

MINUTES OF THE MEETING  
of the  
STATE BOARD OF AGRICULTURE  
January 18, 1951

Present: Mr. Brody (Chairman); Messrs. Mueller, Smith; Miss Jones; President Hannah; Treasurer May and Secretary McDonel

Absent: Mr. Akers, Mr. Armstrong, Dr. Thurston

The meeting was called to order at 11:00 a.m.

The minutes of the previous meeting were approved.

The following item should be included as an addendum to the meeting of the June 15, 1950:

Approval  
Christman  
contract for  
Vet Med bldg.

Approval of contract with the Christman Construction Company of Lansing, Michigan for the general contract for construction of a Veterinary Medicine, Bacteriology and Public Health Building and alterations to present Veterinary Hospital, including plumbing, sprinklers, electric wiring, elevators, laboratory furniture, and all other things as indicated by the plans and specifications. All work shall be accomplished for an amount not to exceed a guaranteed outside limit of cost, including the contractor's fee of \$2,221,600, this amount being the amount of the base bid for the project dated March 7, 1950. Any saving below the above-mentioned limit will be divided between the owner and contractor, the owner receiving 60 per cent and the contractor 40 per cent.

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

Check from  
LaVerne  
Noyes

Water lines  
in Dairy barn  
replaced.

PRESIDENT'S REPORT

1. Accepted a check for \$1249.20 from the Estate of LaVerne Noyes to be used for LaVerne Noyes scholarships in accordance with our agreement.
2. Approved the replacement of the water lines in the Dairy Barn at an estimated cost of \$500 to be charged to Alterations and Improvements 1950-51.

NEW BUSINESS

Resignations

Resignations

1. Resignation of Roger B. Hamlin as Instructor in Written and Spoken English, effective December 31, 1950, to accept a position at General Motors Institute.
2. Resignation of the following temporary Instructors in Written and Spoken English, effective December 31, 1950:  
  
Mrs. Barbara Houston      Mrs. Esther Reed      Mrs. Jane C. Walter
3. Resignation of Ligia Simons DeArmas as Assistant in Foreign Languages, effective December 31, 1950, to move from East Lansing with her husband.

Leaves

Leaves

1. Extension of leave of absence without pay for Francis E. Barnhart, Instructor in Written and Spoken English, to December 31, 1951. Mr. Barnhart has been on leave since January 16, 1950, to accept a position with the Department of State in Korea.
2. Leave of absence without pay for Sarah Brier, Instructor (Research) in Textiles, Clothing, and Related Arts, from January 1 to March 31, 1951, because of illness. Miss Brier has been on leave with pay since October 16, 1950.
3. Leave of absence with half pay for V. H. Noll, Professor of Education, from September 1, 1951, to August 31, 1952. Dr. Noll will spend his time in research and writing in the field of educational psychology. He has been a member of the staff since September 1, 1938.
4. Leave of absence with full pay for O. L. Abbott, Assistant Professor of Foreign Languages, from April 1 to September 30 1951, to work on his Doctor's degree at Michigan State College. Mr. Abbott has been a member of the staff since September 1, 1930.
5. Leave of absence without pay for Raymond F. Johnston, Assistant Professor of Physiology and Pharmacology, from April 1, 1951, to March 31, 1952, in order that he may gain valuable and needed experience in veterinary practice.
6. Leaves of absence without pay for military service are recommended for the following employees:
  - a. William M. Nellis, Instructor in Electrical Engineering, effective January 7 to June 30, 1951.
  - b. Herman Feyerabend, Laborer II in the Grounds Department, effective January 1 to June 30, 1951.

Appointments

Appointments

1. Appointment of James Melvin Nielson as Assistant Professor (Extension) of Agricultural Economics at a salary of \$5500 per year on a 12-month basis, effective January 22, 1951, and paid from Extension funds. Mr. Nielson replaces Eugene Carter, resigned.
2. Appointment of Charles J. Little as Assistant Professor (Extension) of Dairy at a salary of \$4800

