

MINUTES OF THE MEETING  
OF THE  
STATE BOARD OF AGRICULTURE  
NOVEMBER 19, 1942

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

Absent: Mr. Jakway; Dr. Elliott

The meeting was called to order at 11:10 A.M.

The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

1. Approval of first-class railway fare only for one member of the Department of Speech and Dramatics to attend the meeting of the National Association of Educational Broadcasters in Chicago on November 10-12.

RESIGNATIONS

Resignations

1. Resignation of Louis L. Ray as Assistant Professor of Geology, effective November 9, 1942. Mr. Ray has accepted a position with the Military Division of the U. S. Geological Survey.
2. Resignation of Wyman D. Davis as Instructor in Physical Education for Men, effective November 6, 1942. Mr. Davis has been called for Naval training.
3. Resignation of Gordon L. Thomas as Instructor in Speech and Dramatics, effective November 7, 1942. Mr. Thomas has been drafted.
4. Resignation of E. E. Blanche as Instructor in Mathematics, effective October 15, 1942. Mr. Blanche has accepted a position with Curtis-Wright Corporation.
5. Resignation of Enid Moore Bunn as Assistant in Institution Administration, effective November 15, 1942. Mrs. Bunn is leaving to join her husband who is in the Army.
6. Resignation of Hubert H. Minet as Short Course Instructor in Rural Electrification, effective as of September 30, 1942.
7. Resignation of Bruce C. Johnson as half-time graduate assistant in Dairy Husbandry, effective October 31, 1942. Mr. Johnson has been drafted.
8. Resignation of Frederick Bouwman as half-time graduate assistant in Zoology, effective November 7, 1942. Mr. Bouwman has been drafted.
9. Resignation of Arnold V. Bergeson as half-time graduate assistant in Speech, effective November 13, 1942. Mr. Bergeson has been drafted.
10. Resignation of Nicholas Blinoff as quarter-time undergraduate assistant in Music, effective November 4, 1942. Mr. Blinoff has accepted a position with a symphony orchestra.
11. Resignation of Marian Vonk as general duty nurse at the Health Service, effective as of October 22, 1942. Miss Vonk has accepted a more remunerative position elsewhere.
12. Resignation of Betty Graham as general duty nurse at the Health Service effective November 30, 1942. Miss Graham will enter some branch of war nursing service.
13. Resignation of Mrs. Eva Gulick as night hostess at Williams Dormitory, effective November 15, 1942. Mrs. Gulick has accepted a more remunerative position.
14. Resignation of Mary Alfreda Hanson as Housing Assistant in the Office of the Dean of Women, effective as of June 30, 1942. Miss Hanson is attending school full time.
15. Resignation of Bonita White as stenographer in the Art Department, effective October 31, 1942. Miss White plans to be married.
16. Resignation of Mrs. Pauline Stadnyk as stenographer in the History Department, effective October 24, 1942. Mrs. Stadnyk is leaving to join her husband who is in the Army.
17. Resignation of Alene M. Coryell as stenographer in Soils Science, effective October 31, 1942. Miss Coryell has accepted a position at the Oldsmobile.
18. Resignation of Josephine Maust as clerk in the College Creamery Office, effective November 7, 1942. Miss Maust has accepted a more remunerative position in Detroit.
19. Resignation of Dorothy O'Keefe as stenographer in the Education Department, effective November 7, 1942. Miss O'Keefe has accepted a position at the Oldsmobile.

RESIGNATIONS, continued

## Resignations

20. Resignation of Mrs. Frona Isaman Bowman as stenographer in the Boys' and Girls' Club Department, effective November 19, 1942.
21. Resignation of Eloise Chapman as stenographer in Horticulture Extension, effective October 24, 1942. Miss Chapman is to be married.
22. Resignation of Eunice Jordan as clerk in the Registrar's Office, effective November 14, 1942. Miss Jordan has accepted a position with the State Civil Service.
23. Resignation of Betty Bergin as secretary to the Dean of Veterinary, effective November 21, 1942. Miss Bergin has enlisted in the WAAC's.
24. Resignation of Mildred Messenger, stenographer in Buildings and Grounds effective September 24, 1942. Miss Messenger has been married recently.

On motion of Mrs. Masselink, seconded by Mr. Brody, it was voted to approve the President's Report and accept the Resignations.

