

Minutes of the
Meeting of the State Board of Agriculture
November 22, 1934

Present: Messrs. Brody, Chairman, Berkey, Daane, Downing, Halstead, Mrs. Wilson; Superintendent Voelker, President Shaw and Secretary Halladay.

Absent: No one.

The meeting was called to order at 1:30 P.M.

Dexter appoint CORRECTION
ment.

By action of the Board on November 5rd, Dr. Stephen T. Dexter was appointed Assistant Professor and Research Associate in Farm Crops, effective December 31, 1934 (replacing Mr. Morrish, transferred November 1st). It was intended to recommend Dr. Dexter's appointment on December 1, 1934.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted to approve the minutes of the previous meeting with the correction noted above.

Appointments APPOINTMENTS

1. Recommendation of Dean Giltner that Mrs. C. M. Taylor (now half-time stenographer in the Bacteriology Department at \$560.00 per year and approximately half time in Animal Pathology on the labor payroll) be transferred entirely to the Department of Animal Pathology on a three-quarter time basis at \$75.00 per month, effective December 1st. This is necessary because of the additional help needed with the Abortion Disease Control Project, and the salary will be paid from Abortion Test funds (additional one-fourth of Mrs. Taylor's salary to be paid by the State Department of Agriculture).
2. Recommendation of Dean Giltner that Miss Frances Miller be appointed as half-time stenographer in the Department of Bacteriology at the rate of \$560.00 per year, effective December 1, 1934. Miss Miller replaces Mrs. Taylor (transferred).
3. Appointment of Miss Margaret Smith as secretary to the Comptroller, replacing Mrs. Stout (resigned August 1st) at the rate of \$1200.00 per year; appointment to be effective December 1, 1934.

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

4. Appointment of Mr. John A. Hannah, Extension Specialist in Poultry Husbandry, now on leave with the Federal Government as Managing Agent of the Hatchery Coordinating Committee, as Secretary of the State Board of Agriculture at a salary of \$4500 per year effective January 1, 1935, to succeed Mr. Herman Halladay whose resignation was accepted July 5, 1934, effective January 1, 1935.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to offer Mr. John A. Hannah the appointment of Secretary of the State Board of Agriculture at a salary of \$4500 per year, effective January 1, 1935.

Travel TRAVEL

1. L. G. Miller, Associate Professor of Mechanical Engineering, to Pittsburgh for meetings of the National Warm Air Heating and Air Conditioning Association, December 4th to 6th; travelling expenses (railroad and pullman) allowed.
2. W. W. Hitchcock, Assistant Professor of Civil Engineering, to the meetings of the Highway Research Board in Washington, D. C. December 6th and 7th; travelling expenses (railroad and pullman) allowed.
3. A. H. Nelson, Professor of Journalism, to Chicago for the American Association of Teachers of Journalism meetings December 27th to 29th; automobile mileage allowed.
4. B. A. Walpole and Mrs. Merle D. Byers to the meetings of the American Vocational Association in Pittsburgh December 5th to 8th; all expenses from vocational agricultural education and vocational home economics education funds respectively, allowed.
5. Request of Dr. E. A. Bessey for automobile mileage to Pittsburgh and return, so that four members of the Botany Department may attend meetings of the American Association for the Advancement of Science during Christmas week.
6. Recommendation of Dean Anthony that mileage expense on one car to Chicago and return and necessary maintenance expenses be allowed J. G. Wells and B. R. Churchill of the Upper Peninsula Experiment Station, for purposes of following experimental shipments of rutabagas through the market. Expenses are to be charged to the Experiment Station allotment for the Chatham Station.

TRAVEL, cont.