NEW BUSINESS, continuedAppointments, continued

2. (Continued)  
per year on a 12-month basis, effective January 16, 1951, and paid from Extension funds. Mr. Little replaces W. B. Lutz, resigned.
3. Appointment of Walter Holland as temporary Instructor in Written and Spoken English at a salary of \$300 per month, effective January 1, 1951, for as long as necessary. Mr. Holland replaces Arthur Heilman, resigned.
4. Reappointment of Mrs. Norrine Grover Bennett as Instructor in Textiles, Clothing and Related Arts at a salary of \$258.33 per month, effective January 1, 1951, for as long as necessary. Her salary is to be paid \$108.33 from College and \$150 from Experiment Station funds. The research position is a temporary replacement for Sarah Brier.
5. Appointment of Stanfield M. Wells, Jr. as Lecturer in Hotel Management at a salary of \$100 per month, effective January 1, 1951 for as long as necessary.
6. Appointment of Mrs. Mable E. Meites as Lecturer in Social Service at a salary of \$300 for the period from April 1 to June 30, 1951.
7. Appointment of Joe D. Mills as temporary Instructor in Sociology and Anthropology at a salary of \$400 per month, effective from January 1 to June 30, 1951 to replace a portion of the time of Raymond Scheele, C. E. Sower, and John Useem who have been assigned to other responsibilities.
8. Appointment of Charles F. Rhodes as Coordinator in Continuing Education and in Police Administration at a salary of \$5000 per year, effective for one year only beginning January 1, 1951. This is a new position.

Miscellaneous

1. Memoir ordered spread on the permanent records for Dean Howard C. Rather:

In the death of Howard Christian Rather on December 28, 1950, Michigan State College was deprived of the services of one of its most distinguished alumni and most versatile administrators. He graduated from this college in 1917 and, after a period of distinguished military service, he became an Agricultural Extension Specialist in Farm Crops in 1920. Eight years later he began his career as a teacher and research leader as Professor of Farm Crops. Despite his close application to his duties, a prolific output of scientific literature, and extensive travel in pursuit of greater knowledge in his field, he found time to devote to worthy civic enterprises and to help plan for the development of Michigan State College.

Because of his deep convictions, contagious enthusiasm, kindness and rare perseverance, he was more responsible than any other man for the establishment of the Basic College and its Development as a successful pioneering venture in higher education. Dean of the Basic College since its establishment in 1944, he displayed rare qualities of leadership and administrative abilities of high order in recruiting and integrating an outstanding faculty for his school, and warm kindness and friendliness for the students under his jurisdiction. He was often called upon to serve in other positions of responsibility simultaneously, such as a member of the Athletic Council, as chairman of the Committee on Student Eligibility, and as Chairman of the All-College Educational Research Committee.

Such men are not easily replaced physically, and the State Board of Agriculture formally records its sense of loss; such men are never forgotten, and the members of the Board extend to the members of his family their sincere sympathy in their personal loss, which is mitigated by the knowledge that he made a record on this campus that will always be an inspiration to those who follow him.

2. Change in dates of leave of absence for Warren H. Vincent, Assistant Professor (Extension) of Agricultural Economics, from one year beginning March 1, 1951, to one year beginning July 1, 1951.
3. Change in status of Mrs. Ruth C. Barrett, temporary Instructor in Written and Spoken English, from full time at \$300 per month to part-time at \$200 per month, effective January 1, 1951.
4. Increase in salary for Mary Bolanos, Assistant in Foreign Languages, from \$150 to \$160 per month, effective January 1, 1951.
5. Increase in salary for Julio N. Isch, Assistant in Foreign Languages, from \$80 to \$120 per month, effective January 1, 1951.
6. Increase in salary for C. F. Cairy, Professor of Physiology and Pharmacology, from \$6100 to \$6600 per year, effective January 1, 1951. Dr. Cairy has received numerous attractive offers elsewhere and has decided to stay with us.
7. Appropriation of \$2500 to finance a Regional Conference of Junior College<sup>and</sup> High School Teachers and Administrators on Responsibilities of Education in a World of Crises; the committee in charge to be Professor Muelder, Professor Fee, and Professor Muntyan.
8. Upon the recommendation of Dean Anthony and Director Hardin, it is recommended that the memorandum of understanding and the contract between the Detroit Agriculture-Industrial Foundation and the School of Agriculture be abrogated. This has the approval of Mr. Akers.

Appointments

Memoir for  
Dean Howard  
C. Rather  
spread on  
records

Date of leave  
Warrent Vin-  
cent changed  
Change in  
status Ruth  
Barrett  
Salary inc.  
Mary Bolanos  
Salary inc.  
Julio Isch  
Salary inc.  
C.F. Cairy  
\$2500 approp  
Ref. conf. of  
jr. college  
& h.s. tchrs  
Contract be-  
tween Board  
and Det-Ag-  
Indus. Found.  
abrogated.