LEAVES

## Leaves

1. Leave of absence without pay for Donald Stark, Extension Assistant in Livestock Marketing, to work with the Packing and Processing Division of the Office of Agricultural War Relations. This leave is to be effective from November 15, 1942, and probably through June 30, 1943.
2. Leaves of absence without pay through August 31, 1943 for military service are recommended as follows:
  - a. Ralph Tieche, head baker at Mason-Abbot Hall, effective November 1, 1942.
  - b. Ray J. Stanley, Program Supervisor in Radio, effective December 1, 1942. Mr. Stanley has accepted a commission in the Naval Reserve in lieu of being drafted.
  - c. Paul A. Herbert, Professor and Head of the Department of Forestry, effective December 15, 1942. Professor Herbert has accepted a Captain's Commission in the Army Ordnance in lieu of being drafted.
  - d. Neil MacAllan, employee of the Farm and Horse Department, effective November 6, 1942. Mr. MacAllan has been drafted.

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

APPOINTMENTS

## Appointments

1. Continuation of the appointment of Scott S. Pauley as Instructor in Forestry at a salary of \$2400 per year, effective from January 1, 1943 to June 30, 1943.
2. Transfer of Edith Johnson from 4-H Club Agent in Gogebic County at \$2000 per year to the position of Assistant State Club Leader at a salary of \$2300 per year, effective January 1, 1943. Miss Johnson replaces Marcella Meyer (salary \$2500) who has resigned.
3. Appointment of Alma Deane Fuller as 4-H Club Agent in Gogebic County at a salary of \$1800 per year on a permanent 12-month basis, effective January 1, 1943. Miss Fuller replaces Miss Johnson.
4. Appointment of Mrs. Dorothy Soder as general duty nurse at the Health Service at a salary of \$95 for the month of December 1942 only. Mrs. Soder will temporarily replace Betty Graham who has resigned.
5. Change in effective date of appointment of Harry A. Smith, Instructor in Physiology and Pharmacology, to November 15, 1942. Mr. Smith was appointed to start work on October 1, but because of his wife's illness could not report here at that time.
6. Appointment of Mrs. Ethel G. Longstreet as night hostess in Williams Dormitory at a salary rate of \$85 per month plus maintenance, effective from November 15, 1942 to June 30, 1943.
7. Appointment of Frances L. Angell as clerk in the College Creamery Office at a salary of \$1260 per year, effective November 4, 1942. Mrs. Angell replaces Josephine Maust (salary \$1560) who has resigned.
8. Transfer of Marjory Curdy from the Extension payroll at \$1320 per year to stenographer in the Forestry Department at a salary of \$1380 per year, effective November 1, 1942. Miss Curdy has been employed in the Central Office. She replaces Mrs. Flora Dube who was paid from the labor payroll.
9. Appointment of Mrs. Grace Brassington as dictaphone operator in the Central Office at a salary of \$1200 per year, effective November 1, 1942. Mrs. Brassington replaces Marjory Curdy, and is paid from Extension funds.
10. Appointment of Doris Christianson as stenographer in Music Extension at a salary of \$1200 per year, effective October 15, 1942. This is a new position provided for in the budget for 1942-43.

APPOINTMENTS, continued

Appointments

11. Appointment of Frances Wozniak as stenographer in the 4-H Club Department at a salary of \$1200 per year effective November 1, 1942. Miss Wozniak replaces Mrs. Frona Bowman (salary \$1320) who has resigned.
12. Appointment of Mary L. Isbell as stenographer in Horticulture Extension at a salary of \$600 per year, effective October 26, 1942. The Michigan Horticultural Society will pay her \$600 also for half-time work. Miss Isbell replaces Eloise Chapman (salary \$600) who has resigned.
13. Appointment of Miss Margaret Anderson as clerk in the Orientation Office at a salary of \$1320 per year, effective November 1, 1942. Miss Anderson has been working at an hourly rate. She is receiving \$100 for teaching a class in Mathematics during the fall term.
14. Appointment of Mrs. Lois Lenton as stenographer half-time in Physiology and Pharmacology and half-time in Geology and Geography at a salary of \$1200 per year, effective October 22, 1942. Mrs. Lenton replaces Margaret Hartwell (salary \$1200) who has resigned.
15. Appointment of Alice E. Allen as stenographer in the Art Department at a salary of \$1200 per year, effective November 1, 1942. Miss Allen replaces Bonita White (Salary \$1260) who has resigned.
16. Appointment of Mrs. Maxine Monroe as stenographer in History and Political Science at a salary of \$1200 per year, effective October 26, 1942. Mrs. Monroe replaces Pauline Stadnyk (salary \$1260) who has resigned.
17. Appointment of Katherine June Sebring as stenographer in Education at a salary of \$1200 per year, effective November 2, 1942. Miss Sebring replaces Dorothy O'Keefe (salary \$1200) who has resigned.
18. Appointment of Martha Germain Van Gansbeke as stenographer in Buildings and Grounds at a salary of \$1200 per year, effective October 15, 1942. Miss VanGansbeke replaces Mabel Swan.
19. Transfer of Mabel Swan, stenographer in Buildings and Grounds, to the Central Stenographer Office, effective September 1, 1942.

