

On motion of Mr. McColl, it was voted to approve the above recommendation.

use College Stadium.

UNFINISHED BUSINESS:

1. In the matter of College Historian and Acting-Dean of Applied Science Division, the following is proposed, effective September 1, 1927.

- Professor Kedzie appointed College Historian, salary \$3000 a year.
- Miss Frances Ayres, appointed Secretary to Dr. Kedzie, half-time, \$750 a yr.
Allowance for Traveling expenses, \$250.00
- Dr. E. A. Bessey appointed Acting Dean of the Applied Science Division with \$500 a year added to his present salary.
- Miss Chrystal Colvin appointed Secretary to Dean of Applied Science, half-time, \$750 a year.

Kedzie apptd
Col. Historian
Frances Ayres
Sec. to Kedzie
Dr. E. A. Bessey
Acting-Dean
Chrystal Colvin
Sec. to Dr. Bessey

On motion of Mrs. Stockman, it was voted that the above appointments be approved.

2. A Committee consisting of John Phelan as Acting President and Secretary Halladay made a report in regard to the budget, and the President recommended that the budget be adopted.

Comm. report on budget

On motion of Mrs. Stockman, it was voted that the budget be adopted.

Budget adopted

3. On motion of Mr. McPherson, it was voted that the budget be amended by the insertion of an item to be known as "Contingent Fund", and that for the present year that item be placed at \$30,000.00.

"Contingent Fund" \$30,000.

4. The President and Secretary recommended the adoption of the budget rules.

Adoption of Budget rules.

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

5. The President presented letters from Henry Curtis, President of the Michigan Potato Growers Exchange, and from J. B. Wagner of Cadillac, and made certain recommendations.

Reletter from J. B. Wagner, Mich. Pot. Exchg.

6. The authorization of The Special Budget Committee in regard to House Chaperone at the Woman's Building was voted by the Board at its September meeting as Unfinished Business.

House Chaperone for Woman's Bldg
Mrs. Sebring given leave with pay until Jan. 1st.

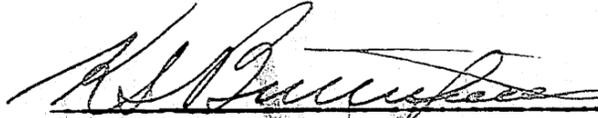
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NEW BUSINESS FROM MEMBERS OF THE BOARD.

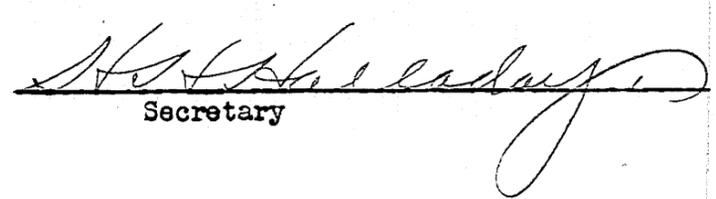
On motion of Mr. McColl, it was voted that the next meeting of the Board be held November 19th at the President's Office at 9 A. M.

Next meet of Bd. Nov. 19th.

MEETING ADJOURNED AT 10:00 P.M.



President



Secretary

MINUTES OF THE
MEETING OF THE EXECUTIVE BOARD OF AGRICULTURE
November 19, 1927.

THE MEETING WAS CALLED TO ORDER AT 9:30 A.M.

Present: President Butterfield, Mrs. Stockman, Messrs. McPherson, Brody, Watkins, McColl and Secretary Halladay.

Absent: Messrs. Gowdy and Pearce.

REPORTS FROM THE PRESIDENT FOR RECORD.

