

MINUTES OF THE MEETING
of the
STATE BOARD OF AGRICULTURE
January 18, 1945

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

Absent: Dr. Elliott.

The meeting was called to order at 11:10 a.m.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Appointments

1. Appointment of Mrs. Caroline Miller as Instructor in Foods and Nutrition at a salary of \$400 for the period from January 2 to March 17, 1945.
2. Appointment of Mrs. Alynne Butcher as Assistant Professor of Textiles, Clothing and Related Arts at a salary of \$1400 for the period from January 1 to June 30, 1945. Mrs. Butcher will replace Dorothy Benson who is on leave.
3. Appointment of LaVerne E. Powers as Instructor in Speech and Dramatics at a salary of \$2700 per year, effective January 1, 1945.
4. Full expenses for C. G. Card to attend a meeting in Chicago on January 16 and 17 to consider the postwar poultry program.
5. Correction of salary of Mrs. Helen Herzog, half-time clerk in Home Economics which should be at the rate of \$720 per year, effective as of December 1944.

Travel - Card

RESIGNATIONS

Resignations

1. Resignation of Marjorie Binkley as stenographer at the Health Service, effective January 6, 1945.
2. Resignation of Mrs. Barbara Dickhaut as stenographer in Horticulture, effective January 20, 1945. Mrs. Dickhaut will join her husband in North Carolina.
3. Resignation of Mrs. Christine F. Stine as clerk in the Accounting Office, effective December 31, 1944.
4. Resignation of Darleen Ely as stenographer in Geology and Geography, effective December 31, 1944. Miss Ely plans to enter college.
5. Resignation of Mrs. Leona Towsley as stenographer in the Campus Police Office, effective as of November 30, 1944. Mrs. Towsley will join her husband who has returned from France.
6. Resignation of Aubrey A. Larson as half-time graduate assistant in Chemistry, effective December 31, 1944. Mr. Larson has completed his work for the Master's Degree.
7. Resignation of Mrs. Kathleen W. Codd as hostess in South Campbell Hall, effective December 31, 1944.
8. Resignation of Elsie Titsworth as Home Demonstration Agent in Shiawassee County, effective January 31, 1945. Miss Titsworth is resigning because of her health.

LEAVES

Leaves

1. Leave of absence without pay for the month of January 1945 for Mrs. Alice Skinner, stenographer in the Extension Office, because of illness.
2. Leave of absence without pay for Mrs. Arda Angel, stenographer in Farm Crops, effective January 22, 1945, for an indefinite period. Mrs. Angel has requested this leave because of ill health and a pending operation.
3. Leave of absence without pay for C. C. Hamilton, Assistant Professor of English, from January 1, 1945, to June 30, 1945. Mr. Hamilton has been on leave with half pay since November 1 because of the illness of his daughter.
4. Leave of absence for one year for L. M. Turk, Associate Professor of Soil Science, effective May 15, 1945. It is necessary for Dr. Turk to take his son to a more suitable climate, and he has accepted a temporary position with the Salinity Laboratory at Riverside, California, during this period.

APPOINTMENTS

Appointments

1. Appointment of Mrs. Helen D. Hicks as stenographer in Horticulture at a salary of \$720 per year for half-time work, effective January 3, 1945, and paid from Extension funds. This is a new position.
2. Appointment of Elizabeth Ervin as stenographer in Hotel Administration at a salary of \$660 per year for half-time work, effective January 1, 1945. Miss Ervin will replace Helen Larsen who has resigned.
3. Transfer of Maribelle Pratt from the Central Stenographic Office to the position of stenographer in Publications at the same salary of \$1380 per year, effective January 1, 1945. This is a position that has been paid for from the labor payroll previously.
4. Transfer of Mrs. Elizabeth Hill from full-time stenographer in Dairy at a salary of \$1440 per year to half-time stenographer in Dairy at a salary of \$750 per year, effective for the period from February 1 to June 30, 1945, and paid from the Swift and Company research funds.
5. Appointment of William S. Coleman as draftsman in Agricultural Engineering at a salary of \$75 per month for part-time work, effective for the period from January 1 to June 30, 1945.
6. Transfer of Mrs. Docia Meyer from night hostess in Campbell Hall at \$85 per month to day hostess in South Campbell at a salary of \$120 per month, effective January 1, 1945. Mrs. Meyer will replace Mrs. Codd who has resigned.
7. Appointment of Mrs. Flora Thornton as hostess in Wells Hall at a salary of \$120 per month, effective January 14, 1945, to replace Mrs. Nelson.
8. Appointment of Mrs. Bertha Adams as Instructor in Written and Spoken English at a salary of \$150 per month for two-thirds time, effective January 8, 1945, for as long as her services are necessary.
9. Appointment of Roscoe Baker as Instructor in History of Civilization in the Basic College at a salary of \$2600 per year, effective January 4, 1945. This is a new position.
10. Appointment of Mrs. Ruth Maas Sutton as Home Demonstration Agent in Monroe County at a salary of \$2100 per year, effective January 12, 1945. Mrs. Sutton will replace Gwen Edwards (salary \$2300) who has resigned.
11. Appointment of Elza de Queiroga to an assistantship in the School of Science and Arts at a salary of \$200 per term for the winter and spring terms of 1945. Miss de Queiroga is from Brazil.

