

Present: Messrs. Berkey, Daane, Downing, Halstead; Mrs. Wilson; Dr. Elliott, President Shaw, Comptroller Wilkins and Secretary Hannah.

Absent: Mr. Brody (Chairman)

The meeting was called to order at 3 P.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

1. Resignation of Mr. W. J. McCulloch as superintendent of the Dunbar Forestry Station, effective as of October 31, 1937.
2. Appointment of Mr. Howard Womochel as Research Assistant in the Engineering Experiment Station, to replace Mr. M. F. Surls, resigned, at a salary of \$2100.00 per year, effective January 1, 1938.
3. Appointment of Mr. Harold J. Olver as draftsman in the Department of Agricultural Engineering at a salary of \$1800.00 per year, effective December 1, 1937.
4. Appointment of Mr. Carl V. Holmberg as half-time graduate assistant in Physics for the winter and spring terms of 1938 at a salary of \$60.00 per month. (This assistantship was authorized at the September Board meeting but was not filled during the fall term).
5. Approval of the recommendation that Miss Helen Clausen, of the Central Stenographic Office, be assigned to the Department of Geology and Geography on a half-time basis, effective October 1, - pay for this service to be charged to the regular college payroll.
6. Request for leave of absence for Dr. H. F. Spencer, Research Assistant in Cytogenetics, from July 1, 1938 to September 7, 1938 without pay in order that he may teach several courses in the Summer School at the University of California.

Resignations

Appointments

Leaves

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve items 1, 2, 4, 5 and 6 and refer item 3 to the President with power to act.

Travel

TRAVEL

1. Request for an allowance of first class railroad mileage for one person from the Department of Philosophy and Psychology to Minneapolis to attend the American Psychological Association Meeting which was held September 1 to 4.
2. Request for allowance of railroad expenses to Philadelphia for Milton Muelder of the History Department to attend the American Historical Association meetings, December 29 - 31.
3. Request for second class railroad mileage only, 2-cent rate, to Buffalo for Dr. C. M. Newlin and J. A. Clark of the English Department to attend meetings of the National Council of English teachers, November 25-27. (Total expenditure not to exceed \$32.20).
4. Request for mileage allowance on one car so that Professor H. H. Musselman and members of the Agricultural Engineering staff may attend the annual meeting of the American Society of Agricultural Engineers in Chicago, November 30 to December 2, payable from Agricultural Engineering Department funds.
5. Request for mileage on one car so that members of the Soils Department may attend the annual Soils Science meetings in Chicago, November 30 to December 3 payable from the Soils Department funds.
6. Request for full expenses for Dr. C. E. Millar to attend a meeting in Columbus, Ohio, November 15, to represent the College in connection with a conference between agronomists and fertilizer manufacturers, payable from departmental funds.
7. Request for mileage on one car so that members of the Forestry Department may attend the annual meeting of the Society of American Foresters in Syracuse, New York, December 16 to 18, payable from Forestry Department funds (estimated mileage expense - \$50.00.)
8. Request for out-of-state travel (without expense to the College) for A.C. Baltzer and L. A. Moore of the Dairy Department to attend a meeting at Fort Wayne, Indiana, as guests of the McMillan Feed Company, November 15.
9. Request for an allowance of first class railroad mileage only for Professor J. W. Stack to attend the Inland Bird Banding Association Meetings in Chicago, November 26 to 27, and visit the banding station at Waukegan, Illinois.
10. Request for expenses on one car to transport members of the Departments of Bacteriology and Pathology to Chicago to attend the meetings of the Experiment Station Conference in Animal Pathology and Animal Diseases and the U. S. Live Stock Sanitary Association, November 29 to December 3.