7. J. P. Hutton, Professor of Surgery and Medicine, to the meeting of the Livestock Sanitary Association in Chicago the week of December 3rd; mileage expense on one automobile is allowed so that three other members of the Veterinary Division faculty may accompany Dr. Hutton. Travel
8. Benjamin F. VanAlstyne, Ralph H. Young, John H. Kobs, and a member of the Athletic Council to the annual Western Conference meeting in Chicago on December 7th and 8th, for the arranging of athletic schedules. All expenses are recommended by the Athletic Council.
9. C. W. Bachman, L. L. Frimodig, Ralph H. Young, and a member of the Athletic Council to New York City for the following meetings December 28th to 29th; National Collegiate Athletic Association American Football Coaches Association, Society of Directors of Physical Education, and the American Track Coaches Association. All expenses are recommended by the Athletic Council.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted to approve travel items 1, 2, 3, 4, 6, 7, 8, referring items 5 and 9 to the Administrative Group for report back to the Board.

Travel to International Livestock Exposition and Hay and Grain Show
(Chicago, December 1st to 8th)

International
Travel

10. Dean E. L. Anthony - mileage (railroad) only requested.
11. H. R. Pettigrove, coach of the Farm Crops Judging Team - full expenses allowed from Farm Crops Department funds.
12. Four student members of the Farm Crops Judging Team - all expenses allowed to be paid from Judging Team funds.
13. C. R. Megee, who has been asked to act as official judge in the Grain Show - all expenses to be paid by the Grain Show.
14. R. E. Decker to attend meetings of the Extension Agronomists' Association, International Crop Improvement Association, and the International Exposition - railroad mileage allowed to be paid from Extension funds.
15. G. A. Brown, V. A. Freeman, M. H. Thornton, Charles Walker, and R. E. Maples, in charge of college exhibits of beef cattle, sheep, and swine - all expenses allowed from Animal Husbandry Department funds.
16. R. S. Hudson, John Carter, Jack MacAllen, and Andrew Quirrie, in charge of college horse exhibits - all expenses allowed from Farm and Horse Department funds.
17. D. H. LaVoi and H. F. Moxley, in charge of Michigan Farmers' Club exhibits of sheep and horses - all expenses allowed from Extension funds.
18. C. F. Huffman, who is on the program for the Society of Animal Production - railroad mileage only allowed from Dairy Department funds.
19. A. R. Marston, as representative of the Michigan Crop Improvement Association in charge of Michigan entries - expenses to be paid by this organization.

On motion of Mr. Daane, seconded by Mr. Downing, it was voted to approve travel items from 10 to 19.

MISCELLANEOUS

1. Request of B. R. Proulx that an additional allowance be made on expenses of trip to the National Hotel Exposition in New York City, November 12th to 17th, because of the necessity of such travel in making student placement. Railroad mileage only was allowed at the November 3rd meeting of the Board.

Allowance for
pullman made
on Mr. Proulx
trip to N.Y.

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted that an allowance for pullman be approved on Mr. Proulx's trip to New York City and return.

Allowance for
pullman made
on trip to
Washington for

On motion of Mr. Brody, seconded by Mr. Halstead, it was voted also to approve pullman expenses for the following people whose travel to Washington with railroad mileage only was allowed at the November 3rd meeting:

Dr. E. L. Austin
Professor H. C. Rather
Miss Edna Smith

Dr. Austin
Prof. Rather
Miss Smith

2. Request of Director Young that payments totalling \$331.00 be made to twenty-eight staff members for services in connection with football games (selling and taking tickets, acting as press and gate guards, etc.).

Payroll for
staff members
employed by
Athl. Dept.
approved.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve payment to twenty-eight staff members for services in connection with football games.

3. Recommendation of Dean Anthony that a five-year renewal be made on the lease of 65 acres of land near Okemos owned by Mrs. Mary B. Hammond, Grand Ledge. Present lease expires April 1, 1935; renewal may be made at the rate of \$200.00 per year (reduction of \$25.00 per year over the last five years), and payments are to be made from Farm and Horse Department funds.

MISCELLANEOUS, cont.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve payment to twenty-eight staff members for services in connection with football games.