TRAVEL

Travel

1. Full expenses for H. L. Kohls to go to Salt Lake City and several points in Colorado and Wyoming for the purpose of learning the technique for the vegetative propagation of sugar beets which has been developed. The trip will be made early in January, and expenses are to be paid from Experiment Station funds.
2. Full expenses for C. E. Wildon to go to Chicago in connection with the collection of some data necessary for the completion of a bulletin on greenhouse construction for amateurs, and paid from Experiment Station funds.
3. Maintenance expenses for Don Stark and full expenses for C. M. Hardin to attend a conference of the Cornbelt Livestock Marketing and Research Project committee in Chicago, either on January 24 and 25, or February 9 and 10. Expenses are to be paid from Experiment Station funds.
4. Full expenses for A. B. Love, J. G. Hays, H. P. Gaston, C. V. Ballard, and H. A. Berg to attend a conference called by the War Food Administration in Chicago on January 25-27; with expenses paid from Emergency Farm Labor funds. Mr. Ballard and Mr. Berg will be in Chicago in connection with another conference, and their expenses will involve only an additional day in Chicago.
5. Full expenses for Margaret Ohlson and Anna Louise Kelley to attend a regional conference in Chicago on February 1 and 2; paid from Experiment Station funds. The meeting is called by the regional coordinator of the National Research Project on the Conservation of the Nutritive Value of Foods.
6. Full expenses for C. E. Millar to attend a meeting called by the federal Soil Conservation Service in Milwaukee on February 13-15; paid from Experiment Station funds.

MISCELLANEOUS

1. Report of the deaths of former students in the war, as follows:

Eugene Robert Baker, Class of 1943, a First Lieutenant in the Army Air Forces, was killed in action in France on August 13, 1944. He was enrolled in Physical Education during 1939-40, having entered from Rockford, Michigan. He has received the Air Medal and six Oak Leaf Clusters, and the Purple Heart was awarded posthumously.

Death of former students in war

MISCELLANEOUS, continued

Death of former students in war.

1. Report of the deaths of former students in the war, continued:

Hubert Thane Bauman, Class of 1943, a First Lieutenant in the Army, was killed in action in Germany on November 27, 1944. He was enrolled in Liberal Arts during 1939-1943, having entered from Lansing. He had been awarded the Bronze Star medal.

Carl Warren Bodell, Class of 1945, a Radioman Second Class in the Navy, was killed in a truck accident near Winter Harbor, Maine, on November 29, 1944. He was enrolled in Engineering during the fall term of 1941, having entered from Lansing.

Robert Stanley DeGurse, Class of 1933, a Captain in the Army, was killed in action in Tunisia on March 26, 1943. He graduated in Business Administration on June 12, 1933, having entered from Ovid. He had been awarded the Silver Star medal.

Royden Gordon Fraleigh, Class of 1944, a Private First Class in the Army, was killed in action on Leyte Island on November 24, 1944. He was enrolled in Physical Education during 1940-1942, having entered from Detroit.

Thomas Forster Harris, Class of 1946, a Technical Sergeant in the Army Air Forces, was killed in action over Germany on November 2, 1944. He was enrolled in Engineering two terms of 1942-43, having entered from Grosse Pointe. He had been awarded the Air Medal.

Michael Fred Kuhta, Class of 1943, a Second Lieutenant in the Army, was killed in action in Belgium on September 7, 1944. He graduated in Police Administration on June 12, 1943, having entered from Bridgeport, Connecticut.