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TRAVEL, continued

Travel

11. Request for first class railroad mileage only for Dr. J. P. Hutton to attend the meeting of the U. S. Live Stock Sanitary Association in Chicago, November 30 to December 3.
12. Request for authorization for first class railroad mileage only for Professor L.R. Schoenmann to attend the Soil Science Meeting in Chicago, November 30 to December 3 payable from Conservation Institute Current Funds. (Professor Schoenmann is chairman of one of the sections of the meeting).
13. Request for first class railroad mileage only so that Dr. Donald Hayworth may attend the American Council on Education in Chicago on December 1, 2 and 3, payable from Extension funds.
14. Request for first class railroad mileage for Mr. Russell G. Hill to attend the annual Fish and Game Conference at Madison, Wisconsin, November 11, 12 and 13 payable from Extension funds.
15. Request for railroad and pullman for Mr. Don Hayne of the Zoology Department to Madison and return to attend the National Game and Fish Conference at Madison, November 11 to 13. Mr. Hayne will be attending a conference in the Upper Peninsula and can go directly to Madison. Mr. Hayne was granted automobile mileage or first class railroad mileage from the Upper Peninsula to East Lansing via Madison.
16. Request for mileage allowance on one car for members of the Farm Crops Department to attend the International Crop Improvement Association Meeting in Chicago, November 30 to December 2.
17. Request for authorization of expenses for Professor H. R. Pettigrove and judging team (Gerald Brian, Graydon Blank, Grant Nichol, John Stone) to attend the Intercollegiate Crops Contest at Kansas City, November 19, payable from Farm Crops Judging Team Fund.
18. Request from Dean Dirks that he be allowed first class railroad mileage so that he may attend the meeting of the American Society of Mechanical Engineers in New York, December 3 to 7.
19. Recommendation from the Union Committee that Mr. Proulx be allowed mileage on his car and full expenses so that he may attend and transport five students to the annual meeting of the Association of College Unions which is being held December 1, 2, 3 and 4 at Purdue University. It is further recommended that each of the students be paid \$13.00 in advance from which they are to pay all of their personal costs involved in the trip.
20. Request for railroad and pullman for Dr. George K. Davis of the Chemistry Experiment Station, so that he may attend the American Society for Animal Production meetings to be held in Chicago November 27 to December 4 - payable from Experiment Station funds.

Requested travel to meetings of the American Society of Animal Production, November 26th to December 1st and International Live Stock Exposition, (November 26 to December 3):

21. Request for travel expenses for Dean E. L. Anthony so that he may attend the Society of Animal Production Meeting in Chicago, November 26-28, - to be paid from the Dean of Agriculture fund. (Dean Anthony is in charge of one of the sectional programs).
22. Request for first class railroad mileage to Chicago for Professor Earl Weaver to attend the annual meeting of the American Society of Animal Production, November 26 to December 1, payable from Dairy Department Current funds.
23. Request for full expenses for John Carter, John MacAllan and Professor Ralph Hudson to attend the International, November 26 to December 3. Arrangements are to show a limited number of horses as a part of the Michigan State Horse Breeders' Exhibit.
24. Request for full expenses for Mr. D. H. LaVoi and Mr. H. F. Moxley to attend the International in Chicago, November 25 to December 4, payable from Extension funds. (These men to be in charge of Extension exhibits and demonstrational work sponsored by live stock breeders in Michigan).
25. Request for travel and maintenance expenses for Professor G. A. Brown and Mr. G. J. Propp to attend the International in Chicago, November 26 to December 4; also, full expenses for Mr. Charles Walker, Mr. M. H. Thornton and Mr. Robert Kaufman, in charge of college exhibits of livestock.
26. Request for first class railroad mileage for Mr. D.E. Brady and L. A. Blakeslee of the Animal Husbandry Department to attend the International to be paid from current expense fund of the Animal Husbandry Department.
27. Request for full expenses to be paid from Short Course funds, for Director R. W. Tenny to attend the International along with approximately one dozen Short Course students, November 22 to December 3.

Requested travel to the International Hay and Grain Show:

28. Request for full expenses for Mr. George Wenner to attend the International Grain and Hay Show as a Michigan representative in charge of Michigan entries. Expenses to be paid from the Michigan Crop Improvement Association funds.

TRAVEL, continued

29. Request for authorization of expenses for Professor H. R. Pettigrove and judging team (Gerald Brian, Graydon Blank, Grant Nichol, John Stone) to attend the International Hay and Grain Show, November 26-27, expenses to be paid from the Farm Crops Judging Team Fund.

Travel

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the travel requests except items 2 and 20. It was voted to defer action on item 2 and refer item 20 to the President with power to act.

