

Minutes of the
Meeting of the State Board of Agriculture
November 22, 1940

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

Absent: Mr. Akers; Dr. Elliott.

The meeting was called to order at 4:15 P.M.

The minutes of the previous meeting were approved.

RESIGNATIONS, APPOINTMENTS AND LEAVES

Resignation

1. Resignation of Mrs. Ella Albig (Miss Thomas) as Information Clerk in the Registrar's Office, effective November 13, 1940. Mrs. Albig has accepted a position with the selective Service Board.
2. Resignation of Harriet Kilborn as stenographer in the Boys' and Girls' Club Office, effective November 12, 1940. Miss Kilborn has accepted a position with the Selective Service Board.

Leaves

3. Leave of absence with full pay for Dr. C. E. Millar, Professor and Head of the Soils Department, for three and one-half months beginning January 1, 1941. Dr. Millar has been with the College since 1915 and has been granted one leave for nine months on part pay. He plans to study and travel in the United States.
4. Two members of the Accounting Office staff are with the National Guard in Louisiana: Paul Rumpsa, assistant payroll clerk on the labor payroll; and Robert Angell, clerk in the purchasing department on the salary payroll. Mr. Wilkins is recommending leaves of absence without pay for them effective as of October 31st and to continue until they have been released from the Army service.

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

5. Recommendation from Dean Emmons that Dr. W. L. Blair be given sick leave on half pay until he is able to return to work, but not beyond August 31, 1941. Dr. Blair has been with the College since January 1936, and since September 1, 1940, he has been on leave on half pay because of ill health.

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

6. Recommendation from Dean Emmons for leave of absence on full pay for Dr. R. A. Beth, Associate Professor of Mathematics, so that he may work with the Committee on Passive Protection Against Bombing (committee of the National Academy of Sciences and the National Research Council). This committee will pay the salary of a substitute for Dr. Beth up to an amount of \$2400.00. (Dr. Beth's salary is \$3200.00).

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted to approve a leave of absence for Dr. Beth for the balance of this fiscal year, or until July 1, 1941, on full pay.

Appointment

7. Appointment of Samuel W. Stewart as Instructor in Mathematics at a salary of \$2000 per year for full time work on a temporary basis from the time Dr. Beth leaves for work with the Committee on Passive Protection Against Bombing (above item) until July 1, 1941. In replacing Dr. Beth during his leave the full amount of Mr. Stewart's salary will be refunded by the National Academy of Science and the National Research Council.

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve the above appointment to July 1, 1941.

Travel

TRAVEL

1. Maintenance expenses only for C. M. Harrison to confer with representatives of Ohio State University at Toledo, Ohio, on October 31, and on November 14 and 15. The meetings are being held to edit a motion picture film on pasture improvement, forage crops, and organic matter, being made cooperatively by Ohio State, Michigan State, and the Farmers and Manufacturers Beet Sugar Association.
2. Mileage on one car for five members of the English Department to attend the meeting of the National Council of Teachers of English to be held in Chicago on November 21-24.
3. Full expenses for B. R. Proulx and Don Brandow (President of the Union Board) to attend the annual meeting of the American Association of College Unions in Philadelphia on December 5-7; expenses to be paid from Union funds.
4. Full expenses for R. C. Huston, R. H. Young, G. W. Bachman, John H. Kobs, B. F. VanAlstyne, L. L. Frimodig, Earl A. Schlademan, and Fendley Collins to attend the annual fall meeting of the Western Conference at the Sherman Hotel in Chicago on December 5-7 for the purpose of making schedules and arranging for officials.