5-year renewal made on lease of 65 acres of land near Okemos-Farm & Horse Dept.

\$250 trans. from Exp.Sta. to Library

Approval of transfers of Extension funds

3. Recommendation of Dean Anthony that a five-year renewal be made on the lease of 65 acres of land near Okemos owned by Mrs. Mary B. Hammond, Grand Ledge. Present lease expires April 1, 1935; renewal may be made at the rate of \$200.00 per year (reduction of \$25.00 per year over the last five years), and payment are to be made from Farm and Horse Department funds.

4. Request of Director Gardner that \$250.00 be transferred from the Experiment Station Director's Office funds to the Library Section of the Experiment Station, to take care of current orders.

5. Request of Director Baldwin that the following transfers be made in Extension funds (necessary because purchase orders made last year have been carried over and paid this year):

\$200.00 from Extension Reserve to Extension State, Agricultural Economics
\$300.00 from " " " Animal Husbandry
\$600.00 from " " " County Agents
\$300.00 from " " " Farm Management
\$500.00 from " " " Home Furnishing
\$200.00 from " " " Home Management

On motion of Mr. Downing, seconded by Mr. Halstead, it was voted to approve items 3, 4, and 5.

Tentative adoption of 1935 football schedule.

6. Presentation of the 1935 football schedule as far as now completed, with the request of the Athletic Department for approval of financial arrangements.

On motion of Mr. Daane, seconded by Mr. Brody, it was voted to adopt tentatively the 1935 football schedule.

Action deferred on Auditor's Report

7. Presentation for filing of copies of the Report on Examination for 1933-34 and the Report on Accounting Recommendations (supplementary report), prepared by Seidman & Seidman. (Action on these reports was deferred for special attention at the November 3rd meeting of the Board).

Deferred

Action deferred on statement presented from Auditor.

8. Presentation of bill in the amount of \$2,250.00 rendered by Seidman and Seidman for the examination of accounts for the year ended June 30, 1934 and submission of reports. (Action on this bill was deferred at the November 3rd meeting.)

Deferred.

Secretary reimbursed \$300 for legal services rendered during investigation.

9. Request of the Secretary that he be reimbursed for an amount of \$300 for legal services rendered by Mr. Ernest Smith, Lansing Attorney, during the time of the investigations.

On motion of Mr. Downing, seconded by Mrs. Wilson, it was voted that Mr. Halladay be reimbursed in the amount of \$300.

The vote on this item was 4 "yeas", 1 "No", - Mr. Downing, Mrs. Wilson, Mr. Berkey and Mr. Daane voting "Yes", Mr. Halstead voting "No" and Mr. Brody not voting.

Question of official title of Mr. Moore referred to Adm. Group.

10. Letter from Dean Anthony recommending that the official title of Mr. J. M. Moore which stands as Specialist in Poultry Husbandry be corrected to that of Assistant Professor of Poultry Husbandry and Research Assistant in the Experiment Station.

Referred to the Administrative Group with power to act.

PRESIDENT'S REPORTS

Report re: sending Band to Syracuse Travel of Tubbs to Chicago approved.

1. Report on expense of sending M. S. C. Band to Syracuse with the football team (referred at the November 3rd Board meeting) per statement rendered by the Comptroller on file.

2. Approval of travelling expense for Farley F. Tubbs to Chicago for the meetings of the American Ornithologists' Union. Total expense involved - \$16.50.

Auto mileage granted Soils Dept. to go to Washington for meeting.

3. Approval of Dean Anthony's recommendation that automobile mileage be allowed to Washington, D. C. so that three members of the Soils Department might attend meetings of the American Soil Survey Association on November 20th. This replaces railroad mileage allowed Dr. C. E. Millar at the November 3rd Board meeting, and was necessary because two other department members were subsequently asked to appear on the Soils program.

Accident report on Tom Torrance

4. Accident report on Tom Torrance, Buildings and Grounds employee. Time lost - 44 hours at 35¢ an hour, totalling \$15.40.