MISCELLANEOUS

1. Communication from a Committee for the Faculty expressing appreciation to the State Board of Agriculture and its Committee for the successful development of the Retirement and Group Insurance program now in effect at Michigan State College.

Appreciation of faculty re: retirement plan

2. Report of a gift of \$5,000 from Mrs. Matilda Wilson to be added to the fund for needy students which was created by her in January 1937.

Acceptance of \$5000 from Mrs. Wilson

On motion of Mr. Daane, seconded by Mr. Downing, it was voted to accept with thanks the gift of \$5,000 from Mrs. Wilson and to instruct the Secretary to express to Mrs. Wilson the appreciation of the Board.

3. Recommendation of the Administrative Group that beginning with the Winter Term, 1938, the State News fee be increased from 35 cents to 50 cents per term.

State News fee increased from 35¢ to 50¢

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

4. Report of the Secretary on his conference with Dr. Elliott, Superintendent of Public Instruction, relative to the inability of Michigan State College to house the Cooperative Research Program on the campus. (Referred to Secretary at October meeting). The Secretary recommends that an appropriation of \$2400 be made for this year toward this project, which is to be housed in Lansing.

Approval of appropriation of \$2400 toward Cooperative Research Program.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted to approve the above recommendation for an appropriation of \$2400.00.

5. Tentative offer of a sum of cash and \$40,000 in stock in the Aermotor Company from the estate of LaVerne Noyes of Chicago, - the income to be used in accordance with the terms of the trust for the use of children or direct descendants of world war veterans.

Offer of cash and stock from the LaVerne Noyes Estate of Chicago

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve the following resolution relative to the acceptance of the above-mentioned gift:

RESOLVED, that this Board on behalf of Michigan State College accept the gift in trust offered it by Lewis C. Walker, Joseph J. Fraser and Frederick E. Smith, as Trustees under the Last Will and Testament of LaVerne Noyes, deceased, to be held and administered by this Board for said College, for the purposes set forth in said will and that this Board enter into the proposed form of contract between said Trustees, the Annuitants therein named, and such Universities or Colleges as may become parties thereto, a copy of which contract has been submitted to this meeting;

RESOLVED FURTHER, that the President of the Michigan State College be and he is hereby authorized and directed for and on behalf of this Board to execute said contract when the same shall be submitted to him in final form and that the Secretary be and he is hereby directed to affix thereto the corporate seal when said contract has been so executed.

Name of Mary Hulse temporarily discontinued on payroll. Mrs. Toaz put

6. Recommendation of Dean Huston that the name of Miss Mary Hulse, clerk in the Department of Chemistry, be temporarily discontinued on the payroll, effective October 31, because of an arm injury. Further recommendation that Mrs. Susan Toaz be appointed, as of November 1, at her former salary of \$1390.00 per year until such time as Miss Hulse is ready to resume work.

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

7. Recommendation for payment of Health Service bills totalling \$26.50 and a hospital bill totalling \$79.50 for Mr. David Penner, Buildings and Grounds employee.

Payment of Health Service bill - Penner

On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted to authorize payment of the above mentioned bills for Mr. Penner and also to approve any other doctor or hospital bills that may come in in connection with this injury.

8. Appointment of a committee of five (of which the President and Secretary are automatically members) to handle the administration of the Retirement Plan.

Appointment of Retirement Plan Comm.

On motion of Mr. Berkey, seconded by Mr. Daane, it was voted to approve the following Retirement Plant Committee: President Shaw, Secretary Hannah, Comptroller Wilkins, Professor S. E. Crowe and Mr. Karl McDonel.

9. Recommendation for the immediate retirement of the following persons:

Retirement of Mr. Cobb referred to Committee

1. Louis Cobb, labor employee at the South Haven Station, employed in April 1910, 71 years of age - to be retired at the minimum rate of \$480.00.

MISCELLANEOUS continued

9. (Continued)

Retirement of
Prof. King
referred to
Committee.

2. E. Sylvester King, Associate Professor of Speech, employed in 1900, 69 years of age - to be retired at \$1,077.00 per year.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to refer the above recommendation to the newly appointed committee on Retirement Plan with power to act.

Delegation of
one person to
attend conf.
of Div. of
Recreation of
WPA at
Minneapolis.