1. The President reported that Mr. Otis E. Shear did not accept his appointment as Extension Specialist in Poultry.
2. The President reported the resignation of Mr. J. V. Sheap, County Agricultural Agent of Hillsdale County, effective October 31, 1927.
3. President Butterfield reported the following resignations, adjustments and appointments:

Clifford E. Skiver,	Resignation,	Extension Specialist Farm Crops. Oct. 15.
Helen Smith,	"	Stenog. Poultry Extension., Oct. 31.
Dr. Kahn,	Salary Adjustment,	Lect. in Serology, to be paid \$300 on Dec. 31, 1927 and thereafter \$25 a month.
R. P. Kroodsma,	" "	Ext. Spec. Forestry, on and after Oct. 1, 1927, his salary shall be paid as follows: \$1000 from Federal Clark McNary funds, and \$1320 from Ext. St. funds.

Otis E. Shear did not accept appointment
Resignation J. V. Sheap
Resignations, Adjustments, Appointments

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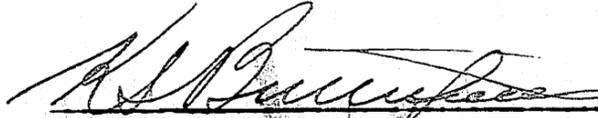
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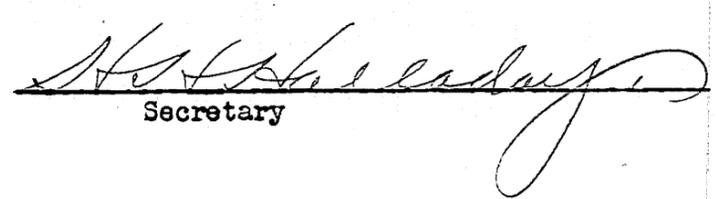
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Resignations, Adjustments, Appointments

Resignations
Appointments
Adjustments

George Amundsen,	salary adjustment,	Agr. Eng. Dept. salary to be \$2880 effective Nov. 1, 1927, from extension funds.
Chrystal Colvin,	" "	Secy to Dean of Applied Science and Physics Department, at a salary of \$1500, \$750 of this amount already provided for in the budget of Dean of Applied Science. The remaining \$750 is to be deducted from the items of General Labor and Temporary Clerical Labor in the Department of Physics and transferred to salary payroll for the Physics Dept.
Flora Craig,	" "	Stenog., Forestry, salary to be increased to \$1260 \$600 from extension and \$660 from College funds, effective Nov. 1, 1927.
Ruby Hoy,	" "	Stenog. Hort., salary to be \$1440; \$720 from Station and \$720 from College, effective Nov. 1, 1927.
Jessie Wolford,	" "	Stenog. Economics, name transferred to salary payroll salary of \$1200, effective Nov. 1, 1927, from Purnell funds.
Clarice Austin	" "	Stenog., Economics, salary increased from \$900 to \$1080 a year, effective Nov. 1, 1927, Purnell funds.
Helen Morony,	" "	Stenog. Economics, Salary payroll, salary of \$960 a year, effective Nov. 1, 1927, Purnell Funds.
H. F. Moxley, appointment,		Extension Spec. An. Husb., \$2800, eff. Jan. 1, 1928,
Clifford E. Skiver,	"	Co. Agt. Menominee Co., \$3000, (\$1800 of which is to be paid from Lever Federal Funds), eff. Oct. 15.
Milton Francis,	"	Co. Agt., Ontonagon Co., \$3000, (\$1800 from Federal Lever Funds), effective Nov. 1, 1927.
Harriet Wilder Shaver,	"	Temporary Co. Club Leader, Barry Co., from Nov. 1 to Nov. 15, 1927, to be paid \$75 for this period from Extension funds.
E. M. Banzet, appointment,		Instructor in Extension Course in Sociology 409, for fall term, to be paid \$105 for the period from Extension Funds.
Mrs. Philp,	"	Instructor in Languages, \$165 a month, effective Oct. 1, 1927, and ending June 30, 1928; \$80 to be paid for her services during September.
Phillip D. Boyer,	"	Half-time Assistant Sociology, \$800 a year, (\$80 a mo. for 10 mos.), beginning Oct. 1, 1927,
Vida Nestle,	"	Stenog., Asst. County Agent Leaders, \$1000 payable from Lever State Fund, effective Oct. 16, 1927.
Catherine Wieber,	"	Stenog. Farm Management Office, \$75 a month, from Nov. 1, 1927, to July 1, 1928, Exp. Sta. Funds.
Katharine Krogness,	"	Stenog., Poultry Extension, \$1200 a year, from Ext. State Funds, effective Oct. 24, 1927.
Lucille Hunt,	"	Stenog., Home Demonstration Agents Office, \$1380 a year, effective October 1, 1927.
Lesley Hoyt,	"	Stenog. Lands. Arch., \$1000 a year, \$400 to be paid from Exp. Sta. and \$600 from Extension Funds, eff. Oct. 1, 1927.
Ella Murdie,	"	Nurse, college Hosp., \$100 a month, not including room, effective Oct. 1, 1927.

