

Minutes of the Meeting
of the
State Board of Agriculture
January 15, 1942

Present: Mr. Berkey (Chairman); Messrs. Akers, Brody, McPherson; Mrs. Masselink; President Hannah; Treasurer Wilkins; Secretary McDonel.

Absent: Mr. Jakway; Dr. Elliott

The meeting was called to order at 10:15 A.M.

The minutes of the previous meeting were approved.

RESIGNATIONS

- Resignations
1. Resignation of Samuel W. Stewart as Instructor in Mathematics, effective December 31, 1941. Mr. Stewart has accepted a position in research with the Signal Corps of the Army.
 2. Resignation of Donald G. Ebinger as Extension Specialist in Agricultural Engineering, effective January 31, 1942. Mr. Ebinger is returning to his father's farm.
 3. Resignation of Roger Wolcott Russell as Instructor in Psychology, effective December 31, 1941. Mr. Russell has accepted a research position with the Army Air Corps at Randolph Field, Texas.
 4. Resignation of J. Clark Osborne as Assistant in Animal Pathology, effective January 15, 1942. Mr. Osborne has been called to active duty in the Army.
 5. Resignation of Beulah Whittaker as Evening Reference Librarian, effective December 31, 1941. Miss Whittaker has been married recently.
 6. Resignation of Fred L. Hicks as Assistant Comptroller, effective February 28, 1942.
 7. Resignation of Ruth Budinski as stenographer in the Buildings and Grounds Department, effective December 20, 1941. Mrs. Budinski was employed until her husband's graduation.
 8. Resignation of Thelma Hitchcock as stenographer at the Health Service, effective December 15, 1941.
 9. Resignation of Elizabeth Hatch as Secretary to the Dean of Women, effective January 31, 1942. Miss Hatch plans to be married.
 10. Resignation of Dorothy Dunn as Stenographer in Landscape Architecture, effective December 31, 1941. Miss Dunn is on the west coast.
 11. Resignation of Charles F. Michalski as half-time graduate assistant in Physics, effective January 31, 1942. Mr. Michalski is in the Army.
 12. Resignation of Virginia Ward as half-time graduate assistant in Home Management and Child Development, effective December 31, 1941. Miss Ward is planning to be married.
 13. Resignation of David M. Poxson as half-time graduate assistant in the Library effective December 31, 1941. Mr. Poxson has been called for military service.

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

14. Resignation of Gladys Murphy as clerk in the Registrar's Office, effective January 31, 1942. Miss Murphy plans to be married.

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

LEAVES

- Leaves
1. Leave of absence without pay for five months for Mrs. Mollie Cole, Hostess in Ewing House, effective February 1, 1942. Mrs. Cole is requesting this leave for health reasons.
 2. Leave of absence without pay for three months for Dorothy Benson, instructor in Textiles, Clothing and Related Arts, effective January 1, 1942. Miss Benson's parents have been seriously injured in an automobile accident, and it is necessary for her to be with them for a time.
 3. Leave of absence without pay for one year for Richard Cole, a licensed operator on the Radio Broadcasting staff, effective as of December 3, 1941. Mr. Cole has been called to service with the U. S. Army.
 4. Continuation of leave of absence without pay for one year for Claude M. Cade, Professor of Civil Engineering, effective February 1, 1942. Mr. Cade is a lieutenant colonel and is on active duty with the Army.