10. Communication from the Division of Recreation of the Works Progress Administration, Washington, D. C. inviting Michigan State College to participate in a conference on college and university training programs for students in the field of recreation. The conference is to be held at the University of Minnesota on December 9, 10, and 11. Provisions for board, room and meeting space have been arranged at the university's Center for Continuation Study, but travel expenses for the representative will be the responsibility of the college.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve full expenses for one person to attend the above-mentioned conference in Minneapolis.

Membership in
scientific,
tech. etc.
not to be in-
cluded in ex-
pense accts.

11. Recommendation that hereafter membership in scientific, technical, athletic, or other forms of organization to the meetings of which members of the staff may be delegated by the Board, shall be considered as personal matters and cannot be included in expense accounts submitted by those who receive delegation. If divisional or department organizations desire to take out membership in order to procure monthly or annual publications of such societies, they may do so with the proper authorization of the Dean of the Division and the President of the College.

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

Report on
receipt of
letter from
Civil Service
Commission.

12. Report on receipt of a letter from the Civil Service Commission and reply to same by Mr. Byron Ballard, representing the State Board of Agriculture.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted to approve the letter sent by Mr. Ballard to the Civil Service Commission.

Gift of \$200
from Mr.
Kellogg for
food for birds

13. Report of a gift of \$200.00 from Mr. W. K. Kellogg to the Bird Sanctuary for the purchase of food for birds at the Sanctuary.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to accept with thanks the gift of \$200 from Mr. Kellogg for the purchase of food for birds at the Sanctuary.

Recommendations re: sal-
ary L. Richard
referred to
Pres. Shaw
& Mr. Brody.

14. Communication from Dean Emmons making recommendations relative to the salary of Professor Lewis Richards, head of the Music Department.

On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted to refer the above item to President Shaw and Mr. Brody with power to act.

College to pay
small portion
of each em-
ployees group
insurance.

15. Upon recommendation of Attorney Byron Ballard, it was voted by Mr. Halstead, seconded by Mr. Daane to authorize and instruct the Comptroller to pay a small portion of the group life insurance premium for each employee from Board funds, - the exact amount not to exceed five cents per month per employee and to be determined by Mr. Ballard and the Comptroller.

MISCELLANEOUS REPORT

Approval of
several
Athletic
Council
recommendations.

1. Report of the committee consisting of Mr. Brody, Mr. Daane and Mr. Hannah (appointed at the last Board meeting) on the recommendations of the Athletic Council. The committee approved all of the following items:

1. Pickup truck - \$600.
2. Wood floor in wrestling room and raise radiator - \$450.
3. Convert Varsity Club Room into classroom - \$55.
4. Fence two sides of four tennis courts near Horse Show ring - \$600.
5. Construct one concrete tennis court - \$700.
6. Construct water-proof storeroom under east stadium - \$900.
7. Install steel telephone poles for night football field - \$1750.
8. New movie projector - \$200.
9. Boxing ring - \$400.
10. Install additional transformers to provide for electric heaters in press box, etc. - \$400.

On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted to approve the above report.

PRESIDENT'S REPORTS

Mileage Fort
Wayne - Van
Alstyne.

1. Approval of mileage allowance on one car and maintenance expenses to Fort Wayne, Indiana, for Mr. B. F. VanAlstyne, so that he may speak at a basketball rules meeting held November 9.

Full expenses
Baldwin, Col-
umbus.

2. Approval of full expenses for Director R. J. Baldwin to attend a call meeting of the United States Senate Sub-Committee at an agricultural hearing held in Columbus, Ohio, October 29 and 30.

Full expenses
Proulx, Pitts-
burgh.

3. Approval of full expenses for Mr. B. R. Proulx to attend the annual meeting of the American Hotel Association in Pittsburgh, November 8 to 11.