On motion of Mr. McColl, it was voted to accept the above resignations and approve the adjustments and appointments.

EXECUTIVE ORDERS FOR CONFIRMATION.

K.H. McDonel transferred to Asst. Dir. of Exten.

1. Transfer of K. H. McDonel to the position of Assistant Director of Extension work with the understanding that he will continue to assist Director Willard in certain phases of work, salary to be paid from Smith-Lever State Funds; effective Oct. 16, 1927.

On motion of Mr. Watkins, it was voted to approve the above executive order.

Salary due E.J. Wheeler

2. Payment of \$91.67 to Mr. E. J. Wheeler for salary due him for September 1927, from Extension Funds.

On motion of Mr. Brody, it was voted to approve the above executive order.

Dorothy Johnson sal. increase

3. Increase of Miss Dorothy Johnson's salary to \$1380, \$660 from Extension funds and \$720 from College funds, effective September 1, 1927.

On motion of Mr. McColl, it was voted to approve the above executive order.

Sal. reduction Gertrude Manning

4. Reduction of the salary of Miss Gertrude Manning, Dairy Extension Dept., from \$1000 to \$700 per year, effective July 1, 1927. The balance of her salary is to be paid from the Record of Performance fees.

On motion of Mr. Brody, it was voted to approve the above executive order.

Microtome to be purchased for Anatomy

5. The President recommended confirmation of his authorization of the purchase of a new microtome for the Department of Anatomy, estimated cost \$216.00.

On motion of Mr. McPherson, it was voted that the item of \$216 for a new microtome be charged against New Equipment and that the budget be set up for these items.

RECOMMENDATIONS FROM THE PRESIDENT FOR ACTION OF THE BOARD.

Head coach for football

1. The President presented a request from Director Young and the Athletic Council concerning a Head Coach for football.

On motion of Mr. Watkins, it was voted to employ a Head Coach for football at a salary for the first year not to exceed \$6000.00.

2. The President recommended that the salary of K. H. McDonel be increased from \$3000 to \$3300, effective January 1, 1928. Sal.increase Mr.McDonel

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

3. The President recommended that Dr. W. A. Kelly, Instructor in Geology, be guaranteed a salary of \$2640 for the college years 1928-29 and 1929-30, to take effect September 1, 1928, with the understanding that nothing in this arrangement precludes the possibility of early promotion to an assistant professorship, but that no salary increase will be requested before the proper time for making plans for 1930-31. Sal.guarantee Dr.W.A.Kelly.

On motion of Mr. McColl, it was voted that the above recommendation be approved.

4. The President recommended that Dr. J. W. Patten be given an increase in salary from \$2100 to \$2400, effective January 1, 1928. Increase sal. J.W.Patten

On motion of Mr. Watkins, it was voted to approve the above recommendation.

5. President Butterfield presented the request for an additional instructor in the Mathematics Department, for winter and spring terms at a cost of \$600 a term. Instruc.Math. spring & win.

On motion of Mr. McColl, it was voted that the above recommendation be approved.