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

APPOINTMENTS

Appointments

1. Temporary appointment of Olin Wanty and Fred Roth as Assistant Agricultural Engineering Specialists at a salary of \$175 per month each for the period from January 12 to March 12, 1942, and payable from Extension funds. These men will assist in an intensive program in farm machinery repair.
2. Appointment of Spencer Butler Apple as Extension Specialist and Research Assistant in Horticulture at a salary of \$3400 per year on a permanent 12-month basis, effective February 1, 1942. Mr. Apple will replace H. L. Seaton (salary \$3400) who has resigned.
3. Appointment of John W. Hope as Technician in the College Museum at a salary of \$2400 per year, effective date to be reported. This is a new position included in the budget for 1941-42.
4. Appointment of Miss Mildred Messenger as Stenographer in the Buildings and Grounds Department at a salary of \$1200 per year, effective December 22, 1941. Miss Messenger replaces Ruth Budinski (salary \$1200) who has resigned.
5. Appointment of Miss Bertha Tiedt as stenographer at the Health Service at a salary of \$1260 per year, effective December 15, 1941. Miss Tiedt replaces Thelma Hitchcock (salary \$1260) who has resigned.
6. Appointment of Merrill Pierson as Assistant Comptroller at a salary of \$3600 per year on a permanent 12-month basis, effective January 1, 1942. Mr. Pierson replaces Fred L. Hicks (salary \$3000) who has resigned.
7. Appointment of Miss Elizabeth Corbishley as secretary to the Dean of Women at a salary of \$1200 per year on a temporary basis, effective February 1, 1942. Miss Corbishley replaces Elizabeth Hatch (salary \$1500) who has resigned.
8. Appointment of Leonard C. Price as Associate Professor of Mechanical Engineering at a salary of \$3800 per year on a permanent 9-month basis, effective February 1, 1942. Mr. Price replaces L. N. Field (salary \$3800) who died in October.
9. Appointment of Dorothy Hopson Wells as Assistant in Home Management and Child Development at a salary of \$400 for winter and spring terms 1942 on a part-time basis. Mrs. Wells will replace Virginia Ward, a graduate assistant who has resigned.
10. Appointment of Eleanor Cramer Brewer as Instructor in Textiles, Clothing and Related Arts at a salary of \$500 for the winter term 1942 for part-time work. Mrs. Brewer will temporarily replace Dorothy Benson who has requested leave. She is now teaching two classes in the Short Course, and this will be additional work and additional pay.
11. Appointment of Miss Edith Butler as Acting Head of the Department of Art at an additional salary of \$100 per term, effective January 1, 1942. Miss Butler's salary is now \$2500 per year. She will temporarily replace Professor Scheele who has retired.
12. Appointment of Miss Marian Andros as Instructor in Art at a salary of \$150 per month for six months beginning January 1, 1942. Miss Andros will carry part of the work formerly carried by Professor Scheele.
13. Appointment of Mrs. Beatrice Brody Larsen as Instructor in Music (voice) at a salary of \$700 for three months beginning January 1, 1942. Also the recommendation that the student fee for her teaching be \$36. Mrs. Larsen will carry part of the work carried by Mr. Patton who is on leave.
14. Appointment of Mrs. Jean Trembley Rich as Instructor in English at a salary of \$200 per month for three months beginning January 1, 1942. Mrs. Rich was employed on the same basis during the fall term.
15. Transfer of Elvis R. Doll from his half-time position to assistant in Animal Pathology at a salary of \$1200 per year, effective January 15, 1942. Mr. Doll will replace J. Clark Osborne (salary \$1200) who has resigned.
16. Appointment of Floyd W. Smith as half-time graduate assistant in Soils Science, effective for the remainder of the 1941-42 beginning January 10, 1942. Mr. Smith replaces Robert R. Binnie who has graduated and is to be paid from Purnell funds.

On motion of Mr. Akers, seconded by Mr. McPherson, it was voted to approve the Appointments.

17. Appointment of Margaret J. Wilbur as clerk in the Registrar's Office at a salary of \$1200 per year, effective February 1, 1942. Miss Wilbur will replace Miss Murphy.

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

TRAVEL

Travel

1. At the meeting of the Board on November 22 full expenses were allowed for Donald Cation to attend a committee meeting of Plant Pathologists in St. Catharines, Ontario. This meeting has been transferred to Ithaca, New York.

TRAVEL, continued

Travel

2. Full expenses for Paul Harmer to attend a meeting of peppermint growers in Washington, D. C., on January 13, to be paid from Extension funds.
3. Full expenses for R. J. Baldwin, C. V. Ballard, A. G. Kettunen, and Miss Edna Smith to attend a conference on "Extension's Part in the War Program" in Chicago on January 27 and 28.
4. Full expenses for K. C. Barrons to attend the meeting of the National Cannery Association in Chicago on January 27-29.
5. Mileage on one car for L. G. Miller and C. H. Pesterfield to attend the annual meeting of the American Society of Heating and Ventilating Engineers in Philadelphia on January 26-29.
6. First-class railway fare and payment of a \$5.00 registration fee for J. C. Davis to attend the Personnel Conference of the American Management Association in Chicago on February 4-6.

On motion of Mr. McPherson, seconded by Mrs. Masselink, it was voted to approve the Travel items.

MISCELLANEOUS

Letter to Gov. requesting add. funds for s.s. salaries.

1. Letter to Governor Van Wagoner relative to additional appropriation for expanded summer session.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to authorize the President to present to the Governor for inclusion in his requests made of the Legislature, a request for an appropriation of \$33,000.00 to pay salaries of the Summer School instructors for the Augmented Summer School being planned to comply with the Federal Government's request in order that young men may be made available for employment at the earliest possible time.

Press Assoc. Dinner - Fri. Jan. 23.

2. Invitation to the Michigan Press Association to be guests of the State Board of Agriculture at dinner at the Union on Friday, January 23.

Mr. Asami denied use of college bldgs.

3. Discussion of the case of Mr. Taiichi Asami, a Japanese boy, working on his doctor's degree.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to deny Mr. Asami the use of college facilities for the duration of the war.