Harold Thomas Pritchard, Jr., Class of 1936, a Second Lieutenant in the Army Air Forces, was killed in an airplane crash near Valdosta, Georgia, on December 13, 1944. He was enrolled in the General College two terms during 1942-43, having entered from Lansing.

Donald C. Seager, Class of 1946, a Private First Class in the Army, was killed in action in France on November 16, 1944. He was enrolled in Agriculture during the fall term of 1942, having entered from Adrian.

James Joseph Sparta, Class of 1944, a Second Lieutenant in the Army Air Forces, was killed in action over Romania, on July 3, 1944. He was enrolled in Liberal Arts during 1940-41, having entered from Farwell, Michigan.

Gordon Woodrow Tice, Class of 1941, a Sergeant in the Army, died in New Guinea on October 27, 1944, following an illness. He was graduated from Business Administration on June 14, 1941, having entered from Evart, Michigan.

Raymond Rockford Wallenhorst, Class of 1940, a Private First Class in the Army, was killed in action in France on August 9, 1944. He was enrolled in Business Administration during 1936-1939 having entered from Buffalo, New York.

2. Acceptance of a check for \$1000 from Dr. Grace Song Line to be used for the development of Asiatic courses.

3. Acceptance of a check for \$15,000 and approval of a memorandum of understanding with Swift and Company covering a project to be conducted by the Dairy Department on improved cream and milk for manufacturing purposes.

4. John W. Beaumont, of the Class of 1882, upon his death created a trust fund of \$25,000 which was bequeathed to the College, the income from which is to be applied on two scholarships for outstanding men students each year. Candidates are selected in the spring from deserving men students who are graduating or who have graduated from high schools in the State of Michigan. The selection is based upon superior scholarship, character, and demonstrated leadership in extra-curricular activities. The selection of the winners is made by the Faculty Committee on Scholarships. These scholarships, awarded in the first instance for one year (three quarters), consist of the waiving of tuition plus a cash award of \$126 which is paid in three equal installments. The full scholarship may be continued during the student's four years of undergraduate work if his record meets with the approval of the Faculty Committee on Scholarships.

5. Report that Walter I. Firey, Jr., who has been appointed Assistant Professor of Sociology and Effective Living, will not report for work until March 1, 1945, and the effective date of his appointment should be changed to that date.

6. The title of Ralph W. Lewis should be corrected to be Research Assistant in Botany (50%) and Assistant Professor of Biological Science in the Basic College (50%).

7. Change in status of C. E. Russell from Extension Associate and Research Associate in Horticulture to Associate Professor and Research Associate in Horticulture at the same salary of \$3720 per year, and paid three-fourths from College funds and one-fourth from Experiment Station funds, effective January 1, 1945.

8. Increase in salary for Barbara Newcombe, Assistant in Research in Foods and Nutrition, from \$2200 to \$2400 per year, effective January 15, 1945, and paid from Emergency War Research funds.

9. Increase in salary for A. A. Johnson, Extension Instructor in Farm Crops, from \$3000 to \$3300 per year, effective January 1, 1945.

10. Increase in salary for Marjory Curdy, stenographer in Forestry, from \$1560 to \$1680 per year, effective February 1, 1945.

Accept. \$1000 from Grace Song Line.

Accept. of \$15,000 from Swift & Co.

Beaumont Scholarships

Walter Firey reporting March 1, 1945

Title Ralph Lewis corrected. Change in status C. E. Russell.

Inc. salary Barbara Newcombe.

Inc. salary A. A. Johnson

Inc. salary Marjory Curdy

MISCELLANEOUS, continued

11. Report of the payment of the following additional amounts to salaried employees during December:

<u>Auditorium</u>		<u>E.S.M.W.T.</u>		<u>Miscellaneous</u>	
L. E. Chapman	\$ 3.00	D. D. McGrady	\$ 32.00	Francis Gentry	\$ 29.25
Helen Evans	3.00	C. A. Miller	72.00	Christina Gunn	12.00
George Sawdy	3.00	C. H. Pesterfield	330.00	Leo J. Klever	16.50
Lawrence Searl	3.00	S. S. Radford	54.00		
Vern Severance	3.00	J. A. Strelzoff	350.00		
Robert Troxell	3.00	Howard Womochel	60.00		
Wayne Van Riper	3.00				
Rodney Whiting	3.00				

Additional
amounts paid
salaried
employees

12. Report of the receipt of the following resolution from the Michigan Farm Equipment Association:

"We recognize with appreciation the progress made in developing the One Year Course of Instruction in Farm Equipment Retailing at Michigan State College and also the effort to expand the Agricultural Engineering Department with new larger facilities at Michigan State College."