TRAVEL, continued

Travel

5. Full expenses for Marcella Meyer and D. L. Clanahan to supervise delegations of 4-H Club members from the Upper Peninsula to the National 4-H Club Congress in Chicago from November 30 to December 6.
6. Full expenses for Lola Belle Green, A. G. Kettunen and Nevels Pearson to supervise 4-H Club delegations from the Lower Peninsula to the National 4-H Club Congress in Chicago from November 30 to December 6.
7. Railroad coach fare only for C. O. May to attend a meeting of the American Society of Farm Managers and Rural Appraisers in Chicago on December 2 and 3.
8. Mileage on one car for Dr. E. T. Hallman and four or five members of the staff of the Animal Pathology Department to attend the conference of Official Research Workers in Animal Diseases and the U. S. Live Stock Sanitary Association meetings in Chicago from December 3-6.
9. Mileage on one car and maintenance expenses for Dean Ward Giltner to attend these meetings and also a meeting of the deans of the veterinary colleges which will be held at the same time. Dr. H. J. Stafseth and Dr. E. S. Weisner will accompany Dr. Giltner.
10. Mileage on one car and maintenance expenses for F. W. Barrett and four members of the Poultry Judging Team to compete in the Intercollegiate Poultry Judging Contest in Chicago on November 30.
11. Mileage on one car for members of the Soils Department to attend the meetings of the Soil Science Society and the American Society of Agronomy to be held in Chicago during the week of December 2.
12. Full expenses for G. F. Wenner to set up the Michigan entries at the International Hay and Grain Show in Chicago from November 30 to December 2, and full expenses for A. A. Johnson to take down and pack up the exhibits from December 6-7; expenses to be paid by the Michigan Crop Improvement Association.
13. Full expenses for H. R. Pettigrove to accompany the Crops Judging Team to the Intercollegiate Crops Contest at Kansas City, Missouri, on November 29 and 30; and the International Hay and Grain Show at Chicago on December 1-3; expenses to be paid from the Farm Crops Judging Team fund.
14. Mileage on one car for members of the Farm Crops Department to attend the annual meeting of the American Society of Agronomy in Chicago from December 4-6.
15. Railroad coach fare only for George Amundson to attend the meeting of the American Society of Agricultural Engineers in Chicago during the week of December 1.
16. Full expenses for R. W. Tenny to accompany a group of Short Course students to the International Live Stock Show in Chicago for two or three days between November 30 and December 7.
17. Full expenses for H. F. Moxley and E. L. Benton to attend the International Live Stock Exposition in Chicago from November 28 to December 7. Mr. Moxley will be in charge of the state exhibit of horses, and Mr. Benton will be in charge of the state wool show.
18. Railroad coach fare only for Don Stark to attend the International Live Stock Show in Chicago from December 2-3.
19. First-class railroad and pullman fare for J. G. Wells of Chatham to attend the International Live Stock Show in Chicago from December 1-7.
20. Railroad coach fare only for George K. Davis to appear on the program of the American Society of Animal Production in Chicago on November 29 and 30.
21. Following recommendations are made for expenses for members of the Animal Husbandry Department to attend the International Live Stock Show and the Society of Animal Production in Chicago from November 28 to December 7:
 - a. Full expenses for Charles Walker and Lloyd Schmiede who will be in charge of the live stock exhibits of the College.
 - b. Railroad coach fare and maintenance expenses for two days for G. A. Branaman and G. A. Brown who will show the college livestock on these days.
 - c. Gas and oil allowance on the Farm and Horse automobile and maintenance expenses for three days for John Carter, John MacAllen, Andrew Quirrie, and Edward Brewster.
 - d. Railroad coach fare one way and maintenance expenses for three days for R. S. Hudson. The rest of Professor Hudson's expenses will be borne by the Belgian Horse Association.
22. Full expenses for a representative of the Chemical Engineering Department to take a group of students to an exposition of Chemical Engineering Equipment in Chicago between December 11-15.
23. Allowance of \$75 each for H. M. Byram and Mrs. Merle D. Byers to attend the American Vocational Association in San Francisco on December 15-18. This has been approved by Mr. Fern and will be reimbursed in full from Vocational Education funds.

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

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MISCELLANEOUS

Report of Mr. Wilkins re: Chas. Bell Loan fund.

Insurance on boilers continued - placed through Mourer Ins. Co.

1. Report from Mr. Wilkins that the outstanding notes of the Charles Bell Loan Fund have been returned by the Detroit Trust Company with the statement that it is an obligation of the College to make these collections.
2. Recommendation from Mr. Wilkins that the insurance on the boilers be continued, with the value placed at \$100,000.00 pending a survey to be made and report to the Board. It was further recommended that this insurance business be placed through the Mourer Insurance Company of Lansing, Michigan, in the Globe Indemnity Company.

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

Approval of 1941 football schedule.

3. Approval of the 1941 football schedule, subject to the approval of the Faculty as follows:

Michigan	Away Oct. 4	One-half gross gate receipts, less one-half of expenses.
Marquette	Home Oct. 11	\$5000 with option of 50% gross gate receipts (First game of two-year contract).
Santa Clara	Away Oct. 18	\$8000 with an option of 50% net gate receipts (Second game of 4-year contract).
Wayne	Home Oct. 25	\$750 with option of 50% gross gate receipts (One year contract)
Missouri	Home Nov. 1	\$2500 with option of 50% gross gate receipts (second game of two-year contract).
Purdue	Away Nov. 8	50% gross gate receipts after deduction of officials' fees and expenses (first game of five-year contract).
Temple	Home Nov. 15	\$7500 with option of 50% gross gate receipts (first game of two-year contract).
To be scheduled	Nov. 22	
West Virginia	Away Nov. 29	\$400 with option of 50% gross gate receipts (first game of two-year contract)

On motion of Mr. Brody, seconded by Mrs. Masselink, it was voted to approve item 3.