## NEW BUSINESS, continued

Add. amts pd  
salaried  
employees

9. Payment of the following additional amounts to salaried employees since the last Board meeting:

## Miscellaneous

James Apple	\$122.30
John T. Blakeslee	10.00
Clyde Campbell	221.50
R. L. Cornwall	28.84
S. J. Culver	30.00
B. E. Dayrell	7.50
Betty Dickinson	51.00
Victor Horowitz	11.25
James T. Huston	7.50

## Miscellaneous (continued)

William Klomparens	\$25.20
Robert C. Lieser	84.50
Don S. Miyada	88.00
C. H. Musson	25.00
J. J. Stockton	1.88
C. R. Upham	159.00
Vern Vandemark	3.00
J. K. Richards	70.00

Report of  
several gifts  
to Museum

10. J. W. Stack, Director of the Museum, reports gifts representing a total value of \$1040 from the following persons;

Professor Knowles Smith, University of Notre Dame  
Amby Gould, Carland, Michigan  
Mr. and Mrs. Stannard L. Baker, Lansing, Michigan  
John J. Ellsworth, Ann Arbor, Michigan  
Mrs. Alice Kator, Stockbridge, Mich  
Forest H. Akers, Detroit, Michigan  
Dr. W. J. Clench, Harvard University  
Mrs. G. W. Akers, Williamston, Michigan  
Emily E. Shipman, Lansing, Michigan  
Martha E. Ryder, Bannister, Michigan  
Karl D. Bailey, Birmingham, Michigan  
John Fitzgerald, Grand Ledge, Michigan  
L. B. Treat, Adrian, Michigan  
Mrs. H. W. Hindes, Clayton, Michigan  
Mr. and Mrs. Theodore Werle, Okemos, Michigan  
Loris B. Curtis, Mason, Michigan  
George L. Garrison, Lansing, Michigan  
Fred C. Throop, Holt, Michigan  
Mrs. Fred Carrier, Mason, Michigan  
Mr. and Mrs. Robert Seyfarth, Mason, Michigan  
Lewis Rogers, Fulton, Michigan  
Ora A. Berkey, Constantine, Michigan  
George Libey, Elsie, Michigan  
Clarence H. Ash, Monroe, Michigan

Gift of \$100  
from Heinel  
Motors for  
Akers scholar  
ship

11. Grant of \$100 from Heinel Motors, Inc. of Philadelphia, Pennsylvania, to be added to the Forest H. Akers Scholarship Trust Fund.

\$150 Mich.  
Farm Equip  
Assoc.

12. Grant of \$150 from the Michigan Farm Equipment Association of Grand Rapids to be used for a scholarship for a student from Portland, Michigan, who is enrolled in college.

\$47 Bd. of  
Educ. Kazoo

13. Grant of \$47 from the Board of Education of Kalamazoo to be used to apply on the tuition of a student who is enrolled in college.

Cont. agree.  
Atomic Ener.  
Commission

14. Continuation of the memorandum of agreement with the U. S. Atomic Energy Commission covering a grant of \$21,250 to be used in the Chemistry Department under the direction of Professor Rogers for basic research on interhalogen compounds. The agreement provides for a graduate fellowship.

Cont. agree.  
Army Chemical  
Corps.

15. Continuation of the memorandum of agreement with the Army Chemical Corps, Camp Detrick, Frederick, Maryland, covering a grant of \$56,000 to be used under the direction of Dr. H. W. Dunne in Bacteriology in a study of the modification of viruses causing hog cholera and other diseases of animals. The agreement provides for a graduate fellowship.

Memo agree-  
ment Res.  
Corp-\$1800  
project in  
Chemistry

16. Approval of a memorandum of agreement with the Research Corporation of New York City covering a grant of \$1800 to be used under the direction of Victor Gilpin in Chemistry for the purchase of equipment in a project concerned with a study on rare earth salts.

Cont. memo  
agree. Nat.  
Safety Council

17. Continuation of the memorandum of agreement with the National Safety Council of Chicago covering a grant of \$1500 to be used under the direction of R. F. Turner in Police Administration in the study on the comparability and reliability of chemical tests for intoxication. The agreement provides for a graduate fellowship.

Conservation  
Inst. changed  
to Land and  
Water Conser-  
vation.

18. Recommendation from Dean Anthony and Professor Herbert that the name of the Conservation Institute be changed to the Department of Land and Water Conservation in the Division of Conservation.

Approval of  
purchase of  
51.9 acres of  
land at Dun-  
bar station.