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

TRAVEL

Travel

1. Full expenses for P. S. Lucas to attend a meeting called by the Dairy Industry Committee of the International Association of Milk Dealers in Chicago on October 28 and 29.
2. Full expenses for L. B. Schoenmann to attend a meeting of the Northern Lakes States Regional Committee in Madison, Wisconsin, on November 9.
3. Full expenses for L. G. Miller to attend a conference on "College Women and the War" at Northwestern University on November 13 and 14, charged to President's Office funds.
4. First-class railway mileage only for C. C. DeWitt to attend the annual meeting of the American Institute of Chemical Engineers at Cincinnati on November 14-18.
5. Full expenses for K. J. McCristal to attend a Regional Training Institute of Physical Fitness in Chicago on November 16-18.
6. First-class railway mileage only for L. H. Blakeslee to attend the International Livestock Exposition and Society of Animal Production in Chicago on December 1 and 2.
7. Full expenses for E. L. Benton to attend a meeting of cooperators in the National Wool Pool in Chicago on December 1-3, to be paid from Extension funds.
8. Full expenses for A. A. Johnson to attend the International Crop Improvement meetings in Chicago on December 1-3, to be paid from Michigan Crop Improvement Association funds.
9. The meetings of the official research workers in animal disease and the U. S. Livestock Sanitary Association in Chicago on December 1-4. The following requests for travel have been made:
  - a. Mileage on one car for five members of the Animal Pathology Department.
  - b. Full expenses for Dean Giltner to attend these meetings and the meeting of the Deans of Veterinary Colleges in Chicago on December 1-4.
  - c. Mileage on one car for members of the Bacteriology Department, H. J. Stafseth, C. W. Darby and C. S. Bryan.
10. First-class railway fare only for one member of the Mechanical Engineering Department to attend the annual meeting of the American Society of Mechanical Engineers in New York City on December 1-5.

November 19, 1942

TRAVEL, continued

## Travel

11. The meetings of the American Vocational Association are to be held in Toledo, Ohio, on December 3-5. The following requests for travel are made subject to the approval of the Vocational Board:
  - a. Mileage on one car and maintenance expenses for H. M. Byram, accompanied by G. P. Deyoe, E. A. Lightfoot, and T. H. Kerrey.
  - b. Mileage on one car and maintenance expenses for Merle Byers and two or three members of the Home Economics Education staff to attend this meeting.

Approved subject to approval of the Vocational Board.
12. Full expenses for Dean E. L. Anthony and full expenses for R. J. Baldwin to attend a regional conference in Chicago on December 3-5. The conference is being called by Secretary Wickard to take up the 1943 production goals.
13. Full expenses for C. V. Ballard, Edna Smith, A. G. Kettunen to attend the Extension Agent Supervisory Conference at Lafayette, Indiana, on December 7-8.
14. First-class railway fare only for one member of the Agricultural Engineering Department to attend the meetings of the American Society of Agricultural Engineers in Chicago on December 7-9.
15. Authorization for the president to designate certain members of the Physical Education staff to attend at college expense the Western Conference meetings in Chicago on December 7-9.
16. Full expenses for Glen Stewart to attend the annual meeting of the Alumni secretaries of District 5 in Chicago on December 16-17.
17. First-class railway fare only for Paul C. Morrison to attend the meeting of the Association of American Geographers in Columbus, Ohio, on December 28-31.
18. First-class railway fare only for C. P. Swanson to attend the meeting of the Genetical Society of America, the Botanical Society of America, and the American Society for Horticultural Science in New York City during the last week of December.
19. Mileage on one car, or first-class railway fare only for two members of the Economics Department to attend the meetings of the American Economics Association and the American Farm Economics Association in Cleveland, Ohio, on December 27-29.
20. Full expenses for Roy Underwood to attend the annual meeting of the National Association of Schools of Music in Cincinnati on December 29-30.
21. First-class railway fare only for one member of the Mathematics Department to attend a Statistical meeting in Cleveland, Ohio, on December 29-31.
22. First-class railway fare only for one member of the English Department to attend the meeting of the Modern Language Association in New York City during the last week of December.
23. First-class railway fare only for one member of the Foreign Language Department to attend the meeting of the Modern Language Association in New York City on December 27-29.
24. First-class railway fare only for J. E. Towne to attend a special meeting of librarians of Mid-western Research Institutions in Chicago on December 27.
25. The meetings of the American Association for the Advancement of Science and various affiliated societies will be held in New York City during the last week in December. The following requests have been made to attend these meetings:
  - a. First-class railway fare only for one member of the Plant Pathology Department, expenses to be paid from Experiment Station funds.
  - b. First-class railway fare only for C. G. Barr, expenses to be paid from Experiment Station funds.
  - c. First-class railway fare only for Dr. T. H. Osgood to attend these meetings and the American Physical Society and the American Physics Teachers Association - expenses to be paid from the budget of the Department of Physics.