Approval of change in Summer School fees.

4. Recommendation from the Summer School Committee pertaining to a change in fees for Summer Session, as follows:

	Present Schedule	Proposed Schedule
Six-Week	\$16.00	\$17.50
First Three-Week	8.50	9.00
Post Session (4 weeks)	10.00	11.00
Biology, Art (6 weeks)	15.00	16.50
Forestry (10 weeks)	25.00	27.00
Field Geology (3 weeks)	7.50	8.00
Out-of-State (6 wks or fraction)	5.00	5.00 for 4 weeks or less 7.50 for 6 weeks
Language:		
Ten Weeks	26.00	28.00
One Term	11.00	11.00
Two terms	21.00	21.00
Eight Weeks	21.00	22.50
One Term	8.50	8.50
Two Terms	16.00	16.00

On motion of Mr. McPherson, seconded by Mr. Berkey, it was voted to approve item 4.

Change in titles for -

5. The following corrections in titles have been recommended:

- a. Orletta Hansen -- from Housing Assistant to Housing Maintenance Supervisor for Women.
- b. R. E. Horwood -- from Assistant Professor of Dairy Husbandry to Assistant Professor and Research Assistant in Dairy Husbandry
- c. Meta Vossbrink -- from Itinerant Teacher Trainer to Itinerant Teacher Trainer and Assistant Professor of Education.

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve item 5.

Account with American St. Savings Bank to be opened.

6. Recommendation from Mr. Wilkins that the College open an account with the American State Savings Bank in Lansing for any amount available for deposit up to \$100,000.00.

On motion of Mr. Brody, seconded by Mr. Berkey, it was voted to approve item 6.

Mr. Wilkins to sell 7 City of Fordson bonds and to buy 9 M.S.C. Bonds

7. Mr. Wilkins reported that there is an opportunity to sell seven City of Fordson bonds at 123. These bonds bear $4\frac{1}{2}\%$ interest and mature in 1956. It is possible to purchase nine Michigan State College bonds bearing 3% interest at 103. He recommends the sale of the Fordson bonds and the purchase of M.S.C. bonds.

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

PRESIDENT'S REPORT

1. Resignation of Mrs. Dorothy Winn as Clinic Nurse at the Health Service effective October 31, 1940.
2. Appointment of Miss Mary Jones as Clinic Nurse at the Health Service at a salary of \$1080 per year plus meals and laundry, effective November 1, 1940. Miss Jones will replace Mrs. Winn whose salary was \$1080.
3. Full expenses for Dr. I. F. Huddleson to go to New York City to confer with Dr. Longworth of the Rockefeller Institute relative to the operation of the new Tiselius apparatus which has been installed at the College.
4. First-class railroad mileage only for Miss Eugenia McDaniel to attend the meeting of the National Pest Control Association at Indianapolis, Indiana, on October 28-30.
5. First-class railroad mileage only for E. B. Hill to attend the annual meeting of the American Country Life Association at Purdue University, Lafayette, Indiana, on November 6-9.
6. Automobile mileage and maintenance expenses for O. E. Robey to take five students to visit the Soil Conservation Experiment Stations at Zanesville and Ooshocton, Ohio, during the weekend of November 16.
7. Authorization for payment of compensation to Buildings and Grounds employees who were injured while working, as follows: \$12.60 to Edward E. Bucholz, and \$17.60 to Elmer Penner.

Resignation

Appointment

Travel

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

SECRETARY'S ITEMS

1. The Athletic Council recommends the construction of a press box in the Field House. Plans and specifications have been prepared by Bowd and Munson Company. Bids have been taken and the low bidder is the Christman-Lansing Company at \$2675.00. This will be paid from Athletic funds.
2. In April 1922 the Chamber of Commerce of Mancelona gave to the College 40 acres of land north of Mancelona to be used as a sub-experiment station. This has been used by the Soils Department but is no longer useful to them.. Dr. Millar and Dean Anthony recommend that this property be returned to the community.

Approval of construction of press box in field house.

No action on request to return 40 acres of land at Mancelona

Top-of-Mich. R.E. Co. given right of way across 40 acres at Mancelona

No action.

3. The Top-of-Michigan Rural Electrification Company requests a right-of-way for the construction of a power line across the 40 acres north of Mancelona, referred to in item 2.

On motion of Mr. McPherson, seconded by Mr. Jakway, it was voted to approve item 3.

Approval of installation of men's toilet at Ag. Engr. Lab. Bldg. Work of opening roads at Kell.Fores. tract to be opened.

