary appointment of John S. Haitama as instructor in Education at a salary of \$50 per week for full time work, effective January 1, 1940, for an indefinite period. This is a new position authorized by the Board but not yet filled.
 4. Appointment of H. J. Wiesner as half-time graduate assistant in Chemistry for the winter and spring terms of 1940 to replace Stanley Krentel.
 5. Appointment of Thomas E. Vichich as half-time graduate assistant in Physics for the winter and spring terms of 1940 to replace Paul G. Jacobs whose resignation has been accepted.
 6. Reappointment of H. L. Helwig as quarter-time graduate assistant in Chemistry for the winter term of 1940 only; salary to be paid from the labor payroll.

Travel

Travel

1. First-class railroad fare only for E. B. Hill to attend the meetings of the American Farm Economic Association in Philadelphia on December 27-29. This replaces the action taken by the Board authorizing automobile mileage on one car for members of the Farm Management Department to attend these meetings.
2. Out-of-state travel authorization without expense to the College for R. J. Baldwin to accept an invitation from Mr. Warburton to attend a conference relating to County Planning and A.A.A. Cooperation in Washington, D. C. on January 10-12.

Add. week's salary paid to Irene M. Johnson.

Miscellaneous

1. Authorization for the payment of an additional week's salary (\$25) to Irene Marquardt Johnson whose resignation was accepted by the Board as being effective on November 4, 1939.
2. Approval of the payment of \$40 to Leslie Hedrick and \$8.10 to Earl Segar, Buildings and Grounds employees, as compensation for time lost because of injuries received while at work.
3. Approval of Dr. Holland's recommendation for the expenditure of \$25 for the removal of Paul Derrickson's tonsils (a student). Dr. Heckert performed the operation.

Approv. time lost for Segar & Hedrick

Approv. of exp. \$25. for tonsil op. for Derrickson

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

MISCELLANEOUS

Acceptance of \$5000 from Rackham

1. Grant of \$5000 from the Horace H. Rackham and Mary A. Rackham Fund to be used in the continuation of a study of Brucellosis under the direction of Professor I. Forest Huddleson.

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

Continuation of Lawson Essay Prize of \$25.00

2. Authorization for the continuation for 1940 of the Lawson Essay Prize which amounts to \$25.00.

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

Accept. of \$2000 from Calcium Chl. Assoc.

3. Grant of \$2000 from the Calcium Chloride Association for a joint research project to be carried on by the College and the Michigan State Highway Department's Research Division. The grant is to be available in 1940 and is to be expended \$1000 for a 12-months fellowship and \$1000 for expenses incident to the project.

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

Resolution from State College Bookstore.

4. Presentation of resolution from State College Book Store membership transferring all properties and assets to the State Board of Agriculture for the use and benefit of the Michigan State College.

Approval of purchase of 50 d. deck beds for Wells

5. Recommendation from the Dormitory Committee for the purchase of fifty double deck beds for use in Wells Hall. These can be purchased from the Frison Industries for \$17 per bed.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve item 5.

Request from St. Geologist that courses in petroleum engr. be offered here ref. to Dean Dirks

6. Mr. R. A. Smith, State Geologist and Dean Dirks appeared before the Board. Mr. Smith presented a request from the petroleum interests in the State that courses in petroleum engineering be offered at the College to supply the demand for such engineers in Michigan's oil industry.

Dean Dirks was requested to study the matter and report with definite recommendations.

MISCELLANEOUS, continued

7. The President asked Mr. Crowe to present to the Board the report of his survey showing the fees charged by various Land Grant Colleges. The President reported that it was the recommendation of the majority of the Administrative Group that the out-of-state fee be increased by \$5.00 per term. There was some discussion in which the question of the advisability of raising the fee for students already enrolled was discussed.

Mr. Crowe presented survey on fees.

Decision was deferred until the next meeting of the Board.

PWA ITEMS

1. The contract with the Ideal Seating Company for the installation of the theater seats in the auditorium of the Music Building called for 412 seats. It actually required 413 seats and that number have been installed. A change order approving a change in the contract increasing the number of seats and tablet arms by one and the contract price by \$7.24 is necessary.

Approval of change order increasing no. of seats in Music Auditorium to 413

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

2. Malcomson, Calder and Hammond of Detroit, architects on the Music Building, Mich. 1827-F, have certified that the following described contracts being part of the contracts let for the Music Building including necessary equipment have been completed:

- Contract No. 1 - Alfred A. Smith, Excavation and Foundation
- Contract No. 2 - J. A. Utley Co., General construction
- Contract No. 3 - Ideal Seating, Upholstered chairs
- Contract No. 4 - Mork Green Company, Stage Equipment
- Contract No. 5 - J. W. Knapp Company, Venetian Blinds
- Contract No. 6 - J. L. Hudson Company, Auditorium carpet
- Contract No. 7 - J. L. Hudson Company, Draperies
- Contract No. 9 - J. W. Knapp Company, Office furniture

All contracts except no. 8 on Music Bldg. app. and final payment authorized.

The committee of the Board has inspected the building and recommends that the building be accepted and final payment authorized.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve item No. 2.