19. Recommendation from Secretary McDonel, Dean Anthony and Professor Herbert for the purchase of 51.9 acres of land from Mr. John Dion at a cost of \$1400. The land is contiguous to the Dunbar Station and is part of the block which the College has had marked for purchase.

On motion of Miss Jones, seconded by Mr. Brody, it was voted to approve the President's Report and all new business.

ADDITIONAL ITEMSLeaves

1. Leave of absence with pay for Melvin J. Segal, Associate Professor of Social Science, from September 1 to December 31, 1951, for study and travel abroad. Dr. Segal has been a member of the staff since September 1, 1945.

Leave M.J.  
Segal

Appointments

1. Appointment of William Van Arsdell as Assistant Professor in Animal Husbandry at a salary of \$4500 per year, on a 12-month basis, effective September 1, 1951, to replace Byron Good, transferred. His salary is to be paid three-fourths from College and one-fourth from Experiment Station funds.
2. Appointment of Mrs. Ruth C. Kettunen as Assistant in Home Management and Child Development at a salary of \$200 per month, effective from February 1 to June 30, 1951. This is a new position to be paid from the grant from the Michigan Heart Association.
3. Reappointment of Ralph W. Duckwall as temporary Instructor in Speech, Dramatics and Radio Education at a salary of \$333.33 per month, effective January 1, 1951 for as long as necessary.
4. Appointment of L. Robert Montgomery as Associate Professor of Surgery and Medicine at a salary of \$6600 per year on a 12-month basis, effective June 1, 1951, to replace F. W. Young, deceased.

Appointments

Miscellaneous

1. Changes in salaries of temporary Instructors in Speech, Dramatics, and Radio Education, effective January 1, 1951, as follows:

Wilfred M. Arneson, from \$185 to \$200 per month  
Theda P. Assiff, from \$150 to \$100 per month  
Esther Waite, from \$100 to \$150 per month

Salary changes:  
temporary  
instructors  
in Speech.

2. Payment of the following additional amounts to salaried employees:

<u>Auditorium</u>		<u>Continuing Education</u>		<u>Miscellaneous</u>	
Charles Branz	\$10	A. A. Applegate	\$ 17.60	C. A. Hoppert	\$ 10.00
L. E. Chapman	6	R. J. Coleman	71.00	J. T. Huston	10.00
Lorraine Demorest	9	Charles Hill	36.80	Phyllis Jenson	6.00
Mildred Dickinson	9	Charles Irvin	14.90	Edna Jorgensen	8.25
John H. Emery	6	Earl McIntyre	21.70	Edgar Kirk	100.00
Helen Evans	17	R. H. Scott	126.80	W. N. Mack	10.00
Helen Greene	50	J. B. Tintera	21.90	Floyd Macklem	5.00
Lois Harris	3	Fred Woolman	50.40	T.H.P. Marshall	20.00
Floyd Macklem	6			Carlton Musson	12.00
Elmer Peterson	6			C. P. Pedrey	5.00
Varetta Powers	24	<u>Miscellaneous</u>		Elmer Peterson	5.00
Gail F. Ryder	12	J. T. Blakeslee	21.00	Varetta Powers	10.00
Laurence Searl	3	R. J. Claus	98.00	J. K. Richards	70.00
Robert Troxell	10	Betty Cochran	6.00	J. J. Stockton	11.81
Wayne VanRiper	50	R. L. Cornwall	28.84	Shawmut Stitt	4.00
Clella Weissinger	17	S. J. Culver	60.00	Robert Troxell	10.00
Neal Whitehead	9	Benjamin Dayrell	10.00	Wayne VanRiper	10.00
Loren Wight	9	J. H. Emery	5.00		
Ray Yerkie	9	Dorothy Harrison	21.94		

Additional  
amounts paid  
salaried em-  
ployees

3. Grant of \$300 from the Michigan Farm Bureau of Lansing to be used under the direction of the Committee on Scholarships for scholarship grants to deserving foreign women students.
4. Check for \$25 from Dean and Mrs. C. S. Bryan to be used under the direction of the Committee on Scholarships for the 1951 Dean of Veterinary Medicine Award in Medical Technology.
5. Grant of \$200 from the City Panhellenic of Greater Lansing to be used under the direction of Mrs. Gonon and Miss Petersen. The money is to be given in small amounts to deserving women for room rent, books, board, and other small necessities.
6. Grant of \$235 from the Michigan Milk Producers Association of Detroit to be used under the direction of A. W. Farrall in Agricultural Engineering in connection with the pen barn exhibit during Farmers' Week.
7. Grant of \$235 from Klenzade Products of Beloit, Wisconsin, to be used under the direction of A. W. Farrall in Agricultural Engineering in connection with the pen barn exhibit during Farmers' Week.
8. Grant of \$1500 from the Michigan Heart Association of Detroit to be used under the direction of Dr. Irma Gross in Home Management and Child Development in a program of occupational cardiology.
9. Continuation of a memorandum of agreement with the American Cyanamid Company of New York City covering a grant of \$1000 to be used under the direction of Ray Hutson of the Entomology Department in a study of the applications of insecticides to the control of various insect pests.