6. Director Willard recommended certain adjustments in fees. Adjustment in fees

On motion of Mr. Watkins, it was voted that fees for extension courses given for credit shall not be less than \$2.50 per point. The Director of Continuing Education is empowered to fix larger fees if such seem desirable to meet the cost of particular classes, and to fix the time and manner of payment of fees. Fees for lectures and lecture-courses shall be determined by the Director of Continuing Education. Extension course fees.Lecture course fees to fixed by Dir. Cont. Educ.

7. President Butterfield reported that Mr. C. R. Oviatt had accepted his appointment as Extension Specialist in Sugar Beet Culture, and recommended that his salary, \$3600 a year, begin November 1, 1927, and be paid from Lever State funds. Apptm.C.R. Oviatt.

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

8. The President recommended that Mr. Casper Blumer be appointed County Agent for Alcona Co., with \$1800 toward his salary paid from Lever-State funds, effective January 1, 1927. Apptm.Casper Blumer.

On motion of Mr. Brody, it was voted that the above appointment be confirmed.

9. The President recommended the following adjustments in salary:
Mrs. Marion Hoffman, Home Furnishing Specialist, \$2400 to \$2640;
Miss Carrie Williams, Clothing Specialist, \$2880 to \$3000;
Miss Margaret Harris, Asst. State Leader, U. P., \$2700 to \$3000. Salary adjustments: Marion Hoffman Carrie William Margaret Harri

On motion of Mrs. Stockman, it was voted to approve the above adjustments, effective Nov. 1st.

10. The President endorsed Dean Shaw's recommendation that Mr. H. A. Shattuck be appointed Assistant in Chemistry in the Experiment Station at a salary of \$1500 a year, effective November 15, 1927. H.A.Shattuck appointment.

On motion of Mr. Brody, it was voted that the above recommendation be approved.

11. The President recommended the appointment of Dr. Carl Scholl to the position Research Assistant in Economics, with a salary of \$3300 a year to be paid from Furnell Funds, effective Jan. 1-28. Dr.Carl Scholl appointment

On motion of Mr. Brody, it was voted that the above appointment be made.

12. President Butterfield presented the request of Dr. C. S. Robinson for leave of absence during the calendar year of 1928, without pay, but with the understanding that upon his return he will receive an increase in salary. Leave of Absence C.S. Robinson.

On motion of Mr. McPherson, it was voted that the above recommendation be approved.

13. The President presented the request of Dr. A. J. Patten for further leave of absence until July 1, 1928, without pay. Leave of absence A.J. Patten.

On motion of Mr. McColl, it was voted to leave the above matter of Dean Shaw and President Butterfield to decide.

14. The President recommended that Professor C. G. Card's salary be increased from \$3600 to \$3900, in accordance with Dean Shaw's request, effective January 1, 1928. Salary increase C. G. Card.

On motion of Mr. Watkins, it was voted to approve the above recommendation.

15. The President presented the recommendation of Professor Musselman and Dean Shaw that Mr. E. M. White be loaned to the Federal Corn Borer Administration at Toledo until January 1, 1928, to assist in development work on corn borer control mechanical devices; they to pay his salary and expenses during the period of his work there. H.M.White loaned Federal Corn borer Administration