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

MISCELLANEOUS

1. Acceptance of \$500 and approval of a memorandum of understanding with the Rex Company of Burlington, Iowa, covering experimental work on the sanitary application of certain organic and inorganic acids in the food and allied industries. An industrial fellowship is to be established for the purpose of making the study.
2. Payment of \$20 to R. J. Stanley, Program Supervisor in Radio, for announcing four football games.
3. Payment of \$14.25 to Glenn L. Burrows, Instructor in Mathematics, for some statistical studies for the Home Economics Experiment Station.

Accept. \$500  
& approval  
memo under-  
standing Rex  
Company

Payment \$20  
to R. J. Stan-  
ley.

Payment of  
\$14.25 to  
Glenn L.  
Burrows.



MISCELLANEOUS, continued

Dr. Swanson  
of Botany  
giving 4 hours  
a wk. to Zool.

Increases in  
salary  
approved for  
Accounting  
Office em-  
ployees.

Increase in  
salary Mrs.  
Button and  
Mrs. Dmochow-  
ski

Also William  
Gill.

\$75 each to  
Kenneth Rich-  
ards and  
Jeanette Mar-  
tin.

\$250 to Dr.  
Deyoe to teach  
course Educ.  
winter term.

Mrs. Line to  
be paid \$500  
honorarium  
for teaching  
Japanese.  
Gomer Jones  
made Asst. Prof  
Approp. \$600  
Educ. Dept.

Students to  
pay one-half  
and college to  
pay one-half  
Chick Sexing  
School.

E.L. Benton  
trans. to  $\frac{1}{2}$   
time Ext. &  
 $\frac{1}{2}$  time tchg.  
for Jan. & Feb.

Report of Con-  
cessions Com-  
mittee  
approved.

4. Report that Dr. Carl P. Swanson, Assistant Professor of Botany and Research Assistant in Cyto-genetics, will give four hours a week to the Zoology Department to take over part of the work of Frederick Bouwman.
5. Approval of the following increases in salary and transfer from the labor to the salary payroll, effective December 1, 1942:
  - a. Dorothy Scott, clerk in the Accounting Office, from \$1440 to \$1800
  - b. Mary Molby, Clerk in the Purchasing Agent's Office, from \$1440 to \$1800
  - c. Helen Evans, Clerk in Accounting Office, from \$1380 to \$1800
  - d. Gerald Knapp, Auditor, from \$1900 to \$2400
  - e. Robert Corwin, Budget Clerk, from \$1800 to \$2000
6. The following recommendations are made to care for additional work caused by the resignation of Mrs. Enid Bunn:
  - a. Increase in salary for Mrs. Ivarene Button from \$1560 to \$1800 per year, effective November 16, 1942.
  - b. Increase in salary for Mrs. Ida Dmochowski from \$1500 to \$1800 per year, effective November 16, 1942.
7. Increase in salary for William Gill, Stock Room Clerk in Chemistry, from \$1680 to \$1800 per year, effective December 1, 1942.
8. Additional payment of \$75 each to Kenneth Richards and Jeanette Martin, half-time graduate assistants in Speech, for the fall term to be paid in two equal installments at the end of November and December. Mr. Richards and Miss Martin are carrying additional responsibilities because of the resignations of Gordon Thomas and Arnold Bergeson.
9. Recommendation that the College pay \$250 of the salary of G. P. Deyoe to teach a course in Education during the winter term. This course was formerly taught by L. J. Luker who is on military leave. This will reduce Dr. Deyoe's reimbursible salary from the State Board of Control for Vocational Education from \$4000 to \$3750 per year.
10. Recommendation that Mrs. Grace S. Line be paid an honorarium of \$500 per term for her work in teaching classes in Japanese.
11. Recommendation that the title of Gomer Ll. Jones be changed from Instructor in Music to Assistant Professor of Music, effective immediately.
12. Request for an additional appropriation of \$600 in the budget of the Education Department for additional expenditures necessitated by the military leave of Dr. L. J. Luker and the resignation of a half-time graduate assistant.
13. Request for an appropriation to cover expenses necessary in connection with the Chick Sexing School which it is proposed to hold during the month of January 1943.