\$300 Mich.  
Farm Bur.  
Lansing  
\$25 rec'd  
C.S. Bryans  
for Vet Award  
\$200 City  
Panhellenic  
\$235 Mich.  
Milk Prod.  
Assoc.  
\$235 Klenzade  
Products  
\$1500 from  
Mich. Heart  
Assoc.  
Cont. agree-  
ment Am. Cya-  
namid Co.



ADDITIONAL ITEMS, CONTINUEDMiscellaneous, continued

Memo agree.  
Mich. Bean  
Council  
\$10 from  
Child Study  
Club Hastings  
Cont. agree.  
Nat. Vitamin  
Found-Ag. Chem  
Cont. memo  
agree. Swift  
& Company  
Cont. memo  
agree. Am.  
Potash Inst.  
\$100 from  
Mich. Com.  
Rur. Elec.  
Statement  
Ernst & Ernst  
approved.  
Rooms for poly  
graph in Pol.  
Adm. completed  
Full payment  
for North  
Hall made by  
Mr. Hatfield

10. Approval of a memorandum of agreement with the Michigan Bean Council of Growers and Shippers of Saginaw covering a grant of \$1300 to be used under the direction of E. E. Down in Farm Crops in a dry edible bean research program in variety improvement.
11. Gift of \$10 from the Child Study Club of Hastings, Michigan, to be used at the Spartan Nursery School.
12. Continuation of the memorandum of agreement with the National Vitamin Foundation, Inc., to be used under the direction of Dr. R. W. Luecke in the Department of Agricultural Chemistry for a study of the effects of low intakes of nicotinic acid, pantothenic acid and riboflavin during pregnancy on the health and livability of the newborn pig.
13. Continuation of the memorandum of agreement with Swift and Company covering a grant of \$6600 for research to be conducted under the direction of Director Berley Winton of the Regional Poultry Laboratory on a project which deals with the histology of the fowl.
14. Continuation of the memorandum of agreement with the American Potash Institute, Inc., covering a grant of \$1500 for research under the direction of Dr. R. L. Carolus in the Department of Horticulture on the influence of the kind of vegetable on the absorption of various nutrient elements.
15. Grant of \$100 from the Michigan Committee for Rural Electrification of East Lansing to be used in connection with pen barn exhibits during Farmers Week.
16. Statement from Ernst & Ernst covering audit of the College proper amounts to \$9,201.82, and for examination of Creamery records \$674.75.
17. Recommendation that the rooms for the polygraph in Police Administration be completed at a cost of \$150; to be charged to Alterations and Improvements 1950-51.
18. Mr. Hatfield, who purchased North Hall, has recently made full payment on his \$15,000 mortgage which the College accepted as part of the sale price.

On motion of Mr. Brody, seconded by Mr. Mueller, it was voted to approve the foregoing Additional Items.

SPECIAL MISCELLANEOUS

1. The following letter has been received from Mr. May:

"I have also received a check in the amount of \$500 from Mr. H. G. Scobell on the \$2500 mortgage which came to the College as part of the Erb Estate. You will recall that the Board previously declined to settle this mortgage for \$1250. At that time Mr. Scobell indicated he would be in no position to make payments on the mortgage and that we would probably have to wait for his estate to be settled. He has paid the interest promptly semi-annually, and each time I have acknowledged the interest payment and urged him to start making payments on the mortgage. In his letter transmitting the \$500, he has offered to sell some war bonds if the Board will approve a discount of 15% of the balance, which would amount to \$300.

"I think that we will ultimately collect the full \$2,000, but I would also anticipate that we may find ourselves involved in the settlement of an estate for part of our claim as Mr. Scobell's health has been poor. I therefore think that we should discuss with the Board the advisability of accepting \$1700 in full settlement of the \$2,000 balance owed by Mr. Scobell."