Health Ser. calls for Mr. Morgan and Mr. Kitchen

5. Authorization of Health Service office calls during October for O. E. Morgan and W. M. Kitchen, Buildings and Grounds employees, totalling \$1.50.

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

MISCELLANEOUS REPORTS

1. Report on appraisal of Michigan State Institute of Music and Allied Arts equipment reported still in college possession (investigation of this matter referred to the President and Chairman of the Board at the November 3rd Board meeting).

Purchase of
Institute
equipment
approved at
appraisal
value.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted to approve the purchase of the Michigan State Institute equipment at the appraisal value of \$180.50 placed upon it by Mr. Wilkins, providing the Institute is willing to accept it.

2. Report from the Buildings and Grounds Committee on the placing of insurance on College steam boilers (referred at Board meeting of September 14th).

Report on
placing in-
surance on
college steam
boilers.

On motion of Mrs. Wilson, seconded by Mr. Daane, it was voted to accept the report of the Buildings and Grounds Committee on the placing of insurance on College steam boilers. (Report on file in the Secretary's Office).

3. Report from Mr. Halstead on the possibility of obtaining a refund of penalties paid the Department of Internal Revenue in connection with football receipt taxes during the 1933 season (referred at November 3rd Board meeting).

No report re:
refund of
penalties paid
Dept. of In-
ternal Rev.

No report.

4. Report on the naming of depositories for the following sums: \$150,000.00 revolving funds; \$150,000.00 government funds; \$100,000.00 general funds; and attaching of clause disclaiming responsibility of the Treasurer for monies deposited in banks which may later become defunct. (Matter referred to the Finance Committee and Mr. Daane at the November 3rd Board meeting).

Excess funds
due college
from State
each month to
be left with
State Treas.

On motion of Mr. Berkey, seconded by Mr. Downing, it was voted that the excess funds of the College due from the State each month be left with the State Treasurer and that Mr. Wilkins in conjunction with Seidman & Seidman be authorized to set up the necessary machinery to handle this transaction.

Lansing Nat.
Bank named
depository

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that the Lansing National Bank be named a depository.

On motion of Mr. Daane, seconded by Mr. Berkey, it was voted that, in view of the naming of the State Treasury and the Lansing National Bank as depositories for college funds, our Treasurer be absolved from liability for losses of any funds so deposited by reason of any financial difficulties in which the bank may become involved.

Treasurer ab-
solved from
liability for
losses of
funds deposited
etc.

5. The name of Mr. G. L. Daane to be added to the Finance Committee.

On motion of Mr. Berkey, seconded by Mr. Halstead, it was voted that the name of Mr. Daane be added to the Finance Committee.

Name of Mr.
G.L. Daane
added to Fin.
Committee

6. Report on Cooper-Carlton hotel bonds (face value - \$2,500.00) which are defunct - return for settlement has been requested. (Matter referred to the Finance Committee and Mr. Daane at the November 3rd Board meeting).

Cooper-Carlton
bonds to be
returned for
acceptance of
new refunded
bonds, etc.

On motion of Mr. Halstead, seconded by Mr. Downing, it was voted to approve the recommendation of the Finance Committee that the Cooper-Carlton hotel bonds be forwarded to the depositors bond holders committee for acceptance of the new refunded bonds and the acceptance of the preferred stock in lieu of our unpaid interest.

No report on
request re:
Camps site
near Dearborn
for 4-H Club
Camp.

7. Report on the request of Ralph Carr, of the Wayne County Extension Office, that the proffered gift of a 4-H Club camp site near Dearborn be accepted. (Matter referred to the Advisory Committee at the November 3rd Board meeting).

No report.

It was voted that the next meeting of the State Board of Agriculture be held December 15, 1934 at 9 o'clock in the President's Office.

The meeting adjourned at 5:00 P.M.

R. S. Shaw
President

Norman H. Halladay
Secretary