Resolution
Mich. Farm
Equipment
Assoc.

13. Payment of \$4.50 to Fay Remus, employee in Buildings and Utilities, as compensation for time lost because of an injury to his eye.
14. Statement from Shields, Ballard, Jennings & Taber in the amount of \$103.40 for services rendered.
15. Approval of a contract with the Breth-O-Death Laboratories, Inc. at Grand Rapids, in which they agree to assist the College in the extermination of rodents, roaches and silverfish for a fee of \$200 per month.

Payment \$4.50
Fay Remus
because of
injury.
Statement Sh.
Ball. Jennings
& Taber
Contract
Breth-O-Death
Laboratories

On motion of Mr. Brody, seconded by Miss Jones, it was voted to approve the President's Report, Resignations, Appointments, Leaves, Travel and Miscellaneous.

16. Consideration of leasing a farm near the Kellogg Farm to be used in connection with the cooperative research project with the American Dairy Association. Farm known as Flowers and Hazen farm.

Approval
leasing farm
near Kellogg
Farm.

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

ADDITIONAL ITEMS

Resignations

1. Resignation of Mrs. Joyce Satchell as Assistant in Research in Agricultural Chemistry, effective December 31, 1944. Mrs. Satchell has joined her husband who is in Midland.
2. Resignation of Miss Mabel Nelson, dormitory hostess, effective January 31, 1945.
3. Military leave of absence through June 30, 1945, for Mildred Hopping, nurse at the Health Service. Miss Hopping is awaiting her call to the Army Nurses Corps, and the effective date of the leave will be reported later.
4. Appointment of Hugo O. Engelmann as Instructor in Social Science in the Basic College at a salary of \$2400 per year, effective February 1, 1945. This is a new position.
5. Appointment of William Funkenbusch as Instructor in Mathematics at a salary of \$225 per month, effective for the period from February 5 to June 30, 1945. Mr. Funkenbusch will replace Dr. Grove who is on leave.
6. Appointment of Gonzalo A. Moreno as Instructor in Foreign Languages (Conversational Spanish) at a salary of \$400 for the winter term of 1945, and paid in three equal monthly payments.
7. Appointment of Edward Kivela as graduate fellow in Bacteriology at a salary of \$100 per month, effective January 1, 1945, and paid from funds of the Onyx Oil and Chemical Company.
8. Extension of leave of absence for Miss Elisabeth Conrad, Counselor for Women, from January 1, 1945 through June 30, 1945 with half pay.

Leave Mildred
Hopping.

Appointments

Extension
leave Miss
Conrad.

Miscellaneous

1. Acceptance of a check for \$60 from the LaVerne Noyes Estate to be used for scholarships.
2. Ciro Martinez has been teaching Spanish during fall term 1944 at a salary of \$125 per month. It is recommended that he be relieved of half of his work and paid at the rate of \$62.50 per month for five months beginning January 1, 1945.
3. Increases in salary for members of the staff of Agricultural Chemistry, effective February 1, 1945, as follows:

Check from
LaVerne Noyes
for scholar-
ships.

Change status
Ciro Martinez.

Salary in-
creases for
Agric. Chem.
staff

Dorothy I. Rose, Assistant in Research	\$2100-\$2400
Marian J. Miller, Assistant in Research	\$2000-\$2200
Judith M. Keller, Assistant in Research	\$2000-\$2200

2092

ADDITIONAL ITEMS, continued

3. Increases in salary for members of staff of Agricultural Chemistry, continued:

Elva L. Denniston, Assistant in Research	\$1800-\$2000
C. C. Lightfoot, Assistant in Research	\$2000-\$2200
A. L. Neal, Research Assistant	\$3200-\$3400

4. Statement in the amount of \$50 from Dr. W. O. Badgley for treating Mrs. Mabel Walker who injured her shoulder while working at Mason-Abbot Hall.