Acceptance land Dunbar Exp. Station.

4. Proposal that the Board approve the acceptance of a tract of land adjacent to the Dunbar Experiment Station amounting to 4039.5 acres, now held by the Michigan Department of Conservation. This land has long been desired by the College Forestry Department to extend its Dunbar Forestry holdings, and is being transferred to the State Board of Agriculture for the College, at no cost to the College.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to authorize the Secretary to request the Michigan Department of Conservation for a transfer to Michigan State College of a tract of land adjacent to the Dunbar Experiment Station amounting to 4039.5 acres now held by the Conservation Department as well as any other lands in that vicinity which may eventually revert to them.

Time lost Burton J. Drummond.

5. Approval of the payment of \$29.25 to Burton J. Drummond as compensation for time lost because of an injury received while working. Also approval of a bill in the amount of \$21.00 from Dr. John O. Wetzel for treatment for Mr. Drummond.

\$53.75 paid to St. Law. Hosp.

6. Payment of \$53.75 to St. Lawrence Hospital for services rendered to Frank Burke, employee of the Buildings and Grounds who was injured while working.

Add. \$50 pd. to Frank Saidel.

7. Recommendation from Dean Emmons that Frank Saidel, part-time instructor in Mathematics, be paid an additional \$50.00 per month for extra work for six months beginning January 1, 1942. This will make his salary \$1200 for the year. He will carry the work released by Mr. Crowe.

Increase A.P. Kawal

8. Recommendation from Director Young that the salary of Albert P. Kawal, Assistant Professor of Physical Education for Men and Assistant Football Coach, be increased from \$3200 to \$3600 per year, effective January 1, 1942. Mr. Kawal has been offered a position as head football coach at Boston University.

Increase Perry Bowser

9. Recommendation from Dean Anthony that the salary of Perry Bowser, Extension Specialist in Vegetable Gardening, be increased from \$2000 to \$2200 per year, effective February 1, 1942. Mr. Bowser has been offered a similar position in Idaho.

Cont. of allowance \$35.00 for Ives Stafford.

10. Recommendation from Dean Anthony that Ives Stafford, Research Assistant in Muck Soils at the Muck Farm, be given a continuation of the allowance of \$35.00 per month in lieu of the house which is not yet completed, effective for three months beginning January 1, 1942.

Salary Katharine Nuoffer be increased.

11. Recommendation from Dean Emmons that the salary of Miss Katharine Nuoffer, stenographer in the Economics Department, be increased from \$1200 to \$1320 per year, effective January 1, 1942.

Increase Ira Gould.

12. Recommendation from Dean Anthony that the salary of Ira A. Gould, Assistant Professor and Research Assistant in Dairy Husbandry, be increased from \$2600 to \$2900 per year, effective February 1, 1942.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to refer the above recommendation to the President with power to act.

1/2 time Sten. Psychology.

13. Request from Dean Emmons for an additional half-time stenographer in the Department of Psychology.

MISCELLANEOUS, continued

14. Recommendation from Dean Huston that the balance of the yearly salary of \$300 released by Charles Michalski be transferred to the Maintenance Budget of the Physics Department to be used in hiring student assistants on an hourly basis for the remainder of the year.
15. Recommendation that the balance of the yearly salaries of Beulah Whittaker and D. M. Poxson be transferred to the Maintenance Budget of the Library to be used in hiring student assistants on an hourly basis for the remainder of the year.
16. Request from Chief Rogers for an additional appropriation of \$1400 for the Police Department budget. Two patrolmen have been added to the staff.
17. Payment of \$165.20 to Shields, Ballard, Jennings & Tabor for services rendered during October, November and December 1941.
18. At the December meeting of the Board, the following titles for members of the Extension staff were approved:

Name	Salary	Title	Name	Salary	Title
R. J. Baldwin	\$5000	Ext. Prof.	Marcella M. Meyer	\$2500	Ext. Asst.
C. V. Ballard	4900	" "	Marjorie Eastman	2950	" "
A. G. Kettunen	4600	" "	Leona MacLeod	2500	" "
Edna V. Smith	3900	" "	Jessie Marion	2500	" "
			Ruth J. Peck	2700	" "
R. E. Decker	4200	Ext. Assoc.	Julia Pond	2700	" "
B. D. Kuhn	3500	" "	Helen Noyes	2600	" "
J. D. Wells, Jr.	4000	" "	Robert R. Hershey	2900	" "
B. J. Killham	3800	" "	Donald Stark	3000	" "
A. C. Baltzer	3800	" "	A. J. Bell	3000	" "
H. C. Moore	3800	" "	Donald B. Ebinger	2800	" "
C. M. Harrison	3400	" "	E. L. Benton	3000	" "
H. A. Berg	3800	" "	Harry F. Moxley	3000	" "
W. Ira Bull	3200	" "	G. S. McIntyre	2800	" "
H. D. Hootman	3700	" "	Jewell M. Jensen	3000	" "
O. I. Gregg	3700	" "	E. B. Swingle	2700	" "
J. H. Muncie	3900	" "	J. G. Duncan	2900	" "
J. M. Moore	3300	" "	D. L. Clanahan	2800	" "
Paul M. Harmer	3800	" "	Clyde O. May	3050	" "
Margaret B. Harris	3000	" "	John C. Doneth	2700	" "
			T. C. Stebbins	2400	" "
L. J. Braamse	3100	Ext. Asst.	R. H. Kely	2850	" "
P. G. Lundin	3300	" "	Paul R. Krone	2900	" "
George Amundson	3200	" "	C. B. Dibble	2800	" "
E. C. Scheidenhelm	3200	" "	Otis E. Shear	2700	" "
M. H. Avery	2900	" "	E. S. Weisner	3000	" "
Lois Corbett	2900	" "	R. G. Hill		" "
Lola Belle Green	2900	" "			
Olga Bird	2900	" "	A. A. Johnson	2400	Ext. Inst.
Beatrice Boyle	2800	" "	Roy E. Skog	1800	" "
Clare A. Rood	3100	" "			

Titles for the following persons were referred to the President and he is presenting the following recommendations:

Roswell G. Carr	800(leave)	Ext. Asst.
Nevels Pearson	3600	" "
A. B. Love	3600	" "
Arthur Howland	3300	" "
C. L. Nash	3500	" "
J. G. Hays	3600	" "
Paul J. Rood	3500	" "
Helen Strow	3000	" "
James A. Porter	3500	" "
E. D. Longnecker	3500	" "

19. Appropriation of \$300 to insulate the office ceilings and weatherstrip all windows in the Veterinary Clinic.
20. Recommendation that car mileage of 5 cents per mile be allowed when trailers are used.
21. Report from the Finance Committee that the following bonds have been sold; Del Prado Hotel Company General Mortgage Income Bonds; Municipality of Mayaguez, Puerto Rico; Tyler, Texas; New Orleans; and City of Detroit, and Parker County, Texas.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve Miscellaneous Items except items 1, 3, 4 and 12 on which action appears.

22. Request from the East Lansing Post Office for a survey of the possibility of obtaining a location on the campus in case of emergency in East Lansing; also the possibility of using college equipment, trucks, etc., in case of need.

\$300 transferred to Main. Budget Physics
Whittaker & Poxson salaries trans. to Main Bud. Library.
\$1400 added Police Budget

\$165.20 paid Shields, B.J. & T.

Approval titles for members of Extension Staff.

Approp. \$300 weatherstripping windows Vet Clinic
5¢ allowed for trailer mileage.
Sale of bonds approved.

College to co-operate with E.L. Post Off. in case of emergency.

MISCELLANEOUS, continued

22. (continued)

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to authorize the Secretary to indicate to the East Lansing Post Office officials that undoubtedly there would be a place available on the campus for a temporary period for their use in case the need should arise.

Arno Luker pd.
for full
school year.

23. Recommendation from Dean Emmons that Arno Luker, half-time graduate assistant in Education, be paid salary for the full school year although his appointment was not effective until October 15, 1941.

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

24. The State Police are very anxious that our new poultry building be built so that the present poultry building can be released for their use. The \$69,000 has been released by the Budget Director and it is recommended that plans be completed and bids advertised for so that construction may be under way as soon as possible.

Plans on new
poultry bldg.
to be com-
pleted.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to authorize the Secretary and the Architect to proceed with the completion of the plans on the poultry building and advertise for bids, - it being understood that the building is to be planned on the basis of it costing not to exceed the \$69,000 that will be available.

Regulations
re: students
drafted in
middle of
term.

25. Recommendation from the President and the Administrative Group that young men enrolled in college who are drafted before the middle of the term have their fees refunded but given no credit; and that those young men who are drafted beyond the middle of the term be given full credit for the work carried with the grades accomplished up to that date.

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

Two-Year Curri-
culum approved

26. Recommendation from the Administrative Group and the Faculty that the Two-Year Curriculum as worked out by a Committee of Deans be approved and made effective at the beginning of Summer School 1942. (Copy of the curriculum is on file in the Secretary's Office).

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

Approval of
purchase of
\$50,000 worth
Series G. De-
fense bonds

27. Recommendation that \$50,000 worth of Series G. Defense Bonds (the limit permissible) be purchased with the funds available for investment in the Rackham Endowment, the Jenison Estate and the Retirement fund.

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

The meeting adjourned at 12:30 P.M.

John A. Hannah
President

Karl H. McDonald
Secretary