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

- Secure rights on Dr. Miller's patent.
16. The President presented the request of Dr. Robinson and Dean Shaw that funds be provided to secure patent rights on Dr. Miller's process for the preparation of activated charcoal through the Experiment Station.
- On motion of Mr. Brody, it was voted that the funds requested be provided.
- Agreement's between Botany & Greening Nursery Co & I.E. Ilgenfritz Co.
17. The President presented memorandum of agreement between the Experiment Station Section of Botany and the Greening Nursery Company and I. E. Ilgenfritz' Sons Co., both of Monroe, Michigan, concerning Nursery Disease Investigation project.
- On motion of Mr. Brody, it was voted to approve the above agreements.
- Additional funds for Fairs
18. The President presented the request from Mr. Tenny in regard to further appropriations for Fairs.
- On motion of Mr. Watkins, it was voted to give Mr. Tenny an increase of \$1800 and the receipts from the dynamometer.
- Sec. Grad. Comm. funds for supplies & clerical help
19. The President recommended an allotment of \$140 for the year for typewriter, filing case and supplies, and \$175, for clerical help, for the Secretary of the Graduate Committee.
- On motion of Mr. Brody, it was voted that the above matter be left to the Secretary.
- Engr. Exp. Sta. to purchase \$500 worth of equipment
20. The President recommended that the Engineering Experiment Station be authorized to purchase \$500 worth of equipment for use in current projects, to be charged and that either the same amount be added to the apportionment for the Station or that the Station later be reimbursed from legislative appropriation for equipment.
- On motion of Mr. McColl, it was voted to approve the above recommendation.
- Pres. authorized Amend or waive an. budget & budget rules for current year.
21. On motion of Mr. Brody, it was voted that the President be authorized to amend or waive, for the current year, the annual budget and the budget rules with respect to certain classifications of accounts, provided no changes are made in the apportionment of funds.
- RECOMMENDATION FROM THE SECRETARY FOR ACTION OF THE BOARD.
- Secretary Halladay presented the following matters:
- Final arrangement re distribution cultures Interpretation Act. 402. PA1927
1. Report from the Secretary and Dean Giltner in regard to final arrangements with Mr. Edwards concerning distribution of cultures.
2. Opinion of the Attorney General's Department giving an interpretation of Act. No. 402, Public Acts of 1927.
- Employment of auditors
3. Recommendation concerning the employment of auditors.
- Mr. Robert Davidson to make complete audit, etc.
- On motion of Mr. McColl, it was voted that the Finance Committee be authorized to employ Mr. Robert Davidson, C. P. A., to make a complete audit of all the accounts of the Institution for the last biennium; to report on the history of the budget, and of all Board and Committee actions on financial matters, for approximately the past five years; to report on such other aspects of financial procedure as may be requested by either the Secretary or the President.
- Mr. Wilkins's resignation as Controller
4. Mr. Wilkins' resignation as Controller, effective January 1st.
- On motion of Mr. Brody, it was voted that the above matter be referred to the Finance and Appropriations Committee for consideration.
- College to purchase curtains from Band & Glee Club.
5. On motion of Mr. McPherson, it was voted to purchase the curtains from the Band and Glee Clubs for general use of the college, cost not to exceed \$150, said amount to be divided equally between the two organizations.
- Bids for conduit, pipelines refer. Bldg. Com
6. On motion of Mr. Brody, it was voted that the bids for conduit and pipe lines for heating the new Weather Bureau Building be referred to the Building Committee with power to act.
- Sec. write letter to Congressman Hudson re consolidation of E.L. & L. post office
7. On motion of Mr. McColl, it was voted that the Secretary be authorized to write a letter to Congressman Hudson, expressing disapproval of the plan to consolidate the East Lansing Post Office, with the Post Office at Lansing.
8. On motion of Mr. McPherson, it was voted that the request for Departmental equipment be postponed until after January 1st.
- UNFINISHED BUSINESS.
- Location Exp. Potato Farm.
1. The President presented some letters regarding the location of the Experimental Potato Farm.
- Dean Shaw to report to Bd re location, etc.
- On motion of Mr. Brody, it was voted that Director Shaw be requested to report to the Board as soon as feasible his recommendations concerning the location and terms of purchase of a suitable farm for the Potato Experiment Station.
- Mr. Brody apptd to Comm. to select Potato farm
- On motion of Mr. Watkins, it was voted that Mr. Brody serve on the Committee to select a potato farm in place of Mr. Gowdy, who is now out of the state.
- NEW BUSINESS FROM MEMBERS OF THE BOARD.