On motion of Miss Jones, seconded by Mr. Mueller, it was voted to authorize Mr. May to accept a cash settlement from Mr. Scobell on the basis of a 15% discount.

2. Secretary McDonel discussed with the Board some of the problems involved in getting a clear title to the site at the corner of Mt. Hope and Harrison Road, occupied by the old district school. The college attorney recommends that the Board conclude the transfer from the East Lansing School Board, making no effort at this time to clarify the title.

On motion of Miss Jones, seconded by Mr. Brody, it was voted to approve the recommendation of the college attorney with the understanding that the College will retain title to this property indefinitely and that it is not to be made available to the U. S. Regional Poultry Laboratory for their use.

3. Discussion of the Animal Industries Building and the activities of the Michigan Agricultural Conference, including the possibility of borrowing funds from the federal government to pay for the preparation of plans and specifications.

On motion of Mr. Mueller, seconded by Miss Jones, it was voted to express the appreciation of the Board to the Agricultural Conference for their interest in and efforts on behalf of the desired Animal Industries Building. The Board assures the Conference that it will do everything it can to expedite the preparation of plans for this building so that when the legislature makes the required appropriations there will be no delay in getting it under way so that it may be available to serve Michigan's Agriculture at the earliest possible time.

Transfer of  
property at  
corner Mt. H  
& Harrison  
approved.

Discussion  
of Animal  
Industries  
building.

SPECIAL MISCELLANEOUS, continued

4. Bids were opened on January 12 on a new piggery building. The following bids were received:

Granger Brothers	\$117,299
Francis J. Corr, Inc.	110,100
Christman Company	103,500
Foster, Schermerhorn, Foster, Inc.	101,132
Vandenburg Construction Company	99,600

Piggery building contract awarded to Vandenburg Construction Company.

Vandenburg Construction Company was low bidder at a lump sum price of \$99,600 which includes a complete building as indicated in the plans and specifications. Mr. Vandenburg was requested to get the building immediately under way with the understanding that the Board would be requested to ratify the contract at its meeting on January 18.

In addition to the above amount, an additional \$400 is needed for the Buildings and Utilities Department for certain services they will be called upon to do in connection with the construction of this building. The above amount will include all the anticipated costs except the site improvement.

5. Mr. May submitted proposed schedules of fire insurance covering all campus buildings.

On motion of Mr. Mueller, seconded by Mr. Brody, it was voted to immediately put into effect the insurance program, substantially in accordance with the schedules a, b and c as discussed with the Board.

6. Mr. May and Mr. McDonel presented recommendations of the Personnel Office outlining a detailed recommendation in making effective the action taken at the December Board meeting with reference to wage and salary adjustments for all classified personnel.

On motion of Mr. Mueller, seconded by Dr. Smith, it was voted to include the recommendations of the Personnel Office as a part of the action taken at the December Board meeting.

7. Mr. Calder had lunch with the Board and presented sketches for the proposed library.

On motion of Mr. Mueller, seconded by Miss Jones, it was voted to approve enthusiastically the plans and design for the interior of the building; but it is requested that Mr. Calder make a new study of the roof lines, the tower and certain other features discussed with him and be prepared to discuss alternate recommendations with the Board at its next meeting.

8. Presentation by Mr. May of the proposed request to the State Controller for a supplementary appropriation.

On motion of Mr. Brody, seconded by Miss Jones, it was voted to direct Mr. May to submit a request totaling \$1,229,758 for the following specific purposes:

A. The \$568,758 previously requested for salary and wage adjustments, to be effective as of January 1, 1951.

B. \$661,000 to cover the following items:

(1) Instructional department supplies and services deficiency	- \$73,500
(2) Operating deficiencies of the Buildings and Utilities Dept	- 34,500
(3) Telephone service deficiency	- 20,000
(4) Insurance deficiency	- 30,000
(5) Purchase of coal	- 100,000
(6) Power Plant improvements	- 86,000
(7) Continuing Education equipment	- 35,000
(8) Instructional department equipment deficiencies	- 282,000

The Board adjourned at 3 p.m.

It was decided not to have a Board meeting in February but to have the next meeting on Thursday, March 1st.

*John A. Hensch*  
President

*Paul H. McDonel*  
Secretary

There was no meeting of the Board held during February 1951.

Approval of fire insurance schedules submitted by Mr. May.

Approval of recom. of Personnel Office: wage and salary adjustments for classified personnel.

Mr. Calder instructed to change certain features in plans for library.

Mr. May directed to submit request for supplemental appropriation.