PRESIDENT'S REPORTS, continued

4. Approval of payment of \$37.52, full expenses, for Mr. Lewis Richards and Mr. Keith Stein, to travel to Chicago to engage a substitute for Michael Press, October 24 and 25.
5. Approval of an additional advance of \$100.00 from Rackham funds to Dr. I. F. Huddleson (as per cable from Malta received by Dean Giltner).
6. Report on the approval of payment of the annual \$25.00 premium, due on October 22, 1937, on the \$10,000.00 fidelity bond of Mr. L. L. Frimodig, Assistant Director of Athletics.
7. Approval of the appointment of Mr. Hans Lange to replace Mr. Michael Press of the Music Department for the fall term, to be paid as follows:

For four rehearsals of the orchestra and conducting the orchestra concert, to be paid from the Concert Fund - \$500.00.

For instructing students in Violin \$75.00 per day for each of three days - \$225. (This amount to be paid in three installments, one after each appearance here out of the regular instructional funds and upon an order from Professor Richards, approved by Dean Emmons).

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

BUILDING COMMITTEE ITEMS

1. Recommendation from Dean Anthony that the Experiment Station be authorized to renew the lease of 10 acres of land at the South Haven Station from Mr. Longinotti for a five-year period at \$100.00 per year with an option to lease it for an additional five-year period at the same rate. We have leased this land for the last five years and now have growing on it the peach seedlings in our peach breeding project. Rental to be paid for from the budget of the South Haven Station.

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

2. Recommendation from Dean Anthony that the Experiment Station be authorized to lease for use of the South Haven Station near South Haven, three acres of ground from Mr. James Hosking at an annual rental of \$10.00 per acre per year to be paid for from the budget of the South Haven Station. This lease is recommended for a period of six years beginning April 1, 1938 and is to be used for carrying certain fruit breeding stocks.

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

3. Recommendation from Dean Anthony for the purchase of one acre of land more or less bounded on two sides by college property, on the west by Harrison Road and on the south by the Grand Trunk Railroad right-of-way. This property is now owned by the East Lansing Fuel Company and held by them for siding purposes. The owners have agreed to sell for \$3100 cash provided this option is exercised during the month of November. Dean Anthony recommends that it be paid for out of the revolving special horse fund.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to refer the above item to the Secretary with power to negotiate with the East Lansing Fuel Company and purchase the above-mentioned land at a figure not to exceed \$1500 cash.

4. President Shaw has offered to the College such trees and shrubs as we wish from his farm and nursery at no cost to the College other than moving. It is recommended that \$2,000 be set aside for moving the trees and shrubs to the campus during the coming winter. This should be a special appropriation for this purpose, - work to be done by the Buildings and Ground Department.

On motion of Mr. Daane, seconded by Mrs. Wilson, it was voted to approve an appropriation of \$2,000 for moving the trees and shrubs to the campus.

5. Mr. Phillips requests an additional appropriation of \$3500 for landscaping about the new Sarah Langdon Williams Dormitory. This is an addition to the \$684.00 that this account is now overdrawn.

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to approve an appropriation of \$3500 for landscaping about Sarah Langdon Williams Hall

6. Our budget for this year carries \$2,000 for campus lighting. In providing the necessary lighting in that area of the campus around the women's dormitories requires fifteen of the new type post standards and the cost of installation. The total cost will be not less than \$4,000 and an additional appropriation of \$2,000 is necessary.

On motion of Mr. Berkey, seconded by Mrs. Wilson, it was voted to approve an additional appropriation of \$2,000 for campus lighting.

7. Request for an appropriation of \$400.00 to move the gas pump from the rear of the Stores to the Garage.

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to refer the above request to Secretary Hannah and Comptroller Wilkins with power to act.

The meeting adjourned at 5:15 P.M.

Robert S. Shaw
President
John A. Hannah
Secretary

Full expenses
Richards &
Stein Chicago

\$100 advance
to Dr Huddle-
son.
Payment of
premium on
Frim's bond

Appointment
of Mr. Hans
Lange re-
placing
Micheel Press

Renewal of
10 acres of
land at So.
Haven from
Longinotti

3 acres
leased from
Jas. Hosking
at So. Haven

Sec. to nego-
tiate re:
1 acre owned
by E. L.
Fuel Company

\$2000 approp.
for moving
trees & shrubs
from Shaw
farm to coll.

Additional
\$3500 approved
for landscap-
ing Sarah
Williams Hall

Additional
\$2000 for
campus light-
ing.

Removal of
gas pump re-
ferred to
Sec. & Sompt.