5. Recommendation for the initiation of a special program of training in custodial education and the appointment of K. P. Grabarkiewicz as Assistant to the Director of Short Courses at a salary of \$4000 per year, effective April 1, 1945. Mr. Grabarkiewicz will be in charge of the custodial training. The College will be reimbursed 75 per cent of the salary and travel by the State Board of Control for Vocational Education.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to defer action on the above recommendation until legislative appropriations for the next biennium are approved. The Board indicated its interest in the project but in view of the fact that appropriations are pending before the legislature it should not obligate itself until adequate funds to make it possible are assured.

6. Presentation of the following budget for the allocation of funds from Swift and Company for the Calendar year of 1945, one-half of it to be expended in the present fiscal year to June 30, and one-half of it in the period July 1 to December 31, 1945:

Dairy Department		
Salary of J. M. Jenson	\$3700	
Maintenance	1050	
Stenographer Salary	750	\$5500
Agricultural Engineering		
Salary of E. G. McKibben		1000
Bacteriology		
$\frac{1}{2}$ of salary of Alfred Bortree	\$ 600	
Maintenance	400	1000
Total		\$7500

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve the foregoing Additional Items, except item 5, on which action appears.

7. The Administrative Group, at its meeting on January 9, recommended that during the period under which conventions, trade shows, and the like are banned by the government of the United States, the College follow the following policy: Unless conferences or conventions are approved by the federal government, Michigan State College is opposed to staff attendance at these conferences and will not pay expenses to them.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 7.

8. The question was raised, in view of the recent ruling of federal agencies banning conventions, conferences and trade shows, as to whether or not Farmers Week should be conducted as scheduled January 30-31 and February 1.

After considerable discussion on motion of Mr. Akers, seconded by Mr. Brody, it was voted to instruct Dean Anthony and Mr. Tenny to secure approval from the proper federal agencies before proceeding, with the understanding that if such approval cannot be secured Farmers Week will not be held. Mr. McPherson voted "no" on this item.

9. Recommendation from the Administrative Group that in the future Americans of Japanese ancestry be treated in the same manner as all other American citizens with reference to entrance as students, etc.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 9.

10. A proposed contract with the Veterans Administration covering the use of facilities for counseling and administering tests to veterans was presented.

On motion of Mr. McPherson, seconded by Miss Jones, it was voted to approve this contract and to authorize the President and Secretary to execute the contract for the institution. A copy of the contract is on file in the Secretary's Office.

11. Mr. William Pearce, who conducted the annual audit, appeared before the Board to answer questions and discuss the audit with the Board. Various questions were raised with him. The audit was accepted by the Board.

12. The President indicated for the information of the Board that one totally blind employee had been hired and others might be and asked if the Board disapproved of this policy since it carried with it an implied acceptance of the liability for injury while working. The Board approved hiring such persons during the present emergency.

13. The President made a short statement of the health and hospital insurance program and the confusion that has arisen due to the competing companies. The Board, at its meeting November 24th,

ADDITIONAL ITEMS, continuedMiscellaneous (continued)

13. (Continued)

had approved the Michigan Hospital Benefit Plan of the American Hospital-Medical Benefit as the only company for which the College would make deductions for hospital and surgical insurance for new enrollees.

14. The President discussed the contemplated studies of organization and administration of the Extension Service, the Experiment Station and the School of Engineering.

15. The Secretary presented a report of the status of the requests made of the legislature for funds and a memorandum that had been prepared for the Governor was presented by the President. The Board approved the request for a change in formula in the measuring stick bill from .51 of a mill to .55 of a mill as its preference and as a means of adequate financing of the college program.

16. There was some discussion of the location of a possible dormitory or apartment house for married students and the Board indicated its approval of locating such building or buildings on the south side of Kalamazoo Street extending west from Harrison Road.

17. There was some discussion of the possible purchase of additional property needed to complete the campus block.

18. Professor Ben Euwema, Chairman of the Committee on the Study of Improvement of Teaching and Teaching and Teaching Methods, met with the Board for luncheon and discussed the program of the Committee.

19. The President commented on the desirability of instituting at an early date an Institute for Rural Living with the hope that such a project might be partially financed by the Kellogg Foundation. This matter will be further considered at the next meeting of the Board and given further consideration.

Organization and administration of Extension, Experiment Station & Engr. to be studied.

Report status requests of legislature.

Residence for married veterans to be located w. from Harrison Rd.

Prof. Euwema met with Bd. for luncheon

Discussion of desirability of instituting Institute for Rural Living

The meeting adjourned at 3:50 P.M.

John A. Homala
President

Carl H. Marnel
Secretary