On motion of Mr. McPherson, seconded by Mr. Brody, it was voted to approve the above item with the understanding that the College pay one-half the expenses of the school and the students pay one-half.

14. Recommendation that E. L. Benton be transferred to half-time Extension and half-time teaching for the months of November and December 1942; and that H. F. Moxley be transferred to half-time Extension and half-time teaching for the months of January and February 1943. Mr. Benton and Mr. Moxley will help in the Short Courses during this time.

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

15. Report of the committee which was appointed to study concessions on the campus.

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

"In order that there may be uniformity; and to promote better supervision, service, cleanliness and business methods in the operation of concessions on the M.S.C. Campus, the Committee makes the following recommendations:

1. That the present policy of permitting student organizations to sponsor concessions for the benefit of college guests and students be continued.
2. That the President appoint a member of Mr. Wilkins' office staff to be the Supervisor of Concessions. He shall be responsible for the purchasing, the paying of bills, accounting and general business practices.
3. That the President appoint a Concession Committee composed of the Faculty Adviser of Student Organizations sponsoring concessions and the Supervisor of Concessions who would be the Chairman - this Committee to be delegated the responsibility of sponsoring and supervising all concessions on the campus and to give careful consideration to the following:
  - a. Business methods
  - b. Quality service
  - c. Sanitation and cleanliness
  - d. Responsibility

MISCELLANEOUS, continued

## 15. Concessions, continued

- "4. That the concession plan established be operated wherever possible through student organizations sponsored by departments of the College and faculty advisers.
5. That no organization or individual be permitted to operate a concession of any kind on the campus without the written approval of the Concession Committee.
6. That the plan be completed and put into effect January 1, 1943."

16. Report of financial statement of the Michigan State College Creamery.

17. Consideration of contract with the Ann Arbor Trust Company covering the handling of investments.

On motion of Mr. McPherson, seconded by Mrs. Masselink, it was voted to enter into an agreement with the Ann Arbor Trust Company for the handling of the college investments for one year at a fee of \$1625.00.

18. Report of the death of Roger Duane Morgan, graduate of the Class of 1938 in Forestry. Mr. Morgan enlisted in the Army in April 1941 and received his commission as a second lieutenant at Fort Banning, Georgia. He died after a brief illness at Lawson General Hospital, Atlanta, Georgia.

19. Report of the death of Almond Reynolds on November 10, 1942. Mr. Reynolds was employed on April 13, 1923. He worked in the Forestry Department and with Dr. Hutton in the Veterinary Clinic, and was retired on December 1, 1937.

20. Mr. Wm. Roost, Auditor, appeared before the Board and presented the general audit of college accounts for the year ended June 30, 1942.

On motion of Mr. Brody, seconded by Mr. Akers, it was voted to accept the audit and to authorize the Comptroller to pay Mr. Roost for his services in accordance with the agreement previously approved.

21. Discussion of the program to be presented to the coming session of the legislature.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to authorize the President, Secretary and Comptroller to prepare an estimated budget of the additional costs to be borne by the College due to the war effort as a request to be made to the legislature supplemental to the amount provided in the regular measuring stick appropriation act. It is understood that in general a request will be made for this annual supplemental appropriation for the same building appropriations requested of the last legislature with the additional mention of the cost involved in the new poultry building, - the details of the legislative request to be presented to a special meeting of the Board if necessary.

22. Approval of a contract for the handling of the business of W. B. Glines, retail milk distributor for the College Creamery, during the time that he is absent in the army, with the provision that the contract may be cancelled by either party on 60 days written notice.

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

23. Recommendation of the President that the salary of Mr. C. O. Wilkins, Treasurer and Comptroller, be increased to \$7000 per year, effective as of November 1, 1942.

24. Recommendation of the President that the salary of Mr. K. H. McDonel, Secretary, be increased to \$6000 per year, effective as of November 1, 1942.

On motion of Mr. Berkey, seconded by Mr. McPherson, it was voted to approve items 23 and 24.

The meeting adjourned at 3:45 P.M.

John A. Hannah  
President

Karl H. McDonel  
Secretary

Report of financial statement for College Creamery. Ann Arbor Trust Co. to handle investments for 1 yr.

Report on death of Roger Duane Morgan

Death of Almond Reynolds

Acceptance of audit for year ended June 30, 1942.

Program to be presented to legislature.

Approval contract with W.B. Glines re: distributing college milk, etc.

Increase in salary for Mr. Wilkins also Mr. McDonel