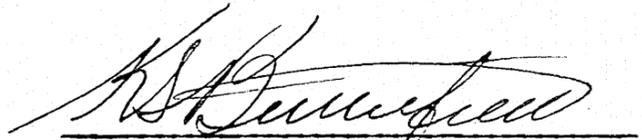
1. On motion of Mr. Brody, it was voted that the question of plans for development of a dormitory system be referred to the Building Committee of the Board and Mrs. Stockman together with the Secretary of the Board and the President of the College, for further study and report; and that the President be authorized to appoint, for cooperation with this committee, a committee of members of the faculty for a joint study of the problems involved in this project.
2. On motion of Mrs. Stockman, it was voted that the President be requested to report on the insignias for the various organizations on the campus.
3. On motion of Mr. Brody, it was voted that Mr. Hasselman be given leave of absence for the next academic year with half pay, in order that he may study for his master's degree in journalism.

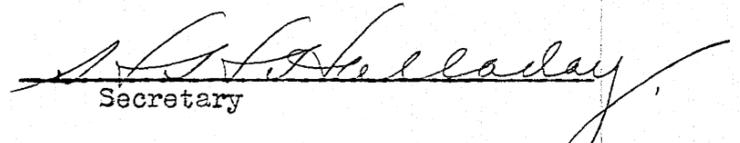
Dormitory system

Pres. to report on insignias of various organizations
Mr. Hasselman
Leave of absence
Next Bd. Meet.

It was voted to hold the next meeting of the Board at the President's Office, Wednesday, December 21st, at 9:00 A. M.

THE MEETING ADJOURNED AT 12:30.


President


Secretary

MINUTES OF THE
MEETING OF THE STATE BOARD OF AGRICULTURE
December 21, 1927.

THE MEETING WAS CALLED TO ORDER AT 9:00 A. M.

Present: Mrs. Stockman, Messrs. Brody, McPherson, McColl, Watkins, Pearce, President Butterfield and Secretary Halladay.

Absent: Mr. Gowdy.

REPORTS FROM THE PRESIDENT FOR RECORD.

1. The President reported letters from Dean Bissell listing certain donations to the Engineering Division during the past year.

Donations to Engr. Dept.

- Motor Generator set from Consumers Power Co., valued at \$5000
- Flying Cloud chassis from Reo Motor Car Co., valued at \$1200
- Minor pieces of equipment amounting to about \$1800
- Cut-away sectional model of Willys Knight "66" motor, valued at \$1000
- Sectionalized exhibition chassis of Oakland six, valued at \$3000
- Operating chassis of 1928 Buick Six, valued at \$1400

On motion of Mr. Watkins, it was voted that the President write the various firms letters of appreciation for the gifts to the Engineering Department.

EXECUTIVE ORDERS FOR CONFIRMATION.

1. The resignation of Miss Edna Gleason as Clothing Specialist, Home Economics Extension, was accepted, effective November 30, 1927.
2. Miss Mildred M. Gardner was appointed to the position of Clothing Specialist, Home Economics Extension, for the period December 30, 1927, to June 30, 1928, with a salary at the rate of \$2640 a year.

Resignation Edna Gleason

Appointment Mildred M. Gardner

On motion of Mrs. Stockman, it was voted to confirm the above Executive Orders.

RECOMMENDATIONS FROM THE PRESIDENT FOR ACTION OF THE BOARD

1. The President presented letters from the County Agents' Relations Committee and from S. F., Edwards, relative to distribution of Alfalfa cultures.

Re: Alfalfa cultures

On motion of Mr. McPherson, it was voted that Dean Giltner and Secretary Halladay be appointed a committee with power to negotiate with Mr. Edwards and, if possible arrange to have alfalfa cultures sent out under the college label, and place Mr. Edwards upon the College staff at a nominal salary. Also that the charge for the cultures be sufficient to cover the cost to the college for distribution.

2. The President recommended that a hearing be given at this meeting to representatives of the Osteopaths, relative to practicing in the infirmary.

Osteopaths given hearing

A committee representing the Osteopaths of the state appeared before the Board and made a statement relative to practice by osteopaths in the college hospital.

Osteopaths to practice in college hospital