NYA bldgs. to be constructed on the campus

4. There are no toilet facilities in the Agricultural Engineering Laboratory building. The Agricultural Engineering Department requests the installation of suitable facilities. Mr. Davenport indicates the cost of this project to be approximately \$500.00 if toilets for men and women are to be provided. The Board recommends that toilets for men only be provided at a cost not to exceed \$250.00.
5. The Committee appointed at the last Board meeting visited the Kellogg Forestry tract on November 4th. The Committee recommends that the work of opening the roads be authorized with an initial expenditure not to exceed \$1,000.00.
6. A site for the proposed NYA buildings has been approved by Mr. Phillips and Dean Anthony, locating them in a portion of the Forestry Nursery just west of the Apiary Building. The total cost of extending services to this site is as follows:

	Total cost	
Electric service	\$2975	(of which NYA will pay \$1400
Telephone service	225	(of which NYA will pay 200
Steam service	1295	(of which NYA will pay 270
Water	175	(of which NYA will pay 140

Gas will be installed by the Consumers Power Company at no charge and the sewer will cost \$520.00, all of which will be paid by the NYA, making the total cost to the College \$5660.00 and an additional \$2530.00 to the NYA. In addition it will be necessary to extend water lines to a new field on the farm to be used by the Forestry Department to replace the area taken from them for this site and it is estimated that the cost of extending this water line will be approximately \$1,000.00. This requires an appropriation of \$5660.00 for services to the NYA buildings and \$1,000.00 for the extension of water to a new Forestry tract. The NYA will expend in excess of \$60,000.00 in constructing the two dormitories and a dining hall. It is understood that light, heat and water are to be furnished to these buildings at no charge. The site is leased to the NYA for one year at \$1.00. The buildings automatically become the property of the College.

SECRETARY'S ITEMS, continued

Am. Dairy

Science Assoc.
to old meeting
here in June
1942

7. Dean Anthony advises that the American Dairy Science Association has accepted the invitation of the College to hold its annual meeting here the week of June 22, 1942. This involves an appropriation by the Board of sufficient funds to cover the use of the auditorium for their meetings. This will be presented to the Board when the budget for the 1941-42 year is considered.

Report of pro-
gress on ar-
mory

On motion of Mr. Berkey, seconded by Mr. Brody, it was voted to approve items 1, 4, 5, 6 and 7.

8. Report of progress on the proposed armory.

Consideration
of proposed
girls' dorm.

9. Consideration of the proposed girls' dormitory.

The meeting adjourned at 4:45 P.M.

Robert S. Shaw
President

John A. Hannah
Secretary

Minutes of the
Meeting of the State Board of Agriculture
December 19, 1940

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

Absent: Dr. Elliott

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

The minutes of the previous meeting were approved.

RESIGNATIONS, LEAVES AND APPOINTMENTS

Resignations

1. Resignation of Dr. Hale Cowling, Research Assistant in Agricultural Chemistry, effective December 31, 1940. Dr. Cowling has accepted a commercial position.
2. Resignation of Irene Culver as stenographer in Agricultural Economics, effective December 31, 1940. Miss Culver expects to accept a new position after a vacation in California.
3. Report of the death of Miss Ethel Webb, Associate Professor of Clothing, on November 29, 1940.
4. Report of the death of Tom Gunson on December 17, 1940.

Leaves

5. At the last Board meeting Dr. Richard A. Beth was granted leave of absence for the balance of the fiscal year. This leave is to be effective beginning on December 1, 1940.
6. Leave of absence for an indeterminate period for G. C. Cook, Assistant Professor of Education, effective December 9, 1940. Mr. Cook has reported to Washington, D. C., for service in connection with national defense. His salary is paid entirely by the State Board of Control for Vocational Education.
7. Leave of absence without pay for one year for Howard E. Taylor, resident manager of Wells Hall, effective January 21, 1941. Mr. Taylor has been drafted for a year's military service.
8. Leave of absence without pay for one year for Linn Towsley and Dale Pettengill of the Buildings and Grounds Department, effective December 10, 1940. These men are reserve officers and have been called for a year's active duty.

Appointments

9. Appointment of Miss Mary Frances Granger as clerk in Horticulture Extension at a salary of \$540.00 per year for half time work on a permanent 12-month basis, effective January 1, 1941. Miss Granger will replace Maxine Wilson whose resignation has been accepted (salary \$570.00).
10. Continuation of Vern Thaler as Instructor in Forestry at a salary of \$100 per month for three months beginning January 1, 1941. Mr. Thaler is familiar with the outlying forest projects previously handled by Professor Deters.
11. Continuation of Mrs. Bertha Hess as Extension Specialist in Child Care and Training at a salary of \$200.00 per month for the period from January 1 to June 30, 1941. Mrs. Hess is temporarily filling the position held by Miss Alice Hutchinson.