Extension of time on Gym F. House to Apr. 1, 1940

3. H. G. Christman-Lansing Company requests an extension of the completion date on their Gymnasium and Field House contract to April 1, 1940.

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

4. Bowd-Munson Company of Lansing, Michigan, architects on T. C. Abbot Hall, Men's Dormitory, have certified that the following described contracts, being all of the contracts let for the men's dormitory including necessary equipment have been completed:

Approval of all contracts on Men's Dorm.

- Contract No. 1 - Spence Brothers, General construction
- Contract No. 2 - Barker-Fowler, Refrigeration
- Contract No. 3 - Illinois Range, Kitchen equipment

The committee of the Board has inspected the building and recommends that the building be accepted and final payment be authorized when funds are available.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 4.

5. The Committee acting for the Board on PWA matters has approved a change order covering Abbot Hall accepting a credit of \$31.56 from Spence Brothers due to certain liability and property damage insurance that was not furnished covering one of the sub-contractors.

Acceptance of credit of \$31.56 from Spence Bros.

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

6. In closing PWA Docket 1003-F, men's dormitory, it is necessary for the Board to extend the time of the completion on Contract #1, Spence Brothers, from July 31, 1939 to September 14, 1939.

Dorm. contract to be extended to Sept. 14 '39

7. In closing the PWA Docket 1827-F music building, it is necessary for the Board to extend the time of the completion of the contract with Alfred A. Smith covering excavations and foundations from February 11, 1939 to March 31, 1939; and it is necessary to extend the time of completion on contract #4, Mork-Green, for stage equipment from November 5, 1939 to January 10, 1940.

Extension of contracts for Music Bldg.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve items 6 and 7.

Continuation of committee to handle PWA matters

8. Recommendation that the Committee consisting of the President, Mr. Brody, and the Secretary, handling P.W.A. items between Board meetings, be reappointed.

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

SECRETARY'S ITEMS

1. A tile drain, draining a portion of the college farm, crosses property owned by John L. and Katherine Huffman, Sidney and Althea Newman and H. B. Fields. The original drain was installed before the College acquired the adjacent property. In completing our farm drainage operations, it is necessary to replace the existing drain with a more adequate one. An easement from the aforementioned property owners has been secured at no cost and has been recorded with the Ingham County Register of Deeds. The WPA is now installing the drains.

Easement has been secured across property adjacent to college property for completion of farm drainage

SECRETARY'S ITEMS

Acceptance of \$900 for propagation of forestry nursery - Norris-Doxey Act.

2. The Norris-Doxey Act makes available certain funds for the propagation of forestry nursery stock for farm distribution. A formal agreement has been offered by the U. S. D. A. requiring the acceptance by the State Board of Agriculture in order that the funds available by Michigan may be available to the Forestry Department of the College for work as prescribed by this Federal Act. The amount of money that will be paid to Michigan State College will be approximately \$900.00 the first year and somewhat larger amounts in subsequent years. This in essence provides additional funds for additional work to that provided for in the Clark-McNary Act. It will not increase the cost of the College of operating the Forestry Department.

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to approve the acceptance of the funds mentioned above.

Approval cooperative arrangement with City of E.L. re: bac-ty exam. of rest. drink. utensils.

3. Dean Giltner recommends the approval of a cooperative arrangement with the City of East Lansing whereby the City is to make available \$150.00 per year to be established by the City as a revolving fund with the College,- this fund to be used for the hiring of student labor to be used in the routine bacteriological examination of restaurant drinking utensils.

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

Letter thanks from Mr. Downing.

4. Communication from Mr. Downing thanking the Board for the memento of appreciation sent to him after this last Board meeting.

Committee appointed to consider charges to be made for use of auditorium

5. It is expected that the auditorium will be available late in February for lectures and concerts and that the building will be entirely available for use by the first of April. It is desirable to establish a schedule of charges to be made for the use of the building and to determine as to its use for non-collegiate functions. A possible classification of the uses of the building follows:

1. College functions
2. Social activities of student and faculty groups
3. Use of the building by groups affiliated with the college or that cooperate with the college
4. Use of the building by outside and commercial groups

On motion of Mr. Brody, seconded by Mr. McPherson, it was voted to authorize the President to appoint a Committee of three members of the Board to act with the President, Secretary and Comptroller in working out a schedule of charges to be made for the use of the auditorium by various groups,- these recommendations to be made to the Board at its next meeting.

The President appointed the following committee: Mr. Akers, Mr. Brody and Mr. McPherson.

Appropriation of \$25,000 made for Gym Field House.

6. The Secretary reported that it will be necessary to buy furnishings for the Gymnasium and Field House and estimates that an amount of about \$25,000 will be needed.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to authorize the Treasurer to transfer an amount not to exceed \$25,000 from such funds as may be available for the purpose of equipping and furnishing the new Gymnasium and Field House.

\$14,000 offered by Mich. TB Association for Jenison residence instead of \$14,500

7. The Secretary reported that the Michigan TB Association had revised its offer to purchase the Jenison residence at 403 Seymour and offered \$14,000 instead of \$14,500 as reported at the December meeting. This offer has been accepted subject to the approval of the Ingham County Probate Court.

The meeting adjourned at 12 o'clock noon.

Robert S. Shaw

President

John A. Horn

Secretary